



F. No.13(1)/2023-NDMA(R&R)
Government of Pakistan
Prime Minister's Office
National Disaster Management Authority



Islamabad, the 18th February, 2023

SUBJECT:- GUIDELINES FOR ISSUANCE OF NOC FOR EXPORT OF RELIEF ITEMS BY NGOS

An earthquake of 7.8 magnitude hit Southern Turkiye and Syria which was followed by multiple aftershocks that resulted in widespread devastation. On instruction of Honourable Prime Minister extensive efforts are in hand to ensure immediate delivery of relief items in earthquake affected areas of Turkiye & Syria.

2. In pursuance of Ministry of Commerce S.R.O. 544(1)/2022 dated 22nd April, 2022 Para-10 of Export Policy Order, 2022 **“Export or re-export of humanitarian commodities:-** *The international humanitarian aid and relief agencies, specified as such by the National Disaster Management Authority, shall be allowed to export or re-export all humanitarian commodities to all destinations without export form available in banks (E'Form) subject to provision of encashment certificate of foreign exchange from authorized dealers”*. All concerned are requested to apply for NOC by adopting following procedure:-

3. **Procedure of Application for NOC**

- a. An application/ request containing details of the relief items along with distribution plan specifying areas of distribution i.e. province, districts, be submitted to NDMA, Islamabad. The following documents shall be attached with the application:-
 - (1) Bill of Lading/Airways Bill.
 - (2) Packing list.
 - (3) Donation Certificate.
 - (4) Certificate to the effect that relief items are meant for Humanitarian/ Relief activities and are meant for free distribution amongst the affectees in affected areas.
 - (5) Proposed distribution plan.
 - (6) DRAP certification (in case of medicines).
 - (7) Undertaking by NGO/ INGO confirming that the consignment is free of any contraband/ illegal items.
 - (8) Other supporting documents (as required).
- b. The application along with above mentioned documents must reach NDMA 6 working days in advance for issuance of NOC.
- c. For issuance of NOC, the respective relief agency/ organization will be responsible for:-
 - (1) Dispatch of relief goods through airport/ port/ road within stipulated period of time.

- (2) Handling, safe custody, transportation and distribution of relief items as per plan.
- (3) Food/ consumable items must be in accordance with national laws of Pakistan and recipient country (date of expiry should not be less than six months)
- (4) Used items will not be allowed to be transported.
- (5) NOC will only be issued to allow export of relief items. Taxes/ duties and other Government charges may be applicable as per promulgated rules and policies.

4. **Completion Certificate**. Humanitarian organization applying for NOC will be responsible to submit completion certificate within 15 days, duly verified by the respective local Administration of concerned country after distribution of relief items as per proposed plan.


Lieutenant Commander
(Farman ul Haq Siddiqi)
Director (R&R)
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Distribution:

- Director General, PDMA, Sindh.
- Director General, PDMA, Balochistan.
- Director General, PDMA, KP.
- Director General, PDMA, Punjab.
- Director General, SDMA, AJ&K.
- Director General, GBDMA, GB.
- Deputy Commissioner, ICT, Islamabad.

Cc:

- Secretary to Prime Minister, PM Office, Islamabad.
- Secretary, Ministry of Finance, Government of Pakistan, Islamabad.
- Chief Secretaries, Govt. of Punjab, Sindh, KP, Balochistan, AJ&K & GB.
- Chief Commissioner, ICT, Islamabad.
- MO Directorate, MO-4, GHQ, Rawalpindi.