



**LIST OF DOCUMENTS FOR RENEWAL 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(a).	Engineers 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 if not holding Supervisory Certificate. 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.		
3(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.		
3(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) NTN of Engineer(s), if applicable.		
3(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)		
4.	Affidavit from CEO/Chairman/Managing Partner or Director as per Appendix-C.		
5.	Change of Ownership / Partnership / Shareholding Yes / No	Previous	New
6.	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 CHECKLIST (FOR RENEWAL) (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	_____

(To be filled in Capital Letter)

APPLICATION FOR RENEWAL OF REGISTRATION

As constructor / Operator

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- Code(s) of specialization required _____

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

8- UNDERTAKING

I undertake that;

- The information given above and documents/papers attached herewith are correct and accurate to the best of my knowledge and belief and nothing has been concealed.
- I will abide by the provisions of PEC Act 1976 and Construction & Operation of Engineering Works Bye-Laws 1987.
- I shall be responsible if any information, document or paper submitted by me is found incorrect or forged.
- I will inform the council if any of above mentioned engineer(s) leaves the firm.
- I will inform the council about any event taking place after grant of licence, which render our firm ineligible for continuation of licence, reduction in the category, suspension or cancellation of the licence as per Bye-laws 8(2).

PENALTIES VIZ-À-VIZ THE NATURE OF MISCONDUCT

Besides provisions stated in the PEC Construction & Operation of Engineering Works Bye-laws 1987, following penalties will be imposed.

	Nature of misconduct	Penalty to be Imposed
i.	In case, a firm obtained and executed work (s): a) Without having PEC license of appropriate category b) Without having valid PEC license. c) beyond the limit of its license. d) without employment of engineers and completion of PCPs.	A fine amounting to three times of the fee for the category applied for new registration.
ii.	In case a firm submits an incorrect/fake affidavit of engineer to PEC.	The firm will be suspended and given opportunity of personal hearing to defend his status/position and as a consequence will be either de-registered for six (6) months to maximum three (3) years /issued warning/restored the suspension as decided by Enrolment Committee.
iii.	In case a firm submits fake/tampered PEC license to a client/PEC.	- Do -
iv.	In case a firm submits fake/forged/incorrect work order(s) or performance certificate / report to PEC.	In addition to above, if Enrolment Committee considers FIR may also be lodged against the owner/firm.
v.	Any other misconduct.	As decided by the Central Enrolment Committee, on case to case basis under the provisions of PEC Act and Byelaws.

I fully understand the above mentioned penalties viz-à-viz the nature of misconduct. I shall be liable to punitive action taken by PEC in event of misconduct committed by me or the firm.

Company/Firm's Seal



Signature: _____

Name: _____

Mobile No: _____

Date: _____

CNIC No.

						-										-			
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(CEO/ Chairman/ Managing Partner or Director)

[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 RENEWAL 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 renewal of licence is mentioned below, the evidence of payment should accompany the application form
3. For renewal, the applicant for the constructor's or operator's licence shall submit application to the Council in the prescribed form. The application for renewal 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.

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: _____

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: _____