

Checklist of Succession Process			
Partner Name:			
Successor Name:			
Relationship between the Partner(s) & the Successor(s):			
Category & Level of the School:			
School Name & Code:			
Total No. of Students:			
Date of Request:			
Note:	<u>IN THE CASE OF THE PARTNER'S DEATH, THE FOLLOWING POINT ARE TO BE NOTED:</u> 1. Points (a,b,c,d,e,f,g,h) of S#1 will not be applicable to the death case. 2. The succession fee will not be charged. 3. The death certificate should be attached along with the documents specified in S#2e. 4. An NOC (non-objection certificate) must be furnished by any of his/her family members in case of the deceased partner's children or husband/wife do not want to operate the school.		
	S #	Particulars	Compliance Status
			Yes No
	1	Evaluation of the Request	
	a.	A written request was submitted by the Partner at the concerned Regional/District Office.	<input type="checkbox"/> Yes <input type="checkbox"/> No
b.	A written request was submitted by the Regional/District Office to the Head Office with recommended.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
c.	The Partner disclosed the reason for the succession. (Govt. Job or Other)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
d.	The Partner disclosed the Government job before joining.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
e.	The job offer letter & the joining letter is attached with the file.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
f.	The Partner nominated his/her blood/close relative.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
g.	The required documents of the Partner are attached: - A written application, a Copy of CNIC, and a Duly Signed Affidavit).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
h.	The Partner disclosed all the relevant facts in writing which may give rise to any conflict of interest whether real or perceived (disclosed in the Affidavit).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2	Eligibility of the Successor:		
a.	The Successor has a minimum qualification of graduation from a recognized university.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
b.	The Successor has relevant experience of two/three years.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
c.	The Successor is not involved in any criminal/illegal activity.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
d.	The Successor is not an ex-partner of SEF whose contract was once canceled.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
e.	The required documents of the Successor are attached herewith: 1. Certificates/Degrees (Pass Certificate along with Marksheets) 2. Experience certificates (If the Successor is already SEF school Partner than the contract may be attached along with other documents) 3. Character certificate of the Successor 4. Domicile 5. PRC (Permanent Residence Certificate Form C&D) 6. A copy of CNIC 7. FRC (Family Registration Certificate) 8. A Duly signed affidavit (Stamped by Oath Commissioner) 9. Updated resume	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
f.	1. The Successor has disclosed in writing to the Foundation any other fact which gives rise to a conflict of interest (if any) whether real or perceived (disclosed in the Affidavit). 2. Pay Order of PKR 25000/- for each school 2. A duly signed "Next of Kin" form	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
g.	The Successor has been found suitable for running the school.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Comments from SO (PSDU):			
Comments from Program Head:			
Senior Officer (PSDU)		Program Head	
Name: _____		Name: _____	
Signature: _____		Signature: _____	