

# Process Flow

Trade Development Authority of Pakistan (TDAP) operates Export Development Fund (EDF) which was constituted under the Export Development Fund Act, 1999. The Act allows to fund any activity which is relevant for promotion for exports and hence the scope of EDF financing includes but is not limited to establishment of training institutes & association's offices, display centers, subsidizing of delegations & sales missions, participation in exhibitions abroad, research, market & product development, engagement of consultants etc.

The Fund is currently operating on proposal-based financing in which an organization (usually an association or chamber or institute or government entity) submits a project proposal which includes activities leading to strengthening and promotion of exports. There is no financial cap on the proposals to be approved by the EDF Board. However, the Executive Committee of the Board is authorized to approve funding up to Rs. 100 million per proposal while approval above this limit are presented to the Board/Finance Committee.

A step by step guide to proposal financing workflow is presented below:

- Step-1            Submit the project proposal (online) to EDF Secretariat
- Step-2            The EDF Secretariat will provide initial response including the queries / the initial response
- Step-3            Once all required information is provided, the EDF team will analyze in detail.
- Step-4            Once all parameters of the project are settled, the project will be submitted in the Finance /Executive Committee meeting
- Step-5            Project will be presented before the Finance /Executive Committee meeting of Board of Administrations of EDF
- Step-6            Once the project is approved by EDF Board/ Finance /Executive Committee, minutes are issued and circulated. And a release order is issued to TDAP for disbursement. TDAP guides beneficiary (Private sector) to open joint account in National Bank of Pakistan.
- Step-7            In compliance with Finance /Executive Committee decisions and upon completion of codal formalities by the beneficiary, TDAP issues the cheque.

EDF now has started accepting online form which can be accessed at EDF website ([www.edf.gov.pk](http://www.edf.gov.pk)). However, following forms are used for processing EDF projects, as shown against each:

**EDF form-I Project proposal form:** This form is used for initiating new proposal to be submitted With the EDF Board. However, EDF has shifted these to online portal. Manual forms are not being Accepted any more.

**EDF-form-II Project Progress form:** Beneficiaries are required to submit progress of the project through this reporting form. It is done quarterly and as and when required by EDF.

**EDF form-III Project completion form:** This form is submitted by beneficiary to close the project and settle accounts.

**EDF form-IV Change Request form:** This form is used for any change in scope of project such as any addition or deletion of activities.

All forms are available on EDF website mentioned above. However, system has been digitalized and only online version of these forms is being accepted now.