

REVISED POLICY – RENEWEL OF MEMBERSHIP

1. In order to facilitate the members of DHA City, the Administration of DHA City is pleased to announce that procedure of **Renewal of Membership** has been reviewed and revised. According to revised procedure, for renewal of membership, **the physical presence of members for biometrics and picture has been ABOLISHED**. As such, the members can now apply for renewal of membership by submitting revised membership form along with pay order or deposit slip of renewal fee and necessary documents as mentioned on renewal form, through postal mail, by any representative or by personally submitting the forms to any nearest sub office of DHA City. The following must be kept in mind while applying for renewal:

- a. Two x Photographs of members **"Not Older than One Month"** to be attached.
- b. Fresh FRC **"Not Older Than 3 Months"** to be attached.
- c. Members must have NO CHANGE in their family status and must possess the same details as recorded in their previous membership. In case of any change, the same must be highlighted in renewal form and supporting documents eg: Birth / Death Certificates, Nikkah Nama / Divorce Certificate etc must be attached.
- d. In case of No Change in details as submitted in previous form / record, Members must attach an affidavit duly mentioning that there is "No change in previous records held with T&R Directorate, DHA City.
- e. For online application of membership renewal, the 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 no required documents are missing.
- f. Upon receipt of all document and subject to approval by competent authority, the membership card will be prepared and dispatched to the member on thier 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 DHA City, T&R Dte. No personal presence of member is required for collection.

2. This policy may be reviewed from time to time and may be changed, modified or cancelled at the discretion of competent authority. Any updates will be communicated through the official website or other DHA City communication channels / SMN groups.

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,