



SOPs for Verifying Export Related Documents **Khyber Pakhtunkhwa (KP)**

1. 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.
2. The NOC/permission to open the factory is under the domain of Provincial Governments, who have already assigned their focal persons for this purpose.
3. Application form has been uploaded on TDAP website and can also be downloaded from KP-BOIT's official website (<http://kpboit.gov.pk/download>).
4. Exporting Companies may send their export related documents along with dully filled application through email (scan copy of signed application along with related documents) or submit hard copies to the KP-BOIT or to the Director TDAP, Peshawar.
5. In case the application received to KP-BOIT, Director TDAP, Peshawar around 2:30pm to 2:45pm (from Monday to Friday) will coordinate to collect data from KP-BOIT and at 3:00PM Director TDAP, Peshawar will consolidate the list on daily basis, which is to be sent to Federal, TDAP and also keep KP-BOIT in CC including:
 - a. Name of the Company
 - b. Scan Copy of Application received along with attached documents
 - c. Director TDAP, Peshawar will put his recommendations about the verification of documents received
6. On the next day Federal TDAP will revert back directly to KP-BOIT whatever the findings or the results or the recommendations for the Government of to open that specific industry from TDAP side and will keep Director TDAP, Peshawar in CC.

KP-BOIT's Office Address:

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