



DESIGNING FIRMS ENLISTMENT CRITERIA

Date: 25 – 01 – 2022

Clauses

- i. All partners or shareholders of a firm belonging to allied professions must have a valid registration with their respective statutory bodies/councils.
 - ii. 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.
 - iii. All rules and regulation of the PCATP shall be Applicable on the firms enlisted by this authority.
 - iv. The owners and employees of a firm shall bound to acquire the latest information of discipline through continuing professional development as prescribed by the authority.
 - v. The share holdings of partners/ shareholders of a firm to be eligible for enlistment shall be as follows:
 - In case of architectural firms at least Sixty percent of a firms' ownership and profit share must belong to PCATP licensed architect of the firm.
 - In case of a town planning firm at least Sixty percent of a firms' ownership and profit share must belong to PCATP registered town planner of the firm.
 - vi. The enlisted firm shall not exempt the proprietors, partners, shareholders and employees (as enumerated above) from keeping their individual registrations updated with their respective council/s.
 - vii. Provided that these conditions shall not apply to companies or partnerships in which the Government has any shares or interest, which is not owned by the Government must be owned by PCATP licensed architects or registered town planners. Provided that the head of the entity/head of the department to be a registered architect or a town planner, and the managing director can belong to any profession.
 - viii. On the demise of the sole proprietor of a firm or his becoming incapable of rendering professional service due to incapacitation and circumstances beyond his control, his
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successors may be permitted to complete on-going projects only, but such permission shall not exceed the time required to complete the on-going projects.

- ix. The Managing partner of a partnership firm and the chief executive of a firm shall be a PCATP licensed architect/registered town planner with the requisite professional experience in the category of firm in their respective discipline and the majority partners of a partnership firm and majority directors and executives shall be a licensed architect/registered town planner with a minimum professional experience as per the requirement of the Category registration with PCATP in their respective discipline.
 - x. The sole proprietor of a proprietor-ship concern and at least seventy-five per cent of all partners of a partnership firm, and all directors, including the chief executive of a private limited company shall work solely in the respective consulting architectural/town planning profession. He/ She shall not work as a CEO/Sole proprietor, Managing partner of any other Architecture/Town planning firm.
 - xi. Any change in the constitution of the firm shall meet the above requirements at all times, except for a reorganization period which in the case of the demise of a partner shall not exceed the completion period of projects committed and in hand.
 - xii. All Foreign firms registered with SECP, must comply with rules and regulations applicable to PCATP registered Pakistani firms. However, foreign firms not registered with SECP;
 - shall get themselves registered as a firm for specified projects which need expertise and specialized knowledge not available with Pakistani firm;
 - shall join as an associate or in joint venture with a PCATP licensed Pakistani firm and in such an association or joint venture, the services to be rendered by the foreign firm shall be as per requirements laid down by the State Bank of Pakistan (SBP).
 - Provided that this clause shall not apply to foreign firms who pay a visit to Pakistan under transfer of technology agreements on short assignments for which prior approval of Council for specified project thereof is obtained by the employer concerned by payment of required registration fee.
 - xiii. For enlistment in accordance with these bye-laws and subsequent annual renewals, the firm shall submit application to the authority on the firms letterhead. The application for
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renewal shall be submitted to the authority from the 1st day of December of every year based on firm's status as on 30th of November of the same year.

- xiv. The authority, after scrutinizing the application and obtaining any further information or clarifications from the firm as it may deem necessary, may register or renew the enlistment of the firm for the following year or refuse enlistment renewal if the information supplied by the firm, in the opinion of the Council, does not meet the requirements of these bye-laws.
 - xv. Any infringement of these bye-laws by a firm shall render it liable to punitive action by the authority as it may deem fit. Such action may amount to suspension for a period of time or de-registering of the firm.
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Categories

“**Category**” means the type of registration required by the firm. The licensing of firms will be offered in “A-5”, “A-4”, “A-3”, “A-2” and “A-1” for architecture firms and “P-5”, “P-4”, “P-3”, “P-2” and “P-1” for town planning firms, as defined below:

Architecture Firms

- i. **Category “A-5”;** Principal Architect should have minimum TWO years of good standing as PCATP licensed Architect.
- ii. **Category “A-4”;** Principal Architect should have minimum FIVE years of good standing as PCATP licensed Architect and having valid National Tax Number (NTN) in the name of Firm as well as Account Maintenance Certificate from a scheduled bank in the name of the Firm.
- iii. **Category “A-3”;** Principal Architect should have minimum SEVEN years of good standing as PCATP licensed Architect with independent practice in the field of Architecture and having valid National Tax Number (NTN) in the name of Firm as well as Account Maintenance Certificate from a scheduled bank in the name of the Firm.
- iv. **Category “A-2”;** Principal Architect should have minimum TEN years of good standing as PCATP licensed Architect with independent practice independent practice in the field of Architecture and having valid National Tax Number (NTN) in the name of Firm as well as Account Maintenance Certificate from a scheduled bank in the name of the Firm.
- v. **Category “A-1”;** Principal Architect should have minimum FIFTEEN years of good standing as PCATP licensed Architect with independent practice in the field of Architecture and having valid National Tax Number (NTN) in the name of Firm as well as Account Maintenance Certificate from a scheduled bank in the name of the Firm.

Application for Licensing of Firm



I/We, (full name), _____ registered as Architect(s)
having PCATP Registration Number(s) _____

Respectively, desire to register an Architectural licensed firm,

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 #: _____ Mobile #: _____ U.A.N #: _____

Email: _____ Website: _____

Type of Firm (Check one):

- ☐ Proprietorship
- ☐ Partnership
- ☐ Corporation
- ☐ Pvt Ltd Company
- ☐ Other (Please Specify)

Category of the Firm (Check one)

The category of the firm is to be determined by the authority itself.

Categories A- Architecture

Category A-1
Category A-2
Category A-3
Category A-4
Category A-5

Details of Principal/Partner(s) of the Firm



Principal / Partner	
Mr./Ms.	
Qualification	
PCATP Reg.#.	
Designation	
Share % Holding	
Partner – 1	
Mr./Ms.	
Qualification	
PCATP Reg.#.	
Designation	
Share % Holding	
Partner – 2	
Mr./Ms.	
Qualification	
PCATP Reg.#.	
Designation	
Share % Holding	
Partner - 3	
Mr./Ms.	
Qualification	
PCATP Reg.#.	
Designation	
Share % Holding	
Use additional sheet if needed	



Attach 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 from a scheduled bank.
- Copy of Firm Registration Certificate (SECP/Others) (if applicable)
- Registration index card to be duly attested by Oath Commissioner or Notary Public.
- Copy of the deed of the partnership of the Firm to be duly attested by Oath Commissioner or Notary Public.

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.

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

a. Principal

(a)	(b)	(c)

b. Partner - 1

(a)	(b)	(c)

c. Partner - 2

(a)	(b)	(c)

Seal / Stamp of Firm or Architect

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List of Major Executed Projects of the Firm

Use additional sheet if required

[illegible]

Use additional sheet if required



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	A-5	Registration Fee: Rs. 10,000/-
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. 5000/=
5	A-5	Rs. 5000/=

NOTE:

- Validity of firm registration expires on 31st December.
- Renewal to be obtained before the due date i.e., 31st of December
- The registration will be removed if renewal is not obtained before 31st January.
- 10% surcharge will be levied if renewal is obtained after 31st January