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# IMPROVEMENTS TO THE ARRANGEMENTS FOR STARTING A BUSINESS

## Business Registration Portal - User Manual



**[Document Control Page]**

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## OVERVIEW

In order to improve Doing Business rankings and citizen facilitation, the Government of Punjab in collaboration with the World Bank is launching an “**Online Business Registration Portal**”. Business Registration Portal presents a practical opportunity to invigorate economy by providing the facility to public for online registrations of businesses and maintaining database for the government.

## OBJECTIVES

IT based mechanism, having the following goals:

- To simplify the procedures for different business registrations
- To eliminate processing delays
- To ensure timely issuance of certificates
- To enhance ease of doing business ranking in Pakistan
- To bring business/investment into the formal sector

## ROLES

There are five main users of the system:

### i. Online User

The user can add/ edit Business details on the portal. Also the user can view the Business Entity details and can get the certificate after submitting the application.

### ii. Labour Department

The user has administrative rights of the system. The user can add/ edit Business details and can issue Labour Certificates or may reject the application. Also can view the individual Business Entity details and Certificate.

### iii. PESSI Department

The user has administrative rights of the system. The user can add/ edit Business details and can issue PESSI Certificates or may reject the application. Also can view the individual Business Entity details and Certificate.

### iv. Industries Department

The user has administrative rights of the system. The user can add/ edit Business details and can issue Industries Certificates or may reject the application. Also can view the individual Business Entity details, Certificate and Form A.

### v. Excise & Taxation Department

The user can view the business entity details. Also, who have registered their businesses with LABOUR, INDUSTRIES and PESSI.

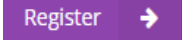
## Online User

### 1. Register

- i. First connect to the Internet, Double click on any **Internet Browser** (Internet Explorer, Google Chrome, Mozilla Firefox etc.).
- ii. Type the <https://register.business.punjab.gov.pk/> at the Address bar of the **Browser** and press **Enter** button on your keyboard. The home page of “Ease of Doing Business’ Online Registration System” will be open as shown in **Figure 1.1**.




Figure 1.1: Home Page Screen

- iii. Click on the  button, “New Registration-Step 1” page will be loaded as shown in **Figure 1.2**.

The screenshot shows the 'NEW REGISTRATION' page, Step - I. It features a form with four input fields: 'Mobile No.', 'Confirm Mobile No.', 'Email Address', and 'Confirm Email Address'. Below the form, there is a green box with instructions: 'You must enter a valid Mobile No. and Email address. To activate your account: please enter the verification code sent on your Email address.' At the bottom right, there are 'Back' and 'Next' buttons. The footer is the same as Figure 1.1.

Figure 1.2: New Registration – Step 1

## “IMPROVEMENTS TO THE ARRANGEMENTS FOR STARTING A BUSINESS” User Manual Guide

- Enter “**Mobile No.**” and re-enter again to “**Confirm Mobile No.**” in the respective text boxes.
- Enter “**Email Address**” and re-enter again to “**Confirm Email Address**” in the respective text boxes.
- Click on the  button, “New Registration-Step 2” page will be loaded as shown in **Figure 1.3.**

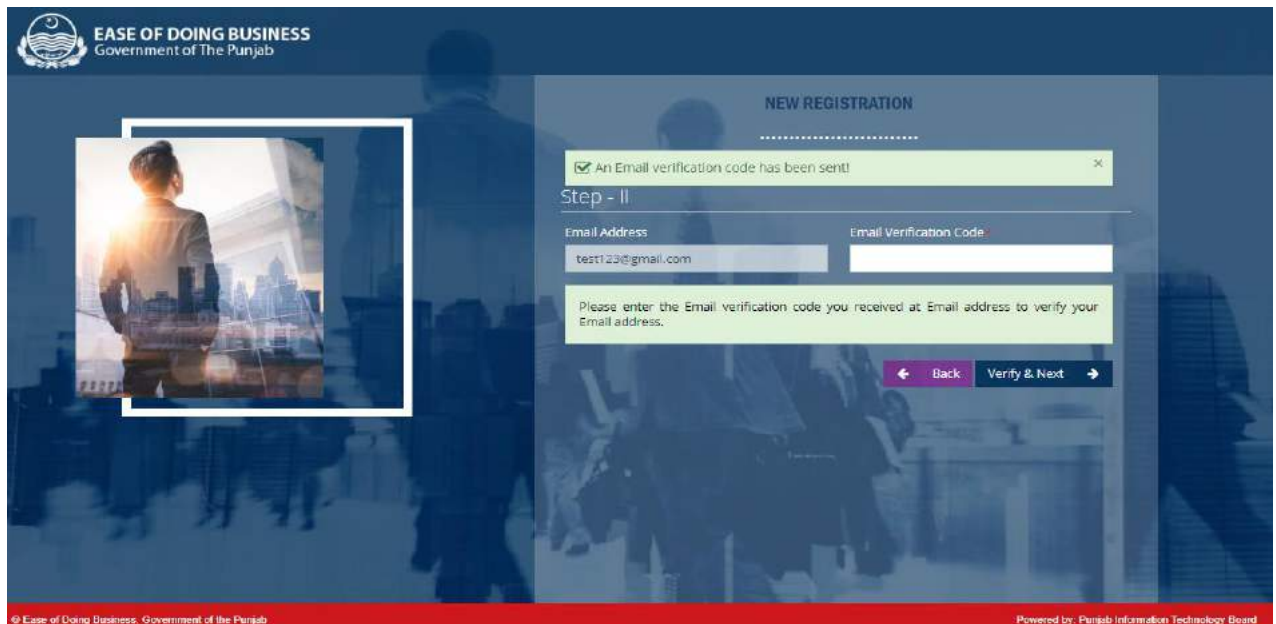
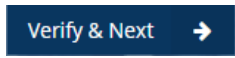


Figure 1.3: New Registration – Step 2

- Please enter the Email verification code you received at Email address to verify your Email address in the respective text box.
- Click on the  button, “New Registration-Step 3” page will be loaded as shown in **Figure 1.4.**

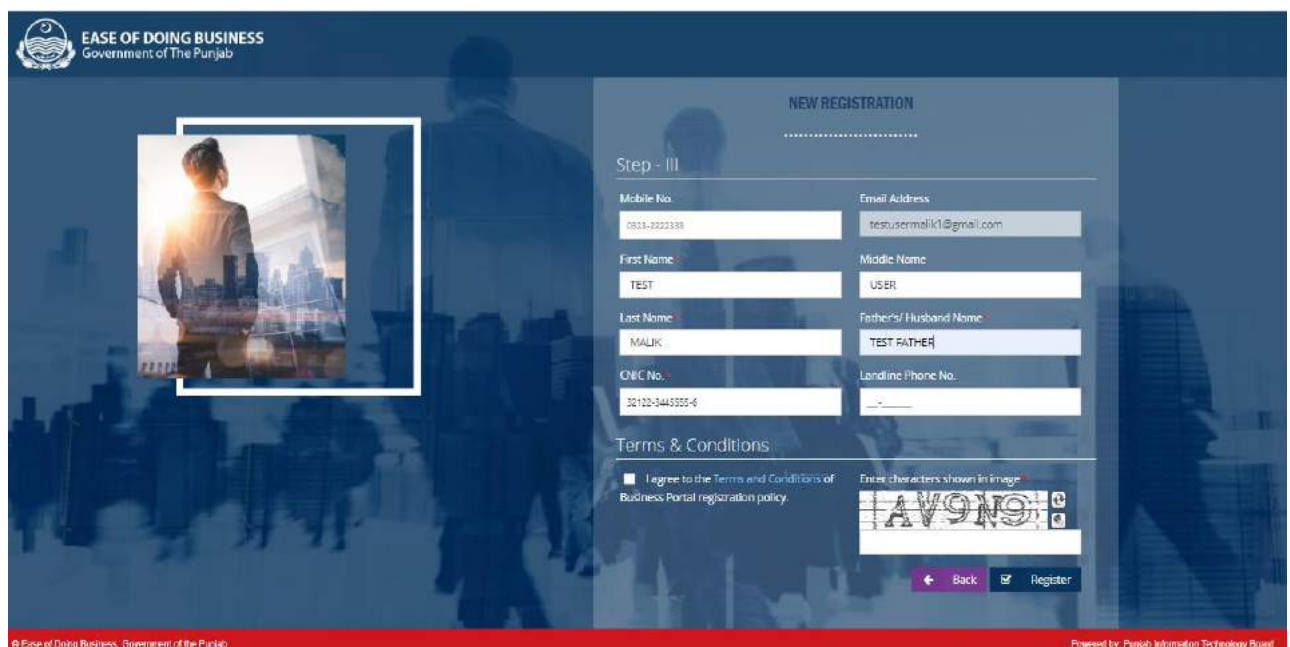



Figure 1.4: New Registration – Step 3



- f. Enter “**Full Name**” in the respective text box.
- g. Enter “**Father’s/Husband Name**” in the respective text box.
- h. Enter “**CNIC No.**” in the respective text box.
- i. Click on the “**Terms & Conditions**” check box to confirm that the provided information is correct.
- j. Enter “**Characters shown in image**” in the respective text box to confirm that information entered is not system generated/ robot.
- k. Click on the  button, “Registration Successful” message box will be display as shown in **Figure 1.5**.

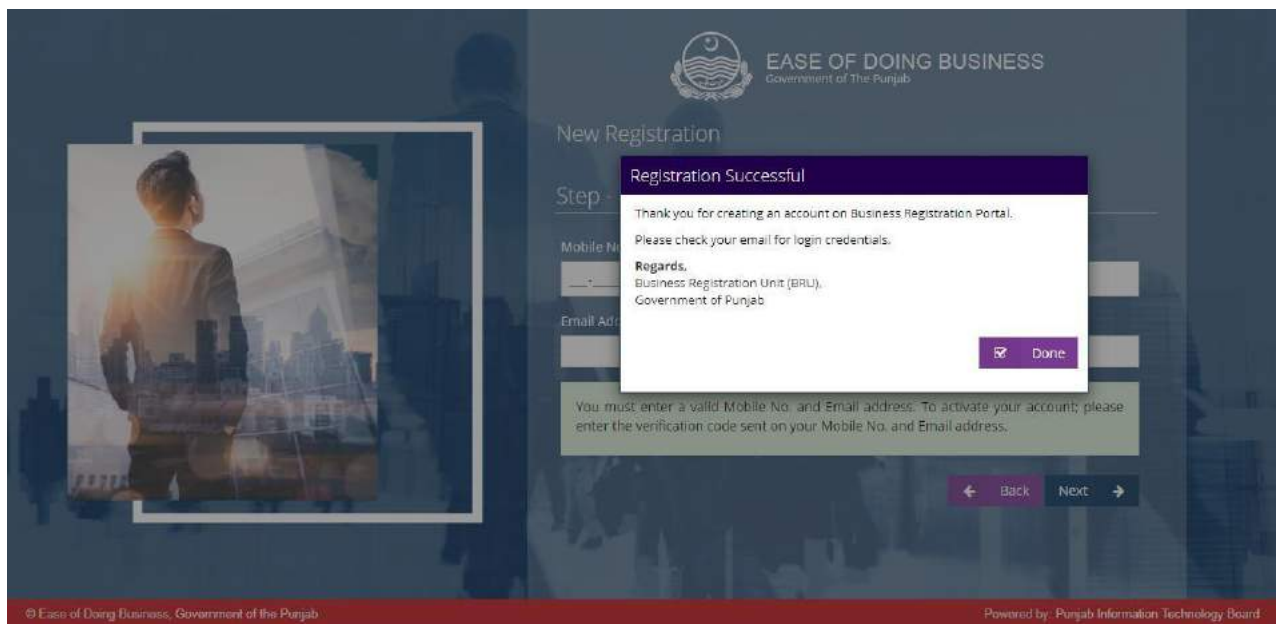


Figure 1.5: Successful Registration Message Box

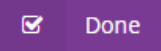
- l. Click on the  button, home page of “Ease of Doing Business’ Online Registration System” will be open as shown in **Figure 1.6**.



Figure 1.6: Home Page



## 2. Login

- i. First connect to the Internet, Double click on any **Internet Browser** (Internet Explorer, Google Chrome, Mozilla Firefox etc.).
- ii. Type the <https://register.business.punjab.gov.pk/> at the Address bar of the **Browser** and press **Enter** button on your keyboard. The home page of “Ease of Doing Business’ Online Registration System” will be open

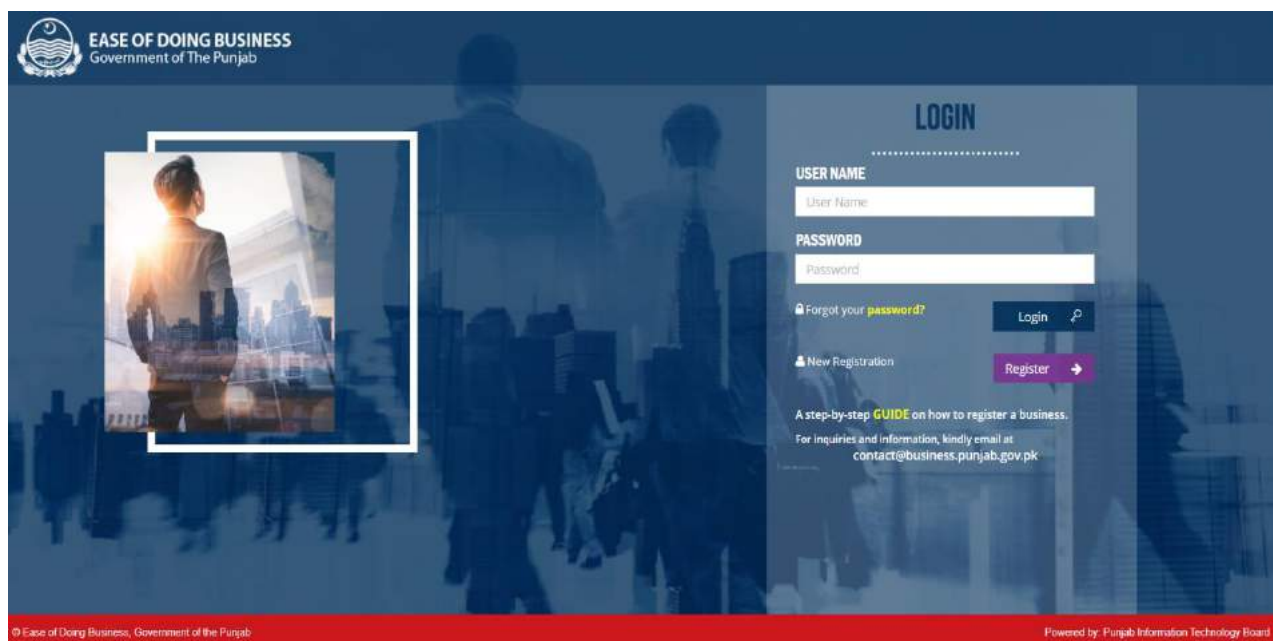



Figure 2.1: Home Page

- a. Enter a valid **Login/ User Name** that is received by you via **Email**, Login/ User Name is not case-sensitive e.g. administrator and ADMINISTRATOR both can give you access for using the application.
- b. Enter **Password** received by you via **Email**, password is case-sensitive.
- c. Press  button, if the information provided is valid you will have access to dashboard / main page of the System

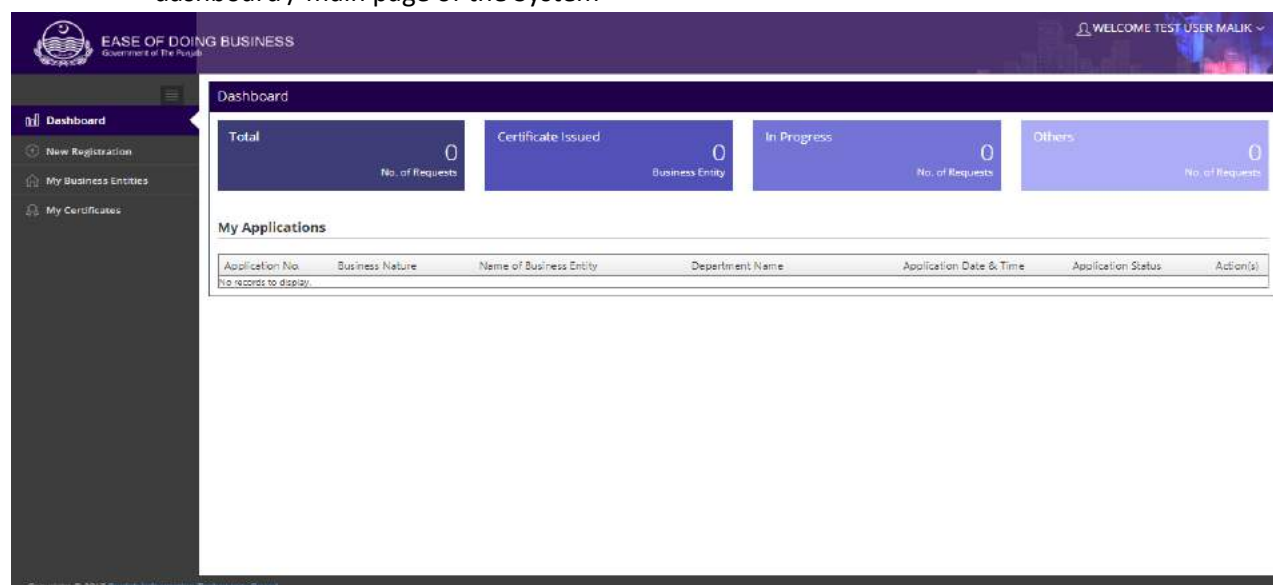
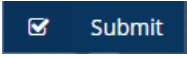


Figure 2.2: Dashboard

### 3. Forgot your password?

- a. Click “***forgot your password***” text on home page of Business Portal
- b. Enter **Email Address** in the respective text box.
- c. Press  button, if the information provided is valid then password will be sent at entered email address.

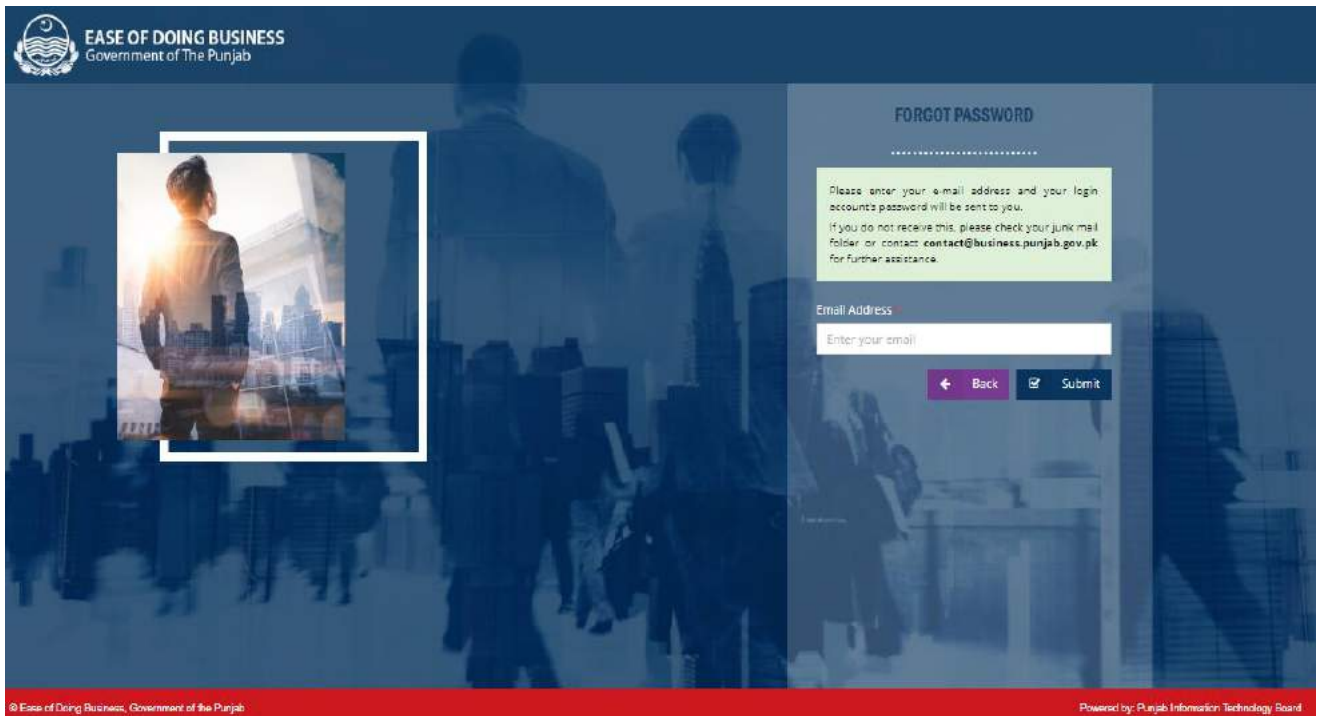


Figure 3.1: Forgot Password

## 4. Change Password

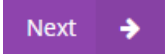
- i. The change password screen is as follows:
  - a. Enter “**Old password**”
  - b. Then enter “**New Password**” and re-enter again to “**Confirm Password**”, as shown in the following screen.
    - i. Press the “**Save**” button to apply changes.

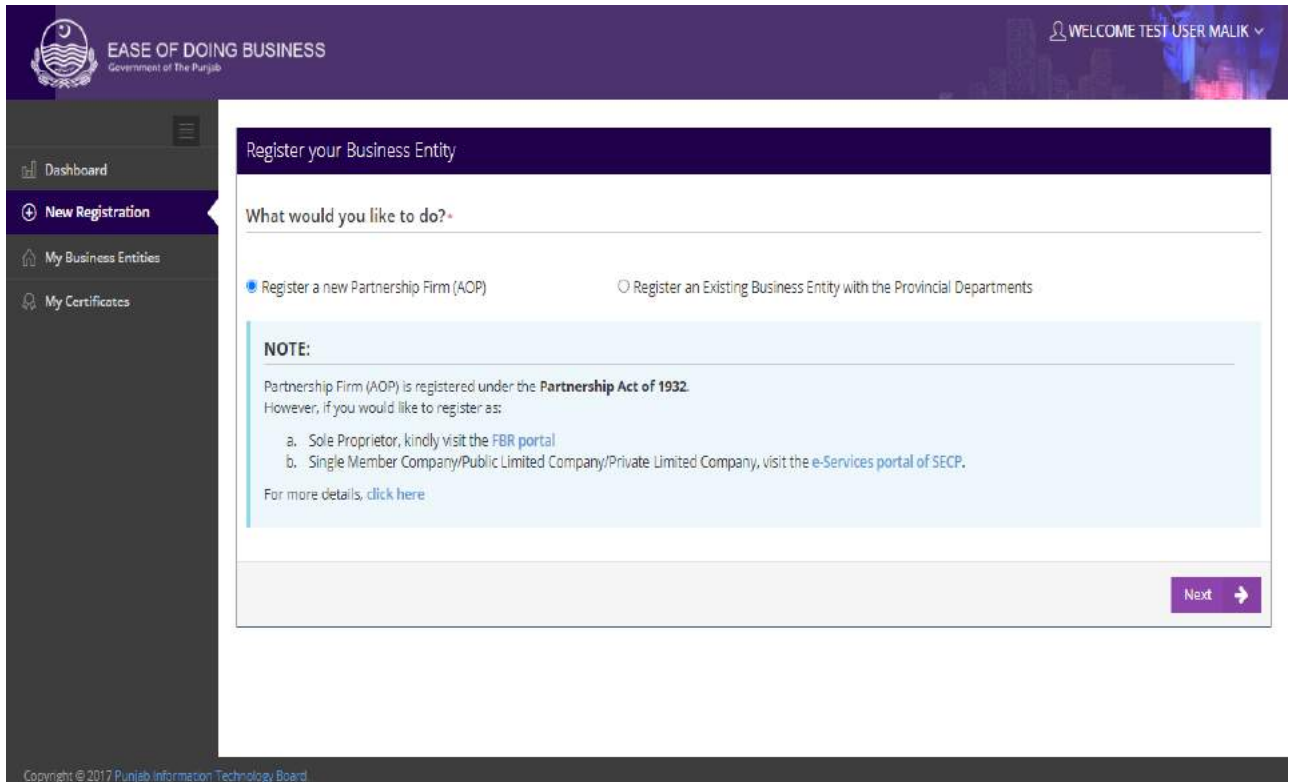
The screenshot displays the 'Change Password' interface within the 'EASE OF DOING BUSINESS' portal. The header includes the Government of Punjab logo and the user's name 'WELCOME TEST USER MALIK'. The left sidebar lists navigation options: Dashboard, New Registration, My Business Entities, and My Certificates. The main content area features three password input fields labeled 'Old Password', 'New Password', and 'Confirm Password', each with a red asterisk indicating a required field. Below the fields are 'Reset' and 'Save' buttons. The footer contains the copyright notice: 'Copyright © 2017 Punjab Information Technology Board.'

Figure 3.1: Change Password

## 5. New Registration

### 5.1 Register a New Partnership Firm (AOP)

- i. If you have to register new **Partnership Firm** with Industries Department then click on “Register a new Partnership Firm(AOP)” radio button
  - a. Click on the  button, “Partnership Firm Registration” page will be loaded.



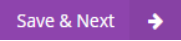
The screenshot displays the 'Register your Business Entity' page. The header includes the 'EASE OF DOING BUSINESS' logo and 'Government of the Punjab' text. A sidebar on the left contains links to 'Dashboard', 'New Registration' (highlighted), 'My Business Entities', and 'My Certificates'. The main content area has a title 'Register your Business Entity' and a question 'What would you like to do?'. Two radio buttons are present: 'Register a new Partnership Firm (AOP)' (selected) and 'Register an Existing Business Entity with the Provincial Departments'. A 'NOTE' box states: 'Partnership Firm (AOP) is registered under the **Partnership Act of 1932**. However, if you would like to register as: a. Sole Proprietor, kindly visit the [FBR portal](#) b. Single Member Company/Public Limited Company/Private Limited Company, visit the [e-Services portal of SECP](#). For more details, [click here](#).' A 'Next' button with a right arrow is at the bottom right. The footer shows 'Copyright © 2017 Punjab Information Technology Board'.


Figure 5.1: Register a New Business Entity

#### 5.1.1 Partnership Firm

- i. Once the radio button **Register a New Partnership Firm (AOP)** is selected now enter the fields:

#### 5.1.1.1 Business Entity Details

- i. You can add “**Business Entity Details**” by filling the following mandatory fields:
  - a. Select Business **Category Type** using respective radio button
  - b. Enter **Firm/Company Postal Address** in the respective text box
  - c. Select **Type of Property & Form of property.**
  - d. Enter the **Unit No., Complex/Street**
  - e. Enter the **Area & Locality.**
  - f. Enter the **Capacity & Share (%)** of the capacity.
  - g. Enter the **Acquisition Date**
  - h. Select **District** from drop-down list
  - i. Select **Tehsil** from drop-down list
  - j. Select valid **Date of Establishment** from Date Calendar
  - k. Click on respective radio button for **Duration of Firm**
- ii. Click on the  button to save the respective data. Next “Partner” page will be loaded



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Government of The Punjab

WELCOME TEST SUPPORT USER

Dashboard
New Registration
My Business Entities
My Certificates

## Register your Partnership Firm

1

Business Entity

2

Partners

3

Branch Offices

4

Registration with other Provincial Departments

5

Review Profile

6

Payments

7

Confirmation

Business Entity Details

Name of Partnership Firm \*  
M/S Test Entity

Category of Business

Category Type \*  
☒ COMMERCIAL ESTABLISHMENT   ☐ INDUSTRIAL ESTABLISHMENT

Sector \*  
Preparation and spinning of textile fibres

Principle Contact Details

Firm's Address \*  
Firms Address

Type of Property \*  
Industrial Property

Form of Property \*  
Workshop

Unit No. \*  
HOUSE NO 4

Complex/ Street \*  
Complex Ali

Area/ Locality \*  
AREA LOCAL

Capacity \*  
Owner

Share(%) \*  
100

Acquisition Date \*  
15/01/2020

District \*  
Lahore

Tehsil \*  
Lahore City

City \*  
LAHORE

Landline Phone No.

Fax No.

Email Address

Website URL

Other Details

Sales Tax No.

EOBI No.

Date of Establishment \*  
31/03/2021

Duration of Firm \*  
☒ At Will   ☐ Specific Period

Save & Next



Figure 5.1.1.1: Business Entity Details

### 5.1.1.2 Partnership Details


You can add four types of partners which are as follows:

- i. Local Partner
- ii. Foreign Partner
- iii. Local Company
- iv. Foreign Company

#### 5.1.1.2.1 Local Partner

- i. You can add “**Local Partner Details**” by filling the following mandatory fields:
  - a. Enter **prefix** and **First & Last Name** in the respective text box
  - b. Select the **relation**
  - c. Enter **Father/ Husband’s Name**.
  - d. Select the **Gender**
  - e. Select **Date of Birth**
  - f. Enter **CNIC No.** in the respective text box.
  - g. Select **CNIC issue Date**
  - h. Select **CNIC expiry Date** or select **Life-Time Expiry**
  - i. Select valid **Date of Joining the Firm** from Date Calendar
  - j. Enter **Share of Partnership (%)**
  - k. Enter **Email Address**
  - l. Select **Religion** from drop-down list
  - m. Select **YES/NO** for the **Principle Officer** Query.
  - n. Select the **Service Provider** and enter **Mobile number**.
  - o. Enter **Present Address** in the respective text box. If Permanent address and Present
  - p. Select **Type of Property & Form of property**.
  - q. Enter the **Unit No., Complex/Street**
  - r. Enter the **Area & Locality**.
  - s. Select the **Capacity** and enter the **Share (%)** of the capacity.
  - t. Enter the **Acquisition Date**
  - u. Select the **Province, District, Tehsil** and **City** from drop-down list.
  - v. Address is same then click on  **SAME AS ABOVE** button
  - w. Upload **Front & Back sides** of CNIC
  - x. Click on the  **Save** button to save the respective data and then local partner will be added in the list.





**EASE OF DOING BUSINESS**  
Government of the Punjab

WELCOME TEST SUPPORT USER

Dashboard

New Registration

My Business Entities

My Certificates

### Register your Partnership Firm

1

Business Entity

2

Partners

3

Branch Offices

4

Registration with other Provincial Departments

5

Review Profile

6

Payments

7

Confirmation

#### Partners Details

What type of Partners do you want to add?

☒ LOCAL PARTNER  
☐ FOREIGN PARTNER  
☐ LOCAL COMPANY  
☐ FOREIGN COMPANY

##### Local Partner

Prefix\*

First Name\*

Middle Name

Last Name\*

Relation\* ☐ S/o ☐ D/o ☐ W/o

FATHER'S/ HUSBAND NAME

Date of Birth\*

Gender\* ☐ MALE ☐ FEMALE ☐ TRANSGENDER

CNIC No.\*

CNIC Expiry Date\* ☐ Life-Time Expiry

CNIC Issue Date\*

Share(H) of Partnership\*

Date of joining the firm\*

NTN

Email Address\*

Religion\*

Are you Principal Officer\* ☐ Yes ☐ No

#### Contact Info

Service Provider\*

Mobile No.\*

Landline Phone No.

Present Address\*

Type of Property\*

Form of Property\*

Unit No.\*

Complex/ Street\*

Capacity\*

Area/ Locality\*

Acquisition Date\*

Share(H)\*

District\*

Province\*

City\*

Tehsil\*

Same as above

Permanent Address\*

Type of Property\*

Form of Property\*

Unit No.\*

Complex/ Street\*

Capacity\*

Area/ Locality\*

Acquisition Date\*

Share(H)\*

District\*

Province\*

City\*

Tehsil\*

Same as above

CNIC Front Side\*

Choose File | No file chosen

(Maximum File Size: 500 KB, File Format: JPG/ JPEG/ PNG)

CNIC Back Side\*

Choose File | No file chosen

(Maximum File Size: 500 KB, File Format: JPG/ JPEG/ PNG)

Add

Reset

Back

Save & Next

Figure 5.1.1.2.1: Local Partner

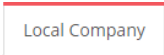

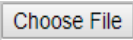
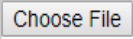
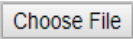
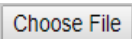

### 5.1.1.2.2 Foreign Partner

- i. Click on the **Foreign Partner** tab from the top to add foreign partner. You can add **“Foreign Partner Details”** by filling the following mandatory fields:
  - a. Enter **Full Name** in the respective text box
  - b. Enter **Passport No.** in the respective text box
  - c. Select **Passport Expiry Date** from Date Calendar
  - d. Upload **Visa Copy** by clicking on **Choose File** button and then select your file from the system
  - e. Upload **Passport Copy** by clicking on **Choose File** button and then select your file from the system
  - f. Enter **Foreign Address** in the respective text box
  - g. Enter **Local Address** in the respective text box
  - h. Click on the **Save** button to save the data and then foreign partner will be added in the list.

The screenshot displays the 'Register your Partnership Firm' web application. The top navigation bar includes the 'EASE OF DOING BUSINESS' logo and a user welcome message. A sidebar on the left contains links to Dashboard, New Registration, My Business Entities, and My Certificates. The main content area features a progress bar with seven steps: 1. Business Entity, 2. Partners, 3. Branch Offices, 4. Registration with other Provincial Departments, 5. Review Profile, 6. Payments, and 7. Confirmation. The 'Partners Details' section is active, showing a form to add a partner. The form includes radio buttons for 'LOCAL PARTNER', 'FOREIGN PARTNER' (selected), 'LOCAL COMPANY', and 'FOREIGN COMPANY'. The 'Foreign Partner' section contains fields for Full Name, Share(%) of Partnership, Passport No., Passport Expiry Date, Upload VISA Copy, and Upload Passport Copy, each with a 'Choose File' button. The 'Contact Info' section includes fields for Mobile No., Email Address, Foreign Address, and Local Address. At the bottom, there is a 'Partners Detail' table with columns for Sr.No., Full Name, Partnership Type, CNIC/ Passport No., Joining Date, and Action(s). The table currently shows 'No records to display.' and has 'Back' and 'Save & Next' buttons at the bottom.

Figure 5.1.1.2.2: Foreign Partner

#### 5.1.1.2.3 Local Company

- i. Click on the  tab from the top to add local company as a partner. You can add **“Local Company Details”** by filling the following mandatory fields:
  - a. Enter **SECP Company Incorporation Number** in the respective text box
  - b. Enter **Share of Partnership** in the respective text box.
  - c. Enter **Name of Company** in the respective text box
  - d. Click on respective radio button that local company is **CEO** or **Managing Director**
  - e. Enter **Full Name** in the respective text box
  - f. Enter **CNIC No.** in the respective text box. You can also verify entered CNIC by clicking on  button.
  - g. Upload **Certificate of Incorporation** by clicking on  button and then select your file from the system
  - h. Upload **Memorandum & Article of Association** by clicking on  button and then select your file from the system
  - i. Upload **Form (29)** by clicking on  button and then select your file from the system
  - j. Upload **Board Resolution** by clicking on  button and then select your file from the system
  - k. Click on the  button to save the respective data and then local company will be added as a partner in the list

**EASE OF DOING BUSINESS**  
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WELCOME TEST SUPPORT USER

## Register your Partnership Firm

- Business Entity
- Partners
- Branch Offices
- Registration with other Provincial Departments
- Review Profile
- Payments
- Confirmation

### Partners Details

What type of Partners do you want to add?

☐ LOCAL PARTNER  
☐ FOREIGN PARTNER  
☒ LOCAL COMPANY  
☐ FOREIGN COMPANY

#### Local Company

SECP Company Incorporation No.\*

Share(%) of Partnership\*

Name of Company\*

Designation\* ☐ CEO ☐ MANAGING DIRECTOR

FULL NAME

CNIC No.\*

Upload Certificate of Incorporation \*

Choose File No file chosen

(Maximum File Size: 3 MB, File Format: PDF)

Upload Form (29) \*

Choose File No file chosen

(Maximum File Size: 3 MB, File Format: PDF)

Upload Memorandum & Article of Association \*

Choose File No file chosen

(Maximum File Size: 3 MB, File Format: PDF)

Upload Board Resolution \*

Choose File No file chosen

(Maximum File Size: 3 MB, File Format: PDF)

**Partners Detail**

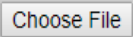
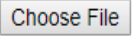
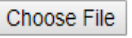
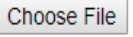
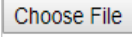
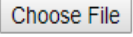


Sr. No.	Full Name	Partnership Type	CNIC/ Passport No.	Joining Date	Action(s)
No records to display.					

Back Save & Next

Figure 5.1.1.2.3: Local Company

#### 5.1.1.2.4 Foreign Company

- Click on the **Foreign Company** tab from the top to add foreign company as a partner. You can add **“Foreign Company Details”** by filling the following mandatory fields:
  - Enter **Company Incorporation Number** in the respective text box
  - Enter **Name of Company** in the respective text box
  - Click on respective radio button that local company is **CEO** or **Managing Director**
  - Enter **Full Name** in the respective text box
  - Enter **Passport No.** in the respective text box
  - Select **Passport Expiry Date** from Date Calendar

- g. Upload **Visa Copy** by clicking on  button and then select your file from the system
- h. Upload **Passport Copy** by clicking on  button and then select your file from the system
- i. Upload **List of Directorate (English Version)** by clicking on  button and then select your file from the system
- j. Upload **Certificate of Incorporation** by clicking on  button and then select your file from the system
- k. Upload **Memorandum & Article of Association** by clicking on  button and then select your file from the system
- l. Upload **Board Resolution** by clicking on  button and then select your file from the system
- m. Click on the  button to save the data and then foreign company will be added as a partner in the list
- n. Click on the  button and “Branch Offices” page will be loaded.

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## Register your Partnership Firm

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- 6 Payments
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### Partners Details

What type of Partners do you want to add?

☐ LOCAL PARTNER  
☐ FOREIGN PARTNER  
☐ LOCAL COMPANY  
☒ FOREIGN COMPANY

#### Foreign Company

SECP Company Incorporation No.\*

Name of Company\*

Designation\* ☐ CEO ☐ MANAGING DIRECTOR

Share(%) of Partnership\*

FULL NAME

Passport No.\*

Passport Expiry Date\*

Upload VISA Copy\*

Choose File No file chosen

(Maximum File Size: 1 MB, File Format: PDF/ JPG/ JPEG/ PNG)

Upload Certificate of Incorporation (English Version)\*

Choose File No file chosen

(Maximum File Size: 3 MB, File Format: PDF)

Upload Memorandum & Article of Association (English Version)\*

Choose File No file chosen

(Maximum File Size: 3 MB, File Format: PDF)

Upload Board Resolution (English Version)\*

Choose File No file chosen

(Maximum File Size: 3 MB, File Format: PDF)

+ Add ✕ Reset

#### Partners Detail

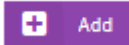
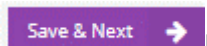
Sr. No.	Full Name	Partnership Type	CNIC/ Passport No.	Joining Date	Action(s)
No records to display.					

← Back Save & Next →

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Figure 5.1.1.2.4: Foreign Company

### 5.1.1.3 Branch Offices

- A radio button asks whether you have any branch office. If the user selects YES then the following fields will display:
  - Enter **Postal Address** in the respective text box
  - Select **District** from the drop-down list
  - Select **Tehsil** from the drop-down list
  - Click on the  button to save the data and then branch office will be added in the list.
  - Click on the  button and “Register with other Provincial Department” page will be loaded.

**Branch Office Detail**

Do you have any branch offices?  
☒ Yes ☐ No

You may add the details of each of your Branch Office.

Postal Address\*

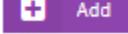
Province\*  City\*

Landline Phone No.  Fax No.


**Branch Offices**

Sr No.	Postal Address	Province	City	Landline Phone No.	Fax No.	Action(s)
No records to display						

Figure 5.1.1.3: Branch Offices

- ii. You can add more than one branch offices after selecting the  button and all branches will appear in the below list.

#### 5.1.1.4 Register with other Provincial Departments

- i. A radio button asks whether you want to register with other provincial department. If the user selects YES then the following three options display:
- Labour & Human Resource Department (Shops & Establishment)
  - Excise, Taxation & Narcotics Control Department (Professional Tax)
  - Punjab Employees Social Security Institution
- ii. If the user selects Labour & PESSI department options he is liable to fill the particulars:-
- Enter **No. of Adult Males** and **No. of Adult Females** in the respective text boxes
  - Enter **No. of Under 18 Males** and **No. of Under 18 Females** in the respective text boxes
  - If your family member are your employees then select “**Yes**” radio button and enter **No. of Adult Males, No. of Adult Females, No. of Under 18 Males** and **No. of Under 18 Females** in the respective text boxes
  - Click on the  button to save the respective data. Next “Review Profile” page will be loaded.



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**Registration with other Provincial Departments**

Do you want to register with other Provincial Departments?  
☒ Yes ☐ No

With which department do you want to register?

☒ Labour & Human Resource Department (Shops & Establishment)  
☐ Excise, Taxation & Narcotics Control Department (Professional Tax)  
☒ Punjab Employees Social Security Institution

**Note:** You are liable to register with PESSI if you have 5 or more Employees.

Total Employees (inclusive of family members, if any)

Adults		Under 18		Total
No. of Males	No. of Females	No. of Males	No. of Females	
4	5			

Family Members

Are any family members employed? \*

☐ Yes ☒ No

[Back](#) [Save & Next](#)

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Figure 5.1.1.4: Register With Other Provincial Department

#### 5.1.1.5 Review Profile

- You can review all the information which has been incorporated in the system before submitting the request.
  - Click on the [Next](#) button and “Payments” page will be loaded.

“IMPROVEMENTS TO THE ARRANGEMENTS FOR STARTING A BUSINESS” User Manual Guide

GOVERNMENT OF PUNJAB  
Department of Industries

Dashboard

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Business Entity

2

Partners

3

Branch Offices

4

Employees

5

Review Profile

6

Payments

7

Confirmation

Review Profile

Business Entity Details

Nature of Business Entity : PARTNERSHIP FIRM

Registration No.

Name of Business Entity : M/S UMAIR TRADERS

Category of Business

Business Type: COMMERCIAL ESTABLISHMENT

Sector : TRADER

Sub Sector : AUTOMOBILES/ VEHICLES & PARTS

Contact Info

Postal Address : Rawalpindi, Lahore

District : LAHORE

Tehsil : LAHORE CITY

Landline Phone No.

Fax No.

Email Address :

Website URL :

Other Info

Sales Tax No.

EOBI No.

Date of Establishment : 08-Mar-2019

Duration of Firm : At Will

Partnership Deed : View File

Partnership Details

Local Partner

Business Partner : 1

Full Name : UMAIR SHAUKAT

Father's Name : MALIK SHAUKAT ALI

CNIC No. : 72300476260006

Age : 25

NTN :

Date of joining the firm : 19-Jul-2019

Religion : ISLAM

Contact Info

Mobile No.

Landline Phone No.

Email Address :

Permanent Address : Rawalpindi, LAHORE

Present Address : Rawalpindi, LAHORE

Foreign Partner

Business Partner : 1

Full Name : JOHN SMITH

Passport No. : R724047539

Passport Expiry Date : 28-Nov-2019

Passport Copy : View File

VISA Copy : View File

Contact Info

Mobile No.

Email Address :

Foreign Address : 100005VERBODENVOOROPENBARE, LONDON

Local Address : 100000PORDSONP500, FAISALABAD

Local Company

1 . Name of Company : JAVAROD FOODS LIMITED

SECP Company Incorporation No. : 404676752

Full Name : JAVAID AHMAD

Designation : CEO

CNIC No. : 01307150440004

Certificate of Incorporation : View File

Memorandum & Article of Association : View File

Form (29) : View File

Board Resolution : View File

Foreign Company

1 . Name of Company : JAVAROD FOODS (PVT) LIMITED

Company Incorporation No. : 30743002

Full Name : JASON SAM

Designation : CEO

Passport No. : 03700500000150

Passport Expiry Date : 27-Dec-2019

VISA Copy : View File

List of Directorate : View File

Passport Copy : View File

Memorandum & Article of Association : View File

Board Resolution : View File

Certificate of Incorporation : View File

Branch Office Details

Postal Address : Jalandhar, Punjab, India, Punjab, LAHORE

District : LAHORE

Tehsil : LAHORE CITY

Landline Phone No.

Fax No.

Employees' Details

Total No. of Employees (Inclusive of family members)

Adult

No. of Males : 5

No. of Females : 3

Under 18

No. of Males :

No. of Females :



Total Employees : 8

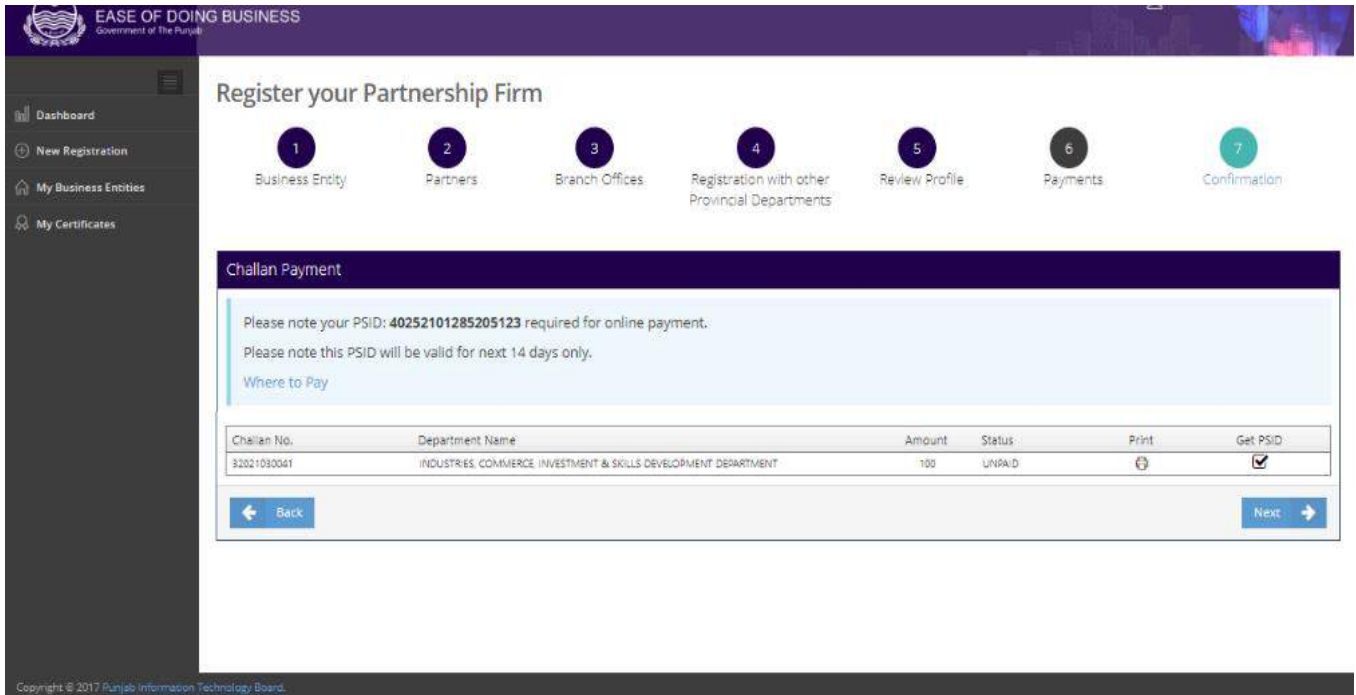
Back

Next

#### Figure 5.1.1.5: Review Profile

### 5.1.1.6 Payments

- i. Industries Challan via FORM 32-A will be generated as per the information entered.
- ii. You can pay the prescribed fee through **ATM** or **Internet Banking**. Instructions will be shown after selecting the option **where to Pay**.
  - a. You can print the Challan by clicking  button
  - b. Click on the  button and “Confirmation” page will be loaded.




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**Challan Payment**

Please note your PSID: **40252101285205123** required for online payment.  
Please note this PSID will be valid for next 14 days only.  
[Where to Pay](#)

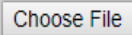
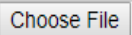
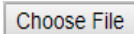
Challan No.	Department Name	Amount	Status	Print	Get PSID
32021030041	INDUSTRIES, COMMERCE, INVESTMENT & SKILLS DEVELOPMENT DEPARTMENT	100	UNPAID		<input checked="" type="checkbox"/>

[Back](#) [Next](#)


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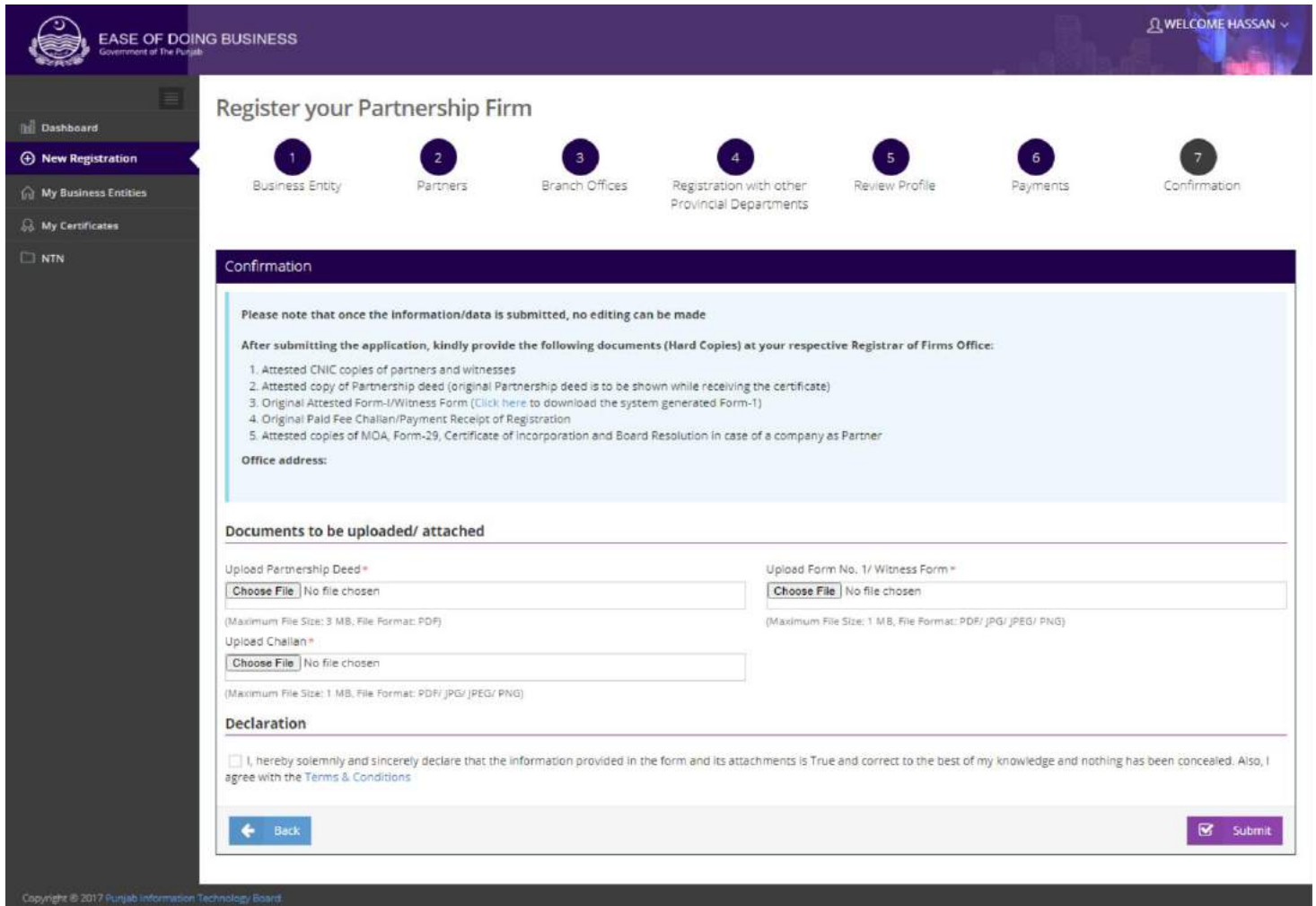
Figure 5.1.1.6: Payments

### 5.1.1.7 Confirmation

- i. If you have entered and saved all mandatory data then there will be tick sign with the page names.
  - a. Upload **Partnership Deed** Form by clicking on  button and then select your file from the system.
  - b. Upload **Partnership Witness** by clicking on  button and then select your file from the system.
  - c. Upload **Challan** by clicking on  button and then select your file from the system.
  - d. If you want to get registered with “Labour & Human Resource Department” then select respective check box
  - e. Click on the “**Declaration**” check box to confirm that the provided information is correct.

## “IMPROVEMENTS TO THE ARRANGEMENTS FOR STARTING A BUSINESS” User Manual Guide

- f. Click on the  **Submit** button and application will be submitted successfully.



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WELCOME HASSAN

**Register your Partnership Firm**

- 1 Business Entity
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**Confirmation**

Please note that once the information/data is submitted, no editing can be made

After submitting the application, kindly provide the following documents (Hard Copies) at your respective Registrar of Firms Office:

1. Attested CNIC copies of partners and witnesses
2. Attested copy of Partnership deed (original Partnership deed is to be shown while receiving the certificate)
3. Original Attested Form-I/Witness Form (Click here to download the system generated Form-I)
4. Original Paid Fee Chailan/Payment Receipt of Registration
5. Attested copies of MOA, Form-29, Certificate of Incorporation and Board Resolution in case of a company as Partner

**Office address:**

**Documents to be uploaded/ attached**

Upload Partnership Deed\*  
 No file chosen  
(Maximum File Size: 3 MB, File Format: PDF)

Upload Form No. 1/ Witness Form\*  
 No file chosen  
(Maximum File Size: 1 MB, File Format: PDF/ JPG/ JPEG/ PNG)

Upload Chailan\*  
 No file chosen  
(Maximum File Size: 1 MB, File Format: PDF/ JPG/ JPEG/ PNG)

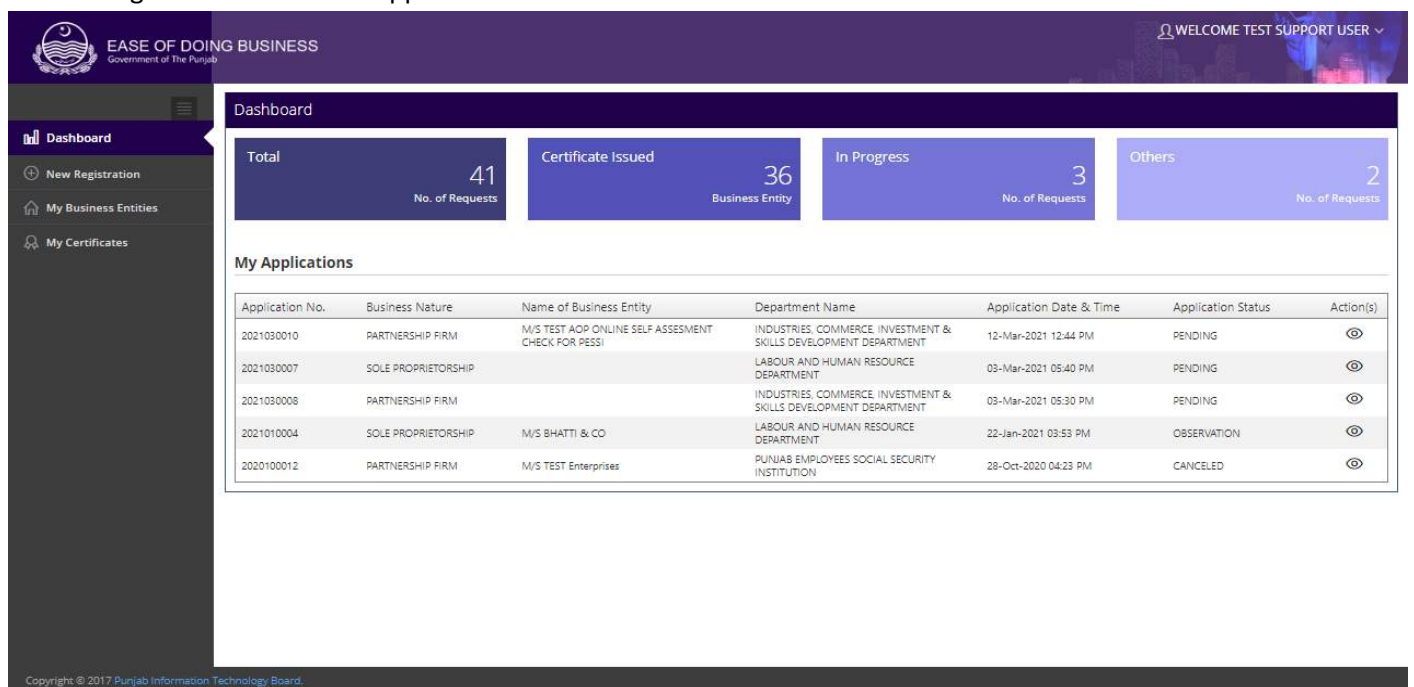
**Declaration**

☐ I, hereby solemnly and sincerely declare that the information provided in the form and its attachments is True and correct to the best of my knowledge and nothing has been concealed. Also, I agree with the Terms & Conditions

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Figure 5.1.1.7.1: Confirmation

- g. You can view all application details and status in **Dashboard** tab.



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**Dashboard**

Total	Certificate Issued	In Progress	Others
41 No. of Requests	36 Business Entity	3 No. of Requests	2 No. of Requests

**My Applications**

Application No.	Business Nature	Name of Business Entity	Department Name	Application Date & Time	Application Status	Action(s)
2021030010	PARTNERSHIP FIRM	M/S TEST AOP ONLINE SELF ASSESSMENT CHECK FOR PESSI	INDUSTRIES, COMMERCE, INVESTMENT & SKILLS DEVELOPMENT DEPARTMENT	12-Mar-2021 12:44 PM	PENDING	
2021030007	SOLE PROPRIETORSHIP		LABOUR AND HUMAN RESOURCE DEPARTMENT	03-Mar-2021 05:40 PM	PENDING	
2021030008	PARTNERSHIP FIRM		INDUSTRIES, COMMERCE, INVESTMENT & SKILLS DEVELOPMENT DEPARTMENT	03-Mar-2021 05:30 PM	PENDING	
2021010004	SOLE PROPRIETORSHIP	M/S BHATTI & CO	LABOUR AND HUMAN RESOURCE DEPARTMENT	22-Jan-2021 03:53 PM	OBSERVATION	
2020100012	PARTNERSHIP FIRM	M/S TEST Enterprises	PUNJAB EMPLOYEES SOCIAL SECURITY INSTITUTION	28-Oct-2020 04:23 PM	CANCELED	

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Figure 5.1.1.7.2: Confirmation

## 5.2 Register an Existing Business with the Provincial Departments

- i. If you have to register existing business with Labour, PESSI and Excise Departments then click on “Register an existing business with the Provincial Departments” radio button

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Dashboard

New Registration

My Business Entities

My Certificates

### Register your Business Entity

What would you like to do? \*

☐ Register a new Partnership Firm (AOP) ☒ Register an Existing Business Entity with the Provincial Departments

**NOTE:**

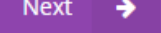
You can register your existing **Business Entity** (i.e. Sole Proprietorship/Partnership Firm/Single Member Company/Public Limited Company/Private Limited Company) with any or all of the following **Provincial** departments:

- Labour & Human Resource Department (Shops & Establishment)
- Punjab Employees Social Security Institution
- Excise, Taxation & Narcotics Control Department (Professional Tax)

Next →

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Figure 5.2.1: Register an Existing Business Entity

- ii. Click on the  button, “Business Entity Nature” page will be loaded

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Dashboard

New Registration

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### Register your Business Entity

What kind of business entity do you have? \*

☐ Sole Proprietorship ☐ Partnership Firm ☐ Single Member Company ☐ Private Limited ☐ Public Limited

← Back Next →

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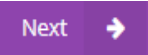
Figure 5.2.2: Business Entity Type

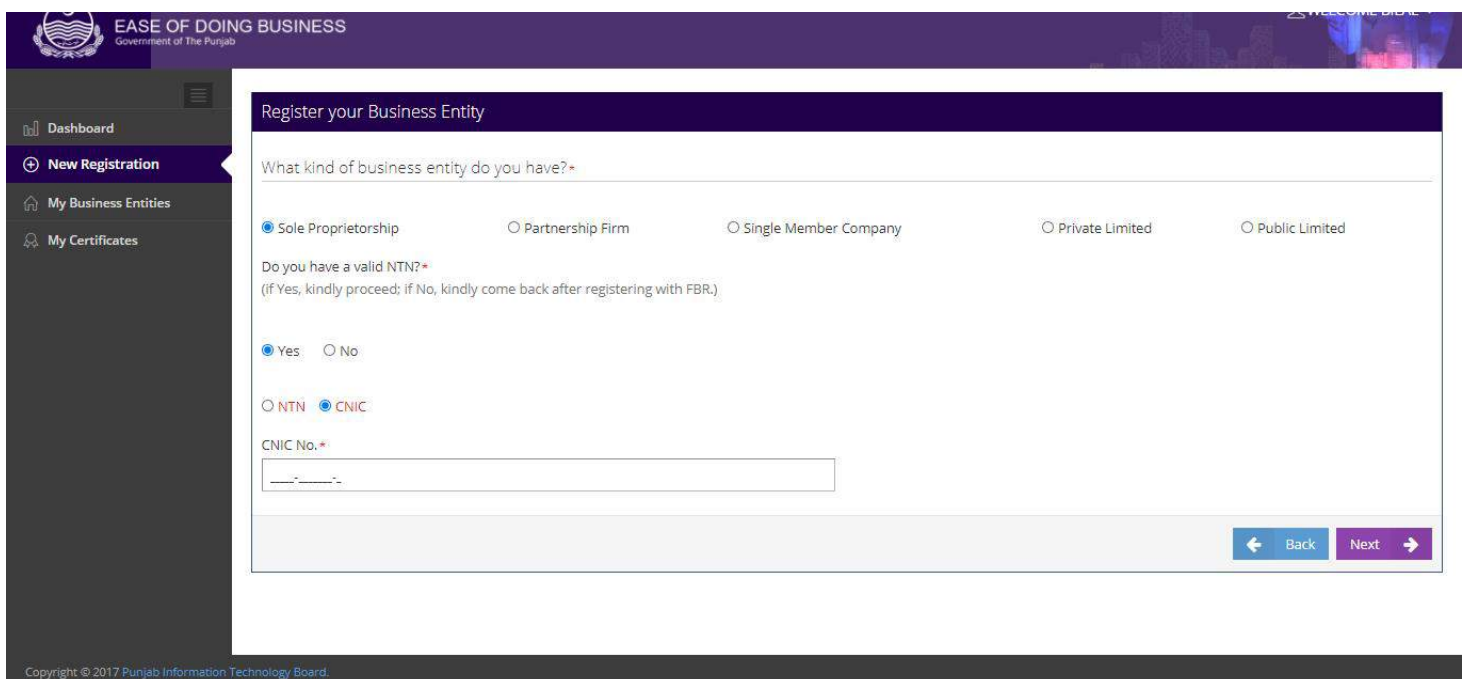
iii. You can register different kind of Business Entities with Labour and PESSI Departments which are as follows:

- Sole Proprietorship
- Partnership Firm
- Single Member Company
- Private Limited
- Public Limited

## 5.2.1 Sole Proprietorship

### 5.2.1.1 Business Entity Type

- i. You can register Sole Proprietorship with Labour department, PESSI department or Excise department by clicking on the **“Sole Proprietorship”** radio button. To register, you should have valid NTN.
  - a. If you have valid NTN, Click on **“Yes”** radio button.
  - b. Select **“NTN”** or **“CNIC”** radio button.
  - c. Enter valid **NTN** in the text field if you have selected **“NTN”** radio button
  - d. Enter valid **CNIC** in the text field if you have selected **“CNIC”** radio button
  - e. Click on the  button and **“Business Entity Details”** page will be loaded.



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New Registration

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Register your Business Entity

What kind of business entity do you have?\*

☒ Sole Proprietorship ☐ Partnership Firm ☐ Single Member Company ☐ Private Limited ☐ Public Limited

Do you have a valid NTN?\*

(if Yes, kindly proceed; if No, kindly come back after registering with FBR.)

☒ Yes ☐ No

☐ NTN ☒ CNIC

CNIC No.\*

\_\_\_\_-\_\_\_\_-\_\_\_\_

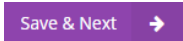
Back Next


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Figure 5.2.1.1: Business Entity Type



### 5.2.1.2 Business Entity Details

- i. You can add “**Business Entity Details**” by filling the following mandatory fields:
  - a. Enter **Name of Business Entity** in the respective text box
  - b. Select Business **Category Type** using respective radio button
  - c. Select the **Sector** and **Sub-Sector** from the drop-down list
  - d. Select the **Service Provider** and enter **Mobile number**.
  - e. Enter **Present Address** in the respective text box. If Permanent address and Present
  - f. Select **Type of Property & Form of property**.
  - g. Enter the **Unit No., Complex/Street**
  - h. Enter the **Area & Locality**.
  - i. Select the **Capacity** and enter the **Share (%)** of the capacity.
  - j. Enter the **Acquisition Date**
  - k. Select the **District, Tehsil** and **City** from drop-down list.
  - l. Select valid Date of Establishment from Date Calendar
- m. Click on the  button to save the respective data. Next “Owner” page will be loaded.



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Dashboard

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### Business Entity Detail

Name of Business Entity \*

M/S

### Category of Business

Category Type \*

☐ COMMERCIAL ESTABLISHMENT
 ☐ INDUSTRIAL ESTABLISHMENT

Sector \*

--- Please Select ---

### Contact Info

Firm/Company Postal Address \*

Type of Property \*

--- Please Select ---

Form of Property \*

--- Please Select ---

Unit No. \*

Complex/ Street \*

Area/ Locality \*

Capacity \*

--- Please Select ---

Share(%) \*

Acquisition Date \*

dd/mm/yyyy

District \*

--- Please Select ---

Tehsil \*

--- Please Select ---

City \*

--- Please Select ---

Landline Phone No.

Fax No.

Email Address

Website URL

### Other Details

Sales Tax No.

EOBI No.


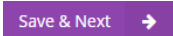
Date of Establishment \*


dd/mm/yyyy

Save & Next →

Figure 5.2.1.2: Business Entity Details

### 5.2.1.3 Owner Details

- i. A pop-up window will appear with radio button asking whether the owner same as the Applicant for this business Entity. If User selects ‘Yes’ following fields will auto fetched
  - a. First Name
  - b. Middle Name
  - c. Last Name
  - d. Father Name
  - e. CNIC
  - f. Mobile Numberremaining mandatory fields can be entered manually.
- ii. You can add “Owner” details by filling the following mandatory fields” if user selects ‘No’:
  - a. Enter **prefix** and **First & Last Name** in the respective text box
  - a. Select the **relation**
  - b. Enter **Father/ Husband’s Name**.
  - c. Select the **Gender**
  - d. Select **Date of Birth**
  - e. Enter **CNIC No.** in the respective text box.
  - f. Select **CNIC issue Date**
  - g. Select **CNIC expiry Date** or select **Life-Time Expiry**
  - h. Select valid **Date of Joining the Firm** from Date Calendar
  - i. Enter **Share of Partnership (%)**
  - j. Enter **Email Address**
  - k. Select the **Service Provider** and enter **Mobile number**.
  - l. Enter **Present Address** in the respective text box. If Permanent address and Present
  - m. Select **Type of Property & Form of property**.
  - n. Enter the **Unit No., Complex/Street**
  - o. Enter the **Area/ Locality**.
  - p. Select the **Capacity** and enter the **Share (%)** of the capacity.
  - q. Enter the **Acquisition Date**
  - r. Select the **Province, District, Tehsil** and **City** from drop-down list.
  - s. Enter **Present Address** in the respective text box. If Permanent address and Present  
Address is same then click on  **SAME AS ABOVE** button.
  - t. Upload **Front & Back sides** of CNIC
  - u. Click on the  button to save the respective data. Next “Branch Offices” page will be loaded.



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Dashboard

**New Registration**

My Business Entities

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Business Entity

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Owner

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Branch Offices

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Registration with other Provincial Departments

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Review Profile

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Confirmation

**Owner Detail**

Prefix\*

First Name\*

Middle Name

Last Name\*

Relation\* ☐ S/o ☐ D/o ☐ W/o

Gender\* ☐ MALE ☐ FEMALE ☐ TRANSGENDER

FATHER'S/ HUSBAND NAME

CNIC No.\*

Date of Birth\*

CNIC Issue Date\*

CNIC Expiry Date\* ☐ Life-Time Expiry

NTN

Email Address\*

**Contact Info**

Service Provider\*

Mobile No.\*

Landline Phone No.

Permanent Address\*

Type of Property\*

Form of Property\*

Unit No.\*

Complex/ Street\*

Area/ Locality\*

Capacity\*

Share(%)\*

Acquisition Date\*

Province\*

District\*

Tehsil\*

City\*

☐ Same as above

Present Address\*

Type of Property\*

Form of Property\*

Unit No.\*

Complex/ Street\*

Area/ Locality\*

Capacity\*

Share(%)\*

Acquisition Date\*

Province\*

District\*

Tehsil\*

City\*

**Documents to be uploaded/ attached**

CNIC Front Side\*

CNIC Back Side\*

Choose File | No file chosen

Choose File | No file chosen

(Maximum File Size: 500 KB, File Format: JPG/ JPEG/ PNG)

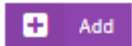
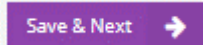
(Maximum File Size: 500 KB, File Format: JPG/ JPEG/ PNG)

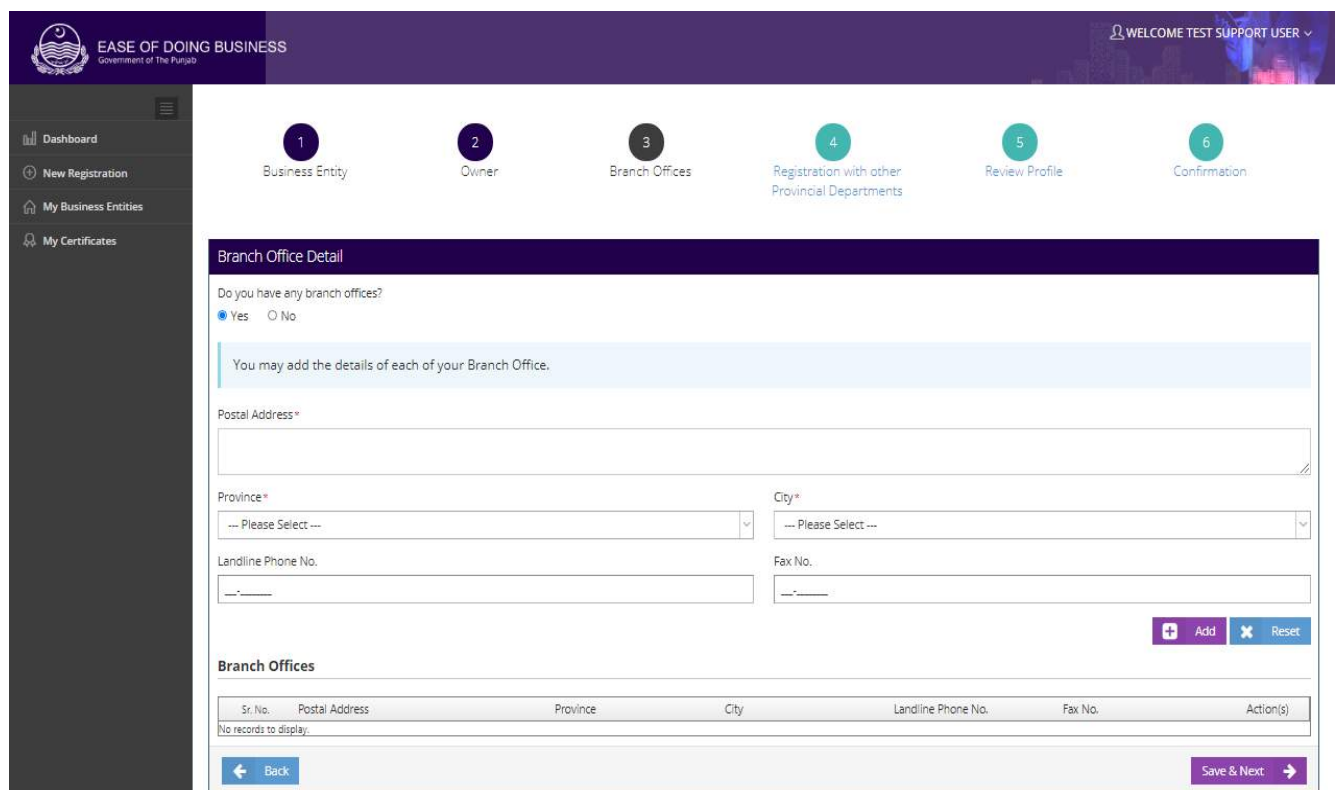
Back

Save & Next

Figure 5.2.1.3: Owner Details

#### 5.2.1.4 Branch Offices

- i. A radio button asks whether you have any branch office. If the user selects YES then the following fields will display:
  - a. Enter **Postal Address** in the respective text box
  - b. Select **District** from the drop-down list
  - c. Select **Tehsil** from the drop-down list
  - d. Click on the  button to save the data and then branch office will be added in the list.
  - e. Click on the  button and “Register with other Provincial Department” page will be loaded.



**Branch Office Detail**



Do you have any branch offices?  
☒ Yes ☐ No

You may add the details of each of your Branch Office.

Postal Address\*

Province\* --- Please Select --- City\* --- Please Select ---

Landline Phone No. --- Fax No. ---

**Branch Offices**

Sr.No.	Postal Address	Province	City	Landline Phone No.	Fax No.	Action(s)
No records to display.						




 

Figure 5.2.1.4: Branch Office Detail

- ii. You can add more than one branch offices after selecting the  button and all branches will appear in the below list.

### 5.2.1.5 Register with other provincial Departments

- i. A radio button asks whether you want to register with other provincial department. If the user selects YES then the following three options display:
  - Labour & Human Resource Department (Shops & Establishment)
  - Excise, Taxation & Narcotics Control Department (Professional Tax)
  - Punjab Employees Social Security Institution
- ii. If the user selects Labour & PESSI department options he is liable to fill the particulars:-
  - e. Enter **No. of Adult Males** and **No. of Adult Females** in the respective text boxes
  - f. Enter **No. of Under 18 Males** and **No. of Under 18 Females** in the respective text boxes
  - g. If your family member are your employees then select “Yes” radio button and enter **No. of Adult Males, No. of Adult Females, No. of Under 18 Males** and **No. of Under 18 Females** in the respective text boxes
  - h. Click on the Save & Next → button to save the respective data. Next “Review Profile” page will be loaded.

**EASE OF DOING BUSINESS**  
Government of The Punjab

WELCOME TEST SUPPORT USER

Dashboard

**New Registration**

My Business Entities

My Certificates

1 Business Entity

2 Owner

3 Branch Offices

4 Registration with other Provincial Departments

5 Review Profile

6 Confirmation

**Registration with other Provincial Departments**

With which department do you want to register?

☒ Labour & Human Resource Department (Shops & Establishment)

☐ Excise, Taxation & Narcotics Control Department (Professional Tax)

☒ Punjab Employees Social Security Institution

**Note:** You are liable to register with PESSI if you have 5 or more Employees.

Total Employees (inclusive of family members, if any)

Adults		Under 18		Total
No. of Males	No. of Females	No. of Males	No. of Females	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Family Members

Are any family members employed? \*


☐ Yes ☐ No

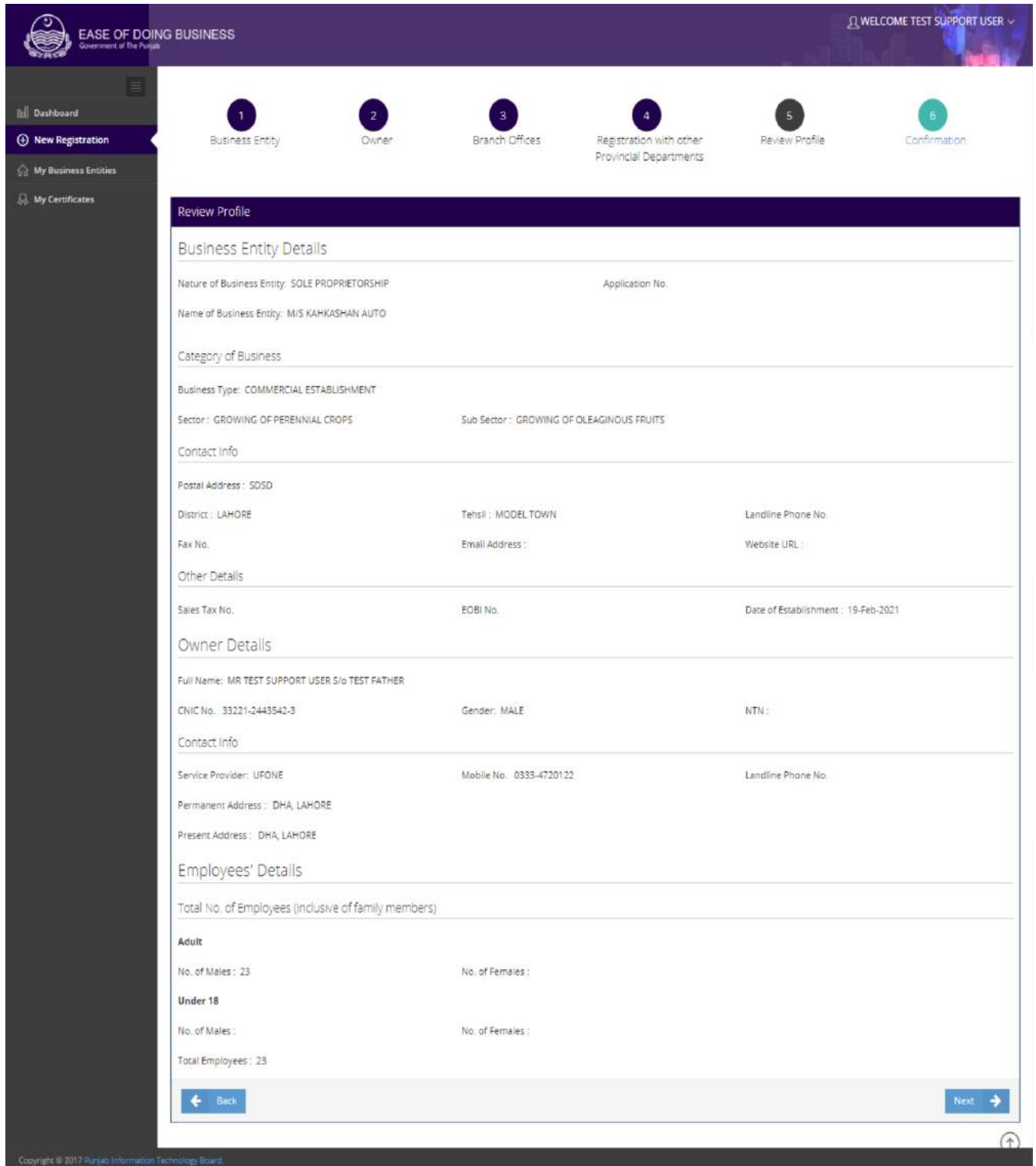
← Back Save & Next →

Figure 5.1.1.4: Register with Provincial Departments

### 5.2.1.6 Review Profile

- i. You can review all the information which has been incorporated in the system before submitting the request.

- a. Click on the [Next](#)  button and “Confirmation” page will be loaded.



**EASE OF DOING BUSINESS**  
Government of the Punjab

WELCOME TEST SUPPORT USER

1 Business Entity 2 Owner 3 Branch Offices 4 Registration with other Provincial Departments 5 Review Profile 6 Confirmation

**Review Profile**

**Business Entity Details**

Nature of Business Entity: SOLE PROPRIETORSHIP Application No.

Name of Business Entity: M/S KAHKASHAN AUTO

**Category of Business**

Business Type: COMMERCIAL ESTABLISHMENT

Sector: GROWING OF PERENNIAL CROPS Sub Sector: GROWING OF OLEAGINOUS FRUITS

**Contact Info**

Postal Address: SOSD

District: LAHORE Tehsil: MOOELTOWN Landline Phone No.

Fax No. Email Address: Website URL:

**Other Details**

Sales Tax No. EOBI No. Date of Establishment: 19-Feb-2021

**Owner Details**

Full Name: MR TEST SUPPORT USER S/o TEST FATHER

CNIC No. 33221-2443542-3 Gender: MALE NTN:

**Contact Info**

Service Provider: UFONE Mobile No. 0333-4720122 Landline Phone No.

Permanent Address: DHA, LAHORE

Present Address: DHA, LAHORE

**Employees' Details**

Total No. of Employees (inclusive of family members):

**Adult**

No. of Males: 23 No. of Females:

**Under 18**

No. of Males: No. of Females:

Total Employees: 23

[Back](#) [Next](#)

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Figure 5.2.1.6: Review Profile



### 5.2.1.7 Confirmation

- i. If you have entered and saved all mandatory data then there will be tick sign with the page names.
- a. Click on the “**Declaration**” check box to confirm that the provided information is correct.

The screenshot displays the 'EASE OF DOING BUSINESS' portal for the Government of Punjab. The user is logged in as 'WELCOME HASSAN MALIK'. The navigation menu on the left includes 'Dashboard', 'New Registration', 'My Business Entities', and 'My Certificates'. The top navigation bar shows a progress bar with six steps: 1. Business Entity, 2. Owner, 3. Branch Offices, 4. Registration with other Provincial Departments, 5. Review Profile, and 6. Confirmation. The 'Confirmation' step is currently active.

**Confirmation**

Please note that once the information/data is submitted, no editing can be made

Have you ever been registered with Labour Department under **The Punjab Shops and Establishments Ordinance, 1969**?

☐ Yes ☒ No

**Information about Self-Assessment Scheme**

1. **Self-Assessment Scheme** for employers/ establishments for payment of social security contribution has been launched by the Punjab Employees Social Security Institution (PESSI) with no sunset clause with effect from 22.02.2021.

2. Employees' mandatory monthly contribution of Rs. 40 has been abolished. (A relief of around Rs. 4.6 billion per annum for the employees)

3. Inspections of establishments per annum under section 22 of the Punjab Employees Social Security Ordinance (PESSO) 1965 shall not be more than 20% establishments, which **opt for** the Self-Assessment Scheme. (Self-assessing establishments shall be selected for inspection through a transparent balloting process)

After amendment in section 20-A of the PESSO 1965, registered employers/ establishments can now **opt for** the Self-Assessment Scheme at any time. There shall be no automatic transfer of a registered employer / establishment to the Self-Assessment Scheme.

**CAUTION:**

**Social security contribution** for a particular month shall have to be paid before the last day of the succeeding calendar month by each employer/ establishment, which **opts for** the Self-Assessment Scheme.

In case a self-assessing establishment/employer defaults in payment of social security contribution within the defined time period, its self-assessing status shall automatically be removed by PESSI. Such an establishment shall then be treated like any other registered establishment by PESSI with regular inspections

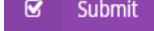
**Do you want to opt for the Self-Assessment Scheme of PESSI?**

☐ Yes ☒ No

**Declaration**

☒ I, hereby solemnly and sincerely declare that the information provided in the form and its attachments is True and correct to the best of my knowledge and nothing has been concealed. Also, I agree with the [Terms & Conditions](#)

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- b. Click on the  button and application will be submitted successfully.
- c. You can view all application details and status in ***Dashboard*** tab.

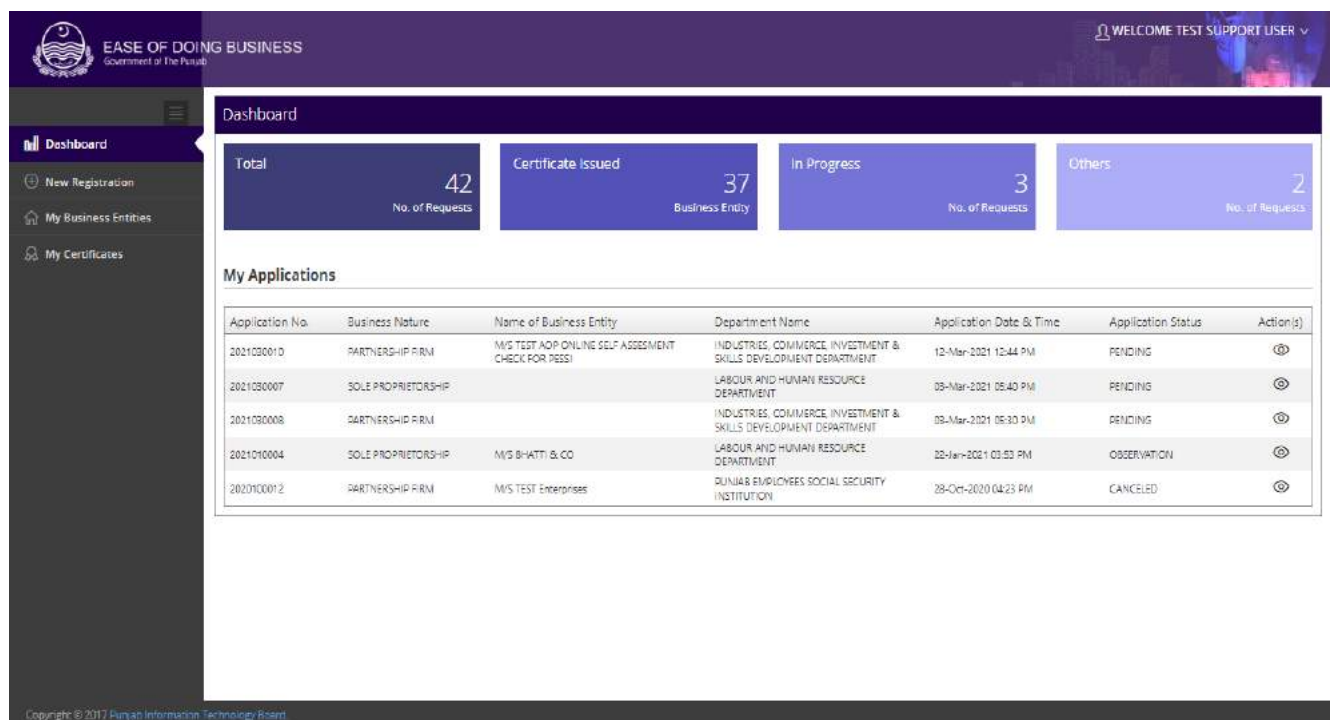

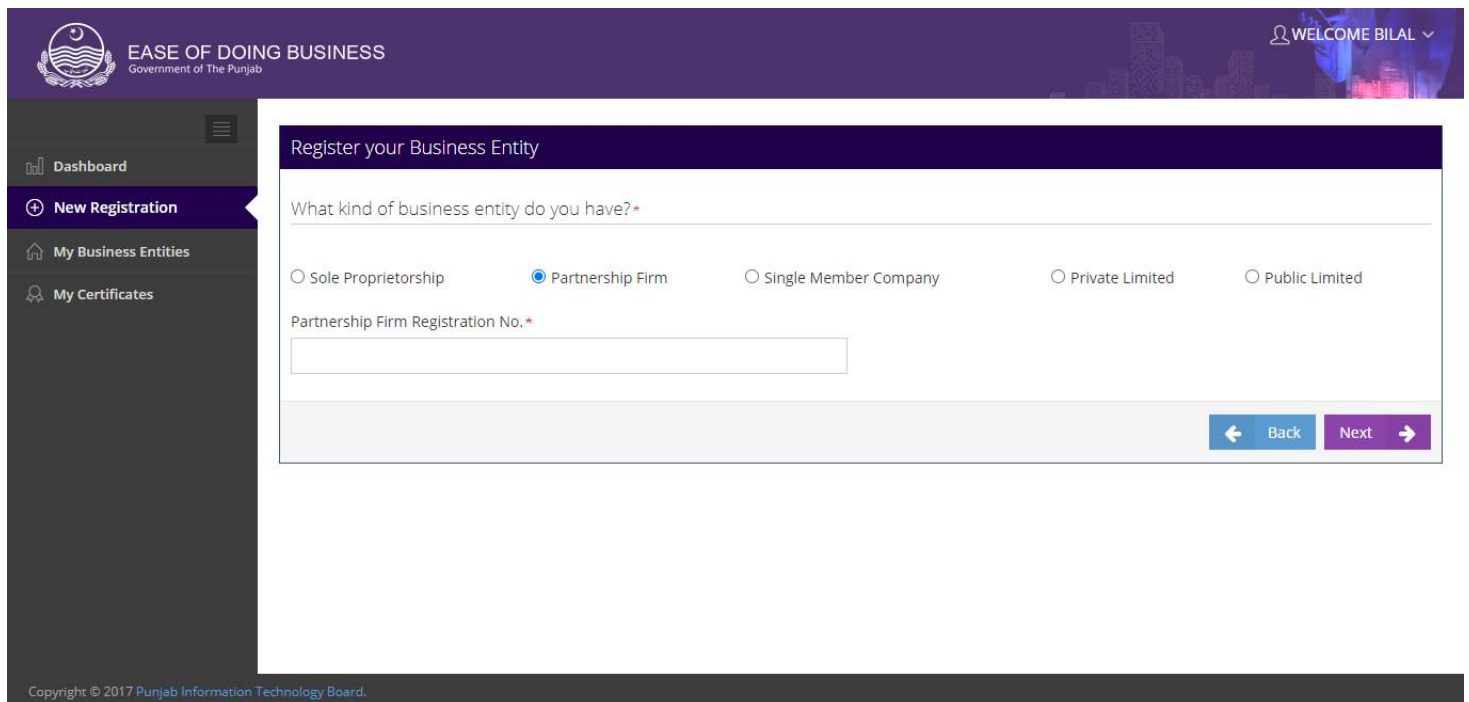


Figure 5.2.1.9: Dashboard

## 5.2.2 Partnership Firm

### 5.2.2.1 Business Entity Type


- i. You can register your Partnership Firm with Labour, PESSI and Excise departments by clicking on the “**Partnership Firm**” radio button. To register, you should have valid Partnership Firm Registration No.
  - a. Enter **Partnership Registration No.** in the respective text box
  - b. Click on the  button and “**Business Entity Details**” page will be loaded.



The screenshot displays the 'Register your Business Entity' form on the EASE OF DOING BUSINESS portal. The form is titled 'Register your Business Entity' and asks 'What kind of business entity do you have?'. It features five radio button options: Sole Proprietorship, Partnership Firm (selected), Single Member Company, Private Limited, and Public Limited. Below these options is a text box labeled 'Partnership Firm Registration No.\*'. At the bottom right of the form are 'Back' and 'Next' buttons. The left sidebar shows navigation options: Dashboard, New Registration (active), My Business Entities, and My Certificates. The top header includes the EASE OF DOING BUSINESS logo and 'WELCOME BILAL'.

Figure 5.2.2.1: Business Entity Type

### 5.2.2.2 Business Entity Details

- i. Complete Business Entity Details will be auto fetched on the basis of entered partnership firm registration number.
  - a. Click on the  button, next “Partners” page will be loaded.

## “IMPROVEMENTS TO THE ARRANGEMENTS FOR STARTING A BUSINESS” User Manual Guide


The screenshot displays the 'EASE OF DOING BUSINESS' portal for the Government of Punjab. The top navigation bar includes the logo and a 'WELCOME TEST SUPPORT USER' dropdown. A progress bar at the top shows seven steps: 1. Business Entity, 2. Partners, 3. Branch Offices, 4. Registration with other Provincial Departments, 5. Review Profile, 6. Payments, and 7. Confirmation. The left sidebar contains links for Dashboard, New Registration (active), My Business Entities, and My Certificates. The main content area is titled 'Business Entity Detail' and contains the following information:

Name of Business Entity: M/S Symantics enterprises	Registration No.: 0039-2020-21	
Category of Business:		
Business Type: COMMERCIAL ESTABLISHMENT		
Sector: MANUFACTURE OF NON-METALLIC MINERAL PRODUCTS N.E.C.	Sub Sector: MANUFACTURE OF REFRACTORY PRODUCTS	
Contact Info		
Postal Address: DHA, LAHORE		
District: Lahore	Tehsil: Lahore City	Landline Phone No.:
Fax No.:	Email Address:	Website URL:
Other Details		
Sales Tax No.:	EOBI No.:	Date of Establishment: 25-Feb-2021
Duration of Firm: At Will		

A 'Next' button with a right arrow is located at the bottom right of the form.

Figure 5.2.2.2: Business Entity Details

### 5.2.2.3 Partners Details

- Complete Partnership Details will be auto fetched on the basis of entered partnership firm registration number.
- Click on the  button and “Branch Offices” page will be loaded


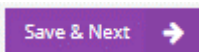
The screenshot displays the 'EASE OF DOING BUSINESS' portal for the Government of Punjab. The top navigation bar includes the logo and a 'WELCOME TEST SUPPORT USER' dropdown. A progress bar at the top shows seven steps: 1. Business Entity, 2. Partners (active), 3. Branch Offices, 4. Registration with other Provincial Departments, 5. Review Profile, 6. Payments, and 7. Confirmation. The left sidebar contains links for Dashboard, New Registration, My Business Entities, and My Certificates. The main content area is titled 'Partners Details' and contains the following information:

Local Partner		
1. Full Name: MR TEST MAAN SIO TARIQ		
OWIC No.: 1111-02289905-1	Age: 41	NTN:
Date of joining the firm: 25-Feb-2021		Religion: ISLAM
Contact Info		
Mobile No.: 1312-3123123		Landline Phone No.
Present Address: LAHORE		
Permanent Address: LAHORE		
2. Full Name: MR TEST USER SIO TEST PATHER		
OWIC No.: 1111-02289905-1	Age: 51	NTN:
Date of joining the firm: 25-Feb-2021		Religion: ISLAM
Contact Info		
Mobile No.: 1231-2312312		Landline Phone No.
Present Address: DHA		
Permanent Address: DHA		

Navigation buttons 'Back' and 'Next' are located at the bottom right of the form.

Figure 5.2.2.3: Partners Details

### 5.2.2.4 Branch Offices

- i. A radio button asks whether you have any branch office. If the user selects YES then the following fields will display:
  - a. Enter **Postal Address** in the respective text box
  - b. Select **District** from the drop-down list
  - c. Select **Tehsil** from the drop-down list
  - d. Click on the  button to save the data and then branch office will be added in the list.
  - e. Click on the  button and “Register with other Provincial Department” page will be loaded.

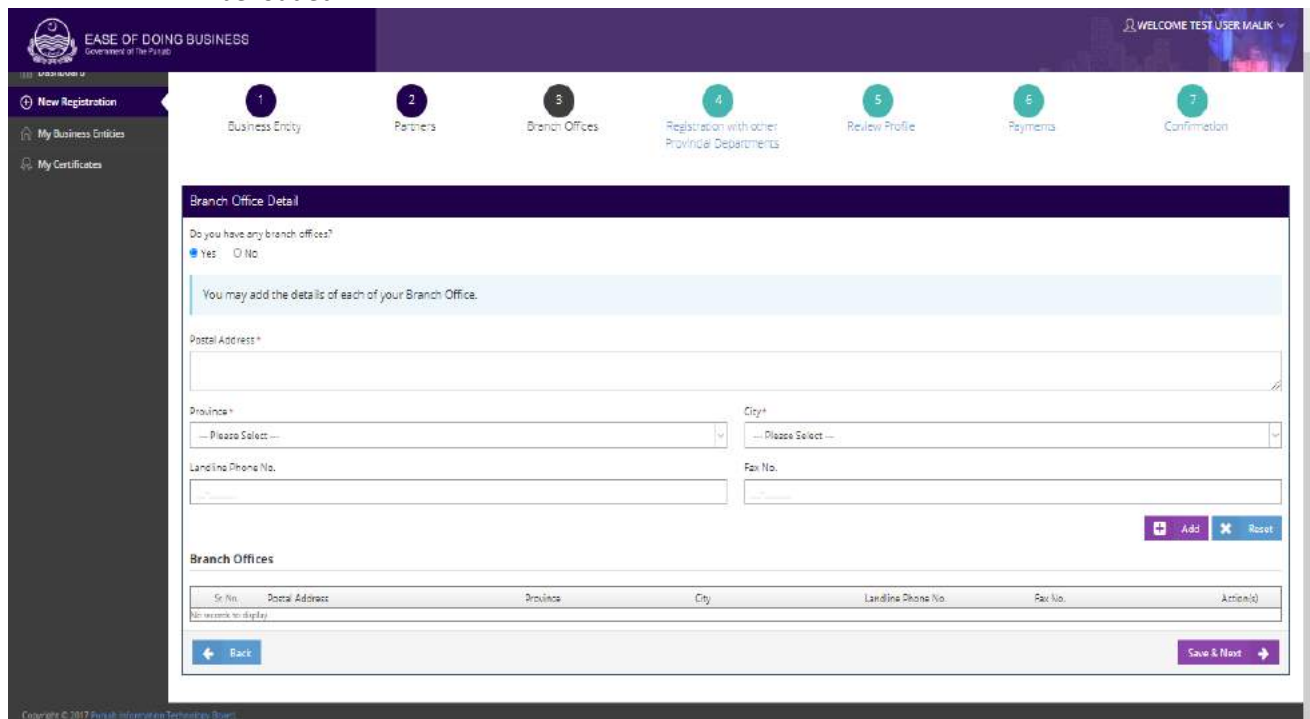



Figure 5.2.2.4: Branch Offices

- ii. You can add more than one branch offices after selecting the  button and all branches will appear in the below list.

### 5.2.2.5 Register with other Provincial Departments

- i. A radio button asks whether you want to register with other provincial department. If the user selects YES then the following three options display:
  - Labour & Human Resource Department (Shops & Establishment)
  - Excise, Taxation & Narcotics Control Department (Professional Tax)
  - Punjab Employees Social Security Institution

## “IMPROVEMENTS TO THE ARRANGEMENTS FOR STARTING A BUSINESS” User Manual Guide

ii. If the user selects Labour & PESSI department options he is liable to fill the particulars:-

- Enter **No. of Adult Males** and **No. of Adult Females** in the respective text boxes
- Enter **No. of Under 18 Males** and **No. of Under 18 Females** in the respective text boxes
- If your family member are your employees then select “**Yes**” radio button and enter **No. of Adult Males, No. of Adult Females, No. of Under 18 Males** and **No. of Under 18 Females** in the respective text boxes
- Click on the **Save & Next** button to save the respective data. Next “Review Profile” page will be loaded.

The screenshot shows the 'Register with Other Provincial Departments' form. At the top, there's a navigation bar with 'EASE OF DOING BUSINESS' and 'Government of the Punjab'. Below it, a progress bar shows seven steps: 1. Business Entity, 2. Partners, 3. Branch Offices, 4. Registration with other Provincial Departments (current step), 5. Review Profile, 6. Payments, and 7. Confirmation. The form itself has a title 'Registration with other Provincial Departments' and a question 'With which department do you want to register?'. There are three checkboxes: 'Labour & Human Resource Department (Shops & Establishment)', 'Excise, Taxation & Narcotics Control Department (Professional Tax)', and 'Punjab Employees Social Security Institution'. A note states: 'Note: You are liable to register with PESSI if you have 5 or more Employees.' Below this, there's a section for 'Total Employees (inclusive of family members, if any)' with a table. The table has columns for 'Adults' (No. of Males, No. of Females), 'Under 18' (No. of Males, No. of Females), and 'Total'. The values entered are: Adults Males: 4, Adults Females: 2, Under 18 Males: 0, Under 18 Females: 0, Total: 6. There's also a 'Family Members' section with the question 'Are any family members employed? \*' and radio buttons for 'Yes' and 'No'. At the bottom, there are 'Back' and 'Save & Next' buttons.


Adults		Under 18		Total
No. of Males	No. of Females	No. of Males	No. of Females	
4	2			6

Figure 5.2.2.5: Register with Other Provincial Departments

### 5.2.2.6 Review Profile

- You can review all the information which has been incorporated in the system before submitting the request.
  - Click on the **Next** button and “Confirmation” page will be loaded.

## “IMPROVEMENTS TO THE ARRANGEMENTS FOR STARTING A BUSINESS” User Manual Guide


**EASE OF DOING BUSINESS**  
Government of the Punjab

WELCOME TEST SUPPORT USER

Dashboard  
**New Registration**  
My Business Entities  
My Certificates

1  
Business Entity

2  
Partners

3  
Branch Offices

4  
Registration with other Provincial Departments

5  
Review Profile

6  
Payments

7  
Confirmation

Review Profile

Business Entity Details

Nature of Business Entity: PARTNERSHIP FIRMApplication No.:

Name of Business Entity: M/S SYMANTICS ENTERPRISES

Category of Business

Business Type: COMMERCIAL ESTABLISHMENT

Sector: MANUFACTURE OF NON-METALLIC MINERAL PRODUCTS N.E.C.

Sub Sector: MANUFACTURE OF REFRACTORY PRODUCTS

Contact Info

Postal Address: DHA, LAHORE

District: Lahore

Tehsil: Lahore City

Landline Phone No.

Fax No.

Email Address:

Website URL:

Other Details

Sales Tax No.

EOBI No.

Date of Establishment: 25-Feb-2021

Duration of Firm: At Will

Partnership Details

Local Partner

1. Full Name: MR TEST MAAN S/o TARIQ

CNIC No.: 1111-02299905-1

Gender: MALE

Age: 41

NTN:

Date of joining the firm: 25-Feb-2021

Religion: ISLAM

Contact Info

Service Provider: MOBILINK

Mobile No.: 1312-3123123

Landline Phone No.

Present Address: LAHORE

Permanent Address: LAHORE

2. Full Name: MR TEST USER S/o TEST FATHER

CNIC No.: 1111-02299905-1

Gender: MALE

Age: 51

NTN:

Date of joining the firm: 25-Feb-2021

Religion: ISLAM

Contact Info

Service Provider: MOBILINK

Mobile No.: 1231-2312312

Landline Phone No.

Present Address: DHA

Permanent Address: DHA

Employees' Details

Total No. of Employees (inclusive of family members)

Adult

No. of Males: 4

No. of Females: 2

Under 18

No. of Males:

No. of Females:

Total Employees: 6

Back

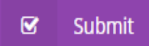
Next

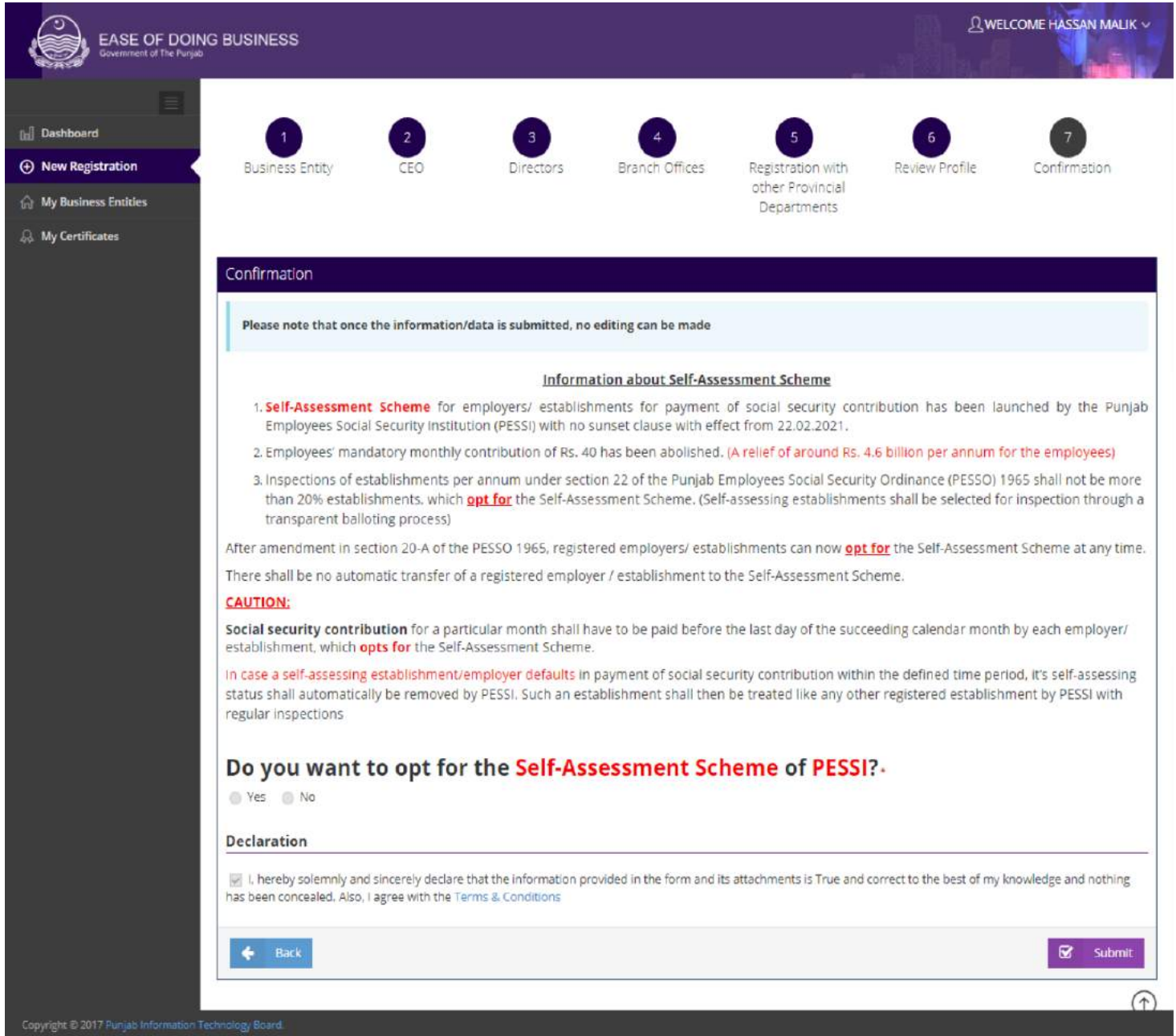
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Figure 5.2.2.6: Review Profile



### 5.2.2.7 Confirmation

- i. If you have entered and saved all mandatory data then there will be tick sign with the page names.
  - a. Click on the **“Declaration”** check box to confirm that the provided information is correct.
  - b. Click on the  button and application will be submitted successfully.



The screenshot displays the 'EASE OF DOING BUSINESS' portal for the Government of Punjab. The user is logged in as 'WELCOME HASSAN MALIK'. The navigation menu on the left includes 'Dashboard', 'New Registration' (highlighted), 'My Business Entities', and 'My Certificates'. The top progress bar shows seven steps: 1. Business Entity, 2. CEO, 3. Directors, 4. Branch Offices, 5. Registration with other Provincial Departments, 6. Review Profile, and 7. Confirmation (current step).

**Confirmation**

Please note that once the information/data is submitted, no editing can be made

**Information about Self-Assessment Scheme**

- Self-Assessment Scheme** for employers/ establishments for payment of social security contribution has been launched by the Punjab Employees Social Security Institution (PESSI) with no sunset clause with effect from 22.02.2021.
- Employees' mandatory monthly contribution of Rs. 40 has been abolished. (A relief of around Rs. 4.6 billion per annum for the employees)
- Inspections of establishments per annum under section 22 of the Punjab Employees Social Security Ordinance (PESSO) 1965 shall not be more than 20% establishments, which **opt for** the Self-Assessment Scheme. (Self-assessing establishments shall be selected for inspection through a transparent balloting process)

After amendment in section 20-A of the PESSO 1965, registered employers/ establishments can now **opt for** the Self-Assessment Scheme at any time. There shall be no automatic transfer of a registered employer / establishment to the Self-Assessment Scheme.

**CAUTION:**

**Social security contribution** for a particular month shall have to be paid before the last day of the succeeding calendar month by each employer/ establishment, which **opts for** the Self-Assessment Scheme.

In case a self-assessing establishment/employer defaults in payment of social security contribution within the defined time period, its self-assessing status shall automatically be removed by PESSI. Such an establishment shall then be treated like any other registered establishment by PESSI with regular inspections

**Do you want to opt for the Self-Assessment Scheme of PESSI?**

☐ Yes ☐ No

**Declaration**

☒ I, hereby solemnly and sincerely declare that the information provided in the form and its attachments is True and correct to the best of my knowledge and nothing has been concealed. Also, I agree with the [Terms & Conditions](#)

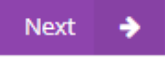
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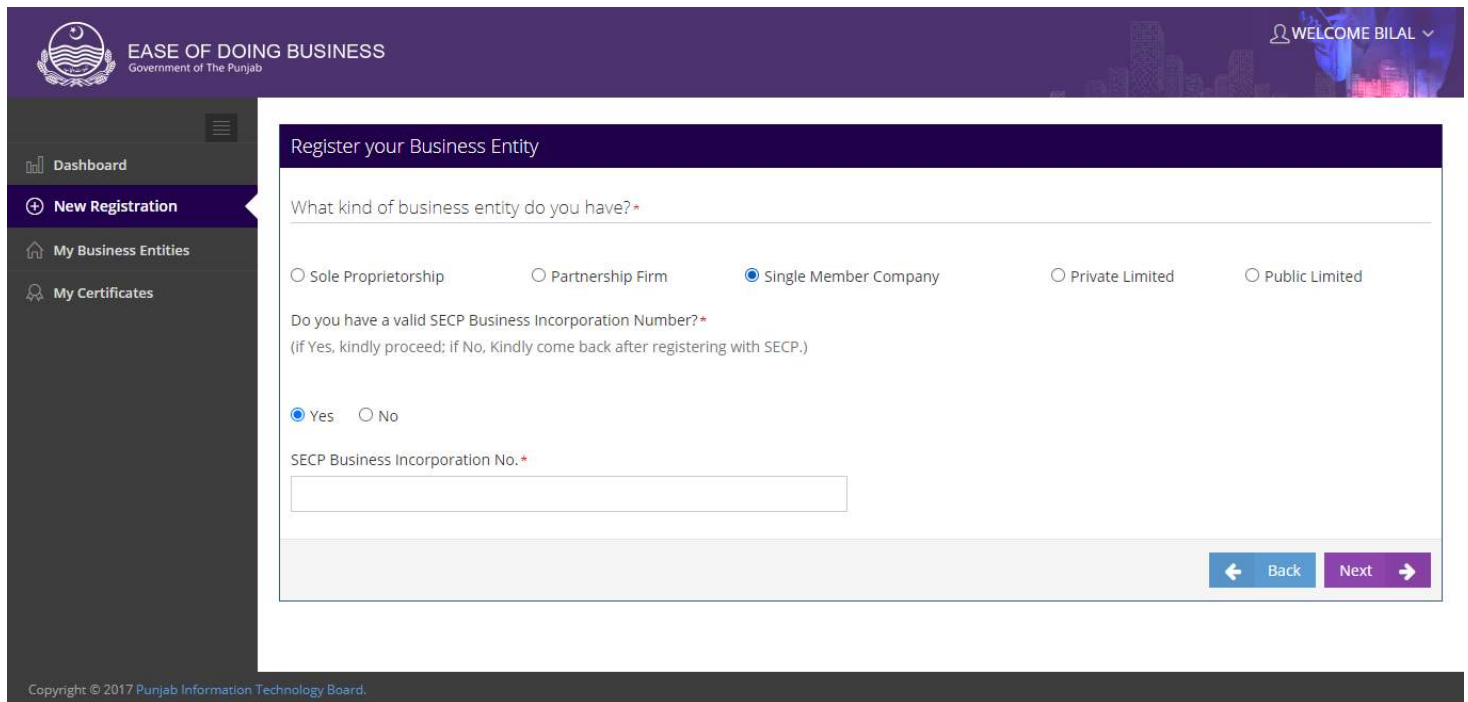
Figure 5.2.2.8: Confirmation



### 5.2.3 Single Member Company

#### 5.2.3.1 Business Entity Type

- i. You can register Single Member Company with Labour, PESSI and Excise departments by clicking on the **“Single Member Company”** radio button. To register, you should have valid SECP Number.
  - a. If you have valid SECP Number, Click on **“Yes”** radio button.
  - b. Enter valid SECP Business Incorporation No. in text field.
  - c. Click on the  button and **“Business Entity Details”** page will be loaded.

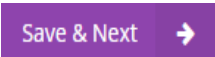


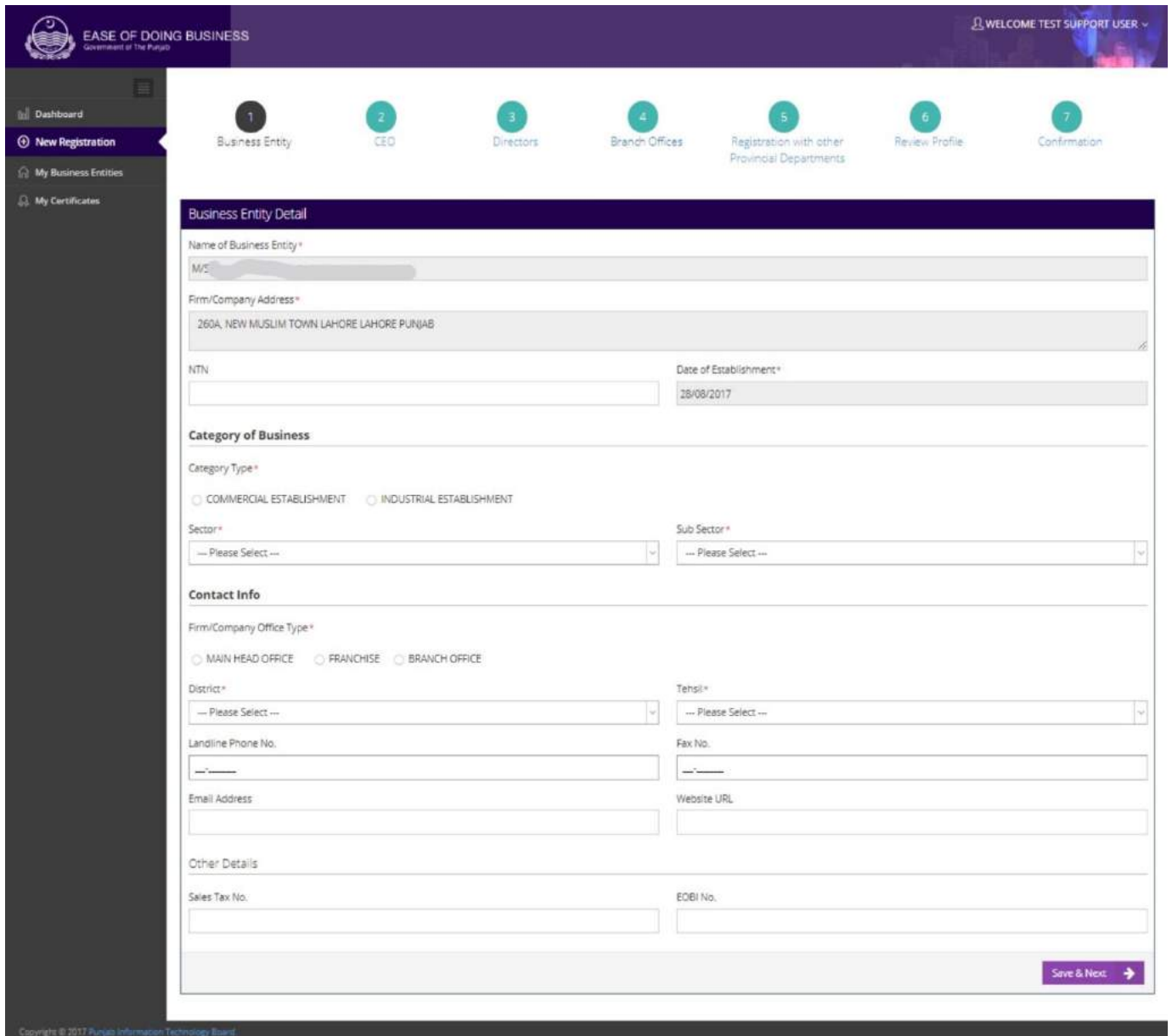
The screenshot shows the 'Register your Business Entity' form. The header includes the 'EASE OF DOING BUSINESS' logo and 'Government of The Punjab'. The user is logged in as 'WELCOME BILAL'. The left sidebar shows 'Dashboard', 'New Registration' (active), 'My Business Entities', and 'My Certificates'. The main form area has the title 'Register your Business Entity'. The first question is 'What kind of business entity do you have?'. The options are: Sole Proprietorship, Partnership Firm, Single Member Company (selected), Private Limited, and Public Limited. The second question is 'Do you have a valid SECP Business Incorporation Number?'. The 'Yes' radio button is selected. Below this is a text field for 'SECP Business Incorporation No.'. At the bottom right, there are 'Back' and 'Next' buttons with arrows.

Figure 5.2.3.1: Business Entity Type

#### 5.2.3.2 Business Entity Details

- i. Most of the information is auto fetched on the basis of SECP number. You can add **“Business Entity Details”** by filling the following remaining mandatory fields:
  - a. Select Business **Category Type** using respective radio button
  - b. Select **Sector** from drop-down list

- c. Select **Sub Sector** from drop-down list
- d. Select **Firm / Company Office Type** using respective radio button which will be printed on certificate. If you select **Franchise** or **Branch Office** radio buttons then enter Franchise/Branch Office name and Franchise / Branch Office Postal Address in the respective text boxes.
- e. Select **District** from drop-down list
- f. Select **Tehsil** from drop-down list
- g. Click on the  button to save the respective data. Next “CEO” page will be loaded.



**EASE OF DOING BUSINESS**  
Government of the Punjab

WELCOME TEST SUPPORT USER

Dashboard

New Registration

My Business Entities

My Certificates

1 Business Entity

2 CEO

3 Directors

4 Branch Offices

5 Registration with other Provincial Departments

6 Review Profile

7 Confirmation

**Business Entity Detail**

Name of Business Entity\*

M/S

Firm/Company Address\*

260A, NEW MUSLIM TOWN LAHORE LAHORE PUNJAB

NTN

Date of Establishment\*

28/08/2017

**Category of Business**

Category Type\*

☐ COMMERCIAL ESTABLISHMENT ☐ INDUSTRIAL ESTABLISHMENT

Sector\*

--- Please Select ---

Sub Sector\*

--- Please Select ---

**Contact Info**

Firm/Company Office Type\*

☐ MAIN HEAD OFFICE ☐ FRANCHISE ☐ BRANCH OFFICE

District\*

--- Please Select ---

Tehsil\*

--- Please Select ---

Landline Phone No.

Fax No.

Email Address

Website URL

**Other Details**

Sales Tax No.


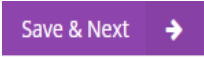
EOBI No.

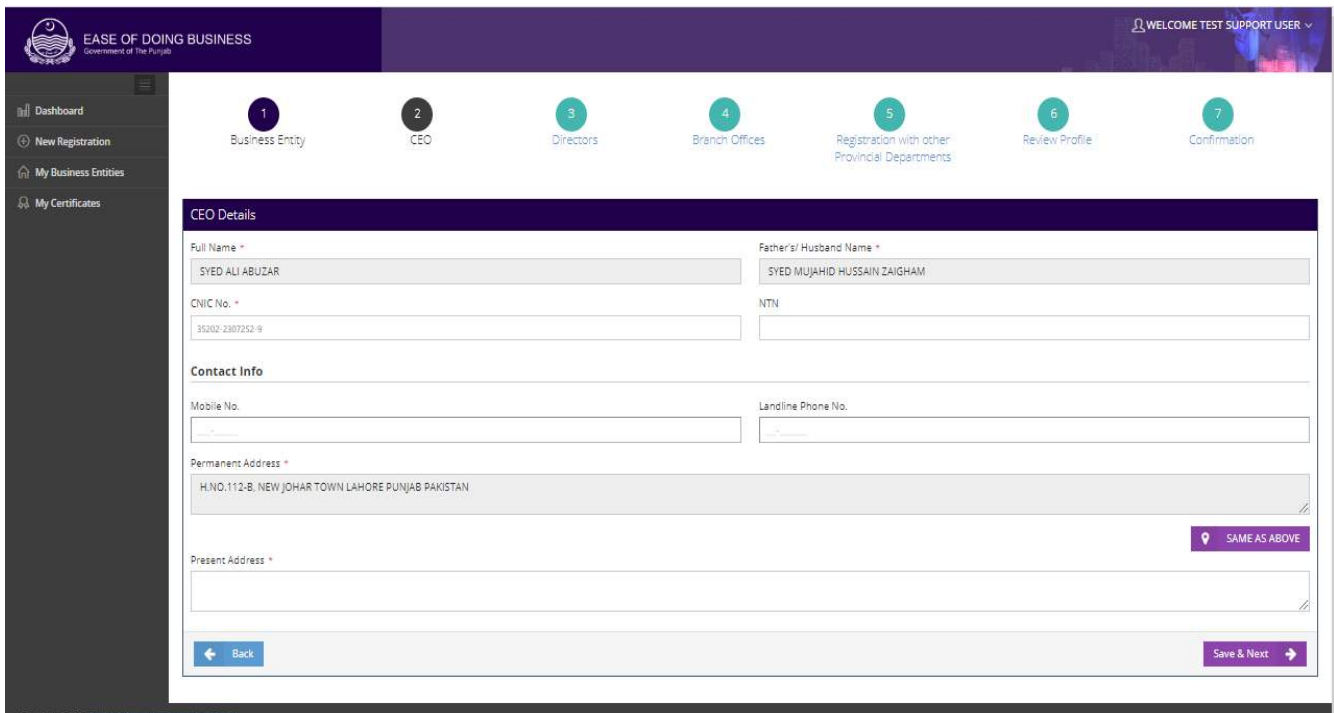
Save & Next

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Figure 5.2.3.2: Business Entity Details

### 5.2.3.3 CEO

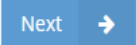
- i. Most of the information is auto fetched on the basis of SECP number. You can add “**CEO Details**” by filling the following remaining mandatory fields:
  - a. Enter **Present Address** in the respective text box. If Permanent address and Present Address is same then click on  **SAME AS ABOVE** button.
  - b. Click on the  button to save the respective data. Next “Directors” page will be loaded.




The screenshot displays the 'CEO Details' form within the 'EASE OF DOING BUSINESS' portal. The form is divided into several sections: 'Full Name' (SYED ALI ABUZAR), 'Father's/Husband Name' (SYED MUJAHID HUSSAIN ZAIGHAM), 'CNIC No.' (35202-2307252-9), 'NTN' (empty), 'Contact Info' (Mobile No. and Landline Phone No. fields), 'Permanent Address' (H.NO.112-B, NEW JOHAR TOWN LAHORE PUNJAB PAKISTAN), and 'Present Address' (empty). A 'SAME AS ABOVE' button with a location pin icon is positioned next to the 'Present Address' field. At the bottom of the form, there is a 'Back' button on the left and a 'Save & Next' button on the right. The portal's header includes the logo and name 'EASE OF DOING BUSINESS' and a user greeting 'WELCOME TEST SUPPORT USER'. A progress bar at the top shows steps 1 through 7, with 'CEO' being the current step.

Figure 5.2.3.3: CEO Details

### 5.2.3.4 Directors

- i. Information of Directors is auto fetched on the basis of SECP number
- ii. List of Directors will be shown at the end of the page
  - a. Click on the  button and “Branch Offices” page will be loaded.


**EASE OF DOING BUSINESS**  
Governance of The Punjab

WELCOME TEST SUPPORT USER

Dashboard  
**New Registration**  
My Business Entities  
My Certificates

1  
Business Entity

2  
CEO

3  
Directors

4  
Branch Offices

5  
Registration with other Provincial Departments

6  
Review Profile

7  
Confirmation

Director's Details

Full Name \*

Father's/ Husband Name

CNIC No. \*

NTN

Designation

Contact info

Mobile No.

Landline Phone No.

Permanent Address \*

SAME AS ABOVE

Present Address \*

Save

Back


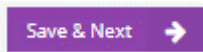
Next

Director's Details

Full Name	Father's/ Husband Name	CNIC No.	Designation	Mobile No.	Edit
IMRAN ALI KHAN MALIK	MALIK SALEEM ULLHA KHAN	3510237042907	DIRECTOR		
SYED ALI ABUZAR	SYED MUJAHID HUSSAIN ZAIGHAM	3520223072529	DIRECTOR		
IMRAN ALI KHAN MALIK	MALIK SALEEM ULLHA KHAN	3510237042907	SUBSCRIBER		
SYED ALI ABUZAR	SYED MUJAHID HUSSAIN ZAIGHAM	3520223072529	SUBSCRIBER		

Figure 5.2.3.4: Directors Details

### 5.2.3.5 Branch Offices

- i. A radio button asks whether you have any branch office. If the user selects YES then the following fields will display:
  - a. Enter **Postal Address** in the respective text box
  - b. Select **District** from the drop-down list
  - c. Select **Tehsil** from the drop-down list
  - d. Click on the  button to save the data and then branch office will be added in the list.
  - e. Click on the  button and “Register with other Provincial Department” page will be loaded.

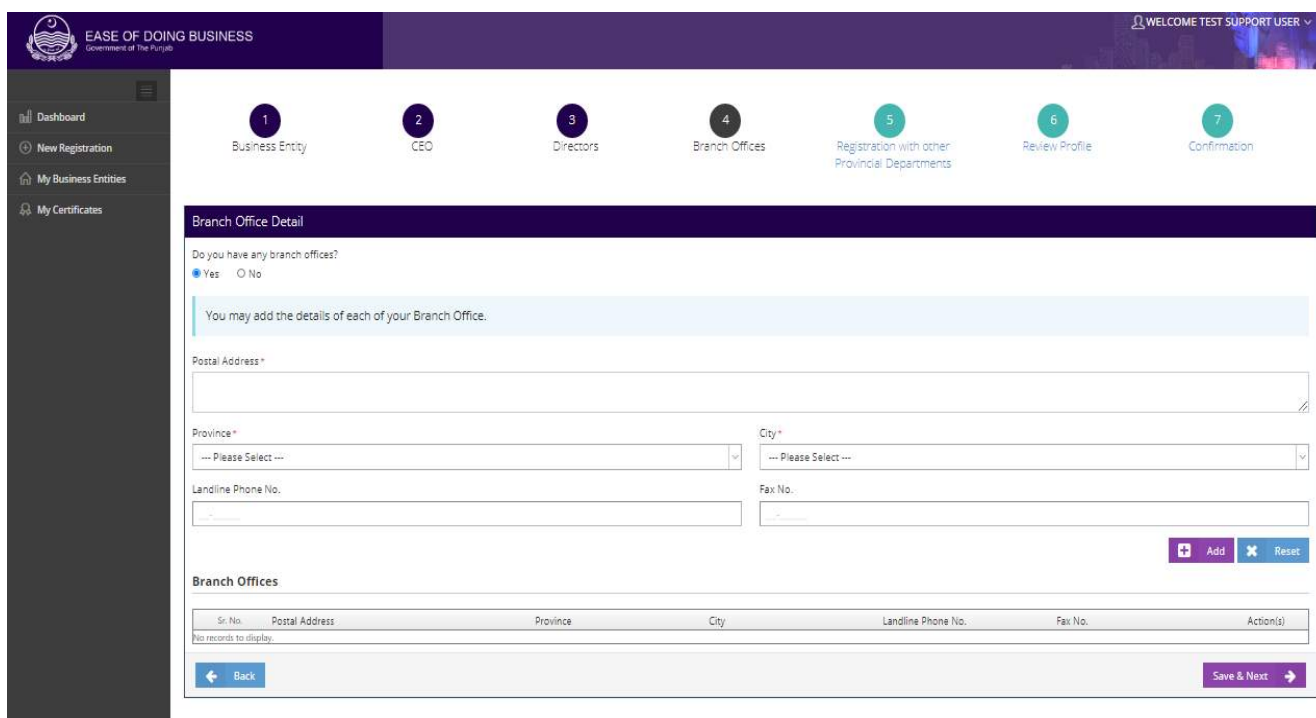



Figure 5.2.3.5: Branch Office Details

- ii. You can add more than one branch offices after selecting the  button and all branches will appear in the below list.

### 5.2.3.6 Register with other Provincial Departments

- i. A radio button asks whether you want to register with other provincial department. If the user selects YES then the following three options display:
  - Labour & Human Resource Department (Shops & Establishment)
  - Excise, Taxation & Narcotics Control Department (Professional Tax)
  - Punjab Employees Social Security Institution
- ii. If the user selects Labour & PESSI department options he is liable to fill the particulars:-

## “IMPROVEMENTS TO THE ARRANGEMENTS FOR STARTING A BUSINESS” User Manual Guide

- a. Enter **No. of Adult Males** and **No. of Adult Females** in the respective text boxes
- b. Enter **No. of Under 18 Males** and **No. of Under 18 Females** in the respective text boxes
- c. If your family member are your employees then select “**Yes**” radio button and enter **No. of Adult Males, No. of Adult Females, No. of Under 18 Males** and **No. of Under 18 Females** in the respective text boxes
- d. Click on the **Save & Next** button to save the respective data. Next “Review Profile” page will be loaded.

The screenshot shows the 'EASE OF DOING BUSINESS' portal for the Government of Punjab. The user is logged in as 'WELCOME TEST SUPPORT USER'. The navigation menu includes 'Dashboard', 'New Registration', 'My Business Entities', and 'My Certificates'. The main content area is titled 'Registration with other Provincial Departments' and contains the following sections:

- With which department do you want to register?**
  - ☒ Labour & Human Resource Department (Shops & Establishment)
  - ☐ Excise, Taxation & Narcotics Control Department (Professional Tax)
  - ☒ Punjab Employees Social Security Institution
- Note:** You are liable to register with PESSI if you have 5 or more Employees.
- Total Employees (inclusive of family members, if any)**
- Adults**

Adults		Under 18		Total
No. of Males	No. of Females	No. of Males	No. of Females	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Family Members**

Are any family members employed?\*

☐ Yes ☐ No

At the bottom, there are 'Back' and 'Save & Next' buttons.

Figure 5.2.3.6: Employees’ Details

### 5.2.3.7 Review Profile

- i. You can review all the information which has been incorporated in the system before submitting the request.
  - a. Click on the **Next** button and “Confirmation” page will be loaded.

WELCOME TEST SUPPORT USER

Dashboard
New Registration
My Business Entities
My Certificates

1 Business Entity
2 CEO
3 Directors
4 Branch Offices
5 Registration with other Provincial Departments
6 Review Profile
7 Confirmation

### Review Profile

#### Business Entity Details

Nature of Business Entity: Single Member Company Application No.

Name of Business Entity: M/S

#### Category of Business

Business Type: COMMERCIAL ESTABLISHMENT

Sector: SERVICE PROVIDER Sub Sector: ADMINISTRATION SERVICES

#### Contact Info

Postal Address: 2-A, OLYMPIA STREET, ALLAMA IQBAL TOWN IQBAL TOWN PUNJAB

District: LAHORE Tehsil: MODEL TOWN Landline Phone No.

Fax No. Email Address: Website URL:

#### Other Details

Sales Tax No. EOBI No. Date of Establishment: 11-Dec-2019

#### CEO Details

Full Name: ANAM HASEEB Father's Name: MUHAMMAD HASEEB UL HASSAN

CNIC No. 35202-9262693-2 NTN:

#### Contact Info

Mobile No. Landline Phone No. Email Address:

Permanent Address: H-35A/A, AZAM STREET NO 50, NADEEM SHAHEED ROAD, SAMANABAD, LAHORE LAHORE PUNJAB PAKISTAN

Present Address: H-35A/A, AZAM STREET NO 50, NADEEM SHAHEED ROAD, SAMANABAD, LAHORE LAHORE PUNJAB PAKISTAN

#### Employees' Details

Total No. of Employees (Inclusive of family members)

##### Adult

No. of Males: 56 No. of Females:

##### Under 18

No. of Males: No. of Females:

Total Employees: 56

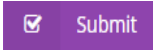
Back
Next

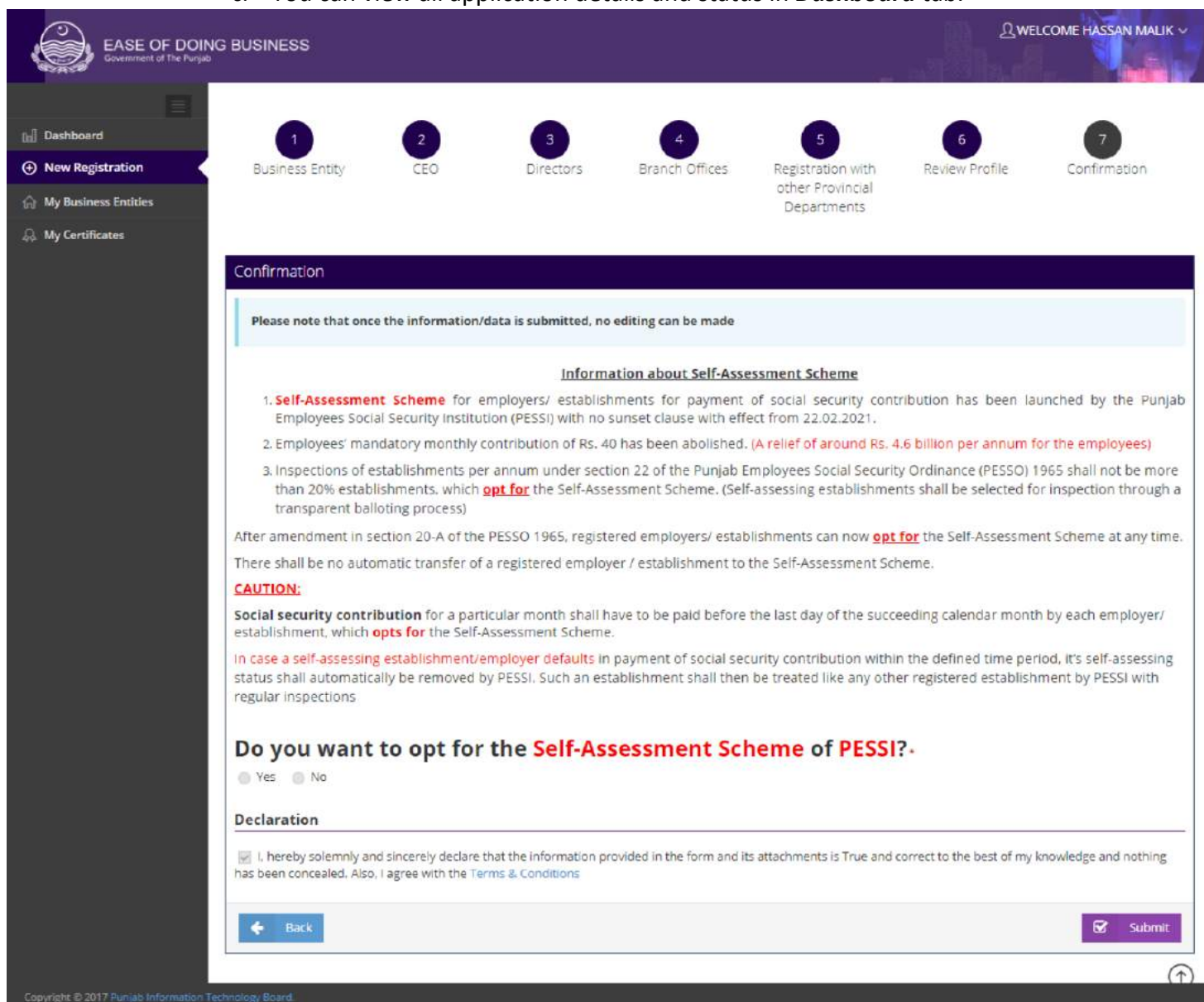
Copyright © 2017 Punjab Information Technology Board.

Figure 5.2.3.7: Review Profile



### 5.2.3.8 Confirmation

- i. If you have entered and saved all mandatory data then there will be tick sign with the page names.
  - a. Click on the **“Declaration”** check box to confirm that the provided information is correct.
  - b. Click on the  **Submit** button and application will be submitted successfully.
  - c. You can view all application details and status in **Dashboard** tab.



The screenshot displays the 'EASE OF DOING BUSINESS' portal for the Government of Punjab. The user is logged in as 'WELCOME HASSAN MALIK'. The navigation menu on the left includes 'Dashboard', 'New Registration', 'My Business Entities', and 'My Certificates'. The main content area shows a progress bar with seven steps: 1. Business Entity, 2. CEO, 3. Directors, 4. Branch Offices, 5. Registration with other Provincial Departments, 6. Review Profile, and 7. Confirmation. The 'Confirmation' step is currently active.

**Confirmation**

Please note that once the information/data is submitted, no editing can be made

Information about Self-Assessment Scheme

- Self-Assessment Scheme** for employers/ establishments for payment of social security contribution has been launched by the Punjab Employees Social Security Institution (PESSI) with no sunset clause with effect from 22.02.2021.
- Employees' mandatory monthly contribution of Rs. 40 has been abolished. (A relief of around Rs. 4.6 billion per annum for the employees)
- Inspections of establishments per annum under section 22 of the Punjab Employees Social Security Ordinance (PESSO) 1965 shall not be more than 20% establishments, which **opt for** the Self-Assessment Scheme. (Self-assessing establishments shall be selected for inspection through a transparent balloting process)

After amendment in section 20-A of the PESSO 1965, registered employers/ establishments can now **opt for** the Self-Assessment Scheme at any time. There shall be no automatic transfer of a registered employer / establishment to the Self-Assessment Scheme.

**CAUTION:**

**Social security contribution** for a particular month shall have to be paid before the last day of the succeeding calendar month by each employer/ establishment, which **opts for** the Self-Assessment Scheme.

In case a self-assessing establishment/employer defaults in payment of social security contribution within the defined time period, its self-assessing status shall automatically be removed by PESSI. Such an establishment shall then be treated like any other registered establishment by PESSI with regular inspections

**Do you want to opt for the Self-Assessment Scheme of PESSI?**

☐ Yes ☐ No

**Declaration**

☒ I, hereby solemnly and sincerely declare that the information provided in the form and its attachments is True and correct to the best of my knowledge and nothing has been concealed. Also, I agree with the [Terms & Conditions](#)

[Back](#) [Submit](#)

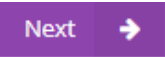
Copyright © 2017 Punjab Information Technology Board.

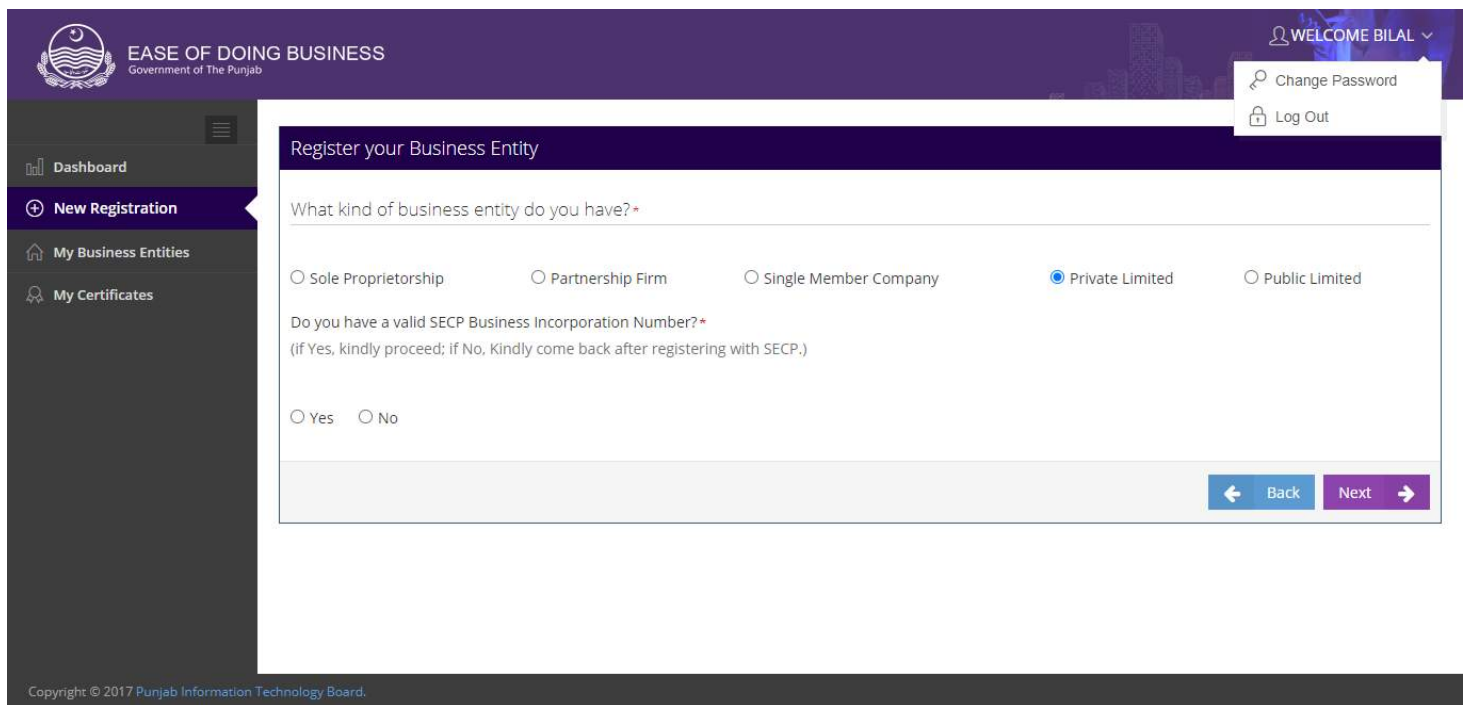
Figure 5.2.3.9: Confirmation



## 5.2.4 Private Limited

### 5.2.4.1 Business Entity Type

- i. You can register Private Limited Company with Labour, PESSI and Excise departments by clicking on the “**Private Limited**” radio button. To register, you should have valid SECP Number.
  - a. If you have valid SECP Number, Click on “**Yes**” radio button.
  - b. Enter valid SECP Business Incorporation No. in text field.
  - c. Click on the  button and “**Business Entity Details**” page will be loaded.

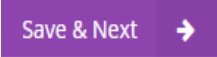


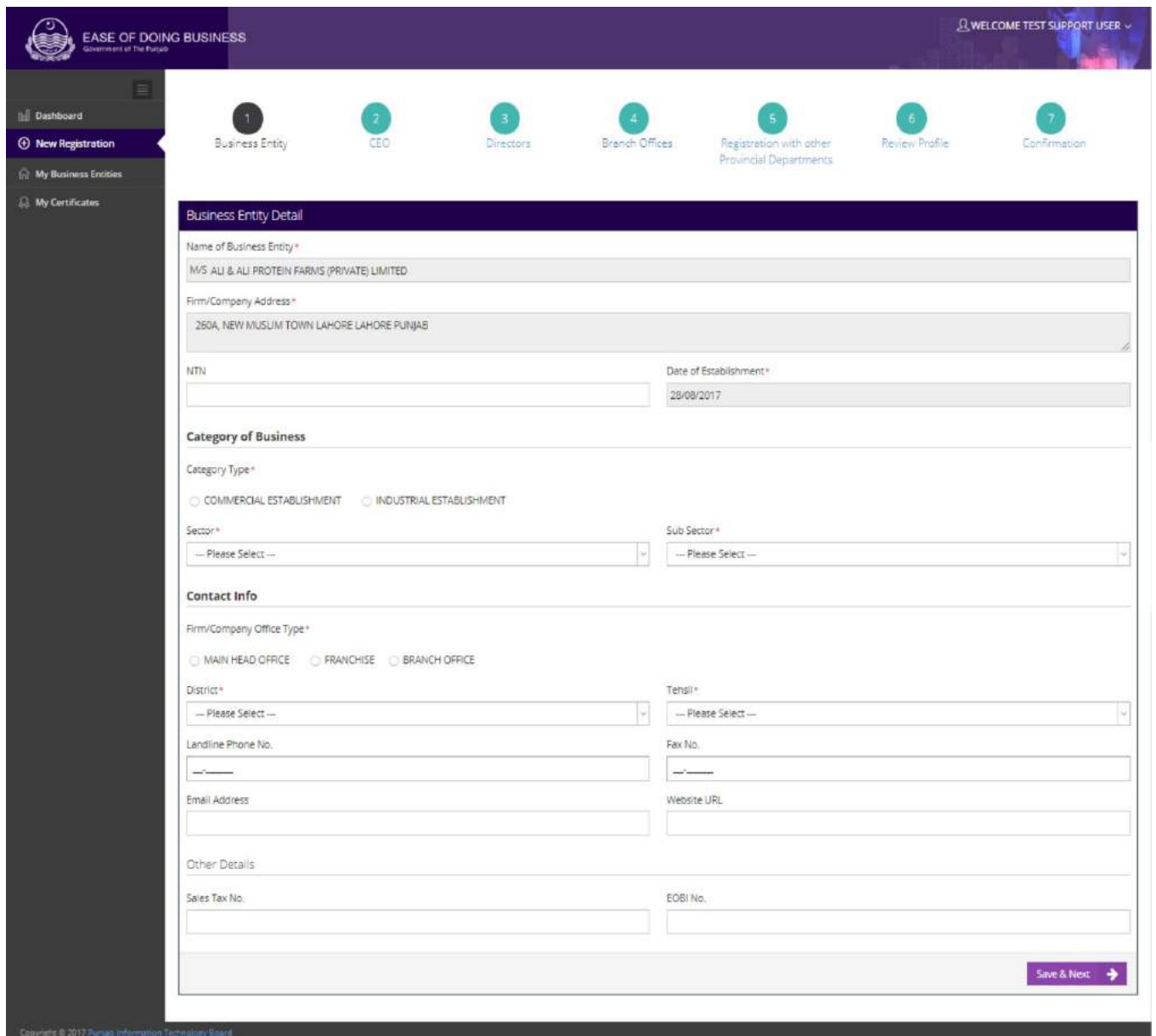
The screenshot shows the 'Register your Business Entity' page on the EASE OF DOING BUSINESS portal. The header includes the Government of Punjab logo and the text 'EASE OF DOING BUSINESS Government of The Punjab'. A user profile 'WELCOME BILAL' is visible in the top right. The left sidebar contains navigation links: Dashboard, New Registration (highlighted), My Business Entities, and My Certificates. The main form area has the title 'Register your Business Entity'. It contains two sections: 'What kind of business entity do you have?\*' with radio buttons for Sole Proprietorship, Partnership Firm, Single Member Company, Private Limited (selected), and Public Limited; and 'Do you have a valid SECP Business Incorporation Number?\*' with radio buttons for Yes (selected) and No. A note below the SECP question says '(If Yes, kindly proceed; if No, Kindly come back after registering with SECP.)'. At the bottom right of the form are 'Back' and 'Next' buttons.

Figure 5.2.4.1: Business Entity Type

### 5.2.4.2 Business Entity Details

- i. Most of the information is auto fetched on the basis of SECP number. You can add “**Business Entity Details**” by filling the following remaining mandatory fields:
  - a. Select Business **Category Type** using respective radio button
  - b. Select **Sector** from drop-down list
  - c. Select **Sub Sector** from drop-down list


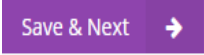
- d. Select **Firm / Company Office Type** using respective radio button which will be printed on certificate. If you select **Franchise** or **Branch Office** radio buttons then enter Franchise/Branch Office name and Franchise / Branch Office Postal Address in the respective text boxes.
- e. Select **District** from drop-down list
- f. Select **Tehsil** from drop-down list
- g. Click on the  button to save the respective data. Next “CEO” page will be loaded.

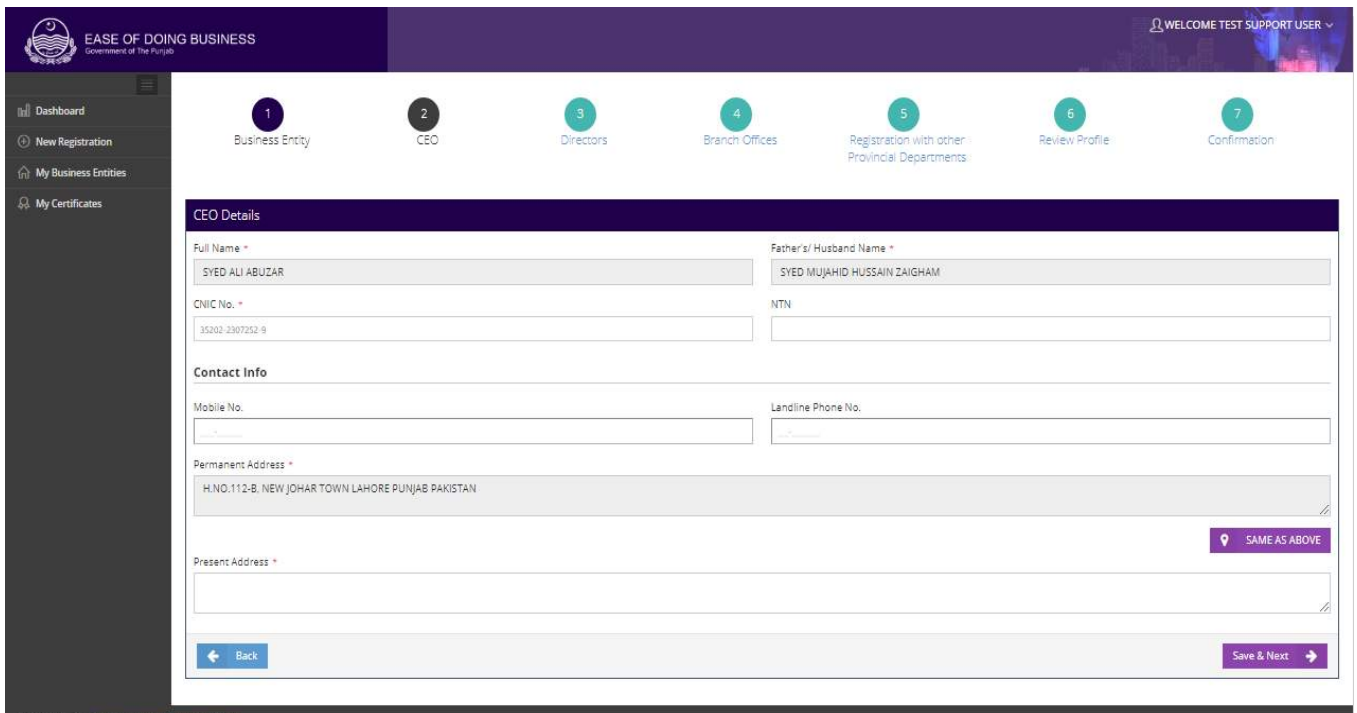


The screenshot displays the 'Business Entity Detail' form within the 'EASE OF DOING BUSINESS' portal. The portal header includes the logo and 'Government of the Punjab' text. A navigation bar at the top shows seven steps: 1. Business Entity, 2. CEO, 3. Directors, 4. Branch Offices, 5. Registration with other Provincial Departments, 6. Review Profile, and 7. Confirmation. The left sidebar contains links for Dashboard, New Registration (active), My Business Entities, and My Certificates. The form itself is divided into several sections: 'Business Entity Detail' with fields for Name of Business Entity (M/S ALI & ALI PROTEIN FARMS (PRIVATE) LIMITED), Firm/Company Address (260A, NEW MUSLIM TOWN LAHORE LAHORE PUNJAB), NTN, and Date of Establishment (28/08/2017); 'Category of Business' with radio buttons for Commercial Establishment and Industrial Establishment, and dropdowns for Sector and Sub Sector; 'Contact Info' with radio buttons for Main Head Office, Franchise, and Branch Office, and dropdowns for District and Tehsil; and 'Other Details' with fields for Landline Phone No., Fax No., Email Address, Website URL, Sales Tax No., and EOBI No. A 'Save & Next' button is located at the bottom right of the form.

Figure 5.2.4.2: Business Entity Details

### 5.2.4.3 CEO

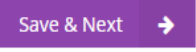
- i. Most of the information is auto fetched on the basis of SECP number. You can add “**CEO Details**” by filling the following remaining mandatory fields:
  - a. Enter **Present Address** in the respective text box. If Permanent address and Present Address is same then click on  **SAME AS ABOVE** button.
  - b. Click on the  button to save the respective data. Next “Directors” page will be loaded.




The screenshot displays the 'CEO Details' form within the 'EASE OF DOING BUSINESS' portal. The form is divided into several sections: 'Full Name' (SYED ALI ABUZAR), 'Father's/Husband Name' (SYED MUJAHID HUSSAIN ZAIGHAM), 'CNIC No.' (35002-2307252-9), 'NTN', 'Contact Info' (Mobile No., Landline Phone No.), 'Permanent Address' (H.NO.112-B, NEW JOHAR TOWN LAHORE PUNJAB PAKISTAN), and 'Present Address'. A 'SAME AS ABOVE' button is located next to the 'Present Address' field. The 'Save & Next' button is at the bottom right of the form. The portal header includes the 'EASE OF DOING BUSINESS' logo and a 'WELCOME TEST SUPPORT USER' message. The left sidebar shows navigation options: Dashboard, New Registration, My Business Entities, and My Certificates. The top navigation bar shows steps 1 through 7: Business Entity, CEO, Directors, Branch Offices, Registration with other Provincial Departments, Review Profile, and Confirmation.

Figure 5.2.4.3: CEO Details

### 5.2.4.4 Directors

- i. Information is auto fetched on the basis of SECP number.
- ii. List of Directorates will be shown at the end of this page
  - a. Click on the  button and “Branch Offices” page will be loaded.



**EASE OF DOING BUSINESS**  
Government of The Punjab

WELCOME TEST SUPPORT USER

Dashboard
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5 Registration with other Provincial Departments
6 Review Profile
7 Confirmation

### Director's Details

Full Name \*

Father's/ Husband Name

CNIC No. \*

NTN

Designation

Contact info

Mobile No.

Landline Phone No.

Permanent Address \*

Present Address \*

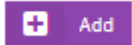
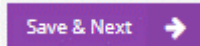
### Director's Details

Full Name	Father's/ Husband Name	CNIC No.	Designation	Mobile No.	Edit
IMRAN ALI KHAN MALIK	MALIK SALEEM ULLHA KHAN	3510237042907	DIRECTOR		<input type="checkbox"/>
SYED ALI ABUZAR	SYED MUJAHID HUSSAIN ZAIGHAM	3520223072529	DIRECTOR		<input type="checkbox"/>
IMRAN ALI KHAN MALIK	MALIK SALEEM ULLHA KHAN	3510237042907	SUBSCRIBER		<input type="checkbox"/>
SYED ALI ABUZAR	SYED MUJAHID HUSSAIN ZAIGHAM	3520223072529	SUBSCRIBER		<input type="checkbox"/>

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Figure 5.2.4.4: Directors Details

#### 5.2.4.5 Branch Offices

- i. A radio button asks whether you have any branch office. If the user selects YES then the following fields will display:
  - a. Enter **Postal Address** in the respective text box
  - b. Select **District** from the drop-down list
  - c. Select **Tehsil** from the drop-down list
  - d. Click on the  button to save the data and then branch office will be added in the list.
  - e. Click on the  button and “Register with other Provincial Department” page will be loaded.

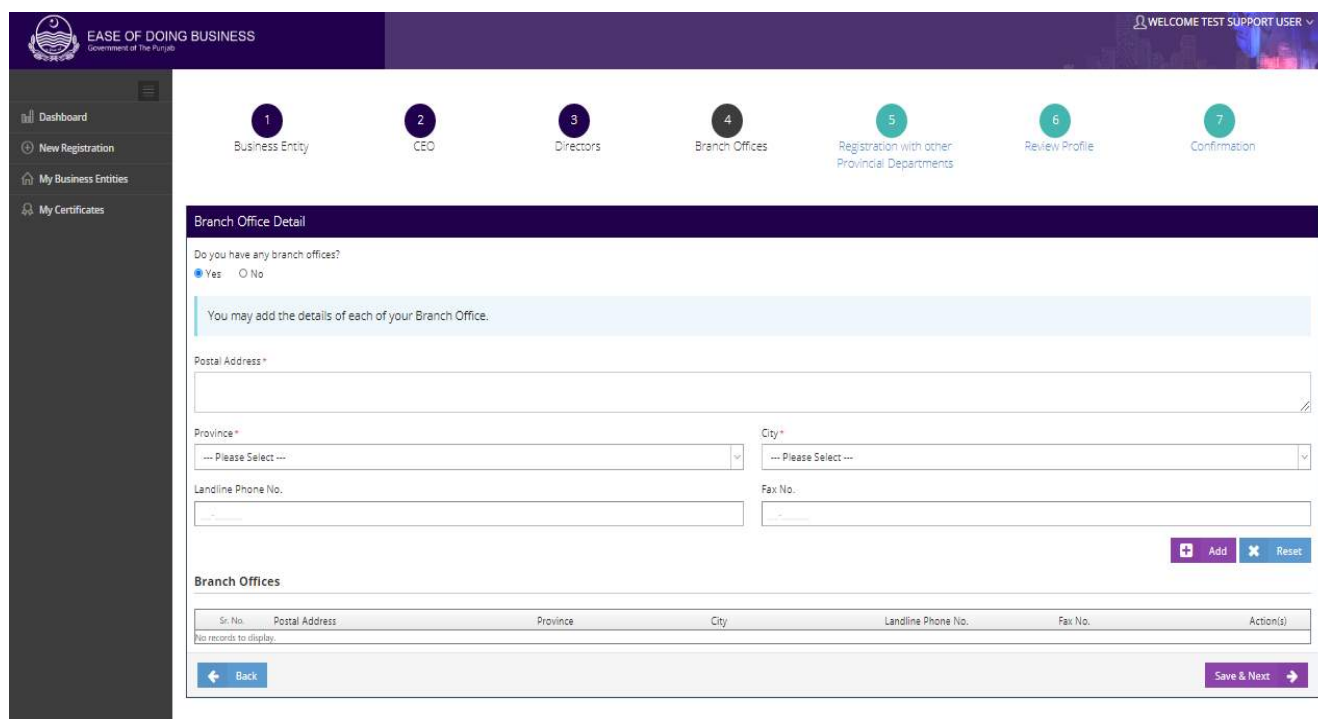



Figure 5.2.4.5: Branch Office Details

- ii. You can add more than one branch offices after selecting the  button and all branches will appear in the below list.

#### 5.2.4.6 Register with other Provincial Departments

- i. A radio button asks whether you want to register with other provincial department. If the user selects YES then the following three options display:
  - Labour & Human Resource Department (Shops & Establishment)
  - Excise, Taxation & Narcotics Control Department (Professional Tax)
  - Punjab Employees Social Security Institution
- ii. If the user selects Labour & PESSI department options he is liable to fill the particulars:-
  - a. Enter **No. of Adult Males** and **No. of Adult Females** in the respective text boxes
  - b. Enter **No. of Under 18 Males** and **No. of Under 18 Females** in the respective text boxes

## “IMPROVEMENTS TO THE ARRANGEMENTS FOR STARTING A BUSINESS” User Manual Guide

- c. If your family member are your employees then select “**Yes**” radio button and enter **No. of Adult Males, No. of Adult Females, No. of Under 18 Males** and **No. of Under 18 Females** in the respective text boxes
- d. Click on the **Save & Next** button to save the respective data. Next “Review Profile” page will be loaded.


The screenshot displays the 'EASE OF DOING BUSINESS' portal for the Government of Punjab. The top navigation bar includes a logo, the portal name, and a user welcome message. A progress bar at the top shows seven steps: 1. Business Entity, 2. CEO, 3. Directors, 4. Branch Offices, 5. Registration with other Provincial Departments (current step), 6. Review Profile, and 7. Confirmation. The left sidebar contains links for Dashboard, New Registration, My Business Entities, and My Certificates. The main content area is titled 'Registration with other Provincial Departments' and asks 'With which department do you want to register?'. It features three checkboxes: 'Labour & Human Resource Department (Shops & Establishment)' (checked), 'Excise, Taxation & Narcotics Control Department (Professional Tax)' (unchecked), and 'Punjab Employees Social Security Institution' (checked). A note states: 'Note: You are liable to register with PESSI if you have 5 or more Employees.' Below this, a section for 'Total Employees (inclusive of family members, if any)' includes a table with columns for 'Adults' (No. of Males, No. of Females) and 'Under 18' (No. of Males, No. of Females), with a 'Total' column. The 'Adults' section shows 'No. of Males' as 5 and 'No. of Females' as 6. The 'Family Members' section asks 'Are any family members employed?' with 'Yes' and 'No' radio buttons, where 'No' is selected. At the bottom, there are 'Back' and 'Save & Next' buttons.

Figure 5.2.4.6: Register with Other Provincial Department

### 5.2.4.7 Review Profile

- i. You can review all the information which has been incorporated in the system before submitting the request.
  - a. Click on the **Next** button and “Confirmation” page will be loaded.

## “IMPROVEMENTS TO THE ARRANGEMENTS FOR STARTING A BUSINESS” User Manual Guide


**EASE OF DOING BUSINESS**  
Government of Punjab

WELCOME TEST SUPPORT USER

Dashboard
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My Certificates

1 Business Entity
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4 Branch Offices
5 Registration with other Provincial Departments
6 Review Profile
7 Confirmation

### Review Profile

#### Business Entity Details

Nature of Business Entity: PRIVATE LIMITED	Application No.
Name of Business Entity: M/S WORLD OF AROMAS (PRIVATE) LIMITED	
Category of Business	
Business Type: COMMERCIAL ESTABLISHMENT	
Sector: SERVICE PROVIDER	Sub Sector: ADMINISTRATION SERVICES
Contact Info	
Postal Address: 2-A, OLYMPIA STREET, ALLAMA IQBAL TOWN IQBAL TOWN PUNJAB	
District: LAHORE	Tehsil: MODEL TOWN
Fax No.	Landline Phone No.
Email Address:	Website URL:
Other Details	
Sales Tax No.	EOBI No.
Date of Establishment: 11-Dec-2019	

#### CEO Details

Full Name: ANAM HASEEB	Father's Name: MUHAMMAD HASEEB UL HASSAN
CHNIC No. 35202-9262693-2	NTN:
Contact Info	
Mobile No.	Landline Phone No.
Email Address:	
Permanent Address: H.35A/A, AZAM STREET NO 50, NADEEM SHAHEED ROAD, SAMANABAD, LAHORE LAHORE PUNJAB PAKISTAN	
Present Address: H.35A/A, AZAM STREET NO 50, NADEEM SHAHEED ROAD, SAMANABAD, LAHORE LAHORE PUNJAB PAKISTAN	

#### Employees' Details

Total No. of Employees (Inclusive of family members)	
Adult	
No. of Males: 56	No. of Females:
Under 18	
No. of Males:	No. of Females:
Total Employees: 56	

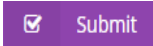
Back
Next

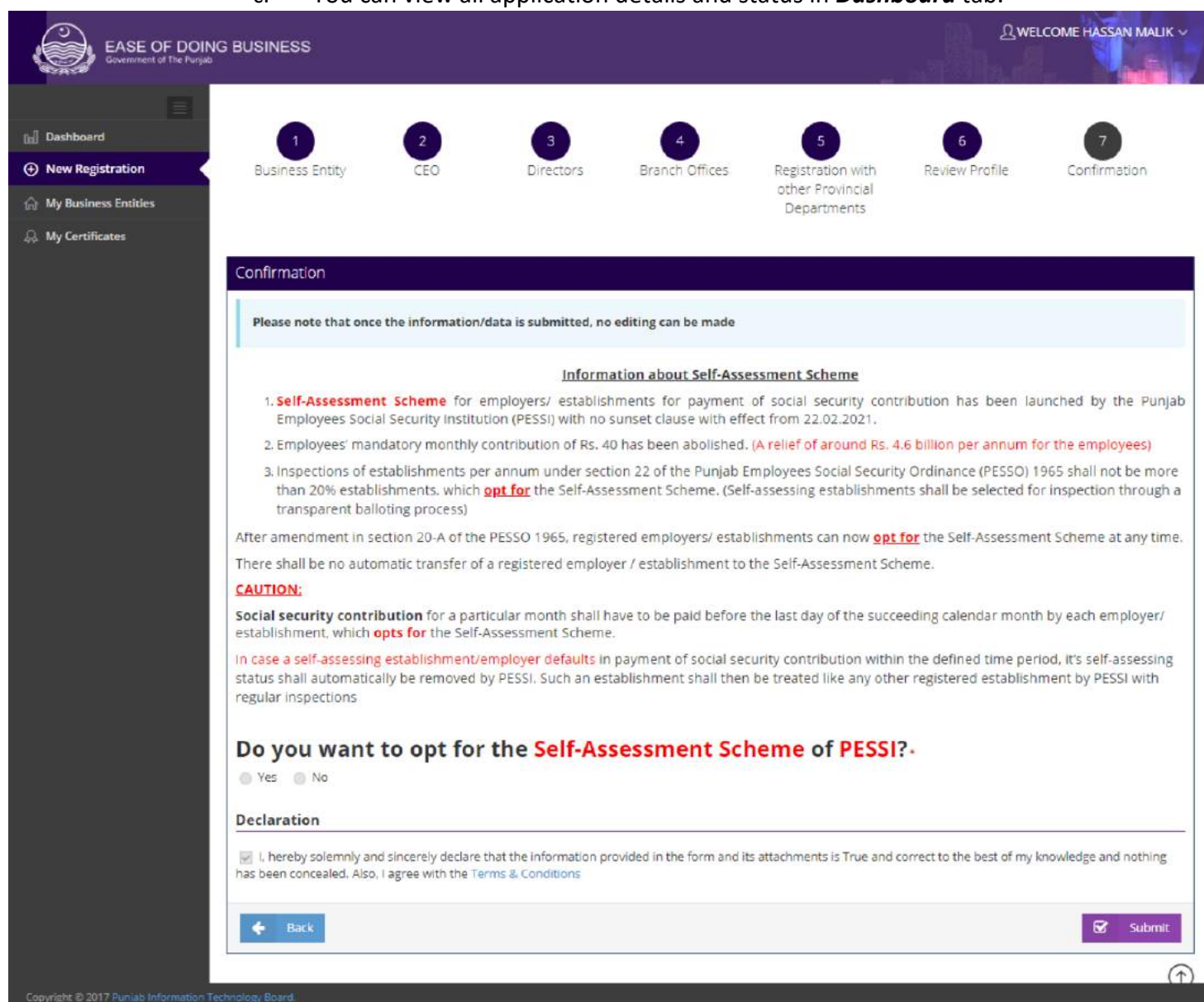
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Figure 5.2.4.7: Review Profile

58 | Page

### 5.2.4.8 Confirmation

- i. If you have entered and saved all mandatory data then there will be tick sign with the page names.
  - a. Click on the **“Declaration”** check box to confirm that the provided information is correct.
  - b. Click on the  **Submit** button and application will be submitted successfully.
  - c. You can view all application details and status in **Dashboard** tab.



The screenshot displays the 'EASE OF DOING BUSINESS' portal for the Government of Punjab. The user is logged in as 'WELCOME HASSAN MALIK'. The navigation menu on the left includes 'Dashboard', 'New Registration', 'My Business Entities', and 'My Certificates'. The main content area shows a progress bar with seven steps: 1. Business Entity, 2. CEO, 3. Directors, 4. Branch Offices, 5. Registration with other Provincial Departments, 6. Review Profile, and 7. Confirmation. The 'Confirmation' step is currently active.

**Confirmation**

Please note that once the information/data is submitted, no editing can be made

Information about Self-Assessment Scheme

- Self-Assessment Scheme** for employers/ establishments for payment of social security contribution has been launched by the Punjab Employees Social Security Institution (PESSI) with no sunset clause with effect from 22.02.2021.
- Employees' mandatory monthly contribution of Rs. 40 has been abolished. (A relief of around Rs. 4.6 billion per annum for the employees)
- Inspections of establishments per annum under section 22 of the Punjab Employees Social Security Ordinance (PESSO) 1965 shall not be more than 20% establishments, which **opt for** the Self-Assessment Scheme. (Self-assessing establishments shall be selected for inspection through a transparent balloting process)

After amendment in section 20-A of the PESSO 1965, registered employers/ establishments can now **opt for** the Self-Assessment Scheme at any time. There shall be no automatic transfer of a registered employer / establishment to the Self-Assessment Scheme.

**CAUTION:**

**Social security contribution** for a particular month shall have to be paid before the last day of the succeeding calendar month by each employer/ establishment, which **opts for** the Self-Assessment Scheme.

In case a self-assessing establishment/employer defaults in payment of social security contribution within the defined time period, its self-assessing status shall automatically be removed by PESSI. Such an establishment shall then be treated like any other registered establishment by PESSI with regular inspections

**Do you want to opt for the Self-Assessment Scheme of PESSI?**

☐ Yes ☐ No

**Declaration**

☒ I, hereby solemnly and sincerely declare that the information provided in the form and its attachments is True and correct to the best of my knowledge and nothing has been concealed. Also, I agree with the [Terms & Conditions](#)

[Back](#) [Submit](#)

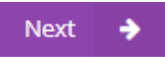
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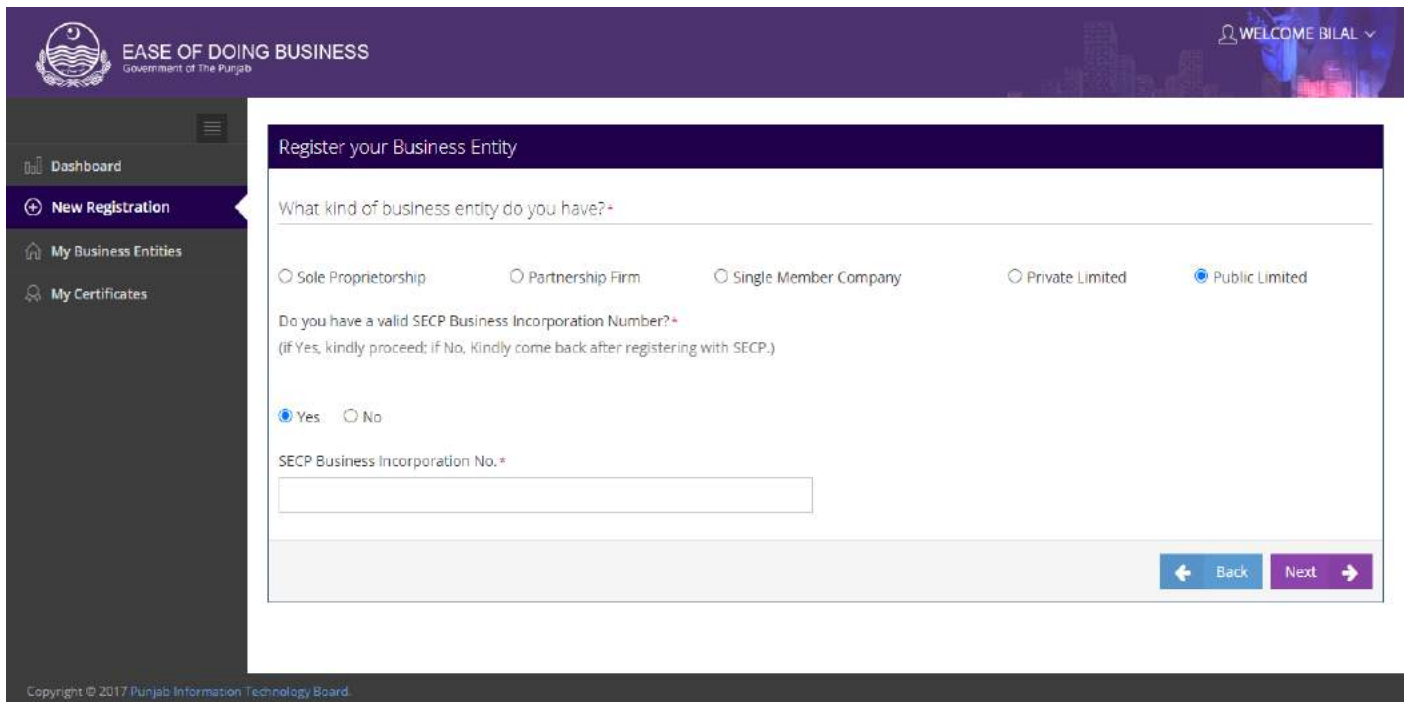
Figure 5.2.4.9: Confirmation



## 5.2.5 Public Limited

### 5.2.5.1 Business Entity Type

- i. You can register Public Limited Company with Labour and PESSI departments by clicking on the **“Public Limited”** radio button. To register, you should have valid SECP Number.
  - a. If you have valid SECP Number, Click on **“Yes”** radio button.
  - b. Enter valid SECP Business Incorporation No. in text field.
  - c. Click on the  button and **“Business Entity Details”** page will be loaded.

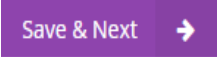


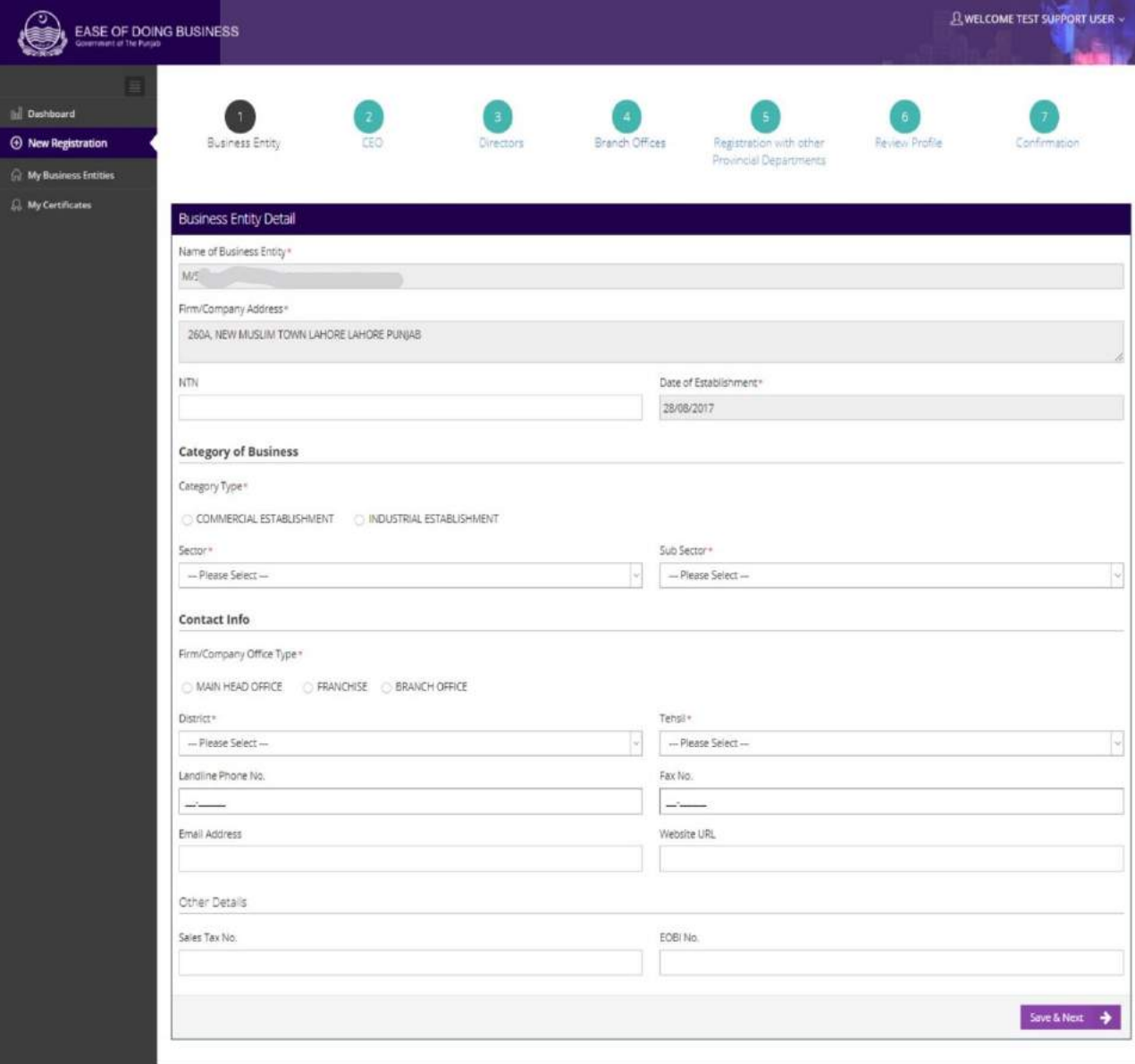
The screenshot shows the 'Register your Business Entity' form. The form is titled 'Register your Business Entity' and asks 'What kind of business entity do you have?'. It has five radio buttons: Sole Proprietorship, Partnership Firm, Single Member Company, Private Limited, and Public Limited. The 'Public Limited' option is selected. Below this, it asks 'Do you have a valid SECP Business Incorporation Number?'. It has two radio buttons: Yes and No. The 'Yes' option is selected. Below this, there is a text field for 'SECP Business Incorporation No.\*'. At the bottom right, there are 'Back' and 'Next' buttons. The 'Next' button is highlighted with a right arrow. The left sidebar shows 'Dashboard', 'New Registration', 'My Business Entities', and 'My Certificates'. The top header shows 'EASE OF DOING BUSINESS Government of The Punjab' and 'WELCOME BILAL'.

Figure 5.2.5.1: Business Entity Type

### 5.2.5.2 Business Entity Details

- i. Most of the information is auto fetched on the basis of SECP number. You can add **“Business Entity Details”** by filling the following remaining mandatory fields:
  - a. Select Business **Category Type** using respective radio button
  - b. Select **Sector** from drop-down list
  - c. Select **Sub Sector** from drop-down list

- d. Select **Firm / Company Office Type** using respective radio button which will be printed on certificate. If you select **Franchise** or **Branch Office** radio buttons then enter Franchise/Branch Office name and Franchise / Branch Office Postal Address in the respective text boxes.
- e. Select **District** from drop-down list
- f. Select **Tehsil** from drop-down list
- g. Click on the  button to save the respective data. Next “CEO” page will be loaded.



**EASE OF DOING BUSINESS**  
Government of the Punjab

WELCOME TEST SUPPORT USER

Dashboard  
New Registration  
My Business Entities  
My Certificates

1 Business Entity  
2 CEO  
3 Directors  
4 Branch Offices  
5 Registration with other Provincial Departments  
6 Review Profile  
7 Confirmation

**Business Entity Detail**

Name of Business Entity\*  
Mr. [REDACTED]

Firm/Company Address\*  
260A, NEW MUSLIM TOWN LAHORE LAHORE PUNJAB

NTN  
[REDACTED]

Date of Establishment\*  
28/08/2017

**Category of Business**

Category Type\*  
☐ COMMERCIAL ESTABLISHMENT ☐ INDUSTRIAL ESTABLISHMENT

Sector\*  
--- Please Select ---

Sub Sector\*  
--- Please Select ---

**Contact Info**

Firm/Company Office Type\*  
☐ MAIN HEAD OFFICE ☐ FRANCHISE ☐ BRANCH OFFICE

District\*  
--- Please Select ---

Tehsil\*  
--- Please Select ---

Landline Phone No.  
[REDACTED]

Fax No.  
[REDACTED]

Email Address  
[REDACTED]

Website URL  
[REDACTED]

**Other Details**

Sales Tax No.  
[REDACTED]


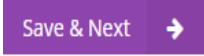
EOBI No.  
[REDACTED]

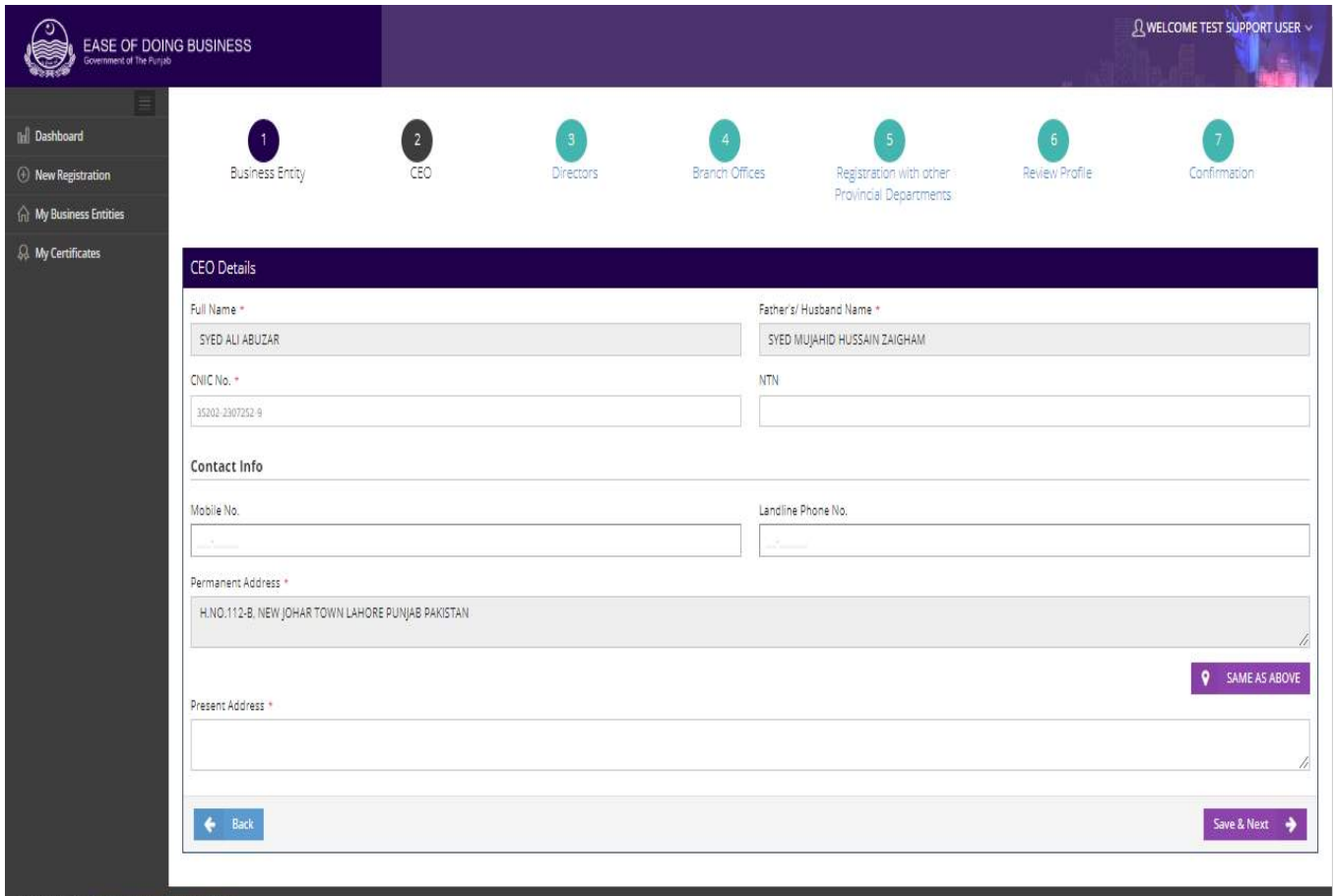
Save & Next

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Figure 5.2.5.2: Business Entity Details

### 5.2.5.3 CEO

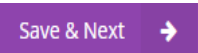
- i. Most of the information is auto fetched on the basis of SECP number. You can add “**CEO Details**” by filling the following remaining mandatory fields:
  - a. Enter **Present Address** in the respective text box. If Permanent address and Present Address is same then click on  **SAME AS ABOVE** button.
  - b. Click on the  button to save the respective data. Next “Directors” page will be loaded.




The screenshot displays the 'CEO Details' form within the 'EASE OF DOING BUSINESS' portal. The form is divided into several sections: 'CEO Details' (Full Name, Father's/Husband Name, CNIC No., NTN), 'Contact Info' (Mobile No., Landline Phone No.), and 'Address' (Permanent Address, Present Address). The 'Present Address' field has a 'SAME AS ABOVE' button next to it. The 'Save & Next' button is located at the bottom right of the form. The portal header shows 'EASE OF DOING BUSINESS' and 'WELCOME TEST SUPPORT USER'. The left sidebar contains navigation links: Dashboard, New Registration, My Business Entities, and My Certificates. The top navigation bar shows steps 1 through 7: Business Entity, CEO, Directors, Branch Offices, Registration with other Provincial Departments, Review Profile, and Confirmation.

Figure 5.2.5.3: CEO Details

#### 5.2.5.4 Directors

- i. Information is auto fetched on the basis of SECP number.
- ii. List of Directors will be shown at the end of this page
  - a. Click on the  button and “Branch Offices” page will be loaded.



EASE OF DOING BUSINESS  
Government of The Punjab

WELCOME TEST SUPPORT USER

Dashboard
New Registration
My Business Entities
My Certificates

1 Business Entity

2 CEO

3 Directors

4 Branch Offices

5 Registration with other Provincial Departments

6 Review Profile

7 Confirmation

Director's Details

Full Name \*

Father's/ Husband Name

CNIC No. \*

NTN

Designation

Contact info

Mobile No.

Landline Phone No.





Permanent Address \*

Present Address \*

SAME AS ABOVE

Save Back Next

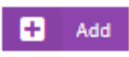
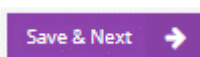
Director's Details

Full Name	Father's/ Husband Name	CNIC No.	Designation	Mobile No.	Edit
IMRAN ALI KHAN MALIK	MALIK SALEEM ULLHA KHAN	3510237042907	DIRECTOR		
SYED ALI ABUZAR	SYED MUJAHID HUSSAIN ZAIGHAM	3520223072529	DIRECTOR		
IMRAN ALI KHAN MALIK	MALIK SALEEM ULLHA KHAN	3510237042907	SUBSCRIBER		
SYED ALI ABUZAR	SYED MUJAHID HUSSAIN ZAIGHAM	3520223072529	SUBSCRIBER		

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Figure 5.2.5.4: Directors Details

### 5.2.5.5 Branch Offices

- i. A radio button asks whether you have any branch office. If the user selects YES then the following fields will display:
  - a. Enter **Postal Address** in the respective text box
  - b. Select **District** from the drop-down list
  - c. Select **Tehsil** from the drop-down list
  - d. Click on the  button to save the data and then branch office will be added in the list.
  - e. Click on the  button and “Register with other Provincial Department” page will be loaded.

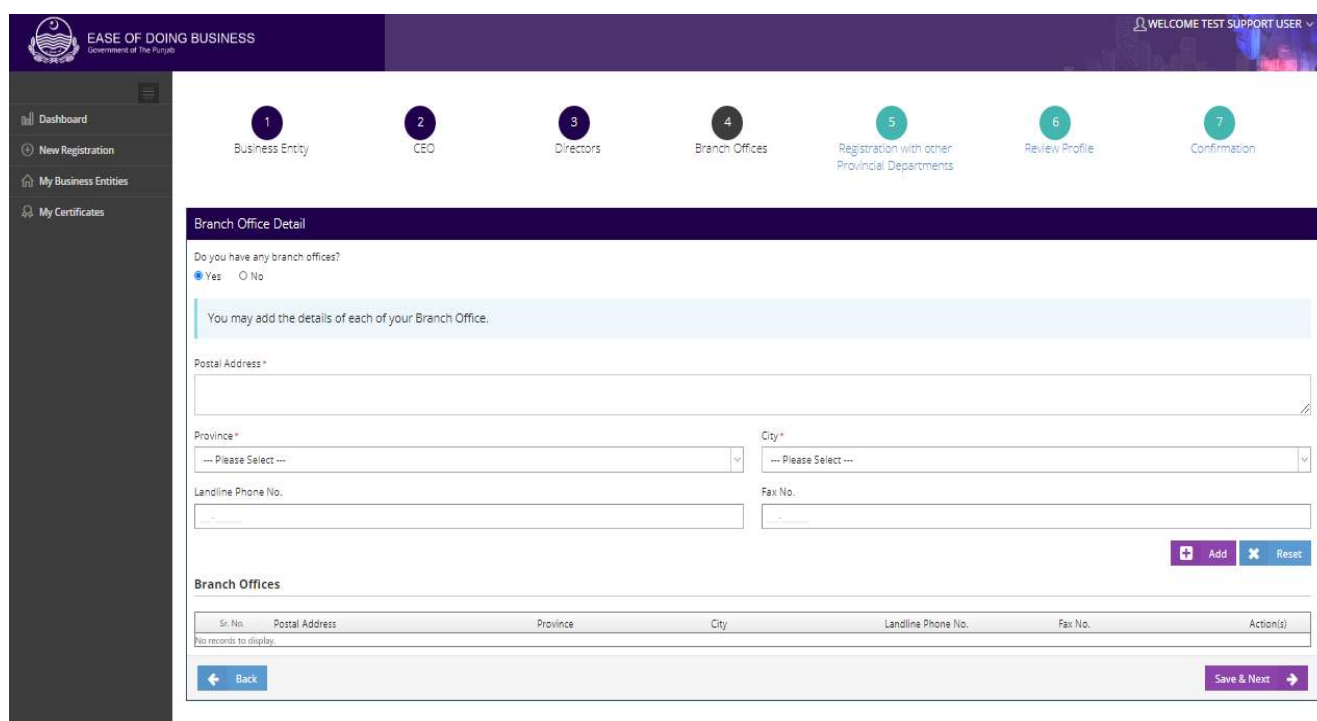
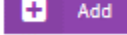


Figure 5.2.5.5: Branch Office Details

- ii. You can add more than one branch offices after selecting the  button and all branches will appear in the below list.

### 5.2.5.6 Register with other Provincial Departments

- i. A radio button asks whether you want to register with other provincial department. If the user selects YES then the following three options display:
  - **Labour & Human Resource Department (Shops & Establishment)**
  - **Excise, Taxation & Narcotics Control Department (Professional Tax)**
  - **Punjab Employees Social Security Institution**
- ii. If the user selects Labour & PESSI department options he is liable to fill the particulars:-

## “IMPROVEMENTS TO THE ARRANGEMENTS FOR STARTING A BUSINESS” User Manual Guide

- e. Enter **No. of Adult Males** and **No. of Adult Females** in the respective text boxes
- f. Enter **No. of Under 18 Males** and **No. of Under 18 Females** in the respective text boxes
- g. If your family member are your employees then select “**Yes**” radio button and enter **No. of Adult Males, No. of Adult Females, No. of Under 18 Males** and **No. of Under 18 Females** in the respective text boxes
- h. Click on the **Save & Next** button to save the respective data. Next “Review Profile” page will be loaded.

EASE OF DOING BUSINESS  
Government of The Punjab

WELCOME TEST SUPPORT USER

1 Business Entity 2 CEO 3 Directors 4 Branch Offices 5 Registration with other Provincial Departments 6 Review Profile 7 Confirmation

Registration with other Provincial Departments

With which department do you want to register?

☒ Labour & Human Resource Department (Shops & Establishment)  
☐ Excise, Taxation & Narcotics Control Department (Professional Tax)  
☒ Punjab Employees Social Security Institution

Note: You are liable to register with PESSI if you have 5 or more Employees.

Total Employees (inclusive of family members, if any)

Adults		Under 18		Total
No. of Males	No. of Females	No. of Males	No. of Females	
4	5			

Family Members

Are any family members employed? \*

☐ Yes ☒ No

Back Save & Next

Figure 5.2.5.6: Employees' Details

### 5.2.5.7 Review Profile

- i. You can review all the information which has been incorporated in the system before submitting the request.
  - a. Click on the **Next** button and “Confirmation” page will be loaded.

WELCOME TEST SUPPORT USER

Dashboard

New Registration

My Business Entities

My Certificates

1 Business Entity

2 CEO

3 Directors

4 Branch Offices

5 Registration with other Provincial Departments

6 Review Profile

7 Confirmation

Review Profile

Business Entity Details

Nature of Business Entity: Public Limited

Application No.

Name of Business Entity: M/S

Category of Business

Business Type: COMMERCIAL ESTABLISHMENT

Sector: SERVICE PROVIDER

Sub Sector: ADMINISTRATION SERVICES

Contact Info

Postal Address: 2-A, OLYMPIA STREET, ALLAMA IQBAL TOWN IQBAL TOWN PUNJAB

District: LAHORE

Tehsil: MODEL TOWN

Landline Phone No.

Fax No.

Email Address:

Website URL:

Other Details

Sales Tax No.

EOBI No.

Date of Establishment: 11-Dec-2019

CEO Details

Full Name: ANAM HASEEB

Father's Name: MUHAMMAD HASEEB UL HASSAN

CNIC No. 35202-9262693-2

NTN:

Contact Info

Mobile No.

Landline Phone No.

Email Address:

Permanent Address: H.35A/A, AZAM STREET NO 50, NADEEM SHAHEED ROAD, SAMANABAD, LAHORE LAHORE PUNJAB PAKISTAN

Present Address: H.35A/A, AZAM STREET NO 50, NADEEM SHAHEED ROAD, SAMANABAD, LAHORE LAHORE PUNJAB PAKISTAN

Employees' Details

Total No. of Employees (inclusive of family members)

Adult

No. of Males: 56

No. of Females:

Under 18

No. of Males:

No. of Females:

Total Employees: 56

Back

Next

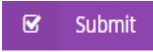
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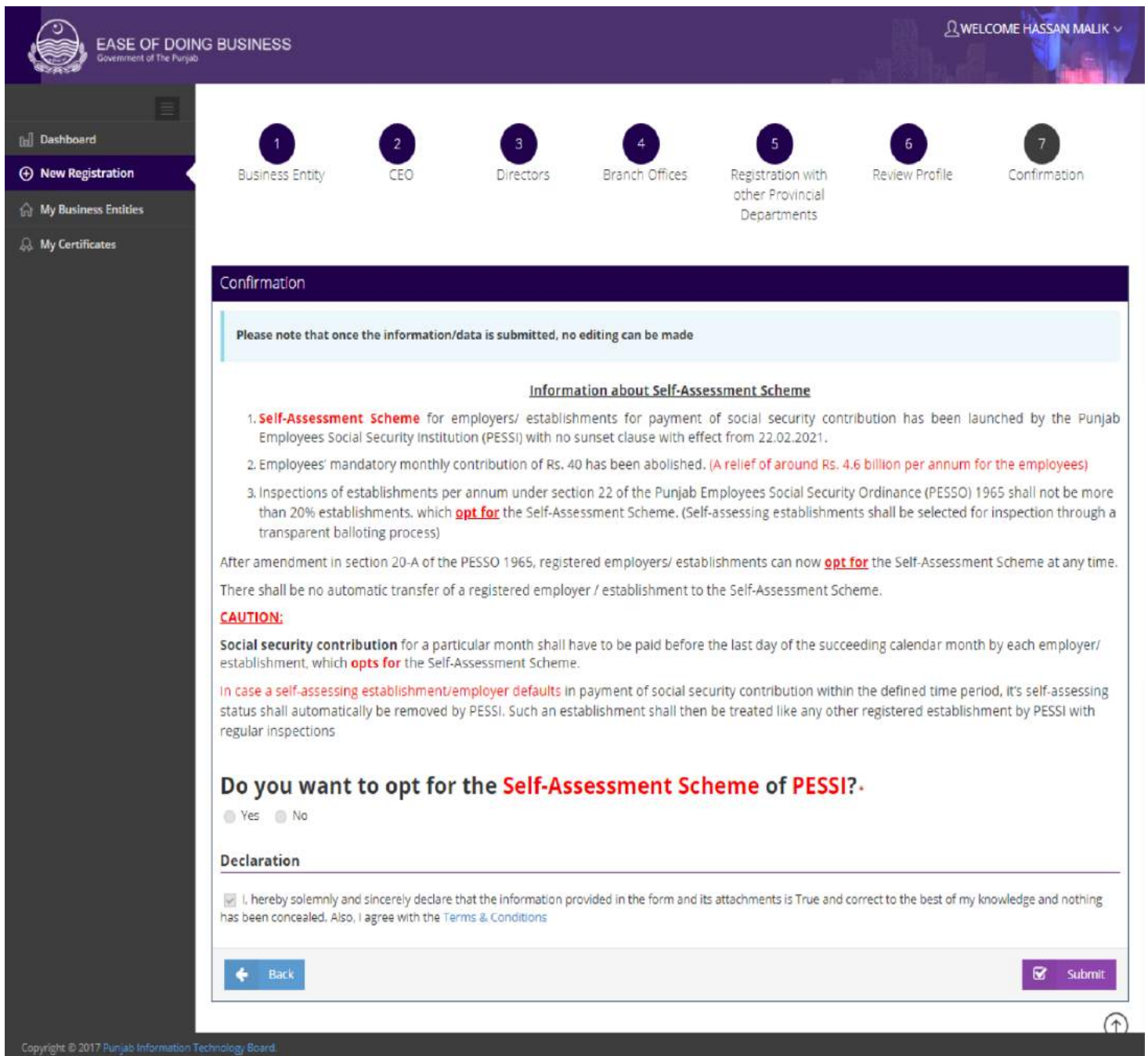
Figure 5.2.5.7: Review Profile

66 | Page



### 5.2.5.8 Confirmation

- i. If you have entered and saved all mandatory data then there will be tick sign with the page names.
  - a. Click on the **“Declaration”** check box to confirm that the provided information is correct.
  - b. Click on the  button and application will be submitted successfully.
  - c. You can view all application details and status in **Dashboard** tab.





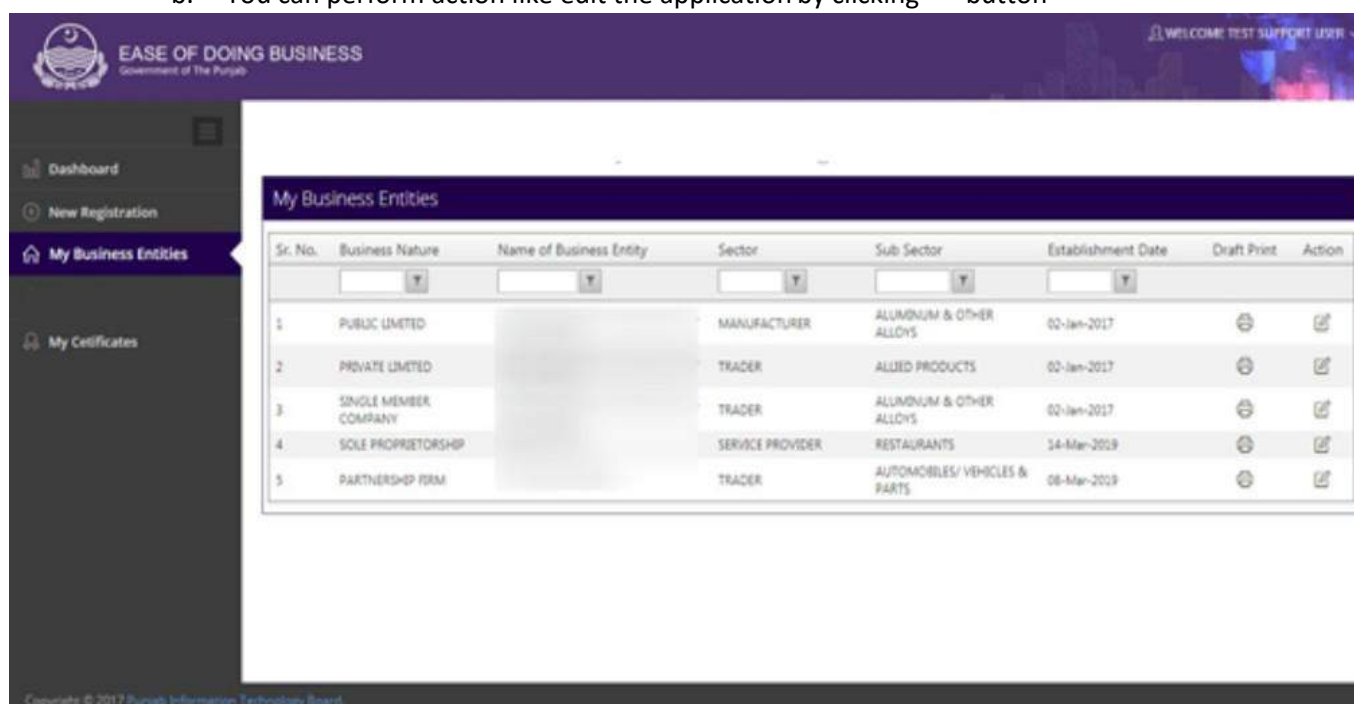
The screenshot displays the 'EASE OF DOING BUSINESS' portal for the Government of Punjab. The user is logged in as 'WELCOME HASSAN MALIK'. The navigation menu on the left includes 'Dashboard', 'New Registration', 'My Business Entities', and 'My Certificates'. The main content area shows a progress bar with seven steps: 1. Business Entity, 2. CEO, 3. Directors, 4. Branch Offices, 5. Registration with other Provincial Departments, 6. Review Profile, and 7. Confirmation (the current step). Below the progress bar, a 'Confirmation' section contains a warning: 'Please note that once the information/data is submitted, no editing can be made'. It then provides 'Information about Self-Assessment Scheme' with three points: 1. Self-Assessment Scheme for employers/ establishments for payment of social security contribution has been launched by the Punjab Employees Social Security Institution (PESSI) with no sunset clause with effect from 22.02.2021. 2. Employees' mandatory monthly contribution of Rs. 40 has been abolished. (A relief of around Rs. 4.6 billion per annum for the employees) 3. Inspections of establishments per annum under section 22 of the Punjab Employees Social Security Ordinance (PESSO) 1965 shall not be more than 20% establishments, which opt for the Self-Assessment Scheme. (Self-assessing establishments shall be selected for inspection through a transparent balloting process) After amendment in section 20-A of the PESSO 1965, registered employers/ establishments can now opt for the Self-Assessment Scheme at any time. There shall be no automatic transfer of a registered employer / establishment to the Self-Assessment Scheme. A 'CAUTION:' section states that social security contribution for a particular month shall have to be paid before the last day of the succeeding calendar month by each employer/ establishment, which opts for the Self-Assessment Scheme. It also notes that in case a self-assessing establishment/employer defaults in payment of social security contribution within the defined time period, its self-assessing status shall automatically be removed by PESSI. Such an establishment shall then be treated like any other registered establishment by PESSI with regular inspections. A question asks 'Do you want to opt for the Self-Assessment Scheme of PESSI?' with radio buttons for 'Yes' and 'No'. Below this is a 'Declaration' section with a checked box and text: 'I, hereby solemnly and sincerely declare that the information provided in the form and its attachments is True and correct to the best of my knowledge and nothing has been concealed. Also, I agree with the Terms & Conditions'. At the bottom, there are 'Back' and 'Submit' buttons.

Figure 5.2.5.9: Confirmation



## 6. Business Entity Details

- i. Applications that are completed and applications that are under process (first page details incorporated and saved) are enlisted on Business Entity Detail page.
  - a. You can print the application by clicking  button
  - b. You can perform action like edit the application by clicking  button














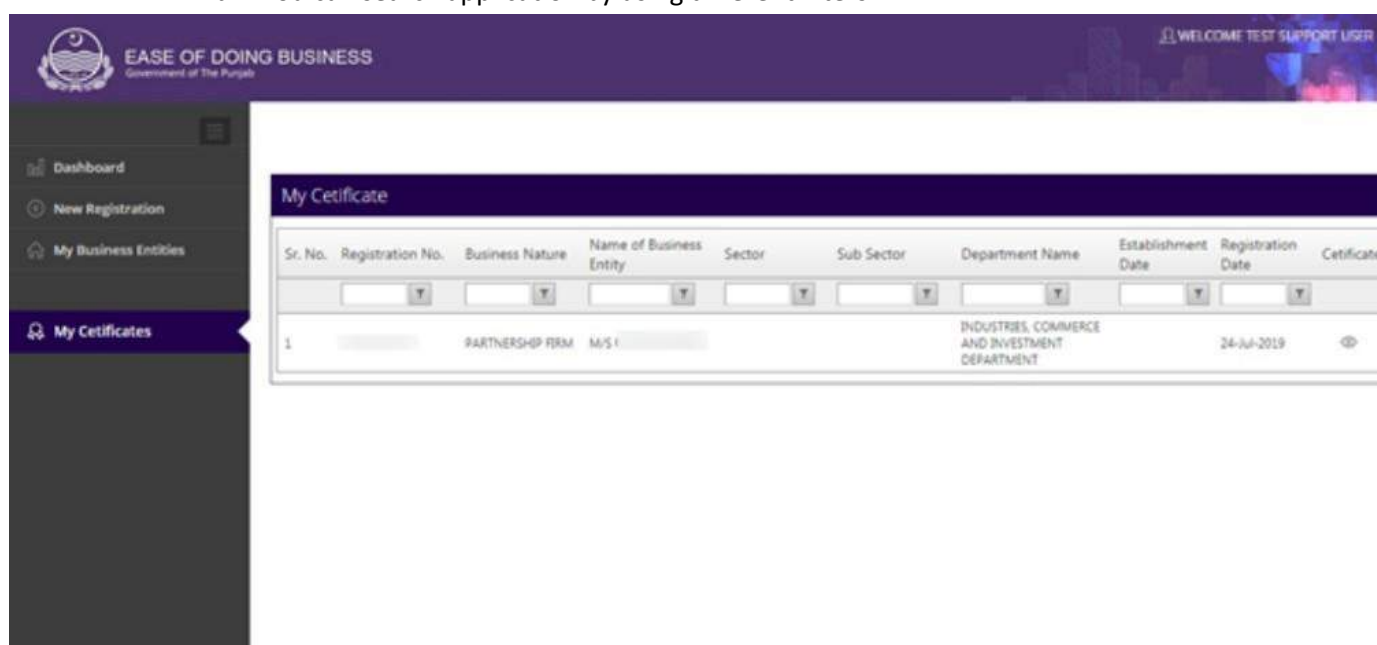
Sr. No.	Business Nature	Name of Business Entity	Sector	Sub Sector	Establishment Date	Draft Print	Action
1	PUBLIC LIMITED		MANUFACTURER	ALUMINIUM & OTHER ALLOYS	02-Jan-2017		
2	PRIVATE LIMITED		TRADER	ALLIED PRODUCTS	02-Jan-2017		
3	SINGLE MEMBER COMPANY		TRADER	ALUMINIUM & OTHER ALLOYS	02-Jan-2017		
4	SOLE PROPRIETORSHIP		SERVICE PROVIDER	RESTAURANTS	14-Mar-2019		
5	PARTNERSHIP FIRM		TRADER	AUTOMOBILES/ VEHICLES & PARTS	08-Mar-2019		

Figure 6.1: Business Entity Details

## 7. My Certificates

- i. Those applications which have been issued certificates are enlisted on the certificate page.
  - a. You can view the certificate by clicking  button
  - b. You can search application by using different filters




Sr. No.	Registration No.	Business Nature	Name of Business Entity	Sector	Sub Sector	Department Name	Establishment Date	Registration Date	Certificate
1		PARTNERSHIP FIRM	M/S I			INDUSTRIES, COMMERCE AND INVESTMENT DEPARTMENT		24-Jul-2019	

Figure 8.1: My Certificates