

**APPLICATION FOR PERMISSION FOR
WORK VISA OF FOREIGN NATIONALS
(Please submit five sets)**

INSTRUCTIONS FOR FILLING THE PROFORMA

1. The form should be filled in CAPITAL LETTERS.
2. Maximum information should be provided in all the items and more of the box/space available for information should be left blank.
3. Incomplete form will not be entertained.
4. Where need extra sheets can be attached.

REQUESTED DOCUMENTS FOR VISA FORM

1. Work visa application form five sets
2. Five sets of passport's photocopies consisting of three pages i.e, information, entry and last visa page
3. Five photographs
4. Employment agreements five sets
5. Company's registration certificate five sets
6. Company profile two sets
7. Company's covering letter stating the period of visa required
8. Confirmation/ guarantee of the credentials of the expatriates by the company. On their letter head five sets

⚠ INCOMPLETE FORM WILL NOT BE ENTERTAINED

**APPLICATION FOR PERMISSION FOR
WORK VISA OF FOREIGN NATIONALS**
(Please submit five sets)

The Director General (IF)
Board of Investment,
Ataturk Avenue, G-5/1,
Islamabad.

Photograph

The Director General
Board of Investment
Kandawala Building, M.A. Jinnah Road,
Karachi.

(For Companies based in Sindh)

Sir,

We wish to employ Mr./Ms./Miss/Mrs. _____ In our
organizations M/s. _____

Necessary particulars are given below:

1. Nationality : _____
2. Date of birth : _____
3. Passport No : _____
Valid up to : _____
4. Nature of visa if already
obtained in Pakistan : _____
5. Single or married (if
married whether family
will live in Pakistan & date
of marriage) : _____
Details of family member (s) : _____

6. Academic & professional
qualifications : _____
7. Experience : _____
8. Period and date from
which to be employed : _____
9. Salary : _____
10. Overseas allowance, if any : _____
11. Details of fringe benefits : _____
12. Terms of employment : _____
13. Designation : _____
14. Specific duties to be
performed : _____
15. Whether contract
is renewable : _____
16. Whether (a) New employment : _____
(b) Replacement during tenure : _____
(c) Extension of existing employment : _____
17. Period required
for training and
replacement of
the job by local
personnel : _____

18. Is this the first employment of the foreign national in Pakistan.
If No, please indicate name and address of previous employer
in Pakistan : _____
19. Number and percentage of existing Pakistani and non-
Pakistani employees in the organization. : _____

Pakistani Employees		Non-Pakistani Employees	
Numbers	Percentage	Numbers	Percentage

Those receiving Salary above Rs.5000/- Per month

Pakistani Employees		Non-Pakistani Employees	
Numbers	Percentage	Numbers	Percentage

Those receiving Salary less than Rs.5000/- Per month

Pakistani Employees		Non-Pakistani Employees	
Numbers	Percentage	Numbers	Percentage

20. Future projection of Pakistanization upto next June: _____
21. What is the nature of capital investment in your company
: _____
- (a) Purely Pakistani : _____
- (b) Purely foreign company : _____
- (c) Joint venture : _____

In case of joint venture please state percentage
of Pakistan and foreign capital. : _____

22. Has the project been approved by any sanctioning authority?
If so, please quote number and date of sanction and the name
of the authority who gave the permission. : _____
23. Details of arrangements made for training of
Pakistanis to replace the foreign national including
names, qualifications, salary of Pakistani
understudies and the period when the foreigner
is expected to be replaced by the Pakistani
understudy. : _____
24. Full justification for employment of foreigner and
not a Pakistani national in this case. : _____
- _____

**SIGNATURE OF CHIEF EXECUTIVE
OF THE COMPANY WITH STAMP**

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COMPUTER PROFORMA

LOCATION

SERIAL NO.

1. MINISTRY (Dealing with the case:)

2. DEPARTMENT (DO)

3. SUBJECT OF THE CASE

4. FULL NAME

5. DATE OF BIRTH DD MM YY

6. PLACE OF BIRTH

7. SEX (MALE/FEMALE)

8. FATHER'S/HUSBAND NAME

9. PROFESSIONAL/DESIGNATION

10. PASSPORT NO.

11. NATIONALITY

12. PREVIOUS NATIONALITY (IF ANY)

13. RESIDENTIAL AND CONTACT ADDRESS IN PAKISTAN

14. DATE OF ARRIVAL IN PAKISTAN

15. PLACE OF DUTY IN PAKISTAN

16. PERMANENT ADDRESS OUTSIDE PAKISTAN

17. VISIT SPONSORED BY

18. PURPOSE OF VISIT/EXTENSION IN STAY

FOR THE USE OF CLEARING AGENCY

CLEARED/NOT CLEARED C/N CLEARING CRITERIA (R/G)

REFERENCE NO. DATED

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