



## PAKISTAN ENGINEERING COUNCIL

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

PEC Registration No.	<b>Consult /</b>	Disciplines Applied For	
Company's Name:			
Format of Business:	No. of Engineers with the Company:		
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"/>			
S#	Document Description	Enclosed	Remarks
01.	Duly filled Renewal Form PEC-6		
02.	<b>Original Deposit Slip (as an evidence for the fee deposited)</b> <i>For Individual &amp; Sole-Proprietor</i> <input type="checkbox"/> Rs.10,000/- per year <i>For Partnership</i> <input type="checkbox"/> Rs.20,000/- per year <i>For Private Limited Company</i> <input type="checkbox"/> Rs.30,000/- per year <i>For Public Limited Company</i> <input type="checkbox"/> Rs.50,000/- per year <i>Renewal of Pre-Registration of Foreign Consultants</i> <input type="checkbox"/> US \$1,000/-per year		
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/Directors/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 as Annex-'I'</i> )		
06.	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.		
07.	Detailed CVs of Employee Engineers (on Firm/Company's Payroll) supported by copies of relevant experience certificates (showing their experience relevant to applied Project Profile / Service Codes). <i>[If applied for additional Project Profile / Service Code(s)]</i>		
08.	Performance Certificate showing Consultancy Services provided/being provided, duly signed by the Employer/Client. (as per enclosed proforma).		
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.	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.		
11.	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> .		



PEC-6

# **PAKISTAN ENGINEER COUNCIL**

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**APPLICATION FORM FOR RENEWAL OF CONSULTING ENGINEERS/FIRMS**

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

**1. NAME OF FIRM/COMPANY**

## 2. TYPE OF OWNERSHIP

**OWNERSHIP**  
(TICK ONE ONLY)

INDIVIDUAL  
 SOLE PROPRIETOR  
 PARTNERSHIP  
 PRIVATE LIMITED COMPANY

### **3. MAILING ADDRESS**

#### 4. Phone

**5. Please enclose documents/papers as mentioned in Item # 01 to 11 of Check List attached with the Form.**

**Company/Firm (Seal)**

ANSWER

## **SIGNATURE OF CHIEF EXECUTIVE**

**NAME:**

**DATE:**

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

<b>FOR OFFICIAL USE ONLY</b>							
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			
<b>Registrar</b>							

**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)

**Annex-'I'**

For Consult/Consulting Engineering Firm

**UNDERTAKING**

**(On 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 30<sup>th</sup> 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:

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

- 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\_\_\_\_\_

Designation\_\_\_\_\_

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

Phone No\_\_\_\_\_

Date: \_\_\_\_\_