***Kindly prepare SEZ Zone Enterprise Application as per following format and get it reviewed by SEZ Section of FIEDMC.***

***After finalization of below mentioned documents set; you are required to be filed online SEZ Zone Enterprise Application at following link of Board of Investment Government of Pakistan’s web portal (***[**http://sezmis.invest.gov.pk**](http://sezmis.invest.gov.pk)***) and provide hard copies of above finalized documents file (1 original & 6 copies) to SEZ section at FIEDMC Corporate Office Faisalabad.***

Faisalabad Industrial Estate Development & Management Company (FIEDMC)

1st Floor, FCCI Complex, East Canal Road, Canal Park, Faisalabad.

Tel: 041-9230231-4; Fax: 041-9230235; URL: 041-111-343-362

Website: [www.fiedmc.com.pk](http://www.fiedmc.com.pk)

|  |
| --- |
| **Company Name** |
| **SEZ Zone Enterprise Entry Application** |
| **Index** |
|  |  |  |
| **Sr.#** | **Particulars** | **Flag #** |
| 1 | SEZ Application + List of Plant & Machinery | 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).  | 2 |
| 3 | Land, utilities and the services required from SEZ and the time line thereof | 3 |
| 4 | Preliminary Architectural Drawing / Building Layout Plan | 4 |
| 5 | Description and sources of employment. | 5 |
| 6 | Certified copy of the Certificate of Incorporation/Registration of Firm | 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 passport are required in place of CNIC.  | 9 |
| 10 | Business Profile of the company/firm  | 10 |
| 11 | Financial statements and income tax returns – last 3 years  | 11 |
| 12 | Name, address, NIC, NTN, Phone, Email of Principal Officer  | 12 |
| 13 | Entry card Applications of the persons immediately required to enter into SEZ | 13 |
| 14 | Undertakings on Stamp Papers | 14 |

**ZONE ENTERPRISE ENTRY APPLICATION**

**SEZ Value Addition City / M-3 Industrial City / Allama Iqbal Industrial City**

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

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

**The Chairman**

SEZ Committee

**Value Addition City / M-3 Industrial City / Allama Iqbal Industrial City**, Special Economic Zone

FIEDMC, 1st Floor, FCCI Complex, East Canal Road, Canal Park, Faisalabad

Dear Sir,

We, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby apply for admission into SEZ **Value Addition City / M-3 Industrial City / Allama Iqbal Industrial City**. 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 only)  |  |
| 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:**

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/Registration of Firm

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/firm

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

14. Misc. (if any)

****

**COMPANY NAME**

**BUSINESS PLAN (Index)**

|  |  |
| --- | --- |
| **Chapter # 1: EXECUTIVE SUMMARY:** |  |
| 1.1. Introduction | 1 |
| 1.2. Vision & Mission | - |
| 1.3. Market Overview | - |
| 1.4. Company Profile | - |

**Chapter # 2: PROJECT OVERVIEW:**

|  |  |
| --- | --- |
| 2.1. Name | - |
| 2.2. Address | - |
| 2.3. Main Products | - |
| 2.4. Key Project Features | - |
| 2.4.1. Nature of Business | - |
| 2.4.2. Total Project Cost  |  |
| 2.4.3. Location of Project | - |
| 2.4.4. Area of the Project | - |
| 2.4.5. Ownership of land | - |
| 2.4.6. Layout of the Project | - |

**Chapter # 3: PRODUCTION:**

|  |  |
| --- | --- |
| 3.1. Production Capacity | **-** |
| 3.2. Production Process | - |
| 3.3. Estimated Annual Production  | - |
| 3.4. Target Markets: | - |
|  - Local Sales | - |
|  - Exports  | - |

**Chapter # 4: RAW MATERIAL CONSUMPTION:**

|  |  |
| --- | --- |
| 4.1**.** Domestic Raw Material | - |
| 4.2**.** Imported Raw Material | - |

**Chapter # 5: LOCAL & IMPORTED MACHINERY:**

|  |  |
| --- | --- |
| 5.1. Local Machinery | - |
| 5.2. Imported Machinery | - |

|  |  |
| --- | --- |
| **Chapter # 6: PROJECT MANAGEMENT PLAN**  |  |
| 6.1. Decision Making Matrix | - |
| 6.2. Annual Employment Generation  | - |

**Chapter # 7: FINANCIAL PLAN**

|  |  |
| --- | --- |
| 7.1. Projected Financial Statements for next Five Years | - |

|  |  |
| --- | --- |
| **Chapter # 8: POTENTIAL ENVIRONMENTAL IMPACT & MITIGATION MEASURES** | - |

**Chapter # 9: RISK ANALYSIS & COUNTER MEASURES**

|  |  |
| --- | --- |
| 9.1. Market Risks and Countermeasures | - |
| 9.2. Technical Risks and Countermeasures | - |
| 9.3. Operational Risks and Countermeasures | - |
| 9.4. Financial Risks and Countermeasures | - |

**Chapter # 10: CONCLUSION**

|  |
| --- |
| **FORMAT OF LAND, UTILITIES AND THE SERVICES REQUIRED FROM SEZ** |
|  |  |  |  |
| **Description** | **Requirements** | **Timeline (from the date of admission into SEZ)** |
| Land |   |   |
| Utility Service | Electricity (Temporary- Construction Phase) (KW) |   |   |
| Natural Gas (mmcfd) |   |   |
| Potable Water (Gallons) |   |   |
| Telecommunication (No. of Lines) |   |   |
| Electricity (Permanent Connection - Operation Phase) (KW) |   |   |
| Other services | Security |   |   |

(Stamp paper)

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

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

**TO WHOM IT MAY CONCERN**

This is to certify that:-

1. Our application for entry as “**Zone enterprise**” to **Value Addition City / M-3 Industrial City / Allama Iqbal Industrial City 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 M-3 Industrial City SEZ shall only be transferred subject to fulfilment of zone regulations and only after the Zone Enterprise has performed business operations/commercial production in M-3 Industrial City 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

Signature:

Name:

Designation: Chief Executive Officer

Company:

(Stamp paper)

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

Signature:

Name:

Designation: Chief Executive Officer

Company:

(Stamp Paper)

**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 **Value Addition City / M-3 Industrial City / Allama Iqbal Industrial City** Special Economic Zone, Faisalabad.

Regards,

Signature:

Name:

Designation: Chief Executive Officer

Company:

(Rs 100 Stamp Paper)

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,

Name

Designation

Company Name