



GUIDELINES FOR

ZONE ENTERPRISE APPLICATIONS



SPECIAL TECHNOLOGY ZONES AUTHORITY

DATED: 14 DECEMBER 2021

VERSION 1



GUIDELINES FOR ZONE ENTERPRISE APPLICATIONS

1. INTRODUCTION

- 1.1. The Special Technology Zones Authority (“**STZA**”) is an autonomous statutory body established under the Special Technology Zones Authority Act, 2021 (“**ACT**”). STZA has been mandated to provide institutional and legislative support for the technology sector with internationally competitive and export-oriented structures and seeks to develop an ecosystem, to attract FDI, connect academia, research, and technology industry, increase the productivity and decrease the costs of production through high-tech interventions, intensive innovation and futuristic entrepreneurship, enable job creation, and commercialize technological knowledge. STZA’s core strategic objectives are to promote (i) technology transfer, (ii) foreign direct investment, (iii) human capital development, (iv) innovation and entrepreneurship, research and development, (v) job creation, (vi) technology exports, and (vii) technology imports substitution. These objectives will be achieved through creation of Special Technology Zones (“**STZs**”) across the country which will host science and technology parks, incubation centers, R&D centers, technology production centers, universities, technical training centers, etc.
- 1.2. Under the Act, STZA has the power to declare and notify zones, develop and approve mechanisms and arrangements for the management and operations of zones, and issue licenses for zone developers, co-zone developers, and zone enterprises. A zone developer is a legal entity licensed by STZA to construct, develop and operate an STZ. A co-zone developer is a legal entity that is licensed by STZA to partner with a zone developer to construct, develop and operate an STZ. A zone enterprise is a legal entity licensed by STZA to invest, operate, function within an STZ.
- 1.3. In line with its licensing function, STZA has notified the Special Technology Zones Authority (Qualification and Approval) Rules, 2021 (“**Rules**”), which outline the procedure for administration of STZs, their institutional framework, and the criteria and procedures for licensing of zone developers and zone enterprises.

2. SPECIAL TECHNOLOGY ZONES IN PAKISTAN

- 2.1 STZA is geared towards establishing and notifying several STZs throughout Pakistan. STZA intends to establish and notify STZs in various areas of Pakistan depending upon their strategic locations, sizes and benefits. The strategic purpose of establishing STZs is to enable startups, small, medium and large-scale companies to effectively establish operations and enable them to participate and take advantage of the eco-systems created in the STZs.
- 2.2 Under STZA’s vision, STZs will include information technology parks, software technology parks, business process outsourcing complexes, R&D facilities, hi-tech manufacturing facilities, and centers of excellence for tech-driven businesses and startups engaged in providing IT & IT-enabled services (ITeS).



3. TYPES OF APPLICATIONS

3.1 Applicant may apply for a Zone Enterprise License, a Zone/Co-Zone Developer License, and a Joint Application for both licenses, summarized in the table below:

APPLICATION MODELS	DESCRIPTION
<p>Zone Enterprises</p> <p>A Zone Enterprise is Person licensed to operate and manage its business operations in a STZ. A Zone Enterprise may be engaged in various categories of technology related businesses as per the STZA Act, 2021.</p>	<p>An application by any person requiring office space in a notified STZ. A Zone Enterprise will be assessed and selected in accordance with the strength of the technology business proposal of the applicant in line with STZA’s core strategic objectives.</p> <p>Note: This model is best suited for technology startups and companies that require office space in an STZ and aim to take advantage of the ecosystem in special technology zones.</p>
<p>Zone Developers and Co-Zone Developers</p> <p>A Zone Developer is a Person licensed to build, develop, manage and operate a STZ.</p> <p>A Co-Zone Developer is a partner of the Zone Developer, licensed to build, develop, manage and operate a STZ.</p>	<p>An application by any person for building, operating and managing a facility on a parcel of land, or existing infrastructure, in a notified STZ, or private land qualifying to be notified as an STZ. A Zone Developer will be assessed and selected in accordance with the strength of its financial and technical experience in developing, operating and managing projects, and their alignment with STZA’s core strategic objectives.</p> <p>A Zone Developer may also invite Co-Zone Developers to build, operate and manage a facility in a notified STZ, in partnership with the Zone Developer. A separate application is required for a Co- Zone Developer License.</p> <p>A Zone Developer is required to sub-lease the facility to various Zone Enterprises for their business operations, as licensed by STZA.</p> <p>This is a Build, Operate, Manage, and Lease model.</p>



APPLICATION MODELS	DESCRIPTION
	<p>Note: This model is best suited for experienced developers that have the objective of building a facility and providing office space to other technology companies, thus contributing towards creation of an ecosystem in special technology zones.</p>
<p>Joint Application by Zone Developers & Zone Enterprises</p>	<p>1. Joint Application: Build, Operate, Manage, Self Utilization</p> <p>A joint application by any person to build, manage and operate the STZ and operate the technology business of the Applicant in the STZ.</p> <p>Note: This model is best suited for experienced developers and technology companies, that have the objective of building a purpose-built facility and for their own business use only.</p> <p>2. Joint Application: Build, Operate, Manage, Self Utilization, Lease</p> <p>A joint application by any person to build, manage and operate the STZ, operate the technology business of the Applicant in the STZ, and lease out portion of the STZ to other licensed Zone Enterprises.</p> <p>Note: This model is best suited for experienced developers and technology companies, that have the objective of building a facility for their own business use, as well as for leasing out the space to other technology companies that would be licensed by STZA.</p>



4. GUIDELINES FOR APPLICATIONS

- 4.1 These Guidelines are for Zone Enterprise Applications only. Separate Guidelines have been prepared for Zone Developers and Joint Applications, and are available on STZA’s website at www.stza.gov.pk.
- 4.2 STZA is inviting applications for grant of licenses to Zone Enterprises (“**Applicant**”), for carrying out business by applying for office space in a notified STZ.
- 4.3 In case an Applicant is desirous of developing, operating and managing an area of land for utilizing the space for its own technology business, without leasing it out to any other Zone Enterprise, an application must be submitted for two licenses: Zone Developer License and Zone Enterprise License, guidelines for which are available on www.stza.gov.pk titled Guidelines for Zone Developers.
- 4.4 **Application Checklist – Office Space in a notified STZ**

In order to submit an application for a Zone Enterprise, the Applicant is required to complete the checklist provided in this section. Please note that the following guidelines are recommended to be followed and are the bare minimum criterion for the applications - the Applicant is advised to submit documents in furtherance of what has been suggested in this section to further strengthen the application.

Prospective Applicants shall be required to complete the following minimum criteria of documentation as part of their application to STZA:

(a) **Application Cover Letter**

The Applicant is required to submit an Application Cover Letter, specifying the office space requirements of the Applicant in a notified STZ, along with a brief introduction to the Applicant’s company. Draft of the Application Cover Letter is available on STZA’s website at www.stza.gov.pk (would have to be amended as per this document) and annexed herewith as **Annexure A** to this document.

(b) **Application Checklist**

The Application Checklist must be completed by Applicant and submitted with the application. If any document is missing, the Applicant must specify the reasons in the comments section provided in the Application Checklist. Additionally, a list of additional documents that may be submitted by the Applicant should also be included in the Application Checklist by the Applicant. The required format of the Application Checklist is available on STZA’s website at www.stza.gov.pk (would have to be amended as per this document) and annexed herewith as **Annexure B** to this document.



(c) Sponsor's Company/Applicants Profile including

- (i) SECP Certified True Copy of the Memorandum and Articles of Association, or Certified True Copies of the Firm Registration Certificate, as applicable;
- (ii) List of Directors, Partners, as applicable, and copies of CNICs or Passports (in case of foreign directors/partners);
- (iii) SECP Certified True Copy of the latest Form A of the Company, as applicable;
- (iv) NTN Certificate.

As per the Act, any Person can apply as a Zone Enterprise. Pursuant to the Act, a "Person" includes any registered association of persons, consortium, a body corporate formed or incorporated by or under any law in force, company, corporation, society, modaraba, Real Estate Investment Trust (REIT), Government, trust, partnership, or any juridical personality and includes the zone developer and zone enterprise.

Under the Rules, STZA may require certain Applicants to incorporate a special purpose company, for specific STZs as notified by STZA. In such cases, at the time of applying to STZA, the Applicant may apply with the profile and experience of the sponsor company, if a special purpose company is not incorporated, provided that the proposed legal structure including shareholding structure and list of directors of the special purpose company must be included in the Business Plan. Upon approval of the application by STZA, incorporation of the special purpose company in line with the approved legal structure shall be a prerequisite to grant of a license.

(d) Audited Financial Statements of the Sponsor/Company for the last 3 years

The Applicant may submit audited financial statements of sponsor/company/firm, as applicable, for the last three (3) years.

(e) Financial Proposal including but not limited to:

- (i) The financing plan, and debt and equity details, for funding the business in the STZ;
- (ii) The financial model of the costs and revenue streams of the Applicant for the first (5) years, along with sensitivity analysis; and
- (iii) Supporting letters from Sponsors, Banking Facility Letters, Stamped copy of Bank statements, Income Tax Statement, as applicable.

Additional details relating to the financial proposal are to be specified in the Business Plan.

Applicant shall submit a Financial Proposal and have them reviewed and endorsed by an independent financial expert, QCR rated firm, or firm from the list of panel firms notified by STZA from time to time, with evidence attached in the form of an expert report.

(f) Technical Proposal including:

- (i) Space requirements for the office (in sq. ft.) along with basic plans for space utilization of the required area;



- (ii) Suitability and experience of the Applicant for the technology business in the ZE Category, as specified in (g) below;
- (iii) Profiles for the proposed management team; and
- (iv) Details of any foreign or local technical collaboration.

Applicant shall submit a Technical Proposal and have them reviewed and endorsed by an independent financial expert, QCR rated firm, or firm from the list of panel firms notified by STZA from time to time, with evidence attached in the form of an expert report.

(g) Zone Enterprise Category

The Rules of STZA provide for a broad criteria to assess the applications of the applicants. To further strengthen the applications, the Applicants are advised to refer to the criterion annexed as **Annexure C** to this document and incorporate the criteria in their application.

In order for a Zone Enterprise to be eligible for a license, it should preferably be engaged in the following categories: R&D, operations, development, financing, and investment in Artificial Intelligence and Machine Learning, Big Data Analytics, Quantum Computing, Cloud Computing, Internet of Things (IoT), Robo Advisory, Distributed Ledger Technology (DLT), Natural Language Processing (NLP), Augmented Reality / Virtual Reality (AR / VR), Robotics, Wearables, Mobile Payment, Fintech and Block chain, Biotech and Genomics, Edtech, Science and or Technology Institution, Technology Skill Development Centers, Telemedicine, Biomedical Technology, Internet of Things (IoT), 3D-Printing, Electric Vehicles, Automobiles, Sustainable and Renewable Energy, Green Energy, Agri-Tech, Converging Technologies, ICTS, IT and ITeS, Nanotech, Medical Devices, Pharmaceutical, Creative Industries. Ed-Tech, Semiconductors, Ecommerce, Satellites, Electronics, Smart Phones and Laptops, Fine Chemicals, New Materials, Precise 3 Instruments, Environmental Technologies, Tertiary Industries, other major S&T industrial domains, industries, and sectors, and other existing and upcoming or emerging digital and technology areas.

Based on the above, the Applicant is required to specify the ZE Category for which the Applicant is applying for a Zone Enterprise license.

(h) Business Plan

Guidelines for the Business Plan are available on the website at www.stza.gov.pk. Applicant shall submit a Business Plan and are encouraged to get the same reviewed and endorsed by an independent financial expert, QCR rated firm, or firm from the list of panel firms notified by STZA from time to time, with evidence attached in the form of an expert report. Guidelines are annexed as **Annexure D** to this document.

(i) Authorization Letter of Focal Person and contact details.

This individual shall act as the point of contact for STZA in relation to the Application.



(j) Proof of Paid Application Fee

Payment Guidelines are available on the website at www.stza.gov.pk. Proof of payments made in favor of STZA shall be annexed with the application and shall be duly mentioned on the Checklist documents at **Annexure B** to this document. The Payment Guidelines are attached as **Annexure E** to this document.

4.5 Submission of Applications

Applications shall be submitted on STZA's website at www.stza.gov.pk, along with all supporting documentation. Additionally, two (2) physical copies of the identical online application along with all supporting documentation must be submitted to STZA within five (5) days of submission of the online application; failure to submit physical copies of the application may result in the application being discarded, at the discretion of STZA.

For Islamabad and all Provinces of Pakistan, Applications in physical form should be sent to the following address, unless otherwise specified on STZA's website:

**One Window Department
Special Technology Zones Authority
16th Floor, New State Life Tower
Blue Area, Islamabad**

The Applicant shall receive an acknowledgement of application from STZA upon receipt of the electronic and physical copies of the application.

If an Applicant is desirous of withdrawing an application, the Applicant shall inform STZA in writing with reasons for such withdrawal, provided that an application can only be withdrawn within a period of 10 (ten) working days from the date of submission of the physical application to STZA, unless otherwise agreed by STZA. Please note that the application fee shall not be refunded in the event of withdrawal of an application.

4.6 Clarifications and Queries

STZA has compiled a list of FAQs that are available on the website at www.stza.gov.pk. For any additional clarification, or queries, or in case of any technical difficulties in relation to the application, Applicants can request to arrange in-person meetings with STZA's team or send a written request at applications@stza.gov.pk.

5. GENERAL TERMS AND CONDITIONS

1. The Applicant must read the Special Technology Zones Authority Act, 2021, the STZA (Qualification and Approval) Rules, 2021, and other associated documents as provided on the website, prior to submitting an application.



2. The Applicant shall be responsible for submitting a complete application in all respects, in line with the instructions contained herein and on the website.
3. The Applicant is responsible for the correctness of the information submitted. If any information is found to be incorrect and/or false, STZA shall have the right to cancel the license and/or take any other action having regard to the circumstances of the case.
4. The Applicant shall abide by all conditions (including any bye-laws, notifications, regulations, and rules) as may be issued by STZA or other stakeholders, from time to time. In addition, the Applicant agrees to be bound by all terms and conditions as may be available on the application website from time to time, and any regulations issued by STZA, including any amendments made to them from time to time. The Applicant shall also be responsible for compliance with all applicable laws.
5. The Applicant agrees to abide by the decision of STZA in accepting or rejecting the application.
6. The Applicant agrees that this document is merely advisory in nature and prescribes a minimum acceptable criterion. The Applicant shall feel free submit additional documents as it deems necessary to further strengthen the application.
7. The Applicant acknowledges and agrees that STZA may amend these guidelines from time to time, and any update versions/revisions shall be available on STZA's website.



ANNEXURE A

COVER LETTER/APPLICATION

[To be Printed on Company Letterhead]

[Insert Date]

To:

One Window Operations

Special Technology Zones Authority

16th Floor, New State Life Tower

Jinnah Avenue, Blue Area

Islamabad

Subject: APPLICATION FOR A ZONE ENTERPRISE LICENSE

Dear Sir / Madam,

I [name of focal person], write on behalf of [name of applicant] (“Applicant”) in relation to the subject matter. I hereby submit this application to the Special Technology Zones Authority (“STZA”) for grant of the license as a Zone Enterprise for [Office space measuring (insert in sq. ft.)] located at [insert address of notified STZ] in [insert city].

In this regard, the Applicant hereby undertakes, acknowledges, and agree to the following:

1. The application is being submitted for a zone enterprise license for business operations in a notified STZ.
2. The Applicant has read and understood the STZA (Qualification and Approval) Rules, 2021, Special Technology Zones Authority Act, 2021, and other associated documents.
3. The application is complete in all respects, all required and applicable documents are included, reasoning has been provided if any document is missing, and the instructions contained on the website, and applicable documents have been followed in the preparation of this application.
4. If any information is found to be incorrect and/or false, STZA shall have the right to cancel the license and/or take any other action having regard to the circumstances of the case.
5. The Applicant shall abide by all conditions (including any bye-laws, notifications, regulations, and rules) as may be issued by STZA and/or the Zone Developer, from time to time. In addition, the Applicant agrees to be bound by all terms and conditions available on the application webpage as may be added and amended from time to time, and any regulations issued by STZA, including any amendments made to them from time to time. The Applicant shall also be responsible for compliance with all applicable laws.



6. The Applicant agrees to abide by the decision of STZA in accepting or rejecting the application.
7. The above stated statements and attached documents are true and correct to the best of the Applicant's knowledge and belief, and nothing has been concealed therein.

In light of the above, you are requested to issue an acknowledgement for receipt of our application and process our application accordingly. I remain available to provide any further information as may be required.

Sincerely,

[Name of Focal Person]

Date: [insert]

[Note: The applicant is encouraged to include one or more paragraphs in the Application Cover Letter covering aspects, such as but not limited to: (i) the nature of the business and how the land/office space will be utilized to create value for the knowledge eco-system, (ii) the value proposition of the application in light of STZA's Objectives i.e., enhancing FDI, export-led growth, import substitution, human capacity development, job creation, R&D, transfer of technology, and innovation and entrepreneurship, (iii) the strategic objectives of the Applicant in applying to STZA. The Applicant is requested to clearly elucidate and quantify its commitments, wherever applicable.]



ANNEXURE B

APPLICATION CHECKLIST – OFFICE SPACE IN NOTIFIED STZ

The following documents are required to be submitted along with the application for a Zone Enterprise for Office Space in a notified STZ. Please note that the list represents the minimum requirements to process an application. Applicants are encouraged to submit as much documentation as possible in support of their application. Please note that this checklist is in continuation of these guidelines, nothing in this checklist shall be construed to be in derogation of these guidelines.

Kindly complete this checklist and attach a signed copy with the application.

S. NO.	REQUIREMENT/ DOCUMENT	TICK ✓	COMMENTS (Explanation as to why a document is not being submitted – Estimated time for submission of missing documents)
1.	Application Cover Letter		
2.	Application Checklist		
3.	Sponsor's Company Profile including: <ul style="list-style-type: none"> (i) SECP Certified True Copy of the Memorandum and Articles of Association, or Certified True Copies of the Firm Registration Certificate, as applicable; (ii) List of Directors, Partners, as applicable, and copies of CNICs or Passports (in case of foreign directors/partners); (iii) SECP Certified True Copy of the latest Form A of the Company (iv) NTN Certificate 		



S. NO.	REQUIREMENT/ DOCUMENT	TICK ✓	COMMENTS (Explanation as to why a document is not being submitted – Estimated time for submission of missing documents)
4.	Audited Financial Statements of the Company/Sponsors for the last 3 years, if applicable		
5.	Financial Proposal		
6.	Technical Proposal		
7.	Business Plan		
8.	Authorization Letter of Focal Person and contact details		
9.	Proof of Paid Application Fee		
10.	Any other additional documents to be listed here		

[Name of focal person]
Date: [insert]



ANNEXURE C

APPROVAL CRITERIA FOR ZONE ENTERPRISES

The following criteria may be used for approval of applicant as a zone enterprise of a STZ, as specified in the Rules:

- (a) The zone enterprise shall be a legal entity as defined in the Rules.
- (b) The entity should have the aim and object of producing IT, technology related goods, products, software, applications, processes, services, education, training and or development of human resources in the technology sectors.
- (c) The entity should have the aim and object of promoting local IT, technology skills development, industrial up-gradation, technology transfer, local content manufacturing based on utilizing domestically manufactured goods and or domestically supplied services.
- (d) The entity shall demonstrate a clear commitment to engaging and hiring, as much as possible, local technical resources, local STEM (Science, Technology, Engineering and Mathematics) talent, and or local R&D personnel in its operations.
- (e) The entity should be committed to patenting its inventions and innovations in process, machines, articles of manufacture, composition of matter as well as any improvements to any of the aforementioned. Entities with patents in their chosen field or domain of operations shall be preferred.
- (f) The foreign zone enterprises may transfer the technology to the local companies.
- (g) Every zone enterprise shall commit to train, at its own cost, youth including fresh University graduates with undergraduate and graduate degrees, students with any education level every year, in the latest cutting-edge technologies to the level that they can be gainfully employed by either themselves or are employed by other national and international companies in Pakistan or abroad.
- (h) Any other criteria as may be prescribed for a particular zone by the Approvals Committee from time to time.



ANNEXURE D

GUIDELINES FOR PREPARING THE BUSINESS PLAN

An Applicant for Zone Enterprise license is encouraged to follow these guidelines while preparing the Business Plan for the proposed project. Please note that the structure given below is generic and provided only for facilitation and guidance, and requirements may vary depending on whether the Applicant is applying for land or office space in a notified STZ. The Applicant may add further sections to make its case strong and convincing.

1. Cover Page:

Clearly state the name, address, website and logo of the organization, company, consortium, or enterprise, as applicable.

2. Table of Contents:

List all the key headings and subheadings with correct page numbers in this section.

3. Company and Sponsors Profile:

In this section, kindly specify the main line of your current business. Highlight all the key milestones of the company's development till date, and the strategic plans for the next 5 years. This section should also cover the purpose of the business plan, your expertise and services, previous track record, experience and completed projects, list of clients, resumes of directors, senior management and key employees, and other relevant items.

4. Mission and Vision Statement:

Describe your mission and vision for doing business as a zone enterprise, and clearly demonstrate the objectives of applying to STZA.

5. Proposed Business Structure:

Describe in detail the facility, management, and organizational structure of the proposed project. Also include the structure of the company in terms of executive leadership, management, current number of employees, future staffing requirements and the physical operational requirements to operate the proposed project. Outline the key personnel in the company and any relevant experience/ training they have in the related field. This should also be accompanied by a SWOT analysis of the business plan.

6. Market Demand Assessment

Provide an overview of the key competitors, locally and globally, for the proposed project. Also provide a market analysis including market trends, target markets and customers for the proposed project. This should also include the suitability of the proposed project to support the targeted technological sectors.

7. Sales and Marketing Plan:

Specify your sales and marketing strategy for the proposed project and describe how the strategy will help in achieving the objectives of STZA. Also provide an estimated sales forecast for the first five years of operations of the proposed project.



8. Economic Impact Analysis and Operational Plan:

A Zone Enterprise is required to create a zone plan that attracts industry, academia and government, in the triple helix model, to create a technology eco-system within the zone. Accordingly, through the Applicant’s plans for the zone, the Applicant is requested to provide the following information in the form provided below to demonstrate how the Applicant aims to fulfil the core strategic objectives of STZA:

STRATEGIC OBJECTIVES		
S. No	Type	Applicant is requested to specify details
1	Investment – FDI	[insert] In <u>USD</u> ; For Year-1,2,3,4,5 (separate figures)
2	Investment – Local	[insert] In <u>PKR</u> ; For Year-1,2,3,4,5 (separate figures)
3	Exports	[insert] In <u>USD</u> ; For Year-1,2,3,4,5 of Commercial Operations
4	Import Substitution	[insert] In <u>USD</u> ; For Year-1,2,3,4,5 of Commercial Operations
5	Job Creation	[insert] In <u>Number</u> of Total Jobs Created; For Year-1,2,3,4,5 Please bifurcate by category as applicable, i.e., Management, Engineers, Technicians, Support Staff, Labor, etc.
6	Human Capital Development	[insert] In <u>Number</u> of Total Certifications; For Year-1,2,3,4,5 Please indicate estimated total <u>value</u> of certifications
7	Technology Transfer	[insert] In <u>Number</u> of Technologies Transferred; For Year-1,2,3,4,5 Please indicate list of technologies intended to be transferred immediately and new technologies introduced



STRATEGIC OBJECTIVES		
S. No	Type	Applicant is requested to specify details
8	R&D – Budget	[insert] In <u>USD</u> ; For Year-1,2,3,4,5 The R&D Budget should be a fraction of total investment (FDI + Local) intended to be invested in development of new products, software, services, etc.
9	R&D – Existing IP Portfolio	[insert] In <u>Number</u> of Total Intellectual Property Rights (IPRs) The applicant is requested to specify categories (utility patent, industrial design, copyright, trademark, etc.) as well as status (whether filed or awarded) and jurisdiction (country or PCT)

For all claims, please provide supporting documentation in this section. For example, if investments (FDI or local) are claimed, please show capability to invest. This may be shown via equity of own company, via equity of partners along with letters of support, via IPO evaluation, and alike. For future years, projections may be shown in case of investments, exports, etc.

Sensitivity analysis of changes in key variables and drivers on project viability should be added here.

An operational plan should also be included relating to the proposed business, and any facilities to be provided by the Applicant including amenities and general services, if applicable.

9. Growth Plan:

In this section, outline the intended future development and growth plan of the proposed project including but not limited to future development plans, research & development activities, new market entrance, technology transfer, new hiring requirements, potential funding sources etc. The plan should also highlight the sustainability and expansion strategy of the proposed project.

10. Financial Plan and Projections:

The Business Plan should include detailed projected financial statements including income statement, balance sheet and cashflows for the initial five years of the proposed project. The assumptions and drivers supporting the revenues, costs and other items should be clearly and accurately listed in the document. The plans must include profitability and return on project KPIs e.g., NPV, IRR etc. It is recommended that the business plan is reviewed and examined by an independent financial expert with evidence attached in the form of an expert report.



11. Funding and Investment Strategy:

The Business Plan should include a detailed funding plan and evidence of the sources of income that will be utilized by the Applicant including potential risks. It should also include the investment strategy of the Applicant.

12. Critical Risks to the Plan including Mitigation Steps:

Describe critical risks faced by the Applicant (both current and in the future). Examples include internal characteristics, uniqueness, investment, external characteristics, customer availability, technical obsolescence, operational obstacles, regulatory barriers, competition etc. The risk mitigation should be clearly mentioned against each identified risk.

13. Legal & Regulatory Approvals:

Provide details regarding the legal structure of the Applicant. Also include the list of approvals required for the the proposed project in line with the regulatory requirements of STZA, and other applicable authorities.

14. Assistance Required:

Provide a short paragraph or list of areas where you require support from the government and regulatory authorities through STZA.

15. Additional Information:

Attach plans, diagrams, research or any other relevant documents which support your Business Plan.



ANNEXURE E

PAYMENT GUIDELINES

An Applicant for a Zone Enterprise License is required to pay the prescribed Application Fee to STZA before submission of the Application, and attach the proof of payment in respect thereof with the Application. An Application will not be processed without receipt of the Application Fee by STZA. Please note that the Application Fee shall be non-refundable.

The Application Fee for a Zone Enterprise License depends on the size or stage of the Zone Enterprise as well as the category (or type) of the Zone Enterprise. These fees go towards application processing and are non-refundable.

Size / Stage of Zone Enterprise	Number of Employees or Revenue (PKR)*	Application Fee in PKR
Startups	Employees 1-20 Revenue < PKR 500 Mn	PKR 16,000/-
SMEs	Employees 21-250 Revenue PKR 500-1000 Mn	PKR 160,000/-
Large Enterprises	Employees 251-1000 Revenue PKR 1-16 Bn	PKR 480,000/-
Anchor Tenants	Employees 1000+ Revenue > PKR 16 Bn	PKR 800,000/-

(*) For decision of category, whichever is higher among number of employees or revenue is taken. The number of employees or revenue figures are taken as per global footprint of enterprises, if local operational statistics do not reflect the complete view of the operations of the applicant.

Where any Zone Enterprise falls into the following categories, the following rates shall apply:

Category of Zone Enterprise	Number of Employees	Application Fee in PKR
Research and Development	Variable	PKR 160,000
Training and Education	> 5	PKR 320,000
Incubators, Accelerators, and Venture Capital Funds	Variable	PKR 320,000



University (Science & Technology Focused Only)	Variable	PKR 480,000
General Services †	Variable	TBD

(†) General Services are supporting facilities such as hotels, restaurants, banks, logistics & courier services, event management services, laundromats, etc.

Other applicable fees and charges in relation to a Zone Enterprise License may include land lease schedule of charges, license fee, development fee, management fee, renewal fee, which will be notified by the Authority in due course and updated on the website. STZA reserves the right to revise the applicable fees and charges at any time, subject to prior notification on STZA's website.

Applicants shall deposit their prescribed application fee in the following bank account of **Habib Bank Limited**, in the shape of pay order, Interbank Fund Transfer (IBFT) or international remittance, and attach the proof of payment along with the Application. Please note that in case of a pay order, please deposit in any **Habib Bank Limited** branch.

Bank Account details:

Title of Bank Account: NATIONAL SPECIAL TECH ZONES AUTH FD
IBAN: PK61HABB0024467902070501
Branch Address: HBL 13-C, SHALIMAR PLAZA, COLLEGE ROAD, F-7
MARKAZ, ISLAMABAD
SWIFT: HABBPKKA

NOTE: In case of any query regarding the Application Fee, please contact applications@stza.gov.pk
