

# **Khyber Pakhtunkhwa Information Technology Board Government of Khyber Pakhtunkhwa**

## **Software Technology Park Registration Form**

To register your company at the Software Technology Parks, please follow the below process:

1. Complete the Registration Form and submit to the KPITB.
2. Attach all the documentation mentioned in the form

Please note that all the fields in the application form and solicited documents are mandatory. The application will be liable to rejection in case any information or document is missing.

**Khyber Pakhtunhhwa Information Technology Board**  
**Address: Plot No 134-136 Industrial estate Hayatabad Peshawar**  
**Contact No: 091-5891516, 5891513**

**OFFICE SPACE REQUIRED AT:**

|                                   |                          |                                 |                          |
|-----------------------------------|--------------------------|---------------------------------|--------------------------|
| Software Technology Park Peshawar | <input type="checkbox"/> | Software Technology Park Mardan | <input type="checkbox"/> |
|-----------------------------------|--------------------------|---------------------------------|--------------------------|

**Company Contact Details:**

Name of the Company CEO/Managing Director: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Phone: (\_\_\_\_) \_\_\_\_\_ Ext (If any): \_\_\_\_\_ Mobile: (\_\_\_\_) \_\_\_\_\_

**Personnel Information (Including Company Share Holders/Owners and Key Employees)**

| S.N | Name | Designation          | Email* | Mobile* |
|-----|------|----------------------|--------|---------|
| 1   |      | Head of Organization |        |         |
| 2   |      |                      |        |         |
| 3   |      |                      |        |         |
| 4   |      |                      |        |         |
| 5   |      |                      |        |         |
| 6   |      |                      |        |         |

**Principle/Branch Offices Information**

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

City: \_\_\_\_\_ Country: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Company Website : \_\_\_\_\_

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

City: \_\_\_\_\_ Country: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Company Website: \_\_\_\_\_

Attach list for additional branches

**For New Companies**

All new companies are to provide the company registration documentation and the projected revenue, earnings figures, and operational structure.

**Business Activities/Area of Expertise** (Check all that apply)

Please indicate which of the following types of application activities best describe the activities that your company supports?

| <b>Development –Application Area</b> |                          | <b>Development –Application Area</b> |                          |
|--------------------------------------|--------------------------|--------------------------------------|--------------------------|
| IT Governance and Strategy           | <input type="checkbox"/> | Animation                            | <input type="checkbox"/> |
| ERP – General                        | <input type="checkbox"/> | Gaming                               | <input type="checkbox"/> |
| ERP – Specialized (Vertical)         | <input type="checkbox"/> | Mobile – Content and Applications    | <input type="checkbox"/> |
| ERP – Middle Market (SMEs)           | <input type="checkbox"/> | Virtualization and Cloud Computing   | <input type="checkbox"/> |
| Financial–Specialized (Core Banking) | <input type="checkbox"/> | Location-based Services              | <input type="checkbox"/> |
| Financial-Specialized (Banking-Apps) | <input type="checkbox"/> | Web Businesses & E-Commerce          | <input type="checkbox"/> |
| Financial – Specialized (Others)     | <input type="checkbox"/> | Information Security                 | <input type="checkbox"/> |
| Document Management                  | <input type="checkbox"/> | Business Process Management          | <input type="checkbox"/> |
| Office Productivity Data             | <input type="checkbox"/> | Warehousing - Business Intelligence  | <input type="checkbox"/> |
| Billing and Payments                 | <input type="checkbox"/> | Embedded Systems Software            | <input type="checkbox"/> |
| Customer Relationship Mgmt.          | <input type="checkbox"/> | Product Development, Engg,& Design   | <input type="checkbox"/> |
| Education and Training               | <input type="checkbox"/> | Business Continuity and Recovery     | <input type="checkbox"/> |
| System integration                   | <input type="checkbox"/> | Other (Please Specify):              | <input type="checkbox"/> |
|                                      | <input type="checkbox"/> |                                      | <input type="checkbox"/> |
|                                      | <input type="checkbox"/> |                                      | <input type="checkbox"/> |

**BPO Services** (Check all that apply)

| <b>Application Area</b> |                          | <b>Application Area</b>        |                          |
|-------------------------|--------------------------|--------------------------------|--------------------------|
| Finance and Accounting  | <input type="checkbox"/> | Outsourced Support             | <input type="checkbox"/> |
| Human Resources         | <input type="checkbox"/> | Analytics                      | <input type="checkbox"/> |
| Managed Services        | <input type="checkbox"/> | Medical Transcription Services | <input type="checkbox"/> |
| Customer Interaction    | <input type="checkbox"/> | Legal Transcription Services   | <input type="checkbox"/> |
| Transaction Processing  | <input type="checkbox"/> | Other (Please Specify):        | <input type="checkbox"/> |
|                         | <input type="checkbox"/> | R&D                            | <input type="checkbox"/> |
|                         | <input type="checkbox"/> |                                | <input type="checkbox"/> |

### **Revenue Information**

The revenue information will be used to assess the effectiveness of your operations in successfully implementing the proposed setup/operations at Khyber PakhtunKhwa Province. The KPITB will maintain strict confidentiality of the information and it will not be shared with an entity outside the KPITB.

- i. Export Revenue during last Year (choose PKR or US \$)  
PKR: \_\_\_\_\_ US \$: \_\_\_\_\_  
Projected export revenue for next year (choose PKR or US \$)  
PKR: \_\_\_\_\_ US \$: \_\_\_\_\_
- ii. Domestic revenue during last year  
PKR: \_\_\_\_\_  
Projected domestic revenue for next year  
PKR: \_\_\_\_\_

**Provide the below information, if the exact numbers cannot be shared.**

- i. Domestic Revenue during last year (in PKR):  
 Up to 5 Million       5 - 10 Million    10 - 25 Million  
 25 - 50 Million       50 - 100 Million    100 - 200 Million  
 200 - 300 Million       300 - 500 Million    500 Million or Above
- ii. Export Revenue during last year (in US \$):  
 Less than 50,000       50,000 - 150,000       150,000 - 300,000  
 300,000 - 600,000    600,000 - 1.5 Million    1.5 Million - 3 Million  
 3 Million - 6 Million    6 Million - 12 Million    12 Million or Above

### **Employment and Human Resource**

- i. Total Employees: \_\_\_\_\_ IT Professionals: \_\_\_\_\_  
BPO Professionals: \_\_\_\_\_ Non IT Professionals: \_\_\_\_\_ Others: \_\_\_\_\_
- ii. In the last three years, how many full time employees did the company have at year end of?  
Last Year: \_\_\_\_\_ Current Year: \_\_\_\_\_ Next Year (Estimated): \_\_\_\_\_
- iii. What is the mix of educational qualification of technical/professional employees? %  
PhD: \_\_\_\_\_ MS: \_\_\_\_\_ BS/BSE: \_\_\_\_\_ MBA: \_\_\_\_\_ CA: \_\_\_\_\_ Other: \_\_\_\_\_
- iv. What percentage of your workforce with the following degree is foreign qualified? %  
PhD: \_\_\_\_\_ MS: \_\_\_\_\_ BS/BSE: \_\_\_\_\_ MBA: \_\_\_\_\_ CA: \_\_\_\_\_ Other: \_\_\_\_\_
- v. To the best of your knowledge, what's your company's management composition? % Top Mgmt:  
\_\_\_\_\_ Project Mgmt: \_\_\_\_\_ Technical/Client Support: \_\_\_\_\_  
Business Development: \_\_\_\_\_ Programmers: \_\_\_\_\_ Research: \_\_\_\_\_ Others: \_\_\_\_\_

vi. To the best of your knowledge, please state your company growth of employment over following intervals? %

Last Year: \_\_\_\_\_ Current Year: \_\_\_\_\_ Next Year (Estimated): \_\_\_\_\_

vii. Does the company have Quality Assurance Team?

Yes  No

If yes, what is the size of Quality Assurance Team? \_\_\_\_\_

**Target Market**

Provide brief description of your target market.

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## Office Space

On a separate sheet, along with an organization chart, please provide the below information for your workforce.

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### Executive Management

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| Title | Number | Space Required |
|-------|--------|----------------|
|-------|--------|----------------|

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### Business Area Management

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| Title | Number | Space Required |
|-------|--------|----------------|
|-------|--------|----------------|

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### Employees

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| Title | Number | Space Required |
|-------|--------|----------------|
|-------|--------|----------------|

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### Staff

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| Title | Number | Space Required |
|-------|--------|----------------|
|-------|--------|----------------|

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### Business/Common Areas

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|                 |  |                |
|-----------------|--|----------------|
| Conference Room |  | Space Required |
| Kitchen         |  | Space Required |
| Common Areas    |  | Space Required |
| Reception       |  | Space Required |

The KPITB will approve the total office space for the company, in accordance with its guidelines.

I hereby confirm that the information provided in this form is accurate and verifiable by the KPITB or their legally appointed representatives. We do understand that our application for registration/renewal may be accepted or rejected by KPITB

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

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_ Company Stamp: \_\_\_\_\_

**Documents to be attached with the Application Form:**

1. Company Profile
2. Business plan, approved and signed by the CEO/Company head, with this form.
3. Registration Certificate (Certificate of Incorporation / Form H)
4. Partnership Deed / Memorandum & Articles of Association
5. NTN Certificate.
6. CNIC copies of the Shareholders / Directors / Partners.