

## NOTICE THROUGH DHA WEBSITE

- 1 Members of DHA City Karachi are required to update their membership record on occurrence of changes, like change of address, updation of family record, change of signatures, change of name, CNIC and change in facial appearance by providing latest photographs. The membership is allotted for a period of five years, thereafter, re-newal is required for next five years.
2. Members of DCK who were allotted membership with effect from 1<sup>st</sup> Jan 2010 are informed that their membership is expiring on 31 Dec 2014, therefore, they are required to get their membership re-newed as soon as possible. The effective date shall be the date of membership.
3. Requirements / documents for re-newal of membership fee is given below:-
  - a Application for re-newal of membership duly signed by the member.
  - b 2 x latest photographs passport size. (Attested) - (Not more than 6 months old & Serving Armed Forces Officers, in-uniform)
  - c 2 x Photocopies of CNIC / POC/NICOP. - (as applicable) attested.
  - d Latest present postal & permanent address. - Application for change of address (If applicable).
  - e Detail of legal heirs / family members. - Form attached.
  - f 1 x latest photograph (3 x 3 cms) of living family members. - Attested.
  - g 1 x copy of CNIC / NICOP / POC/Passport (as applicable) (over 18 years living family members). - Attested.
  - h Change in marital status, change & amendment of own name & Father / Husband name. - Application/documentary proof required. (if applicable).
  - i Release / Retirement Order. - (For Armed Forces & Registered in Cat 'A') (as applicable) attested.
  - j Photocopy of Computerized (NADRA) Form-B & NICOP / POC / Passport (as applicable). - (For children under 18 years) attested.

**Note -**

- a. The members to submit above said documents through post or deposit by hand in DHA Karachi under an application, duly signed by the member.
- b. In case of deposit of documents by hand at Main Reception Counter, please collect renewal token from DCK Counter and visit DCK T&R Office alongwith original valid CNIC, NICOP, POC, Passport (as applicable) & DCK Membership Card for digital photograph & biometrics impression at your convenience.

### FIVE YEARS RE-NEWAL FEE:

(SAME DAY RENEWAL FEE Rs.5000/-)

Category	For	Renewal Fee	Category	For	Renewal Fee
"A"	Armed Forces (including Def Paid Civs)	Rs. 2,000/-	"C"	Legal Heir/Hiba/Gift	Rs. 2,000/-
"B"	Civilian	Rs. 4,000/-	"D"	DHA Staff	Rs. 2,000/-
"B"	Spouse of Def Forces Offrs	Rs. 2,000/-	"DS"	DHA Employees	Rs. 2,000/-
"B"	Widows of Def Forces Offrs / Shuhdas	Rs. 200/-	"S"	Special Almt	Rs. 2,000/-
"B"	Corporate Bodies	Rs. 30,000/-	"KPTS"	KPT Officials	Rs. 2,000/-
"B"	Foreigners / POC Holders	Rs. 30,000/-	"E-1"	JCOs / Sldrs (Temporary)	Rs. 2,000/-
"BS"	Sindh Govt Officials	Rs. 3,000/-	"E-2"	JCOs / Sldrs (Permanent)	Rs. 2,000/-



# Pakistan Defence Officers Housing Authority

2/ B, East Street, Phase-I, DHA, Karachi - 75500 (Pakistan)

UAN: 111 589,589 Phones: 35886401-5, Fax 35886406

Website: [www.dhakarachi.org](http://www.dhakarachi.org) / Email: dha@dhakarachi.org

## SPECIMEN OF APPLICATION

To: Addl Director T&R DCK  
2-B, East Street, Phase-I  
Pakistan Defence Officers Housing Authority  
Karachi - 75500, Pakistan

Subject: **Renewal of Membership - DCK**

My membership no \_\_\_\_\_ at DHA City Karachi is expiring / expired on 31 Dec 2014. Following documents (As per advertisement) duly attested are forwarded for renewal / necessary action:-

- a Application for re-newal of membership duly signed by the member.
- b 2 x latest photographs passport size. (Attested) - (Not more than 6 months old & Serving Armed Forces Officers, in-uniform)
- c 2 x Photocopies of CNIC / POC/NICOP. - (as applicable) attested.
- d Latest present postal & permanent address. - Application for change of address (If applicable).
- e Detail of legal heirs / family members. - Form attached.
- f 1 x latest photograph (3 x 3 cms) of living family members. - Attested.
- g 1 x copy of CNIC / NICOP / POC/Passport (as applicable) (over 18 years living family members). - Attested.
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- i Release / Retirement Order. - (For Armed Forces & Registered in Cat 'A') (as applicable) attested.
- j Photocopy of Computerized (NADRA) Form-B & NICOP / POC / Passport (as applicable). - (For children under 18 years) attested.

**Note: -**

- a. The members to submit above said documents through post or deposit by hand in DHA Karachi under an application, duly signed by the member.
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"BS"	Sindh Govt Officials	Rs. 3,000/-	"E-2"	JCOs / Sldrs (Permanent)	Rs. 2,000/-

Signature of applicant: \_\_\_\_\_

Membership No: \_\_\_\_\_

Dated: \_\_\_\_\_

**TO BE FILLED IN BLOCK LETTERS**  
**PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY**  
**DETAILS OF FAMILY MEMBERS**

1.	FATHER'S NAME	Photo										
	CNIC NO.		-									-
	ADDRESS											
	TELEPHONE NOS.		LAND LINE:								MOB:	
2.	MOTHERS'S NAME	Photo										
	CNIC NO.		-									-
	ADDRESS											
	TELEPHONE NOS.		LAND LINE:								MOB:	
3.	SPOUSE' NAME	Photo										
	CNIC NO.		-									-
	ADDRESS											
	TELEPHONE NOS.		LAND LINE:								MOB:	
4.	CHILDREN OVER 18 YEARS											
(1)	NAME	Photo										
	CNIC NO.		-									-
	ADDRESS											
	TELEPHONE NOS.		LAND LINE:								MOB:	
(2)	NAME	Photo										
	CNIC NO.		-									-
	ADDRESS											
	TELEPHONE NOS.		LAND LINE:								MOB:	
(3)	NAME	Photo										
	CNIC NO.		-									-
	ADDRESS											
	TELEPHONE NOS.		LAND LINE:								MOB:	
(4)	NAME	Photo										
	CNIC NO.		-									-
	ADDRESS											
	TELEPHONE NOS.		LAND LINE:								MOB:	
5.	CHILDREN UNDER 18 YEARS											
(1)	NAME	Photo										
	Child Registration No.		-									-
(2)	NAME	Photo										
	Child Registration No.		-									-
(3)	NAME	Photo										
	Child Registration No.		-									-
(4)	NAME	Photo										
	Child Registration No.		-									-

**NOTE: ALL FAMILY MEMBER'S NIC, B. FORM COPIES & PHOTOGRAPHS REQUIRED**

Present Postal Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Membership No: \_\_\_\_\_  
 Phone No: \_\_\_\_\_