



FLEXIBLE PACKAGING ASSOCIATION OF CONVERTERS OF PAKISTAN

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Karachi

FLEXPAC/2021/ EBIL-01.

8th February, 2021.

NOTICE

E-Business Invitation Letter (E-BIL)

Respected Members

It is notified for the information of all members of FLEXPAC association that as per directives of Ministry of Commerce, Ministry of Interior and Immigration Wing of Federal Investigation Agency (FIA) Government of Pakistan, issuance of Manual Visa Recommendation Letters for all Visa Categories for incoming Foreigners to Pakistan and Pakistani Nationals going to Foreign Countries would not be carried out from 1st January, 2021 through all Chambers and Associations of Pakistan.

Since the complete modification of Visa Processing through Pakistan Online Visa System (POVS), all types of Visa Recommendation Letters for incoming Foreigners to Pakistan and Pakistani Nationals going to Foreign Countries will be issued online from Flexible Packaging Association of Converters of Pakistan in future through E-Business Invitation letter System (E-BIL).

Members FLEXPAC can apply online to obtain E-Business Invitation letter (E-BIL) through following website:
<https://ebil.nadra.gov.pk>

Guidelines for obtaining E-Business Invitation Letters for all Visa Categories for incoming Foreigners to Pakistan and Pakistani Nationals going to Foreign Countries are enclosed. Also Members can contact Flexible Packaging Association of Converters of Pakistan in case of any difficulty for applying online E-Business Invitation Letter (E-BIL).

Secretary General

Pakistan Online Visa

*A GUIDE TO APPLY FOR VISA USING THE
ONLINE SYSTEM*

Introduction

I.1 About Pakistan Online Visa System

Government of Pakistan has implemented and launched an online Visa Issuance System, called “Pakistan Online Visa”.

This system allows the Foreign Nationals to apply for an online visa to visit Pakistan under various categories (Business, Tourism, Study, Work, etc).

The guide covers the following steps;

- Create an account on the Pakistan Online Visa System
- Login to the Pakistan Online Visa System
- Complete the Application
- Pay the Fees
- Submit the Application

The Pakistan Online Visa System can be accessed by visiting the following link

<https://visa.nadra.gov.pk>

2 Getting Familiar with the Pakistan Online Visa Website

2.1 Accessing Pakistan Online Visa Website

- You can access Pakistan Online Visa website at:

<https://visa.nadra.gov.pk>

- You will land on the MAIN page of Pakistan Online Visa website

The screenshot shows the main page of the Pakistan Online Visa website. At the top, there is a dark blue header with the Government of Pakistan logo and the text 'GOVERNMENT OF PAKISTAN MINISTRY OF INTERIOR'. A search bar is located on the right side of the header. Below the header is a navigation menu with links for Home, Visa Categories, Our Offices, Fee Structure, Help Items, and Contact Us. The main content area features a large banner for the 'Shandur Polo Festival' with a background image of polo players on horseback. Below the banner is a four-step process flow: 1. REGISTER YOURSELF, 2. FILL APPLICATION, 3. PAY ONLINE, 4. GET VISA, followed by an 'APPLY NOW' button. Underneath is a 'Visa Categories' section with six cards for different visa types: Visit Visa, Business Visa, Student Visa, Official Visa, Work Visa, and All Categories. Below that is an 'About Pakistan' section with the heading 'A Land of Breathtaking beauty' and a video player showing a scenic view of a mountain valley. At the bottom, there are three columns of links: 'PAKISTAN VISA SYSTEM', 'HELP SECTION', and 'TERMS & CONDITIONS'.

- The website contains information on visiting Pakistan and many informational resources as described in the following sections;

2.1.1 Visa Categories

You can browse through the VISA Categories tab to learn which visa is suitable for you.

When you select a particular visa, a description of the visa is displayed. You will also see the following details for the corresponding visa;

1. Eligibility Criteria
2. Duration and Validity of the Visa
3. Visa Requirements
4. Processing Times
5. A video tutorial

2.1.2 Our Offices

This section has two sub-sections namely Local Offices and Foreign Offices. By clicking any section, you will be able to see the list of offices along with their street addresses and telephone numbers.

2.1.3 Fee Structure

This section allows you to Calculate Fees for your particular visa. Once you select the visa category, sub-category, number of entries required and your country, the system will calculate the Fee for you.

There are links available to the various Visa Types as well.

2.1.4 Help Items

In this section, there are four sub-sections;

- “Important Terms” lists the definitions of the terms used throughout the application process.
- “How To Upload Documents” gives a step-by-step guide on uploading the supporting documents required to process the visa application
- “Photograph Guide” lists in detail the acceptable picture criteria and which photographs are not acceptable. In addition, there is a quick photograph quality check that lets you upload a picture to check its acceptability,
- “Application Guide” describes the detailed steps involved in applying for the Pakistan Visa using the Online System

2.1.5 Contact Us

This section provides a feedback form to contact the Ministry of Interior officials for questions and/or complaints. You can also find the street address and the telephone numbers of the Ministry of Interior as well as Foreign and Local Offices.

2.2 How To Register

- You can register on the Pakistan Online Visa System by clicking on ‘APPLY NOW’

The screenshot displays the Pakistan Online Visa System website. At the top, there is a header with the Government of Pakistan Ministry of Interior logo and a search bar. Below the header is a navigation menu with options: Home, Visa Categories, Our Offices, Fee Structure, Help Items, and Contact Us. The main content area features a banner for the Shandur Polo Festival, with the text: "It is one of the biggest festivals of Pakistan. held on the highest polo ground in the world." Below the banner, a note states: "This service is only available for the citizens of China, Turkey, United Arab Emirates, United Kingdom and Malaysia. More countries will be added soon." A horizontal process flow consists of five steps: 1 REGISTER YOURSELF, 2 FILL APPLICATION, 3 PAY ONLINE, 4 GET VISA, and 5 APPLY NOW. The 'APPLY NOW' step is highlighted with a red circle. Below the process flow is a 'Visa Categories' section with five cards: Visit Visa (Travel to Pakistan for tourism purpose), Business Visa (Visit Pakistan for business purpose), Student Visa (Travel to Pakistan for educational purposes), Official Visa (Travel to Pakistan for official assignments), and Work Visa (Travel to Pakistan for employment purpose). A sixth card with a right arrow and the text "For more categories please click here." is labeled "All Categories".

- Click on “Create a New Account”



Welcome to
Pakistan Online Visa

What is Pakistan Online Visa?

The simplest and fastest way to submit a Pakistan visa application is to do this electronically. The available online visa system lets you submit visa application online.

CREATE A NEW ACCOUNT

LOGIN WITH EXISTING ACCOUNT

- Provide the Required Information



Create a New e-Visa Account

Create an account than gives you access to the Passport online application. Your account will enable you to apply new applications and view previously applied applications.
If you have E-Visa Account please [Click Here to Sign In](#)

Create a New Account

Your Personal Details

Given Name

Surname

Email

raza.syed.abid@gmail.com

Re-type Your Email

Passport Number

Password

Re-type Your Password

Type the code from the picture



I agree to the Terms of Service

BACK TO LOGIN

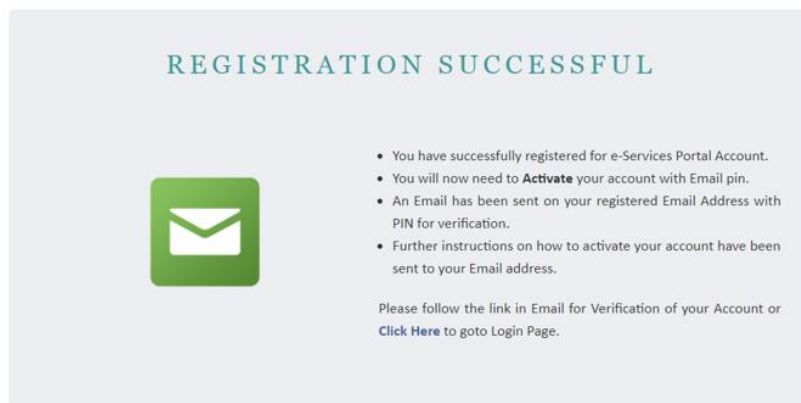
SAVE AND CONTINUE

1. Enter your Given Name
2. Enter your Surname
3. Enter your Email Address
4. Retype your Email Address
5. Enter your Passport Number
6. Retype your Passport Number
7. Type the CAPTCHA Code
8. Check the box to Agree to the “Terms of Service”
9. When you are finished, click on “Save and Continue”



Please provide your name as it appears on the passport

- When you are successfully registered, the following message will appear on the screen



- An email confirmation is sent to your registered Email Address that contains your PIN number as shown below. Click on the “Continue Registration” link to proceed.



25-Feb-2019

Dear Raza Ali,

REGISTRATION CONFIRMATION!

You are now registered in Pakistan Online Visa Application System for online processing of visa.

Your Email-PIN code generated is: **5263**.

Please click the following link to continue with your Registration.

[Continue registration](#)

Please note that this is an auto generated email. Please do not reply to this email.

Regards,

Pak-Visa Team

- Enter your PIN in the following screen and click “Verify” as shown below

Account Verification

Enter verification pin

Email
@gmail.com

Email Pin

What is BotDetect Java CAPTCHA Library?

RESEND CODE

VERIFY


SUCCESS! You are now registered in the Pakistan Online Visa System

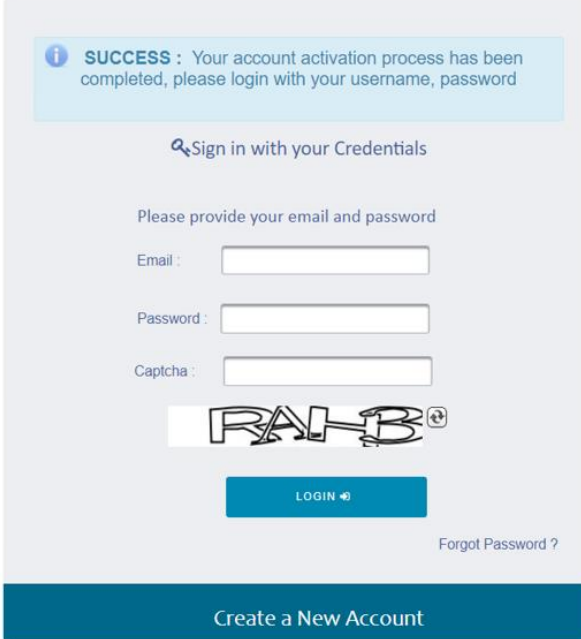
- Upon successful verification, you will be redirected to the Login Page



If you do not receive the Email Confirmation, please click on “Resend Code” button

2.3 How to Login to the Pakistan Online Visa System

 Enter your login credentials to access your Online-Visa Application



SUCCESS : Your account activation process has been completed, please login with your username, password


Sign in with your Credentials

Please provide your email and password

Email :

Password :

Captcha :

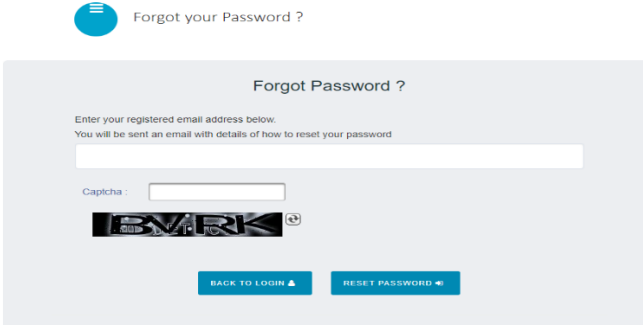



[Forgot Password ?](#)

- Upon successful verification, you will be redirected to the Login Page
- Follow the steps below;
 1. Enter your Email Address
 2. Enter your Password
 3. Enter the CAPTCHA Code
 4. Click on Login button



If you forget your password, please click on “Forgot Password” link and follow the steps;




 Forgot your Password ?

Forgot Password ?

Enter your registered email address below.
You will be sent an email with details of how to reset your password

Captcha :



- A. Enter your registered email address, enter CAPTCHA Code and click “Reset Password” button.

- B. An email will be sent to your registered email address with the “Password Reset” link as shown below



Date : 25/02/19

Dear Raza Abid,

PASSWORD RESET

Please click below link to reset your password

[Click to reset password.](#)

Please note that this is an auto generated email. Please do not reply to this email.

Regards,

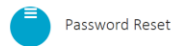
Pak-Visa Team

- C. Click on the link and you will be redirected to the following page



The screenshot shows a web form titled "Password Reset". It contains four input fields: "Email", "Password", "Re-type Your Password", and "Captcha". Below the captcha field is a CAPTCHA image with the text "MVCUY". At the bottom of the form are two buttons: "BACK TO LOGIN" and "RESET".

- D. Enter your new password, Retype your new password. Enter CAPTCHA Code, then click Reset.



The screenshot shows the same "Password Reset" form as in step C, but with a success message at the top: "SUCCESS: Password Changed Successfully". The input fields and buttons remain the same.

- E. Now click “Back to Login” button and login using the new password.

- Read and Accept the “Terms and Conditions” by checking the box as shown below

Terms and Conditions

NOTE: Please Read the Following Terms and Conditions carefully. You may only proceed if these terms are acceptable to you.

Terms Of Use – Pakistan Online Visa

- The grant of visa is no guarantee that the recipient would be allowed to land in Pakistan. The final decision in regard to the grant of permission to land rests with the immigration officer at the point of entry, who may refuse permission to land, after obtaining orders from higher authorities even though the foreigner concerned is in possession of valid visa authorizing entry into Pakistan.
- The applicant is strictly not allowed to visit the prohibited areas in Pakistan.
- No visas are to be granted to foreigners of the following description and their applications should be rejected straightaway:
 - o Persons of unsound mind
 - o Destitutes
 - o Smugglers, Purveyors of contraband goods
 - o Persons whose antecedents justify the apprehension that their presence in Pakistan would be prejudicial to the interests of the country
- Purpose/Type of visa issued by the mission cannot be changed for any reason in any case in Pakistan.
- Applicants can obtain their visas electronically after entering required information and making payments by a credit or debit card.
- Concerned authorities reserves the right to change and/or shutdown the Pakistan Online Visa Service without notices.
- Concerned authorities may refuse to provide the Pakistan Online Visa service to any person without giving a reason, in particular to prevent fraud or anti-state activity or to comply with any applicable law, order of court or requirement of any regulatory or government authority.

I have read and accept the Terms and Conditions.

Do Not Accept **Accept and Continue**

- Click the “Accept and Continue” button

SUCCESS! You are now Logged In to the Pakistan Online Visa System

3 Applying for the Visa

3.1 Your Account

By default, after successful login, a New Visa Application is launched.

3.2 Start Your Application

The first section of the Application is “Application Info”. This section records information about your Visa Type, Passport Information, etc

3.2.1 Application Info


The screenshot shows a web browser window with a progress bar at the top right indicating 10% completion. A navigation menu at the top includes tabs for 'Application Info', 'Personal Info', 'Family Info', 'Finances & Employment', 'Travel History Info', 'Visit Info', 'Documents / Photograph', 'Review', and 'Payment'. The 'Application Info' tab is active. Below the navigation is a header 'Provide your application details' with a red warning icon and text: 'Fields marked with * are mandatory'. The main form area is titled 'Application Information' and contains the following fields:

- Choose what type of Visa you want to apply for. If you are not sure, check e-visa website
- Visa Category * (dropdown menu)
- Visa Sub-category * (dropdown menu)
- Application Type * (dropdown menu)
- Visa Type * (dropdown menu)
- Ref. Visa No (text input)
- Ref. Passport No (text input)
- Visit Purpose * (text input)
- Required Visa Duration * (1 | Month(s) dropdown)
- Where would you like to be interviewed, if required?
- Country * (dropdown menu)
- Mission * (dropdown menu)
- What will be your port of entry and departure?
- Entry Port (text input)
- Departure Port (text input)
- Provide your planned dates of travel to Pakistan. This does not mean your visa will only be valid for these dates.
- Arrival date * (text input)
- Departure Date * (text input)

- Using the image above, please follow the steps:
 - I. Choose the Visa Category. To determine which visa is right for you, refer to <https://visa.nadra.gov.pk> and click on Visa Categories tab.


2. Select the appropriate Visa Sub category
 3. Select if you are a first time applicant or applying for an Extension to an existing visa
 4. Choose the number of entries required. Single, Double or Multiple
 5. Enter your Visa No. (in case of extension)
 6. Enter your Passport No. (in case of extension)
 7. Describe the purpose of your visit
 8. Choose the Duration of the Visa required
- In certain cases, the Visa Applicant may be required to appear for an interview before a Visa Counselor at one of the Consulates. Please choose the location nearest to you.
 9. Select your Country
 10. Select the nearest Consulate
 - Entry and Departure information
 11. Select the Port of Entry into Pakistan
 12. Select the Port of Departure from Pakistan
 - Provide the expected travel dates
 13. Provide the expected Arrival Date
 14. Provide the expected Departure Date

Click “Next” to continue to the next step.



When you proceed to the next Page, a Tracking ID is generated against your Visa Application and the required Fees are also calculated.

This will appear on the top right corner of the screen under the Application Summary table as shown below



Application - VISA

[Close Application Summary](#)

APPLICATION SUMMARY	
APPLICATION ID	88000005964
CATEGORY	Tourist
SUB CATEGORY	Individual (less Than 3 Months)
FEES	USD. 25

[Application Info](#)
Personal Info
Family Info
Finances & Employment
Travel History Info
Visit Info
Documents / Photograph
Review
Payment

3.2.2 Personal Info

The next section of the application records your personal information.

20%

Application Info **Personal Info** Family Info Finances & Employment Travel History Info Visit Info Documents / Photograph Review Payment

Personal Information

Fields marked with * are mandatory

Applicant Information

Surname * Given Name(s) *

Other Name Country of Birth

Country of Residence Date of Birth *

Place of Birth * Blood Group

Religion Education

Native Language Marital Status * Single Married Widowed
 Divorced Separated

Legal Status at Current Location? Gender * Male Female Unspecified

Nationalities

Present Nationality Information

Present Nationality * Acquired By

Other Nationalities Information

Nationality * Acquisition date *

ADD NATIONALITY

Nationality	Acquisition date	Action
No records found.		

Contact Details

Address Line 1 Address Line 2

Town/City Country

How long have you stayed at this address? Year(s) Month(s)

Email Address * Landline Number +92

Mobile Number * +92 Mobile Number 2 +92

- Using the image above, please follow the steps:

15. Enter you Surname
16. Enter your Given Name(s)
17. Enter any other Names that you have previously used (if any)
18. Select your Country of Birth
19. Select your Country of Residence
20. Enter your Date of Birth
21. Enter your Place of Birth (if available)
22. Select the Blood Group (if available)

- 23.** Select your Religion (optional)
 - 24.** Select your Level of Education (optional)
 - 25.** Select your Native Language (optional)
 - 26.** Choose your Marital Status
 - 27.** Select your Legal Status in the Country of Residence where you are applying from
 - 28.** Choose your Gender
- Enter your Nationality Information
 - 29.** Select the Country of your current Nationality
 - 30.** Select the means that you acquired the current Nationality (optional)
 - 31.** If you are a Dual National, Select other Nationality
 - 32.** Select the Date of Acquisition of Dual Nationality
 - 33.** Click “Add Nationality” to Add to the Application
- Provide your Contact Details
 - 34.** Provide your Street Address (optional)
 - 35.** Provide your Street Address – Line 2 (optional)
 - 36.** Enter the City (optional)
 - 37.** Select the Country (optional)
 - 38.** Select how long you have lived at this Address (optional)
 - 39.** Provide your Email Address
 - 40.** Provide your Landline Number (optional)
 - 41.** Provide your Mobile Number

3.2.3 Family Info

Application - VISA User [redacted]@gmail.com

35%

Application Info Personal Info **Family Info** Finances & Employment Travel History Info Visit Info Documents / Photograph Review Payment

Family Information

Fields marked with * are mandatory

Father's Information

Full Name * Passport No
Date of Birth Country of Birth
Nationality * Prev. Nationality

Mother's Information

Full name * Passport No
Date of Birth Country of Birth
Nationality * Prev. Nationality

Spouse's information.

Do you have a Spouse ?

Full Name * Passport No
Date of Birth Country of Birth *
Nationality * Prev. nationality
Will your spouse be travelling with you? * Yes No

Information of accompanying members (if any)

Do you have any accompanying member(s) during your travel to Pakistan?

Name * Passport No *
Date of birth * Address *
Country of birth * Nationality *
Relationship to you *

ADD MEMBER +

Name	Passport	Relation	DOB	Birth Place	Action
No records found.					

BACK **SAVE AND EXIT** **SAVE AND CONTINUE**

- Provide Father's Information:
 - Enter Father's Full Name
 - Enter Passport Number (optional)

- 44.** Enter Date of Birth (optional)
 - 45.** Enter Country of Birth (optional)
 - 46.** Select Nationality
 - 47.** Select any Previous Nationality (optional)

- Provide Mother's Information
 - 48.** Enter Mother's Full Name
 - 49.** Enter Passport Number (optional)
 - 50.** Enter Date of Birth (optional)
 - 51.** Enter Country of Birth (optional)
 - 52.** Select Nationality
 - 53.** Select any Previous Nationality (optional)

- Spouse Information – If you have a spouse, check the box labelled “Do you have a Spouse”. The following Information will be recorded. In case the box is unchecked, the information will not display.
 - 54.** Enter Spouse's Full Name
 - 55.** Enter Passport Number (optional)
 - 56.** Enter Date of Birth (optional)
 - 57.** Enter Country of Birth (optional)
 - 58.** Select Nationality
 - 59.** Select any Previous Nationality (optional)
 - 60.** Choose whether your spouse will be travelling with you OR not.

- Accompanying Member's Information – If you have any family members who will be travelling with you during this trip, check the box labelled “Do you have any accompanying members during your travel to Pakistan”. The following Information will be recorded. In case the box is unchecked, the information will not display.
 - 61.** Enter Full Name
 - 62.** Enter Passport Number
 - 63.** Enter Date of Birth
 - 64.** Select Country of Birth
 - 65.** Select Nationality
 - 66.** Select Relationship to you
 - 67.** Click “Add Member” to add this entry into the Application



Repeat Step 61 – 67 to add additional family members traveling with you

3.2.4 Finances and Employment

Application - VISA U:labid@gmail.com

45%

Application Info Personal Info Family Info **Finances & Employment** Travel History Info Visit Info Documents / Photograph Review Payment

Finances & Employment

Fields marked with * are mandatory

Personal Circumstances

Employed Unemployed Self Employed Retired Student Supported by Family Member Other

Bank account information

Do you have a bank account in Pakistan ?

Bank name * Branch name *

Bank address * Account title *

Account no. * Verifier name

ADD BANK ACCOUNT

Bank Name	Branch Name	Bank Address	Account Title	Account No.	Verifier Name	Action
No records found.						

BACK **SAVE AND EXIT** **SAVE AND CONTINUE**

- Provide current Personal Employment Status
 - 68.** Select the option that best describes your current Employment Status. Based on your selection, you will be asked different questions.

For Employed – Military Personnel, please complete the following steps:

Personal Circumstances

Employed Unemployed Self Employed Retired Student Supported by Family Member Other

Current employment information

Type of Employment *

Appointment * Name of Military *

Date of Joining * HQ Address *

HQ Tel No * HQ Email *

Place of Posting * Rank *

Previous employment information

Occupation * Designation *

Department * Address *

Rank * Place of Posting *

Contact no. * Type of Employment *

[ADD OCCUPATION](#)

Occupation	Designation	Department	Place of Posting	Rank	Address	Contact No.	Employment Type	Remove History
No records found.								

- I. Provide your current Appointment
- II. Provide Name of the Military that you are serving in
- III. Provide Date of Joining
- IV. Provide the Military Headquarter Address
- V. Provide the Military Headquarter Telephone Number
- VI. Provide the Military Headquarter Email Address
- VII. Provide the Place where you are currently Posted
- VIII. Provide your Rank

Additionally, please provide your previous Employment Information by completing the following steps

- IX. Provide your previous Occupation
- X. Provide your Designation at the previous Occupation
- XI. Provide the name of the Department that you worked for
- XII. Provide the Address of your previous employer
- XIII. Provide your Rank
- XIV. Provide your Place of Posting
- XV. Provide the Contact Number of your previous Occupation
- XVI. Select the Type of your previous Employment
- XVII. Click “Add Occupation” to make an entry to your Visa Application



Repeat Step IX - XVII to add additional Occupations to your Application

For Employed – Civilian Personnel, please complete the following steps:

Personal Circumstances

Employed
 Unemployed
 Self Employed
 Retired
 Student
 Supported by Family Member
 Other

Current employment information

Type of Employment * Civilian

Occupation * Company Name *

Date of Joining * Company Address *

Company Tel No * Company Email *

Previous employment information

Occupation * Designation *

Department * Address *

Contact no. * Type of Employment * Civilian

[ADD OCCUPATION](#)

Occupation	Designation	Department	Place of Posting	Rank	Address	Contact No.	Employment Type	Remove History
No records found.								

- I. Provide your current Occupation
- II. Provide Name of the Company that you are working for
- III. Provide Date of Joining
- IV. Provide the Company’s Address
- V. Provide the Company’s Telephone Number
- VI. Provide the Company’s Email Address

Additionally, please provide your previous Employment Information by completing the following steps

- VII. Provide your previous Occupation
- VIII. Provide your Designation at the previous Company
- IX. Provide the name of the Department that you worked for
- X. Provide the Address of your previous employer
- XI. Provide the Contact Number of your previous employer
- XII. Select the Type of Employment
- XIII. Click “Add Occupation” to make an entry to your Visa Application



Repeat Step VII – XIII to add additional Occupations to your Application

For Retired Personnel, please complete the following steps:

Personal Circumstances

Employed Unemployed Self Employed Retired Student Supported by Family Member Other

Previous employment information

Occupation * Designation *

Department * Address *

Contact no. * Type of Employment *

ADD OCCUPATION

Occupation	Designation	Department	Place of Posting	Rank	Address	Contact No.	Employment Type	Remove History
No records found.								

- I. Provide your previous Occupation
- II. Provide your previous Designation
- III. Provide the Name of the Department that you worked for
- IV. Provide the Company's Address
- V. Provide the Company's Telephone Number
- VI. Select the Type of Employment
- VII. Click "Add Occupation" to make entry to your Application.



Repeat Step I – VII to add additional Occupations to your Application

For Students, please complete the following steps:

Personal Circumstances

Employed Unemployed Self Employed Retired Student Supported by Family Member Other

Education information

Degree name * Institute name *

Institute address * Admission date *

- I. Provide your Degree Name that you are currently enrolled in
- II. Provide the Institute's Name
- III. Provide the Address of your Institute
- IV. Provide the Date of Admission to the Institute

- Provide Bank account Information (Leave unchecked if you do not have a bank account in Pakistan). If checked, please provide the following information
 - 69.** Enter the Bank Name
 - 70.** Enter the Branch Name
 - 71.** Provide the Bank Address
 - 72.** Provide the Title of the Account
 - 73.** Provide Account Number
 - 74.** Provide the Verifier Name
 - 75.** Click “Add Bank Account” to save Bank Account information
 - 76.** Click “Save and Continue” to proceed

3.2.5 Travel History Info

Application - VISA User : raza.syed.abid@_

55%

Application Info Personal Info Family Info Finances & Employment **Travel History Info** Visit Info Documents / Photograph Review Payment

Previous Application and travel history information

Fields marked with * are mandatory

Travel history (past 3 years)

Have you travelled to any country in past 3 years? Yes No

Visa refusal history

Have you ever been refused a visa for any country? Yes No

Pakistani Visa History

Have you been granted Pakistani visa before? Yes No

Convictions and other penalties information

Have you been convicted of any criminal offence (including driving offences) in Pakistan or any other country, at any time? Yes No

BACK SAVE AND EXIT SAVE AND CONTINUE

- By default, the Travel History Page appears as above. If you answer yes to any question, the corresponding fields will populate as shown on the next page.

55%

✓ Application Info
✓ Personal Info
✓ Family Info
✓ Finances & Employment
Travel History Info
Visit Info
Documents / Photograph
Review
Payment

Previous Application and travel history information

❗ Fields marked with * are mandatory

Travel history (past 3 years)

Have you travelled to any country in past 3 years? Yes No

Date of visit * Purpose of visit *

Destination * Duration (Days) *

Country *

ADD +

Date	Destination	Purpose	Duration	Country	Remove History
No records found.					

Visa refusal history

Have you ever been refused a visa for any country? Yes No

Date * Reference *

Reason for visa refusal * Country *

was the visa issued on arrival? * Yes No

ADD +

Date	Reference	Reason	Country	Remove History
No records found.				

Pakistani Visa History

Have you been granted Pakistani visa before? Yes No

Date of visit * Purpose *

Visa number * Duration (Days) *

Visa type * Cities *

Place of Issue *

ADD +

Date	Visa #	Purpose	Duration	Visa Type	Place of Issue	Cities	Remove History
No records found.							

Convictions and other penalties information

Have you been convicted of any criminal offence (including driving offences) in Pakistan or any other country, at any time? Yes No

Date * Country *

Offence * Sentence *

Reason * Type * Deported Convicted Arrested On Trial

ADD +

Date	Reason	Country	Offence	Sentence	Type	Remove History
No records found.						

- If you answer yes in the Travel History, complete the following steps:

77. Select Date of Visit

78. Enter Purpose of your Visit

- 79.** Enter Destination (City or Airport Code) of your Visit
- 80.** Enter Duration of your Visit
- 81.** Enter Country of your visit
- 82.** Click “Add” to make entry of this travel to your Application



Repeat steps 77 – 82 to add additional travel details to your Application

- If you answer yes in the Visa Refusal History, complete the following steps:
 - 83.** Enter the Date of Visa Refusal
 - 84.** Enter the Reference Number
 - 85.** Describe the Reason for Visa Refusal
 - 86.** Select the Country for which the Visa was Refused
 - 87.** Answer whether the Visa was Refused on Arrival
 - 88.** Click “Add” to make entry of this Visa Refusal to your Application



Repeat steps 83 – 88 to add additional Visa Refusal entries to your Application

- If you have ever been granted a Pakistani Visa before, complete the following steps:
 - 89.** Enter the Date of Visit
 - 90.** Enter the Purpose of your Visit
 - 91.** Enter the Visa Number which was issued to you
 - 92.** Provide the Duration of your Visa
 - 93.** Select the Visa Type
 - 94.** Enter the name of Cities which you visited
 - 95.** Enter the Name of City/Country where the Visa was issued
 - 96.** Click “Add” to make entry of this Visa Grant to your application



Repeat steps 89 – 96 to add additional Visa Grant entries to your Application

- If you answer yes in the Convictions and Other Penalties Information, complete the following steps:
 - 97.** Enter the Date of Conviction/Penalty
 - 98.** Enter the Country Name where the Conviction/Penalty was imposed
 - 99.** Describe the Offence committed
 - 100.** Describe the Sentence as a result of Conviction/Penalty
 - 101.** Describe the Reason of Conviction/Penalty

- I02.** Select from the list whether you were Deported/Arrested/Convicted or under Trial as a result of the Conviction/Penalty.
- I03.** Click “Add” to make entry of this Conviction/Penalty to your Application



Repeat steps 97 – 103 to add additional Convictions/Penalties to your Application

- I04.** Click “Save and Continue” to proceed

3.2.6 Visit Info

70%

✓ Application Info ✓ Personal Info ✓ Family Info ✓ Finances & Employment ✓ Travel History Info Visit Info Documents / Photograph Review Payment

Visit Information

❗ Fields marked with * are mandatory

Azad Jammu and Kashmir Visit

Do you intend to visit Azad Jammu and Kashmir during your stay in Pakistan? * Yes No

Stay Details

Are you staying in a hotel? Yes No

Hotel name * Province *

District * Contact Number

Sponsor information

Is your trip sponsored ?

Sponsor Name * Address *

Email Address * Citizen Number *

Tel No *

[ADD SPONSOR +](#)

Sponsor Name	Address	Citizen Number	Email Address	Tel No.	Action
No records found.					

Friend/Relative Information

Do you have any friends/relatives in Pakistan?

Full Name * Address *

Nationality * Relationship to You *

Email Address Telephone No. *

[ADD FRIEND/RELATIVE +](#)

Full Name	Address	Email Address	Telephone No	Nationality	Relationship to You	Action
No records found.						

Area of stay information

Itinerary while in Pakistan

Province * District *

Tehsil * Address *

[ADD ADDRESS +](#)

Province	District	Tehsil	Address	Action
No records found.				

- Azad Jammu and Kashmir Visit
 - 105.** Please answer if you wish to travel to Azad Jammu and Kashmir during your visit to Pakistan

- Provide your Stay Details
 - 106.** Answer whether you will be staying at a Hotel during your stay

- I07.** Provide Hotel Name
- I08.** Select Province where the Hotel is located
- I09.** Select District where the Hotel is located
- I10.** Provide the Contact Number of the Hotel

- Provide your Sponsor Information. If you have selected yes in this section, you will be required to answer the following questions:

- I11.** Provide the Sponsor's Name
- I12.** Provide the Sponsor's Address in Pakistan
- I13.** Provide the Sponsor's Email Address
- I14.** Provide the Sponsor's
- I15.** Provide the Sponsor's Telephone Number in Pakistan
- I16.** Click "Add Sponsor" to make entry to your Application



Repeat steps I11 – I16 to add additional Sponsors to your Application

- Provide your Friends/Relatives Information. If you have selected yes in this section, you will be required to answer the following questions:

- I17.** Provide the Full Name
- I18.** Provide their Address in Pakistan
- I19.** Provide the their Nationality
- I20.** Select your Relationship to the Friend/Relative
- I21.** Provide their Email Address
- I22.** Provide their Telephone Number in Pakistan
- I23.** Click "Add Relative" to make entry to your Application



Repeat steps I17 – I23 to add additional Relatives/Friends to your Application

- Provide your Itinerary while in Pakistan. If you have selected yes in this section, you will be required to answer the following questions:

- I24.** Select the Province you will be visiting
- I25.** Select the District within the Province that you will be visiting
- I26.** Select the Tehsil within that District that you will be visiting
- I27.** Provide the Address
- I28.** Click "Add Address" to make entry to your Application



Repeat steps 124 – 128 to add additional Addresses to your Application

3.2.7 Documents/Photograph

- Please carefully read the Document Upload Guide available at https://visa.nadra.gov.pk/Pak_Visa/downloads/DOCUMENT%20UPLOAD-GUIDELINES.pdf

Application - VISA User : raza.syed.abid@gmail.com

80%

Application Info Personal Info Family Info Finance & Employment Travel History Info Visit Info Documents / Photograph Review Payment

Upload Your Supporting Documents

- Before uploading the documents, review the document upload guidelines available [here](#)
- Photographs of supporting documents taken from the digital camera or mobile phones are also acceptable.
- Only jpg, jpeg and png file formats are accepted.
- Document size should not be more than 500 KB

Supporting documents upload steps

- Step 1: Select supporting document type
- Step 2: Upload supporting document
- Step 3: Review your uploaded document

Mandatory Supporting Documents

- The following documents are mandatory for your Visa application.
- 1: Passport
- 2: Photograph

Application supporting document(s)

Supporting Document Type * Select

+ Choose → UPLOAD ← CANCEL

Document Type	Uploaded Document	Action
No records found.		

← BACK → SAVE AND EXIT → SAVE AND CONTINUE

- Depending on your Visa Type, a list of Required Documents will be displayed under the Mandatory Supporting Documents.
- After you have an electronic copy of the required Documents which meet the specified requirements, complete the following steps:
 - 129.** Select Supporting Document Type using the drop down list
 - 130.** Click “Choose” to browse your computer for the file
 - 131.** The system automatically checks for the quality of the file and if the check is passed, click on “Upload” button to save the file to your Application.
 - 132.** Repeat the steps 129 – 131 until all Supporting Documents have been Uploaded
 - 133.** Click “Save and Continue” to proceed.

3.2.8 Review

- At this stage, your complete Visa Application will be displayed. Please review the supplied information carefully as this information will be used to process your Visa Application.

Application - VISA

User : r*****@gmail.com

85%

Application Info
Personal Info
Family Info
Finances & Employment
Travel History Info
Visit Info
Documents / Photograph
Review
Payment

Review your Provided Information

Review your provided information below.
NOTE: You may change your provided information by resuming application.

Application Summary

Application Id :	88000005965	Nationality :	Malaysia	 Photograph
Full Name :	Raza Abid	Passport Country :	Malaysia	
Passport No. :	au1087776	Country of App. :	Malaysia	
Visa Category :	Tourist	Visa Sub Category :	Individual (less Than 3 Months)	
Travel Date :	2019-02-28	Leave Date :	2019-03-08	
Application type :	First Time Application	Employment Status :	Self_employed	
Visa type :	Single			
Required Visa Duration :	1 Month(s)			

Passport Information

Passport No. :	AU1087776	Type of passport :	Ordinary
Issuing Authority:	Malaysia	Issuing Country :	Malaysia
Issue Date :	2017-02-15	Expiry Date :	2022-02-15

Other Passport Information

Passport No	Issuing Country	Issue Date	Issuing Authority
No records found.			

Personal Details

Name :	Abid	Given Name(s) :	Raza
Other Name :		Nationality :	Malaysia
Country Of Stay :		Country Of Birth :	
Place of Birth :		Date of Birth :	1982-02-22
Religion :		Blood Group :	
Native Language :		Education :	
Status at current location :		Acquired By :	Birth
Gender :	Male	Marital Status :	Single

Other Nationalities

Nationality	Acquisition Date
No records found.	

Contact Details

Residential Address :	Duration :
Landline Number :	Mobile Number :
Email Address :	Mobile Number 2 :
raza.syed.abid@gmail.com	+60-8542444

Father Details

Name : Syed Abid Nationality : Malaysia
 DOB : Passport No :
 Birth Country : Macedonia, The Former Yugoslav Republic Of Prev. Nationality :

Mother Details

Name : Anjum Nationality : Malaysia
 DOB : Passport No :
 Birth Country : Prev. Nationality :

Spouse Details

Name : Nationality :
 DOB : Passport No :
 Birth Country : Prev. Nationality :

Accompanied members Details

Name	Passport	Relation	DOB	Birth Place
No records found.				

Finance and Employment Information

Personal Circumstances : Self_employed Type of Employment : None

Employment Information

Job / Occupation : Company Address :
 Company Name : Company Tel No :
 Date of Joining (Job) : Company Email :

Previous Employment Information

Occupation	Designation	Department	Place of Posting	Rank	Address	Contact No.	Employment Type
No records found.							

Bank Account Information

Bank Name	Branch Name	Bank Address	Account Title	Account No.	Verifier Name
No records found.					

Travelling History

Date	Destination	Purpose	Duration	Country
No records found.				

Refused Visa Application's history

Date	Reference	Reason	Country
No records found.			

Granted Pakistani Visas History

Date	Visa #	Purpose	Duration	Visa Type	Place of Issue	Cities
No records found.						

Criminal record

Date	Reason	Country	Offence	Sentence	Type
No records found.					

Visit Information

Will you visit Azad Jammu and Kashmir : No

Hotel Details

Name : Marriott District : Islamabad
 Province : Islamabad Contact Number :

Area of Stay Information

Province	District	Tehsil	Address
No records found.			

Sponsor Information

Full Name	Citizen Number	Address	Email Address	Tel No.
No records found.				

Uploaded Documents

Document Type	Uploaded Document
Passport	
Photograph	

Declarations

To the best of my knowledge and belief the information given in this application is correct.

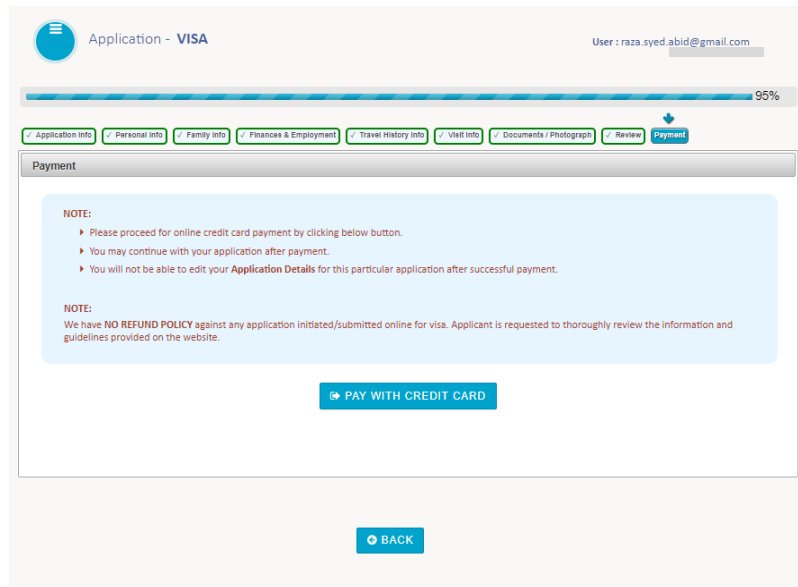
[← BACK](#)

[↶ SAVE AND EXIT](#)

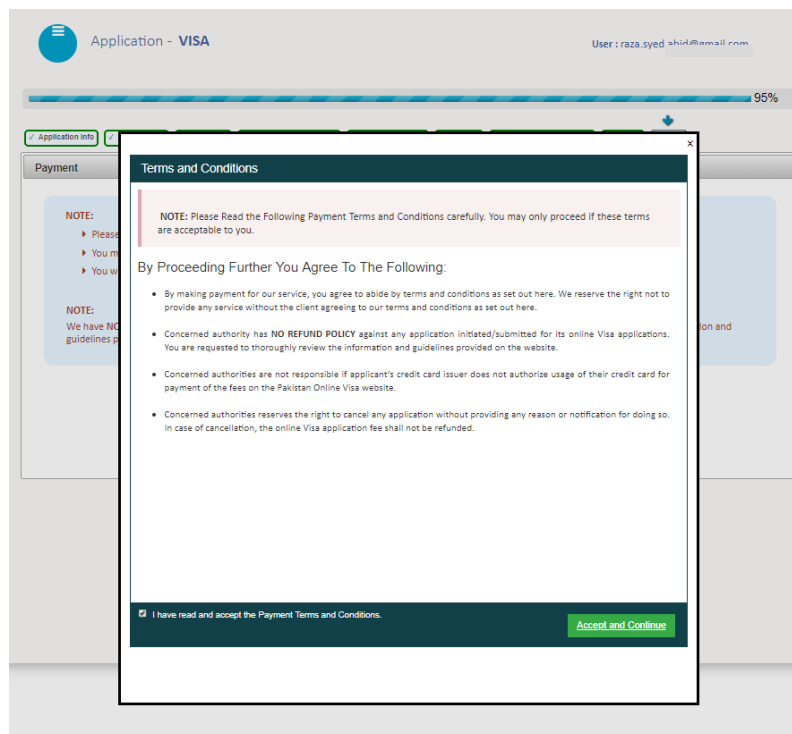
[↷ SAVE AND CONTINUE](#)

- 134.** Click on the Declaration to acknowledge that you have provided the correct information in this Visa application
- 135.** Click “Save and Continue: to proceed

3.2.9 Payment



- 136.** Click on “Pay with Credit Card”, the following screen will appear



- 137.** Check the box “I have read and accept the Payment Terms and Conditions
- 138.** Click “Accept and Continue” to proceed

HBL InternetPaymentGateway

PAYMENT 1 Billing Information 2 Credit Card Information 3 Payment Result

Provide your Payment Information

Fields marked with * are mandatory

Amount : USD. 25

Forename(s) : *

Surname : *

Email Address : *

Address : *

City : *

Phone Number : * +92 *

Country : * Select

Postal Code : *

State : *

NEXT

- Provide Billing Information associated with the Credit Card by completing following steps

- I39.** Provide the First Name on the credit card
- I40.** Provide the Last Name on the Credit Card
- I41.** Provide your Email Address
- I42.** Provide your Street Address
- I43.** Provide your City name
- I44.** Provide your Phone Number
- I45.** Provide the Country where the Credit Card was issued
- I46.** Provide the Postal Code
- I47.** Provide the State where you reside
- I48.** Click “Next” to proceed

CREDIT CARD PAYMENT

HBL InternetPaymentGateway

PAYMENT 1 Billing Information 2 Credit Card Information 3 Payment Result

Provide your Credit Card Information

Your payment is secured with SSL encryption, the highest commercially available encryption technology. Please be assured that your credit card details will not be exposed.

Fields marked with * are mandatory

Card Type : * Visa

Card Number : *

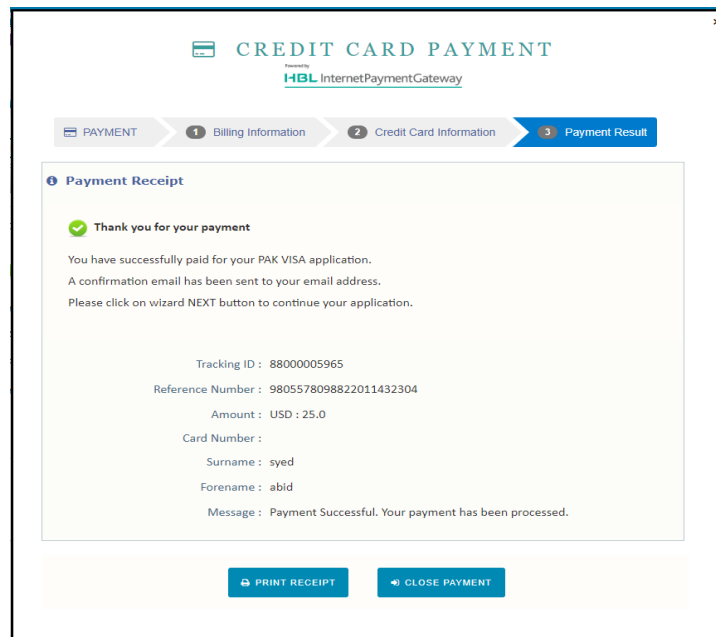
Card Security Code (CVC) : *

Card Expiry Date : * MM-YYYY

By clicking the button below you confirm to have accepted NADRA Terms and Conditions.

CONFIRM AND PAY

- Provide the Credit Card Information by completing the following steps
 - I49.** Select the Card Type
 - I50.** Enter the Card Number
 - I51.** Enter the CVC Code
 - I52.** Enter the Card Expiry Date
 - I53.** Click “Confirm and Pay” to process your Visa Application payment
- After successful payment, the following screen will be displayed



- I54.** If you wish to print the receipt of this payment, click on “Print Receipt”, otherwise click “Close Payment” and you will be redirected to the “Application Submission Screen”.

3.2.10 Application Submission

- After successful payment, you will be redirected to the following page acknowledging the receipt of your Credit Card payment

The screenshot shows a web interface for a Visa application. At the top, there is a navigation bar with a menu icon, the text 'Application - VISA', and a user profile 'User [redacted]@gmail.com'. Below this is a progress bar showing 100% completion. A series of steps are listed in a horizontal bar: Application Info, Personal Info, Family Info, Finances & Employment, Travel History Info, Visit Info, Documents / Photograph, Review, and Payment (which is highlighted with a blue arrow). The main content area is titled 'Payment' and contains a 'Payment Acknowledgment' section. This section includes a green checkmark icon and the text: 'Thank you for your payment', 'You have successfully paid for your online visa application.', 'A confirmation email has been sent to your email address.', 'Please click on **SUBMIT MY APPLICATION** button below to continue your application.', and 'You can **Print your Payment Receipt** by Clicking Here' with a printer icon. At the bottom of the main content area is a blue button labeled 'SUBMIT MY APPLICATION ▶'.

- 155.** Click “Submit My Application” to submit your Visa Application to the Visa Officer.



Please note that it is very important to Submit your Application after completing the Payment. If you do not Submit the Application, the process on your Visa case will not be initiated.

- Upon successful submission of your application, the following message will be displayed

The screenshot shows a light blue message box with the heading 'APPLICATION SUBMITTED SUCCESSFULLY' in blue capital letters. Below the heading is a green checkmark icon and the text: 'You have successfully submitted your application'. Further down, it says: 'Your application is in process. If required, our representative will contact you soon for further verification and required supporting documents.' and 'Click Here to Review your submitted application.' with a blue link.

- An email confirmation will also be sent to the registered email address as shown below:



18-Feb-2019

Dear ,

VISA APPLICATION SUBMISSION

Thank you for submitting your application for visa.

Your Application Details:

Visa Tracking ID	88000005965
Applicant Name	

Application status

You can check the status of the application by logging in the registered account in Online Visa system.

Information claims

Please note that if the information provided in your Application is not correct, then this may result in your application being refused.

More information

More information is available at <https://visa.nadra.gov.pk/>. The department's contact details are available at: <https://visa.nadra.gov.pk/contact/>.

Please note that this is an auto generated email. Please do not reply to this email.

Regards,

PAK-Visa Team

SUCCESS! Your Pakistani Visa Application has been successfully submitted.

E-BUSINESS INVITATION LETTER (E-BIL)

V1

*A GUIDE TO E-BUSINESS INVITATION
LETTER*



**National Database
And Registration Authority**

E-BUSINESS INVITATION LETTER (E-BIL)

V1.0

GUIDE TO E-BUSINESS INVITATION
LETTER



National Database and
Registration Authority

Version History

Document Version	Change	Author	Issue Date
1.0	Initial Draft	National Database and Registration Authority	21-02-2020

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1




About this Guide

The document has been divided into following chapters:

- **CHAPTER 1: ABOUT THIS GUIDE**
 - Interpretations
 - Who should use this guide ?
- **CHAPTER 2: INTRODUCTION**
 - About E-Business Invitation Letter (E-BIL)
 - About E-Business Invitation Letter (E-BIL) Help
- **CHAPTER 3: DESCRIBING THE APPLICATION**
 - Key Features
 - Information Website
 - E-BIL
- **CHAPTER 4: GETTING STARTED**
 - Access Application
- **CHAPTER 5: LAUNCHING E-BIL Application**
 - Apply Online
 - Feedback

1.1 Interpretations

Please refer to the information in the boxes for following interpretation:

	Information for consideration
	Important note
	Error Message and steps involved to correct them

1.2 Who should use this guide?

The document is intended for the users with basic knowledge of using web applications. The users include any applicant who wishes to apply for E-Business Invitation Letter.

2

Introduction

2.1 About E-Business Invitation Letter (E-BIL)

NADRA has implemented and launched an E-Business Invitation Letter, called “E-Business Invitation Letter” or E-BIL. This system allows the foreigners to apply online for E-Business Invitation Letter which is mandatory requirement for Pakistan Business visa – It also caters the Pakistani Nationals intending to visit abroad for business activities. You will need E-Business Invitation Letter if:

- **You are a foreign national and intend to apply for Business visa for Pakistan**
- **You are Pakistan national and intend to visit abroad for business purpose**

E-BIL is a portal where you can apply online for E-Business Invitation Letter have it delivered to you through your E-BIL. The developed application portal has been developed with the purpose to make the experience of applying online application as swift as possible.

The E-BIL can be accessed through the main Information website

<http://ebil.nadra.gov.pk/>

2.2 About E-BIL Help

A complete team of E-BIL covering technical support, contact center agents and case officers have been deployed to facilitate the applicant.

Applicants can contact the NADRA’s administration through

- Helpline: +92 (51) 111 786 100
- Website-contact us form:
<https://ebil.nadra.gov.pk/contact-us/>

3

Describing E-BIL

3.1 Key Features

The E-Business Invitation Letter or E-BIL has been implemented with intuitive features that successfully makes it convenient to use for the Applicant. A few of them are listed below:

3.2 Information Website

The information website has been developed to provide complete information on every aspect of E-BIL including:

- **INFORMATION:** A dedicated page for each of the application category has been made available for the user that allows the user to decide the appropriate category and the steps involved in applying online.
- **DOCUMENTS REQUIRED:** A document generator functionality has been instigated that allows the user to know beforehand which supporting documents are required to apply in a certain category.
- **WALKTHROUGHS:** Complete walkthroughs of each category application is available on the website for the applicant to have an idea of the steps involved to apply in a certain category.
- **GUIDES:** Important guides have also been prepared and made available for the applicant to take help while applying for application in E-Business Invitation Letter.
- **FEE:** Fee detail is available for the user to evaluate before applying in E-Business Invitation Letter.

3.3 E-BIL

EBIL enables applicant to apply for E-Business Invitation Letter online. Applicant creates EBIL account, fills the application form, uploads required documents, pays processing fee and gets the E-Business Invitation Letter online.

4

Accessing Application

- You can access E-BIL web Portal at:

<http://ebil.nadra.gov.pk/>

- You will land on the HOME page of the E-Business Invitation Letter Portal

Pak E-Business Invitation Letter
MINISTRY OF COMMERCE

2nd Floor, State Life Tower, Isb. 09:00 - 17:00 Monday to Friday

Home Letter Categories CCI & Trade Bodies Verification Fee Help Contact Us

Purpose of E - Business Invitation Letter (E-BIL)

The Government of Pakistan has majorly revised the visa policy of Pakistan to facilitate all potential foreigners interested in exploring business opportunities in Pakistan - "**Business Visa**". E-BIL allows you to **APPLY** the **MANDATORY** required document (**BUSINESS INVITATION LETTER**) from your desired Chambers of Commerce and Industries/Trade Bodies authorized by the office of Director General Trade Organization, Ministry of Commerce.

"Incoming Foreigners to Pakistan"
Nationals of 190 Countries are eligible to apply through E-BIL.
"Pakistani Nationals going to Foreign Countries"
All Pakistani Nationals are eligible to apply through E-BIL.

Apply Now

Please Note: Issuance of the Invitation letter is the prerogative of the issuing authority.

Get your E - Business Invitation Letter verified!
Verification

1

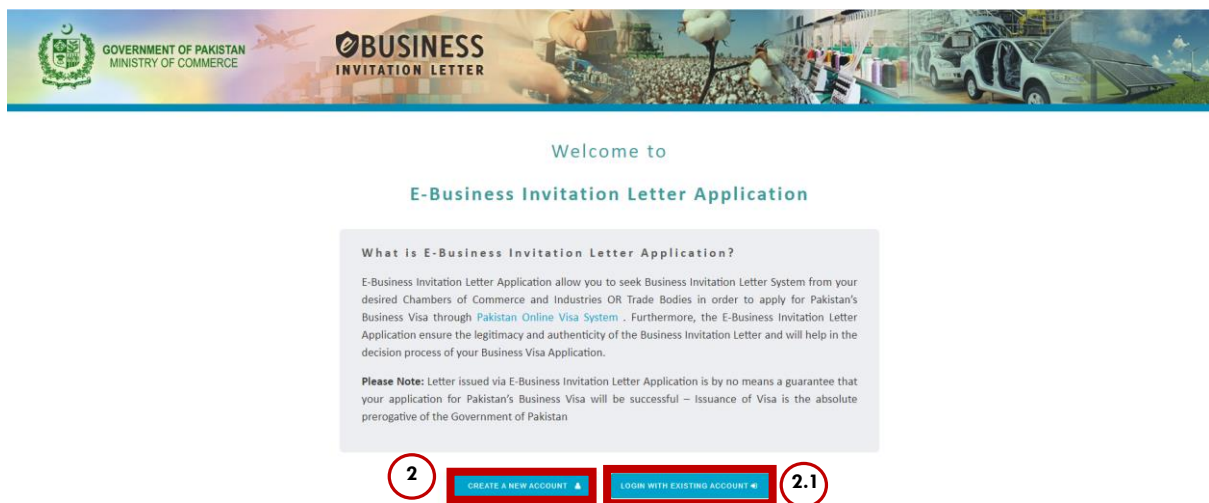
5

Apply for E-Business Invitation Letter

Following is a step by step guide for the applicant to apply E-Business Invitation Letter through E-BIL.

5.1 Apply Online

Click on **Apply Now** button to start the process of online visa application. **1** Following window will appear which will facilitate you to create new account or you can login with existing account (if you have already created an account in E-BIL)



5.2 Create A New Account (for first time user)

The system allows you to create new account which will help you to login the application to apply for E-Business Invitation Letter.

This process helps you to create an account than it will give you access to E-BIL.

- You can register your account by clicking at the **Create A New Account** **2** button.
- If you already possess a registered account with E-BIL or Pakistan Online Visa System then you can login by clicking at the **Login with Existing Account** **2.1**



Create a New e-Visa Account

Create an account than gives you access to the Passport online application. Your account will enable you to apply new applications and view previously applied applications.

If you have Passport Account please Click Here to Sign In

3

Create a New Account

Your Personal Details

Given Name

Surname

Email

Re-type Your Email

Passport Number

Password

Re-type Your Password

Type the code from the picture



3.1

I agree to DGI&P Terms of Service

BACK TO LOGIN

SAVE AND CONTINUE

3.2

- Enter the Personal Details including Email, Passport Number and Password captcha code, **3** Click on check box for agreeing terms of services. **3.1**
- Click on **SAVE AND CONTINUE** button to continue the process. **3.2**



Password must be at least 8 characters and must contain an upper-case character, a lower-case character, a numeric character, and a special character! @#\$%^&*()

REGISTRATION SUCCESSFUL



- You have successfully registered for e-Services Portal Account.
- You will now need to **Activate** your account with Email pin.
- An Email has been sent on your registered Email Address with PIN for verification.
- Further instructions on how to activate your account have been sent to your Email address.

4 Please follow the link in Email for Verification of your Account or **Click Here** to goto Login Page.

- Follow the instructions and click on **Click Here** link to go to Login Page. 4
- After receiving an email from E-BIL, click on hyperlink to continue with the registration process.
- Verify your account by entering the Verification codes i.e. PIN number.
- After successful verification; enter your username and password and press **LOGIN** 5 to continue applying E-Business Invitation Letter Via E-BIL.

Enter your login credentials to access your Application



You can reset your password in case you forget it by clicking at **FORGOT PASSWORD** 6

Terms and Conditions

NOTE: Please Read the Following Terms and Conditions carefully. You may only proceed if these terms are acceptable to you.

Terms Of Use – E-Business Invitation Letter Application

- Successful submission of e-business invitation letter application is no guarantee that the applicant will be issued a Business Invitation Letter in their favor from the respective Chambers of Commerce and Industries OR Trade Bodies. The final decision in regards to the grant of Business Invitation Letter in favor of the applicant rests with the concerned Chambers of Commerce and Industries OR Trade Bodies.
- The issuance of Business Invitation Letter from e-business invitation letter is no guarantee that the applicant's application for Pakistan's Business Visa will be successful – However, it will help in better decision process because the Business Invitation Letter issued from E-Bill is authentic and legitimate.
- The applicant must select the desired Chambers of Commerce and Industries OR Trade Bodies to seek Business Invitation Letter from the provided list which are authorized by the office of Pakistan's Director General Trade Organizations – The e-business invitation letter ensure that your application is routed to the authorized Chambers of Commerce and Industries OR Trade Bodies
- No Business Invitation Letters are to be granted to foreigners of the following description and their applications maybe be rejected straightaway:
 - o Persons of unsound mind
 - o Destitutes
 - o Smugglers, Purveyors of contraband goods
 - o Persons whose antecedents justify the apprehension that their presence in Pakistan would be prejudicial to the interests of the country
- The Business Invitation Letter issued via the e-business invitation letter can be only produced as a supporting mandatory document for seeking Pakistan's Business Visa manually or online (<https://visa.nadra.gov.pk/business-visas/>)
- Applicants can obtain Business Invitation Letters in their favor electronically after entering required information and making payments by a credit or debit

I have read and accept the Terms and Conditions.

Do Not Accept

Accept and Continue

- Accept the terms and conditions by clicking on check box for agreeing terms of services and click on green button **Accept and Continue** button.

5.3 New Application

The system allows you to create your new application to apply for E-Business Invitation Letter. New application window will be displayed by default upon successful login to the application. You may access this by clicking on **New Application Tab**.

The screenshot displays the user interface for the E-Business Invitation Letter application. At the top, there is a header with the Government of Pakistan Ministry of Commerce logo and the text 'BUSINESS INVITATION LETTER'. Below the header is a navigation bar with several tabs: 'New Application', 'Existing Applications', 'Downloads', 'Feedback', 'Help', and 'Logout'. The 'New Application' tab is highlighted. Below the navigation bar, there is a section titled 'START NEW APPLICATION'. This section contains two main panels. The first panel is titled 'APPLY FOR BUSINESS INVITATION LETTER' and contains the text 'Apply for new business invitation letter.' and a button labeled 'START NEW APPLICATION'. The second panel is titled 'VERIFICATION OF BUSINESS INVITATION LETTER' and contains the text 'You can apply for verification of a business invitation letter. You can check details of issued business invitation letter.' and a button labeled 'START VERIFICATION'.

In order to apply for E-Business Invitation Letter visa, click on **Start New Application**.

5.3.1 Applicant Info

The system allows you to provide your E-Business Invitation Letter application related information including chamber information, applicant information, passport information contact details etc. Follow the following steps to complete your application information:

- Select the **Chamber of Commerce** name from which you want an E-Business Invitation letter and also select **Business Sector**. If business sector you are looking for is not available in drop down list, select other and enter business sector. **9**
- Select application Type **Foreigner** if you are not a Pakistani national and intend to apply for Business visa for Pakistan. Select **Pakistani** if you are a Pakistan national and intend to visit abroad for business trip. **10**
- Enter your name, father name, date of birth. Select place of birth and gender. **10A**
- Provide your passport or travel document information including passport number, issuing country, issue and expiry date. **11**

i	Passport expiry date should be more than 6 months at least.
----------	---
- Provide contact details including address, mobile number and email address. **12**
- Click on **Next** to continue. **13**

i	Fields marked with * are mandatory.
----------	-------------------------------------

Application - NEW User :

30%

APPLICANT INFO SPONSOR COMPANY DOCUMENTS REVIEW PAYMENT

Provide your application details

9 Fields marked with * in the application form are mandatory, remaining fields are non-mandatory and can be left unfilled. However, providing information in these fields will help in the decision process of your application.

9 Chamber Information

Please select chamber of commerce from which you want an invitation letter: *

Business Sector: *

Other Business Sector: *

10 Applicant Information

Please select applicant type: *

10A First Name Last Name *

Father Name * Date of Birth *

Place of Birth * Gender * Male Female Unspecified

11 Passport Information

Passport/Document No * Issuing Country *

Issue Date * Expiry Date *

12 Contact Details

Address Line 1 * Address Line 2

Mobile Number * Country

Email Address *

13

- Application summary will be displayed at right side of the page.

APPLICATION SUMMARY	
APPLICATION ID	89000000261
CHAMBER	Faisalabad chamber of commerce
FEE	1020.3 PKR

5.3.2 Sponsor Company

The system allows you to provide your sponsor company details and visit information. Follow the following steps to enter above mentioned information:

- Enter name, NTN number, address, membership number and membership expiry date of sponsor company. **14**
- Enter name, citizen number, contact number, designation of focal person from sponsor company. **15**
- Enter arrival date, departure date and purpose of visit. **16**
- Click on **SAVE AND EXIT** button, **17** it will exit the application and you can access your application any time in existing applications.
- Click on **Next** to continue. **18**



○ Fields marked with * are mandatory.

✓ APPLICANT INFO	SPONSOR COMPANY	DOCUMENTS	REVIEW	PAYMENT
Provide your application details				
<p>! Fields marked with * in the application form are mandatory, remaining fields are non- mandatory and can be left unfilled. However, providing information in these fields will help in the decision process of your application.</p>				
Sponsor Company Details				
14	Company Name *		NTN No: *	
	Address Line 1 *		Address Line 2	
	Membership No *	Membership Expiry Date *		
15	Focal Person Name *		Focal Person Citizen Number *	
	Contact Number *	Pakistan	Focal Person Designation *	
Visit Information				
16	Arrival Date *		Departure Date *	
	Purpose of Visit *			
	17	18		
	BACK	SAVE AND EXIT	NEXT	

5.3.3 Documents

Documents section help you to upload your supporting documents as well as you can review your uploaded documents. You can upload scanned image of Passport photograph and other documents.

- Read the instructions before uploading documents. **58**
- Before uploading the documents click on [here](#) link. **59** A guidelines document will be opened. Read these guidelines before uploading documents
- Select your supporting document type passport. **60**
- Click on **Choose** button **61** and select the scanned image of Passport. After selecting the document, **Upload** and **Cancel** buttons will become enabled.
- Click on **Upload** button **62** to upload the file or click on **Cancel** button **63** if you want to cancel and choose another document.
- Select your supporting document type Photograph. **60**
- Upload the Photograph by using **Upload** button. **62**
- You can view uploaded documents At right side pane. **64**
- You can remove any document by clicking on **Remove** button. **65**
- Click **NEXT** to continue **66**

58

Before uploading the documents, review the document upload guidelines available [here](#) **59**

- Photographs of supporting documents taken from the digital camera or mobile phones are also acceptable.
- Only jpg, jpeg, png and pdf file formats are accepted.
- Document size should not be more than 350 KB, as this size is more than sufficient.
- Please make sure to review the documents before uploading them to ensure that they are readable - Also, make sure that they are positioned correctly in portrait orientation.

Supporting documents upload steps

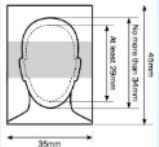
Step 1: Select supporting document type

Step 2: Upload supporting document

Step 3: Review your uploaded document

The photograph must be:

- Taken against a plain white background
- Professionally printed and 45 mm high by 35mm wide.
- No more than 6-months old



Photograph Guidelines

Mandatory Supporting Documents

The following documents are mandatory for your application.

1: Photograph

Application supporting document(s)

Supporting Document Type * Select **60**

Maximum allowed document size: 350 KB **63**

+ Choose **61**
UPLOAD **62**
CANCEL

Document Type	View Document	Action
No records found.		

Application supporting document(s) ?

Supporting Document Type * Photograph

64 Maximum allowed document size: 350 KB

+ Choose → UPLOAD ○ CANCEL

65

Document Type	View Document	Action
Photo	VIEW	Remove

66

INFO singapore-passp.. is uploaded. ×

← BACK → SAVE AND EXIT → NEXT

- Read the instructions before uploading the supporting documents.
- A upload guidelines document is also available. Read these guidelines before uploading documents.
- Only .JPEG, .JPG, .PNG types of file will be accepted to upload.

- Must upload both Passport and Photograph before proceeding further.
- While selecting the photograph, system will detect the face, so upload proper photograph

! We are able to accept .JPEG, .JPG, .PNG types of file.

5.3.4 Review

Before the final submission and processing the payments for your visa application, system allows you to review your application. You can change the provided information by resuming application.

- Review the basic application details.
- After completing the review, click on check box in Declarations section.
- By using **Back** button, you can change the provided information
- Click **SAVE AND CONTINUE** to continue

	<ul style="list-style-type: none">■ Review the application in detail before processing payments.
---	--

5.3.5 Payment

The System allows you to proceed for online credit card payment in the application. Follow the instructions below:

- Read the Note carefully and click on **PAY WITH CREDIT CARD** button. 67

Payment

NOTE:

- ▶ Please proceed for online credit card payment by clicking below button.
- ▶ You may continue with your application after payment.
- ▶ You will not be able to edit your **Application Details** for this particular application after successful payment.


NOTE:

We have **NO REFUND POLICY** against any application initiated/submitted online for visa. Applicant is requested to thoroughly review the information and guidelines provided on the website.

➔ PAY WITH CREDIT CARD

67

➔ BACK

	<ul style="list-style-type: none">■ You will not be able to edit your application details for this particular application after successful payments.■ Payments once paid are not refundable.■ You can also review the application details at this stage by using Back button.
---	--

- Read carefully payment terms and conditions. If you agree select the checkbox and click on green button **Accept and Continue.** 68

Terms and Conditions

NOTE: Please Read the Following Payment Terms and Conditions carefully. You may only proceed if these terms are acceptable to you.

By Proceeding Further You Agree To The Following:

- By making payment for our services, you agree to abide by terms and conditions as set out here. We reserve the right not to provide any service without the client agreeing to our terms and conditions as set out here.
- Concerned authority has **NO REFUND POLICY** against any application initiated/submitted for its online Visa applications. You are requested to thoroughly review the information and guidelines provided on the website.
- Concerned authorities are not responsible if applicant's credit card issuer does not authorize usage of their credit card for payment of the fees on the Pakistan Online Visa website.
- Concerned authorities reserves the right to cancel any application without providing any reason or notification for doing so. In case of cancellation, the online Visa application fee shall not be refunded.

68

I have read and accept the Payment Terms and Conditions.

Accept and Continue

Billing Information:

- Enter billing information and click on **NEXT** button. **69**

PAYMENT **1 Billing Information** 2 Credit Card Information 3 Payment Result

Provide your Payment Information
Fields marked with * are mandatory

Amount : PKR. 1,000

Forename(s) : ? *

Surname : ? *

Email Address : ? *

Address : *

City : *

Phone Number : *

Country : *

Postal Code : ?

State : ?

NEXT **69**

Credit Card Information:

- Enter credit card information and click on **CONFIRM AND PAY** button. **70**

PAYMENT

1 Billing Information

2 Credit Card Information

3 Payment Result

Provide your Credit Card Information

Your payment is secured with SSL encryption, the highest commercially available encryption technology. Please be assured that your credit card details will not be exposed.

Fields marked with * are mandatory

Card Type : *

Card Number : *

Card Security Code (CVC) : ? *

Card Expiry Date : *

By clicking the button below you confirm to have accepted NADRA Terms and Conditions.

CONFIRM AND PAY **70**

Payment Result:

- System will generate a payment receipt after successful payments.
- Click on **PRINT RECEIPT** button to get the print of receipt. **71**
- Click on **CLOSE PAYMENT** button to finish the payment process. **72**

The screenshot displays a web interface for the 'Payment Result' stage. At the top, a navigation bar shows three steps: '1 Billing Information', '2 Credit Card Information', and '3 Payment Result'. The main content area is titled 'Payment Receipt' and features a green checkmark icon followed by the text 'Thank you for your payment'. Below this, it states: 'You have successfully paid for your online Passport application. A confirmation email has been sent to your email address. Please click on wizard NEXT button to continue your application.' It also provides contact information: 'If you have any questions regarding your payment processing, please contact DGI & P help line or send an email at support.onlinepassport@nadra.gov.pk'. A light blue box contains the following details: 'Tracking ID : 10000000253', 'Reference Number : 2500874366191430414843', 'Amount : PKR : 1000.0', 'Card Number :', 'Surname : Ali', 'Forename : Ahmed', and 'Message : Payment Successful. Your payment has been processed.' At the bottom of the page, two buttons are visible: 'PRINT RECEIPT' (circled with a red '71') and 'CLOSE PAYMENT' (circled with a red '72').

- A payment acknowledgement window will appear. Click on **SUBMIT MY APPLICATION** button to continue your application. **73**

100%

Application Info Personal Info Passport Info Family Info Finances & Employment Travel History Info Minors Info Your Visit Documents Review Payment

Payment

Payment Acknowledgment

✔ Thank you for your payment

You have successfully paid for your online visa application.

A confirmation email has been sent to your email address.

Please click on **SUBMIT MY APPLICATION** button below to continue your application.

You can Print your Payment Receipt by Clicking Here

SUBMIT MY APPLICATION ▶

73

BACK

- Application submitted successfully message will appear confirming that you have successfully submitted your application for further verification. **74**

74

APPLICATION SUBMITTED SUCCESSFULLY

✔ You have successfully submitted your application

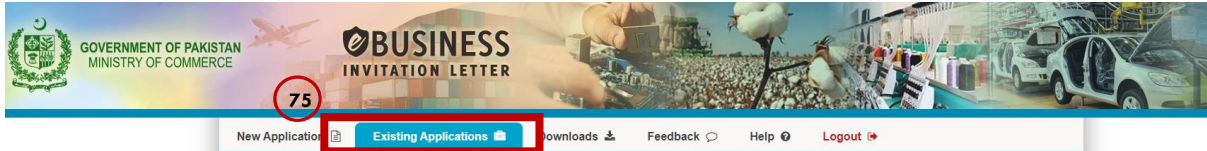
Your application is in process. If required, our representative will contact you soon for further verification and required supporting documents.

[Click Here to Review your submitted application.](#)

5.4 Existing Applications

After successful submission of E-BIL application or by using Save and Exit functionality, applications will be available existing applications. In both cases, system will create an Application ID against current application. Applicant can track and Review his/her Application by clicking Application ID of each Application.

You can access this by clicking on Existing Applications tab. **75**



Under Existing Application there are following functionalities:

- 5.4.1 In-Process
- 5.4.2 Rejected
- 5.4.3 Completed
- 5.4.4 Cancelled
- 5.4.5 Review

5.4.1 In-Process

All in process applications will be available in IN-PROCESS category. Application will remain available in IN-PROCESS category in following conditions:

- Creates New Application → Fill Application Info → Click on Next
- Press Save and Exit button at any stage
- Successfully Submit application

In all above three cases, system will create Application ID and show this record in IN-PROCESS category.

You can view the application ID, its category, sub category, date applied, fee submitted and action you can perform against that application.

- Click on **IN-PROCESS** link at left pane. **76**

APPLICATION ID	TYPE	CHAMBER NAME	FEE	DATE APPLIED	ACTION
8900000283	New	Islamabad Chamber of Commerce	1,020.3 PKR	21-02-2020	Cancel

- In last column, if action is **Cancel**, its means you can perform following actions: **77**
 - Click on Cancel, it removes the application from the IN-PROCESS list.
 - Click on Application ID, application will be opened, you can update and submit your application
- If action is **N/A** you can only view the application by clicking on Application ID.

Application will be available in IN-PROCESS category until visa is not issued. Once visa will be issued, it will be automatically removed from IN-PROCESS and will be moved to Completed category.

5.4.2 Rejected

Record of all rejected applications will move in REJECTED Category. System allows you to view your rejected application by selecting each Application ID.

- Click on REJECTED link at left pane. **78**
- Click on Application ID, application will be opened, you can only review your application

APPLICATION ID	TYPE	CHAMBER NAME	FEE	DATE APPLIED
No records found.				

APPLICATION INBOX

- ▶ IN-PROCESS (1) **78**
- ▶ REJECTED (0)
- ▶ COMPLETED (0)
- ▶ CANCELLED (0)
- ▶ REVIEW (0)

5.4.3 Completed

Record of all completed applications will move in COMPLETED Category. System allows you to view your completed applications by selecting each Application ID.

- Click on COMPLETED link at left pane. **79**
- Click on Application ID, application will be opened, you can only review your completed application.
- When your application is approved and letter is issued, you can download it from Completed applications. To download your E-Business Invitation Letter click on **Download** button. **80**

APPLICATION ID	TYPE	CHAMBER NAME	FEE	DATE APPLIED	LETTER
89000000283	New	Islamabad Chamber of Commerce	1,020.3 PKR	21-02-2020	Download

APPLICATION INBOX

- ▶ IN-PROCESS (1)
- ▶ REJECTED (0)
- ▶ COMPLETED (1) **79**
- ▶ CANCELLED (0)
- ▶ REVIEW (0)

80

5.4.4 Cancelled

Record of all cancelled applications will move in CANCELLED Category. System allows you to view your cancelled applications by selecting each Application ID.

- Click on CANCELLED link at left pane. **81**
- Click on Application ID, application will be opened, you can only review your completed application.

APPLICATION ID	TYPE	CHAMBER NAME	FEE	DATE APPLIED
No records found.				

APPLICATION INBOX

- ▶ IN-PROCESS (1)
- ▶ REJECTED (0)
- ▶ COMPLETED (0)
- ▶ CANCELLED (0) **81**
- ▶ REVIEW (0)

5.4.5 Review

Concerned authorities will move your application in Review category so that you can review and submit your application. System allows you to view your applications by selecting each Application ID.


- Click on REVIEW link at left pane. **82**
- Click on Application ID, application will be opened, you can only review your applications.


APPLICATION ID	CHAMBER NAME	FEE	DATE APPLIED
No records found.			

5.5 Downloads

System allows you to download supporting documents and guidelines which will help you to process your online visa applications.

You can access this by clicking on Downloads tab. **83**

Click on  to download supporting documents. **84**

Click on  to download supporting documents. **85**

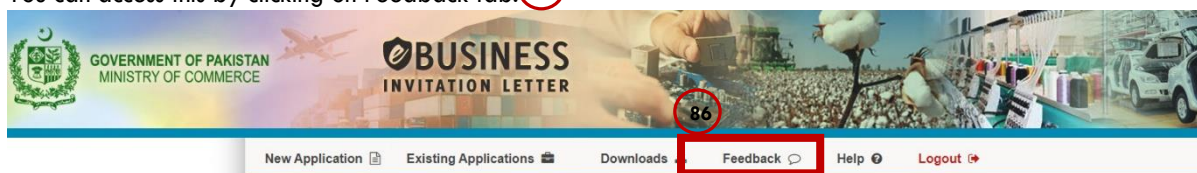
NOTE: Following documents are property of Interior Ministry and can not be reproduced or distributed without permission of Interior Ministry.

- Data Entry Guideline  **84**
- Supporting Document Upload Guideline  **85**

5.6 Feedback

System allows you to provide feed back or seek help from support team.

You can access this by clicking on Feedback tab. **86**



○ Enter your Name, Email, Subject, message and Captcha code. **87**

○ Click on **Send** button. **88**

Contact Us

Your Name (required)

Your Email (required)

Subject

Your Message

Captcha
WJ R X

Send