**CHECKLIST FOR NEW REGISTRATION OF FOREIGN FIRM / LIAISON OFFICE**

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| **Ser** | **Documents** | **No of Copies** |
|  | SVA-8124 (Particular of firm) Revised 2022. SVAs are available on DGDP website i.e www.dgdp.gov.pk. | 6 x Sets |
|  | SVA-8124-A (Personal Data Form) Revised 2022. SVAs are available on DGDP website i.e www.dgdp.gov.pk. | 6 x Sets |
|  | Passport copies of each management member (CNIC copies of local management in case of Liaison office) | 6 x Copies |
|  | NTN and Sales Tax Certificate from FBR(in case of Liaison office) | 2 x copies |
|  | Last year income tax return (in case of Liaison office) | 1 x copy |
|  | NOC of Embassy of that country in Pakistan  | 1 x Copy |
|  | ISO certificate for manufacturer / service provider | 1 x Copy |
|  | Certificate of Financial Soundness  | 1 x Copy |
|  | Registration of firm with concerned authorities in respective countries  | 1 x Copy |
|  | Registration certificate of the chamber of commerce and industries of that country | 1 x Copy |
|  | Detail of bank account in any bank of Pakistan. The foreign firms shall hold bank account in any scheduled bank of Pakistan or in its Branch office around the world | 1 x Copy |
|  | Registration under factory act, **if applicable** | 1 x Copy |
|  | Bank Challan for Regn Fee as **Foreign Firm** Rs. US$1000/- (In Original)Bank Challan for Regn Fee as **Liaison Office** Rs. 20000/- (In Original) | 1 x Copy |
|  | Original agency agreement and Export Right Certificate from the OEM, **if applicable** | 3 x Copies of each |
|  | The authority letter issued by the OEM to its Liaison office for registration with the DGDP will be verified from the concerned embassy in Pakistan as well as the foreign principal in case of Liaison office, if applicable | 1 x Copy |
|  | Photocopies of the release order and the pension book in case firm management member retired from defence personnel (in case of Liaison office) | 2 x copies |
|  | Police verification of the firm and its management (in case of Liaison office) | in original |
|  | Details of the moveable and immoveable property of the management on affidavit form (Rs. 100/-) with copies of property documents counter-signed by the oath commissioner (in case of Liaison office) | Affidavit (in original) |