



PUBLIC NOTICE

ASSISTANCE FOR OPENING EXPORTERS OFFICES ABROAD

Government of Pakistan had announced in Trade Policy 2007-08 to provide assistance to socially and environmentally compliant and ISO Certified companies for setting up business offices abroad. It has been decided to continue this scheme during the Trade Policy 2009-10. Under this initiative following incentives will be provided with appropriate caps on the upper limit:

- a. 50 % subsidy in rentals for three years.
- b. 50 % subsidy in salaries for three employees for three years.

Eligible countries

Malaysia, Japan, China, UAE, Russia, USA, EU and Africa.

ELIGIBLE PRODUCTS AND CRITERIA

Following products and export performance during the year 2008 – 09 or an average of last 3 years is the eligibility criteria for this scheme:

Products	EXPORT PERFORMANCE IN us\$
Textiles Sector Woven & Knitted Garment, Tents, Bed linen Towel and Made-ups, Denim Fabric	US\$ 8 Million US\$ 10 Million
Leather Sector Leather Garments, Leather Products & Footwear,	US\$ 5 Million
Carpets and Rugs	US\$ 5 Million
AGRO-Food Sector Sea food/ Fish, Fruits & Vegetables, Meat & meat preparations, poultry products, Processed food, such juices, jams & jellies, spices, confectionery, ready to eat food, pastes, milk and diary products etc.	US\$ 2 Million
Mineral Sector Marble, Onyx and Granite products, Gems and Jewellery	US\$ 2 Million
Services Sector Information Technology	US\$ 2 Million
Engineering and manufacturing Sector Engineering goods, Surgical goods, Sports goods, chemical and its products, Pharmaceutical products and Petroleum products	US\$ 5 Million
Cutlery products	US\$ 2 Million
Furniture	US\$ 1 Million
Handicraft	US\$ 1 Million

Exporting companies who fulfill the eligibility criteria under this scheme may apply to Trade Development Authority of Pakistan, along with the following information / documents:

- a. Complete profile of the company.
- b. Name of MD/ CEO with contact details (Phone, Fax & E-mail).
- c. Name of the contact person with contact details (Phone, Fax & E-mail).
- d. Name of the country and city where company intends to set up office.
- e. Export performance of last 03 years duly certified by Bank, both overall and in the country of interest.
- f. Attested copies of certificates of International Standards.
- g. Items/ Products of exports.

Javed Anwar Khan
Director General

Trade Development Authority of Pakistan
MINISTRY OF COMMERCE
GOVERNMENT OF PAKISTAN

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TRADE POLICY 2009-10

Business Procedure for Opening of Export Offices Abroad

- a. The office to be opened/ established, invariably, should be in the name and style of the same firm/company for which they apply to TDAP for the subject facility and it (the abroad office) shall also be in the sole ownership of the said firm/company.
- b. Employees hired for the abroad office may be of Pakistani or Non-Pakistani origin.
- c. The firm/company will submit an undertaking on stamped/Judicial paper of Rs.100/- denomination, to the effect that their export performance is in the same product(s)/item(s) for which they have applied to TDAP to avail the facility.
- d. The firm/company will submit with their claim (for 50% of the rental and 50% of the salary), the original contract of office rental and the contract with the employees hired, notarized by the Notary Public and duly attested by the Pakistani Mission/Commercial Section/Consulate in the respective country of location.
- e. Pakistani Mission/Commercial Section/Consulate, henceforth, would only attest the notarized documents (rental agreement and the employee contract).
- f. The selected company (ies) would be required to follow the Law of Land of the country where they intend to open their office(s) and all other unnecessary documentation would be avoided.
- g. The amount will be reimbursed on quarterly basis.
- h. TDAP has fixed capping for the rentals and salaries' for each city/ country and reimbursement will be made either on the basis of 50% of TDAP capping or 50% of the actual amount, whichever is lower.
- i. Exporters will be required to submit a performance report of their abroad office on monthly basis.
- j. In case it is found out at any stage that the selected firm/company has resorted to mis-declaration to claim the 50% rental and 50% salary, TDAP will cancel the selection and withdraw the facility extended to the firm/company. In such an event TDAP shall not only proceed against the exporter for the mis-declaration, as per prescribed rules, but they shall also be liable to return/ reimburse the amount already paid to them in this behalf.

This is also applicable to the exporters who have already applied against the subject scheme.