



Islamabad, the 5th January, 2024

Subject: NDMA Guidelines for Grant of NOC for Relief Assistance by NGOs / INGOs to Foreign Countries-2024

1. NDMA is the lead authority of Pakistan to plan, coordinate and execute national response to any natural or anthropogenic disaster. In-line with its assigned mandate, NDMA not only responds to any such disaster in Pakistan but to other countries as well in for of rescue resource employment, provision of medical and relief assistance etc according to decision of the Federal Government. For response to disaster in other countries, in addition to NDMA, a large number of local NGOs, philanthropists etc also contribute towards national efforts in coordination with NDMA or independently. However, provision of any such relief items requires NOC from NDMA as per government policy.

2. The grant of NOC is governed by the 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". Expeditious and smooth issuance of NOC by NDMA is considered necessary for timely response to the disasters; therefore, to streamline the procedure for the issuance of NOC and to facilitate applicant NGO / INGO, revised guidelines are covered in ensuing paragraphs.

3. Procedure of Application for NOC

- a. Any application / request for issuance of NOC is required to be submitted, complete in all respects, on official letter head of NGO / INGO duly signed by the CEO / Director General / head of organization to NDMA, minimum 14 working days prior to due date for export.
- b. All donated items will be subjected to inspection by the NDMA to ensure provision of quality assistance and guard against items in negative list.
- c. Following documents will be required to be attached with the application: -
 - (1) Letter of approval / acceptance of items by destination Country's Embassy / Consulate / High Commission in Pakistan.
 - (2) Valid NGO / INGO registration certificate in Pakistan.

- (3) Submission of e-Form (for Local NGO).
 - (4) Copy of agreement or MOU / consent letter between NGO / INGO and foreign implementation partners or authorities.
 - (5) Donation Certificate.
 - (6) Certificate to the effect that relief items are meant for humanitarian / relief activities and are for free distribution amongst the affectees in affected areas.
 - (7) Packing list indicating description, quantity and approximate estimated value of items.
 - (8) Bill of Lading / Airways Bill.
 - (9) Distribution plan.
 - (10) DRAP certification (in case of medicines).
 - (11) Undertaking by NGO / INGO confirming that no government charges will be involved during export of relief items (as per attached template / format).
 - (12) Undertaking by NGO / INGO confirming that the consignment is free of any contraband / illegal items.
 - (13) Medicines / food Items being exported must have minimum expiry of 6 months or more at the time of export.
- d. NOC will only be issued to permit export of relief items. All taxes / duties and other government charges shall be applicable as per promulgated rules / policies and are to be paid by concerned NGO / INGO. The NOC will not be for any kind of waiver on prescribed taxes / duties etc.
- e. **NOC Validity Period.** The validity period of NOC will be 14 days after issuance. In case, the relief consignment is not shipped within the approved period, the NGO / INGO will be required to reapply for extension / issuance of fresh NOC.
- f. **Restrictions on Relief Item.** NGO / INGO will be responsible to ensure following:-
- (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 6 months).

(4) Relief items cannot be sold / disposed of at any stage except distribution amongst affectees.

4. **Completion Certificate / Report.** NGO / INGO will be responsible to submit completion certificate / report with Means of Verification (MoVs) within 25 days on arrival in destination country, duly verified by the concerned Pakistani mission in host country after distribution of relief items as per plan shared.

5. **Cancellation of NOC.** NDMA reserves the rights to cancel any issued NOC at any time if respective relief agency / organization fails to abide by the above guidelines. Moreover, responsible NGO / INGO will be blacklisted at NDMA. As per section 42 chapter XI of NDMA Act, 2010 no court or tribunal shall have jurisdiction to entertain any suit or proceedings in respect of anything done, action taken, orders made, directions, instructions or guidelines issued by Federal Govt, National Authority (NDMA) in pursuance of any powers conferred by or in relation to its functions by the NDMA Act.

6. **Contact details for facilitation of issuance of NOCs are as under: -**

a. **Raheel Ahmad Cheema, Director (R&R), NDMA**

Tel: 051-9030992

Email: dirrr@ndma.gov.pk

Email: directorrnr992@gmail.com

b. **Lieutenant Commander Farman ul Haq Siddiqi, Deputy Director (R&R)**

Tel: 051-9030703

c. **Office Address:**

R&R Directorate, National Disaster Management Authority (NDMA) Headquarter (HQ), Main Murree Road, Near ITP Office, Islamabad

Undertaking

I, Mr. _____ Chairman / CEO / President of M/s _____ Foundation do solemnly state that the items being dispatched under the NOC will not involve Government of Pakistan Funding at any stage of the operation (i.e. transportation/ storage / distribution / labor / taxation etc.) within Pakistan or / and at destination country.

I also solemnly affirm that NDMA reserves the right to cancel NOC at any stage and initiate legal action against M/s _____ if, M/s _____ fail to implement / complete the relief operation as per above mentioned commitment.

(_____)
Chairman/ CEO/ President
M/s _____