



**GUIDELINES FOR  
APPLICATIONS FOR ZONE DEVELOPERS  
AND  
JOINT APPLICATIONS FOR  
ZONE DEVELOPERS AND ZONE ENTERPRISES**



**SPECIAL TECHNOLOGY ZONES AUTHORITY**

DATED: 14 DECEMBER 2021

VERSION 1

---



# **GUIDELINES FOR APPLICATIONS FOR ZONE DEVELOPERS & JOINT APPLICATIONS FOR ZONE DEVELOPERS & ZONE ENTERPRISES**

## **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><b>Zone Enterprises</b></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><b>Zone Developers and Co-Zone Developers</b></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 <b>Build, Operate, Manage, and Lease</b> 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><b>Joint Application by Zone Developers &amp; Zone Enterprises</b></p>	<p><b>1. Joint Application: Build, Operate, Manage, Self Utilization</b></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><b>2. Joint Application: Build, Operate, Manage, Self Utilization, Lease</b></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 Developers/Co-Zone Developers and Joint Applications only. Separate Guidelines have been prepared for Zone Enterprises, and are available on STZA's website at [www.stza.gov.pk](http://www.stza.gov.pk).
- 4.2 STZA is inviting applications for grant of licenses to Zone Developers/Co-Zone Developers, for development, operation, and management of STZs in either of the following categories:
- (a) Where the Applicant owns a parcel of land equal to or greater than 5 acres;
  - (b) Where the Applicant owns a partial built-up structure or a complete built-up structure equal to or greater than 250,000 sq. ft.; or
  - (c) Where the Applicant intends to develop, operate and manage an area of land in one of the STZs notified by STZA in Pakistan. Please note that the minimum area requirements for notified STZs will be specified for each STZ on a case-to-case basis.
- 4.3 STZA is also inviting Joint Applications for entities that want to carry out the functions of both a Zone Developer and a Zone Enterprise.
- 4.4 Based on the above, an Applicant may apply for the following types of Licenses:
- (a) Zone Developer: Where the Applicant is desirous of developing, operating and managing an area of land and will lease out office space to Zone Enterprises i.e., technology companies licensed by STZA to operate in an STZ. In this case, the Applicant will be given a license for a Zone Developer only, and will submit an application in accordance with these Guidelines;
  - (b) Zone Developer and Zone Enterprise (Joint Application): Where the Applicant is desirous of developing, operating and managing an area of land and will be utilizing the space for its own technology business, and will also lease out office space to Zone Enterprises i.e., technology companies licensed by STZA to operate in an STZ. In this case, the Applicant will be given a license for both Zone Developer and Zone Enterprise and will submit a joint application in accordance with these Guidelines; or
  - (c) Zone Developer and Zone Enterprise (Joint Application): Where the Applicant is desirous of developing, operating and managing an area of land and will be utilizing the space for his own technology business only without leasing it out to any other Zone Enterprise. In this case, the Applicant will be given a license for both Zone Developer and Zone Enterprise and will submit a joint application in accordance with these Guidelines.



#### 4.5 Application Documents

In order to submit an application for a Zone Developer or a Joint Application, the Applicant is required to complete the checklist of documentation 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 land requirements/availability of the Applicant, 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](http://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 Matrix

The Application Checklist Matrix 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 Matrix. Additionally, a list of additional documents that may be submitted by the Applicant should also be included in the Application Checklist Matrix by the Applicant. The required format of the Application Checklist Matrix is available on STZA's website at [www.stza.gov.pk](http://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; and
- (iv) NTN Certificate.

Cases where the above is not applicable, the Applicant shall submit its parent statute, rules and regulation along with other relevant authorizations or instruments which enable the Applicant to perform functions and execute projects as required by STZA.

As per the Rules, any Person can apply as a Zone Developer. 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 shall 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 cost of land acquisition, and land lease rates, as applicable;
- (ii) The financing plan, and debt and equity details, for the development and operation of zone; and
- (iii) Supporting letters from Federal/Provincial/Local Government, 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.

In case the Applicant is applying with a partial built-up structure or a complete built-up structure equal to or greater than 250,000 sq. ft, the Applicant shall exclude the cost of land acquisition from the financial proposal.

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) Details of the relevant experience of the Applicant including details of at least two (2) successful completion and/or operation certificates for technology and/or infrastructure projects of a similar nature;
- (ii) Profiles for the proposed management team; and
- (iii) 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 Developer Criteria

The Rules of STZA provide for a broad criterion to approve, qualify and evaluate the applications. 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 and in their application.

(h) Business Plan

Guidelines for the Business Plan are available on the website at [www.stza.gov.pk](http://www.stza.gov.pk). Applicant shall submit a Business Plans 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. Guidelines are annexed as **Annexure D** to this document.

(i) Zone Development Plan which may include but not limited to:

- (i) Schematic Master Plan and of the proposed project;
- (ii) Basic infrastructure development requirements;
- (iii) The land requirements;
- (iv) Development and construction plans;
- (v) Estimated cost of development and construction, and the sources of funds;
- (vi) In case of existing infrastructure, the Applicant shall provide a Zone Operations and Management Plan along with a proposed plan for the type of businesses and companies intended to occupy space in the STZ.
- (vii) The Applicant is encouraged to share information regarding the intended certifications of the facility (e.g., green building ratings / LEED) and the specific developments which may enable such a certification.

(j) Initial Feasibility Study which may include

- (i) a market-demand assessment;
- (ii) suitability of the Applicant to support the targeted technological sectors and the required infrastructure and amenities;
- (iii) financial model of the costs and revenue streams of the Applicant, along with sensitivity analysis; and
- (iv) economic impact analysis including estimates for job creation, import substitution, research and development, technological development, export generation, and other benefits in line with STZA's mandate. This may be elaborated through projected forecasts for five (5) years for each component based on the manpower required to build, operate and manage the STZ, as applicable, and the type of businesses that are intended to occupy space in the STZ.





The Initial Feasibility Study must be reviewed and endorsed by QCR rated firm or list of panel firms notified by STZA from time to time, with evidence attached in the form of an expert report.

- (k) Authorization Letter of Focal Person and contact details.

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

- (l) Proof of Paid Application Fee

Payment Guidelines are available on the website at [www.stza.gov.pk](http://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 Application Checklist Matrix at **Annexure B** to this document. The Payment Guidelines are attached as **Annexure E** to this document.

#### 4.6 Submission of Applications

Applications shall be submitted on STZA's website at [www.stza.gov.pk](http://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  
16<sup>th</sup> 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.

#### 4.7 Clarifications and Queries

STZA has compiled a list of FAQs that are available on the website at [www.stza.gov.pk](http://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](mailto: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  
16<sup>th</sup> Floor, New State Life Tower  
Jinnah Avenue, Blue Area  
Islamabad

**Subject: APPLICATION FOR A ZONE DEVELOPER [AND ZONE ENTERPRISE]<sup>1</sup> 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 Developer for [{land measuring (insert in acres)} in {insert city}], or {Building measuring (insert in sq. ft.)} located at {insert address} in {insert city}], or [land measuring in {insert in acres} in {insert name of notified STZ}].<sup>2</sup> I shall be utilizing the land for [{leasing office space to Zone Enterprises} or {utilizing office space for my own technology business and for leasing space to Zone Enterprises} or {utilizing space for my own technology business only}].<sup>3</sup>

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

1. The Applicant has read and understood the STZA (Qualification and Approval) Rules, 2021, Special Technology Zones Authority Act, 2021, and other associated documents.
2. 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.
3. 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 and/or the Zone Developer, from time to time. In addition,

<sup>1</sup> Delete if not applying for a Joint Application.

<sup>2</sup> Select appropriate category and delete as required.

<sup>3</sup> Select appropriate category and delete as required.



the Applicant agrees to be bound by all terms and conditions available on the application webpage, 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 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 MATRIX

The following documents are required to be submitted along with the application. 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 Matrix		
3.	Sponsor's Company 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 (iv) NTN Certificate  Cases where the above is not applicable, the applicant shall submit its parent statute, rules and		



S. NO.	REQUIREMENT/ DOCUMENT	TICK ✓	<b>COMMENTS</b> (Explanation as to why a document is not being submitted – Estimated time for submission of missing documents)
	regulations along with other relevant authorizations or instruments which enable the applicant to perform functions and execute projects as required by STZA.		
4.	Audited Financial Statements of the Company/Sponsors for the last 3 years, as applicable		
5.	Financial Proposal		
6.	Technical Proposal		
7.	Business Plan		
8.	Zone Development Plan		
9.	Initial Feasibility Study		
10.	Authorization Letter of Focal Person and contact details		
11.	Proof of Paid Application Fee		
12.	Additional Documents Built-up Properties/Structures Land title documents where applicable <ul style="list-style-type: none"> <li>• Allotment letters</li> </ul>		



S. NO.	REQUIREMENT/ DOCUMENT	TICK ✓	COMMENTS  (Explanation as to why a document is not being submitted – Estimated time for submission of missing documents)
	<ul style="list-style-type: none"> <li>• Possession certificates</li> <li>• Lease agreements</li> <li>• Land registry</li> <li>• Non-encumbrance Certificate (NEC)</li> <li>• Ownership of Land:               <ol style="list-style-type: none"> <li>1. Individual</li> <li>2. Company</li> <li>3. Firm</li> <li>4. Investors</li> </ol> </li> <li>• Shareholder patterns in ownership of land</li> <li>• Approvals of buildings from regulators/NOCs</li> <li>• Completion certificates, if applicable</li> <li>• Any restrictions in place regarding construction.</li> <li>• Pending/Decided matters adjudicated before Regulators or Courts</li> <li>• Pending dues with regulators or otherwise</li> <li>• Pending show-cause notices</li> </ul>		
13.	Any other additional documents to be listed here		

---

[Name of focal person]  
 Date: [insert]



## ANNEXURE C

### **APPROVAL CRITERIA FOR ZONE DEVELOPERS**

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

- (a) Financial and technical strength of the applicant related to the proposed STZ Category.
- (b) The applicant may preferably furnish at least two (2) successful completion and/or operation certificates for technology and infrastructure projects of similar nature.
- (c) The modes of development of STZ including but not limited to Build Operate Transfer (BOT), Build Operate Own (BOO), Build Own Operate Transfer (BOOT), Engineering Procurement and Construction (EPC), EPC with Financing, Public-Private Partnership Models, Joint Ventures, or any other model acceptable under the laws of Pakistan etc.
- (d) The zone developer, where required, shall provide Master Plan, Development Plan, Marketing Plan, Financial Plan and Management Plan.
- (e) An Initial Feasibility.
- (f) Last 3 years audited financial statements, if applicable.
- (g) The zone developer shall be a legal entity incorporated under the laws of Pakistan as a special purpose company.
- (h) Any other criteria as may be prescribed by the Approvals Committee.

\*\*\*





## **QUALIFICATION CRITERIA FOR ZONE DEVELOPMENT**

The following criteria may be used as qualification criteria for zone development of a STZ, as specified in the Rules:

- (a) STZ shall have minimum size of 5 acres of land or 250,000 square feet of covered contiguous area and may be new, existing or expansion of an existing STZ.
- (b) The STZ, shall be developed in accordance with the STZ categories for the purpose of economic activity in terms of export-led growth, import substitution, Foreign Direct Investment, job creation, technology development, research and development, technology transfer, high end technology skills development and other performance indicators and strategic objectives of the Authority.
- (c) STZ will not target any technology or product which is banned in Pakistan.
- (d) Zone application shall be in conformity with the provisions of the applicable documents.
- (e) The zone developer will be obliged to take all necessary approvals to start construction activities within six months of signing of development agreement and complete zone development within the time prescribed in the development agreement.
- (f) The zone developer(s) to be engaged for the particular STZ shall be a body incorporated under the laws of Pakistan.
- (g) The Memorandum and Articles of Association of the zone developer shall comply with the objectives of the proposed STZ.
- (h) The title of the land shall be legally or equitably vested in or contractually licensed/leased to the zone developer.
- (i) The land shall not under any circumstances be used for any purpose other than that prescribed in the license.

\*\*\*



### **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 Developer 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. 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 developer, and the technology business in the STZ as a Zone Enterprise, if applicable, 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 that relates to the business of a co-zone developer. 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 and the required infrastructure and amenities.

**7. Sales and Marketing Plan:**

Specify your sales and marketing strategy for reaching local and international zone enterprises and other stakeholders of 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 Developer 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:

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:

In case the tenants (prospective Zone Enterprises) are already known, please note that this information will also be obtained from them and aggregated by STZA to form an overall economic impact assessment of the Zone Developer and the overall STZ.

<b>STRATEGIC OBJECTIVES</b>		
<b>S. No</b>	<b>Type</b>	<b>Applicant is requested to specify details</b>
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	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.
The remaining requirements in this table from serial numbers 4 till 9 are only applicable on those Applicants that will also use space in the building for their own technology business as a Zone Enterprise and are submitting a Joint Application.		
4	Exports	[insert] In <u>USD</u> ; For Year-1,2,3,4,5 of Commercial Operations



<b>STRATEGIC OBJECTIVES</b>		
<b>S. No</b>	<b>Type</b>	<b>Applicant is requested to specify details</b>
5	Import Substitution	[insert] In <u>USD</u> ; For Year-1,2,3,4,5 of Commercial Operations
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
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, academic and commercial activities mix for the Applicant’s proposed project, to ensure that an ideal mix is



created for commercial activity as well as research, technological consultations, training for start-ups, small and medium-sized enterprises, and opportunities on technology transfer and international cooperation. The operational plan should also outline the facilities to be provided by the Applicant including amenities and general services.

**9. Design and Construction:**

The Business Plan should include preliminary architectural drawings and proposed lay out plans for the development on the proposed project. Details should also be provided for the proposed construction plan and schedule, along with any infrastructure or other support that may be required from STZA.

**10. 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.

**11. Land Plans:**

The Business Plan should include details regarding the land requirement of the Applicant in acres, land use plan and matrix, proposed development and infrastructure requirements, and utilities requirements.

**12. 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 mandatory that the business plan is reviewed and examined by an independent financial expert with evidence attached in the form of an expert report.

**13. 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. The funding plan should also include the proposed rental/leasing plans for the land in relation to the zone enterprises and other general service providers. It should also include the investment strategy of the Applicant.

**14. 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.



**15. Legal & Regulatory Approvals:**

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

**16. Assistance Required:**

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

**17. Additional Information:**

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

\*\*\*



## ANNEXURE E

### PAYMENT GUIDELINES

#### **Zone Developers:**

An Applicant for a Zone Developer 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 Developer License is PKR 800,000/-.

Other applicable fees and charges in relation to a Zone Developer License may include land lease schedule of charges, license fee, development fee, management fee, and 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.

#### **Joint Application – Zone Developer and Zone Enterprise:**

In case of Zone Developers applying for Zone Enterprise status as well through a Joint Application, the Applicant shall make payment for Application Fee for a Zone Developer License as given above, and Application Fee for a Zone Enterprise License.

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.

<b>Size / Stage of Zone Enterprise</b>	<b>Number of Employees or Revenue (PKR)*</b>	<b>Application Fee in PKR</b>
<b>Startups</b>	Employees 1-20 Revenue < PKR 500 Mn	PKR 16,000/-
<b>SMEs</b>	Employees 21-250 Revenue PKR 500-1000 Mn	PKR 160,000/-
<b>Large Enterprises</b>	Employees 251-1000 Revenue PKR 1-16 Bn	PKR 480,000/-
<b>Anchor Tenants</b>	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
<b>Research and Development</b>	Variable	PKR 160,000
<b>Training and Education</b>	> 5	PKR 320,000
<b>Incubators, Accelerators, and Venture Capital Funds</b>	Variable	PKR 320,000
<b>University (Science &amp; Technology Focused Only)</b>	Variable	PKR 480,000
<b>General Services †</b>	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.

**Payment Method:**

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 deposit of the Application Fee, please contact [applications@stza.gov.pk](mailto:applications@stza.gov.pk).

\*\*\*