



GOVERNMENT OF PAKISTAN
MINISTRY OF HOUSING & WORKS
PHA FOUNDATION

FORM PHAF-03



MEMBERSHIP REGISTRATION FORM

FEDERAL GOVERNMENT SERVING OFFICERS (BPS 20 AND ABOVE)

MEMBERSHIP REGISTRATION FORM

Membership Fee RS-5000/- (non refundable) upfront payment Rs. 100,000/- (refundable/adjustable)

NAME OF OFFICER	<input type="text"/>			Paste Photograph (1'x1') Don't staple	
FATHER'S / HUSBAND'S NAME	<input type="text"/>				
CNIC #	<input type="text"/>	-	<input type="text"/>		Copy to be attached
OFFICE'S NAME	<input type="text"/>				
OFFICE STATUS	Ministries / Divisions / Attached Departments etc.		<input type="checkbox"/>	Other organizations <input type="checkbox"/>	
DATE OF JOINING SERVICE	<input type="text"/>	-	<input type="text"/>	(dd-mm-yyyy)	
POST HELD	<input type="text"/>			BPS <input type="text"/>	
OCCUTIONAL GROUP (IF ANY)	<input type="text"/>				
DATE OF BIRTH	<input type="text"/>	-	<input type="text"/>	SUPERANNUATION DATE <input type="text"/>	
OFFICE ADDRESS	<input type="text"/>				
PERMANENT ADDRESS	<input type="text"/>				
TELEPHONE #	OFFICE <input type="text"/>	HOME <input type="text"/>			
	CELL # <input type="text"/>				
EMAIL ADDRESS	<input type="text"/>				
Deposit Slip/Pay Order No.	<input type="text"/>	DATE	<input type="text"/>	<input type="text"/>	

Paste copy of CNIC (Front Side). Don't staple

Paste copy of CNIC (Back Side). Don't staple

I certify that the information filled in this proforma is correct according to the best of my knowledge and I am a regular Federal Government Civil servant

DATE OF APPLICATION <input type="text"/>	Applicant's Signature <input type="text"/>
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It is certified that the information filled in this form is correct to the official record. It is also certified that the applicant is a regular Federal Government servant.

Signature with date & stamp of authorized Officer

PLEASE CAREFULLY READ THE GENERAL INSTRUCTIONS ON THE BACK BEFORE FILLING THE FORM

APPLICANT'S COPY

Membership Registration Form
 Received with thanks from Mr./Mrs./Ms. _____ CNIC
 A Membership Registration Form along with demand draft/pay order/cash For the sum of RS-(In Figures)
 (In Words) _____
 Vide demand draft/pay order/bank receipt no. _____ Date:

Note: Please submit demand draft/pay orders alongwith original application form and Rs. 100,000/-(Upfront Payment) at PHAF head office for registration.

Authorise Officer _____
 Stamp & Signature _____

GENERAL INSTRUCTIONS

1. ELIGIBILITY

- a. All officers / officials of the Federal Government working in Ministries / Divisions / Attached Departments and Sub-ordinate Offices including civil employees paid from defense estimates and employees of Federal Government Autonomous Bodies / Corporations and other Federal Govt. organizations in BPS 20 and above are eligible for membership registration.
- b. Those F.G serving officers of BPS 20-22 who have been already allotted apartment, unit / house from PHAF are not eligible for registration of membership.
- c. Only those F.G serving officers of BPS 20-22 will be eligible for applying for allotment who registers their membership.
- d. The Federal Government contract employees, adhoc employees and work charge/CPS employees shall not be eligible.

2. MEMBERSHIP REGISTRATION FORM TO BE USED

- a. Following MEMBERSHIP REGISTRATION FORM shall be used:
 - i. Federal Government Employees vide para 1 (a) in BPS 20 and above shall apply on **PHAF-03**

3. AVAILABILITY OF MEMBERSHIP REGISTRATION FORM

- a. Membership registration form can be downloaded from the web site of PHA Foundation at www.pha.gov.pk
- c. Photocopies of the Forms can be used. Use A4 size paper for photocopying. ***DO NOT REDUCE OR ENLARGE THE SIZE OF THE MEMBERSHIP REGISTRATION FORM WHILE MAKING A PHOTOCOPY.***

4. SUBMISSION OF MEMBERSHIP REGISTRATION FORM

- a. Government Servants in BPS 20 and above shall submit their filled-form **PHAF-03** duly verified by Drawing & Disbursing Officer (DDO)/ Authorized Officer/ Reporting Officer of their present posting offices.

5. INSTRUCTIONS FOR FILLING REGISTRATION FORM

- a. Please type or print in CAPITAL letters.
- b. All entries in the forms must be duly filled in English.
- c. Cutting / overwriting or ambiguous entries shall not be accepted.
- d. Latest Photograph shall be affixed on Registration Form where specified.
- e. Attested copy of CNIC shall be enclosed.
- f. Signature on application should match with Computerized National Identity Card (CNIC)
- g. Membership registration form should be counter-signed by the authorized officer of the present office.
- h. **Non-Refundable Fee of Rs. 5,000/- and upfront payment of Rs. 100,000/- should be submitted along with the membership registration form separately.**
- i. Membership registration forms should be submitted by hand or by postal mail at PHAF Head Office Islamabad along with requisite demand draft/pay order.