



**LIST OF DOCUMENTS FOR UP-GRADATION OF FIRMS
(CONSTRUCTORS/OPERATORS)**

Sr. No.	Documents to be submitted along with duly filled Application form in CAPITAL letters.	Tick (√)	
		Yes	No
1.	Previous Original PEC License		
2.	Original Fee payment voucher; a. On-line MCB Bank account: 0685583041005497 (Branch code 0069). b. On-line HBL Bank account: 00427901578603 (Branch code 0602). c. Foreign Currency account is in process. d. Payment through Demand Draft or Pay Order is not acceptable. e. Or any other new bank for registration fee notified from time to time.		
3.	Bank statement for last one year / Accounting record verified by Chartered Accountant/ Audited financial statement		
4(a).	Engineer's documents required. Documents required in support of newly employed engineers/ supervisory certificate holders:- i) Copy of appointment letter duly signed by employer and engineer employed/agreement signed with Engineer holding Supervisory Certificate. ii) Detailed CV duly signed by Engineer(s) in original. iii) Copy of valid PEC Renewal card of Engineer(s). iv) Personal appearance of Engineer/copy of supervisory certificate. v) NTN of Engineer(s), if applicable / not applicable for Supervisory Certificate holders.		
4(b).	In case of engineers of previous year application, following papers will be required:- i) Copy of valid PEC Renewal Card of Engineer(s). ii) Personal appearance of Engineer. iii) NTN of Engineer(s), if applicable.		
4(c).	In case of Engineer(s) is Owner/Shareholder/Partner:- i) Undertaking by Engineer/Shareholder/Partner (Appendix-A). ii) Detailed CV duly signed by Engineer(s) in original. iii) Copy of valid PEC Renewal Card of Engineer (s). iv) Personal appearance of Engineer. v) NTN of Engineer(s), if applicable.		
4(d).	Undertaking from Engineers if information provided found fake/ incorrect my registration may be cancelled besides taking other legal action without giving any notice (Appendix-B)		
5.	i. Affidavit from CEO/Chairman/Managing Partner or Director as per Appendix-C.		
6.	Change of Ownership / Partnership / Shareholding Yes / No	Previous	New
7.	List of running / workable Machinery and Equipment owned by the company duly signed by CEO / Shareholder / Partner and contract agreement with machinery supplier, if any (Not applicable for C-6 to C-4)		
8.	Enclosed Documents are page numbered from-----to -----		

I undertake that above mentioned information/documents provided by the undersigned are correct to the best of my knowledge and belief and nothing has been concealed.

Dated: _____

Signature _____
(CEO/Chairman/Managing Partner or Director)

Note:- Please provide additional documents in support as per miscellaneous checklist against any change, if applicable.

MISCELLANEOUS CHECK LIST (FOR UP-GRADATION) (IF APPLICABLE)

01.	<p>For change in ownership of firm</p> <p>i) Sole Proprietor</p> <p>i) Affidavit of sole proprietor ii) Transfer deed with attestation of first class magistrate (in case of change of sole proprietor)</p> <p>ii) Partnership Concern</p> <p>i) Duly attested copy of partnership deed ii) Form C/ H issued by respective Registrar of firms iii) Form D And Dissolution deed (in case of cancellation/change in partnership)</p> <p>iii) Private Limited</p> <p>i) Certificate of incorporation ii) Article of Association(AOA) iii) Memorandum of Association(MOA) iv) Form 29 v) Form A</p> <p>iv) Public Limited Co. / Public Limited Co.</p> <p>i) SECP Documents ii) Stock Exchange Documents</p> <p>v) Statutory Body</p> <p>i) Copy of notification issued by competent authority</p> <p>vi) In case of death of owner/shareholder/partner</p> <p>i) Death certificate of owner/shareholder/partner ii) Power of attorney attested by 1st class Magistrate iii) Transfer deed with list of heirs attested by 1st class Magistrate iv) No objection certificate from heirs v) Succession certificate</p> <p>vii) Readable copy of Identity Card of Owner/Shareholder(s)/partner in each above mentioned case</p>
02.	<p>Change in name of firm/address</p> <p>i) Request from owner/ shareholder/partner ii) Affidavit for change in name of firm/status iii) Newspaper clipping for change in name of firm iv) Documentary evidence in support issued by Registrar of firms/SECP(as the case may be)</p>
04.	<p>For addition of specialization codes</p> <p>i) Request for addition of code on official letter head ii) Detailed CV of engineer(s) showing experience relevant to the desired codes supported by experience certificates iii) Documentary evidence of Firms experience/work done relevant to desired codes iv) Original PEC Licence</p>
05.	<p>For consideration of works in private Sector</p> <p>i) Copy of Contract/agreement between Prime Constructor and Sub-constructor. ii) Performance Certificate from Consultant engaged with Constructor duly verified by employer or client. iii) Evidence of payments through cheques, bank statement and amount deducted as Income Tax thereof. iv) Amount of work awarded to sub-constructor within its limit specified in license.</p>
06.	<p>For issuance of duplicate licence</p> <p>i) Request from owner/ shareholder/partner ii) Affidavit for lost of licence of firm iii) Copy of FIR iv) Newspaper clipping</p>
07.	<p>For down gradation of firm</p> <p>i) Request on official letter head with desired category mentioned on it ii) Original PEC licence iii) Application on prescribed PEC form</p>
08.	<p>For closure of firm</p> <p>i) Request from owner/shareholder/partner ii) Affidavit for closure of firm iii) Original PEC Licence iv) Payment of all outstanding dues</p>



PAKISTAN ENGINEERING COUNCIL

Ataturk Avenue (East), Sector G-5/2, Islamabad
UAN: 111-111-732 Fax: 051-2780346
E-mail: info@pec.org.pk URL: <http://www.pec.org.pk>

FOR OFFICE USE ONLY

Application _____
Tracking No. _____
Receiving Date _____

APPLICATION FORM FOR UP-GRADATION

AS CONSTRUCTOR/OPERATOR FROM CATEGORY ____ TO ____
(To be filled in CAPITAL letters)

Category: **C** or **O** Licence No. _____ Valid upto 31/12/20
(Attach Original Previous Licence)

1- Name of the Firm: _____ 2-NTN:

3- Name of CEO: _____

4- Mailing Address: _____

Engr. Owner/Shareholder: YES NO Courier service availability: YES NO
(Tick the appropriate box)(Tick the appropriate box)
Mob: _____ Tele: _____ Fax: _____ E-mail: _____

5- Type of Ownership Individual Sole-Proprietorship Partnership
 Private Ltd Co. Public Ltd Co SMC (Pvt) Ltd Co Statutory Body Others
(Tick the appropriate box)

Any Change, be described(Supported by legal Documents) _____

6- Detail of Engineers employed by the firm:

Sr. #	Name of Engineer	PEC Reg. No.	Renewed upto	Date of birth	Year of graduation	Employed Since
1						
2						
3						
4						

Add separate sheet (if required)

7- Major works executed after previous Up-gradation (of last three years):

Sr. #	Year of Award	Value of Work (Rs)	%age of Completion	Deptt / Org	Description of Work
1					
2					
3					
4					

Add separate sheet (if required)

(Attach copy of Work Order, agreement and Performance Certificate duly verified by Concerned Department)

8- Code(s) of specialization required: _____

(Supported with documents and employment of relevant Engineer(s)): _____

[For official use only]

DECISION OF ENROLMENT COMMITTEE

CONVENER ENROLMENT COMMITTEE

Prescribed fee of Rs. has been received and credited vide Receipt No. Dated	
Bank Draft No. Dated Amount Rs	
Signature of Accounts Official: _____	Signature of Internal Auditor: _____
Date of Approval : _____	Category: _____ Licence No: _____ Licence Serial No: _____ Date of Issue _____ Valid Upto: <u>30/06/20</u>
Initial of Scrutiny Official : _____	Initial of Section Incharge: _____

Registrar
PEC

**INSTRUCTIONS FOR FILLING IN APPLICATION FORM
FOR UPGRADATION OF CONSTRUCTOR/OPERATOR LICENCE**

1. Before filling in the application form, please see clause 4 and 8 of the Construction and Operation of Engineering Works Bye-laws, 1987
2. The annual application fee for all Constructor/Operator category licence, Financial Limits and PCP's required for upgradation of licence is mentioned below, the evidence of payment should accompany the application form
3. For upgradation, the applicant for the constructor's or operator's licence shall submit application to the Council in the prescribed form. The application for renewal/upgradation shall be submitted to the Council by the 5th day of May of the year based on the constructor's or operator's status as on the 30th day of April of the same year. The licence shall stand expired on 30th day of June each year.
4. A licensee shall inform the Council of any events taking place after grant of a licence to him or renewal thereof, which render him ineligible for continuation of licence in accordance with the clauses of aforesaid bye-laws. On receipt of such information, the Council may decide to reduce the category of licence or suspend or cancel the licence as it may deem fit.

(Table-A)

Financial limits, PCPs requirements & applicable fee for Local Constructors

Sr. #	Category	Limit of Construction Cost of Project	Minimum Requirement of Engineers	Minimum No. of REs having supervisory license to be hired	Net Worth (Rs.in million)	PCPs	Fee (Rupees)
1	C-A	No Limit	Two P.Es with 20 years of Experience each + RE	3	150	200	400,000
2	C-B	Up to 4000	Two P.Es with 15 years of Experience each + RE	2	100	120	250,000
3	C-1	Up to 2500	Two P.Es with 10 year of Experience each + RE	1	80	90	150,000
4	C-2	Up to 1000	One P.E + R.Es	Not mandatory	50	35	125,000
5	C-3	Up to 500	50% R.E	Not mandatory	30	20	75,000
6	C-4	Up to 200	50% R.E	Not mandatory	6	15	45,000
7	C-5	Up to 65	RE having supervisory Certificate	Not mandatory	3	5	30,000
8	C-6	Up to 25	RE having supervisory Certificate	Not mandatory	1.5	5	15,000

(Table-B)

Financial limits, PCPs requirements & applicable fees for Local Operators

Sr. #	Category	Limit of Operational Cost of Project	Minimum Requirement of Engineers	Minimum No. of REs having supervisory license to be hired	Net Worth (Rs. In million)	PCPs	Fee (Rupees)
1	O-A	No Limit	Two P.Es with 20 years of Experience each + RE	3	150	150	400,000
2	O-B	Up to 2000	Two P.Es with 15 years of Experience each + RE	2	75	100	250,000
3	O-1	Up to 1000	Two P.Es with 10 year of Experience each + RE	1	30	75	150,000
4	O-2	Up to 500	One P.E + R.Es	Not mandatory	25	35	125,000
5	O-3	Up to 200	50% R.E	Not mandatory	10	20	75,000
6	O-4	Up to 100	50% R.E	Not mandatory	3	15	45,000
7	O-5	Up to 30	RE having supervisory Certificate	Not mandatory	2	5	30,000
8	O-6	Up to 20	RE having supervisory Certificate	Not mandatory	1	5	15,000

Note: If a firm could not get its registration renewed, the firm will be renewed after payment of outstanding fee of entire defaulting period plus surcharge of 5% of defaulting fee amount, or prescribed from time to time.

Fee for up-gradation for constructor/operators firm

Following fee criteria shall be observed for up-gradation of the category of licence besides fulfilment of requirements laid down in PEC bye-laws, namely:

- a. One step up - fee of desired category;
- b. Two steps up - 2 times of desired category;
- c. Three steps and onward - 3 times of desired category;

i. **Fee table for up-gradation (Constructors)** (In Rupees).

Category To→ ↓From	C-6	C-5	C-4	C-3	C-2	C-1	C-B	C-A
C-6	15,000	45,000	105,000	240,000	390,000	465,000	765,000	1,215,000
C-5	-	30,000	75,000	180,000	405,000	405,000	780,000	1,230,000
C-4	-	-	45,000	120,000	295,000	495,000	795,000	1,245,000
C-3	-	-	-	75,000	200,000	375,000	825,000	1,275,000
C-2	-	-	-	-	125,000	275,000	625,000	1,325,000
C-1	-	-	-	-	-	150,000	400,000	950,000
C-B	-	-	-	-	-	-	250,000	650,000
C-A	-	-	-	-	-	-	-	400,000

ii. **Fee table for up-gradation (Operators)** (In Rupees)

Category To→ ↓From	O-6	O-5	O-4	O-3	O-2	O-1	O-B	O-A
O-6	15,000	45,000	105,000	240,000	390,000	465,000	765,000	1,215,000
O-5	-	30,000	75,000	180,000	405,000	405,000	780,000	1,230,000
O-4	-	-	45,000	120,000	295,000	495,000	795,000	1,245,000
O-3	-	-	-	75,000	200,000	375,000	825,000	1,275,000
O-2	-	-	-	-	125,000	275,000	625,000	1,325,000
O-1	-	-	-	-	-	150,000	400,000	950,000
O-B	-	-	-	-	-	-	250,000	650,000
O-A	-	-	-	-	-	-	-	400,000

UNDERTAKING BY ENGINEER OWNER/SHAREHOLDER/PARTNER

(The affidavit shall be furnished on stamp paper valued Rs. 100/-, issued in the name of undersigned and duly notarized with Notary Public)

I, Engr. _____ bearing PEC Regn No. _____ am

- a. Sole proprietor OR
- b. Partner with _____ % share (s) OR
- c. Shareholder with _____ % share (s)

of the firm M/s. _____ to

be registered with PEC as Constructor / Operator in category C/ O. _____.

Signature: _____

Name of Engr _____

CNIC No: _____

PEC Reg. # _____

Contact No _____

Date: _____

UNDERTAKING BY ENGINEER

I, adult, resident of do hereby solemnly declare as under:-

1. That I am registered as a and a certificate of registration bearing No. dated has been issued by the Pakistan Engineering Council which has been renewed up to
2. That I am presently employed on regular/fulltime basis with since and presently hold the position of I further state that I am not employed on any other assignment with any other private firm, government agency, office or bureau of any other consulting engineer.
3. That I undertake to intimate the Pakistan Engineering Council about my disassociation with the above-mentioned employer within thirty days of the same.
4. That I have enclosed with this undertaking my following documents:-
 - a. Copy of National Identity Card
 - b. Copy of PEC Registration Card (Renewed)
 - c. Detail CV duly signed
 - d. Copy of appointment letter of the Firm/Company
 - e. Proof of monthly salary received from the firm
5. That I have not ever incurred any disqualification in any manner under the Pakistan Engineering Council Act and Bye-laws. (if in the past any disqualification was incurred please mention material detail).
6. That the contents of the above mentioned undertaking are true to the best of my knowledge, belief and information received and nothing has been concealed therefrom.
7. That if information provided found fake/ incorrect my registration may be cancelled besides taking other legal action without giving any notice.

DEPONENT

I.D.CARD NO. _____

DATE: _____

PLACE: _____

UNDERTAKING FROM CEO / CHAIRMAN / MANAGING PARTNER OR DIRECTOR

(The affidavit shall be furnished on stamp paper valued Rs. 100/-, issued in the name of undersigned and duly notarized with Notary Public)

I, Mr. _____ S/o _____ adult resident of _____ do hereby solemnly affirm on oath as under:-

- That I am CEO / Chairman / Managing Partner or Director of the firm “M/s. _____”.
- That the name of my firm is not struck off or black-listed from any department.
- That there is no litigation in the Court or any other department (i.e. Public / Private) against the firm
- That I on behalf of my firm shall always abide by the rules and regulations of Pakistan Engineering Council.
- That the contents of the above mentioned affidavit are true to the best of my knowledge, belief and information and nothing has been concealed by me.

DEPONENT

Signature: _____

Name _____

CNIC No: _____

Dated: _____

The Registrar,
PEC, HQ,
Islamabad

Subject: Registration with PEC as Constructor/Operator in Category C/O.

Dear Sir,

Please register my firm in accordance with PEC Construction & operation of Engineering Works Bye-laws 1987 with name and style

M/s.....

If a firm with name requested above is already registered with PEC, either of the following names may be considered as an alternate for registration, which will be acceptable to me.

- a. First Choice: M/s
- b. Second Choice: M/s
- c. Third Choice: M/s

Signature:

Name of Owner:

CNIC No of Owner:

Dated:

PERFORMANCE CERTIFICATE

(For each major work during last three years)

NAME OF FIRM: _____

PEC REG. NO. _____ NTN NO. _____

NAME OF EMPLOYER: _____

NAME OF PROJECT: _____

NAME OF CONSULTANT (IF EMPLOYED): _____

STARTING DATE: _____

CONTRACT No. _____ Date _____ Contract Value (Rs.) _____

ORIGINAL COMPLETION DATE: _____

ACTUAL COMPLETION WORK & AMOUNT _____

ORIGINAL CONTRACT VALUE: _____

VALUE OF WORK DONE UPTO FINAL BILL: _____

PERCENTAGE OF WORK DONE WITH DATE: _____

QUALITY OF WORK EXECUTED AND REMARKS BY EMPLOYER: _____

To be filled by contractor

Name of Owner/

Share holder:

Mobile No: _____

Signature: _____

Company seal/stamp

To be filled by employer

Name & designation

of employer : _____

Fax No: _____

Mobile No: _____

Date: _____

Official seal/stamp

UNDERTAKING OF CHANGE OF NAME/STATUS

(The affidavit would be on Rs.100/- stamp paper and attested by a First Class Magistrate/Oath Commissioner)

It is requested that I/we-----
Owner/Partner(S) of M/s-----
Address-----

want to change the name/status of my/our firm to state that:

My/our previous firm M/s-----
Address-----

has not been blacklisted by any department and has no liability from any department/financial institution. If any, such liability is detected by any department/financial institution at any stage, I shall be responsible for the same.

Reason(s) for change of name/status is-----

Name of Contractor: _____
Name of Partner(s)/Director(s) : _____
CNIC No. _____
Contact No: _____
Permanent Address: _____

Dated: _____ Signature: _____