



**INSTRUCTIONS****A. Required Documents**

- a) Authorization letter duly signed by CEO/ Director (must be on Company letter head) with Company Seal, description of Name, CNIC, Job Title of the applicant requesting the digital certificate with his/her original signatures.
- b) Copy of attested Computerized National Identification Card of the applicant. In case of **Foreign National**, passport / driving license and Territory Tax Certificate or any equivalent document.

**B. Payment should be made through Pay Order OR Demand Draft (DD) in favor of NIFT PVT LTD.**

- a) Certificate Cost per Year. \$ 77
- b) 19.5% Federal Excise Duty per Year \$ 15.01

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| <b>Total Cost / Year</b> | <b>\$ 92.01</b> | <b>(Payable in equivalent Pak Rupees)</b> |
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- c) any taxes of pass through nature shall be applicable at time of purchase
  - d) Equivalent Pak rupees invoice shall be sent to you with prevalent dollar rate on the date of invoice.
  - e) Organizations out side Karachi will pay through Demand Draft.
- C. Kindly mail/ courier your duly completed Client ID Request Form along with the payment and required documents to:  
**National Institutional Facilitation Technologies (NIFT) Pvt. Ltd.**  
**Attn: Digital Certificate Customer Services for LSE**  
**5<sup>th</sup> Floor, AWT Plaza, I. I. Chundrigar Road, Karachi - 74200, Pakistan.**
- D. Office Timings: **9:00 am - 5:00 pm** (Monday to Friday), **9:00 am - 1:30 pm** (Saturday).
  - E. Kindly retain a photocopy of your Digital Certificate Form; it will be needed during enrolment for Client ID.
  - F. Certificates issuance may take 2 – 3 days, after submission of documents (depending on the verification of client's document).

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| <b>For enquiry or support call Toll free number <b>08000 NIFT (6438)</b> between office hours.</b> |
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