**EXPORT ORDER VERIFICATION FORM**

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| --- | --- | --- |
|  | Company Name |  |
|  | Company Address |  |
|  | NTN |  |
|  | Name of Focal/Contact Person |  |
|  | Mobile Number of Focal/Contact Person |  |
|  | Email Address of Focal/Contact person |  |
|  | Product – Sector |  |
|  | Purchase orders/LC/Sales order | * Total Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Value (currency)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Destination country/countries\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Documents required to be attached.   * Purchase Orders OR * LCs OR * Sales orders | * \_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_ |
|  | Anticipated number of staff required to complete export order in the factory |  |
|  | Name/address/contact details of allied industries/vendors supplying to your company to fulfill export orders and need to remain open |  |
| ***Undertaking:***  *I hereby undertake that the information submitted by the focal/contact person of the company is true. Any discrepancy in the above-mentioned information is the responsibility of the company.* | | |
| 12 | Signature of the CEO/focal person/representative of the company with stamp |  |

**Instructions:**

* As per directives of Federal government, TDAP has been assigned to verify export related documents of industrial units with confirmed export orders during COVID-19 pandemic third wave.
* The NOC/permission to open the factory is under the domain of Provincial Governments, who have already assigned their focal persons for this purpose.
* Exporting Companies may send their export related documents along with dully filled information through email or submit hard copies to the following officers in TDAP offices for the verification from Monday to Friday during office hours (09:am to 2:pm):
* Submission of documents noted against S.No 9 is mandatory
* The form should be properly filled in and signed by the CEO/focal person/representative of the company.
* Exporting units should communicate logistic requirements for staff as well as goods needs to be intimated in advance to the concerned authorities.

**Focal Officers TDAP Head office 5th floor, FTC Building Karachi for exporting units located in Sindh**

**Agro and Food Division**

Overall Incharge

**Mr. Abdul Karim Memon**

Director General - Agro & Food Division

Email Address: [abdul.karim@tdap.gov.pk](mailto:abdul.karim@tdap.gov.pk)

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| --- | --- | --- | --- | --- | --- |
| Division | Focal Persons | Designation | Email | Landline | Cell |
| Agro & Food | Mr. Mola Dad | Deputy Director | [mola.dad@tdap.gov.pk](mailto:mola.dad@tdap.gov.pk) | 021-99202714 | 0321-2770691 |

**Services, Halal and New Opportunity Development Division**

Overall Incharge

**Mr. Abdul Karim Memon**

Services, Halal & New Opportunity Development Division

Email Address: [abdul.karim@tdap.gov.pk](mailto:abdul.karim@tdap.gov.pk)

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| Division | Focal Persons | Designation | Email | Landline | Cell |
| Services, Halal & New Opportunity | Ms. Saima Azhar | Deputy Director | [saima.azhar@tdap.gov.pk](mailto:saima.azhar@tdap.gov.pk) | 021-99202718 | 0300-0112272 |

**Textile and Leather Division**

Overall Incharge

**Mr. Basit Rauf**

Director General- Textile & Leather Division

Email: [Basit.Rauf@tdap.gov.pk](mailto:Basit.Rauf@tdap.gov.pk)

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| Division | Focal Persons | Designation | Email | Landline | Cell |
| Textile and Leather | Mr. Khurrum Ikram | Deputy Director | Khurram.ikram@ tdap.gov.pk | 021-99202186 | 0315-4424894  What’s app 0334-5865029 |

**Engineering and Mineral Division**

Overall Incharge

**Mr. Shafqatullah Siddiqui**

Director General-Engineering & Minerals Division,

Email: [Shafqatullah.Siddiqui@tdap.gov.pk](mailto:Shafqatullah.Siddiqui@tdap.gov.pk)

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|  | Focal Persons | Designation | Email | Landline | Cell |
| Engineering and Minerals Division | Dr. Shumaila Sikandar | Deputy Director | [shumaila.sikandar@tdap.gov.pk](mailto:shumaila.sikandar@tdap.gov.pk) | 021-99201509 | 0321-9399106 |
| Mr. Omer Hussan Bajwa | Assistant Director | [omer.bajwa@tdap.gov.pk](mailto:omer.bajwa@tdap.gov.pk) | 021-99202701 | 0345-4658469 |

**TDAP Regional offices**

**TDAP Islamabad**

Overall Incharge

**Mr. Shahzad Hussain**

Director General – Islamabad

Email: [shahzad.hussain@tdap.gov.pk](mailto:shahzad.hussain@tdap.gov.pk)

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| Division | Focal Persons | Designation | Email | Landline | Cell |
| Islamabad Office | Mr. Muhammad Ishaq Shinwari | Director | [shinwariishaq@yahoo.com](mailto:shinwariishaq@yahoo.com) | 0519201660 | 03335705251 |

**TDAP Sub Regional offices KPK, GB and AJK**

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| Office | Focal Persons | Designation | Email | Landline | Cell |
| Peshawar SRO | Mr. Sabz Ali Khan | Director | [sabz.ali@tdap.gov.pk](mailto:sabz.ali@tdap.gov.pk) | 0919217120 | 03369705641 |
| Swat SRO | Mr. Noman Bashir | Deputy Director | [noman.bashir@tdap.gov.pk](mailto:noman.bashir@tdap.gov.pk) | 09469240301 | 03339156353 |
| GB SRO | Mr. Nazir Ali | Assistant Director | [nazir.ali@tdap.gov.pk](mailto:nazir.ali@tdap.gov.pk) | 05811920164 | 03431824476, 03354283866 |
| Abbottabad SRO | Ms Kinza Afsar | Assistant Director | [kinza.afsar@tdap.gov.pk](mailto:kinza.afsar@tdap.gov.pk) | 0992380203 | 03355858813 |
| Mirpur SRO | Mr. Asad Hussain Shah | Assistant Director | [sasad.hussain@tdap.gov.pk](mailto:sasad.hussain@tdap.gov.pk) | 05827927716 | 03335266187 |

**TDAP Office Punjab**

**Director Incharge**

Ms. Mehwish Khadim  
Director,

Trade Development Authority of Pakistan (TDAP),

Email: [mehwish.khadim@tdap.gov.pk](mailto:mehwish.khadim@tdap.gov.pk)

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| Sub Regional Office | Focal Persons | Designation | Email | Landline | Cell |
| TDAP Sialkot | Mr. Khalid Rasool, | Director | [khalidrasul@gmail.com](mailto:khalidrasul@gmail.com) | 052-4261130 | 0321-8444591 |
| TDAP Lahore | Ms. Madiha Ali, | Deputy Director | [madiha.ali@tdap.gov.pk](mailto:madiha.ali@tdap.gov.pk) | 042-99230658 | 0313-5192939 |
| TDAP Faisalabad | Mr. Fazul ur Rehman Rao | Deputy Director | [Fazalur.rehmanrao@tdap.gov.pk](mailto:Fazalur.rehmanrao@tdap.gov.pk) | 041-9210157 | 0321-5063119 |
| TDAP Multan | Ms. Hina Tahir, | Deputy Director | [hina.tahir@tdap.gov.pk](mailto:hina.tahir@tdap.gov.pk) | 061-9330863 | 0333-4421852 |
| TDAP Gujranwala | Mr. Waqas Elahi, | Assistant Director | [waqaselahi@tdap.gov.pk](mailto:waqaselahi@tdap.gov.pk) | 055-9930557 | 0300-9559840 |

**TDAP Regional office Sindh**

**TDAP Sub-Regional office Hyderabad**

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| Office | Focal Persons | Designation | Email | Landline | Cell |
| Hyderabad Office | Mr. Ashiq Khoso | Deputy Director | ashiq.hussain@tdap.gov.pk | 022-9260175 | 0300-8400221 |

**TDAP Sub-Regional office Sukkur**

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| Office | Focal Persons | Designation | Email | Landline | Cell |
| Sukkur Office | Mr. Fida Hussain Mahesar | Deputy Director | fida.mahesar@tdap.gov.pk | 071-5804515 | 0333-5772240 |

**TDAP Regional office Balochistan**

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| Office | Focal Persons | Designation | Email | Landline | Cell |
| TDAP sub Regional office Quetta | Mr. Noor Ali Achakzai | Deputy Director | [ali.achakzai@tdap.gov.pk](mailto:ali.achakzai@tdap.gov.pk) | 081-9202562 | 0345-6113875 |