



Economic Affairs Division
Government of Pakistan



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



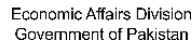
This webinar will be recorded



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dignity

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





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Dash Board

➤ **Click on the tab (Complete Document Checklist)**

➤ **You will enter the 13 point Checklist**

ngo.ead.gov.pk/NGO-Dashboard

Apps Gmail YouTube Maps whatsapp web - Go... Compress PDF - Re... Economic Affairs Di... HEC - E Services Po... EAD Portal old » Reading list

ECONOMIC AFFAIRS DIVISION
GOVERNMENT OF PAKISTAN

info@behbudkarachi.org.pk

Dashboard Project Application Documents Checklist Create New Project

Hello "info@behbudkarachi.org.pk" Welcome to your Dashboard

Incomplete Documents Checklist
Complete all required Documents Checklist

COMPLETE DOCUMENTS CHECKLIST **Click Here**

Total Projects
0
VIEW DETAIL

APPROVED PROJECTS
COUNT
0

PENDING PROJECTS
COUNT
0

REGRETTED PRPJECTS
COUNT
0

Windows
Go to Settings to activate Windows.

Type here to search

26°C 10:54 PM 8/30/2021



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.

ngo.ead.gov.pk/NGO-Checklist

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Dashboard Project Application Documents Checklist Create New Project

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

Basic Information Proforma

Name of NGO * Behbud Association

Type Of NGO * i.e: Hospital, School

Address *

+ ADD NEW ADDRESS

Contact # * Enter Contact #

Thematical Area * Health

(Please specify the thematic area(s) for which registration with EAD is required)

Activate Windows
Go to Settings to activate Windows.



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1. Basic Information

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

Inbox - ead.ngos@gmail.com - X Economic Affairs Division Portal X +

ngo.ead.gov.pk/NGO-Checklist

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11) Bank Details

12) Draft MOU

13) Upload Signed MOU

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

Islamabad
Punjab
KPK
SIND
Balochistan
GB
Kashmir
Ahmed Nager Chatha

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

Activate Windows
Go to Settings to activate Windows



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1. Basic Information

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

← → ↻ ngo.ead.gov.pk/NGO-Checklist ☆ E ⋮

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+ ADD NEW DONOR

Name of Donor *

Address Of Donor *

Name of Contact Person *

Phone # *

Landline *

Fax *

Email *

Total Foreign Assistance (US\$) *

Total Foreign Assistance (PKR) *

The Amount should be filled in proper Currency US \$

Activate Windows
Go to Settings to activate Windows

↑



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1. Basic Information

Board of Directors
details
Put the Correct
Information

The screenshot shows a web browser window with the URL `ngo.ead.gov.pk/NGO-Checklist`. The page contains the following form fields and elements:

- Total Foreign Assistance (US\$) ***: A text input field.
- Total Foreign Assistance (PKR) ***: A text input field.
- Type ***: Radio buttons for **Pakistani** (selected) and **Foreigner**.
- Board of Director ***: A section containing:
 - Enter Name**: A text input field.
 - CNIC ***: A text input field.
 - Enter CNIC #**: A text input field.
 - + ADD NEW BOD**: A green button.
- CNIC Copy ***: A section containing:
 - Choose File**: A file selection button.
 - No file chosen**: Text indicating no file is selected.
- SUBMIT & CONTINUE**: A red button.
- RESET**: A dark grey button.

An "Activate Windows" watermark is visible in the bottom right corner of the browser window.



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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

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

Annual Plan of Action (APA)

PROJECT BASIC INFORMATION

Donor *

Project Name / Title *

Enter Project Name or Title

Project Cost (Total) *

Enter Project Cost

US\$

Project Cost (Total) *

Enter Project Cost

PKR

Project Status *

Ongoing

Activate Windows
Go to Settings to activate Windows

Project Locations

Project Cost
should be In
Proper Currency
USD, PKR



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2. Annual Plan of Action

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

Inbox - ead.ngos@gmail.com - x Economic Affairs Division Portal x +

← → C ngo.ead.gov.pk/NGO-Checklist ☆ E ⋮

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11) Bank Details

12) Draft MOU

13) Upload Signed MOU

Project Locations

Add Project Location x + ADD MORE LOCATION

Project Start Date

mm/dd/yyyy

Project End Date

mm/dd/yyyy

Project Description

Brief Project description and the General Strategic Objectives to be Achieved

PROJECT DEVELOPMENT COSTS DETAILS

Expected Outputs *

Expected Outputs

Annual Targets / Deliverables

Activate Windows
Go to Settings to activate Windows



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2. Annual Plan of Action

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

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ngo.ead.gov.pk/NGO-Checklist

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Annual Targets / Deliverables

Planned Activities

+ ADD MORE ACTIVITY

Planned Activity 1

Planned Activity 1

Activity1 Input Budget US\$ Activity1 Input Budget PKR

Activity1 Input Budget Activity1 Input Budget

Timeframe

Q1 Q1 Q2 Q2 Q3 Q3 Q4 Q4

Q5 Q5 Q6 Q6

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

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

Activate Windows
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2. Annual Plan of Action

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

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PROJECT ADMINISTRATIVE COSTS DETAILS

Planned Activities

+ ADD MORE ACTIVITY

Planned Activity 1

Planned Activity 1

Activity1 Input Budget US\$ Activity1 Input Budget PKR

Activity1 Input Budget

Timeframe

Q1 Q1 Q2 Q2 Q3 Q3 Q4 Q4

Q5 Q5 Q6 Q6

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

TOTAL COST Total project cost in PKR ruppees * Enter Amount PKR

Activate Windows
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2. Annual Plan of Action

*In this section
only the staff
of specific
project be
uploaded*

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ngo.ead.gov.pk/NGO-Checklist

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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)

Staff and Management template can be downloaded from here

Upload Project Management detail here

Upload Project Staff Details here



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3.Proof of Local Registration

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

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ngo.ead.gov.pk/NGO-Checklist

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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

Registration Proof in Pakistan

Upload your proof of registration in Pakistan

You can Choose multiple files at once . (Doc , PDF , XLXS , JPEG , PNG)

+ ADD FILES...

SUBMIT AND PROCEED

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

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Go to Settings to activate Windows

https://ngo.ead.gov.pk/NGO-Checklist#tab_8



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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.

Inbox - ead.ngos@gmail.com - X Economic Affairs Division Portal X +

← → ↻ ngo.ead.gov.pk/NGO-Checklist ☆ E ⋮

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1) Basic Info Proforma

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10) Assets Declaration

11) Bank Details

12) Draft MOU

13) Upload Signed MOU

Financial Audit

Please upload the details for Financial Audit

Name of Financial Audit Stackholder

Contact Person

Contact #

Address

Email

+ ADD FILES...

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

Activate Windows
Go to Settings to activate Windows

Write the complete and valid info of Audit Stake holder(Audit Company)



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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

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1) Basic Info Proforma	<h3>Tax Returns</h3> <p>Upload Tax Return Details(s)</p> <p>NTN #</p> <input type="text"/> <p>2(36) Tax exemption certificate no.</p> <input type="text"/> <p>Issuance Authority</p> <input type="text"/> <p>Address Of Issuance Authority</p> <input type="text"/> <p>Issuance Date</p> <input type="text" value="mm/dd/yyyy"/> <p>Validity upto</p> <input type="text" value="mm/dd/yyyy"/> <p>+ ADD FILES...</p> <p>Formats Allowed: (Doc , PDF , XLXS , JPEG , PNG)</p>
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	

Attach Your Tax Returns for last three years

Activate Windows
Go to Settings to activate Windows



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6. Annual Report

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

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1) Basic Info Proforma

2) Annual Plan of Action

3) Registration Proof in Pakistan

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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 reports for Last Three Years

Upload Annual Reports for the last three year(s)

You can choose multiple files at once

+ ADD FILES...

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

You Need to upload Progress report for Last three Years

SUBMIT & PROCEED

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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

The screenshot shows a web browser window with the URL `ngo.ead.gov.pk/NGO-Checklist`. The page title is "Application Document Checklist". On the left, there is a sidebar menu with the following 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 (highlighted), 8) Local Residence Proof, 9) Staff Detail, 10) Assets Declaration, and 11) Basic Details. The main content area is titled "Funding Guarantee Letter / Aggrement" and contains the instruction: "Upload Funding Guarantee Letter / Aggrement containing donor commitment". Below this, it says "You can upload multiple files at once" and provides a "+ ADD FILES..." button. A note specifies "Formats Allowed: (Doc , PDF , XLXS , JPEG , PNG)". An orange speech bubble on the right contains the text: "If Donor Info Contradicts, your NGO may fall in Suspicious List". At the bottom right, there is a Windows watermark that says "Activate Windows Go to Settings to activate Windows" with an upward arrow icon.



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8. Proof of Local Residence

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

Inbox - ead.ngos@gmail.com - x Economic Affairs Division Portal x +

ngo.ead.gov.pk/NGO-Checklist

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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 , XLXS , JPEG , PNG)

Activate Windows
Go to Settings to activate Windows

Complete Information should be filled



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9. Staff Detail

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

Browser tabs: Inbox - ead.ngos@gmail.com, Economic Affairs Division Portal

Address bar: ngo.ead.gov.pk/NGO-Checklist

Navigation bar: Apps, Gmail, YouTube, Maps, whatsapp web - Go..., Compress PDF - Re..., Economic Affairs Di..., HEC - E Services Po..., EAD Portal old, Reading list

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

Staff Details

Management | Project Staff

DOWNLOAD TEMPLATE FILE

Upload management staff details

Upload a excel file

+ ADD FILES...

Formats Allowed: (XLSX)

SUBMIT & PROCEED

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

Activate Windows
Go to Settings to activate Windows

https://ngo.ead.gov.pk/NGO-Checklist#tab_8



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10.Assets Declaration

*The List of All
Assets should be
Upload in this
Section*

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ngo.ead.gov.pk/NGO-Checklist

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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

13) Upload Signed MOU

Declaration of Assets

+ ADD FILES...

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

Add the PDF file here and move to next step

SUBMIT MOVE TO NEXT STEP CANCEL

Activate Windows
Go to Settings to activate Windows

https://nao.ead.gov.pk/NGO-Checklist#tab 10



11. Bank Account

Click here for add
new account
detail

Inbox - ead.ngos@gmail.com - X Economic Affairs Division Portal X +

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8) Local Residence Proof

9) Staff Detail

10) Assets Declaration

11) Bank Details

12) Draft MOU

13) Upload Signed MOU

Bank Account Details

Bank accounts may be maintained for the purpose of foreign funded projects.

Account Title *

Enter Account Title

X

Account # *

Enter Account Number

Account # IBAN

Enter IBAN Account Number

Bank Email Address

Enter Bank Email Address

Bank Contact Number

Enter Bank Contact Number

Bank Address

+ ADD NEW ACCOUNT DETAILS

SUBMIT

Activate Windows
Go to Settings to activate Windows



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

Inbox - ead.ngos@gmail.com - G x Economic Affairs Division Portal x +

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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 an signature
image file or drag it
here (Max size 25kb)

Name: _____
CEO of the **Behbud Association**

SUBMIT AND DOWNLOAD

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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

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ngo.ead.gov.pk/NGO-Checklist

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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

Draft MOU

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

PRINT

**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

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Congratulations!
Your profile has been
completed !