

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 DEVELOPER [AND ZONE ENTERPRISE]¹ 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}].² 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}].³

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

¹ Delete if not applying for a Joint Application.

² Select appropriate category and delete as required.

³ Select appropriate category and delete as required.

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.]