



PAKISTAN ENGINEERING
COUNCIL

CNE-Comb

NON ENGINEER OWNED/SHARED CONSTRUCTOR FIRMS/COMPANIES		For Year Ending: 30 June 20 ____ (for Renewal/ Upgradation)
Existing Name of Firm: _____ Existing License No. with Category: _____		
Application Form Requiring Any of following alone OR in Combination:		
Tick (✓) Any One or Combination	a	Renewal (with change in previous license)
	b	Upgradation (works done or financial based)
	c	Downgradation
	d	Change in Code(s)
	e	Change of Address
	f	Change of Ownership
	g	Duplicate / Loss of Licence
	h	Change in firm name
	i	Reinstatement
		Application No. (For office use) _____

- Please fill in CAPITAL LETTERS.
 - Submit this form in relevant PEC Office of your region on the basis of firm's address. Detail of these offices is given in **Annex-A**.
 - Read **INSTRUCTIONS** enclosed with this form before filling the form.
1. **Change of Firm's Name** (Please fill in case of Change otherwise strike out)

<u>New Name of Firm/Company:</u> (as per name in ownership documents)									

Name of Applicant (CEO/COO/MD/Chairman): _____

Contact details of firm:

Phone No.: _____ **Mobile No. :** _____

E-mail: _____ **Fax. :** _____

Courier Service availability: Yes/No (strike out which is not relevant)
(Phone No., Mobile No, email and fax should be functional/in use as PEC will correspond through these contacts)

2. **Change of Firm's Address:** (Please fill in case of change otherwise strike out)

<u>New Address of firm/company:</u> (as per name in ownership documents)									

3. **Change of Ownership** (Please fill in case of Change otherwise strike out)

a. Type of revised Ownership (Tick (✓) relevant box)	Sole/Indl	AoP	LLP	Private Ltd Co.	Public Ltd Co.	SMC- Pvt Ltd.
➔						
b. Revised Owners/Partners/Shareholders (as per ownership document)						
No.	Name	CNIC	% Share	Contact No.		

(Add separate sheet if required)

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.

Signature of Applicant: _____

4. **NTN No.** _____

(Please fill in case of Change otherwise strike out)

5. **Bank Account** (Please fill in case of Change otherwise strike it out)**Account title in the name of Firm/Company:** _____**Bank with Branch:** _____**Account No.:** _____6. **Upgradation** (If required otherwise strike it out) Desired Category of upgradation _____**Upgradation on the basis of:** [(√) any one of following and fill]a. Net Worth Required Net Worth: Rs. _____ Mn Provided Net Worth:Rs. _____ Mnb. Works Required Value of Work Order(s): Rs. _____ Mn Provided value Work Order (s):Rs. _____ Mn**Detail of Works done** (incase upgradation is requested in work done basis)

Sr. No.	Work order No. & date	Public or Private	Completion status		Total value of work
			Completed on (date)	In progress (_____% completed)	
			Grand Total		

(Add separate sheet if required)

7. **Downgradation** (If required otherwise strike it out) Desired Category of downgradation _____8. **Fee****Required Fee** (See INSTRUCTIONS): _____**Fee Paid:** Rs. _____ (excluding bank charges, if any)**Voucher/Deposit Slip No.** _____ **Dated** _____9. **Engineer Profile****Required PCPs =** _____
(Please see Table-A given in instructions)**Provided PCPs=** _____

S. No.	PEC No.	Name

(Add separate sheet if required)

10. Desired Codes

A. General Codes (Tick (✓) required codes)									
CE01	CE04 (except dams)	CE08	CE09	CE10	EE01	EE02	EE03	EE04	EE06
EE07	EE08	EE09	EE10	EE11	ME01	ME02	ME04	ME05	ME06
ME07	BC01	BC02							
B. Special Codes (Tick (✓) required codes)									
CE02	CE03	CE04 (with Dams)	CE05	CE06	CE07	EE05	ME03	BC03	

UNDERTAKING BY CEO/ CHAIRMAN/ MANAGING PARTNER OR DIRECTOR

ICNIC No....., adult, do hereby solemnly declare as under:-;

- 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.
- The name of my firm is not struck off or black-listed from any department.
- There is no litigation in the Court or any other department (i.e. Public / Private) against the firm.
- The firm has not been declared as bankrupt.
- I shall abide by the provisions of PEC Act 1976 and Construction & Operation of Engineering Works Bye-Laws 1987, as amended time to time and any other direction issued by Pakistan Engineering Council on functioning of this firm.
- I shall be responsible if any information, document or paper submitted by me is found incorrect, fake or forged.
- I shall inform the council within a week if any of aforementioned engineer(s) leaves the firm.
- I have paid monthly salary to previously employed engineer(s) with this company.
- I shall pay monthly salary to the engineer(s) employed with this company.
- I shall inform the council about any such event taking place after grant of license, which renders our firm ineligible for continuation of license, reduction in the category, suspension or cancellation of the license as per Bye-laws 8(2).
- I shall be liable to punitive action taken by PEC in event of misconduct committed on behalf of the firm.

Company's Seal: - _____

Signature:- _____

Date: - _____

Name: - _____

INSTRUCTIONS

**FILLING UP THE APPLICATION FORM FOR
RENEWAL/UPGRADATION/ADDITION OF CODE(S)/CHANGE OF
ADDRESS/CHANGE OF OWNERSHIP/LOSS OF LICENCE OF NON-ENGINEER
OWNED/SHARED CONSTRUCTOR FIRM/COMPANY**

This set of instructions is for guidance. Not to be submitted along with application form.

General

- Prior to naming your firm, check availability of the name from PEC website: <https://coportal.pec.org.pk/Miscellaneous/NameCheck>. PEC will not accept a name which has already been given to a firm registered with PEC or a name with the words like CONSULTANT/CONSULTANCY/OPERATOR as its part.

1.	<p><u>DOUCMENTS REQUIRED FOR COMPANY’S PARTICULARS:</u></p> <p>Following documents will be required:</p> <p>a <u>Individual or Sole Proprietor:</u> NTN certificate in the name of firm or in the name of owner with the firm’s name mentioned in it.</p> <p>b <u>AOP/Partnership Concern Firms:</u> Partnership Deed duly registered by Registrar of Firms (RoF) by issuing Form-C or H.</p> <p>c <u>SECP Companies (Pvt ltd/ LLP/ Public Ltd/ SMC Pvt Ltd):</u></p> <p>i) Certified true copies of following documents to be issued by SECP: ii) Certificate of Incorporation. iii) MOA. iv) Latest Form 29. v) Form 3A if any change in incorporation has occurred before company’s AGM</p> <p>d <u>CNIC of Owner/Partner(s)/Shareholder(s):</u> CNIC copy of owner in case of 100 % ownership OR of leading partner in case of shareholding.</p>
2.	<p><u>FEE:</u></p> <p>a. <u>Renewal</u></p> <p>i) If a firm is already renewed upto last financial year, then:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Renewal fee = (Annual fee) x (Number of Renewal years; maximum 03 years)</p> </div> <p>ii) In case the firm is defaulting, then:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Renewal fee = Current Renewal Fee + Arrears (Default Period)</p> </div> <p><u>Arrears (Default Period; period prior to current financial year)</u></p> <ul style="list-style-type: none"> • Last two years default = Applicable annual Fee x No. of years; in addition to (if any); • 3rd and 4th year of default = 50% of Applicable annual fee x No. of years; in addition to (if any); • 5th and 6th year of default = 20% of Applicable annual fee x No. of years; • No default fee on 7th year and beyond <p><u>Note:</u></p> <ul style="list-style-type: none"> ○ While calculating default period, the period after 30th June 2017 will be counted on financial year basis. Period between 1st Jan 2017 to 30th June 2017 will be counted as half year. Period before 2017 will be counted on calendar year basis. ○ Amount of fee applicable during the particular period will be taken for calculation.

	<p>b. <u>For Upgradation</u></p> <p>i. Renewal fee, if the firm is not already renewed.</p> <p>ii. Annual fee of desired category x No. of upgradation steps; maximum 03 times even if No. of upgradation steps are more than three.</p> <p><u>Example.</u></p> <p>i. Fee for an already renewed firm requiring upgradation to category C-2 will be: Rs.125000 x 2 = Rs.250000/-</p> <p>ii. Fee for an already renewed firm requiring upgradation to category C-A will be: Rs.400000 x 3 = Rs.1200000/-</p> <p>c. <u>Fee Depositing Method</u></p> <ul style="list-style-type: none"> • Fee shall be deposited through Bank Challan/Deposit Slip only in following accounts: • MCB Bank account: 0685583041005497 (Branch code 0069). • HBL Bank account: 00427901578603 (Branch code 0602). • Dedicated fee challan are available within MCB/HBL. In case of non-availability of PEC dedicated challan, bank's standard deposit slip may be used along with required detail. • Original Fee Challan/Deposit Slip is to be attached with Application Form.
3.	<p><u>UPGRADTION ON THE BASIS OF FINANCIAL SOUNDNESS:</u></p> <ul style="list-style-type: none"> • Audited account prepared by ICAP registered Audit firm up to C4 category registration. For C3 and above category, audit report duly audited by ICAP registered QCR rated Audit firm. Email ID of Audit firms must be given on ICAP website from where PEC will confirm the submitted Audit Report. The amount of Networth values for various categories are given in Table-A enclosed. • Bank statement of last 03 months.
4.	<p><u>UP-GRADATION ON THE BASIS OF EXECUTED/ IN HAND WORKS:</u></p> <p><u>Required Value of Works</u></p> <p>Accumulative value of works for upgradation to a category = 70% of project limit of one category below the desired category. For example, if the desired category is C1 then the total required amount of works done will be equal to 70% of C2 category limit (Rs.1000 M) i.e. Rs.700M.</p> <ul style="list-style-type: none"> • <u>For Public Sector Work(s)</u> <ol style="list-style-type: none"> i) Copies of single/multiple work order(s) and sublet/JV agreement (if any)with required accumulative worth completed during last 03 years till date of submission of application and/ OR in hand works with minimum 60% completion of each work. ii) Original Performance Certificate(s) as per PEC specimen given in Annex-B attached duly filled, signed and stamped by employer & firm. • <u>For Private Work(s) /Sublet Work(s)</u> <ol style="list-style-type: none"> i) Copies of work order(s) issued to prime constructor, JV Agreement/Contract Agreement between Prime Constructor and Sub-constructor. ii) Original Performance/ Completion Certificates issued by employer or client or Consultant engaged with the project (if any). iii) Copies of evidence of payments (through cheques/invoices tallying with bank statement of employed firm and amount deducted as income tax thereof (there should be evidence based on logical link of documents).

	<p>Note:</p> <p>i) Financial value of work awarded to JV partner/sub-constructor will be according to % age of share in JV or sublet contract.</p> <p>ii) No work order should have been used in any previous up-gradation of applicant firm.</p> <p>iii) In case work has been carried out without valid license; beyond the limit of license, with expired license and/or without relevant codes, then the firm will be liable to penalty equal to 3 times fee of desired category.</p>																																											
5.	<p>a. Employment of Engineers: For requirement of PCPs of relevant category and combination of PE and RE, please see Table-A, enclosed.</p> <p>b. Engineer's Verification:</p> <ul style="list-style-type: none"> • Biometric verification slips of all engineers conducted at any of PEC Offices. • Complete PEC No. of engineer will be written from his / her PEC Card. <p>c. Calculation of PCPs: The calculation of PCPs will be carried out as under:-</p> <ul style="list-style-type: none"> ➤ Experience based PCPs (Length of experience will be counted from the date of passing of B.Sc Engg. Or B.E. degree) <ul style="list-style-type: none"> • Registered Engineer (R.E) Minimum 05 PCPs will be given up to 05 years of experience. Thereafter, one PCP will be added on each additional year of experience. For example, an R.E of 01 day to 05 years' experience will get 05 PCPs, whereas, an R.E with 9 years' experience will get 05+4 PCPs Points. • Professional Engineer (P.E) Minimum 10 PCPs will be given from date of PEC upto 10 years of experience. Thereafter, one PCP shall be added for each year of experience to engineers engaged in the construction and operation of engineering works. ➤ Maximum experience based PCP will be 30. 																																											
	<p>○ Bonus PCPs on continuity of service in the applicant's company after its registration with PEC (for P.E only)</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>a) 10 to 14 years</td><td style="text-align: center;">:</td><td style="text-align: right;">02</td></tr> <tr><td>b) 15 to 19 years</td><td style="text-align: center;">:</td><td style="text-align: right;">04</td></tr> <tr><td>c) 20 to 24 years</td><td style="text-align: center;">:</td><td style="text-align: right;">08</td></tr> <tr><td>d) 25 years and above</td><td style="text-align: center;">:</td><td style="text-align: right;">12</td></tr> </table> <p>○ Extra Bonus PCPs In case of shareholding of P.E in the applicant firm/company, with;</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>a) 10 – 19 %</td><td style="text-align: center;">:</td><td style="text-align: right;">05</td></tr> <tr><td>b) 20 – 49 %</td><td style="text-align: center;">:</td><td style="text-align: right;">10</td></tr> <tr><td>c) 50 – 74 %</td><td style="text-align: center;">:</td><td style="text-align: right;">15</td></tr> <tr><td>d) 75 % and over</td><td style="text-align: center;">:</td><td style="text-align: right;">20</td></tr> </table>	a) 10 to 14 years	:	02	b) 15 to 19 years	:	04	c) 20 to 24 years	:	08	d) 25 years and above	:	12	a) 10 – 19 %	:	05	b) 20 – 49 %	:	10	c) 50 – 74 %	:	15	d) 75 % and over	:	20	<p>○ Extra Point PCPs</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>a) Masters MS</td><td style="text-align: center;">:</td><td style="text-align: right;">02</td></tr> <tr><td>b) PhD</td><td style="text-align: center;">:</td><td style="text-align: right;">04</td></tr> <tr><td>c) Life Membership</td><td style="text-align: center;">:</td><td style="text-align: right;">01</td></tr> </table> <p>○ Deduction of PCPs In case of age of engineer is beyond 65 Years, then deduction will be;</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>a) 65 – 75 years</td><td style="text-align: center;">:</td><td style="text-align: right;">01 PCP/year</td></tr> <tr><td>b) 75 – 80 years</td><td style="text-align: center;">:</td><td style="text-align: right;">02 PCP/year</td></tr> <tr><td>c) Above 80 years</td><td style="text-align: center;">:</td><td style="text-align: right;">05 PCP/year</td></tr> </table>	a) Masters MS	:	02	b) PhD	:	04	c) Life Membership	:	01	a) 65 – 75 years	:	01 PCP/year	b) 75 – 80 years	:	02 PCP/year	c) Above 80 years	:	05 PCP/year
a) 10 to 14 years	:	02																																										
b) 15 to 19 years	:	04																																										
c) 20 to 24 years	:	08																																										
d) 25 years and above	:	12																																										
a) 10 – 19 %	:	05																																										
b) 20 – 49 %	:	10																																										
c) 50 – 74 %	:	15																																										
d) 75 % and over	:	20																																										
a) Masters MS	:	02																																										
b) PhD	:	04																																										
c) Life Membership	:	01																																										
a) 65 – 75 years	:	01 PCP/year																																										
b) 75 – 80 years	:	02 PCP/year																																										
c) Above 80 years	:	05 PCP/year																																										

6.	<p><u>SPECIALIZATION CODES:</u> (Detail of specialization codes is given in Annex-C): Specialized Codes will be awarded on basis of two criteria:- <u>On Engineer Experience:</u></p> <ul style="list-style-type: none"> • Verifiable CV duly signed by relevant engineer; • Verifiable Experience Certificate issued by the organization from where the engineer acquired particular experience (not required in case of retired Govt. engineer, for whom copy of retirement letter is required). <p style="text-align: center;">OR</p> <p><u>On Company's Experience:</u></p> <ul style="list-style-type: none"> • Company's experience supported with verifiable relevant work order/agreement with employer along with Performance Certificate; and • Duly signed CV of engineer of relevant discipline.
7.	<p><u>Addition of Code(s)</u> Required documents:</p> <ol style="list-style-type: none"> a. Engineer's biometric acknowledgment(if engineer is newly employed) b. Original License c. Other documents as per para '6' above.
8.	<p><u>Duplicate/ loss of License</u> Required documents:</p> <ol style="list-style-type: none"> a. Copy of FIR/ Police Report. b. Undertaking for Issuance of Duplicate/ loss of Licence (Annex-D). <p>Newspaper clipping for loss of Licence (Annex-E).</p>
9.	<p><u>Change of Firm's Name</u> Required documents:</p> <ol style="list-style-type: none"> a. Relevant Ownership Documents (Copy). b. Undertaking for change of firm/company name (Original) (Annex-F). c. Newspaper clipping for change of firm name (Original) (Annex-G). d. Original PEC Licence issued by PEC. e. Firm's Account Maintenance Certificate with New Name (Annex-H)
10.	<p><u>Change of Firm's Address</u> Required documents:</p> <ol style="list-style-type: none"> a. NTN in case of individual/sole proprietorship. b. In case of partnership concern, documents issued by Registrar of Firms showing registered mailing address. c. In case a company is registered with SECP, the SECP's documents showing registered mailing address.

**SUMMARY OF DOCUMENTS REQUIRED FOR
UPGRADATION OF CONSTRUCTOR/OPERATOR APPLICATION**

1. Return of previous original licence.
2. **Ownership Documents:-**
 - a. **For Individual or Sole Proprietor:**
NTN certificate in the name of firm or in the name of owner with the firm's name mentioned in it.
 - b. **For AOP/Partnership Concern Firms:**
Partnership Deed duly registered by Registrar of Firms (RoF) issuing Form-C or H.
 - c. **For SECP Registered Companies:**
Certified true copies of following documents to be issued by SECP:
 - i) Certificate of Incorporation.

ii) MOA.

iii) Latest Form 29.

iv) Form 3A if any change of incorporation has occurred prior to company's AGM.

d. CNIC of Owner/Partner(s)/Shareholder(s) :

CNIC copy of owner in case of 100 % ownership **OR** of leading partner in case of shareholding

3. **NTN:** Copy of Enterprise/Firm/ Company's NTN Certificate.

4. **Bank Account:** Firm's Account Maintenance Certificate with New Name issued by Concerned Bank.

5. **Fee:** Original Fee Challan

6. **Up-gradation on Net worth Basis :**

Financial Statement duly audited by ICAP registered Audit firm in case of up gradation up to C-4 and QCR rated ICAP registered firm. The amount of Networth values for various categories are given in **Table-A** enclosed.

7. **Upgradation on the Basis of Work Order(s):**

Copies of single/multiple work order(s) and sublet/JV agreement (if any) with required accumulative worth completed during last 03 years till date of submission of application and/ OR in hand works with minimum 60% completion of each work alongwith their performance certificates .

8. **Engineer's Document:**

a. Copy of National Identity Card.

b. Copy of PEC Registration Card (Renewed).

c. Detail CV duly signed by engineer concerned.

d. Copy of Appointment Letter of the Firm/Company for employed engineer(s).

e. Acknowledgement Biometric Slip (All engineers).

f. Experience Certificate if required for award of Specialized Code(s).

g. Copy of Supervisory Certificate instead of experience Certificate and CV.

9. **Supervisory Engineers (If employed)**

a. Copy of National Identity Card.

b. Copy of PEC Registration Card (Renewed).

c. Copy of Appointment Letter of the Firm/Company.

10. **Specialization Codes**

Specialized Codes will be awarded on basis of two criteria:-

a. On Engineer Experience:

- Verifiable CV duly signed by relevant engineer;

- Verifiable Experience Certificate issued by the organization from where the engineer acquired the particular experience (not required in case of retired Govt. engineer, for whom copy of retirement letter is required).

OR

b. On Company's Experience:

- Company's experience supported with verifiable relevant work order/agreement with employer;

- Performance Certificate as per specimen given in **Annex-B** and

- Duly signed CV of engineer of relevant discipline.

Annex-A**List of PEC Offices with Jurisdiction, Addresses and Contact Detail**

PEC HEAD OFFICE			
PEC Head Office, Islamabad Pakistan Engineering Council, Ataturk Avenue (East) G-5/2, Islamabad. UAN: (+92-51) 111-111-732 Phone : (+92-51) 2829348, 2829311		Jurisdiction: Islamabad (ICT), Rawalpindi, Attock, Jehlum, Chakwal & Gilgit-Baltistan	
REGIONAL OFFICES			
Regional Office, Lahore		Regional Office, Karachi	
37 – Shershah Block, New Garden Town Lahore opposite to Passport office. Phone : 042 - 99232020 & 042 – 99232021 Fax: 042 - 99232022 Email: lahore@pec.org.pk	Jurisdiction: Punjab except Rawalpindi, Attock, Jehlum and Chakwal	ST-14/A, Block-2, Kehkashan-V, Clifton, Karachi. Phone: +(92-21) 99250215- 16 Email: karachi@pec.org.pk	Jurisdiction: Sindh Province
Regional Office, Peshawar		Regional Office, Quetta	
Plot No 18-B/1, (Office Enclaves), Phase V, Hayatabad, Peshawar. Phone: +(92-91)9217880 Fax: +(92-91)5892892 Email: peshawar@pec.org.pk	Jurisdiction: KPK Province	Main Samunqli Road (southern side) Quetta. Phone: +(92-81) 2871673 Fax: +(92-81) 2871674 Email: quetta@pec.org.pk	Jurisdiction: Balochistan Province
BRANCH OFFICES (Jurisdiction; Areas of respective regions)			
PUNJAB			
PEC Branch Office, Multan CF24-J Near T-Chowk, Shah Rukn-e-Alam Colony, Multan. Phone: (92-61) 9220221 Fax: (92-61) 9220221 Email : multan@pec.org.pk			
SINDH			
PEC Branch Office, Hyderabad House # B-90,HDA Housing Scheme, Near Post Office ,Phase-1, Qasimabad, Hyderabad. Phone #: 022-2672459, (92-22) 9240013 Email : hyderabad@pec.org.pk		PEC Branch Office, Sukkur Plot# B-7, Imdad Ali Awan Road, Hamdard Co-operative Society, Sukkur Phone: +(92-71) 5815190 Email : sukkur@pec.org.pk	
PEC Branch Office, Larkana Near Chandka Petrol Pump Wagon Road, Larkana. Phone: +(92-74) 4752989 Email : larkana@pec.org.pk		PEC Branch Office, Nawabshah House no. A1/3, Housing Society, SP Office Road, Nawabshah Phone: 0244366267	

KHYBER PAKHTUNKHUA		
Branch Office, Mardan		Branch Office, Abbottabad
House no 41, street 01 Sector I (opposite Mardan sports complex) Sheikh Maltoon town Mardan		19-AL Fatah Avenue Al-YousafManzil, Mandian, Abbottabad. Phone:0992-412516 Email: abbottabad@pec.org.pk
PEC Branch Office, Swat		Branch Office, Dera Ismail Khan
Pakistan Engineering Council, Near Primary School ChailShagi Saidu Sharif Swat Phone : 0946-721525		Pakistan Engineering Council, 4, Qasim Road Dera Ismail Khan Cantt Phone: 0966-9280555 Fax: 0966-9280666 Email: dikhan@pec.org.pk
BALUCHISTAN		
PEC Branch Office, Khuzdar		PEC Branch Office, Loralai
ZahidabadKhuzdarBalochistan. Phone: 0336-2833554 Email: khuzdar@pec.org.pk		loralai@pec.org.pk Phone : 0824-410202 Plot:SI-150, Majeed Colony, Khan Sidique Street Loralai.
PEC Branch Office, Gawadar		PEC Branch Office, Turbat
Plot:SI-150, Phase 1 Shambay Ismail Ward Shah Noori Market Qandeel Chowk Gawader Email: gawadar@pec.org.pk Phone : 0864-410060		College road, Near ZaraiTaraqati Bank Limited, Turbat. Phone: 0852-412125 Email : turbat@pec.org.pk
Gilgit-Baltistan		
PEC Branch Office, Gilgit		
Near Pakistan Television (PTV) office,Jutial Gilgit Gilgit-Baltistan Phone: +(92-5811) 920870 Fax: +(92-5811) 922595 Email: gilgit@pec.org.pk		
Azad Jammu and Kashmir		
PEC Branch Office, Muzaffarabad		Branch Office, Mirpur AJK
House # D-124, Street No 16, Upper Chattar Housing Scheme, Muzaffarabad. Phone no.: (92-058) 22215111 muzaffarabad@pec.org.pk	Jurisdiction: Azad Jammu and Kashmir Region	Flat No 1,2 & 3, First floor, HK Downtown Apartments Sector E.2 Plot no 83 G near Mazhar Green plaza Haul road Mirpur Azad kashmir. Phone: 05827-925915 Email: Saqib.jamil@pec.org.pk

Annex-CList of Specialization CodesDESCRIPTION AND CRITERIA OF SPECIALIZATION CODES,
OF CONSTRUCTOR/ OPERATORS

CODE	SPECIALIZATION	DESCRIPTION	ENGINEER'S CRITERIA	
			Discipline	Experience
CE01	Road and Pavement Drainage & Retaining Structure Sign craft Installation	Construction of road and road reinstatement, pavement, bus bays, open car parks and related works such as kerbs, footways. Installation of an integrated sign posting system for complexes, airports, shopping centres, etc. Also includes setting up of exhibition stands and road signs. Airports Taxiways, runways, aprons, aircraft parking bays, baggage handling system, track transit system, etc.	CIVIL/ TRANSPORT	Not required
CE02	Bridge Structures Piling	Construction of concrete, masonry, timber or steel bridges. Installation of all types of piling sheet piles, driven precast reinforced and prestressed concrete piles, bored cast in situ piles and timber piles etc.	CIVIL	Either firm's experience supported with Work Order along with satisfactory Performance Certificate issued by concerned employer/department. OR Engineer's experience supported with Experience Certificate relevant to code issued by the organization/firm, in whose employment that engineer acquired the experience.
CE03	Marine Structures Dredging Underwater Works	Construction of marine structure such as jetties, ports, wharves, harbours, sea and river walls offshore construction works etc. Underwater construction works and maintenance of underwater construction works.	CIVIL	Either firm's experience supported with Work Order along with satisfactory Performance Certificate issued by concerned employer/department. OR Engineer's experience supported with Experience Certificate relevant to code issued by the organization/firm, in whose employment

				that engineer acquired the experience.
CE04	Dams/Water Retaining Structures Irrigation & Flood Control Systems	Construction of water retaining structure such as dams, reservoirs, aqueducts, treatment plants, pipe laying works etc. Earth work/dredging in canal, river and offshore.	CIVIL/AGRI	<ul style="list-style-type: none"> CE04 (except Dams) do not require experience. For CE04(Dams), either firm's experience supported with Work Order along with satisfactory Performance Certificate issued by concerned employer/department. <p style="text-align: center;">OR</p> <p>Engineer's experience supported with Experience Certificate relevant to code issued by the organization/firm, in whose employment that engineer acquired the experience.</p>
CE05	Offshore Works	Offshore construction works including related works.	CIVIL	<p>Either firm's experience supported with Work Order along with satisfactory Performance Certificate issued by concerned employer/department.</p> <p style="text-align: center;">OR</p> <p>Engineer's experience supported with Experience Certificate relevant to code issued by the organization/firm, in whose employment that engineer acquired the experience.</p>
CE06	Tunneling and underpinning	Tunneling and underpinning works.	CIVIL/ MINING	<p>Either firm's experience supported with Work Order along with satisfactory Performance Certificate issued by concerned employer/department.</p> <p style="text-align: center;">OR</p> <p>Engineer's experience supported with Experience Certificate relevant to code issued by the organization/firm, in whose employment that engineer acquired the experience.</p>
CE07	Railways Tracks	Installation of railway tracks, distressing of rails and tracks.	CIVIL/ TRANSPORT	<p>Either firm's experience supported with Work Order along with satisfactory Performance Certificate</p>

				issued by concerned employer/department. OR Engineer's experience supported with Experience Certificate relevant to code issued by the organization/firm, in whose employment that engineer acquired the experience.
CE08	Oil and Gas Pipe Lines	Installation, maintenance and repair of oil and gas pipelines.	CIVIL/ MECHANICAL / PETGAS	Not Required
CE09	Sewerage Works Water Supply	Sewerage pipelines, disposal works, sewerage treatment works and allied works. Installation, maintenance and repair of water supply pipelines, pumping stations, tube wells, water treatment works etc.	CIVIL/URBAN	Not Required
CE10	General Civil Engineering Works Concrete Repairs Soil Investigation and Stabilization Landscaping & Horticulture Reclamation Works and Waterproofing General Buildings and Maintenance	General civil engineering works, including earthworks, sub-soil drainage, etc. Reinforcement of structures by way of pressure grouting, guniting, etc. Services include sampling, investigation and testing services to determine soil classifications, strength and composition. Also includes soil stabilization works such as micro piling, ground anchoring, sand drains and ground grouting. Provision of Landscaping services including tree planting, turfing, horticulture etc. Reclamation works. Water proofing of basement, roofs and walls. All types of repair/maintenance of civil engineering works. Construction related civil engineering works including allied electrical and mechanical works.	CIVIL	Not Required

		Asphalt Road, P.C.C streets, pavements including culverts.		
BC01	Prefabricated Buildings and Steel Framed Buildings and Industrial Plants	Construction of buildings and industrial plants using prefabricated components and systems. Construction of steel framed buildings and industrial plants. Airports Terminal buildings, Satellite buildings, cargo terminals, air traffic control towers, contact piers, passenger loading bridges.	CIVIL/ MECHANICAL	Not Required
BC02	Restoration and Conservation	Building restoration and conservation.	CIVIL	Not Required
BC03	High Rise Buildings		CIVIL	Either firm's experience supported with Work Order along with satisfactory Performance Certificate issued by concerned employer/department. OR Engineer's experience supported with Experience Certificate relevant to code issued by the organization/firm, in whose employment that engineer acquired the experience.
ME01	HVAC	Installation, Commissioning maintenance and repairs of air conditioning, refrigeration, cold rooms and ventilation system.	MECHANICAL	Not Required
ME02	Fire Prevention and Protection System	Installation and maintenance of fire alarms, prevention and protection systems.	MECHANICAL/M ECHATRO	Not Required
ME03	Lifts and Escalators Compressor Generators	Installation, commissioning and maintenance of lifts, escalators, travel lators and conveyor systems Installation, maintenance and repair of centrifugal compressor, reciprocating compressor, air compressor, skid, rotary compressor, pipeline valves, blowers, liquid ring compressor, gas turbine generator, steam generator, diesel generator, solar photometric, water turbine generator and hybrid system.	MECHANICAL	Either firm's experience supported with Work Order along with satisfactory Performance Certificate issued by concerned employer/department. OR Engineer's experience supported with Experience Certificate relevant to code issued by the organization/firm, in whose employment that engineer acquired the experience.

ME04	Building Automation System	Building automation, industrial and process control systems, include installation and maintenance of microprocessors or computer based building control systems and industrial process control systems.	MECHANICAL/M ECHATRO	Not Required
ME05	Workshop, Mill, Quarry System	Installation, commissioning and maintenance of workshop, mill and quarry systems such as cranes, hoist, crushing and screening plant, asphalt mixing plant, etc.	MECHANICAL/M ECHATRO	Not Required
ME06	Specialized Fabrication and Treatment Medical Equipment Kitchen and Laundry Equipment Heat Recovery System Pollution Control System Miscellaneous Mechanical Equipment Chiller for Power Generation Specialized Plant	<p>Erection, maintenance and repair of exhaust stocks, tanks, reactors, separators, filters, scrubbers, dehydrators, evaporators, pipings, furnaces, grit blasting and painting, hot and cold insulation, flare system, bearing and welding.</p> <p>Installation, commissioning and maintenance of medical equipment such as:</p> <ul style="list-style-type: none"> - Compressed air systems - Hot water installation - Sterilizer and autoclave - Medical gas installation - Hydrotherapy system - Dental chair - Mortuary refrigerator etc. <p>Installation, commissioning and maintenance of cooking and kitchen equipment, laundry equipment, etc</p> <p>Installation, commissioning maintenance and repair of boiler plant, heat exchangers, absorption chillers, unfired pressure vessels and hot water systems, etc.</p> <p>Landfill technology, incinerator, oil separators. Installation, testing commission, maintenance and repair of mechanical based systems such as pumping installation, sewerage</p>	MECHANICAL/M ECHATRO	Not Required

		treatment plant installation, water treatment plant installation, rotary pumps, reciprocating pumps, centrifugal pumps and special purpose pumps, etc. Installation, maintenance and repair of gas turbine driven chiller, steam turbine driven chiller and centrifugal chiller. Erection, maintenance and repair of compressor station, metering station, onshore terminal station, co-generation plant, gas processing plant, petrochemical plant, oil refinery, aviation re-fuelling and de-fuelling system, petrol station, heating ventilation and air-conditioning.		
EE01	Sound System	Public address system, audiovisual system, conference system, intercom system and MAT.	ELECTRICAL/ ELECTRO	Not Required
EE02	Security, Safety Surveillance System	Installation and maintenance of security, safety and surveillance systems (security, alarm, car park security control and card access control systems. CCTV, sensor/detection system, vibration monitoring system, gas protection system, platform alarm system, aircraft warning system, fire protection system and earthing and lighting protection.	ELECTRICAL/ ELECTRO/ MECHATRO	Not Required
EE03	Building Automation System and Energy Generation System	Building Automation, industrial and process control system, included installation and maintenance of microprocessors or computer based building control systems and industrial process control systems, includes installation and maintenance of energy generation systems	ELECTRICAL/ ELECTRO	Not Required
EE04	Low Voltage Installation	General wiring and control system wiring works not exceeding 1 KV. Installation and maintenance of low tension overhead lines and underground cabling not exceeding 1KV. Also includes installation and maintenance of generating plant and equipment not exceeding 1 KV.	ELECTRICAL/ ELECTRO	Not Required

EE05	High Voltage Installation	Installation and maintenance of high voltage equipment and underground cabling, high-tension overhead line including transmission tower exceeding 1kV. Also includes installation and maintenance of generator plant and equipment exceeding 1KV.	ELECTRICAL	Either firm's experience supported with Work Order along with satisfactory Performance Certificate issued by concerned employer/department. OR Engineer's experience supported with Experience Certificate relevant to code issued by the organization/firm, in whose employment that engineer acquired the experience.
EE06	Specialized Lighting System	Installation and maintenance of street lighting, stadium floodlighting, traffic lighting, airfield lighting, high mast lighting installation, laser system, stage lighting, special effect lighting, navigational aid, underwater lighting, platform lighting, petrochemical plant lighting, oil refinery plant lighting, etc.	ELECTRICAL/ ELECTRO/ MECHATRO	Not Required
EE07	Telecommunication Installation	Telephone cabling and internal ducting, radio based communication system, PABX, microwave system, multiplex and signaling troposcatter system, satellite system, radar surveillance system, data communication equipment, remote subscriber system, vessels and navigational specialized system, etc.	ELECTRICAL /ELECTRO/ TELECOM	Not Required
EE08	External Telecommunication Works	Telecommunication cabling (underground/ overhead), manholes, underground ducting/pipes.	ELECTRICAL/ ELECTRO/ TELECOM	Not Required
EE09	IT & Software Engg		COMPUTER/ ELECTRO	Not Required
EE10	Miscellaneous Specialized	Installation, commissioning and maintenance of surgical/operating theater table and lights, radiography equipment, radiotherapy equipment, nurse call system, electronic scoreboard, uninterruptible power supply (UPS) system, etc.	ELECTRICAL/ ELECTRO	Not Required
(CE11, BC04, ME07, and EE11)	Any work not covered in above description of works relevant to any engineering discipline.		CIVIL/ ELECTRICAL/ MECHANICAL/CH EM, etc.	Not required

		(as per nature of work)	
C-6 (11)	All types of repair/maintenance of civil engineering works. Construction related civil engineering works including allied electrical and mechanical works. Water supply, sanitary, drainage, sewerage and plumbing works. Street Road, P.C.C streets, pavements including culverts.	CIVIL/ ELECTRICAL/ MECHANICAL (as per nature of work)	Not required
O-6 (11)	All types of operational works. Toll collection, operational and management works. Mobile engineering workshop.	CIVIL/ ELECTRICAL/ MECHANICAL (as per nature of work)	Not required
C-5 (11)	All types of repair/maintenance of civil engineering works. Construction related civil engineering works including allied electrical and mechanical works. Water supply, sanitary, drainage, sewerage and plumbing works. Asphalt Road, P.C.C streets, pavements including culverts.	CIVIL/ ELECTRICAL/ MECHANICAL (as per nature of work)	Not required
O-5 (11)	All types of operational work. Toll collection, operational and management works. Mobile engineering workshop.	CIVIL/ ELECTRICAL/ MECHANICAL (as per nature of work)	Not required
CE (11)	All types of repair/maintenance of civil engineering works. Construction related civil engineering works including allied electrical and mechanical works. Asphalt Road, P.C.C streets, pavements including culverts.	CIVIL/ ELECTRICAL/ MECHANICAL (as per nature of work)	Not required

SPECIMEN

(UNDERTAKING FOR ISSUANCE OF DUPLICATE LICENCE/LOSS OF LICENCE)

(To be prepared on Firm's Letterhead)

I _____ Owner/Partner of M/s _____ Address: _____, do affirm and declare as under:-

1. that I have lost original PEC licence of my firm, bearing No. _____ with validity period till _____ on _____.
2. that my above document has not been submitted for any identification / investigation / verification to any office / department, etc.
3. that I am not involved in any deliberate act of losing subject document.
4. that if my document is found from any source it will not be misused and shall return it to PEC without delay.
5. that my above mentioned statement is correct and true to the best of my knowledge and belief and nothing has been concealed thereof.

Dated: _____

Signature: _____

Name of Owner/Lead partner/CEO/COO/MD: _____

I.D. Card NO. _____

Annex-E

Newspaper clipping for loss of Licence

It is informed that the Constructors/Operators Licence of M/s _____ bearing No. _____ issued by PEC, has been lost. Any person who finds it, is requested to return the same at address: _____

Annex-F

SPECIMEN

(UNDERTAKING FOR CHANGE OF NAME)

(To be prepared Firm's Letterhead)

I _____ Owner/Partner of M/s _____ Address _____ want to change the name (strike out irrelevant) of my/our firm with the consent and knowledge of all partners/shareholders (strike out if the firm is owned by a single person) and state that my/our above mentioned firm has neither been backlisted by any department nor has any liability towards any department/ financial institution. If any liability is detected at any stage by any department/financial institution in future, I/we will be responsible for the same.

Reason(s) for change of name is _____

Dated: _____

Signature: _____

Name of Owner/Lead partner/CEO/COO/MD: _____

I.D. Card NO. _____

Permanent Address: _____

Newspaper Clipping Showing Announcement for Change of Firm Name

Name of my firm M/s. _____, as given in PEC Licence No: _____, is being changed to M/s. _____ /Address _____ with permanent address _____. Necessary revision of name/address on PEC Licence will be arranged as soon as possible.

SPECIMEN

Firm's Account Maintenance Certificate with New Name

Bank _____

Dated: _____

TO WHOM IT MAY CONCERN

This is to certify that M/s: _____ NTN: _____ has been maintaining Account # _____ with address _____ since _____. Title of this account has been changed in Bank record as _____ with effect from _____.

The status of this account as on _____ is ACTIVE with the Bank.

This certificate is being issued on the specific request of the customer without any risk or responsibility on part of Bank _____ or any of its employees.

For Bank _____

Authorized Signature

Annex-B**PERFORMANCE CERTIFICATE**
(For works executed during last three years)

NAME OF FIRM: _____

PEC CATEGORY WITH REG # _____ NTN NO. _____

NAME OF EMPLOYER (DEPARTMENT/ PRIVATE ORGANIZATION/ INDIVIDUAL) WITH ADDRESS:

NAME OF CONSULTANT: _____

Sr.#	Work Order/ Contract No. & date	Name of Project	Original Contract Value (Rs) in millions	Work Executed		Work Completion Percentage, if Work is in Hand
				Starting Date	Actual Completion date, if work completed	
1.						
2.						
Total:-						

VALUE OF WORK DONE UPTO LATEST BILL: _____

Employer's remarks on quality of work executed:

_____**To be filled by Contractor**Name of Owner/
Share holder: _____

Mobile No: _____

Date: _____

Signature: _____

Company seal/stamp

To be filled by Employer/DepartmentName & designation
of employer : _____

Tele No: _____

Mobile No: _____

Date: _____

Address:- _____

Signature: _____

Official seal/stamp

- (i) Provide duly signed & stamped Performance Certificate (s) along with copy of work order(s) executed during last 03 Years and each project be completed minimum up to 60%.

Please note that Performance Certificate (s) should be separate for each office/department

TABLE 'A'
CONSTRUCTOR'S CATEGORIES

Constructor's Category	Limit of Construction cost of project (million rupees)	Net worth (million rupees)	Minimum requirement of professional credit points (PCPs)	Minimum requirement of engineers
(1)	(2)	(3)	(4)	(5)
C-A	No limit	150	200	two professional engineers with twenty years of experience each and three registered engineers having supervisory certificate
C-B	Up to 4000	100	120	two professional engineers with fifteen years of experience each and two registered engineers having supervisory certificate
C-1	Up to 2500	80	90	two professional engineers with ten years of experience each and one registered engineers having supervisory certificate
C-2	Up to 1000	50	35	one professional engineer and registered engineers.
C-3	Up to 500	30	20	fifty percent registered engineers.
C-4	Up to 200	6	15	fifty percent registered engineers.
C-5	Up to 65	3	5	One registered engineer
C-6	Up to 25	1.5	5	One registered engineer