

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. debarring 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 FIRMS/CONTRACTORS ETC
APPLYING FOR REGISTRATION WITH THE PAF
(To be filled in Five Copies)

1. Name and location of the firm _____
2. Address of Head Office _____
3. Office Telephone No. _____ (Land Line), Mobile No. _____
Fax No. _____ E-Mail Address. _____
4. Branches & their Addresses: -

	Name	Location	Tel No.	Mob No.	Fax No.
(i)					
(ii)					
(iii)					
5. For what stores/Work do you desire registration? _____
6. Do you seek enlistment as Manufactured? 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 _____
7. Do you seek enlistment as Stockist or Agents or building Contractors/firms/vendors?
If so please state: -
 - (a) Name of the principal Firms etc _____
 - (b) Detail of stocks carried with value there of _____

8. Do you seek enlistment for repair/modification work? if so please state:-

(a) _____

(b) _____

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

10. Bank references: -

IN PAKISTAN

Name of Bank	Acct No.	Branch Code
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(a) _____

(b) _____

(c) _____

(d) _____

* Attach latest Bank Statement

IN FOREIGN COUNTRIES

Name of Bank	Acct No.	Branch Code
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(a) _____

(b) _____

(c) _____

*Attach latest bank statement.

11. Name of person in whose name the account is mentioned _____

12. Is your firm a sole proprietary, partnership or limited liability concern?

13. Is your firm registered under the factory Act? _____
14. Is your firm registered under the Company Act-1913? _____
15. Is your firm registered under the partnership Act-1932? _____
16. Are you enclosing attested copies of partnership deed or memorandum and articles of Associations? _____

17 Person(s) persons authorized to sign correspondence

Name	CNIC	Present Address	Permanent Address
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(a) _____

(b) _____

18. License number under the sales Tax Act-1951 (Attach S.Tax Registration Certificate)

19. 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) Store for which registered _____

20. 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) Store for which registered _____

21. 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 firm _____
- (b) Name of Establishment with which registered was made/sought _____
- (c) Why was registration refused/cancelled? _____
- (d) Does the firm still exist? _____

22. Are you registered with C.C.I & E and if so, what is category for the store for which you are registered? _____

23. Whether registered under the Development of industries Rule-1950? _____

IN CASE THE ABOVE INFORMATION IS FOUND TO BE INCORRECT SUBSEQUENTLY, THE 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 capital)
NIC NO. _____

Name of Witness (in block capital)
NIC NO. _____

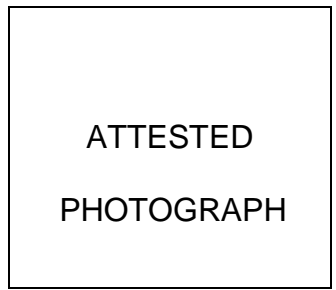
Address of Witness _____
(Also attached photocopy of CNIC)

Address of Witness _____
(Also attached photocopy of CNIC)

Dated _____

Dated _____

PROPRITER/EXECUTIVE OF FIRMS/CONTRACTORS
PERSONAL DATA



1. Full Name _____
 2. Father Name _____
 3. If you have changed your name, state previous name/names giving reasons
For the changed _____
 4. Aliases _____
 5. Date & Place of Birth _____
 6. Computerized NIC No. _____ (Attach Attested Photocopy)
 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 _____
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17. (a) Present Residential Address

(b) Residence Phone No. _____

(c) Mobile Phone No. _____

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

19. Name of Bankers: -(Personal Account): -

IN PAKISTAN

	Bank	Acct No.	PLS/Current	Branch
(a)	_____	_____	_____	_____
(b)	_____	_____	_____	_____
(c)	_____	_____	_____	_____

IN FOREIGN COUNTRIES

	Bank	Acct No.	PLS/Current	Branch
(a)	_____	_____	_____	_____
(b)	_____	_____	_____	_____
(c)	_____	_____	_____	_____

20. Membership of clubs and other social/literary organizations

	Name & Address of Club/Org	Date of Joining
(a)	_____	_____
(b)	_____	_____
(c)	_____	_____
(d)	_____	_____

21. Previous occupations or employment (three year prior to joining/sponsoring the firm)

22. Nature of employment with the firm _____

23. Rank/Status _____

24. Date of employment _____

25. If tried by Military/Civil Court, Status: -

Offence	Date	Place	If found guilty, punishment Awarded
(a)			
(b)			
(c)			
(d)			

26. Near relative in Defence Services (to include only parents/brothers/sisters of both husband and wife) :-

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

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

Name	Occupation	Address
(a)		
(b)		
(c)		

28. 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 _____

29. 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 _____

(d) Nationality _____

(e) Religion _____

(f) Occupation _____

(g) Political affiliations, if any _____

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

Date _____

(Signature of the individual)

Place: - _____

(Name in block capitals)

SPECIAL CONDITIONS
(To be incorporated in contract deed)

WARNING

Provisions of **OFFICIAL SECRET ACTS, 1923** are always to be compiled 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** Conditions herein after contained. Breaches of these provisions on any 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 reminder 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 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 divulge to any un-authorized source.

4. No information regarding the Defence stress shall be provided under this contract or any other information having close relationship similarity with Defence / Store / Equipment will be given to the press without obtaining in writing the prior approval of Air Headquarters.

5. Officers of Ministry of Defence / Directorate General, Inter Services Intelligence will have the right to enter the premises of the Firm / Contractors to exercise surprise / periodical check to ensure proper handling or classified correspondence.

6. The Officer In-charge Project authorised by the Officer signing the contract or by an officer of registration authority will have right to issue Security Passes, at his discretion to any or all employee of the Firm / Contractor working on the site. Any employee of the Firm refused permission by Officer In-charge Project will forthwith cease to work in that area. Security Passes will be produced on demand and will be returned on completion of the project to the issuing Authority.

(Signature)

Name: -

(in block capital)

Status / Appointment _____

Dated: -

Place: - _____

COUNTERSIGNED

(By accepting officer)

Dated: - _____

