



# **RULES & REGULATIONS FOR SOCIETY MEMBERSHIP**

## **A) GENERAL INFORMATION & INSTRUCTIONS**

1. Write or type in capital letters, the informations asked in the application form in the space provided for. Additional sheets if desired may be attached. Use blue or black ball pen/ink pen. Do not use pencil/marker.
2. Fill out all information requested on the application form. Please be as specific as possible when describing your qualifications, job assignments and responsibilities. The informations, you are supplying is the basis on which a membership grade is allotted by the Society.
3. All applicants claiming to be registered engineering professionals must indicate their PEC registration numbers.
4. All applications should be signed in original by the applicant.
5. All applications forms must have one sponsor and he may be a member of the relevant Local Council.
6. All forms must be accompanied by 2-passport size photographs; copy of NIC; photocopy of highest degree/diploma.
7. Mail your application form with payment to the following Chapter Offices:

### **HEAD QUARTER & ISLAMABAD CHAPTER OFFICE:**

Suite #. 8, 1st Floor, Shawez Center, F8 Markaz, Islamabad  
Ph: +92 51 2287560-1, Fax: +92 51 2287561 E-mail: executivesecretary@hvacr.org.pk  
islamabad@hvacr.org.pk

### **LAHORE CHAPTER OFFICE:**

Office # 2-E, Block H-3, 2nd Floor, Expo Tower, Johar Town, Lahore  
Ph: +92 42 35951729-30 Fax: +92 42 35951730 E-mail: lahore@hvacr.org.pk

### **KARACHI CHAPTER OFFICE:**

Suite # 201, 2nd Floor, Faiyaz Centre, SMCHS, Sharae Faisal, Karachi 75350  
Ph: +92 21 34323712, 34167570 E-mail: karachi@hvacr.org.pk

### **FAISALABAD CHAPTER OFFICE:**

Plot # 369, First Floor, MCB Bank Ashrafabad, Near Millat Chowk, Main Sheikhpura Road, Faisalabad.  
Ph: +92 41 8783555 Cell: 0321-6669544 E-mail: hvacrfsd@gmail.com

## **B) GRADE OF INDIVIDUAL MEMBERSHIP (Article 4 of By Laws)**

1. **MEMBERS:**
  - a) B. Sc. Engineering degree or higher qualifications with 5 years experience in HVACR field.
  - b) No technical academic qualification with 15 years experience and responsible supervisory position in HVACR field.
2. Life Members and Members (collectively called individual "Members" of the Society) would enjoy the rights and privileges of members as defined in the Bylaws.
3. Student Members shall not have any voting rights in the elections to be held by the Society, otherwise they are entitles to the privileges of members as defined in the Bylaws.

## **C) REGISTRATION & MEMBERSHIP FEES (\*effective for one fiscal year)**

- ▶ Lifetime Membership will be Rs. 5,200/- lumpsum or clear through equal installment (must be clear) with in financial year (July to June).
- ▶ Annual Membership fee will be Rs. 1,000/- (July to June).
- ▶ Annual Student Membership fee will be Rs. 200/- (July to June).
- ▶ Publications will be sent only for Lifetime members, however, annual members will be illegible to get soft copy of publication on Society website.
- ▶ Mode of payment: Crossed cheque or Pay Order/DD drawn in favour of Pakistan HVACR Society

## **D) MEMBERSHIP PROCESSING TIME**

Normal membership processing time is approximately 8 weeks from the date the application is received at the Society office. If you have qualified for the Society Membership, you will be informed by mail, and a membership certificate shall be sent.

In case, your application is not eligible for acceptance, you will be informed accordingly by mail and your payment refunded.