



Economic Affairs Division
Government of Pakistan

UNDERSTANDING THE PROCESS AND PROCEDURES FOR REGISTRATION ON E-PORTAL



GUIDELINES





Eligibility Criteria

To be eligible for registration on the NGO e-portal, you need to meet the following requirements:

1



Be registered as a non-profit organization in Pakistan

2



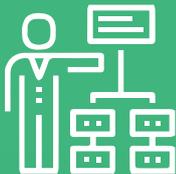
Letter of commitment from a foreign donor

3



At least two years' experience in the relevant field

4



Annual Work Plan for projects

5

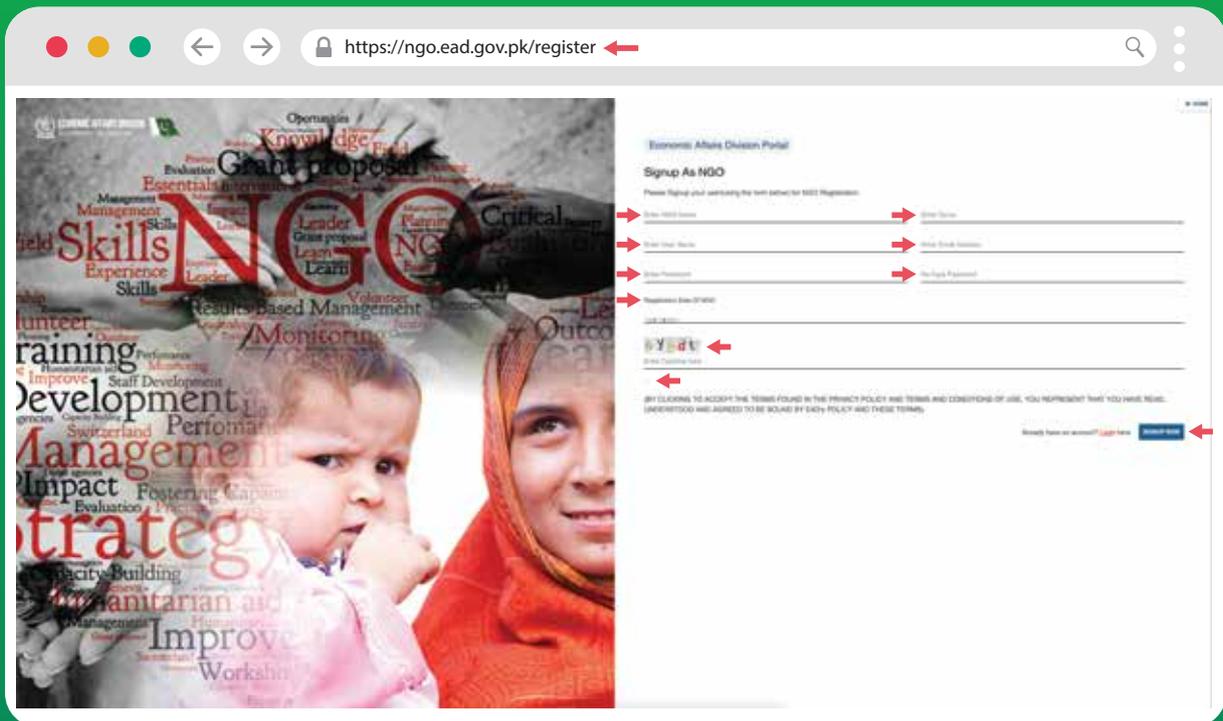


Be an active tax payer with FBR



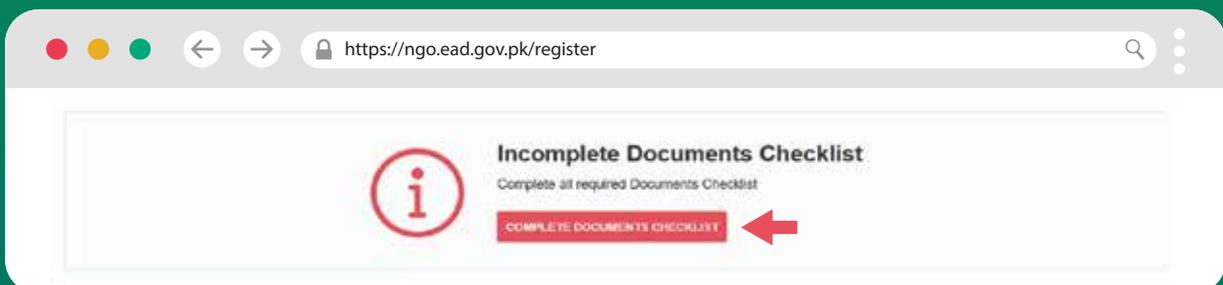
Step-By-Step Procedure for Registering on the e-Portal

To be eligible for registration on the NGO e-portal, you need to meet the following requirements:



STEP 1 You need to begin by creating an account on the EAD e-portal website. The following information is required: name of NGO, donor name, user email, official email address, password, password confirmation, date of NGO registration, captcha code.

STEP 2 Once account has been created and you are logged in, go to dashboard and click on "Complete Document Checklist" to obtain list of the documents that you need to upload.





STEP 3

Go through the following sections one by one. All tabs to be filled provide exact instructions about requirements. Make sure to go through them properly and follow them accordingly. The size of all documents to be uploaded should not exceed 7 MBs each. Templates for all documents are given on the pages.

i. Basic Information

This Section is the most important and need to be filled carefully because it cannot be edited after submission. All currency information should be in USD.

Dashboard Project Application Documents Checklist Create New Project

Application Document Checklist

Application Document Checklist

1) Basic Info Performa

2) Annual Plan of Action

3) Registration Proof in Pakistan

4) Financial Audit

5) Tax Returns

6) Annual Reports

7) Funding Guarantee Letter

8) Local Residence Proof

9) Staff Detail

11) Bank Details

12) Draft MOU

13) Upload Signed MOU

Basic Information Performa

Name of NGO * Behbud Association

Type Of NGO * I.e: Hospital, School

Address * + ADD NEW ADDRESS

Contact # * Enter Contact #

Thematical Area * Health

Working Areas in Pakistan * (Please specify the working area(s) for which registration with EAD is required) NGO shall not carry out any foreign funded project in restricted areas, specified by Govt of Pakistan in U.O. No. 18/97/1973-PE-II dated 21-03-2019

Head of Organization NGO * Enter Name

CNIC # (head of org) * Enter CNIC # of Head of Organization

Upload CNIC Copy (head of org) * Choose File No file chosen

Registration authority in Pakistan * Registered With

Registration date * mm/dd/yyyy

Reg # in Pakistan * Registered no



Dashboard Project Application Documents Checklist Create New Project

Application Document Checklist

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Name of Donor * + ADD NEW DONOR
Enter Name

Address Of Donor *

Name of Contact Person *

Phone # *

Landline *

Fax *

Email *

Total Foreign Assistance (US\$) *

Total Foreign Assistance (PKR) *

Type *
 Pakistani Foreigner

Board of Director * Enter Name CNIC * Enter CNIC # + ADD NEW BOB

CNIC Copy * Choose File No file chosen.

SUBMIT & CONTINUE RESET

Activate Windows
Go to Settings to activate Windows



ii. Annual Plan of Action

You need to provide details of your project (s) such as project name, project cost (in USD and PKR), start and end dates of the project, and project status. Project administrative cost should be up to 30% of total budget. Upload details only of the staff that is working on the particular project.

The screenshot shows a web browser window with the URL <https://ngo.ead.gov.pk/register>. The page title is "Application Document Checklist". A sidebar on the left lists 13 checklist items, with "2) Annual Plan of Action" highlighted in red. The main content area is titled "Annual Plan of Action (APA)" and contains the following sections:

- PROJECT BASIC INFORMATION**
 - Donor: [Dropdown menu]
 - Project Name / Title: [Text input field]
 - Project Cost (USD): [Text input field] USD
 - Project Cost (PKR): [Text input field] PKR
 - Project Status: [Dropdown menu, currently set to "Ongoing"]
 - Project Locations: [Text input field] + [ADD MORE LOCATIONS]
 - Project Start Date: [Date picker]
 - Project End Date: [Date picker]
 - Project Description: [Text area]
- Brief Project description and the General Strategic Objectives to be Achieved**
- PROJECT DEVELOPMENT COSTS DETAILS**
 - Expected Outputs: [Text input field]
 - Annual Targets / Deliverables: [Text input field]
- Planned Activities**
 - Planned Activity 1: [Text input field] + [ADD MORE ACTIVITY]
 - Activity 1 Input Budget: [Text input field] USD
 - Activity 1 Input Budget: [Text input field] PKR
 - Timeline: [Grid of checkboxes for Q1-Q6]
- TOTAL COST**
 - Total project cost in US dollar: [Text input field] USD
 - Total project cost in PKR rupees: [Text input field] PKR



Application Document Checklist

Application Document Checklist

- 1) Basic Info Proforma
- 2) Annual Plan of Action**
- 3) Registration Proof in Pakistan
- 4) Financial Audit
- 5) Tax Returns
- 6) Annual Reports
- 7) Funding Guarantee Letter
- 8) Local Residence Proof
- 9) Staff Detail
- 10) Assets Declaration
- 11) Bank Details
- 12) Draft MOU
- 13) Upload Signed MOU

Annual Plan of Action (APA)

PROJECT ADMINISTRATIVE COSTS DETAILS

Planned Activities

Planned Activity 1 ADD MORE ACTIVITY

Planned Activity 1

Activity1 Input Budget **US\$** → Activity1 Input Budget **PKR**

Timeframe

Q1	Q1	Q2	Q2	Q3	Q3	Q4	Q4
Q5	Q5	Q6	Q6				

TOTAL COST Total project cost in US dollar * **US\$**

TOTAL COST Total project cost in PKR rupees * **PKR**

PROJECT STAFF DETAILS

[DOWNLOAD TEMPLATE FILE](#)

Management Staff

Upload management staff details of Projects

Upload a excel file

[+ ADD FILES...](#)

Formats Allowed: (XLSX)

Staff Details

Upload staff details

Upload a excel file

[+ ADD FILES...](#)

Formats Allowed: (XLSX)



ii. Proof of Local Registration

Upload document proving your local registration in Pakistan.

The screenshot shows a web browser window with the URL <https://ngo.ead.gov.pk/register>. The page title is "Registration Proof in Pakistan". On the left, there is a sidebar menu with 12 items, where the 3rd item, "3) Registration Proof in Pakistan", is highlighted. The main content area has a heading "Registration Proof in Pakistan" and a sub-heading "Upload your proof of registration in Pakistan". Below this, it says "You can Choose multiple files at once . (Doc , PDF , XLSX , JPEG , PNG)". There is a blue button labeled "+ ADD FILES..." and a red button labeled "SUBMIT AND PROCEED". At the bottom right, there is a watermark that says "Activate Windows Go to Settings to activate Wind".

iv. Financial Audit

Upload the audit report of the last three years. Make sure that you write the complete and valid information of the audit company.

The screenshot shows a web browser window with the URL <https://ngo.ead.gov.pk/register>. The page title is "Financial Audit". On the left, there is a sidebar menu with 13 items, where the 4th item, "4) Financial Audit", is highlighted. The main content area has a heading "Financial Audit" and a sub-heading "Please upload the details for Financial Audit". Below this, there are several input fields: "Name of Financial Audit Stakeholder", "Contact Person", "Contact #", "Address", and "Email". There is a blue button labeled "+ ADD FILES..." and a red button labeled "SUBMIT AND PROCEED". At the bottom right, there is a watermark that says "Activate Windows Go to Settings to activate Wind".



v. Tax Returns

Upload tax returns of the last three years. If 2(36) Tax Exemption number is missing you may write the NTN number as well.

The screenshot shows a web browser window with the URL <https://ngo.ead.gov.pk/register>. On the left is a sidebar menu with 13 items, where '5) Tax Returns' is highlighted. The main content area is titled 'Tax Returns' and contains the following fields:

- Upload Tax Return Details(s)
- NTN #
- 2(36) Tax exemption certificate no.
- Issuance Authority
- Address Of Issuance Authority
- Issuance Date (format: mm/dd/yyyy)
- Validity upto (format: mm/dd/yyyy)

At the bottom of the form, there is a blue '+ ADD FILES...' button and a note: 'Formats Allowed: (Doc , PDF , XLXS , JPEG , PNG)'. An 'Activate Windows' watermark is visible in the bottom right corner.

vi. Annual Report

Upload annual reports of the last three years.

The screenshot shows the same web browser window with the URL <https://ngo.ead.gov.pk/register>. In the sidebar menu, '6) Annual Reports' is highlighted. The main content area is titled 'Annual reports for Last Three Years' and contains the following elements:

- Upload Annual Reports for the last three year(s)
- You can choose multiple files at once
- A blue '+ ADD FILES...' button
- Formats Allowed: (Doc , PDF , XLXS , JPEG , PNG)

At the bottom of the form, there is a red 'SUBMIT & PROCEED' button and an 'Activate Windows' watermark in the bottom right corner.



vii. Funding Guarantee Letter

The Funding Guarantee Letter or Agreement of Donor must have the complete address, phone number and email address of the donor. Any contradiction in donor information might cause your NGO to fall in suspicious list.

Application Document Checklist

1) Basic Info Proforma

2) Annual Plan of Action

3) Registration Proof in Pakistan

4) Financial Audit

5) Tax Returns

6) Annual Reports

7) Funding Guarantee Letter

8) Local Residence Proof

9) Staff Detail

10) Assets Declaration

Funding Guarantee Letter / Agreement

Upload Funding Guarantee Letter / Agreement containing donor commitment

You can upload multiple files at once

+ ADD FILES...

Formats Allowed: (Doc, PDF, XLSX, JPEG, PNG)

Activate Windows
Go to Settings to activate Windows

viii. Proof of Local Residence

Proof of Local Residence

(please give details of every regional/zonal office in case the organization has more than offices)

Type: Head Office

Postal Address:

Contact #: Enter Contact #

Fax #: Enter Fax #

Email: Enter email Address

Official Website: Enter Official Website URL

Operational Areas:

Lease Agreement: **SELECT FILE**

Formats Allowed: (Doc, PDF, XLSX, JPEG, PNG)

Activate Windows
Go to Settings to activate Windows



ix. Staff Details

This section has two options: management and project staff. Each option is to be filled and uploaded separately.

The screenshot shows a web browser window at <https://ngo.ead.gov.pk/register>. On the left is a vertical menu with 13 items: 1) Basic Info Proforma, 2) Annual Plan of Action, 3) Registration Proof in Pakistan, 4) Financial Audit, 5) Tax Returns, 6) Annual Reports, 7) Funding Guarantee Letter, 8) Local Residence Proof, 9) Staff Detail (highlighted with a red arrow), 10) Assets Declaration, 11) Bank Details, 12) Draft MOU, and 13) Upload Signed MOU. The main content area is titled "Staff Details" and has two tabs: "Management" (selected) and "Project Staff". Below the tabs is a blue button labeled "DOWNLOAD TEMPLATE FILE". The section is titled "Upload management staff details" and includes the instruction "Upload a excel file". There is a blue button labeled "+ ADD FILES..." with a red arrow pointing to it, and text below it stating "Formats Allowed (XLSX)". At the bottom of the main area is a red button labeled "SUBMIT & PROCEED" with a red arrow pointing to it. In the bottom right corner, there is a watermark that says "Activate Windows Go to Settings to activate Win".

x. Asset Declaration

The screenshot shows a web browser window at <https://ngo.ead.gov.pk/register>. On the left is a vertical menu with 13 items: 1) Basic Info Proforma, 2) Annual Plan of Action, 3) Registration Proof in Pakistan, 4) Financial Audit, 5) Tax Returns, 6) Annual Reports, 7) Funding Guarantee Letter, 8) Local Residence Proof, 9) Staff Detail, 10) Assets Declaration (highlighted with a red arrow), 11) Bank Details, 12) Draft MOU, and 13) Upload Signed MOU. The main content area is titled "Declaration of Assets" and has a blue button labeled "+ ADD FILES..." with a red arrow pointing to it. Below the button is text stating "Formats Allowed: (Doc, PDF, XLSX, JPEG, PNG)". At the bottom of the main area are three buttons: "SUBMIT", "MOVE TO NEXT STEP", and "CANCEL", with a red arrow pointing to the "SUBMIT" button. In the bottom right corner, there is a watermark that says "Activate Windows Go to Settings to activate Win".



xi. Bank Account

The screenshot shows a web browser window at <https://ngo.ead.gov.pk/register>. The page is titled "Bank Account Details" and includes a sidebar with a list of steps: 1) Basic Info Proforma, 2) Annual Plan of Action, 3) Registration Proof in Pakistan, 4) Financial Audit, 5) Tax Returns, 6) Annual Reports, 7) Funding Guarantee Letter, 8) Local Residence Proof, 9) Staff Detail, 10) Assets Declaration, 11) Bank Details (highlighted), 12) Draft MOU, and 13) Upload Signed MOU. The main content area contains the following fields:

- Account Title
- Account #
- Account # IBAN
- Bank Email Address
- Bank Contact Number
- Bank Address

There is a "+ ADD NEW ACCOUNT DETAILS" button and a "SUBMIT" button at the bottom. A watermark "Activate Windows" is visible in the bottom right corner.

xii. Draft MoU

Draft MOU will be auto-filled if you enter the correct information in the above steps. Add your organization head's e-signature to the document. Go through the entire draft MoU and make sure that there are no errors. Click 'submit' and then download the draft MoU.

The screenshot shows a web browser window at <https://ngo.ead.gov.pk/register>. The page is titled "Draft MOU" and includes a sidebar with a list of steps: 1) Basic Info Proforma, 2) Annual Plan of Action, 3) Registration Proof in Pakistan, 4) Financial Audit, 5) Tax Returns, 6) Annual Reports, 7) Funding Guarantee Letter, 8) Local Residence Proof, 9) Staff Detail, 10) Assets Declaration, 11) Bank Details, and 12) Draft MOU (highlighted). The main content area contains the following text:

b. This MoU shall supersede all previous agreements and MoUs, if any executed by the NGO/NPO with the EAD

c. Any additional framework of operations entered into at Provincial or district levels shall not derogate from the provisions of this MoU. In case of any conflict the provisions of this MoU will prevail.

d. Renewal of this MoU shall be subject to verification of projects, annual plans of action, annual reports and audited accounts including third party evaluation and other requisite information relevant to this MoU, submitted by the NGO/NPO

In witness whereof, the undersigned representatives, duly authorized by the EAD and the **Behbud Association** have signed this Memorandum of Understanding. Done at Islamabad, on this day of 2020, in English language in two originals, the signatories to retain a copy each

Joint Secretary
For the Government of the
Islamic Republic of Pakistan

Signature Image(Max size 25kb)

Choose a signature image file or drag it here.(Max size 25kb)

Name
CEO of the Behbud Association

There is a "SUBMIT AND DOWNLOAD" button at the bottom right.



xiii. Signed MoU

In this step, you need to upload the signed draft MoU which you downloaded in the previous step.

Application Document Checklist

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- 11) Bank Details
- 12) Draft MOU

Draft MOU

Fill in the draft MOU below, and upload its signed copy for record

DRAFT MEMORANDUM OF UNDERSTANDING BETWEEN THE GOVERNMENT OF ISLAMIC REPUBLIC OF PAKISTAN AND Behbud Association

This MOU is made and entered into by and between the Government of Pakistan through the Ministry of Economic Affairs, (hereinafter referred to as "the Government") and Behbud Association (hereinafter referred to as "NGO/NPO"), registered under (law) [] with Office/Offices at [] Address/Addresses.

Whereas the NGO/NPO Behbud Association desires to undertake work for the socio-economic /cultural development in Pakistan in the field/fields of [], and other thematic area(s) approved by the Government and located in and for this purpose has submitted an online application for registration accompanied by requisite documentary information

OBJECTIVES:

- a. To facilitate Contribution of NGOs/NPOs towards Socio-economic development of Pakistan within the ambit of relevant national policies and laws

Activate Windows

STEP 4

Once you have submitted the draft MoU on the portal, the EAD will go through it and you will receive a signed MoU online. You can keep a check on your MoU status through the portal.

Application Document Checklist

- 1) Basic Info Proforma
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- 6) Annual Reports
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- 8) Local Residence Proof
- 9) Staff Detail
- 10) Assets Declaration
- 11) Bank Details
- 12) Draft MOU

APPLICATION SUBMITTED



Economic Affairs Division
Government of Pakistan

community
WORLD service ASIA
peace
resilience
dignity

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