



# LOCAL NGOS RECEIVING FOREIGN CONTRIBUTIONS SIGNING UP OF MOU WITH GoP- CHECKLIST OF DOCUMENTS

Application for signing of an agreement with GoP/EAD should be addressed to Secretary, EAD, giving introduction of the Organization, experience in the relevant field, specific fields of prospective interventions/geographical focus and foreign donors providing financing or committed to provide financing. The application should invariably be supported by copies of the following documents duly verified and attested:

## REQUISITE DOCUMENTS

01

Basic Information Proforma for NGOs available at ([www.ead.gov.pk](http://www.ead.gov.pk))

02

Annual Plan of Action (APA) available at ([www.ead.1wv.nk](http://www.ead.1wv.nk))

03

Proof of registration in Pakistan

04

Approval of Commissioner Inland Revenue concerned under section 2 (36) of the Income Tax Ordinance, 2001

05

Tax returns (copies) for the past 3 years

06

Annual Reports for the last three years

07

Funding Guarantee Letter containing donor commitment

08

Proof of local residence (Lease agreement, etc) with complete address/telephone numbers and list of local contracts in Pakistan

09

Staff details

10

Declaration of assets

11

Bank Account details, with a commitment that all payments above 20,000/- in Pakistan will be made through banking channels

12

Draft MOU in the prescribed template available at ([www.ead.gov.pk](http://www.ead.gov.pk)) signed at the prescribed place and initialed on each page

13

Local NGOs are requested to submit soft copies of all above mentioned documents on the following e-mail address [ead.localngos@gmail.com](mailto:ead.localngos@gmail.com)

### ORGANIZATION ARE REQUIRED TO BE SUBMITTED

- I. One (1) set of all documents properly flagged along with the application.
- II. Fourteen (14) complete sets of documents properly flagged (wit/tin Seven (7) days) after issuance of acknowledgement letter.