

**Pakistan Ordnance Factories Board, Wah Cantt**

**Preliminary Registration Details  
of Suppliers / Vendors In Pakistan**

PUR/4/015  
Issue – 2  
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**NO. 4145-9530-P & S (COORD) MRO**

(The firm seeking registration with POF is required to fill in the details given below)

**General**

**Part –1**

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- 1.1 - Name of Firm. \_\_\_\_\_
- Name of Proprietor. \_\_\_\_\_
- Address. \_\_\_\_\_
- \_\_\_\_\_
- Tele No. \_\_\_\_\_ Mobile No. \_\_\_\_\_ Fax No. \_\_\_\_\_
- E-Mail Address. \_\_\_\_\_

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- 1.2 - Details of parent company, group and associated companies as applicable:-

Name of Company	Address	Relation (with group associated concern)
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- 1.3- **Trading in other Names.** Indicate if you are trading in any other name(s). If so, give full name and address thereof, and items which those deal in.

\_\_\_\_\_

\_\_\_\_\_

- 1.4- Is your firm registered under ISO 9000? If so, copy of the registration certificate is to be furnished.

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- 1.5- State whether your company is Manufacturer, authorized dealers, distributors, trader, indenter, stockist, shopkeeper or agent to foreign supplier(s).  
Tick relevant box

Manufacturer	Authorized Dealer	Distributor	Stockist/ Shopkeeper	Trader/ Indenter	Agent to foreign firm(s)

1. 5.1- **Manufacturer:-** (to furnish following details):-

1. Broad classification of your products.

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2. Location of manufacturing facility.

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3. Total area of site.

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4. Detail of management structure. \*

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5. Total number of personnel employed in your company.  
(Engineer, Tech, Non-Tech Staff)

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6. Detail of plant and machinery installed. \*

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7. List of your main sources of supply for raw material (s), including supplier (s) if any

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1.5.2- **Authorized Dealers:-** If your company is authorized dealer of Pakistani manufacturer(s)/ importer(s), following details are to be furnished:-

i. Detail and brand of item(s) for which you possess dealership-----

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ii. Authorized area of dealership-----

iii. Complete name and address(es) of your principal(s), Pakistani manufacturer(s)/importer(s).

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iv. Valid dealership/agency agreement certificate issued by your principal duly attested by notary public to be attached.

1.5.3- **Distributors:-** If your company is authorized distributor of Pakistani manufacturer(s)/importer(s),following details are to be furnished:-

i. Detail and brand of item(s) your company is distributing-----

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ii. Complete name and address(es) of principal(s) (Pakistani manufacturer(s)/importer(s)).

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iii. Area(s) authorized for distribution (by each principal, if more than one)-----  
 Necessary authorization certificates issued by your principal(s) {manufacturer(s)/ importer(s)},  
 to be attached.

1.5.4- **Stockists/Shopkeepers:-** If your company is Stockist/Shop keeper, following details are to be  
 Furnished:-

i. Type of items stocked/sold by you.

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ii. Location of ware houses/Shop-----

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iii. Who are your authorised supplier(s)? -----

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iv. Total value of stock held at the time when this Performa is filled, Rs.-----

1.5.5- **Traders/Indentors:-** If your company is trader/importer, following details are to be furnished:-  
 i. Type and brand of items your company is trading or supplying as Indentors.

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ii. Sources of your supply-----

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1.5.6- **Agent to Foreign Firms:-**

Name of Principal(s) & Address(es)	Are they Manufacturer or Trading House	Products	ISO 9000 Certified	
			Yes	No

- Note:-
1. Furnish photocopies of the valid agency agreement(s) duly authenticated by the Embassies of the countries concerned in Pakistan or Pakistani Embassies in those countries. Photocopies are to be attested by Class-I gazetted officer.
  2. Furnish photocopies of ISO certification duly attested.
  3. \* Use separate sheets, if required.

## Quality System

### Part-II

		Yes	No
2.1.	Is there a quality system existing in your company?		
2.2-	Is there any one responsible for the quality of your products? If yes please give name.  _____		
2.3-	Do you maintain Inspection Records?		
2.4-	Are quality Records maintained?		
2.5-	If you are manufacturer, then are your procedures documented?		
2.6-	Does your company have a procedure to ensure the security of all drawings, Specifications, documents provided by POF		
2.6-	Do you ensure the quality of Raw materials purchased by you?		
2.7-	Are incoming supplies subjected to inspection at your premises?		
2.9-	Are all materials in use on your production line/or in the ware house traceable to the original source of supply?		
2.10-	Does your company review your inspection procedures in accordance with special requirements of contracts?		
2.11-	Do you have a system of attending and maintaining the customer complaints?		

## Commercial Information

### Part-III

3.1. Is your firm is registered with Govt./Defence organization(s). If so, furnish following details:-

Organization	Registration letter No./ Reference	Registered as (Tick relevant Boxes)		
		Manufacturer	Authorized dealers/distributors/ Traders/indentors/ Stockists/shopkeepers	Agent

3.2- Income Tax Details:-

Circle: \_\_\_\_\_

National Tax No.																			
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3.3- Sales Tax Details:-

Sales Tax Registration No. \_\_\_\_\_

Circle with complete address of sales tax collector/Assistant Collector where taxes deposited

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3.4- Financial Capability:-

Annual turn over Rs. \_\_\_\_\_ for the year \_\_\_\_\_. Bank statement duly stamped by the bank is to be attached.

Signature of Managing Partner  
Proprietor of Firm \_\_\_\_\_

Name:- \_\_\_\_\_

Designation:- \_\_\_\_\_

N.I.C. No.:- \_\_\_\_\_

Date:- \_\_\_\_\_