

## 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:  (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		

<b>S. NO.</b>	<b>REQUIREMENT/ DOCUMENT</b>	<b>TICK ✓</b>	<b>COMMENTS</b>  (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		

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[Name of focal person]  
Date: [insert]