

MINISTRY OF DEFENCE PRODUCTION



**ONE REGISTRATION SYSTEM
NOVEMBER 2022**

**Pak Sectt No-II, Adamjee Road
Rawalpindi, Pakistan**

PREFACE

As Secretary Defence Production, it has been my utmost endeavour to facilitate and promote the local defence industry; and encourage maximum possible participation of the new firms. The larger the database of capable suppliers readily available to the Pakistan Armed Forces for the procurement of defence stores, the better the competition. For this vision to actualize, the enabling environment that permits ease of doing business, transparent and healthy competition is imperative. In this backdrop, several initiatives have been instituted at the MoDP level including this project of 'One Registration System'. Its primary purpose is to make the system user friendly, reduce the timeframe, incentivize the registered firms, and attract more suppliers to do business with the Armed Forces of Pakistan. I am sure that with its implementation, the concerns of the firms will be addressed to a greater extent. However, no system is perfect, therefore, further suggestions and recommendations to improve it further are welcomed. Amendments where necessary will be instituted immediately after deliberations, and the document will be updated annually after input from all the stakeholders.

I also congratulate the team of the DGDP for their efforts in formulating this document. Simplification of such a complex and technical process of registration of firms is not less than a landmark achievement. I now look forward to digitization of the Registration System in the next step.

10 November 2022


Lieutenant General (Retired)
Secretary (Defence Production)
(Humayuz Aziz)

FOREWORD

'One Registration System' was not possible without the support and input of all stakeholders. Most of the Registration Sections of the organizations of the MoDP proffered their invaluable input during extensive discussions in a series of IHDs chaired by the DGDP. Besides, several sessions were also held with the officials of the SECP, FBR, corporate lawyers and firms of various types doing business with the Armed Forces of Pakistan. Interaction with them greatly contributed towards understanding the contemporary mechanism of raising of the firms, the types of the business entities, and the diversity of documentation involved, which can be subsequently demanded by the Registration Section. The firms provided an insight to the impediments they face during the registration process. This effort helped in making the system efficient, eliminating the duplication, and addressing the concerns of the firms to a large extent. Finally, the heads of the organizations of the MoDP were briefed about the concept. Their approval and encouragement provided the impetus to the ongoing effort.

The colossal effort notwithstanding, this document will still have shortcomings, which will be addressed with the input of all the Registration Sections as well as the firms. The document will be revised annually, however, the amendments, if any, will be instituted immediately after completing its due process.

09

November 2022


Major General
Director General Defence Purchase
(Muhammad Ejaz Mirza)

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EXPLANATION OF TERMS

1. **Agent**. 'Agent' is employed to do any act for another or to represent another in dealings with third persons. The person for whom such act is done, or who is so represented, is called the 'Principal'. As compared to a distributor, the role of an agent is limited. The Agent has no control other than negotiating and closing the deal between the two parties. He is paid commission on a percentage basis.
2. **Distributor**
 - a. A supplier / manufacturer sells his product to the distributor, who sells the product to customers, adding a margin to cover his costs.
 - b. A distributor has no authority to create a contract between the supplier and customer. The customer's contract is with the distributor.
 - c. The distributor assumes legal responsibility for his acts or omissions. Failure to meet that responsibility leaves him open to a lawsuit for any damages or loss, which may occur to other party.
 - d. The distributor takes the ownership of the products and, therefore, incurs a greater risk than an agent.
3. **Freight Forwarders**. A freight forwarder / forwarding company / forwarding agent acts as an expert in organizing shipments through sea, air or land.
4. **Lead Agency**. Any organization of the MoDP to which a firm has submitted its application for registration will act as the lead agency and will be responsible to process the firm's application for registration with other organizations of the MoDP, if applicable. The word 'Lead Agency' will be mentioned in all official correspondence of the respective Registration Sections to identify the organization which is dealing with the firm and processing its application.
5. **Liaison Office of Foreign Firms / OEMs**. Foreign firms neither registered with the local procuring agencies nor represented by a local agent establish a Liaison Office for the period of a valid and ongoing contract. The purpose is the ease of correspondence, better interaction, liaison / coordination, and smooth execution of awarded contract.
6. **Manufacturer/Fabricators**. Suppliers, including government and semi-government production units, who manufacture / fabricate products.
7. **Stockist**. Supplier who only stocks stores either imported or from local OEM.
8. **Trading House**. Trading houses perform following functions: -
 - a. Focus on international commercial activities by exporting or importing manufactured goods between two or more countries.
 - b. Act as agents for foreign sellers or buyers.
 - c. Purchase different products, market and sell them to another country.
 - d. As an agent for foreign sellers, trading houses may impose higher prices than if purchased directly from the country of origin. The mark-up compensates for the costs incurred and to produce a profit.
 - e. Trading houses are also involved in intermediary services to effectively provide operational and logistics services. They may handle paperwork when importing

or exporting commodities, offer storage arrangements, advise on modes of transport, obtain foreign exchange, or arrange insurance for local retailers.

- f. Large manufacturers can employ trading houses on contractual basis. Most trading houses become the principals for some products and markets, assuming and reducing the risks stemming from foreign markets.



MINISTRY OF DEFENCE PRODUCTION
ONE REGISTRATION SYSTEM
(NOVEMBER 2022)

Background

1. Before the implementation of this policy, all organizations of the MoDP were registering the firms independently. The registration process being followed by each organization varied according to their own requirement. However overall, the system was cumbersome and time-consuming. Many cases were pending for the last 5-6 years, which discouraged the firms from seeking registration. During scrutiny of overdue cases and interaction with the firms, following were observed: -

- a. Communication gap between the firms and the registration sections. The firms lacked clarity on the prevailing registration system. Registration sections were inaccessible to address their queries in time and shared the observations with the firms in piecemeal after long intervals thereby denying them the opportunity to address the anomalies in totality and submit the complete documents in time.
- b. There was no incentive for the registered firms, as un-registered firms were also doing business with the Services DP circumventing the hassle of registration.
- c. Inertia and lack of dynamism on the part of Registration Sections. Cases were returned on minor observations, errors, and omissions without understanding their relevance in the given situation. Also, the letters written to the firms were vague and left it to their imagination to find out the anomalies in their documents.
- d. A long list of documents was being demanded from the firms at the cost of duplication. The list was not revised since 1994. In this sense the system, over a period of time, became redundant by not remaining in sync with the changes and improvements instituted by other relevant departments and ministries e.g. SECP, Ministry of Health, BOI, etc.
- e. The approach was not user friendly. The Registration Sections were not pursuing 'parallel action' approach i.e. intimating the firm to address the observations and in the meantime initiating other parallel actions to save the time. Likewise, the firms' applications were rejected, or technical inspections not initiated if any of the documents submitted by the firm was found incomplete. At times, documents already received were redemanded by the Services HQ.

2. In view of above, the Secretary (DP) instructed the DGDP to make the system efficient and carry out feasibility study of adopting 'One Registration System' applicable across all DPEs/EDs and Services DPs as a uniform system. The study was prepared with the input of all stakeholders, consent of the heads of DPEs/EDs. After the approval of the Secretary (DP) on 25 October 2022, the study has been adopted in the form of this 'One Registration System'.

Aim

3. To delineate 'One Registration System' for the Executive Departments (EDs i.e. DGDP, DGMP, and DG RD&E) as well as the Defence Procurement Establishments (DPEs i.e. POF, HIT, PAC, Karachi Shipyard and NRTC etc) of the MoDP for the registration of the firms.

Sequence

4. The sequence is as under: -
- a. Section I - Cardinals of the One Registration System
 - b. Section II - Forms of Business Entities in Pakistan
 - c. Section III - Initial and Provisional Registration, Indexation and Additional Indexation
 - d. Section IV - Renewal of Registration



SECTION I**CARDINALS OF THE ONE REGISTRATION SYSTEM**

5. The cardinals of the 'One Registration System' are: -

a. **User Friendly**

- (1) The firms can apply for registration to any of the EDs/DPEs and submit their registration application to any of the regional offices of organizations of the MoDP (i.e. DG RD&E, HIT, POF, and NRTC etc) in Lahore, Karachi, and Rawalpindi. The regional offices will dispatch the application to the lead agency to which it is addressed. List of current regional offices along with addresses and telephone numbers is at Annex A.
- (2) Firms registered with the lead agency will be considered registered with all the organizations of the MoDP subject to technical pre-qualification and indexation, where required.
- (3) Firms already registered with one of the organizations of the MoDP or confining itself to register only with any one of them (which will act as the lead agency) will be able to subsequently request for technical pre-qualification with other organizations of the MoDP either by applying directly to that particular organization or through the lead agency. If applying directly to the concerned organization, the firm will submit the registration letter issued by previous organization (the lead agency) alongwith the standard documents as mentioned in ensuing sections.
- (4) If the technical pre-qualification is not involved e.g. in case of an agent firm etc, the firm will be considered registered with all organizations of the MoDP.
- (5) To facilitate the firms, the Registration Sections will organize fortnightly or monthly briefing on the registration process if requested by the firms. Videos on registration process will also be uploaded on the respective websites by these organizations.

b. **Reduced Timeframe**

- (1) The registration process will be completed within three months starting from the date the firm has submitted complete documents.
- (2) The lead agency will scrutinize the documents and disseminate the observations to the firms within seven days. The firms will have 15 days to address the observations. If a firm fails to respond or complete the required documents within three months despite reminders, the Registration Sections are at liberty to close its case, return its documents, and intimate the firm in writing accordingly.
- (3) If upon receipt of all documents, a firm could not be registered within three months due to any reason, the concerned Registration Section will seek extension of time for the next three months from its DG (MD in case of NRTC). The DG concerned can allow one extension. For further extensions of three months each, the case will be processed for the approval of the Secretary (DP) in case of EDs as well as NRTC and

respective Chairman/MD in case of DPEs less NRTC. The NFC will highlight the reasons of delay.

- (4) The Registration Sections will not return the documents to the firms on minor observations. In case of any observation or incomplete documents, the Registration Sections will evaluate what actions can be initiated while the firm can be asked to simultaneously complete the documents or address those anomalies. For example, a scanned copy of the Agency Agreement can be processed for validation from Pakistan Embassy abroad as well the OEM. Original copy of the agreement will be obtained from the firm subsequently before issuance of the final registration letter.
- c. **Central Security Clearance and Assessment of Financial Capability.** The firms will identify in their application the lead agency as well as the other organizations of the MoDP with which they want to be registered. The lead agency will be responsible to complete the registration process and issue the registration letter to the firm. The lead agency will carry out security clearance of the firm and work out its financial capability on behalf of all organizations of the MoDP.
 - d. **Decentralized Technical Pre-qualification.** The technical prequalification of the firms, where applicable, will be carried out preferably jointly by the technical teams of all the organizations for which the firm has applied for registration. If the technical prequalification is not involved due to the type of a firm (e.g. agent, liaison office, auctioneer etc), the other organizations will render NOC to the lead agency certifying that the pre-qualification of the firm is not involved and the firm may be registered.
 - e. **Issuance of Registration Letter**
 - (1) Upon completion of its own process, the lead agency can register the firm for its own set-up and issue the registration letter without waiting for the technical feasibility report of other organizations.
 - (2) Upon receipt of technical feasibility reports from other organizations of the MoDP, the lead agency will intimate the firm and update its registration letter.
 - (3) There may be the firms, which will offer common-to-all products i.e. relevant to all organizations of the MoDP, whereas others may offer particulars stores which are acceptable to one or selected organizations of the MoDP. In case of later, the lead agency will proceed as under: -
 - (a) Seek input from other organizations, for which the firm has requested for registration. If the stores do not fall within their purview, the concerned organizations will intimate the lead agency accordingly.
 - (b) The lead agency will register and index the firm for its own set-up and for only those organizations of the MoDP, which have accepted the offered stores for indexation.
 - (c) However, the firm will still be considered registered (but unindexed) for other organizations of the MoDP, which are not currently dealing or procuring these stores. For indexation with these organizations,

if their stores become relevant for them in the future, only the technical prequalification of the proposed stores will be mandatory.

Simplification of the Registration Process

6. The number of documents that the firms are required to submit with the registration application has been reduced to the bare minimum and segregated into standard documents to be submitted with application, documents which will be checked on-site during visit of technical as well as security teams, and others which have been discarded. Details are as under; list of discarded documents is at Annex B: -

<u>Ser</u>	<u>Types of Firm</u>	<u>No of Documents</u>			
		<u>Submitted Previously</u>	<u>To be Submitted Now</u>	<u>To be Checked on Site</u>	<u>Discarded</u>
a.	Manufacturer	30	11	9	10
b.	Manufacturer (Medicines)	28	13	12	3
c.	Manufacturer (Food Items)	30	12	8	10
d.	Stockist	20	14	3	3
e.	Agent	14	14	-	-

7. Following conditions have been removed from the DPP&I-35: -

- a. Obtaining signatures of two witnesses (Gazette Class-I) on SVA Forms and NIC copies.
- b. Attestation of documents from oath commissioner except where necessary.
- c. Registration of local agents in case of medicines. Agents will be registered only when OEM is not willing to register its firm as manufacturer.
- d. In case the required stores are not available from the OEM or its authorized representative, mandatory verification of local agent / stockist from the Ministry of Commerce and Industries and the OEM.
- e. Establishing the credibility of local stockists for food grains / medicines from the local trading house. This will now be ensured during ground check and security clearance by the concerned technical teams and the FS teams of the MoDP.
- f. **Local Agents**. The format of the Agency Agreement form has been simplified and the pre-requisite that the Agency Agreement should include following statements have been removed: -
 - (1) Should cover entire country for supply of agreed stores.
 - (2) Rate of commission be specifically mentioned i.e. 0.15% to 4%.
 - (3) Should have embossed stamp of issuing authority.
 - (4) Place of inspection in case of FOR import/ warehouse, location (Medical).
 - (5) Export permission/license for Pakistan in case Principal is limited to own countries (Medical).

- (6) In addition, the necessity to have word '**Exclusive**' written with the 'Export / Distribution Rights Certificate' issued by the Principal for the Agent firms/distributors/dealers etc, has been removed.
- (7) Likewise, the word 'sole' has also been deleted from the statement, "where the Principal is other than the OEM then **Sole** Export Right Certificate of the OEM should be provided".

g. **Verification of Agency Agreement.** The need for the Registration Sections to verify the Agency Agreement of the OEM from the following besides the Embassy of that country in Pakistan and own Embassy in that country has been ended: -

- (1) Chamber of Commerce and Industries of that country.
- (2) Ministry of commerce of that country.
- (3) Foreign office of that country



SECTION II
FORMS OF BUSINESS ENTITIES IN PAKISTAN AND
THE PROCESS OF THEIR RAISING AND REGISTRATION

General

8. The purpose of this section is to elucidate various forms of Business entities in Pakistan, their raising and registration with various authorities before starting their operation. This will enable the Registration Sections to ask documents relevant to the forms of firms, when they apply for registration with the organizations of the MoDP.

Forms of Businesses

9. There are several forms by which a person can establish a business e.g. Sole Proprietorship, Partnership Firm, Joint Ventures/Collaborations, Association of Persons, Company etc. The most common business establishments, each with its own legal structure and rules, are as follow: -

- a. Sole Proprietorship.
- b. Partnership Firm (also called Association of Persons i.e. AOP).
- c. Limited Liability Company.
- d. Limited Liability Partnership.

10. Overview of these basic forms are as under: -

Ser	Details	Business Type		
		Sole Proprietor	Partnership	Ltd Liability Company (Pte Ltd and Public Ltd)
a.	Members	Only One	From 2 to max 20	(1) Pvt. Ltd: 1 to 50 (2) Public Ltd: No limit
b.	Registering Authorities	FBR	Registrar of Firms	SECP
c.	Periodic Compliance with Authorities	Annual Tax Return	Annual Tax Return of all Partners and Firm	(1) Periodic SECP filings (2) Periodic FBR Filings
d.	Personal liability	Not limited	Not limited	Yes
e.	Transfer of interest	No	Allowed, But Partners have to visit in Person.	Allowed
f.	Duration	Until withdrawal or death of owner	At Will	Unlimited
g.	Tax Implementation	Yes	Yes	Yes Corporate Tax Apply
h.	Ability to Raise Capital	Not as separate entity	Yes, from partners only	Yes

Sole Proprietorship

11. Sole Proprietorship is also referred to as 'Proprietor Concern' or a 'Proprietorship Concern'. After registration, there is no separate legal entity i.e. there is no difference between liability of the owner and that of the Sole Proprietorship Business. The Sole Proprietor shall alone run the business affairs and has unlimited liability. He takes all the profits and is

responsible for all business's debts, losses, liabilities, and lawsuits in personal capacity. The Sole Proprietor is not required to file a separate return for his business. The business taxes are paid through his or her personal income tax return. To register a sole proprietorship, the owner proceeds as under: -

- a. Selects a name for his business.
- b. Makes a letterhead with business name, logo, phone number and physical office address on it.
- c. Procures a business stamp.
- d. Registers for free his business on the FBR website. For this, he needs rent agreement of his office and latest paid electricity bill. The NTN certificate is issued with his name and details on it.
- e. Files request on the letter head signed and stamped (with his business stamp) along with his CNIC, copy of online verification of NTN, and business card with the bank of his choice for opening business account of his Sole-proprietorship business.
- f. Gets issued a maintenance certificate from the bank after his account is opened.
- g. Registers for Sales Tax (GST), after opening of the bank account.

Partnership Firm

12. Some of the essential features of 'Partnership Firms' are as under: -
 - a. **Number of Partners.** Partnership is an association of minimum two persons who have mutually decided to carry out business activities jointly and share its profits as well as losses. A partnership consisting of more than 20 persons is illegal except in banking business. Owners are referred to as 'Partners', collectively as a 'Partnership Firm', and the name under which their business is carried on is called the 'Firm Name'.
 - b. **Legal Entity.** All 'Partnership' is provisioned and regulated under the Partnership Act, 1932. If partnership is not registered, it has no legal entity.
 - c. **Unlimited Liability.** In partnership the liability of each partner is unlimited. The capital for a partnership is provided by the partners and they are liable for the total debts of the firms and share the profits and losses according to the terms of the partnership agreement. In case of loss, the private property of the partners is also used to pay the business debts.
 - d. **Dissolution.** Partnership is a temporary form of business. Partnership Firm or Business is usually recommended for persons who for a specific purpose, object and period are desirous to establish an entity. Consequent to the purpose or object having being achieved or the period for which the entity is established is meted out, can eventually dissolve the same. It is also dissolved if a partner leaves, dies or declared bankrupt.
 - e. **Management.** In partnership all the partners can take part or participate in the activities of business management. Sometimes, only a few persons are allowed to manage the business affairs.

- f. **Earning and Sharing Profit**. Only that business is considered as partnership, which is established to earn profit, which is shared according to already decided ratios.
 - g. **Share in Capital**. According to the agreement, every partner contributes his share of capital. Some partners provide only skills and ability to become a partner of business and earn profit.
 - h. **Restriction on the Transfer of Share**. No partner can transfer his shares or rights to another person, without the consent of all partners.
13. The process of registration of 'Partnership Firm' requires following: -
- a. Partnership Agreement, wherein the terms and conditions of the Partnership including, *inter alia*, the term, scope, object, shares of respective partners, mode and time for sharing of profit etc, is expressly written. Partners expressly reduce into writing their rights and obligations against the other partners.
 - b. Submission of an application to the District Registrar Firms in whose jurisdiction Partnership Firm is being established, along with following documents: -
 - (1) Partnership deed executed on non-judicial stamp worth Rs. 1000/- (name of Partnership Firm and address must be mentioned along with all rights and obligations of the parties against each other and any third parties) attested by at least 2 witnesses as prescribed under the law.
 - (2) Filled Form 'I'.
 - (3) Bank challan of registration fee.
 - (4) CNIC copies of all partners along with CNIC of all witnesses.
 - (5) Copy of all the above documents duly notarised by a notary public.
 - (6) Partners physically appear before the Registrar Firms, if required.
14. **Registration for NTN**. For registration of 'Partnership Firm' with the FBR, anyone of the members/partners must personally visit the Regional Tax Office (RTO) with following documents: -
- a. Original partnership deed;
 - b. Original registration certificate from Registrar of Firms.
 - c. CNICs of all members/partners;
 - d. Original letter on letterhead of the AOP signed by all members/partners, authorizing anyone of the members/partners for Income/ Sales Tax Registration;
 - e. Cell phone with SIM registered against his own CNIC but not already registered with the FBR;
 - f. Email address belonging to the AOP;
 - g. Original certificate of maintenance of bank account in AOP's name;
 - h. Original evidence of tenancy/ownership of business premises, if having a business;
 - i. Original paid utility bill of business premises not older than 3 months, if having a business.

Limited Liability Company

15. Limited Liability Company (LLC) is a business entity that prevents individuals from being liable for the company's financial losses and debt liabilities. In the event of legal action or business failure, liability is assumed by the company rather than its constituent partners or shareholders. LLC has multiple forms e.g. Private Limited Company, Public Limited Company etc. Private Limited Company is of two types: Single Member (SMC) Private Limited Company where there is one director; and a Private Limited Company. This structure is the most organized and secure. Some of its essential features are as under: -

- a. **Members**. A Private Limited Company can be registered with a minimum of two people. There can be as many as 15 directors or shareholders. A person can be both a director and shareholder in a Private Limited Company.
- b. **Legal Entity**. A Private Limited Company offers limited liability and legal protection to its shareholders. A Company registered is separate from its shareholders/directors. It has its own legal entity. It can borrow money and invests funds, own property, sue and be sued, enter into contracts etc.
- c. **Limited Liability**. Company Incorporated gives the privilege of limited liability to its members up to a maximum of their investment in shares in that company. This means that affairs of the directors or subscribers are different from that of the affairs of the company. Directors or owners of the company cannot be personally held liable for the affairs of the company or its liability. Debts of company are the debts of the company and not of the people running the company or owning shares in it. In case of dispute, directors or shareholders are only liable to the extent of their shares in company i.e. their personal assets are secure and cannot be attached for the purpose to liquidate a liability in the Court of law.
- d. **Investment of Each Member**. The investment of every member, director, or promotor is easily measurable and known, since it is pre-determined at the time of incorporation.
- e. **Perpetual Succession**. One of the major advantages is Perpetual Succession. Registered company is an artificial person, a corporate body with separate legal entity and a perpetual succession with unlimited life. In contrast to partnership, the registered company is not dissolved upon death of one or more or even of all its members, subscribers, stakeholders or employees, as the case may be, and this neither affects its legal status nor ends the company.
- f. **Legal and Organizational Framework**. The company must function within the limits prescribed through its 'Memorandum of Association' and 'Article of Association' and regulates its existence through a set of bylaws mentioned in.
- g. **Management Disputes**. SECP is the regulator of company and if a management dispute arises between the directors or shareholders, parties without resorting to the court for resolution of their dispute can opt for summary procedure for resolution of dispute by filing representation before SECP which is adjudicated under the process of Companies Act 2017.
- h. **Transferability of Ownership of Shares**. A private limited company provides clear legal framework for the transferability of interest (shares), therefore, the process of transfer of shares is easy and transparent. Owners of the company can sell their interest in company to any third person or party and can be easily

transferred to another person after a resolve by the Board in its annual general meeting and consequently with the approval of the SECP. Private Limited Company cannot trade its shares publicly.

- i. **Funds Easy to Raise.** Preference by the financial sector in extending the financial assistance to documented and organized form of incorporated business.
- j. **Accountability and Responsibility.** Every Private Limited Company prepares its proper books of accounts and gets them audited.
- k. **Business Status.** 'Incorporation' gives an elevated status than 'Partnership' and 'Proprietorship' in the organizational hierarchy.

16. **Registration.** SECP is the authority to form and manage the company incorporation. A Private Limited Company can begin its operations after getting the Certificate of Incorporation from the SECP. The procedure of registration, formation and regulation of companies is given in the Companies Act 2017. To register a Private Limited Company, the applicant proceeds as under: -

- a. Registers his account on E-service portal regulated by SECP. The account details include his credential with basic information like CNIC number, mobile number, and email. A foreign national in Pakistan also provides his passport information and a photograph.
- b. Applies for the name of the company with the SECP. If the name is available, the SECP reserves this for a period of 60 days to start the Company registration process. The name reservation form is filed online after login into E-services.
- c. Prepares the 'Memorandum of Association'. The 'Memorandum of Association' is the charter of a company being registered. It not merely spells out the vision, scope and mandate of the company but also discloses the detail particulars of its shareholders and the composition of shares each shareholder or subscriber enjoys in the business amongst others. The Memorandum of Association is filed along with application for company registration.
- d. Prepares the 'Articles of Association'. The 'Articles of Association' is the constitution of the company. It provides the provisions on internal operations to be carried out on daily basis etc. It further provides with the provisions to appoint Chief Executive, directors, secretary etc, of the company. The Article of Association is also filed along with application for company registration.
- e. Submits Forms. Application of company registration is accompanied by the Memorandum of Association, the Article of Association and the application for name availability using E-services portal. All fees payable can be paid online using credit card or online banking. These forms cover following information: -
 - (1) The name of directors, their permanent addresses, and other particulars.
 - (2) Principal place of business of the company.
 - (3) Nature of business.
 - (4) Amount of share capital, authorized, and paid up.

Limited Liability Partnership

17. An LLP is a business structure that provides some liability protection for its owners. In most aspects, an LLP is similar to LLC but with more tax relaxation. The SECP introduced the LLP in 2017 under LLP Act 2017 as an alternative to the AOP and private limited company incorporation. It was also intended to encourage AOPs to register with the SECP. Unlike an AOP, an LLP is a separate legal entity, which means that liability of each partner is limited to his/her ownership in the LLP. Comparison of LLP Structure with AOP is as under: -

<u>Ser</u>	<u>Details</u>	<u>AoP</u>	<u>LLP</u>
a.	Legal Status	Not a separate legal entity	Separate legal entity
b.	Liability Limit	Unlimited liability	Limited liability
c.	Taxation	Single taxation layer	Single taxation layer
d.	Cost to Administrate	Low cost of forming and maintaining partnership	Low cost of forming LLP; means that cost of maintaining the LLP is higher than AOP but lower than a Private Limited Company

18. **Registration for NTN (both for LLC and LLP)**. For registration, the principal officer must personally visit the RTO with following document: -

- a. Incorporation Certificate of the Company from SECP;
- b. CNICs of all Directors;
- c. Original letter on letterhead of the company signed by all Directors, verifying the Principal Officer and authorizing him for Income Tax / Sales Tax Registration;
- d. Cell phone with SIM registered against his own CNIC but not already registered with the FBR;
- e. Email address of the company;
- f. Original certificate of maintenance of bank account in company's name;
- g. Original evidence of tenancy/ownership of business premises, if having a business;
- h. Original paid utility bill of business premises not older than 3 months, if having a business.

Registration with FBR

19. **Registration for NTN**. The process has already been explained above. Salient are reiterated as under: -

- a. **Initial Registration**. NTN is like an identity card of a business. It is used to verify the registration of a business with the FBR, and open a bank account to run the business. The Proprietorship, the owner can register online, whereas the principal officer of an AOP or an LLC/LLP needs to visit the RTO. An individual, a company and an AOP or foreign national is treated as registered, when they are E-enrolled. In case of individuals, 13 digits CNIC is used as NTN or Registration Number. NTN or Registration Number for AOP and Company is 7 digits NTN. Details of the documents required for registration with FBR are at Annex C.

- b. **Change in Particulars of Registration.** In case there is a change in the name address, or other particulars as stated in the registration certificate, the registered person shall notify the change in the prescribed form to the RTO within fourteen days of such change. The change in the business category shall be allowed after RTO has verified the manufacturing facility and confirmed the status as industrial consumer of the electricity and gas distribution companies.

20. **Sales Tax Registration**

- a. **Registration.** On the FBR portal, a person shall fill Form 14(1) (Form of Registration) (Sales Tax) and on submitting following information and documents, the system shall register the person for Sales Tax: -
- (1) Tax period.
 - (2) Sales tax information, in case of:
 - (a) Individual, the type of registration, whether manufacturer or non-manufacturer.
 - (b) AOP or Company, CNIC of the member/director/principal-officer alongwith the type of registration, whether a manufacturer or non-manufacturer.
 - (3) Bank account details that include the 'Bank Account Certificate' issued by the bank in the name of the business.
 - (4) Business details including business name, acquisition date, capacity and business activity along with particulars of all branches in case of multiple branches at various locations.
 - (5) GPS-tagged photographs of the business premises.
 - (6) Registration / consumer number with the gas and electricity supplier along with pictures of utilities meter.
 - (7) In case of manufacturer, also the GPS-tagged photographs of machinery and industrial electricity or gas meter installed.
- b. **Biometric Verification.** After registration, the person registered through Iris Portal of the FBR visits NADRA office within 30 days for biometric verification otherwise the registered person's name is taken off the Sales Tax Active Taxpayer List.
- c. **Post Verification – Manufacturer.** In case of manufacturer, the Board may require post verification through field offices, or a third party authorized by the Board. In case, the field office, during scrutiny after the registration, finds that any document provided is non-genuine / fake / wrong, it may request through the system, to provide the missing document, in fifteen days, failing which the registered person is taken off from the Sales Tax Active Taxpayer List.
- d. **Change in Particulars of Registration.** In case there is a change in the name address, or other particulars as stated in the registration certificate, the registered person shall notify the change in the prescribed form to the RTO within fourteen days of such change. The change in the business category is allowed after RTO has verified the manufacturing facility and confirmed the status as industrial consumer of the electricity and gas distribution companies.

- e. **Transfer of Registration.** In case a registered person shifts his business activity from the jurisdiction of one RTO/LTU (Large Taxpayer Unit) to another RTO/LTU, he applies to the RTO for transfer of his registration. The RTO may subject to such conditions, limitations, or restrictions as it may deem fit to impose, by an order, transfer the registration of a registered person from the jurisdiction of one RTO/LTU to another RTO/LTU. The return for the tax period in which the registration is transferred is filed in the RTO/LTU from where the registration is transferred.



SECTION III
REGISTRATION WITH THE ORGANIZATION OF THE MODP
REGISTRATION AND INDEXATION

Process of Registration and Indexation

21. The firms can apply for registration with any organization of the MoDP. The types of firms registered by various organizations is at Annex 'D'. The registration process will entail following four steps: -

- a. Step 1 - Application for registration
- b. Step 2 - Submission of documents and pre-qualification fee
- c. Step 3 - Processing of documents by the Registration Section
- d. Step 4 - Interview and approval

Note:

- a. The firms can request for registration in any other category not mentioned at Annex 'D' which they feel can help the Pakistan Armed Forces in procuring quality defence stores economically. The lead agency will evaluate the feasibility of their proposed category in consultation with other organizations of the MoDP and apprise the firm accordingly.
- b. Categories at Annex 'D' are not exhaustive. EDs/DPEs can expand or reduce the list as per their requirement and make available these details on respective websites.

Step 1 – Application for Pre-qualification

22. The firms can either download the application forms/documents from the website of the lead agency or collect in person from its Registration Section and submit all documents with the application on the firm's letter-head pad. Details of documents required for each type of firm is enumerated in Step-2; and the specimen of some of the documents to be attached with the registration form is at Annex 'E'.

Step 2 – Submission of Documents

23. The applicants will submit following documents with their application: -

- a. SVA-8121 (Particular of Firm).
- b. SVA-8121-A (Personal Data Form).
- c. NIC copies of each person.
- d. NTN and Sales Tax Certificate from FBR.
- e. Last year's income tax return.
- f. Photocopies of the release order and the pension book in case of retired defence personnel.
- g. Police verification of the firm and its management.
- h. Bank account maintenance certificate from the bank.
- i. Bank credit line or the annual financial report.

- j. Original copy of the bank statement with the firm's account for last one year in case of 'Company and LLP'. 'Sole Proprietorship' and 'Partnership Firm' will also submit original copy of the bank statement with the firm's owner account.
- k. Bank challan for registration fee.
- l. Details of the moveable and immoveable property of the management on affidavit form (Rs. 100/-) with copies of property documents in case of 'Sole Proprietorship' and 'Partnership Firm'. In case of 'Company and LLP' details of the moveable and immoveable property of the Company/LLP will be provided on affidavit form (Rs. 100/-) with copies of property documents. Copies of property documents will be counter-signed by the oath commissioner.
- m. Ownership/registry/lease documents of factory/land/property and rent deed (if applicable) duly verified by the court.

24. In addition to the above, the firms will submit following additional documents according to their form of business entity and the type of business: -

a. **Form of Business Entity**

(1) **Partnership Firm**

- (a) Certified copy of the partnership deed (Partnership Act) from the Registrar office.
- (b) Registration under Factory Act (Labour Department).

(2) **Company/LLP**

- (a) The SECP's certified copies of the 'Memorandum of Association' and the 'Article of Association' in case of a Company; or the SECP's certified copy of the 'LLP Deed' in case of an LLP.
- (b) Certificate of Incorporation by SECP.
- (c) Updated company profile (Form 29) of SECP in case of Company/LLP.
- (d) Registration under Factory Act (Labour Department).

b. **Types of Business**. Irrespective of the Form of Business Entity, the firms with following type of business will submit as mentioned against each: -

(1) **Manufacturer (Medicines)**

- (a) DRAP/Under Drugs Act Registration Letter (Ministry of Health).
- (b) Bioequivalence certificate.

(2) **Stockists and Agents**

- (a) DRAP/Under Drug Act (Ministry of Health) registration letter in case of agents (local or foreign) of the medicines manufacturer.
- (b) Authorized agreement of dealership or agency or distributor from the OEM. Where the agreement is not applicable, the firms will provide trade link documents to the Registration Section to establish the firm's link with the OEM. Specimen of the Agency Agreement is at Annex 'F' and Export Right Certificate at Annex 'G'.

Also see para 33 (Agency / Distributor / Dealership Agreement) below.

Note

- (1) In case the documents mentioned at para 23 I&M are missing, the Registration Section will intimate the firm and meanwhile process its application. However, the registration letter will be issued to the firm only if these documents have been received. These missing documents will be checked by the FS team during visit to the firm's premises and mentioned in their FS report. Submission of property documents by the firm is imperative as whenever the execution case for recovery of RE is instituted by the procuring agencies, the court always orders the government organizations for identification/ provision of firms' property details. Due to absence of property details, cases remain pending for judgment before the court.
- (2) Newly raised firms which cannot provide some of the above-mentioned documents e.g. an agent/dealer/distributor firm not able to provide account statement of last one year or last year's tax return or bank credit line or the annual financial report etc, will be provisionally registered for one year in the lowest financial category. However, this provision is subject to the clearance by the technical authorities in case of manufacturers, trading houses, stockist etc.
- (3) The lead agency will mention on their website the number of copies of above-mentioned documents required from the firm for registration.

Step 3 – Processing of Documents by the Registration Section

25. **Guidelines for the Registration Sections.** The Registration Sections will ensure following: -

- a. Local manufacturers are registered directly. Local agents can be registered for following foreign principals based on 'commission': -
 - (1) Foreign OEM.
 - (2) Authorized manufacturers (under license) of OEM.
 - (3) Authorized (under license) Repair / Maintenance Centre of the foreign OEM.
 - (4) Authorized foreign stockists of the OEM.
 - (5) Authorized foreign distributor / dealers / exporter / trading houses of the foreign OEM.
- b. Likewise, manufacturers of medicines will be registered directly but if they are not willing, then their agents can be registered.
- c. If the foreign OEMs or their authorized suppliers are registered, then their local agent will not be registered.
- d. An agent of foreign firm can only participate in indexed stores for FOB bids. If he is interested to participate in FOR (indigenous/ imported) bids, he will pre-qualify as stockist and if he wants to participate in other than indexed stores in FOB contracts he will apply for additional indexation of the stores and the Principal.

- e. Caution will be exercised while registering a local agent or a local stockist representing a foreign stockist, exporter, dealer, trading house, distributor etc, as it will incur extra cost if double agents are involved i.e. local agent dealing with some foreign agent to procure stores from foreign exporters / dealers / trading houses etc. Moreover, the quality of defence equipment / stores can also be compromised.
- f. Facilitate the firms as far as possible without compromising the registration regime. If based on some cogent reason, a firm is unable to produce certain documents or offers alternatives that will fulfil the requirement of registration system, its point of view will be considered and decided at the discretion of respective DGs. The DGs or the deputy DGs may also like to interview the owner of the firm to listen to his point of view. Details of such actions and exemptions/deviations will be recorded in NFC for record.
- g. Verify the documents from SECP/Registrar/FBR/bank etc, if necessary, but this will be delinked from the firms' registration. Their registration can be terminated, and disciplinary action initiated subsequently as per procedure in vogue, if the documents are not verified by the concerned authorities.

26. **Security Clearance and Police Verification**

- a. The FS team of the lead agency will carry out the security clearance of the firm and its management. A copy of following documents will be provided to the concerned FS Team: -
 - (1) SVA-8121 (particulars of suppliers / firm).
 - (2) SVA-8121A (personal data of management).
 - (3) A photocopy of CNIC of each member of supplier's management.
 - (4) Partnership deed documents in case of AOP; LLP Deed in case of LLP; and Form-29 in case of Company as well as LLP.
 - (5) Ownership documents / rent deed of Godowns.
 - (6) Immovable property documents (factory/ industry).

Note: If the firm fails to submit the documents mentioned at para 26a (5) & (6) with its application, the FS Section will check these documents during visit to the firm premises and comment about its authenticity in its report.
- b. **Police Verification.** Copy of the police verification received with the firm's application will be handed over to the FS team. The FS team will visit the concerned Police Station to verify that there is (was) no criminal case against the applicant and the police verification certificate is genuine.
- c. **Security Clearance of Retired Defence Officers and Dual Nationals**
 - (1) **Retired Defence Officers.** Security clearance of retired defence personnel will be obtained from MI/NI/AI Directorate, as applicable.
 - (2) **Dual Nationality Holder.** Security clearance of the members of the firm with dual nationality will be initiated to the ISI.
 - (3) The lead agency will specifically confirm to other organizations of the MoDP that the security clearance IRO the dual nationals and the defence

personnel has been respectively carried out by the ISI and the intelligence directorate of the Services HQ. The lead agency will also intimate their names, other nationalities, and the duration of their security clearance.

Note. Security clearance of the firms/ individuals by ISI/ MI/ NI/ AI/ FS Team will be ensured within two months.

27. **Assessment of the Firms' Financial Capabilities (Local/Foreign Currency).** The financial category of the firms will be worked out as under: -

- a. **Formula to Determine the Financial Category.** The financial health of the firms will be determined with careful analysis of its bank account statement for one year. Formula is as under: -

Total credit + Total debit

2

- b. **Financial Category Status.** Based on the above formula, the firms will be categorized as under: -

<u>S/No</u>	<u>Financial Capability</u>	<u>Category</u>
(1)	Rs 100 Million and above	A
(2)	Rs 50-100 Million	B
(3)	Rs 2-50 Million	C
(4)	Upto 2 Million	D

Note: Firms in Category 'A' and 'B' should be registered with the SECP.

- c. **Participation in Number of Contracts**

- (1) **Category A.** Can participate in any number of contracts.
- (2) **Category B.** Can participate in any number of contracts for which total value of FOR contracts does not exceed five times of its financial capability.
- (3) **Category C&D.** Can participate in any number of contracts for which total value of FOR contracts does not exceed 3 times of its financial capability. However, there is no binding on contracts as an agent firm.

28. **Technical Pre-qualification of Local Manufacturers and Stockists.** The Registration Section of the lead agency will forward all required documents to its own technical team as well as the Registration Sections of other organizations of the MoDP for technical pre-qualification, see para 36 below (Action by Lead Agency for Registration of Firms with other Organizations of the MoDP). Besides those documents, the technical teams can also check following documents during their visit to the firms' premises: -

- a. **Manufacturer (Less Medicines)**

- (1) Detail of management and technical staff with names, qualification and experience.
- (2) List of machinery plant held with vintage, capacity and capability.
- (3) Calibration certificate of machinery/ equipment / instruments / test equipment/ gauges.

- (4) Details of bond room/warehouse facility with size and capacity.
- (5) Copy of valid ISO certification.
- (6) Confirmation to health and safety standard, etc.
- (7) Details of in-house quality check /quality assurance facilities available (detail of laboratory equipment) in case of the firm dealing with general stores / clothing.
- (8) Documentary proof of blending/manufacturing facilities vanaspati / cooking oil and tea for firms dealing with food items.
- (9) List of vendors.

b. **Medicine Manufacturers**

- (1) Clinical information/ technical data in case of new inclusion in Price Vocabulary Medical Stores (PVMS) list.
- (2) Performance invoice of Raw material.
- (3) Shelf Life of Raw Material Used.
- (4) Shelf Life of Finish Product.
- (5) Detail of Laboratory Equipment.
- (6) Qualification of Laboratory In-charge.
- (7) Capacity of daily production.
- (8) List of Generic names against applied products.
- (9) Brochure/ Literature.
- (10) Price List.
- (11) Commercial Packing.
- (12) List of countries where firm supply items.

c. **Stockists**

- (1) Details of bond room / warehouse facility with size and capacity.
- (2) Copy of valid membership certificate of chamber of commerce & industry.
- (3) Shelf life of product

Note:

- (a) Inspection report by an inspecting authority will be final. However, after addressing the observations, the firm can request for re-inspection. In case of dispute over manufacturing capability between local manufacturing firms and inspecting authorities, the matter will be referred to the Service HQ/DPEs for final verdict.
- (b) Govt/ Semi Govt organizations will be exempted from technical inspections.
- (c) Inspection authorities will complete the technical pre-qualification of firm(s) within two months.

Step 4 – Interview and Approval

29. **Interview**. The lead agency can call the firm's management for interview to authenticate their credentials. The interview will be conducted by a team of officers to be constituted by each organization.

30. **Issuance of Registration Letter**. On completion of internal process, the lead agency will issue 'Registration Letter' to the firm with a copy to all other organizations of the MoDP. Registration number, details of the indexed stores, financial category, NTN number and the date of validity of registration will be indicated on the letter. The lead agency will intimate the reasons to the firms, which fails to register or pre-qualify. Specimen of the Registration Letter is at **Annex 'H'**.

Registration and Indexation of Foreign Firms

31. The foreign firms irrespective of the type will submit the relevant documents as mentioned in Step 2 as per specimen at Annex E. Foreign firms will be treated under the Trade Policy issued by the Government of Pakistan.

a. **Submission of Documents**

(1) **Liaison Office**

- (a) Liaison Office of foreign firms are required to submit the documents as per Annex 'E'.
- (b) In case foreign suppliers' local liaison office employs Pakistani staff, then their photographs, NIC, SVAs and terms and conditions of their employment are also submitted.
- (c) A Pakistani Liaison Office or a representative will only be registered after the award of a contract and for the duration of the contract or three years whichever is less.

(2) **Verification of Liaison Office**. The Registration Section will verify/authenticate the Authority Letter issued by the OEM (to its Liaison Office for registration) from the concerned embassy in Pakistan and the concerned foreign Principal, if required.

b. **Security Clearance**. ISI/MI Dte will carry-out security clearance of the management of the firm as well as verification of their telephone numbers, addresses, suitability for registration and accuracy of other relevant data as submitted by the firms. A copy of following documents will be forwarded to ISI / MI/NI/AI Dte: -

- (1) SVA-8124 (Particulars of Supplier/ Firm).
- (2) SVA-8124A (Personal Data Form of Management).
- (3) A photocopy of passport / national / green card or equivalent of each member of supplier's managements.
- (4) Photocopy of the Agency Agreement (if applicable).

c. **Assessment of the Firms' Financial Capabilities**. See para 27b above.

d. **Technical Prequalification**. If required, the ADPs/PATLO may be tasked to carry out technical pre-qualification of the firm or the teams of the Services HQ / DPEs may do so during any of the visits to the firms' premises.

Registration of Govt / Semi Govt Organizations

32. Government / semi-government organization / state owned enterprises are exempted from Technical Inspection Report, FS Team Report, and the Bank Statement.

Agency / Distributor / Dealer's Agreement

33. The Agency / Distributor / Dealer's agreement should fulfil following criteria: -
- a. Must be on the letterhead pad of the Principal (foreign OEM and in case of medicines the local OEM) and bear clear name, address, telephone number, fax number and e-mail address of the OEM etc.
 - b. Clearly mention the duration of the Agreement. The validity period should not be less than one year.
 - c. Specifically mention the stores. Catalogues are not acceptable as proof of items manufactured.
 - d. Be signed by both the parties.
34. For following should also be preferably mentioned in these Agreements: -
- a. Latest rate of commission allowed to the Agent firm. Currently it is from 0.15% to 4% as per Chapter XVI (Agent Commission Policy) of the DPP&I-35 (Revised 2019). (*This condition is applicable only for agent firms not the distributors. For reasons see definitions of 'Agent' and 'Distributor' at the start of this book*).
 - b. Grant of Export / Distribution Rights Certificate to the firm. If the Principal is other than the OEM, the Export Right Certificate of the OEM should be provided along with the Agreement.
 - c. When the Principal Agreement is with the Maintenance/Repair Centre working under license of the OEM, the license of OEM is required alongwith the Agreement.
 - d. The foreign Principal should indicate the repair / maintenance facility in Pakistan (if any).
 - e. When the Principal Agreement is with the OEM, then ISO or FDA certificate may be attached (optional).

Note. If due to any reason the Principal omits to mention any of these points in the Agreement, the applicant should either obtain a revised Agreement from the Principal incorporating these points or procure a separate letter on the letterhead pad of the Principal in which he has endorsed/accepted these conditions

Registration Fee

35. The lead agency will highlight the registration fee and the head to which the amount is to be credited in the forms SVA-8121 or SVA-8124. The firm(s) will deposit the non-refundable fee on a challan form and attach original copy with its application.

Action by Lead Agency for Registration of Firms with Other Organizations of the MoDP

36. The lead agency will forward a copy of SVA-8121 (Particular of Local Firm) and SVA-8121-A (Personal Data Form of Local Firm) or SVA-8124 (Particular of Foreign Firm) and SVA-8124-A (Personal Data Form of Foreign Firm) to all the concerned organizations of the MoDP for which the firm has applied for registration. In case a registered firm is applying directly to an

organization of the MoDP for technical pre-qualification, the firm will attach with its application a copy of the 'Registration Letter' of the lead agency as well as the above mentioned SVA forms.

Maintenance of Record in the Registration Section

37. The lead agency will disseminate a copy of the registration letter issued to the firms to all the concerned organizations of the MoDP. Specimen is at Annex 'H'. All Registration Sections will open a new case in the name of that firm as per the registration number allotted by the lead agency on the Registration Letter.

- a. Maintain an accurate and updated data for each firm (that has been allotted a registration number) on the check sheet of the firm's file with respect to the completeness of the documents.
- b. **Office Address**. All firms (local or foreign) must not operate through or give their PO Box numbers. Actual (official) permanent address will be mentioned in the SVAs along-with the correspondence address including fax number, E-mail address and telephone numbers.

38. **Information Card**. The Registration Sections will maintain following information in the firm's file along-with the registration approval letter: -

- a. Registration No.
- b. Name of the supplier/ firm.
- c. Address, telephone, fax No. and e-mail address.
- d. Type of suppliers/ firm.
- e. Name of partner/director.
- f. Financial category.
- g. Date of initial registration/ renewal.
- h. Items for which indexed.
- i. Validity of security clearance and agency agreement.
- j. Security clearance of dual national and defence personnel.

Validity / Duration of Registration

39. New firms will be registered/indexed for upto three years subject to the validity period of the Agency Agreement, where applicable, and the duration of the security clearance, or any other restriction imposed by the Services HQ or other military organizations etc.

Provisional Qualification

40. Firms provisionally registered by the EDs/DPEs will not be considered registered with all organizations of the MoDP. However, if the firm participating in the IT is interested to register with other organizations of the MoDP, it will submit the documents as mentioned in above paragraphs.

Additional Indexation

41. All firms are indexed for supply of particular stores at the time of initial registration. To supply additional stores, the firms will apply for additional indexation on the firm's letter head pad with original copy of challan form, additional indexation fee as indicated by the lead

agency and the detail of stores to be indexed additionally. An agent, distributor or a dealer will also submit its original copy of the Agency/Distributor/Dealership Agreement covering additional stores to be indexed. The lead agency will process the case for additional indexation as under: -

- a. **Technical Pre-qualification**. This will be obtained, where applicable, from the concerned organizations of the MoDP. The technical teams will check the required stores during inspection according to the category of firm.
- b. **Issuance of Letter**. On receipt of technical report, an intimation letter (indicating the type of additional indexation of stores) will be issued to the firm with a copy to all concerned organizations of the MoDP.



SECTION IV
RENEWAL OF REGISTRATION
AND CHANGE OF FIRMS' ADDRESS AND MANAGEMENT

Renewal of Registration

42. The firms will apply three months prior to the expiry of current registration period. If no request is received, registration of the firm will expire. The firms will process renewal cases through the lead agency and submit following documents: -

- a. Application on the firm's letter head pad signed by the MD/Chief Executive. If the person who initially applied for the registration is no longer with the firm due to any reason, his replacement may do so provided his name is included in the valid management of the firm (Form 29, or Partnership Deed etc) forwarded to the lead agency.
- b. Original copy of challan form. Local and foreign firms will deposit renewal fee as mentioned by the lead agency in Form SVA-8121/SVA-8124.
- c. Income tax payment receipt/deduction certificate for the last three years for local firms. In case of foreign firms, a certificate of the financial soundness will be required.
- d. One latest passport size photograph of the members of the current management.
- e. Photocopy of NIC (in case it has been changed) for local firms and local liaison office manned by a Pakistani national. In case of foreign firms and foreign liaison office in Pakistan, a photocopy of the passport or resident card will be submitted.
- f. If a firm applies for renewal of registration after one year from the date of expiry of last registration, it will submit all the required documents as per initial pre-registration.

43. **Action by Lead Agency**. On receipt of above-mentioned documents, the Registration Section will take following actions: -

- a. Past performance of the firm will be obtained from all organizations within two weeks. On receipt of past performance, entries in the firm's record will be made with regards to the number of contracts awarded/ completed, IT responded and outstanding govt dues.
- b. In case the Agency/Distributor/Dealership Agreement has expired, the renewal of the firm's registration will not be processed.
- c. In case a firm has outstanding contracts beyond DP or Govt dues against him of any type including RE amount or any poor performance, the lead agency will serve a show cause notice to the firm. On receipt of reply, the lead agency will forward the same to concerned organizations for comments.
- d. If a firm has not responded to five consecutive ITs of an organization of the MoDP (as reported by that organization in the firm's past performance proforma), the registration of the firm will not be renewed for that organization of the MoDP. In this case a show cause notice will be issued to the firm(s) before processing its case. The lead agency will process renewal of the firm's registration for the concerned organization on the merit of its reply to the show cause notice.

- e. Recommendations of other organizations of the MoDP will be given due consideration while processing the case for renewal.

Duration of Renewal

44. Following rules will govern the duration of renewal of the registration of firms: -
- a. Registration of firms undertaking regular business with the Services HQ and/or DPEs with satisfactory performance can be renewed maximum upto five years.
 - b. Registration of firms not participating in the bidding process of either the Service HQ or DPEs will not be renewed beyond one year.
 - c. The registration of a firm regularly applying for renewal but not participating in the ITs of the Services HQ or DPEs for the last five years will be suspended for three years.
 - d. The suppliers who have outstanding contracts beyond DP or outstanding RE amount against them or have to pay any govt dues, their performance has to be monitored/reviewed. Their renewal will be for upto one year subjected to the firm fulfilling following conditions: -
 - (1) The firm renders an unconditional undertaking on judicial stamp paper of Rs 100/- in favour of the lead agency, giving date for the completion of the contracts (beyond original DP) as per the format at Annex 'I'.
 - (2) In case, the firms having contracts with any organization of the MoDP, also have outstanding RE amount against them, such firms will render unconditional undertaking in favour of the lead agency on judicial stamp paper for Rs 100/- regarding payment of RE amount. The lead agency will retain the original copy of this undertaking and share a copy with other organizations of the MoDP; or
 - (3) In case, a firm does not have any contracts with any other organization of the MoDP but have an outstanding RE amount against it, such firm will render unconditional diminishing Bank Guarantee equal to RE amount / govt dues in favour of the CMA (DP) or as applicable to the DPEs. The lead agency will forward the same for confirmation / authenticity to the issuing bank; thereafter the original copy will be sent to the CMA (DP) or as applicable to the DPEs and a photocopy of each to other organizations of the MoDP.

Auth. Govt letter No. 1349/12/DGDP/PC-1/11/105/74/DP-4 dated 30-3-2002.

Renewal of Agency / Dealership / Distributor Agreement

45. All local / foreign / agent firms will submit new Agency / Dealership / Distributor Agreement three months prior to the expiry of current Agreement of the foreign Principal for renewal/continuation of their indexed stores. Failing to do so in time or on expiry of the current Agreement, IT will not be issued to the firm for those stores for which the validity period of the foreign Principal's Agreement has expired. On receipt of application on firm's letter head pad, signed by the MD/valid management of the firm along-with re-validation certificate signed and stamped/attested by the foreign Principal, the Registration Section will proceed as under: -

- a. Compare the re-validation certificate with the previous Agreement and re-confirm its authenticity from the issuing authority.

- b. Minimum validity period of the Agreement should not be less than one year.
- c. If there is no observation, process the case for renewal of registration and issue Registration Letter to the firm and all concerned organizations of the MoDP.

Change of Firm's Address

46. Firms will apply for change of address to the lead agency on the firms' letterhead signed by their MD or authorized signatory. Following documents will be submitted: -
- a. Certified copy of Form-21 of the SECP in case of a 'Company' and Form-VII for an LLP.
 - b. Updated Form-181 from FBR in case of 'Sole-Proprietorship' and 'Partnership Firm'.
 - c. Copy of updated SVA-8121 or SVA-8124, as applicable.
 - d. An affidavit on judicial stamp paper stating that the proprietor, shareholders and the directors will accept all penalties/ liabilities (if any) at the new address as well as previous.
 - e. Photocopy of valid NTN card or NTN number in case of local firms.
47. **Action by the Lead Agency.** Obtain security clearance from the FS team and then issue a confirmatory letter of the change of address to the firm and other concerned organizations of the MoDP after the security clearance.

Change of Management/ Ownership/ Partnership/ Signatory

48. Whenever there is any change in the management/ownership/partnership/proprietorship or a signatory, the MD/CE/Chairman of the firm (local/foreign) will immediately notify through written application to the lead agency about such a change. The MD/CE/Chairman will be required to submit following documents for regularization of the change: -

Ser	Local Supplier	Foreign Supplier
a.	Updated SVA-8121	Updated SVA-8124
b.	SVA-8121A of new members of management	SVA-8124A of new members of management
c.	Attested photocopies of their CNIC	Attested photocopies of their National/ Resident Card
d.	Copies of their specimen signature duly signed by MD	Copies of their specimen signature duly signed by MD
e.	Affidavit on judicial stamp paper signed by MD of the firm in case of 'Sole-Proprietorship' and 'Partnership Firm'.	Affidavit on judicial stamp paper signed by MD of the firm duly notarized in the relevant territory and legalized by the Pakistan's Mission (Embassy/Consulate) in that country
f.	Updated partnership deed in case of 'Partnership Firm'.	
g.	Certified copy of Form 29 (updated Company Profile) of SECP in case of a 'Company/LLP'.	-

49. According to the laws of SECP/Company Act 2017, the CEO, Director, Company Secretary, or the CFO (Chief Financial Officer) can be the signatory of a Company/LLP as

authorized by the Board of Directors of that Company/LLP. In case of change of signatory, the Company/LLP will provide updated Form 29; whereas Sole-Proprietorship and Partnership Firm will provide 'Power of Attorney' in the name of new signatory.

50. **Action by the Lead Agency.** On receipt of above documents, the lead agency will update the firm's record and issue acceptance letter of new MD/CE/Chairman of the firm with intimation to other organizations of the MoDP. The lead agency will keep in mind following: -

- a. SECP maintains record of the entire management of companies in the shape of 'Form 29', which is to be updated within 15 days of any such change. Particulars of the signatory are also mentioned in the Form-29.
- b. Since the 'Sole-Proprietorship' is neither registered with SECP nor with the Registrar, therefore, its owner may select its management from its employees, therefore, he will notify the change in management to the concerned Registration Section on affidavit.
- c. Since the Partnership Deed specifies the partners only, therefore, a 'Partnership Firm' may also opt to nominate its management locally, therefore, such firms will notify the Registration Section about the change in management on affidavit. However, any change in partners may warrant the firm to be dissolved as highlighted in para 12d of Section II, and new Partnership Deed may have to be prepared for new registration with the Registrar. In that case, the firm will apply for new registration with the organizations of the MoDP and registration of previous firm may have to be terminated.



Annex A

To MoDP One Registration System
dated 10 November 2022

LIST OF REGIONAL OFFICES OF THE ORGANIZATIONS OF THE MODP

Ser	DPE	Main / Regional Office	Address
<u>RAWALPINDI / ISLAMABAD</u>			
1.	DGDP	Main office	MoDP, DGDP, Pak Sectt No.II, Rawalpindi Tel: 0092-51-9271483
2.	DGMP	//	MoDP, DGMP, Pak Sectt No.II, Rawalpindi Tel: 0092-51-9272843
3.	Research and Development Establishment (RDE)	//	Abid Majeed Road, Rawalpindi Tel: 0092-51-9270182
4.	NRTC	Regional Office	Pind Nasrullah Bajnial road, near Islamabad Motorway Tol Plaza M-1, Islamabad Tel: 0092-51-2850137
5.	HIT	//	Saddar Rawalpindi, Punjab 46000 Tel: 0092-51-9272090
<u>LAHORE</u>			
6.	RDE	Regional Office	Det RDE MoDP, 540 Fazul ur Rehman road Lahore Cantt; Tel: 0092-42-99250415
7.	NRTC	//	Plot No 72, Quaid-e-Azam Industrial area, Kot Lakhat Peeko Mour, near Treet Facotry, Lahore Tel: 0092-42-35215700
8.	HIT	//	Khadim Chowk, Tufail road, Saddar Town, Lahore Tel: 0092-42-99223133
<u>KARACHI</u>			
9.	Karachi Shipyard & Engineering Works (KS&EW)	Main office	West Wharf Dockyard Road, P O Box 4419, Karachi Tel: 0092-21-99214045-64
10.	RDE	Regional Office	Det RDE MoDP, 01 Liaquat Barracks, Shahr e Faisal, Karachi; Tel: 0092-21-99201471
11.	HIT	//	Askari 3, Karachi Cantt, Karachi Tel: 0092-21-99201473
12.	NRTC	//	HQ LOG area, HiT Building near Jinnah Hospital Saddar Karachi; Tel: 0092-21-21906327
<u>PESHAWAR</u>			
13.	NRTC	Regional Office	Banglow No 23, F/2, Khushal Road University Town Peshawar; Tel: 0092-332-3095537

Ser	DPE	Main / Regional Office	Address
<u>QUETTA</u>			
14.	NRTC	Regional Office	FC Sector HQ North Quetta, Chamman Housing Scheme, Quetta; Tel: 0092-332-7926421
<u>WAH CANTT</u>			
15.	POF	Main office	Quaid Avenue, Wah Cantt Tel: 0092-51-9314283
<u>ATTOCK</u>			
16.	Pakistan Aeronautical Complex (PAC)	Main office	Registration Section, Directorate of Central Procurement (DCP), Pakistan Aeronautical Complex Board (PACB), Kamra, Attock Tel: 0092-51-9099-2431
<u>TAXILA</u>			
17.	HIT	Main office	Procurement Directorate, Heavy Industries Taxila, Taxila Cantt; Tel: 0092-51-9315333 Ext: 63213
<u>HARIPUR</u>			
18.	NRTC	Main office	T&T Complex, Haripur Tel: 0092-995-666505,666627

Annex B

To MoDP One Registration System
dated 10 November 2022

LIST OF DOCUMENTS DISCARDED

<u>Manufacturers</u>	
1.	Electricity/gas/telephone bills of last three months in the name of owner/CEO
2.	List of any contract awarded by DGDP and completed by the firm
3.	List of product for commercial consumption
4.	List of items/ products for which firm is registered (in case of additional indexation only)
5.	Professional Tax Certificate (for exporters only)
6.	Location map of firm premises
7.	Photographs of machinery showing manufacturing process
8.	Copy of valid membership certificate of chamber of commerce & industry
<u>Manufacturer (Medicine)</u>	
9.	Sample of Leaf Let / Prescription information
10.	Marking/ Prescription information
<u>Stockist</u>	
11.	Place of Inspection in Case of (FOR) Import/ Warehouse, Location (Local Agent)
12.	Photographs of items in stocked position

Annex C

To MoDP One Registration System
dated 10 November 2022

DOCUMENTS REQUIRED FOR REGISTRATION WITH THE FBR

<u>Ser</u>	<u>Proprietorship</u>	<u>AoP / Company</u>
1.	CNIC/NICOP/Passport No and nationality	Name of representative with CNIC or NTN
2.	Cell phone in use	Cell phone of principal officer of the company or AOP
3.	Active e-mail address	E-mail address
4.	Residential address	Business address
5.	Accounting period	Accounting period
6.	In case of business income, business name and address	Name of company or AOP: business name, and business phone number
7.	Principal business activity	Principal business activity
8.	Name and NTN of employer in case of salary income	Address of industrial establishment or principal place of business
9.	Address of property in case of property income	Company type, like public limited, private limited, unit trust, trust, NGO, society, small company, modaraba or any other
10.		Date of registration
11.		Incorporation certificate by SECP in case of company or registration certificate and partnership deed in case of registered firm
12.		Following particulars of every director and major shareholder having 10% or more shares in case of company or partners in case of an AOP: - (1) Name (2) CNIC/NTN/Passport and (3) Share %

Annex D

To MoDP One Registration System
dated 10 November 2022

CATEGORIES OF LOCAL FIRMS**REGISTERED BY VARIOUS ORGANIZATIONS OF MODP**

<u>Ser</u>	<u>Cats</u>	<u>POF</u>	<u>HIT</u>	<u>DGMP</u>	<u>DGDP</u>	<u>PAC</u>	<u>RDE</u>	<u>NRTC</u>
1.	Manufacturers	√	√	√	√	√	√	√
2.	Stockist	√	√	-	√	√	-	-
3.	Agent	√	√	-	√	√	√	-
4.	Freight Forwarder	√	√	-	√	-	-	-
5.	Auctioneer	√	-	-	√	-	-	-
6.	Consultant	-	√	√	-	-	-	√
7.	Trader/ Indentor	√	-	-	-	-	-	-
8.	Dealer/ Distributor	√	-	-	√	-	-	√
9.	Vendor	√	-	-	-	-	-	√
10.	Importer	√	√	-	-	-	-	√
11.	Engg Design Houses	-	-	-	-	-	√	-
12.	Engg Svcs	-	-	-	-	-	√	-
13.	Research Houses	-	-	-	-	-	√	-
14.	Trading Houses	-	-	-	√	-	-	-

FOREIGN FIRMS**REGISTERED BY VARIOUS ORGANIZATIONS OF MODP**

<u>Ser</u>	<u>Cats</u>	<u>POF</u>	<u>HIT</u>	<u>DGMP</u>	<u>DGDP</u>	<u>PAC</u>	<u>RDE</u>	<u>NRTC</u>
1.	Manufacturer	√	√	-	√	√	-	-
2.	Stockist	√	√	-	√	√	-	-
3.	Agent	√	√	-	√	√	-	√
4.	Liaison Office	√	-	-	√	√	-	-
5.	Supplier	√	√	-	-	-	-	-
6.	Exporter	√	√	-	-	√	-	-
7.	Whole Seller	√	√	-	-	-	-	-
8.	Trading Houses	-	-	-	√	-	-	-

CATEGORIES OF MANUFACTURERS
REGISTERED BY EDs

Ser	Cats	Executive Departments of the MoDP		
		DGDP	DGMP	DG RD&E
1.	Medicines	√	-	-
2.	Food Items	√	-	-
3.	General Stores	√	-	-
4.	IT Items	√	-	-
5.	Military hardware / technical	-	√	-
6.	Integration	-	√	-
7.	Research House	-	-	√
8.	Engineering Design House	-	-	√
9.	Engineering Services	-	-	√

Note: These categories are not exhaustive. EDs/DPEs can expand or reduce the list as per their requirement and make available these details on respective websites.



Annex E

To MoDP One Registration System
dated 10 November 2022

SVA-8121 (Revised 2022)

MINISTRY OF DEFENCE PRODUCTION**PARTICULARS OF LOCAL FIRMS****PART-I**

1. Name of the Firm _____
2. Address (office) _____
3. Address Factory/Godown/Stocks _____
4. Telephone _____, Fax _____, E-Mail _____
5. National Tax No : _____
6. Sales Tax No : _____
7. **Type of Firm:**
 - a. Sole Proprietary concern : _____ (Yes/No)
 - b. Partnership concern : _____ (Yes/No)
 - c. Company : _____ (Yes/No)
 - d. Limited Liability Partnership : _____ (Yes/No)
8. **Detail of Employees** **Nos**
 - a. Executives _____
 - b. Staff _____
9. **Firm's Management Record.** (Attach a list, if required):

<u>Ser</u>	<u>Name</u>	<u>Father's name</u>	<u>Designation</u>	<u>Passport / CNIC Number</u>
a.			CEO /Signatory etc	
b.				
c.				
d.				
e.				
f.				

Note: Firms registered with SECP will attach Form-29 if there is no difference in the management record.

10. Indicate partnership with any other firm as JV, consortium or association etc:

<u>Ser</u>	<u>Name of Firms</u>	<u>Type of Partnership</u>
a.		
b.		
c.		

11. **Firm's Bank Accounts**

- a. **Local Accounts**. Indicate in 'Remarks' whether account is in local or foreign currency)

<u>Ser</u>	<u>Bank</u>	<u>Branch</u>	<u>Account No</u>	<u>Remarks</u>
(1)				
(2)				
(3)				

- b. **Foreign Accounts**

<u>Ser</u>	<u>Bank</u>	<u>Branch</u>	<u>Account No</u>	<u>Remarks</u>
(1)				
(2)				

12. Indicate lead registration agency to which the firm is submitting its documents for registration (please indicate by ✓):

<u>Ser</u>	<u>Organization</u>	<u>Yes</u>	<u>No</u>	<u>Ser</u>	<u>Organization</u>	<u>Yes</u>	<u>No</u>
a.	DGDP			e.	POF		
b.	DGMP			f.	HIT		
c.	DG RD&E			g.	PAC		
d.	NRTC			h.	Karachi Shipyard		

13. Indicate any other organizations of the MoDP to register with (please indicate by ✓):

<u>Ser</u>	<u>Organization</u>	<u>Yes</u>	<u>No</u>	<u>Ser</u>	<u>Organization</u>	<u>Yes</u>	<u>No</u>
a.	DGDP			e.	POF		
b.	DGMP			f.	HIT		
c.	RD&E			g.	PAC		
d.	NRTC			h.	Karachi Shipyard		

14. Indicate the category of registration for which being applied (please indicate by ✓):

<u>Ser</u>	<u>Category</u>	<u>Yes</u>	<u>No</u>	<u>Ser</u>	<u>Category</u>	<u>Yes</u>	<u>No</u>
a.	Manufacturer			f.	Trading House		
b.	Stockist			g.	Distributor		
c.	Agent			h.	Dealer		

d.	Freight Forwarder			i.	Auctioneer		
e.	Research and Development Consultant			j.	Engineering/Design House		

15. Indicate the category of registration if other than above:

a. _____

b. _____

16. Detail of stores for which indexation is applied for (or attach a list in case number of items are more or attach/mention any other authentic documents e.g. Agency agreement, DRAP/Under Drug Act letter etc if there is no difference in stores/medicines to be indexed):

a. _____

b. _____

c. _____

17. If applying as an Agent or a Distributor, mention Principals and their stores to be indexed: -

<u>Ser</u>	<u>Principals</u>	<u>Stores</u>
a.		
b.		

Note: Agents of local firms are not registered with the Defence Establishment.

18. Are you registered with any Defence Establishment other than the MoDP e.g. SPD, NLC, FWO or any establishment of the Services HQ etc? If so, please indicate: -

<u>Ser</u>	<u>Organization</u>	<u>Registration Number</u>	<u>Date of Registration</u>	<u>Date of Validity</u>	<u>Category</u>
a.					
b.					
c.					

19. Are you registered with any Government or Semi-Government set-up (other than the Defence Establishment)? If so, please indicate: -

<u>Ser</u>	<u>Organization</u>	<u>Registration Number</u>	<u>Date of Registration</u>	<u>Category</u>
a.				
b.				
c.				

20. Was your firm previously registered with any Defence Establishment including MoDP under any other name and defaulted in any Defence Contract? If so, please furnish details below (or attach a list of contracts separately): -

a. _____

b. _____

21. Has your firm ever been blacklisted / debarred by any of the Defence Establishment or Government / Semi-Government entities? If yes, please indicate the type of legal / administrative action taken against the firm and duration of such action: -

- a. _____
 b. _____
 c. _____

22. Is there any case against the firm in the court of law and any other _____

23. Indicate past performance of your firm with all types of Govt, semi-Govt, Civil and Military Organizations (attach list if required): -

<u>Ser</u>	<u>Contract</u>	<u>Organization</u>	<u>Contract Value</u>	<u>Completed / Not Completed</u>	<u>Remarks</u>
a.					
b.					

Note. State reasons of non-Completion in the 'Remarks' column. Past performance also includes all types of defence establishment.

24. Is there any sister concern firm (whether registered or not)? If yes, then provide details:-

- a. _____
 b. _____
 c. _____

PART II
CHALAN FEE

25. Certified that I have deposited an amount of Rs _____ [*lead agency to insert the amount both in words and figures*] in Bank account number _____ [*lead agency to insert the account details*] and a copy of the Chalan number _____ dated _____ is attached.

PART – III
UNDERTAKING

26. I certify that none of my near relatives (father, mother, sister, uncle, son, daughter or any other near relative with whom I would not like to compete in the open market) has registered any firm dealing in the same or similar type of stores/items. In case any such person attempts to do so, I undertake to inform the Directorate General Defence Purchase of this fact without any loss of time.

27. I certify that the information given in this proforma is correct to the best of my knowledge. I understand that in case it is found at any stage that information is incorrect or contrary to the facts/ information given in the Application Form or if I failed to notify about any change within 30 days, the authorities concerned will cancel the Registration of the firm and the firm will be blacklisted and cross-debarred for upto ten years to do any business with the Defence Establishment and Government Agencies. I also undertake that any disciplinary action taken against the firm or its management will not be challenged in any Court of Law.

28. I understand that I am bound to intimate the Registration Section any change that occurs later.

(Signature of the MD/CEO)

Name: _____

(in block letters)

Office Stamp : _____

Station: _____

Designation: _____

Date: _____

PERSONAL DATA
PROPRIETOR / EXECUTIVE / DIRECTOR OF FIRM

Passport
Size
Photograph
2" x 2-1/2"
Attested by
class-I
Officer

1. Full Name: _____
2. Father's Name and Occupation: _____
3. Husband's Name and Occupation (in case of married female): _____
4. If you have changed your name, state previous name with reason for the change: _____
5. National Identity Card No. _____ (attach attested photocopy)
6. Date and Place of Birth: _____
7. Permanent Resident Address _____
8. Present Residential Address _____
9. Nationality: _____; Other Nationality: _____ (if dual national)
10. Religion: _____
11. Academic Qualification: _____
12. Retired Defence Officer:
 - a. No: _____; Rank: _____; Regiment/Corps _____
 - b. Release Order No: _____ (attach a copy); Year of Retirement: _____
13. Name of firm and date of employment: _____
14. Nature of employment with present firm: _____
15. Previous occupation: _____
16. Have you got any employment, partnership, share or membership in BoGs or any other such body in any other firm, factory, business concern etc. If so, give brief details: _____

Date: _____

Signature: _____

Place: _____

Name (in block letters): _____

MINISTRY OF DEFENCE PRODUCTION
PARTICULARS OF FOREIGN FIRMS

PART-I

1. Name of Firm: _____
2. Country: _____
3. Office Address: _____

4. Address factory/godown/warehouse/stocks (if different from office address) _____

5. Telephone _____, Fax _____, E-Mail _____
6. **Type of Firm**
 - a. Sole Proprietary Concern : _____ (Yes/No)
 - b. Partnership Concern : _____ (Yes/No)
 - c. Limited Concern : _____ (Yes/No)

7. **Firm's Management Record.** (Attach a list, if required):

<u>Ser</u>	<u>Name</u>	<u>Father's name</u>	<u>Designation</u>	<u>Passport Number</u>	<u>Remarks</u>
a.			CEO /Signatory etc		
b.					
c.					
d.					
e.					
f.					
g.					

8. Indicate registration with various Trade Organizations of your country or any other country: -

<u>Ser</u>	<u>Department Name</u>	<u>Date of Registration</u>	<u>Validity</u>
a.			
b.			
c.			

Note: Firm is required to be registered with respective country's Chambers of Commerce and Industries, Taxation Department etc, prior to applying for registration. Attach a valid copy of these documents with this form.

9. Name, addresses of offices / branches in other countries (or attach a list separately): -

- a. _____
 b. _____
 c. _____

10. Indicate partnership with any other firm as JV, consortium or association etc:

<u>Ser</u>	<u>Name of Firms</u>	<u>Nature of Partnership</u>
a.		
b.		
c.		

11. **Firm's Bank Accounts in Pakistan.** Indicate in 'Remarks' whether account is in local or foreign currency)

<u>Ser</u>	<u>Bank</u>	<u>Branch</u>	<u>Account No</u>	<u>Remarks</u>
a.				
b.				
c.				

12. Indicate registration being applied with the type of organization (please indicate by ✓):

<u>Ser</u>	<u>Organization</u>	<u>Yes</u>	<u>No</u>	<u>Ser</u>	<u>Organization</u>	<u>Yes</u>	<u>No</u>
a.	DGDP			e.	POF		
b.	DGMP			f.	HIT		
c.	RD&E			g.	PAC		
d.	NRTC			h.	Karachi Shipyard		

13. Indicate the category of registration for which being applied (please indicate by ✓):

<u>Ser</u>	<u>Category</u>	<u>Yes</u>	<u>No</u>	<u>Ser</u>	<u>Category</u>	<u>Yes</u>	<u>No</u>
a.	Manufacturer			e.	Trading House		
b.	Stockist			f.	Distributor		
c.	Agent			g.	Dealer		
d.	Liaison office			h.	Freight Forwarder		

14. Indicate the category of registration if other than above:

- a. _____
 b. _____
 c. _____

15. Detail of stores for which being registration/indexed (attach list if items are more):

- a. _____
 b. _____
 c. _____

16. If applying as an Agent or a Distributor, mention Principals and their stores to be indexed: -

<u>Ser</u>	<u>Principals</u>	<u>Stores</u>
a.		
b.		
c.		

17. Are you already registered with any Pakistan's Government/Semi-Government organization including Defence Establishment? If so, please indicate: -

<u>Ser</u>	<u>Organization</u>	<u>Registration Number</u>	<u>Date of Registration</u>	<u>Date of Validity</u>	<u>Category</u>
a.					
b.					
c.					

18. Was your firm previously registered with any Government/Semi-Government organization including Defence Organizations in Pakistan as a foreign firm or under any other name and defaulted in any Defence contract? If so, please furnish details below:

- a. _____
 b. _____
 c. _____

19. Indicate the past performance of your firm with other Govt / semi-Govt / Civil Organizations of Pakistan (attach list if required): -

<u>Ser</u>	<u>Contract</u>	<u>Organization</u>	<u>Value</u>	<u>Completion Status</u>	<u>Remarks</u>
a.					
b.					
c.					

Note: In case of pending contracts, mentions reasons in the 'Remarks' column.

20. Is there any case against the firm in the court of law and any other _____

21. Has your firm ever been blacklisted / debarred by any of the Defence Establishment or Government / Semi-Government entities? If yes, please indicate the type of legal / administrative action taken against the firm and duration of such action: -

- a. _____
- b. _____
- c. _____

22. Indicate past performance of your firm with other Govt, semi-Govt, Civil Organizations, if applicable (attach list if required): -

<u>Ser</u>	<u>Contract</u>	<u>Organization</u>	<u>Contract Value</u>	<u>Completed / Not Completed</u>	<u>Remarks</u>
a.					
b.					

Note. State reasons of non-Completion in the 'Remarks' column.

23. Provide details of your firm doing business related to Defence Hardware/Equipment to India / Israel (if any): _____

24. Mention details of your authorized firms in Pakistan and their category i.e. dealers, repair / maintenance centres, distributors, agents, stockists etc or any present/previous Liaison Office in Pakistan:

<u>Ser</u>	<u>Firm`s Name</u>	<u>Category of Firm</u>	<u>Owner</u>	<u>Validity of Agency Agreement</u>
a.				
b.				
c.				

25. Indicate whether the firm intends to hire / associate a Security Company for security of its projects / employees within Pakistan (if yes, attach copy of the SECP's registration of the Security Company): _____

26. Foreign consultants / nationals hired / employed by the firm, in any form or manner:

- a. _____
- b. _____
- c. _____

PART – II
FOR LIAISON OFFICE OF FOREIGN FIRMS ONLY

27. Fill in the following details, if the firm is applying to register a Liaison Office in Pakistan for the currency of the contract signed with the organizations of the MoDP: -

- a. Principal of the Liaison Office: _____
- b. Office address in Pakistan: _____

- c. Contract Number: _____
- d. Organization with which the contract has been signed: _____
- e. Duration for which the Liaison Office is being established: _____

28. **Firm's Management Record.** Management being employed in the Liaison Office in Pakistan both national and foreign nationals. (Attach a list, if required):

<u>Ser</u>	<u>Name</u>	<u>Father's name</u>	<u>Designation</u>	<u>Passport / CNIC Number</u>	<u>Remarks</u>
a.			CEO /Signatory etc		
b.					
c.					
d.					
e.					
f.					
g.					

Note: Copy of the passport of the foreign nationals will be required.

29. Is there any sister concern firm (whether registered or not)? If yes, then provide details: -

- a. _____
- b. _____
- c. _____

PART III
CHALAN FEE

30. Certified that I have deposited an amount of _____ [*lead agency to insert the amount both in words and figures*] in Bank account number _____ [*lead agency to insert the account details*] and a copy of the Chalan number _____ dated _____ is attached.

PART - IV
UNDERTAKING

31. I certify that none of my near relatives (father, mother, brother, sister, uncle, son, daughter or any other near relative with whom I would not like to compete in the open market for Pakistan) has registered any firm dealing in the same or similar type of stores / items. In case any such person attempts to do so, I undertake to inform Directorate General Defense Purchase, Ministry of Defence, Pakistan of this fact without any loss of time.

32. I certify that the information given in this proforma is correct to the best of my knowledge. I understand that in case it is found at any stage that information is incorrect or contrary to the facts/ information given in the Application Form, the authorities concerned will cancel the Registration of the firm and the firm will be blacklisted and cross-debarred for upto ten years to do any business with the Defence Establishment and Government Agencies in Pakistan. I also undertake and accept that any disciplinary action taken against the firm or its management will not be challenged in any Court of Law.

33. I understand that I am bound to intimate the DGDP about any change that occurs later.

(Signature of the Applicant)

Place: _____

Name: _____

(in block letters)

Office Stamp:

Designation: _____

Date: _____

COUNTERSIGNED

(From the Embassy / Consulate General / High Commission of Pakistan)

Name (in block) _____

Name (in block) _____

Designation: _____

Designation: _____

Passport No / NIC _____

Passport No / NIC _____

Country: _____

Country: _____

Date: _____

Date: _____

Passport size
 photograph
 attested by the
 Ambassador of
 Pakistan in your
 country

PERSONAL DATA

PROPRIETOR/EXECUTIVE/DIRECTOR OF FOREIGN FIRM

1. Full Name: _____
2. Father Name: _____
3. Mother Name: _____
4. Religion: _____
5. Permanent Residential Address: _____
6. Present Residential Address: _____
7. Nationality: _____; Other Nationality: _____ (if dual national)
8. Passport No: _____; Validity: _____
9. Type of Passport: _____; Issuing Authority: _____
10. Passport No, validity, type of passport and issuing authority of passport of other countries if national of more than one country: _____

11. Date and Place of Birth: _____
12. Name of Firm and date of Employment: _____
13. Nature of employment with present firm: _____
14. Previous Occupation: _____
15. If government servant, please give detail of department: _____
16. Are you an employee, partner, shareholder or member of the Board of Governors or any other such body in any other firm, factory, business concern etc. If so, give brief details:

 (Signature of the Applicant)

Place: _____

Name: _____

Date: _____

(in block letters)

Office Stamp: _____

Designation: _____

VERIFIED BY

(Embassy / Consulate General / High Commission of Pakistan)

Name (in block): _____ Name (in block): _____

Designation: _____ Designation: _____

Passport No / NIC: _____ Passport No / NIC: _____

Country: _____ Country: _____

Date: _____ Date: _____



Annex F

To MoDP One Registration System
dated 10 November 2022

AGENCY AGREEMENT**(BY THE OEM FOR THE AGENT FIRMS)**

We M/s _____ do declare that we are the manufacturer of the following stores/items (or attach a list separately with this agreement, if the list is long): -

Nomenclature**Make & Type/Size/Model**

(particulars of each item/equipment to be written separately)

(Mention, if any) Maintenance facilities in Pakistan.

We do hereby appoint M/s _____ as our agent for Pakistan.

This agreement will remain valid upto _____. In case of any change, cancellation, and/or termination of this agreement, we undertake to inform the Ministry of Defence Production of the Government of Pakistan beforehand. We also undertake that we shall not change our local Agent unilaterally without the prior approval of the Ministry of Defence Production of the Government of Pakistan during the validity period of the Agency Agreement and the ongoing contracts.

We declare that the Agent commission paid to our appointed Agent shall be as per the policy, rules and regulations of the Government of Pakistan which currently is maximum upto 4% in Pakistan Rupees.

We are ISO certified manufacturers (if applicable) (Copy of ISO certificate attached).

Name and Signature of Agent Firms

Name and Signature of Foreign Principal

(With Office Seal)

(with Office Seal)

Note. Agency agreement should be prepared on foreign principal letter head pad duly mentioning following information: -

- a. E-Mail address/website
- b. Telephone number
- c. Fax number

Annex G

To MoDP One Registration System
dated 10 November 2022

EXPORT RIGHT CERTIFICATE
(DEALERSHIP/DISTRIBUTOR/EXPORTER)

1. We M/s _____ do hereby declare that we are the OEM / OEM certified Manufacturers of following products/items: -
 - a. _____
 - b. _____
2. We hereby appoint M/s _____ our exporter/distributor/dealer [*delete whichever is not applicable*] for Pakistan for above mentioned products.
3. We are ISO certified manufacturers (if applicable) (Copy of ISO certificate attached).

Manufacturer's Seal

Signature _____
Name : _____
Designation: _____

Note

- a. It should be prepared on the letter head pad of the manufacturer reflecting the firm address and registered trademark, email address, and telephone no etc.
- b. Export Right Certificate will be required for the firms other than the Agents i.e. dealers, distributors, exporters, trade houses etc, if the content of this letter is not already covered the agreement signed between the OEM and the firm.

Annex H

To MoDP One Registration System
dated 10 November 2022

**MINISTRY OF DEFENCE PRODUCTION**

Directorate General Defence Purchase

Pak Sect No. II Adamjee Road

Rawalpindi Cantt, Pakistan

Telephone # 051-9270967

Fax # 051-9270964

e-mail: regnofficer@dgdg.gov.pk

Ref: 1566/_____/Registration

Nov 2022

To: M/s _____

(Full address)

(Telephone, email)

Subject: **Registration of Firm – M/s**

1. Ministry of Defence Production (MoDP), Rawalpindi presents its compliments and please be informed that your firm has been registered / prequalified as _____ [*insert type of firm i.e. manufacturer/stockist/agent etc*] thereby open to do business / participate in tenders with _____ [*insert name of the organization issuing this registration letter and other organizations of the MoDP [i.e. DGDP, DGMP, POF, HIT, RDE, NRTC etc if these organizations have approved the firm during their technical inspection]*] as per the list attached at Annex A in respect of the indexed stores/ items / equipment attached at Annex B.

2. Your kind attention is invited to following: -

- a. **Duration of Registration / Prequalification.** Your firm has been registered for a duration of ___ years upto ___ [*insert date, month and year*]. The same shall be subsequently extended on request for maximum upto ___ years (and so on) subject to satisfactory performance of your firm in defence contracts as well as status of your firm as active, semi-active or dormant.
- b. **Security Clearance.** Your firm has been declared security wise cleared for ___ years upto ___ [*insert date, month and year*]. Special security clearance can be held during this period in case of any specific reason or requirement.
- c. **Financial Capability.** Finally your firm has been placed in category ___ [A, B, C, D or E etc] based on the financial capability of your firm at PKR. _____. Please be advised that in this category you can participate in ___ numbers of contracts, however, total value of local currency contracts should not exceed ___ times of your financial capability.

Note. In case your firm wishes to enhance its financial capability at any stage, you are required to submit afresh bank statement for the last one year with a request to upgrade your financial capability on your firm`s letter head pad signed by authorized signatory of your firm.

- d. **Management.** Following person (s) of your firm`s management has (have) been registered as authorized signatory for the purpose of signing contracts, bills and correspondence etc: -

Ser	Name & Father Name	NIC / Passport no	Designation	Contact No & email
(1)				
(2)				

Note. Any change in management / authorized signatory or address may be communicated on occurrence and on immediate basis alongwith SVA-8121A (Revised 2022 or SVA-8124A as applicable) to Registration section.

- e. **Renewal of Registration.** Your firm should apply at least three months in advance before the expiry of registration period alongwith following documents for renewal: -

- (1) Original challan of renewal fee
- (2) Past performance on firm letter head pad for the last three years.

- f. **Administrative and Legal Actions.** Your firm is advised to make itself fully aware of the disciplinary, administrative and legal actions i.e. **Blacklisting etc** as per DPP&l-35 and ____ [*reference of any other policy applicable to DPEs*] which may be awarded to your firm at any stage due to (but not limited to) following offences: -

- (1) Breach of National Security.
- (2) Corrupt or fraudulent activities.
- (3) Un-satisfactory performance / breach of contract.
- (4) Unethical /unprofessional conduct.

- g. **Cancellation of Registration.** Registration shall be cancelled in case of following:-

- (1) Blacklisting.
- (2) On failure to quote in response to ITBs on five successive occasions of your indexed stores.
- (3) Submission of four successive quotation all of which are fifty percent above the quotation ultimately accepted.

3. Your firm is further advised to feel free to contact the Registration Section in case of any query or may request for briefing (if required so) on the Registration process.

4. You are requested to forward acknowledgment of this letter on receipt, please.

Lieutenant Colonel
For Director General Defence Purchase
(x y z)

Copy to:
All DPEs
DGP Army
DPs Navy & Airforce



Annex I

To MoDP One Registration System
dated 10 November 2022

AFFIDAVIT / UNDERTAKING
(For Renewal of Registration)
(On Judicial Stamp Paper worth Rs 100)

I, Mr. _____ having CNIC/Passport No. _____ authorized signatory/partner/MD/proprietor of M/s _____, do hereby solemnly affirm to _____ [*insert the concerned ED / DPE*], Ministry of Defence Production (MoDP), Rawalpindi that: -

- a. I will complete the supply of all pending stores/rectify all the pending observations against under mentioned contracts of procurement agencies within the period as noted against each contract: -

Ser	Contract No & Date	Proc Agency	Original DP	Extended DP if any	Exact date of rectification / completion
(1)					
(2)					

- b. I also hereby state that in case I do not complete the pending contractual obligations due against my firm by the dates stated above, my registration shall not be renewed any further.
- c. I clearly understand that failing to abide by this undertaking, payments that are due to be paid to my firm can be withheld until I complete all the pending obligations.
- d. I also agree that my registration will be cancelled alongwith disciplinary and legal action against my firm as per the MoDP policy, rules and regulations, in case I do not complete the compulsions as per this undertaking in accordance with the promised timeline.
- e. I also accept that any disciplinary and legal action taken by the MoDP or any of its organizations against my firm in this regard will be not be challenged in any court of law.

Station: _____
Dated: _____

Signature : _____
Name : _____
Appoint in Firm : _____

Note. Give complete address with telephone / fax numbers and email address.

Attested by Oath Commissioner with Stamp