

**( Employers Letter Head )**

The Director General (Operations)  
EOBI, Head Office,  
Karachi.

Sub: **Permission for Centralized Payment.**

Dear Sir,

We are registered with EOBI, Regional Office \_\_\_\_\_ under registration No. \_\_\_\_\_.

2. We have our Sub-Offices / branches at other locations as per details below:

S.No.	Name of the Sub-Office/ Branch	Location	EOBI Registration #	No. of Employees.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

(Please attach additional sheet if needed)

3. It is requested that we may please be allowed to make centralized payments at \_\_\_\_\_ . We undertake to:

- i) Deposit contribution for each sub office on a separate PR-03 form.
- ii) Send copies of the PR-03 form of the sub-offices / branches to the respective Regional Office through Fax/mail on the following day of payment.
- iii) Provide separate PR-02A form for each location.

Yours Sincerely

**( Name )**

**Designation**