



**GUIDELINES FOR PARTICIPATION IN SELF FINANCED TRADE
DELEGATION ABROAD FOR BUSINESS & INVESTMENT FORUMS**

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GUIDELINES FOR SELF FINANCED TRADE DELEGATIONS ABROAD FOR BUSINESS & INVESTMENT FORUMS

1- Purpose:

Trade delegations are an important promotional tool for enhancement of exports. To maximize returns it is essential that the organization of delegations be focused, well organized and properly followed up. The overall objectives are to increase exports and maximize market shares with the participation of experienced and fast-growing exporters with critical mass/product range & a proven track record.

2- Policy Guidelines:

Product Divisions should give top priority to the Business Forums where visit of VVIP/ VIP is expected.

Product Divisions shall recommend the number of participants keeping in view the demand of market.

- a. Regular & Small to Medium size exporters having a successful track record aggressive growth, irrespective of the size of current level of export.
- b. For developed countries (EU, N. America, Oceania & Japan) Established (70%) and Medium sized exporters (30%), with an aggressive track record of growth may be made part of delegation to increase geographical spread.
- c. For developing countries (Asia, Africa): Medium to large size exporters (60%), may be part of the delegation to increase geographical spread. However, SME (30%) and new exporters/ women entrepreneurs (10%) may also be considered in this scenario.
- d. All the segments of exporters will be facilitated to support maximization of Pakistan's exports in regional trade blocks.

3- Prerequisite information/Checklist for arranging self-finance delegation for Forums:

Sr No	Details	Responsibility	Time Line
i.	The delegation visits details/destination.	MoC/ Mission	8 to 12 weeks before the visit
ii.	After confirmation of delegation visit, the concerned D.G of TDAP will coordinate with the Mission.	TDAP	ASAP confirmation of delegation is received by MOC/Mission.

iii.	The profiles of the buyers/delegates to be shared.	MoC/ Mission	3 weeks before the visit of delegation.
iv.	Mission/MOC should share the information about custom regulations and regulatory issues	MoC/ Mission	5 to 6 weeks before the visit
v.	Note-verbale for the delegates should be issued	MOC/MOFA/Mission	6 weeks before the visit
vi.	Mission/MOC should share the information regarding Logistics, Visa affixation and the hotels.	MOC/Mission	6 weeks before the visit
vii.	Procurement and delivery of Shields and Souvenirs.	TDAP	4 weeks before the visit.

4- Method for Collection of Delegates information:

I. Advertisement: (TDAP's website, TDAP's social media)

II. Direct Contact (Chamber/ Association/Leading Exporters)

An Excel sheet (**Annex-A**) containing the following Information will be shared with the Product Divisions/Chambers & Association / Leading Exporters for obtaining the following information:

- a. Company Name & Address
- b. Sector
- c. Sub Sector
- d. Website
- e. Representative Name& Designation (who will join delegation)
- f. Contact No
- g. Email
- h. Passport Number
- i. Passport Expiry date
- j. Export Performance for last three years
- k. One year Bank Statement or Turn Over in case of new exporter
- l. Certification details
- m. Travel History (Valid Visa Copies)
- n. Availability of brochures & literature (especially in language of host country)
- o. Exports In the visiting Country

5- Selection Criteria:

- a) Priority will be given to established exporters.
- b) The representatives' details will be assessed by the Product Divisions and recommendation/justification may be made in this regard by the DGs of the product divisions of TDAP.
- c) Regular Exporters have to submit undertaking on Rs. 100 stamp paper as per TDAP's format. **(Annexure C)**
- d) New Exporters have to submit undertaking on Rs. 100 stamp paper along with endorsement letter by Chamber or Association.
- e) Product Officer has to physically verify the office or factory of a company in case of new exporter / women entrepreneur.
- f) Preference should be given to products and markets in close alignment with current export of Pakistan and imports of visiting country.
- g) Clearance from FIA/ Special Branch/ other Security Agencies (applicable to the new exporters to the new exporters whether men or women entrepreneur. The same may not be applicable to established, known and large exporters. The established exporters should be verified directly by the Concerned DG TDAP instead of Special Branch.
- h) All business delegates accompanying the Prime Minister of Pakistan on official visit are required to be vetted through Special Branch for security clearance, unless otherwise directed by the competent authority. List of delegates/ exporters accompanying the Prime Minister shall be forwarded to the Security Cell of TDAP for necessary vetting and security clearance from Special Branch well in time to avoid any inconvenience.¹

6- Process of Selection and Recommendation of Delegation:

- a) On receiving the delegation's intimation through letter / E-file / Email, the DG IMDD will send it to the Desk Officer with a copy to the DGs of the Product Divisions.
- b) The Desk Officer will send it to the Focal Persons in the Product Divisions with copy to the DGs of the concerned Divisions.
- c) The Product Divisions shall circulate the information and send recommendations to the IMDD through the DG of the concerned Product Division within ten working days.

¹ Ref No. TDAP/S.C/VETTING dtd. 16-02-2026

- d) The Product Officer / Division will ensure that the complete information is provided as per check list at Sr. No. 3.
- e) The DG IMDD will see and verify that the compiled information is given by the concerned Product Divisions and shall send the list to concerned Joint Secretary and the copy of it to Secretary TDAP for information.

7- Post Event Report & Delegate Directory

- a) A delegates' directory will be prepared and printed by the division dealing with the delegation Ten days before the departure.
- b) At conclusion; the concerned TDAP Officer will call meeting (physical/ virtual) with the participants to seek detailed feedback from the participants after the conclusion of the Forum ("**Annexure-B**")
- c) Post event report by TIO; the report shall include the names and sectors of the buyers, details of B2B meetings, MOU, Expected business generated and investment details (**Annexure-B**).
- d) At least one officer from TDAP must visit with such delegation to assist the delegates and record the activities undertaken during the visit. If size of the delegation is 30 plus then two officers (01 IMDD and 01 Product Division) may be nominated for the said delegation.

s . N O	Company Name & Address	Sector	Sub Sector	Website	Name of Designate with designation	Contact No	Email	Passport No	Passport Expiry date	Recent Travel History	Valid Visas (if any)	Export performanc e of last three year or Turn Over (Bank Statement)	Export in the Visiting Country	FIA Clearance Certificate
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GOVERNMENT OF PAKISTAN

**GOVERNMENT OF PAKISTAN
TRADE DEVELOPMENT AUTHORITY OF PAKISTAN
KARACHI**



Pakistan Country Business to Business Meetings (Data)

Name of Pakistan Company: _____

Product Sector: _____

Phone/Email: _____

Name of Country Company: _____

Expected Business / Investment to be generated by Pakistan company: _____

1) No of B2B Meeting held:

2) How useful was the B2B meeting:

A) Useful B) Less Useful C) Not Relevant D) Poor

3) Has the meeting served the purpose?

A) to a Great Extent B) to Some Extent C) Less Than Expected D) Not at all

4) How were the arrangements of B2B meetings?

A) Excellent B) Good C) Average D) Poor

5) Did you close the trade order/deal during B2B meeting?

If Yes, Value: _____

6) Do you expect to close trade deals during the next 6 months with the delegate?

If Yes, Value: _____

7) Facilitation provided by the TDAP officer.

A) Excellent B) Good C) Average D) Poor

8) Facilitation provided by the Mission.

A) Excellent B) Good C) Average D) Poor

Comments / Any Suggestions:

Any MOU signed / expected to be signed:

Signature of Representative

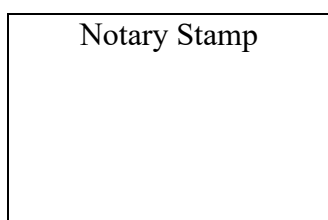
UNDERTAKING

I _____ Designation _____ CNIC# _____
(copy enclosed), on behalf on M/s. _____ do hereby undertake that

- i. Mr./Ms. _____ Designation _____ having CNIC# _____
_____ (copy enclosed) _____ Passport
No _____ (copy enclosed), residential address
_____ ,

Is / are part of Pakistan-Country Business forum, scheduled to be held on **Date** at **City, County**. I hereby undertake that the nominee(s) will leave the **Visiting Country** before expire of their visas.

I will be responsible for any illegal and judicial action (if any) against the nominee(s) e.g. he / she / they try to obtain employment, or to settle in that country and or any other act which is in contravention of the law of the country visited.



Signature & Co Stamp: _____

Name: _____

Designation: _____

(Note: The person who is part of the delegation cannot give this undertaking)