

**DHA SPORTS CLUB**  
(MOIN KHAN ACADEMY)

**INSTRUCTIONS FOR MEMBERSHIP**

Membership form may be collected personally or through authorized person on payment of Rs. \_\_\_\_\_/- in cash. Application Form should be submitted enclosing therewith Pay Order/Bank Draft of prescribed Membership fee in favor of **DHA SPORTS CLUB (MOIN KHAN ACADEMY)** along with following documents:

- Attested photocopies of CNIC/Passport (For Foreigners only) of Member, his/her Spouse and Children above the age of 18 years and photocopies of Form B for the Children under 18 years.
- Passport size color photograph of member and the spouse be affixed on the given space of the application Form.
- Three colored photographs of size 1.5” x 1.5” of Member, Spouse and Children’s may be provided.
- Please ensure that application form is complete in all respect. In case of incomplete form or documents, the application will not be processed.
- Applicant of category “A” should provide present residential status as mentioned in Utility Bills /Tenancy Agreement / DHA Membership Card.
- All the members are required to abide by the Club Rules and Regulations as amended from time to time.
- Please do contact duty staff for any further assistance / query.

**DHA SPORTS CLUB**  
**(MOIN KHAN ACADEMY)**

**TERMS AND CONDITIONS**

The applicant is requested to read the Terms & Conditions of membership with due care before submitting the form at Reception:-

1. On acceptance of membership application, the successful applicant and his/her spouse and unmarried children shall be issued with Club Household Membership Card enabling them to use facilities of the club.
2. The household membership card should be surrendered forthwith on having been married. He / She may, however, apply for separate membership on 50% of prevailing membership entrance fee.
3. The Household membership is allowed for male / female up to the age of 28/30 years respectively or having been married whichever is earlier.
4. In case of cancellation of membership, the member himself / herself should inform in writing to the Club authority along with original Club Membership Card(s) and prescribed Membership Cancellation Form for Refund of Security Deposit. The cancellation process will be completed in 30 days from the date of receipt of application and Security Deposit will be refunded after deducting outstanding dues, if any.
5. The membership of **DHA SPORTS CLUB (MOIN KHAN ACADEMY)** is transferable if the member so desires to transfer his/her membership to other person. The Club has sole right to accept or reject such requests. The Club will charge 15% transfer fee for membership as per current on prevailing membership entrance fee.
6. In case of Transfer of membership, the member himself / herself should inform in writing to the Club authority along with original Club Membership Card(s) and prescribed Membership Transfer Form. The Club Membership Form will be issued after the interviewed of Transferee by the Club Management.
7. Club facilities will be seized in case of accumulation of monthly subscription upto 80% of Security Deposit. In case of non-payment of monthly subscription for consecutive 36 months, without any information / intimation, the membership will be treated as dormant and freezed. The re-activation of membership request will be accepted on clearance of outstanding monthly subscription plus 20% late payment surcharge.
8. All Federal & Provincial Govt. Taxes levied, if any, will be payable by the members.

**CORPORATE MEMBERSHIP**

1. The membership is transferable (within the company) and internal transfer shall be done on the request of concerned authority of sponsoring company on payment of prescribed fee. The sponsoring company will be responsible for surrendering the membership card of retiring / changed member and his family.
2. In case of cancellation of corporate membership, the concerned authority of sponsoring company shall inform the club in writing about cancellation and refund of security deposit. The cancellation process will be completed in 30 days from the date of application and security deposit will be refunded after deduction of outstanding dues, if any.
3. Please note that corporate membership is not transferable between sponsoring companies

**CONDUCT**

1. No member is allowed to violate the terms and conditions of membership nor to abuse any facility offered by the management. The member shall also have no right to interfere in the affairs of administration / management in any manner whatsoever, failing which his membership will be suspended or cancelled.
2. The management shall under no circumstance be liable or responsible for any accident, loss of life or property of the member, spouse, children or any other accompanied guest by member which may occur within the premises of club.

3. The club will not be responsible for any mutual disputes or enmity among the members themselves inside or outside the club.
4. Every member is expected to behave in a decent manner with other member.
5. Members are allowed to bring their guests to use the facilities on payment as per club rules. In case the guests are more than two, the member has to inform the concerned staff at least six hours in advance to get confirmation.
6. Members should fill-up the prescribed form for the Guest at the Reception counter; Children are not allowed to accompany the Guests.
7. Member shall be fully responsible for any misconduct / misbehavior of his or her guest. The member needs to ensure that his guest will follow and abide by the rules and regulation of the club.

#### **BILLS**

1. The billing shall be done on monthly basis at the given postal address at the close of every month. The management shall send monthly bills through post and email. The member shall clear the bills will before on due date as mentioned on the bill. In case of non receipt of the bills by 15<sup>th</sup> of each month, it shall be the responsibility of the member to obtain duplicate bill from office. Please note if the Cheque is returned, un-passed, Club will charge Rs. 1,000/ as resubmission charges.
2. In case of non-payment of monthly bills for consecutive three months, the dues shall be adjusted from refundable security deposit till it reaches the half amount of security deposit. The membership shall be suspended / cancelled / frozen accordingly.

#### **ABSENT AND LEAVE**

If a member is unable to use the Club facilities with known reasons, he / she may apply for absentee leave on prescribed Form as per following procedure:-

- a. Prescribed Form of Absentee leave is available at Main Reception.
- b. Minimum leave period of absentee is Six (06) months and Maximum Five (05) years
- c. All dues should be cleared before applying for absentee leave
- d. Absentee fee @ 50 % monthly subscription to be deposited in advance for absentee period, Club Membership cards should be surrendered in Office
- e. If the member desires to resume the Club before expiry of his / her absentee leave period of six (06) months he / she will be charged on normal rates for the entire absentee period.
- f. The prescribed form for dis-continuation of absentee period is available at the Reception

#### **CAR PARKING STICKER AND CLUB MEMBERSHIP CARD**

1. Two (02) car stickers will be issued on request on prescribed form available at the Reception. Vehicles should be registered on the name of member himself / spouse or households only.
2. In case of lost / theft of Clubs membership card, duplicate will only be issued on submission of copy of FIR along with application.

## DECLARATION

1. I \_\_\_\_\_ being a Member on behalf of my Spouse and my Children do hereby agree without any prejudice to abide by all the Rules, Regulations, Terms & Conditions and Byelaws of **DHA SPORTS CLUB (MOIN KHAN ACADEMY)** as amended from time to time.
  
2. I hereby further affirm that neither me nor my spouse and children are indulged in any subversive activities or bankruptcy.
  
3. To the best of my knowledge and belief, the information given above are correct in all respect and I acknowledge that any incorrect information will result in rejection/cancellation/freezing of my membership at any stage.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**INTRODUCED BY**

NAME \_\_\_\_\_

MEMBERSHIP NO. \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**PROPOSED BY**

NAME \_\_\_\_\_

MEMBERSHIP NO. \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**SECONDED BY**

NAME \_\_\_\_\_

MEMBERSHIP NO. \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

## **CHECK LIST**

### **Category: "A"**

- Photograph 3x each (members, spouse and children)
- DHA Membership Card
- Tenancy Agreement (for tenants only)
- DHA Resident Proof (sale deed, transfer letter, utility bill)
- CNIC (Member, Spouse and above 18 children)
- Birth Certificate / Form-B (issued by NADRA or Union Council for below 18 children)
- Electric or Gas bill

### **Category: "B"**

- Photograph 3x each (members, spouse and children)
- CNIC (Member, Spouse and above 18 children)
- Birth Certificate / Form B (issued by NADRA or Union Council for below 18 children)
- Electric or Gas bill

### **Category: "D"**

- Photograph 3x each (members, spouse and children)
- Employment Card
- Service confirmation letter from HOD
- CNIC (Member, Spouse and above 18 children)
- Birth Certificate / Form B (issued by NADRA or Union Council for below 18 children)
- Electric or Gas bill

### **Category: "F"**

- Photograph 3x each (members, spouse and children)
- Carrier Profile
- CNIC (Member, Spouse and above 18 children)
- Birth Certificate / Form-B (issued by NADRA or Union Council for below 18 children)
- Electric or Gas bill

### **Category: "J"**

- Photograph 3x each (members, spouse)
- CNIC (Member, Spouse)
- Electric or Gas bill

### **Category: "K"**

- Photograph 3x each (members, spouse and children)
- CVR proof Performa approved from Head of SMC
- DHA Membership Card
- Tenancy Agreement (for tenants only)
- CNIC (Member, Spouse and above 18 children)
- Birth Certificate / Form B (issued by NADRA or Union Council for below 18 children)
- Electric or Gas bill

### **Category: "L"**

- Photograph 3x each (members, spouse and children)
- Previous (original) Club Membership (to be returned)
- CNIC (Member, Spouse and above 18 children)
- Birth Certificate / Form-B (issued by NADRA or Union Council for below 18 children)
- Electric or Gas bill