



## PAKISTAN ENGINEERING COUNCIL

### SUMMARY OF THE DOCUMENTS REQUIRED TO BE ATTACHED WITH THE **RENEWAL APPLICATION OF CONSULTING ENGINEERS/FIRMS/COMPANIES**

PEC Registration No. <span style="border: 1px solid black; padding: 2px;">Consult /</span>			Disciplines Applied For
Company's Name: _____ _____			
<b>Format of Business:</b> 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"/>			No. of Engineers with the Company: _____
S#	Document Description	Enclosed	Remarks
01.	Duly filled Renewal Form PEC-6		
02.	Paid Copy of Challan		
	<i>For Individual &amp; 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>	
	<i>Renewal of Pre-Registration of Foreign Consultants</i>	<i>US \$1,000/-per year</i>	
03.	Previous Original Registration Certificate - If certificate is lost/misplaced following documents are required: - Copy of FIR - Copy of Advertisement given in News paper - Indemnity Bond /Affidavit		
04.	Copy of valid CNIC of Owner(s)/Partners/Shareholders <i>(In case of change in ownership, please attach supporting legal documents / papers, duly endorsed by concerned authorities)</i>		
05.	Verified Affidavit showing detail of all Employee Engineers alongwith copy of their valid CNIC and valid PEC Renewal Card. <i>(Specimen Attached)</i>		
06.	Detailed CVs of Employee Engineers (showing their experience according to applied Project Profile Codes) working full time with the firm/company. <i>[If applied for additional Project Profile Code(s)]</i>		
07.	Performance Certificate showing Consultancy Services provided/being provided, duly signed by the Employer/Client. <i>(as per enclosed proforma).</i>		
09.	List of Major Projects executed by the firm during last three years (containing Name/Description, location, execution period, cost of the project and Nature of Consulting Services provided alongwith Name of the Employer/Client).		
10.	Certificate from Bank, regarding satisfactory maintenance of Firm's Bank Account <i>[showing detail of partners/shareholders as per Bank record].</i>		
11.	Copy of NTN certificate duly issued in name of Firm/Company showing detail of legal status of Firm/Company		



# PAKISTAN ENGINEERING COUNCIL

Ataturk Avenue (East), Sector G-5/2, Islamabad  
 Tel: 051-2829296, 2829311, 2829348, Fax: 051- 2276224  
 e-mail: [info@pec.org.pk](mailto:info@pec.org.pk), website: [www.pec.org.pk](http://www.pec.org.pk)

## APPLICATION FORM FOR RENEWAL OF CONSULTING ENGINEERS/FIRMS

FOR THE YEAR	ORIGIN (PAKISTANI / FOREIGN)	REGISTRATION NO.	
		Date of Original Registration	

**1. NAME OF FIRM/COMPANY**


**2. TYPE OF OWNERSHIP**  
(TICK ONE ONLY)

INDIVIDUAL	
SOLE PROPRIETOR	
PARTNERSHIP	
PRIVATE LIMITED COMPANY	

**3. MAILING ADDRESS**


- 4. Phone 📞
- 4.1 Mobile 📱
- 4.2 Fax 📠
- 4.2 E-mail 📧


**5. Please enclose documents/papers as mentioned in Item # 01 to 09 of Check List attached with the Form.**

**Company/Firm (Seal)**

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**SIGNATURE OF CHIEF EXECUTIVE**  
 NAME: \_\_\_\_\_  
 DATE: \_\_\_\_\_

**Note: For any change in the basic documents, please attach necessary details/documentary evidence.**

**FOR OFFICIAL USE ONLY**

File No.			
Date Received			
Date Approved			
Licence No.			

Prescribed fee of ..... Has been received and credited vide receipt No. .... Dated ..... Bank Draft No. ....  
 Dated. .... Amount Rs. .... Licence No. Issued .....  
 Dated. .... Licence Valid upto .....

Account Clerk/Jr.A.Executive
Account Executive
Manager Finance

**Registrar**

**PERFORMANCE CERTIFICATE**  
FOR EACH MAJOR WORK DURING LAST THREE YEARS

NAME OF EMPLOYER

NAME OF PROJECT

STARTING DATE

ORIGINAL COMPLETION DATE

ACTUAL COMPLETION DATE

ORIGINAL CONTRACT VALUE

VALUE OF WORK DONE UPTO FINAL BILL

ENGINEERS EMPLOYED

(Name including father's name and PEC Registration No.)

- a.
- b.
- c.
- d.

QUALITY OF WORK EXECUTED AND REMARKS BY EMPLOYER

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**CONSULTANT**

(Name of firm and with official seal)

(Signatures of Chief Executive)

**PERFORMANCE CERTIFICATE FOR EACH WORK IN HAND**

NAME OF EMPLOYER

NAME OF PROJECT

STARTING DATE

PERCENTAGE OF WORK DONE WITH DATE

ACTUAL COMPLETION DATE

DELAY PERIOD

LIQUIDATED DAMAGES

ORIGINAL CONTRACT VALUE

VALUE OF WORK DONE UPTO LAST BILL

ENGINEERS EMPLOYED ON THE PROJECT

(Name including father's name and PEC Registration No.)

a.

b.

c.

d.

QUALITY OF WORK EXECUTED AND REMARKS BY EMPLOYER

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**CONSULTANT**

(Name of firm and with official seal)

(Signatures of Chief Executive)

**UNDERTAKING**

**(On Stamp Paper of Rs.10/-)**

1. I, Engr \_\_\_\_\_ am owner/shareholder/partner of firm namely M/s. \_\_\_\_\_ registered as Consulting Engineering firm with PEC as Consult/\_\_\_\_\_, and valid upto 31<sup>st</sup> December, \_\_\_\_\_.

2. I solemnly declare that following engineers are employed with my firm. Evidence of the employment can be provided, when required by PEC:

<u>Name</u>	<u>PEC Reg.#</u>	<u>Designation</u>	<u>Renewal Card Valid Upto</u>	<u>Employed Since</u>
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- 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: \_\_\_\_\_