



SME PROMOTIONS PVT LTD



PEGASUS THE Welcoming AGENCIES

1ST TRILATERAL B2B (PAK – AUSTRIA – HUNGARY) TRADE DELEGATION

PROPOSED PROGRAM CONCEPT PAPER

DATE: 10th – 17th FEB 2014

VENUE : FEDERAL ECONOMIC CHAMBER (WKO) VIENNA

HUNGARIAN CHAMBER OF COMMERCE & INDUSTRY BUDAPEST

USEFUL INFORMATION FOR APPROVALS

Supportive Trade Bodies are proposed to :

**FPCCI , SCCI , TDAP , AUSTRIAN TRADE AUH - KARACHI, MCCI , WKO &
HUNGARIAN CHAMBER OF COMMERCE**

- (1) Information Pack
- (2) Trade Delegation Overview
- (3) Supportive Bodies Proposed Idea
- (4) Forms Filling Method
- (5) Necessary Documents
- (6) Deadline
- (7) Delegate Profile Publication
- (8) Check List



SME PROMOTIONS PVT LTD



PEGASUS THE Welcoming AGENCIES

(1) Information Pack:

1st Trilateral B2B (Pak – Austria – Hungary) Trade Delegation information pack consists of one jacket / form holder. The necessary delegate form is containing four pages in total. (The SME Promotions Pvt Ltd concept, Form Filling Method, necessary documents require for the approval from Trade Commissioner Austria WKO Counter Parts, Hungarian Chamber of Commerce respectively.

(2) Trade Delegation Overview(Trilateral Activities)

SME Promotions Pvt Ltd in collaboration with PEGASUS proudly presents first of its kind 1st Trilateral B2B (Pak – Austria – Hungary) **Trade Delegation Program** between Pakistani Exports & Austrian – Hungarian Imports potential companies. This concept is for promoting the trilateral trade b/w these countries are to facilitate the emerging Industries in large not only in trade this is step forward towards the socio economic activities and will enable both the countries to work for future developments.

REFERENCE EXAMPLE

1ST PAK AUSTRIA TRADE DELEGATION PROGRAM (Reference Purposed)

The same Idea has been successfully promoted and achieved with the help of Austrian Trade and Federal Economic Chamber WKO , Vienna Austria in 1st – 6th Nov 2006..

SME Promotions in cooperation with PEGASUS willing to organize the delegate exchange program introducing the comprehensive selection criteria in which the selectors are SME Promotions Pvt Ltd, Austrian Trade Commissioner in AUH – Islamabad Pegasus are thoroughly check the documents of the delegation and then the professional business to business (B2B) matchmaking will be introduce to promote the trade development activities between these countries.



SME PROMOTIONS PVT LTD



PEGASUS THE Welcoming AGENCIES

Pakistani manufacturers seeking the cooperation through exports of important made in Pakistan products such as Sports Goods, Sportswear, Surgical Instruments, Beauty Instruments, Leather Garments, Textile, Bed linen, Hospital textile , Carpets , Rugs, & Food Products such as Rice, Mango & Oranges.

The interested Entrepreneurs' from Pakistan shall be highly mobilized for their product introduction through B2B matchmaking program. Moreover, this is just a first step to get involved in the cultural socio economic activities to develop the future partnership with Austria – Hungary.

Pakistani Enterprises are willing to Exports:

Pakistani delegates are focusing the Trade Promotional Products of Pakistan Such as: **Textile made ups, Fashion Garments, Hosiery Products, Leather Products, Sports Goods, Surgical Products, Beauty Instruments, Rugs , Carpet , Rice, Fruits & Vegetable** are the main key focus.

(3) SUPPORTIVE BODIES PROPOSED IDEA:

SME Promotions Pvt Ltd since Year 2006 until to date has done many Exhibitions, Delegation exchange program with the help of Trade & Chamber networks In Pakistan. So according to SME the idea can be heavily as well as easily supported with different chambers & trade bodies here in Pakistan. We will have no objection to bring on board their supportive logo to enhance the selection criteria of the delegation.



SME PROMOTIONS PVT LTD



PEGASUS THE Welcoming AGENCIES

(4) Forms Filling Method:

The Delegate form containing four pages at all.

FORM PAGE # 1

- (a) **Company Information:** Please fill out as per require company information with the help of indelible black Ink pen.
- (b) **Registered With:** The Two- Three Letter Coding will apply for hints TA = Trade Association, CCI = Chamber of Commerce & Industries.
- (c) **Export Section:** This header need to fill out as per your company current export to EU, UK , USA , CIS , AF & Middle East Market. Products willing to Export this area require the company's product that are willing to export to Austria - Hungary and shall be introducing through 1st Trilateral B2B (Pak – Austria – Hungary) Delegation Program.

Major Export Areas: The Two Letter Code such as EU it's indicate the European Union , UK = United Kingdom, AF = African Countries, ME = Middle East, and FE = Far Eastern Countries.

Personal Information: (Page # 2) In Delegation Application Form:

This Personal Information section is for the Delegate Personal Information such as their Full Name, Designation in their respective Company / Firm. Passport, NIC, Telephone, Cell, Fax and Email information. Copies must be clear and should attach for further consideration.



SME PROMOTIONS PVT LTD



PEGASUS THE Welcoming AGENCIES

Most Important part in Page 2:

FORMS OF COOPERATION SOUGHT:

This Section should fill out accurately and efficiently. The application provided details are going to be use for official selection of the Delegate. The applicant should realize that with providing maximum details will enable the selectors to bring on board B2B. **Note that if any of the applicants intentionally miss-out this section we could not entertain them officially.**

FORM PAGE # 3

Required Documents:

- (a) **Company Profile:** The complete Company profile with the relevant printed materials, such as the brochures, catalogs, CDs etc.
- (b) **1Yr / Last Six Months Export:** In this section the companies should provide their export figures attested through their respective Chamber / Association along with Bank (To Whom It May Concern) Certificate.
- (c) **Copy(s) Registration (s):** Provide all the companies registration copies such as, Chamber / Association membership certificate, Tax Certificates, GST Certificates are require at least 3 years of membership prove from the applicant relevant regional / Local CCIs or Trade Org.



SME PROMOTIONS PVT LTD



PEGASUS THE Welcoming AGENCIES

- (d) **Achievements (if any):** In this section the applicant companies who were achieving any past and presents certificates / Awards from any of the Trade / Commerce organization shall provide their copies as prove to support their application for approvals.
- (e) **International Certificates / Recognitions (if any):** If any of the International Certificate / Recognitions is exists the copies will be submitted along with this delegate form. Applicant Signature & Official Seal of the Company. For Example (ISO 9001 / UKAS / Moody) E.T.C...

Approved By: This section belongs to companies registrant authorities are respective Chamber of Commerce / Trade Association Secretary for Official use only. The Delegate should before the form submission visit their Chamber and should get the necessary approvals signatory evidence and the official seal of the Chamber / Association Secretary. The One Complete Set copy of the Delegate Form should submit to their respective city Chamber / Trade Association. This is for their reference and records purposes only make one complete set along with the photocopy of the original filled , approved form send it to SME Promotions Pvt Ltd office at Karachi. (The Original Form + One Clear Photocopy set require).

FORM PAGE # 4

FOR OFFICIAL USE ONLY: Do not fill any of the section of the last page (4). It's purely for the Official usage only. This section is only for the delegation selector which is SME Promotions, Pegasus , Trade Commissioner of Austrian Consulate at AUH, Austrian



SME PROMOTIONS PVT LTD



PEGASUS THE Welcoming AGENCIES

Federal Economic Chamber will only authorize body to fill , sign and stamp on it. After that approval method the authorities shall announce the successful selected companies to be a part of B2B delegation to visit Austria – Hungary as delegation.

(5) Necessary Documents Attested Photocopies Require good Quality:

The Necessary documents that will require according to the form of the delegate will provide along with the respective chamber attestation.

- (1) Chamber of Commerce Membership Certificate's Copies at Least 3 Years membership Proves are required.
- (2) N.T.N Copy. (National Tax Certificate)
- (3) Bank Account Certificate Copy.
- (4) Computerized National I.D Copy / New Smart Card Copy
- (5) Passport Copy, Valid Passport Machine readable at least 1 Year valid .
- (6) Company Awards / Recognition Certificates Copies (If any)
- (7) Tax Return Certificates Copies.
- (8) Covering Letter of the Company / Firm.
- (9) Covering / Recommendation Letter from the relevant Chamber / Trade Association that they were thoroughly check the member documents and are original seen and approve as attested by the CCI / T.Asso Secretary General.
- (10) Export Figures of the 1yr / Last Six Month (attested from relevant Chamber of Commerce & Industry / Association.

(6) Deadline

The Deadline of the Form Submission along with the complete documents and payments will be 4th January 2014 approx.



SME PROMOTIONS PVT LTD



PEGASUS THE Welcoming AGENCIES

(7)

Delegate Profile Publication , Award Certification & Award Crest.

The delegate profile will be publishing when the selection criteria will be done in accordance of the provided papers. Further to this the each delegate company profile, product picture , owner picture , complete address and details will be enlist as booklet / catalogue to be distribute amongst the interested parties to contact them for their business developments. Similarly at the venue we would request the Chamber of Commerce President to present the award certificate, award crest to the successful delegation and the participation of the Austrian – Hungarian interested companies. The selector of the delegates are allow officially signature on each award certificate to make the history of the event which would remember for centuries. SME Promotions will also request to the selected and other companies are willing to advertise to avail the chances to enter in the Austrian & EU Market. The minimum 1000 copies will be publishing to circulate within the Austrian – Hungarian National / Regional Chamber of Commerce , Trade Associations , Government Authorities & Business Individuals for their reference in future business collaboration.



SME PROMOTIONS PVT LTD



PEGASUS THE Welcoming AGENCIES

(8) DOCUMENTS CHECK LIST

- ☐ Membership Certificate's Copies.
- ☐ N.T.N Copy.
- ☐ Bank Certificate Copy.
- ☐ National I.D Copy.
- ☐ Passport Copy .
- ☐ Company Awards / Recognition Certificates Copies.
- ☐ Tax Return Certificates Copies.
- ☐ Covering Letter of the Company / Firm.
- ☐ Covering / Recommendation Letter from the relevant Chamber / Association.
- ☐ Export Figures of the 1 year / Last Six Month (attested from relevant Chamber of Commerce & Industry / Association in Pakistan.

Last but not least, I would really appreciate if you could approve this delegation in order to support the trilateral activities to promote business between Pakistan – Austria – Hungary. 1st Trilateral B2B (Pak – Austria – Hungary)

Thanking you in advance.

Best Wishes,

Adil Qayyum

Founder & CEO

SME Promotions Pvt Ltd

SME Home 2 Holidays (H2H) Pvt Ltd

Web: www.smepromotions.org / www.smeh2h.com / www.smeh2h.biz

Email: adil.ceo@smeh2h.com / adil.ceo@smeh2h.biz