

REGISTRATION OF FIRM



**PAKISTAN AERONAUTICAL COMPLEX BOARD (PACB)
KAMRA**

DOCUMENTS REQUIRED COMMON TO ALL CATEGORIES

(ALL DOCUMENTS DULY ATTESTED BY AUTHORISED PERSON)

1. PAC-001 (Firms Bio Data) (3 Copies)
2. Appendix A, B, &C to AFO200-14 (Firm/Personal Data) (5 Copies)
3. National Identity Card. (5 Copies)
4. National identity Card with 02 witnesses (5 copies)
5. Photo copy of NTN Card/Certificate (5 Copies)
6. Bank statement for last one year (in case of sole proprietor and partnership firms – duly attested by Bank authorities). (2 copies)

7. Audit balance sheet duly attested by chartered accountant (for limited concern only) (2 copies)
8. Bank certificate from bank indicating the amount (in original, signed and stamped by bank authentication)

9. Photocopies of immovable property documents in respect of Proprietor, Directors and Partners of the firm (5 copies)

10. Photocopy of registration certificate issued by Sales Tax department (2 copies)

11. Photocopy of partnership deed along with registration under partnership act 1932 (for partnership concern only) (2 copies)

12. Challan form F-32A. Rs, 7500/- (seven thousand and five hundred) as registration fee, the amount should be deposited in Govt. treasury (i.e. State Bank of Pakistan – National Bank of Pakistan) through challan form F- 32-A under **Major Head C02501-20 Main Head 12, Sub Head “A Misc Code head 1/845/30” CMA (ISO’s) Rawalpindi** on behalf of “**Director Central Procurement PAC Board Kamra**” and submit the original receipt to this Directorate.

13. Original Agency Agreement alongwith 02 photocopies duly attested by an authorised Notary Public.

14. Please fill/type all forms on computer. Hand written forms are not acceptable.

| New Firm DOCUMENTS | Manufacture | | | Agent | | | Stockist/GOS | | |
|--|-------------|---------|------|-------|---------|------|--------------|---------|------|
| | Ltd | Partner | Prop | Ltd | Partner | Prop | Ltd | Partner | Prop |
| PAC-001 (03 Sets) | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| App A, B & C (05 Sets) | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| NIC & Photo (05 Copies) | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| NTN Card (05 Copies) | Yes | Yes | | Yes | Yes | Yes | Yes | Yes | Yes |
| Sale Tax Certificate (05 Copies) | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| Renewal Fee (Rs.1500) on F-32A NBP Bank | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| Property Documents 03Copies | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| Bank Statement 02 copies | - | Yes | Yes | - | Yes | Yes | - | Yes | Yes |
| Bank Certificate 02 Copies | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| Audit Balance Sheet 02 Copies | Yes | - | - | Yes | - | - | Yes | - | - |
| Memorandum & Article | Yes | - | - | Yes | - | - | Yes | - | - |
| Registration under Factory Act 02 Copies | Yes | Yes | Yes | - | - | - | - | - | - |
| Ownership/ Rent / Factory Documents 02 Copies | Yes | Yes | Yes | - | - | - | - | - | - |
| Partner Ship Deed 02 Copies | - | Yes | - | - | Yes | | - | Yes | - |
| Certificate of Incorporation 02 Copies | Yes | - | - | Yes | - | - | Yes | - | - |
| CC & I Certificate 02 Copies | Yes | Yes | Yes | | - | - | Yes | - | - |
| CCI& E Certificate 02 Copies | - | - | - | - | Yes | Yes | - | - | - |
| Agency Agreement Original alongwith 02 photocopies duly attested Notary Public as per format provided on web site | - | - | - | Yes | Yes | Yes | - | - | - |

THREE SETS REQUIRED

PAC-001

PART – 1

PARTICULARS COMMON TO ALL CATEGORIES OF FIRM

1. Name of the firm _____
2. Address (office) _____
3. Address Factory/Stocks _____
4. Telephone _____ Fax _____ Telex _____ E-Mail _____
5. National Tax No _____
6. Date of establishment of the firm _____
7. Do you seek registration as: **Manufacturer/Agent/Stockist/General Order Supplier**
(Local Purchase/Local Contract)

(Please indicate by ✓)

8. **Category of the Firm**
 - (a) Sole Proprietary Concern (Yes/No)
 - (b) Partnership Concern (Yes/No)
 - (c) Limited Concern (Yes/No)

9. **Registration With Various Trade Organisations.**

Firms are required to be registered with following organisations prior to applying for registration with PAC Board Kamra: -

- a. **Manufacturing Firm**
 - (1) Registered under Factory's Act (Yes/No)
 - (2) Chamber of Commerce and Industries Membership (CC&I) (Yes/No)
 - (3) Certificate of incorporation (for limited/public concern only) (Yes/No)

b. **Stockiest**

- (1) Chamber of Commerce and Industries Membership (CC&I) (Yes/No)
- (2) Memorandum and Articles of Associations (Yes/No)
(for limited/public concern only)

c. **Agent**

Chief Controller Import & Export certificate (CCI&E)/EPB (Yes/No)

10. **Firm's Management Record**

| <u>Name</u> | <u>ID Card No</u> | <u>Nature of Employment</u> (Proprietor/Partner/Director/Signatory) |
|--------------------|--------------------------|---|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

11. Are you already registered with any other Defence Establishment i.e. DGDP DGMP, POF Wah, GHQ and its Formations/Ordnance/EME Establishments FWO, NLC and HIT Taxila etc? If so please furnish details:-

| | <u>Organization</u> | <u>Registration No</u> |
|----|----------------------------|-------------------------------|
| a. | _____ | --- |
| b. | _____ | --- |
| c. | _____ | --- |

NOTE: - PLEASE CROSS OUT THE PART, WHICH DOES NOT CONCERN YOUR FIRM

PART – II

FOR MANUFACTURING FIRMS ONLY

12. Address of Factory (including telephone No etc)

13. Details of stores for which Indexation is applied for (attach list in case number of items is more)

14. **Detail of Employees**

Nos

a. Executives

b. Staff

PART – III

FOR AGENTS TO FOREIGN PRINCIPAL ONLY

15. Stores & name of Principal in which firm desires registration/indexation:
(Attach list in case number of principals are more)

Principals

Stores

| | |
|-------|-------|
| <hr/> | <hr/> |
| <hr/> | <hr/> |
| <hr/> | <hr/> |
| <hr/> | <hr/> |

PART – IV

FOR STOCKIST FIRMS ONLY

16. Address of Godowns/Stocks with Phone No _____

17. Stores in which firm desires registration/Indexation as stockist: - (attach list in case number of items is more)

PART – V

(FOR ALL)

18. I certify that none of my near relative (father, mother, uncle, son, daughter or any other near relative with whom I would not like to compete in the open market) has registered any firm dealing in the same or similar type of stores/items. In case any such person attempts to do so. I undertake to inform PAC Board Kamra of this fact without any loss of time.
19. I certify that the information given above is correct to the best of my knowledge. In case it is detected on any stage that information is incorrect or contrary to the facts/information given in the Application Form, the Registration may be cancelled and disciplinary action initiated (i.e. debaring the firm to do business with other Defence Establishments and Government Agencies).

Date: _____

(Signature of the Applicant)
Name (in block capital)

1. Signature of Witness: *
ID Card No.
Name in block capitals:
Address:
Date
2. Signature of Witness: *
ID Card No.
Name in block capitals:
Address:
Date

CONFIDENTIAL
(when filled in)

**PARTICULARS OF FIRM / CONTRACTOR ETC APPLYING FOR
REGISTRATION WITH THE PAF (To be filled in Triplicate)**

1. Name of Firm & its Owner _____
2. Location of Firm & Address of Head Office _____
3. NTN No _____
4. Office Telephone No _____ (Land Line), Mobile No _____
Fax No _____ E-mail Address _____
Website Address _____ Social Media Address _____
5. Branches and their addresses:

| Name | Location | Tele No | Mobile No | Fax No |
|-------|----------|---------|-----------|--------|
| (i) | | | | |
| (ii) | | | | |
| (iii) | | | | |
6. For what stores/work do you desire registration? _____
7. Investment Limit / Financial value ? _____
8. Category of Firm ? _____
9. Do you seek enlistment as manufacturer? If so, please furnish: -
 - (a) Details of articles manufactured _____
 - (b) Address of the factory _____
 - (c) Number of operators employed _____
 - (d) Details of the machines installed _____
10. Do you seek enlistment as stockiest or agents for building contractors / firms / vendors? If so, please state:

- (a) Names of Principal firms etc _____
(b) Details of stocks carried with value thereof _____

11. Assets, properties, shares and securities held on company name: -

- (a) IN PAKISTAN
(i) Moveable _____
(ii) Immoveable _____
(iii) Shares/securities _____
- (b) IN FOREIGN COUNTRIES
(i) Moveable _____
(ii) Immoveable _____
(iii) Shares / securities _____

12. Do your company black listed in past from any contract / work by any organization / firm ? If so, please furnish details:

13. Do you seek enlistment for repair / modification work? If so please state:

- (a) _____
(b) _____

14. Details of Previous completed works / projects:

15. Do you have any objection to have your factory, works or premises being inspected by an officer of the PAF? _____

16. Bank References:

IN PAKISTAN

- | | Name of Bank | Acct No | Branch Code |
|-----|---------------------|----------------|--------------------|
| (a) | _____ | _____ | _____ |
| (b) | _____ | _____ | _____ |

*** Attach latest Bank statement.**

IN FOREIGN COUNTRIES

| | Name of Bank | Acct No | Branch Code |
|-----|---------------------|----------------|--------------------|
| (a) | _____ | _____ | _____ |
| (b) | _____ | _____ | _____ |
| (c) | _____ | _____ | _____ |

*** Attach latest Bank statement.**

17. Name of person in whose name the account is maintained _____

18. Is your Firm a sole proprietary, partnership or limited liability concern?

19. Is your Firm registered under the Factories Act? _____

20. Is your Firm registered under the Company's Act, 1913? _____

21. Is your Firm registered under the Partnership Act, 1932? _____

22. Are you enclosing attested copies of Partnership Deed or Memorandum and Articles of Association? _____

23. Person(s) authorized to sign correspondence:

| | Name | Computerised NIC No | Present Address | Permanent Address |
|-----|-------------|--------------------------------|----------------------------|------------------------------|
| (a) | _____ | _____ | _____ | _____ |
| (b) | _____ | _____ | _____ | _____ |

24. Licence No. under the S. Tax Act/51(Attach S.Tax Registration Certificate) _

25. Are you already registered with any other Defence establishment? If so, please furnish:

(a) Name of establishment _____

(b) Registration No _____

- (c) Date of Registration _____
- (d) Stores / Work for which registered _____

26. Was your firm registered previously with any Defence Establishment under any other name? If so, please furnish:

- (a) Name of the firm _____
- (b) Does the firm still exist? _____
- (c) Name of establishment with which it was registered _____
- (d) Registration No _____
- (e) Date of registration _____
- (f) Stores for which registered _____
- (g) Did your firm remained engaged (presently / previously) in any project abroad? if so, please furnish details:

27. Was your firm or any other firm, with which you were associated previously, denied or refused registration with Defence establishment? If so, please furnish:

- (a) Name of the firm _____
- (b) Name of establishment with which registration was made / sought

- (c) Why was registration refused / cancelled? _____

- (d) Does the firm still exist? _____

28. Are you registered with the C.C.I. & E and if so, what is your category for the stores for which you are registered? (Attach Supporting Documents)

29. Whether registered under the Development of Industries Rule 1950? _____

**IN CASE THE ABOVE INFORMATION IS FOUND TO BE INCORRECT
SUBSEQUENTLY, REGISTRATION OF THE FIRM IS LIABLE TO BE
CANCELLED.**

Dated _____

(Signature of the Applicant)

(Signature of Witness)

(Signature of Witness)

Name of Witness (in block capitals)

Name of Witness (in block capitals)

Address of Witness _____

Address of Witness _____

(Also attached photocopy of
Computerised NIC)

(Also attached photocopy of
Computerised NIC)

Dated _____

Dated _____

**COUNTERSIGNED
(By OPI)**

CONFIDENTIAL
(when filled in)

**PROPRIETORS / EXECUTIVES OF FIRMS /
CONTRACTORS - PERSONAL DATA**

(To be filled in Triplicate)

PHOTOGRAPH

1. Full Name _____
2. Father's Name _____
3. If you have changed your name, state previous name(s) giving reasons for the change _____
4. Aliases _____
5. Date and place of birth _____
6. Computerised NIC No _____
7. Height _____ 8. Weight _____ 9. Build _____
10. Complexion _____ 11. Colour of eyes _____
12. Visible mark of identification _____
13. (a) Religion _____ (b) Sect _____ (c) Caste _____
14. Nationality _____
15. If naturalized, state previous nationality _____
16. Permanent home address _____

17. (a) Present residential address _____

(b) Residence & Mobile Phone No _____

(c) Designation in Firm _____

(d) Passport No and Date of issue _____

18. If displaced person or optee from India, previous address _____

19. If served in Armed Forces, Furnish Service details

(a) Rank _____

(b) Service No _____

(c) Arms _____

(d) Last Unit / Regt / Corps / Base _____

(e) Retired / Discharged / Dismissed _____

20. Education

(a) Highest Degree / Certificate _____

(b) Last attended institute _____

21. Social Media accounts

(a) E Mail Address(es) _____

(b) Whatsapp Address(es) _____

(c) Twitter Address(es) _____

(d) Facebook Address(es) _____

(e) Other Social Media Accounts _____

22. Name of Bankers (Personal Account):

| | IN PAKISTAN | | | |
|------|-------------|---------------|--------|-------|
| Bank | Acct No | PLS / Current | Branch | |
| (a) | _____ | _____ | _____ | _____ |
| (b) | _____ | _____ | _____ | _____ |
| (c) | _____ | _____ | _____ | _____ |

IN FOREIGN COUNTRIES

| | Bank | Acct No | Branch | Code |
|-----|-------------|----------------|---------------|-------------|
| (a) | _____ | _____ | _____ | _____ |
| (b) | _____ | _____ | _____ | _____ |
| (c) | _____ | _____ | _____ | _____ |

23. Membership of clubs and other social/literary organizations:

| | Name and address of Club / organization | Date of joining |
|-----|--|------------------------|
| (a) | _____ | _____ |
| (b) | _____ | _____ |
| (c) | _____ | _____ |
| (d) | _____ | _____ |

24. Previous occupation or employment (three years prior to joining/sponsoring the firm)_____

25. Nature of employment with the firm_____

26. Rank / Status_____

27. Date of employment _____

28. If tried by Military / Civil court, state:

| Offence | Date | Place | If found guilty punishment awarded |
|----------------|-------------|--------------|---|
| (a) | | | |
| (b) | | | |
| (c) | | | |
| (d) | | | |

29. Near relatives in Defence Services (To include only parents / brothers / sisters of both husband and wife):

(a) _____

(b) _____

- (c) _____
- (d) _____
- (e) _____
- (f) _____

30. Near relatives Abroad (To include only parents / brothers / sisters of both husband and wife):

- (a) _____
- (b) _____
- (c) _____

31. Three persons who have been acquainted with you for last five years:

| | Name | Occupation | Address and Contact Number |
|-----|-------------|-------------------|-----------------------------------|
| (a) | | | |
| (b) | | | |
| (c) | | | |

32. Political affiliations:

- (a) _____
- (b) _____
- (c) _____

33. Any affiliations with religious organizations:

- (a) _____
- (b) _____
- (c) _____

34. Details of foreign visits:

| | Country Visited | Purpose of Visit | From | To |
|-----|------------------------|-------------------------|-------------|-----------|
| (a) | | | | |
| (b) | | | | |
| (c) | | | | |

35. Properties, shares and securities held in your name or in the name of your wife and children:

(a) **IN PAKISTAN**

(i) Moveable _____

(ii) Immoveable _____

(iii) Shares / securities _____

(b) **IN FOREIGN COUNTRIES**

(i) Moveable _____

(ii) Immoveable _____

(iii) Shares / securities _____

36. Wife (or husband in case of female employee):

(a) Name _____

(b) Maiden name (in case of wife) _____

(c) Present address _____

(d) Date and place of birth _____

(e) Nationality _____

(f) Religion _____

(g) Occupation _____

(h) Political affiliations, if any _____

**FALSE OR MISLEADING STATEMENT CAN LEAD
TO AN ACTION AS PROVIDED IN LAW**

Date _____

Signature of the individual

Place _____

Name (in block capitals)

COUNTERSIGNED

UNDERTAKING

I, _____

on behalf of _____
(name of Firm with address)

do hereby give an undertaking that under mentioned provisions are clearly understood by me and will abide by the conditions hereinafter contained.

1. In case the information provided by me on proformae as per Appendices 'A' and 'B' (AFO 200-14) for registration in PAF is found to be incorrect / false / misleading or in complete at any stage, issued security clearance for registration with PAF can be revoked.

2. At any stage, if I or my firm or any of my regular employee found involved in any adverse activities, against national interest, negative propaganda against PAF, use of unfair means for award of contract in PAF, fraudulent activities, corrupt / collusive / obstructive practices, cross debarred, fake enlistments with other organizations is established, issued security clearance for registration with PAF can be revoked.

3. The initially issued security clearance at registration phase can be revoked at the time of subsequent clearance at contract award phase due to any breach of PAF security / failed to comply with norms and customs of defence forces.

Dated _____

(Signature of the Individual)

(Signature of Witness)

(Signature of Witness)

Name of Witness (in block capitals)

Name of Witness (in block capitals)

Address of Witness _____

Address of Witness _____

(attach copy of CNIC)

(attach copy of CNIC)

Dated _____

Dated _____

**COUNTERSIGNED
(By OPI)**

CONFIDENTIAL
(When filled in)

**SECURITY CLEARANCE – AWARD OF CONTRACT TO
REGISTERED FIRM / CONTRACTOR**

| Name of Firm / Company | Name of Principal / Proprietor/ Contractor | Date of Security Clearance (with Reference) | Name of Associates / Regular Employees | Financial value of contract | Nature of Contract | Details of Previous contracts with in PAF |
|------------------------|--|---|--|-----------------------------|--------------------|---|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |

COUNTERSIGNED

(When filled in)
CONFIDENTIAL

**TIERS FOR ISSUANCE OF SECURITY CLEARANCE FOR FIRMS,
CONTRACTORS AND THEIR EMPLOYEES**

| S No | Sponsoring Agency | Nature of Contract | Financial Value of Contract | Issuing office |
|-------------|--------------------------|---|------------------------------------|-----------------------|
| (a) | Bases / Units | Petty contracts / Local services / GOS | Up to Rs 01 Mil | Concerned OC FLU |
| (b) | Bases/ RAC / AHQ | All type of contracts | From Rs 01 up to 10 Mil | DAI (CI) |
| (c) | Bases / RAC / AHQ | All type of contracts | From Rs 10 Mil up to 59 Mil | DDG AI (C) |
| (d) | Bases / RA / AHQ | All type of contracts | 60 Mil and above | DG AI |

CONFIDENTIAL
(When filled)

WARNING

Provisions of OFFICIAL SECRET ACT, 1923 are always to be complied with. Breaches committed under the pretext of ignorance of law, have no legal sanction.

I, _____
(name and Appointment)
on behalf of _____
(name of Firm / Contractor)

(With address)

do hereby give an undertaking to abide by the provisions of OFFICIAL SECRET ACT-1923 and conditions hereinafter contained. Breach of these provisions on my part or any employee of the Firm, in addition to any other penalty under law, will render immediate cancellation of the contract and completion of the remainder work by any other agency considered suitable by the Accepting Officer at our own risk.

1. The supervisory staff and employees of the Firms/Contractors are fully acquainted with provisions of Official Secret Act-1923 and other security provisions prevailing in the areas in which they will have to work.
2. A cell of a few selected security cleared personnel will be created within the management to handle classified correspondence from the Pakistan Air Force and knowledge of the deals with the Pakistan Air Force will be restricted only to them.
3. Correspondence from the Pakistan Air Force will be treated as 'CONFIDENTIAL' or 'SECRET' as the case may be and it shall not be divulged to any unauthorized source.

(When filled)
CONFIDENTIAL

CONFIDENTIAL
(When filled)

4. No information regarding the Defence stores shall be provided under this contract or any other information having close relationship / similarity with Defence / stores / equipment will be given to the press / social media / electronic media without obtaining in writing the prior approval of Air Headquarters.
5. Officers of Ministry of Defence / Directorate General Inter Services Intelligence / Directorate General Air Intelligence will have the right to enter the premises of the firm / contractor to exercise surprise / periodical checks to ensure proper handling of correspondence.
6. All contractors / workers are bound to wear designated / specific jackets and hang security passes in neck while working inside PAF area. Security passes will be returned to the issuing authority on completion of the project.
7. Contractor and his labourer should be restricted at work place only.

(Signature)
Name _____
(in block capitals)
Status / Appointment _____
Date _____
Place _____

COUNTERSIGNED
(By Accepting Officer)

Dated: _____

(When filled)
CONFIDENTIAL