

SOPS / PRE-REQUISITES OF THE MATTER UNDER
EMIGRATION RULES, 1979

FRESH OVERSEAS EMPLOYMENT PROMOTER LICENCE REQUIREMENTS UNDER SECTION 12 (2) OF THE EMIGRATION ORDINANCE, 1979:

INSTRUCTIONS: *(Please read these instructions carefully)*

- i) Before preparing the documents, proposed name of the **Firm/Recruiting Agency** is required to be got confirmed in writing by the **Bureau of Emigration & Overseas Employment (BE & OE)** to avoid same and similarity, (Specimen of Application is attached as Annex-A), please bring Bank statement and property documents at the time of approving proposed name of the firm.
- ii) Three files of required documents are to be prepared (Original, Duplicate and Triplicate) in separate file covers.
- iii) All photocopies are required to be attested by an officer (BPS-17 & above). Or Notary Public.

REQUIRED DOCUMENTS

The proposed Overseas Employment Promoter (OEP) provides following documents to the Bureau of Emigration & Overseas Employment for the grant of fresh Licence.

1. Application on prescribed Form-2 (Specimen attached).
2. Bank Challan of Rs.5000/- as application fee, deposited in National Bank of Pakistan, F-8 Markaz Branch, Islamabad. (Specimen attached).
3. Copies of Article and Memorandum of Association (*in case of Private Limited Firm*) **OR** Certificate of Registration from Registrar Joint Stock Company & Partnership Deed (*in case of partnership firm*).
4. Photocopies of computerized National Identity Card of applicant/partners.
5. Good Conduct/Character Certificate from ***District Police Officer*** OR ***District Nazim*** of respective area. (The applicant belong to Capital will get this Certificate from ***District Magistrate, ICT*** and the applicant belong to Tribal Areas will get from ***Political Agent*** of respective area). (Specimen Attached)
6. Computerized Certificate from Income Tax Department showings Tax Number. (Specimen Attached)
7. Bio-data of applicant/partner showing name, father's name, date of birth, place of birth, qualification, occupation, phone number, and permanent / present addresses. (Specimen Attached)
8. Bio-data of Father/Husband of the applicant/partner(s) showing name, father's name, address etc.
9. Specimen Signatures of Applicant/Managing Partner/Managing Director who will sign Foreign Service Agreements and other documents on behalf of his firm. (Specimen Attached)
10. Name, address, occupation, telephone numbers of two respectable persons on responsible position who know the applicant (s) for the last five years. (Specimen Attached)
11. Bank Certificate of Current Account of applicant (s) (Specimen Attached)
12. Five passport size photographs of applicant/partner(s) duly attested (two on front and three on back side respectively).
13. Proposed name of Firm/Agency. (Approved by the competent authority) & (Specimen Attached)
14. Affidavit on Stamp paper value of Rs.20/- duly attested by Notary Public/Oath Commissioner.(Specimen Attached)

15. Current Bank Account transaction statement of last 06 month showing closing balance up to Rs. 0.5 million in the name of applicant/partners or Property documents attested by the authorities concerned to show the financial soundness of the applicant (s).
16. Education Certificate of the applicant (Minimum Matric)
17. Undertaking (on prescribed proforma) on Stamp paper value of Rs. 20/-duly attested by Notary Public Oath Commissioner
18. A check list on prescribed proforma for issuance of fresh OEP Licence shall be signed by the Deputy Director (BE&OE) and the applicant along with the indication of missing documents (if any). If Deputy Director has any observation, he shall put them in writing on the check list. Check List will be in triplicate. One copy will be given to applicant, and one will be sent to Ministry. Third copy will be retained by BE&OE. BE&OE won't entertain incomplete cases.

NOTE: These forms are also available at Bureau's Website: www.beoe.gov.pk

CHECK LIST

Ms......

Requirements as per Emigration Rules:

S.#:	Documents	Page No	Remarks
1.	Applicant Form-2 required under Emigration Ordinance, 1979 and the Rules made there under – Sub Rule-8(1).		
2.	Bank Challan of Rs. 5000/- (Original) required under Sub-Rule-8(1)		
3.	Good Conduct Certificate required under Sub-rule-8(1)		
4.	Bio-Date of Applicant(s) required under Sub-rule 8(3-A) alongwith attested copies of CNIC of references.		
5.	Bio-Date of Applicant's Father/Husband required under Sub-rule 8(3-A)		
6.	Affidavit on stamp paper Valued Rs.20/- (as per specimen) required as per Sub-rule 8(3-A)		

Requirements as per Procedure:

S.#:	Documents	Page No	Remarks
1.	Article and Memorandum of Association/partnership deed required as procedure.	Nil	
2.	Copy of CNIC required as per procedure.		
3.	Income Tax Registration/ Exemption Certificate required as procedure		
4.	Specimen signature of Applicant/Managing Director required as per procedure.		
5.	Bank Certificate required as per procedure.		
6.	Photographs (Passport Size) of Applicant(s) required as per procedure.		
7.	Bank Account Transaction Statement/Property Documents required as per procedure.		
8.	Education Certificate of the Applicant required as per procedure. (minimum Matric)		
9.	Experience Certificate (if any)		
10.	Proposed Name of Firm (as approved by Director General)		
11.	Undertaking on Prescribed Format on Stamp Paper Valued rupees 20/- duly attested by Notary Public/Oath Commissioner.		
12.	D.I.B. Report required as per procedure.		
13.	D.P.O. / C.P.O/ District Magistrate/ Political Agent Report required as per procedure.		

Signature of Applicant

Signature of Deputy Director (BE&OE)

UNDERTAKING

Being an applicant of overseas Employment Promoter's license, I hereby undertake that I have sufficient resources to establish a decent office at an appropriate site. I also undertake to conduct my business in a fair and transparent manner without compromising the national interest of Pakistan.

2. In case I may be found involved in any corrupt practice or illegal Activity, I hereby authorize the Ministry of Overseas Pakistanis & Human Resource Development to take action against me as many deemed appropriate. I will also abide by the decision of the Ministry of Overseas Pakistanis & Human Resource Development.

DEPONENT.....
C.N.I.C. NO.....

Date:.....

Witness 1
C.N.I.C. NO
SIGNATURE

Witness 2
C.N.I.C. NO
SIGNATUTRE

Application to Director General for approval of proposed name of Agency

ANNEX-A

To

The Director General,
Bureau of Emigration & Overseas Employment,
Government of Pakistan,

Emigration Tower, Plot No: 10, Mauve Area,
G-8/1 Islamabad

Subject: GRANT OF FRESH OVERSEAS EMPLOYMENT PROMOTER LICENCE.

Respected Sir,

I / We wish to obtain an Overseas Employment Promoter Licence for the purpose of assisting citizens of Pakistan with employment in foreign countries. I / we propose the following names for approval one of them to prepare the necessary documents: -

1. M/s
2. M/s.....
3. M/s.....
4. M/s.....
5. M/s.....
6. M/s.....

Yours obediently,

Dated:

Name:

Address:

Phone No:

Fax No.

Form-2

The Federal Government
Through
The Director General,
Bureau of Emigrating and Overseas Employment,
Government of Pakistan,
Islamabad.

APPLICATION FOR OVERSEAS EMPLOYMENT PROMOTER LICENCE

Sir,

I / We wish to obtain an Overseas Employment Promoter's Licence for the purpose of assisting citizens of Pakistan with employment in foreign countries and furnish

1. Name of Applicant: (in capital letters)
Phone/Mobile No:
2. Father's/ Husband's name: (in capital letters)
3. Names and Father's/Husband's name of Partner (s).....
.....
.....
.....
4. Proposed name of Firm/Agency.
5. Address: i) Present.
.....
.....
.....
 ii) Permanent.
.....
.....
 iii) Office:
.....
.....
6. Domicile of the applicant:
7. Previous experience in handling and supply of artisans/labour to Construction/business firm/Contractors, either at home or abroad (give details and attach documentary proof)
8. Business contract, if any with firm in foreign countries (give details and attach documentary proof).

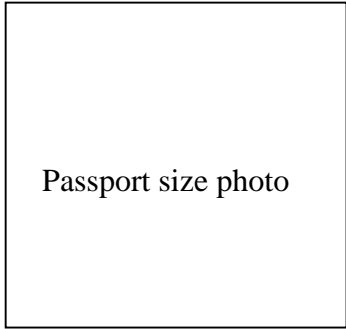
-: 2 :-

9. Financial status and ability to meet initial expenses in exploring foreign labour. Bank Statement Attached
.....
10. Marketing/Banker's certificates to be enclosed. Bank Certificate Attached
11. Additional information, if any, in support of application:
.....
12. Declarations: -
- a) I/we have read the Emigration Ordinance, 1979, the Emigration Rules, 1979 and undertake to abide the provisions of the ordinance, the Rules and instructions issued or to be issued by the Government or the Bureau of Emigration and Overseas Employment from time to time.
 - b) I/we undertake to deposit a security of three hundred thousand rupees in the following matter namely: -
 - (1) A sum of rupees one hundred thousand in cash in a branch of bank nominated by the Federal Government and
 - (2) Two hundred thousand in shape of the Defence Saving Certificate pledged in the name of Joint Secretary, Ministry of Overseas Pakistanis & Human Resource Development Division.
 - c) I/we enclose the following: -
 - (1) Character Certificate.
 - (2) Banker's Certificate
 - (3) Treasury Challan of five thousand rupees as application fee.

Signature: 1. _____
2. _____
3. _____

Phone No.....Mobile No.....

**VERIFICATION OF APPLICANT FOR GRANT OF FRESH OVERSEAS EMPLOYMENT
PROMOTER LICENCE UNDER EMIGRATION ORDINANCE, 1979**



(To be filled in by the candidate in duplicate)

Name in full	
Father's / husband's name	
Post held	
Date & Place of birth	
Nationality	
Present/temporary add.	
Telephone/Mobile No	
C.N.I.C. Number	
Educational Qualification	
A full particular of the candidate's near relatives in Govt. Service.	1.
Name of two reference who can testify the individuals character antecedents.	A
	B
Father's/ Husband's Bio-data.	
Name/Father's/Husband's name:	
Address:	
NIC No.-	

Signature of the applicant

ATTESTED

Specimen Signature of Mr. _____ son of _____
_____ Proprieter/Managaing Partner/Managing Director of
Ms. _____ who will sing F.S.A/other
documents on behalf of the firm/Recruiting Agency.

1.

2.

3.

PROPOSED NAME OF THE FIRM/RECRUITING AGENCY

Name:

Address:

ATTESTED

Treasury or Sub Treasury**FORM 32 – A**

PROVINCIAL
Challan of Cash Paid into
Challan No.

National Bank of Pakistan
State Bank of Pakistan

Provincial Central

By whom Tender	To be filled in the Remitted		Amount	To be filled by the Departmental Officer of the Treasury	
	Name or designations and address of the person of who behalf money is paid	Full particulars of the remittance and of authority (if any)		Head of Account	Order of the Bank
Name M/s.	Director General , Bureau of Emigration and Overseas Employment, M/o Overseas Pakistanis & Human Resource Development, Islamabad	Fresh Overseas Employment Promoter Licence (Renewal fee)	Rs. 5,000/-	C 02906 -Registration and other fees from Pakistanis working abroad	
In Words (Rupees five thousand only)					

Signature
Treasury

Accountant

Received Payment
Date

Treasury Officer
Agent/Manager

Note: The above application fee of Rs. 5000/- may be deposited in National Bank of Pakistan, F-8 Markaz, Islamabad.

**SPECIMEN OF GOOD CONDUCT/CHARACTER CERTIFICATE
ON THE LETTER HEAD/PAD OF CONCERNED DEPARTMENT**

No.

Date:

GOOD CONDUCT/CHARACTER CERTIFICATE

Certified that Mr.....son of..... bearing
Computerized National Identity Card No.....resident
.....does not bear any criminal offence
as per record ofPolice.

2 He bears Good moral character.

District Nazim/
District Police Officer/District Coordination Officer/
District Magistrate ICT /Political Agent (Tribal Areas)

SPECIMEN OF INCOME TAX CERTIFICATE

ON THE LETTER HEAD PAD

No.

Date:

Certified that Mr.son of
Proprietor of M/s. has taken on the list of this Office vide N.T.
No..... as new case.

2 This certificate is being issued on the specific request of the assessee and valid
upto.....

Income Tax Officer
Circle No.....

SPECIMEN OF BANK CERTIFICATE

ON THE LETTER HEAD PAD OF CONCERNED BANK

No.

Date:

Certified that Mr.son of is
maintaining Current Account No.....with us since..... His transaction
with us has been satisfactory and indicates that he is man of means.

Officer

MANAGER

AFFIDAVIT

Ison of..... Resident
of.....do hereby
solemnly affirm and declare as under:-

1. That I want to establish Manpower Recruiting Agency in the name and style
Ms.....at
.....
.....
2. That neither I am a partner with any other Manpower Recruiting Agency nor I
have applied for Overseas Employment Promoter's licence prior to this
application.
3. In case of any unforeseen mishap, I will clear the payment of emigrants by
selling my OR my parent's property.
4. That the contents of this affidavit are correct and true to the best of my
knowledge, belief and nothing has been concealed and no part of it is false.

DEPONENT.....

N.I.C. NO.....

Dated



Bureau of Emigration & Overseas Employment
Overseas Employment Promoter's (OEP)
New Licence Application Form

NEWL-LF-05

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Applicant Basic Information:

1	Name		10	C.N.I.C No	
2	Father Name		11	Nationality	
3	Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>	12	Passport No	
4	Date of Birth		13	Residence Phone No	
6	Place of Birth		14	Mobile No	
7	Qualification		15	Email	
8	Current Address		16	Permanent Address	
9	City		17	Province	

Applicant's Spouse Information

18	Spouse Name		21	Person's Relation:	Wife <input type="checkbox"/> Husband <input type="checkbox"/>
19	C.N.I.C No		22	Phone No	
20	Address				

Reference 1 (The Person who knows the Applicant)

23	Name:	
24	C.N.I.C No	

Reference 2

25	Name	
26	C.N.I.C No	

Company Information

27	MD/Proprietor/ Managing Partner	
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35	Company Name	
36	MD/Proprietor C.N.I.C No:	

28 Applicant's Partners: Yes No No. of Partners

29	Contact Person	
30	C.N.I.C No	
31	Phone No.1	
32	Address:	
33	City	
34	District:	

(If Yes then Please fill the OEP Partner Form (*NEWP-LF-02*))

(If Yes then Please mention the No.)

37	Email	
38	Website	
39	Phone No 2	
40	Province	
41	NTN	

Branch Offices (if any)

42	Branch Address			
43	City	45	Province	
44	Phone No	46	Fax No	

Fee Details

47	Application Fee		48	Receipt No	
49	Account No:		50	Date	
51	Bank/Branch Location				
52	Defence Saving Certificate(Rs)		53	Receipt No	
54	Account No		55	Date	
56	Saving Centre Name / Location				
57	Security Money(Rs)		58	Receipt No.	
59	Account No		60	Date	
61	Bank/Branch Location				
62	Renewal Fee (Rs)		63	Receipt No.	
64	Account No		65	Date	
66	Bank/Branch Location		67	Late Fee(Rs)	

Declarations: -

- a) I/we have read the Emigration Ordinance, 1979, the Emigration Rules, 1979 and undertake to abide the provisions of the ordinance, the Rules and instructions issued or to be issued by the Government or the Bureau of Emigration and Overseas Employment from time to time.
- b) I/we undertake to deposit a security of three hundred thousand rupees in the following matter namely: -
- (1) A sum of rupees one hundred thousand in cash in a branch of bank nominated by the Federal Government and
 - (2) Two hundred thousand in shape of the Defence Saving Certificate pledged in the name of Joint Secretary, Labour, Manpower and Overseas Pakistanis.

Applicant Signature	Applicant Signature	Applicant Signature

Office Use Only						
	Application Status	Date	Desk Officer Name	Desk Officer Designation	Signature	DEO
I	Application Received					
II	Interview)					
III	@ Verification O					
IV	@ † k					
V) V @					
VI	O @					
VII	* k					

68	Application No		69	Licence Number	
70	PE Office		71	Date	
72	Issuance Date		73	Expiry Date	
74	Licence Title				

Authorized Signature / Stamp

Authorized Signature / Stamp (IT Section)