

LOCAL NGOs RECEIVING FOREIGN CONTRIBUTIONS
SIGNING UP OF MOU WITH GoP - CHECKLIST OF DOCUMENTS

Application for signing of an agreement with GoP/EAD should be addressed to Secretary, EAD, giving introduction of the Organization, experience in the relevant field, specific fields of prospective interventions/geographical focus and foreign donors providing financing or committed to provide financing. The application should invariably be supported by copies of the following documents duly verified and attested:-

S #	REQUISITE DOCUMENTS
1.	Basic Information Proforma for NGOs available at (www.ead.gov.pk)
2.	Annual Plan of Action (APA) available at (www.ead.gov.pk)
3.	Proof of registration in Pakistan
4.	Approval of Commissioner Inland Revenue concerned under section 2 (36) of the Income Tax Ordinance, 2001
5.	Tax returns (copies) for the past 3 years
6.	Annual Reports for the last three years
7.	Funding Guarantee Letter containing donor commitment
8.	Proof of local residence (Lease agreement, etc) with complete address/telephone numbers and list of local contracts in Pakistan
9.	Staff details
10.	Declaration of assets
11.	Bank Account details, with a commitment that all payments above 20,000/- in Pakistan will be made through banking channels
12.	Draft MOU in the prescribed template available at (www.ead.gov.pk) signed at the prescribed place and initialed on each page
13.	Local NGOs are requested to submit soft copies of all above mentioned documents on the following e-mail address. (ead.localngos@gmail.com)

ORGANIZATION ARE REQUIRED TO BE SUBMITTED

- i) **One (1) set of all documents properly flagged along with the application.**
- ii) **Fourteen (14) complete sets of documents properly flagged (within Seven (7) days) after issuance of acknowledgement letter.**



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