

Company Name

SEZ Zone Enterprise Entry Application

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3	Land, utilities and the services required from SEZ and the time line thereof	3
4	Preliminary Architectural Drawing, showing Machinery visibility in Layout and clearly marked dimensions; also mention table of contents (<i>70% area of total plot to be covered</i>)	4
5	Description and sources of employment.	5
6	Original SECP Certified document: Certificate of Incorporation + Form-A + Form-29	6
7	Original SECP Certified document: 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 Passport copy instead of CNIC.	9
10	Business Profile of the company	10
11	Financial statements (audited) along with income tax returns of last 3 years; Board Resolution signed by all directors. Also provide last 3 years Wealth Statements of all Owners & Directors along with Undertakings of each Director on stamp paper; Bank facility letters (if applicable). Net Assets should be more than double of project cost	11
12	Name, address, NIC, NTN, Phone, Email of Principal Officer (Copy of CNIC and a Picture)	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
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Required on **Letterhead** & all documents to be submitted in a **BOX File**

ZONE ENTERPRISE ENTRY APPLICATION

SEZ Quaid-e-Azam Business Park - Industrial Estate

Ref No: _____

Date: _____

The Chairman

SEZ Committee

SEZ NAME: Quaid-e-Azam Business Park, Sheikhpura
PIEDMC, Commercial Area North, Sundar Industrial Estate,
Raiwind Road, Lahore.

Dear Sir,

We, the M/s. _____ hereby apply for admission into SEZ Quaid-e-Azam Business Park, Sheikhpura. 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	Company
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	Manufacturing of
2.2	Small Scale/SME/Large scale	
2.3	Total Project cost	PKR.
2.4	Equity	PKR.
2.5	Loan (<i>Bank Facility Letter must be attached</i>)	PKR.
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	Year1=	Year2=	Year3=	Year4=	Year5=
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	Year1= PKR.	Year2= PKR.	Year3= PKR.	Year4= PKR.	Year5= PKR.

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	Year1= UD\$.	Year2= UD\$.	Year3= UD\$.	Year4= UD\$.	Year5= UD\$.
3.8	Name of the raw materials to be consumed					
3.9	Yearly expected value of raw materials to be consumed for five years	Year1= PKR.	Year2= PKR.	Year3= PKR.	Year4= PKR.	Year5= PKR.
3.10	Net foreign exchange US\$ inflow/outflow over first five years on yearly basis	Year1= UD\$.	Year2= UD\$.	Year3= UD\$.	Year4= UD\$.	Year5= UD\$.
3.11	Annual projected profits for the first five years	Year1= PKR.	Year2= PKR.	Year3= PKR.	Year4= PKR.	Year5= PKR.
3.12	Annual employment generation - first five years (separately specify Male and Female)	Year1= Male: Female: Total:	Year2= Male: Female: Total:	Year3= Male: Female: Total:	Year4= Male: Female: Total:	Year5= Male: Female: Total:
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 of Warehousing / Storage Facility, and if so nature and area (in Sq. meters & Sq. feet)?	Raw material storage area = Finished goods storage area = Total storage area =				
4.3	Electricity requirement (Please quantify in KW)	For Construction: KW (Temporary connection) For Production: KW (Permanent connection)				
4.4	Will you set up your own generator and if so, of what capacity and fuel?	Generator capacity: KVA Type of Fuel to be used:				
4.5	Gas requirement (in MMCFD)	MMCFD				
4.6	Water requirements (annual) for the next five years (in Liters/US Gallons per year)	Year1=	Year2=	Year3=	Year4=	Year5=
4.7	Landline Phone requirements					
4.8	Nature of water to be drained in SEZ Sewerage (annual outflow	Year1=	Year2=	Year3=	Year4=	Year5=

	estimates for first five years) and its treatment status.					
4.9	Quantum and nature of effluents and their mode of disposal					
4.10	Solid 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)

Designation:

Email Address:

Phone No.

Fax No.

For Official Use Only

Application No. _____

Demand Draft/Pay Order No. _____ dated _____ Bank _____

Received by _____ dated _____ Time _____

ATTACHMENTS:

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)

(Required on letterhead)

1. List of Plant and Machinery

Imported Machinery Details:

Sr. no.	Name/Type/Make of Machinery	Quantity	Country of Origin	HS Code (if available)
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Local Machinery Details:

Sr. no.	Name/Type/Make of Machinery	Quantity
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Signature _____ [stamp]

Name (Authorized Signatory)

Designation:

[\(Required on letterhead\)](#)

2. Business Plan

a) Introduction

This section can include but not limited to:

- Brief Description of the company
 - Give details
- Experience
 - Give Details
- Nature of business
 - Give details
- What the company manufacturers / product offerings
- Industry they are working in

b) Vision and mission statements

GIVE DETAILS

c) SWOT Analysis

GIVE DETAILS

d) Market overview

This can include:

- Details of the industry the company is working in.
- Contribution of the industry to economy
- Potential of industry
- Competition details etc.

e) Funds and Cost of the Project Details:

Total Cost of Project including Land	PKR.
Source of Funding:	
1. Equity	PKR.
2. Loan (if any)	(Please attach bank financing facility letter in case of loan from Bank, otherwise mention Nil)
3. Any other sources (if any)	

Breakup of Costing:

Land Cost: PKR.
Construction Cost: PKR.
Machinery Cost: PKR.
Raw Material Cost: PKR.

Funding Justification:

(Customer to provide justification on how he will fund this project from his equity/loan). Also mention amount of funding to be subscribed by the company & its owners or directors.

(Mentions details if any foreign investment, loan, machinery or technical collaboration in involved with country name)

f) Product Details:

(This section must detail list of products to be produces, production quantity and value over 5 years' timeline, also give competitors of the company):

List of Products to be produced				
1.				
2.				
3.				
4.				

Quantity to be produced				
Y1	Y2	Y3	Y4	Y5

Value of Products (in PKR.)				
Y1	Y2	Y3	Y4	Y5

List of Competitors (if any):

- 1.
- 2.
- 3.

g) Raw Material Details:

List of Raw Material to be consumed				
1.				
2.				
3.				

Quantity of raw material to be consumed (approx.)				
Y1	Y2	Y3	Y4	Y5

Value of raw material to be consumed (in PKR.)				
Y1	Y2	Y3	Y4	Y5

h) Exports Details (in case the company intends to export its products):

Name of proposed countries of export along with the following details:

Export Value over 5 years (in US\$.)				
Y1	Y2	Y3	Y4	Y5

i) **Employment Generation:**

Sr. no.	Description		Number of employees required				
			Year 1	Year 2	Year 3	Year 4	Year 5
1.	Male	Skilled					
		Unskilled					
2.	Female	Skilled					
		Unskilled					
3.		Foreign Employees (If any)					
		TOTAL					

j) Income Projection for next 5 Years:

Amounts in PKR.

	YEAR 1	YEAR 2	YEAR 3	Year 4	Year 5
Revenue					
Cost of goods sold					
Gross profit (A)					
Admin & general expenses					
Administrative expenses					
Utilities expense					
Office expenses					
Repair & maintenance					
Professional fees					
Depreciation					
Misc. expenses					
<i>sub total (B)</i>					
Selling & distribution expenses					
Salaries & commission					
Promotional expenses					
<i>sub total (C)</i>					
Operating income D=(A-(B+C))					
Interest expense (E)					
Profit F=(D-E)					

k) Implementation Timelines:

Description of Activity	Timeline (Months)
Possession and preparation of construction drawings and related documents	e.g. 3 Months
Map Approval	e.g. 3 Months
Start of construction	e.g. 3 Months
Machinery installation	e.g. 3 Months
Completion of Project	e.g. 3 Months
Total Project timeline (to be completed within 24 months)	24 Months

Signature_____ [stamp]

Name (Authorized Signatory)

Designation:

(Required on letterhead)

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

Utility required	Description					Timelines of requirements
Area Required in Acres (Plot no./size/phase)						
Electricity requirement in KW	For Construction:		KW (Temporary)			
	For Production:		KW (Permanent)			
Gas requirement (in MMCFD only)						
Water requirements (in Liters/US Gallons per year)						
Landline Phone requirements						

Signature_____ [stamp]

Name (Authorized Signatory)

Designation:

(Required on letterhead)

5. Description and sources of employment

Sr. no.	Description	Number of employees required				
		Year 1	Year 2	Year 3	Year 4	Year 5
1.	Male					
2.	Female					
3.	Foreign Employees (If any)					
	TOTAL					

Sr. no.	Description	Number of employees required				
		Year 1	Year 2	Year 3	Year 4	Year 5
1.	Skilled					
2.	Un-Skilled					
	TOTAL					

Sources of Employment

Explain whether employees will be sourced locally or foreign employees will be added?

Signature _____ [stamp]

Name (Authorized Signatory)

Designation:

(Required on letterhead)

9. List of owners and key managerial staff

Attach copies of CNIC / Passport (for foreigners), and CVs of all listed

Sr. no.	Name	Designation	CNIC	NTN No.	Mobile	Address	E-mail
1.							
2.							
3.							
4.							
5.							
6.							

Signature_____ [stamp]

Name: (Authorized Signatory)

Designation:

10. Business Profile

Business profile should at minimum include the following:

- Brief background of the company
 - Details required
- Vision Mission objective of the company
 - Details required
- Brief about owners and their expertise
 - Details required
- Product name, specifications, pictures etc.
 - Details required
- Major Clients
 - Details required
- Volume of Sale etc.
 - Details Required
- Location details
 - Details Required
- Contact details
 - Details required

[\(Required on letterhead\)](#)

12. Details of Principal Officer

Name	
Designation	
CNIC No.	
NTN No.	
Mobile No.	
Address	
Email	

Signature_____ [stamp]

Name: (Authorized Signatory)

Designation:

[\(Required on letterhead\)](#)

13. Entry Card Application of the persons immediately required to enter into SEZ

Sr. no.	Name	Designation	CNIC	NTN	Mobile	Address	E-mail
1.							
2.							
3.							
4.							
5.							
6.							

Signature_____ [stamp]

Name: (Authorized Signatory)

Designation:

(On Stamp paper of Rs. 100)

Ref: _____

Date: _____

TO WHOM IT MAY CONCERN

This is to certify that: -

- a. Our application for entry as “**Zone enterprise**” to **[SEZ Quaid-e-Azam Business Park, Sheikhupura]** **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.
- b. **M/s.** _____ being the zone enterprise shall comply with all the environmental, labour and other applicable laws/legislation in force in Pakistan
- c. **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.
- d. **M/s.** _____ understand that property purchased in the **[SEZ Quaid-e-Azam Business Park, Sheikhupura]** 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 Quaid-e-Azam Business Park, Sheikhupura]** Special Economic Zone for at-least (6) six months.
- e. **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:

(On 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: -

- a. 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;
- b. Never been convicted of fraud or breach of trust or of an offence involving moral turpitude or removed from service for misconduct;
- c. Neither been adjudged as insolvent nor suspended payment of our debts nor has compounded with our creditors;
- d. 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:

(On Stamp Paper of Rs. 100)

UNDERTAKING

We undertake that: -

- a. All imported plant & machinery is bonafide requirement of our project and shall be used for the intended purpose only.
- b. 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 Quaid-e-Azam Business Park]** Special Economic Zone, **[Sheikhupura]**.

Regards,

(sign + stamp + thumb)

Name:

Designation: Chief Executive Officer

Company:

(Stamp Paper of Rs. 100)

Dated: _____

UNDERTAKING

We, M/s. _____, 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: