

FORM FOR MEMBERSHIP REGISTRATION / RENEWAL

A. PARTICULARS OF FIRM

1	Name of Firm / Company	
2	Type of Ownership (Private Limited Company, Partnership, Sole Proprietor, Individual)	
3	Firm Registration Number with Pakistan Engineering Council	
4	Registered or permanent address of head office	
5	Postal address	
6	NTN Number	
7	Federal & Provincial Sales Tax Registration Number (if registered)	
8	Telephone Number	
9	Mobile Number	
10	WhatsApp Number	
11	Email	
12	Main Disciplines	
a)	Engineering Disciplines	
b)	Allied Disciplines	

Note:

- **Engineering Disciplines** are Civil, Mechanical, Electrical, Electronics, Computer Engineering, Mining, Agriculture, Industrial, Aeronautical, Metallurgical, Marine, Chemical, Petro Gas and any other Engineering Profession.
- **Allied Disciplines** are Architect, Regional Planning, Urban Planning, Geology, Economics, Hydrology, Financial Analysis, Computer Science, Agronomy & Agriculture, Soil Science, System Analysis, Business Administration and any other Allied Profession.
- A firm registered in PEC in a single engineering discipline shall be considered as **Single Discipline firm** and conversely, a firm registered in PEC in two or more engineering disciplines shall be considered as **Multi Discipline Firm**

B. NAME OF PARTNER/DIRECTORS & SHARE HOLDING RATIO OF EACH IN THE FIRM/COMPANY:

S.No.	Name	Designation	Percentage Share	Cell Number	WhatsApp Number
1					
2					
3					
4					
5					

C. TOTAL NUMBER OF STAFF EMPLOYED (HOME / FIELD IN PAKISTAN):

S.No.	Description	Numbers
1	Engineers	
2	Allied Professionals	
3	Administrative Staff	
4	Technical Staff (Draftsman, Surveyors, etc.)	
5	Support Staff	
Total		

D. THE MEMBER FIRM HEREBY AUTHORIZES THE FOLLOWING PEC-REGISTERED ENGINEER TO REPRESENT IT IN ALL MATTERS RELATING TO ITS MEMBERSHIP AND AFFAIRS OF THE ASSOCIATION.

(Only Engineers registered with PEC can be Authorized Representative)

Name	
Designation	
CNIC	
Authorized Representative PEC Registration no.	
Email	
Mobile	
Authorized Signatory	
Designation	
Date	

I/We desire to become the member/ Membership Renewal of Association of Consulting Engineers Pakistan and agree to abide by the byelaws of the Association of Consulting Engineers Pakistan updated from time to time.	Company Stamp Signature
--	---

ACEP SECRETARIAT DETAILS

Address: Office # 704, Caesar Tower, ST-10, Shahrah-e-Faisal, Karachi-75530.

Contact: +92 (21) 32802626.

Email : info@acep.org.pk

DOCUMENTS REQUIRED FOR NEW REGISTRATION

- Request letter on Firm's letterhead for becoming member of the association.
- In-case of new registration, application form to be submitted along with enrolment and annual subscription fees.
- The payment can either be processed through Cross Cheque in favor of the Association of Consulting Engineers Pakistan sent to the registered address of the Association in Karachi, or Online / Cash Deposit directly in the following account:

Account Title: Association of Consulting Engineers Pakistan
Account Number: 3050301000007336
IBAN Number: PK89FAYS3050301000007336
Bank: Faysal Bank Limited
Branch Code: 3050

- Valid firm Registration Certificate of Pakistan Engineering Council.
- Active Tax Payer Certificate (FBR).
- Sales Tax Registration Certificate (If Applicable).
- Company Profile.
- PEC Valid Registration Cards of CEO or Partners or Directors (whichever applicable).
- CNIC copy of CEO or Partners or Directors (whichever applicable).
- CNIC copy of Authorized Representative.

DOCUMENTS REQUIRED FOR RENEWAL:

- Request Letter on Firm's letterhead for Renewal.
- Dully Filled Form.
- For Renewal of Registration, application form to be submitted along with annual subscription fees.
- The payment can either be processed through Cross Cheque in favor of the Association of Consulting Engineers Pakistan sent to the registered address of the Association in Karachi, or Online / Cash Deposit directly in the following account:

Account Title: Association of Consulting Engineers Pakistan
Account Number: 3050301000007336
IBAN Number: PK89FAYS3050301000007336
Bank: Faysal Bank Limited
Branch Code: 3050

- Active Tax Payer Certificate (FBR)
- PEC Valid Registration Cards of CEO or Partners or Directors (whichever applicable).
- CNIC copy of CEO or Partners or Directors (whichever applicable).
- CNIC copy of Authorized Representative.

Enrolment & Annual Subscription fee

For Multi Discipline Units

Enrolment Fee	Rs. 3,000/-
---------------	-------------

ACEP Annual Subscription	• Minimum - Rs. 15,000/- up to 5 Professionals • Rs. 1000/- per Professional for every additional member • Maximum - Rs. 50,000/-
FIDIC Annual Subscription	• Rs. 350/- Per Staff Member
For Single Discipline Units	
Enrolment Fee	Rs. 1,500/-
ACEP Annual Subscription	• Minimum - Rs. 8,000/- up to 5 Professionals • Rs. 500/- per Professional for every additional member • Maximum - Rs. 30,000/-
FIDIC Annual Subscription	• Rs. 350/- Per Staff Member