

DEFENCE HOUSING AUTHORITY ISLAMABAD – RAWALPINDI
PROPERTY DEALERS REGISTRATION FORM

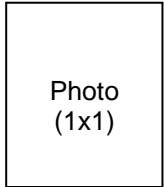
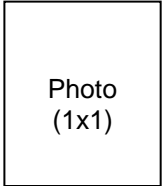
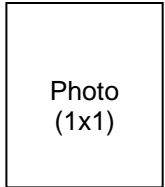
PART- 1
GENERAL INFORMATION FOR FRESH REGISTRATION / RENEWAL

1. Firm Name _____ Established in _____
2. Office Address _____

3. Telephone No(s) _____ Fax No _____ Email _____
4. Excise & Taxation Registration Office _____ Certificate No _____ Valid upto _____
5. FBR Registration _____ Certificate No _____ Valid upto _____
6. Brief Bio Data of the Owner/ Proprietor
 - a. Name (PA No/ Rank if applicable) _____
 - b. Father's Name _____
 - c. CNIC No _____ Date of Expiry _____
 - d. Residential Address _____

 - e. Qualification _____
 - f. Telephone No _____ Mobile No _____
7. Brief Bio Data of the Joint Owner/ Proprietor (if any)
 - a. Name (PA No/ Rank, if applicable) _____
 - b. Father's Name _____
 - c. CNIC No _____ Date of Expiry _____
 - d. Residential Address _____

 - e. Qualification _____
 - f. Telephone No _____ Mobile No _____
8. **Employees' Bio Data**
 - a. **1st Employee**
 - (1) Name _____
 - (2) Father's Name _____
 - (3) CNIC No _____ Date of Expiry _____
 - (4) Mobile No _____



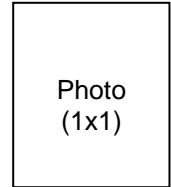
b. **2nd Employee**

- (1) Name
- (2) Father's Name
- (3) CNIC No Date of Expiry
- (4) Mobile No



c. **3rd Employee**

- (1) Name
- (2) Father's Name
- (3) CNIC No Date of Expiry
- (4) Mobile No



d. **4th Employee**

- (1) Name
- (2) Father's Name
- (3) CNIC No Date of Expiry
- (4) Mobile No



PART – 2
UNDERTAKING BY FIRM OWNER

1. I affirm and hereby sign with complete understanding that I agree with the following terms and conditions for registration of my firm with DHAI-R. I assure that I being the Owner of the Firm and my employee(s) will follow these conditions in true letter and spirit and any violation/ deviation from these shall render my/ our registration cancelled with DHAI-R:-

- a. If my Firm is not found suitable during “Ground Check” by DHAI-R.
- b. If “Police Verification” of my Firm is not cleared.
- c. If Police Verification is not received till the date of renewal, registration of my Firm will not be renewed.
- d. Non-payment of renewal fee/ charges within 15x days after expiry of the registration.
- e. If me or any of my registered employees is found involved in any fraudulent activities.
- f. If there any complaint against me or any of my employees is received and confirmed by DHAI-R.3
- g. If my or my employees’ overall conduct is found objectionable by DHAI-R.
- h. If I or any of my employees is found to attempt/ indulge in having direct/ personal contact with DHAI-R staff.
- i. If we fail to adhere DHAI-R working hours timings.

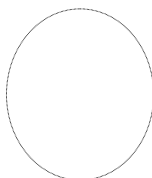
- j. If I or my employees do not display the DHAI-R Property Dealer Entry Card while entering or within DHAI-R office.
- k. If we are found misusing the DHAI-R Property Dealer Entry Cards, issued to me or my employee(s). Responsibility for bonafide use of DHAI-R Property Dealer Card(s) issued to my Firm rest with me.
- l. If more than one representative of my Firm are found accompanying the seller/ purchaser at the time of transfer in Transfer & Record Directorate.
- m. If I or any of my employees are found cash handling in Transfer and Record Directorate.
- n. If I or any or my employees' is found unsuitable in dealing/ working with members and staff, as per DHAI-R requirements.
- o. If I submit incorrect, expired, fake or forged affidavits or any other document to DHAI-R.
- p. If I fail to implement current/ latest polices issued by Federal/ Provincial Governments and DHAI-R from time to time.

2. Following documents are attached:-

- a. FBR Registration Certificate as DNFBP with ref to their SRO 924(I)2020 dated 29 Sep 2020.
- b. Excise and Taxation Registration Certificate.
- c. 3x Photocopies of CNIC for each DHAI-R Cards.
- d. 2x coloured photographs (1"x1") for each DHAI-R Cards.
- e. Copy of Bank Draft/ Pay Order for an amount of Rs 40,000/- for fresh Registration and Rs 20,000/- for renewal fee in favour of DHA Islamabad duly attested from Finance Directorate.
- f. Copy of Bank Draft/ Pay Order in favour of DHA Islamabad on account of Entry Cards Charges duly attested from Finance Directorate, at following rates:-
 - (1) Rs 1000/- (per card) for first 3x Cards.
 - (2) Rs 15000/- (per card) for subsequent 3x Cards.

Note: I hereby confirm that the above mentioned details are correct to best of my knowledge. I also understand that it is my responsibility to intimate change(s) in the above mention details, if any, to Transfer and Record Directorate, DHAI-R, as and when occurs.

Date: _____



(Signature of Owner / Proprietor)

PART -3
CHARACTER CERT BY RECA

(For New Registration)

It is certified that M/S. _____ having owner Mr _____ & employees

(1) _____

(2) _____

(3) _____

considered suitable for real estate business in DHA, and that:-

- a. There is no fraudulent case / compliant registered against the firm of the above stated employees in police record during the last calendar year.
- b. No Complaint has been received against the firm from any customer in the last calendar year.
- c. The firm will abide by the DHAI-R instructions to conduct fair real estate business in DHA.

(For Renewal of Registration)

It is certified that M/S. _____ having owner Mr _____ & employees

(1) _____

(2) _____

(3) _____

have been security wise cleared by the police in the yr _____ and are considered suitable for real estate business in DHAI-R for the yr 2021, and that:-

- a. There is no fraudulent case / compliant registered against the firm of the above stated employees in police record during the last calendar year.
- b. No Complaint has been received against the firm from any customer in the last calendar year.
- c. The firm will abide by the DHAI-R instructions to conduct fair real estate business in DHA.

Date:

RECA Governing Body