



PEECA SAVE UP Program Guidelines for Supplier Registration

How to register your company

Check List to Start Registration:

Before filling out the **SAVE UP** supplier registration application, ensure you have the following items ready:

1. **SECP Certificate:**

Issued by SECP upon registration, this certificate contains vital information about your company, including the registered name, incorporate number official address, etc.

2. **FBR Tax Registered Certificate:**

Issued by FBR upon successful registration, this certificate contains vital information about your company, including the registered name, **NTN** number, official address, etc.

3. **Contact details:**

The contact person and details of the business entity, which must be located in Pakistan.

4. **Partner Agreement:**

Review the terms and conditions under "**Partner Agreement**" for registering with PEECA's label scheme and identifying product eligibility. After a thorough review, an authorized person from the company must sign this document.

5. **Other Relevant Certificates / Licenses:**

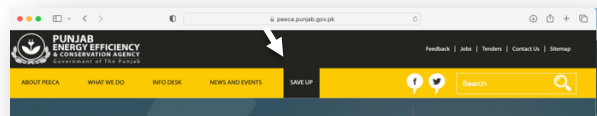
Manufacturer: While optional, may include any additional associations certificates for manufacturer business type.

Importer: It is mandatory for importers to attach their importer license.

Distributor: It is mandatory for distributors are required to attach the authorized distributor letter issued by the manufacturing company or similar.

Registration Process Steps:

1. Visit PEECA's website at www.peeca.punjab.gov.pk.
2. Click on the "**SAVE UP**" tab.
3. Download the "**SAVE UP Supplier Registration Application**."
4. Download the "**Partner Agreement Form** for AC, Fans, or Motors" based on your requirements (e.g., if you are an AC supplier, download the "**Partner Agreement for Air Conditioners**").
5. Review and assess your eligibility and the terms and conditions for the "**SAVE UP Label**" in the "**Partner Agreement**". Subsequently, affix your signature to the agreement, this document must be signed by an authorized person from the company which can be director, CEO or any other authority.
6. Open the "**SAVE UP Supplier Registration Application**" and fill it out as explained below.
7. Attach the relevant documents.
8. Email the completed form.
9. Upon successful registration, you will receive **Certificate C-1** with a **Unique Supplier Registration No.** issued by **PEECA**.





How to fill the SAVE UP Supplier Registration Application :

1. General Information:

- Open the SAVE UP Supplier Registration Application.
- Enter the **Name of Business/Institution** matching the registered business name on your **SECP Certificate**.
- If applicable, provide a **Trading name** used in the market (optional). Where the product is manufactured by third party and imported by a local organisation; the importers name should be included here
- Specify your **Business Type**, indicating whether you are a manufacturer, importer or distributor.
- Enter the **NTN/PRA**, which is the number on your **FBR Tax Registered Certificate**.

SAVE-UP SUPPLIER REGISTRATION APPLICATION	
(*) Indicates that this information must be provided.	
GENERAL INFORMATION	
Name of Business/Institution *	
Trading Name <small>Where the product is manufactured by third party and imported by a local organisation; the importers name should be included here</small>	
Business Type *	
NTN / PRA *	

2. Contact Details:

- The **Contact Person** is name of the person authorized by the registering company located in Pakistan.
- The **Designation** is the position of the contact person in the registering company.
- Enter the **Mobile No** of the authorized contact person.
- Provide the official **Telephone No** for the suppliers company.
- Include the **Email Address** of the authorized contact person.
- Enter the **Website** address for the suppliers official website (optional).
- Input the **Registered Address** of the company consistent with the SECP/ relevant registrar of companies.
- If different from the registered address, provide the **Correspondence Address** (optional).
- Check the option for **Preferred Mailing Address** where you wish to be contacted.

CONTACT DETAILS		
Name of the company / local representative firm		
Contact Person *		
Designation *		
Mobile No. *		
Telephone No.		
Email Address *		
Website		
Registered Address *	House/Building Name	Street Name/Number
	City	Postcode
	Province/state	
	Country	
Correspondence Address <small>(if different from above)</small>	House/Building Name	Street Name/Number
	City	Postcode
	Province/state	
	Country	
Preferred Mailing Address	<input type="checkbox"/> Correspondence Address	
	<input type="checkbox"/> Registered Address	

3. Signature and submit:

- Verify that all details are precise and align with information on official documents.
- Check the box to confirm the accuracy of the provided information.
- Select and check the relevant box to affirm that you have read and signed the Partner Agreement for your product.
- Enter the **Name** and **Designation** of the authorized person in the registering company.
- Obtain the signature of the authorized person.
- Enter the application submission date.
- Check the box to confirm which documents your have be attached.
- Save the completed form and send it with the attachments indicated above.

I/we hereby agree that:	
* The information provided in this form is correct	<input type="checkbox"/>
I affirm that I have read and understand the terms of the Partner Agreements checked in the following boxes and agree to abide by the terms of these Partner Agreements	
Partner Agreement for Air Conditioners (dated)	<input type="checkbox"/>
Partner Agreement for Ceiling Fans (dated)	<input type="checkbox"/>
Partner Agreement for Electric Motors (dated)	<input type="checkbox"/>
Name *	
Designation *	
Registrants' Authorized Signature *	
Form Submission Date *	

Documents to be Attached:	
Check only the boxes beside the documents you have attached	
a) SECP Certificate	<input type="checkbox"/>
b) FBR Tax Registered Certificate	<input type="checkbox"/>
c) Partner Agreement	<input type="checkbox"/>
d) For Manufacturer: Trade Association Certificate/ License (Optional)	<input type="checkbox"/>
e) For Importer: Import License	<input type="checkbox"/>
f) For Distributor: Authorized Distributor Certificate issued by company	<input type="checkbox"/>