



PAKISTAN COUNCIL OF ARCHITECTS AND TOWN PLANNERS

Application for Registration of Firm

I/We,(fullname),_____registered as

Architect(s)/ Town Planner(s) having PCATP Registration Number(s)_____

respectively, desire to register an Architectural/ Town Planning

Firm titled,_____

I/We hold _____% of the total ownership of the above titled firm which was established on

(date) _____ and is located at (complete

address)_____

Phone #: _____ Fax: _____ U.A.N #: _____ Email: _____

Website: _____

a) Type of Firm (Check one):

- Proprietorship
- Partnership
- Corporation
- PVT LTD Company
- Other (Please specify)_____

b) Category of the Firm (Check one)

(Category of the firm to be determined by the criteria as stated in Annexure-A attached to this form)

- Category A-1**
- Category A-2**
- Category A-3**
- Category A-4**

c) Details of Principal/Partner(s) of the Firm:

1. Mr. / Ms. _____ _____ QUALIFICATION: _____ _____ PCATPREGISTRATION No: _____ _____ DESIGNATION: _____ _____ % OF SHARE HOLDING: _____ OF _____ SHARE	3. Mr. / Ms. _____ _____ QUALIFICATION: _____ _____ PCATPREGISTRATION No: _____ _____ DESIGNATION: _____ _____ % OF SHARE HOLDING: _____
2. Mr. / Ms. _____ _____ QUALIFICATION: _____ _____ PCATPREGISTRATION No: _____ _____ DESIGNATION: _____ _____ % OF SHARE HOLDING: _____ OF _____ SHARE	4. Mr. / Ms. _____ _____ QUALIFICATION: _____ _____ PCATPREGISTRATION No: _____ _____ DESIGNATION: _____ _____ % OF SHARE HOLDING: _____

Use additional sheet if required

QUALIFICATION: _____ PCATPREGISTRATION No: _____ DESIGNATION: _____ % _____ OF _____ SHARE HOLDING: _____	
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d) Details of Professionals and other Technical Staff: *

* Firms applying for Category A-1 and Category A-2 should be able to maintain minimum two full time professional staff (architects/town planners) on regular basis.

1. Mr. / Ms. _____ QUALIFICATION: _____ PCATP REGISTRATION No: _____ DESIGNATION: _____	5. Mr. / Ms. _____ QUALIFICATION: _____ PCATP REGISTRATION No: _____ DESIGNATION: _____
2. Mr. / Ms. _____ QUALIFICATION: _____ PCATP REGISTRATION No: _____ DESIGNATION: _____	6. Mr. / Ms. _____ QUALIFICATION: _____ PCATP REGISTRATION No: _____ DESIGNATION: _____
3. Mr. / Ms. _____ QUALIFICATION: _____ PCATP REGISTRATION No: _____ DESIGNATION: _____	7. Mr. / Ms. _____ QUALIFICATION: _____ PCATP REGISTRATION No: _____ DESIGNATION: _____
4. Mr. / Ms. _____ QUALIFICATION: _____ PCATP REGISTRATION No: _____ DESIGNATION: _____	8. Mr. / Ms. _____ QUALIFICATION: _____ PCATP REGISTRATION No: _____ DESIGNATION: _____

Use additional sheet if required

e) Attached documents:

- Copy of the computerized National Identity Card of the Principal/Partner(s).
- Copy of qualification degree of the Principal/Partner(s).
- Copy of the registration certificate of the Principal/Partner(s) with their respective bodies/ councils.
- A copy of a valid national tax number certificate of the Firm.
- Bank Account Maintenance Certificate.

- Copy of Firm registration Certificate (SECP/Others)
- Registration index card to be duly attested by Oath Commissioner or Notary Public.
- Copy of the deed of partnership of the Firm to be duly attested by Oath Commissioner or Notary Public.

f) List of major ongoing projects of the Firm.

#	Name of the project	Location	Date of commencement	Expected date of Completion	Value in PKR

g) List of major executed projects of the Firm.

#	Name of the project	Location	Date of commencement	Date of Completion*	Value in PKR

Use additional sheet if required

- Copies of Completion Certificate

REGISTRATION INDEX CARD

	For office use only
	Firm Registration No. <hr/>

1. Firm Name: _____

2. Date of establishment: _____

3. Business Address: _____

Tel. No. _____ Email. _____

Fax No. _____ Income Tax No. _____

paste here
one
passport size
photo graph of the
Principal of the Firm

4. Declaration:

I/ We, hereby solemnly declare that the particulars given on this form and the documents attached are true and correct in every respect and that if registered, I/ We undertake to be bound by the PCATP ordinance 1983, bye-laws of the council, the code of professional conduct, rules and regulations of the council and any amendments/alterations/additions made thereto from time to time.

Furthermore, I/we agree to facilitate and to provide any other document(s) that may subsequently be requested by the PCATP Enrollment Committee in order to satisfy any query the committee may have before the grant of registration of the above-mentioned firm for which official PCATP registration is being sought herein.

Seal of Firm

Name and 3 Specimen Signatures of Principal/Partner(s) of the Firm:

(1) Principal:

(1)	(2)	(3)
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Attestation of Oath Commissioner/Notary Public

(2) Or Partner(s)

(1)	(2)	(3)

(1)	(2)	(3)

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FEE STRUCTURE

NON-REFUNDABLE PROCESSING FEE— RS. 5,000/-		
	CATEGORIES	REGISTRATION FEE STRUCTURE
1	A-1	REGISTRATION FEE: RS. 30,000/-
2	A-2	REGISTRATION FEE: RS. 25,000/-
3	A-3	REGISTRATION FEE: RS. 20,000/-
4	A-4	REGISTRATION FEE: RS. 15,000/-
5	Large Architecture Engineering (AE) Firms and Town Planning Engineering Firms	REGISTRATION FEE; 100,000/- RENEWAL FEE: 30,000/- Separate Registration fee for Architecture and Town Planning Firm for each category
	CATEGORIES	ANNUAL SUBSCRIPTION FEE
1	A-1	RS. 10,000/-
2	A-2	RS. 10,000/-
3	A-3	RS. 8,000/-
4	A-4	RS. 5,000/-

NOTE:

- 1) Validity of firm registration expires on 31st December.
- 2) Renewal to be obtained before the due date i.e. 31st of December
- 3) The registration will be removed if renewal is not obtained before 31st January.
- 4) 10% surcharge will be levied if renewal is obtained after 31st January
- 5) Fee structure may be revised from time to time, subject to the decision of Executive Committee

The duly filled Application Form and all required documents listed herein (or those that may subsequently be required by the Enrollment Committee) together with a non-refundable Processing Fee.

Online/pay order/ bank draft payable at

any branch of a scheduled bank in Karachi and made out in the name of
“PAKISTAN COUNCIL OF ARCHITECTS AND TOWN PLANNERS”

UBL-ACCOUNT NO. 0149-010-140-10

must be couriered or hand delivered to:

Pakistan Council of Architects and Town Planners

Usman Center, 1st Floor, Office No. 7 – 12,

D – 12 Markaz, Islamabad. Postal Code: 45200

Phone: 051-2706668-9

The PCATP shall not be responsible for improper delivery or non-delivery of any documents.

Annexure-A

PAKISTAN COUNCIL OF ARCHITECTS AND TOWN PLANNERS

REGULATIONS FOR CONDUCT AND PRACTICE OF ARCHITECTURE AND TOWN PLANNING FIRMS

1. Definitions:

In these Regulations the following terms and references shall have the meaning hereinafter respectively assigned to them, unless such terms and references are not repugnant to or are not inconsistent with any meaning assigned to them in the Pakistan Council of Architects and Town Planners Ordinance (Ordinance IX of 1983) or the Bye – laws framed there under. Any or all other terms and references used in these regulations if defined in the Ordinance and the Bye-laws named above, shall respectively have the same meaning as assigned therein.

- 1.1 “Regulations” means the regulations framed by the Council for the conduct and practice of architecture and town planning firms.
- 1.2 “Firm” means a body corporate or un-incorporate which has been registered by the Council as per provisions of these regulations to perform professional architectural/ town planning works.
- 1.3 “Associate” means a proprietor, share-holder or partner of a firm.
- 1.4 “Inventory of Office Equipment’s” means a list of all equipment and facilities at the disposal of a firm, which it will normally use to perform its function.
- 1.5 “Bio-Data” means the professional qualifications and experience of the technical staff working with the firm and their particular status in the firm.
- 1.6 “Allied Professions” means all such professions directly or indirectly related or associated to the performance of professional architectural works and professional town planning works.
- 1.7 “The Board of Assessors” means the team or group of three persons (Two Architects and one Town Planner) appointed by the Chairman PCATP. Each member of this Board must have at least fifteen years professional experience.

1.8 "Portfolio" means the details and value of works executed/ongoing by the firm.

1.9 "Category" means the type of registration required by the firm. The registration of firms will be offered in "A-4", "A-3", "A-2" and "A-1" categories as defined below:

Category "A-4" Minimum Five years of good standing as registered PCATP member, along with Bank maintenance certificate and Income tax number (NTN).

Category "A-3" Minimum Seven years of good standing as registered PCATP member with independent practice in the relevant professional field (architecture/town planning) and having Bank Account maintenance Certificate and NTN of last seven years.

Category "A-2" Minimum Ten years of good standing as registered PCATP member with independent practice in the relevant professional field (architecture/town planning) and having Bank Account maintenance Certificate and Income tax number NTN of last ten years.

Category "A-1" Minimum Fifteen years of good standing as registered PCATP member with independent practice in the relevant professional field (architecture/town planning) and having Bank Account maintenance Certificate and Income tax number NTN of last fifteen years.

2. To be eligible for consideration as a **partner, share-holder or proprietor** of a firm, an architect or a town planner must have his/her name borne on the register of the Council and must have a minimum of five years' experience after acquiring such qualification which are approved by the Council for the purpose of registration as an architect or a town planner. In case his name is not registered with council, he will have to get registered with the Council and attain the minimum experience as defined in section 1.9 above to become eligible to apply for his/her firm for registration.
3. The partners, share-holders/proprietors of the firm must each have a registration with the Federal Board of Revenue, possessing a valid National Tax Number Certificate and CNIC.
4. All partners or shareholders of a firm belonging to allied professions must have valid registration with their respective statutory bodies / councils, and all rules and regulations of such statutory bodies / councils shall be applicable to them.
5. The applicant firm must submit an affidavit stating that the information contained in the application form is true in all respect and the details, if any, about any actions taken by their council regarding breach of the code of professional conduct of the respective council against or any of its partners, share-holders or proprietors.
6. All rules and regulation of the Council shall be applicable on the firms registered with this Council.
7. The share holdings of partners / shareholders of a firm to be eligible for registration / licensing shall be as follows:
 - 7.1 In case of architectural firms at least **fifty one** percent of a firms share must belong to registered architect/s of the firm so registered with the Council.
 - 7.2 In case of a town planning firm at least **fifty one** percent of its shares must belong to registered town planner/s of the firm so registered with the Council.

7.3 In case of architecture + town planning firms at least **forty** percent of its shares must belong to registered architects of the Council and at least **forty** percent of its shares to registered town planners of the Council.

7.4 In case of Architecture + Town planning & Engineering (AE) firm or Engineering & Architecture/town planning(EA) firm at least 40% of its share must belong to PCATP registered members.

8. The remaining shares of all firms as defined in regulation 09 below can be held by members of the allied professions only.
9. All rules and regulations as imposed by Local, Provincial or Federal authorities shall be applicable upon proprietors, partners or shareholders of a firm individually and upon the firm severally.
10. When employing Architects and Town Planners, or allied professionals in their firms, they must ensure that only such persons are employed whose names are borne in the Register of the Council. As long as such employees remain employed with the firm, it shall be the responsibility of the registered firm for ensuring that such employees continue to be registered with their respective Council validly. All dues of the employees (Registered Architects/Town Planners/Allied Professionals) should be clear.

The registration provided to a firm shall not exempt the proprietors, partners, shareholders and employees (as enumerated above) from keeping their individual registrations updated with their respective council/s.