

Important
“Terms & Conditions” & “Required Documents” for
Sponsoring Trade Delegations Abroad By
Trade Development Authority of Pakistan (TDAP)

Terms and Conditions:

- a) Applications after due date and without valid Pay Order/Bank Draft amounting to Rs. 25,000/- as Security Deposit shall not be entertained.
- b) Application shall not be entertained on non-submission of required documents (given below).
- c) The Form should be properly filled-in. Any wrong or incomplete information may lead to disqualification of application.
- d) TDAP will issue Visa recommendation letter to only one representative of the company (Travel history and passport details must be provided).
- e) There is a special quota for women entrepreneurs, new exporters and SME's.
- f) TDAP's financial support: 50% of the return economy airfare on the shortest route to and from the destination/destinations of the delegation and US\$ 100/ per day per delegate for the approved duration.
- g) The amount of security deposit is refundable; in case the delegate is not selected. In case of selection of delegate security deposit will be refunded upon attending the debriefing meeting and submission of visit report. The security deposit will not be refunded if the delegate does not attend the de-briefing meeting.
- h) Subsidy will be applicable on all delegations except the Free Choice Delegations.
- i) For **more details**, Guidelines for Sponsoring Trade Delegations Abroad By Trade Development Authority of Pakistan may please be perused on TDAP's website <http://www.tdap.gov.pk>.

Documents Required:

- i. Security Deposit/ fee amounting to Rs. 25,000/- should be in the form of Pay Order / Demand Draft in favour of Accounts Officer, TDAP Karachi.
- ii. Company Brochure / Product Catalogue / Company Profile.
- iii. Export Performance of last three financial years (separately i.e. 2008-09, 2009-10 & 2010-11) duly verified by bank (for Regular Exporters).
- iv. Bank statements for the last three years (in case of new exporters/SMEs/Women Entrepreneur).
- v. Copy of valid Membership Certificate of Trade body (Chamber / Association), recognized by Director General Trade Organization, Ministry of Commerce, Govt. of Pakistan.
- vi. Copies of valid Passport & CNIC of the person representing the company.
- vii. Copy of valid NTN / Sales Tax Registration Certificate.
- viii. Copies of internationally recognized quality certificates (e.g. ISO, GAP) if acquired.