



CHECK LIST OF REQUIRED DOCUMENTS FOR MINTEX CERTIFICATE

M/s.		Date	
SR.#	RDA FORM DETAIL OF PROCEDURE STEPS BY STEPS	T.M.A REMARKS	
A. RDA FORM CHECKING			
A-1	RDA FORM: Print Preview send to email tma77a@gmail.com for Checking Purpose.		
A-2	FORM SUBMITTED : Form after Checking submit in portal & send to Association shape of Hard copy For Verification & Attestation purpose with below enclosed documents.		
B. LIST OF ENCLOSURE DOCUMENTS WITH RDA FORM			
TEXTILE COMMISSIONER'S ORGANIZATION		Tel : 99215080	Add : 2 Floor, Kandawala Building, M.A. Jinnah Road, Khi
B-1	a. Return Form-B	Download	
	b. CESS Payment Breakup Year Wise	Download	
	c. Payment Clearance Certificate (NOC)	Request Letter	
	d. Required Acknowledgment	Last 05 years	
	e. Copies Submit to TCO Office with Covering Letter (On Company Letter head).	Download	
	f. TCO Form-I (Submit 06 Month Online and Hard)	Soft Copy Download	Online Link
B-2	N.T.N Required :- Registration Certificate		
B-3	E.O.B.I Required :- Registration Certificate (All Address)		
B-4	S.E.S.S.I Required :- Registration Certificate (All Address)		
B-5	EMPOLYESS DATA SHEET	Download	
B-6	UTILITIES BILLS:- Required Calculation Sheet		
	K.E	Download	S.S.G.C Download KWSB Download
B-7	UNDERTAKING Required: Company Letter Head Available On T.M.A Website.	Download	
B-8	EXPORT PERFORMANCE CERTIFICATE Required on the Base Year as per RDA Form declare in Banks details		
B-9	Income Tax Return (Complete) Required on the Base year mention in RDA Form		
B-10	T.M.A Required :- Valid Membership Certificate		
B-11	MINTEX Required :- Last Registration Certificate Photocopy		
C. DOCUMENTS SCANNING & DISPATCHING			
C-1	SCANNING FILE PDF FORMAT: Black & White RDA Form with enclosed all documents Scanning under the 1 PDF File for upload purpose on RDA portal.		
C-2	ASSOCIATION CERTIFICATE : That time of issue Association Certificate of above all complete Steps then association issue the certificate for Signing with stamp on the certificate after association forward the case to MINTEX Islamabad.		