

Import Manufacturer Checklist

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Subject: - **CHECKLIST FOR SCREENING OF THE DOCUMENTS FOR ENLISTMENT OF COMPANY FIRM AS IMPORTER**

S.NO.	PARAMETER	YES	NO
01.	Application on Prescribed Form 2		
02.	Copy of constitution of firm and National Tax Certificate		
03.	Site Master File of the Principal Manufacturer		
04.	Name and Address of the Director, Partners, or Proprietor		
05.	Proof of Payment of fee (Original Challan)		
06.	List of products intended to be imported [along with formula, pack size and detail of primary packing material (Glass or Plastic)]		
07.	Storage facilities, Ownership, Rent or Lease details of the premises in case of grant of enlistment certificate as importer		
08.	Last Inspection Report by the regulatory Authority of the Country of Origin with English translation attested by the Embassy or Consulate of Pakistan		
09.	Attested copy of Good Manufacturing Practices Certificate issued by the Regulatory Authority in the Country of Origin, Notarized by the law firm and countersigned by the Embassy or Consulate of Pakistan.		
10.	Attested copy of manufacturing Authorization or License for manufacturing issued by the Regulatory Authority in the Country of Origin, Notarized by the law firm and countersigned by the Embassy or Consulate of Pakistan		
11.	Attested copy of Release Authorization or Certification of Contractual Laboratory(if different from the manufacturer) issued by the Regulatory Authority in the Country of Origin, Notarized by the law firm and countersigned by the Embassy or Consulate of Pakistan		
12.	Attested copy of Agency Agreement with the Principal Manufacturer in the Country of Origin, Notarized by the law firm and countersigned by the Embassy or Consulate of Pakistan		
13.	Attested copy of Sale License		
14.	Signature and Undertaking by the Applicant		

Remarks: - A separate application shall be filed for importer as agent of each principle manufacturers. Application is not complete as identified herein above. Photocopies of original documents shall be backed up with attestation. Every page of documents submitted to this Division in connection with this correspondence shall be signed and stamped by the applicant.