**CHECKLIST FOR SUBMISSION OF DOCUMENTS OF LOCAL FIRMS**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ser** | **Documents Required for Registration** | **Manufacture/ Fabricator** | **Agent** | **Distributor** | **Stockist** | **Auctioneer** | **Freight Forwarders** | **Gen Order Supplier** |
|  | SVA-8121 (Particular of Firms) Revised 2022 (6 x Sets in original) | *Yes* | *Yes* | *Yes* | *Yes* | *Yes* | *Yes* | *Yes* |
|  | SVA-8121-A (Personal Data Form) Revised 2022 (6 x Sets in original) | Yes | Yes | Yes | Yes | Yes | Yes | *Yes* |
|  | Passport Size Photograph and CNIC copies of each person (6 x Copies) | Yes | Yes | Yes | Yes | Yes | Yes | *Yes* |
|  | NTN / Sales Tax Registration Certificate from FBR (2x Copies) | Yes | Yes | Yes | Yes | Yes | Yes | *Yes* |
|  | Last Year’s Income Tax Return (2x Copies) | Yes | Yes | Yes | Yes | Yes | Yes | *Yes* |
|  | Photocopies of the release order and the pension book in case of retired defence personnel (2 x Copies) | Yes | Yes | Yes | Yes | Yes | Yes | *Yes* |
|  | Police Verification of the Firm and its Management (in original) | Yes | Yes | Yes | Yes | Yes | Yes | *Yes* |
|  | Bank account maintenance certificate from the bank | Yes | Yes | Yes | Yes | Yes | Yes | *Yes* |
|  | Original copy of the last one year Bank Statement of the firm’s account as well as the owner’s accounts (Showing total debit / Credit at the end of the statement)  Note: The applicant has minimum Rupees Six Million available in the firm‘s account as per formula (Total Debit + Total Credit÷2) | Yes | Yes | Yes | Yes | Yes | Yes | *Yes* |
|  | Bank Challan for New / Renewal of Registration Fee for Rs. **15000**/- (In Original) alongwith 2 x photocopies | Yes | Yes | Yes | Yes | Yes | Yes | *Yes* |
|  | Details of the company’s assets as well as moveable and immoveable property of the management on affidavit form (Rs.100/) with copies of property documents counter- signed by the oath commissioner | Yes | Yes | Yes | Yes | Yes | Yes | *Yes* |
|  | Ownership / Registry / Lease documents of factory/ land/ property and rent deed (if applicable) duly verified by the court | Yes | Yes | Yes | Yes | Yes | Yes | *Yes* |
|  | Original agency agreement alongwith 2x Photocopies | - | Yes | - | - | - | - | - |
|  | Authorized Distributor Letter (In original) | - | - | Yes | - | - | - | - |
|  | Certified copy of the partnership deed (Partnership Act) from the Registrar office (in Case of Partnership Firm) | Yes | Yes | Yes | Yes | Yes | Yes | *Yes* |
|  | 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 | Yes | Yes | Yes | Yes | Yes | Yes | *Yes* |
|  | Certificate of incorporation by SECP ( In Case of Company / LLP) | Yes | Yes | Yes | Yes | Yes | Yes | *Yes* |
|  | Updated company profile (Form 29) of SECP in case of Company / LLP | Yes | Yes | Yes | Yes | Yes | Yes | *Yes* |
|  | Registration under Factory Act (Labour Department) | Yes | - | - | - | - | - | - |
|  | DRAP / Under Drugs Act Registration Letter (Ministry of Health) (An agent of a Medicine will obtain the same from its OEM) (Medicine Firm Only) | Yes | Yes | Yes | Yes | - | - | - |
|  | Bioequivalence Test Certificate (An agent of a Medicine will obtain the same from its OEM) (Medicine Firm Only) | Yes | Yes | Yes | Yes | - | - | - |
|  | 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 firms link with the OEM. (Less Medicine firms) | - | Yes | Yes | Yes | - | - | - |
|  | Export Right Cert (If OEM other than Mfr) | - | Yes | Yes | - | - | - | - |
|  | Freight Forwarder Cert | - | - | - | - | - | Yes | - |