

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

	Documents to be Submitted along with duly filled Application Form in CAPITAL Letters	Tick (√)	
		Yes	No
1.	Original Fee payment voucher; 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.	Documents for local / foreign engineers employed with the firm For Pakistani Engineers 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) For Foreign Engineers 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.		