



**Government of Pakistan
Ministry of Commerce
Adoption of Social Accountability-8000 (SA-8000)
Application Form for SA 8000 Certification Matching Grant**



INSTRUCTIONS

- Please read carefully and fill application. Filling this form correctly will ensure quick processing.
- Leave Inapplicable Columns Blank.
- Attach all supporting documents listed on the last page.
- This application form must be signed by the authorized representative of the Enterprise/Company.
- Please return Completed Form & Related Documents by registered mail / courier to:
Project Director, SA 8000,
Ministry of Commerce, Government of Pakistan,
House No: 39, Street No: 35 / A , I — 9 / 4, Islamabad, Pakistan
Ph : +92-51-9257326/9257327 - Fax : +92-51-9257324
- Further clarification or explanation, can be obtained from above mentioned address / telephone.

SECTION I: COMPANY CONTACT INFORMATION		
Name of Company:		
Complete Postal Address:		
Contact Person (Name & Designation)		
	Ph:	E-mail:
	Fax:	Mob:
SECTION II: COMPANY GENERAL INFORMATION: (Please answer all questions)		
a. What is the total strength of your company (Total Number of Employees)?		
b. What is your annual turn over? (Give in Pak Rs)		
c. When was this company formed? Write number of years		
d. Are you a manufacturer?		
e. Do you Export?		
f. What is the Type of Industry / Sector? e.g Textile, Pharmaceutical, Engineering etc		
g. What is type of Enterprise? e.g Sole Proprietorship, Unregistered Partnership Registered Partnership, Private Limited Company		
h. Please list here all other certifications already held with you.		
i. Please provide the following registration details.		
National Tax Number NTN	Sales Tax Registration No.	Company Registration Number/Partnership Registration Number

SECTION III: CONSULTANTS (Firm/ Company) IF ALREADY SELECTED Otherwise Leave this Section Blank

(Please read following guidelines for selection of Consultancy Firm)

- Should be a registered firm
- Should have SAI Certified Lead Auditors for SA 8000
- Should have at least 3 years experience in consultancy
- Principal Consultant of the company should have at least 5 years experience and should have at least one IRCA / SAI Lead Auditor Certifications e.g SA 8000, OHSAS-18001, ISO 14001, ISO 9001
- Should have a team of qualified and experienced consultants

Have you finally selected consultancy firm for SA 8000 system development and ensured that above requirements are verified: (Please tick)	YES	NO
Name of Selected Consultancy Firm:		
Name of Principal Consultant:		
Postal Address of Consultancy Firm:		
Contact Person: (Name & Designation)		
Communication: (no. with city code)	Ph:	Email:
	Fax:	Mob:

SECTION IV: INDICAT CERTIFICATION BODY IF ALREADY SELECTED Otherwise Leave this Section Blank

(Please read following guidelines for selection of Certification Body)

- Should be a registered firm
- Should have SAI Certified Lead Auditors for SA 8000
- Should have at least one SAI Certified Lead Auditors for SA 8000
- Should have accreditation from **Social Accountability International**.
- May have accreditation from **Pakistan National Accreditation Council**

Have you finally selected consultancy firm for SA 8000 system development and ensured that above requirements are verified: (Please tick)	YES	NO
Name of Selected Certification Firm:		
Name of Principal Consultant:		
Postal Address of Certification Firm:		
Contact Person: (Name & Designation)		
Communication: (no. with city code)	Ph:	Email:
	Fax:	Mob:

SECTION V: DECLARATION

I/We certify that the information provided in this application form is correct to the best of my knowledge and we abide to implement SA 8000 in our company if funding is approved by Ministry of Commerce We understand that all information contained in our application will be treated confidentially by SA 8000 Project, Ministry of Commerce only for internal use

Name & Signature:	Job Title :	Company Seal

Required Document:

Please note that following documents should be attached with the application

Company Documents:	(If Engaged) Certification Body Documents:	(If Engaged) Consulting Firm Documents:
1. NTN certificate or NTN	<ul style="list-style-type: none"> • Copy of Contract with the Firm on Letter Head / Court Paper 	<ul style="list-style-type: none"> • Copy of Contract with the Firm on Letter Head / Court Paper
2. Sales Tax Certificate, if applicable	<ul style="list-style-type: none"> • Sales Tax Certificate, if applicable 	<ul style="list-style-type: none"> • Sales Tax Certificate if applicable
3. Company Registration Certificate	<ul style="list-style-type: none"> • Firm Registration Certificate 	<ul style="list-style-type: none"> • Firm Registration Certificate
4. Company brochure, and or product literature	<ul style="list-style-type: none"> • Copies of Lead Auditor Certificates of Principal 	<ul style="list-style-type: none"> • Copies of Lead Auditor Certificates of Principle
5. CIB Report if Applicable	<ul style="list-style-type: none"> • Consultant / Consultant (s) 	<ul style="list-style-type: none"> • Consultant / Consultant (s)