

Association of Builders And Developers of Pakistan (ABAD)

Membership Application Form

For Ordinary Member / Associate Member

Price : Rs.100/=

LIST OF DOCUMENTS REQUIRED TO BE SUBMITTED BY THE APPLICANT COMPANY/FIRM.

**PLEASE ENSURE THAT NO PLACE IS LEFT BLANK/INCOMPLETE IN THE
FORM/DOCUMENTS, OTHERWISE THE APPLICATION WOULD NOT BE ACCEPTED.**

1. Application should be submitted under cover of Company's letterhead saying that the application forms with requisite documents are enclosed for becoming member of ABAD.
2. Request for Membership of ABAD should be duly signed by Director/Partner/Proprietor (only principal or alternative representative) and shall also be signed by two members of ABAD as Proposer and Seconder (whose dues are clear at the time of signing of documents and Proposer and Seconder with having minimum five years and two years standing respectively as member of ABAD).
3. Sister concern of an applicant cannot propose or second.
4. Members of Membership Sub-Committee cannot propose or second.
5. Please fill in all columns/items of Schedule Nos.1, 2 and 3 of ABAD membership Application form and should be signed by Director/Partner/Proprietor (only by principal or alternative representative, as the case may be).
6. The applicant for membership must own or have Registered Power of Attorney by concerned Authority of a commercial property of no less than 400 sq. yds. He must submit copy of relevant documents duly attested by a Notary Public to ABAD along with the application for membership. (Please provide attested photocopies of C.N.I.C. of the witnesses)
7. Photocopies of National Tax Nos. Certificate of the Company / Firm or Proprietor duly attested by Notary Public.
8. Please submit attested photocopies of Valid C.N.I.C (Newly Computerized National Identity Cards) of all Directors / Partners / Proprietor/Principal & Alternate Representatives.
9. In case of Private / Public Limited Company, please submit:
 - a) Memorandum and Articles of Association attested by company secretary
 - b) Certificate of Incorporation attested by Securities and Exchange Commission of Pakistan.
 - c) Attested Photocopy of Extract of latest Form 'A' or Form '29' showing the list of present Directors duly authenticated by Registrar, Securities and Exchange Commission of Pakistan.
10. In case of Partnership Firm please submit Registered Partnership Deed duly attested by Notary Public. (Please provide attested photocopies of valid C.N.I.C. of the witnesses)
11. Please submit two photographs each of Proprietor/All Directors/All Partners/Principal and Alternative Representatives of the company with application (women are exempted from this requirement)
12. All pages of "**CODE OF ETHICS**" and "**CODE OF CONDUCT**" to be signed by Proprietor/All Directors/All Partners and company's seal affixed on all the pages.
13. Original Bank Certificate about sound financial position of the company is to be attached with the application. The bank certificate must show the status of the firm whether it is of Proprietorship, Partnership or Limited Company and the name(s) of Proprietor, Partners & Directors.
14. The Undertakings is to be printed on the company letterhead & stampaper of Rs. 100/- and are to be signed by all Directors / Partners / Proprietor. (specimen attached)
15. Every applicant must present himself before the Membership Sub-Committee for introduction.
16. Please Provide a copy of Trade Mark Registry/Copy Right of Firm Name & Logo from IPO-Pakistan.
17. Please enclose a Pay Order / Demand Draft / Crossed Cheque in favour of "Association of Builders And Developers". **Rs. 155,000/-** for **Ordinary / Associate Member** as per following break-up:

For Ordinary / Associate Member:

Admission Fee	Rs. 15,000/-	Ad in Shelter Magazine	Rs. 15,000/-
Annual Subscription (3 years)	Rs. 45,000/-	Research & Development	Rs. 3,000/-
ABAD Building Fund	Rs. 35,000/-	Legal Expenses	Rs. 42,000/-

Total : Rs.155,000/-

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18. Decision of the Central Executive Committee of ABAD for a new membership applicant is final.

**ABAD MEMBERSHIP APPLICATION FORM
COMPRISING SCHEDULE NOS. 1, 2 3 & 4**

SUBJECT: Request for Ordinary / Associate Membership of ABAD.

Dear Sir:

I/we, am/are pleased to enclose herewith Schedule Nos. 1, 2, 3 and 4, duly filled in and signed by our Director/Partner/Proprietor and would request you to consider our Firm / Company for the Membership of your Association (ABAD). If our application is approved and we are admitted as member of ABAD, I/we undertake and confirm to abide by the Memorandum and Articles of Association, Bye-Laws, Rules and Regulations, **“Code of Ethics”** and **“Code of Conduct”** of the association. I/we also undertake to follow and abide by all the decisions, directions and policy guidelines of the Central Executive Committee of ABAD as presently enforce and as may be issued from time to time. I/we also undertake to pay all the fees, subscriptions, dues, charges, expenses and levies etc., as may be prescribed/fixed/levied by ABAD on yearly basis for any specific purpose/project.

I/we certify that the information provided by me/us in Schedule Nos. 1, 2 3 and 4 forming enclosures to this application duly signed by me as Director/Partner/Proprietor of the said Company/Firm, are true to the best of my/our knowledge and belief.

The following two persons will represent on behalf of our Company/Firm in ABAD and sign all correspondence. (Please note as per D.T.O.'s orders only Director/Partner and Proprietor can cast vote or contest the elections of ABAD. However, General Manager and above of Public Limited Company can represent ABAD with consent of Board of Directors, for which a copy of Board of Resolution should be submitted).

Principal Representative:

Name: _____

Status: _____

Specimen Signature: _____

Alternate Representative:

Name : _____

Status: _____

Specimen Signature: _____

Agreeing to all the terms and conditions of ABAD, I/we are putting my/our signatures in confirmation thereto.

Date _____

Signature: _____
(Principal Representative)

Name: _____

Designation: _____

Seal of the Company/Firm

Address: _____

ABAD MEMBERSHIP APPLICATION FORM

Name of Applicant Firm / Company : _____

Name(s) of Proprietor /Partners/Directors:

- 1. _____ 2. _____
- 3. _____ 4. _____

Proposer:

Secunder:

Signature of Proposer

Signature of Secunder

Name of Proposer

Name of Secunder

Company's Name

Company's Name

Membership No. _____

Membership No. _____

Membership renewed up to _____

Membership renewed up to _____

Membership with ABAD since _____

Membership with ABAD since _____

Standing with ABAD
more than 05 years [YES / NO]

Standing with ABAD
more than 02 years [YES / NO]

Address:

Address:

Company's/Firm's Seal

Company's/Firm's Seal

Note: At least Proposer and Secunder with having minimum five years and two years standing respectively as member of ABAD. Only authorized representatives should sign as Proposer / Secunder provided all the dues of Proposer and Secunder are cleared.

GENERAL INFORMATION
ABOUT THE COMPANY / FIRM

1. Name of the Company/Firm : _____
2. Date of Incorporation/Registration / Establishment: _____
3. Incorporated/Registered with : _____
4. Statues of the Organization i.e.
Proprietor/Private Limited/Public Limited : _____
5. National Tax (N.T.) No. of the Firm/Company : _____
6. a. Address (Registered Office):
: _____
: _____
: _____
Phone # : _____
Fax #: _____
E-mail : _____
b. Address (Branch/Regional Office)
: _____
: _____
: _____
Phone # : _____
Fax # : _____
E-mail : _____
7. Name and Address of usual Bankers : _____

Date

Signature

Name

Seal of the Company/Firm

Designation

Note: This Schedule No.1 should be signed by any of the one of authorized representative of the Firm/Company.

GENERAL INFORMATION

ABOUT THE DIRECTORS / PARTNERS / PROPRIETOR

(Please fill out separate form for each Director / Partner / Proprietor / Principal and Alternative Representatives))

1. Name: Mr./Mrs./Ms. : _____
2. Father's/Husband's Name : _____
3. Age : _____
4. Designation : _____
5. Qualifications : _____
6. NIC (National Identity Card) # : _____
7. Address : _____

8. Phone # _____ : Residence _____ Mobile _____
9. Past experience in construction industry _____
10. Other Business, if any. : _____
11. Association with other Companies/Firms, if any _____
12. Any other information : _____

Date

Signature

Note: *This form is to be filled in by all Partners/Directors/Proprietor/Principal and Alternative Representatives separately, kindly make copies, if required.*

GENERAL INFORMATION

ABOUT THE DIRECTORS / PARTNERS / PROPRIETOR

(Please fill out separate form for each Director / Partner / Proprietor / Principal and Alternative Representatives))

- 1. Name: Mr./Mrs./Ms. : _____

- 2. Father's/Husband's Name : _____

- 3. Age : _____

- 4. Designation : _____

- 5. Qualifications : _____

- 6. NIC (National Identity Card) # : _____

- 7. Address : _____

- 8. Phone # _____ : Residence _____ Mobile _____

- 9. Past experience in construction industry _____

- 10. Other Business, if any. : _____

- 12. Association with other Companies/Firms, if any _____

- 12. Any other information : _____

Date

Signature

Note: *This form is to be filled in by all Partners/Directors/Proprietor/Principal and Alternative Representatives separately, kindly make copies, if required.*

GENERAL INFORMATION ABOUT EXPERIENCE OF THE COMPANY

S.No	List of Project	Area of Plot (Flats / project)	Name of Plot (Flat or Project)	Nos. & Sizes of Plots (House Projects)	Location of Project	No. of Units/ Flats/ Shops/ Houses	Total Cost of Project as approved by KBCA in NOC	Date of Commencement	Date of Completion	Remarks/ Any Other Information
1	Projects completed by Applicant Company									
2	On-Going Projects of Applicant Company									

Signature: _____

Company's / Firm's Seal: _____

Association of Builders And Developers of Pakistan (ABAD)

CODE OF ETHICS

1. All Members shall abide by the Memorandum and Articles of Association of the Association and its bye-laws, rules and regulations. They shall also abide by any decisions that may be taken by the Executive Committee and the General Body at their meetings from time to time.
2. The members shall take active interest in the deliberations of the Association and tender such advice and help as they may deem fit irrespective of the fact whether or not they are members of the Executive Committee.
3. Each member shall be fair in his dealings with his clients.
4. Member companies shall make their best endeavor to expedite the progress of their works and complete them as early as possible.
5. Members shall strictly follow the announced specifications of their projects and the assurances given by them to their clients. If any deviation is unavoidable. It should be fully justified by facts and figures so as to avoid any adverse comments by the clients, the press or the public at large.
6. All designs should be in accordance with the prevailing codes and good engineering practices.
7. Members shall ensure proper utilization of the funds received from their clients for execution of housing projects.
8. If any dispute or disagreement between a member and his customer is brought to the notice of the Association, the member shall be morally bound to provide all relevant information to ABAD concerning specific issues and shall abide by any decision that may be arrived at for an amicable settlement of the dispute.
9. Members shall observe the norms of professional ethics and business morality and instill a feeling of confidence understanding among all concerned.
10. Members shall furnish to the Association a copy of all literature published by them about their projects. If any clarification is needed, members will promptly furnish it to the Association.
11. Members shall supply any relevant information that may be called for from them about their projects. ABAD shall make sure to safeguard the secrecy of any information that they may like to be treated as 'classified'.
12. No members shall say or do anything which may affect the reputation of the Association or a fellow member in public or private circles.
13. Disputes between members, if any, shall under no circumstances be brought up for discussion outside the forum of the Association.
14. Members shall not indulge in unhealthy competition or criticism among themselves.
15. They shall also not indulge in any unfair practices or act behave in a manner detrimental to the reputation or interests of the building industry.

(Signature of Proprietor/ all partners/ all directors with Company's/Firm's Seal)

Association of Builders And Developers of Pakistan (ABAD)

CODE OF ETHICS

16. Members shall keep the interest of the Association above their personal interest at all costs and shall not involve themselves in any activity which may directly or indirectly undermine the authority of the association or affect its interest reputation and goodwill.
17. Members shall not indulge in cheap publicity.
18. If any member inconspicuously commits any breach of this code of conduct, he shall at once bring it to the notice of the Association for suitable remedial action.
19. No member in the course of deliberations at a meeting shall be sarcastic or injure the feelings of another member by direct or indirect remarks.
20. Action for violation of the Code.
21. In the event of the violation of the code of ethics or the Articles and Memorandum of Association by any member, clause 17(C) (i) (ii) and (iii) and (iv) of Section V captioned "RESIGNATION REMOVAL AND EXPULSION FROM MEMBERSHIP" (extract below) of the Articles of Association shall be invoked and the matter referred to the Executive Committee for such action as it may deem fit in the light of these Articles.

(Extract from Section V of ABAD's Membership and Articles of Association).

V-RESIGNATION, REMOVAL & EXPULSION FROM MEMBERSHIP.

- 17 (a) XXXXXXXX
(b) XXXXXXXX
- 17(C) A member shall be fined upto the amount equal to that of annual subscription prescribed for the class of membership of the Association or the rights and privileges of a member shall be liable to be withdrawn for any of the following reasons by a resolution of the Committee passed in a meeting specially convened for the purpose by two-thirds majority of the members present in person:
- (i) neglect of or refusing to submit to abide by or carry out any decision of the committee taken within the limits laid down by the Memorandum and Articles of Association or by the Trade Organizations Ordinance 1961 or any rules, regulations, instructions or directions issued under the said Ordinance or under such Ordinances or laws as may be issued from time to time governing such institutions as the Association.
 - (ii) Indulging in unethical practices in the field of trade, commerce or industry.
 - (iii) Intentional violation of the rules, regulations or bye-laws of the Association.
 - (iv) Failure to pay arbitration fee, fine or any other due demand of the Association.

Provided that a member shall not be expelled by the Committee unless he has been given an opportunity of explaining his position in writing and/ or in person.

Provided further that the member so expelled shall have the right to appeal within one month from the date of expulsion to the General Body of the Association.

Provided also that when such an appeal is made by the member, the Executive Committee shall arrange to convene a meeting of the General Body within 30 days from the receipt of the appeal and the decision of the General Body in the matter will be final.

(Signature of Proprietor/ all partners/ all directors with Company's/Firm's Seal)

**“CODE OF CONDUCT”
FOR MEMBERS OF
ASSOCIATION OF BUILDERS AND DEVELOPERS OF PAKISTAN (ABAD)**

(This Code of Conduct should be read in conjunction with
chapter IV & V of the Articles of Association of ABAD)

The object of the Code is to bring all the Commercial Builders / Developers under the umbrella of ABAD to safeguard the interest of General Public.

The members must understand they may be held responsible not only for their practices, of what so ever nature. They are advised, therefore, to bring this Code to the notice of all those associated with them in practice.

The member is at liberty to be engaged in any construction/ development activity, whether as proprietor, director, principal, partner, or consultant to, any body corporate or unincorporate or in any other capacity provided that his conduct complies with the provisions of this Code applying to his circumstances.

Article 1

Whereas Association of Builders and Developers being incorporated in 1977 with following objectives;

PREAMBLE

- (i) to provide affordable and comfortable shelter for all particularly mediocre and lower middle income groups in consonance with the National Housing and Economic policies.
- (ii) to prepare and implement low cost Housing Projects for the poorest of the poor.
- (iii) to protect and promote house buildings, offices, shops, commercial complexes and land development works to encourage small bread winning business in and around their dwellings.
- (iv) to unify and integrate Builders and Developers engaged in the execution of housing, offices, shops, commercial complexes and land development work and to provide a common forum and a common platform to them.
- (v) To conduct or organize research, to engage experts and specialists to improve building techniques, effect economies of scales and generally advance and promote the science and art of building and development work.
- (vi) to work actively for eradication of unethical business practices from the housing and development fields and professions.

Now therefore it is necessary and expedient to frame a Code of Conduct for the members of ABAD to give meaning and depth to these noble pursuits.

Article 2

**EXTENT &
COMMENCEMENT**

This Code of business Conduct may be called the Association of Builders & Developers of Pakistan (ABAD) Code of Conduct.

This shall come into force immediately.

This shall apply to all member of the Association of Builders & Developers of Pakistan (ABAD)

(Signature of Proprietor/all partners/all directors with company's/firm's Seal)

Article 3

COMMITMENTS

The member shall faithfully carry out the duties, which he undertakes. He shall also have a proper regard for the interests of those who may be expected to use or enjoy the product of his work.

Any member shall not give discounts, commissions, gifts, or other to Government Officials for getting undue favours from them.

To maintain, uphold, and advance the honour and dignity of the house building & land development professions in accordance with this Code, a member shall:

- (a) uphold the ideology of Pakistan;
- (b) be honest, impartial and serve the country, clients and the public at large with devotion;
- (c) strive to increase the competence and prestige of the persons engaged with this building profession;
- (d) use his knowledge and skill for the advancement and welfare of mankind;
- (e) Promote and ensure the maximum utilization of human and material resources of Pakistan for achieving self-reliance; and
- (f) not sacrifice the national interest for any personal gain.

Article 4

STANDARDS OF CLIENT DEALINGS

A member shall be guided in all his business in professional matters by the highest standards of integrity.

A member shall -

- (a) be realistic and honest in all and shall carry out his business duties without fear or favour;
- (b) admit and accept his own errors when proved and shall refrain from distorting or altering the facts justifying his decisions or actions;
- (c) not attempt to attract a client from another builders by false or misleading pretenses;
- (d) not endeavor to promote his personal interest at the expense of the dignity and integrity of the profession.

Article 5

SAFETY FIRST

A member shall have utmost regard for the safety, health and welfare of the public in the performance of his professional duties as builder & developer and for that purpose he shall -

- (a) Regard his duty to the public welfare as paramount;
- (b) seek opportunities to be of service in civic affairs and work for the advancement of the safety, health and well-being of the community;
- (c) not undertake, any illegal construction of building and deviate with approved plan design, which are not safe for the safety, health, welfare of a person or persons, or are not in conformity with the accepted standards.

(Signature of Proprietor/all partners/all directors with company's/firm's Seal)

Article 6

DIGNITY OF THE BUSINESS PROFESSION

A member shall avoid all acts or practices likely to discredit the dignity or honour of the profession and for that purpose, he shall not advertise his project in a manner derogatory to the dignity of the profession. He may, however, utilize the following means of identification.

- (i) Launching Projects through media offering to general public for sale and its booking.
- (ii) Banners, flags, sign boards at the site of his office or projects;

Article 7

PUBLIC KNOWLEDGE

A member shall endeavor to extend public knowledge and appreciation of his house building and land development profession, propagate the achievements of the profession, and protect it from misrepresentation and misunderstanding.

Article 8

DIGNITY OF LABOUR

A member shall uphold the principles of appreciation and adequate compensation for those engaged in work and for that purpose he shall offer remuneration commensurate with the qualifications and experience of professionals employed by him.

Article 9

UNFAIR COMPETITION

A member shall not compete unfairly with another member by attempting to obtain business engagements or personal gains by taking advantage of his superior position or by criticizing other involves in this business or by any other improper means or methods.

Article 10

REPUTATION

A member shall not attempt to injure, maliciously or falsely, directly or indirectly, the business reputation, prospects, practices of another member.

Article 11

ADHERENCE TO CODE

A member shall not associate with or allow the use of his name by an enterprise of questionable character nor will he become associated with any persons / firm / company who do not conform to ethical practices or with persons not legally qualified to build the housing business for which the association is intended.

A member shall strictly comply with the by-laws, orders and instructions issued by the Association of Builders & Developers of Pakistan (ABAD) from time to time.

Article 12

UNETHICAL PRACTICES

A member shall report unethical professional practice of a member with substantiating data to the Association of Builders & Developers of Pakistan (ABAD) and appear as a witness, if required.

Article 13

ENVIRONMENTAL CONCERN

All the lands to be developed and all the housing buildings to be built shall be environment friendly. These shall enhance and upgrade the existing environment and add to the beauty of the neighborhoods.

Article 14

ENERGY EFFICIENT

The buildings project to be built shall be taken care of light, privacy and air to ensure precious and scarce resources of the country. Maximum use will be made of bright day light to brighten the dwellings and maximum use will be made of natural cool breeze to save on cooling cost and to bring comfort in the rooms during hot humid season.

Article 15

INDIGENOUS BUILDING MATERIAL & PRODUCTS

In the construction of Buildings maximum use will be of local building materials such as stones, bricks, marble, etc. and maximum use will be of locally manufactured building products such as tiles, pipes, wires, electrical and sanitary fittings, etc. This will save precious foreign exchange, minimize cost of building, promote local industry, labour and skill.

Article 16

CLIENT COMPLAINTS

Client complaints, arising out of disputes between the allottees and the member, shall be referred to ABAD for expeditious and judicious settlement to the satisfaction of both the parties before taking recourse to lengthy and expensive litigation. ABAD'S decision shall be binding on the member.

Article 17

DEPARTMENT COMPLAINTS

The complaints of Government Department against members of ABAD shall be brought to the notice of ABAD by member or / and by the department. ABAD shall carefully examine these complaints and settle them within reasonable time to the satisfaction of both parties. Punitive action against members, if found guilty will be taken by ABAD on case to case basis.

Article 18

ADHERENCE TO BUILDING CODES LANDS USE LAWS

All ABAD members shall strictly follow the building codes by laws and regulations in force during land development and building construction.

Article 19

LINKAGES WITH FOREIGN ASSOCIATIONS

ABAD shall establish linkages and bonds with sister Associations in advanced countries in General and Islamic and Regional countries in particular for transfer of technologies, state of the art building and land development techniques and foster friendly relations with such organizations.

I / We have read and understood the above articles and strictly follow these rules/codes of conduct. Further I / We understand that if I/ we fail to comply these rules/code of conduct the Competent Authority after investigation may at his discretion remove/expel or terminate my / our membership from ABAD without taking approval from Special General Body meeting.

Name of Firm / Company: _____

- Authorized signatories
- 1) Name _____ Signature _____
 - 2) Name _____ Signature _____
 - 3) Name _____ Signature _____
 - 4) Name _____ Signature _____

**ABAD SECRETARIAT
(TO BE FILLED BY ABAD)**

Membership Sub-Committee of ABAD

APPLICATION FOR ORDINARY/ASSOCIATE MEMBERSHIP

1. Name of Applicant Firm / Company : _____
 2. Status of Firm / Company : [] Partnership [] Ownership [] Pvt. Ltd. [] Public Ltd.
 3. Applied for : Ordinary Member _____ / Associate Member _____
 4. Name of Directors/ Partners / Proprietor 1. _____
2. _____
3. _____
4. _____
5. _____
 5. Name & Designation of the Chief Executive: _____
 6. Name of Proposer: _____
 7. Name of Proposer's Company/Firm: _____
 8. Name of Seconder: _____
 9. Name of Second's Company/Firm: _____
 10. a) National Tax # of the Company: _____
b) I.T.O's letter dated: _____
 11. Financial Position vide Bank Certificate (in original) _____
 12. Registered with Registrar of Firms Karachi (if required) /
Certificate of incorporation No. in case of Company Certificate # _____
- Dated: _____
13. Has the applicant Firm / Company applied for membership before: [] Yes [] No
The case is submitted for recommendation of C.E.C. for grant of membership

(Accountant-ABAD)

UNDERTAKING

I/We. _____ S/o _____ holding CNIC #

_____ do hereby undertake on oath as under:

1. That I/we am/are proprietor/partner/director of M/s _____
having its office situated at _____.
2. That I/We hereby undertake that any project I/We shall launch not have similar name to that of any other membership concern of ABAD and their projects.
3. That I/We hereby undertake that if inadvertently chose a name which is similar to that of any other membership concern of ABAD and their projects, I/We shall change the name of the project to another unique name.
4. It is understood by M/s _____ that in case of non-compliance ABAD shall cancel the membership of our firm.

Signature of proprietor / all partners / all directors of

M/s. _____

1) Name _____ Signature _____

2) Name _____ Signature _____

3) Name _____ Signature _____

Note: Kindly execute this undertaking on your company letterhead and submit to ABAD after attestation from Notary Public.

UNDERTAKING

I/We. _____ S/o _____ holding CNIC # _____
_____ do hereby undertake on oath as under:

That I/we am/are proprietor/partner/director of M/s _____ having
its office situated at _____.

That I/We hereby undertake that if any person, company, authority, bank or financial
institution having any claim, right, title, interest, lien or objection what so ever against the
land/property situated _____
_____ should
notify the same to ABAD along with documentary evidence.

It is understood that in case of any discrepancy / litigation / manipulation in the title of
property submitted by me/us to ABAD for membership, I/we will be held responsible for all
and ABAD will not be involved in any litigation, discrepancy and manipulation
simultaneously, ABAD shall have the right to cancel the membership of M/s
_____.

Signature of proprietor / all partners / all directors of

M/s. _____

1) Name _____ Signature _____

2) Name _____ Signature _____

3) Name _____ Signature _____

Note: Kindly execute this undertaking on Stamp Paper of Rs. 100/- and submit to ABAD.