Economic Affairs Division
Government of Pakistan

community WORLD service ASIA peace resilience dignity

Orientation on EAD NGO e-Portal

Organized by: Community World Service Asia
Facilitation: Tooba Siddiqi
Speaker: Naveed Ali

Economic Affairs Division
Government of Pakistan

community WORLD service ASIA peace resilience dignity

Housekeeping

Today's webinar is scheduled to last around 90 minutes

Video feature is turned off by default to avoid any interceptions

All attendees will be muted to avoid background noise

Submit your questions via Q&A feature, you may also upvote each others questions

Use the chat feature to communicate with us and each other during the webinar

We will use the polling feature to ask you a few introductory questions

This webinar will be recorded

Economic Affairs Division
Government of Pakistan

community WORLD service ASIA peace resilience dignity

Your 13 steps are waiting for you to complete your profile on EAD e-Portal

Economic Affairs Division
Government of Pakistan

community WORLD service ASIA peace resilience dignity

Creating of an Account

Necessary things for Creating ID on e-portal

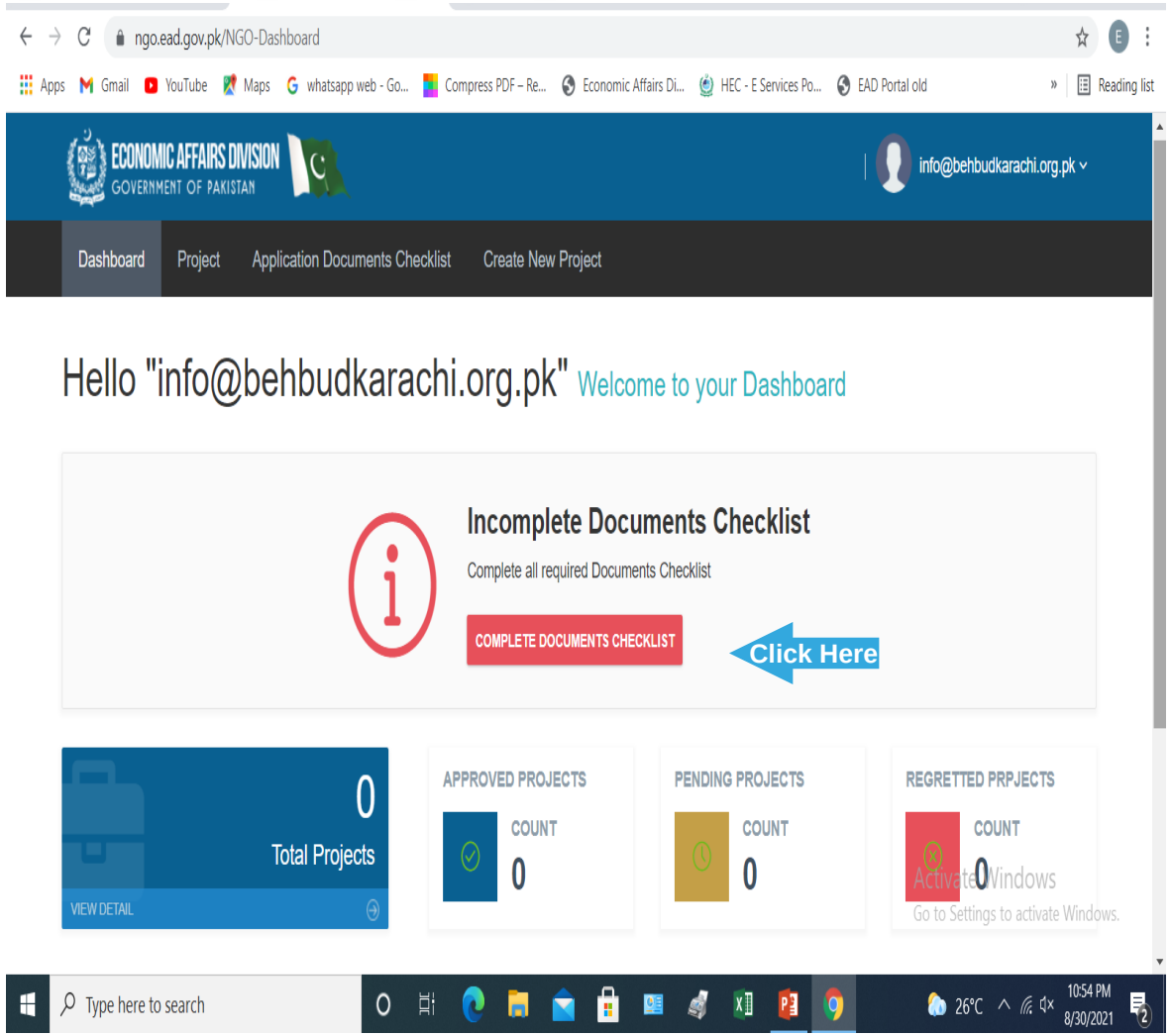
1. Name of NGO
2. Donor Name
3. User Email
4. Official Email Address
5. Password,
6. Conform Password
7. NGO Date of Registration
8. captcha Code

Economic Affairs Division
Government of Pakistan

community WORLD service ASIA peace resilience dignity

Dash Board

- Click on the tab (Complete Document Checklist)
- You will enter the 13 point Checklist

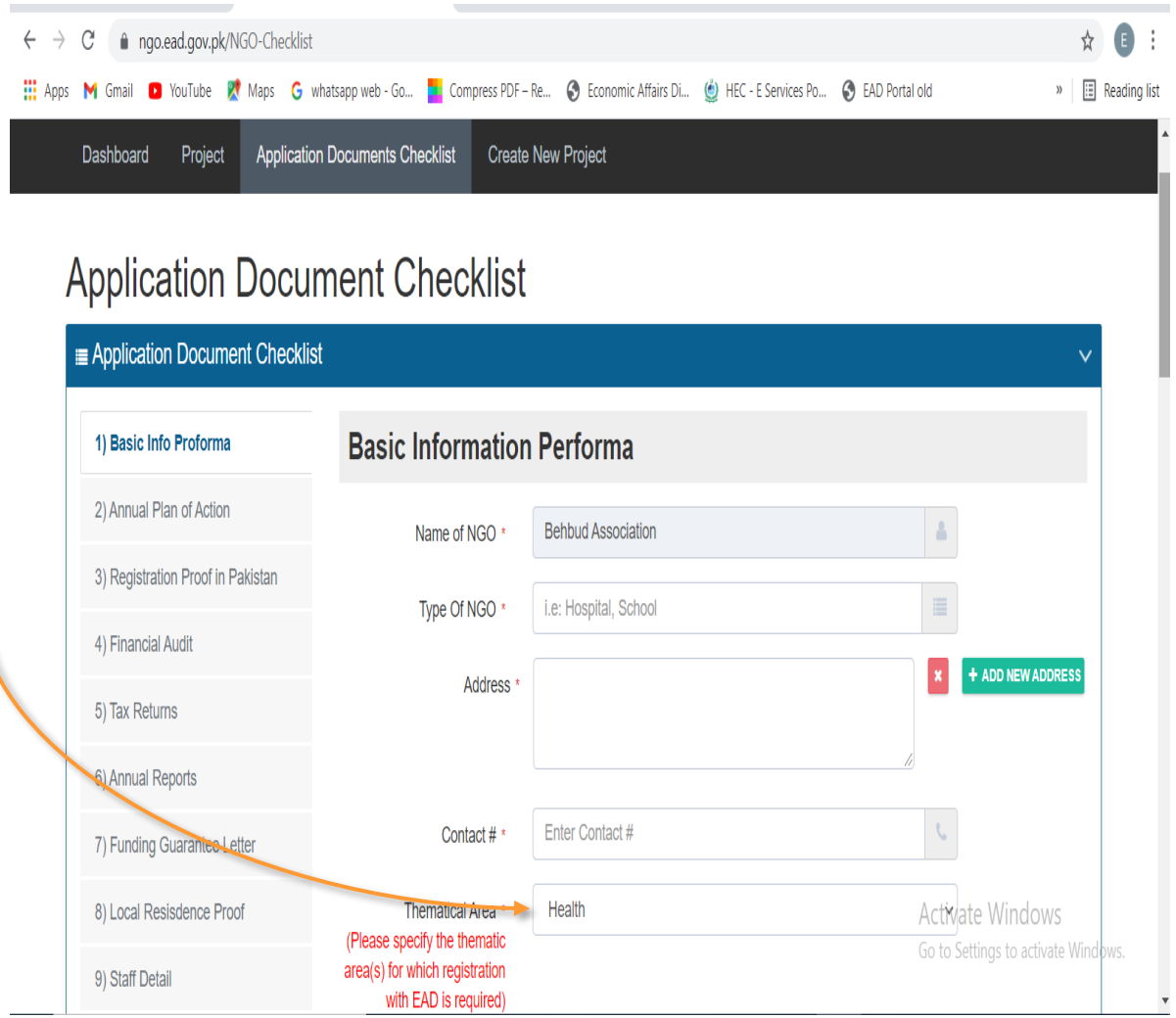


Economic Affairs Division
Government of Pakistan

community WORLD service ASIA peace resilience dignity

1.Basic Information

- This Section is the Most important to be filed carefully, because this can't be edited after you submit it.
- You have to enter data accordingly
- In the Thematic area you have to enter the correct format i-e Health, Education, Wash etc.

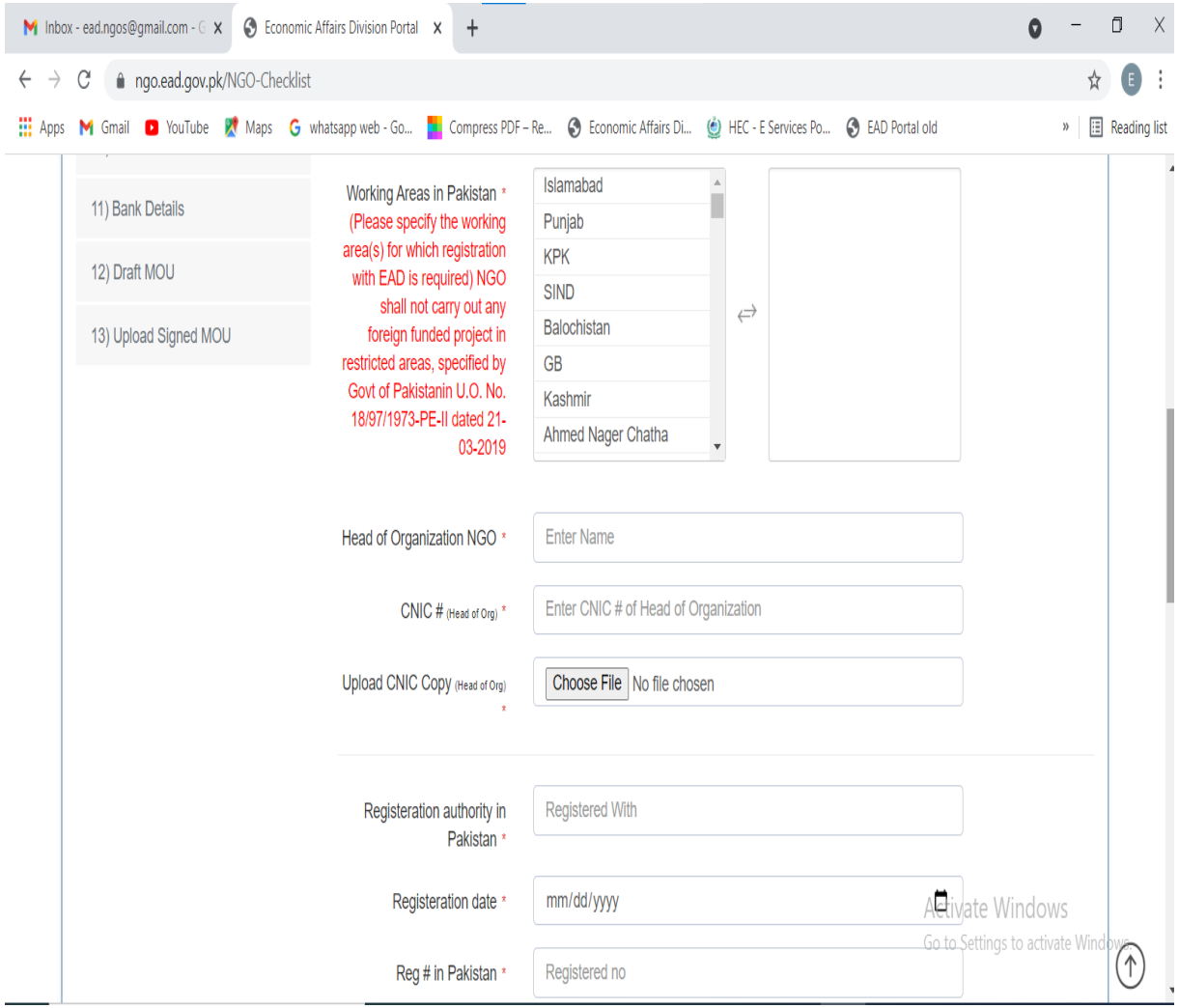


Economic Affairs Division
Government of Pakistan

community WORLD service ASIA peace resilience dignity

1.Basic Information

This Section should be filled according to the instruction given on the every Tab

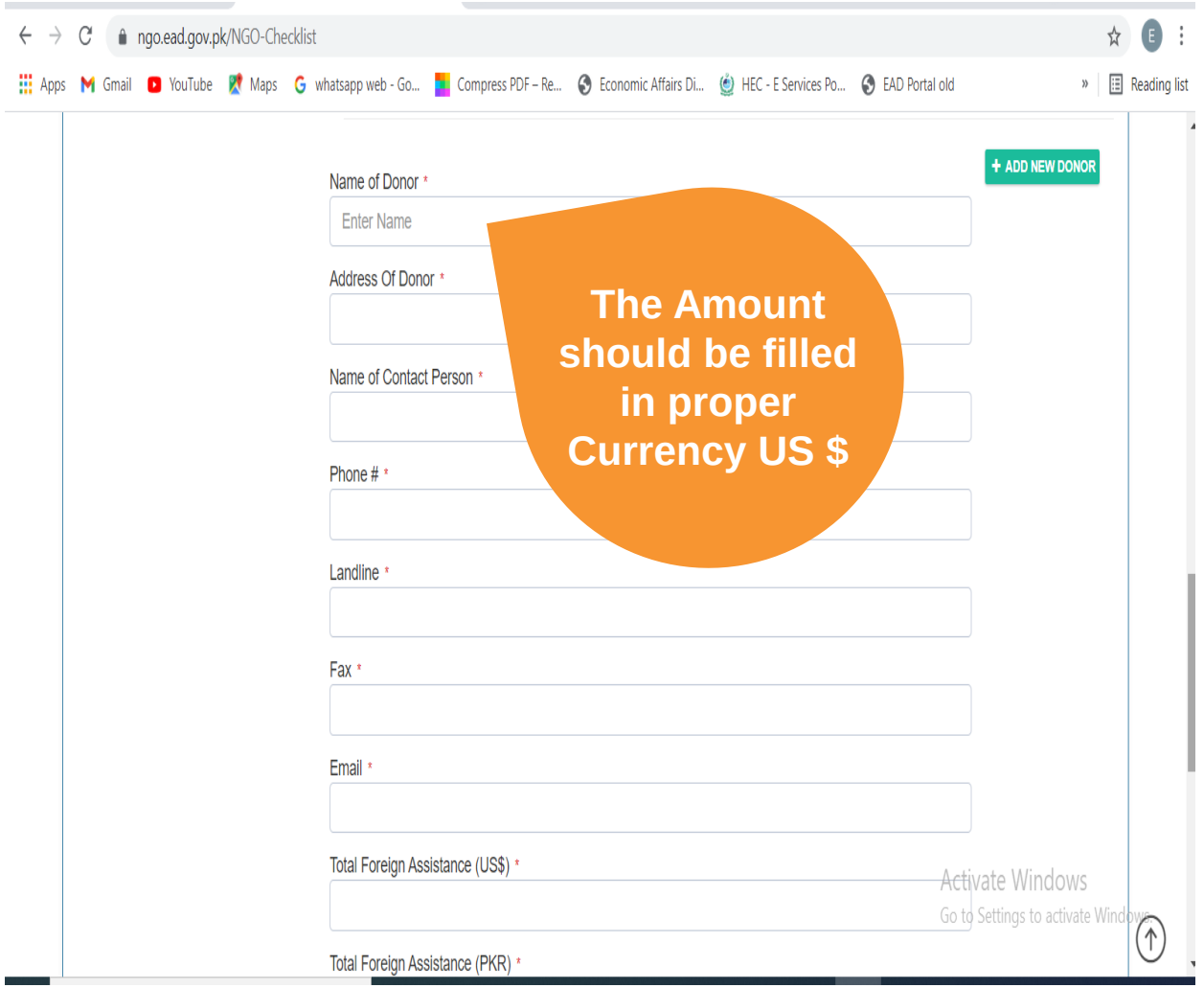


Economic Affairs Division
Government of Pakistan

community WORLD service ASIA peace resilience dignity

1.Basic Information

Donor Details Full and Authentic Donors details are required to be filled

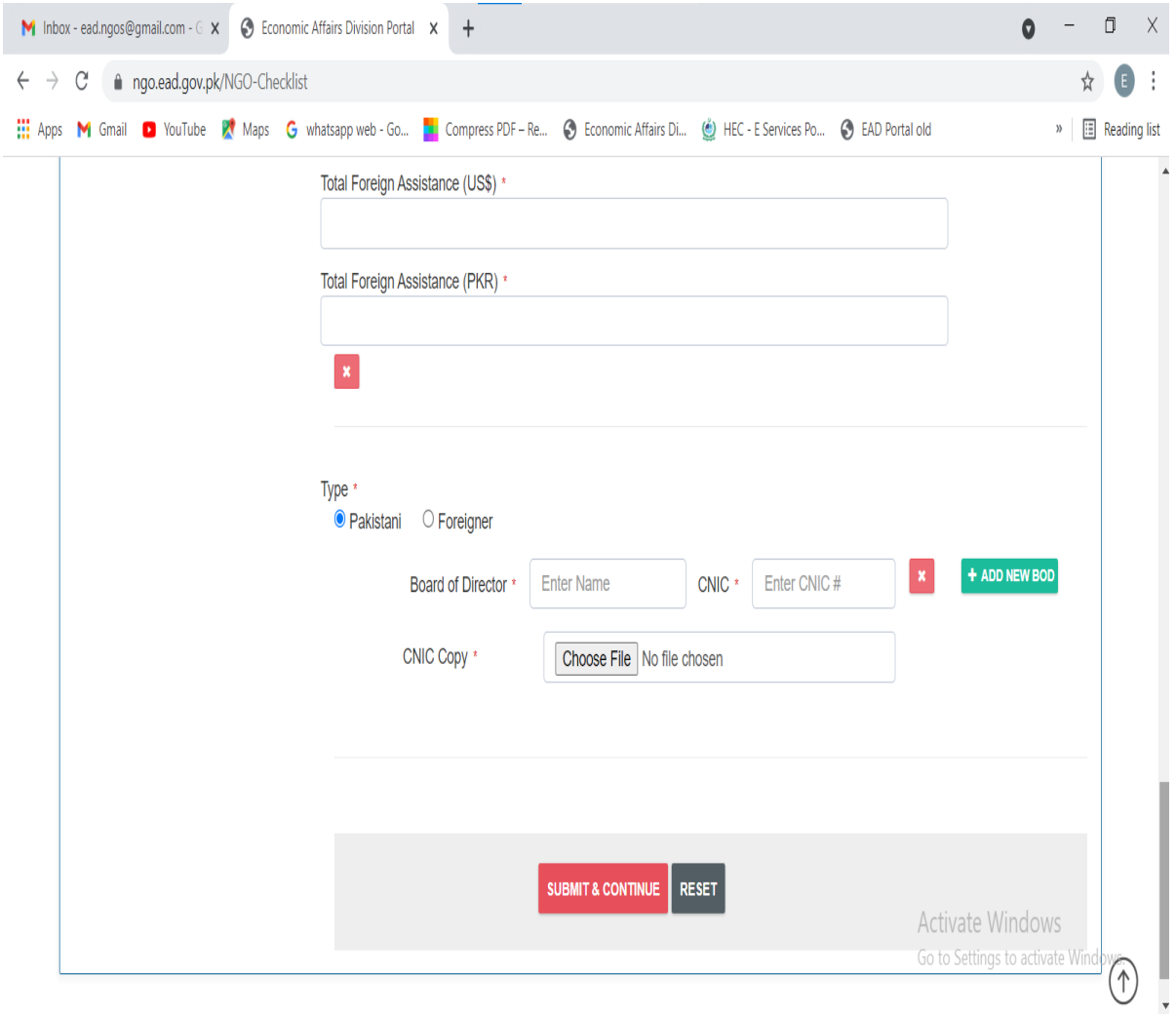


Economic Affairs Division
Government of Pakistan

community WORLD service ASIA peace resilience dignity

1.Basic Information

Board of Directors details
Put the Correct Information

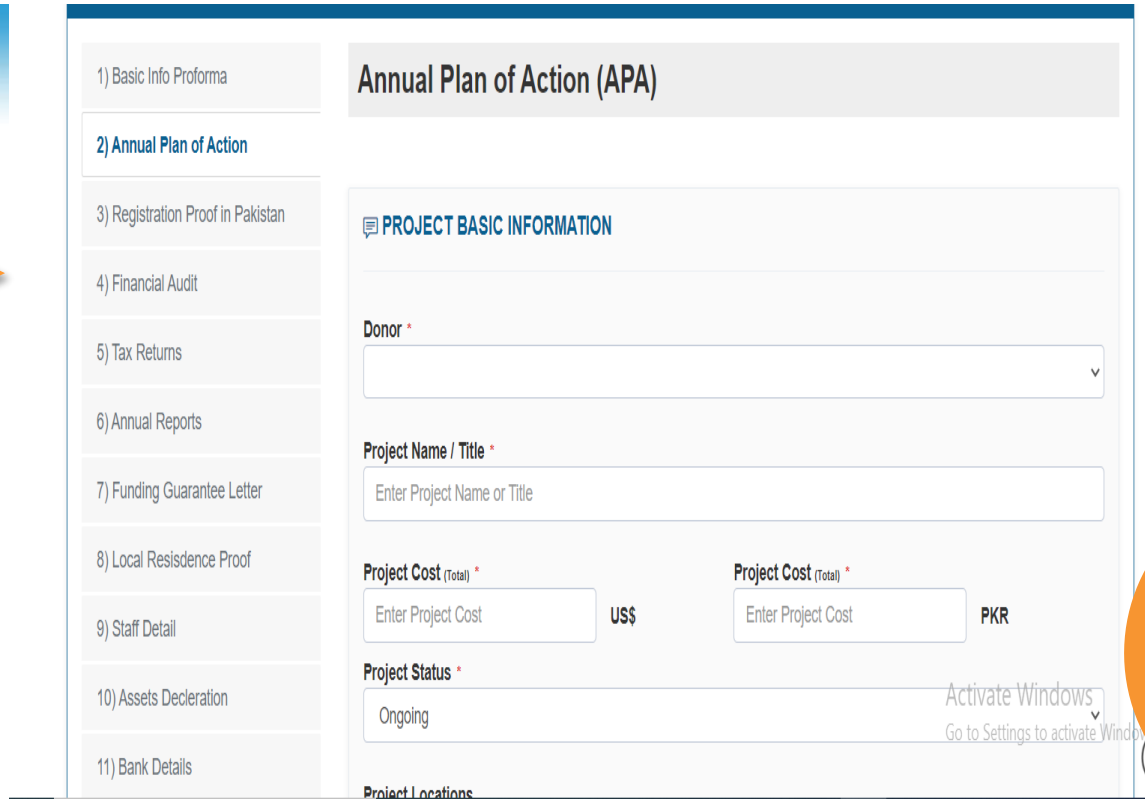


Economic Affairs Division
Government of Pakistan

community WORLD service ASIA peace resilience dignity

2.Annual Plan of Action

**1.Project name, cost of Project in USD & PKR,
2. Start date and end date of Project & Status of the Project**



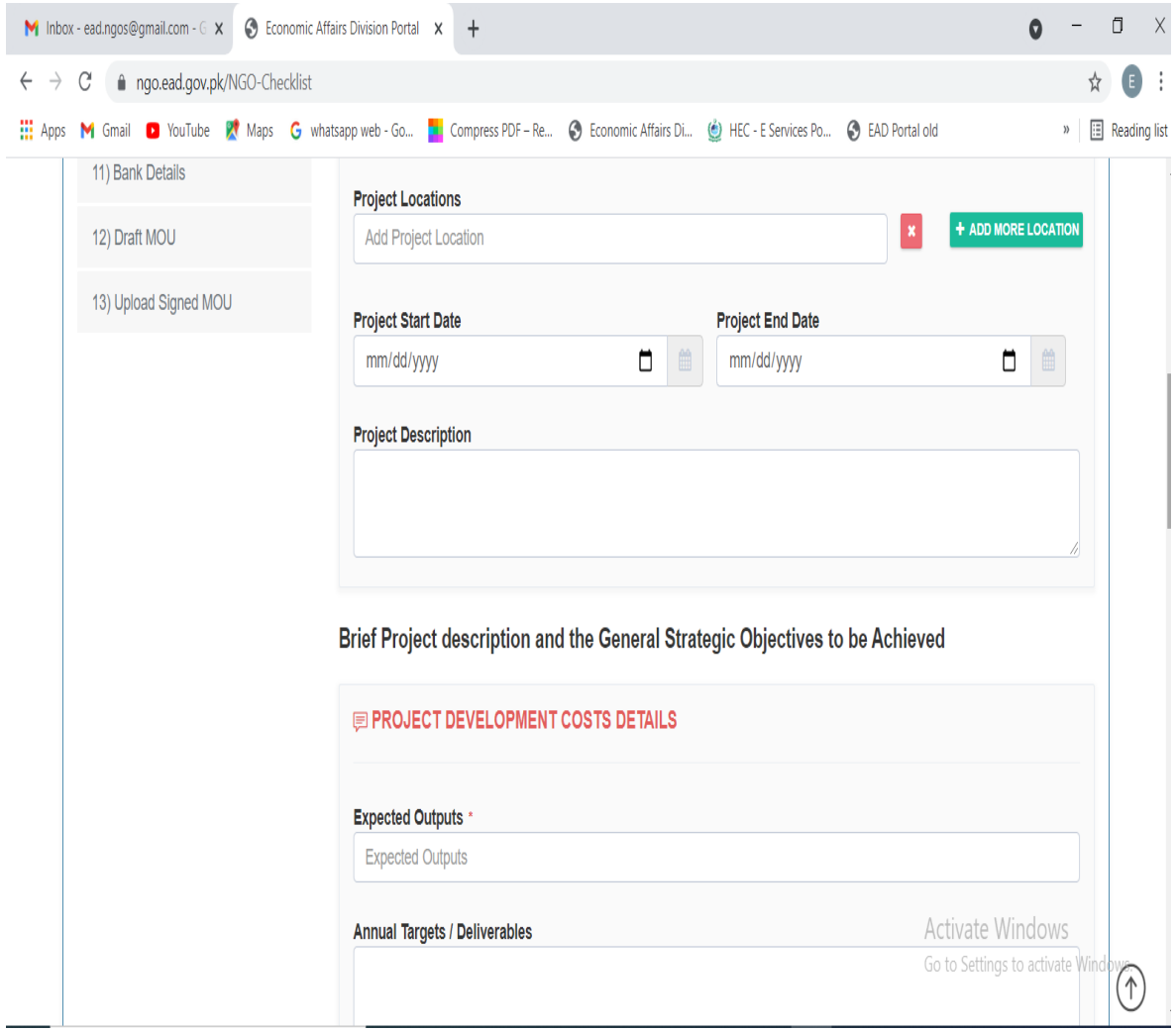
Project Cost should be In Proper Currency U$D, PKR

Economic Affairs Division
Government of Pakistan

community WORLD service ASIA peace resilience dignity

2.Annual Plan of Action

This Section should be filled according to the instruction given on the Tabs

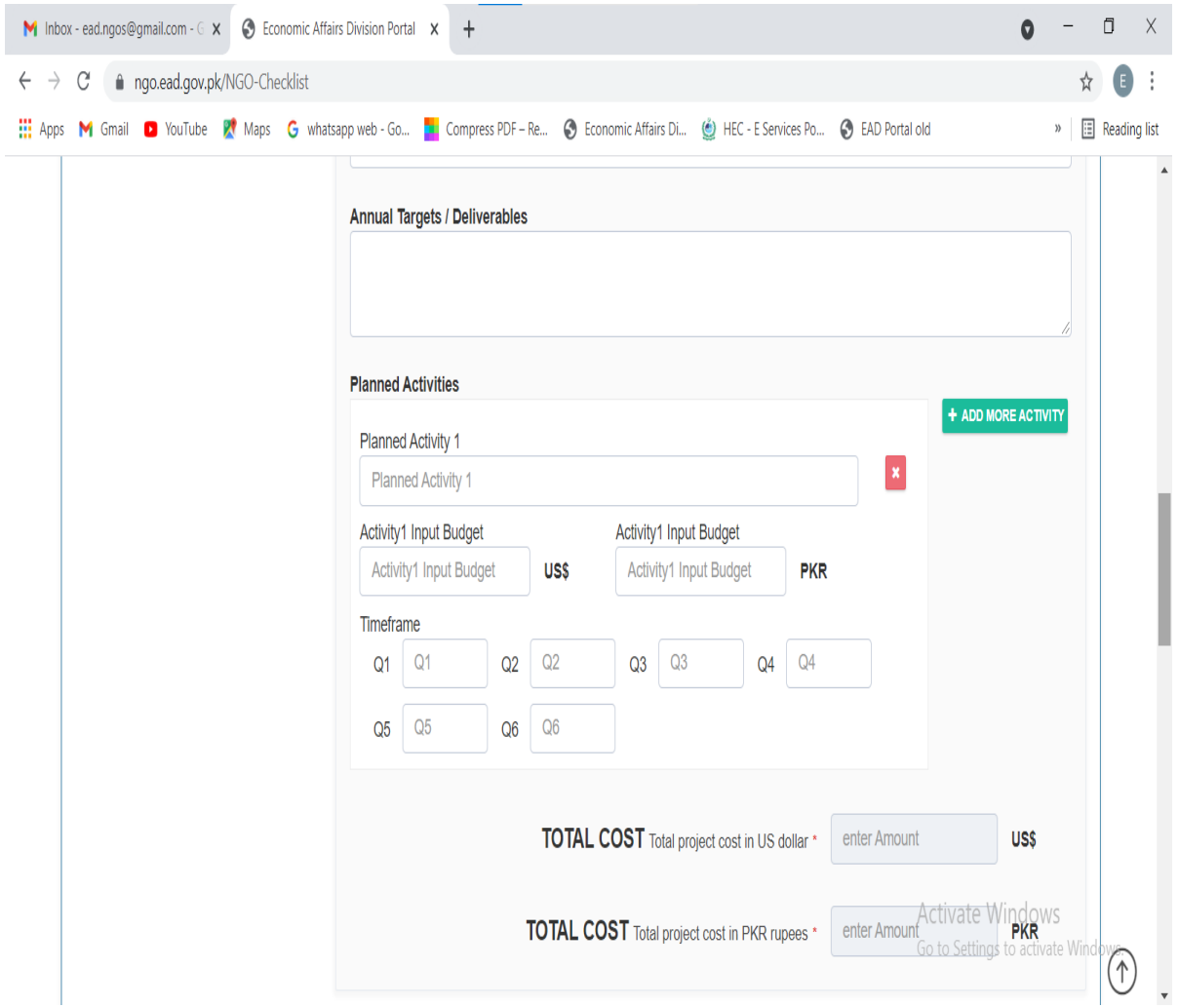


Economic Affairs Division
Government of Pakistan

community WORLD service ASIA peace resilience dignity

2.Annual Plan of Action

This Section should be filled according to the instruction given on the Tabs

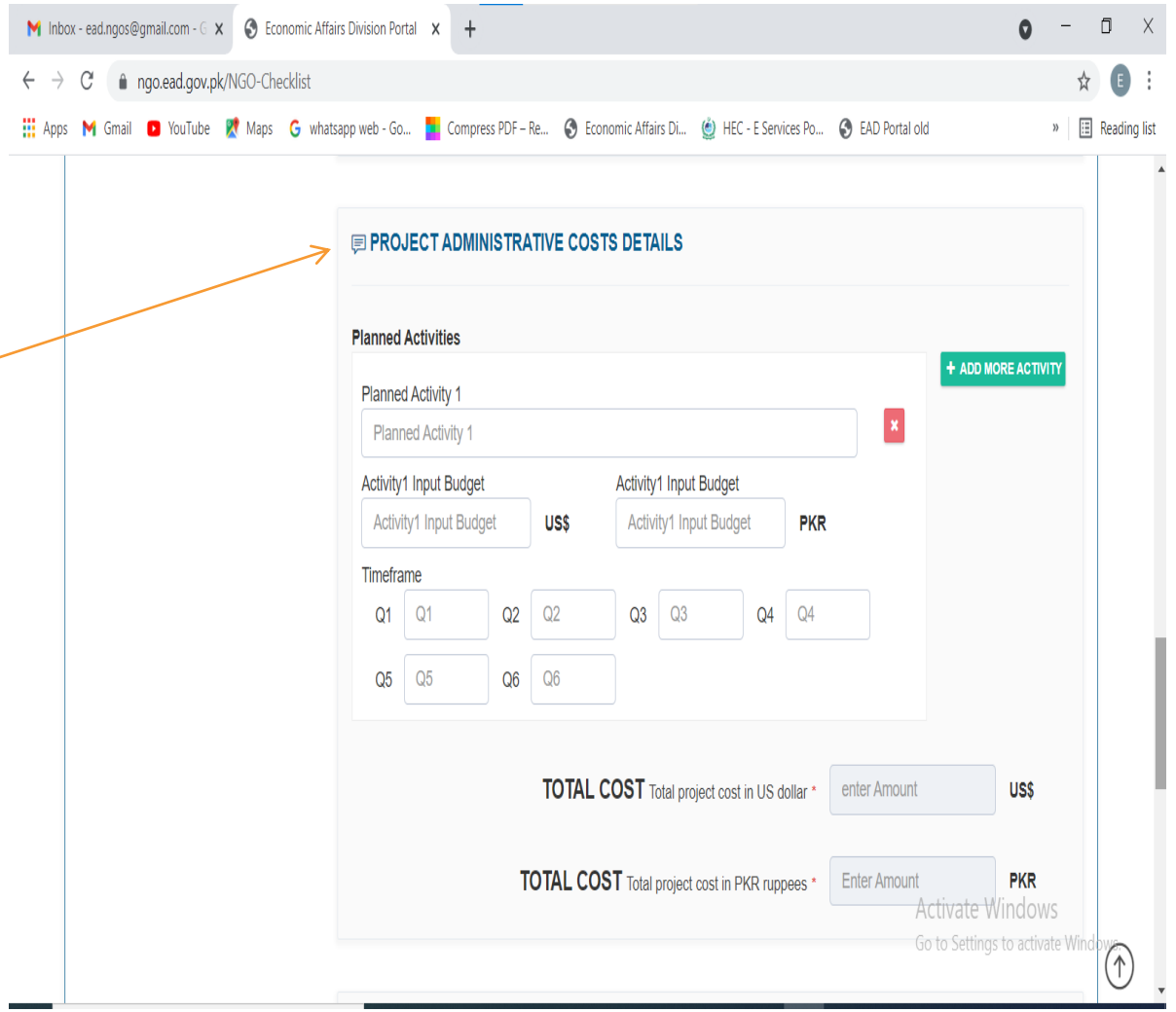


Economic Affairs Division
Government of Pakistan

community WORLD service ASIA peace resilience dignity

2.Annual Plan of Action

In this Section the cost should be less then 30% or up to 30%

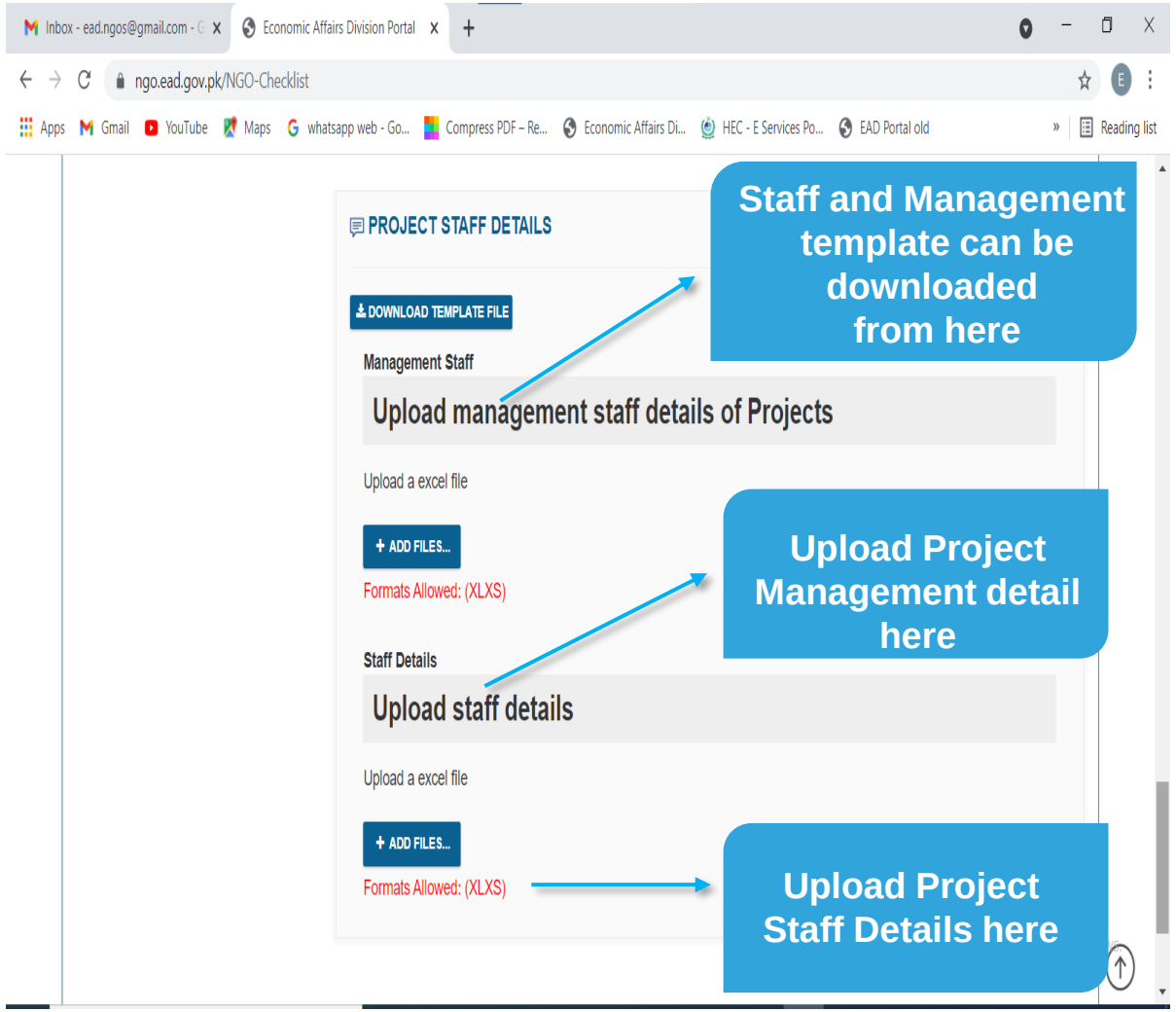


Economic Affairs Division
Government of Pakistan

community WORLD service ASIA peace resilience dignity

2.Annual Plan of Action

In this section only the staff of specific project be uploaded

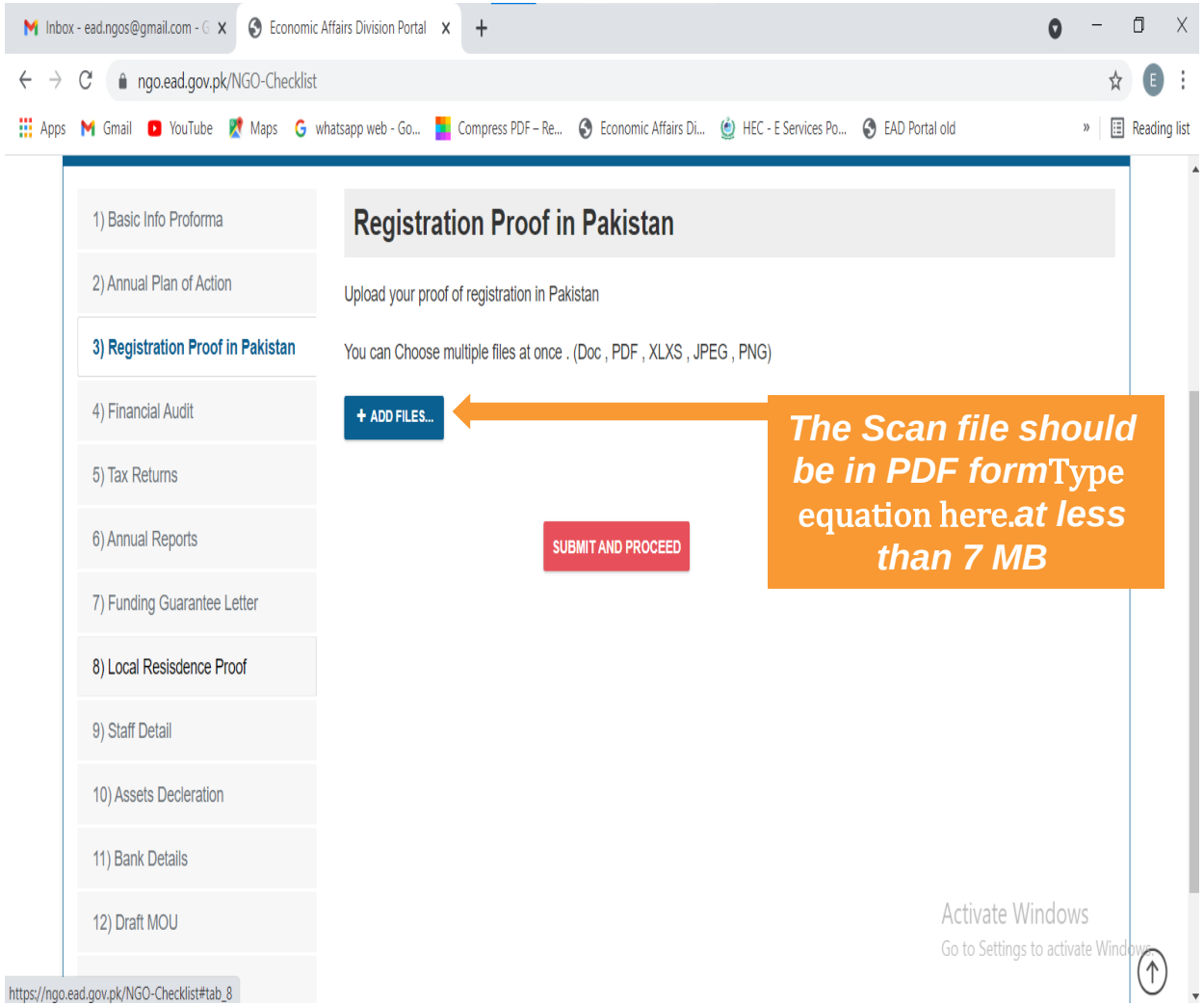


Economic Affairs Division
Government of Pakistan

community WORLD service ASIA peace resilience dignity

3.Proof of Local Registration

This Section only the Scan file of registration should be uploaded, but the file must be in PDF format



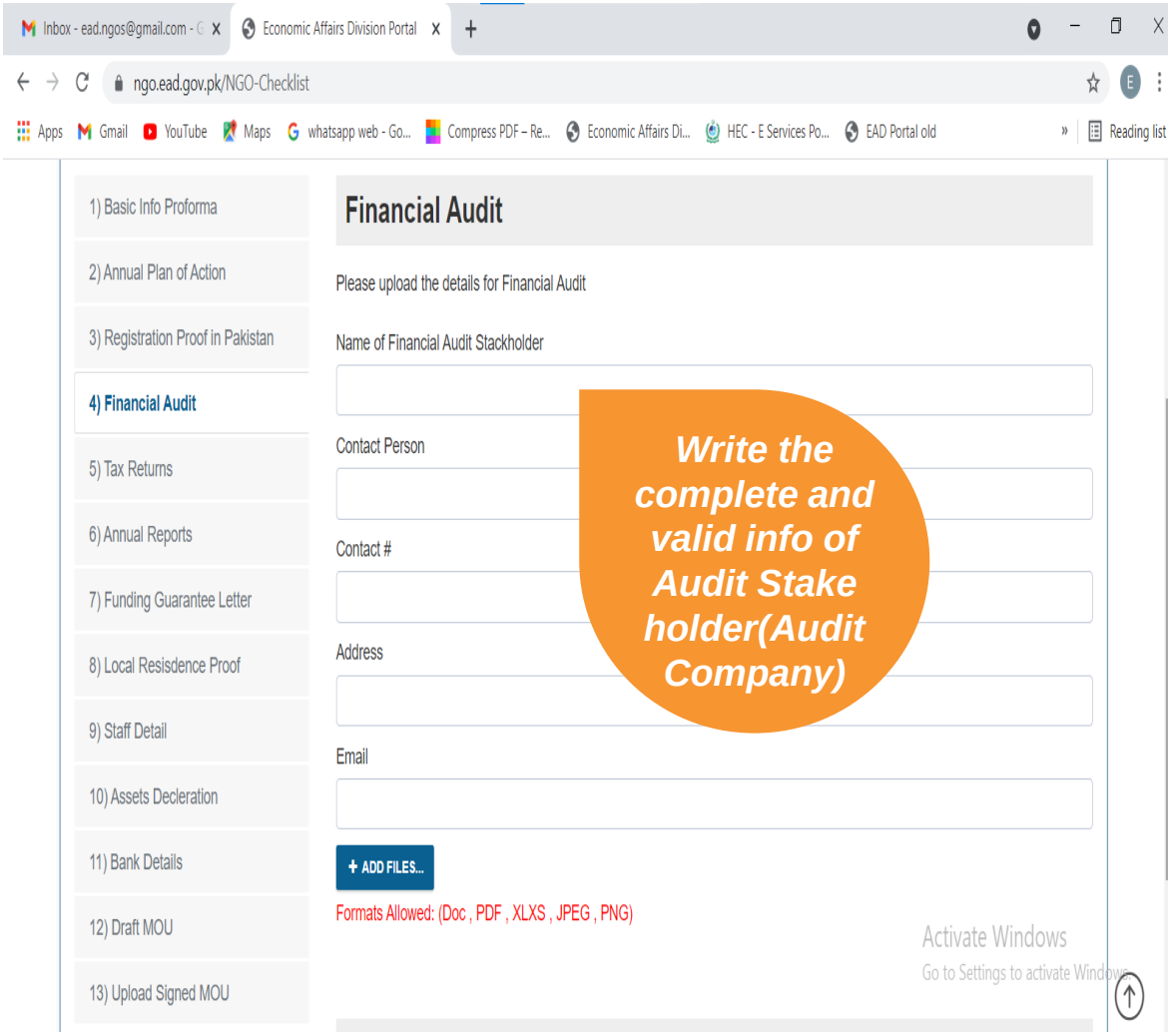
The Scan file should be in PDF formType equation here.at less than 7 MB

Economic Affairs Division
Government of Pakistan

community WORLD service ASIA peace resilience dignity

4.Financial Audit

- ***Upload The Audit report for last three Years The format should be PDF***
- ***The size of PDF file should be less then 7 MB.***

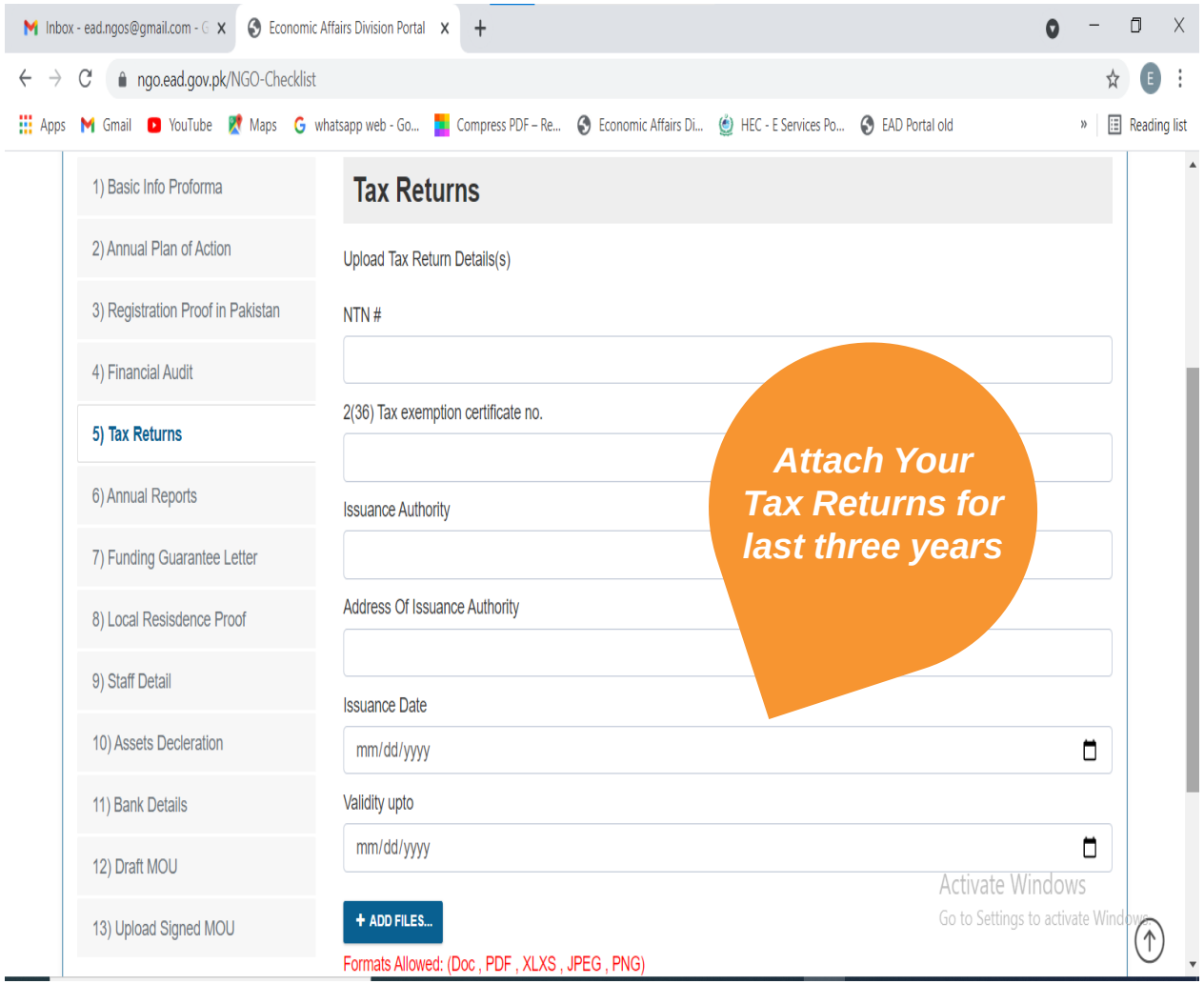


Economic Affairs Division
Government of Pakistan

community WORLD service ASIA peace resilience dignity

5. Tax Return

This Section should be filled according to the instruction given on the page, If 2(36) Tax Exemption no is missing you may write the NTN no as well

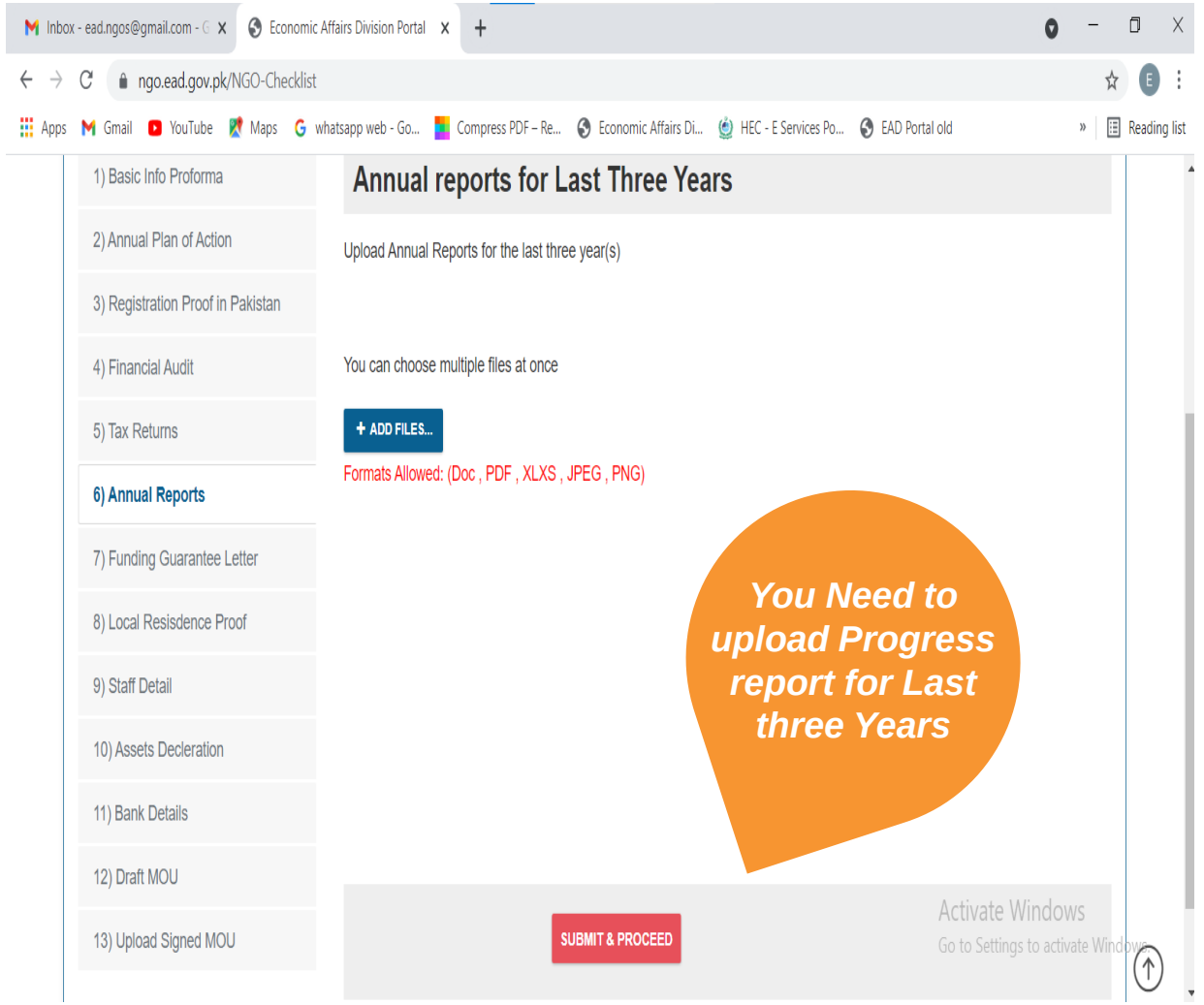


Economic Affairs Division
Government of Pakistan

community WORLD service ASIA
peace resilience dignity

6. Annual Report

- ***The report must be for last three years and in PDF format.***
- ***The size of PDF file should be less then 7 MB***

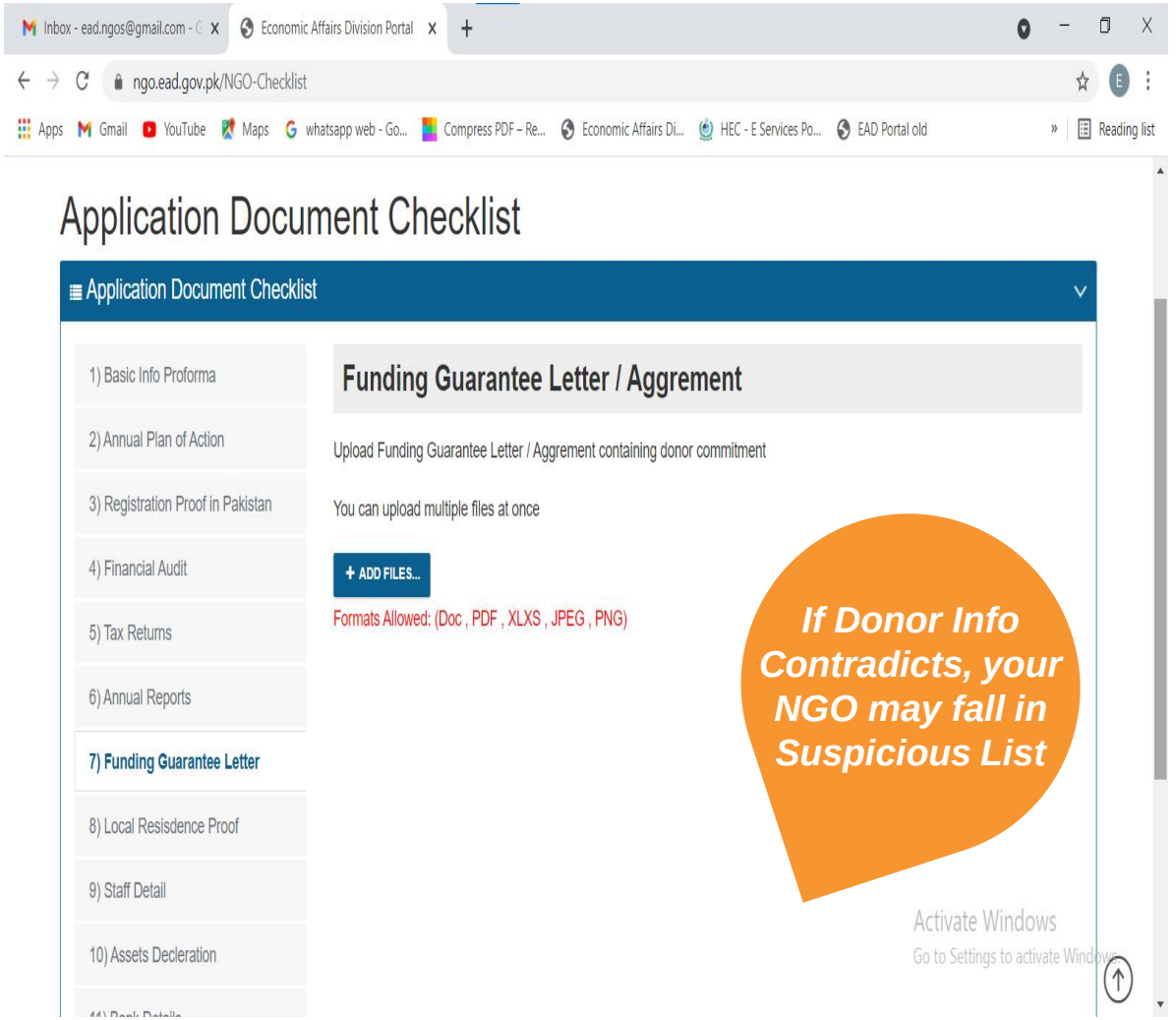


Economic Affairs Division
Government of Pakistan

community WORLD service ASIA peace resilience dignity

7.Funding Guarantee Letter

The funding Guarantee Letter or Agreement of Donor must have the complete address of the donor, phone no, email and address of the Donor

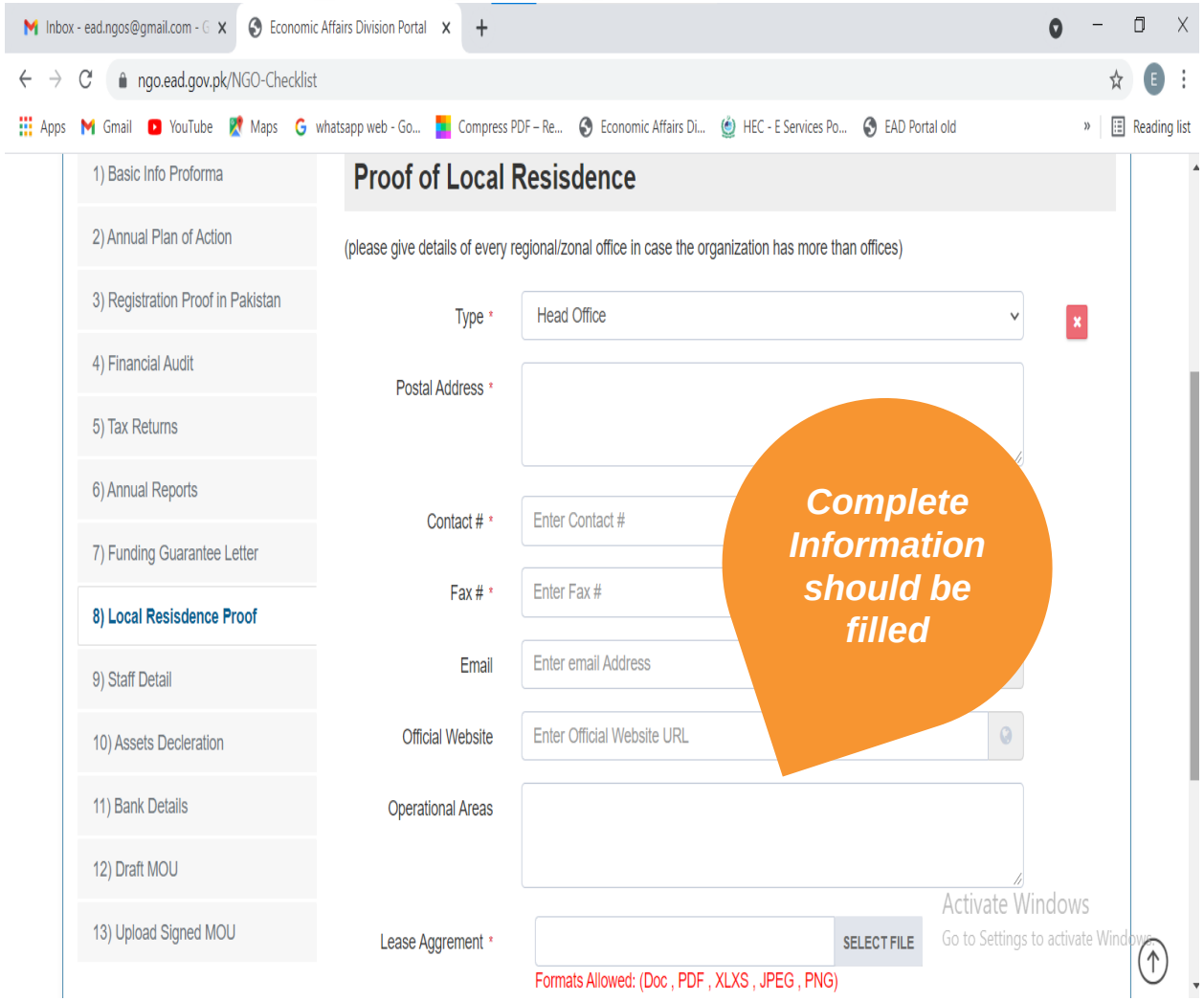


Economic Affairs Division
Government of Pakistan

community WORLD service ASIA peace resilience dignity

8. Proof of Local Residence

This Section should be filled according to the instruction given on the

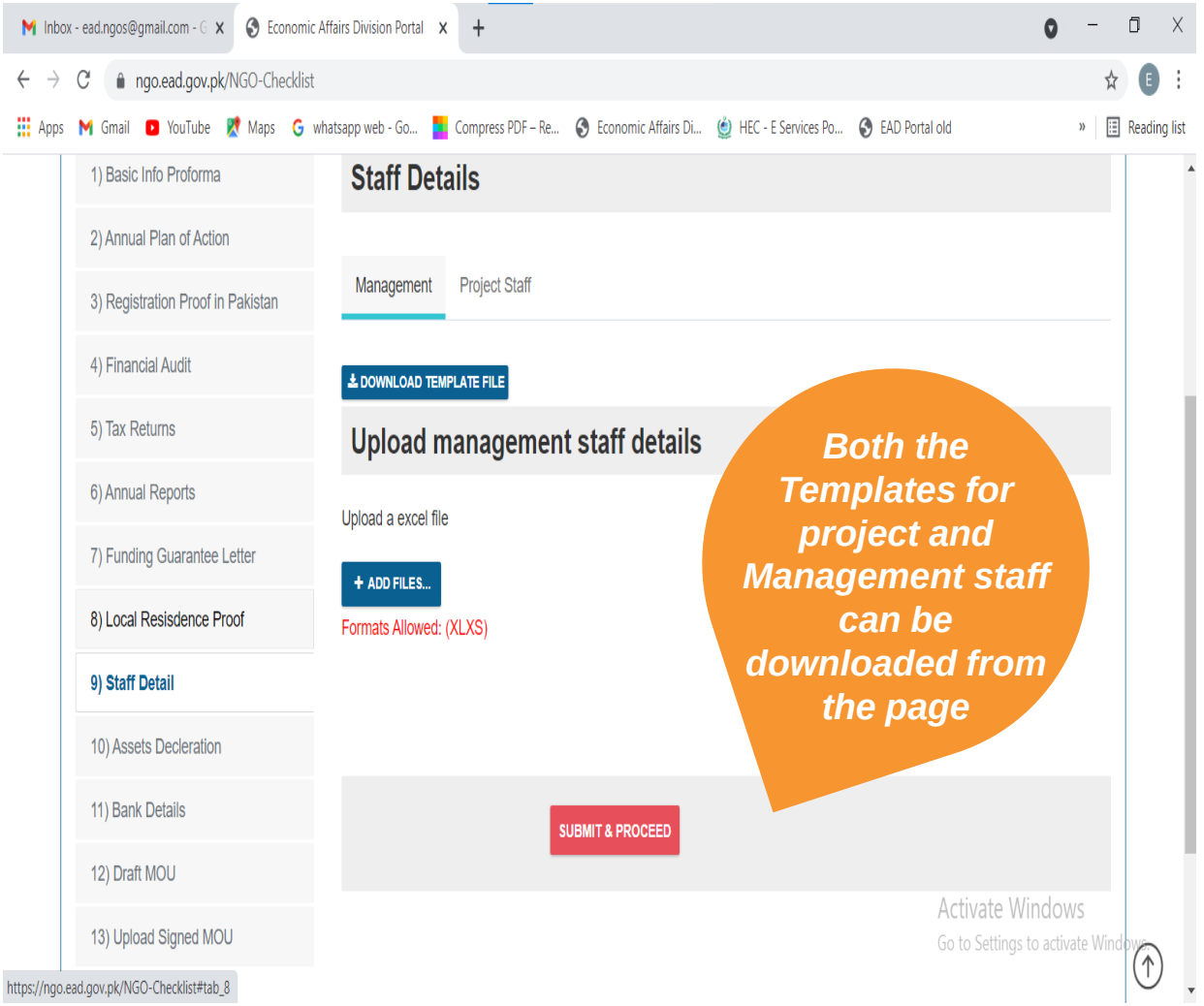


Economic Affairs Division
Government of Pakistan

community WORLD service ASIA peace resilience dignity

9.Staff Detail

This section have two option Management and Staff details, Each option be uploaded separately



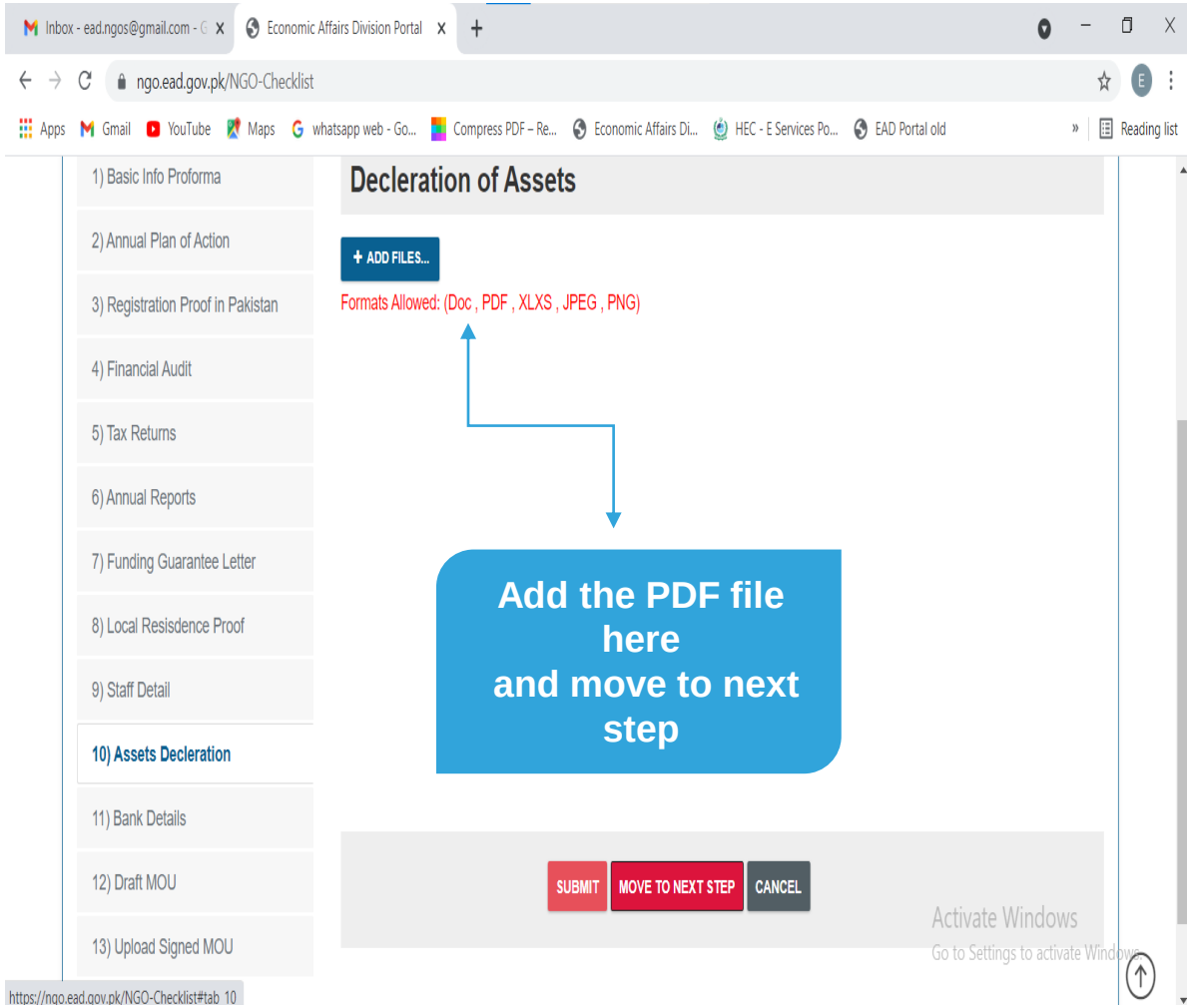
Both the Templates for project and Management staff can be downloaded from the page

Economic Affairs Division
Government of Pakistan

community WORLD service ASIA peace resilience dignity

10.Assets Declaration

The List of All Assets should be Upload in this Section

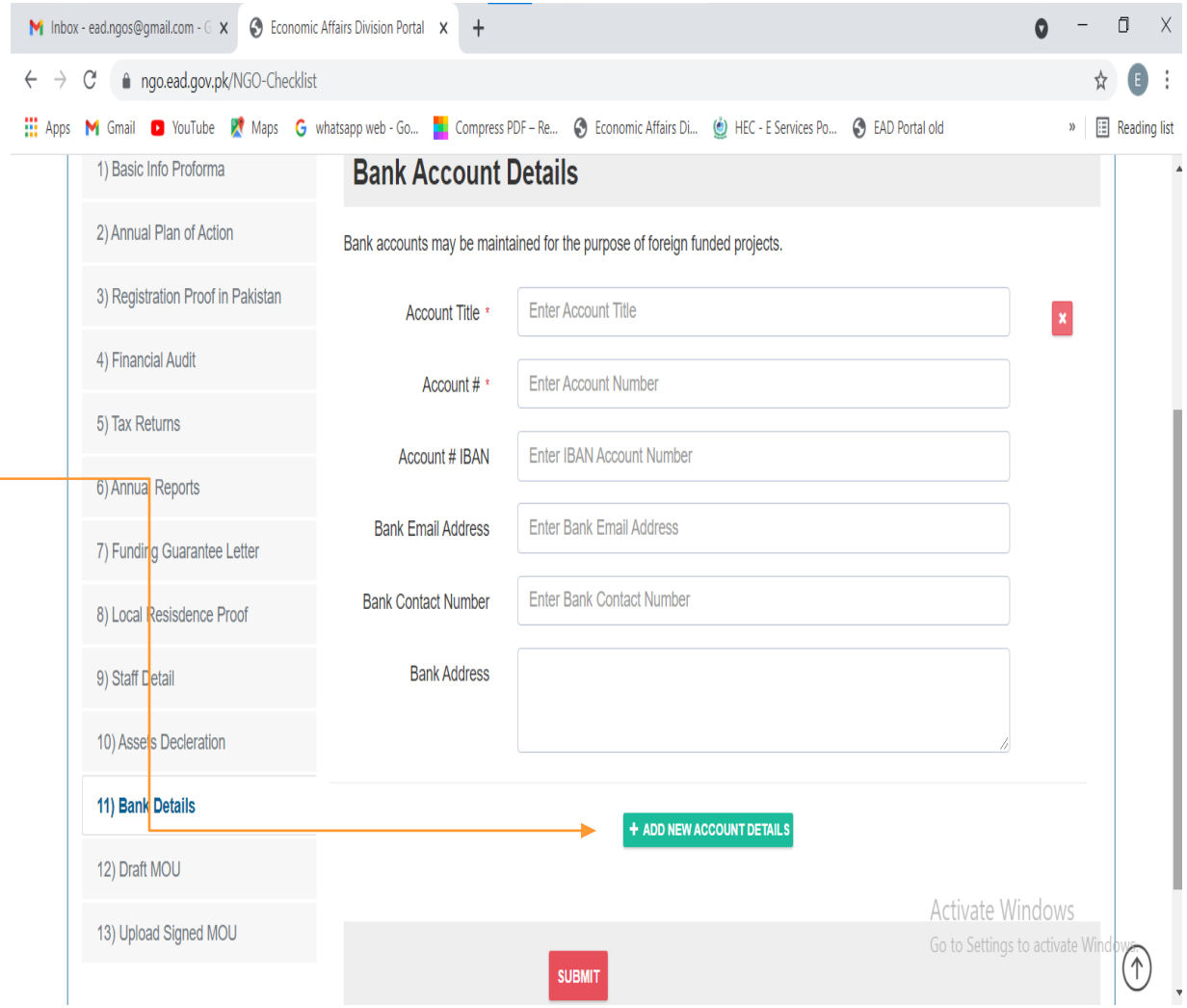


Economic Affairs Division
Government of Pakistan

community WORLD service ASIA peace resilience dignity

11.Bank Account

Click here for add new account detail



Economic Affairs Division
Government of Pakistan

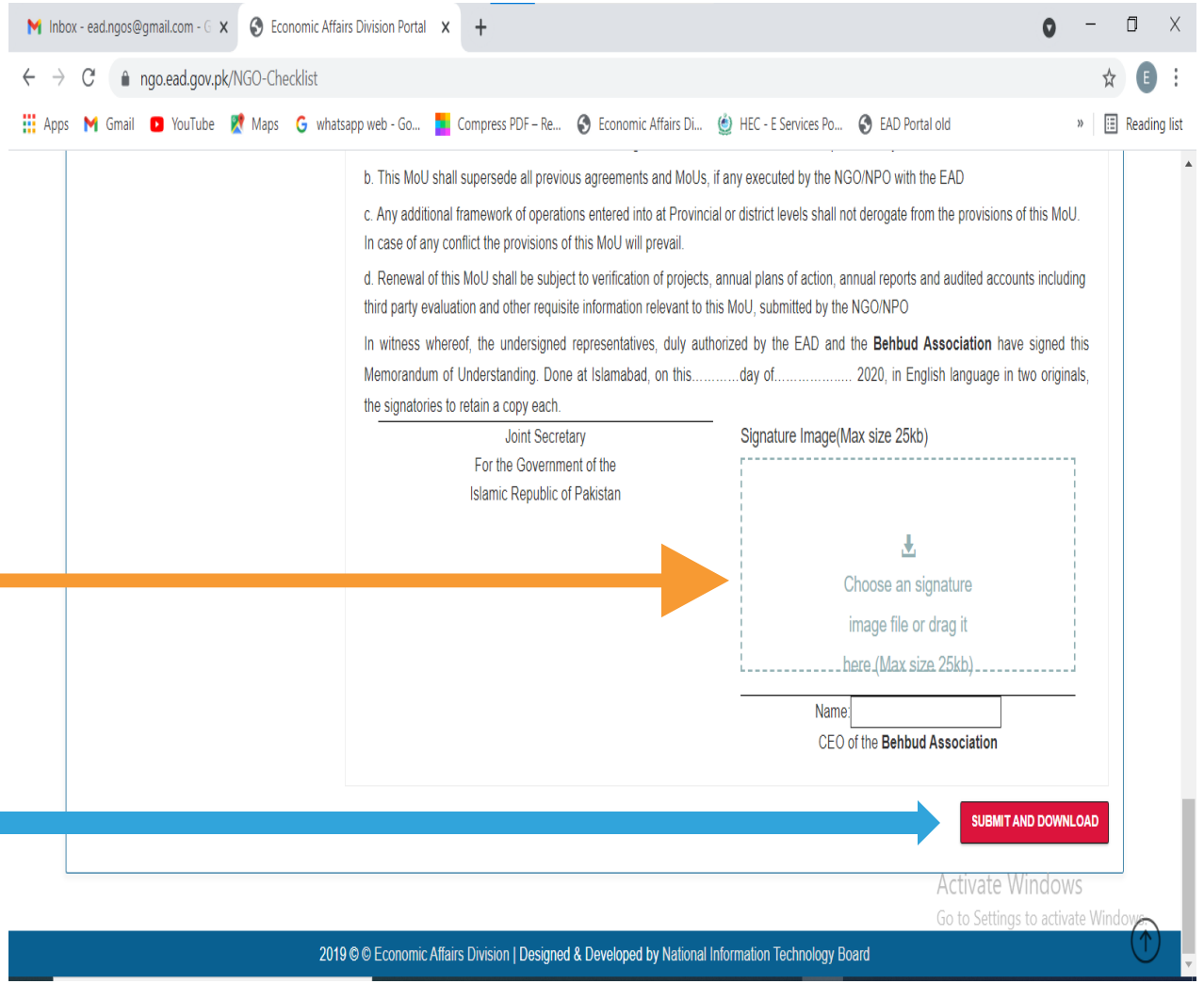
community WORLD service ASIA peace resilience dignity

12.Draft MOU

Draft MOU will be Auto Filled if you enter the correct information in the above Steps

Sign of HoD

After filling the draft, click on Submit and Download it in PDF

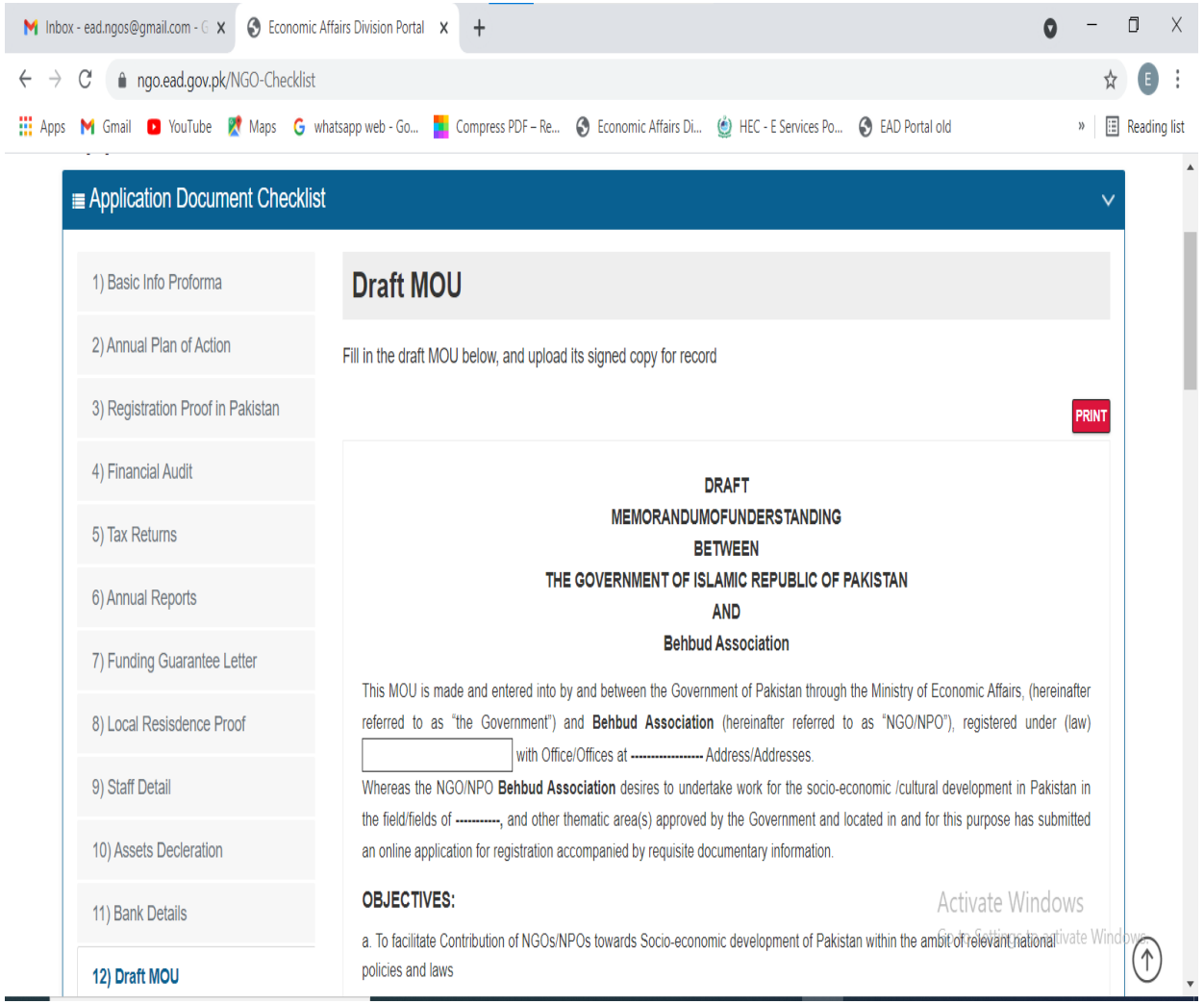


Economic Affairs Division
Government of Pakistan

community WORLD service ASIA peace resilience dignity

12.Draft MOU

After completing the Draft MOU. Click on print Tab and save the file as PDF, and then upload the Save file in point 13 Upload Signed MOU



Economic Affairs Division
Government of Pakistan

community WORLD service ASIA peace resilience dignity

Congratulations!
Your profile has been completed !