

**Government of Pakistan**

**Bureau of Emigration and Overseas Employment**  
Emigration Tower, 10 Mauve Area, G-8/1, Islamabad  
051-9107264  
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No. BE-Ops(Pcy)1/2018

Islamabad, the 06 March, 2019

Subject: - **DEMAND OF UNNECESSARY DOCUMENTS FOR REGISTRATION OF INTENDING EMIGRANTS BY PE OFFICES.**

It has been brought to the notice of Director General, Bureau of Emigration and Overseas Employment by the intending emigrants/ OEPs that PE Offices are demanding unnecessary documents during the registration process.

2. Protectors of Emigrants are strictly advised to demand only the following documents for registration:-

- a) Visa (as per procedure in the host country)
- b) Valid Passport
- c) Valid Computerized National Identity Card (Photocopy is also acceptable)
- d) Employment contract or agreement duly signed by the employer or an undertaking as approved by the Director General, Bureau of Emigration and Overseas Employment
- e) Receipt of Registration Fee
- f) Receipt of Welfare Fund
- g) Emigration Promotion Fee
- h) Service Charges (in case of recruitment through an OEP)
- i) Certificate of insurance from State Life Insurance Corporation (original and a duplicate copy)
- j) Copy of NOC in case of ex-service men/government servants/ nurses (from relevant federal/ provincial health authorities)
- k) Police Character Verification Certificate in respect of the intending emigrant from concerned DPO/Political Agent (for specified countries only)
- l) Medical Fitness Report (from approved medical centres of specified countries). In case of Qatar, medical fitness report from any government/ registered private hospital

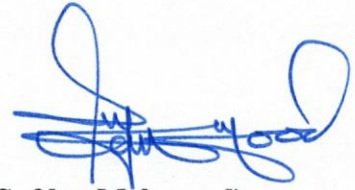
3. Following documents are not required for registration against any trade:-

- a) Affidavits from spouse/ parents, in case of female workers
- b) driving licence in case of drivers

4. Protectorates of Emigrants are also advised to display the list of necessary documents required for registration on prominent places of the office for the facilitation of the intending emigrants. Furthermore, display the fee structure in bold shape on the entrance as well as in the office premises for information of general public.

5. The above instructions are to be followed in letter and spirit.

6. This issues with the approval of the Director General.



**(Safdar Mehmood)**  
Deputy Director (Operations)

**Protectorates of Emigrants,**

Lahore, Rawalpindi, Multan, Peshawar, Malakand, Karachi, Quetta

Copy to:

- 1) PS to the Director General, Bureau of Emigration and Overseas Employment, Islamabad.
- 2) Deputy Director (IT), Bureau of Emigration and Overseas Employment Islamabad with the request to update the list of documents on the website of the Bureau.
- 3) Mr. Waseem Barakullah, Deputy Director (Establishment)/ Chairman Committee for revision of the Emigration Procedure with the request to incorporate the same in the revised draft.
- 4) Chairman POEPA (Central), Islamabad.



**(Safdar Mehmood)**  
Deputy Director (Operations)