

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 displayed.

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 response:

- Acceptance (Incorporation certificate dispatched through courier)
- Rejection or issue resolution

For more information about eServices, 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 Company Offices

FTRS available on the following services:

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

COMPANY REGISTRATION OFFICES

Faisalabad

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

Islamabad

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

Karachi

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

Lahore

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

Multan

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

Peshawar

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

Quetta

382/3, (IDBP House), Shahrah-e-Hali,
Quetta Cantt.
Ph: 081-2844136, Fax: 081-2899134
Email: croquetta@secp.gov.pk

Sukkur

28- D , Hamdard Housing Society,
Airport Road, Sukkur.
Ph: 071-5630517, Fax: 071-5633757
Email: croskr@hotmail.com



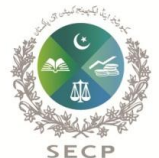
SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN
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Incorporation of Company

Information and procedures



Corporatization and Compliance Department



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

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. Copy of national identity card or passport (in case of foreigner), of each subscriber and witness to the memorandum and article of association.
- II. Memorandum and articles of association (4 copies)
- III. Form -1 (Declaration of applicant for incorporation)
- IV. Form - 21 (Notice of situation of registered office of the company)
- V. Form - 29 (Particulars of first directors of the company)
- VI. Registration/filing fee (Original paid challan)
- VII. Authorization by sponsors

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)

Additional Requirements for incorporation of a Single Member Company

- I. Form S1 (Nomination of nominee director)

STEP WISE PROCEDURE FOR ONLINE SUBMISSION

Board of Directors and Subscribers.

- (iv) Company information, registered office address, sector-wise classification, share capital, objects.
- (v) Signatory, details of signatory
- (vi) Press Continue link, process document listing page will be displayed, containing the following links:
 - a. Update Form(s) Data (for data update)
 - 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
 - f. Fill New Attachment Form Memorandum of Association
 - g. Fill New Bank Challan (for printing auto-filled bank challan)
 - h. Sign Forms (for digitally signing application)

Step 1 Logging into eServices:

at <https://eservices.secp.gov.pk/eServices>, using user ID and password

Step 2 Enter Information:

If the Company name has been reserved successfully, the Company Incorporation facility will be available at this stage. User will click on the company incorporation process and following information will be entered by the user:

- (i) Application Details including complete company name, kind and designated bank branch to be selected, in the first section.
- (ii) 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.
- (iii) Director/ Subscriber, detailed data regarding the

IMPORTANT POST INCORPORATION REQUIREMENTS

Sr.No.	Event	Time Frame	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 i. 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.