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FORM "T"

FOREIGN EXCHANGE REGULATION ACT, 1947

**Application for SPECIAL ALLOTMENT OF exchange for the purpose of travelling outside Pakistan for business reasons.**

1. In applying for the facilities set out in Para 3 below I, .....do hereby  
(Full name of applicant)  
declare that the journey to which this application relates is to be made solely for the purpose described in para 2 below and that the length of time I propose to remain abroad is the minimum necessary for that purpose and I acknowledge that I have been notified that the following conditions, will, pursuant to section 4(3) of the Foreign Exchange Regulation Act, 1947, apply to the use of any foreign exchange for which I now make application:-

- (i) That such foreign exchange shall not be expended for purposes other than the cost of my own living expenses, entertainment for business purposes, and normal transport in the countries to be visited.
- (ii) That on my return to Pakistan I will make immediate arrangements with the authorised dealer through whom I obtain the foreign exchange for the resale of the foreign exchange which may be unutilised.
- (iii) That I further declare hereunder:-
  - (a) I have not drawn any exchange through any other office of the State Bank for this journey.
  - (b) I have not drawn any exchange in connection with the business of any other sister concern with which I am associated financially or otherwise in respect of this journey.
  - (c) I and other representatives of the firm have made the following business visits abroad during the last one year:

Date	Name of the representative	Amount of exchange drawn	Countries visited
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(d) The firm or the Company has its principal office at ..... and corresponds with the State Bank of Pakistan Office at ..... only for the purpose of exchange control matters.

2. PURPOSE OF JOURNEY: (PLEASE READ CAREFULLY THE NOTE BELOW)

- (a) Please give below a precise description of the purpose of the journey, including full details of the business to be transacted indicating the centres to be visited and the time to be spent at each centre. In addition should a previous application have been approved in respect of the same journey, the reasons for the prolongation of the journey should be stated and reference to the previous application and sanction should be quoted.

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- (b) If the object of the journey is to arrange imports, the value thereof should not, in any case be less than Rs. 0.5 million. In support of the request either a valid import licence or orders for supply of capital goods placed by a Government/ Semi-Government Agency including Autonomous Corporation/Taken Over Industry should be produced. Where import is being financed by a loan giving agency in Pakistan or import is being made under PAYE Scheme, a letter from the loan giving agency confirming sanction of the loan or IBP's approval letter, as the case may be, should be attached.
- (c) If the object of the journey is to establish contracts with foreign exporters for obtaining agencies, a statement showing total commission earned in foreign exchange during the preceding calendar year or the year immediately preceding the month of application, duly certified by the applicant's bankers, should be attached.
- (d) If the object of the journey is to expand exports, a statement showing total value of exports and value realised during the preceding calendar year, duly certified by the bankers of the applicant, should be produced. In case there are any overdues against the exporter, value thereof and the reasons for non-repatriation and the period within which it is expected to be realised should be indicated therein.
- (e) If the visit is connected with the setting up of a new industrial undertaking the permission of the same from the Federal/Provincial Government may be submitted.
- (f) In all cases names and addresses of parties in foreign countries whom the applicant intends to contact should be stated. Correspondence with such parties relevant to this application must be attached for examination.
- (g) Confidential report of the bankers on the financial means, and status of the applicant should be enclosed.

3. PERIOD OF STAY (specify exactly):

COUNTRY	No. of days	Exchange required
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

(Contd.)

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Name of Applicant .....  
(In block letters)  
Complete Address .....  
Designation and Technical Qualifications .....  
Passport No. with date and place of issue .....  
Approximate date of departure ..... and return .....  
Date ..... Signature of applicant (Traveller).....

4. Declaration to be signed on behalf of the firm or company whom the traveller is representing by person/s authorised to sign on their banking account or by persons specially authorised to sign these applications on their behalf.

We ..... hereby declare that the journey to which this application relates is being undertaken on our behalf and the total cost is being charged to us.  
(Name of Firm and Company)

Date .....  
.....  
(Stamp and Signature (s) of the Firm/Company).

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**CERTIFICATE OF THE AUTHORISED DEALER**

5. To the best of our knowledge and belief the statements made on this application regarding the purpose and the duration of the journey to be undertaken and declaration of the firm or company sponsoring the journey are true.

Date .....  
.....  
(Stamp and Signature of the Authorised Dealer)