



**Pakistan Engineering Council**

**REGISTRATION POLICY 2017**

**GUIDELINES FOR**

**NEW, RENEWAL  
AND  
UPGRADATION**

**OF**

**CONSTRUCTORS/  
OPERATORS LICENCE**

**Updated on December 15, 2022**

**GUIDELINES FOR NEW, RENEWAL & UP-GRADATION OF**

**CONSTRUCTORS/OPERATORS LICENSE**

**Updated on December 15, 2022**

1. **Authorities of Enrolment Committee (EC) & Enrolment Sub Committee (ESC):**

All cases of new, renewal & up gradation of constructors/operators up to C3 category will be processed and approved at all Regional/Branch Offices through Enrolment Sub Committees (ESC) and at PEC HQ, Islamabad by Central Enrolment Committee (CEC) as per following table.

<b>Sr. #</b>	<b>Description</b>	<b>Category</b>	<b>To be approved by</b>	<b>Remarks</b>
1	New	<ul style="list-style-type: none"><li>• C-6/O-6 (on Non-Engineer ownership criteria)</li><li>• C-5/O-5 to C-3/O-3 (on Engineer ownership criteria)</li></ul>	ESC	Cases of relevant provinces except for the cases of Rawalpindi Division, which will be processed at PEC HQ.
2	Renewal	C-6/O-6 to C-3/O-3	ESC	
3	Upgradation	Max up to C-3/O-3	ESC	

However, in case of any misconduct by the Constructor/Operator, the case shall be referred by the ESC, with recommendations, to the Enrolment Committee at PEC HQ for the decision as per PEC Act/Byelaws.

2. **Function/Duties of Enrolment Sub Committee (ESC).**

- i. ESC shall approve the cases of Constructors /Operators of category as per table above.
- ii. ESC shall award specialization codes to applications of C-6/O-6 to C-3/O-3 category on the basis of experience of firm supported by engineers of relevant discipline employed by the firm. In case of no experience of firm in relevant field, code shall be awarded on the basis of relevant experience of engineer. The experience certificate issued by the firm will be provided by engineer supported by work/project awarded to the firm.
- iii. Any penalty to be imposed on constructor/operator in any category in case of misconduct like submission of fake/forged documents etc. ESC shall forward recommendation to Central Enrolment Committee for decision.

- iv. ESC may issue duplicate license on the request of the firm after fulfillment of requirement by the constructor/ operator i.e. copy of FIR, undertaking and advertisement in any newspaper.
- v. Renewal & upgradation applications received in Regional/Branch/Liaison Offices for category C-2/O-2 to C-A /O-A shall be forwarded to PEC HQ, Islamabad for approval.
- vi. Meeting of ESC will be held twice a week at Regional/Branch Offices on every Tuesday & Friday respectively.
- vii. The quorum of ESC will be 30%. The Deputy Convener or senior most person will chair the meeting in the absence of convener.
- viii. Any complaint against the decision of Enrolment Sub Committee shall be considered/reviewed by the Central Enrolment Committee at PEC HQ, Islamabad.

Ref: Amended and updated as per decision of 36<sup>th</sup> Governing Body meeting held on December 30, 2019.

### 3. **Abolishment of Registration on Financial Soundness:**

- a. New Registration/up-gradation of the firms on the basis of Net Worth has been abolished with immediate effect.
- b. Applications received till date i.e. February 2, 2022, for new registration/up-gradation on the basis of Net Worth will be processed under previously approved provisions and criteria prescribed in Table-A, B, C & D of Construction and Operation of Engineering Works Byelaws-1987 (Amended up to May 29, 2018).
- c. The Firms previously registered/up-gradation on Net Worth basis will fulfill the criteria described in Table-A, B, C & D of Construction and Operation of Engineering Works Byelaws-1987 when apply for renewal.
- d. Upgradation will be carried out on performance based i.e. execution of engineering works and its satisfactory performance as per existing registration policy.
- e. Foreign Firm will have to satisfy the requirement of Financial Soundness (Paid-up Capital & Net Worth) as per Table-C & D.

#### 4. **Engineer's Owned Firms:**

- a. The License serial number of engineer's owned firm will be distinguished by adding"/E".
- b. New registration/up-gradation will be granted to engineers (PE/RE) with 100% ownership only and it should be restricted up to C-3/O-3 category as detail under:

Engineer having experience up to 5 Years	Category C-5/O-5
Engineer having experience more than 5 years up to 10 years	Category C-4/O-4
Engineer having experience more than 10 years	Category C-3/O-3

Note: The above table is the only requirement for registration of firm/company up to category C-3/O-3 on engineer's owned basis.

In case of firm/ company is registered on partnership/shareholdings of more than one engineer, then each engineer must have to fulfill the minimum experience requirement of the relevant category.

- c. Engineer owned firm desiring new registration/up-gradation in C-5/O-5 to C-3/O-3 category will deposit registration fee of respective category.
- d. The ownership of engineer based firms/licence shall not be transferable however, can be transferred to his legal heirs or another engineer of same experience (for one time only) and fulfilling the requirement of respective category.
- e. In order to facilitate constructors/operators desiring new registration in C-6/O-6 category, following requisite must be ensured:-
  - a. Requisite fee (Rs. 15000/-)
  - b. Completion of PCPs
  - c. NTN in the name of owner/sole proprietor/firm

Ref: Added as per decision of 43<sup>rd</sup> Governing Body meeting held on February 2, 2022.

#### 5. **Regulation of Engineer Owned/ Shared Firm/ Company**

Such firms/companies which obtained their initial registration on the basis of engineer partner/shareholder, can replace that engineer with another engineer of equal experience, which will be allowed for one time only. However, if engineer partner/shareholder quits and firm provides verifiable work order(s) either in single or accumulative form in the name of the firm, obtained in last three years, having value of work(s) at least 70% of its lower category with substantial completion of works i.e. minimum 60%, the firm will be retained in its existing category. In case, the firm

is unable to replace engineer of equal experience or unable to provide work order(s) as mentioned above, the firm will be closed/de-registered.

**6. Single opportunity to an Engineer for Employment with Constructor/ Operator Firms/ Companies:**

An engineer is attached erroneously and his name is not processed/printed on PEC license, his name will be detached from the firm on his request and will be allowed for biometric verification/ attachment with any other firm/company.

**7. Detachment of Employed Engineer from Firm/ Company:**

<b>Sr. No.</b>	<b>Scenarios</b>	<b>Decision</b>
a.	Engineer quits but not affecting the minimum requirement of PCPs and codes as per Table A & B.	PEC will not ask the firm to return original license for removing name of engineer(s). However, the said engineer will be removed/ detached from the database and letter will be issued to the firm regarding change of staff.
b.	Trainee Engineer quits the firm/company but not affecting the minimum requirements as per Table A & B.	
c.	Engineer quits due to which the minimum requirement of PCPs and codes is affected as per Table A & B.	PEC will ask the firm to return original license for removing name of engineer(s) and letter will be issued to the firm to complete the mandatory PCPs requirements.

Ref: Amended and updated as per decision of 45<sup>th</sup> Governing Body meeting held on December 15, 2022.

**8. Renewal of License:**

- i. A firm may apply for issuance of renewal of PEC license for one year to three year. It is subject to deposit of fee for number of years. In case of renewal more than a year, owner will fulfill following requirements on 1st July of every financial year as under:-
  - (a) Apply online.
  - (b) Return Original PEC Licence.
  - (c) Biometric Re-verification of all engineers (Except Engineer Owner/Partner/Shareholder).
  - (d) Employment of requisite number of Trainee Engineers for the relevant categories as mentioned in Table A & B.

**9. Up-gradation of License:**

i. The companies in any category shall be eligible for up-gradation to any higher category on performance based criteria if they fulfill any of the following conditions:

(a) **Executed/In Hand Projects:**

- 1) Work(s) should have been awarded/ executed during last three years from the date of submission of online application.
- 2) The firm should have completed minimum 60% of work.
- 3) For one step up-gradation, in addition to other codal formalities, the accumulative financial worth of above mentioned work(s) should be minimum 70% of the existing category limit.
- 4) For more than one step up-gradation, in addition to other codal formalities, the worth of accumulative works should be at least 70% of limit of one category below the desired category.
- 5) The firm shall submit following documents for up-gradation on the basis of work executed/ in hand pertaining to public departments:-
  - a) Work Order(s) of the project(s).
  - b) Satisfactory Performance Certificates as per specimen **Annex-“C”**, showing minimum 60% completion of each work, duly signed and stamped by concerned department and the firm's owner.
  - c) The work order(s) once taken into account for up-gradation of a firm's license shall not be re-considered for further up-gradation.
  - d) The firm applying for up gradation in C-3/O-3 category and above will be exempted from SECP registration.

(b) **Engineer Owned / Shared Firm**

Such firms can be upgraded up to C-3/O-3 category according to length of engineer's experience as given in Guidelines para 4(a). For up-gradation of engineer owned firms beyond C-3/O-3 category, the firms will be treated like non-engineer owned firms.

## 1) **Employment of Engineers and PCPs**

Except for Engineer owned/shared firms, up-graduation requirement for employment of engineers and PCPs will be as per Table A & B of Guidelines-2017. Up-gradation of engineer owned firm beyond C-3/O-3 category will be handled like non-engineer owned firms.

## 2) **Fee**

Engineer owned/shared firm will be charged with single fee of desired category up to C-3/O-3. For up-gradation beyond this category, such firms will be charged with the fee on the same lines as for ordinary/ non-engineer owned firms.

Fee for ordinary/non- engineer owned firm will be as under:

- (a) One step up-gradation: Single fee of desired category.
- (b) Two step up-gradation: 2 times fee of desired category.
- (c) 3-step and above up-gradation: 3 times fee of desired category.

Ref: Amended and updated as per decision of 32<sup>nd</sup> Governing Body meeting held on September 4, 2018.

## 10. **Award of Codes of Specialization Fields:**

Addition of codes requested by the firm in any category shall be approved by the ESC and CEC in different categories as per their powers on the basis of firm or engineer's relevant experience as per **Annex-“E”**.

Codes will be awarded on the basis of relevant works executed by the firm as JV with another firm registered with PEC and also holding relevant codes with valid PEC licence, supported by engineer of relevant field employed by the firm or on the basis of engineer's experience on Nationally & Internationally known projects. The experience will be certified by a company registered with PEC owning the projects or engineer retired from Govt. Department, duly supported with his/her retirement order and CV signed in original.

## **11. Consideration of Works in Private Sector or Sub-let work:**

All works carried out by the firm whether in JV, assigned by private employer or of sublet nature will be taken into consideration. These works should be supported with following papers/ documents:-

- i. Copy of Contract/ agreement between employer / Prime contractor (duly registered with PEC) and the firm.
- ii. Performance Certificate duly verified by employer or consultant engaged with the project.
- iii. Evidence of payments through copies of firm's invoices/ employer cheques linked with bank statement.

**Note:** The prime contractor and sub-contractor or JV partners will get benefit of corresponding portion of their executed work.

- iv. 100% financial value of each work (completed up to minimum 60%), will be taken into account while calculating the worth of executed/in hand works.
- v. The work order(s) once taken into account for up-gradation of a firm's license shall not be re-considered for further up-gradation.

Ref: Amended and updated as per decision of 32<sup>nd</sup> Governing Body meeting held on September 4, 2018.

## **12. Verification of Engineers:**

Employed engineers will visit any NADRA e-Sahulat franchise to under biometric verification for their employment confirmation on receipt of PEC Attachment Code (PAC), through SMS communicated from 8138 which have validity of 15 days. E-Sahulat franchise will charge PKR 160/- including all taxes and print PEC biometric verification receipt. Once all employed engineers are done with biometric verification, online application may be submitted to PEC. The verification of engineers can be made by PEC during the validity of license. On receipt of complaints, an enquiry committee will be constituted by the Chairman/Enrolment Committee from time to time to ascertain the presence of engineers for execution/assurance of quality work. Engineer(s) being Owner/Shareholder/Partner/Director of construction/operating firms will be exempted from physical/personal appearance subject to prior permission of Enrolment Committee.



Ref: Amended and updated as per decision of 45<sup>th</sup> Governing Body meeting held on December 15, 2022.

**13. Exemption of Biometric Verification to Engineers with Illegible Finger Prints:**

Engineer's biometric verification will be carried out through any NADRA e-Sahulat franchise. In case, engineers' finger prints are not machine readable and the receipt also showing not verified, then, the engineer physically appear before the nearest PEC office along with written statement, and after confirmation of the engineer's CNIC particulars, he/she will be exempted from biometric verification and verified physically by Verification Officer (VO) nominated by PEC at its HQ and at each Regional Office. The firm will be required to submit an affidavit on stamp paper signed by engineer and owner of the firm regarding his/her employment with the firm. The verification of engineers can be made by PEC during the validity of license. On receipt of complaints, an enquiry committee will be constituted by the Chairman/Enrolment Committee from time to time to ascertain the presence of engineers for execution/assurance of quality work. Engineer(s) being Owner/Shareholder/Partner/Director of construction/operating firms will be exempted from physical/personal appearance subject to prior permission of Enrolment Committee.

Ref: Added as per decision of 33<sup>rd</sup> Governing Body meeting held on November 18, 2018.

**14. Mandatory requirement of Biometric Verification of Owner/ Partner(s)/ Shareholder(s) of Constructor/ Operator Firms/ Companies:**

In order to bring transparency in ownership of Constructor/ Operator Firms/ Companies, the biometric verification of owner, leading partner and CEO is made mandatory through biometric system installed at all PEC offices for:

- i. New registration of firms/companies to be registered with PEC.
- ii. One time mandatory biometric verification of Owner or Authorized Partner(s)/ Shareholder(s) while renewal of firm/company for authentication of credentials. However, if the owner/ partner is abroad/outside country, reasonable time may be allowed for biometric verification on the request with evidence/proof.
- iii. Change of Ownership, Mobile number, address and Email (only PTA registered mobile number in the name of owner/ partner is allowed).

Ref: Amended and updated as per decision of 45<sup>th</sup> Governing Body meeting held on December 15, 2022.

**15. System Generated Undertaking of Owner/ Partner/ CEO:**

The undertaking of owner/ partner/ CEO will be generated by the portal while submission of online application as per format attached at **Annex-A**.

Ref: Amended and updated as per decision of 45<sup>th</sup> Governing Body meeting held on December 15, 2022.

**16. Biometric Slip of Engineer(s):**

The acknowledgment receipt of engineer's biometric verification slip will be generated with undertaking of the engineer, which is attached as at **Annex-B**.

Ref: Amended and updated as per decision of 45<sup>th</sup> Governing Body meeting held on December 15, 2022.

**17. Ownership Details on the License of Firm/ Company:**

The name of owner/ lead partner or CEO of the firm(s)/ company (ies) and type of ownership will be printed on license.

Ref: Amended and updated as per decision of 45<sup>th</sup> Governing Body meeting held on December 15, 2022.

**18. System Generated Fee Challan for Bank Deposit:**

System generated fee challan will be available during submission of online application for new/ renewal/ upgradation of firms. Upon depositing the fee in the designated bank account, the fee challan verification will be done automatically through integration of the respective bank(s) with PEC, which will be automatically verified through online data integration system at PEC.

Ref: Amended and updated as per decision of 45<sup>th</sup> Governing Body meeting held on December 15, 2022.

**19. Pakistan Origin Card (POC) Holding Engineers and their Verification**

POC Card holding engineers are considered as Pakistani national and their employment verification will be carried out through manual system by Verification Officer nominated by the PEC.

Ref: Added as per decision of 32<sup>nd</sup> Governing Body meeting held on September 24, 2018.

**20. Duplicate License:**

Submission of original license by the firm will be mandatory at the time of renewal / up-gradation. However, in the event of loss of original license, it can be exempted or “DUPLICATE” copy of license will be issued, if the following documents are submitted:

- a. Copy of FIR with Police Station.
- b. Undertaking that the original licence has been lost.
- c. Advertisement in any newspaper regarding loss of original license. A duplicate copy of license shall be issued for the remaining period of license/exempted from submission for renewal/upgradation.

**21. Employment of Trainee Engineer(s)**

In order to give experience of construction industry to fresh engineering graduates, graduated two years prior the date of submission of online application to PEC, it will be mandatory for firms of categories C-2/O-2, C-1/O-1, C-B/O-B & C-A/O-A to employ trainee engineer(s) as described in **Table A** and **B**.

**22. Dispatch of License through Courier Service:**

All licenses will be dispatched through courier service, provided such service is available at the given address of the firm. Information/confirmation of courier service in the respective area shall be provided by Constructor/Operator while filling the online application. The license can be collected by the owner /shareholder/partner himself/herself after verification through Biometric system.

**23. Authenticity of information / documents:**

The owner (s) of firm or company shall be responsible for submitting authenticated information and documents along with application for registration, renewal or up-gradation of their license and will provide undertaking that all information and documents provided is genuine and in case of fake documents or incorrect information, legal action will be initiated as per PEC byelaws.



ii. Fee table for up-gradation (Operators) (In Rupees)

<b>Category</b>								
<b>To→</b>	<b>O-6</b>	<b>O-5</b>	<b>O-4</b>	<b>O-3</b>	<b>O-2</b>	<b>O-1</b>	<b>O-B</b>	<b>O-A</b>
<b>↓From</b>								
<b>O-6</b>	15,000	45,000	105,000	240,000	390,000	465,000	765,000	1,215,000
<b>O-5</b>	-	30,000	75,000	180,000	405,000	405,000	780,000	1,230,000
<b>O-4</b>	-	-	45,000	120,000	295,000	495,000	795,000	1,245,000
<b>O-3</b>	-	-	-	75,000	200,000	375,000	825,000	1,275,000
<b>O-2</b>	-	-	-	-	125,000	275,000	625,000	1,325,000
<b>O-1</b>	-	-	-	-	-	150,000	400,000	950,000
<b>O-B</b>	-	-	-	-	-	-	250,000	650,000
<b>O-A</b>	-	-	-	-	-	-	-	400,000

**26. Registration of Foreign firms with PEC (FC-1/FO-1 and above)**

- i. Foreign Firms / Companies desire registration with PEC shall have to provide copies of their brochure and completed work duly verified by Pakistani Embassy of relevant country and submission of documents as per check list attached at **Annex-“D”**.
- ii. Foreign firm will be considered for registration which is fully owned by one or more foreign nationals having minimum 51% shares and registered with the Securities and Exchange Commission of Pakistan (SECP) and having minimum 70% of its engineering staff from Pakistan.
- iii. Foreign firm shall have to enter into joint venture with Pakistani firm of equivalent/ compatible category and submit the same to the employer before participating in bidding.
- iv. The requirements of PCPs and fee etc. for foreign firms will be as per **Table-C & D**.

## 27. Penalties

Besides the provisions stated in the PEC Construction & Operation of engineering works Byelaws 1987, following penalties will be imposed:-

<b>S.#</b>	<b>Nature of misconduct</b>	<b>Penalty to be Imposed</b>
a.	In case, a firm obtained and executed work(s): a. Without having PEC license of appropriate category b. Without having valid PEC licence. c. Beyond the limit of its licence. d. Without engineers and completion of PCPs.	A fine amounting to three times of the fee for the category applied for new registration.
b.	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 the Enrolment Committee.
c.	In case a firm submits fake/tampered PEC Licence to a client/PEC.	-do-
d.	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.
e.	Any other misconduct.	As decided by the Central Enrolment Committee, on case to case basis under the provisions of PEC Act and Byelaws.

**TABLE-'A'**  
**CONSTRUCTOR'S CATEGORIES**

Constructor's Category	Limit of Construction cost of project (million rupees)	Minimum requirement of professional credit points (PCPs)	Minimum requirement of Engineers
C-A	No limit	200	Two Professional Engineers (P.E) each having a minimum twenty years of work experience and Registered Engineers (R.E), out of which at least five R.Es to be employed as Trainee Engineers.
C-B	Up to 4000	120	Two Professional Engineers (P.E) each having a minimum fifteen years of work experience and Registered Engineers (R.E), out of which at least three R.Es to be employed as Trainee Engineers.
C-1	Up to 2500	90	Two Professional Engineers (P.E) each having a minimum ten years of work experience and Registered Engineers (R.E), out of which at least two R.Es to be employed as Trainee Engineers.
C-2	Up to 1000	35	One Professional Engineer (P.E) and Registered Engineers (R.E), out of which at least one R.E to be employed as Trainee Engineer.
C-3	Up to 500	20	Fifty percent Registered Engineers.
C-4	Up to 200	15	Fifty percent Registered Engineers.
C-5	Up to 65	5	One Registered Engineer.
C-6	Up to 25	5	One Registered Engineer.

**TABLE 'B'**  
**OPERATOR'S CATEGORIES**

Operator's Category	Limit of capital cost of project (million rupees)	Minimum requirement of professional credit points (PCPs)	Minimum requirement of engineers
O-A	No limit	150	Two Professional Engineers (P.E) each having a minimum twenty years of work experience and Registered Engineers (R.E), out of which at least five R.Es to be employed as Trainee Engineers.
O-B	Up to 2000	100	Two Professional Engineers (P.E) each having a minimum fifteen years of work experience and Registered Engineers (R.E), out of which at least three R.Es to be employed as Trainee Engineers.
O-1	Up to 1000	75	Two Professional Engineers (P.E) each having a minimum ten years of work experience and Registered Engineers (R.E), out of which at least two R.Es to be employed as Trainee Engineers.
O-2	Up to 500	35	One Professional Engineer and Registered Engineers (R.E), out of which at least one R.E to be employed as Trainee Engineer.
O-3	Up to 200	20	Fifty percent Registered Engineers (R.E).
O-4	Up to 100	15	Fifty percent Registered Engineers (R.E).
O-5	Up to 30	5	One Registered Engineer (R.E).
O-6	Up to 20	5	One Registered Engineer (R.E).

**TABLE 'C'**  
**Foreign Constructors**

Constructor's Category	Limit of Construction cost of project (million US\$)	Financial Soundness (million US\$)		Minimum number of RE as trainee engineer	Requirement at the time of Issuance of Provisional License		Balance to be fulfilled at the time of Issuance of Standard License	
		Paid-up Capital	Net Worth		PCPs (50 %)	Fee (US\$) (50%)	PCPs (50 %)	Fee (US\$) (50%)
FC-A	No limit	1.5	120	5	100	12,000	100	12,000
FC-B	Up to 40	1	75	3	60	6,000	60	6,000
FC-1	Up to 25	0.8	30	2	45	5,000	45	5,000

**TABLE 'D'**  
**Foreign Operators**

Operator's Category	Limit of capital cost of project (million US\$)	Financial Soundness (million US\$)		Minimum number of RE as trainee engineer	Requirement at the time of Issuance of Provisional License		Balance to be fulfilled at the time of Issuance of Standard License	
		Paid-up Capital	Net Worth		PCPs (50 %)	Fee (US\$) (50%)	PCPs (50 %)	Fee (US\$) (50%)
FO-A	No limit	1.5	120	5	100	12,000	100	12,000
FO-B	Up to 40	1	75	3	60	6,000	60	6,000
FO-1	Up to 25	0.8	30	2	45	5,000	45	5,000

**1. Restoration of 30% JV of Pakistani Firms with Foreign Firms**

*Note: Governing Body approved the amendment i.e. Pakistani firm will have minimum 30% shares in Joint Venture (JV) with foreign firm of equivalent/ compatible category.*

**2. Issuance of Provisional and Standard Licence to Foreign Firms and its Renewal**

- a. *Governing Body approved 50% fee at the time of applying for "Provisional Licence" along with 50% of PCPs. However, they will apply for "Standard Licence" with balance amount of fee & completion of PCPs of respective category before start of work/project in JV with Pakistani firm.*
- b. *If a foreign firm in JV with Pakistani firm has not obtained any work with "Provisional License", they will have to apply for renewal of "Provisional License" after its expiry, till the firm obtains any project/ work in JV with Pakistani firm of appropriate category.*
- c. *Each "Provisional License" will carry remarks/ stamp stating "Only for Bidding".*



**UNDERTAKING BY CEO/ CHAIRMAN/ MANAGING PARTNER OR DIRECTOR**

I .....CNIC No. ...., adult, do hereby solemnly declare as under:-

1. The information and documents/papers provided/uploaded are correct and accurate to the best of my knowledge and belief and nothing has been concealed.
2. The name of my firm is not struck off or black-listed from any department.
3. There is no litigation in the Court or any other department (i.e. Public/Private) against the firm.
4. The firm has not been declared bankrupt.
5. I shall abide by the provisions of PEC Act 1976 and Construction & Operation of Engineering Works Bye-Laws 1987, as amended from time to time, and any other direction issued by the Pakistan Engineering Council on the functioning of this firm.
6. I shall be responsible if any information, document, or paper submitted by me is found incorrect, fake, or forged.
7. I shall inform the council within a week if any of the engineer employed leaves the firm.
8. I have paid the monthly salary to previously employed engineer(s) with this company.
9. I shall pay the monthly salary to the engineer(s) employed with this company.
10. I shall inform the council about any such event taking place after the 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).
11. I shall be liable to punitive action taken by PEC in event of misconduct committed on behalf of the firm.

Name of the Owner/ Authorized Partner \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** *This is computer generated undertaking, does not require signatures.*

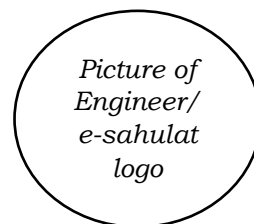
**RECEIPT OF ENGINEER'S BIOMETRIC VERIFICATION ALONG WITH UNDERTAKING  
BY ENGINEER**

I, with particulars given as under, do hereby solemnly declare that:-

1. I am presently associated on regular/ fulltime basis with **M/s** -----, since -----  
----- as **Employee/ Trainee Engineer/ Partner** of firm.
2. I hereby appeared at \_\_\_\_\_ for biometric verification to confirm the employment.
3. I am not employed on any other assignment with any other private firm, government  
agency, office or bureau of any other constructor/operator or consulting engineering  
firm.
4. I undertake that I shall intimate Pakistan Engineering Council about my  
disassociation with the above mentioned employer within thirty (30) days of  
relinquishing my association with the said firm/company.
5. I have been/ never been disqualified under PEC Act and Bye-laws.

**6. Detail Particulars of Deponent Engineer**

**PEC Reg. No.:** CIVIL/-----  
**Name:** Engr.-----  
**Type:** RE/PE  
**CNIC No:** -----  
**Graduation Year:** -----  
**Renewal Card's  
Validity:** -----  
**Mobile No:** -----  
**Firm Reg. No:** C-- /-----  
Employee/ Trainee  
**Association Type:** Engineer/ Partner of the  
firm  
**Association  
Validity:** -----  
**Biometric User:** -----  
**Biometric Date:** -----  
**Biometric Time:** -----



7. The contents of the above mentioned undertaking are true and nothing has been  
concealed.
8. If any information so provided is found fake/ incorrect, my PEC registration may be  
cancelled besides taking other legal action without giving me any notice.

**Note:** *This is computer generated undertaking, does not require signatures.*

**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.						
<b>Total:-</b>						

VALUE OF WORK DONE UP TO LATEST BILL: \_\_\_\_\_

Employer's remarks on the quality of work executed:

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**To be filled by Contractor**

Name of Owner/Shareholder: \_\_\_\_\_

Mobile No: \_\_\_\_\_

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

Signature: \_\_\_\_\_

**To be filled by Employer/Department**

Name &amp; designation of employer : \_\_\_\_\_

Tele No: \_\_\_\_\_

Mobile No: \_\_\_\_\_

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

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

Signature: \_\_\_\_\_

Company seal/stamp

Official seal/stamp



**LIST OF DOCUMENTS FOR NEW/RENEWAL OF REGISTRATION OF FOREIGN FIRMS**

	<b>Documents to be Submitted along with duly filled Application Form in CAPITAL Letters</b>	Tick (√)	
		Yes	No
1.	<b>Original Fee payment voucher;</b> a. On-line MCB Bank account: 0685583041005497 (Branch code 0069) b. On-line HBL Bank account: 00427901578 603 (Branch code 0602) c. Payment through Demand Draft or Pay Order is not acceptable.		
2.	Company’s brochure OR company’s profile duly verified by Pakistani Embassy of relevant country OR Relevant country’s embassy in Pakistan (not required in case of Renewal)		
3.	Financial Statement of Company for last year duly translated in English duly verified by a registered Chartered Accountant company.		
4.	SECP Documents (Certificate of incorporation Article of Association, Memorandum of Association Form-29 or 38 to 43) if required (In case of Renewal, these documents are required if there is any change in ownership)		
5.	Copy of Passports of Owner/Shareholders/CEO attested by the High Commissioner of Pakistan/concerned Country.		
6.	Authority letter of authorized person in Pakistan to deal with PEC		
7.	<b>Documents for local / foreign engineers employed with the firm For Pakistani Engineers</b> a) Copy of appointment letter duly signed by employer and engineer employed. b) Detailed CV duly signed by Engineer(s) in original. c) Biometric verification at any of PEC office. d) Copy of Computerized National Identity Card / Passport No. e) Copy of PEC Registration Card (Renewed) <b>For Foreign Engineers</b> a) Passport Copy of Engineers b) Valid Temporary licenses c) Personal appearance of Engineer(s)		
8.	Organizational Chart of the firm showing chain of command duly signed by CEO / shareholder / partner.		

**DESCRIPTION AND CRITERIA OF SPECIALIZATION CODES, OF  
CONSTRUCTOR/ OPERATORS**

CODE	SPECIALIZATION	ENGINEER'S CRITERIA	
		Discipline	Experience
CE01	Road and Pavement Drainage & Retaining Structure  Sign craft Installation	CIVIL/ TRANSPORT	Not required
CE02	Bridge Structures  Piling	CIVIL	Either firm's experience supported with Work Order along with satisfactory Performance Certificate issued by concerned employer/department. <b>OR</b> 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	CIVIL	Either firm's experience supported with Work Order along with satisfactory Performance Certificate issued by concerned employer/department. <b>OR</b> 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	CIVIL/AGRI	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. <b>OR</b> Engineer's experience supported with Experience Certificate relevant to code issued by the organization/firm, in whose employment that engineer acquired the experience.
CE05	Offshore Works	CIVIL	Either firm's experience supported with Work Order along with satisfactory Performance Certificate issued by concerned employer/department. <b>OR</b> Engineer's experience supported with Experience Certificate relevant to code issued by the organization/firm, in whose employment that engineer acquired the experience.

CE06	Tunneling and underpinning	CIVIL/ MINING	Either firm's experience supported with Work Order along with satisfactory Performance Certificate issued by concerned employer/department. <b>OR</b> Engineer's experience supported with Experience Certificate relevant to code issued by the organization/firm, in whose employment that engineer acquired the experience.
CE07	Railways Tracks	CIVIL/ TRANSPORT	Either firm's experience supported with Work Order along with satisfactory Performance Certificate issued by concerned employer/department. <b>OR</b> 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	CIVIL/ MECHANICAL / PETGAS	Not Required
CE09	Sewerage Works Water Supply	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	CIVIL	Not Required
BC01	Prefabricated Buildings and Steel Framed Buildings and Industrial Plants	CIVIL/ MECHANICAL	Not Required
BC02	Restoration and Conservation	CIVIL	Not Required
BC03	High Rise Buildings (Ground plus 04 storeys)	CIVIL	Either firm's experience supported with Work Order along with satisfactory Performance Certificate issued by concerned employer/department. <b>OR</b> 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	MECHANICAL	Not Required
ME02	Fire Prevention and Protection System	MECHANICAL / MECHATRO	Not Required

ME03	Lifts and Escalators Compressor Generators	MECHANICAL	Either firm's experience supported with Work Order along with satisfactory Performance Certificate issued by concerned employer/department. <b>OR</b> 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	MECHANICAL / MECHATRO	Not Required
ME05	Workshop, Mill, Quarry System	MECHANICAL / MECHATRO	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	MECHANICAL / MECHATRO	Not Required
EE01	Sound System	ELECTRICAL/ ELECTRO	Not Required
EE02	Security, Safety Surveillance System	ELECTRICAL/ ELECTRO/ MECHATRO	Not Required
EE03	Building Automation System and Energy Generation System	ELECTRICAL/ ELECTRO	Not Required
EE04	Low Voltage Installation	ELECTRICAL/ ELECTRO	Not Required
EE05	High Voltage Installation	ELECTRICAL	Either firm's experience supported with Work Order along with satisfactory Performance Certificate issued by concerned Employer/department. <b>OR</b> 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	ELECTRICAL/ ELECTRO/ MECHATRO	Not Required
EE07	Telecommunication Installation	ELECTRICAL /ELECTRO/ TELECOM	Not Required
EE08	External Telecommunication Works	ELECTRICAL/ ELECTRO/ TELECOM	Not Required
EE09	IT & Software Engg	COMPUTER/ ELECTRO	Not Required
EE10	Miscellaneous Specialized	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. (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
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
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



**Fields of Specialization – Sub Codes Details**

<b>BC01</b>	(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)
	BC01(i) (Industrial Plants)
	BC01(ii) (Steel Framed Buildings)
	BC01(iii) (Fabricated Buildings)
<b>BC02</b>	(Restoration and Conservation)
<b>BC03</b>	(High Rise Buildings – Ground plus 04 Storeys)
<b>CE01</b>	(Road and Pavements, Drainage & Retaining Structure, Signcraft Installation)
	CE01(i) (Road and Pavements Drainage & Retaining Structure - Construction of road and road reinstatement, pavement, bus bays, open car parks and related works such as kerbs, footways)
	CE01(ii) (Signcraft Installation - Installation of an integrated sign posting system for complexes, airports, shopping centres etc. Also includes setting up of exhibition stands and road signs)
	CE01(iii) (Airports and Runways)
<b>CE02</b>	(Bridge Structures, Piling)
	CE02(i) (Bridge Structures i.e. Construction of concrete, masonry, timber or steel bridges)
	CE02(ii) (Piling)
	CE02(iv) (Small Canal Bridges only)
	CE02(v) (Canal Bridges only)
	CE02(vi) (Suspension Bridge only)
	CE02(vii) (Pedestrian Bridge only)
	CE02(viii) (RCC Bridge)
	CE02(xii) (Railway Bridge)
	CE02(ix) (Culvert)
<b>CE03</b>	(Marine Structures, Dredging, Underwater Works)
	CE03(i) (Marine Structures Dredging - Construction of marine structure such as jetties, ports, wharves, harbors, sea and river walls offshore construction works etc)
	CE03(ii) (Underwater Works -Underwater Construction works and maintenance of underwater construction works)
	CE03(iii) (Dredging)
<b>CE04</b>	(Dams/Water Retaining Structures and Irrigation & Flood Control Systems)
	CE04(i) (Dams/Water Retaining Structures - Construction of water retaining structure such as dams, reservoirs, aqueducts, treatment plants, pipe laying works etc)
	CE04(ii) (Irrigation & Flood Control Systems)
	CE04(iii) (Dams only)
	CE04(iv) (Water Retaining Structures)
	CE04(v) (Irrigation Only)
	CE04(vi) (Small Dams Only)
	CE04(vii) (Flood Control Systems Only)
	CE04(viii) (Irrigation except Dam)
	CE04(viv) (Small Dams)

<b>CE05</b>	(Offshore Works - Offshore construction works including related works)
<b>CE06</b>	(Tunneling and underpinning works)
	CE06(i) (Tunneling Only)
	CE06(ii) (Underpinning Only)
<b>CE07</b>	(Railways Tracks - Installation of railway tracks, distressing of rails and tracks)
<b>CE08</b>	(Oil and Gas Pipe Lines - Installation, maintenance and repair of oil and gas pipelines)
<b>CE09</b>	(Sewerage Works and Water Supply)
	CE09(i) (Sewerage Works - Sewerage pipelines, disposal works, sewerage treatment works and allied works)
	CE09(ii) (Water Supply - Installation, maintenance and repair of water supply pipelines, pumping stations, tube wells, water treatment works etc)
<b>CE10</b>	(General Civil Engineering Works, Slope Protection System, Concrete Repairs, Soil Investigation and Stabilization, Landscaping & Horticulture, Reclamation Works, General Buildings and Maintenance, Waterproofing)
	CE10(i) (General Civil Engineering Works - General civil engineering works, including earthworks, sub-soil drainage, etc)
	CE10(ii) (Slope Protection System)
	CE10(iii) (Concrete Repairs - Reinforcement of structures by way of pressure grouting, guniting, etc)
	CE10(iv) (Soil Investigation and Stabilization - 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)
	CE10(v) (Landscaping & Horticulture - Provision of Landscaping services including tree planting, turfing, horticulture etc)
	CE10(vi) (Reclamation Works)
	CE10(vii) (General Buildings and Maintenance - General building works, including fixing partitions, roofing and general maintenance of buildings)
	CE10(viii) (Waterproofing - Water proofing of basement, roofs and walls)
<b>EE01</b>	(Sound System)
<b>EE02</b>	(Security, Safety Surveillance System)
<b>EE03</b>	(Building Automation System and Energy Generation System)
	EE03(i) (Building Automation System)
	EE03(ii) (Energy Generation System)
<b>EE04</b>	(Low Voltage Installation)
<b>EE05</b>	(High Voltage Installation-more than 1KV)
<b>EE06</b>	(Specialized Lighting System)
<b>EE07</b>	(Telecommunication Installation)
<b>EE08</b>	(External Telecommunication Works)
<b>EE09</b>	(IT & Software Engg)
<b>EE10</b>	(Miscellaneous Specialized)
<b>ME01</b>	(HVAC - Installation, Commissioning maintenance and repairs of air conditioning, refrigeration, cold rooms and ventilation system)
<b>ME02</b>	(Fire Prevention and Protection System - Installation and maintenance of fire alarms, prevention and protection systems)
<b>ME03</b>	(Lifts and Escalators Compressor Generators)
	ME03(i) (Lifts and Escalators)
	ME03(ii) (Compressor Generators)
	ME03(iii) (For Lifts & Generators Only)
<b>ME04</b>	(Building Automation System)

<b>ME05</b>	(Workshop, Mill, Quarry System)
	ME05(i) (Workshop, Mill)
	ME05(ii) (Quarry system )
<b>ME06</b>	(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)
	ME06(i) (Specialized Fabrication and Treatment)
	ME06(ii) (Medical Equipment)
	ME06(iii) (Kitchen and Laundry Equipment)
	ME06(iv) (Heat Recovery System)
	ME06(v) (Pollution Control System)
	ME06(vi) (Miscellaneous Mechanical Equipment)
	ME06(vii) (Chiller for Power Generation)
	ME06(viii) (Specialized Plant)

### **Fields of Specialization – Sub Codes Details – General in Nature**

<b>BC04</b>	(General Buildings and Maintenance)
<b>CE11</b>	(General Civil Works)
	CE11(i) (General engineering Works Only)
	CE11(ii) (For Mine Extraction Works Only)
	CE11(v) (Small Hydel Power Station)
	CE11(iv) (For Light Gauge Pre-Engineering Galvanized Steel Structures Only)
	CE11(vi) (Architectural Engineering Works)
	CE11(vii) (Infrastructure Development Works)
	CE11(viii) (For Ship Building & General Engineering Works Only)
	CE11(ix) (General Building Works)
<b>EE11</b>	(General Electrical Works Only)
	EE11(i) (Solar)
	EE11(ii) (Solar Energy)
	EE11(iii) (Solar Energy system)
	EE11(v) (General Metallurgy works only)
	EE11(vi) (General Electrical Works Only)
	EE11(vi) (Solar Installation)
	EE11(vii) (Cathodic Protection Services)
	EE11(viii) (Wind and Solar Energy)
	EE11(viii) (General Electronics Works)
	EE11(xvii) (Solar Works)
	EE11(xix) (For renewable energy works only)
	EE11(xxiv) (Digital Signal Processing, Transmission and Surveillance System)
	EE11(xxv) (Solar Power)
	EE11(xvi) (For Power Houses-Electrical Works)
	EE11(xv) (Installation of Solar Power LED Street Lighting System)
<b>ME07</b>	(General Mechanical Works Only)
	ME07(i) (General Chemical works only)
	ME07(ii) (General Mining works only)
	ME07(iii) (General Textile works only)
	ME07(iv) (General Metallurgy works only)
	ME07(v) (General Mechanical Works only)
	ME07(vi) (General Industrial Works only )
	ME07(vi) (Desalination Related Works Only)
	ME07(ix) (TG set)

	ME07(x) (Auto Door & Gates)
	ME07(xi) (General Mechatronics Works)
	ME07(xii) (Hydro Power Plants)

**Fields of Specialization Codes only for Operator firm/company**

<b>Codes</b>	<b>Engineer's Discipline</b>
<b>CE</b> 11(iii) (Civil Engineering Tolling & Management-For Operational Works)	Civil
<b>EE</b> 11(iv) (General Operational Works only)	Any Discipline
EE11(vi) (Operational Works for Toll Plaza only )	Electrical
EE11(xiii) (For Operation & Management Of Toll Plazas; Weigh Stations; Mobile Workshops; Fine Collection; Emergency Call Radio; Street Light & Plantation Only)	Electrical
EE11(xiv) (For Operation, Management And Maintenance Of Manual / ETTM Mosques)	Electrical
EE11(xviii) (Operation and Maintenance of Hydropower Plant)	Electrical
EE11(xxi) (Operation and maintenance of Power Plant)	Electrical
EE11(xx) (Operational & Maintenance of Cement Mills)	Electrical
EE11(xxii) (Operation and maintenance of Combined Cycle Power Plant)	Electrical
EE11(xxiii) (Operation and Maintenance of Solar System)	Electrical
EE11(xv) (General Electrical Operational Works Only)	Electrical
EE11(xvii) (Collection of Development Cess on Coal)	Electrical
<b>ME</b> 07(viii) (General Mechanical Operational Works Only)	Mechanical
<b>O5</b> (11) (All types of operational works. Toll collection, operational and management works. Mobile engineering workshop)	-
<b>O6</b> (11) (All types of operational works. Toll collection, operation and management works)	-