



**DHA CITY KARACHI (DHAC / DHA Indus Hills)**  
**KM-50 Motorway M-9 (Postal Code - 75340) DHA City Karachi**  
**Telephone: 021-36470008, Fax 021-36470007**  
**Web Site: [www.dhacitykarachi.org.pk/](http://www.dhacitykarachi.org.pk/)**  
**E-mail: [t&rdhacity@dhacitykarachi.org](mailto:t&rdhacity@dhacitykarachi.org) & [tr dhacity@dhakarachi.org](mailto:tr dhacity@dhakarachi.org)**

**Please Read the Instructions Carefully Before Filling / Submitting the Form**

To: **Director**  
**Transfer & Records Directorate**  
**DHA City Karachi**

Subject: **RENEWAL OF MEMBERSHIP**

My membership No \_\_\_\_\_ at DHA City / DHA Indus Hills Karachi has expired / will expire on \_\_\_\_\_. My membership may please be renewed accordingly. My Family

Details are as under:-

1	FATHER'S NAME																			
	CNIC No.																			
2	MOTHER'S NAME																			
	CNIC No.																			
3	SPOUSE'S NAME																			
	CNIC No.																			
	Contact No (Optional)																			
4	CHILDREN OVER 18 YEARS																			
	(1)	NAME																		
		CNIC No.																		
	(2)	NAME																		
		CNIC No.																		
	(3)	NAME																		
		CNIC No.																		
	(4)	NAME																		
		CNIC No.																		
	(5)	NAME																		
CNIC No.																				
5	CHILDREN UNDER 18 YEARS																			
	(1)	NAME																		
		Child Registration No.																		
	(2)	NAME																		
		Child Registration No.																		
	(3)	NAME																		
		Child Registration No.																		
	(4)	NAME																		
		Child Registration No.																		
	(5)	NAME																		
Child Registration No.																				

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

Signature: \_\_\_\_\_

Note: Please use Extra Sheet if necessary.

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

Address: \_\_\_\_\_

\_\_\_\_\_

## INSTRUCTIONS

1. While applying for Renewal of Membership, must mention following changes in family record (if applicable), with supporting certificates/ documents:-

- |    |                            |   |                                    |
|----|----------------------------|---|------------------------------------|
| a. | Birth of Child (ren)       | - | Attach Birth Cert or Form B        |
| b. | Death of any family member | - | Attach Death Certificate           |
| c. | Marriage                   | - | Attach copy of Nikkah Nama         |
| d. | Divorce                    | - | Attach copy of Divorce Certificate |

2. In case of **No Change** in family details as submitted in previous form/ record, members must attach an Affidavit duly mentioning that there is No Change in previous record/ family status held with T&R Dte DHA City Karachi. Format of Affidavit is attached.

3. For Renewal Applications submitted through email, prescribed Membership Form must be filled and necessary documents along with renewal fee be attached via scanning and submitting hard copy through Agent / representative. Ensure that all required documents must be attached.

4. Following documents to be attached with this form:-

- |    |   |   |  |
|----|---|---|--|
| a. | 2x latest Passport photographs of members | - | (Not older than one month) (Serving Armed Forces Officers to attach photographs without uniform) |
| b. | 2x Photocopies of CNIC / POC / NICOP.     | - | (as applicable) Attested.  |
| c. | FRC                                       | - | "Not Older Than 3 Months"  |

**Note: -**

- a. In case of membership/ renewal of membership at T&R Sub office Islamabad/ Lahore, additional service charges @ Rs 2000/- will be applied.
- b. In case of same day renewal, Rs. 7,500/- will be charged as same day renewal of membership fee.
- c. In case of same day renewal, additional Rs. 7,500/- will be charged as same day fee.
- d. Upon receipt of all documents and subject to approval by competent authority, the membership card will be prepared and dispatched to the on their given address. Any change in postal address must be communicated for delivery of membership card. Alternatively, Card may also be collected by nominated person from T&R Directorate DHA City. No personal presence of member is required for collection.
- e. Latest fees of membership / renewal of membership can be obtained from DHA City Karachi website [www.dhacitykarachi.org.pk](http://www.dhacitykarachi.org.pk)

I the undersigned have read and understood all the instructions. I have attached all required documents for renewal of my membership. For all future correspondence, my current mailing address is as under:-

(Tick the Selected Option)

My Membership Card may be dispatched on my given address/ given to my nominee Mr/ Mrs \_\_\_\_\_ CNIC No \_\_\_\_\_ / will be collected by myself.

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

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

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

**FORMAT OF "NO CHANGE" AFFIDAVIT**

I \_\_\_\_\_, bearing CNIC No \_\_\_\_\_, DHAC Membership No \_\_\_\_\_ solemnly affirm that there is no change in my family status as already submitted on membership form at the time of acquiring my membership of DHA City. I assure that in case of any change in family status I will inform the same to DHA City, Karachi immediately for updating the relevant record.

Signature of Deponent: \_\_\_\_\_