E-BUSINESS INVITATION LETTER (E-BIL)



A GUIDE TO E-BUSINESS INVITATION LETTER



National Database

And Registration Authority

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GUIDE TO E-BUSINESS INVITATION LETTER



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Contents

About this	Guide	5
1.1	Interpretations	6
1.2	Who should use this guide?	6
Introduction	on	7
2.1	About E-Business Invitation Letter (E-BIL)	7
2.2	About E-BIL Help	7
Describing	g E-BIL	8
3.1	Key Features	8
3.2	Information Website	8
3.3	E-BIL	8
Accessing	Application	9
4.1	Access E-BIL	9
Apply for	E-Business Invitation Letter	10
5.1	Apply Online	10
5.2	Create A New Account (for first time user)	10
5.3	New Application	13
5.3.1	Applicant Info	14
5.3.2	Sponsor Company	16
5.3.3	Documents	18
5.3.4	Review	20
5.3.5	Payment	20
5.4	Existing Applications	26
5.4.1	In-Process	26
5.4.2	Rejected	27
5.4.3	Completed	27
5.4.4	Cancelled	27
5.4.5	Review	28
5.5	Downloads	28
5.6	Feedback	29

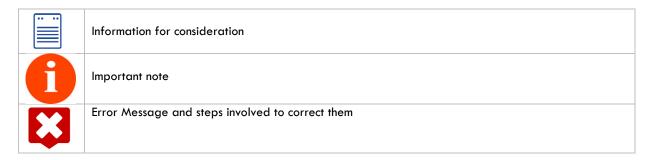
1 About this Guide

The document has been divided into following chapters:

- CHAPTER 1: ABOUT THIS GUIDE
 - Interpretations
 - O 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
 - o 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:



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/

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

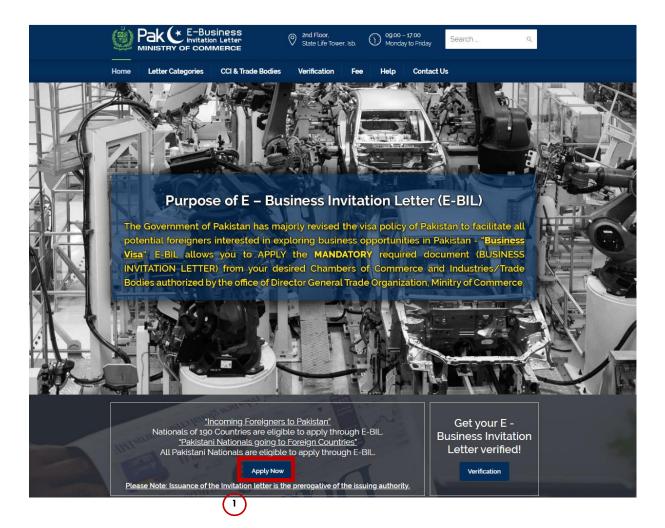
EBIL enables applicant to apply for E-Business Invitation Letter online. Applicant creates EBIL account, fills the application form, uploads required documents, pays processing fee and gets the E-Business Invitation Letter online.



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



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

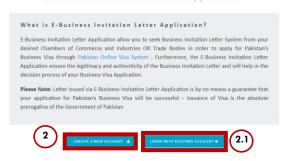
5.1 Apply Online

Click on **Apply Now** button to start the process of online visa application. Tollowing 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)



Welcome to

E-Business Invitation Letter Application

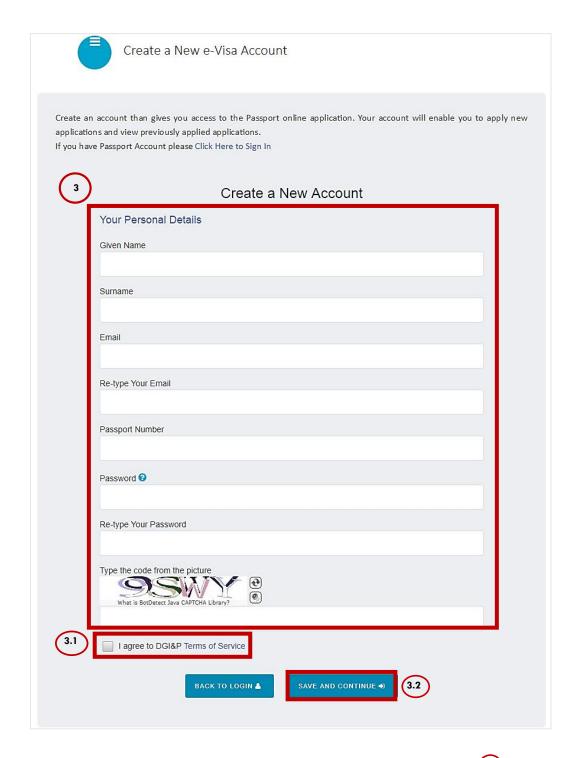


5.2 Create A New Account (for first time user)

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** button.
- If you already possess a registered account with <u>E-BIL</u> or <u>Pakistan Online Visa System</u> then you can login by clicking at the **Login with Existing Account** (2.1)



- 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! $@\#$\%^{\ensuremath{\wedge}}$$

REGISTRATION SUCCESSFUL

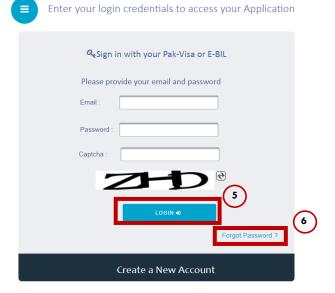


- You have successfully registered for e-Services Portal Account.
- · You will now need to Activate your account with Email pin.
- An Email has been sent on your registered Email Address with PIN for verification.
- · Further instructions on how to activate your account have been sent to your Email address.



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

- Follow the instructions and click on **Click Here** link to go to Login Page $\binom{4}{}$
- 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.





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

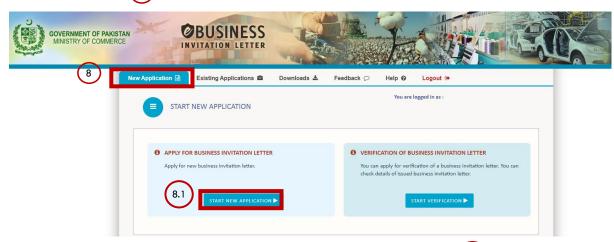
- Successful submission of e-business invitation letter application is no guarantee that the applicant will be issued a Business Invitation Letter in their favor from the respective Chambers of Commerce and Industries OR Trade Bodies. The final decision in regards to the grant of Business Invitation 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



Accept the terms and conditions by clicking on check box for agreeing terms of services and click on green button Accept and Continue button. (7)

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. 8



In order to apply for E-Business Invitation Letter visa, click on **Start New Application** (8.1

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:

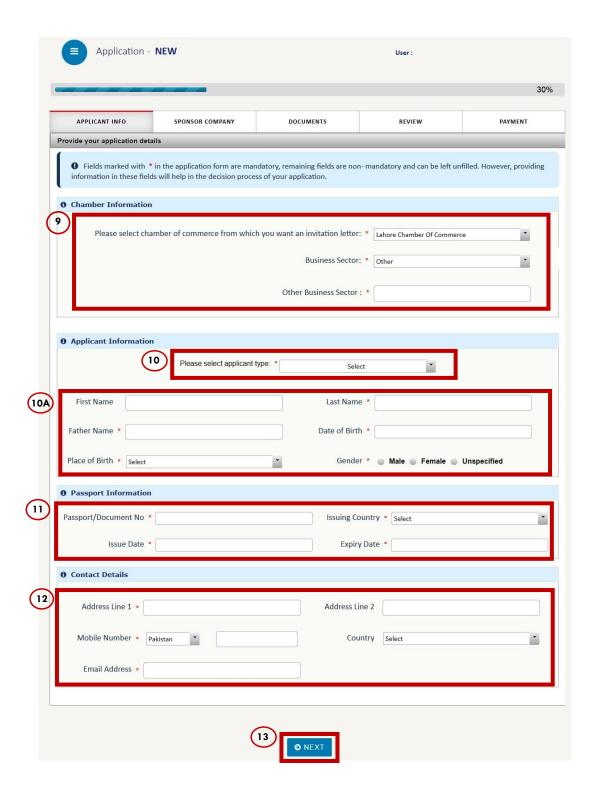
- Select the **Chamber of Commerce** name from which you want an E-Business Invitation letter and also select **Business Sector.** If business sector you are looking for is not available in drop down list, select other and enter business sector.
- Select application Type Foreigner if you are not a Pakistani 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)

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



Fields marked with * are mandatory.



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



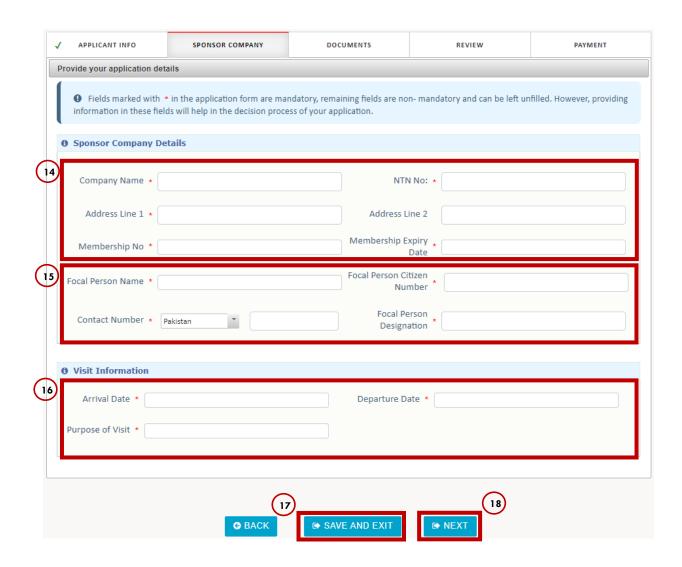
Enter arrival date, departure date and purpose of visit. 16

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



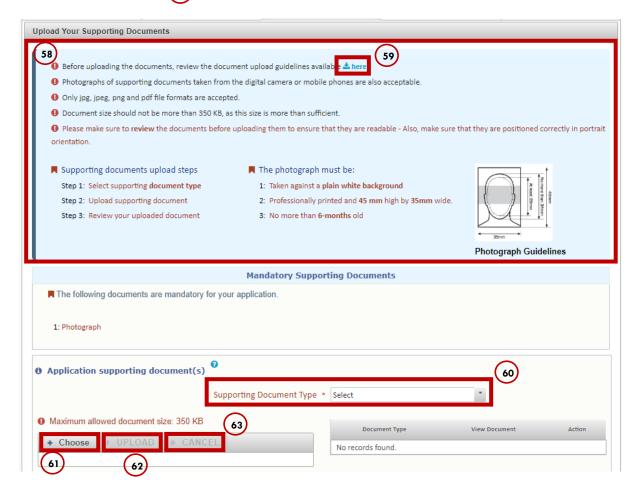
Fields marked with * are mandatory.

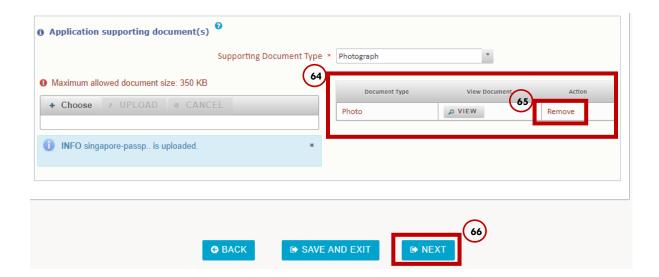


5.3.3 Documents

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)







- 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.
- O 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

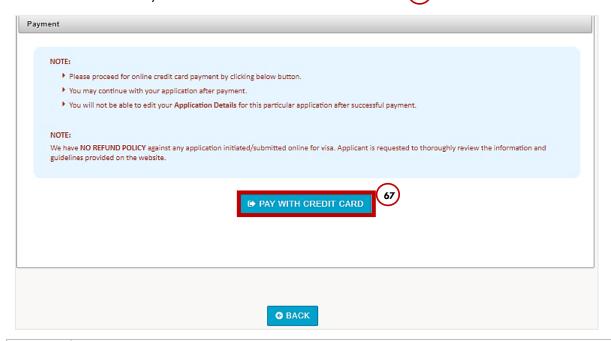


Review the application in detail before processing payments.

5.3.5 Payment

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

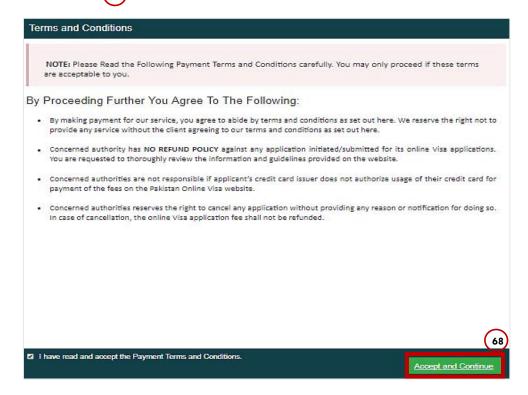
Read the Note carefully and click on PAY WITH CREDIT CARD button. 67





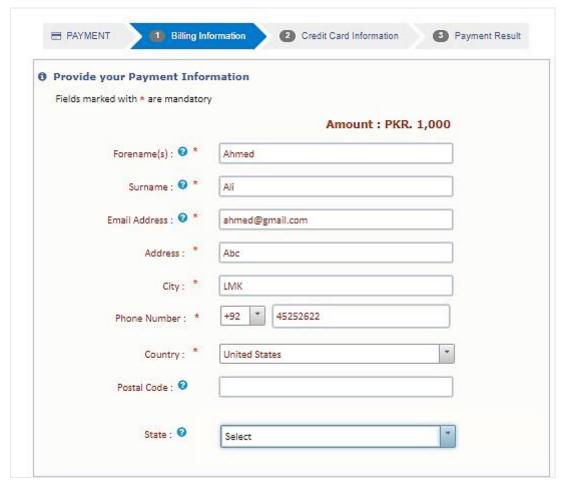
- You will not be able to edit your application details for this particular application after successful payments.
- Payments once paid are not refundable.
- You can also review the application details at this stage by using **Back** button.

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



Billing Information:

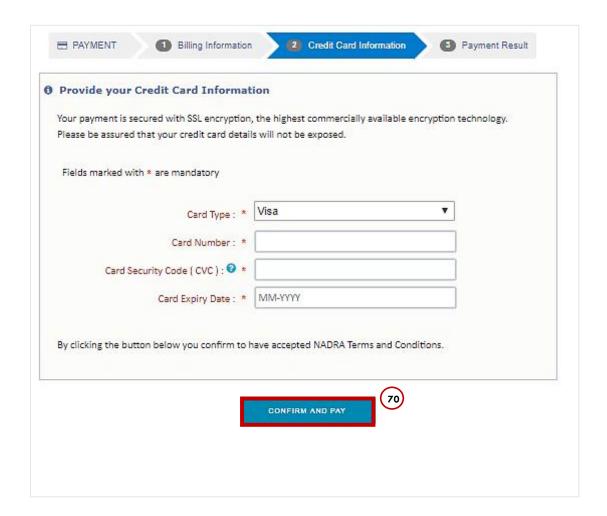
Enter billing information and click on **NEXT** button. 69



NEX1 69

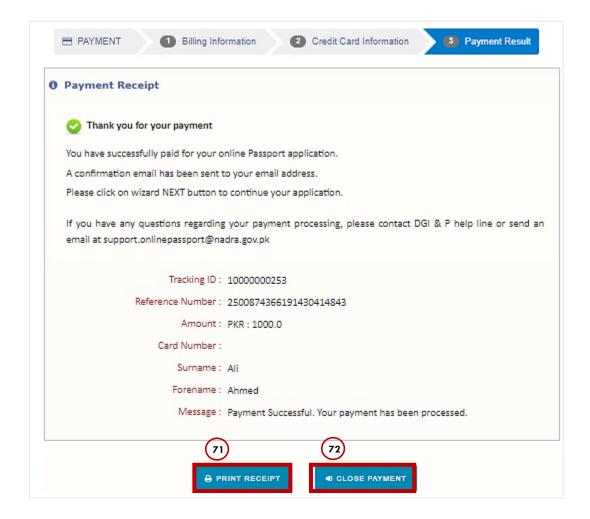
Credit Card Information:

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

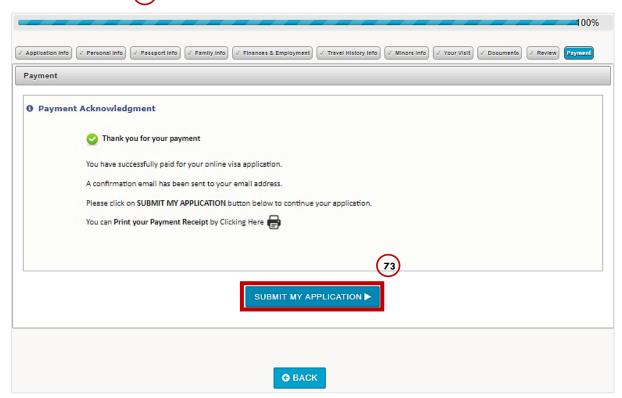


Payment Result:

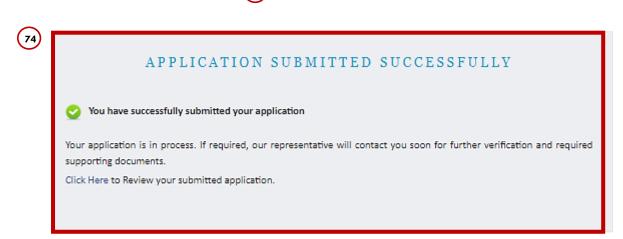
- System will generate a payment receipt after successful payments.
- Click on **PRINT RECIEPT** button to get the print of receipt 71
- Click on **CLOSE PAYMENT** button to finish the payment process. 72



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



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



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

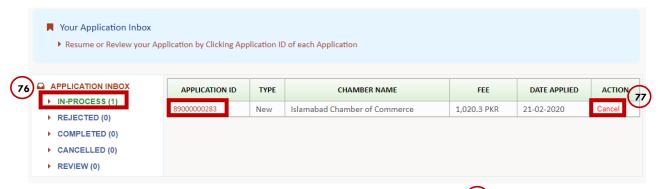
All in process applications will be available in IN-PROCESS category. Application will remain available in IN-PROCESS category in following conditions:

- 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



- In last column, if action is **Cancel**, its means you can perform following actions: 77

 O Click on Cancel, it removes the application from the IN-PROCESS list.
 - O 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



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.



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.



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.



5.5 Downloads

System allows you to down load 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 $\stackrel{1}{\sim}$ to download supporting documents. 84 Click on to download supporting documents. (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

GOVERNMENT OF PAKISTAN MINISTRY OF COMMERCE INVITATION LETTER

New Application Existing Applications Downloads Feedback Help Logout Feedback

- o Enter your Name, Email, Subject, message and Captcha code. 87
- O Click on Send button. 88

