



# 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**

My membership no \_\_\_\_\_ at DHA City Karachi is expiring / expired on 31 Dec 20 \_\_\_\_ .  
Following documents (As per advertisement) duly attested are forwarded for renewal / necessary action:-

- |  |  |
|--|--|
| a. 2x latest photographs passport size. (Attested)   | - (Not more than 6 months old & Serving Armed Forces Officers, in-uniform)   |
| b. 2x Photocopies of CNIC/POC/NICOP.   | - (as applicable) Attested.  |
| c. Latest present postal & permanent address.  | - Application for change of address (If applicable).                         |
| d. Detail of legal heirs/family members.   | - Form attached.   |
| e. 1x latest photograph (Passport size) of living family members   | - Attested.  |
| f. 1x copy of CNIC/NICOP/POC/Passport (as applicable) (over 18 years living family members).                 | - Attested.  |
| g. Change in marital status, addition /amendment of name & Change/addition/amendment of Father/Husband name. | - Application/Documentary Proof Required. (if applicable).                   |
| h. Photocopy of release/retirement order (for ret'd offrs).  | - (For Armed Forces Offrs & Registered in Cat 'A') (as applicable) Attested. |
| i. Photocopy of Computerized (NADRA) Form-B & NICOP/POC/Passport (as applicable).                            | - (For children under 18 years) Attested.                                    |
| j. DD/Pay Order No _____ dt _____ amounting to Rs _____  |  |

**Note: - a. The members to submit above said documents through post or deposit by hand in DHA City Karachi.**

**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.**

### **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, Allotment through GoS | Rs. 3,000/-  | "E-2"    | JCOs / Sldrs (Permanent) | Rs. 2,000/- |

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

Applicant Name: \_\_\_\_\_

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

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

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

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

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

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