

INDIVIDUAL/PROFESSIONAL SURVEYORS DOCUMENT CHECK LIST**Name:** _____ **S/o-D/o** _____

SL. NO.	LIST OF DOCUMENTS	REMARKS
1.	Application Form duly filled in YesNo	
2.	Copy of CNIC, Photograph Passport Size 03 YesNo	
3.	Experience Certificate of Professional YesNo	
4.	Police Verification certificate YesNo	
5.	Qualifications Certificates: SSC/FA FSc/BA BSc, BSc Eng, B Tech (Civil) YesNo /MA MSc MPhil / DAE (Civil) / Certificates Trade	
6.	Bank Statement YesNo	
7.	Processing Fee, Registration Fee YesNo	
8.	List of Machinery and Software which are being used by individual surveyor. YesNo	
9.	Company Appointment Letter and Pay Slip YesNo	

I/C registration Cell
Survey of Pakistan
Rawalpindi

FIRM DOCUMENTS CHECK LIST**Company Name:** _____**Owner Name:-** _____

SL. NO.	LIST OF DOCUMENTS	REMARKS
1.	Application form dully filled in YesNo	
2.	List of Organization Chart YesNo	
3.	List of Machinery, Instruments, Hardware and Software YesNo	
4.	List of Professionals and others and their Undertaking YesNo	
5.	Police Verification certificate YesNo	
6.	Copy of CNIC of the Owner & Picture YesNo	
7.	Office Covered Area/Map of Building YesNo	
8.	List of Major Projects completed Last 03. years YesNo	
9.	FBR Acknowledgment List YesNo	
10.	Rent agreement or Registry YesNo	
11.	Bank Statement YesNo	
12.	Pay Order/Bank draft YesNo	
13.	Affidavit Form YesNo	

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