

# Regulatory Procedure

## REGISTRATION, LICENSING AND OTHER LEGAL REQUIREMENTS FOR RECRUITING AGENCIES /OVERSEAS EMPLOYMENT(OVERSEAS EMPOLYMENT PROMOTORS)



**Small and Medium Enterprises Development Authority**

**Ministry of Industries & Production**

**Government of Pakistan**

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## **ROLE OF SMEDA LEGAL SERVICES CELL**

The Legal Services Cell [LSC] is a part of Business Development Division of SMEDA and plays a key role in providing an overall facilitation and support to SMEs. The LSC provides guidance based on field realities pertaining to SMEs in Pakistan.

LSC believes that information dissemination among the SMEs on the existing regulatory environment is of paramount importance and it can play a pivotal role in their sustainable development.

In order to facilitate SMEs at the micro level, LSC has developed user-friendly systems, which provide them with detailed description of laws and regulations including the process and steps required for compliance.

The purpose of this document is to provide SMEs with information pertaining to registration / licensing and legal requirements for consultants / recruiting agencies for overseas employment. Entrepreneurs interested in enhancing their understanding about the process required to comply with registration / licensing procedure can also use the document. For the convenience of the readers samples of various forms and important addresses are also included.

## **DISCLAIMER**

Information in this document is provided only for general information purpose and on an "as is" basis without any warranties of any kind as laws and regulations are subject to change. Use of this information is at the user's sole risk. SMEDA assumes no responsibility for the accuracy or completeness of this information and shall not be liable for any loss or damage arising from its use.

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## 1. Relevant Law

The Emigration Ordinance, 1979 and the Emigration Rules 1979 deal with the registration and licensing of consultants / recruiting agencies for overseas employment.

## 2. Requirement to Establish a Consultancy/Recruiting Agency

Section 12 of the said Ordinance requires that whoever desires to **engage**, or to **assist** or to **recruit** any person for the purpose, or with the intention, of working for hire or engaging in any trade, profession or calling in any country **beyond the limits of Pakistan**, shall apply for a license as an **overseas employment promoter** to the Federal Government.

## 3. Procedure for Registration

An application for the grant of a license shall be made to the Federal Government through the **Director General Bureau of Emigration and Overseas Employment** in triplicate in **Form “2”** (annexed herewith), together with a certificate of character from the District Magistrate or any other person authorized by the Federal Government in this behalf, and a non-refundable application fee of Rs. 5000 / -. Upon receipt of the application, the Director General may require the applicant to change its name suitably in case the license has already been granted bearing the same name or similar name as that of the applicant.

## 4. Documents Required For Registration

Below is the list of complete documents which have to be submitted along with the application (Form 2) for the grant of license:

- a. Application Form-2
- b. Bank Challan of Rs.5000/- (Original)
- c. Sole Proprietor poof, Partnership deed or Article and Memorandum of Association
- d. Copy of CNIC
- e. Good Conduct Certificate
- f. Income Tax Certificate
- g. Bio-Data of Applicant(s)
- h. Bio-Data of Applicant's Father/Husband
- i. Specimen Signature of Applicant/Managing Director

- j. Name of two persons who know the applicant(s)
- k. Five Photographs (Passport size) of applicant(s)
- l. Bank Certificate
- m. Bank Account transaction statement or Property Deed
- n. Undertaking on Stamp Paper valued Rs.50/-
- o. Performance of OEP under whom the applicant worked (if any)
- p. Apart from the above documents, the Director General may also require other documents that he deems fit for granting of license under the Ordinance.

On being satisfied that the applicant has complied with all the requirements, the Director General shall forward the application along with the relevant documents to the Federal Government for consideration.

The Federal Government may, on being satisfied that the applicant has complied with all the requirements and after such inquiry as it may deem fit, approve the grant of license and direct the applicant to deposit license fee of **fifteen thousand rupees** and a security fee of **three hundred thousand rupees** for good conduct, in the following manner, namely: --

- (i) a sum one hundred thousand rupees in cash in a branch of a bank nominated by the Federal Government; and
- (ii) two hundred thousand rupees in the shape of Defence Saving Certificates pledged in the name of Joint Secretary, Ministry of Overseas Pakistanis and Human Resource Development Division.

## 5. Grant of License

After depositing of license fee and security, as described above, the Federal Government may grant a license to the applicant. A license so granted shall be valid for three consecutive calendar years and may be further renewed by the Director General Bureau of Emigration and Overseas Employment.

## 6. Renewal of License

Application to renew a license shall be made to the Director General in Form 3, through the Protector of Emigrants appointed by the Federal Government, at least one month before the expiry of license. The applicant shall pay renewal fee of **fifteen thousand rupees per annum**, after a demand notice has been issued by the Director General. In the case of submission of license renewal application after the expiry of the said period, an additional fee of **one thousand rupees per month or part thereof**

shall be charged from the applicant.

If at the time of renewal of license the Director General is satisfied that the applicant has been guilty of misconduct or his performance has been unsatisfactory or he has committed a breach of the provisions of the Ordinance or Rules, he may, by written order, refuse to renew the license after giving the applicant an opportunity of being heard. In the case of rejection of renewal of license by the Director General, the applicant may file an appeal to the Federal Government.

**IMPORTANT CONTACTS**

**Head Office**

Bureau of Emigration & Overseas Employment

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

Off timings: Monday to Friday (9am–5pm)

Website: [www.beoe.gov.pk](http://www.beoe.gov.pk)

**Director General (BE&OE)**

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042-99230338

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021-345431941

021-34398711

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091-2584426

091-2584500

**FORM 2**  
(See rule 8 (1))

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

**APPLICATION FOR OVERSEAS EMPLOYMENT PROMOTER'S LICENSE**

(To be submitted in triplicate)

Sir,

I / We wish to obtain an Overseas Employment Promoter's License for the purpose of assisting citizens of Pakistan with employment in foreign countries and furnish my / our particulars and qualifications as under: --

1. Name of Applicant (in capital letters) \_\_\_\_\_
2. Father's name (in capital letters) \_\_\_\_\_
3. Name and father's name of  
Partner(s) if any \_\_\_\_\_
4. Propose name of Firm/Agency \_\_\_\_\_
5. Address \_\_\_\_\_
6. Domicile of the applicant \_\_\_\_\_
7. Previous experience in handling  
and supply of artisans / labour to  
construction / business firms /  
contractors, either at home or  
abroad (give details and attach  
documentary proof). \_\_\_\_\_
8. Business contract, if any with firms  
in foreign countries (give details  
and attach documentary proof). \_\_\_\_\_
9. Financial status and ability to meet  
initial expenses in exploring foreign  
labour markets (Bank statements  
to be attached) \_\_\_\_\_
10. Marketing/Banker's Certificate \_\_\_\_\_



11. Additional information, if any, in support of application \_\_\_\_\_

12. Declarations

- a. I/ We have read the Emigration Ordinance, 1979 and the Emigration Rules 1979, and undertake to abide by the provisions of the Ordinance, the Rules and instructions issued or to be issued by the Government or the Bureau of Emigration from time to time.
- b. I/ We undertake to deposit a security of three hundred thousand rupees in the following manner, namely: --
  - i. a sum of one hundred thousand rupees in cash in a branch of a bank nominated by the Federal Government; and
  - ii. two hundred thousand rupees in shape of the Defence Saving Certificates pledged in the name of Joint Secretary, Ministry of Overseas Pakistanis and Human Resource Development Division.
- c. I/ We enclose the following: --
  - i. Character Certificate
  - ii. Banker's Certificate
  - iii. Treasury challan of five thousand rupees as application fee.

Signature 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Phone no \_\_\_\_\_ Mobile no \_\_\_\_\_

ATTESTED