MARGALLA ORCHARDS
PLOTS CONVERSION GUIDELINES

Procedure to be adopted by FGEHA members/ allottees for conversion of their allotment letters into DHA allotment letters is elaborated below for guidance/ knowledge of all concerned:-

a. Members shall visit DHA main office, Avenue Mall, Phase-1 along with following documents:-
   (1) Original FGEHA allotment letter (for submission/ surrender).
   (2) DHA Membership form duly filled up with attachments mentioned (form can be downloaded from official DHA Islamabad website https://www.dhai-r.com.pk/media/downloads/MS_FORM.pdf)
   (3) Original CNIC.
   (4) Pay order for Rs. 200,000/- drawn in favour of "**Defence Housing Authority Islamabad Margalla Orchards NTN 2291993-7"** on account of service charges.

b. Upon successful verification from list and office copies of allotment letters provided by FGEHA, member shall be given a receipt indicating date for collection of DHA allotment letter.

c. Member shall be guided to visit project site on first following Thursday between 11:00 am to 3:00 pm for photograph at respective plot location. Member should bring along original CNIC, photocopy of FGEHA allotment letter and receipt provided by Transfer & Record Directorate DHA Islamabad.

d. Allotment letter shall not be issued to the member unless his/her site photograph has been taken/ deposited.