



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 04/14-15

Invitation to Bid

The Securities and Exchange Commission of Pakistan (SECP) invites sealed bids under its nationwide Investor Education Program, from Advertising & Media companies registered in Pakistan with sales tax department and having national tax number (NTN) for following:

ITEM - I : BRANDING OF THE INVESTOR EDUCATION PROGRAM AND DESIGNING OF DIFFERENT MATERIAL INCLUDING CONTENT WRITING

ITEM - II: SUPPLY & PRINTING OF INVESTOR EDUCATION MATERIAL

The relevant details plus terms and conditions may be obtained from the undersigned personally or by visiting the SECP website: www.secp.gov.pk/Procurement.asp

Pre Bid Meeting: In order to obtain full understanding of the Scope of Work, a meeting of the bidders is scheduled on August 28, 2014 at 1100 Hrs at SECP Office. Those who wish to attend/ participate should inform the undersigned. To facilitate prospective bidders based in Karachi & Lahore, Live video conferencing will be made available at SECP's Karachi and Lahore offices subject to pre-registration. Clarification, if any, on the technical requirement may also be obtained by sending an email to ubaidullah.khalid@secp.gov.pk .

Sealed bids with 5% earnest money (details mentioned in the bidding document), must reach the undersigned through courier or may be dropped in the tender box on the ground floor of the NICL Building. The bids must be received on September 04, 2014, by 1500 Hrs and will be opened on the same day at 1530 Hrs

M. Ubaidullah Khalid – Assistant Director (Admin)
4th Floor, NICL Building, 63 Jinnah Avenue, Islamabad
Tel: 9207091-4 Ext 107

Terms and Conditions for Bids and Bidders

1. **Tender Identification Number: TENDER # 04/14-15**

2. Bids are invited for:

**ITEM - I: BRANDING OF THE INVESTOR EDUCATION PROGRAM AND DESIGNING OF
DIFFERENT MATERIAL INCLUDING CONTENT WRITING**

ITEM - II: SUPPLY & PRINTING OF INVESTOR EDUCATION MATERIAL

3. **The Procurement Agency is:**

Securities and Exchange Commission of Pakistan
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,
Islamabad.

4. Relevant details plus terms and conditions of the tender may be obtained from the undersigned personally or by visiting the SECP website: www.secp.gov.pk/Procurement.asp.
5. **Pre Bid Meeting:** In order to obtain full understanding of the Scope of Work, a meeting of the bidders is scheduled on August 28, 2014 at 1100 Hrs at SECP Office. Those who wish to attend/ participate should inform the undersigned. To facilitate prospective bidders based in Karachi & Lahore, Live video conferencing will be made available at SECP's Karachi and Lahore offices subject to pre-registration.
6. Clarification if any on the technical requirement may also be obtained by sending an email to ubaidullah.khalid@secp.gov.pk.
7. Clarifications given before or during the pre-bid meeting will be uploaded on the SECP website on August 28, 2014 and no clarification would be issued after conclusion of the pre-bid meeting.
8. The SECP is not bound to accept the lowest bid and reserves the right to accept full or partial supplies offered and bidders should supply the same at the rates finalized.
9. The bid validity period for both Items shall be at least 180 days.
10. Bidders shall quote two separate bids as **ITEM-I** and **ITEM-II** as described in the Scope of Work. **The bidders may quote both or any one ITEM.** However, earnest money against each option shall be submitted separately. Any bid without earnest money will not be entertained.
11. The amount of the bid and earnest money shall be in Pak rupees.
12. Earnest Money must reach the undersigned through courier or may be dropped in the tender box on the ground floor of the NICL Building. Details of earnest money
- a. For ITEM-1: Sealed bids with 5% earnest money of the total quoted cost (inclusive of GST, if applicable) of the required services must be submitted.

- b. For ITEM-2: Sealed bids with 5% earnest money of the total quoted cost (inclusive of GST, if applicable) of **mentioned minimum quantity of each required item must be submitted.**
13. The earnest money should be in shape of either pay order or demand draft **only** valid for not less than 6 months in favor of **Securities and Exchange Commission of Pakistan, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.**
 14. The bids not accompanied by earnest money or with less amount of earnest money may not be entertained.
 15. If the bid is withdrawn before the expiry of its validity or the supply/services are not made/provided within due date, the earnest money will be forfeited in favor of the SECP, Islamabad.
 16. It is of utmost importance that bids should be submitted very carefully and the instructions set forth above, scrupulously complied with, failing which the offer will be ignored.
 17. The language of the bid is English and alternative bids shall not be considered.
 18. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids
 19. The prices quoted shall correspond to 100% of the requirements specified. The prices quoted by the bidder shall not be adjustable. Changes or revisions in rates after the opening of the bids will not be entertained and may disqualify the original offer.
 20. The rates must be quoted strictly in accordance with our documents and Annexures. In the event of non-acceptance of offer no intimation will be given to the individual bidder.
 21. Discounts (if any) offered by the bidder shall be part of the bid.
 22. The interested bidders should have proven track record of similar nature of activities and magnitude. Preference would be given to bidders having similar experience for financial services including capital market or insurance.
 23. The interested bidders must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business, for not less than 2 years.
 24. The proof of company's existence as a legal entity and an affidavit that the company is not blacklisted by any organization must be presented with the bid.
 25. A copy of authorized agency/partnership/dealership/distributorship certificate from their principals is to be submitted with the bid, in case of any such claim.
 26. The bidders do not have the option of submitting their bids electronically. Telegraphic and conditional bids will not be accepted. Unsealed bids will not be entertained.
 27. Detail of applicable taxes and whether included or not in the quoted price and breakup of quoted price shall be clearly mentioned.

28. In case applicable taxes have neither been included in the quoted price nor mentioned whether quoted amount is inclusive or exclusive of such taxes, then quoted amount will be considered inclusive of all taxes and selected service provider will have to provide the required services, if selected and declared as best evaluated bidder.
29. The place of destination is: **Securities and Exchange Commission of Pakistan**, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.
30. The envelopes shall bear the following additional identification marks:

Bid for:

ITEM - I : BRANDING OF THE INVESTOR EDUCATION PROGRAM AND DESIGNING OF DIFFERENT MATERIAL INCLUDING CONTENT WRITING

OR

ITEM - II: SUPPLY & PRINTING OF INVESTOR EDUCATION MATERIAL

OR (Both)

Firm Name: **XYZ Company Limited**

Attention: Assistant Director, Admin, 4th Floor
NICL Building, 63 Jinnah Avenue
Blue Area, Islamabad

31. The deadline for the submission of bids is:
Date: September 04, 2014
Time: 1500 Hrs

32. The bid opening shall take place at:

Securities and Exchange Commission of Pakistan
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,
Islamabad
Date: September 04, 2014
Time: 1530 Hrs

33. A statement “**Not to be opened before 1530 Hrs on September 04, 2014**” shall be clearly mentioned on the top of the sealed bid.
34. The bids received after the due date and time will not be entertained. SECP reserves the right to reject and cancel all received bids at any time of the bidding process.
35. The earnest money of successful bidder will be retained and that of other bidders will be returned.
36. Successful bidder will be required to sign a non-discourse agreement in respect of the confidentiality of data and information of any sort available to the company during performance of services.
37. Performance Guarantee equal to 10% of Purchase Order / contract value, in the shape of

demand draft or pay order in favor of SECP will be required by the successful supplier/firm. Performance Guarantee will remain valid up to delivery of identified product materials and services. Moreover, on deposit of Performance Guarantee with SECP, earnest money of the successful bidder will be returned.

38. The successful bidder will be required to make delivery as given under scope of work in Annexure – A.
39. In case successful bidder fails to supply required services or materials in given time, then a penalty of 1% of the performance guarantee per week will be imposed.
40. If the successful bidder fails to maintain the specifications (quality/quantity) of the equipment/supplies then their performance guarantee will be forfeited in favor of the Commission and contract/purchase order may be terminated.
41. The Bidder should not be currently blacklisted by any Government / Government agency/ Bank / institution in Pakistan or abroad. The bidder should provide declaration to this effect on their company's letterhead.
42. The SECP reserves the right to relax any condition of the bidding document as per its requirement. SECP reserves the right to amend/change/revise the Scope of Work, if deemed necessary. The successful bidder shall have to provide the services accordingly.
43. The right to accept, reject and cancel any offer without assigning any reason is hereby reserved. The SECP's decision will be final and binding in all matters relating to this tender.
44. The bidder shall furnish relevant documents supporting the above eligibility / qualification criteria along with the bid. SECP reserves the right to verify / evaluate the claims made by the bidder independently.

No.	Documents Checklist	Yes/No
1	Certificate of incorporation with SECP	
2	Certificate of NTN	
3	Audited copies of financial statements – 2012-13	
4	Bidder's profile	
5	Earnest money a. ITEM -I b. ITEM –II	
8	Affidavit as described above in para-41	

Note:

- **The attachment details are as under**

1. Scope of Work	Annex “A”
2. Evaluation Criteria	Annex “B”
3. Bid Submission Form	Annex “C”
- **If the above terms and conditions are acceptable then bids must be submitted well in time and according to the requirements.**

SCOPE OF WORK

BACKGROUND:

Investor education focuses on issues relevant to the education and information needs of individuals who participate, or are considering participating, in the financial markets (commonly referred to as “retail investors”). Basic knowledge and understanding of financial markets and products is critical, in particular for general public, before making any investment or long-term financial contract decision. Apart from this one should also be fully aware of rights and obligations of both the parties – user and provider of services – at the time of entering into a financial contract. Lack of financial literacy and capability makes general public vulnerable to fraudulent activities and poor investment decisions.

Pakistan's capital market, non-bank financial and insurance sectors have immense potential; however, statistics show low levels of investors’ involvement due to lack of investor confidence and awareness about non-banking financial sector.

To address this issue, the SECP has marked investor education as a priority area. During the current year a comprehensive Investor Education Program was formulated and approved by the Commission under which knowledge will be imparted about financial markets and products to different segments of the society.

The IEP covers capital market, insurance sector, and NBFC sector including the investment banks, asset management companies, unit trusts and private pension. In addition to these regulated sectors, information would be provided on company registration and entrepreneurship. The program objectives are as following:

- a) Educate and create awareness amongst general public about saving and investment including financial planning and budgeting
- b) Increase awareness about the financial markets (capital market, non-banking financial and insurance sectors) and how to go about making an investment
- c) Educate target groups about different financial products; risks involved; rights and responsibilities and investor protection services
- d) Build investor confidence in capital market, non-banking financial and insurance sectors

Main theme of the IEP will be financial planning and budgeting, market setup and operations, product features and risks, rights and obligations of user and providers of financial products, and dispute resolution. It is expected that IEP, apart from creating awareness, would help the investors to take prudent measures before entering into a contractual agreement with a financial services provider, educate investors on strategies to mitigate risks associated with various investment products, engender investor confidence, and lead to an effective investor protection regime.

1. **DELIVERY OF IEP:** Under the program education would be imparted through **digital means** – web portal, SMS and social media – and **physical interaction** via seminars and investor days. Given the diversified target groups consisting of youth, housewives, businessmen, professionals, traders, salaried persons, etc. and wide range of financial products; it is critical for the success of the program to communicate with these target groups in a language and manner that is most convenient for them and also easy to register and recall. Therefore, branding of the investor education program

and designing of different material including content writing are envisioned to play a pivotal role in the overall IEP.

2. **THEME OF INVESTOR EDUCATION PROGRAM (IEP):** The theme of the program will be to create awareness and educate target groups about following:
 - Financial planning,
 - Budgeting,
 - Savings,
 - Market setup and operations,
 - Product features and risks,
 - Rights and obligations of user and providers of financial products,
 - Dispute resolutions/ Investor Protection
3. **TARGET GROUP:** The diversified target group consisting of:
 - a. Youth (school children, college university students)
 - b. Housewives
 - c. Businessmen & Traders
 - d. Professionals / Self Employed (Doctors, Lawyers, Engineers, Architects, and Consultants etc.)
 - e. Salaried persons (both in private in public sector organizations)
4. **IEP DESIRED OUTCOME (with respect to BRANDING of PROGRAM):**
 - a. The program branding along with design and message is envisioned to play a pivotal role in the overall success of IEP.
 - b. The material developed for existing and potential consumers of financial products offered by the capital market, mutual fund and insurance sectors should be attractive and engaging.
 - c. It is critical, for the success of the program, to communicate with the target group in a language and manner that is most convenient for them and also easy to register and recall.
 - d. Apart from these sectors, various SECP services like SMS, Web portal and Service Desk for complaints and queries would be highlighted through specially designed material.
 - e. Write up in hard and soft form on various products, markets and topics would be provided by the SECP to the successful bidder.

5. INFO ABOUT MARKET, SUB-SEGMENT & PRODUCTS:

MARKET/ SECTORS	SUB-SEGMENT	PRODUCTS
Capital Market	Stock Market	Trading, IPO, Bonds (Government Bonds & Corporate Bonds), Equity Shares, Ordinary Shares, Preference Shares, Right Shares, Bonus Shares, Exchange Traded Funds, Derivatives (Futures Contract, Options)
	Commodities	Futures on International Commodities (Gold, Silver, Crude Oil, Palm Oil); Futures on Domestic Commodities (Rice, Sugar, Wheat) Financial Futures (KIBOR Futures)
NON BANKING FINANCIAL SECTOR (NBFC)	Mutual Funds	Types (open-ended, closed-ended), Equity Funds (Index Tracker Fund), Income Fund, Money Market Funds, Hybrid Funds (Balanced Funds, Asset Allocation Funds, Fund of Funds, Capital Protected Funds)
	Voluntary Pension Schemes (VPS)	Types of VPS Sub-Funds (Equity Sub Fund, Debt Sub Fund, Money Market Sub Fund)
	Leasing	Various available products
	Modarabas	Various available products
	Islamic Products	Modaraba, Takaful, Shariah compliant Mutual Funds, REITS, Sukkuks etc.
	Real Estate Investment Trusts (REITs)	Types (Rental, Developmental, Hybrid)
	Private Equity & Venture Capital	Various available products
Insurance	Life Insurance	Corporate products, Consumer Products, Bancassurance.
	Non-Life Insurance	Fire & Property (Property All Risk, Business Interruption, Householder's Comprehensive, Terrorism), Marine (Hull, Machinery, Marine, Liability), Engineering (Machinery, Project, Erection, Electronic Equipment), Retail (crop, Livestock, Travel), Motor (comprehensive, third party), Miscellaneous (Health, Micro, Liability, Personal Accident)
<ul style="list-style-type: none"> - FINANCIAL PLANNING & BUDGETING - SAVINGS & INVESTMENTS - INVESTOR PROTECTION/ SCAM/ RISK ASSESSMENT 		

ITEM - I : BRANDING OF THE INVESTOR EDUCATION PROGRAM AND DESIGNING OF DIFFERENT MATERIAL INCLUDING CONTENT WRITING

The prospective bidders should make note of following important guidelines while submitting the bid:

- i) The bidders are required to submit a SAMPLE presentation depicting their understanding of the investor education program as given in scope of work and their likely approach in proposing program brand, designs and content writing.
- ii) That designing of all material will be done in 4-colours.
- iii) The identified products that will be designed and developed under ITEM-I, should be eye catching and easy to understand with appropriate illustration in shape of graphs, photos, diagrams, etc. The designing should be done in a way to cover to the main theme of the program as described above for each relevant target group.
- iv) Successful bidder will be required to design and develop the materials for different products keeping in view current social setup and behavior of each target group.
- v) All the material developed will be the intellectual property of SECP with all copyrights reserved with SECP.
- vi) The successful bidder should ensure that the material that has been developed is free from any copyrights violation and plagiarism.

S.No	MATERIAL REQUIRED TO BE DEVELOPED	Brief Description	Total Quantity
1	Program Name		01 no.
2	Program Tagline		01 no.
3	Program URL		01 no.
4	Program Logo		01 no.
5	SMS messaging masking		05no.
6	Brand Guidelines (both for English & Urdu materials)	Covering both Digital & Print (covering all aspects as per best practices)	01 set (English) 01 set (Urdu)
7	Short Messages for SMS (total 500 SMS)	To develop 100 SMS each for: 1) Capital Market 2) NBFC 3) Insurance And 200 SMS covering Financial Planning, Budgeting, Savings, Investments and Investor Protection (Scam, Risk Assessment)	500 nos.
8	Flyers (single page); English & Urdu Size: A-4 double side	To design include content writing for promoting awareness of WEB PORTAL, SHORT CODE, SERVICE DESK (pls develop both individually for 3	04 nos. (English and Urdu)

		and 1 consolidated)			
9	Taglines (both in English & Urdu)	Separate Taglines for : a) Insurance b) Mutual Funds c) VPS d) Stock Market e) Investor Protection (incl Scam, Mediation)			5nos. (English and Urdu)
10	Flyers (multi-fold) All Flyers will be developed in English except for following Flyers, which will also be developed in Urdu besides in English: 01 for Investor Prevention (against Scam/ Fraud) 01 for Financial Planning & Budgeting 01 for Savings & Investment	Separate Flyers to be developed for each Target Groups mentioned above in Para-3 and for all products mentioned in Para-5 of Scope of Work			50 nos. (English) 03 nos. (Urdu)
11	Series of Booklets Size: 6"x8" Pages: 16-20 No. of Series each market: 3-5 All Booklets will be developed in English except for following booklets, which will also be developed in Urdu besides in English. These Booklets will either be developed in series (basic & intermediate) or focusing separately to each target group: 03 nos. for Investor Prevention (against Scam/ Fraud) 03 nos. for Financial Planning & Budgeting 03 nos. for Savings & Investment	Market	Type of Booklet	Areas to be covered (given as example)	20 nos. (English) 09 nos. (Urdu) <i>The bidders are required to quote Price per Booklet. The total ordered quantity will be determined & advised to the successful bidder by SECP.</i>
		Capital Market	Basic	Structure, instruments and products (incl FAQ)	
			Inter	Trading, Options, Futures, IP, Book Building	
		VPS		Market & Products features (benefits, exclusions, value added, FAQs)	
		Mutual Funds	Basic Inter		
		Insurance	Basic Inter		
		Investor Protection		Measures desired, available, organizations etc	
Financial Planning & Budgeting		Importance, means, benefits etc			
12	Basic Stationary	a) Envelopes (all sizes) b) Letterhead c) Folder/ Jacket for Flyers d) Folder/ Jacket for Booklets			04 envelopes 01 letterhead 02 Folder/Jackets
13	POSTERS (single page); English & Urdu Size: 24"x36"	1)To design include content writing for promoting awareness of WEB PORTAL, SHORT CODE, SERVICE DESK (pls develop both individually for 3 and 1 consolidated) 2)Infographics Posters covering Financial Planning, Budgeting, Savings, Investments, Investor Protection.			04 nos. (English) 04 nos. (Urdu) 04 nos. (English) 04 nos. (Urdu)
14	Standees Skin English & Urdu Size: 7' x 3'	1)To design include content writing for promoting awareness of WEB PORTAL, SHORT CODE, SERVICE DESK (pls develop both individually for 3 and 1 consolidated) 2)Infographics covering Financial Planning, Budgeting, Savings, Investments, Investor Protection.			04 nos. (English) 04 nos. (Urdu)
					04 nos. (English) 04 nos. (Urdu)
15	Backdrop Screen English & Urdu Designs required with branding	These will be used in the seminars to be held in various places across Pakistan. Designing should be made while focusing on each target group.			05 nos. (English) 05 nos. (Urdu)

16	Giveaways (Propose design only)	1) Spiral notebook (8"x6"); 100 pages (same design on each page either on top or water marks) Plus 3 Separators (with both sides design) 2) Pen 3) T-Shirts 4) USB 5) Caps 6) Tea Mugs	06 nos.
17	Web Banners	To be designed for promoting awareness of Web Portal, Short Code, Service Desk (03 individual + 01 consolidated)	04 nos. (English and Urdu)

ITEM- II: SUPPLY & PRINTING OF INVESTOR EDUCATION MATERIAL

Deliverable	Specifications	Quantity Bands (price should be quoted for each band)
Booklets	Size: 6" x 8" 135gm Matt paper Pages: 16- 20 4-colour printing	a) 1000 to 5000 b) 5,000 to 10,000 c) 10,000 to 20,000
Flyers (single page)	A-4 Envelop size Single page double side 135gm Matt paper 4 colours printing	a) Upto 50,000 b) 50,000 to 250,000 c) Above 250,000
Flyers (multi-fold)	Envelop size Multifold (all side printing) 135gm Matt paper 4 colours printing	a) Upto 50,000 b) 50,000 to 250,000 c) Above 250,000
Standeers	Rolling Standard Standees with aluminum base With Printing on Panaflex (size: 7'x 3')	a) upto 20 nos b) 20- 50 nos c) 50- 100 nos
Posters	Standard poster size 24"x36" 135 gram matt paper 4 colour printing	a) Upto 1000 b) Upto 2000 c) Upto 5000
Envelopes small (white)	Size: Small Standard for mailing flyers (4.3"x9.3") 80 gram	a) Upto 300,000 b) Upto 500,000 c) Upto 1,000,000
Envelopes Large (white)	Size: A4 Standard (12"x 9.8") 80 gram	a) 1000 nos. b) 5000 nos. c) 10,000 nos
Back drop Screen	a) Size: 6'x10' (50-100 audience) b) Size: 8'x12' for Auditorium (300 to 500 audience)	a) Upto 10 nos each b) Upto 20 nos. each
Giveaways	a) Pens (with printing) b) Notebooks product branded Spiral Notebook(8"x6") 100 pages with 3 separators (with printing on both sides)	a) Upto 5000 nos Pen and 1000 Notebooks b) Upto 10,000 nos Pen 2000 Notebooks

Evaluation Criteria:

	<i>ITEM-I</i>	<i>ITEM-II</i>	
Technical Evaluation	60%	40%	
Financial Evaluation	40%	60%	
Total	100%	100%	
Technical EVALUATION CRITERIA	Total Marks	Total Marks	Marks Obtained
	ITEM-I	ITEM-II	
Marks for technical evaluation =	60	40	
<i>Break-up of Technical evaluation marks:</i>			
A) Solution Capacity			
Research Capacity (in-house or 3 rd party)	15	N/A	
Level of Draft Presentation submitted	25	N/A	
B) Vendor Capacity			
Proof of Knowledge & experience of Financial Market	5	N/A	
Profile of Key executives	5	5	
Proof of Content Developments (atleast 3 companies)	5	N/A	
Proof of developing brand guidelines for large national or MNCs or Satisfaction note from at least 3 customers	5	N/A	
Proof of experience of supply of printing material in large quantities (atleast 3 companies)	N/A	15	
Proof of having own Printing setup or in Partnership/ Agreement	N/A	10	
Proof / Satisfaction notes with respect to Quality & Timelines (atleast from 3 companies)	N/A	10	
Marks for Financial Evaluation =	40	60	

Bid Submission Form

Bids are Required for two Items:

ITEM - I : BRANDING OF THE INVESTOR EDUCATION PROGRAM AND DESIGNING OF DIFFERENT MATERIAL INCLUDING CONTENT WRITING

ITEM - II: SUPPLY & PRINTING OF INVESTOR EDUCATION MATERIAL

(Note: Interested bidder can also quote for any Single Item)

1. **Name of Interested Bidder** : _____
2. **NTN#** : _____
(Please attach Copy of NTN Certificate)
3. **GST#** : _____
(Please attach Copy of GST Certificate, if applicable)
4. **Offered Price ITEM - I** : **Rs.** _____

(In words) _____
5. **Offered Price ITEM - II** : **Rs.** _____

(In words) _____
6. **Value of Earnest Money-I** **Rs.** _____
(5% of the total offered price)
(In words) _____
7. **Value of Earnest Money-II** **Rs.** _____
(5% of the offered price)
(In words) _____
8. **Contact Numbers** : _____
9. **Postal Address** : _____

10. **Email Address** : _____

Note: Taxes included must be mentioned and breakup of the quoted proposal quote must be attached

Declaration: I certify that, to the best of my knowledge and belief, all of the information on and attached is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this form may be grounds for not entertaining my bid, or for cancellation after bid acceptance, and may be punishable by fine or imprisonment according to law of Pakistan. I understand that any information I voluntarily provide on or attached to this bid may be investigated.

Name : _____

Signature & Official Stamp : _____

Date : _____