

**NATIONAL TARIFF COMMISSION  
MINISTRY OF COMMERCE  
GOVERNMENT OF PAKISTAN**

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**APPLICATION FOR PROTECTION/ASSISTANCE  
TO INDIGENOUS INDUSTRY**

**General Guide Lines:**

1. This Form has been designed to seek information from the applicant in order to facilitate/assist the Commission with the tariff/tax related problems. In case there is any difficulty in filling this form, please call on Secretary National Tariff Commission (Ph.051-9202839).
2. Attach copies of the latest audited/un-audited accounts along-with accounts of two preceding years. A copy of half yearly accounts (if prepared) and minutes of the last Annual General Meeting may also be provided.
3. Please keep in mind that your case/request is liable to be closed if the requisite information is not fully provided as per prescribed format.
4. If required additional paper can be used or the entire form can be typed on separate paper. But as far as possible, information may be given to the fullest extent.
5. After filling in the form as required it should be despatched to the National Tariff Commission on the following address, together with prescribed fee (non-refundable) in shape of bank draft amounting to Rs.20,000 (if paid up capital of applicant unit is upto Rs.50 million) and Rs.30,000/- in all other cases.

**Secretary,  
National Tariff Commission,  
4<sup>th</sup> Floor, State Life Building No.5**

**Sector F-6/4, Blue Area.**  
**Postal Code 44000**  
**ISLAMABAD**

Ph No: (051) 9202839, FAX NO. (051) 9221205,  
E-mail Address: [ntc@ntc.gov.pk](mailto:ntc@ntc.gov.pk)  
Website: [www.ntc.gov.pk](http://www.ntc.gov.pk)  
Post Office Box 1689, Islamabad.

A. **APPLICANT'S PROFILE:**

1. Name and address (with telephone, telex , fax No. and E-mail):  
  
(Name of one or more executives concerned may also be stated for follow up correspondence).
2. Date of commencement of:
  - a) Trial production:
  - b) Commercial production:
3. Operational status of industrial unit (Running/Closed):  
  
(if closed, when?) --- day---month-----year.

B. **TARIFF AND TAX RELATED PROBLEMS FACED AND RELIEF SOUGHT**

1. State the nature of tariff protection – and any other related issue.
2. State the nature of relief sought

C. **GOODS FOR WHICH PROTECTION/ASSISTANCE IS SOUGHT.**

1.
  - a) Description,
  - b) Composition and
  - c) Use or uses to which your products are to be put
2. Sizes, grades, specifications and types being manufactured locally:
  - a) By you
  - b) By other units, (if any),
3. Sizes, grades, specifications and types in commercial use:
4. Process of manufacture (preferably through process flow chart/diagram)
5. Indicate standards being followed: (BS-ASTM-JIS etc.)
6. Names and addresses of other manufacturers or the goods including those considered as close substitutes

7. Names and addresses of major importers
8. Names and addresses of major consumers
9. Names and addresses of local producers of your major raw materials/inputs
10. Specific ISO certification obtained (if any)

D. **OVERVIEW OF THE INDUSTRY**  
**( descriptive details if any)**

**Table-I**

**TARIFF/TAX STRUCTURE DURING LATEST THREE YEARS**

-----	Current year	Last
year    The year before		
-----		

i) **Finished goods:**

PCT heading  
Customs Duty  
Sales Tax on imports  
Central Excise  
Any other import taxes

ii) **On local production of finished goods:**

Sales Tax  
Central Excise  
Local/provincial taxes (if any)

iii) **\*Imported Raw materials/inputs:**

PCT heading  
Customs Duty  
Sales Tax on imports  
Central Excise  
Any other import taxes

iv) **\*\*Locally produced raw materials/inputs:**

Sales Tax  
Central Excise  
Local/provincial taxes (if any)

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\* (Indicate separate information for each input if major inputs are more than one).

\*\* (Indicate separate information for each input if local major inputs are more than one).

**Table-II**  
**INFORMATION RELATING TO INSTALLED CAPACITY, ACTUAL PRODUCTION, SALES AND EMPLOYMENT PROVIDED DURING LATEST THREE YEARS (JULY-JUNE)**

Tonne/Lit./No. etc)

	1	2	3	4
5				
	Current Year			Last
Year The year before				

-----

i) **Installed Capacity:**

- 1) Applicant Unit
- 2) Other Units\*

-----ii)

**Actual Production:**

- 1) Applicant Unit\*
- 2) Other Units\*\*

-----iii)

**Domestic Sales:**

- 1) Applicant Unit\*
- 2) Other Units\*\*

-----iv)

**Export Sales (if any):**

- 1) Applicant Unit\*
- 2) Other Units\*\*

v) **Employment provided by the industry:-**

- 1) Applicant Unit\*
  - i) Managerial
  - ii) Skilled
  - iii) Unskilled
- 2) Other Units\*\*

- i) Managerial
- ii) Skilled
- iii) Unskilled

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- \* If there is more than one unit separate detail for each unit may be given as accurately as possible.
  - \*\* Supporting documents in the form of annual reports of the concerned or other published material may be enclosed (if available).



E. **INFORMATION RELATING TO THE OPERATIONS OF THE INDUSTRIAL UNIT:**

**Table-III**

**DETAILS OF CAPACITY/PRODUCTION AS PER ACCOUNTING YEAR**

**Please specify type of accounting year( Calendar/Financial)**

by-products*	Installed capacity**	Capacity utilization		Name of products/	(Tonne/Lit/No. etc)
		Current year	Last year before		

\* Give details of all products/by-products being manufactured.

\*\* Indicate whether on single/double/triple shift basis.

F. **GUIDELINES FOR PROVIDING INFORMATION IN TABLE-IV.**

1) **If the company is manufacturing more than one product the information for each product/by-product may be gives in separate tables;**

2) **Indicate significant accounting practices in respect of the followings if not given in audited accounts:-**

- a) **How opening and closing inventories and materials issued for production have been valued;**
- b) **Method of charging depreciation in the accounts e.g straight line method etc;**
- c) **Indicate respective rates and amounts if interest on owners' capital and /or loan as has been charged in the accounts.**
- d) **The subsidies/rebates/export rebate available/received and their**

**treatment in the accounts.**

- e) **Explain how indirect costs have been allocated to joint products/by-products e.g. market/sales value method, quantitative/physical unit method, average unit cost method, weighted average method etc.**

**Table-IV**  
**BREAKUP OF PRODUCTION/SELLING COST**

**In Rupees**

	Current Year (Estimates)	Last Year*	The year before*			
	---	---	---			
	Fixed	Variable	Total	Fixed	Variable	Total
1. Raw material cost net of inventory adjustments						
2. Packing material cost						
3. Manufacturing salaries and wages						
4. Manufacturing over-heads:						
i) Stores, spares/supplies						
ii) Electricity						
iii) Gas/fuel						
iv) Repair & maintenance						
v) Depreciation						
vi) Misc./other expenses						
5. Inventory adjustment of semi-finished goods						
6. Less income of by-products						

- 7(a). Cost of goods manufactured  
(1 to 6)
- (b). Qty. manufactured  
(Tonne/Lit./No. etc.)
- 8. a) Inventory adjustment  
of finished goods
- b)Quantity of goods adjusted  
(Tonne/litter No. etc)

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\* Information should be provided as per report of audited accounts.

	Current Year	Last Year	Year*
<b>The year before*</b>			
<b>(Estimates)</b>			
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	Fixed	Variable	Total	Fixed	Variable	Total
Manufacturing cost of sales (7+ or -8)						9.(a).

- (b). Qty. of goods sold  
(Tonne/Lit./No. etc)
- 10. Administrative expenses
- 11. Selling & distribution expenses
- 12. Financial expenses
- 13. Less other income  
(indicate nature)
- 14. Cost to make & sell  
(9 to 13)
- 15. Profit/(loss)  
(16 - 14)

- 16. Ex-factory sales  
(net of  
discount/commission)  
excluding taxes/duties.
- 17. Sales tax @.....
- 18. Central excise duty  
@.....
- 19. Ex-factory sales  
including taxes/duties.  
(16 to 18)

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\* Information should be provided as per report of audited accounts.

Information on questions 20 to 25 mentioned below may only be given if the goods are subject to retail sales tax or any other tax at retail stage.

	-----	Current Year	Last	Year*
The year before* (Estimates)	---	---	---	---
Fixed Variable Total	Fixed	Variable	Total	Fixed Variable Total

- 20. Whole seller's profit/  
commission.
- 21. Additional sales tax  
on whole sale price
- 22. Whole sales price  
including all taxes
- 23. Retailer's profit/  
commission

24. Additional sales tax on  
retail price
25. Retail price including all  
taxes.

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\* Information should be provided as per report of audited accounts.

Table-V

PRICES/COST OF RAW MATERIALS AND PACKING MATERIALS AS PER CURRENT ESTIMATES

(Rupees/tonne/lit/No. etc.)

Name of Unit of Material quantity	PCT heading/ In foreign (Tonne/Lit./ No. etc.)	C&F Price *** In Rupees exchange*	duty	Customs Tax	Sales Taxes	Other Incidentals**	Landed Cost (5+6+7+8+9)	Quantity Required	Cost per unit of per Unit output (10x11)		
1	2	3	4	5	6	7	8	9	10	11	12
<b>1. Imported:</b>											
a) Raw Materials/ inputs											
b) Packing materials											
Name of Unit of Material quantity	PCT heading/ price heading (Tonne/Lit/ No.etc)	***Purchase duty	Central Tax	Excise Tax	Sales Tax	Other not included	Freight etc. if (4+5+6+7+8) in column-4	Total price per unit of output	Quantity Required	Cost per unit of output	
1	2	3	4	5	6	7	8	9	10	11	12
											(9x10)

**2. Indigenous:**

a) Raw materials/  
Inputs

b) Packing Materials

\* Indicate name of currency and rate of exchange.

\*\* Give break-up of incidentals.

\*\*\* Attach copies of import documents and other supporting evidence.

G. EX-FACTORY AND MARKET PRICE OF THE PRODUCT/PRODUCTS OF THE APPLICANTS UNIT.

Table-VI

FLUCTUATIONS IN EX-FACTORY PRICES WITH SUPPORTING DOCUMENTS DURING LATEST THREE YEARS

(Rs.per tonne/litre/No. etc.)

Year	Ex-factory price	Central Excise Duty	Sales Tax	Total
a) Year----- Current				
b) Last year				
c)The year before				

Table-VII

CURRENT MARKET PRICE ACCORDING TO BRAND NAME/PACKING SIZE ETC.

-----				<u>Local Goods</u>	
		<u>Imported goods</u>			
Brand Name	Retail (Rs)	Wholesale (Rs)	Brand Name	Retail (Rs)	
Wholesale Rs.)					
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H. INFORMATION RELATING TO IMPORTS OF COMPETING GOODS



**Table-VIII**

**LANDED COST OF COMPETING GOODS (INDICATE  
NAME/BRAND  
ALONG WITH PCT HEADING)**

(Rs./Tonne/Lit/No. etc.)

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	Source-1	Source-2	Source-3
i.	Latest C&F price:-		
	a) Foreign currency		
	b) Local currency		
ii.	ITP (if fixed)		
iii.	Customs Duty @ -----		
iv.	Sales tax @ -----		
v.	Any other import taxes		
vi.	Incidentals with break up		
vii.	Landed cost ((b) i to vi)		

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\* Please specify each source of import.

\*\* Indicate Currency

\*\*\* Furnish documentary evidence i.e bills of entry, evidential invoice etc.( Landed cost of all principal sizes, grades/types and brands be worked out in a separate table).

**CERTIFICATE**

I certify that the information given above is true to the best of my knowledge and belief. I undertake to furnish documentary and other evidence when called upon to do so to substantiate the information contained above.

Place

Signature

Date

Name & designation  
with seal