





# WAREHOUSING & LOGISTICS ASSOCIATION

(DGTO License # 275)

(SECP CUIIN: 0165704)

(NTN: 8074643)

Recognized & Licensed by the Government of Pakistan as Trade Organization under Trade Organization Act & Rules 2013 and Incorporated as Association & setup under section 42 of the Companies Act 2017

Registered Head Office:  
F-359, S.I.T.E., Karachi-75700, Pakistan.  
Tel: (92-21) 32581131, 32581831 | Fax: (92-21) 3256-4760  
Email: info@wla.org.pk | Web: www.wla.org.pk



## PARTICULARS OF PROSPECTIVE MEMBER (PROPRIETORSHIP/ FIRM/ COMPANY)

Business Name: \_\_\_\_\_

Registered/ Head Office Address: \_\_\_\_\_

<input checked="" type="checkbox"/> Warehouse Category	<input type="checkbox"/> Climate/Temperate-controlled Units	<input type="checkbox"/> Customs Bonded Warehouses
<input type="checkbox"/> Commercial Warehouses	<input type="checkbox"/> Distribution Centres	<input type="checkbox"/> Cold Storages
<input type="checkbox"/> Agricultural Warehouses	<input type="checkbox"/> Automated Warehouse	<input type="checkbox"/> Packing Warehouses
		<input type="checkbox"/> Bulk Storages
		<input type="checkbox"/> Other: _____

Tel-1: \_\_\_\_\_ Tel-2: \_\_\_\_\_ Tel-3: \_\_\_\_\_

Fax: \_\_\_\_\_ Website: \_\_\_\_\_

Email-1: \_\_\_\_\_ Email-2: \_\_\_\_\_

Business concern: \_\_\_\_\_ Establishment Date: \_\_\_\_\_

NTN: \_\_\_\_\_ STRN: \_\_\_\_\_ SECP Inc. \_\_\_\_\_ Firm Reg. \_\_\_\_\_

\* Attached detailed Company Profile

Warehouse Unit-I Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

<input checked="" type="checkbox"/> Nature of Service:	<input type="checkbox"/> Climate/Temperate-controlled Units	<input type="checkbox"/> Customs Bonded Warehouses
<input type="checkbox"/> Commercial Warehouses	<input type="checkbox"/> Distribution Centres	<input type="checkbox"/> Cold Storages
<input type="checkbox"/> Agricultural Warehouses	<input type="checkbox"/> Automated Warehouse	<input type="checkbox"/> Packing Warehouses
		<input type="checkbox"/> Bulk Storages
		<input type="checkbox"/> Other: _____

Facility Details:  Owned  Rented

Details of Total Area and Equipped Facilities (attach details): \_\_\_\_\_

Warehouse Unit-II Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

<input checked="" type="checkbox"/> Nature of Service:	<input type="checkbox"/> Climate/Temperate-controlled Units	<input type="checkbox"/> Customs Bonded Warehouses
<input type="checkbox"/> Commercial Warehouses	<input type="checkbox"/> Distribution Centres	<input type="checkbox"/> Cold Storages
<input type="checkbox"/> Agricultural Warehouses	<input type="checkbox"/> Automated Warehouse	<input type="checkbox"/> Packing Warehouses
		<input type="checkbox"/> Bulk Storages
		<input type="checkbox"/> Other: _____

Facility Details:  Owned  Rented

Details of Total Area and Equipped Facilities (attach details): \_\_\_\_\_

Logistics Facility: *Details of Owned and contracted facilities and vehicles. Attach list*

Specialized Vehicles: *Details of Specialized Reefer/ Temperate-controlled vehicles and Containers. Attach list*

Non-Specialized Vehicles: *Details of Specialized Reefer/ Temperate-controlled vehicles and Containers. Attach list*

Allied Service: *Details of Allied Services. Attach list*



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## PARTICULARS OF MANAGEMENT OF PROSPECTIVE MEMBER

### PROPRIETORSHIP

\ Proprietor Name:	\ Father Name:
\ CNIC:	\ Passport No.:
\ NTN:	\ STN:
\ Residential Address:	
\ Tel:	\ Fax:
\ Mobile:	\ Email:

\* Attach Copy of NTN Certificate & CNIC

### AOP/ PARTNERSHIP / LLP

Firm Registration No.

Name	Father Name	CNIC	Personal NTN	Shareholding	Mobile

\* Attach copy of NTN Certificate, Partnership Deed, Registration Certificate issued by Registrar of Firms (AOP), SECP Certificate for LLP.

### PRIVATE LIMITED

SECP Registration No.

Name	Father Name	CNIC	Personal NTN	Shareholding	Mobile

\* Attach copy of NTN Certificate, SECP Registration Certificate & Relevant SECP Forms

Employees	Permanent	Contractual	Banker(s)	Auditor



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## PARTICULARS OF AUTHORIZED REPRESENTATIVE OF PROSPECTIVE MEMBER

\ Authorized Representative Name: \_\_\_\_\_

\ Father Name: \_\_\_\_\_

\ Designation/ Status in the Firm/ Company: \_\_\_\_\_

\ CNIC: \_\_\_\_\_

\ Passport No.: \_\_\_\_\_

\ NTN: \_\_\_\_\_

\ STN: \_\_\_\_\_

\ NTN (Personal) \_\_\_\_\_

\ Residential Address: \_\_\_\_\_

\ \_\_\_\_\_

\ Tel: \_\_\_\_\_

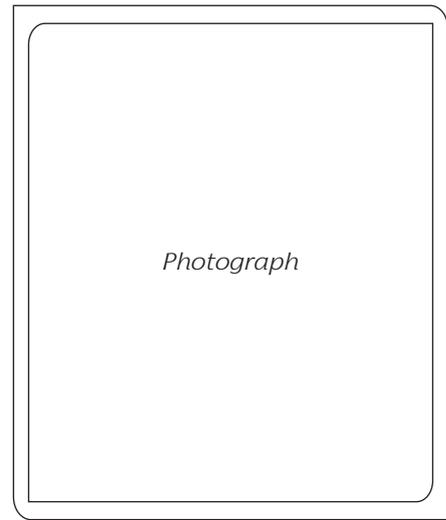
\ Fax: \_\_\_\_\_

\ Mobile: \_\_\_\_\_

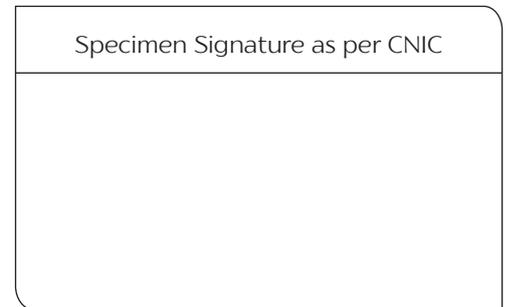
\ Email: \_\_\_\_\_

\ Academic Qualification: \_\_\_\_\_

\ Professional Qualification: \_\_\_\_\_



Photograph



Specimen Signature as per CNIC

\* Attach CNIC copy and latest colour photograph

## AUTHORIZATION BY THE MANAGEMENT/ DIRECTORS/ PARTNERS

I, Chief Executive/ Managing Director/ Managing Partner/ Senior Partner of M/s. \_\_\_\_\_  
\_\_\_\_\_ prospective member/ applicant hereby confirms authorization by the Management/ Board in  
its meeting held on \_\_\_\_\_ to appoint Mr. \_\_\_\_\_ designation: \_\_\_\_\_  
as the Authorized Representative to represent our firm/ company in the Warehousing & Logistics Association as our Official  
Representative with regards to matters of Association and to cast vote or to propose and second any candidate in the  
Elections as per the Trade Organizations Act & Rules 2013 and the Memorandum and Articles of Association of the  
Warehousing & Logistics Association. Resolution of the Management/ Board is attached for reference.

On behalf of M/s. \_\_\_\_\_

\_\_\_\_\_  
Name Designation Signature with date Company Stamp  
(Chief Executive/ Managing Director/ Managing Partner)

Note: This authorization is required to be duly filled AOP/Partnership/LLP/Company



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## AUTHORIZED REPRESENTATIVE SPECIMEN SIGNATURE CARD

\ Authorized Representative Name: \_\_\_\_\_

\ Father Name: \_\_\_\_\_

\ Designation/ Status in the Firm/ Company: *(Proprietor/ Partner/ Managing Director/ Director/ Chief Executive/ General Manager)* \_\_\_\_\_

\ CNIC: \_\_\_\_\_

\ Passport No.: \_\_\_\_\_

\ NTN: \_\_\_\_\_ \ NTN (Personal): \_\_\_\_\_

\ STN: \_\_\_\_\_

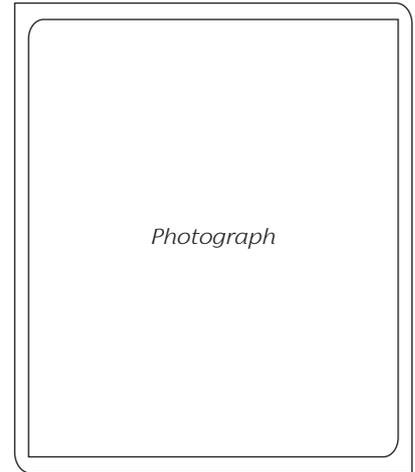
\ Residential Address: \_\_\_\_\_  
\_\_\_\_\_

\ Tel: \_\_\_\_\_

\ Fax: \_\_\_\_\_

\ Mobile: \_\_\_\_\_

\ Email: \_\_\_\_\_



\* Attach CNIC copy and latest colour photograph

Specimen Signature-1

Specimen Signature-2

Business/Company Stamp

### Membership Category

- Associate
- Corporate

## AUTHORIZATION BY THE MANAGEMENT/ DIRECTORS/ PARTNERS

### Business Concern

### Firm Registration/ SECP Registration No.

- AOP/ Partnership
- Private Limited/ LLP

\_\_\_\_\_

Name	Father Name	CNIC	Personal NTN	Share-holding	Signature

Note: This authorization is required to be duly filled AOP/Partnership/LLP/Company



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## APPLICATION FOR COMPUTERIZED MEMBERSHIP ID CARD

FOR OFFICE USE ONLY

WLA	S/N	CA	
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### Membership Category

Associate

Corporate



Latest Colour  
Photograph

\ Representative Name: \_\_\_\_\_

\ Father Name: \_\_\_\_\_

\ Designation/ Status in the Firm/ Company: *(Proprietor/ Partner/ Managing Director/ Director/ Chief Executive/ General Manager)* \_\_\_\_\_

\ CNIC: \_\_\_\_\_ \ Passport No.: \_\_\_\_\_

\ NTN (Business): \_\_\_\_\_ \ STN: \_\_\_\_\_

\ Business Address: \_\_\_\_\_ \ Residential Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\ Tel: \_\_\_\_\_ \ Fax: \_\_\_\_\_

\ Mobile: \_\_\_\_\_ \ Email: \_\_\_\_\_

\ Blood Group: \_\_\_\_\_ \ Other: \_\_\_\_\_

**“ I do hereby declare that the Association’s card will be used for the purpose of membership information and identification. The usage is subject to the WLA policy, terms and conditions, on fair basis. Any reported misuse by the user shall lead to cancellation/ action as per policy. ”**

Signature



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## MODERN WAREHOUSING & LOGISTICS SECTOR AND ALLIED SERVICE Sectoral Brief

**Warehousing & Logistics Association (WLA)** entertains applications for Membership to business concerns maintaining principal activity in the Warehousing & Logistics and Allied Service, on all-Pakistan basis, as per the Trade Organizations Act & Rules 2013 and the Memorandum and Articles of Association of WLA.

The membership application form, request letter, must be fill/ typed completely by the Proprietor/ Owner, or Partner in case of Partnership firm and Director in case of company. Kindly go through the sectoral brief for an insight to appropriately highlight your business services in the WLA Membership application form.

### **BRIEF ON WAREHOUSING & LOGISTICS SECTOR AND ALLIED SERVICE**

***The Services sector of Pakistan contributes to more than 50 percent of the national GDP which also support the Agriculture and Industry which individually contribute to more than 20 percent and collectively contribute to more than 40 percent in the GDP.*** The services sector has provided steady support to the Pakistan's economic growth. In the age of globalization and technology, Services sector is the real engine for growth as it contributes two-third to global economies playing vital role for economic progress and prosperity. ***In this modern era Warehousing Management envisaging the complete supply chain goes side by side with Logistics. Both the industry and agriculture sector are dependent on the Warehousing & Logistics Management which encompasses the imports, manufacturing, storage, distribution, exports as well as distribution/transportation to the wholesale and retail network in the country.*** Currently, the Manufacturing sector is robustly supported by the Warehousing & Logistics sector covering its imports, local supplies, movement/ transportation of raw materials, semi-finished and finished products and distribution/ transportation to buyers and end-consumers.

With huge capital investment, revenue generation for the Government and creating huge employment opportunities, special Value-added services have been introduced and established to transform the Warehousing & Logistics sector on international standards with upgrading of inventory management and storage on modern lines with latest tools, equipment and machinery. Establishment of purpose-built and temperate-control warehouses are revolutionary moves to support all the segments of the economy. Cool-Chains/ Temperature controlled warehousing and logistics have become mandatory requirements for both the agriculture and industrial sector. Billions of Rupees have been invested by the local and foreign investors in the modern Warehousing & Logistics.

***The Government of Pakistan has licensed and mandated the Warehousing & Logistics Association to provide a legitimate and productive platform for representation with the Government and all concerned. The sector covering warehousing, logistics and complete supply and value chain solutions for manufacturing concerns, brands, distributors, wholesalers, retailers, dealers, traders, industries, business concerns, service providers, etc. rendering services and solutions through modern purpose-built and temperature control warehouses/ cool chains/ storages, bank pledge storages, bonded and non-bonded warehouses, turnkey projects, general and commercial warehouses and temperate maintained logistics solutions etc. and to carry out all the ancillary services connected therewith, like Reefer containers, dry containers, specialized transport services and equipment, facilities and other facilities etc., for the purpose.***

### **ASSOCIATE MEMBER (AM)**

A member of a trade organization which is not a body corporate or a multinational or a sales tax registered manufacturing concern or a sales tax registered business concern having annual turn-over upto Rs. 50 million shall be an "Associate Member".

### **CORPORATE MEMBER (CM)**

A member of a trade organization which is either a body corporate or a multinational corporation with its head office or branch office in Pakistan or a sales tax registered manufacturing concern or a sales tax registered business concern having annual turn-over of Rs. 50 million or above shall be a "Corporate Member".



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## INSTRUCTIONS FOR MEMBERSHIP

Membership Period: (Yearly - from April 01 to March 31)

### MEMBERSHIP & OTHER FEES

Class of Membership	Admission Fee	Annual Subscription Fee	Membership Certificate & ID Card Fee	Publication & Services Fee	CSR Fund	Total
Associate	25,000/-	20,000/-				
Corporate	25,000/-	30,000/-				

NOTE: The WLA Executive Committee (EC) shall process the application of prospective member as per law and may interview the applicant before grant of membership. EC may also designate official for physical verification of applicant's premises. In case of urgency for membership, urgent fee shall also be charged as decided by EC.

Membership shall be granted in the light of above mentioned criteria and there shall be no discretion to choose the membership class by the prospective member. An application for membership must be accompanied with the below mentioned relevant documents:-

### PROPRIETORSHIP

S.#	Documents / Requirements	Checklist
1.	Cover letter - Application of Prospective Member on its Firm/ Company's letterhead with Business Card and Company's profile highlighting the Warehousing & Logistics facilities installed/ available.	
2.	WLA - Membership Application Form (complete) duly proposed and seconded with Covenant on Letterhead.	
3.	Clear and readable CNIC Copy of Proprietor & Passport copy, if required. Original to be produced for verification.	
4.	Clear & readable copy of the NTN certificate on the name of business along with copy of latest Income Tax Returns filed by the Proprietor. Original to be produced for verification.	
5.	Copy of Sales Tax Certificate & last Sales Tax Returns filed, if applicable.	
6.	Bank Account maintaining certificate, in Original, on the name of business.	
7.	Three latest colour photographs (For application form, Membership ID Cards).	
8.	Copy of Lease deed/ Documents of Warehousing facility in case of ownership; Valid Tenancy Agreement copy in case of rental occupation with last rent receipt, for all premises mentioned in the Application form.	
9.	Copy of Membership certificate of Chamber of Commerce & Industry in respective District/ City (in case of membership).	
10.	Admission and/or Annual Membership Renewal Fee as prescribed for respective category - Pay order or Cheque in favour of "Warehousing & Logistics Association".	
11.	Any other documentation or information, on demand of Association, if required, to process the application.	

### PARTNERSHIP/ AOP/ LLP

S.#	Documents / Requirements	Checklist
1.	Cover letter - Application of Prospective Member on its Firm/ Company's letterhead with Business Card and Company's profile highlighting the Warehousing & Logistics facilities installed/ available.	
2.	WLA - Membership Application Form (complete) duly proposed and seconded with Covenant on Letterhead.	
3.	Clear and readable CNIC Copies of all Partners & Passport copies, if required. Original to be produced for verification.	
4.	Copy of Registration Certificate issued by Registrar of Firms (for AOPs) or SECP Registration Certificate (for LLPs) along with copy of Partnership Deed highlighting the shareholding of all Partners.	
5.	Clear & readable copy of the NTN certificate on the name of business along with copy of latest Income Tax Returns filed by the Firm. Original to be produced for verification.	
6.	Copy of Sales Tax Certificate & last Sales Tax Returns filed, if applicable.	
7.	Bank Account maintaining certificate, in Original, on the name of business/firm.	
8.	Three latest colour photographs of Applicant & Authorized Representative (For application form, Membership ID Cards).	
9.	Resolution of Firm (AOP/ LLP/ Partnership) signed by all Partners to appoint one partner as Authorized Representative on the Firm's letterhead addressed to the Chairman & Executive Committee of Warehousing & Logistics Association.	
10.	Copy of Lease deed/ Documents of Warehousing facility in case of ownership; Valid Tenancy Agreement copy in case of rental occupation with last rent receipt, for all premises mentioned in the Application form.	
11.	Copy of Membership certificate of Chamber of Commerce & Industry in respective District/ City (in case of membership).	
12.	Admission and/or Annual Membership Renewal Fee as prescribed for respective category - Pay order or Cheque in favour of "Warehousing & Logistics Association".	
13.	Any other documentation or information, on demand of Association, if required, to process the application.	

### PRIVATE LIMITED COMPANY

S.#	Documents / Requirements	Checklist
1.	Cover letter - Application of Prospective Member on its Company's letterhead with Business Card and Company's profile highlighting the Warehousing & Logistics facilities installed/ available.	
2.	WLA - Membership Application Form (complete) duly proposed and seconded with Covenant on Letterhead.	
3.	Clear and readable CNIC Copies of all Directors & Passport copies, if required. Original to be produced for verification.	
4.	Copy of Registration Certificate issued by Securities & Exchange Commission of Pakistan along with certified copy of the Memorandum and Articles of Association of the Company and Form A and Form 29, duly certified.	
5.	Clear & readable copy of the NTN certificate the Company along with copy of latest Income Tax Returns filed by the Company. Original to be produced for verification	
6.	Copy of Sales Tax Certificate & last Sales Tax Returns filed, if applicable.	
7.	Bank Account maintaining certificate, in Original, on the name of Company	
8.	Three latest colour photographs of Applicant & Authorized Representative (For application form, Membership ID Cards)	
9.	Resolution of the Board of Directors signed by all Directors to appoint one Director as Authorized Representative on the Company's letterhead addressed to the Chairman & Executive Committee of Warehousing & Logistics Association.	
10.	Copy of Lease deed/ Documents of Warehousing facility in case of ownership; Valid Tenancy Agreement copy in case of rental occupation with last rent receipt, for all premises mentioned in the Application form.	
11.	Copy of Membership certificate of Chamber of Commerce & Industry in respective District/ City (in case of membership).	
12.	Admission and/or Annual Membership Renewal Fee as prescribed for respective category - Pay order or Cheque in favour of "Warehousing & Logistics Association".	
13.	Any other documentation or information, on demand of Association, if required, to process the application.	

### PUBLIC LIMITED COMPANY/ MULTINATIONAL COMPANY

S.#	Documents / Requirements	Checklist
1.	Cover letter - Application of Prospective Member on its Company's letterhead with Business Card and Company's profile highlighting the Warehousing & Logistics facilities installed/ available	
2.	WLA - Membership Application Form (complete) duly proposed and seconded with Covenant on Letterhead	
3.	Clear and readable CNIC Copies of all Directors & Passport copies, if required. Original to be produced for verification	
4.	Copy of Registration Certificate issued by Securities & Exchange Commission of Pakistan along with certified copy of the Memorandum and Articles of Association of the Company and proof of filing and copies of all Statutory Forms, duly certified, as per the Companies Act 2017, Board of Investment letter.	
5.	Clear & readable copy of the NTN certificate the Company along with copy of latest Income Tax Returns filed by the Company. Original to be produced for verification	
6.	Copy of Sales Tax Certificate & last Sales Tax Returns filed, if applicable	
7.	Bank Account maintaining certificate, in Original, on the name of Company	
8.	Three latest colour photographs of Applicant & Authorized Representative (For application form, Membership ID Cards)	
9.	Resolution of the Board of Directors signed by all Directors to appoint one Director or Country Manager or General Manager as Authorized Representative on the Company's letterhead addressed to the Chairman & Executive Committee of Warehousing & Logistics Association	
10.	Copy of Lease deed/ Documents of Warehousing facility in case of ownership; Valid Tenancy Agreement copy in case of rental occupation with last rent receipt, for all premises mentioned in the Application form	
11.	Copy of Membership certificate of Chamber of Commerce & Industry in respective District/ City (in case of membership)	
12.	Admission and/or Annual Membership Renewal Fee as prescribed for respective category - Pay order or Cheque in favour of "Warehousing & Logistics Association"	
13.	Any other documentation or information, on demand of Association, if required, to process the application.	



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NOTE: The Covenant is required in Compliance to the Companies Act 2017 and provisions thereof and compiled in the light of said Act

COVENANT TO BE PRINTED ON PROSPECTIVE MEMBER'S FIRM/ COMPANY LETTERHEAD  
SIGNED AND STAMPED BY THE AUTHORIZED REPRESENTATIVE/ DIRECTOR/ PARTNER

## COVENANT

I \_\_\_\_\_ S/o. \_\_\_\_\_ duly Authorized Representative of M/s. \_\_\_\_\_, authorized by the Board of Directors in its meeting held on \_\_\_\_\_ (Certified copy of resolution annexed herewith) hereby solemnly undertake and state on oath that I/We shall abide by Memorandum & Article of Association of WLA and all the Policies, Rules & Regulations, Charter, Code of Conduct/Ethics of WLA, laws of Pakistan, thereof. I/We solemnly pledge and state on oath that I/We shall not involve in unethical malpractices damaging the interest of WLA and shall not indulge in acts of illegal and parallel activities, get affiliated with any other illegal body acting parallel to WLA; and that I/We shall observe high ethical and professional standards in the conduct of my/our business concerned in **Warehousing & Logistics Association**.

I/We have not been associated with any money laundering or terrorist financing activities and neither have approved receipt of nor received such monies and likewise neither have approved disbursement of nor disbursed such monies in any manner for money laundering or terrorist financing purposes; and

I/We have not been associated with any illegal banking business, deposit taking or financial dealings or any other illegal activities.

Whatever is stated above is true and correct to the best of my/our knowledge and belief.

Signed/ stamped by Authorized Representative  
Proprietor/ Partner/ Director

Dated