

SECP has following regional offices known as Company Registration Offices (CROs)

ISLAMABAD

State Life Building, 7-Blue Area, Islamabad.
Ph: 051-9208740, Fax: 051-9206893
Email: shaukat.hussain@secp.gov.pk

MULTAN

63-A, 2nd Floor, Nawa-e-Waqt Building, Adbali Road, Multan.
Ph: 061-9200530, Fax: 061-9200920
Email: iftikhar.hasan@secp.gov.pk

KARACHI

4th Floor, SLIC Building No.2, Wallace Road, Karachi. Ph:
021-99213272, Fax: 021-99213278
Email: sidney.pereira@secp.gov.pk

SUKKUR

28-D, Hamdard Housing Society, Airport Road, Sukkur. Ph:
071-5630517, Fax: 071-5633757
Email: iftikhar.hasan@secp.gov.pk

LAHORE

3rd & 4th Floor, Associated House, 7-Egerton Road, Lahore.
Ph: 042-99204962-6, Fax: 042-99202044
Email: liaqat.dolla@secp.gov.pk

QUETTA

Ground Floor, Aiwan-e-Mashriq Building, Opposite FC
Headquarter, Shara-e-Hali, Quetta. Ph: 081-2844136, Fax:
081-2899134, Email: msami@secp.gov.pk

FAISALABAD

Second Floor, Faisalabad Chamber of Commerce and Industry
(FCCI) Building, East Canal Road, Faisalabad.
Ph: 041-9230264, Fax: 041-9230263
Email: mahboob.ahmad@secp.gov.pk

PESHAWAR

1st Floor, State Life Building, The Mall, Peshawar Cantt.
Ph: 091-9213178, Fax: 091-9213686
Email: saeedullah.khan@secp.gov.pk

SECP FACILITATION DESK

The Sialkot Chamber of Commerce & Industry P.O.Box 1870,
Shahrah-E-Aiwan-E-Sanat-O-Tijarat, Sialkot.
Cell No.: 0321-4544443
Email: aasghar@secp.gov.pk



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN
UAN: (051) 111 117 327 | www.secp.gov.pk

In case of payment through credit card, applicant has to make payment by clicking "online payment" link and save the system generated transaction reference number / code for future correspondence, if any. The process will be initiated as soon as the SECP receives the verification of deposit of fee from the Bank.

User will receive response from the SECP via email, with any of the following:-

- Acceptance (company incorporated and incorporation certificate issued)
- Objection letter / email due to discrepancies in documents.

In order to speed up the aforementioned processes, SECP has introduced various services / facilities which are as under:-

Online Fund Transfer Facility

SECP has introduced online fund transfer facility (OFT) to facilitate the online users. Now MCB Bank account holders can directly deposit fee in SECP account through this facility.

Online Payment Facility through Credit Cards

SECP has also introduced online payment facility through credit cards which is one of its big achievements towards paperless environment. Now stakeholders can pay fee for online forms/processes through credit card from anywhere in the World.

For more information about eServices Users Guides & other important updates please visit the website at
<https://eservices.secp.gov.pk/eServices>

FAST TRACK REGISTRATION SERVICES (FTRS)



Now get disposal within

4 hours

on a range of services offered by SECP (after receipt of form/process).

FTRS available on the following services:

- INCORPORATION OF COMPANY
- AVAILABILITY OF NAME OF COMPANY
- CHANGE OF NAME OF COMPANY
- CHARGE REGISTRATION/ MODIFICATION/ SATISFACTION

INCORPORATION OF COMPANY Information and procedures



Benefits of Corporatization

- Make distinct legal entity.
- Enjoy limited liabilities and protect your personal assets.
- Elevated entity status.
- Have long-life enterprises with perpetual succession.
- Work under defined legal framework.
- Have easy transferable ownership/shares.
- Become part of a documented and regulated sector.
- Enjoy better access to financial institutions and capital markets.
- Raise funds easily.

We strive to make things easy for you. Now you can pay
ANYWHERE AT ANYTIME through our following service:

Online Payment Facility through Credit Cards



SECURITIES AND EXCHANGE
COMMISSION OF PAKISTAN



Following are the requirements / procedure for registration of a new company under the Companies Ordinance, 1984:

STEP WISE PROCEDURE FOR OFFLINE / MANUAL SUBMISSION OF DOCUMENTS

Step 1: Availability of Name

The first step with regard to incorporation of a company is to seek the availability of the proposed name for the company from the registrar.

Step 2: Documents for registration of a limited company

The following documents are required to be filed with the registrar concerned for registration of a private limited company:

- i. Form - 1 (Declaration of applicant for incorporation)
- ii. Form - 21 (Notice of situation of registered office of the company)
- iii. Form - 29 (Particulars of first directors of the company)
- iv. Memorandum and articles of association (4 copies)
- v. Copy of national identity card or passport (in case of foreigner), of each subscriber and witness to the memorandum and articles of association.
- vi. Registration / filing fee (Original paid challan)
- vii. Authorization by sponsors /power of attorney

Additional Requirements for the Incorporation of a public Company

- I. Form - 27 (List of persons consenting to act as director)
- II. Form - 28 (Consent of Directors)

STEP WISE PROCEDURE FOR ONLINE SUBMISSION

Step 1: Logging into eServices

at <https://eservices.secp.gov.pk/eServices>, create user ID and password for name reservation process. Use Microsoft Internet Explorer 7 or above (32-bit). At this stage user will enter proposed company name, select company kind from drop down menu, choose mode of payment and complete remaining steps and submit application along with payment of the prescribed fee.

Step 2: Enter Information for Company Incorporation:

If the Company name has been reserved successfully, the Company Incorporation facility will be available at this stage. For incorporation process, please note that you will need to create separate User IDs for all proposed Subscribers, in order to obtain their digital signatures from NIFT <http://www.nift.com.pk/> After obtaining name availability, User should use the "Manage Company Users" button available on the top right hand side of the web page to create separate/additional User IDs. User will click on the company incorporation process and following information will need to be entered by the user:

- (i) **Declarant**, compulsory information about the declarant/ company representative. A declarant can be any person authorized to represent the proposed company by the Owners/Board of Directors. Any employee or even the director could be chosen for this responsibility.
- (ii) **Director/Subscriber**, detailed data regarding Board of Directors and Subscribers.
- (iii) **Company information**, registered office address, sector-wise

classification, share capital, company objects, contact number/cell number and email address.

- (iv) **Signatory**, details of signatory.
- (v) Press **Continue** link, process document listing page will be displayed, containing the following links:
 - a. Update Form(s) Data (User has an option to amend the details already entered, if required before submitting the process)
 - b. View Forms (to view filled out forms)
 - c. View company profile form (to view company profile)
 - d. Fill New Attachment Form (to attach required documents)
 - e. Fill New Attachment Form Articles of Association (to attach Articles of Association)
 - f. Fill New Attachment Form Memorandum of Association (to attach Memorandum of Association)
 - g. Fill New Bank Challan (at this stage challan should only be saved and not printed)
 - h. Sign Forms (for digitally signing application by all subscribers)

After digital signatures, "Submit to SECP" button will become active and clicking this button will submit documents/application to the SECP and a process reference number will be generated. Click on submitted processes and print the challan form and submit it into bank.

IMPORTANT POST INCORPORATION REQUIREMENTS

Sr #	Event	Filing Time	Returns to be filed with Registrar
1.	Appointment of first chief executive	Within 15 days from the date of incorporation of the company.	Form 29 within 14 days from the date of appointment of chief executive. Public companies are also required to file Form 28 within 14 days from the appointment of chief executive.
2.	Appointment of first auditor	Within 60 days from the date of incorporation of the company.	Form 29 within 14 days from the date of appointment of auditor.
3.	Holding of Annual General Meeting (AGM)	First AGM is required to be held within 18 months from the date of incorporation of the company and thereafter in each calendar year within 4 months from the close of the annual accounts. First election of directors is to be held in first AGM and thereafter in every three years.	If AGM is held by the company Form A by companies having share capital within 45 days in case of listed companies and within 30 days in case of other companies. Form B by companies not having share capital within 30 days of AGM.