



PSEB REGISTRATION FORM

For Freelancers

Registration Process

To enroll as a registered freelance member of PSEB, please follow a simple three-step process:

1. Fill the Registration Form
2. Attach all the documents mentioned in the forms and on PSEB website

CODE OF CONDUCT

All registered members of PSEB are bound to conform to the Code of Conduct:

Relationship with Client: Dealings with clients must be conducted in an ethical manner; terms of agreements should be clearly and precisely expressed and fulfilled in good faith; work undertaken should be carried out promptly and efficiently and client's interests properly safeguarded and confidentiality maintained. Tasks should be completed according to delivery date committed to client.

Relations with Fellow Members: Dealings with fellow members must be conducted in a positive and professional manner and in utmost courtesy and fairness; **proprietary rights, work results, confidential data** and vendor/client relations of fellow members ought to be respected; and no engagement in harmful, disparaging or predatory tactics will be entertained.

Relations with Principals: Members shall represent Principals in a fair and business-like manner in accordance with their contract, their proprietary and other rights; and provide full and accurate business records.

Relations with Employees (if any): Members shall strive to employ high caliber staff and offer fair and equal opportunities for growth and development. Relevant training and constant upgrading of the employees has to be provided in line with job responsibilities. Also, employees have to be informed of their obligation to keep important data confidential. And of the fact that any professional misconduct constituting of unauthorized disclosure of confidential nature or violation of copyright laws will cause employers to take disciplinary action.

Relations with Public: Members shall promote effective use of information technology as an instrument for social and economic good and act as good corporate citizens and fulfill their responsibilities to the community.

Relations with International Community: Members shall promote communication with foreign countries, based on international cooperation. They would not harm Pakistan's image, while conducting business abroad.

Any fraudulent activities will result in cancellation of registration by PSEB.

Financial Reporting: For accurate sizing of freelancers in Pakistan, all members should indicate their annual foreign revenue/earnings accurately in US dollars and domestic revenue in PKR.

Declaration by Freelancer*

I have read the 'Code of Conduct' applicable to registered member of PSEB and I agree to abide by it in complete letter and spirit.

Name: CNIC No.:

Signature: Date:

Note: Companies, including sole proprietors must register using PSEB registration form for IT/ITeS companies

CHECKLIST OF DOCUMENTS
(TO BE ATTACHED WITH THE APPLICATION FORM)

For New Registration

1. Registration form completed in all aspects (forms with missing mandatory information will be rejected)
2. Attested copy of CNIC
3. Copies of R-forms submitted to state bank during last 12 months

For Registration Renewal



1. Registration form completed in all aspects (forms with missing mandatory information will be rejected)
2. Copies of R-forms submitted to state bank during last 12 months

Note:

1. Once the completed application along with the required documents is received and accepted for processing, it usually takes about 5-10 working days to process and issue the registration certificate, subject to completion of documents
2. The registration shall be valid for one year from the date of issue.

For more details and clarification please visit

<http://www.pseb.org.pk/pseb-programs/facilitation/freelancers-registration.html>

	<p>PAKISTAN SOFTWARE EXPORT BOARD</p> <p>2nd Floor, Evacuee Trust Complex, F-5 Agha Khan Road, 44000 Islamabad. Tel.: +92-51-111 333 666 Fax: +92-51-9204075 Email: info@pseb.org.pk URL www.pseb.org.pk</p>	
REGISTRATION / RENEWAL FORM		

Application for*:

- New Registration
- Renewal of Registration

Registration No. (For renewal cases only): _____

Freelancer's Details

Full Name*: _____

Contact Address*:

City*: _____ Province: _____ Postcode: _____

Phone*: (____) _____ Fax: (____) _____

Email*: _____ URL (if any): _____



Permanent Address (if different)*:

City*: _____ Province: _____ Postcode: _____

Freelancer since (Year)*: _____

Freelancing on which sites? _____

Earnings during last 12 months in USD (for market sizing purposes): _____

	PAKISTAN SOFTWARE EXPORT BOARD 2 nd Floor, Evacuee Trust Complex, F-5 Agha Khan Road, 44000 Islamabad. Tel.: +92-51-111 333 666 Fax: +92-51-9204075 Email: info@pseb.org.pk URL www.pseb.org.pk	
REGISTRATION / RENEWAL FORM		

Area of Expertise * (Check all that apply)

Please indicate which of the following types of application activities best describe your areas of expertise with proven experience and customer references:



	Development –Application Area			Development –Application Area	
1	IT Governance and Strategy	<input type="checkbox"/>	18	Animation	<input type="checkbox"/>
2	ERP – General	<input type="checkbox"/>	19	Gaming	<input type="checkbox"/>
3	ERP – Specialized (Vertical)	<input type="checkbox"/>	20	Mobile Apps (Platform/OS: _____)	<input type="checkbox"/>
4	ERP – Middle Market (SMEs)	<input type="checkbox"/>	21	Mobile Content (Type: _____)	<input type="checkbox"/>
5	Financial–Specialized (Core Banking)	<input type="checkbox"/>	22	Virtualization and Cloud Computing	<input type="checkbox"/>
6	Financial-Specialized (Banking-Apps)	<input type="checkbox"/>	23	Location-based Services	<input type="checkbox"/>
7	Financial – Specialized (Others)	<input type="checkbox"/>	24	Web Businesses & E-Commerce	<input type="checkbox"/>
8	Document Management	<input type="checkbox"/>	25	Information Security	<input type="checkbox"/>
9	Office Productivity	<input type="checkbox"/>	26	Business Process Management	<input type="checkbox"/>
10	Billing and Payments	<input type="checkbox"/>	27	Data Warehousing - Business Intelligence	<input type="checkbox"/>
11	Customer Relationship Mgm't (CRM)	<input type="checkbox"/>	28	Embedded Systems Software	<input type="checkbox"/>
12	Education Software	<input type="checkbox"/>	29	Product Development, Engg.& Design	<input type="checkbox"/>
13	Systems integration	<input type="checkbox"/>	30	Business Continuity and Recovery	<input type="checkbox"/>
14	Health related services	<input type="checkbox"/>	31	Data Entry & Hosting services	<input type="checkbox"/>
15	Education related services	<input type="checkbox"/>	32	Open Source Customization	<input type="checkbox"/>
16	Telecom related services	<input type="checkbox"/>	33	Other (Please Specify):	<input type="checkbox"/>
17	Energy (Oil & Gas)	<input type="checkbox"/>	34		<input type="checkbox"/>

BPO Services* (Check all that apply)

	Application Area			Application Area	
1	Marketing	<input type="checkbox"/>	8	Outsourced Support	<input type="checkbox"/>
2	Finance and Accounting	<input type="checkbox"/>	9	Data Analytics	<input type="checkbox"/>
3	Human Resources	<input type="checkbox"/>	10	Medical Transcription Services	<input type="checkbox"/>
4	Managed Services	<input type="checkbox"/>	11	Legal Transcription Services	<input type="checkbox"/>
5	Customer Interaction	<input type="checkbox"/>	12	Data Hosting	<input type="checkbox"/>
6	Transaction Processing	<input type="checkbox"/>	13	Tech Support	<input type="checkbox"/>
7	Market Research	<input type="checkbox"/>	14	Other (Please Specify):	<input type="checkbox"/>

Professional Certifications:

Please list professional certifications completed by you:

	<p>PAKISTAN SOFTWARE EXPORT BOARD</p> <p>2nd Floor, Evacuee Trust Complex, F-5 Agha Khan Road, 44000 Islamabad. Tel.: +92-51-111 333 666 Fax: +92-51-9204075 Email: info@pseb.org.pk URL www.pseb.org.pk</p>	
REGISTRATION / RENEWAL FORM		

Freelancing Revenue distribution during last financial year

IT/ITeS Export Revenue in %							
N. America	S. America	Europe	Middle East	Asia	Africa	Australia	Others

Please inform your bank about your relevant State Bank of Pakistan (SBP) Code for reporting your export earnings to SBP (see table below)

No.	SBP Code No.	Category	Description
1	9181	Hardware Consultancy Services	Receipts on account of computer hardware consultancy services provided to non-residents
2	9182	Software Consultancy Services	Receipts on account of database services provided to non-residents such as development, storage, and on-line times series. Also included are the database processing services provided to non-residents
3	9183	Maintenance and Repair of Computers	Receipts on account of maintenance and repair of computers and peripheral equipment abroad to non-residents
4	9184	Export of Computer Software	Receipts on account of export of computer software including design, development, and programming of customized system
5	9185	Other Computer Services	Receipts on account of other computer services not specified elsewhere

Declaration by Freelancer*:

- 1- I confirm that I am not an employee of any company that restricts my working as a freelancer
- 2- I confirm that the information provided by me in this form is correct and it is open to verification by PSEB.
- 3- I do understand that my application for registration/renewal can be rejected by PSEB on the basis of non-provision of **required information**.
- 4- I hereby confirm that the Application Form has been read and understood fully and I agree upon all conditions set forth in the form.

Name: **CNIC No.:**

Signature: **Date:**