



PSEB

REGISTRATION FORM

Registration Process

To enroll as a registered member of PSEB, please follow a simple three-step process:

1. Fill the Registration Form
2. Attach all the documents mentioned in the forms and on PSEB website
3. Enclose the necessary remittances and send to PSEB

FEE STRUCTURE

1. Registration fee for new applicants - Rs. 7,500/-
2. Registration renewal fee - Rs. 7,500/-

Companies with expired registration exceeding a period of two years should note that a surcharge of Rs 10,000/- will be charged (apart from applicable fee and arrears @ Rs. 7,500/- per year) upon submission of renewal request

CODE OF CONDUCT

All registered members of PSEB are bound to conform to the Code of Conduct

Relationship with Client: Dealings with clients must be conducted in an ethical manner; terms of agreements should be clearly and precisely expressed and fulfilled in good faith; work undertaken should be carried out promptly and efficiently and client's interests properly safeguarded and confidentiality maintained.

Relations with Fellow Members: Dealings with fellow members must be conducted in a positive and professional manner and in utmost courtesy and fairness; **property rights, work results, confidential data** and vendor/client relations of fellow members ought to be respected; and no engagement in harmful, disparaging or predatory tactics will be entertained.

Relations with Principals: Members shall represent Principals in a fair and business like manner in accordance with their contract, their property and other rights; and provide full and accurate business records.

Relations with Employees: Members shall strive to employ high caliber staff and offer fair and equal opportunities for growth and development. Relevant training and constant upgrading of the employees has to be provided in line with job responsibilities. Also, employees have to be informed of their obligation to keep important data confidential. And of the fact that any professional misconduct constituting of unauthorized disclosure of confidential nature or violation of copyright laws will cause employers to take disciplinary action.

Relations with Public: Members shall promote effective use of information technology as an instrument for social and economic good and act as good corporate citizens and fulfill their responsibilities to the community.

Relations with International Community: Members shall promote communication with foreign countries, based on international cooperation. They would not harm Pakistan's image, while conducting business abroad.

Declaration

We have read the 'Code of Conduct' applicable to registered members of PSEB and we agree to abide by it in complete letter and spirit.

Name: Designation:

Place: Date: Signature of Authorized Signatory:

Company Stamp:

CHECKLIST OF DOCUMENTS
(TO BE ATTACHED WITH THE APPLICATION FORMS)

For New Registration

- Registration Form** completed in all respects, duly signed and stamped.
- Brief **company profile** on the company letterhead / printed corporate brochure.
- Necessary **Remittances** in favor of PSEB (PO/DD only).
- Visiting Card** for key personal (Optional).
- NTN** Certificate.
- CNIC** of all Directors/Shareholders/Partners/Proprietor.
- Photo Copy of **Passport** (for Directors/Shareholders/Partners/Proprietor with foreign nationality).
- Attested copy of **Memorandum and Articles of Association** including the copy **Incorporation certificate**. (For Companies only).
- Attested copy of the **Partnership Deed**, (In case of Partnership firm).
- Certificate of Registration**, Registrar Office certified copy (for registered firm).
- Bank Statement** of the preceding six months.
OR
Bank Account Certificate (In case of new account) only company account with company name and the person who operate the account would be accepted.

For Renewal of Registration

- Registration Form** completed in all respects, duly signed and stamped.
- Updated **brief company profile** on the company letterhead / printed corporate brochure.
- Necessary **Remittances** in favor of PSEB (DD/PO only).
- Visiting Card** for key personal.

Note:

Once the completed form and required documents are received, it usually takes about 6-7 working days to issue the registration certificate to the company. The registration is valid for one year from the date of issue.

For more details and clarification please visit http://www.pseb.org.pk/item/firm_register



PAKISTAN SOFTWARE EXPORT BOARD

2nd Floor, Evacuee Trust Complex, F-5 Agha Khan Road, 44000 Islamabad. Tel.: +92-51-111 333 666
Fax: +92-51-9204075
Email: info@pseb.org.pk URL www.pseb.org.pk



REGISTRATION / RENEWAL FORM

Application for*:

New Registration Renewal of Registration

Previous Registration No (for renewal cases only): _____

Corporate Details

Name of Organization*: _____

Subtitle (division/subsidiary of...)

Address*:

City*: _____ Province: _____ Postcode: _____

Phone*: (_____) _____ Fax: (_____) _____ Email*: _____

Year of Establishment*: _____ URL*:

Organization Head in Pakistan*: _____ Designation*: _____

Email*: _____ Phone (Dir): (_____) _____ Ext (if any): _____

Mobile*: (_____) _____

Does the company have a quality certification and what year was it acquired in?

ISO: _____ CMM: _____ Others (Please Specify): _____

Year achieved: _____ If CMM, please indicate the level: _____

Corporate/Legal Structure*

- Public Ltd Public Ltd (Listed) Private Ltd
- Proprietorship Partnership Liaison Office
- Registered Firm Other (please specify): _____

Contact Person for PSEB

Name (Mr. / Ms.)*: _____

Designation*: _____ Email*: _____

Phone (Dir): (_____) _____ Ext (If any): _____ Mobile*: (_____) _____



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Key Personnel Information

S.N	Name	Designation	Email*	Mobile*
1		Head of Organization		
2		Head of HR		
3		Head of Technical		
4		Head of Finance		
5		Head of Marketing		
6				
7				
8				

Principle/Branch Offices Information (If any)

Address: _____

 City: _____ Country: _____ Postcode: _____
 Phone: _____ Fax: _____ E-mail: _____
 Contact Person: _____

Address: _____

 City: _____ Country: _____ Postcode: _____
 Phone: _____ Fax: _____ E-mail: _____
 Contact Person: _____

Attach list for additional branches

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REGISTRATION / RENEWAL FORM		

Business Activities/Area of Expertise * (Check all that apply)

Please indicate which of the following types of application activities best describe the activities that your company support?

Development –Application Area		Development –Application Area	
IT Governance and Strategy	<input type="checkbox"/>	Animation	<input type="checkbox"/>
ERP – General	<input type="checkbox"/>	Gaming	<input type="checkbox"/>
ERP – Specialized (Vertical)	<input type="checkbox"/>	Mobile – Content and Applications	<input type="checkbox"/>
ERP – Middle Market (SMEs)	<input type="checkbox"/>	Virtualization and Cloud Computing	<input type="checkbox"/>
Financial–Specialized (Core Banking)	<input type="checkbox"/>	Location-based Services	<input type="checkbox"/>
Financial-Specialized (Banking-Apps)	<input type="checkbox"/>	Web Businesses & E-Commerce	<input type="checkbox"/>
Financial – Specialized (Others)	<input type="checkbox"/>	Information Security	<input type="checkbox"/>
Document Management	<input type="checkbox"/>	Business Process Management	<input type="checkbox"/>
Office Productivity Data	<input type="checkbox"/>	Warehousing - Business Intelligence	<input type="checkbox"/>
Billing and Payments	<input type="checkbox"/>	Embedded Systems Software	<input type="checkbox"/>
Customer Relationship Mgmt.	<input type="checkbox"/>	Product Development, Engg.& Design	<input type="checkbox"/>
Education and Training	<input type="checkbox"/>	Business Continuity and Recovery	<input type="checkbox"/>
System integration	<input type="checkbox"/>	Other (Please Specify):	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

BPO Services* (Check all that apply)

Application Area		Application Area	
Finance and Accounting	<input type="checkbox"/>	Outsourced Support	<input type="checkbox"/>
Human Resources	<input type="checkbox"/>	Analytics	<input type="checkbox"/>
Managed Services	<input type="checkbox"/>	Medical Transcription Services	<input type="checkbox"/>
Customer Interaction	<input type="checkbox"/>	Legal Transcription Services	<input type="checkbox"/>
Transaction Processing	<input type="checkbox"/>	Other (Please Specify):	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>



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Revenue Information (for renewal cases only)*

(Your revenue declaration helps PSEB formulate effective policies and convince the Government to make investment in IT infrastructure and facilitation. PSEB will keep your data confidential and only aggregates will be shared).

- i. Export Revenue during last Year (choose PKR or US \$)
 PKR: _____ US \$: _____
 Projected export revenue for next year (choose PKR or US \$)
 PKR: _____ US \$: _____
- ii. Domestic revenue during last year
 PKR: _____
 Projected domestic revenue for next year
 PKR: _____

If you are reluctant to share exact revenue numbers, please provide the following data instead

- i. Domestic Revenue during last year (in PKR):
 Up to 5 Million 5 – 10 Million 10 - 25 Million 25 - 50 Million
 50 - 100 Million 100 – 200 Million 200 - 300 Million 300 - 500 Million
 500 Million or Above
- ii. Export Revenue during last year (in US \$):
 Less than 50,000 50,000 – 150,000 150,000 – 300,000
 300,000 – 600,000 600,000 – 1.5 Million 1.5 Million – 3 Million
 3 Million – 6 Million 6 Million – 12 Million 12 Million or Above

Export Revenue distribution during last financial year (for renewal cases only)*

IT/ITeS Export Revenue in %				
America	Europe	Middle East	Asia	Other

Employment and Human Resource*

- i. Total Employees: _____ IT Professionals: _____ BPO Professionals: _____
 Non IT Professionals: _____ Others: _____
- ii. In the last three years, how many full time employees did the company have at year end of?
 Last Year: _____ Current Year: _____ Next Year (Estimated): _____
- iii. What is the mix of educational qualification of technical/professional employees? %
 PhD: _____ MS: _____ BS/BSE: _____ MBA: _____ CA: _____ Other: _____



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- iv. What percentage of your employee with the following degree is foreign qualified? %
PhD: _____ MS: _____ BS/BSE: _____ MBA: _____ CA: _____ Other: _____
- v. What, to your best estimate, best reflect the breakdown of your total workforce by work type. Top Mgmt: _____ Project Mgmt: _____ Technical/Client Support: _____
Business Development: _____ Programmers: _____ Research: _____ Others: _____
- vi. Please state your company growth of professional employment over following intervals? %
Last Year: _____ Current Year: _____ Next Year (Estimated): _____
- vii. Does the company have Quality Assurance Team?
 Yes No
If yes, what is the size of Quality Assurance Team? _____

Connectivity

Provider: _____ Bandwidth (Kbps/Mbps)*: _____

Media*: DSL Wireless Fiber Optics ISDN

Other (Please Specify): _____ Backup (If any): _____

Are you satisfied with your connectivity: Yes No

If no, what alternatives you are considering: _____

(ALL BANDWIDTHS TO BE TAKEN MUST BE FROM PTA AUTHORISED SERVICE PROVIDERS ONLY)

Office Space*

Current Location

Owned Rented

Covered Area (Sq.ft): _____

If rented, what is the current rent per month per Sq.ft (in Rs):

30 – 50 51 – 100 101 – 150 151 or above



Are you satisfied with your current office space Yes No

If No, would you like to move to: STP Own Arrangement

What would be the expected rent per Sq.ft (in rupees)?

STP: 30 – 50 51 – 100 101 – 150 151 or above

Own Arrangement: 30 – 50 51 – 100 101 – 150 151 or above

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Declaration*:

We confirm that the information provided by us in this form is correct and it is open to verification by PSEB or their legally appointed representatives. We do understand that our application for registration/renewal can be rejected/refused by PSEB on the basis of non-provision of **required information/field**.

Name: _____ Designation: _____ Date: _____

Authorized Signatory: _____ Company Stamp: _____