

## **DOCUMENTS REQUIRED FOR ENLISTMENT OF ARCHITECT FIRMS**

Following documents are required to be submitted under a covering letter duly signed by the Principal Architect / CEO and attested by a Class-I Gazetted Officer. Principal Architect must have 5 years of working experience. Enlistment Fee (**Non Refundable**) will be **Rs. 1,00,000/- (Rupees one hundred thousand only)** to be deposited after approval of enlistment with DHA Authorities:-

1. Pay order /Bank Draft for Rs. 5,000/- (Rupees five thousand only) in the name of DHA Lahore, as processing fee (**Non Refundable**).
2. Copy of B. Arch Degree verified by HEC.
3. Registration with Pakistan Council of Arts & Town Planners (PCATP).
4. Copy of Card issued by PCATP.
5. CNIC of the CEO/ Principal Architect.
6. List of Arch team with CV of each individual.
7. Enlistment with other departments/ authorities.
8. Company Profile.
9. List of completed projects by the firm in **Marlas/Kanals**.
10. Three specimen signatures of Principal Architect on letter head paper with stamp.
11. Affiliation Certificate of M. Sc/ Ph.D Structure Engineer with a copy of his Degree.
12. Copy of NTN Certificate.
13. List of office equipment.
14. Office Address and contact Nos (Must be in some commercial building).
15. Particulars of authorized representative.