

# **DIRECTORATE GENERAL DEFENCE PURCHASE** **REGISTRATION GUIDELINES**

## **PROCEDURE WITH DIRECTORATE GENERAL DEFENCE PURCHASE**

1. Select the application type to download the registration form:-
  - a. [New Firm Registration \(Local\)](#).
  - b. [New firm registration \(Foreign\)](#).
2. Fill the registration form and send it along with scanned copies of required documents through e-mail on these email addresses, ([adregn@dgdp.gov.pk](mailto:adregn@dgdp.gov.pk)) or ([regnofficer@dgdp.gov.pk](mailto:regnofficer@dgdp.gov.pk)). It is to mention here that you are supposed to dispatch the registration form along with the required documents through normal mail also, so that your registration process can be made speedy. Set of documents required for different types of registration / categories of registration are:-

### **DOCUMENTS REQUIRED FOR NEW REGISTRATION**

<b><u>Ser No</u></b>	<b><u>Required Documents Detail</u></b>	<b><u>Manufacturer</u></b>			<b><u>Agent</u></b>			<b><u>Stockist</u></b>		
		<b><u>Ltd</u></b>	<b><u>Partner</u></b>	<b><u>Prop</u></b>	<b><u>Ltd</u></b>	<b><u>Partner</u></b>	<b><u>Prop</u></b>	<b><u>Ltd</u></b>	<b><u>Partner</u></b>	<b><u>Prop</u></b>
1.	<b><i>SVA-8121 (Firm's Particulars) (8 x Copies)</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>
2.	<b><i>SVA-8121-A (Management's Particulars), Coloured Photographs &amp; valid CNIC (8 x Copies)</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>
3.	<b><i>NTN Card (2 x Photo Copies)</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>
4.	<b><i>Sales Tax (2 x Photo Copies)</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>
5.	<b><i>Regn Fee Rs. 7500/- (Original copy of Challan Form)</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>
6.	<b><i>Bank Certificate (2 x Photo Copies)</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>
7.	<b><i>Bank Statement for last one year</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>	<b><i>Yes</i></b>
8.	<b><i>Memorandum of Article (1 x Photo Copy)</i></b>	<b><i>Yes</i></b>	<b><i>-</i></b>	<b><i>-</i></b>	<b><i>Yes</i></b>	<b><i>-</i></b>	<b><i>-</i></b>	<b><i>Yes</i></b>	<b><i>-</i></b>	<b><i>-</i></b>

9.	<i>Regn Under Factory Act (1 x Photo Copy)</i>	Yes	Yes	Yes	-	-	-	-	-	-
10.	<i>Ownership/Rent/Factory docus (4 x Photo Copies)</i>	Yes	Yes	Yes	-	-	-	-	-	-
11.	<i>Partnership Deed (Partnership Act) (3 x Photo Copies)</i>	-	Yes	-	-	Yes	-	-	Yes	-
12.	<i>Cert of Incorporation (2 x Photo Copies)</i>	Yes	-	-	Yes	-	-	Yes	-	-
13.	<i>CC&amp;I (2 x Photo Copies)</i>	Yes	Yes	Yes	-	-	-	Yes	Yes	Yes
14.	<i>Original Agency Agreement with (3 x Photo Copies)</i>	-	-	-	Yes	Yes	Yes	-	-	-
15.	<i>ISO Cert (if applicable) (2 x Photo Copies)</i>	-	-	-	Yes	Yes	Yes	-	-	-

3. It is important in the larger interest of DGDP to quickly register new firms. It increases the number of suppliers thus create batter/healthier competition among the reliable sources (Registered/Indexd firm) and also ensures timely purchase of better quality defence stores at most competitive rates. **The registration will be done for a period of three years only. However, additional indexation can be done as and when required by already registered firms.**

### **Types of Firms/Suppliers**

4. All foreign and local suppliers/firms including Government and semi Government production units, can apply to DGDP for getting them registered for the supply of indexed defence stores under one of the following types of registration:-

a. **Local Suppliers**

- (1) **Local Manufacturer** Include all suppliers who manufacture products/stores locally, like indigenous manufacturers/fabricators including Government & semi Government production units.
- (2) **Local Stockists.** All suppliers, who only stocks stores. These could be imported or from local Original Equipment Manufactures (OEM).

- (3) **Local Agents.** Following local firms can be registered as local agents on commission basis:-
- (a) Only in medicines of local industry
  - (b) Foreign Manufacturer (OEM)
  - (c) Authorized Manufacturer (under licence) of OEM
  - (d) Authorized (under licence) Repair/Maintenance Centre of OEM
  - (e) Authorized Foreign Stockists of OEM
  - (f) Authorized Foreign Exporters/Dealers/Trading Houses\*
- b. **Foreign Supplier.** Foreign suppliers fall under following categories-
- (1) **Manufacturers**
    - (a) Original Equipment Manufacturers (OEM).
    - (b) Authorized (under licence) Manufacturer of the OEM.
    - (c) Authorized Maintenance/Repair Centre (under licence) of OEM .
  - (2) **Agent/Exporter/Stockist**
    - (a) Authorized Dealer/Stockists/Trading Houses of OEM.
    - (b) Authorized foreign Exporter of OEM.

**Note I.** An agent of a foreign firm can only participate in indexed stores for FOB tenders. If he is interested to participate in FOR (Indigenous/imported) tenders, then he has to register himself as stockist and if he wants to participate in other than indexed store in FOB contract then he will apply for additional indexation of stores and principal.

**Note II.** Verification / authentication of the above mentioned suppliers is important and must be carried out form the following:-

- i. Foreign Office.
- ii. Our Embassy abroad.
- iii. Ministry of Commerce, Industry and Trade or equivalent body as applicable of that country.

- c. **Liaison Office (in Pakistan )** All the foreign firms, who are neither registered with DGDP nor represented by a local agent, may establish a Liaison Office in Pakistan. Liaison office should only be registered for a valid and on going contract for ease of correspondence, better interaction, Liaison, coordination and for smooth execution of already awarded contract.

All efforts be made not to register a local office for any local or foreign Supplier/Firm, without having a valid/ongoing contract specially so when it is being represented by local national (s). One local liaison office should never be registered for two companies/OEMs/principals.

d. **Auctioneers.** Following are two categories of auctioneers:-

- (1) Local Auctioneers who undertake to facilitate disposal of defence stores within the country through auction.
- (2) Local Agents/representative of foreign potential buyers/agencies for sale/disposal of defence stores equipment outside Pakistan.

### **Registration/ Indexation Fee**

5. The firms will deposit the required registration/ indexation fee (non refundable) for initial registration/indexation on a challan form into the Government treasury under **Major Head C02501-20, Main Head-12, Sub Head-A, Miscellaneous (Code Head 1/845/30)**. Original copy of challan form must accompany the required documents when submitted for registration. Detail of registration fee for various firms is as under:-

- |  |   |              |
|--|---|--------------|
| a. Initial Registration/Indexation of local supplier | - | Rs. 7500/-   |
| b. Initial Registration for foreign firm             | - | US \$. 300/- |
| c. Liaison Office                                    | - | Rs. 3500/-   |
| d. Auctioneer  | - | Rs. 7500/-   |
| e. Provisional registration                          | - | Rs. 3500/-   |
| f. Indexation Fee                                    | - | Rs. 1500/-   |

### **Financial Capabilities/Categories**

6. **Financial Category.** DGDP will make an assessment of the financial capability of the supplier based on the formula (method of calculating the financial category) to allot a financial category according to the suppliers financial capability duly worked out from the verified bank statement and audit balance sheet.

7. **Firms/Suppliers Financial Category Status.** All category of suppliers (Private Ltd, Public Ltd, Proprietor and Partnership) when being initially registered/indexed would be financially evaluated for assigning a financial category status depending upon their financial status. The financial capability for each category of suppliers depends upon their financial capability as under:-

S/No	Categories	Financial (Rupees)	Capability	Remarks
a.	A	100 Million and Above		Can participate in any number of contracts.
b.	B	50 Million to Million	Rs. 100	Can participate in any number of contracts for which total value of FOR contracts does not exceed 5 times of its financial capability.
c.	C	2 Million to Million	Rs. 50	Can participate in any number of contracts for which total value of FOR contracts does not exceed 3 times of its financial capability. (However no binding on contracts as an Agent Firm).
d.	D	Upto 2 Million		-do-

### **PROCESSING OF INITIAL REGISTRATION / INDEXATION**

8. **Requirement of Registration Form.** Registration forms (Local Vendor or Foreign Vendor) can be downloaded from DGDP website.

9. Category of registration along with documents required is summarized in a table at Page 1-2. The specimen of each type of documents can be seen at **Local Vendor Registration Form or Foreign Vendor Registration Form**, given at DGDP website [www.dgdp.gov.pk](http://www.dgdp.gov.pk).

10. **Submission of Documents by Suppliers (Local / Foreigners).**

a. **Local Manufacturers.** Local manufacturers will submit documents duly filled in required type of manufacturing category as per given at page 1-2, along with following additional documents for technical inspection reports:-

(1) **Technical or General Stores, Clothing and Equipment.** All local manufacturer will submit five (5) copies each of following documents along with standard documents as stated above to DGDP, who will in turn forward the same to the respective Service Headquarters for technical verification / evaluation:-

(a) Detail of management and technical staff by names, with qualification and experience.

- (b) Ownership documents of work premises duly verified by court
    - (i) Registry / lease documents of work premises or
    - (ii) Rent deed (if applicable).
  - (c) List of items / products for which firm is already registered (in case of additional indexation only).
  - (d) List of machinery / plant held.
  - (e) List of instruments / test equipment / gauges with date of last calibration in case of Mfr.
  - (f) Detail of bond room / ware house facility with size and capacity.
- (2) **Food Grain / Vanaspati Ghee / Cooking Oil etc.** Three copies of following documents will be provided for inspection by a board of officers detailed by S&T Dte, GHQ:-
- (a) Godowns documents / rent deed of Godowns for at least 2 years.
  - (b) Documentary proof of previous year business (Quantity purchased / sold).
  - (c) Photo copy of last income tax paid.
  - (d) Documentary proof of blending / manufacturing facilities of Vanaspati / Cooking Oil.
- (3) **Medicines.** One copy of following additional documents / information along with standard documents would be required for local manufacturers / agents of medicines:-
- (a) **Documents from Manufacturing Firms**
    - (i) Registration of Ministry of Health.
    - (ii) Performance invoice of raw material.
    - (iii) Detail of laboratory equipment.
    - (iv) Qualification of laboratory in charge.
    - (v) Capacity of daily production.
    - (vi) List of generic names against applier products.

(b) **Local Agent**

- (i) Ministry of Health Registration letter.
- (ii) Agency Agreement.
- (iii) List of countries where manufacturer firms are supplying the items.
- (iv) Place of inspection in case of FOR imports / warehouse location.
- (v) Export permission / licence for Pakistan in case of principal Agency is limited to their own countries.

b. **Local Suppliers (Stockists)**. Local Stockists are required to submit documents in the required type of stockist category as per given on page 1-2 along with following additional documents:-

- (1) **Technical or General Stores, Clothing and Equipment**. Same as mentioned in paragraph 10 a (1) are required.
- (2) **Food Grain**. Same as mentioned in paragraph 10 a (2) above are required from Food Grain Stockists only.
- (3) **Medicine**. Same as mentioned in paragraph 10 a (3) (a) and (b) are required.

11. **Local Agent**. All local agents / facilitators are required to submit the standard documents in the required type of local agent category as per given on page 1-2. The Agency Agreement must quality the following conditions:-

- a. Must be on the letterhead pad of the Principal (foreign OEM).
- b. Exclusive Export / Distribution right certificate should be granted to the agent firms / suppliers.
- c. The foreign principal should indicate the repair / maintenance facility in Pakistan (if any).
- d. Stores should be specifically mentioned in the agency agreement, Catalogues are not acceptable as proof of items manufactured.
- e. Period of the agency agreement should be clearly defined. Minimum validity period

should not be less than one year.

- f. It should cover the entire country for the supply of the agreed stores.
- g. Rate of commission allowed to the agent firm should be specifically mentioned. It must be between 0.5 to 4.0 %.
- h. It must be signed by both the parties and should have embossed stamp of the issuing authority.
- j. It must bear clear name, address, telephone number, fax number and e-mail address etc.
- k. Where the Principal is other than OEM then Sole Export Right Certificate of the OEM should be provided along with the Agency Agreement.
- l. When Principal agency agreement is with the OEM then ISO or FDA certificate may be attached (optional).
- m. When Principal agency agreement is with Maintenance / Repair Centre working under licence of the OEM then the licence of OEM is required to be submitted along with agency agreement.
- n. Any charges / fee demanded by embassy of the country issuing the agency agreement on account of authentication required by the DGDP will be borne by the local agent in the currency as asked by the local embassy.
- o. With the exception of medicines, no local agent will be registered for local manufacturer of any stores / goods being produced / manufactured locally in Pakistan. All efforts should be made to register local manufacturer instead of agents. Documents required from an agent firm for medicines are same as mentioned in paragraph 10 a (3) (b).

12. **Foreign Suppliers Firms.** The foreign suppliers irrespective of category will submit standards documents duly filled to DGDP. Detail of documents is given at page 1-2 above. Foreign firms will be treated under the Trade Policy issued by Government of Pakistan.

13. **Liaison Office.** Foreign / Local Liaison Office, representing a firm is required to submit the documents as per given on page 1-2.

**Note-i.** In case foreign supplier's local liaison office employs Pakistani staff, then their photographs, CNIC, SVAs and term and condition of their employment are also submitted.



**Note-ii.** 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.

14. **Auctioneers.** Foreign / local auctioneer representing a firm is required to submit the documents as per given on page 1-2.

## **ADDITIONAL INDEXATION, RENEWAL AND CHANGE OF FIRM'S ADDRESS / MANAGEMENT**

### **Additional Indexation**

15. All firms, registered with DGDP are indexed for supply of particular stores at the time of their registration. Any firm desirous of supplying additional stores for which they are not indexed will have to apply for additional indexation to DGDP. The procedure / requirements for different types of suppliers / firms are given in the subsequent paragraphs.

a. **Local Manufacturers / Stockists:** Local manufacturers / stockists will submit a request on firm's letterhead pad with following documents:-

- (1) Original copy of challan form. (Additional indexation fee is Rs. 1500/- which is to be deposited in Government treasury against account no. **Major Head C02501-20, Main Head-12, Sub Head-A, Miscellaneous (Code Head 1/845/30)** of National / State Bank of Pakistan).
- (2) Detail of stores to be indexed additionally.
- (3) Additional documents (mentioned in paragraph 10 a & b above) according to category of supplier will also be submitted to DGDP for vetting.

b. **Local Agent:** Local agent registered and indexed with DGDP if intends to add more number of stores to their already approved list of indexed stores, can apply in writing to DGDP. The application on firm's letterhead pad for additional indexation must be submitted along with following documents:-

- (1) Original copy of challan form. (Additional indexation fee is Rs. 1500/- which is to be deposited in Government treasury against account no. **Major Head C02501-20, Main Head-12, Sub Head-A, Miscellaneous (Code Head 1/845/30)** in any of the branch of National / State Bank of Pakistan).

- (2) Original copy of Agency Agreement covering complete clauses as per Paragraph 11 above.
- c. **Foreign Suppliers:** The foreign suppliers such as OEM / Manufacturer under licence of OEM or Repair and Maintenance Centre under licence of the OEM / Stockists / Exporters / Trading House or Company or Dealers registered and indexed with DGDP for the supply of the indexed stores can add more number of stores to their already approved list of indexed stores by applying in writing to the DGDP. The applicant firm will render following documents along with their application:-
- (1) Original copy of challan form. (Additional indexation fee is US\$ 50/- for foreign suppliers, which is to be deposited in Government treasury against account no. **Major Head C02501-20, Main Head-12, Sub Head-A, Miscellaneous (Code Head 1/845/30)** in any of the branch of National / State Bank of Pakistan or in any Pakistani scheduled bank in that country).
- (2) Agency Agreement / Dealership certificate of its OEM in case of a foreign exporter / trading house / maintenance centre and stockist covering complete clauses as per paragraph 11 above.
- (3) Exclusive / Sole export / Distribution Right Certificate of OEM covering the range of products in favour of Pakistan.

### **Renewal of Registration**

16. The validity period of registration / indexation for all firms registered with DGDP would be for three years from its earlier approved registration date. Therefore it is incumbent upon the interested firms to apply for the renewal of their registration / indexation three months prior to expiry of their registration. In case no such request along with the required documents is received from the firms, the registration of the firm will automatically stand expired. Following documents would require to be submitted along with the application to re-validate their registration for another period of three years:

- a. Application on firm's letterhead pad duly signed by the MD/Chief Executive, if the person who has initially applied for registration is no longer with the supplier / firm due to any reason, then a person who has replaced him in that capacity may do so only in case his name is included in the valid management of the firm forwarded to DGDP.
- b. Original copy of challan form (for local suppliers / firms fee is Rs. 1500/- which is to be deposited in Government treasury against account no. **Major Head C02501-20,**

**Main Head-12, Sub Head-A, Miscellaneous (Code Head 1/845/30)** in any of the branch of National / State Bank of Pakistan). In case of foreign suppliers, US\$ 75/- as registration renewal fee is to be deposited in Government treasury against same account if National / State Bank of Pakistan branch is not available in the foreign country.

- c. Income tax payment receipt / deduction certificate for the last three years for local suppliers / firms.
- d. In case of foreign suppliers, certificate of financial soundness required.
- e. Re-instatement fee of Rs. 7500/- will be applicable to those firms who apply for renewal after expiry of one year to its last validity.
- f. One passport size latest coloured photograph for each member of the current and valid management.
- g. Photocopy of National Identity Card (in case it has been changed) for local suppliers / firms / auctioneers and local liaison office manned by Pakistan. In case of foreign suppliers / firms and foreign local office in Pakistan, one photocopy of the resident card and one photocopy of passport (latest) as applicable will be submitted.
- h. If a firm applies for renewal of their registration after lapse of one year period from the date of expiry of their registration / indexation, then it will have to submit all the required documents and the registration fee as per the initial registration.

### **Renewal of Agency Agreement**

17. All local / foreign / agent firms will submit a new Agency Agreement three months prior to the expiry of current Agency Agreement of the foreign principal for renewal / continuation of their indexed stores. In case the same are not submitted in time or on expiry of current Agency Agreement, no IT will be issued to the registered firms for those particular stores for which the validity period of the foreign principal Agency Agreement stands expired. On receipt of application on firm's letterhead pad, signed by the MD / valid management of the firm along with re-validation certificate signed and stamped / attested by the foreign principal, it will be compared with the re-validation certificate with the previous Agency Agreement and re-confirm its authenticity from the issuing authority, if there are no observations DGDP will process the same for extending the validity of foreign principal for approval by DGDP. Minimum validity period should not be less than one year. After the approval, DGDP will issue a letter to this effect to the firm and to all concerned.

**Change of Firm’s Address**

18. Firm will apply for change of address on firm’s letterhead pad duly signed by MD or authorized signatory. Following documents will be submitted:-

- a. 8 x copies of SVA-8121 duly filled in all respect.
- b. An affidavit on judicial stamp paper stating that Proprietor, Shareholders and Directors will accept all penalties / liabilities (if any) at the new address as well as previous.
- b. Photocopy of valid NTN card or number.

**Change of Management / Ownership / Partnership / Signatory**

19. Whenever there is any change in the management / ownership / partnership / signatory / proprietor ship, the MD / CE / Chairman (as applicable of the supplier / firm (local / foreign) will immediately notify through written application to the DGDP of such change. The MD / CE / Chairman will be required to submit following documents for regularization of the change:-

<b>S/No.</b>	<b>Local Suppliers</b>	<b>Foreign Suppliers</b>
a.	Eight filled copies of SVA-8121-A of each member of management.	Eight filled copies of SVA-8124-A of each member of management.
b.	Eight attested photocopies of CNIC.	Eight attested photocopies of National / Resident Card.
c.	Eight copies of specimen signature duly signed by MD.	Eight copies of specimen signature duly signed by MD.
d.	Affidavit on judicial stamp paper signed by MD of the firm and countersigned by Oath Commissioner that all assets / liabilities will be accepted by all the Directors/Share holders/Partners etc under the signature of new signatory.	Affidavit on judicial stamp paper signed by MD of the firm and countersigned by Oath Commissioner that all assets / liabilities will be accepted by all the Directors/Share holders/Partners etc under the signature of new signatory.
e.	Form 29 memo of article.	--

**BRIEF DESCRIPTION OF DOCUMENTS REQUIRED FOR REGISTRATION OF  
DIFFERENT CATAGORIES OF FIRMS**

20. **Documents Required For Registration of Agent Firm**

- a. SVA-8121 (8x copies) duly supported with 8x photocopies of NIC of both the witnesses duly attested by gazetted class-I officer.
- b. SVA-8121A of all the management (8x copies each) duly supported with 8x photocopies of NIC and photographs duly attested by class-I officer (If firm's management has changed).
- c. Challan form for Rs. 7500/- on account of registration fee.
- d. Photocopy of NTN Certificate duly attested by Oath Commission
- e. Photocopy of Sale Tax Registration Certificate duly attested by Oath Commissioner.
- f. Bank Certificate duly signed/stamped by bank manager.
- g. Original bank statement for last one year duly signed/stamped by bank concerned and duly calculated total credit & total debit at the end of the statement.
- h. Original agency agreement along with 3x photocopies as per our specimen given in page No. 12 of SVA-8121. The agency agreement is verified through the following agencies:-
  - (1) Foreign Principal
  - (2) Embassy of that country in Pakistan
  - (3) Embassy of Pakistan in that country
  - (4) CC&I of that country
  - (5) Ministry of commerce of that country
  - (6) Foreign office of that country

21. **Documents Required For Registration of Manufacturer Firm**

- a. SVA-8121 (8x copies) duly supported with 8x photocopies of NIC of both the witnesses duly attested by gazetted class-I officer.
- b. SVA-8121A of all the management (8x copies each) duly supported with 8x photocopies of NIC and photographs duly attested by class-I officer (If firm's management has changed).
- c. Challan form for Rs. 7500/- on account of re-registration fee.
- d. Photocopy of NTN Certificate duly attested by Oath Commission

- e. Photocopy of Sale Tax Registration Certificate duly attested by Oath Commissioner.
- f. Bank Certificate duly signed/stamped by bank manager.
- g. Original bank statement for last one year duly signed/stamped by bank concerned and duly calculated total credit & total debit at the end of the statement.
- h. Photocopy of Membership Certificate of Chamber of Commerce and Industries duly attested by Oath Commissioner.
- j. Documents of manufacturer see at page No. 10 of SVA-8121 (Particular of firm).
- k. Photocopy of Factory Act 1934 in case of more than 20 employers.

22. **Documents Required For Registration of Stockist Firm**

- a. SVA-8121 (8x copies) duly supported with 8x photocopies of NIC of both the witnesses duly attested by gazetted class-I officer.
- b. SVA-8121A of all the management (8x copies each) duly supported with 8x photocopies of NIC and photographs duly attested by class-I officer (If firm's management has changed).
- c. Challan form for Rs. 7500/- on account of re-registration fee.
- d. Photocopy of NTN Certificate duly attested by Oath Commissioner
- e. Photocopy of Sale Tax Registration Certificate duly attested by Oath Commissioner.
- f. Bank Certificate duly signed/stamped by bank manager.
- g. Original bank statement for last one year duly signed/stamped by bank concerned and duly calculated total credit & total debit at the end of the statement.
- h. Photocopy of Membership Certificate of Chamber of Commerce and Industries duly attested by Oath Commissioner.
- j. Documents of Stockist see at page No. 11 of SVA-8121 (Particular of firm).

23. **Documents Required In Addition In Case Of Firm Is Pvt Ltd**

- a. Photocopy of Memorandum and articles of association has not been signed by Registrar of the Firm duly attested by Oath Commissioner.
- b. Photocopy of certificate in corporation duly attested by Oath Commissioner.

24. **Documents Required In Case Firm Is Partnership Concerned**

- a. Photocopy of Partnership Deed duly attested by Oath Commissioner.
- b. Photocopy of Partnership Act 1933 duly attested by Oath Commissioner.

25. **Documents Required For Registration of Foreign Manufacturer Firm**

- a. SVA-8124 (8x copies) (Particular of foreign firm)
- b. SVA-8124A of all the management (8x copies each) duly supported with 8x photocopies of past post and photographs duly attested by class-I officer.
- c. Challan form for US\$. 300/- as a registration fee in **Major Head C02501-20, Main Head-12, Sub Head-A, Miscellaneous (Code Head 1/845/30).**
- d. Certificate from Embassy of that country in Pakistan and Embassy of Pakistan in that country.