



COMPANY REGISTRATION FORM
DEFENCE HOUSING AUTHORITY LAHORE
(NTN # 0801647-0)

Photograph

COMPANY DETAILS

Name			
Postal Address			
Year of Establishment			
Type of Company (<input checked="" type="checkbox"/> Appropriate Box)			
Sole Proprietor	<input type="checkbox"/>	Private Limited	<input type="checkbox"/>
Partnership	<input type="checkbox"/>	Public Limited	<input type="checkbox"/>
NTN #			
STRN #			
Land Line #			
WhatsApp #			
email Address			
No of Employees			

AREA OF EXPERTISE FOR REGISTRATION

CEO / PROPRIETER PARTICULARS

Name			
CNIC #			
Mobile #			
email			

MANAGEMENT PARTICULARS

Name	Designation	email Address	Mobile & WhatsApp #

BANK DETAILS

(Attach Bank Statement of Last 2 Years)

Name of Banker			
Bank Code			

Company Name**Declaration**

I / We hereby declare and undertake that I have no conflict of interest of relation with directors, owners or partners of the DHA Lahore or with any employee of DHA Lahore, I hereby undertake and bound myself to disclose the same at the time of signing this undertaking. Further I / We hereby state that the above information being provided is true, un-hidden and accurate to the best of my knowledge and belief. It is further undertaken that in case of any misleading information provided by the undersigned, any consequences thereof due to such information shall entitle DHA Lahore to stop processing or withdraw its decision made thereon.

Stamp & Signature of the Owner / CEO / Proprietor

Date: -----

CHECKLIST OF DOCUMENTS TO BE ATTACHED

Request Letter to DHA (P&P Branch) for Registration

NTN Certificate.

Sales Tax Registraion Certificate.

Copies of Monthly Withholding Tax.

Sales Tax Return for Last 3 Months.

CNIC of Directors / Members / Partners and authorised signatories.

Police Verification Certificate.

Company Financial Statemetns / Balance Sheet (Audited Reports) for the last two fiscal years. In case of audit accounts are not available; a business Profit & Loss statement is required to be submitted on the company letter head alongwith copies of Final Income Tax Returns for the last two years.

Company profile alongwith past experience for minimum last two years stating major contract with values and corresponding clients.

Pay Order in the favour of DHA Lahore amounting Rs. 10,000/- Non-refundable as registration fee.

Pay Order of Rs. 25000/- refundable as security deposit. Renewal fee Rs.5000/- will be deposited on 1 July each year

Undentertaking on 100 Rupees stamp paper duly signed by the owner to the effect that the company / firm has not been blacklisted by any of Govt / Private Organisation / Office.

Coloured Pictures of Office and Workshop.

Partnership Deed/Undertaking (in case of Partnership Firm)

Certificate of Incorporation, Articles of Association/ Memorandum of Association & Form A (In case of Company)

FOR OFFICAL USE ONLY**VERIFICATIONS****RECOMMENDED / NOT RECOMMENDED**

DHAV # _____

APPROVED / NOT APPROVED

GENERAL INSTRUCTIONS

- Welcome to the P & P Branch DHA Lahore. Thank you for taking time to fill-in the Company Registration Form (CRF).
- The company registration form (CRF) is used by Purchase & Procurement (P & P) Branch DHA Lahore officials only and is not transferable to any other entity.
- The CRF covers basic information that helps us to know the vendor qualifications.
- In order to receive a better understanding of your company, all parts of the registration form must be completed, and all above requirements must be fully complied with.
- Firms are requested to fill in forms carefully, **incomplete forms will not be processed.**
- Submitting the CRF does not mean that vendor is registered in the P & P Branch DHA Lahore. Case is properly scrutinized and processed for approval by competent authority. A formal registration letter will
- Registration with DHA, if accepted, does not constitute any obligation on part of DHA Lahore to guarantee any tender invitation, contractual awards or any order for product or service. It must not be treated as pre-qualification.
- Please carefully select the category of your business. If company, not participating in 3 successive Invitation Tender (IT) may be liable to discontinue further issuance of IT.
- Validity of Company Registration expires on **30th June of each year**. Renewal to be obtained before the due i.e 1st July. The registration will be removed if renewal is not obtained before 1st July and no further IT will be issued.