

DOCUMENTARY REQUIREMENTS**a) The Applicant shall submit original or certified copies of the following:**

- Firm Registration Certificate / Legal status & ownership must be registered from registrar of firm, SECP, trust deed/NGO, Association of Partnership, Memorandum of Association, Article of Association, Private Ltd. Chamber of Commerce whichever is required/applicable
- Ownership proof of the Institute's building/premises, or lease of premises.
- Bank details of the Institute along with NTN Number.
- CNIC of authorized signatory; or NICOP or Passport copy of Applicant, Owner, Principal, Partners, Directors, Members, or Governing Body.
- In case of partnership: partnership deed and Form C or Form D.
- In case of company, society, NGO, or similar organization: Memorandum of Association, Articles of Association, Certificate of Registration, or constituent documents.
- In case of Trust: Registered Trust Deed.
- Affidavit of non-blacklisting by any private or Government institution or Authority. The Institute shall certify that it will abide by all prescribed rules and regulations and will not make admissions in any course unless registered.

b) Building and Infrastructure Requirements

The Institute shall fulfil the following building requirements:

- Building layout plan and facilities description.
- Minimum classroom area of 9 sq. ft. per student; minimum lab/workshop area of 15 sq. ft. per student or as per the trade-wise standard set by the SS&C Wing of NAVTTC.
- Utilities including electricity clean drinking water, sewerage and sanitation; facilities including first aid and fire-fighting equipment.
- Conducive learning environment: properly ventilated Admin block, staff room, library, washrooms, common room, sports ground, and recreational facilities.
- Accessibility for Persons with Disabilities (PWDs) shall be mandatory and not discretionary. All institute premises must provide ramp access, accessible washrooms, and appropriate signage. Institutes failing to meet PWD accessibility standards shall not be granted registration

c) Operational Requirements

- Maintenance of main stock register, invoices, and consumable material register.
- Availability of faculty as per the requirements mentioned in the approved curriculum.
- Proper appointment orders for each staff member, recording designation and salary.
- Minimum wage of appointed staff in accordance with Government Notification/Policy.
- Machinery, equipment, and tools as prescribed in the approved curricula; entered in the inventory register duly signed by Owner or Principal.
- Suitable furniture fit for education/training purposes.
- Complete timetable mentioning all courses, year-wise, technology/course-wise, trade-wise, and session-wise.

