

Documents Required In Respect Of Employees

- 1- 1. Request letter on firm letter head pad signed by the Chief executive /Director / Managing Partner/Partner, whose signature are held with us. It will be addressed to the Secretary Faisalabad Chamber of Commerce and Industry
- 2- An Affidavit on stamp Paper duly signed by Chief Executive /Managing Partner and duly attested. Affidavit on stamp paper Rs.50/- Duly Attested by Oath Commissioner
- 3-
- 4- Photo copies of Pay Register and Attendance Register (Last 2-3 months).
- 5- Tax Deduction against the individual Monthly Salary (Monthly Chalan Form) signed and stamped by the Bank concerned. (In original). (Last 2-3 months).
- 6- Photo copies of Passport. (1st two pages containing particulars of individual).
- 7- E.O.B.I. Card, (In original).
- 8- Social Security Card, (In original), if applicable.
- 9- Appointment letter.
- 10-Invitation from concerned country.

Note: Original documents should be presented, which will be returned after perusal.