

# PAKISTAN ENGINEERING COUNCIL

## ATTENTION

### (CONSTRUCTOR/OPERATOR FIRMS/COMPANIES)

Please read carefully laid down procedures/instructions on following matters:-

#### **1. Financial Health/Soundness of Company/Firm**

- a. Networth can be verified as **Bank Statement, Accounts Record** (verified by chartered accountant) or **Audited Financial Statement**.
- b. In case of new registration in any category, closing balance of latest Bank Statement will fulfill the requirement of financial soundness i.e. Networth as mentioned in Table A and B.
- c. In case of license **Renewal**, there will be no need of financial credentials i.e. Bank Statement or Networth in any shape as it was already confirmed while issuing new licence to the firm.
- d. In case of Networth-based **Upgradation** in top 4 categories i.e. C/O-2 to C/O-A, it is mandatory that Networth given in a financial statement be verified by **QCR rated** Chartered Accountant.
- e. Paid up capital of a foreign company will be taken as its financial strength as per Table-C/D at the time of new registration. Whereas, Networth mentioned therein will be required for renewal of foreign company.

#### **2. Documents Required in Support of Company's/Firm's Address**

- a. For change of address in Sole proprietor or Individually owned firm, following documents will be required:-
  - i. Request from owner/shareholder/partner.
  - ii. Revised NTN Certificate showing new address.
- b. For change of address in AoP (partnership concern), following will be required:-
  - i. Request from owner/shareholder/partner.
  - ii. Registrar of Firms' (RoF) document showing revised address. In case of old licensee AoP firm which was not registered with RoF, the firm shall first get itself registered with RoF with new address and produce the said registration document as evidence of address.
- c. For change of address in SECP registered companies/concerns, following will be required:-
  - i. Request from owner/shareholder/partner.
  - ii. SECP document showing revised address.

### **3. Discontinuation of Documents in Case of Renewal and Upgradation**

Following documents shall not be demanded for renewal/upgradation:-

- a. NTN of the firm/company, provided there is no change in NTN is involved.
- b. NTN of Engineer(s) if not applicable.
- c. Organizational Chart.
- d. Ownership documents provided there is no change in owner/partnership.

### **4. Free Registration of Engineers Owned C/O-6 Category Firms**

2000 Constructor/Operator firms owned by engineers (Sole/in partnership) having 2 to 4 years' experience, will be registered in C/O-6 category without fee. Further details are as under:-

- a. No non engineers will be having any share in such firms.
- b. All owner/partner engineers shall undergo biometric verification.
- c. The owner/partner of such firms cannot use their PCPs with any other firm/company.
- d. Owner/partner/shareholder of such firms can own other firms/companies but without using their PCPs or engineer's credit.
- e. Regional Enrolment Sub Committee will interview the applicants for approval of such firms.