



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 / Email:tr_dhacity@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 retd 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 _____ | - | (In favour of DHA City Karachi) |

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.
- c. In case membership process is performed at Rawalpindi Sub office, service charges @ Rs.2000/- will also be charged.
- d. Contact detail of Sub office Rawalpindi **"DHA Karachi Sub Office, Plaza no. 5, Commercial Plaza, Sector E Phase-I, DHAI Islamabad"** a) 051-99096500 b) 03229909650
- e) Death Certificate to be attached in case of death of any family member. Attested
- f) Armed forces officers who have resigned their commission, dismissed or removed from service are NOT eligible to be members in Category 'A' (AYE)
- g) **An amount of Rs.2000/- per membership will be paid as verification charges.**

FIVE YEARS RENEWAL FEE:

(SAME DAY RENEWAL FEE Rs.5000/-)

Cat	For	Renewal Fee	Cat	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/-
V	DHA Oasis /Farmhouses	Rs. 50,000/-	VC	DHA Oasis HIBA/ Legal Heirs.	Rs. 5,000/-

Signature of applicant: _____

Applicant Name: _____

Dated: _____

**PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY
 DETAILS OF FAMILY MEMBERS (UPDATION FORM)
 TO BE FILLED IN BLOCK LETTER**

1.	FATHER'S NAME	PHOTO (Passport size)												
	CNIC No.													
2.	MOTHER'S NAME	PHOTO (Passport size)												
	CNIC No.													
3.	SPOUSE'S NAME	PHOTO (Passport size)												
	CNIC No.													
	PH NOS. (LAND LINE/MOB)													
4.	CHILDREN OVER 18 YEARS													
	(1) NAME	PHOTO (Passport size)												
	CNIC No.													
	(2) NAME	PHOTO (Passport size)												
	CNIC No.													
	(3) NAME	PHOTO (Passport size)												
	CNIC No.													
	(4) NAME	PHOTO (Passport size)												
	CNIC No.													
5.	CHILDREN UNDER 18 YEARS													
	(1) NAME	PHOTO (Passport size)												
	Child Registration No.													
	(2) NAME	PHOTO (Passport size)												
	Child Registration No.													
	(3) NAME	PHOTO (Passport size)												
	Child Registration No.													
	(4) NAME	PHOTO (Passport size)												
	Child Registration No.													

Present Postal Address: _____

Date: _____

Note: For change of address (if required) use next page attached.

Signature: _____

Name: _____

Membership no: _____

Phone no: _____

Email Address: _____

CHANGE OF ADDRESS
(IF REQUIRED)

1. **Present Address**

2. **Permanent Address**

Signature _____

Name _____

Membership No. _____

CNIC No. _____

Dated _____

Email Address _____