1. ORIGINAL LETTER FOR REQUEST ON COMPANY LETTER-HEAD;

2. DULY FILLED-IN AND SIGNED SPECIMEN SIGNATURE CARD OF PRGMEA (SIGNATURE VERIFIED BY BANK)

3. PROPOSER & SECONDER SIGNATURES DULY VERIFIED (SUBJECT TO VERIFIED FROM THE RECORD OF PRGMEA MEMBERSHIP)

4. ADMISSION FEE Rs.1000, (NON REFUNDABLE) ANNUAL FEE: Rs: 2006 & PRGTTI FUND: Rs: 1000 (PAY ORDER TOTAL FEE: Rs: 4006)(FOUR THOUSAND & SIX ONLY)

5. FOR AVAILING MEMBERSHIP ONLY AS A COMMERCIAL EXPORTER; DECLARATION AS PER ENCLOSED FORMAT TO BE PROVIDED.

6. FOR AVAILING R & D SERVICES FROM ASSOCIATION. THE R & D DECLARATION FORM TO BE SUBMITTED, AS PER ATTACHED FORMAT.

SECTION – A
(INFORMATION ABOUT COMPANY)

7. DATE OF ESTABLISHMENT:- ________________________________

8. COMPANY PROFILE:- ________________________________

9. PHOTO COPIES OF NATIONAL IDENTITY CARDS OF PROPRIETOR/ALL PARTNERS/ALL DIRECTORS;

10. LATEST PHOTOGRAPH OF THE AUTHORIZED REPRESENTATIVE ONLY PROPRIETOR/PARTNER/ALL DIRECTOR;

11. IN CASE OF LIMITED COMPANY DULY SIGNED AND ATTESTED MEMORANDUM & ARTICLES OF ASSOCIATION;

12. IN CASE OF PARTNERSHIP, PROVIDE PARTNERSHIP DEED;

13. LAST THREE MONTH FACTORY ELECTRIC / PHONES BILLS COPY
SECTION - B
(INFORMATION ABOUT FACTORY)

14. FACTORY RENTAL AGREEMENT (IN CASE OF RENTAL)
15. DATE OF FACTORY SET-UP: _____________________________
16. TOTAL NUMBERS OF MACHINERY ___________________________
17. TOTAL NUMBERS OF WORKERS ____________________________

SECTION - C
(INFORMATION ABOUT EXPORT RELATED CERTIFICATES)

18. BANK CERTIFICATE FOR CURRENT ACCOUNT (ORIGINAL)
19. CERTIFICATE OF MEMBERSHIP OF ANY ASSOCIATION, IF ANY (PROVIDE COPY)
20. CERTIFICATE OF MEMBERSHIP OF CHAMBER OF COMMERCE,, IF ANY (PROVIDE COPY)
21. SALES TAX REGISTRATION CERTIFICATE (SHOWING MANUFACTURING STATUS)
22. SALES TAX RETURN FOR LAST 6 MONTHS (IF AVAILABLE)
23. PROOF OF FILING OF LAST INCOME TAX RETURNS
24. PHOTO COPY OF N.T.N. CERTIFICATE

(A) NOTE:- NOMINEE OF PRGMEA WILL CARRY-OUT PHYSICAL INSPECTION OF FACTORY
(B) NOTE:- ALL PHOTO COPIES OF DOCUMENTS TO BE VERIFIED AGAINST SHOWING ORIGINAL BY PRGMEA SECRETARIATE.

FOR OFFICE USE ONLY

APPLICATION RECEIVED ON DATED: - _____________________________

REMARKS:- ____________________________________________________

PROVISONALY SERVICE ALLOWED BY: _____________________________
                      Convener, Membership Sub-Committee
DECLARATION FORM AS A COMMERCIAL EXPORTER

SECRETARY (SOUTH ZONE)
PAKISTAN READYMADE GARMENTS MANUFACTURERS
AND EXPORTERS ASSOCIATION
KARACHI

WE M/S ________________________________
HAVING ADDRESS __________________________
______________________________________________________ KARACHI,

HEREBY UNDERTAKE THAT OUR COMPANY IS REGISTERED AS A COMMERCIAL EXPORTER.

KINDLY MENTION OUR STATUS ACCORDINGLY.

WE FURTHER HEREBY DECLARE THAT WE WILL NOT APPROACH THE ASSOCIATION FOR AVAILING R & D SUPPORT FUND FACILITY AT ANY STAGE, SUBJECT TO PREVAILING GOVERNMENT RULES AND REGULATIONS IN FORCE.

THANKING YOU,

M/S ________________________________

DESIGNATION (PROPRIETOR / PARTNER / DIRECTOR)

SEAL & SIGNATURE ________________________________
(DULY VERIFIED BY THE BANK)

DATED-________________________
DECLARATION

I understand hereby declare as under:

1- That I am the owner (Proprietor / Partner / Director of

M/s _________________________________________________

Situated at ____________________________________________

And having Export registration No- ______________________

NTN No- ____________ SALES TAX # _______________

2- That neither our company nor any of our sister concerns in involved in R & D support fund malpractices of any kind.

3- That we are fully conversant with the regulations regarding R & D support fund and undertake to comply to the requirements of SRO-473 and public notices issued by the Ministry of Commerce from time to time regarding R & D support fund.

4- That we also undertake to furnish in time all the information regarding R & D support fund as and when asked for by the association.

5- That the above declaration and information given on the application from for the R & D support fund is true and the best of our knowledge and belief.

Signed on this _________________ day of _________________________ 200

Name:- __________________________________________

Identity Card No- _________________________________

Address:- __________________________________________

Signature:- __________________________________________

(the signature should be verified by bank)

I/We certify that the above declaration is true and correct.

Name:- __________________________________________

Designation: Proprietor / Partner / Director

Signature:- __________________________________________

( the signature should be verified by bank)

(to be signed by any one of the Proprietor / Partner / Director of the authorizing export )

(signature should be made with company rubber stamp and verified by bank )
PAKISTAN READYMADE GARMENTS MANUFACTURERS AND EXPORTERS ASSOCIATION

MANUFACTURING UNIT SURVEY REPORT

DATE _____________ DAY _______________ TIME _______________

1- COMPANY / FIRM / NAME: - ________________________________

2- NAMES OF PROP. / PARTNERS / DIRECTORS ____________________

__________________________________________________________________

__________________________________________________________________

3- TELEPHONE NUMBERS: - ________________________________

4- FAX NUMBER: - ________________________________

5- E-MAIL ADDRESS: - ________________________________

6- SALES TAX REG. (CERTIFICATE FROM CBR) # _____________________

    DATE _____________________

7- NOS. OF MACHINES INSTALLED: - ________________________________

DETAILS OF MACHINERY INSTALLED

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<tr>
<th>WOVEN MACHINES</th>
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<td>SPECIAL MACHINE</td>
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<td>SPEACIAL MACHINE</td>
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<tr>
<td>OTHERS</td>
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</tbody>
</table>

8- NOS. OF WORKERS: - ________________________________
9. MAJOR ITEMS OF MANUFACTURE: ________________________________

10. PRODUCTION CAPACITY: ________________________________

11. DATE OF SET-UP OF THE UNIT: ________________________________

12. MAJOR EXPORT MARKETS: ________________________________

13. COMPANY NAME BOARD OUTSIDE THE FACTORY:
   YES ________________ NO ________________

14. EXPORTS DURING THE LAST TWO YEARS (IN PAK RS.)
   2005-2006 __________ 2006-2007 __________

15. EXPORT DURING 2007-08: ________________________________
   (UP TO DATE IN PAK.RS.)

16. LATEST INCOME TAX RETURN: ________________________________

17. FACTORY / BUILDING RENTAL AGREEMENT (IF ANY)

18. UTILITY BILL (PROVIDE COPY OF LAST BILLS)
   (a) ELECTRIC BILLS
   (b) PHONE BILLS

REMARKS: ________________________________
   ________________________________
   ________________________________

OTHER ASSOCIATION MEMBERSHIP (IF ANY) ________________________________

FOR OFFICIAL USE:

KARACHI DATED: - ________________

INSPECTED BY: - ________________

SIGNATURE: - ________________
PAKISTAN READYMADE GARMENTS
MANUFACTURERS & EXPORTERS ASSOCIATION

SPECIMEN SIGNATURE CARD.

NAME OF FIRM: _________________________________

ADDRESS : ___________________________________

PHONE# : _______ FAX: _______ FAX: __________

NATIONAL TAX NO: __________________________

NAME OF AUTHORIZED REPRESENTATIVE.

SIGNATURE OF AUTHORIZED REPRESENTATIVE.

DESIGNATION: _______________________________

PHOTOGRAPH OF AUTHORIZED REPRESENTATIVE

SIGNATURE VERIFIED BY ___________ BANK

COMPANY STAMP
APPENDIX“A“

The Secretary,
Pakistan Readymade Garments Manufacturers, and Exporters Association, Karachi

Dear Sir,

I/WE hereby agree, if confirmed by the Management Committee, to become a Member of the PAKISTAN READYMADE GARMENTS MANUFACTURERS & EXPORTERS ASSOCIATION and undertake to conform to and be bound by the Memorandum & Articles of Association and the Bye-Laws of the Association that may framed from time to time. The particulars about my/our Firm/Company are as under:

1. Name of the organization: ____________________________________________

2. Address: 
a) Head office: ____________________________________________
b) Registered office: ____________________________________________
c) Factory: ____________________________________________

3. Telephone Nos 
a) Factory: ____________________________________________
b) Office: ____________________________________________
c) Residence: ____________________________________________

4. Fax / Email Address: ____________________________________________

5. Year & Date of Establishment: ____________________________________________

6. Name of Partner / Proprietors / Director ____________________________________________

Along–with National Identity Card Nos. & Photocopies

7 Branches with address (if any): ____________________________________________

8 What kind of Garments / other made ups do you produce?
Give details: ____________________________________________

9. Give your National Tax Number: ____________________________________________

10. Whether member of any other Trade Association / Chamber (s) oc Commerce? If so State name and address of such Association Chamber (s) of Commerce etc. ____________________________________________

11. Name of your Bankers with address along with certificate of maintaining account: ____________________________________________

12. Copy of Memorandum & Articles of Company/Partnership Deed ____________________________________________
13. Authorized Representative: Name: ________________________
   Designation: ________________________
   (Proprietor / partner / director)

I/ WE, hereby, declare that I/WE are manufacture and Export of Garments.

______________________________  ______________________________
Specimen signature of the       Signature of the person makin
Authorized Representative       the application.

Place ________________________   Designation ________
Date ________________________

Note: (The Zonal Managing Committee after scrutinizing the application may accept or reject
the same without assigning any reason thereto. In case of acceptance, the Zonal office will issue
the Provisional Registration Certificate, which will be valid for three months (i.e. 90 days). The
membership application will finally be approved in the Central Managing Committee Meeting,
who may accept or reject the same. The decision of the Central Managing Committee will be
deemed as final.)

PART “B”

We the undersigned, being the confirmed member of the PAKISTAN READYMADE
GARMENTS MANUFACTURERS & EXPORTERS ASSOCIATION KARACHI,
LAHORE & SIALKOT do respectively purpose and second the above named as an applicant
for membership.

Propose M/s. ________________________ Membership No ________________________

Designation ________________________ Signature _____________________________

Seconder M/s. ________________________ Membership No. ______________________

Designation ________________________ Signature _____________________________
PART “C”

(Not to be filled in by the applicant)

Received Membership Application from Messrs ______________
_________________ of _______________ and their application put before the
membership Scrutinizing Sub – committee on and recommended by them zonal managing
committee

Meeting held on ____________________________

Final Approval of Managing Committee to Applicant firm enlisted as a confirmed member on __
_________________________ at No _______________ and advised vide letter No. _______________

Dated ________________

__________________________
Secretary

__________________________
Chairman

__________________________
__________________________
Secretary

Received an application from for Membership dated ________________ duly filled in from
messrs ________________________________ along with a PAY ORDER of Rs. 4006/= being the Administration Fee and the-Annual Subscription of the
year ________________

Chief Accountant / Cashier

Secretary