



PUNJAB CURRICULUM & TEXTBOOK BOARD
21-E-II, GULBERG-III, LAHORE

Form No. _____

(On Payment or Free of cost)

APPLICATION FORM

Registration of Publishers with the Punjab Curriculum & Textbook Board

GENERAL INFORMATION

Name of Firm	
Showroom Address	
Phone # of showroom	
Cell # of owner	
Status of Firm	i) Sole Proprietorship ii) Limited Company (Public/Private) (Tick which-ever is applicable)
National Tax No.	
GST. No. (if any)	

2. PERSONAL INFORMATION ABOUT PUBLISHER

1	Name	
2	Father's Name	
3	Date of birth	
4	Gender	
5	Marital Status	
6	Husband's Name (only for married females)	
7	CNIC No.	
8	Father's CNIC No. (if any)	
9	Husband's CNIC No. (only for married females)	
10	Email	
11	Present Residential Address	
12	Permanent Residential Address	

(Attested copies of CNIC of Proprietor, Director his/her father/husband spouse must be attached).

3. DETAIL OF INFRASTRUCTURE & FACILITIES

I. SHOWROOM (COMPULSORY)

(i)	Dimensions (In Sq. ft.)	
(ii)	Location	
(iii)	Property Number of Showroom	
(iv)	Owned or Rented	

Copy of Purchase deed, rent deed, electricity bill, telephone bill, company, limited firm duly issued by authorized department and authenticated by a Government Officer of Grade 17 and above (excluding PCTB) must be attached. Showroom at press premises is not acceptable. Showroom must be in commercial areas and preferably at ground-floor. In case of 1st floor, the showroom should have independent stairs or public stairs. All the documents regarding ownership must be in the name of applicant. In case of inheritance, a copy of court order / decree.

Note: *Partnership deed in all respects will not be entertained.*

II. PRINTING MACHINERY/EQUIPMENTS (OWNED/CONTRACTED)

(Attach copy of declaration)

Sr . #	Colour quantity of Printing Machine	No. of machines	Size of printing machine	Model	Make	Impressions in one hour

III. POWER ARRANGEMENT

Alternative power arrangements	Yes / No.
Power generator capacity (K.W)	

IV. BINDING FACILITIES

Binding Facilities	Owned or Contracted (Tick Please)
No. of Automatic folding machine (s)	
No. of saddle stitching machines No. of sewing machines	
<i>Hot Glue Binding Machine</i>	
No of single clamp machine	
No of three clamps machine	
No of five clamps machine	
No of upto ten clamps machine & above	
Single knife trimmer	
Three knives trimmer	

Attested copies of Purchase vouchers for purchase of printing, binding and other machinery/equipment duly authenticated by a Government officer of Grade 17 and above (Excluding PCTB) must be attached. In case of contract, please attach attested copy of agreement.

V. FINANCIAL POSITION/INVESTMENT CAPACITY

(i) Bank Statement Annual Bank Statement (s) showing turn over for the last three years issued by any scheduled Banks(s) in the name of the firm (Statements shall be verified from the Manager of the concerned branch).	
Average monthly Balance for the financial year 2012-13	Rs.
Average monthly Balance for the financial year 2013-14	Rs.
Average monthly Balance for the financial year 2014-15	Rs.

(ii) Approximate current value of Immovable property / Assets.	Rs.
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Please attach ownership and assessment documents.

iii) Income Tax (Obligatory Requirement)	
Detail of Income Tax paid / deducted during the last three years	
Income Tax paid for the financial year 2012-13	Rs.
Income Tax paid for the financial year 2013-14	Rs.
Income Tax paid for the financial year 2014-15	Rs.

VI. PUBLISHING EXPERIENCE

Number of years in publishing trade or PCTB (PTB). (Pl. attach evidence)	
Number of standard books published other than PCTB textbooks (having 64 pages and more) duly registered under Copyright Act. (Pl. attach copy of registration).	
Number of Holy Quran published (Colour / Black & white) after permission of Auqaf Deptt. (Pl. attach copy).	

Number of PCTB (PTB) textbooks published along-with year of publication (please attach list).	
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Book means a standard book having 64 pages and more having educational value related to religion, literature, arts, science and technology duly registered under Copyright Act. 100 copies of each book must be at the showroom. Guide books, key notes, Khulasas, help books, guess papers and Parallel books to PCTB textbooks will not be considered as a standard book.

VII. GODOWN FACILITIES

Owned or rented	
Dimension (Area in cub. ft.)	
Address	

Please attach ownership documents or rent deed. Godown must be near the showroom. Premises of press will not be considered as Godown.

TERMS AND CONDITIONS.

1. That the applicant shall enclose with the application an affidavit on Non Judicial Stamp Paper of appropriate value to the effect that the information given therein is correct and nothing of importance has been omitted or concealed.
2. That the applicants do not publish and sale books parallel to PCTB, as well as khulasa, key-books or guides. An affidavit at non-judicial stamp paper may be furnished accordingly.
3. That incomplete application or those containing incorrect or inaccurate data is liable to be rejected summarily.
4. That if at any time the information / particulars given in the Application Form is / are found to be incorrect, the competent authority of the Punjab Curriculum & Textbook Board reserves the right to take action as it may deem fit.
5. That the application should be accompanied by a Pay Order (Non-Refundable) for Rs.20,000 as Registration Fee and Rs.5,000/- as Process Fee (*both non-refundable*), as the case may be, in the name of Secretary, Punjab Curriculum & Textbook Board, Lahore.
6. That the Registration Committee or Competent Authority of the Board reserves the right to call for any further information / clarification / documentary proof in connection with the application for registration or depute any representative of the Board and to conduct physical inspection of premises or other relevant record, at any time.
7. That the registration will not automatically entitle any person / Establishment / Firm / Company / Corporation etc. for allocation of printing work by the Punjab Curriculum & Textbook Board.
8. The Board reserves the right to reject any application without assigning any reason.
9. The decision of the competent authority of the Board shall be final and binding on all applicants.
10. No registration shall be allowed to the applicants directly or indirectly involved in piracy etc. of the Textbooks.
11. Any Person / firm / company / corporation, whatsoever, registered as a publisher cannot be registered as printer with the Board and vice versa.
12. The Board reserves the right to conduct at any stage surprise checking for physical verification of the facilities or relevant record of any printing firms / wholesalers etc. on the basis of which it was registered as Board's publisher / printer / wholeseller and allocated category or came in contract with the publisher.

I _____ S/o _____ proprietor, Managing Director bind myself , my heirs, executor (s), administrator(s), assigns to abide by all the terms and conditions of the Registration Formula and those included in the Application form. This binding undertaking is irrevocable.

Signature of the Applicant: _____ Thumb Impressions: _____

Name (in Block Letters): _____

Complete Address: _____

_____ CNIC Number: _____

Cell Phone No: _____ Phone Residence: _____

Phone Office: _____ Fax No. _____

E-mail: _____ Website: _____

Seal / Stamp: _____ Dated: _____