

**PROCEDURE FOR SETTING UP  
ASSEMBLING/ MANUFACTURING UNIT ( 2-3 & 4 Wheelers)**

- As per condition (i) of SRO. 656(I)/2006 dated June 22, 2006 (copy can be downloaded from [www.fbr.gov.pk](http://www.fbr.gov.pk)), the assemblers / manufacturers who intend to assemble/manufacture road worthy vehicles may apply with Engineering Development Board (EDB) for verification of in-house facilities defined under 'Annexure-A' of SRO. 656(I)/2006. Prior to verification of in-house facilities, following information/ documents shall be provided by the OEM:-
  1. Technical assistance agreement with the foreign principal, if any.
  2. List of plant / machinery / equipment with complete specification, make / model, local/ imported, if imported, name of the company as defined in **'Annexure-A' of the SRO.**
  3. Purchase documents of plant/ machinery/equipment installed as in-house facilities.
  4. Snaps of in-house facilities e.g. engine assembly & testing, vehicle final assembly, paint shop, vehicle performance testing facilities and inspection equipment etc.
  5. Copies of Sales Tax Certificate (STN) containing the status as importer-cum-assembler or manufacturer & National Tax Number (NTN) certificates in the name of the company.
  6. Product (s) brand name to be assembled / manufactured in-house with a copy of Trade Mark Registration Certificate or acknowledgement receipt issued by the IPO/ Trade Mark Registry office.
  7. Proof of factory premises ownership or copy of lease agreement, if premises on rent.
  8. Complete factory map / lay out.
  9. Complete address of the factory and registered office with phone, fax and e-mail etc.
  10. Name of the Chief Executive / Managing Director or an authorized officer of the firm for correspondence with EDB.

11. List of 100% parts with %age index constituting a complete vehicle as per the attached **Format-I** and comprising off:-
  - i) Importable components.
  - ii) Localized components to be procured from the vendors with their names & contacts against each item.
  - iii) List of components to be manufactured in-house.
  - iv) Comparison of parts with parts contained under SRO 693(I)/2006.
12. List of CKD parts to be imported under condition (iii) of the SRO for verification as per attached **Format-II**.
13. List of vendorized components to be purchased with complete description of items from the local vendors alongwith their complete addresses phone, fax, email etc.
14. Manpower break up as technical/non technical, if any.
15. Parts Catalogue of vehicle duly signed and stamped.
16. An NOC from the Municipal Committee / Town Committee.
17. Copy of the registration of firm with SECP in case of Private Limited or Public Limited company and registration with The Registrar of Firms in case of AOP.