



Punjab Education Foundation

Nawaz Sharif Schools of Eminence

NGOs/CSOs



Representative Details

Representative Name		Representative CNIC	
Representative Contact No		Representative Email	
Representative Designation			

Organization/ Institute Details

Name of Organization/Institution		NGO/CSO Registration No	
Date of Establishment		Telephone Office	
Postal Address			
Main sectors of operations			
Year of Operations		Financial Stability (3 Years Average)	
Regional Presence (Regional/ Divisional offices in Punjab)		No. of Schools	
Coverage of Districts in terms of Schools / Projects		Experience of Working with Govt. Sector	

Government Sector Experience Details

No. of years of working in educational sector:			No. of Years of working in social sector		
Sr#	Organization	District	From	To	

Nominated Districts/Tehsils For Schools

Sr#	District	Tehsil	Count

Declaration

1. I declare to the best of my knowledge and belief that the information I have provided in this application form is complete and accurate, correct and complete.
2. I understand that Incomplete, unsigned, pruned (have cuttings) or application having incorrect information or received after due dates shall be rejected.
3. I understand that I subject myself to disciplinary action if the above facts are found to be falsified.

Name of Applicant	Signature/Stamp	Date

Application form Check List

A. Legal Registration

- SECP / Social Welfare Department Certification
- Attested copies of NGO/ CSO registration certificates, including:
 - First (initial) registration certificate
 - Latest valid registration certificate
 - *(Duration of NGO/ CSO work experience will be determined from these certificates)*
- Affidavit of Legal Compliance
- Affidavit of Not Being Blacklisted
 - On Rs. 300/- stamp paper, confirming the organization is not blacklisted by any government, donor, or regulatory body
- Original affidavit(s) on Rs. 300/- stamp paper according to prescribed specimen.

B. Financial Documentation

- Original deposit slip of Rs. 100,000/- as processing fee.
- National Tax Certificate (NTN) of the NGO/ CSO.
- Audited Financial Statements for the last 3 years.
- Income Tax Returns for the last 3 years

C. Organizational Documentation

- Complete NGO/ CSO/CSO organizational profile.
- Attested copies of MoUs/Agreements with partner agencies, donors, or government departments.
- Details of regional offices in Punjab, including:
 - Addresses
 - GIS Coordinates
 - Contact numbers
- List of completed and ongoing projects, with client details.
- List of functional/operational schools managed by the NGO/ CSO.
- List of running schools, including:
 - School Name
 - Address
 - Registration Number
 - District
 - Tehsil
 - GIS Coordinates
- Registration certificates of all existing schools
 - Number of schools will be determined solely from registration certificates.

D. Sector Experience

- Proof of at least 5 years of experience in the education or social sector.
- Evidence of Government sector experience
 - Work orders, MoUs, completion certificates, or official letters.

E. Authority

- Authority Letter in favor of the Focal Person for NSSE / official correspondence.
- Attested copy of CNIC of the Focal Person (Mandatory).
- 2 attested passport size photograph of the focal person.

Note:-

During submission of hard copy of the application, it is mandatory to submit the documents in the above order.

Applications will not be processed, if found incomplete in any respect. No column of the application form should be left blank.