

### **Guide for Numbering the Application and the Permit**

- 01 Serial number shall be given to the Application which should be mentioned in the PART "A" of the application attached herewith as annexure III, following the order of receiving application to the permit issuing authority.
- 02 Specimen permit is given in the "Annexure IV" herewith. Permit Number should be correctly given at the issuance of the relevant permit as specified thereof, following the instructions given below.
- 03 The above mentioned "Permit Number" consists of seven parts. Part 01,02,03 and 05 should not be changed and the permit issuing authority should complete the part 04, 06 and 07 of this number at the issuance of the permit as follows.

#### **I. Part Four (04)**

Mention "Code Number" relevant to the institution as specified in the "Annexure II" attached herewith

*Ex: The number in the permits issued by the Secretary, Ministry of Land is "122"*

#### **II. Part Six (06)**

Mention two digits of the year relevant to issuance of the permit should be included here.

*Ex: This number for the permits issued in year 2018 is "18" and the number for the permits issued in year 2019 is "19"*

#### **III. Part Seven (07)**

Mention serial number that should be given in four digits according to the order of issuing the permit (not the order of receiving the application)

*Ex: Number given to the first issued permit is "0001" and the seventh permit is "0007"*

- 04 If the name of the institutions listed in the Annexure II has to be amended due to any reason (as examples; establishment of a new Ministry, amalgamation of two or more existing institutions), a "Code Number" for these institutions should be obtained by the head/heads of the relevant institutions making a written request to the Director General, Department of Trade and Investment Policy before issuance of the permits. Amended "Code Number" or a new "Code Number" will be given to the relevant institution as the case may be. In such cases, permits should be issued under the new number by these institutions.