

Schedule B
[See rules 10(3) and 22(c)]

Application for renewal of licence
(Please type or print only)

NOTE: Please fill out the entire application below. If the space provided is insufficient use additional sheet and attach with application form as annexure.

1. Fee payment details:

(Fee is to be paid through a demand draft drawn in favour of Directorate General of Trade Organizations)

| Amount paid | Bank draft/ voucher/challan No. | Date | Bank |
|-------------|------------------------------------|------|------|
| | | | |

2. Type of trade organization for which licence is being applied (please tick one):

- Chamber Association
 Women's Chamber Town Association
 Chamber of Small Traders Association of Small Traders

3. No. of the expiring licence: _____

Date of Issue: _____ (dd-mm-yyyy) Date of Expiry: _____ (dd-mm-yyyy)

4. Registered name of the existing trade organization: _____

5. Area or sector of industry, services or trade represented: _____

6. National Tax Number of the applicant trade organization: _____

7. No. of the incorporation certificate: _____ Date: _____

Issuing Authority: _____

8. Total No. of members on the date of filing the application: _____

(Please attach a complete list of enrolled members on the format given in Annex-I)

In case of an association, please give the regional breakdown of the enrolled membership:

Punjab _____ Sindh _____ Khyber Pakhtunkhwa _____

Baluchistan _____ Federal Area _____

9. Name of the secretary of the trade organization: _____

Date of appointment: _____ Qualification: _____

10. Registered Office(s) of the existing trade organization:

Head Office

Address: _____

_____ City: _____

Tel: _____ Fax: _____

Email: _____ Website: _____

Regional Office-I, if any: _____

(in case of associations only)

Address: _____

_____ City: _____

Tel: _____ Fax: _____ Email: _____

Regional Office-II, if any: _____

(in case of associations only)

Address: _____

_____ City: _____

Tel: _____ Fax: _____

Email: _____

DECLARATION

I, on behalf of the executive committee members of the trade organization to be licensed vide this application hereby declare and undertake that all information stated in this application and in the attachment hereto or otherwise provided to the Government of Pakistan by me is true, correct and accurate in all respects. I confirm that my signature, personal information or any of the information provided herein or in support are accurate with reference to any applicable authenticated documentation. I also confirm having read and understood the Trade Organizations Act, 2013 and rules made thereunder and declare being bound by and subject to the same in respect of this trade organization.

Date: _____ Signature: _____

Name and Designation: _____

NIC No. _____

(Official Seal)

Checklist

Have the following information/documents been provided / attached with the application form?

| | Yes | No |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| (a) Receipt of payment of fees as prescribed in schedule 'E' | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) Original license granted to the trade organization | <input type="checkbox"/> | <input type="checkbox"/> |
| (c) Copy of the incorporation certificate | <input type="checkbox"/> | <input type="checkbox"/> |
| (d) Corporate compliance certificate from SECP | <input type="checkbox"/> | <input type="checkbox"/> |
| (e) Performance review report as required under rule 10(3)(d) | <input type="checkbox"/> | <input type="checkbox"/> |
| (f) The proposed plan of activities (indicating both long and short term targets) for next three years | <input type="checkbox"/> | <input type="checkbox"/> |
| (g) An updated hard copy of the memorandum and articles of association of the trade organization as approved by Ministry of Commerce and SECP | <input type="checkbox"/> | <input type="checkbox"/> |
| (h) An updated soft copy of the memorandum and articles of association of the existing trade organization as approved by Ministry of Commerce and SECP | <input type="checkbox"/> | <input type="checkbox"/> |
| (i) List of the office bearers of trade organization on the format prescribed in Annex-II | <input type="checkbox"/> | <input type="checkbox"/> |
| (j) List of the enrolled members of the trade organization on the format prescribed in Annex-I | <input type="checkbox"/> | <input type="checkbox"/> |
| (k) Copies of bye-laws of trade organization, if any | <input type="checkbox"/> | <input type="checkbox"/> |
| (l) Copy of financial statements for the trade organization up to the end of the most recent financial year together with auditors' reports | <input type="checkbox"/> | <input type="checkbox"/> |
| (m) Certified copies of utility bills of the existing trade organization for the last one year | <input type="checkbox"/> | <input type="checkbox"/> |
| (n) Certified copy of lease agreement of the office premises including regional offices (if applicable) of the existing trade organization for last three years | <input type="checkbox"/> | <input type="checkbox"/> |
| (o) Proof of filing income tax return on behalf of trade organization | <input type="checkbox"/> | <input type="checkbox"/> |

