



## **SOP for Registration of Enterprises**

These procedures are formed to register allied services companies (shipping agents, customs clearing agents, surveyor, stevedoring, inspector, ship chandlers, marine repairs workshop, traders, importers, exporters, warehousing experts, financial companies, logistics firms, freight-forwarders and port-relevant real estate firms etc.) to transact their business within Gwadar Port Authority's notified and administrative jurisdiction. No firm/company shall be permitted to work unless the following prescribed conditions are fulfilled.

### **1. REGISTRATION AND RENEWAL OF AUTHORIZATION:**

- 1.1 The GPA may, on application by an individual, firm and/or company, authorize to an applicant, having a term of not more than twelve months, to act as GPA's authorized enterprises, where the GPA is satisfied that the individual, firm or company is qualified under this section to be granted such an authorization.
- 1.2 An authorization granted under the preceding para (or renewed under this para) may be renewed for a term of not more than twelve months on application made by the holder of the Authorization prior to expiry of the authorization, where GPA is satisfied that such person, firm or company is qualified under this section to be granted such an authorization.
- 1.3 Its mandatory for the person/firm/company to have valid registration with federal and provincial tax regulating authorities at all times.
- 1.4 An application for the renewal of the registration shall be made to the Authority at least one month before the expiry of the registration period.
- 1.5 The GPA may refuse to renew the licence if it finds that the person/firm/company previous performance has not been satisfactory or he has not been true to the port authorities or towards his clients.

## **2. SUSPENSION OF REGISTRATION:**

- 2.1 An authorization shall be liable to be revoked or suspended at any time by Gwadar Port Authority for any irregularity misbehavior or any or all the reasons for which a registration can be revoked or suspended.
- 2.2 If the GPA believes on reasonable grounds that an authorized services companies/firms has failed to comply, or has ceased to comply, with a condition of his authorization, the GPA may by notice to the authorized services companies/firms of not less than two weeks cancel that authorization.
- 2.3 Provided that an Authorization shall not be cancelled without giving the holder an opportunity to be heard.
- 2.4 If any Authorized services companies/firms and/or his representative found in any misdeclaration, fraud, lobbying, and/or trade unions activities, his firm/ company authorization will be immediately cancelled and will be black listed in GPA for all future activities. The fact will be reported to GPA officials and the concession holder/ port operator.
- 2.5 Any attempt to influence the conduct of any GPA officer in any matter pending before the Gwadar Port Authority by the use of threat, false accusation, undue duress, illegal gratification and/or any unethical and/or unlawful manner will be subjected to disqualification.
- 2.6 Notwithstanding anything contain in above para, the GPA reserves the right to accept, reject and/or cancel application/authorization without assigning any reason thereof.
- 2.7 The applicant person/ firm/ company shall undertake and affirm that all terms and conditions as prescribed in this policy and in application form will be complied with.

### **3 DOCUMENTS REQUIREMENT:**

- 3.1 Application form, duly filled-in, signed and stamped.
- 3.2 CNIC of each Partner (s) / Director(s)
- 3.3 Police Character Certificate of all Partners/ Directors etc
- 3.4 Passport size Photographs (2 Nos) of each Partner (s) / Director(s).
- 3.5 Copy of attested Registration Deed, Partnership Deed, incorporation Certificate, Memorandum and articles of association of firm/company (as applicable).
- 3.6 Copy of license from the concerned regulatory authorities
- 3.7 Copy of registration with relevant trade body/registered association under legal framework of GoP
- 3.8 Copy of NTN Certificate of applicant company
- 3.9 Copy of Tax Registration Certificate(s) with FBR & BRA of applicant firm/company
- 3.10 Any other document required by the concerned section of GPA as per nature of the business

### **4 RESPONSIBILITIES OF REGISTERED ENTERPRISES:**

A registered enterprise shall:

- 4.1 Furnish the documents and information as required by GPA from time to time.
- 4.2 Where the registered enterprise enters into any port-related business with a third party & it knows that third party has not complied with the requirement or has made any error or omission from any information/document which the GPA requires such third party to execute, promptly of the fact of such non-compliance, error or omission and immediately bring the matter to the notice of the Gwadar Port Authority in writing.

- 4.3 In case of shipping lines, GPA may recall for ship's statutory certificates, log books, documents for officials' motives, which shall be presented to the office concerned at the earliest.
- 4.4 In case of shipping lines, exercise due diligence to ascertain the correctness of any information which may impart to a vessel with reference to GPA requirements.
- 4.5 Intimate to GPA for any change of address and/or contact information immediately after such change is effected.

**5 FAILURE TO FOLLOW THE INSTRUCTIONS:**

The firm/company shall follow the instructions of GPA with due diligence and shall report all desired information at earliest opportunity as and when desired. Failure to do so may result entry in port and/or business transaction with GPA debarred.

- 6 The Gwadar Port Authority (GPA) reserved the right to amend these procedures without any prior information.

-----