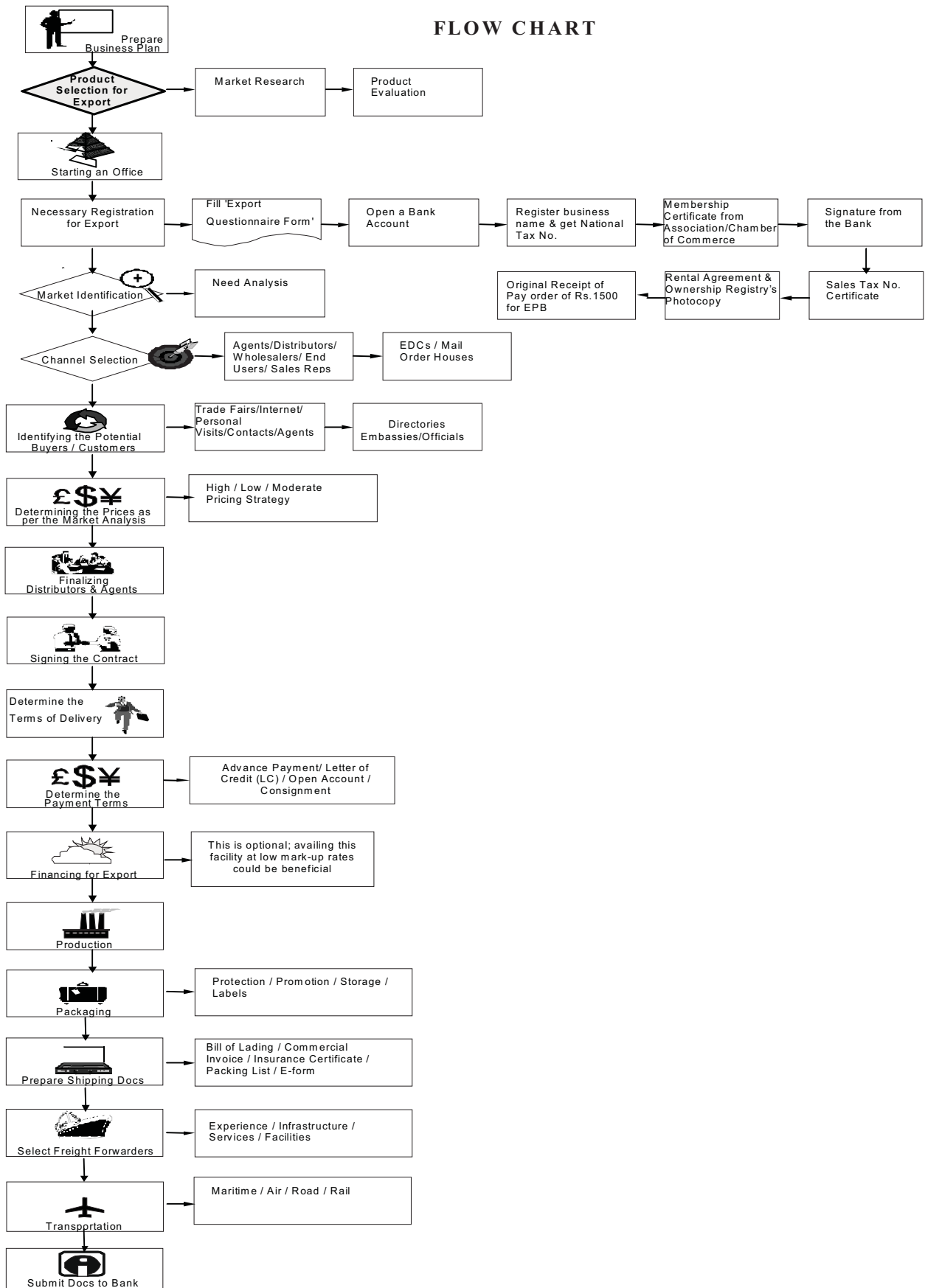


Export Process Flow, Procedure & Documentation

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FLOW CHART



INTRODUCTION

Exporting is merely a selling but when it is selling at home, it does not bother you because you are in personal contact with a buyer for which you do not need to comply with several procedural requirements including filling and exchanging of a lot of documents. But the difference comes when you intend to sell to some one who is thousands of miles away from you, speaking different language, having different customs, preferences, currency and import regulations. In order to facilitate trade with other countries, certain sets of rules have been developed by the trading nations over the centuries, which are normally followed in foreign trade today. The International Trade is governed by rules made by the World Trade Organisation (WTO). Details on WTO can be obtained from Information Advisory Centre (IAC) of the EPB.

SELECTION OF A PRODUCT

If you want to enter export trade, the first thing you have to do is to decide about the product, which you intend to trade. You should have intimate knowledge about the product and sources of supply. If you have varied sources of supply, you will have no problem in procurement and shipment. But if you produce the product yourself at effective cost and exercise quality control, then you can become a successful exporter within shortest possible time. You can also analyse which products are exported to which country. This information is available in the IAC of EPB.

OPENING OF AN OFFICE

After selection of product, you may open an office, give it a name, print letterheads, install phone and fix a signboard on your business premises.

REGISTRATION FOR EXPORT

Previously it was mandatory to register your firm as an exporter for-five years from the nearest office of the EPB against payment of nominal fee. **However registration procedures for both imports and exports have been abolished and now registration is not required for either export or import.**

SELECTION OF MARKET

The exporter cannot go to every country in the world to persuade people to buy his product.

Even the largest international firms do not trade with the whole world and not every country can or will buy what a particular exporter may sell to them. In view of scarce resources and shortage of experienced marketing personnel, the exporters should be selective and concentrate on markets, which could yield the best results. For this one has to examine

- i. The economic position of the country
- ii. Size of the Market and whether it is expanding or shrinking.
- iii. Market growth in a given product.
- iv. Unit price of the product. Whether it is more or less than other countries.
- v. Import regime in the importing country.
- vi. Location of the market etc

QUOTING A PRICE

It is easy to quote price at home. For this one has just to calculate cost of production with packing and transportation charges and add profit. But in case of export, quoting of price means many things. For this one has to examine several things including the following: -

- i. What price to charge to remain competitive abroad?
- ii. While calculating prices one has to think about all the cost including, packing, insurance, credit, agent's commission, octroi duties, documentation fee, marking charges, transportation charges, export duties etc.
- iii. For securing good price one has also to check up price of the same product abroad. If there is a good mark up in price in foreign market, one should not lose sight of it. EPB can help you get price information further its trade offices posted abroad.

SIGNING OF A CONTRACT

When prices are accepted then a contract is signed with the firm for supply of goods which becomes binding on both the buyer & seller. Contract is a document, which normally contains.

- i. Name of exporter
- ii. Name of importer
- iii. Item of sale
- iv. Unit price
- v. Total quantity
- vi. Terms of delivery (FOB, C&F, CIF etc.)* Incoterms deal with the questions related to the delivery of the products from the seller to the buyer. This includes the carriage of products, export and import clearance responsibilities, who pays for what, and who has risk for the condition of the products at different locations within the transport process. Incoterms are always used with a geographical location and do not deal with transfer of title.
- vii. Terms of payment (There could be basically two arrangements for payment; first being through direct funds transfer without involving any credit facility. This funds transfer could be both before the shipment of goods or after the shipment of goods generally referred as Cash Against Documents (CAD). Second arrangement is through the Letter of Credit (LC). The customer's bank provides a 'letter of credit', which promises to pay the supplier as long as the terms are met. There are two types of LC, LC sight and LC Deferred payment. The payment may be paid immediately at sight or at a later date).
- viii. Mode of shipment (Sea, Air, Road)
- ix. Currency in which transaction will be made.
- x. Validity period of a contract & delivery period.
- xi. Shipping marks if any.
- xii. Arbitration clause.

TERMS OF DELIVERY

When the exporter is making an offer, he quotes the price of his product. If the offer is accepted then a contract is signed between the buyer & the seller. The contract includes terms and conditions under which goods are delivered.

The buyer sitting in the overseas market is normally not interested to receive charge of goods at one's factory site but he may be interested to get charge of goods on FOB basis which means free on Board at airport or seaport. It means that charges of the consignment are fully paid up to that point and the rest of the freight is paid by the buyer. Terms of delivery are not only important for quoting price but it also makes clear as to who is responsible for the goods if anything goes wrong. The most frequently used terms of delivery are as under: -

FINANCING FOR EXPORT

The exporter should accept order, which he can fulfil easily. He should have the necessary finances or access to finances for effecting shipment and the capacity to wait till the sale proceeds are received. In this connection, term of payment plays an important role, as it should be timed to keep you solvent at the time of need. For export pre-shipment and post-shipment credits are available from the Govt. on concessionaire rate. The exporter can make use of it.

PACKING

Packing should be sea, air and roadworthy. The container should be in a position to carry contents to the destination in perfect condition. For reduction in cost most economical packing material be used. Pakistan Packing Institute can help you.

TRANSPORT

Light and costly items are normally sent by air whereas as heavy items are shipped by sea. In each case the most economical mode should be used to reduce cost.

INSURANCE

Insurance is necessary to recover cost in case of loss. But where the exporters are sure that the chances of loss are minimum they do not insure consignment. In case the buyer insists on Insurance then it must be done.

DOCUMENTATION

The following documents are normally used in exports: -

1. E-Form (Through authorised Commercial Bank).
2. Shipping Bill (Through authorised Clearing agents).
3. B/L or AWB (Through Clearing agents)
4. Commercial Invoice
5. Packing List
6. Certificate Country of origin (Through Chamber) or
6(a) GSP (Through EPB)
7. Textile quota Export licence/visa document required for textile items under quota restraint
8. Pre-shipment certificate through EPB for certain textile items for exports to management textile item.
9. Export contract registration details

POST SHIPMENT DOCUMENTS

1. Textile quota Export licence/visa document required for textile items under quota restraint 4th copy of shipping (through customs) bill to be used for rebates on bank/sales tax refund/textile quota.
2. BCA (Bank Credit Advice) to be received from commercial banks after foreign exchange is received. The BCA is considered proof for the purpose of rebates, refinance scheme etc.

HOW TO CLAIM DUTY DRAWBACKS

Duty Drawback is the most commonly availed incentive by exporters. *It is the amount reimbursed by the government to exporters as compensation for Customs Duty collected at the time of import.* For the purpose, CBR sets aside a certain percentage of customs duty collected on imported raw material for incentivising export production. The following documents must be in order when Exporter files the claim for export rebate and submits the file to the customs rebate section

1. Bank Credit Advice (B.C.A)
2. Bill of Lading (First Original).
3. Railway Receipt (Attested by the Railways).
4. Customs Signed Invoice with Two Photocopies.
5. Packing List.
6. Exchange Rate Certificate
7. Copy of Shipping Bill.
8. Photo Copy of Form "E".
9. Laboratory Test Report. *(if required)*
10. Photocopy of SRO. (relevant to exporter's product)
11. Copy of Cross Border Certificate *(In case of export through land route).*
12. Sales Tax Return of clearing agent of previous month (if claim launched through clearing agent)

Additional information may be found in the regulatory procedures for claiming duty drawbacks

ANNEXURE A

ADDRESSES OF IMPORTANT OFFICES

EXPORT PROMOTION BUREAU

Head Office - Karachi

5th floor, Finance & Trade Center Block-A
Shahrah-e-Faisal, P.O.Box No.1293, Karachi-
75200
Tel: (92-21) 9206487-90, UAN: 111-444-111
E-mail: epb@epb.kar.erum.com.pk
URL: www.epb.gov.pk

Regional Offices

Islamabad

26-d, West Kashmir Plaza, Blue Area, Islamabad
UAN: 111-444-111, Fax: (92-51) 920 1736
E-mail: epbisb@ntc.net.pk

Lahore

62 Garden Block, New Garden Town, Lahore
UAN: 111-444-111, Fax: (92-42) 586 5114, 588
2525
E-mail: eiac@epblhr.gov.pk

Peshawar

Plot No. 24 Phase-V, Hayatabad, Peshawar
Tel: (92-91) 9217120 - 25, Fax: (92-91) 9217126
Telex: 27050 EXPOM PK
E-mail: epb@pesh.paknet.com.pk

Quetta

Opp. Sessions court Building, Shahrah-e-Iqbal,
Quetta
Tel: (92-81) 920 2562, 920 1109, Fax: (92-81) 920
2053
E-mail: epbquetta@hotmail.com

Sub-Regional Offices

Faisalabad

Gulistan Colony No. 2, Public Building Area
Sheikhupura Road, Faisalabad
Tel: (92-41) 9210202, Fax: (92-41) 9219294
E-mail: epbfsd@fsd.comsats.net.pk

Hyderabad

18-A Govt. Officers Residence (GOR) Colony,
Hyderabad
Tel: (92-221) 9200172, Fax: (92-221) 9200156

Sialkot

Paris Road, Sialkot
Tel: (92-432) 9250081, 9250083
Fax: (92-432) 9250082

Gujranwala

20- E, Pasroor Road Satellite Town, Gujranwala
Tel: (92-431) 9200138-39, Fax: (92-431) 9200140,
E-mail: epbguj@brain.net.pk

Multan

79-A, Gulgash Colony, Multan Cantt
Tel: (92-61) 9210171-74
Fax: (92-61) 9210172
E-mail: epbmul@brain.net.pk

Abbottabad

Mubarak Plaza, Main Mansehra Road, Abbottabad
Tel: (92-992) 38 0203, Fax: (92-992) 38 0181

Sukkur

Pakistan Red Crescent Society Building, Parsi
Colony Road, Sukkur
Tel: (92-071) 9310536
Fax: (92-071) 9310537

Swat

Saidu Sharif, Gul Kada, Swat
Tel: (92-936) 9240301, Fax: (92-936) 738554

(Mirpur) Azad Kashmir

House- no 63, Sector F-1, Mirpur, (Azad Kashmir)
Tel: (92-58610) 44927, Fax: (92-58610) 45158

PAKISTAN TRADE OFFICES ABROAD**AUSTRALIA (Sydney)**

Consul General
 Consulate General of Pakistan
 Suit No.2, Level-9, 36 Carrington Street N.S.W.
 Sydney 2000
 G.P.O. Box No. 5256, N.S.W. 2001, Australia
 Tel: (61-2) 92993066, 92993250, Fax: 92997319
 E-mail: parepsydney@comcen.com.au

AFGHANISTAN (Kabul)

Commercial Counsellor
 Embassy of Pakistan, Commercial Section
 Tel: (0093-20) 230 0911 230 0913
 E-mail:embassy@pakembassykbl.com

AFGHANISTAN (Kandahar)

Commercial Counsellor
 Consulate General of Pakistan, Commercial
 Section, Shahr-a-Nau, Heart Road, Kandahar
 Tel: (0092-81) 837715 822443
 Fax: (92-81)-820066

BANGLADESH (Dhaka)

Commercial Secretary
 High Commission for Pakistan
 Commercial Section, House No. 2,
 Road No. 71 Gulshan Avenue, Dhaka - 1212
 Tel: (880-2) 8811900, 8825388, Fax: 8823677

BELGIUM (Brussels)

Economic Minister
 Embassy of Pakistan
 57-Avenue Delleur, 1170-Brussels
 Tel: (32-2) 6759746, Fax: 6753137, 6738394
 E-mail: economic.section@belgacom.net

BRAZIL (Sao Paulo)

Commercial Counsellor
 Tel: (55-61) 3641632 3641761
 Fax: (55-61) 2480246
 E-mail: parepbra@brturbo.com

CANADA (Montreal)

Consul General
 Consulate General of Pakistan
 3421 Peel Street, Montreal, QC H3A 1W7
 Tel: (1-514) 8452297, 8452298, Fax: 8451354
 E-mail: parepmontreal@bellnet.ca

CHINA (Hong Kong)

Consul General
 Consulate General of Pakistan
 Room No. 3706, 37th Floor, China Resources
 Building,26, Harbour Road, Wanchai, Hong Kong
 Tel: (852) 2827 1966 2827 0295 2827 0681
 Fax: (852) 2827 2189, 2827 1066
 E-mail: parephk@netveigator.com

CHINA (Shanghai)**Consul General**

Consulate General of Pakistan
 7th Floor, HongQiao Business Centre, 2272,
 Hongqiao Road Shanghai 200336 China
 Tel: 0086-21-6237-7000 (PABX) 62377166
 62377266
 Fax: 0086-21-62377066
 E-mail: pakrepshanghai@yahoo.com

FRANCE (Paris)

Commercial Counselor
 Embassy of Pakistan
 Commercial Section
 1, rue Washington 75008, Paris
 Tel: (33-1) 45635362, 45619977, Fax: 45635366
 E-mail: pak.emb.comm.@wanadoo.fr,

GERMANY (Frankfurt)

Commercial Counselor
 Embassy of Pakistan
 Commercial Division, Beethoven Strabe 4, 60325-
 Frankfurt am Main
 Tel: (0049-69) 697 6970,
 Fax: (0049-69) 6976 9720
 E-mail: parep.ccf@t-online.de

HUNGARY (Budapest)

Commercial Secretary
 Embassy of Pakistan
 Commercial Section
 Adonisz Ut. 3/A, Budapest 11125
 Tel: (36-1) 3558017, 3558210 Fax: 3751402
 E-mail: pakemb@mail.mata.vu

INDIA (New Delhi)

Commercial Secretary
 High Commission for Pakistan
 No. 2/5-G, Shantipath
 Chanakyapur, New Delhi - 110021
 Tel: (91-11) 6110601 to 4, Fax: 6888353
 E-mail: pakhc@nda.vsal.net.in

INDONESIA (Jakarta)

Commercial Secretary
 Embassy of Pakistan
 Commercial Section, 50, Jalan Tenku Umar
 P.O. Box 1461, Jakarta Pusat
 Tel: (62-21) 3103947, 3144008, Fax: 3103947
 E-mail: pakistan@rad.net.id

IRAN (Tehran)

Commercial Counsellor
 Embassy of Pakistan
 Khayaban-e-Dr. Hussein Fatimi
 Koocha-e-Ahmed Eitmadzadeh
 Block #1, Jamshedabad Shomali

Shomali. P.O.Box. 4551-11465, Tehran
 Tel: (0098-21) 694 4888-90
 Fax: (0098-21) 694 4889(Com) 935154 (Dip)
 E-mail: tehrancomm@yahoo.com

ITALY (Rome)

Commercial Counsellor
 Embassy of Pakistan
 Commercial Section Via Della Camilluccia 682,
 00135 Rome
 Tel: (39-6) 3294836, 36301775, Fax: 3296660
 E-mail: comsec@tiscali.it

JAPAN (Tokyo)

Commercial Counsellor
 Embassy of Pakistan
 Commercial Section
 2-14-9, Moto Azabu, Minato-Ku, Tokyo-106-0046
 Tel: (81-3) 34545088 3454 4861/4, Fax: 34514280
 E-mail: comsecjp@yahoo.com

KAZAKHSTAN (Almaty)

Commercial Secretary
 Embassy of Pakistan
 Commercial Section, 25-Tulebaeva Street, Almaty
 Tel: (7-3272) 731502, 733831, Fax: (7-3273)731300
 E-mail: parepalmaty@hotmail.com

KENYA (Nairobi)

Commercial Counsellor
 High Commission for Pakistan, (Commercial Section), St. Michael Road, Off Waiyakiway Westlands, P.O.Box 30045, Nairobi
 Tel: (+254-20) 4447170 , 444 3911
 Fax: (+254-20) 444 3803 (Dip) 444 6507 (Inf)
 E-mail: pakistan@nbi.ispkenya.com

SOUTH KOREA (Seoul)

Commercial Counsellor
 Embassy of Pakistan
 Commercial Section
 258-13 Itaewon 2 Dong, Youngsan-gu, Seoul 140-230
 Tele: (82-2) 7975015, Fax: 7961141
 E-mail: commerce@pakistan-korea-trade.org
 Website: www.pakistan-korea-trade.org

MALAYSIA (KualaLumpur)

Commercial Counsellor
 High Commission for Pakistan
 Commercial Section
 132-Jalam Ampang 50450, Kuala Lumpur
 Tel: (60-3) 21618877 to 9, Fax: 2162543
 E-mail: commerce_hcpkl@yahoo.com

MYANMAR

Commercial Counsellor
 Embassy of Pakistan
 A-4 Diplomatic Quarters, Pyay Road, Yangon
 Tel: (95-1) 227340, 222881, Fax: 221147

MEXICO (Mexico City)

Commercial Counsellor
 Embassy of Pakistan, Hegel 512, Colonia Polames, Del. Miguel Hidalgo, Mexico C.P. 11520
 Tel: (+52-55) 5203 4280 , 5203 3636
 E-mail: parepmex@hotmail.com

NETHERLANDS (Hague)

Commercial Secretary
 Embassy of Pakistan
 Amaliastraat 8, 2514 JC, The Hague
 Tel: (31-70) 3648948, 3648949, Fax: 3106047
 E-mail: comwing@planet.nl

POLAND (Warsaw)

Commercial Secretary
 Embassy of Pakistan ul.Staroscinska 1, Apt.1/2,02-516 Apt.1/2,02-516Warsaw
 Tel: (0048-22) 8494808 , 8494938
 Fax: (0048-22) 8491160
 E-mail: parepwarsaw@wp.pl

RUSSIA (Moscow)

Minister (Trade)
 Ulisa Sadova Kudrinskaya 17, 103001 Moscow
 Tel: (7-95) 2549791, Fax: 9569097
 E-mail: aab2712@yahoo.com

SAUDI ARABIA (Jeddah)

Commercial Counsellor
 Consulate General of Pakistan
 Commercial Section
 No. 17 E 7 Sector, Mushrefah, Ibrahim Al-Tassan Street 19,
 Building No. 58-60, P.O. Box 182
 Jeddah 21411
 Tel: (966-2) 6691054, 6692371, Fax: 6693309
 E-mail: pakcom@zajil.net

SPAIN (Madrid)

Commercial Counsellor
 Embassy of Pakistan, (Commercial Section), Avenida. PIO XII, 11, 28016 Madrid.
 Tel: (+34-91) 345 9138, 350 4943
 Fax: (+34-91) 450 4946 (Com) 345 8158 (Dip)
 E-mail: comercio@embajada-pakistan.org
 Website: <http://www.embajada-pakistan.org/>

SINGAPORE

Commercial Counsellor
 High Commission for Pakistan
 Commercial Section
 Sector Road, Shaw Centre, No. 24-02/04, Singapore. 228208
 Tel: (65) 7345747, 7376988, Fax: 7331296
 E-mail: pakistan@mbox3.singnet.com.sg

SOUTH AFRICA

Commercial Secretary
 Trade Commission for Pakistan

59 Oxford Road, Saxonwold 2196, Johannesburg
Tel: (27-11) 8808637/74, Fax: 8808675
e-mail: paktrade@mweb.co.za

SWEDEN (Stockholm)

Commercial Counsellor
Embassy of Pakistan, Commercial Section
Karlavagen 65, SE 11449 Stockholm.
Tel: (0046-8) 203300, Fax: 223555
E-mail: anjum.assad@pakistanembassy.se

SWITZERLAND (WTO Mission Geneva)

Ambassador
Permanent Mission of Pakistan To The UN,
56 Rue de Moillebeau, 1209 Geneva-19
Tel: (0041-22) 740 1332 , Fax: 740 3509
E-mail: info@wto-pakistan.org

THAILAND (Bangkok)

Commercial Counsellor
Embassy of Pakistan
Commercial Section
31, Soi Nua Nua, Sukhumvit Road, Bangkok,
10110
Tel: (662) 2530288-9, Fax: 2530290
E-mail: pakthaitrade@hotmail.com

TURKEY (Istanbul)

Consul General
Consulate General of Pakistan
Cengiztopel caddesi Gulsen sokak No.5, Beyaz ev:3
ETILER Istanbul- Turkey.
Tel: (0090-212) 358 4506
Fax: (0090-212) 358 4508
E-mail: parepistanbul@hotmail.com

UNITED ARAB EMIRATES (Dubai)

Commercial Secretary
Consulate General of Pakistan
Khalid bin Walid Road, P.O. Box 340, Bur Dubai
Tel: (971-4) 3972425, 3970412, Fax: 3976599
E-mail: paktradedxb@hotmail.com

UNITED KINGDOM (London)

Economic Counsellor
Economic & Commercial Division
High Commission of Pakistan
35/36, Lowndes Square, London SW1X 9JN
Tel: (0044-20) 7664 9215
Fax: (0044-20) 7664 9215(Com) 7664 9224 (Dip)
Email: ecodiv@hotmail.com

USA (Los Angeles)

Commercial Counsellor
Consulate General of Pakistan,(Trade
Division)10850 Wilshire Blvd. Suite No. 1250,Los
Angeles CA 90024
Tel: (310)474-6861
Fax: (310) 4744871
E-mail: pakcomm@aol.com
Website: www.paktrdela.org

USA (New York)

Commercial Counsellor
Consulate General of Pakistan,(Commercial
Division),12 East, 65th Street,New York NY 10021.
Tel: (+212) 472 6123
Fax: (+212) 472 6780 (Com) 517 6987 (Dip)
E-mail: pakistantrade@aol.com

USA (Washington)

Minister (Trade)
Embassy of Pakistan,3517 International Court, NW
Washington DC 20008
Tel: (202) 243 3266 (direct)
Fax: (202) 686 1589 686 1495
E-mail: compk@rcn.com.

UZBEKISTAN

Commercial secretary
Embassy of Pakistan, Commercial Section
Building No.15, Abdurakhmonov Street, Sobir
Rakhimov District, Tashkent
Tel: (998-71) 148 0525 148 0509, Fax: (998-71)
148 1391 (Com) 148 1548 (Pol.)
E-mail: comdiv@rol.uz

ADDRESSES OF VARIOUS CHAMBERS OF COMMERCE OPERATING IN PAKISTAN

THE FEDERATION OF PAKISTAN CHAMBER OF COMMERCE AND INDUSTRY:**Head Office:**

Federation House
Sharaf Firdousi, Main Clifton
P.O. Box: 13875
Karachi-75600
TEL 021-5873691-94
FAX 92-21-5874332
EMAIL info@fpcci.com , fpcci@digicom.net.pk

Zonal Office

50-A, Tufail Road
Lahore Cantt-54810
TEL 042-6670970-71
FAX 92-042-6670972

Liaison Office

Benazir Plaza, Jinnah Avenue
P.O. Box: 1927
Islamabad
TEL 051-213117-18
FAX 92-051-273177

FPCCI HAS UNDER ITS UMBRELLA THE FOLLOWING 46 CHAMBERS OF COMMERCE AND INDUSTRY

THE AMERICAN BUSINESS COUNCIL OF PAK.

NIC BUILDING (6TH FLOOR)
 ABBASI SHAHEED ROAD, GPO BOX 1322
 KARACHI
 TEL 021-5676436
 FAX 021-5660135
 EML abcpak@cyber.net.pk
 URL www.abcpk.org.pk

EML fcci@fsd.paknet.com.pk

THE GUJRANWALA CHAMBER OF COMMERCE AND INDUSTRY

AIWAN-E-TIJARAT ROAD
 GUJRANWALA
 TEL 055-3256701-04
 FAX 055-3254440
 EML gcci@gjr.paknet.com.pk
 WWW www.gcci.org.pk

AZAD JAMMU & KASHMIR CHAMBER OF COMMERCE & INDUSTRY

52-F/1, JARI DAM ROAD
 TEL 058610-44890
 FAX 058610-39110
 EML ajkcci@isb.paknet.com.pk
 URL www.ajkcci.com

HAZARA CHAMBER OF COMMERCE & INDUSTRY

AL-MUMTAZ PLAZA, SUPPLY BAZAR
 MANSEHRA ROAD
 ABBOTTABAD
 TEL 05921-337871
 FAX 05921-330628/381701
 EML hcci2000@yahoo.com

BAHAWALPUR CHAMBER OF COMMERCE & IND.

43-A/1, TIPPU SHAHEED ROAD
 MODEL TOWN-A
 BAHAWALPUR
 TEL 062-2883192/2886283
 FAX 062-2889283
 EML bcci@mnl.paknet.com.pk
 URL www.bahawalpurchmber.com

HARIPUR CHAMBER OF COMMERCE & INDUSTRY

32 - HABIB PLAZA
 G. T. ROAD
 HARIPUR
 TEL 0995-613364
 FAX 0995-614257

DADU CHAMBER OF COMMERCE & INDUSTRY

816, 8TH FLOOR, PROGRESSIVE PLAZA
 BEAMOUNT ROAD
 KARACHI
 TEL 021-5219026-7
 FAX 021-5650006
 EML daduchamber@hotmail.com

HYDERABAD CHAMBER OF COMMERCE & INDUSTRY

AIWAN-E-TIJARAT ROAD, SADDAR
 P.O. BOX NO. 99
 HYDERABAD
 TEL 0221-278472-5
 FAX 0221-2784977
 EML hcci@paknet3.ptc.pk

D.G. KHAN CHAMBER OF COMMERCE & INDUSTRY

KHAKWANI HOUSE, BLOCK 34
 DERA GHAZI KHAN
 TEL 0641-62338/62645
 FAX 0641-64938

ISLAMABAD CHAMBER OF COMMERCE & INDUSTRY

CHAMBER HOUSE, G-8/1
 AIWAN-E-SANAT-O-TIJARAT
 ISLAMABAD
 TEL 051-2250526/2253145
 FAX 051-2252950
 EML icci@brain.net.pk

D.I. KHAN CHAMBER OF COMMERCE & INDUSTRY

POST BOX 5, CIRCULAR ROAD
 D. I. KHAN
 TEL 0966-716310
 EML sjbdn@epistemics.net

CHAMBER OF COMMERCE & INDUSTRY, KARACHI

AIWAN-E-TIJARAT ROAD
 OFF: SHAHRAH-E-LIAQUAT
 P. O. BOX NO. 4158
 KARACHI
 TEL 021-2416091-94/2412414/2410587
 FAX 021-2416095
 EML ccikar@cyber.net.pk
 WWW www.karachichamber.com

THE FAISALABAD CHAMBER OF COMMERCE & INDUSTRY

2ND FLOOR, NATIONAL BANK BUILDING
 JAIL ROAD
 FAISALABAD
 TEL 041-2616045-47
 FAX 041-2615085

KHAIRPUR CHAMBER OF COMMERCE & INDUSTRY

SHOP 8, SACCHAL SHOPING CENTRE
KHAIRPUR
TEL 0792-4903/51505

LAHORE CHAMBER OF COMMERCE & INDUSTRY

11, SHARAH-E-AIWAN-E-TIJARAT
LAHORE
TEL 042-6305538-40/6365737-42
FAX 042-6368854
EML sect@lcci.org.pk
WWW www.lcci.org.pk

LARKANA CHAMBER OF COMMERCE & INDUSTRY

21-23, J. F. KENNEDY MARKET
LARKANA
TEL 074-4040709
FAX 074-4057136

THE MIRPURKHAS CHAMBER OF COMMERCE & INDUSTRY

KHAN CHAMBERS, NEW TOWN
P.O.BOX NO. 162
MIRPURKHAS
TEL 0233-872175
FAX 0233-86181

MULTAN CHAMBER OF COMMERCE & INDUSTRY

M. D. A. ROAD
MULTAN
TEL 061-4517087/4543530
FAX 061-4570463
EML mccimul@mul.paknet.com.pk

OVERSEAS INVESTORS CHAMBER OF COMMERCE & INDUSTRY

CHAMBER OF COMMERCE BUILDING
TALPUR ROAD, P.O. BOX 4833
KARACHI
TEL 021-2410814-15
FAX 021-2427315
EML info@oicci.org
URL www.oicci.org

CHAMBER OF COMMERCE & INDUSTRY, QUETTA

ZARGHOON ROAD, P. O. BOX 117
QUETTA
TEL 081-2835717/2821943
FAX 081-282128
EML qcci@hotmail.com

THE RAWALPINDI CHAMBER OF COMMERCE & INDUSTRY

CHAMBER HOUSE, 39-MAYO ROAD
CIVIL LINES

RAWALPINDI

TEL 051-5111051-4
FAX 051-5111055
EML rcci@rcci.org.pk
WWW www.rcci.org.pk

SARGODHA CHAMBER OF COMMERCE & INDUSTRY

14 NEW CIVIL LINES
SARGHODA
TEL 048-3715664
FAX 048-3700766
EML sgdacci@hotmail.com

SARHAD CHAMBER OF COMMERCE & INDUSTRY

SARHAD CHAMBER HOUSE
G. T. ROAD
PESHAWAR
TEL 091-9213314-15
FAX 091-9213316
EML scqip@brain.net.pk

SHIKARPUR CHAMBER OF COMMERCE & INDUSTRY

OPP. GOLE MARKET
SHIKARPUR
TEL 0761-3342

SIALKOT CHAMBER OF COMMERCE & INDUSTRY

SHARAH-E-AIWAN-E-SANAT-O-TIJARAT
P.O. BOX 1870
SIALKOT
TEL 052-4261881-3
FAX 0452-4268835/4267910
EML scci@skt.comsats.net.pk
WWW www.scci.org.pk

SUKKUR CHAMBER OF COMMERCE & INDUSTRY

"SUKKUR CHAMBER HOUSE"
1ST FLOOR, OPP. MEHRAN VIEW PLAZA
BUNDER ROAD
SUKKUR
TEL 071-5623938/5623059
FAX 071-5623059
EML scci_sukkur@yahoo.com

THE SHEIKHUPURA CHAMBER OF COMMERCE & INDUSTRY

CHAMBER HOUSE, KOT ABDUL MALIK
LAHORE SHEIKHUPURA ROAD
SHEIKHUPURA
TEL 04931-7723131/270313/206131
FAX 04931-7722577/205306

GUJRAT CHAMBER OF COMMERCE & INDUSTRY

4th FLOOR, STATE LIFE BUILDING
G. T. ROAD

GUJRAT
TEL 053-3523012-13/3525395
FAX 053-3523011

JHELUM CHAMBER OF COMMERCE & INDUSTRY
RANI NAGAR, G. T. ROAD
JHELUM
TEL 0544-646532
FAX 0544-646533

THATTA CHAMBER OF COMMERCE & INDUSTRY
P.O. SHAFFIABAD, GHARO
THATTA
TEL 029-/021-7726243/7771190
FAX 029-7725122

JHANG CHAMBER OF COMMERCE & INDUSTRY
AAMIR COLONY, YOUSAF SHAH ROAD
OPPOSITE INCOME TAX OFFICE
JHANG
TEL 047-7611780/7624083
FAX 047-7612371

LASBELA CHAMBER OF COMMERCE & INDUSTRY
2ND FLOOR, LIEDA OFFICE BUILDING
HUB DISTRICT
LASBELA
TEL 0853-303410

NORTHERN AREAS CHAMBER OF COMMERCE AND INDUSTRY
KHAZANA ROAD
GILGIT
TEL 0572-55415/55740
FAX 0572-55740

MARDAN CHAMBER OF COMMERCE & INDUSTRY
SALEEM MANZIL, MUQAM MANDI MALAKAND
ROAD MARDAN
TEL 0931-9230215
FAX 0931-9230214
EML mrdcci@brain.net.pk

KASUR CHAMBER OF COMMERCE & INDUSTRY
C/O. MEHBOOB TOWEL FACTORY
43 K.M., FERAZEPUR ROAD KASUR
TEL 04952-450644-45

CHAMAN CHAMBER OF COMMERCE & INDUSTRY
COMMERCE HOUSE
CHAMAN (BALOCHISTAN)
TEL 0826-613308

THE PISHIN CHAMBER OF COMMERCE & INDUSTRY
BUND ROAD, PISHIN

TEL 0894-420325
FAX 0894-420325

THE MEKLAN CHAMBER OF COMMERCE & INDUSTRY
TURBAT
MEKLAN
EML mcci.mek@hotmail.com

CHAMBER OF TRADERS AND BUSINESS SERVICES MULTAN
773/21, OPPOSITE WAPDA OFFICES
KHANEWAL ROAD, MULTAN
TEL 061-772487
EML mtc@mul.paknet.com.pk

GAWADAR CHAMBER OF COMMERCE & INDUSTRY
GCC I HOUSE
GAWADAR (BALOCHISTAN)
TEL 0864-211498-99
FAX 0864-211470
EML gawadar_chamber_commerce@hotmail.com

TRIBAL AREAS CHAMBER OF COMMERCE & INDUSTRY - N.W.F.P
HOUSE NO. 13-A, STREET # 3
DEFENCE COLONY, KHYBER ROAD
PESHAWAR
TEL 091-270468
FAX 091-274649

MUZAFFARABAD CHAMBER OF COMMERCE & INDUSTRY
2ND FLOOR
UNIVERSITY BOOK DEPOT BUILDING
BANK ROAD
MUZAFFARABAD

BADIN CHAMBER OF COMMERCE & INDUSTRY
LIAISON OFFICE: 213-214: 2ND FLOOR BURHANI
CHAMBERS ABDULLAH HAROON ROAD KARACHI
TEL-021-7729890
FAX-021-7733706

OKARA CHAMBER OF COMMERCE & INDUSTRY
14-C, MODEL COOPERATIVE SOCIETY OKARA
TEL 0442-523840

KOTLI CHAMBER OF COMMERCE & INDUSTRY
DISTRICT HEAD QUARTER: HOSPITAL ROAD
KOTLI
TEL 058660-42203

BHIMBER CHAMBER OF COMMERCE & INDUSTRY
INDUSTRIAL ESTATE GUJRAT ROAD BHIMBER
TEL 058650-42478