

STANDARD OPERATING PROCEDURE (SOP) FOR NEW MEMBERSHIP / RENEWAL

New Membership

1. 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 Suit # 8, 2nd floor , B-9/B-2, Estate Avenue, Opp: SITE Post Office, S.I.T.E. Karachi 75700.
2. Individual business concern firm or Joint Stock Company shall be eligible for membership of the Association, provided that it is carrying on business as Plastic Manufacturer or Trader of Plastic Materials.
3. Application for the membership of the association shall be made on a form prescribed by the Association together with the first year’s Membership Fee and the admission fee with following documents.
 - 3.1 Membership Application Form and Signatory Card dully filled and signed by the applicant.
 - 3.2 Membership Form duly proposed and seconded by the existing members.
 - 3.3 Acknowledgment of Income Tax Return of current year.
 - 3.4 Copy of Sales Tax Return of the preceding month of submission of membership application.
 - 3.5 Membership fee cheque or PO in the name of Pakistan Plastic Manufacturers Association.
 - 3.6 Company Profile
 - 3.7 CNIC Copy
 - 3.8 NTN Copy
 - 3.9 Copy of Sales Tax Registration
 - 3.10 Latest Passport size photographs not more than 6 months old 2 numbers.
 - 3.11 Bank Certificate
4. The application so received shall be placed before the Membership Committee authorized by Chairman of the association which may accept or reject the same for the reasons specified in the rejection note.

Renewal of Membership

1. The Membership shall be renewable on annual basis subject to fulfillment of the following conditions:
 - 1.1 Payment of prescribed fee in the form of cheque or PO in the name of Pakistan Plastic Manufacturers Association within the time stipulated for the purpose but not later than 31st of March.
 - 1.2 Acknowledgment of Income Tax Return of current year.
 - 1.3 No payments are outstanding or otherwise condoned by Executive committee.
 - 1.4 The company is still in Plastic trade.
 - 1.5 In case of an individual, if he is undischarged insolvent, or if he is adjudged by a competent court to be of unsound mind, or if he is convicted of an offense involving moral turpitude.