

## Important

# “Terms & Conditions” & “Required Documents” for Participation in International Trade Fairs / Exhibitions Organized By Trade Development Authority of Pakistan (TDAP)

### Terms and Conditions:

- a) Applications after due date and without valid Pay Order / Bank Draft shall not be entertained.
- b) Application shall be rejected on non-submission of all required documents (given below).
- c) The Form should be properly filled-in. Any wrong or incomplete information may lead to disqualification of application.
- d) TDAP will issue Visa recommendation letters to only (2) two representatives of each selected company (Travel history and passport details must be provided).
- e) Once an applicant's selection is confirmed, the participation fee shall not be refunded.
- f) After selection by TDAP, if the stand remains vacant, full cost of stand as determined by TDAP shall be charged.
- g) There is a special quota of space for women entrepreneurs, new exporters and SME's.
- h) TDAP's financial support in excess of two fairs in a year and five time participation in the same event is not allowed.

For **more details**, Guidelines for Participation in International Trade Fair may please be perused on TDAP's website (<http://www.tdap.gov.pk>).

### Documents Required:

- i. Participation fee should be in the form of Pay Order / Demand Draft in favour of Accounts Officer, TDAP Karachi.
- ii. Company Brochure / Product Catalogue / Company Profile / visiting card.
- iii. Export Performance of last three financial years (showing separately i.e. 2011-12, 2012-13 & 2013-14) duly verified by bank (for Regular Exporters).
- iv. Bank statements for the last three years (in case of new exporters/SMEs/Women Entrepreneur).
- v. Copy of valid Membership Certificate of Trade body / Chamber / Association recognized by Director General Trade Organization, Ministry of Commerce, Govt. of Pakistan.
- vi. Copies of valid Passport(s) & CNIC(s) of the person(s) representing the company.
- vii. Copy of valid NTN certificate / Sales Tax Registration.
- viii. Copies of internationally recognized quality compliance certificates (e.g. ISO, GAP) if acquired.