

## **PROCEDURE - RENEWAL OF FIRMS (DGMP)**

1. Firms will submit applications on the firm's letter head pads to DGMP (Pak Secretariat – II, Adm Jee Road, Saddar, Rawalpindi) duly signed by MDs / Chief Executives (whose particulars already registered with DGMP) alongwith following documents three months prior to the expiry of current registration period:-

- a. Original Challan Form for Rs 15000/- (Rupees fifteen thousand only), amount to be deposited into Govt Treasury RT Head C02513 Main Head 16F-II, Misc Code Head 1/878/02).
- b. Name, father name and mobile numbers of CEO / Directors / Partners.
- c. Latest passport size photographs and photocopies of CNICs of the firm's current management
- d. Income tax payment receipts / deduction certificates of last three years.
- e. Financial capability / category of firm.
- f.. List of indexed items (if changed).
- g. Fresh police verification of the firm & management (in original).
- h. Fresh agency agreements in case validity of existing agreements have been expired (Consultant firms only).
- i. In case there is a change in the name address, or other particulars as stated in the registration certificate, the registered person shall notify the change in the prescribed form to the RTO within fourteen days of such change. The change in the business category shall be allowed after RTO has verified the manufacturing facility and confirmed the status as industrial consumer of the electricity and gas distribution companies.
- j. Last three years performance record of the firm as per attach specimen.

2. If firm applies for renewal of registration after one year from the date of expiry of last registration, it will submit all the required documents as per initial pre-registration (fresh registration).

## **PERFORMANCE RECORD OF FIRM** **(LAST THREE YEARS)**

Name of Firm: M/s: \_\_\_\_\_

Ser	Items Supplied	Qty	Contract No & Date	Value of Contract	Org to Whom items Provided	Date of Completion as per Contract	Actual Date of Completion