

Documentation Requirements

The following are the documents-in-support to be filed along with the application for admission to membership as given in Rule D3 of the Membership Rules.

Quote

- (1) in the case of a company, a certified copy of certificate of incorporation or other instrument or document, as the case may be, evidencing its incorporation or formation under the Ordinance;
- (2) in the case of a company, certified copies of memorandum and articles of association or other similar instrument or documents, as the case may be, containing the objects for which it is established and the rules for its governance and management;
- (3) in the case of a corporation or an institution, certified copies of any rules and regulations evidencing its establishment and providing for its governance and management;
- (4) in the case of an applicant who is a company and is required to submit an annual return to the registrar of companies pursuant to section 156 of the Ordinance, a certified copy of the last filed annual return;
- (5) a reasonably detailed profile of the activities of and operations of the applicant, its directors, management staff and its members;
- (6) the curriculum vitae of the applicant's board of directors and the key managerial and professional staff; (three liner for every director)
- (7) latest financial statements of the applicant;
- (8) proof of income tax registration or exemption from payment of tax on its profits, as the case may be;
- (9) any document evidencing its membership of a professional or trade organizations, if any;
- (10) a support letter or endorsement by an existing member as laid down under Article 8;
- (11) a signed undertaking in terms of Rule C3 of these Rules;
- (12) a board of director's resolution or a Power of Attorney or any other valid instrument empowering the person named therein or the holder thereto to apply for the Institute's membership by duly representing the applicant before the Institute and giving an undertaking on its behalf in terms of Rule C3 of these Rules;
- (13) a detailed list of 15 members to be covered under membership.

Unquote

These document are required to facilitate early processing of the application