



Agribusiness Support Fund

(A company incorporated under section 42 of Companies' Ordinance 1984)

144-Central Commercial Area, Block DD, Phase IV, Defence Housing Authority, Lahore.
Ph: (042)-5749083, 5899761-2, Fax: (042)-5749084, Web: www.asf.org.pk, Email: info@asf.org.pk

Grant Application Form

1(a). Applicant Details <i>(for individuals & sole proprietors)</i>			
Full name:			
CNIC #:	NTN :	Age:	Gender:
Postal address (for correspondence):			
Business address:			
Business activity:			
Telephone number:	Fax number:	Mobile #:	Email address:
1(b). Applicant Details <i>(for partnership concerns, limited companies, associations, etc.)</i>			
Full legal name:			
Legal status:	Registered (Y/N):	NTN:	
Registered business address:			
Postal address (for correspondence):			
Telephone number:	Fax #:	Official Website:	
Contact Person:	Designation:	Contact#:	Email address:
2. Business Activity Details:			
Year operations started:	Ownership / Management Structure:		
Main business activities:			
Description of product range:			
Markets served:			
Total value of assets (Rs)	Value of capital (Rs):	Total liabilities (Rs.):	Full time employees:
Other information relating to existing operations:			



3. Bank Details:		
Account number:	Account title:	
Bank name:	Bank address:	
Name(s) of authorized signatories:		
4. Proposed Service Provider (if applicable):		
Name:	Contact person:	
Address:		
5. Previous Relationship With ASF:		
Have you previously applied for ASF grant(s)? (Y/N):	If yes, mention application date(s) and grant amount(s) applied for:	Whether approved / rejected?
6. Declaration by applicant:		
I, the undersigned, duly understand , affirm and certify that:		
<ul style="list-style-type: none"> (i) I am fully authorized to represent my business and/or business associates and to sign all documents on its / their behalf. (ii) I am completely aware of the applicable terms & conditions in applying to ASF for grant. (iii) I and/ or any of my business associates are not disqualified from applying for a grant due to any of the reasons provided on ASF website http://www.asf.org.pk/ineligible.php (iv) I have access to and will utilise the funds specified in this application that will be used to finance the contribution of the applicant to the cost of the project to be financed. (v) I and my business associates have neither applied nor received any grant / subsidy for the same services, from sources other than ASF. (vi) I have neither already acquired/availed nor have initiated the process of acquisition of the desired services, for which ASF grant is being applied. (vii) Security deposit will be forfeited by ASF if I/we fail to complete the activities for which the grant was provided. Security deposit will be refunded upon completion of project. (viii) I shall submit all required documents and cooperate with ASF in pre-assessment/verification process. (ix) ASF reserves the right to accept or reject any application, at any stage. ASF's decision to my/our application will be final and incontestable and applicant will not appeal against the decision. (x) the information provided in this application is correct to the best of my knowledge & belief and I have not intentionally concealed any material fact, which otherwise would have resulted into disqualification of this application. 		
Name:	Designation:	CNIC:
Signatures & date:		Location:



7. Project Proposal:

Total Project Cost (Rs.):	Grant applied for (Rs.):
<p><i>It is mandatory for an applicant to prepare a project proposal, covering each of the following aspects. The proposal should be made on plain paper and attached with the application form as an annexure.</i></p> <p><i>Project Proposal:</i></p> <ul style="list-style-type: none"> • Business introduction. • The specific activities for which ASF support is being requested • Rationale • Market overview • Outputs and deliverables – with verifiable indicators • Planned duration of project and significant milestones • Expected value addition • Beneficiaries • Personnel responsible for the project <p><i>Financing:</i></p> <ul style="list-style-type: none"> • Project cost • Grant applied for, broken down by individual activities, where appropriate, and associated ASF grant disbursements • Source(s) of co-financing funds • Proof of availability (Bank information or similar) <p><i>Financial Projections:</i></p> <ul style="list-style-type: none"> • Cash flow forecast (monthly) • Income statement based on incremental costs and revenues 	

Security Deposit Detail

Mode of Payment (<i>please tick one</i>)	Pay Order (<i>applications from Lahore</i>)	Demand Draft (<i>applications from other cities</i>)
Instrument #:	Date:	Payable at:
Amount (<i>please tick one</i>)	For ASF farmer groups Rs. 5,000/-	For other applicants Rs. 10,000/-

<p>Notes:</p> <ul style="list-style-type: none"> • Grant application should be accompanied with a security deposit, which is refundable. • Demand draft / pay order should be made in favour of 'Agribusiness Support Fund' payable at Lahore. • Refund will be made net of bank collection charges, in case the instrument is payable outside Lahore. • Cash and cheques will not be acceptable.



Documents Check List

As per the list below, please ensure to attach maximum number of required documents with your grant application. However, ASF at its discretion may give waiver on case to case basis.

Individual/Sole Proprietorship/Partnership	Public & Private Ltd Companies:
<ul style="list-style-type: none"> • Copies of CNICs of individual/proprietor/all partners • Bank statement (last six months). • Copy of NTN / Last filed Tax Return. • List of major Customers / Suppliers (with contacts). • Offer letter / quotation from Service Provider. • Latest Financials. • Copies of Title Document/Rent agreement & utility bills of office premises. • Letter authorizing ASF to approach your bank for information. • Copies of other Registration certificates, if any (Sales Tax, Chamber Registration etc.) • Detailed project proposal. • Demand draft / pay order of security deposit (refundable) • Letter of proprietorship from bank (for sole proprietorship) • Partnership Deed (for partnership) • Form C (if registered firm). • Any other information / document that ASF may demand at any time. 	<ul style="list-style-type: none"> • Copy of CNICs of all directors. • Board resolution for applying for the grant. • Certified copy of Articles & Memorandum of Association. • Certificate of incorporation of business • Certificate of commencement of business (For Public Ltd Companies only) • Copy of last filed Form-A • Certified copy of latest Form-29. • Offer letter / quotation from Service Provider. • Latest Financials. • Bank Statement (Last 6 Months) • NTN / Last filed Tax Return • List of Major Customers & Suppliers (with contacts) • Letter authorizing ASF to approach your bank for information. • Copies of other registration certificates (if any), Sales Tax, Chamber Reg.etc. • Detailed project proposal. • Demand draft / pay order of security deposit (refundable) • Any other information / document that ASF may demand at any time.

For Office Use Only

Applications Submitted to Project Implementation Office, ADDP:

Received by (Name & designation of staff member)	Name of Office:
Date & reference #:	Date of despatch to ASF, Lahore:

Agribusiness Support Fund, Lahore:

Date of receipt:	Reference #:
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