



CHECK LIST FOR ENLISTMENT OF SOLAR FIRM/COMPANY

Company’s Name: _____

Ser	Documents Required for Enlistment	Status		Remarks
		Yes	No	
1.	Pay order/Bank Draft for Rs. 10,000/- (Rupees ten thousand only) in the name of DHA Lahore.			
2.	Covering Letter of Company/Firm on Letter head duly signed by the Firm CEO.			
3.	Copy of CNIC of Firm owners/partners.			
4.	Three specimen signatures of Firm CEO with stamp on a letter head paper.			
5.	Three specimen signatures of the signatory Engineer with stamp on a letter head paper.			
6.	Office address, email details and urgent contact details on a letter head paper.			
7.	Copy of Firm NTN and STRN Certificate.			
8.	Copy of company’s/firm’s Private Power & Infrastructure Board (PPIB) registration certificate.			
9.	Copy of Firm Registration with Pakistan Engineering Council.			
10.	Detail list of Technical staff (Engineers, Allied professionals & technical support staff) for trouble shooting after sales (Names, Education, Experience, Designation).			
11.	Detailed CVs, copy of Educational Degree, and copy of valid PEC card of all Engineers.			
12.	CVs and Copy of Educational Degrees of Non-Engineer Technical support staff.			
13.	Detail reference list of residential / commercial projects executed in DHA Lahore with completion cert of each.			
14.	List of Major Projects executed (with completion/commissioning cert) by the firm during last three years (containing Name/Description, location, execution period, cost of the project along with Name of the Employer/Client)			

15.	Enlistments with any other departments / authorities.			
16.	Complete firm policies(Quality, Warranty, Complaint resolve policies etc)			
17.	Company Profile.			

