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PAKISTAN COUNCIL OF
ARCHITECTS AND TOWN PLANNERS
(ORDINANCE IX OF 1983)

NO. PCATP/AGM-2026/09-09-01/2026

Dated: September 09, 2026

SUBJECT: PRELIMINARY NOTICE OF THE ANNUAL GENERAL MEETING (AGM) 2026 OF PAKISTAN COUNCIL OF ARCHITECTS AND TOWN PLANNERS (PCATP) TO BE HELD IN HYBRID MODE ON FRIDAY OCTOBER 9, 2026 AT 1600 HOURS.

Dear Registered Architects and Town Planners

1. Notice is hereby given that the Annual General Meeting of Pakistan Council of Architects & Town Planners (PCATP) 2026 will be held physically and virtually on **Friday October 9, 2026, at 1600 Hours** under amended by-Laws 7 (a) and 8 appended below.

7 (a) "The Annual General Meeting of the Council shall be held simultaneously at Karachi, Lahore, Islamabad, Quetta and Peshawar through any available electronic means, such as video conferencing, skype meeting, etc. However, the Chairman shall preside the meeting at the Head Office of the Council.

8 "The quorum to constitute an annual or extraordinary meeting of the Council shall be fifty: Provided that at a meeting held to seek amendment to these bye-laws the presence of at least 75 valid members of the Council shall be necessary".

It is informed that participants are required to **register themselves for the AGM 2026 through Registration Form available at the following link by October 6, 2026.**

<https://forms.gle/QhmFSAZuknZSLQzo7>

2. **Zoom link** for the meeting will be shared on **October 8, 2026** with those who have registered for AGM 2026.

3. **Members are requested to follow the following SOPs during the physical or virtual presence for AGM in order to maintain the decorum:**

SOPs for Physical Meeting

- (a) Raise your hand for any questions and wait until you are allowed.
- (b) To ensure equal participation, no member shall speak more than two minutes, after that MIC will be offered to next participant.
- (c) Due to time limitation if any question(s) are unattended, please send your questions to registrar@pcatp.org.pk to be answered later by the Executive Committee.

SOPs for Zoom Meeting

- (a) Connect with your registered PCATP number and name (Zoom screen name).
- (b) Use appropriate profile picture, name and video backgrounds (preferably your own picture as your DP/ profile picture).



- (c) You will enter in the waiting room as you connect, please wait and be patient until you are admitted in the meeting.
- (d) Mute your MIC during the entire meeting except for when you are allowed to speak.
- (e) Write in Chat box for any questions and wait until you are allowed.
- (f) To ensure equal participation, no member will speak more than two minutes, after that MIC will be offered to next participant.
- (g) Due to time limitation if any question(s) are unattended, please leave your questions in the chat box to be answered later by the Executive Committee.
- (h) Update your zoom client software to the latest version
- (i) Test carefully all audio and video settings at your end preferably one hour ahead of meeting.
- (j) PCATP Zoom link is meant for you only. Please do not share it with anyone else and also do not use the link for any testing purpose.
- (k) Separate link is provided for testing purpose at: <https://zoom.us/test>).
- (l) To get more help for how to join Zoom meetings click below link <<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Zoom-meeting>>

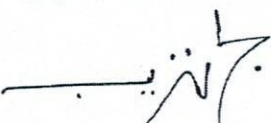
4. Following is the Preliminary Agenda of the meeting:

- (a) Recitation from the Holy Quran.
- (b) Confirmation of the Minutes of the Annual General Meeting of the PCATP held simultaneously at Islamabad, Karachi, Lahore, Peshawar and Quetta on Saturday May 24, 2025 physically and via Zoom. (Minutes already circulated and available on our website at www.pcatp.org.pk).
- (c) Presentation of Annual Report of the Council. Copy of Annual Report will be uploaded at our website www.pcatp.org.pk on October 8, 2026.
- (d) Presentation of the Audited Accounts of the Council for the financial year 2024-2025. Audit Report is already available on our website.
- (e) Presentation of the Annual Budget of the Council for the financial year 2026-2027.
- (f) Appointment of Auditors.
- (g) Any other business as may be placed before the meeting by the Executive Committee or as the meeting may decide.
- (h) Closing remarks by the Chairman PCATP.

5. We look forward to welcoming you to the AGM 2026.

Notes:

- 1. Members who have not renewed their registration will not be admitted to the meeting.
- 2. No boarding/ lodging or any commuter service will be arranged by PCATP


Ar. Jahanzaib Khan Luni,
Registrar, PCATP