***SEZ Application is required to be filed online (***[**http://sezmis.invest.gov.pk**](http://sezmis.invest.gov.pk)***) and hard copies (1 original & 3 copies) to be delivered at PIEDMC Office containing following documents***

**(All documents to be in line as per Annex-3 of SEZ Rules 2013 & Attached checklist)**

|  |  |  |
| --- | --- | --- |
| **Company Name** | | |
| **SEZ Zone Enterprise Entry Application** | | |
| **Index** | | |
|  |  |  |
| **Sr.#** | **Particulars** | **Flag #** |
| 1 | SEZ Application + List of Plant & Machinery (separately for local and imported) | 1 |
| 2 | Business Plan (especially stating next five years’ production, exports, employment generation, domestic raw material consumption, imported raw material, and local and imported machinery, profit loss projections). | 2 |
| 3 | Land, utilities and the services required from SEZ and the time line thereof | 3 |
| 4 | Preliminary Architectural Drawing | 4 |
| 5 | Description and sources of employment. | 5 |
| 6 | Certified copy of the Certificate of Incorporation | 6 |
| 7 | Certified copy of Memorandum & Articles of Association. | 7 |
| 8 | National Tax Number Certificate and General Sales Tax Number Certificate | 8 |
| 9 | List of owners and key managerial staff with their CNIC, NTN, cell, email and addresses along with their CVs/profiles. In case of foreigners, their passports are required in place of CNIC. (Copy of CNIC and one Picture also required) | 9 |
| 10 | Business Profile of the company | 10 |
| 11 | Financial statements and income tax returns – last 3 years | 11 |
| 12 | Name, address, NIC, NTN, Phone, Email of Principal Officer (Copy of CNIC and one Picture also required) | 12 |
| 13 | Entry card Applications of the persons immediately required to enter into SEZ | 13 |
| 14 | Application fee of Rs. /- in the shape of demand draft/pay order. | 14 |
| 15 | Four (04) Undertakings on Rs. 100 Stamp Paper each duly verified by Notary public and oath commissioner | 15 |
| 16 | Presentation for SEZ Committee (As per given format) |  |

**ZONE ENTERPRISE ENTRY APPLICATION**

**SEZ Industrial Estate**

[The application should be submitted in three copies (1 original & 2 copies) along with Demand Draft of

Rs.]

Reference No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Chairman**

SEZ Committee

SEZ NAME:

PIEDMC, Commercial Area North, Sundar Industrial Estate,

Sunder Raiwind Road, Lahore.

Dear Sir,

We, the M/s.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby apply for admission into SEZ . We hereby undertake to abide by all the Rules and Regulations of SEZ and all the applicable laws of Pakistan. The necessary particulars are given below and the requisite documents are attached.

|  |  |  |
| --- | --- | --- |
| **PART ONE** | | |
| 1.1 | Name and Address of the Applicant organization |  |
| 1.2 | Status of the Applicant |  |
| 1.3 | Address of the Applicant |  |
| 1.4 | Email Address of the Applicant |  |
| 1.5 | Website |  |
| 1.6 | Telephone |  |
| 1.7 | Fax No. |  |
| 1.8 | National Tax Number |  |
| 1.9 | General Sales Tax Registration Number |  |
| 1.10 | Name of Principal Officer for all practical purposes |  |
| 1.11 | Email, Phone, fax and address of Principal Officer |  |

|  |  |  |
| --- | --- | --- |
| **PART TWO** | | |
| 2.1 | Nature of Business |  |
| 2.2 | Small Scale/SME/Large scale |  |
| 2.3 | Total Project cost |  |
| 2.4 | Equity |  |
| 2.5 | Loan |  |
| 2.6 | Other such as grant etc |  |
| 2.7 | Foreign investment & type i.e. equity/loan/machinery (please specify core terms) |  |
| 2.8 | Details of foreign technical collaboration |  |
| 2.9 | List of machinery to be imported & possible countries of import |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PART THREE** | | | | | | | | |
| 3.1 | Annual production capacity |  |  | |  | |  |  |
| 3.2 | Products to be produced |  | | | | | | |
| 3.3 | Similar local products |  | | | | | | |
| 3.4 | Similar imported products |  | | | | | | |
| 3.5 | Expected yearly values for five years of the products to be produced |  |  | |  | |  |  |
| 3.6 | Are the products to be produced for local market or export or both? |  | | | | | | |
| 3.7 | If products are to be produced for export, values for five years in $ terms |  |  | |  | |  |  |
| 3.8 | Name of the raw materials to be consumed |  | | | | | | |
| 3.9 | Yearly expected value of raw materials to be consumed for five years |  |  | |  | |  |  |
| 3.10 | Net foreign exchange inflow/outflow over first five years on yearly basis |  |  | |  | |  |  |
| 3.11 | Annual projected profits for the first five years |  |  | |  | |  |  |
| 3.12 | Annual employment generation - first five years (separately specify male and female) |  |  | |  | |  |  |
| 3.13 | Foreigner employee are required and if so how many and their expected induction |  | | | | | | |
| **PART FOUR** | | | | | | | | |
| 4.1 | Land requirement in Acres, (Plot #, Size & Phase) |  | | | | | | |
| 4.2 | Need Warehousing/storage facility and if so nature and area required in sq meters? |  | | | | | | |
| 4.3 | Electricity requirement (Please quantify) |  | | | | | | |
| 4.4 | Will you set up your own generator and if so, of what capacity and fuel? |  | | | | | | |
| 4.5 | Gas requirement |  | | | | | | |
| 4.6 | Water requirements (annual) and if possible for the next five years |  |  |  | |  | |  |
| 4.7 | Landline Phone requirements |  | | | | | | |
| 4.8 | Nature of water to be drained in SEZ Sewerage (annual outflow estimates for first five years) and its treatment status. |  |  |  | |  | |  |
| 4.9 | Quantum and nature of effluents and their mode of disposal |  | | | | | | |
| 4.10 | Wastes and their disposals |  | | | | | | |

I/We hereby declare that the above statements and attached documents are true and correct to the best of my/our knowledge and belief. I/We shall abide by any other condition, which may be stipulated by the SEZ Committee/Developer.

I/We fully understand that Approval/Admission granted to me/us on the basis of these statements and attached documents and in case they are found incorrect or false, the Approval/Admission is liable to cancellation or any other action that may be taken having regard to the circumstances of the case.

You are requested to kindly process the Application in due course of time and meanwhile issue us an acknowledgement and oblige. Thanking you

Sincerely,

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[stamp]

Name (Authorized Signatory)

Email Address:

Phone No. Fax No.

**For Official Use Only**

Application No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Demand Draft/Pay Order No.\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_ Bank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Received by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_\_\_\_\_

**ATTACHMENTS: (Mandatory to be attached separately with application)**

1. Business Plan especially stating next five years’ production, exports, employment generation, domestic raw material consumption, imported raw material and local and imported machinery.

2. Land, utilities and the services required from SEZ on the time line.

3. Preliminary architectural drawings.

4. Description and sources of employment.

5. Certified copy of Certificate of Incorporation

6. Certified copy of Memorandum & Articles of Association.

7. National Tax Number Certificate and General Sales Tax Number Certificate

8. List of owners and key managerial staff with their NIC, NTN, cell, email and addresses along with their CVs/profiles. In case of foreigners, their passport numbers are required in place of NIC.

9. Business Profile of the company

10. Financial statements and income tax returns - last 3 years

11. Name, address, CNIC, NTN, Phone, Email of Principal Officer

12. Entry card Applications of the persons immediately required to enter into SEZ

13. Application fee of Rs. /- ( Only) in the shape of demand draft/pay order in favor of .

14. 4 x Undertakings on stamp papers of Rs.100/- each.

15. Misc. (if any)

(Stamp paper of Rs. 100/-)

Ref: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_

**TO WHOM IT MAY CONCERN**

This is to certify that: -

1. Our application for entry as “**Zone enterprise**” to **[SEZ Name] Special Economic Zone** is in conformity with the provisions of the SEZ Act 2012, SEZ Rules, any amendments therein and any other applicable provisions of Law.
2. **M/s. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** being the zone enterprise shall comply with all the environmental, labour and other applicable laws/legislation in force in Pakistan
3. **M/s. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** being the zone enterprise undertakes to start construction of facilities within (6) six months and assume regular production within (24) twenty-four months after receipt of all required licenses and permits. We understand that obtaining of licenses/permits/etc is the exclusive responsibility of zone enterprise.
4. **M/s. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** understand that property purchased in the **[SEZ Name]** SEZ shall only be transferred subject to fulfilment of zone regulations and only after the Zone Enterprise has performed business operations/commercial production in **[SEZ Name]** Special Economic Zone for at-least (6) six months.
5. **M/s. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** being the zone enterprise understand that we shall not be allowed to sell our property until the fulfilment of aforementioned conditions

Sincerely

(sign + stamp + thumb)

Name:

Designation: Chief Executive Officer

Company:

(Stamp paper of Rs. 100)

Ref: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_

**TO WHOM IT MAY CONCERN**

This is to certify that the sponsors/owners/present management of **M/S \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** has/is: -

1. Not engaged into any illegal industrial, financial or services business or dealings; not defaulted in loans towards banks along with the companies in which we are director or major shareholder;
2. Never been convicted of fraud or breach of trust or of an offence involving moral turpitude or removed from service for misconduct;
3. Neither been adjudged as insolvent nor suspended payment of our debts nor has compounded with our creditors;
4. Net-worth as per wealth statements submitted with the tax authorities is not less than twice the amount to be subscribed by us personally;

Sincerely

(sign + stamp + thumb)

Name:

Designation: Chief Executive Officer

Company:

(Stamp Paper of Rs. 100)

**UNDERTAKING**

We undertake that: -

1. All imported plant & machinery is bonafide requirement of our project and shall be used for the intended purpose only.
2. The same shall not be sold out, disposed off in parts or used by third party / company or used at any location / project other than **[SEZ Name]** Special Economic Zone, **[Location]**.

Regards,

(sign + stamp + thumb)

Name:

Designation: Chief Executive Officer

Company:

(Stamp Paper of Rs. 100)

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**UNDERTAKING**

We ………………………, hereby undertake to comply as per Section 51 (2) of SEZ Rules 2013 that our company is to:

2(a) Commence Commercial Activities no later than twenty-four months after approval of Zone Entry Application.

2(b) Engage in Authorized Commercial Activities that are described in our application.

2(c) Apply to the SEZ Committee if there is any amendment or change in authorized commercial activities.

2(d) Meet the investment density requirement.

2(e) Comply with all SEZ building Codes as certified by the designated panel of the SEZ Committee.

2(f) Comply with the environmental, labour and other applicable laws/standards.

2(g) Be in compliance with any other commitments as agreed with the Developer and the SEZ Committee.

Sincerely yours,

(sign + stamp + thumb)

Name

Designation: Chief Executive Officer

Company Name