

## MEMBERSHIP APPLICATION FORM

(please read the attached instructions before filling the Membership Application Form)  
(incorporated under companies' ordinance 1984 and licensed under Trade Act 2013)

Membership No		M				
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(For Official use only)

**The Secretary General,  
Pakistan Association of Exhibition Industry**

Off. 01, Block 26, PHA Apartments Sector, G-7/1, Islamabad- Pakistan

Dear Sir,

Being desirous of becoming, Corporate Member/Associate Member of the Pakistan Association of Exhibition Industry, I agree to abide by its Memorandum and Articles of Association. A sum of Rs. \_\_\_\_\_ being the admission fee together with a sum of Rs. \_\_\_\_\_ being the annual membership subscription is deposited herewith in anticipation of being enrolled as a member subject to the approval by Scrutiny and Executive Committee of Pakistan Association of Exhibition Industry.

Yours faithfully,

Signature of Authorized Representative

Business Name	
Representative	

Application must be proposed and seconded by valid Members of Pakistan Association of Exhibitions Industry

1.

Proposed by (Name)	
Business Name	
Membership No	
Signature	

2.

Proposed by (Name)	
Business Name	
Membership No	
Signature	

FOR OFFICIAL USE ONLY			
Membership Class		Received Total Rs.	
Receipt No.		Cash/P O/DD/Cheque	
Dated		Membership Valid up to	
Signature		Issued Membership Certificate No and dated	

Photograph of  
CEO/ Director /  
Partner /  
Proprietor

Membership No		M				
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### PARTICULARS OF PROSPECTIVE MEMBER

Proprietorship	Partnership	AOP	LLP	Ltd./Pvt.Ltd.co	Multinational Co.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Business Name	
2. Business Address	
For official Use Only	

3. Representative Name	
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4. Designation																	
Date of Birth																	
Names of Partners/Direstors																	
Name of Bank																	
Business Establishment Date																	
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5. Tel (Business)		Tel (Home)	
Tel (Business)		UAN	
Fax		URL	
Mobile		Email	
Mobile		Email	
NTN (Business)		CNIC	

6. Sales Tax registration, if Applicable	GST No	<input type="text"/>
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7. Main lines Of business:

**Tick Relevant Box,**

Exhibition  
Organizer

Travel & Tour  
Operator for Exhibition

Exhibition  
Fabricator

Media &  
Advertiser

Services  
Provider

Trade  
Exhibitor

Business Conference/  
Forum Organizer

Business Event,  
Manager

Venue  
Operator

Logistics  
Providers

Any Other

I declare that the particulars given in this Application Form are true to the best of my knowledge and belief and that I have no criminal record/conviction and that nothing has been concealed.

Stamp/Seal of the proprietorship/Form/Company

**Signature of Authorized Representative**

## Form for Computerized Membership Card

(Please fill in block letters)

Membership No		M				

Representative Name

Business Name	

Business Address	
CNIC/Passport	
NTN (Business)	
Valid Upto	

*Photograph*

*I do hereby declare that this card will not be misused by me*

Signature of Authorized Representative

(Signatures should not touch the both lines)

## INSTRUCTIONS FOR MEMBERSHIP

Membership period: (one year: April 01 to March 31 each year)

Pakistan Association of Exhibition Industry entertains all applications for membership whose Head Office or Registered Office or Branch Office is located within all over Pakistan.

### Corporate Member (CM)

A member of a trade organization which is either a body corporate or a multinational corporation with its head office in Pakistan or a sales tax registered manufacturing concerns or a sales tax registered business concern having annual turn-over of Rs. 50 million or above shall be a "Corporate Member"

### Associate Member (AM)

A member of a trade organization which is **not a body corporate** or a multinational or a sales tax registered manufacturing concern or a sales tax registered business concern having annual turn-over of Rs. 50 million or above shall be an "Associate Member"

Member shall be granted in the light of above mentioned criteria and there shall be no discretion to choose the membership class by the prospective member. An application for membership must be accompanied with the below mentioned relevant documents: -

#### Proprietorship

S.	Check List	Requirements
1		A copy of CNIC/ passport of proprietor
2		a) A copy of National Tax number (NTN) certificate on the name of business b) Latest Income Tax Return where applicable, on the name of business
3		A copy of Sales Tax Registration and sales Tax Return, if Registered /applicable
4		Three Photographs of the proprietor (one for pasting on the application form & two for IDC)
5		Lease deed / allotment letter of the building / office as a proof of business on the indicated address
6		Original bank Certificate on the Name of business

#### Partnership / AOP / LLP

S.	Check List	Requirements
1		A copy of CNIC/ passport of Partners
2		a) A copy of National Tax Number (NTN) certificate on the name of the firm b) Latest Income Tax Return where applicable, on the name of firm
3		A copy of Sales Tax Registration and Latest Sales Tax Return, if Registered / applicable
4		A copy of Partnership Deed/AOP duly registered with Register of Firms, Islamabad
5		A written resolution on letterhead of all the Partners for nominating one of the partners as representative in <b>Pakistan Association of Exhibition Industry</b> . All correspondence should be addressed to <b>PAEI</b> by the signature of authorized representative
6		Three Photographs of the representative (one for pasting on the application form & two for IDC)
7		Lease deed / allotment letter of the building / office as a proof of business on the indicated address
8		Original bank Certificate on the name of business

## Private Limited / Limited Company / SMC-Pvt. Limited

S.	Check List	Requirements
1		Copy of CNICs/ passport of Directors
2		a) A copy of National Tax Number (NTN) certificate on the name of the Company b) Latest Income Tax Return where applicable, on the name of Company
3		A copy of Sales Tax Registration and Latest Sales Tax Return, if Registered / applicable
4		Copies of Memorandum and Articles of Association, duly approved by Securities & Exchange Commission of Pakistan (SECP) along with copy of Certificate of incorporation by SECP
5		Board Resolution on letterhead for nominating one of the Directors as authorized representative in <b>Pakistan association of Exhibition Industry</b>
6		Three Photographs of the representative (one for pasting on the application form & two for IDC)
7		Lease deed / allotment letter of the building / office as a proof of business on the indicated address
8		Original bank Certificate on the name of business
9		In case of change of Directors, please submit the latest copy of Form 29 duly certified by SECP

## Public Limited / Multinational Company

S.	Check List	Requirements
1		Copy of CNICs/ passport of Directors
2		a) A copy of National Tax Number (NTN) certificate on the name of the Company b) Latest Income Tax Return where applicable, on the name of Company
3		A copy of Sales Tax Registration and Latest Sales Tax Return, if Registered / applicable
4		Copies of Memorandum and Articles of Association, duly approved by Securities & Exchange Commission of Pakistan (SECP) along with copy of Certificate of incorporation by SECP or proof of filling form 38,39,40,41,42,43,,45 with SECP and BOI letter
5		Board resolution or power of Attorney, nominating one of Directors or General Manager / Country Manager as authorized representative in <b>PAEI</b> . All correspondence should be addressed to <b>Pakistan Association of Exhibition &amp; Industry</b> by the signature of authorized representative
6		Three Photographs of the representative (one for pasting on the application form & two for IDC)
7		Lease deed / allotment letter of the building / office as a proof of business on the indicated address
8		Original bank Certificate on the name of business
9		In case of change of Directors, please submit the latest copy of Form 29 or Form 38 to 45 duly certified by SECP

## Fee Structure:

Membership period: (one year: April 01 to March 31 each year)

<u>Class of Membership</u>	<u>Admission Fee</u>	<u>Annual Subscription</u>	<u>ID card Fee</u>	<u>Total</u>
Corporate Member (CM)	Rs.5, 000/-	Rs.3000/-	Rs.200/-	8200/-
Associate Member (AM)	Rs. 3,000/-	Rs.2000/-	Rs.200/-	5200/-

Half fee will be charged only on annual Subscription for new membership and re-admission  
1<sup>st</sup> October to 31<sup>st</sup> March

### Note:

- Incomplete application will not be entertained.
- Application form must be proposed and seconded by any two valid members of PAEI.
- Membership certificates are issued after the approval by scrutiny and PAEI Executive Committees, the meetings of which are normally held at end of each month. In case urgent membership is required, urgent fee of Rs. 1,000/- along with normal dues shall be charged and certificate shall be issued within next 3 working days subject to approval by Scrutiny Committee.
- Authority letter is must by the authorized representative on name of a person authorized to submit or collect the documents on behalf of business concern for membership certificate / membership identity card.
- Membership identity card (IDC) shall be issued upon approval of membership and submission of filled in computerized membership card from (attached with the application form).
- After obtaining membership, if there is any change in particulars of business, it must be communicated to the chamber through mail, e-mail or Fax for updating record.
- Membership Form along with required documents can be submitted during office hours:-

Monday to Friday	09:00 AM to 05:00 PM	Saturday	09:00 Am to 01:30 PM
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*For further information/clarification you may please contact Membership section or concern person:*

**Zeeshan Amjad**  
Secretary General

Off. 01, Block 26, PHA Apartments Sector, G-7/1,  
Islamabad- Pakistan. Tel: +92-51-289 2002  
web: www.paei.org.pk - email: info@paei.org.pk

Form fee Rs.100/-