

Minutes of the Progress Meeting held on Business Registration Portal and Contributions & Benefits Portal at SESSI

A meeting to discuss the Doing Business indicator the Sindh Business Registration Portal was held with relevant departments from the Government of Sindh, World Bank Group, and Punjab Information Technology Board (PITB) under the chair of **Secretary, Investment Department Mr. Ahsan Ali Mangi** on January 25, 2019 at 3:00 PM at the Committee Room in the Investment Department.

2. The meeting started with the Secretary, Investment welcoming everyone. He requested Ms. Saima Shaikh, Additional Director General, PITB to inform the participants of the progress related to the automation of registration at Labour & HR Department, Industries Department & SESSI.
3. Ms. Saima Shaikh, gave a detailed presentation on the trainings conducted with these departments and the step-wise automation of their processes. The following was discussed and agreed upon:
 - a. SESSI's automation is complete and SESSI will share the content of its certificate with PITB after which the system can be deployed.
 - b. A 3-Stage automation will be made for Labour & HR Department:
 - i. During the first stage, the Labour department shall issue registrations after the verifying the scanned challan (registration fee) uploaded by the employer. However, an undertaking will be taken from the employer which stipulates that the department has the right to penalize and/or cancel the registration if any discrepancy is found later. **(Timeline: One Week)**
 - ii. In the second stage the reconciliation will be done automatically through integration of the National Bank of Pakistan (NBP) and PITB system where as soon as the payment is made over-the-counter, it will be reflected in the PITB system. The department can verify this and issue registration. **(Timeline: One Month)**
 - iii. During the third stage, NBP will make electronic payments available. The bank charges a fee on each transaction to the customer and this fee can be negotiated. It may be noted that during the second and third stage the Business Registration Portal will issue the employer a registration number which he can use to pay over-the-counter OTC or electronically and no print out will be required for Challan as the applicant will only take his registration number to the bank. **(Timeline 45 days)**
 - c. For Partnership Registration the applicants submit the Partnership Deed on a stamp paper in hardcopy to the Industries Department. This cannot be automated until E-Stamping is introduced. The Government of Punjab is currently introducing E-

Stamping in the province. The Secretary, Investment Department said that Sindh will follow Punjab in this regard after its implemented in Punjab. The Registration Fee of (55 or 110 PKR) will be automated in the same way it is planned for Labour department. Moreover, it was agreed that E-Stamping will be added into the Sprint 4.

- d. The Partnership Registration is issued on a stamp paper worth PKR 50/- by the Industries & Commerce Department currently which cannot be automated. However, the Partnership Act, 1932 does not specify registration on a stamp paper therefore no legal amendment is required. **The Department of Industries was requested to issue registrations online through the BR Portal in this regard and they agreed.**
 - e. MOUs / SLAs will have to be signed with NADRA, SECP & NBP for complete automation. An amendment to the existing MOU should be made with SECP as currently it only pushes information to the BR Portal but does not prompt companies to register with SESSI & Labour Department when companies register with SECP. **The Secretary, Investment Department requested PITB to share the draft of their MOUs/SLAs signed with the SECP, NADRA & NBP. The Secretary, Investment Department also said that a letter will be written to NBP & MCB to sign service level agreements with them for Labour, Industries & SESSI.**
 - f. The Sindh Information Technology Department owns the sindh.gov.pk domain and will be requested by the Investment Department to make a subdomain **business.sindh.gov.pk** for the portal to be hosted on it.
 - g. The Deputy Chief Inspector, Shops & Commercial Establishments for Karachi Division Dr. Zahid Gulzar committed that the Labour department shall reduce the approval time period for registration applications to 24 Hours on the Portal.
 - h. **PITB will complete the changes to the system by February 1, 2019 after receiving final changes from the departments.**
 - i. **PITB will also communicate the hosting charges for the Business Registration Portal in an official letter to the Investment Department.**
4. The Secretary, Investment Department decided that a newspaper advertisement should be issued in this regard. The date for newspaper advertisement was set at **February 10, 2019**. He also advised the Government departments to display ads at their respective centers as well.
5. Ms. Saima Shaikh also gave a detailed presentation on the Monthly Contributions & Benefits Portal developed by PITB and currently functional at PESSI. She briefed the participants about the different modules and functions of the portal. She described how using this system the contribution collection and benefit dispensation will become automated. PITB also

discussed the IT readiness of SESSI to deploy this portal. The PITB team has informed participants that each SESSI directorate will require at least 5 computer systems for the Contributions & Benefits Portal to work. Moreover, in order to implement this portal SLAs / MOUs will have to be signed with NADRA, SECP, MCB and MCB. The following steps are to be taken to roll out this system.

- a. Slight changes in process flow of SESSI
 - b. Integration with MCB for Online payments
 - c. Initial registration of Existing Businesses
 - i. Share logins with Employers (performa shared)
 - d. Awareness/Training sessions with Business Units
6. The Secretary Investment further decided that a progress meeting will be scheduled on **February 8, 2019** to review the progress.
7. The meeting ended with a vote of thanks to and from the Chair.

Action Items & Responsibility

<u>Sr.</u>	<u>Action</u>	<u>Responsibility</u>
<u>1</u>	Final changes to the Sindh Business Registration Portal to be completed by February 1, 2019.	PITB
<u>2</u>	Final changes to the portal will be communicated to PITB by relevant departments by January 29, 2019.	SESSI, Labour & HR
<u>3</u>	Investment Department will write to MCB & NBP for integration with the Business Registration Portal & Contributions & Benefits Portal as well as electronic payments for registration fee and contributions.	Investment Department
<u>4</u>	PITB will share the draft MOUs / SLAs it has signed with SECP/ NADRA.	PITB
<u>5</u>	Labour & HR Department committed to process registration applications within 24 hours and convey to Investment Department.	Labour & HR Department / Investment Department to confirm
<u>6</u>	It was agreed that Industries Department (Registrar of Firms) will issue an online Registration Certificate through the Business Registration Portal.	Registrar of Firms, Karachi (Industries Department)
<u>7</u>	Investment Department will request the Information, Science & Technology Department to create a subdomain business.sindh.gov.pk as a domain for the Sindh Business Registration Portal.	Investment Department
<u>8</u>	An advertisement related to the Sindh Business Registration Portal shall be issued on February 10, 2019.	Investment Department in coordination with related departments
<u>9</u>	PITB will communicate the hosting charges for the Business Registration Portal in an official letter to the Investment Department.	PITB