

GUIDE LINES FOR PREPARATION OF DOCUMENTS REQUIRED FOR GRANT OF FRESH OVERSEAS EMPLOYMENT PROMOTER LICENCE

(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

1. Application on prescribed Form-2 (Specimen attached).
2. Bank Challan of Rs.1000/- 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 showing 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. (Specimen Attached)
14. Undertaking on Stamp paper value of Rs.20/- duly attested by Notary Public/Oath Commissioner.(Specimen Attached)
15. Bank Account transaction statement in the name of applicant/partner and Property documents to show the financial soundness of the applicant (s). Property documents must be attested by the authorities concerned.
16. Education Certificate of the applicant.

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

CHECK LIST

M/s.

1. Applicant Form –2 (page_____)
2. Bank Challan of Rs. 1000/- (original) (page_____)
3. Article & Memorandum of Association/Partnership deed. (page_____)
4. Copy of NIC of applicant (s) (page_____)
5. Good Conduct Certificate of applicant (s) (page_____)
6. Income Tax Certificate (page_____)
7. Bio-data of applicant / applicant's father (on prescribed form) (page_____)
8. Specimen Signature of Applicant/Managing Director (page_____)
9. Bank Certificate (page_____)
10. Five Photographs (Passport Size) of applicant (s) (Attach at 1st Page)
11. Undertaking on stamp paper valued Rs.20/- (as per specimen) (page_____)
12. Bank Account Transaction statement /Property documents
(duly attested by concerned Deptt.) (page_____)
13. Education Certificate (Minimum Matric) (page_____)
14. Experience Certificate (if any) (page_____)
15. Proposed name of the firm. (page_____)

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,

Kohsar Building Block No 6, G-7 Markaz
Sitara Market,
ISLAMABAD.

Subject: GRANT OF FRESH OVERSEAS EMPLOYMENT PROMOTR 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 | OVERSEAS EMPLOYMENT PROMOTR |
| 2. | M/s | OVERSEAS EMPLOYMENT PROMOTR |
| 3. | M/s | OVERSEAS EMPLOYMENT PROMOTR |
| 4. | M/s | OVERSEAS EMPLOYMENT PROMOTR |
| 5. | M/s | OVERSEAS EMPLOYMENT PROMOTR |
| 6. | M/s | OVERSEAS EMPLOYMENT PROMOTR |

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

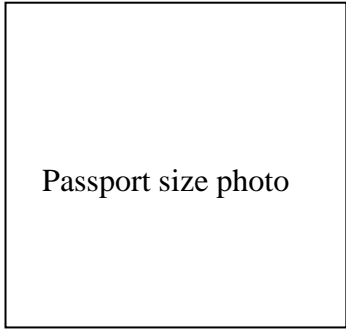
1. Name of Applicant: (in capital letters)
Phone/Mobile No.
2. Father's name: (in capital letters)
3. Names and Father's name of Partner (s)
.....
.....
.....
4. Proposed name of Firm/Agency.
5. Address: i) Present.
.....
.....
.....
 ii) Permanent.
.....
.....
 iii) Office:
.....
.....
6. Domicile of 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 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, Labour, Manpower and Overseas Pakistanis.
 - c) I/we enclose the following: -
 - (1) Character Certificate.
 - (2) Banker's Certificate
 - (3) Treasury Challan of one 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 name	
Post held	
Date & Place of birth	
Nationality	
Present/temporary add.	
Telephone/Mobile No	
N.I.C. Number	
Educational Qualification	
Full particulars 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 Bio-data.	
Name/Father's name:	
Address:	
NIC No.-	

Signature of the applicant

ATTESTED

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

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

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 Labour, Manpower and Overseas Pakistanis, Islamabad	Fresh Overseas Employment Promoter Licence (Renewal fee)	Rs. 1,000/-	C 02906 - Registration and other fees from Pakistanis working abroad	
In Words (Rupees one thousand only)					

Signature
Treasury

Accountant

Received Payment
Date

Treasury Officer
Agent/Manager

Note.: The above application fee of Rs. 1000/-t 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
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

AFFIDAVIT

Ison of..... Resident
ofdo
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 license 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