

User Manual for Company Evaluation Form

Required Documents (Before Starting)

- Ensure you have scanned copies of the following documents:
- CEO's CNIC copy
- High-resolution image of the company logo
- Registration with KPITB or Memorandum and Articles of Association (if registered with SECP)
- Partnership Deed copy
- Company certificate issued by Pakistan Software Export Board (PSEB)
- NTN number issuance certificate from FBR
- Agreement with the landlord (only for companies outside IT parks)
- Scanned contract copy of employees with the company

Logging into the Online Form Account

- Open the link given below in any browser:
(URL provided by KPITB)
- Click on 'Enter Site'.
- After clicking 'Enter Site', you will see the login page as shown in the image.

COMPANIES EVALUATION FORM
KHYBER PAKHTUNKHWA INFORMATION TECHNOLOGY BOARD

Rameesha

.....

Login

☐ Remember me?

Companies evaluation Form © 2017

- Fill in the login field and password field with your Online Forms username (e.g., Rameesha)
- (If you don't have a login ID and password, you can contact KPITB through email.)
- After filling in the login fields, click the 'Login' button.
- Once logged in, the page will display the steps outlined in the image below.

Welcome to KPITB's Company Evaluation Form [Log out](#)

Step 1
Evaluation Period

Step 2
Company Information

Step 3
Employees Detail

Step 4
Financial Record

Step 5
Confirm

IMPORTANT TO READ: Make sure the information you are providing are correct and according to the best of your knowledge. Your provided information will be reviewed for approval so there is no option to change, alter or modify a single record after each single step has been completed and moved to the next step.
*It is recommended to change your account's credentials, from **Profile page**, before starting evaluation form.*

Evaluation Session: April-September | 2017-2017

NEXT

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Form Steps

The form consists of 5 steps. You must complete all the steps for submission. Fill the steps in order; you cannot proceed to the next step until you have completed the previous one. The method of completing each step is given below:

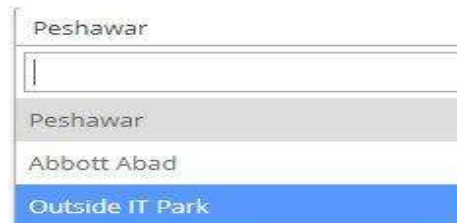
Step 1: Evaluation Period

- Select the evaluation session (only option: April-September 2017).
- Click the 'Next' button; Step 2 will appear.

Step 2: Company Information

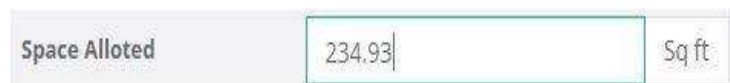
In this step, company information is required, and all fields are compulsory.

- **Company Name** – Write your company's official name (as per the KPITB contract).
- **IT Park** – Select the relevant option from the dropdown (e.g., Peshawar, Abbottabad, or Outside IT Park).



A dropdown menu for selecting the IT Park location. The menu is open, showing four options: 'Peshawar' (selected), 'Peshawar', 'Abbott Abad', and 'Outside IT Park'.

- **Space Allotted** – Write the total area of your workplace in square feet.



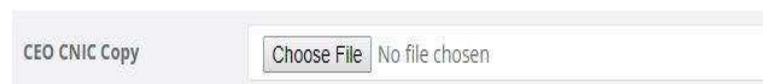
An input field for 'Space Allotted' with the value '234.93' and a unit 'Sq ft'.

- **Broadband Allotted:** Enter the internet speed of your office.



An input field for 'Broad Band Allotted' with the value '20' and a unit 'MB(s)'.

- **Date of First Agreement:** Select the date your company signed the contract with KPITB.
- **Operational Date:** Enter the date your company began operations.
- **CEO Name & CNIC:** Provide the name and CNIC number of the CEO.
- **CEO CNIC Copy:** Upload a scanned copy of the CEO's CNIC.



An upload field for 'CEO CNIC Copy' with a 'Choose File' button and the text 'No file chosen'.

- **Official Email:** Enter the official email address of your company.
- **Other Email (s):** Provide any other email addresses associated with your company (at least one additional email is required).
- **Company Website:** Paste the URL of your company's official website.
- **Contact Number:** Provide your company's contact number (either PTCL or mobile).

- **Company Logo:** Upload a high-resolution image of your company logo.
- **Company Tagline:** Write your company's tagline (e.g., KPITB's tagline is *"More Jobs, Better Services, and Improved Governance through ICTs"*).
- **Company Brief Description:** Provide a brief description of your company, including its vision, objectives, and mission (limit to 250 words).
- **Project Descriptions:** Write brief descriptions of all your projects/products, including completed, ongoing, and upcoming projects.
- **Company Type:** Select the company type (Call Center or Software House). If your company performs both roles, select both.
- **Registration Type:** Choose the registration type.

Registration Type SECP / Pvt(Ltd) ☒ Firm / Form-H ☐

- **Registration Number:** Provide your company's registration number.
- **Registration Certificate Copy:** Upload the scanned copy of the registration certificate (if registered with KPITB) or the Memorandum and Articles of Association (if registered with SECP).
- **Partnership Deed Copy:** Upload a scanned copy of the Partnership Deed (if applicable).
- **PSEB Registration Number:** Enter your company's Pakistan Software Export Board (PSEB) registration number.
- **PSEB Registration Certificate Copy:** Upload a scanned copy of the PSEB registration certificate.
- **NTN Number:** Provide your company's NTN number issued by FBR.
- **NTN Certificate Copy:** Upload the scanned copy of the NTN certificate.
- **Landlord Agreement Copy:** Upload a scanned copy of the agreement with your landlord (this applies only to companies outside IT parks).
- **Company Address:** Enter your company's permanent address (this applies only to companies outside IT parks).

For those companies reside outside the IT Park must attach agreement with land lord.

Landlord agreement
Copy

Choose File No file chosen

Company Address

Once this section is completed, click the Next button to move to the following step. A confirmation message will appear on the screen. Click Yes, save and move to the next step to proceed.

Confirmation!

Are you sure to save company's information and move to the next step ?
It may take few minutes to upload files, please wait till the step is completed

Yes, save and move to the next step No, I want to change some field(s)

Step 3: Employee Information

This step requires detailed information about your employees. All fields are mandatory.

- **Full Name:** Enter the employee's full name.
- **Father's Name:** Enter the employee's father's name.
- **Gender:** Select either Male or Female.
- **Date of Birth:** Use the date picker to select the employee's birth date.
- **Mobile Number:** Provide the employee's mobile number.
- **Nationality:** Select the employee's nationality from the dropdown menu.
- **Domicile:** Choose the employee's domicile province from the dropdown menu.
- **Designation:** Specify the employee's job title (e.g., Content Writer, Manager, Intern).
- **Total Experience:** Indicate the employee's total work experience (e.g., 2 years, 6 months).

- **University:** Provide the name of the university the employee attended.
- **Qualification:** Mention the employee's academic qualification (e.g., Bachelor's, Master's).
- **Equivalence:** Specify the field of qualification.
- **Expertise:** List the employee's technical skills (e.g., PHP, MySQL, C#, Java, WordPress, Project Management).
- **Contract Copy:** Upload a scanned copy of the employee's contract with the company.
- **Salary Type:** Select the payment method (Cash/Bank) used by the company to pay the employee.
- **Employee Photo:** Upload a high-resolution image of the employee.

Click **Add Employee** to save the information. Repeat the steps to add more employees if necessary.

Equivalence: Computer Science

Expertise: PHP, MySql, C#, Java, Wordpress, Project Management, BPO

Contract Copy: Choose File No file chosen

Salary Type: Cash

Employee Photo: Upload Passport size image in good quality
Choose File No file chosen

Add Employee +

Once added, a confirmation window will appear. If you wish to make changes, click **No, I want to change some fields**. Otherwise, click **Yes, save and move to the next step**.

Nationality: Pakistani

Domicile

Designation

Total Experience

University

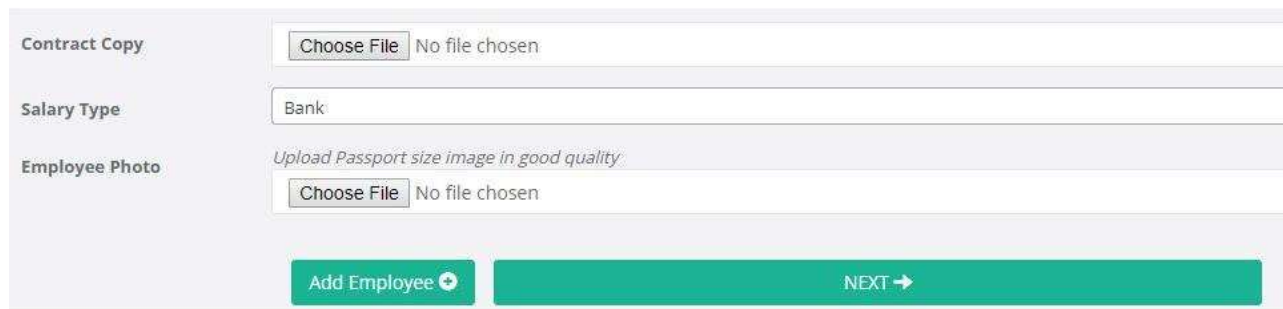
Qualification: MA / MSc

Confirmation!

Are you sure to add new employee?

Yes, save and move to the next step No, I want to change some field(s)

On the next page, you will find a **Next** button in the bottom-right corner. Click this button to proceed to the following step.



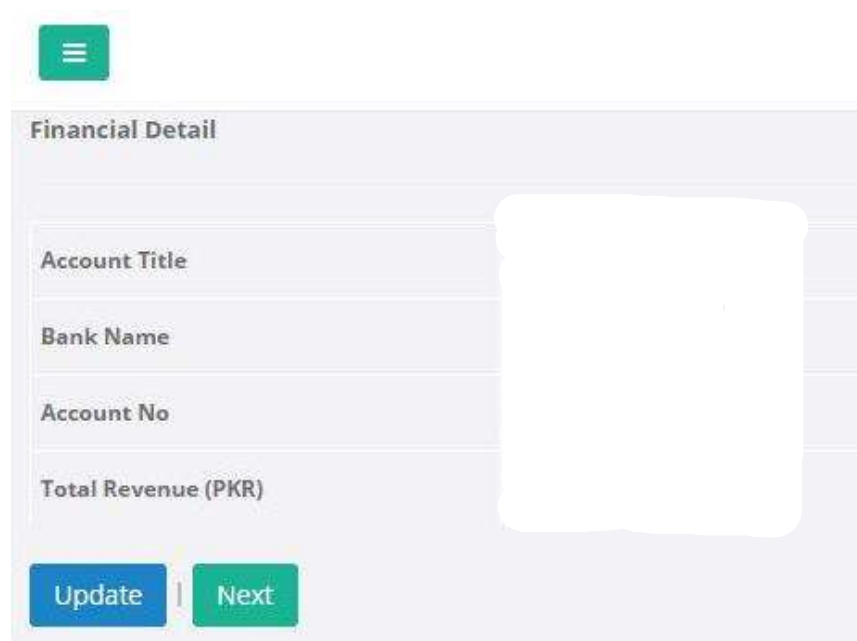
The screenshot shows a form with three main sections: 'Contract Copy', 'Salary Type', and 'Employee Photo'. Each section has a 'Choose File' button and a 'No file chosen' status. The 'Salary Type' section has a dropdown menu with 'Bank' selected. At the bottom, there is a green 'Add Employee' button with a plus icon and a larger green 'NEXT' button with a right arrow.

Step 4: Financial Record

Provide the company's financial information in this step. All fields are mandatory.

- **Account Title:** Enter the title of the company's bank account.
- **Bank Name:** Specify the name of the bank where the company holds its account.
- **Account Number:** Provide the company's bank account number.
- **Total Revenue:** Enter the total revenue generated by the company in Pakistani Rupees.

Click the **Next** button to proceed.



The screenshot shows a 'Financial Detail' form. It has a green menu icon in the top left. The form contains four input fields: 'Account Title', 'Bank Name', 'Account No', and 'Total Revenue (PKR)'. A large white rectangular area is overlaid on the right side of the form. At the bottom, there are two buttons: a blue 'Update' button and a green 'Next' button.

Step 5: Confirmation

Review all the information you've provided. Once verified, check the box for **I agree** and click the **Submit** button to complete the form submission.

The screenshot shows the 'Step 5: Confirm' page of a web form. At the top, there is a navigation bar with a menu icon, a welcome message 'Welcome to KPTIB's Company Evaluation Form', the user's name 'Rameesha Profile', and a 'Log out' link. Below the navigation bar, a progress bar displays five steps: 'Step 1 Evaluation Period', 'Step 2 Company Information', 'Step 3 Employees Detail', 'Step 4 Financial Record', and 'Step 5 Confirm'. The 'Step 5 Confirm' button is highlighted in blue. The main content area is titled 'DECLARATION' and contains a text box with the statement: 'I Mr/Mrs hkhjkj hereby certify the statements and the data I have made in this forms are correct to the best of my knowledge and belief.' Below this, there is a checkbox labeled 'I agree.' which is checked, and a green 'Submit' button.

You will receive a confirmation message once the form is successfully submitted.

The screenshot shows the 'FORM STATUS' page. It features a light blue header with the title 'FORM STATUS'. Below the header, a light blue box contains the text: 'Evaluation form status: Thank you for your time, your evaluation form has been received. We will let you know through your official email once the evaluation data has been approved.'

☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆

Hurray! You Have Done It...

Thank you for completing the Company Evaluation Form. Ensuring that all the required information is accurate and submitted on time is crucial for a smooth evaluation process. Should you have any questions or require further assistance, please feel free to contact our support team

We appreciate your cooperation and look forward to working with you.