



GUIDELINES FOR

ZONE ENTERPRISE APPLICATIONS



SPECIAL TECHNOLOGY ZONES AUTHORITY

DATED: 05TH FEBUARY 2025



GUIDELINES FOR ZONE ENTERPRISE APPLICATIONS

1. INTRODUCTION

- 1.1. The Special Technology Zones Authority (“**STZA**” or “**Authority**”) 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 or Zones**”) 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 STZs under various STZ Categories provided under the Rules. Furthermore, STZA also has the mandate to license legal entities as Zone Developers to build, develop, operate and maintain STZs. STZA has further mandate to license legal entities as Zone Enterprises to perform technology business operations within notified Zones under their respective ZE Categories as provided in Rules.
- 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.
- 1.4. These Guidelines for Zone Enterprise Applications aim to provide Applicants with the necessary information and documentation requirements for preparation and submission of applications for grant of a Zone Enterprise License. The Guidelines shall be effective from the date of notification and shall replace any previous guidelines in the matter. STZA may require additional documentation related with their applications on a case-to-case basis as may be deemed necessary.
- 1.5. The words and expressions used but not defined herein shall have the same meaning assigned to them in the Act and Rules.

2. GUIDELINES FOR APPLICATIONS

- 2.1 These Guidelines are for Zone Enterprise Applications only. Separate Guidelines have been prepared for Zone Developers and New Zone Notifications which are available on STZA’s website at www.stza.gov.pk.



- 2.2 A Zone Enterprise is a public, private, or public-private legal person developing, operating and managing a technological enterprise/business within a notified Zone and licensed by the Authority for a particular ZE Category as provided in the Rules.
- 2.3 In order to obtain a Zone Enterprise License, the Applicant is required to submit an Application to the Authority (“**Application**”). For the purposes of the Application, the Applicant must be registered as a legal entity in Pakistan such as 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. (“**Applicant**”).
- 2.4 It shall be noted by Applicants that these guidelines also apply to foreign legal entities who plan to start their technology business operations in Pakistan and wish to apply for a license to STZA; however, prior to submission of the Application, such foreign entities are required to incorporate/register legal entities in Pakistan for consideration and evaluation of their application by STZA.
- 2.5 An Applicant may apply for a Zone Enterprise License in the following categories:
- (a) **Application for a Zone Enterprise License for office space in a notified Special Technology Zone (STZ):** This type of License is best suited for technology businesses that require ready to use office space in a STZ and aim to take advantage of the ecosystem in special technology zones; or
 - (b) **Application for a Zone Enterprise License for a purpose-built facility in a notified STZ:** This type of License is best suited for technology businesses that require a self-built facility in a STZ (to be built/constructed by the Applicant or the Zone Developer for the Applicant, as applicable) to cater to its business’ unique infrastructure related requirements and aim to take advantage of the ecosystem in STZs.
- 2.6 If an Applicant is desirous of developing, operating and managing an area of land which has not been notified as an STZ by the Authority, the Applicant will be required to submit two separate Applications to STZA, one for notification of a Zone and grant of a Zone Developer license (notification as Zone) while another for grant of a Zone Enterprise License for the technology business activity of the applicant.
- 2.7 In order for an Applicant to be eligible for a Zone Enterprise License, an Applicant 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.

- 2.8. Based on the above, the Applicant is required to specify in the Application, the ZE Category for which the Applicant is applying for a Zone Enterprise License. If the primary business of the legal entity applying for the Zone Enterprise License is not among the ZE Categories as per the Rules, the Applicant will be required to register a separate legal entity in Pakistan. Applicants may further be required to incorporate a separate legal entity in Pakistan if it intends to only shift part functions of its business to a Zone.

3. DOCUMENTS REQUIRED FOR ZONE ENTERPRISE APPLICATIONS

- 3.1. The list of documents required to be submitted with an Application for a Zone Enterprise License are provided in **Schedule A** of these Guidelines. The list of documents provided herein represents the minimum requirements to process an Application; STZA may request the Applicant to provide further information as it deems necessary for evaluation of an Application.
- 3.2 Applicants are encouraged to submit as much documentation as possible in support of their Application. The checklist provided in **Schedule A** is required to be completed by the Applicant and a signed copy is required to be attached with the Application. In the event that a particular document is not applicable or available for an Applicant, including for public sector entities, the Applicant may provide alternate/equivalent documents, or the inapplicability/ unavailability needs to be specified in the checklist, along with reasoning/justification and/or estimate timeline of submission, as may be applicable, provided that the Authority shall make the final decision in respect of the applicability of such documents, provided further that incomplete Applications will not be processed by the Authority.

4. SUBMISSION OF APPLICATIONS

- 4.1. Applications shall be submitted on SZTA's website at www.stza.gov.pk, along with all supporting documentation. Unless otherwise notified, three (3) 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 (including any additional information as may be required from time to time); failure to submit physical copies of the Application may result in the Application being discarded, at the discretion of STZA. The Applicant shall receive an acknowledgement of Application from STZA upon receipt of the electronic and physical copies of the Application.
- 4.2. In event of a conflict or contradiction in the contents of the electronic and manual submissions, the contents of the electronic submission shall be considered authoritative and shall take precedence over any manual submission.
- 4.3. 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**



4.4. An Applicant may withdraw an Application at any time by providing a written Application to STZA, specifying the reasons and justification for withdrawal of the Application. In case an Applicant withdraws its Application, the paid Application fee shall not be refunded. STZA shall not be liable in any manner whatsoever in respect of the decision of the Applicant for withdrawal of the Application, and the sole responsibility and any liabilities in respect thereof shall solely rest with the Applicant. A new Application for a license with the same or similar purpose by the same Applicant may only be filed after a lapse of six (6) months from the date of confirmation of withdrawal of the Application.

4.5. The following shall be the processing timelines to be observed by STZA:

| Sr. No. | Type of Application | Processing Timelines |
|---------|---------------------|----------------------|
| 1. | Zone Enterprise | 30 Days |

Provided that the above timelines are subject to the submission of complete documentation checklist and does not include the time sought by Applicants for completion of such document.

5. GENERAL TERMS & CONDITIONS AND INSTRUCTIONS

- 5.1. 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.
- 5.2. The Applicant shall be responsible for submitting a complete Application in all respects, in line with the instructions contained herein and on the website.
- 5.3. 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.
- 5.4. The Applicant shall abide by all conditions (including any by-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.
- 5.5. The Applicant agrees to abide by the decision of STZA in accepting or rejecting the Application and/or any conditions as may be imposed for issuance of licenses.
- 5.6. The Applicant agrees that this document is merely advisory in nature and prescribes a minimum acceptable criterion. The Applicant shall feel free to submit additional documents as it deems necessary to further strengthen the Application.
- 5.7. STZA may amend these Guidelines from time to time, and any updated versions/revisions shall be available on STZA's website.



SCHEDULE A
DOCUMENTS REQUIRED AND INSTRUCTIONS FOR
ZONE ENTERPRISE APPLICATIONS

| PART I | PART II | PART III | PART IV | PART V | PART VI | PART VII |
|----------------------|--------------------|-----------------|--------------------------|----------------------|----------------|--------------------|
| ZE(Office) Checklist | ZE (PBF) Checklist | Cover Letter | Business Plan Guidelines | Strategic Objectives | Undertaking | Payment Guidelines |

PART I
ZONE ENTERPRISE (OFFICE SPACE) APPLICATION CHECKLIST

Reference to Clause 2.5

| # | REQUIREMENT/ DOCUMENT | APPLICANT TO CHECK BOX AND PROVIDE RATIONAL IF NOT APPLICABLE |
|----|--|---|
| 1. | Application Cover Letter <i>In the prescribed format provided at Part III.</i> | |
| 2. | Application Checklist <i>This checklist/check box to be filled and signed by Applicants and provide rational if any document is not applicable and provide alternate applicable documents</i> | |
| 3. | FINANCIAL PROPOSAL Including the following, where applicable: (i) Proposed investment (ii) Source of investment (equity, debt, both or government funding or any such funding) (iii) Name of sponsor (iv) Source and proof of funds (v) Attached audited financial statements (last three (3) Years, as applicable or equivalent) | |



| # | REQUIREMENT/ DOCUMENT | APPLICANT TO CHECK BOX AND PROVIDE RATIONAL IF NOT APPLICABLE |
|----|--|---|
| 4. | <p style="text-align: center;">TECHNICAL PROPOSAL</p> <p>Including the following:</p> <ul style="list-style-type: none"> (i) Type of business in the ZE Category and Classification (Startup, SME, Large Enterprise, Anchor Tenant) (ii) Details and experience profile of the Applicant in the ZE Category; (iii) Sponsors and company profile, along with experience profiles, and copies of CNICs or Passports (in case of foreign directors/partners) (iv) Legal status of the Applicant (v) Name of registration entity and registration number (vi) Number of employees (vii) Previous finance year revenue (only if date of registration >1 Years) | |
| 5. | <p style="text-align: center;">BUSINESS PLAN</p> <p>It is recommended that the Business Plan may have the following elements:</p> <ul style="list-style-type: none"> (i) Mission and vision statement (ii) Product and services being offered (iii) Proposed business structure (iv) Market demand assessment (v) Sales and marketing plan (vi) Economic impact/Strategic Objectives of STZA (vii) Critical risks and mitigation plan (viii) In view of the business plans Applicants are required to provide an indicative list of capital goods with applicable HS codes which the Applicant intends to import in 10 years under clause 21(1)(c) of STZA Act 2021. <p><i>Prescribed format provided at Part IV.</i></p> <p>The supplementary form of Business Plan may be notified by the Authority from time to time.</p> | |
| 6. | <p><u>TECHNOLOGY ECO SYSTEM PROPOSAL/ECONOMIC IMPACT</u></p> | |



| # | REQUIREMENT/ DOCUMENT | APPLICANT TO CHECK BOX AND PROVIDE RATIONAL IF NOT APPLICABLE |
|-----|---|---|
| | <p>Strategic Objectives. To provide commitments and rationalized figures in the Strategic Objectives Table. <i>Prescribed format at Part V.</i></p> | |
| 7. | <p style="text-align: center;"><u>LEGAL DOCUMENTATION</u></p> <p>Including the following documentation:</p> <ul style="list-style-type: none"> (i) Constitutional/incorporation documents of the Applicant (eg. SECP Certified True Copy of the Memorandum and Articles of Association, or Certified True Copies of the Firm/Company Registration Certificate, and Form A, as applicable) (ii) NTN Certificate with proof of being active on ATL (iii) Board resolution/ corporate approvals/ authority letter in respect of the Application (iv) List and status of any licenses and approvals required by the Applicant for the proposed technology business in the ZE Category <p>Note: 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 Applicant to perform functions and execute projects as required by STZA.</p> | |
| 8. | <p>Undertaking on PKR 100/- stamp paper. <i>Prescribed format at Part VI</i></p> | |
| 9. | <p>Letter for Authorized Representative containing contact details and authority from the Applicant</p> | |
| 10. | <p>Proof of Payment for Application Fee <i>Reference to Part VII</i></p> | |



PART II

ZONE ENTERPRISE (PURPOSE BUILT FACILITY) APPLICATION CHECKLIST

Reference to Clause 2.5

| # | REQUIREMENT/ DOCUMENT | APPLICANT TO CHECK BOX AND PROVIDE RATIONAL IF NOT APPLICABLE |
|----|---|---|
| 1. | Application Cover Letter <i>Format provided at Part III</i> | |
| 2. | Application Checklist <i>This checklist/check box to be filled and signed by Applicants and provide rational if any document is not applicable and provide alternate applicable documents</i> | |
| 3. | <p style="text-align: center;"><u>FINANCIAL PROPOSAL</u></p> <p>Financial Proposal including the following:</p> <ul style="list-style-type: none"> (i) Total proposed investment for execution of the proposed facility (ii) Type & source of investment (debt, equity, both or government funding or such other funding), funding plan and source of funds (iii) projected financial statements (income statement, balance sheet, cash flow statement) for at least 5 years; (iv) Audited financial statements of the Applicant/sponsors for the last 3 years, as applicable or equivalent; and (v) Financial model supporting the financial proposal. | |
| 4. | <p style="text-align: center;"><u>TECHNICAL PROPOSAL</u></p> <ul style="list-style-type: none"> (i) Partnership/Consent Document with Zone Developer of Notified Zone if applicable Applicant may submit a partnership/consent agreement/document or other relevant legal documentation with Zone Developer for construction of a purpose-built facility in the notified Zone. (i) Facility Development Plan of the proposed facility | |



| # | REQUIREMENT/ DOCUMENT | APPLICANT TO CHECK BOX AND PROVIDE RATIONAL IF NOT APPLICABLE |
|----|---|---|
| | <p>The Facility Development Plan should include the following information, as applicable: land/space utilization plan in compliance with the building by-laws, provision of parking, marketing plan, financing plan and management plan, estimated cost of construction. operations and maintenance of the proposed facility, technology ecosystem proposal, construction plans/schedule.</p> <p>(ii) Experience of the Applicant. Please provide details and experience profiles of the Applicant, its ownership and proposed management team, and its construction contractors or operators in technology & infrastructure projects.</p> <p>The Applicant must be able to propose a highly qualified and experienced management team. Detailed CVs and experience certificates for the management shall be provided.</p> <p>(iii) Misc. Information: This information shall form part of the Technical Proposal for the ZE Purpose Built Facility Application.</p> <ul style="list-style-type: none"> (i) Type of business in the ZE Category (ii) Details and experience profile of the Applicant in the ZE Category; (iii) Sponsors and company profile, along with experience profiles, and copies of CNICs or Passports (in case of foreign directors/partners) (iv) Legal status of the Applicant (v) Name of Registration Entity (vi) Registration Number (vii) Number of Employees (viii) Previous Finance Year Revue (Only if date of registration >1 Years) | |
| 5. | <p style="text-align: center;"><u>BUSINESS PLAN</u></p> <p>It is recommended that the Business Plan may have the following elements:</p> <ul style="list-style-type: none"> (i) Mission and Vision Statement (ii) Product and Services being offered (iii) Proposed Business Structure (iv) Market Demand Assessment (v) Sales and Marketing Plan | |



| # | REQUIREMENT/ DOCUMENT | APPLICANT TO CHECK BOX AND PROVIDE RATIONAL IF NOT APPLICABLE |
|----|---|---|
| | <p>(vi) Economic Impact/Strategic Objectives of STZA (vii) Critical Risks and Mitigation Plan (viii) Legal & Regulatory Approvals (ix) In view of the business plans Applicants are required to provide an indicative list of capital goods with applicable HS codes which the Applicant intends to import in 10 years under clause 21(1)(c) of STZA Act 2021. Form of Business Plan shall be notified by the Authority from time to time.</p> <p><i>Reference to Part IV</i></p> <p>The supplementary form of Business Plan shall be notified by the Authority from time to time.</p> | |
| 6. | <p style="text-align: center;"><u>TECHNOLOGY ECO SYSTEM PROPOSAL/ECONOMIC IMPACT</u></p> <p>Strategic Objectives. To provide commitments and rationalized figures in the Strategic Objectives Table. <i>Prescribed format at Part V.</i></p> | |
| 7. | <p style="text-align: center;"><u>LEGAL DOCUMENTATION</u></p> <p>Including the following documentation, as applicable:</p> <ul style="list-style-type: none"> (i) Constitutional/incorporation documents of the Applicant (eg. SECP Certified True Copy of the Memorandum and Articles of Association, Certified True Copies of the Firm/Company Registration Certificate, latest Form A as applicable); (ii) Shareholding pattern/ ownership structure; (iii) NTN Certificate and proof of being active on active taxpayers list; (iv) List of any financings and/or loan obtained in relation to the land; (v) Board resolution/ corporate approvals/ authority letter in respect of the proposed facility; (vi) List and copy of consents from regulators/NOCs as applicable on the proposed area in the Zone including approvals from relevant development authority, PEC registration certificates, utilities companies, etc. (vii) All title/ ownership / leasehold documents in respect of the interest in the land relating to the proposed area in the Zone. | |



| # | REQUIREMENT/ DOCUMENT | APPLICANT TO CHECK BOX AND PROVIDE RATIONAL IF NOT APPLICABLE |
|-----|---|---|
| | 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 enables the Applicant to perform functions and execute projects as required by the Authority. | |
| 8. | Undertaking on PKR 100/- stamp paper <i>Prescribed format at Part VI.</i> | |
| 9. | Letter for Authorized Representative containing contact details and authority from the Applicant | |
| 10. | Proof of Payment for Application Fee <i>Reference to Part VII.</i> | |
| 11. | Any other additional documents to be listed here | |



PART III

COVER LETTER

Reference to Part I & II

[To be Printed on Company Letterhead]

[Insert Date]

To:

One Window Facility
Special Technology Zones Authority
16th Floor, New State Life Tower
Jinnah Avenue, Blue Area
Islamabad

Subject: APPLICATION FOR GRANT OF ZONE ENTERPRISE LICENSE (OFFICE SPACE OR PURPOSE BUILT FACILITY) FOR [INSERT NAME OF ZONE]

Dear Sir / Madam,

**For office space in a notified Zone*

I [name of authorized representative], 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 in [insert name of notified STZ] in [insert city], for our technology business operations in the ZE Category of [insert ZE Category as per the Rule 17(3) of Rules], as per [insert ZE Classification (Startup, SME, Large Enterprise, Anchor Tenant)] ZE Classification. The Application is hereby submitted for operating and managing a technology business from an office space of (insert sq. ft. of required office space) in [insert name of notified STZ] in [insert city].

-OR-

**For purpose built facility in a notified Zone*

I [name of authorized representative], 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 in [insert name of notified STZ] in [insert city], for our technology business operations in the ZE Category of [insert ZE Category as per the Rules]. The Application is hereby submitted for operating and managing a technology business from within a self-developed purpose-built facility over area measuring (insert acreage of required space for purpose-built facility at [insert name of notified STZ]).

[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.]



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.

[Insert Signature, Name, Designation, CNIC and Date]



PART IV

GUIDELINES FOR PREPARING THE BUSINESS PLAN

Reference to Part I & II

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, or submit a business plan in any alternate format containing the information below to the extent applicable.

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 in **Part V** to demonstrate how the Applicant aims to fulfil the core strategic objectives of STZA.

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.



PART V

**TABLE OF STRATEGIC OBJECTIVES
TARGET FIGURES**

Reference to Part I & II

A Zone Enterprise is required 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 | Target Figures | Justification/Rationalization of Target Figures (Applicants to Provide Proof Where Applicable) |
| 1 | Investment FDI | [insert] In <u>USD</u> ; For Year-1,2,3,4,5 (separate figures) The Figure should reflect how much USD value of FDI the entity will attract in the subsequent years and through what models. | |
| 2 | Investment Local | [insert] In <u>PKR</u> ; For Year-1,2,3,4,5 (separate figures) The Figure should reflect how much PKR value of local investments the entity will attract in the subsequent years and through what models. | |
| 3 | Exports | [insert] In <u>USD</u> ; For Year-1,2,3,4,5 of Commercial Operations The figure should quantify how much exports will the Applicant generate once licensed by STZA | |



| STRATEGIC OBJECTIVES | | | |
|-----------------------------|---------------------------|---|--|
| S. No | Type | Target Figures | Justification/Rationalization of Target Figures (Applicants to Provide Proof Where Applicable) |
| 4 | Import Substitution | <p>[insert] In <u>USD</u>; For Year-1,2,3,4,5 of Commercial Operations</p> <p>Import Substitution is an economic policy that advocates replacing foreign imports with domestic production. The figure should reflect how much in USD value import substitution will be done by Applicant once licensed by STZA.</p> | |
| 5 | Job Creation | <p>[insert] In <u>Number</u> of Total Jobs Created; For Year-1,2,3,4,5</p> <p>Please bifurcate by category as applicable, i.e., Management, Engineers, Technicians, Support Staff, Labor, etc.</p> <p>The Figure should reflect how many jobs does the Applicant intend to create once licensed by STZA in first 5 years of operations.</p> | |
| 6 | Human Capital Development | <p>[insert] In <u>Number</u> of Total Certifications; For Year-1,2,3,4,5</p> <p>Please indicate estimated total <u>value</u> of certifications</p> <p>Applicant is required to indicate estimated total number of certifications which will be offered to the employees.</p> | |



| STRATEGIC OBJECTIVES | | | |
|-----------------------------|-----------------------------|---|--|
| S. No | Type | Target Figures | Justification/Rationalization of Target Figures (Applicants to Provide Proof Where Applicable) |
| 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.

Applicants shall note that the figures provided in the above table constitute commitments to Authority towards achievement of strategic objectives and the Licensees will be evaluated and monitored as required under Rules and applicable regulations against the quoted figures.



PART VI

UNDERTAKING FOR ZONE ENTERPRISE APPLICATIONS

Reference to Part I & II

The following undertaking shall be provided by the Applicant in support of its Application. The undertaking shall be provided by a shareholder/chief executive office/director/managing partner/authorized representative of the Applicant and shall be provided on a Stamp Paper worth 100 PKR.

“I, [INSERT NAME], son/daughter of [INSERT NAME], resident of [INSERT], holding CNIC No. [INSERT], am a shareholder/chief executive office/director/managing partner/authorized representative of [insert name of Applicant] (“**Applicant**”). In relation to our Application to the Special Technology Zones Authority (“**STZA**”), I hereby undertake, acknowledge, and agree to the following, for and on behalf of the Applicant:

1. The Applicant has read and understood the STZA Act, 2021, STZA (Qualification and Approval) Rules, 2021 and other Applicable 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 Application, license and/or take any other action having regard to the circumstances of the case, as may be applicable.
4. The Applicant shall abide by all conditions (including any by-laws, notifications, regulations, and rules) as may be issued by STZA, from time to time. In addition, the Applicant agrees to be bound by all terms and conditions available on the Application webpage, and any rules, regulations, circulars or orders 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 and shall be held liable in case of non-compliance and breach.
5. The Applicant agrees to abide by the decision of STZA with respect to the approval or rejection of the Application, including any terms and conditions imposed thereof.
6. The Applicant hereby confirms that the immovable and movable properties, monies, bank accounts or any other properties in relation to this Application are free of encumbrances and at disposal of the Applicant for utilization under this Application.
7. The Applicant is not blacklisted by any government entities, including autonomous authorities, ministries, divisions, agencies, and departments.
8. The information given to STZA as part of the Application and any communication for all ancillary and incidental matters related thereto shall be held confidential and shall be stored by STZA for such period as may be required under Applicable Documents. The Applicant shall keep confidential all information and communication with STZA in relation to the Application and all ancillary and incidental matters related thereto and shall not disclose any information without the prior written approval of STZA.
9. 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. That STZA reserves the



right to conduct an inquiry to confirm the veracity of the documentation submitted and also reserves the right to reject the Application in case of violation of this undertaking. If any information or statement in this undertaking is found to be incorrect, false or frivolous then STZA shall reserve the right to reject such Application and blacklist the Applicant for such time period as may be determined by the STZA.

[Insert Signature, Name, Designation, CNIC and Date]



PART VII

PAYMENT GUIDELINES

Reference to Part I & II

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.

The Application fee for a Zone Enterprise License depends on the classification of the Zone Enterprise as shown below. These fees go towards Application processing and are non-refundable.

SCHEDULE OF FEES FOR ZONE ENTERPRISE APPLICATIONS

| ZONE ENTERPRISE (OFFICE SPACE) | | |
|---|--|------------------------------|
| ZE CLASSIFICATION | NO. OF EMPLOYEES OR REVENUE (PKR) | APPLICATION FEE (PKR) |
| Start-ups | 1 – 20 or < 500 M | 20,000 |
| SMEs | 21 – 250 or 500 M to 1 B | 200,000 |
| Large Enterprises | 251 – 1,000 or 1B to 15 B | 500,000 |
| Anchor Enterprises | 1000+ or > 15 B | 1,000,000 |
| ZONE ENTERPRISE (PURPOSE BUILT FACILITY) | | |
| N/A | N/A | 1,000,000 |

In respect of the Schedules of Fees for Zone Enterprises, the following shall be applicable:

- (a) The determination of ZE Classification is done by taking into account the annual revenue or number of employees, whichever is higher among the two. For example, an Applicant will be classified as a Large Enterprise if its revenues exceed PKR 1 Billion while employees may be less than 251.
- (b) The schedules of fees provided herein shall be subject to an annual increase of ten (10) percent effective from the 1st day of July every year, unless otherwise revised and/or notified by the Authority from time to time.
- (c) Other applicable fees and charges in relation to a Zone Enterprise License may include land lease schedule of charges, annual 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.



- (d) The schedules of fees provided herein shall be effective from the date of notification of these Guidelines and shall remain valid till June 2024, subject to an annual increase of ten (10) percent effective from the 1st day of July every year, unless otherwise revised and/or notified by the Authority from time to time.
- (e) 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
