



List of Required Documents

Applicant's Name: _____ Cluster: _____

The following documents are required where the Applicant is an incorporated company:

- Certified copy of Certificate of Incorporation
- Certified copy of Memorandum and Articles of Association
- Certified copy of Certificate of Commencement of Business (in case of Public Limited Company)
- The name of shareholders and directors of the Company
- The most recent Form A filled by the Company under the Companies Ordinance 1984
- Certified copy of the Resolution of the Board of Directors of the Company for purchase of the plot of land at the Industrial Estate/Park, the Project to be established thereon, and name(s) of the Director(s) duly authorized to execute documents on behalf of the Company
- NTN of the Company
- Copy of NIC of Director(s) authorized to execute documents on behalf of the Company
- Details of litigations and decrees against the Company, if any
- Undertaking of the Company to meet all its financial liabilities
- Letters from two banks with which the Company maintains its account(s), for the last three years, provided however, if the Company has been formed for a period less than three years, the company shall provide such letters accordingly

The following documents are required if an Applicant is a partnership:

- Deed of Partnership
- Evidence of Registration of Partnership under the Partnership Act, 1932
- Resolution by of Partners for purchase of the plot of land at the Industrial Estate/Park, the Project to be established thereon and the name(s)/power of attorney(s) of the partner(s) authorized to execute documents on behalf of the Partnership
- NTN of the Partnership
- Copy of NIC of the Partner(s) duly authorized to execute documents on behalf of the Partnership
- Details of litigation and decrees against the Partnership/Partners, if any
- Undertaking by the Partnership to meet all its financial liabilities
- Letters from two banks with which the Partnership maintains account(s) for the last three years, provided however, if the partnership has been formed for a period less than three years, the Partnership shall provide such letters accordingly

The following documents are required where an Applicant is sole proprietorship/Individual:

- Copy of the NIC of the Individual
- Copy of NTN of the Sole Proprietorship/Individual
- Undertaking of the Individual to meet his/her financial liabilities
- Letter from two banks as the state of Individual's Account(s) for the last three years
- Details of any litigation and decrees against the Individual
- Additional documents and/or undertakings may be required by the NIP

For official purpose only

Checked by: _____

Application No.: _____

Signature: _____

Date: _____