



FREQUENTLY ASKED QUESTIONS FOR FILING ONLINE WORK VISA APPLICATION

Online Work Visa is Board of Investment's convenient and efficient online Portal to offer online submission of Work Visa Applications from being department-centric to customer-centric, in providing services to the business community. From this single website, you will be able to apply, track and manage submitted Applications.

Board of Investment encourages the Company or the Applicant to file Work Visa online by themselves.

Q1. How do I get started?

Answer: Prior to applying first Online Visa Application, you must first register with a User Registration Form. The User will be registered against the Company Email Address provided. Change of User details, Forget/Change Password are all linked with Company Email Address. Registration is a single step process. You first need to register yourself as an individual (Username be selected as Company Name) and get yourself a Login/Password account. User registration will enable you to apply for Online Submission of Work Visa Application.

Q2. Is there a fee for registration?

Answer: No – there is no fee for registering. Fees are applicable when you start applying for services. The fee will be dependent on the service availed.

Q3. What to do if I didn't receive an email confirmation after registration?

Answer: On registration, an email confirmation is sent. In case you have not received the email confirmation, you may do the following: -

1. Please check whether the email has been saved under your Trash / Spam folder. This may happen because of your email account settings.

2. In case your mailbox is full and the mail has bounced, please clear your mailbox and send a mail to investpak@pakboi.gov.pk with your login details and a confirmation mail will be sent to you.

3. In case the email address provided by you is incorrect, please log in and change the details. Then send a mail to investpak@pakboi.gov.pk with your login details and a confirmation mail will be sent to you.

Q4. How do I provide Feedback?

Answer: You may provide feedback about the site and its functionality through email. Please mail your feedback to investpak@pakboi.gov.pk

Q5. What documents do I need to upload during filing a Work Visa Application?

Answer: System will require the user to upload following scanned documents as a mandatory requirement during various stages; I would be easy if the documents are scanned in the mentioned criteria to avoid any undue hassle:

All documents be scanned in Readable, Searchable format with Max. DPI @ 200

- 1) Company Profile (PDF Format, Max. Size allowed is 1 MB)
- 2) Photo of the Applicant (JPEG Format, Max. size allowed is 200 KB)
- 3) Passport of the Applicant (Three Pages in total Information Page, Entry Page, Last Visa Page, Single file PDF Format, Max. Size allowed is 500KB)
- 4) Employment Agreement (PDF Format, Max. Size allowed is 1 MB)
- 5) Employer Undertaking (PDF Format, Max. Size allowed is 500 KB)
- 6) Employee Resume (PDF Format, Max. Size allowed is 500 KB)
- 7) Bank Receipt as a payment proof (PDF Format, Max. Size allowed is 500 KB)

Original/proof of work visa processing fee US\$100 (equal in Pak Rupees) for one year work visa. US\$200(equal in Pak Rupees) for two year work visa processing fees. Please add the Family member fee as per above details if accompanied. The amount shall be deposited in the Board of Investment PLS Account No. 44991-2 being maintained with National Bank of Pakistan, Main Branch, Civic Centre, Islamabad.

- 8) Project NOC (If approved by Government of Pakistan, Only for Chinese Citizens) (PDF Format, Max. Size allowed is 200 KB)
- 9) Dependent Photo (If accompanied) (JPEG Format, Max. size allowed is 200 KB)

Q6. How and where do I pay the fees?

Answer: please download the Challan Form.

Q7. After filing online Work Visa Application, how do I know the status of my application? Do I need to contact the departments for status update?

Answer: Online Work Visa is integrated system with processes. Hence you will receive the status updates on your application via SMS/Email Alerts as soon as the statuses change without the hassle of asking the department for status update. The Status of the already filed Application can also be viewed via User Login as the Portal will maintain history of the filed applications.

Q8. How can I update/change my personal information?

Answer: Personal/Company information can be edited by logging in to your user account editing the details present in the 'My details' section. These changes will get reflected in the system once you login the next time.

Q9. What happens if I forget my username and / or password?

Answer: In case you forget your username and / or password, please visit the 'Forgot Password' link to retrieve your login details. An email with your login details will be sent to your registered email address.

Q10. What information do you need when I begin to register?

Answer: Details such as name, email addresses of Focal Person and Company, telephone numbers, addresses etc. are required.

Q11. What information will be asked during filing the Online Work Visa Application?

Answer: Details such as Passport, Employment, Family (if accompanied), Payment etc. are required.
