

STANDARD OPERATING PROCEDURE (SOP) FOR NEW MEMBERSHIP/RENEWAL

- 1) As per Article Sub Clause ii of Clause 8 every individual business concern firm or joint stock company desirous of becoming a member of the Association shall “submit to the Secretary General, membership application form at Association Head Office. The application so received shall be placed before the next meeting of the Executive Committee which may accept or reject the same for the reasons specified in the rejection order.
- 2) As per article clause 7 A sole proprietorship firm or any other company or a business concern shall be eligible for membership of the Association, provided that it is carrying on business as Plastic Manufacturer or Trader of Plastic Materials , and fulfill the criteria as provided in Rule 11 (a to e) of Trade Rules.
- 3) As per Article Sub Clause i of Clause 8 every application for the membership of the association shall be made on a form prescribed by the Association and submitted by the Applicant to the Secretary General, at Head Office, together with the first year’s Membership Fee subscription and the admission fee with following documents.
 - A. Membership Application Form and Signatory Card dully filled and signed by the applicant.
 - B. Membership Form duly proposed and seconded by the existing members.
 - C. Acknowledgement of Income Tax Return of **current year**.
 - D. Copy of Sales Tax Return last filed to Sales Tax Department.
 - E. Copy of Receipt of New Membership fee
 - F. Company Profile
 - G. CNIC Copy
 - H. NTN Copy
 - I. Copy of Sales Tax Registration
 - J. 2 Latest Passport size photographs
 - K. Bank Certificate

If required Membership Application Form may be forwarded to Zonal Office for verification.

- 4) As per Article Clause 1o) The Membership shall be renewable on annual basis subject to fulfillment of the following conditions:
 - (a). Payment of prescribed fee within the time stipulated for the purpose but not later than 31st of March; and
 - (b). Proof of filing returns of Income Tax and Sales Tax if applicable, for the preceding year.