



PAKISTAN COUNCIL OF ARCHITECTS & TOWN PLANNERS

(Ordinance IX of 1983)

RENEWAL OF PCATP FIRM REGISTRATION

Ar(s)/PInr(s): _____

Firm Name: _____

Firm Registration Number: _____

Category: _____

Type of Firm: _____

Address: _____

Contact: _____ E-Mail: _____

That, I have made a payment of Rs. _____/- (original receipt attached). Further, updated details of my firm as mentioned above may kindly be updated in the Council record. The payment of renewal fee is for the Year(s) _____.

Note:

- ❖ You are advised to submit following documents along with this renewal form:
 - **Updated list of Staff** (Architects/Town Planners (as applicable) and any other staff along with their registration no. with the respective Council/Body)
 - **Bank A/c Maintenance Certificate** in the name of Firm
 - **NTN Certificate** in the name of Firm
 - **Firm Letter Head** (sample for PCATP)
 - Any other change(s) in your firm that require action at our end.
- ❖ PCATP do not accept personal Cheque / Cash.
- ❖ You can deposit your Registration Renewal Fee directly to any of the below mentioned PCATP Bank account(s) using conventional or online banking services

	MEEZAN BANK, ISLAMABAD	UBL, KARACHI
Account Title	Pakistan Council of Architects & Town Planners	
Account Number	0104582807	0149-010-140-10
Branch Code	0333	0149
IBAN No.	PK42MEZN0003330104582807	PK24UNIL0112014901014010
NTN No.	3123405-4	3123405-4

OR

Submit a **Bank Draft or Pay Order** in favor of
PAKISTAN COUNCIL OF ARCHITECTS AND TOWN PLANNERS
(Please ensure not to use short form i.e. PCATP)

- ❖ In case of any query related to the outstanding dues you can e-mail the Council at mail@pcatp.org.pk for any assistance.
- ❖ You are requested to e-mail the receipt of the payment made at mail@pcatp.org.pk and submit the hardcopy of same (in original) to below mentioned Council address

REGISTRAR PCATP

Usman Center, 1st Floor, Office No. 7 – 12. D-12 Markaz, Islamabad.

Phone: 051-615552-4

Note: Firms Registration and Renewal Fee has been revised w.e.f 28 March 2022. You are advised to pay the respective fee according to notification available at PCATP website.

FOR OFFICIAL USE ONLY

Receipt No Dated Folio No



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Head Office: Usman Center, 1st Floor, Office No. 7 - 12, D-12 Markaz, Islamabad, Postal Code: 45200.
Tel: 051- Email: registrar@pcatp.org.pk, Web: www.pcatp.org.pk

NOTIFICATION

It is to notify for the information of all concerned that as per the decision taken by The Executive Committee (2021-2023) of Pakistan Council of Architects and Town Planners in its 123rd Meeting; ***Biometric Verification via NADRA e-Sahulat service has been made a mandatory requirement for registration and renewal process of an individual member as well as for the firm.***

Please submit the verified data alongwith your application. No application will be entertained without verification w.e.f March 01, 2023. Please visit e-sahulat.nadra.gov.pk to locate your nearby franchise with a biometric facility.

This issues with the approval of Competent Authority.

Ar./Plnr. T. Sadia Fazli
Registrar

No. PCATP/ VERIFICATION/01-02/2023 dated: 1st February, 2023