

**APPLICATION FORM FOR REGISTRATION/RENEWAL/UP-GRADATION OF FIRM/ORGANIZATION**

**Registration Number** \_\_\_\_\_ **Present Category** \_\_\_\_\_ **Year** \_\_\_\_\_

NEW LICENCE					RENEWAL	UPGRADATION		
CATEGORY APPLIED FOR	S-1	S-2	S-3	S-4		Previous Category	Present Category	Category Applied for

(Tick relevant column)

**1. Fields of specialization**

(Supported by detail of previous work)

(Add pages if required)


**2. Name of firm/company**


**3. Country of origin**

Pakistani	Foreign	Name of Country

**4. Nationality of Owner / Head of firm**

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**5. CNIC No.**

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**6.NTN No.(if any):**

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**7. Type of ownership**

(Tick One Only)

7.1	Individual	7.2	Sole Proprietor
7.3	Partnership	7.4	Private Limited Company
7.5	Public Limited company	7.6	Others

**8. Mailing address**


**9. Permanent address of head office**


**10. Address of Regional offices / Sub offices-**

(Add pages if required)


**11. Phone, Fax, Cell No. / E-mail**

**12. List of organization Chart**

**13. List of machinery, instruments, hardware and software**

**14. List of professionals and others and their undertaking**

**15. Office (Covered area, Total area)**

**16. List of Major Projects Completed**

**17. Copy of CNIC of the Owner**

**18. Bank statement**

**19.** Pay order / Bank draft No..... bank..... .dated.....  
Amount deposited for registration Rs.....

Processing fee Rs.....ChallanNo.....Bank.....  
dated..... Amount deposited.....

**Department use only**

**Recommended by:**

(i) Deputy Registrar ..... (ii) Registrar .....  
Recommended Category ..... dated .....

**Approved by:** ..... dated.....

**20.Undertaking**

It is hereby certified that the informations/facts stated are correct to my best of knowledge/ belief and nothing has been concealed there of. I take full responsibility for its authenticity and undertake to abide by the Surveying and Mapping Act and relevant rules and procedures, prescribed for the Registration in SoP. I also undertake that in case any information is proved incomplete or incorrect or misleading at any stage, I will be liable for legal action for cheating the Government of Pakistan..

Signature of Owner/Head

Name.....

Date -----

**GENERAL INSTRUCTIONS FOR FILLING IN APPLICATION FORM FOR NEW LICENCE/ RENEWAL/UP-GRADATION**

1. A late fee @3% per month will be charged after 31<sup>st</sup> march of the current year subject to maximum of 20% of the annual fee.
2. For initial registration, change in category, and renewal, the applicant for the surveyor’s license shall submit application to SURVEY OF PAKISTAN in the form prescribed. The application for renewal shall be submitted to SURVEY OF PAKISTAN by the 5<sup>th</sup> day of July of the year based on surveyor’s status as on the 30<sup>th</sup> day of June of the same year. The license shall stand expired on 30<sup>th</sup> day of June each year.

**SPECIMEN OF AFFIDAVIT OF UNDERTAKING BY FIRM OWNER**

(Note:-The affidavit would be on Rs.10/- Stamp Paper and attested by a First Class Magistrate/Oath Commissioner /Notary Public)

I, \_\_\_\_\_ an applicant for registration with SURVEY OF PAKISTAN as **FIRM OWNER** in Category \_\_\_\_\_ (applied for), certify that names, registration numbers and affidavits of Surveyors employed by me will be supplied to SURVEY OF PAKISTAN under Surveying and Mapping Act, when any work is awarded to the firm.

Signature: \_\_\_\_\_

Name of Owner / Head: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.\ Cell No. \_\_\_\_\_

1. Witness \_\_\_\_\_  
CNIC No. \_\_\_\_\_

2. Witness \_\_\_\_\_  
CNIC No. \_\_\_\_\_

**Detail of Fee for Registration of Surveying & Mapping Firms****Processing fee per registration= Rs. 25,000/- (non-refundable)**

Category	Registration Fee (in Rupees)		Renewal / Change in Category Fee (in Rupees)	
	Pakistani applicant	Foreign applicant	Pakistani applicant	Foreign applicant
S 1	200,000	300,000	100,000	150,000
S 2	100,000	150,000	50,000	75,000
S 3	75,000	125,000	40,000	60,000
S 4	50,000	75,000	30,000	50,000

**Application Fee for Registration of Individual Surveyor****Processing fee per registration= Rs. 1,000/- (non-refundable)**

Code	Registration Fee (in Rupees)		Renewal / Change in Code Fee (in Rupees)	
	Pakistani applicant	Foreign applicant	Pakistani applicant	Foreign applicant
SS	30,000	100,000	15,000	50,000
S	20,000	75,000	10,000	40,000
AS1	15,000	50,000	8,000	25,000
AS2	10,000	40,000	5,000	20,000