



PAKISTAN ENGINEERING COUNCIL

SUMMARY OF THE DOCUMENTS REQUIRED TO BE ATTACHED WITH THE APPLICATION SUBMITTED FOR ISSUANCE OF CERTIFICATE OF REGISTRATION TO

PAKISTANI CONSULTING ENGINEER

Company's Name: _____ _____ <hr/> Format of Business: Individual <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Private Limited Company <input type="checkbox"/> Public Limited Company <input type="checkbox"/> Statutory Body <input type="checkbox"/> Others <input type="checkbox"/> (Please submit relevant supporting legal documents/papers)	Disciplines Applied For _____ _____ _____ No. of Engineers with the Company: _____	
Document Description	Enclosed	Remarks
01. Duly filled Application Form PEC-1A (Available online at http://pec.org.pk/downloads.aspx)		
02. Original Deposit Slip (as an evidence for the fee deposited)		
<i>For Individual & Sole-Proprietor</i>	<i>Rs.10,000/- per year</i>	
<i>For Partnership</i>	<i>Rs.20,000/- per year</i>	
<i>For Private Limited Company</i>	<i>Rs.30,000/- per year</i>	
<i>For Public Limited Company</i>	<i>Rs.50,000/- per year</i>	
03. Covering Letter of Company/Firm on Letterhead		
04. Previous Original Certificate of Registration <i>(For Renewal case & defaulter only)</i>		
05. Copy of Valid CNIC of Owner/Partners/Shareholders		
06. Copy of Partnership Deed and Proof of Registration with Registrar of Firms in the light of "Partnership Act 1932". <i>(Applicable for Partnership Concerns)</i> <i>[Shares distribution among Partners and appointment of Managing Partner must be in accordance with Byelaw 2(a) & 3(3)(4) of Consultancy Byelaws]</i>		
07. Copy of "Certificate of Incorporation, updated Form-29 & Form-A" and "Articles & Memorandum of Association of the Company" duly endorsed by Registrar of Companies as required under "Companies Ordinance 1984". <i>(Applicable for Companies registered with Securities & Exchange Commission of Pakistan – SECP)</i> <i>[Shareholding/directorship/appointment of CEO of the company must be in accordance with Byelaw 2(a) & 3(3)(4) of Consultancy Byelaws]</i>		
08. Copy of Educational Degrees of Non-Engineer(s) [i.e. Allied Professional(s) as defined in Byelaw 2(a)] in case of Partnership / Company.		
09. Verified Affidavit of Owner(s)/Partners/Directors/Shareholders alongwith copy of valid CNIC and valid PEC Renewal Card. <i>(Specimen given in Application Form)</i>		
10. Verified Affidavit of all Employee Engineers alongwith copy of their valid CNIC and valid PEC Renewal Card. <i>(Specimen Attached as Annexure-I)</i>		
11. Copies of Biometric Verification/Re-verification Slips (showing biometric date of current year and employment validity in accordance with applied validity) of Owner/Sole-proprietor, all Engineers Partners (for Partnerships), all Engineer Directors/Shareholders (for Companies) and all employee engineers.		
12. Detailed CVs of all Engineers (Owners/Employees) showing experience according to Applied Project Profile Codes. <i>[Please attach experience certificate(s) in support of CV]</i>		
13. Copy of NOC duly issued by the Department, in case Engineer(s) is/are engaged in Government Service or Public Organization <i>[as required under Byelaw 3(6) of Consultancy Byelaws]</i>		
14. Copy of NTN certificate duly issued in name of Firm/Company showing details/status of Firm/Company in accordance with Firm/Company's request for renewal/registration.		
15. Certificate from Bank, regarding satisfactory maintenance of Firm/Company's Bank Account <i>[in case of sole-proprietorship detail of owner/sole-proprietor as per Bank record].</i>		

.....

5. SERVICES WHICH THE CONSULTING ENGINEER OFFERS (Select from among the list of service code numbers from Annex-B of the Instructions.)

.....

6. PROJECT TYPES WHICH THE CONSULTING ENGINEER UNDERTAKES OR WISHES TO UNDERTAKE (Select form among the list of project profile codes in Annex-C i.e. 1201 to 1236)

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7. OWNERSHIP

Names and residential addresses of Individual Owner, Proprietor, Partners or Shareholders	Professional Qualifications	Experience after basic professional qualification (Years)	Percentage shares in Partnership or No. of shares in Company	PEC or other Regulatory body Registration Number (if any)	Discipline (Select one from 01 to 99)
1-					
2-					
3-					
4-					

8. PARTICULARS OF DIRECTORS OF CONSULTING ENGINEERING COMPANY

Names and Residential Addresses of Chief Executive & Directors of Applicant, if a Consulting Engineer Company	Professional Qualification	Experience after Basic Qualification	PEC or other Regulatory body Registration Number (if any)	Discipline (select one from 01 to 99)
1-				
2-				
3-				
4-				

9. LIST OF FULL TIME KEY PERSONNEL

Names of Personnel (including partners, directors, executives and others)	Professional Qualifications	Experience after Basic Professional Qualification	PEC or other regulatory body registration number (if any)	Discipline (Select one from 01 to 99)	Project Profile codes (select the number of code(s) for each person from 1201 to 1236)
1-					
2-					
3-					
4-					

10. ASSOCIATE PAKISTANI CONSULTING ENGINEERS WITH WHOM THE CONSULTING ENGINEER HAS PERMANENT ARRANGEMENT FOR SPECIALIZED SERVICES

Name and addresses of associate consultants	PEC registration number as consulting engineer	Other regulatory bodies registration number (if any)	Specialization (select one from 1201 to 1236)
1-			
2-			
3-			
4-			

11. UNDERTAKING

It is hereby certified that the above are true statements of facts and we take full responsibility for the correctness and accuracy of the information supplied herein to the best of our knowledge and belief. This is also to certify that the owner/partners/directors other than those listed under para 9 are working solely for the consulting engineering profession. This is further to certify that we are an independent consulting engineer and have no interest in any construction and conflicting commercial industrial and business activities which are likely to influence our professional independence and neutrality. We also undertake to fully abide by the Pakistan Engineering Council (Conduct and Practice of Consulting Engineers) Byelaws 1986.

COMPANY/FIRM SEAL

(SIGNATURE OF CHIEF EXECUTIVE)

NAME _____

[For official use only]

DECISION OF ENROLMENT COMMITTEE

CHAIRMAN
ENROLMENT COMMITTEE

File No.	<input type="text"/>	Licence No.	<input type="text"/>
Date Received	<input type="text"/>		
Date Approved	<input type="text"/>		
Prescribed fee of Rs. has been received and credited vide Receipt No. Dated Bank Draft No. Dated Amount Rs. Licence No. Issued Dated Licence valid upto			

Signature of Scrutinizing Staff

Signature of Section Incharge

Registrar

**INSTRUCTIONS FOR FILLING IN REGISTRATION/RENEWAL FORMS AS
CONSULTING ENGINEER UNDER PAKISTAN ENGINEERING COUNCIL
(CONDUCT AND PRACTICE OF CONSULTING ENGINEERS) BYE-LAWS, 1986**

General

These instructions will be used by the applicant to fill-up the Application Form and should not be attached therewith. Relevant affidavits and signed curriculum vitae should be prepared separately in accordance with the format provided herein and attached with the application. Additional sheet(s), when required, against an item of the Form can be attached.

Consulting engineer can seek renewal for up to three (3) years upon submission of requisite fee.

Item 1

Please write the name of your firm or company by which name you would like it to be registered. Please indicate whether you are a Pakistani firm or a foreign firm. Tick only that is applicable.

A word of caution to foreign consulting engineers. Foreign consulting engineers can only be registered on project to project basis. For each project the foreign consulting engineer, according to the requirement of the Council, will have to satisfy the Council that the expertise and specialized knowledge to be furnished by it on the project is not available with any Pakistani consulting engineer. The foreign consulting engineers must also attach the joint venture/association agreement with a Pakistani consulting engineer. Simultaneously, the foreign consulting engineer must also apply for registration of each engineer expert who is brought into Pakistan and who performs any engineering work in Pakistan.

Item 2

Please indicate the type of ownership by striking out the inapplicable status. Registration/Renewal fee for each category is given below:

- | | | |
|----|---|------------------|
| a. | Individual | Rs. 10,000/year |
| b. | Sole Proprietor | Rs. 10,000/year |
| c. | Partnership | Rs. 20,000/year |
| d. | Private Limited Company | Rs. 30,000/year |
| e. | Public Limited Company | Rs. 50,000/year |
| f. | Pre-Registration Foreign
Consulting Engineer
(Irrespective of type of ownership) | US \$ 1,000/year |
| g. | Processing fee for Registration
of Foreign Consulting Engineer.
(Project Specific Registration) | US \$ 1,000/year |

Item 3

Please give addresses of your main office and permanent branches as on the date of application.

Item 4

13 main engineering disciplines and 12 allied disciplines are listed in Annex-A to the application form. Most of the specializations shall be covered by these disciplines such as Structural engineering, Highway engineering, Bridge Engineering. Transportation engineering falls under the discipline of Civil Engineering and Power engineering etc fall under Electrical engineering. If you wish to include any discipline other than the twenty-five stated disciplines, please indicate such discipline(s) on a separate page after circling serial 50 and/or 99 as the case may be.

Item 5

Service codes are listed in Annex-B to the application. Please encircle the relevant codes and write their serial numbers under this item. Please note that this statement must be matched by availability of full time technical personnel on your rolls as indicated under item 9.

Item 6

Please encircle relevant code from among the list of project profile codes given at Annexure-C and write their serial number under this item. Please note that this statement must be matched with the information given under item 9.

Item 7

Professional qualifications are the degrees awarded to the individuals in any of the engineering or allied disciplines. If any of the owners/shareholders does not have any professional qualification, please write 'nil' against his name under this column. Experience after basic qualification means the experience of the individual professional after he has acquired the professional qualification mentioned in the previous column. Only relevant experience as a professional in his discipline must be mentioned. Time spent in any work other than professional work of his discipline must be excluded.

PEC or PCATP registration numbers in the case of those owners/shareholders who are professional engineers or architects/town-planners must be mentioned under the relevant column. In the last column under 'disciplines' only mention the relevant disciplines from Annex-A to these Instructions.

Item 8

This item applies to consulting engineer companies only. Please repeat the names of those shareholders who are directors of the company. All other information has the same meaning as explained under item 7.

Item 9

Please give relevant information in respect of all key personnel in the organization of the consulting engineer, the full time presence of whom makes the applicant capable of undertaking certain type of projects, and the qualifications and experience of such personnel

are used by the consulting engineer to apply for undertaking certain types of projects. In the last column Project Profile Codes shall be selected from Annex-C of these Instructions.

It is compulsory that for each such individual listed under this item the consulting engineer must submit a brief CV of the person in the form attached. In addition, the consulting engineer must also submit an affidavit on the form attached signed by each such individual. It will not be necessary to submit such affidavit every year if such person continues as full time employee/partner, director of the consulting engineer at the time of application for license renewal next year. However, affidavit must be submitted for each individual at the time of first application under these bye-laws, and for all new key personnel.

Item 10

Please provide the name(s) of only these specialized consultants with whom written arrangement for hiring services have already been made.

Item 11

Chief Executive should sign the undertaking with company seal.

To be submitted on Stamp paper
of appropriate value

AFFIDAVIT

I.....,adult, resident of
..... do hereby solemnly affirm
on oath 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 upto
2. That I am presently employed on regular/full time 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 dissociation with the above mentioned employer within thirty (30) days of the same.
4. That I have enclosed my application and curriculum vitae duly signed by me.
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).

That the contents of the above mentioned affidavit are true to the best of my knowledge, belief and information received and nothing material has been concealed therefrom.

DEPONENT

I.D. CARD NO. _____

DATE: _____

PLACE: _____

To be notarized

**CURRICULUM VITAE OF PROFESSIONALS
WORKING FULL TIME FOR AN APPLICANT FOR
CONSULTING ENGINEER LICENSE**

Name _____ Age _____ Sex _____ Res. Address:
_____ Tel. No. _____
Birth Date _____ Nationality _____ National I.D. Card No. _____
PEC/PCATP Registration No. _____

EDUCATION	NAME OF SCHOOL/COLLEGE UNIVERSITY	INCLUSIVE DATES OF ATTENDANCE	HONORS/DIVISIONS RECEIVED
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Secondary

Higher Secondary

College/University

Post Graduate

Diploma

Masters

Ph.D/D.Sc.

RECORD OF IN-SERVICE TRAINING, STUDY AND SCHOLARSHIP GRANTS

TRAINING COURSE	PERIOD OF TRAINING	CONDUCTED BY
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EMPLOYMENT RECORD (AFTER PROFESSIONAL QUALIFICATION)

INCLUSIVE DATE FROM TO	NAME AND ADDRESS OF ORGANIZATION	TYPE OF ORGANIZATION	DESIGNATION OR POSITION	LENGTH OF SERVICE YR-MO
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Total length of Service _____

I certify that the above information is true to the best of my knowledge and belief and that I have expert knowledge and specialization in the following types of projects. (List not more than three).

Project code

Project Profile

12...

12...

12...

Signature of Professional
Engineer/Allied Professional

MAIN DISCIPLINES

Engineering Disciplines		Allied Disciplines	
01	Civil	51	Architecture
02	Mechanical	52	Regional Planning
03	Electrical	53	Urban Planning
04	Chemical	54	Geology
05	Aeronautical	55	Economics
06	Mining	56	Hydrology
07	Agriculture	57	Agronomy & Agriculture
08	Metallurgical	58	Financial Analysis
09	Electronics	59	Computer Sciences
10	Petrogas	60	System Analysis
11	Industrial	61	Soil Science
12	Marine	62	Business Administration
13	Computer Engineering		-----
	-----		-----
	-----		-----
50	Other engineering (Specify) Total Engineering Professions	99	Other allied Professions (Specify) Total Allied Professions

SERVICE CODE**PROJECT SURVEYS AND STUDIES**

0501	Aerial surveys
0502	Geological surveys
0503	Geophysical surveys
0504	Hydrological surveys
0505	Hydrographic surveys
0506	Soil surveys
0507	Topographic surveys
0508	Resources surveys
0509	Sub soil surveys & investigations
0510	Planning studies
0511	Feasibility studies
0512	Market studies
0513	Economic studies
0514	Financial studies
0515	Tariff studies
0516	Technical studies
0517	Operations studies
0518	Environmental studies
0519	Implementation study

PROJECT DESIGN AND EXECUTION

0531	Architectural design
0532	Structural design
0533	Urban design
0534	Industrial design
0535	Hydraulic studies & engineering
0536	Soil mechanic and foundation engineering
0537	Engineering design

0538	Earthquake engineering
0539	Power engineering
0540	Mechanical design
0541	Process design
0542	Design review
0543	Quantity surveying, cost estimating
0544	Estimation, preparation of contract documents & bid evaluation
0545	Procurement services
0546	Supervision/inspection of construction
0547	Supervision/inspection of equipment installation
0548	Project management (management on behalf of owner)
0549	Technical assistance and advisory services
0550	Start up operations

PRODUCTION, MARKETING AND DISTRIBUTION

0561	Product & production technology
0562	Production management
0563	Process evaluation & selection
0564	Quality control
0565	Marketing & distribution
0566	Packaging and storage
0567	Warehousing & inventory control
0568	Physical distribution & shipping

OPERATION AND MAINTENANCE

0571	Operations and maintenance
0572	Maintenance planning
0573	Plant rehabilitation
0574	Factory rehabilitation
0575	Civil works rehabilitation

INFORMATION SYSTEMS

- 0581 Information system & computer processing
- 0582 Computer technology

MANAGEMENT SYSTEMS

- 0591 Institutional strengthening
- 0592 Management advisory services
- 0593 Management studies
- 0594 Organizational development studies
- 0595 Manpower requirement
- 0596 Training and transfer of technology

PROJECT PROFILE CODES

1201	Public Buildings & Offices (ii) Commercial Buildings & Offices (iii) Residential Buildings & houses (iv) Hotels & motels (v) Hospitals, medical facilities, laboratories, medical research (vi) Educational facilities & complexes (vii) Recreation and sports facilities, stadiums (viii) Libraries, Museums, galleries.
1202	Industrial economics, Policy and planning (ii) Industrial projects development and appraisal.
1203	Urban developments, housing estates (ii) Industrial estates, Industrial complexes (iii) Urban roads and surfaces drainage.
1204	Urban sewerage and Water supply (ii) Solid water collection and disposal (iii) Water treatment plants (iv) Sewage treatment plants.
1205	Irrigation system, hydraulic structures (ii) Dams, Reservoirs, Tunnels (iii) Salinity control and Land reclamation, Agricultural drainage (iv) Dikes, Levees, Embankments (v) Ground water development and Irrigation (vi) Water resources appraisal/use.
1206	Water Transmission lines.
1207	Hydroelectric power stations
1208	Thermal power stations (ii) Power transmission and Distribution systems.
1209	Nuclear plants, Nuclear research.
1210	Renewable energy sources and Systems.
1211	Coal mining, Processing, Gasification
1212	Petro chemicals, Refineries.
1213	Oil and gas pipelines (ii) Oil & gas development, storage, Transmission and Distribution systems.
1214	Railways and railway bridges
1215	Tunnels, Sub-ways, Rapid transit (ii) Highways, bridges, tunnels (iii) Transportation systems services.
1216	Airports
1217	Ports, Harbours, Marine terminals (ii) Shipyards, Dockyards, Ship breaking yard (iii) Breakwaters, Revetments, Beach protection
1218	Material handling systems, Conveyors, Sorters (ii) Dry materials storage and Reclaim systems (iii) Liquid storage and Reclaim systems.
1219	Communication systems, Radar navigation aids (ii) Telephone, Telegraph, Telex (iii) Broadcasting systems (Radio & TV)
1220	Energy Planning conservation and development

1221	Mining and mineral exploration and development
1222	Land resources appraisal/use
1223	Agro industries/Food processing.
1224	Forestry
1225	Fisheries
1226	Rural Development and Social infrastructure
1227	Farm mechanization, Seeds processing
1228	Botanical gardens
1229	Zoological gardens
1230	Livestock development and Animal husbandry
1231	Landscaping and Horticulture
1232	Health systems, Planning, Evaluation and Research (ii) Environmental Planning and Protection
1233	Manpower development (ii) Population planning (iii) Social welfare and Community development.
1234	Chemicals, Ceramics, Mineral products industry (ii) Engineering industry (iii) Electrical and electronic industry (iv) Transport equipment industry (v) Cement industry (vi) Textile industry (vii) Basic metal industries, Metal products (viii) Fertilizers industry (ix) Chemical plants.
1235	Surveying, valuation and loss assessment.
1236	Pre-shipment inspections

PERMISSIBLE NUMBER OF PROJECT PROFILE CODES TO PROFESSIONAL ENGINEERS SERVING FOR CONSULTING ENGINEERING FIRMS

(i)	Fresh Graduates	1 No Project Profile Codes *
(ii)	3 years experience	2 No Project Profile Codes *
(iii)	5 years experience	3 No Project Profile Codes
(iv)	10 years experience	5 No Project Profile Codes
(v)	15 years experience	7 No Project Profile Codes
(vi)	20 years & above experience	8 No Project Profile Codes

* Not as an Individual consulting engineer.

UNDERTAKING

(On duly notarized Stamp Paper of Rs.10/-)

1. I, Engr _____ am owner/shareholder/partner of firm/company namely M/s. _____ registered as Consulting Engineering firm/company with PEC as Consult/_____, and valid upto 30th June, _____.

2. I solemnly declare that following engineers/allied professional(s) are employed with my firm/company. Evidence of the employment can be provided, when required by PEC:

<u>Name</u>	<u>PEC Reg.#</u> (For Engg. Staff)	<u>Qualification</u> (For Allied Professionals)	<u>Designation</u>	<u>PEC Renewal Card Valid Upto</u>	<u>Employed Since</u>	<u>Biometric Date</u>
a.						
b.						
c.						
d.						
e.						

3. Above information is given to the best of my knowledge and nothing has been concealed. I shall be responsible, if any information given above is found incorrect and liable to punitive action under PEC Rules and Bye-Laws.

Signature: _____

Name of Engr _____

PEC Reg. # _____

Phone No _____

Date: _____