

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 regulations along with other relevant authorizations or instruments which enable the		

S. NO.	REQUIREMENT/ DOCUMENT	TICK ✓	COMMENTS (Explanation as to why a document is not being submitted – Estimated time for submission of missing documents)
	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"> • Allotment letters • Possession certificates • Lease agreements • Land registry • Non-encumbrance Certificate (NEC) 		

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"> • Ownership of Land: <ol style="list-style-type: none"> 1. Individual 2. Company 3. Firm 4. Investors • Shareholder patterns in ownership of land • Approvals of buildings from regulators/NOCs • Completion certificates, if applicable • Any restrictions in place regarding construction. • Pending/Decided matters adjudicated before Regulators or Courts • Pending dues with regulators or otherwise • Pending show-cause notices 		
13.	Any other additional documents to be listed here		

[Name of focal person]

Date: [insert]