**CHECKLIST FOR SCREENING OF THE DOCUMENTS FOR ENLISTMENT OF COMPANY/FIRM AS IMPORTER**

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| **S.NO.** | **PARAMETER** |
| 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 | Detail of manufacturing facility of the principal manufacturer and qualified technical staff |
| 09. | Last Inspection Report by the regulatory Authority of the Country of Origin with English translation attested 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 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 |
| 12. | Signature and Undertaking by the Applicant |