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**BECOME A  
MEMBER  
TODAY!**

**Women Chamber of  
Commerce & Industry(WCCI)**



## WHAT IS THE WOMEN'S CHAMBER?

Women's Chamber of Commerce and Industry (WCCI) is a district/ divisional level networking forum for businesswomen. It promotes and protects the interests of its members & business community as a whole by raising problems at the relevant forums. It also works for business promotion through networking events, imports/exports, business documentation, and trade policies.

## BENEFITS OF JOINING THE WOMEN CHAMBERS OF COMMERCE AND INDUSTRY?

Business chambers provide their members the following listed facilities and opportunities:

### 1. MEMBERSHIP CARD

This card provides easy check in at events, works as a loyalty card to avail promotions and discounts, and ease in customs clearance for exhibition trips.



### 2. VISA RECOMMENDATION LETTER

Chambers provide visa recommendation letters to members intending to travel outside Pakistan to participate in international exhibitions.



### 3. CERTIFICATE OF ORIGIN

The chamber issues a certificate of origin to its members for reduced export tariffs.



### 4. ATTESTATION OF TRADE DOCUMENTS

Chambers attest commercial documents of businesses, to ease trade processes across international markets.



## 5. IMPROVE BUSINESS CREDIBILITY

Joining a chamber boosts business credibility and trust in local and international markets, and attracts customers to choose credible and local businesses over competitors.



## 6. ACCESS TO NETWORK & PLATFORM

Joining WCCI opens doors to partnerships and customers through exhibitions, exposure visits, and increases visibility.



## 7. BOOSTING BRAND VISIBILITY & MARKETING OPPORTUNITIES

Businesses listed in the chamber's directory, make it easier for potential customers to inquire about local businesses, brands listed in the directory are also featured in newsletters, social media posts, and other marketing materials to reach a wider audience.



## 8. STAYING AHEAD WITH INDUSTRY INSIGHTS

Chambers offer seminars, workshops, and educational programs for continuous learning, empowering businesses to learn adaptation strategies, look for new business opportunities, and stay ahead of competitors.

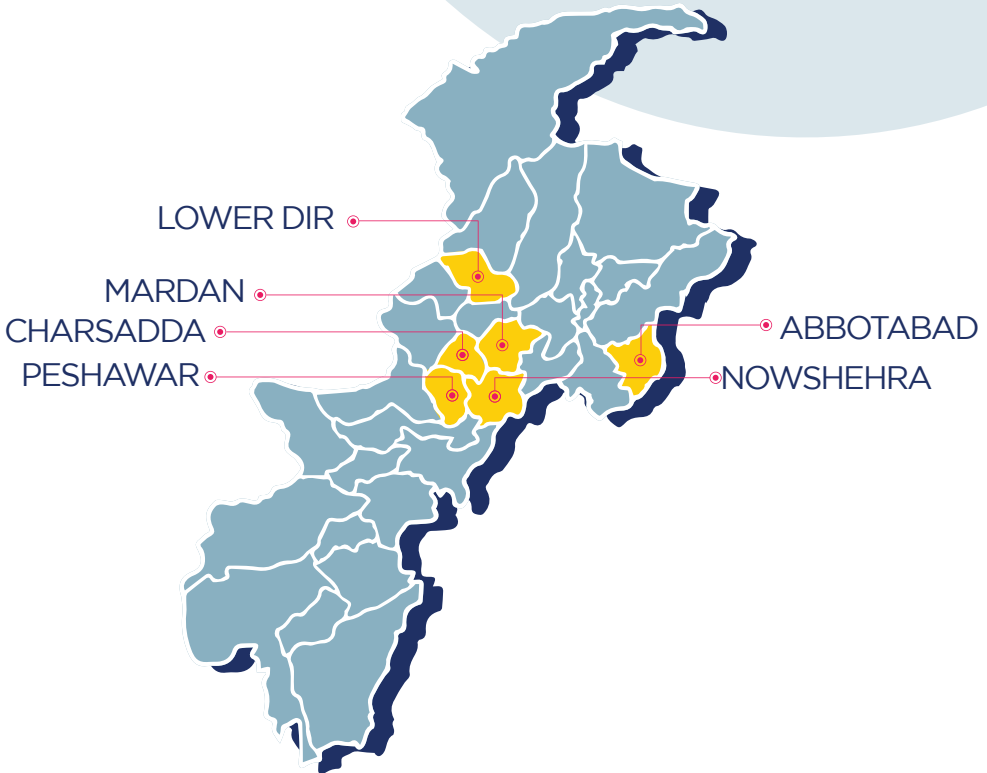


## WHO CAN JOIN THE WOMEN'S CHAMBER?

Any woman-owned business making revenue, regardless of size or industry (manufacturing, services, agriculture, trading), and whether it's a sole proprietorship, partnership firm, or a company, can join the Women's Chamber.

## WHERE TO ACCESS THE WOMEN'S CHAMBER?

In Khyber Pakhtunkhwa, there are six Women's Chambers located in Peshawar, Mardan, Charsadda, Dir Lower, Abbottabad and Nowshera districts. In districts or divisions where a women's chamber does not exist, business women have the option to join any division women's chamber in an adjacent district. Alternatively, if at least 100 businesswomen are in a district or division, they can form a new Women's Chamber of Commerce and Industry (WCCI).



<b>WOMEN CHAMBER PESHAWAR</b>	<p>Women Chamber House, G. T. Road, Peshawar.  +92 91 922 5418 , +92 91 921 3318  <a href="https://www.wccip.org.pk/">https://www.wccip.org.pk/</a>  secretarygeneral@wccip.org.pk ,  wcci_psh@yahoo.com  <a href="https://www.facebook.com/WcciPeshawar/">https://www.facebook.com/WcciPeshawar/</a></p>
<b>WOMEN CHAMBER MARDAN</b>	<p>Aiwan-E-Sanat-O-Tijarat Road Chamber House, College Chowk Mardan,  +92 (0937) 923 0667  wcci_mardan@yahoo.com</p>
<b>WOMEN CHAMBER ABBOTABAD</b>	<p>Shah Villa House No. 47/A. Tayyaba Street, Javed Shaheed Road, Jinnah Abad Mandian, Abbottabad.  +92 333 586 0955</p>
<b>WOMEN CHAMBER CHARSAADA</b>	<p>Women Chamber of Commerce &amp; Industry, Amin Jan Market, Ghani Khan Road, Near Motorway Interchange, Charsaada.  wccc.i@yahoo.com  +92 333 800 0777</p>
<b>WOMEN CHAMBER LOWER DIR</b>	<p>Women Chamber of Commerce &amp; Industry, 3rd Floor Johar Plaza Shaheed Chowk. Blambat Road Timergar  +92 345 930 3586  Wccidir@gmail.com  <a href="https://www.facebook.com/AdilShorts">https://www.facebook.com/AdilShorts</a></p>
<b>WOMEN CHAMBER NOWSHEHRA</b>	<p>Women Chamber Office, 1st Floor, Al-Jamil City Center, Nowshera Cantt.  +92 (0923) 614246, +92 300 088 9963  wccinowshera@gmail.com  <a href="https://www.facebook.com/profile.php?id=100066816323860">https://www.facebook.com/profile.php?id=100066816323860</a></p>

## HOW TO JOIN THE WOMEN'S CHAMBER?

To become a member of any women's chamber, you must meet the membership requirements mentioned below, as a general member under associate or corporate categories:

1. Application in the name of the president on business letterhead.
2. Copy of the National Tax Number Certificate (NTN) of your business
3. Copy of Computerized National Identity Card (CNIC) of the business owner
4. Two Passport sized pictures.
5. In the case of a Partnership Firm, a copy of the partnership deed with a copy of registration certificate.
6. In the case of a Limited company, a copy of the Memorandum & Articles of Association duly signed by the registrar of companies and a certificate of Incorporation.
7. The membership fee must be submitted to the chamber office at the time of application submission, fee varies for associate and corporate categories.

**Note: Membership forms are available at women's chamber offices.**

## WHY IS HAVING THE NATIONAL TAX NUMBER (NTN) IMPORTANT?

To operate a legal business, you need to have a National Tax Number (NTN) in the name of your business.

## BENEFITS OF NATIONAL TAX NUMBER (NTN):

1. Client confidence
2. Chamber of Commerce membership
3. Visa preference
4. International business opportunities
5. Reduced tax on import/exports
6. Tax refund claim
7. Tax exemptions
8. Ease in company registration with the Security & Exchange Commission of Pakistan (SECP)
9. Improved business credibility

## **TYPES OF NTN:**

1. Salaried Employee (employee's CNIC number is NTN number)
2. Sole proprietor (single person)
3. Partnership firm
4. Limited company

## **DOCUMENTS REQUIRED FOR NTN REGISTRATION;**

1. To apply for NTN, prospective candidates should visit the Federal Board of Revenue office in person
2. Copy of Computerized National Identity Card (CNIC) of the business owner
3. Last paid original utility bill, if any
4. Active email ID
5. Mobile number (SIM issued on one's CNIC).
6. Business letterhead
7. Rent agreement OR ownership document in case of personal property on stamp paper attested from Oath Commissioner of business premises

## **HOW TO REGISTER A NEW WOMEN'S CHAMBER?**

It requires a group of eight to ten women who can financially sponsor the chamber's operations and share the same goal of establishing a business networking platform for women, to submit a registration application to the Directorate General of Trade Organization (DGTO).

## **ELIGIBILITY CRITERIA FOR WOMEN'S CHAMBER FORMATION:**

An applicant chamber can only be granted license, if it meets the following minimum terms;

1. A chamber represents any specific business / industry / service or combination.
2. A minimum of one hundred women are required to create a women's chamber.
3. No chamber is licensed unless it is administratively & financially self-sustained.
4. The expected chamber's financial expenses should not exceed its income

## **LICENSE VALIDITY PERIOD:**

The chamber is initially registered with DGTO for five years, every five years it gets renewed.

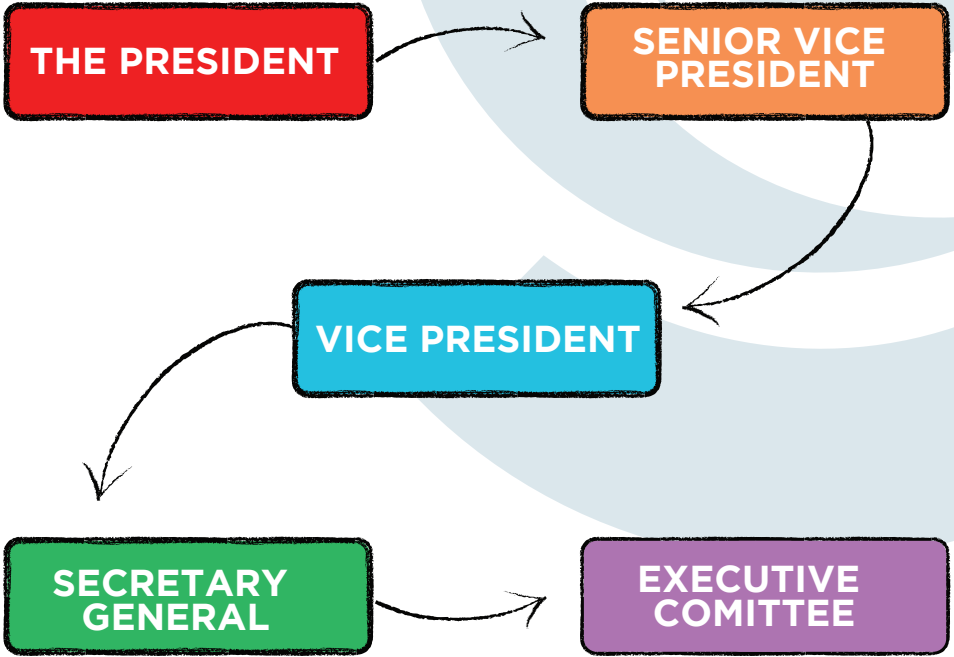
## **REGISTRATION REQUIREMENTS:**

Registration application is submitted to the Director General of Trade Organizations (DGTO) with support documents listed;

1. Attach details of prospective office bearers & executive committee members of the applicant chamber until the first elections. Details must include business names, National Tax Numbers, Sales Tax Registration (if applicable), and Computerized National Identity Card (CNIC) copies of all listed members.
2. Names & profiles of financial sponsors of the applicant chamber.
3. Justification for establishing Women's Chamber, details should include district's economic profile, number and types of businesses, average revenue of the past 03 years, information on traditional products, if any.
4. Details of prospective general body members of the applicant Women's Chamber.
5. Hard & soft copy of Memorandum and Articles of Association of Women's Chamber.
6. Copies of bylaws of the Women's Chamber, if any.
7. NTN for the applicant chamber.
8. Copies of national press notices.
9. Payment receipt of chamber registration fees.
10. 03 years plan of activities of Women's Chamber (long term & short term plans).
11. Financial feasibility statement certified by a chartered accountant.



# WHO RUNS THE WOMEN'S CHAMBER?



The cabinet and management run daily operations of a chamber. The general body elects executive members through voting and the executive committee subsequently elects the President, Senior Vice President, and Vice President. The executive committee is also responsible for hiring and terminating the services of the secretary general.

## **GENERAL ELECTION IN WOMEN CHAMBER**

Every two years, members from corporate and associate categories contest elections for cabinet positions. Once you become a member of the chamber, you have voting right to vote in the general election for electing cabinet members.

## **FORMATION & TENURE OF EXECUTIVE COMMITTEE**

Executive members are elected through voting process for two years. Prospective executive members must have remained general body members for two years. Every year half of the executive members retire from their responsibilities and fresh group of members is taken onboard. The executive committee is composed of associate and corporate members with fifty percent representation from each class.

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