

PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY

2-B, East Street, Phase-I, Defence Housing Authority, Karachi.
 Telephones: 9266801-5, 111 589 589, Fax: 5886406
 Web Site: www.dhakarachi.com.pk/E-mail:dha@dhakarachi.com.pk

B

FORM OF APPLICATION FOR REGISTRATION IN CATEGORY "B" (BEE) (COMPANY/CORPORATE)

READ THE INSTRUCTIONS CAREFULLY BEFORE FILLING

OFFICE USE ONLY	
Membership No.	_____
Date	_____

SERIAL

COMPANY/CORPORATE PROFILE

- Name of Organization : _____
- License/Registration No : _____
- Name of Head of Org : _____
- Type of Organization : Business NGO Diplomat Trust Other
- Nature of Business : _____
- Type of Company : Limited Un-Limited Partnership
 Sole Proprietor Others (specify)
- Registered with SECP Yes No
- Name of Board of Directors
 - _____
 - _____
 - _____
 - _____
 - _____

ADDRESSES

- Present Address : _____
- Mailing Address (If different to present Address) _____
- Permanent Address _____
- Email : _____

INSTRUCTIONS
FOR CATEGORY 'B' 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 **05** years.
4. Applicant is required to appear personally before the DHA designated officer for signatures, digital photograph and digital finger printing.

COMPLETION OF FORM

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

STANDARD DOCUMENTS TO BE ATTACHED BY ALL

1. Pay Order/Bank Draft for Registration fee (as applicable) payable to Defence Housing Authority, Karachi.
2. Two latest passport size photographs duly attested of operating person.
3. Two copies of the CNIC/NICOP /Passport of operating person (as applicable) duly attested.
4. Affidavit on Rs. 20/- Non Judicial stamp paper duly attested by Oath Commissioner (Specimen enclosed).

COMPULSORY DOCUMENTS TO BE ATTACHED FOR ALL TYPES OF ORGANIZATION

1. FINANCIAL INSTITUTION AND MULTINATIONAL COMPANIES

- a. Resolution of Company authorising 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 PROPRIETERS

- a. Income Tax Certificate.
- b. Alongwith other requirement of Category 'B'.
- c. Available documents as mentioned as per serial 1 above.

**To be typed on Rs. 20/-
Non Judicial Stamp Paper.**

AFFIDAVIT SPECIMEN

I, Mr/Mrs/ Mst /Miss: _____ Son/Wife/widow/Daughter of
 _____Religion _____, adult, resident of _____
 _____on behalf of M/S
 _____ do hereby on solemn affirmation, state
 as under:-

1. That the particulars/informations given in the attached form are correct to the best of my knowledge and belief. I/we also understand that the membership can be cancelled at any time for providing false informations. I/we also agree to accept the registration for Category "B" (corporate membership) of the Pakistan Defence Officers Housing Authority Karachi and agree to abide by the existing Rules/Bylaws and Regulations of the Authority including the changes incorporated from time to time.
3. That I/we have read and duly understand the Regulations of the Pakistan Defence Officers Housing Authority Karachi and I agree to abide by them.
4. That, I will not claim refund of the registration fee in any case except only when my application for registration is rejected by the Executive Board.
5. That I/we fully understand that registration in Category 'B' shall not entitle us to 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.

D E P O N E N T