

PAKISTAN READYMADE GARMENTS MANUFACTURERS & EXPORTERS ASSOCIATION

FOR NEW MEMBERSHIP.

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 AVAILAING 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:- _____

PROVISIONALY SERVICE ALLOWED BY: _____
Convener, Membership Sub-Committee

DECLARATOIN 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 COMANY IS REGISTERED AS A COMMERCIAL EXPORTER.

KINDLY MENTION OUR STATUS ACCORDINGLY.

WE FURTHER HEREBY DECLARE THAT WE WILL NOT APPROCH 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

WOVEN MACHINES		KNITTING MACHINES	
NAME	NOS.	NAME	NOS.
S/NEEDLE / LOCK STITCH		LOCK STITCH / SINGLE NEDDLE	
2 NEEDLE		FLAT LOCK	
OVER LOCK / SAFETY		O / LOCK / SAFETY	
SPECIAL MACHINE		SPEACIAL MACHINE	
OTHERS		OTHERS	

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: _____

<p>_____ NAME OF AUTHORIZED REPRESENTATIVE.</p> <p>_____ SIGNATURE OF AUTHORIZED REPRESENTATIVE.</p> <p>DESIGNATION. _____</p>	<p>PHOTOGRAPH OF AUTHORIZED REPRESENTATIVE</p>
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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
Authorized Representative

Signature of the person makin
the application.

Place _____

Date _____

Designation _____

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

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