

**Emigrant / Employee Registration Through OEP Form****OEPE-RF-02****Bureau of Emigration & Overseas Employment
Government of Pakistan**

(Before filling out the form: Please read the instructions from the end of form)

Computerized Registration # :
(Office Use Only)PE Office:
(Office Use Only)Attach
Passport Size
Photograph
of Emigrant1. Date: - (dd/mm/yyyy)**OEP Information:**

2. Name of OEP/Agency:

3. Licence No.:

4. Permission No.

5. Date:

(dd/mm/yyyy)

Emigrant Personal Information:

6. Name :

7. Father's / Husband's
Name:

8. Emigrant CNIC No:

9. Gender:

☐ Male ☐ Female**Emigrant Contact Detail:**

10. Cell No:

11. E-mail:

12. Address:
(In Pakistan)

13. City:

14. District of
Domicile:

15. Province:

Educational Details:

16. Qualification:

Emigrant Passport Information:

17. Passport No:

18. Place of Issue

19. Date of
Issue:

(dd/mm/yyyy)

"Next of Kin" Information:

20. Name of Nominee :

21. CNIC No:

22. Relationship

***Funds and Fee Details:**

Fee Receipts Titles	Receipts Nos.	Bank/Location Name	Bank Branch Name / Branch Code	Date (dd/mm/yyyy)	Amount(RS)
23. NADRA / NICOP					
24. Welfare Fund					
25. Insurance Fee					
26. Registration Fee					
27. Bank Certificate / Service Charges (OEP Refundable)					
28. Adhesive Stamp Fee					

Terms and Conditions

Emigrant Job Detail:

* For job title and category see reference from the annexure-A.

29.	*Skill Level: (Office Use Only)	<input style="width: 95%;" type="text"/>					
30.	*Job Category: (Office Use Only)	<input style="width: 95%;" type="text"/>					
31.	Job Title:	<input style="width: 95%;" type="text"/>					
32.	Salary Rate:	<input style="width: 40%;" type="text"/>					
33.	Period of Contract:	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px; text-align: center;">-</td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> (Years-Months)			-		
		-					
34.	Other:	<input style="width: 95%;" type="text"/>					

***Other fringes benefits are provided according to the local labour laws.**

Employer Detail:

35.	Company Name:	<input style="width: 95%;" type="text"/>
36.	Country:	<input style="width: 40%;" type="text"/>
37.	City:	<input style="width: 40%;" type="text"/>

Declaration:

- 1) The OEP shall be held responsible under Emigration Ordinance, 1979 and Rules made there under, if visa is false/forged or any terms/conditions varies/unsatisfied.
- 2) I (Emigrant) fully understand the terms and conditions of employer and agreed to the job as mentioned in agreement.
- 3) I (Emigrant) will abide the terms and conditions mentioned in contract.
- 4) I (Emigrant) fully understand the procedure and time limits to put my complaints against Employer / OEP.
- 5) We hereby declare that the information/documents/visa (copy of visa) that we provided is correct/genuine and for any wrong information or any documents found forged/bogus; we are responsible for that under relevant law and can't make any disciplinary/legal action on the behalf of my registration in Protectorate of Emigrant Office if the information provided is wrong.

Instructions:

-Please fill the form clearly and using BLOCK/CAPITAL LETTERS. No small letters accepted. It is preferred to accept the form filled using computer/typewriter, can also be downloaded from BEOE website (<http://www.beoe.gov.pk/downloads/>)

- Please attach a passport size photograph of emigrant.

Signature / Stamp of OEP

Signature of Emigrant / Employee

38.	Registration # :	<input style="width: 95%;" type="text"/>									
39.	Date:	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px; text-align: center;">-</td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px; text-align: center;">-</td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> (dd/mm/yyyy)			-			-			
		-			-						

Check List:

1.	Selection made through advertisement/nomination	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.	Are passport/visa in order	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.	Fields from 23 to 28 are checked	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.	Are <input type="checkbox"/> passport / <input type="checkbox"/> visa in order	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.	Whether the emigrant properly briefed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.	Genuineness of documents (ID,NICOP,4 Fee Receipts, Passport, Visa, Travel Documents) Attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No

All documents and above mentioned formalities are checked by me and found correct, in order and allowed for registration. Further more the form should be forwarded to the IT Section for IT Operations.

Authorized Signature / Stamp

**Authorized Stamp & Signature
(IT Section)**

Certified that both parties mentioned above are agreed with the contents of this document/contract and Emigrant is registered under the mentioned Registration No and Date.

**Protector of Emigrant
(Stamp & Signature)**