



COMPANY REGISTRATION FORM
DEFENCE HOUSING AUTHORITY GUJRANWALA
(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		
Account Title		
Account # (16 Digit)		
Company Name		
WORKSHOP FACILITY		
Address		
Total Area of Workshop		
No of Employees		
Nature of Work undertaken		
ALREADY REGISTERED WITH ORGANISATIONS		
(Attach Registration Letter)		
Organization/ Set Up Name	Working Since	
CLIENTAGE		
(Attach Work Order/ Purchase Order etc)		
Name	Nature of Work	Amount / Value of Work
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 Gujranwala or with any employee of DHA Gujranwala, 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 Gujranwala to stop processing or withdraw its decision made thereon.

Stamp & Signature of the Owner / CEO / Proprietor

Date: _____

CHECKLIST OF DOCUMENTS TO BE ATTACHED

<input type="checkbox"/>	Request Letter to DHA (Procurement Directorate) for Registration
<input type="checkbox"/>	NTN Certificate. <input type="checkbox"/>
<input type="checkbox"/>	Sales Tax Registraion Certificate.
<input type="checkbox"/>	Copies of Monthly Withholding Tax.
<input type="checkbox"/>	Sales Tax Return for Last 3 Months.
<input type="checkbox"/>	CNIC of Directors / Members / Partners and authorised signatories.
<input type="checkbox"/>	Police Verification Certificate.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Company profile alongwith past experience for minimum last two years stating major contract with values and corresponding clients.
<input type="checkbox"/>	Pay Order in the favour of DHA Gujranwala amounting PKR. 10,000/-, 20,000/-, 30,000/- Non-refundable as registration fee. Renwal fee PKR. 2,000/- will be deposited on 1st July each year.
<input type="checkbox"/>	Unddertaking 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.
<input type="checkbox"/>	Coloured Pictures of Office and Workshop.
<input type="checkbox"/>	Partnership Deed/Undertaking (in case of Partnership Firm)
<input type="checkbox"/>	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

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GENERAL INSTRUCTIONS

- Welcome to the Procurement Directorate DHA Gujranwala. Thank you for taking time to fill-in the Company Registration Form (CRF).
- The company registration form (CRF) is used by Procurement Directorate DHA Gujranwala 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 Procurement Directorate DHA Gujranwala. Case is properly scrutinized and processed for approval by competent authority. A formal registration letter will be issued to vendors after the approval by competent authority.
- Registration with DHA, if accepted, does not constitute any obligation on part of DHA Gujranwala 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 quotations may be liable to discontinue further issuance.
- 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.