

## **Application – Registration of Real Estate Agency with DHAQ**

1.	Name of the Firm / Applicant			
2.	Status of Applicant (Tick whichever is applicable)			
	a. Sole pro	pprietorship		
	b. Partners	ship / Association of persons [ ] (Mention No of Owners/Partner	rs)	
	c. Compar	ıy		
	a. Pub	lic D. Private		
3.	Mailing Add	ress		
City				
4.	Address (es) of Sub office(s).			
	a			
	b			
5. <u>P</u>	nones:			
Office	#	E-mail		
6.	Excise and Taxation Registration Certificate (if available)			
7.	Taxpayer / NTN number only (if available)			
8.	Registered with other societies or any other office i.e any DHA, PAF, Naval, Anchorage /			
farms	, Bahria Town	, City Housing, etc. Yes, MO (if yes mention here and	d attach	
details	s of registration	on)		
9.	Year of Establishment of Office			
10.	<b>Particulars</b>	of the Chief Executive/ Head of Organization / Applicant		
	a. (1)	Name		
	;	S/O/W/O/D/O	B	
	(2)	CNIC No / NICOP	Photo of the chief Executive	
	(3)	Felephone (a) Office(b) Mobile		



### 11. Particulars of Representatives

a.	Representative 1			
	(1)	Name		
	(2)	S/O/W/OD/O		
	(3)	CNIC		1.5"x1.5
	(4)	Designation		
b.	Representative 2			
	(1)	Name		
	(2)	S/O/W/OD/O		
	(3)	CNIC		1.5"x1.5"
	(4)	Designation		
c.	Representative 3			
	(1)	Name		
	(2)	S/O/W/OD/O		
	(3)	CNIC		1.5"x1.5"
	(4)	Designation		
d.	Representative 4			
	(1)	Name_		
	(2)	S/O/W/OD/O		-
	(3)	CNIC		1.5"x1.5"
	(4)	Designation		
Date:				
			Signat	ture & Stamp



# 10. <u>DETAILS OF ADDITONAL OWNERS / PARTENERS / DIRECTORES OF ESTATE</u> <u>AGENCY / COMPANY (Maximum Three)</u>

a.	Add	ditional owner / partner 1			
	(1)	Name	D		
		S/O/W/O/D/O	Photo of the chief		
			Executive		
	(2)	CNIC No / NICOP			
	(3)	Telephone (a) Office(b) Mobile			
b.	Add	ditional owner / partner 2			
	(1)	Name			
		S/O/W/O/D/O	Photo of the chief		
			Executive		
	(2)	CNIC No / NICOP			
	(3)	Telephone (a) Office(b) Mobile			
c.	Addi	litional owner / partner 3			
	(1)	Name			
	,	S/O/W/O/D/O	Photo of the chief		
			Executive		
	(2)	CNIC No / NICOP			
	(3)	Telephone (a) Office(b) Mobile	_		



### **DOCUMENTS TO BE ATTACHED**

- 1. Registration Form of REAL Estate Agents with DHAQ.
- 2. Photocopy of CNIC of All Owners / Partners / Staff.
- 3. 2x 1.5"x1.5" size photographs of all Owners /Partners/Employees to be attached.
- 4. Police Verification (specimen attached). Only for first time registration, not required for renewal. It has to be signed by SSP Security of the District where business/sub-office(s) is / are located. Provincial Police Verification Format if applicable in the Province of business is acceptable in lieu of this form.
- 5. Active Tax Payer certificate.
- Membership Certificate of Chamber from Commerce / SECP / Small Industries /
   PD Association of the area where business sub-office is located.
- 7. Written request for Authorized Dealership with DHAQ on company's letterhead.
- 8. Security Deposit Fee voucher 115k (Refundable).
- 9. Registration fee Voucher 60k (Nonrefundable).



### **Police Verification**

Certified that Owners and Partners of					
Real Estate Agency are not involved in any criminal activities.					
Date:	Stamp / Signature				
	(SHO)				
	(CCD Convitor of City values				
	(SSP Security of City where business and Sub				
	offices are located)				