



**KLA PAKISTAN**

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## Pre-Requisite of Income Tax Registration | Company

Following are the supporting documents that thoroughly assist us in keen Income Tax Registration:

- **Copy of CNICs & NTN of all directors of the company**
- **E-mail address of the Company**
- **Certificate of maintenance of bank account in Company's name**
- **Evidence of tenancy / ownership of business premises**
- **Paid utility bill of business premises (not older than 3 months)**
- **Authority Letter for All Directors Thumb, Signature & Company Stamp, verifying the principal officer**
- **Cell phone number registered on CNIC of Principal Officer**
- **SECP All Original Documents: i) Incorporation Certificate ii) Form-1 (A) iii) Form 21 iv) Form 29 v) Memorandum of Association (MOA) & vi) Article of Association (AOA)**
- **Original letter on letterhead of the company authorizing KLAPakistan as your representative**

Above mentioned documents you can e-mail: [services@klapakistan.com](mailto:services@klapakistan.com) or arrange it before first meeting.

**Note:** Any information/ document you provide is strictly confidential and remains restricted unless your consent.

(ALL THE BEST)

