



**GOVERNMENT OF PAKISTAN  
MINISTRY OF HOUSING & WORKS  
PHA FOUNDATION**

FORM PHAF-01



**MEMBERSHIP REGISTRATION FORM**  
FEDERAL GOVERNMENT CIVIL OFFICERS/OFFICIALS (BPS 1 TO 16)

**MEMBERSHIP REGISTRATION FORM**

Membership Fee RS-5000/- (non refundable)

NAME OF OFFICER/ OFFICIAL	<input type="text"/>	<b>Paste Photograph (1'x1) Don't staple</b>
FATHER'S / HUSBAND'S NAME	<input type="text"/>	
CNIC #	<input type="text"/>	
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"/> (dd-mm-yyyy)	
DESIGNATION	<input type="text"/>	BPS <input type="text"/>
DATE OF BIRTH	<input type="text"/>	SUPERANNUATION DATE <input type="text"/>
OFFICE ADDRESS	<input type="text"/>	
PERMANENT ADDRESS	<input type="text"/>	
TELEPHONE #	OFFICE <input type="text"/> CELL # <input type="text"/>	HOME <input type="text"/>
EMAIL ADDRESS	<input type="text"/>	
Deposit Slip No.	<input type="text"/>	DATE <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"/> (dd-mm-yyyy)	Applicant's Signature <input type="text"/>
It is certified that the information filled in this form is correct to the official record. It is also certified that the applicant is/was a regular Federal Government Civil Servant and not a contractual, work charge or Contigent paid employee.	Signature with date & stamp of authorized Officer <input type="text"/>

**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 a copy of demand draft alongwith original application form at PHAF head office for record.**

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 1 to 16 are eligible for membership registration.
- b. Those F.G employees who have been already allotted apartment, unit / house from PHAF are not eligible for registration of membership.
- c. Only those F.G employees of BPS (1 to 22) will be eligible for applying for allotment who registers their membership.
- d. The Federal Government contract employees, adhoc employees and work charge 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 1 to16 shall apply on form **PHAF-01**

## 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](http://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 1 to16 shall submit their filled-form **PHAF-01** 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/- should be deposited along with the membership registration form.**
- i. Membership registration forms should be submitted by hand or by postal mail at PHAF Head Office along with demand draft.