Employees’ Old-Age Benefits Institution

Facilitation System for Employers and Employees

Operational Manual
# Contents

1. **GENERAL INFORMATION** ......................................................................................................................... 3
   1.1 **SYSTEM OVERVIEW** ............................................................................................................................. 3

2. **GETTING STARTED** ........................................................................................................................................... 4
   2.1 **REGISTRATION** ....................................................................................................................................... 4
       • **How to Register** ................................................................................................................................. 4
   2.2 **SYSTEM MENU** ....................................................................................................................................... 4
       • **By updating existing employees’ detail** ............................................................................................ 18
   2.2.1 **REPORT, UPDATE AND VERIFY**: ...................................................................................................... 18
   2.2.2 **EMPLOYEE REGISTRATION** ............................................................................................................ 43
   2.2.3 **BULK REGISTRATION EMPLOYEES (VIA FILE)** ........................................................................... 49
   2.2.4 **EDIT EMPLOYEE** ........................................................................................................................... 52
   2.3 **EMPLOYER CAN EDIT THE EMPLOYEE INFORMATION FROM EMPLOYEE SECTION**. ....................... 52
   2.4 **EMPLOYEE INFORMATION WILL BE AVAILABLE IN EDIT MODE FOR EMPLOYER**. ......................... 53
   2.4.1 **UPDATE the information and click Update Details** .......................................................................... 54
   2.4.2 **VOUCHER GENERATION** ............................................................................................................. 55
   2.4.3 **REPORTS**: ........................................................................................................................................ 63
       • **Employer Reports**: ............................................................................................................................ 63
   2.4.4 **MANAGE EMPLOYER RIGHTS** ...................................................................................................... 71
   2.4.5 **PREVIOUS VOUCHERS** ................................................................................................................ 80
       • **Voucher Archive** ............................................................................................................................... 80
       • **Previous Voucher Report** ............................................................................................................... 84
   2.4.6 **EMPLOYER SECTION** .................................................................................................................. 86
       • **Edit Employer** .................................................................................................................................. 86
   2.4.7 **LOGOUT** ......................................................................................................................................... 90
   2.4.8 **SELF INSURED REGISTRATION** ................................................................................................... 91
   2.4.9 **ONLINE EMPLOYER REGISTRATION** ......................................................................................... 96
   2.4.10 **PROSPECTIVE EMPLOYER REGISTRATION** .......................................................................... 99
   2.4.11 **INSURED PERSON REPORTS** ..................................................................................................... 104
       • **Employment History Report** ........................................................................................................... 105
       • **Contribution History Report** ......................................................................................................... 106

3. **EMPLOYER WORKFLOW DIAGRAM** .............................................................................................................. 107

4. **APPENDIX A: REPORT, UPDATE AND VERIFY:** .......................................................................................... 108
   • **By Uploading CSV File** ....................................................................................................................... 108
   • **By Manually Entering PRO2A** .......................................................................................................... 119
1. GENERAL INFORMATION

1.1 System Overview

Being the national institution for employees’ old age benefits, EOBI faced uphill challenges for providing an online platform as well as integrating that platform with existing intranet based core business application, in order to provide speedy facilitation services to employers, who are a key stakeholder to the organization. For this purpose EOBI requires an enterprise-class information system to facilitate employers (directly and through other channels) and manage their core business processes.
2. **GETTING STARTED**

This section will provide a walkthrough of the system for an Employer’s user and its responsibilities and functionality from Login to Logout.

2.1 **Registration**

How to Register

Please visit [http://www.eobi.gov.pk](http://www.eobi.gov.pk). Now, click on the EOBI’s Facilitation System for Employers and Employees link, coming under the Quick Links section (at the right hand side).
The Employer’s representative accessing the portal for the first time will be required to create its Employer’s User Profile in order to access and use the EOBI Information System for Employers and Employees Facilitation.
The authorized user of the Employer fills the Information requested on the portal for the creation of its User and Submit.

**Register Employer**

*Instructions for Creating Profile for Employer*
- Please fill the following form to create a Profile.
- It is compulsory for user to have its main code and sub code of sub employer to create the account.
- All account details will be sent on provided email address after the approval from Head Office.
- Please contact EOBI Regional Office in case you face any problem using this system.

- Name: Aisha
- Phone: 02132232322
- Designation: IT Officer
- Name of Establishment: NEW JUBLEE DAL & F
- Email: aisha@techlogx.com
- Main Code: AF00070
- Sub Code: 

Fill the form and click on SUBMIT DETAILS.
The Employer is prompted of Successful Submission and is requested to check the email they provided for further details.
The Employer will receive a notification email informing them that their profile is submitted to their beat officer for approval. They will also be given their User ID and secret key.

Welcome!

Your request for profile has been assigned to your Field Officer!

Your profile credentials will be send to you via email, as soon as your request gets approved.

Thank you for starting the registration process! Incase of any issue/ query contact the following:

Field Officer Name: Ravi Kumar
Region Name: City
Region Telephone No.: (021)021-99240862, 021-99240863
Email: wahelp@eobi.gov.pk
UAN: 08000-EOBI (3624) (during office hours 8 AM to 3 PM)

Yours Sincerely,
The EOBI Team
If Employer registration request is approved by the respective Beat Officer you will receive a verification email and will be provided with a password to access the EFS portal.

---

Welcome!

Congratulations! Your request for profile has been approved!

Your User ID, Password and Secret Key are given below:

- **User ID:** A0000000
- **Password:** 18lrz38adk
- **Secret Key:** zyufn904a711

Click here to login to your account.

Please note that you will be required to login for the first time, using both your secret key and password.

In case you forget your password, your secret key will be required to reset the password, so please don't loose it!

Thank you for registering and hope that you will have a wonderful time.

In case of any issue/query contact the following:

- **Email:** helpdesk@eobi.gov.pk
- **UAN:** 00000-Eobi (3624) (during office hours 8 AM to 3 PM)

Yours Sincerely,
The EOBi Team
Note: In case your request is not approved by EOBI's Beat/Field Officer, you will be sent a rejection email indicating the reasons(s) for rejection.

From: noreply.eobi@gmail.com
Sent: Friday, May 20, 2011 4:15 PM
To: asim.mehdi@techlogix.com
Subject: EOBI FS Account request rejected

Dear Asim!

Your request for profile has been rejected for the following reason(s):

“Not a valid phone number”

Please contact your regional office for the settlement of the dispute.

In case of any issue/query contact the following:

Email: helpdesk@eobi.gov.pk
UAN: 88000-EOBI (3624) (during office hours 8 AM to 3 PM)

Yours Sincerely,
The EOBI Team
The new user will then use the user id and password to login to the portal.
The Employer will be asked for the secret key to verify its login request.
The Employer will be required to change its password on its first login.
Update Password

Help for new password

- Password should be between 6 to 24 characters long.
- Current password is required to update the password.
- It is compulsory for user to Change the password to use the system.

Current Password: 
New Password: 

The Password has been updated.

Home
The Employer is taken to its Dashboard or Home Page. Here the pending activities will be blinking in red.
Employer can also view the current status of his/her tasks by clicking the Check List tab. This shows the status of the following:

1) Report, Verify it’s employees for the last month
2) Generation of voucher
3) Voucher payment at Bank
The Status is changed to ‘Completed’ and highlighted in Green when the activity is completed.
2.2 SYSTEM MENU

2.2.1 Report, Update and Verify:

Employer can Report, Update and Verify his/her Employee(s) and their monthly contributions via any of the three processes.

By updating existing employees’ detail: This method is recommended when you have a large number of Reporting Employees and the reporting employees are almost same as the employees reported for the last month (i.e. there are a few joinings and exiting employees).

By updating existing employees’ detail

Click on the Report, Update and verify menu and then 'By Updating Previous Submission' submenu.
Follow the Wizard tabs to carry out the PR02A submission process.
You can search any Insured Person linked with your organization on the following criteria.

### Step 1: How to fill Edit Insured Persons fields
- You can select the 'Number of Days worked' of employees either as full days or zero days.
- Set the zero full time days worked by clicking the Edit link and then select the zero days option or full days option and click Save button.
- You can also enter the CNIC and Date of Birth of employee if it's not already entered.
- After you have completed the editing, click on Done button to save the changes for the employee.

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>EOB#</th>
<th>CNIC</th>
<th>Date of Birth</th>
<th>Date of Joining</th>
<th>Days Worked</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ahad</td>
<td>0102E23B25B</td>
<td>41167-67890417-1</td>
<td>04 Jan 2001</td>
<td>01 Dec 2011</td>
<td>0 days</td>
<td>✓</td>
</tr>
<tr>
<td>2</td>
<td>Arshad Shahid</td>
<td>3100B014716</td>
<td>11167-67890417-1</td>
<td>01 Sep 1975</td>
<td>01 Jan 2001</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>3</td>
<td>Muhammad Wajid</td>
<td>3100C241651</td>
<td>51467-69167171-1</td>
<td>01 Aug 2001</td>
<td>01 Jan 2001</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>4</td>
<td>Abdul Rehman</td>
<td>3100C241706</td>
<td>71746-69167171-1</td>
<td>17 Jul 1975</td>
<td>01 Jan 2001</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

36 Insured Person(s) found, displaying 4 Insured Person(s), from 1 to 4, Pages 1/4. Show: more | less
Step 1: Edit Existing Insured Persons:

You can then edit the information provided for the IP you searched.
You can Edit the CNIC, Date of Birth (if not provided), Date of Joining and Days Worked information (Full day or zero days) shown in the screen below.

Click on **Done** after making the changes to save them.
Select the Days Worked as Zero Days or Full Days, and click Done after making the Days Worked changes.
You can now view the changes as well.

---

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>EOB#</th>
<th>CNIC</th>
<th>Date of Birth</th>
<th>Date of Joining</th>
<th>Days Worked</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Ziaqir Ahmed</td>
<td>31003245109</td>
<td></td>
<td>01 Jan 1980</td>
<td>01 Jan 2000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Rana Nadeem Hadeer</td>
<td>31002241702</td>
<td></td>
<td>14 Feb 1972</td>
<td>01 Jan 2000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Muhammad Niaz</td>
<td>31001241679</td>
<td></td>
<td>10 Jan 1982</td>
<td>01 Jan 2000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Gulzar Ahmed</td>
<td>31003241676</td>
<td></td>
<td>07 May 1979</td>
<td>01 Jan 2000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Step 2: Exit Insured Persons:
In the next step you can Exit the employees who have left the organization during the last or reporting period.

- If any of your employees have left after your last PFOZA submission, you can Unlink them from your organization.
- Please click on the Unlink button in the Exit column for the employee who has left and provide the Date of Exit.
You can use the search option to search for an IP you want to EXIT.
Press the Exit button which will show up a calendar for selection of “Date of Exit”.

!
Verify the Date of Exit of employee.

Step 2: Exit Employees

- If any of your employees have left after your last PIBOA submission, you can Unlink them from your organization.
- Please click on the Unlink button in the Exit column for the employee who has left and provide the Date of Exit.
Step 3: New Employees with EOBI No.:
In the third step you can add any new employee who joined you recently and who are already associated with EOBI, i.e. they have an existing EOBI No.
Click on the Link Insured Person button to Link an employee (IP) with your organization.
You can search the IP by giving their EOBI #, CNIC, or NIC and clicking on the respective Search button.

Use Reset button to try searching another IP.
See the details to verify if this is exactly the record of employee who has joined your company and once verified, Click Link Insured Person to link the IP to your organization.
For the new IP give the Date of Joining. This will link the IP to your reporting of employees submission list.
Step 4: New Employees without EOBI No (PE – 01):
In this step you can register a New Employee with EOBI.
First you will have to Register a new IP.
Enter NIC or CNIC

IP already linked to another employer validation
Application for Employee’s Registration - Form PC01

Please enter a valid NRC:

Please enter the CNIC of this Employee:

This Employee is already registered with EOBI, having EOBI No: 04000000000. You can link this employee when submitting monthly data.
**Step 1: Enter Employee Personal Info**

**Application for Employee’s Registration - Form PE01**

<table>
<thead>
<tr>
<th>Personal Info</th>
<th>Contact Info</th>
<th>Address</th>
<th>Employment Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>CNIC: 423031087999-1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Father’s Name:</td>
<td>Religion: Islamic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth:</td>
<td>Marital Status: Single</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gender: Male</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Step 2: Enter Contact Info**

**Application for Employee’s Registration - Form PE01**

<table>
<thead>
<tr>
<th>Contact Info</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone:</td>
<td>Mobile Phone:</td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>
Step 3: Enter Employee Address

Step 4: Employment Information
Step-5: Submit

After the registration is successful Link the Insured Person to your Organization.

Register Employee (Successful Message)
Step 5: Submit the final list:
Click on the Submit tab to proceed with the submission of employees for the submission period.

Select the Undertaking Checkbox and Click ‘Accept and Submit’ to submit your reporting.
Success!

Reporting, updation and verification was successful.

You will receive an email when your records have been successfully processed.

Next activity: Generation of Voucher

[Ok, Go to Home]
The employer will receive an email upon successful processing of all the submitted records.

From: noresk-y-eoli@gmail.com
To: asimahid@technikal.com
Cc:
Subject: PR026: Submitted Successfully!

Dear M/S BISMAH TEXTILE IND.
Employer Code: AAA03217

The process of reporting, update & verification of your insured persons has completed successfully for 01 Dec 2011 - 31 May 2011.

Please find below the statistics and other relevant details:

<table>
<thead>
<tr>
<th>Current Submission</th>
<th>Previous Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total IPs Reported</td>
<td>18</td>
</tr>
<tr>
<td>No. of Active IPs</td>
<td>17</td>
</tr>
<tr>
<td>No. of IPs unlinked</td>
<td>1</td>
</tr>
<tr>
<td>Active IPs Changed between these Periods</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Please find below the statistics and other relevant details for part time IPs for the current periods:

<table>
<thead>
<tr>
<th>Name</th>
<th>EOBi No.</th>
<th>CNIC</th>
<th>NIC</th>
<th>Days Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rana Nadeem Harir</td>
<td>310002-05702</td>
<td>274-07-26/1297</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>Awanat Ali</td>
<td>430006-40738</td>
<td>34602-235091-7</td>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>

Percentage: 11.11%

We really appreciate your taking time off and performing this task. The next activity from your side would be the Generation of Voucher followed by its Payment through Bank.

In case of any issue/query contact the following:

Email: helpdesk@eobi.gov.pk
UAN: 080090-E0Bi (024-A) (during office hours 8 AM to 3 PM)

Yours Sincerely,
The EOBI Team
2.2.2 Employee Section

At any time of the month, the Employer has the option to register a new employee who has joined his company. This employee shouldn’t have been associated with EOBI through his previous employer. In order to register this employee, Click on Register Insured Person link.
Enter the information in the PE 01 Form for new employee. Follow the instructions when entering the information.
Enter NIC or CNIC

Application for Employee’s Registration - Form PE01

Please enter the NIC of this Employee:

[Next]

(Click here if the NIC is not available)

IP already linked to another employer validation

Application for Employee’s Registration - Form PE01

Please enter a valid NIC

Please enter the CNIC of this Employee:

[Next]

This Employee is already registered with EOBI, having EOBI No: 04006133449.

You can link this employee when submitting monthly details.
Step 1: Enter Employee Personal Info

Application for Employee’s Registration - Form PE01

Personal Info
Name:  
Father’s Name:  
Date of Birth:  
Gender:  
CMN: 42301-1087999-1
Religion: Islam
Marital Status: Single

Step 2: Enter Contact Info

Application for Employee’s Registration - Form PE01

Contact Info
Telephone:  
Mobile Phone:  
Email:  

EOBI Information System for Employer and Employee Facilitation – Operational Manual 46
Step 3: Enter Employee Address

Application for Employee's Registration - Form PE01

Current Address
- Address:
- Post Code:
- City:

Permanent Address
- Address:
- Post Code:
- City:

Step 4: Employment Information

Application for Employee's Registration - Form PE01

Employment Info
- Date Of Joining:
- Register Employee
Step-5: Submit

Register Employee (Successful Message)
2.2.3 Bulk Registration Employees (via file)

Employer can register multiple employees via csv file.
Choose csv File and press the verify record.
I endorse that the registration details of my employees that I am about to submit are correct to the best of my knowledge.

Accept and Submit Records

File Submitted

Please note this message does not indicate that your records have been processed successfully. You will receive an email when we process your records.
2.2.4 Edit Employee

Employer can edit the employee information from Employee Section.

Edit employee – option available to employer with which the employee is active at the moment
See below error message
Employee Information will be available in edit mode for employer.
Update the information and click Update Details

(Note: you can edit employee details except NIC/CNIC, Date of Birth and Date of Joining, for that please contact to your concern region)
2.2.5 Voucher Generation

To generate the Voucher or PR03 Payment Slip for the contributions you submitted please go to the Voucher Generation → Generate Voucher (PR03) submenu.
Step 1: Review Existing IPs

This screen shows you the IPs whose contribution you have submitted this month. In the case if any discrepancies you can go back to the Report, Update and Verify section and Resumbit your PRO2A. You can only generate a voucher if the PRO2A is submitted.
Step 2: Voucher preview
This screen shows you the voucher preview, to get it verified by you, before finally generating it. If you have any concerns then you can refer your beat officer before you proceed with Voucher Generation.
Step 3: Voucher Generation
Click on the Voucher Generation Options to generate the voucher of your choice from the types shown below.

You can generate:  

1. **Current Contribution Voucher:**  
   You can select this if you want to pay only the current demand. In this case the system will not ask you to make any arrear payments.

2. **Arrears Voucher**  
   You can select this if you want to pay arrears only. In case of any issue or the payment of Partial Arrears, please contact your Regional Head.

3. **Consolidated Voucher**  
   You can select this if you want to pay both the current contribution and arrears. You will be required to pay both the current contribution as well as arrears. In case of any issue or want to pay arrear in installments that contact your respective Regional Head.
Step 3: Voucher Generation Options

- Please select payment mode before proceeding to voucher generation.
- You can select the Partial Arrear or Complete Arrear option from the Voucher Type Section displayed in the case of Arrear or Consolidated Type.
- If you will select Partial Arrear the system will ask you to enter a partial amount which should be greater than half the arrear amount.

What sort of payment would you like to make?

- **Current Contribution**
  - You can select this if you want to pay only the Current Contribution.

- **Arrears**
  - You can select this if you want to pay only arrears.
  - You can pay partial arrears.

- **Consolidated Voucher**
  - You can select this if you want to pay both the current demand and arrears.
  - You can pay partial arrears.

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Click on the Finalize and Generate Voucher button to view the Generated Voucher.
**Step 4: Voucher Generated**

Please save or print your voucher for payment and future use.

---

**Contribution Payment Slip**

**PR-03** Under Rule 36 of the Employees' Old-Age Benefits (Contribution) Rule 1976

<table>
<thead>
<tr>
<th><strong>Personal Information</strong></th>
<th><strong>CONTRIBUTION PAYMENT SLIP</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee's Name</strong></td>
<td><strong>Voucher No:</strong> 1000000105</td>
</tr>
<tr>
<td><strong>Employer's Registration No:</strong> A001217</td>
<td><strong>Type:</strong> Consolidated</td>
</tr>
<tr>
<td><strong>Sub Code</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Current Contributions**

<table>
<thead>
<tr>
<th><strong>Contribution Month</strong></th>
<th><strong>Employer's Contributions</strong></th>
<th><strong>Employee's Contributions</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>From Mar. 2011 to May 2011</td>
<td>Rs. 16,291</td>
<td>Rs. 328</td>
</tr>
</tbody>
</table>

**Arrears of Contributions**

<table>
<thead>
<tr>
<th><strong>Contributions Amount</strong></th>
<th><strong>Employer's Contributions</strong></th>
<th><strong>Employee's Contributions</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Rs. 60,000</td>
<td>Rs. 35,000</td>
<td>Rs. 7,000</td>
</tr>
</tbody>
</table>

**EOBI Copy**

<table>
<thead>
<tr>
<th><strong>Employee's Name</strong></th>
<th><strong>Employer's Registration No:</strong> A001217</th>
<th><strong>Sub Code</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Billing Month(s)</strong></td>
<td>From Mar. 2011 to May 2011</td>
<td>Due Date: Jun 15, 2011</td>
</tr>
<tr>
<td><strong>Payable within Due Date</strong></td>
<td>Rs. 80,675</td>
<td>Issue Date: Jun 20, 2011</td>
</tr>
<tr>
<td><strong>Payable after Due Date</strong></td>
<td>Rs. 81,001</td>
<td>Voucher No: 1000000105</td>
</tr>
</tbody>
</table>

**Bank Use Only**

<table>
<thead>
<tr>
<th><strong>Employee's Name</strong></th>
<th><strong>Employer's Registration No:</strong> A001217</th>
<th><strong>Sub Code</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Billing Month(s)</strong></td>
<td>From Mar. 2011 to May 2011</td>
<td>Due Date: Jun 15, 2011</td>
</tr>
<tr>
<td><strong>Payable within Due Date</strong></td>
<td>Rs. 80,675</td>
<td>Issue Date: Jun 20, 2011</td>
</tr>
<tr>
<td><strong>Payable after Due Date</strong></td>
<td>Rs. 81,001</td>
<td>Voucher No: 1000000105</td>
</tr>
</tbody>
</table>

*Any amount paid during the current assessment year be credited in Prior Year Account.

EOBI System Generated Voucher Date: 20-01-2011

---

**EOBI Information System for Employer and Employee Facilitation – Operational Manual**

Page 62
2.2.6 Reports:

The system offers different roles based reporting facilities to its users. You can view different statistics and reports on the basis of a wide variety of inputs for the current fiscal year.

You can print and export the reports in various formats as well.

Employer Reports:

Employer View: The system will facilitate the Employer to view the Employer Reports.

ink-Unlink Details Of IPs: Select the report to see the Exit Join Stats for your Employer for the current fiscal year.
Clicking on the respected bar graph will give you the details of the Entered or Exiting IPs for the selected month.
Paid Voucher: Shows all the Paid Vouchers for the input Employer for the current fiscal year.
The Paid Voucher report shows you the paid vouchers and their paid amounts based on the three voucher generation types, i.e. the Current Demand, Arrears and Consolidated voucher types. Select on the month and it will highlight the section (in red) and will show you the detailed information in the section below.
**Voucher Generation:** Shows all the Generated Vouchers for the input Employer for the current fiscal year.

The Voucher Generation report shows you the generated vouchers and their before and after due date payable amounts based on the three voucher generation types, i.e. the **Current Demand, Arrears and Consolidated** voucher types. Select on the month and it will highlight the section (in red) and will show you the detailed information in the section below.
**PR02A Submissions:** This report shows you all the PR02A submissions in the selected region and Beat for the current fiscal year.
You can view the PR02A submission stats per month for a given fiscal year. Clicking on a particular month will display the Employers who have submitted their PR02A and their stats.
Click on the Graph for the month to see the details of IPs below.
### 2.2.7 Manage Employer Rights

A parent Employer can manage the **PR02A Submission** and **PR03 Voucher Generation** rights for its Sub codes(child) as well.

![Manage Employer Rights](image-url)
Search for the Sub Code who’s right you want to Update.
You can give rights to your sub code by selecting the check boxes for the PR02A and PR03. Click Submit to save.

Note: We have given only the PR03 Voucher Generation rights to the Sub Code BR013. Now only the main code Employer AAB02154 can generate the PR02A for its BR013 Sub Code.
You will be shown a success message upon successful update.
To verify the rights you can login with the Sub Code and view its Menu.
Report, Update and Verify Rights are not assigned.
Now the PR02A of the Sub Code can only be submitted from Main Code.

Main Code Employer will go to the PR02A Submission menu.
The System will ask the Employer if it wants to Submit the PR02A for itself or for its Sub code(s) displayed in the list.
If you will select the Sub Code, then you will be submitting the PR02A for the Sub Code as shown in the Header.

Step 1: How to fill Edit Insured Persons fields

- If you have part-time employees, you can set their “Number of Days Worked” by clicking the “Edit Button” and selecting “Part Time”.
- If you think you need to edit some Insured Persons’ information, you can change it in this step.
- You will be able to edit Date of Birth and CNIC only if they are not already present.
- When you have finished editing a record, click “Done”.

<table>
<thead>
<tr>
<th>Name</th>
<th>EROI #</th>
<th>CNIC</th>
<th>Date of Birth</th>
<th>Date of Joining</th>
<th>Edits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Halil Muhammad Tan</td>
<td>24000944169</td>
<td>31104-1602176-9</td>
<td>10 Sep 1976</td>
<td>01 Apr 2009</td>
<td>Edit</td>
</tr>
<tr>
<td>Muhammad Akram</td>
<td>24000444271</td>
<td>31100-0475641-2</td>
<td>01 Jan 1965</td>
<td>01 Apr 1999</td>
<td>Edit</td>
</tr>
<tr>
<td>Muhammad Javed</td>
<td>24000244420</td>
<td>31104-4830483-1</td>
<td>06 Apr 1963</td>
<td>01 Apr 1999</td>
<td>Edit</td>
</tr>
</tbody>
</table>
2.2.8 Previous Vouchers

**Voucher Archive**

The system archives the previous generated vouchers and the payment slips for the ease of Employer. Employer can view its Previous Archives by going to the following link.

![Voucher Archive Link](Image)
This page shows you the previous vouchers generated and previous payment slips generated by the Employer.

<table>
<thead>
<tr>
<th>Year</th>
<th>Month</th>
<th>Voucher Previews</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>January</td>
<td>Previous</td>
</tr>
<tr>
<td>2012</td>
<td>February</td>
<td>Previous</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Month</th>
<th>Payment Slips</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>January</td>
<td>Current Demand</td>
</tr>
<tr>
<td>2012</td>
<td>February</td>
<td>Current Demand</td>
</tr>
</tbody>
</table>

To preview Voucher Click here

To see payment slips click here
### Identification

<table>
<thead>
<tr>
<th>Name of Employer</th>
<th>BISMAH TEXTILE IND.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date From</td>
<td>2011-01-01</td>
</tr>
<tr>
<td>Date To</td>
<td>2011-11-31</td>
</tr>
</tbody>
</table>

| Main Code        | AAA03117            |
| Sub Code         |                     |

### Current Month Contributions

<table>
<thead>
<tr>
<th>Employees who have worked for</th>
<th>Days</th>
<th>Insured Persons</th>
<th>IP Contribution</th>
<th>Employer Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>31</td>
<td>17</td>
<td>1,190</td>
<td>5,950</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>17</td>
<td>1,190</td>
<td>5,950</td>
</tr>
</tbody>
</table>

### Contribution against Unbooked Outstandings

<table>
<thead>
<tr>
<th>Month-Year</th>
<th>Statutory Increase (SI)</th>
<th>Principal Amount (PA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>February, 2011</td>
<td>1,330</td>
<td>7,980</td>
</tr>
<tr>
<td>March, 2011</td>
<td>1,128</td>
<td>7,519</td>
</tr>
<tr>
<td>April, 2011</td>
<td>1,004</td>
<td>7,342</td>
</tr>
<tr>
<td>May, 2011</td>
<td>877</td>
<td>7,519</td>
</tr>
<tr>
<td>June, 2011</td>
<td>783</td>
<td>7,532</td>
</tr>
<tr>
<td>July, 2011</td>
<td>627</td>
<td>7,519</td>
</tr>
<tr>
<td>August, 2011</td>
<td>476</td>
<td>7,140</td>
</tr>
<tr>
<td>September, 2011</td>
<td>357</td>
<td>7,140</td>
</tr>
<tr>
<td>October, 2011</td>
<td>238</td>
<td>7,140</td>
</tr>
<tr>
<td>November, 2011</td>
<td>119</td>
<td>7,140</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>6009</td>
<td>74,161</td>
</tr>
</tbody>
</table>
## Contribution Payment Slip

**Personal Information**
- **Employer's Registration No.:** AAA03217
- **Sub Office Code:**
- **Employer's Name:** BISMAR TEXTILE, IND.

**Current Contributions**
- **Contribution's Month(s):** From Feb, 2011 To Dec, 2011
- **Employer's Contributions:** Rs. 67751
- **Employer's Statutory Increase:** Rs. 6999
- **Employee's Contributions:** Rs. 13550
- **No. of Insured Persons:** 17

**EOBI Copy**
- **Billing Month(s):** From Feb, 2011 To Dec, 2011
- **Due Date:** Jan 16, 2012
- **Issue Date:** Jan 31, 2012
- **Voucher No.:** 1000000055
- **Payable within Due Date:** Rs. 88210
- **Payable after Due Date:** Rs. 89565
- **Contribution Paid Through:** Cheque/DD/Payorder No.

**Bank Use Only**
- **Billing Month(s):** From Feb, 2011 To Dec, 2011
- **Due Date:** Jan 16, 2012
- **Issue Date:** Jan 31, 2012
- **Voucher No.:** 1000000055
- **Payable within Due Date:** Rs. 88210
- **Payable after Due Date:** Rs. 89565
- **Contribution Paid Through:** Cash

---

**EOBI System Generated Voucher Date Jan 31, 2012**

---

**Type:** Current Demand

---

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Previous Voucher Report

The Employer can view its previous latest PR02A Submission, its most latest Voucher Generation and its most Recent Voucher Payment dates in this report.
This Employer have Submitted its current PR02A for previous month and have generated the voucher for the PR02A submission as well, but haven’t yet paid it. The Dates in Green shows that the submission is for the previous month, i.e. its up to date and in case the submission isn’t up to date the dates will appear in Red.

<table>
<thead>
<tr>
<th>Employer Code</th>
<th>Address</th>
<th>PR02A Submission Date</th>
<th>Voucher Generation Date</th>
<th>Last Voucher Submission Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Office</td>
<td>D 229 METROVILLE</td>
<td>Feb-1, 2012 1:00 PM</td>
<td>Feb-4, 2012 12:19 PM</td>
<td></td>
</tr>
</tbody>
</table>
2.3 **Employer Section**

**Edit Employer**

Employer can update his information by using Employer Section. Mandatory fields are highlighted with red mark. Update your fields.

![Edit Employer Form](image)

Select Industrial Class:
New contractor can be added and previous contract can be deleted or updated.
Edit Contractor IPs Count

<table>
<thead>
<tr>
<th>Regional Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region Name:</td>
</tr>
<tr>
<td>ED:</td>
</tr>
<tr>
<td>Source of Entry:</td>
</tr>
<tr>
<td>Remarks:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contractor Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor Code</td>
</tr>
<tr>
<td>10001302</td>
</tr>
</tbody>
</table>

Update Employer (Successful Message)
Note: Your request will send to your concern region to approve, after approval your changes will reflect in your account.
2.4 Logout

Click to logout
2.5  **Self Insured Registration**

Click on the “Self Insured Registration” link:

- Provide your CNIC:

**Application for Self Insured Person**

**Instructions for Self Insured Person**

- Please provide your NIC / CNIC
- Please fill the Self Insured Person form (if you are not registered with EOBI).
- After registration go Bank to submit your contribution.
- Please contact EOBI Regional Office in case you face any problem using this system.

Please enter your CNIC:

![Image](42301-1080790-1) Next

- If you are already registered with EOBI, you will get this message:
Fill the below form to registered with EOBI:

Application for Self Insured Person

Instructions for Self Insured Person

- Please provide your NIC / CNIC
- Please fill the Self Insured Person form if you are not registered with EOBI.
- After registration go Bank to submit your contribution.
- Please contact EOBI Regional Office in case you face any problem using this system.

Please enter your CNIC:

You are already registered with EOBI, having EOBI No: 0400C133449.
You can directly submit your payment in Bank.

Submit Details  Cancel
User registered with EOBI:

- Anyone Mobile No is acceptable if you don't have Mobile No.
- After registration go Bank to submit your contribution.
- Please contact EOBI Regional Office in case you face any problem using this system.

Self Insured Person Electronic Voucher
- Provide the CNIC and contribution period.
<table>
<thead>
<tr>
<th>Self Insured Person Copy</th>
<th>EOBI - Contribution Payment Slip</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee's Name</strong></td>
<td>MUHAMMAD SHAHBAZ</td>
</tr>
<tr>
<td><strong>Employee's CNIC</strong></td>
<td>42301-1080790-1</td>
</tr>
<tr>
<td><strong>Employee's EOBi No</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Employee's Address</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Employee's Mobile No</strong></td>
<td>03002295493</td>
</tr>
<tr>
<td><strong>Date of Birth</strong></td>
<td>Mar 8, 1984</td>
</tr>
<tr>
<td><strong>Contribution's Month(s)</strong></td>
<td>April, 2012</td>
</tr>
<tr>
<td><strong>Contribution's Amount</strong></td>
<td>Rs. 420</td>
</tr>
<tr>
<td><strong>Contribution Paid Through</strong></td>
<td>Cash</td>
</tr>
<tr>
<td></td>
<td>Cheque/DD/Payorder No.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EOBI Copy</th>
<th>EOBI - Contribution Payment Slip</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee's Name</strong></td>
<td>MUHAMMAD SHAHBAZ</td>
</tr>
<tr>
<td><strong>Employee's CNIC</strong></td>
<td>42301-1080790-1</td>
</tr>
<tr>
<td><strong>Employee's EOBi No</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Employee's Address</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Employee's Mobile No</strong></td>
<td>03002295493</td>
</tr>
<tr>
<td><strong>Date of Birth</strong></td>
<td>Mar 8, 1984</td>
</tr>
</tbody>
</table>
2.6 **Online Employer Registration**

- Click on “Online Employer” link:

- Fill the Online Employer Registration form and click submit detail, you will get an email once regional officer will approve your request:
Your information has been submitted:
- Case Forward to the DDG on basis of city selected.
- When successfully registered, you will get the below mentioned Email.
2.7 Prospective Employer Registration

- User can provide the prospective employer information via csv file or via filling the below form:
Application for Prospective Employer Registration

**Instructions for Prospective Employer Registration**

- Please fill the following form to request for an employer.
- It is compulsory for user to provide the mandatory information (highlight with red asterisk).
- Your information will be remain confidential.
- Please contact EOBI Regional Office in case you face any problem using this system.

<table>
<thead>
<tr>
<th>Prospective Employer Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establishment Name:*</td>
</tr>
<tr>
<td>Business Nature: Manufacturing</td>
</tr>
<tr>
<td>Province: SIMH</td>
</tr>
<tr>
<td>Address:*</td>
</tr>
<tr>
<td>Source: Newspaper/ Magazine</td>
</tr>
</tbody>
</table>

**Click here** If you want to share your information with EOBI.

- Informer Name: 
- Informer Email: 
- Remarks: 

Submit Detail

- Information has been submitted
Prospective Employer via csv file

- User can register multiple prospective employer via providing csv file:
- Provide your CSV formatted file and verified by system:
- Click the submission and mark the endorse check, multiple prospective employer information submitted successfully:
2.8 Insured Person Reports
Employment History Report

This report will show the employment history of particular IP.

<table>
<thead>
<tr>
<th>Insured Person Employment History</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Insured Person Name:</strong> AAMIR ALI</td>
<td></td>
</tr>
<tr>
<td><strong>Employer Name</strong></td>
<td><strong>Employer Code</strong></td>
</tr>
<tr>
<td>FEROZE TEXTILE INDUSTRIES</td>
<td>AAD003350AA01</td>
</tr>
<tr>
<td>MNS OUTSOURCING PVT LTD</td>
<td>AAD0011109009</td>
</tr>
<tr>
<td>MNS OUTSOURCING PVT LTD</td>
<td>AAD0011109009</td>
</tr>
<tr>
<td>GOLDEN PLASTIC LIMITED</td>
<td>AAD0004000000</td>
</tr>
<tr>
<td>MIDHANI BOTTLES LIMITED</td>
<td>AAD0000400000</td>
</tr>
</tbody>
</table>
**Contribution History Report**

This report will show the contribution history of insured person.

### Insured Person Contribution Report

<table>
<thead>
<tr>
<th>Insured Person Name</th>
<th>Employer Name</th>
<th>Total Employment Period</th>
<th>Total Contribution Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUHAMMAD KASIF</td>
<td>GHANI GLASS LTD - CA000236</td>
<td>0.17yrs</td>
<td>Rs 720</td>
</tr>
</tbody>
</table>

| Employer Name | Year | Days Worked | Employers Contribution | EP Contribution | Month | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TOTAL |
|---------------|------|-------------|------------------------|----------------|-------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|-------|
| GHANI GLASS LTD - CA000236 | 2011-12 | 300 | 300 | 60 | 0 | 6 | 60 |

| Employer Name | Year | Days Worked | Employers Contribution | EP Contribution | Month | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TOTAL |
|---------------|------|-------------|------------------------|----------------|-------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|-------|
| GHANI GLASS LTD - CA000236 | 2010 | 300 | 300 | 60 | 0 | 6 | 60 |
3. **EMPLOYER WORKFLOW DIAGRAM**

EOBI’s Information System for Employers’ & Employees’ Facilitation

**Employer Workflow**

- **Profile/ User Creation Request** for accessing EOBI’s Facilitation System

- **Report, Update & Verification of Employees** (on monthly basis)

- **Generation of Contribution Voucher** (on monthly basis)

- **Payment of Contribution against the Generated Voucher at Bank** (on monthly basis)
4. APPENDIX A: REPORT, UPDATE AND VERIFY:

An Employer can also submit the PR02A by the following ways:

**By Uploading PR02A File:** This method is recommended if you feel comfortable submitting your PR02A contributions via csv file in excel format. Or for those Employers having a strong IT department, you can generate the csv file from your payroll through a custom application at your end.

**By Manually Entering PR02A:** This method is recommended when you a very few IPs to register or you are a newly registered Employer with a few IPs(say around 5-10) and are reporting for the first time.

**By Uploading CSV File**
Step 1: Upload File:

You can download the CSV file from the Current PR02A Link, this will give you the current records in an excel file. You can view the field description from the Field Description link and can view a sample csv file as well.
To submit manually download the CSV file, this will give you the data from your previous PR02A submission. Make your changes, edit your IPs provide their days worked and date of exit or enter new records for new IPs.
To upload the csv file click on choose file, browse to your file and select Open to upload.
You will receive a successful upload message if the file uploads successfully. Click on the Proceed to Step 2 button.
In step 1, we Unlinked an IP(2) by giving its date of exit and Linked a new IP(14) by adding a new record in the csv file.

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
<th>M</th>
<th>N</th>
<th>O</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>ALLAH A</td>
<td>101540006-13342-052 393-25-9999544</td>
<td>01/01/0001</td>
<td>01/01/0001</td>
<td>15/1/2012</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>ASGHAR</td>
<td>101540006-13252-05220527-9</td>
<td>1/1/1971</td>
<td>1/1/1993</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>BASHIR</td>
<td>101540006-13252-05220527-9</td>
<td>01/01/0001</td>
<td>01/0001</td>
<td>21</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>RAFFIQ</td>
<td>101540006-13252-0543456-9</td>
<td>01/01/0001</td>
<td>01/0001</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>IIMRAN</td>
<td>101540006-12222-05220527-9</td>
<td>01/0001</td>
<td>01/0001</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>KHALID</td>
<td>101540006-11222-0556072-9</td>
<td>1/1/1969</td>
<td>1/1/1993</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>ABDUL RA</td>
<td>101510004-13252-0544059-4</td>
<td>01/01/0001</td>
<td>01/0001</td>
<td>81</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>INAM KHD</td>
<td>101510004-13333-06450527-9</td>
<td>01/01/0001</td>
<td>01/0001</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>KAMAL</td>
<td>101510004-13252-0523427-9</td>
<td>01/01/0001</td>
<td>01/0001</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>ABDUL</td>
<td>101510004-88888-0559737-9</td>
<td>1/1/2037</td>
<td>1/1/1993</td>
<td>21</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Hassan-Ul</td>
<td>10000A109-41204-1375170-3</td>
<td>14/11/2011</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Aslam</td>
<td>10000H113:14056-2929390-7</td>
<td>3/1/2012</td>
<td>29</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Step 2: validation:**

Step 2 lets you verify and validate the csv file you submitted. The **Existing IP** tab shows the unchanged IPs that were provided when you downloaded the csv file.

<table>
<thead>
<tr>
<th>Name</th>
<th>EROI #</th>
<th>CNIC</th>
<th>NIC</th>
<th>Date of Joining</th>
<th>Date of Exit</th>
<th>Days Worked</th>
<th>Error</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALLAH</td>
<td>301540006404</td>
<td>13542-01502527-5</td>
<td>223-22-993344</td>
<td>01 Jan 2001</td>
<td>05 Jan 2012</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>ASGHAR</td>
<td>301550006409</td>
<td>13521-01502527-9</td>
<td>01 Jan 1993</td>
<td>01 Jan 2001</td>
<td>31</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BASHIR</td>
<td>301560006406</td>
<td>13521-01504527-9</td>
<td>01 Jan 2001</td>
<td>01 Jan 2001</td>
<td>31</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RAFI</td>
<td>301570006406</td>
<td>13521-01543456-9</td>
<td>01 Jan 2001</td>
<td>01 Jan 2001</td>
<td>31</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IMRAN</td>
<td>301580006405</td>
<td>13222-01502527-9</td>
<td>01 Jan 2001</td>
<td>01 Jan 2001</td>
<td>31</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HAMID</td>
<td>301590006404</td>
<td>13222-01556072-9</td>
<td>01 Jan 1993</td>
<td>01 Jan 2001</td>
<td>31</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABOUL RAMZAN</td>
<td>301600006408</td>
<td>13252-01544509-9</td>
<td>01 Jan 2001</td>
<td>01 Jan 2001</td>
<td>31</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IMAM HANIF</td>
<td>301610006402</td>
<td>13373-0452527-9</td>
<td>01 Jan 2001</td>
<td>01 Jan 2001</td>
<td>31</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KAMAL</td>
<td>301620006403</td>
<td>13522-01524578-9</td>
<td>01 Jan 2001</td>
<td>01 Jan 2001</td>
<td>31</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABOUL REHMAN</td>
<td>301630006411</td>
<td>88816-05097378-9</td>
<td>01 Jan 1993</td>
<td>01 Jan 2001</td>
<td>31</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hassan Al-Mnah</td>
<td>302600005204</td>
<td>14204-1375178-9</td>
<td>14 Dec 2011</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amin</td>
<td>302610005201</td>
<td>14665-2059390-7</td>
<td>03 Jan 2012</td>
<td>29</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*There are no errors detected.*
The **Unlinked IPs** tab shows the IP you exited from your organization by providing their Date of Exit.
The **Newly Linked IPs** tab shows the new records of newly joined IPs you entered in the csv file.

---

**Step 2: The following insured persons will be linked**

- The following insured persons are currently not your employees, but were found in your CSV file. They will be linked to your company.

- **Note:** Please look for inconsistencies. If you see unknown names here, please verify that you have entered the correct EOBI Numbers.

<table>
<thead>
<tr>
<th>Name</th>
<th>EOBI #</th>
<th>CNIC</th>
<th>NRC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ali</td>
<td>100001121218</td>
<td>999999-9245429-6</td>
<td></td>
</tr>
</tbody>
</table>

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Step 3: Undertaking and Submission:

After accepting the undertaking, click on Accept and Submit.
This step completes your PR02A Submission through csv file.
By Manually Entering PR02A

Welcome to your EOBI Account

Quick Info

Last Submission: Never
Last Voucher Generation: Never
Last Payment: Never

Click here

Reports

- Last voucher generation
- Voucher generation
- PR02A Submissions

Account Info

- Change Password
- Update Profile

Report

- Export details of PAs
- Paid Voucher
- Voucher generation
- PR02A Submissions
Step 1: Enter Records

You can either link or add an IP on this screen. After linking or registering new IPs please click the Done, Let me review button to view the records for submission.
Register a new Insured Person

PEO1 Registration form details

- Please fill the following form to register insured person.
- Personen to be registered should be over 18 years of age.
- Leave permanent address undefined if it is same as current address.

<table>
<thead>
<tr>
<th>Personal Info</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Toyota</td>
<td></td>
</tr>
<tr>
<td>CNIC: 12345-67890-12</td>
<td></td>
</tr>
<tr>
<td>Father's Name: APA</td>
<td></td>
</tr>
<tr>
<td>Religion: Islam</td>
<td></td>
</tr>
<tr>
<td>Date of Birth: Feb 01, 1987</td>
<td></td>
</tr>
<tr>
<td>Marital Status: Single</td>
<td></td>
</tr>
<tr>
<td>Gender: Female</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Info</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone:</td>
<td></td>
</tr>
<tr>
<td>Mobile Phone:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: street of Lahore</td>
<td></td>
</tr>
<tr>
<td>Post Code: 12345</td>
<td></td>
</tr>
<tr>
<td>City: Abbottabad</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Permanent Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: street of Lahore</td>
<td></td>
</tr>
<tr>
<td>Post Code: 12345</td>
<td></td>
</tr>
<tr>
<td>City: Abbottabad</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employment Info</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Of Joining: Jan 10, 2012</td>
<td></td>
</tr>
</tbody>
</table>
Register a new Insured Person

The Employee has been successfully registered with EOBI No 0400002000020 and is associated with Employer AAB0102.

You can now link this insured person to your company.

Then click the "Link Insured Person" button.

Available Actions:
- Link Insured Person

Finish Entry:
- Done, let me review

Records entered in this session:

<table>
<thead>
<tr>
<th>Name</th>
<th>EOBI #</th>
<th>CRC</th>
<th>Date of Joining</th>
<th>Date of Exit</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAFIQ</td>
<td>1015006400</td>
<td>13252-0543456-9</td>
<td>01 Apr 2011</td>
<td></td>
</tr>
<tr>
<td>BHAN</td>
<td>1016006405</td>
<td>13222-0526527-9</td>
<td>06 Apr 2011</td>
<td>Full Month</td>
</tr>
<tr>
<td>RMM KHAN</td>
<td>1017006402</td>
<td>13333-0450527-9</td>
<td>06 Apr 2011</td>
<td>Full Month</td>
</tr>
</tbody>
</table>

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Step 2: Validation

You can validate the information that you have provided in the previous setp here.

Step 2: Verify Existing Insured Persons

- The following insured persons are your existing employees, i.e., they are being carried forward from last month.

<table>
<thead>
<tr>
<th>Name</th>
<th>EOB#</th>
<th>CNIC</th>
<th>NIC</th>
<th>Date of Joining</th>
<th>Date of Last</th>
<th>Days Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td>RANA KASHIF ZAFAR</td>
<td>1000E111603</td>
<td>41204-8712144-7</td>
<td>10 Jan 2012</td>
<td>31</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Step 2: The following insured persons will be linked

- The following insured persons are currently not your employees, but were found in your DBS file. They will be linked to your company.
- Note: Please look for inconsistencies. If you see unknown names here, please verify that you have entered the correct EOBI Numbers.

To avoid linking of the wrong person:

<table>
<thead>
<tr>
<th>Name</th>
<th>EOBI #</th>
<th>CNIC</th>
<th>NIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taryab</td>
<td>10000113244</td>
<td>12345-278338-3</td>
<td></td>
</tr>
</tbody>
</table>
Step 3: Undertaking

- I endorse that the Reporting, Update & Verification of Insured Person(s) by me, on behalf of my Employer, is to the best of my knowledge correct!

Accept and Submit
This step completes your reporting, update & verification of employees (PR02A) manually.