



Start Your Business Journey with
Evolution.Pk

IMPORT EXPORT LICENSE

Connect with Pakistan's Leading
Consulting Company Evolution Business
Consultants (Pvt.) Ltd.



IMPORT EXPORT LICENSE FOR SMC- PRIVATE LIMITED COMPANY

for more information plz click below
<https://evolution.pk/import-export-business/>



STEP- 1 SMC-PRIVATE LIMITED COMPANY

According to Companies Act, 2017 a SMC-Private Limited company is required minimum one director and weboc requires minimum Rs.300,000 balance in company bank account for Import Export Companies.

Following are the required Steps:

1. Availability of Name

- Required company purposed at least three (3) options.
- Email address of Director / Owner
- Mobile Numbers of Directors / Owner
- Soft Copy of the CNIC of director / Owner (Original Scan colour copies)

Duration of Name availability confirmation: 2 business days

2. Preparation of file

Required documents

- Register office address (It should be commercial)
- Chief Executive Officer (It could be Director/ Owner)
- Company sectery original scan colour copy (If any)
- CNIC of Nominee Director (Original Scan) Nominees "Mother / Father / Brother / Sister / Husband / Wife / Son / Daughter.
- Email address (Nominee)
- Mobile Number (Nominee Biometric verified)

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STEP-1. SMC-PRIVATE LIMITED COMPANY

When we receive the above documents/information and payment confirmation receipt from your side then we will start the company registration process and the certificate of incorporation you will get in next 3 to 7 business days.

3. Once the company is registered you will get the following attested documents one set from SECP.

- Certificate of Incorporation
- Memorandum of association
- Article of association
- Form II (It includes as previous documents which are called form 29 / form 21 / form 1)



STEP-2. NATIONAL TAX NUMBER (NTN) FOR SMC-PRIVATE LIMITED COMPANY

NTN for Company

When the company has registered with SECP then company and the directors NTN's will be issued automatically.

If you will not receive any email from FBR then we shall apply it manually.

Duration of getting NTN's is 1 business days

for more information plz click below

<https://evolution.pk/ntn-registration/>

STEP-3. COMPANY BANK ACCOUNT

Once you have register your company in SECP you will get the certified true copies from SECP and NTN of the company from FBR the next step is company bank account opening.

For opening of bank account, you will need the following documents:

1. Company Letterhead
2. Company Stamp
3. Minutes of the meeting (Its the company internal document which we will help you to prepare it.

STEP-4. GENERAL SALES TAX (GST) FOR SMC-PRIVATE LIMITED COMPANY

General Sales Tax (GST) For Company

Following are the required documents:

1. A Copy of the CNIC (Director)
2. Copy of director's NTN
3. Copy of Company's NTN
4. Incorporation certificate
5. Application for Company incorporation "Inc. Form,-II Form 21/Form 29
6. Form A if the company is registered before one year (if available)
7. Bank Account opening Letter on the name of the company with IBAN.
8. Lease deed / allotment letter of the building / office or any other evidence as a proof of business at the indicated address.
9. A copy of CNIC of the landlord
10. Company letterhead
11. Paid utility bill of business premises (not older than 3 months)
12. Personal e-mail address of the authorized director
13. Cell no. with SIM registered in the name of the authorized Member / Director / Principal Officer
14. Pictures of utilities meter
15. Pictures of business premises
16. Google map pin of the office Location

Duration of getting GST after the submission of application: 2 business days

for more information plz click below

<https://evolution.pk/gst-registration/>

STEP-5. CHAMBER OF COMMERCE & INDUSTRY MEMBERSHIP

Chamber of Commerce & Industry entertains those applications for membership whose Head Office or Registered Office or Branch Office is located within the jurisdiction of that city or chamber.

Following are the required documents MEMBERSHIP

1. Incorporation certificate “Certified True Copy”
2. Memorandum and Article of Association “Certified True Copy”
3. Form 21 “Certified True Copy”
4. Form 29 “Certified True Copy”
5. Application for Company Incorporation / INC. Form II (if Available) “Certified True Copy”
6. Copy of the CNIC (Director)
7. Form A if company is registered before one year (if Available)
8. Lease deed/allotment letter of the building/office or any other evidence as a proof of business on the indicated address.
9. Original bank certificate on the name of business.
10. Board Resolution nominating one of the Directors as authorized representative in chamber.
11. Three (3) recent passport size colored photographs of the Representative.
12. Company letterhead.

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STEP-5. CHAMBER OF COMMERCE & INDUSTRY MEMBERSHIP

13. Copy of NTN Certificate
14. Copy of Last Income Tax Return (If applicable).
15. Copy of Sales Tax Registration Certificate (If applicable).

Duration of getting membership after the submission of application: 3 to 5 business days

for more information plz click below

<https://evolution.pk/chamber-of-commerce-membership/>



STEP-6. WEBOC REGISTRATION

Following are the required documents

1. Incorporation certificate “Certified True Copy”
2. Memorandum and Article of Association “Certified True Copy”
3. Application for Company Incorporation / INC. Form II (if Available) “Certified True Copy”
4. Form A if company is registered before one year (if Available)
5. Copy of the CNIC (Director)
6. Nadra’s Verification of the Director
7. Lease deed/allotment letter of the building/office or any other evidence as a proof of business on the indicated address.
8. CNIC of Property Owner “in case of rented”
9. Original bank certificate on the name of business.
10. Bank Statement Minimum 3 Lac.
11. Board Resolution nominating of the Director as authorized representative in WeBoc.
12. Company letterhead
13. Copy of NTN Certificate “Company”
14. Active Taxpayer Status of the Company (If applicable).
15. Copy of NTN Certificate “Director’s” (If applicable).
16. Active Taxpayer Status of the Director’s
17. Copy of Last Income Tax Return (If applicable).
18. Copy of Sales Tax Registration Certificate.
19. Chamber Certificate Registration Certificate
20. Utility Bill Telephone and Electricity of business premises (Current Month)

REGISTRATION FEE



STEP 1 to 3:

Our Consultancy fee is Rs. 50,000 for setup of your very own SMC-Private Limited Company.

STEP 4:

Chamber of Commerce Membership .

We will help you to prepare the file and Our Consultancy fee is Rs. 10,000 and you have to pay the Chamber fee separately it could be 5 to 15 thousand.

STEP 5:

Our Consultancy fee is Rs. 20,000 for Registration of GST.

STEP 6:

Our Consultancy fee is Rs. 20,000 for Registration of WeBoc.

Please note that for Import Export setup you should have a commercial address and the director should be tax filler.

if the director want to be filler then consultancy charges will be charged separately,

Chamber fee between 5 to 15 thousand and Webco fee Rs. 500 stamp duties around Rs.1000 and maybe misalliance expense around 10,000 will be charged separately.

NOTE: PRICES AND DURATION OF REGISTRATION ARE SUBJECT TO CHANGE WITH TIME.

You can book up to one hour one on one session with Mr. Shakir for a detailed discussion about your business registration and tax matter, the charges are Rs. 5,000 for each session and if you get any service form EvolutionPk in the next 30 days the charges will be adjusted in that invoice.



Shakir Ali Rajput



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