

**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.50,000/- for sole proprietor and Rs. 100,000/- for public or private company as application processing 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 and attested photocopies of CNIC 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.50/- 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. **05 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. **50/-** - 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](http://www.beoe.gov.pk)

## CHECK LIST

M/s.....

### 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. 50,000/- for sole proprietor and Rs. 100,000/- for public or private company (Original) required under Sub-Rule-8(1)		
3.	Good Conduct Certificate required under Sub-rule-8(1)		
4.	Bio-Data of Applicant(s) required under Sub-ule 8(3-A) alongwith attested copies of CNIC of references.		
5.	Bio-Data of Applicant's Father/Husband required under Sub-rule 8(3-A)		
6.	Affidavit on stamp paper Valued Rs.50/- (as per specimen)requiredasperSub-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.	Applicant 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 50/- 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)

**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). ....

9. Financial status and ability to ..... Bank Statement Attached  
meet initial expenses in exploring  
foreign labour. ....
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) (a) Treasury Challan of Fifty Thousand Rupees (Rs. 50,000/-) as application processing fee for sole proprietor.
- OR**
- (b) Treasury Challan of One Hundred thousand Rupees (Rs. 100,000/-) as application processing fee for public or private company.

Signature: 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

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

**ATTESTED**

**Annex-C****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**

Bywhom 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, Mo Overseas Pakistanis & Human Resource Development, Islamabad	Fresh License application processing fee Overseas Employment Promoter <b>Only for Sole Proprietor</b>	Rs. 50,000/-	C 02906-Registration and other fees from Pakistanis working abroad	
In Words (Rupees Fifty Thousand Only)					

Signature  
Treasury

Accountant

Received Payment  
Date

Treasury Officer  
Agent/Manager

**Note:** The above application fee of Rs.50,000/- may be deposited in National Bank of Pakistan, **F-8 Markaz**, Islamabad Only.

**Annex-C****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**

BywhomTender	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, Mo Overseas Pakistanis & Human Resource Development, Islamabad	Fresh License application processing fee Overseas Employment Promoter <b>Only for Public or Private Company</b>	Rs. 100,000/-	C 02906 -Registration and other fees from Pakistanis working abroad	
In Words (Rupees One Hundred Thousand Only)					

Signature  
Treasury

Accountant

Received Payment  
Date

Treasury Officer  
Agent/Manager

**Note:** The above application fee of Rs.100,000/- may be deposited in National Bank of Pakistan, **F-8 Markaz**, Islamabad Only.

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

Passport size photo

( 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
<b>Father's/ Husband's Bio-data.</b>	
Name/Father's/Husband's name:	
Address:	
NICNo.-	

Signature of the applicant

**ATTESTED**

**AFFIDAVIT**

I .....son 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  
M/s..... 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 .....



Specimen Signature of Mr. \_\_\_\_\_ son of \_\_\_\_\_  
Proprieter/Managaing Partner/Managing Director of  
M/s. \_\_\_\_\_ 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

**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 of.....Police.

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**

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. ....

Note: This name is valid only for **120** days from the date of approval.

## 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 .....

SIGNATURE .....



BVS-OEP 01

**BUREAU OF EMIGRATION & OVERSEAS EMPLOYMENT****OEP LICENCE PROFILE FOR BEOE-MIS***(Directorate of Information Technology)*Paste  
OEP recent  
Photograph  
Here**Instructions:**

- (a) Use CAPITAL letters to fill the form.  
(b) Paste one passport size photograph having white background.  
(c) Attach Additional Form for OEP Partners, Branch Offices and OEP Performance.

**OEP Licence Profile Update Request** *(Select one only)*☐ New OEP Licence ☐ Renewal ☐ Licence Transfer ☐ Licence Status ☐ Office Address ☐ Miscellaneous Information**OEP Licence Information**

Licence Number *		Licence PE Office *	
Licence Title *			
Issue Date * (DD/MM/YYYY)		Valid Upto * (DD/MM/YYYY)	

**OEP Licence Type** *(Select one only)*

- ☐ Sole Proprietor  
☐ Registered Company *\*Company must be registered with SECP*  
☐ Partnership Basis Number of Partners  *\*Please fill the OEP Partner Form (BVS-OEP 02) for each Partner*

**Main Office Information**

Address *			
Province*		District *	
Phone No.		Fax No.	
Website		Email	
Number of Branch Offices		<i>*Please fill the OEP Branch Office Form (BVS-OEP 03) for each Branch Office.</i>	

**OEP Personal Information**

Full Name *			
CNIC # *		Gender *	<input type="checkbox"/> Male <input type="checkbox"/> Female
Father /Husband Name			
Date of Birth (DD/MM/YYYY)		Education *	
Mobile No. *			
Present Address *			
Province *		District *	

Permanent Address			
Province		District	
Mobile No. *			

<p><b><u>DECLARATION:</u></b>  <i>I 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.</i></p>	<div></div> <div> <b>OEP Signature</b>  Date: ____/____/____  <small>(DD/MM/YYYY)</small> </div>
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**Office Use Only**

\* Please fill the OEP Performance Form (BVS-OEP 04) in case of OEP Licence Renewal

**OEP Licence Status**

☐ Valid
☐ Expired
☐ Suspended
☐ Surrendered
☐ Cancelled
☐ Invalid

<p><b><u>AUTHORIZED OFFICER OF CONCERNED DIRECTORATE</u></b>  <i>All information provided above is correct as per the official record and approved for entry in the BEOE-MIS/ Website.</i></p>	<div></div> <div> Authorized Officer Signature/Stamp  Date: ____/____/____ </div>
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