

**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-2" (BEE)  
 (COMPANY/CORPORATE)**

**READ THE INSTRUCTIONS CAREFULLY BEFORE FILLING**

OFFICE USE ONLY
<b>Membership No.</b> _____  <b>Date</b> _____

SERIAL

**COMPANY/CORPORATE PROFILE**

1. **Name of Organization :** \_\_\_\_\_
2. **License/Registration No :** \_\_\_\_\_
3. **Name of Head of Org :** \_\_\_\_\_
4. **Type of Organization :**    **Business**     **NGO**     **Diplomat**     **Trust**     **Other**
5. **Nature of Business :** \_\_\_\_\_
6. **Type of Company :**    **Limited**     **Un-Limited**     **Partnership**
7. **Registered with SECP**    **Yes**     **No**
8. **Name of Board of Directors**
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_

**ADDRESSES**

1. **Present Address :** \_\_\_\_\_
2. **Mailing Address (If different to present Address)** \_\_\_\_\_
3. **Permanent Address** \_\_\_\_\_
4. **Email :** \_\_\_\_\_



**INSTRUCTIONS**  
**FOR CATEGORY 'B-2' MEMBERSHIP FOR**  
**COMPANY/CORPORATE**

**General**

1. All Pakistani and foreigner companies/corporate bodies/diplomatic missions are eligible.
2. Original CINC/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.

**DOCUMENTS TO BE ATTACHED**

1. Pay Order/Bank Draft for Registration fee 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. 100/- Non Judicial stamp paper duly attested by Oath Commissioner (Specimen enclosed).
5. Resolution of Company authorising the individual dealing with this Authority duly signed by Chairman/MD with Office Seal.
6. Brochure of Company.
7. Photo copy of certificate of registration of company duly attested.
8. Memorandum of Association and Articles of Association.

**AFFIDAVIT SPECIMEN**

I, Mr/Mrs/ Mst /Miss: \_\_\_\_\_ Son/Wife/widow/Daughter of  
\_\_\_\_\_Religion \_\_\_\_\_, adult, resident of \_\_\_\_\_  
\_\_\_\_\_ 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-2” (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-2’ I/we shall not be 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**

### **Company Membership following documents required**

- a. Authority letter signed by the CEO.
- b. Resolution of the Company Authorising the individual dealing with this Authority duly signed by Chairman/Managing Director.
- c. The Companies Ordinance 1984 (Form -29)
- d. Taxpayer Registration Certificate.
- e. Articles of Association.
- f. Memorandum and of Association – 1984.
- g. Brochure.

### **Trust Membership following documents required**

- a. Resolution of the Company Authorising the individual dealing with Authority duly signed by Chairman/MD with office seal.
- b. Authority letter signed by the Chairman/MD/CEO.
- c. Notice of the Board of Trustees Meeting.
- d. Deed of Trust Registered with Govt Registrar.
- e. Latest position of Trustees.
- g. National Tax Number Certificate.

**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”B”) in DHA, Karachi in the name of Company / Firm/Institution.

2. It is also resolved that \_\_\_\_\_ S/o

\_\_\_\_\_  
(Appointment in Organization \_\_\_\_\_ holding CNIC \_\_\_\_\_ is hereby nominated as authorized signatory in DHA, Karachi for all purpose 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)

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

To: The Administration,  
Defence Housing Authority,  
Karachi.

Subject: **AUTHORITY LETTER**

Dear Sir,

M/s \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_ through their MD/Dir/Partner

Attorney Mr. \_\_\_\_\_ S/O \_\_\_\_\_ holding CNIC No.

\_\_\_\_\_ working as

(Appointment in Organization \_\_\_\_\_ as authorized Signatory in DHA , Karachi for all purpose.

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