

**CHECK LIST - REGISTRATION OF FIRMS WITH DGMP
(MANUFACTURER / CONSULTANT)**

Ser	Documents Required	Remarks
1.	Firm Request Letter for Registration duly signed by CEO	
2.	SVA-8121 (Particular of Firm)	
3.	SVA-8121-A (Personal Data Form)	
4.	CNIC copies of each person	
5.	NTN and Sales Tax Certificate from FBR	
7.	Last Year's Income Tax Return	
7.	Photocopies of the release order and the pension book	In case of retired defence personnel
8.	Police verification of the firm and its management	
9.	Bank account maintenance certificate from the bank	
10.	Bank credit line or the annual financial report	
11.	Original copy of the bank statement with the firm's account for last one year in case of Company and LLP'. 'Sole Proprietorship' and 'Partnership Firm' will also submit original copy of the bank statement with the firm's owner account.	
12.	Bank challan for Registration Fee @ Rs 15000/- (Rupees fifteen thousand only).	Govt Treasury RT Head C02513 Main Head 16F-II, Misc Code Head 1/878/02 of DGMP
13.	Details of the moveable and immovable property of the management on affidavit form (Rs 100/-) with copies of property documents in case of 'Sole Proprietorship' and 'Partnership Firm'. In case of 'Company and LLP' details of the moveable and immovable property of the Company / LLP will be provided on affidavit from (Rs. 100/-) with copies of property documents.	Copies of property documents will be countersigned by the oath commissioner
14.	Ownership / registry / lease documents of factory / land / property and rent deed (if applicable)	All documents will be verified by the court
15.	Additional Information for Registration of Firm (For manufacturer firm only)	Details attached on reverse side of check list
16.	Brochure of Firm	

Note: 2 x set complete (1 x original, 1 x photocopy duly attested) be forwarded to DGMP (IP Section), Adam Jee Road, Saddar (Rawalpindi) alongwith covering letter for fresh registration.

ADDITIONAL DETAIL PROFORMA
FOR REGISTRATION OF FIRMS WITH DGMP

1.	Name, address and telephone number of concern	
2.	Name of the Owner / Senior Partner / Managing Director / Chairman	
3.	What do they produce for commercial consumption?	
4.	Have they produced any stores against defence contract previously? If so what	
5.	Details of manpower (Non-tech) employed by the firm	
6.	Detail of tech staff employed by firm, give following information:-	
	a. Technical qualifications of Executive	
	b. Technical qualifications of Engineers / Designers	
	c. Technical qualifications of skilled workers	
	d. Technical qualifications of semi / skilled workers	
7.	Describe the manufacturing facilities available. Give details of plant and machinery as under:-	
	a. Make and type of machine whether locally made or imported	
	b. Year of manufacture of machines / plants	
	c. Type of machines (whether vertical or horizontal)	
	d. Capacity of the machines	
	e. Size of machines	
8.	Does the firm possess any testing facilities? If so what?	
9.	Is any other concern / management owned by the firm and is any of it's sister concerns registered with DGMP? If so, give full details	
10.	Financial stability:-	
	a. Bank reference as to deposit, loan etc	
	b. Any other assets (Moveable, Immovable property including shares and securities)	
11.	Fields in which interested to work with DGMP in future	
12.	Firm is a single one or a joint venture with how many shares, any MOU signed with foreign country / firm or any ToT involved	
13.	Any other information / Problem Areas	

Signature: _____