# All Pakistan Newspapers Society

ST-1/E, Block-16, KDA Scheme 36, Gulistan-e-Jauhar, Karachi
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**To: All member publications**
**All Accredited Advertising Agencies**

**Sub: Vendor Information in AGPR**

Dear Sirs,

We have been advised by the PID, Islamabad that AGPR has directed all concerned to provide following information / documents immediately on your letterhead addressed to DDO, PID for updating of IBAN for processing of vendor payment.

**Detail of Owners / Directors of the Company**

| Particulars | Required Information |
|---|---|
| Name(s) | Owner and Senior Director |
| Designation | CEO and Senior Director |
| CNIC No. | CNIC Number of Owner and Senior Director |
| Copy of CNICs | Copy of CNIC of Owner and Senior Director |
| Email Address | Email address of Owner and Senior Director |
| Phone Number(s) | Phone Numbers of Owner and Senior Director |

Note: All the above information must be provided on the Original Company Letterhead, duly signed and stamped by authorized person.

**Detail of Company / Bank Account**

| Particulars | Required Information / Document |
|---|---|
| Name of Bank | Name of Bank |
| Account Title | Complete Account Title |
| Account Number | Complete Account Number |
| IBAN | Complete IBAN Number |
| Branch Code | Branch Code |
| Branch Address | Complete Bank Branch Address |
| Account Opening Basis | Whether the account was opened on CNIC or NTN |

**Required Certificates / Documents**

| Sr. No. | Required Document |
|---|---|
| 1- | Bank Maintenance Certificate |
| 2- | NTN Certificate |
| 3- | GST Certificate |
| 4- | NTN Profile |
| 5- | Sales Tax Certificate |
| 6- | SECP Certificate |
| 7- | FBR Active / Non Active Status |

**Important Note:**
The Account Maintenance Certificate must indicate whether the account has been registered on CNIC or NTN. If the bank account has been opened on NTN, please provide the NTN Exactly as registered with FBR, without the dash (-).

Any change in Ownership of the media houses or the Account details are to be intimated to the Relevant Section of PID with 7-days of the changes. This is to ensure timely processing of payments and in compliance with the guidelines provided by AGPR.

Thanking you,

Yours faithfully,

(Dr. Tanvir A. Tahir)
Executive Director
APNS

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