

## USAID Small and Medium Enterprise Activity (SMEA) Project All Sectors Small and Medium Enterprise (SME) Application Form

### INSTRUCTIONS

- Please attach all supporting documents listed below and provide complete information requested in application form.
- It is important that you provide us with correct information to ensure quick processing
- This application form should be signed by the authorized representative of the enterprise.
- If you need any clarification or explanation, please contact at [smea\\_info@pakistansmea.com](mailto:smea_info@pakistansmea.com) or +92 (51) 261 7859-60.

Please check your eligibility before completing the form. (Check the relevant box with “✓” symbol)	Yes	No	If you have answered “ <b>YES</b> ” to any of the questions, please <b>STOP</b> and contact <b>SMEA</b> . Otherwise continue to the next section.
a. Is the number of your employees <b>MORE than 250?</b>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Is your Annual Revenue <b>MORE than Rs. 800 million?</b> (including holding/subsidiary company & associated companies)	<input type="checkbox"/>	<input type="checkbox"/>	
c. For business led by men, entity is operational for less than one year	<input type="checkbox"/>	<input type="checkbox"/>	
d. In case of woman / disabled person's owned, business is operational for less than six months	<input type="checkbox"/>	<input type="checkbox"/>	
e. Are you a <b>not-for-profit company or NGO</b>	<input type="checkbox"/>	<input type="checkbox"/>	

### Please Submit Following Supporting Documents (if applicable) with the Application

For Sole proprietorship and women led businesses

1. NTN certificate & CNIC copy (Contact SMEA if you need help with getting an NTN)
2. Income statement (01 year, signed & stamped)
3. Company brochure, and/or product literature (if available)

For Partnership concerns (registered/un-registered)

4. NTN certificate & CNIC Copies
5. Income statement (01 year, signed & stamped)
6. Company brochure, and/or product literature (if available)
7. Partnership deed/agreement (may require for verifications)

For Private Limited Companies

8. NTN certificate
9. Company Registration Certificate and CNIC copy (All directors)
10. Company brochure, and/or product literature (if available)
11. Audited financial statements (for Pvt Ltd and registered partnership), otherwise signed income statements (last 01 fiscal year) on company letter head verified by third party/CA firm etc.

Please return Completed Forms & Documents electronically to [SMEASubcontracts@Pakistansmea.com](mailto:SMEASubcontracts@Pakistansmea.com)

A. OWNERSHIP AND LEGAL DETAILS			
Name of Enterprise			
Business start date			
Business Operational for		<input type="checkbox"/> 6 months – 1 year <input type="checkbox"/> 1- 2 years <input type="checkbox"/> 2 – 3 years <input type="checkbox"/> 3 - 4 years <input type="checkbox"/> 5 and above	
<b>Type of Enterprise</b> (Check the relevant box with “✓” symbol)			
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Unregistered Partnership	<input type="checkbox"/> Registered Partnership	<input type="checkbox"/> Private Limited Company
Please provide the following registration details			
National Tax Number (NTN)	Company Registration Number/ Partnership Registration Number		Business Registration Date
<b>Note:</b> If you <b>do not</b> have an NTN, please stop and contact the SMEA staff at <a href="mailto:smea_info@pakistansmea.com">smea_info@pakistansmea.com</a>			

B. CONTACT DETAILS			
Correspondence Address (If more than one, include addresses in the Additional Information box)			
Postal Address			
Telephone (land line)		Mobile	
Fax		Email	
Contact Person Name		Designation	
Website (if any)			

C. BUSINESS DETAILS	
(Check the relevant box with “✓” symbol. Select all that apply)	
Focused sector(s)	<input type="checkbox"/> Hospitality <input type="checkbox"/> ICT <input type="checkbox"/> Textiles (Minus spinning) <input type="checkbox"/> Agri-businesses & processing (off-farm) <input type="checkbox"/> Women led businesses (from any sector)
Please provide locations and contact information of other branches / franchises (If any)	

E. FINANCIAL DETAILS	
Please provide the following financial information (in Rs)?	
	Last Financial Year
Annual sales revenues (in Pak rupees)	
Exports/ Foreign Customers (if any) (in Pak rupees)	

F. EMPLOYMENT DETAILS	
How many workers do you have?	
	Current Year
Permanent (Male)	
Contractual (Male)	
Permanent (Female)	
Contractual (Female)	

G. BUSINESS DEVELOPMENT SERVICE REQUIRED	
<p><b>Please select the business development service(s) that you are interested in that will help to improve your business?</b></p>	<input type="checkbox"/> Technical assistance: skills development trainings, new product design and development, engineering solutions, productivity enhancement, lean manufacturing/management, technical and management trainings, short training courses, energy audits and conservation, or any other Specify: _____
	<input type="checkbox"/> ICT services: website and mobile based application development, software, ERPs, e-marketing solutions, e-commerce, call center / BPO or any other Specify: _____
	<input type="checkbox"/> Quality and Safety Certifications: ISO 9000, Food safety and compliance standards (HACCP, ISO 22000) SA 8000 or any other Specify: _____
	<input type="checkbox"/> Marketing support and strategy: market intelligence / information, new markets and buyers' identification, product and brand development, marketing collaterals, packaging, or any other Specify: _____
	<input type="checkbox"/> Digital marketing, export marketing or any other Specify: _____
	<input type="checkbox"/> Accessing financial services: tax advisory, book keeping, financial management, digital payment solutions, Point of Sale (POS) software, credit worthiness assessment Support or any other Specify: _____

## H. IMPACT OF BUSINESS DEVELOPMENT SERVICE(S) IN YOUR BUSINESS

Describe the impact of required business development services

(For example, hotel management software will help me to increase my restaurant annual sales by 10 percent of last year sales)

1. How BDS service will result in increase in sales (in percentage).
2. How BDS service will result in an increase in jobs (no. of staff expected to be increased).

## I. Please mention any support your business has received from a donor or other program, whether in cash or in kind.

- ☐ Yes  
☐ No

## J. Please check the following boxes before completing the form.

(Check the relevant box with "✓" symbol)

	Yes	No
a. I/We also confirm that we have funding available to pay for our part of any planned activities, and that we intend to fully implement the activities described in the attached project proposal if approved to do so by the SMEA.	<input type="checkbox"/>	<input type="checkbox"/>
b. I agree to pay mutually agreed cost share of total project cost in advance to my service provider/consultant/trainer as soon as the approval intimation is given by SMEA	<input type="checkbox"/>	<input type="checkbox"/>
c. I agree to share sales and employment data and allow SMEA to measure the benefit of services offered in terms of business growth, ease of doing business, strengthening the outreach, product development, quality.	<input type="checkbox"/>	<input type="checkbox"/>

## K. DECLARATION & AGREEMENT

I/We certify that the information provided in this application form is correct to the best of my/our knowledge. I/We agree to the SMEA terms and conditions as outlined in the instructions to applicants and the draft agreement. I/We, grant permission to USAID Small and Medium Enterprise Activity (SMEA) to share only the contact details (including contact name, designation, name of organization, phone number, and email) with SMEA-contracted business development service providers (BDSPs), consultants, and trainers. This information will only be used for providing technical assistance to small and medium enterprises (SMEs) related to SMEA's program activities. I/We understand that all other information contained in this application will be treated confidentially by SMEA (only for internal use) and we agree that SMEA can ask any additional documents or to have access to the original documentation as required.

I understand that SMEA reserves the right to reject the application without assigning any reason.

<b>Signature</b>		<b>Company Seal</b>
<b>Name</b>		
<b>Job Title</b>		
<b>CNIC</b>		
<b>Date</b>		