[Date]

To  
Deputy Registrar  
Firms Registration Department  
Pakistan Engineering Council (PEC)   
Ataturk Avenue G5/2  
Islamabad

Subject: Request to Update Login Email ID in Constructor Operator Registration Portal

Dear Sir!

I {Owner Name} am the owner of firm M/s {FIRMNAME} registered with PEC having license no {Cat/LicNo}. The firm’s registration date with PEC is {Date of Registration}. We were using {email1@abc.com} to login into CO Portal (coportal.pec.org.pk).

Regrettably, I don’t have access to existing email id i.e. {email1@abc.com} and unable to login to CO Portal for application submission. I request to approve the update of existing email id i.e. {email1@abc.com} with new email id as mentioned below;

New email Id: {newemaliaddress@abc.com}

The login credentials may please be sent to my new email id. I do hereby acknowledge that PEC has the right to proceed for legal action, if the intent of this application is mala fide.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
{Firm Owner Name}  
Mobile No:  
CNIC:

Note:

1. This application must be forwarded on firm’s original letter head.
2. All information between brackets must be replaced with applicant’s information.
3. Email id will be replaced and password will be sent to new email id, if this application is approved after evaluation.