



**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<br>(√)     |            |
|---------|---|-----------------|------------|
|         |   | Yes             | No         |
| 1.      | Previous Original PEC License   |                 |            |
| 2.      | <b>Original Fee payment voucher:</b><br>a. On-line MCB Bank account: 0685583041005497 (Branch code 0069).<br>b. On-line HBL Bank account: 00427901578603 (Branch code 0602).<br>c. Foreign Currency account is in process.<br>d. Payment through Demand Draft or Pay Order is not acceptable.<br>e. Or any other new bank for registration fee notified from time to time.  |                 |            |
| 3(a).   | <b>Engineers documents required.</b><br><b>Documents required in support of newly employed engineers/ supervisory certificate holders:-</b><br>i) Copy of appointment letter duly signed by employer and engineer employed/agreement signed with Engineer holding Supervisory Certificate.<br>ii) Detailed CV duly signed by Engineer(s) in original if not holding Supervisory Certificate.<br>iii) Copy of valid PEC Renewal card of Engineer(s).<br>iv) Personal appearance of Engineer/copy of supervisory certificate.<br>v) NTN of Engineer(s), if applicable / not applicable for Supervisory Certificate holders. |                 |            |
| 3(b).   | <b>In case of engineers of previous year application, following papers will be required:-</b><br>i) Copy of valid PEC Renewal Card of Engineer(s).<br>ii) Personal appearance of Engineer.<br>iii) NTN of Engineer(s), if applicable.   |                 |            |
| 3(c).   | <b>In case of Engineer(s) is Owner/Shareholder/Partner:-</b><br>i) Undertaking by Engineer/Shareholder/Partner (Appendix-A).<br>ii) Detailed CV duly signed by Engineer(s) in original.<br>iii) Copy of valid PEC Renewal Card of Engineer (s).<br>iv) NTN of Engineer(s), if applicable.   |                 |            |
| 3(d).   | <b>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)</b>  |                 |            |
| 4.      | Affidavit from CEO/Chairman/Managing Partner or Director as per Appendix-C.   |                 |            |
| 5.      | Change of Ownership / Partnership / Shareholding<br>Yes / No  | <b>Previous</b> | <b>New</b> |
|         |   |                 |            |
| 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><b>For change in ownership of firm</b></p> <p><b>i) Sole Proprietor</b></p> <p>i) Affidavit of sole proprietor<br/>ii) Transfer deed with attestation of first class magistrate (in case of change of sole proprietor)</p> <p><b>ii) Partnership Concern</b></p> <p>i) Duly attested copy of partnership deed<br/>ii) Form C/ H issued by respective Registrar of firms<br/>iii) Form D And Dissolution deed (in case of cancellation/change in partnership)</p> <p><b>iii) Private Limited</b></p> <p>i) Certificate of incorporation<br/>ii) Article of Association(AOA)<br/>iii) Memorandum of Association(MOA)<br/>iv) Form 29<br/>v) Form A</p> <p><b>iv) Public Limited Co. / Public Limited Co.</b></p> <p>i) SECP Documents<br/>ii) Stock Exchange Documents</p> <p><b>v) Statutory Body</b></p> <p>i) Copy of notification issued by competent authority</p> <p><b>vi) In case of death of owner/shareholder/partner</b></p> <p>i) Death certificate of owner/shareholder/partner<br/>ii) Power of attorney attested by 1st class Magistrate<br/>iii) Transfer deed with list of heirs attested by 1st class Magistrate<br/>iv) No objection certificate from heirs<br/>v) Succession certificate</p> <p><b>vii) Readable copy of Identity Card of Owner/Shareholder(s)/partner in each above mentioned case</b></p> |
| 02. | <p><b>Change in name of firm/address</b></p> <p>i) Request from owner/ shareholder/partner<br/>ii) Affidavit for change in name of firm/status<br/>iii) Newspaper clipping for change in name of firm<br/>iv) Documentary evidence in support issued by Registrar of firms/SECP(as the case may be)</p>  |
| 04. | <p><b>For addition of specialization codes</b></p> <p>i) Request for addition of code on official letter head<br/>ii) Detailed CV of engineer(s) showing experience relevant to the desired codes supported by experience certificates<br/>iii) Documentary evidence of Firms experience/work done relevant to desired codes<br/>iv) Original PEC Licence</p>  |
| 05. | <p><b>For consideration of works in private Sector</b></p> <p>i) Copy of Contract/agreement between Prime Constructor and Sub-constructor.<br/>ii) Performance Certificate from Consultant engaged with Constructor duly verified by employer or client.<br/>iii) Evidence of payments through cheques, bank statement and amount deducted as Income Tax thereof.<br/>iv) Amount of work awarded to sub-constructor within its limit specified in license.</p>   |
| 06. | <p><b>For issuance of duplicate licence</b></p> <p>i) Request from owner/ shareholder/partner<br/>ii) Affidavit for lost of licence of firm<br/>iii) Copy of FIR<br/>iv) Newspaper clipping</p>  |
| 07. | <p><b>For down gradation of firm</b></p> <p>i) Request on official letter head with desired category mentioned on it<br/>ii) Original PEC licence<br/>iii) Application on prescribed PEC form</p>  |
| 08. | <p><b>For closure of firm</b></p> <p>i) Request from owner/shareholder/partner<br/>ii) Affidavit for closure of firm<br/>iii) Original PEC Licence<br/>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](mailto: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

(Tick the appropriate box)(Tick the appropriate box)

Courier service availability:  YES  NO

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.

|      | <b>Nature of misconduct</b>   | <b>Penalty to be Imposed</b>  |
|------|---|---|
| i.   | In case, a firm obtained and executed work (s):<br>a) Without having PEC license of appropriate category<br>b) Without having valid PEC license.<br>c) beyond the limit of its license.<br>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.

|  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |   |  |  |  |
|--|--|--|--|--|--|---|--|--|--|--|--|--|--|--|--|---|--|--|--|
|  |  |  |  |  |  | - |  |  |  |  |  |  |  |  |  | - |  |  |  |
|--|--|--|--|--|--|---|--|--|--|--|--|--|--|--|--|---|--|--|--|

**(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<br>vide Receipt No. .... Dated ..... |  |
| Bank Draft No. .... Dated ..... Amount Rs .....  |  |
| Signature of<br>Accounts Official: _____   | Signature of<br>Internal Auditor: _____  |
| Date of Approval : _____   | Category: _____ Licence No: _____<br>Licence Serial No: _____<br>Date of Issue _____ Valid Upto: <u>30/06/20</u> |
| Initial of Scrutiny<br>Official : _____  | Initial of Section<br>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**

| <b>Sr. #</b> | <b>Category</b> | <b>Limit of Operational Cost of Project</b> | <b>Minimum Requirement of Engineers</b>        | <b>Minimum No. of REs having supervisory license to be hired</b> | <b>Net Worth (Rs. In million)</b> | <b>PCPs</b> | <b>Fee (Rupees)</b> |
|--------------|-----------------|---|--|--|-----------------------------------|-------------|---------------------|
| 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: \_\_\_\_\_

**UNDERTAKING**

(For Engineers)

(On stamp paper duly verified by Oath Commissioner)

I, \_\_\_\_\_, PEC Reg. # \_\_\_\_\_, hereby solemnly declare that I am employee of M/s \_\_\_\_\_, registration # \_\_\_\_\_. I will get monthly salary from this firm/company and confirm PEC HQ by mailing my account transaction through e-mail at [milyas@pec.org.pk](mailto:milyas@pec.org.pk) monthly, during whole period of employment with the firm. In case I fail to submit said confirmations for three months, my name may be deleted from company's Pay Roll besides taking suitable action as per PEC policy and rules.

\_\_\_\_\_  
Signature Engineer

Name of Engr \_\_\_\_\_

PEC Reg. # \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Cell No. : \_\_\_\_\_

Dated:- \_\_\_\_\_

\_\_\_\_\_  
Signature (Owner/CEO/  
Shareholder/Partner/Manager HR)

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Cell No. : \_\_\_\_\_

Name of Firm  
with PEC Reg. # \_\_\_\_\_

Dated:- \_\_\_\_\_

**Note:** - Applicant will ensure submission of this undertaking duly signed by engineer and employer at the time of submitting the case file.

**UNDERTAKING**

(For firms Owner/Partner/CEO/Manager HR)  
(On stamp paper duly verified by Oath Commissioner)

I, \_\_\_\_\_, CNIC # \_\_\_\_\_, hereby solemnly declare that I am owner/partner/CEO/Manager HR of M/s \_\_\_\_\_, registration # \_\_\_\_\_. I will pay Engr. \_\_\_\_\_ PEC # \_\_\_\_\_ who is employee of my firm, monthly salary and confirm PEC HQ by mailing account transaction through e-mail at [milyas@pec.org.pk](mailto:milyas@pec.org.pk) quarterly, during whole period of his/her employment with the firm. In case I fail to submit said confirmation for a quarter, then it may be presumed that said employee is not working with this Company and no replacement has been made todate.

\_\_\_\_\_  
(Signature of Owner/CEO/  
Shareholder/Partner/Manager HR)

Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Cell No. : \_\_\_\_\_

Name of Firm  
with PEC Reg. # \_\_\_\_\_

Dated:- \_\_\_\_\_

\_\_\_\_\_  
Signature of Engineer

Name of Engr \_\_\_\_\_

PEC Reg. # \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Cell No. : \_\_\_\_\_

Dated:- \_\_\_\_\_

**Note:** - Applicant will ensure submission of this undertaking duly signed by engineer and employer at the time of submitting the case file.