

PAKISTAN DEFENCE OFFICERS’ HOUSING AUTHORITY

2-B, East Street, Phase-I, Defence Housing Authority, Karachi – 75500 (Pakistan)  
Telephone: 9266801-5, 111 589 589/35886401-5, Fax 35886406, 35310204  
Website: www.dhakarachi.org /E-mail:dha@dhakarachi.org, tr\_dhacity@dhakarachi.org

FORM OF APPLICATION FOR REGISTRATION IN CATEGORY “V”  
(COMPANY/CORPORATE)

READ THE INSTRUCTIONS CAREFULLY BEFORE FILLING

OFFICE USE ONLY
Membership No. _____
Date: _____

SERIAL

PHOTO
(Please Paste)
(Passport Size)
(Attested)

CORPORATE/COMPANY PROFILE

1. Name of Organization: \_\_\_\_\_
2. License/Registration No: \_\_\_\_\_
3. Name of Head of Organization: \_\_\_\_\_
4. Type of Organization: Association/Trust/Club ☐ Bank/Financial Institution ☐ MNC ☐  
NGO ☐ NPO ☐ Others ☐
5. Nature of Business: \_\_\_\_\_
6. Type of Company: Proprietorship ☐ Private Limited ☐ Govt (Federal/Provincial) ☐  
Partnership (Registered/Unregistered) ☐ Public Limited (Listed/Unlisted) ☐
7. Registered with SECP Yes ☐ No ☐  
(Authority of registration with attested photocopy attached)
8. Names of Board of Directors:-  
a. \_\_\_\_\_  
b. \_\_\_\_\_  
c. \_\_\_\_\_  
d. \_\_\_\_\_  
e. \_\_\_\_\_

ADDRESSES

9. Present Address: \_\_\_\_\_  
\_\_\_\_\_
10. Mailing Address (if different to present address) \_\_\_\_\_  
\_\_\_\_\_
11. Permanent Address: \_\_\_\_\_  
\_\_\_\_\_
12. Website: \_\_\_\_\_ Email: Address \_\_\_\_\_

TO BE FILLED IN BLOCK LETTERS

OPERATING PERSON

13. It is certified that Mr/Miss/Mrs/Mst \_\_\_\_\_ is authorized to deal with DHA relating to company property. His/her particulars are appended below:-

(PHOTO)  
(Please Paste)

Passport Size  
(Un-attested)

- a. Name: \_\_\_\_\_
- b. CNIC No: 

					-								-	
--	--	--	--	--	---	--	--	--	--	--	--	--	---	--
- c. NICOP/POC No: 

					-								-	
--	--	--	--	--	---	--	--	--	--	--	--	--	---	--
- d. Passport No: \_\_\_\_\_
- e. Designation in Organization: \_\_\_\_\_
- f. Address: \_\_\_\_\_
- g. Contact No: 

Office
--------

 \_\_\_\_\_ 

Residence
-----------

 \_\_\_\_\_
- |        |
|--------|
| Mobile |
|--------|

 \_\_\_\_\_ 

Fax
-----

 \_\_\_\_\_ 

E-mail
--------

 \_\_\_\_\_

PAY ORDER/DEMAND DRAFT

14. Pay Order/Demand Draft No: \_\_\_\_\_ amounting to Rs. \_\_\_\_\_  
dated \_\_\_\_\_ drawn on \_\_\_\_\_  
on account of Membership Fee is attached.

TO BE SIGNED BY OPERATING PERSON BEFORE DHA DESIGNATED OFFICER

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Thumb Impression

Male (Left) Female (Right)

FOR OFFICE USE ONLY

**Note:** After receipt of M/Ship form (duly completed) the case would be sent to Legal Dte for approval from ADHA.

Date: \_\_\_\_\_

\_\_\_\_\_  
Dy Director M/Ship

## INSTRUCTIONS

### **FOR CATEGORY 'V' MEMBERSHIP FOR COMPANY/CORPORATE**

#### **General**

1. All Pakistani and foreigner companies/corporate bodies/diplomatic missions are eligible.
2. Original CNIC/Passport must be in possession while appearing before DHA Designated Officer.
3. This Membership is for life and renewable after every five years.
4. Applicant is required to appear personally before the DHA designated officer for signatures, digital photograph and digital finger prints.
5. Foreign company and diplomatic mission will apply for M/ship through their Consulate at Pakistan.
6. Reason for obtaining M/ship at DHA by foreign company / diplomatic mission should be duly countersigned by concerned Consulate at Pakistan.
7. M/ship form & other related documents must be got attested through concerned Consulate at Pakistan.
8. M/ship fee from foreign company and diplomatic mission will be charged as company / corporate body.

#### **Completion of Form**

1. All columns must be filled in BLOCK LETTERS.
2. All attached documents must be readable.
3. No overwriting/cutting/erasing is acceptable.
4. Incomplete forms will not be accepted.
5. No entry is to be left blank.

#### **Standard Documents To Be Attached By All**

1. Pay Order/Demand Draft for Registration Fee (as applicable) payable to DHA Karachi.
2. Two latest passport size photographs duly attested of operating person.
3. Two photocopies of the CNIC/NICOP/Passport of operating person (as applicable) duly attested.
4. Affidavit on Non Judicial Stamp Paper value (Rs.20/-) duly attested by Oath Commissioner (Specimen enclosed).
5. An amount of Rs 2000/- per membership will be paid as verification charges.

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**AFFIDAVIT SPECIMEN (CORPORATE)**

I, Mr/Miss/Mrs/Mst: \_\_\_\_\_ Son/Daughter/Wife/Widow of  
\_\_\_\_\_ Religion: \_\_\_\_\_, adult, resident of:  
\_\_\_\_\_

do hereby on solemn affirmation state as under:-

1. That the particulars / information given in the attached form are correct to the best of my / our knowledge and belief. I / we also understand that the membership can be cancelled at any time for providing false information. I / we agree to accept the registration for Category (corporate membership) of the Pakistan Defence Officer Housing Authority Karachi (DHA) and abide by the existing Rules / Byelaws and Regulations of the Authority including the changes incorporated from time to time.
2. That I / we have read and duly understand the Regulations of the Pakistan Defence Officers Housing Authority Karachi (DHA) and I / we agree to abide by them.
3. That, I / we shall not claim refund of the registration fee in any case except only when my / our application for registration is rejected by the Executive Board.
4. That I / we fully understand that registration in Category “V” shall not entitle us the privileges of Category ‘A’ (AYE) membership. I / we also understand that I / we shall not be entitled for allotment of a plot in the Authority.
5. Executant undertakes that he will inform the authority immediately after the release / retirement in any form whatsoever of the attorney, failing which company shall be responsible for the same action done by the Authority.

**D E P O N E N T**

(To be signed by Secretary / or Head of Organization)

## **COMPULSORY DOCUMENTS TO BE ATTACHED FOR ALL TYPES OF ORGANIZATION**

### **1. FINANCIAL INSTITUTION AND MULTINATIONAL COMPANIES**

- a. Resolution of Company authorizing the individual dealing with this Authority duly signed by the Chairman / MD with Office Seal.
- b. Authority Letter signed by the Chairman/CEO/MD.
- c. Memorandum and Articles of Association alongwith Certificate of Incorporation (Ordinance – 1984).
- d. Covering letter on letter head with stamp.
- e. Latest Form 29 issued from the SECP showing Directors and M/D.
- f. National Tax Number Certificate (CBR) if available.
- g. Brochure, if available.

### **2. PRIVATE LIMITED COMPANIES**

- a. Available documents as mentioned as per serial 1 above.

### **3. PARTNERSHIP**

- a. Registration certificate from concerned Registrar of Firms.
- b. Latest certificate of existence from concerned Registrar.
- c. Copy of Registered Partnership Deed.
- d. Available documents as mentioned as per serial 1 above.

### **4. NGO'S AND TRUST & FAMILY TRUST**

- a. Deed of Trust registered with Govt Registrar.
- b. Latest certificate indicating about existence of Trust from Govt Registrar.
- c. Latest position of trustees.
- d. Available documents as mentioned as per serial 1 above.

### **5. GOVT ORGANIZATION**

- a. Govt Gazettes Notification.
- b. Available documents as mentioned as per serial 1 above.

### **6. SOLE PROPERTIES**

- a. Income Tax certificate.
- b. Along with other requirement of Cat B.
- c. Available documents as mentioned as per serial 1 above.

**SPECIMEN**

**NAME OF ORGANIZATION (WITH COMPANY LOGO)**

**RESOLUTION BY THE BOARD OF DIRECTORS**

1. Resolved that: \_\_\_\_\_ (Name of Organization),  
has decided to obtain Corporate Membership (Category ‘V’) in DHA in the name of Company / Firm /  
Institution.
2. It is also resolved that Mr \_\_\_\_\_  
S/o. \_\_\_\_\_, (Appointment in Organization), holding  
CNIC/NICOP/POC No: \_\_\_\_\_ is hereby nominated as authorized  
signatory in DHA for all purposes including Sale / Purchase of Property of \_\_\_\_\_  
\_\_\_\_\_  
(Name of Organization)

\_\_\_\_\_  
(Signature of Chairman)

\_\_\_\_\_  
(Signature of Managing Director / CEO)

\_\_\_\_\_  
(Signature of Director)

\_\_\_\_\_  
(Signature of Director)

\_\_\_\_\_  
(Signature of Secretary)  
(Embossed Office Seal)

**SPECIMEN**

**NAME OF ORGANIZATION (WITH COMPANY LOGO)**

To: The Administrator,  
Defence Housing Authority,  
Karachi

Subject: **AUTHORITY LETTER**

Dear Sir,

M/s \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_ through their MD/Dir/Partner/  
Attorney Mr. \_\_\_\_\_ have decided  
To appoint Mr \_\_\_\_\_ S/o. \_\_\_\_\_ holding  
CNIC/NICOP/POC No. \_\_\_\_\_ working as \_\_\_\_\_ (Appointment in Organization),  
as authorized Signatory in DHA for all purposes including Sale / Purchase of the Property  
of \_\_\_\_\_ (Name of Organization)

His three specimen signatures are appended below:-

\_\_\_\_\_  
\_\_\_\_\_  
(Signature of Managing Director/CEO)

\_\_\_\_\_  
\_\_\_\_\_  
(Signature of Director/CEO/Secretary)

**Note:** 1. TO BE TYPED ON COMPANY/ORGANIZATION LETTER HEAD.  
2. SIGNATURES AS APPLICABLE.