# DESIGNING FIRMS ENLISTMENT CRITERIA

July 01, 2026

## 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

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

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.

# REQUIREMENT FOR ENLISTMENT OF STRUCTURAL ENGINEERS

**Eligibility:**

- Structural Engineer must hold a **recognized M.Sc./Ph.D. degree in Structural Engineering**.
- Minimum **5 years of professional experience** is required.
- Enlistment Fee (Non-Refundable) of **Rs. 100,000/-** shall be deposited after approval of enlistment with DHA Multan.

**Documents Required (to be submitted under a covering letter duly signed by the Principal Engineer/CEO):**

1. Pay Order/Bank Draft of **Rs. 10,000/-** (Non-Refundable Processing Fee) in favor of *DHA Lahore – Multan Chapter*.
2. Copy of **M.Sc./Ph.D. Structural Engineering Degree** verified by HEC.
3. **PEC Professional Registration Certificate** (Pakistan Engineering Council).
4. Copy of **PEC Card (Professional Engineer)**.
5. **CNIC** of CEO/Principal Engineer.
6. List of Engineering Team with **CVs of each individual**.
7. Proof of **Enlistment with other departments/authorities** (if any).
8. **Company Profile**.
9. List of **completed structural projects** (Residential/Commercial in Marlas/Kanals).
10. Three **specimen signatures** of Principal Engineer on letterhead with stamp.
11. Copy of **NTN Certificate**.
12. **Office Address & Contact Numbers** (must be in a commercial building).
13. Particulars of **authorized representative**.
14. DHA Multan will conduct a **visit to the office** of the Engineer for verification.

# REQUIREMENT FOR ENLISTMENT OF Designing Firm

**Eligibility:**

- Principal Architect must have a **minimum of 5 years of professional experience**.
- Enlistment Fee (Non-Refundable) of **Rs. 100,000/-** shall be deposited after approval of enlistment with DHA Multan.

**Documents Required (to be submitted under a covering letter duly signed by the Principal Architect/CEO):**

1. Pay Order/Bank Draft of **Rs. 10,000/-** (Non-Refundable Processing Fee) in favor of *DHA Lahore – Multan Chapter*.
2. Copy of **B. Arch Degree** verified by HEC.
3. **PCATP Registration Certificate**.
4. Copy of **PCATP Card**.
5. **CNIC** of CEO/Principal Architect.
6. List of Architectural Team with **CVs of each individual**.
7. Proof of **Enlistment with other departments/authorities** (if any).
8. **Company Profile**.
9. List of **completed projects** (Residential/Commercial in Marlas/Kanals).
10. Three **specimen signatures** of Principal Architect on letterhead with stamp.
11. **Affiliation Certificate** of M.Sc./Ph.D Structural Engineer with copy of degree.
12. Copy of **NTN Certificate**.
13. **Office Address & Contact Numbers** (must be in a commercial building).
14. Particulars of **authorized representative**.
15. DHA Multan will conduct a **visit to the office** of the Architect for verification.

# REQUIREMENT FOR ENLISTMENT OF MEP ENGINEERS

**Eligibility:**

- MEP Engineer must hold a **recognized B.Sc./M.Sc. degree in Mechanical, Electrical, or Plumbing Engineering**.
- Minimum **5 years of professional experience** is required.
- Enlistment Fee (Non-Refundable) of **Rs. 100,000/-** shall be deposited after approval of enlistment with DHA Multan.

**Documents Required (to be submitted under a covering letter duly signed by the Principal Engineer/CEO):**

1. Pay Order/Bank Draft of **Rs. 10,000/-** (Non-Refundable Processing Fee) in favor of *DHA Lahore – Multan Chapter*.
2. Copy of **Engineering Degree(s)** verified by HEC.
3. **PEC Registration Certificate** (Pakistan Engineering Council).
4. Copy of **PEC Card**.
5. **CNIC** of CEO/Principal Engineer.
6. List of MEP Team with **CVs of each individual**.
7. Proof of **Enlistment with other departments/authorities** (if any).
8. **Company Profile**.
9. List of **completed MEP projects** (Residential/Commercial in Marlas/Kanals).
10. Three **specimen signatures** of Principal Engineer on letterhead with stamp.
11. Copy of **NTN Certificate**.
12. **Office Address & Contact Numbers** (must be in a commercial building).
13. Particulars of **authorized representative**.