

DOCUMENT CHECKLIST

NOTE: ALL DOCUMENTS ARE MANDATORY!

1. Acknowledgment of EAD that the Annual Plan of Action has been submitted.
2. Letter from the concerned Embassy verifying the credentials of the INGO.
3. Proof of Registration in the country of origin.
4. Detailed annual budget covering Administrative and Development components.
5. Approval of Commissioner, Inland Revenue concerned under section 2(36) of the Income Tax Ordinance, 2001.
6. Tax Returns (copies) for last 3 years (if applicable).
7. Evidence of withholding taxes.
8. Annual Reports for three years.
9. Financial Statements for last three years.
10. Funding guarantee letter containing donor commitment.
11. Proof of local residence (lease agreement, etc) with complete address/telephone numbers and list of local contacts in Pakistan (if applicable).
12. Power of Attorney from the Head Office authorizing its designated representative for applying for registration in Pakistan.
13. Application letter addressed to Secretary Interior requesting to register an INGO.
14. Notarised Statute/ByLaw issued by the competent authority of the country where that INGO's Head Office is located.
15. MOU available at MOI website, duly filled-in.