



Document Reference:  
DHA Gwa BC-001

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

1. 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 10 x 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: -

a. **Data/ Certificates**

- (1) Registration with Pakistan Council of Arts & Town Planners (PCATP).
- (2) Copy of Card issued by PCATP.
- (3) Copy of B. Arch Degree verified by HEC.
- (4) CNIC of the CEO/ Principal Architect.
- (5) Enlistment with other departments/ authorities.
- (6) Copy of NTN Certificate.
- (7) Three specimen signatures of Principal Architect on letter head with stamp.
- (8) Office Address and contact Nos (Must be in some commercial building).
- (9) Particulars of authorized representative.
- (10) No litigation certificate.

b. **Firm Profile**

- (1) Profile with portfolio.
- (2) List of Arch team with CV of each individual & PCATP number.
- (3) Affiliation Certificate of M.Sc./ Ph.D. Structure Engineer with a copy of degree.
- (4) List of office equipment.

c. **Experience**

- (1) Work order with date of completion of projects which completed by firm.
- (2) Work order with date of completion of projects in hand/ ongoing.