



User Manual

Leading Efficiency through Automation Prowess (LEAP)

Phase 1-b

January 12, 2024



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Phase 1-b

The Company Registry part of the LEAP program will consist of 4 phases:

1. Phase 1-a
2. Phase 1-b
3. Phase 2-a
4. Phase 2-b

The company types included in Phase 1-b scope include:

1. Public Companies
2. Private Companies
3. Single Member Companies
4. Trade Organizations
5. Companies u/s 42
6. Companies u/s 45

The following processes will be available for External Users in Phase 1-b:

1. Name Reservation, Permission to Form, Incorporation and CTC - Combined
2. Name Reservation - Separate
3. Permission to Form and Incorporation – Separate
4. Change in Registered address - From one province to another
5. Change in Registered address - Within same city
6. Change in Registered address - From one city to another within same province
7. Change in Registered address - For books of accounts
8. Apply for Certified True Copy of a Form
9. Change/Rectification of Name
10. Annual filing of company including filing of annual audited accounts, Global Register of Beneficial Ownership, annual returns of active/inactive companies and UBO declarations.
11. Quarterly filing
12. Induction, Cessation and change in particulars of directors and officers, including the chief executive, secretary, chief financial officer, auditors, legal adviser

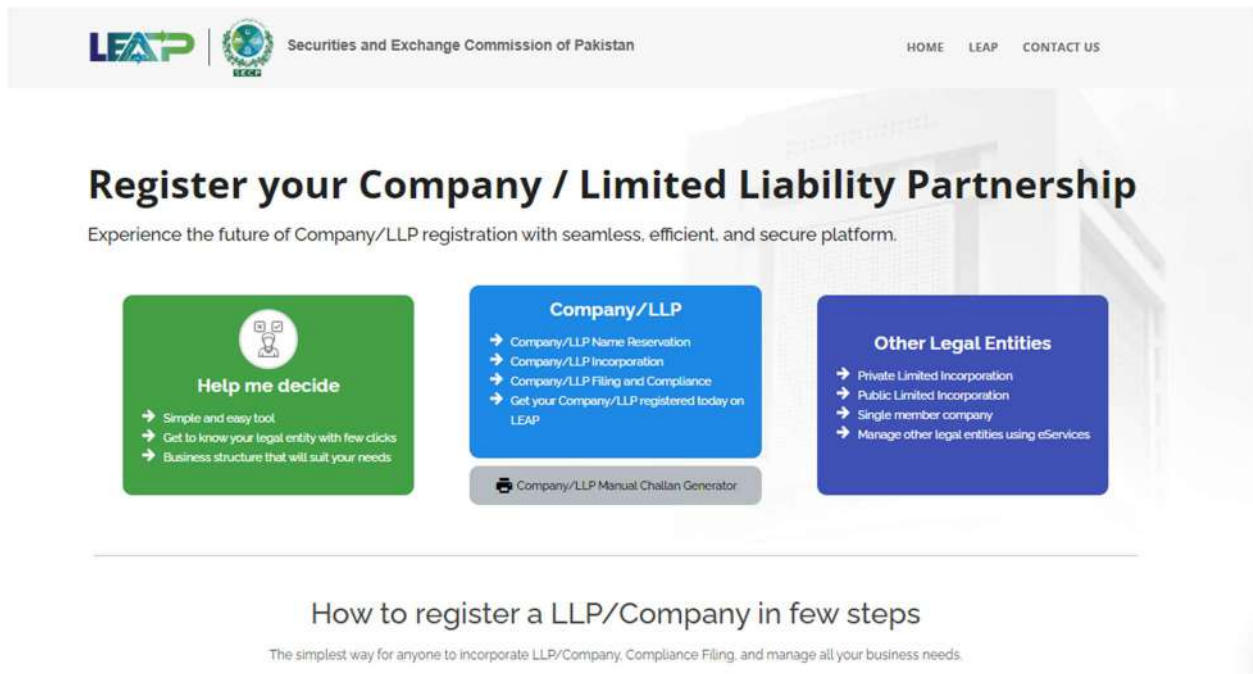


13. Special Resolution Filing
14. UBO Declaration
15. Increase in Authorized Capital
16. Cancellation, Consolidation, or Division / Sub-division of shares
17. Allotment of Shares
18. Change in Shareholding of more than 25%
19. Change in Voting Rights of more than 25%
20. Change in Membership of more than 25%

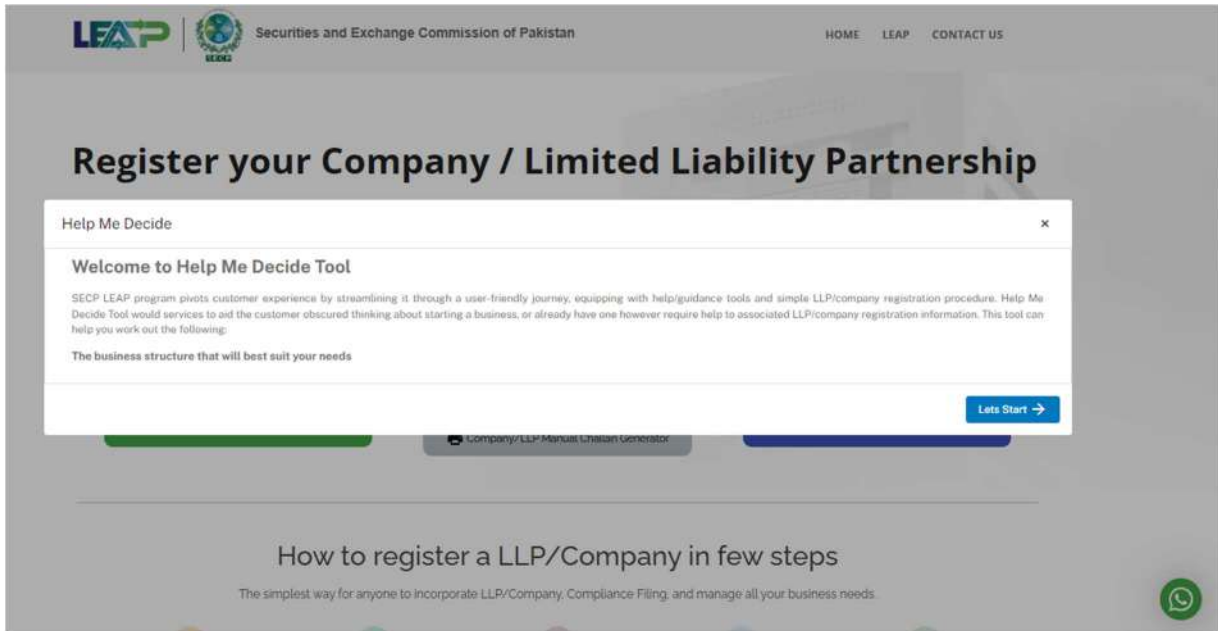
1. Help Me Decide Tool

The help me decide tool is designed to help first time users in figuring out which type of company they should register. Since certain processes for the company types mentioned above, and processes for Foreign Companies will not be available on LEAP in Phase 1-b, the Help Me Decide tool is also accompanied by a façade layer to direct the incoming Applicant to either LEAP or e-Services portals.

1. On navigating to the LEAP External Users Portal URL, the Applicant will land on the Façade layer, which they can use to either go directly to LEAP Login/Signup page, or go directly to e-Services portal for other company types, or to navigate to the Help Me Decide tool for guidance on different company types.



2. Clicking on the Help Me Decide Tool will lead the user to the tool's welcome screen.



3. Clicking on the Help Me Decide Tool will lead the user to the tool's welcome screen.
4. Upon clicking the "Let's Start" button, the applicant will be redirected to the eServices page, specifically landing on the LEAP/eZfile page. Subsequently, the applicant will engage with a Question/Answer wizard that the user can navigate by selecting a Yes/No answer to the questions presented and then clicking on the Proceed button. The Applicant can also choose to navigate to previous questions by clicking on the Back Button at any point. The Applicant can also close the Help ME Decide tool using the close(x) button on the top right of the window.



LEAP | Securities and Exchange Commission of Pakistan

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Register your Company / Limited Liability Partnership

Help Me Decide

Choose an option(YES or NO) to proceed with help me decide tool.

Are you a not-for-profit-body (e.g. an NGO, social services body, sports association, or other bodies proposed to be set up for philanthropic purposes) that will not distribute any profits to its members?

Not-for-profit bodies could include entities engaged in the promotion of trade, commerce, art, science, religion, health, education, research, sports, protection of the environment, social welfare, and charity. Please note that this does not include any international development bodies, international donor agencies, and international NGOs (INGOs). These bodies are registered with the Ministry of Interior (MoI) and can't be registered with SECP.

Yes
 No

← Back Proceed →

How to register a LLP/Company in few steps

The simplest way for anyone to incorporate LLP/Company, Compliance Filing, and manage all your business needs.

5. One the Applicant reaches a particular Company Type based on the responses given, the Applicant can navigate to the relevant portal (LEAP or e-Services) to sign up or login. The Applicant can also choose to navigate to previous questions and explore other questions and Company Types in the Help Me Decide tools by clicking on the Back button.

LEAP | Securities and Exchange Commission of Pakistan

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Register your Company / Limited Liability Partnership

Help Me Decide

Based on your responses, the most suitable type of legal entity for you is:

A trade organization registered u/s 45 as a company limited by guarantee and not having a share capital.

Key information regarding Trade Organizations
A trade organization is an organization intended to be formed with the object of promoting any trade, industry, or service, or any combination of it, prohibits payment of any profits to its members, and requires a license from the Director General of Trade Organizations (DGTO) in the Ministry of Commerce.

Company limited by guarantee means a company having the liability of its members limited by the memorandum to such amount as the members may respectively undertake to contribute to the assets of the company in the event of its being wound up.

← Back Lets Start →

How to register a LLP/Company in few steps

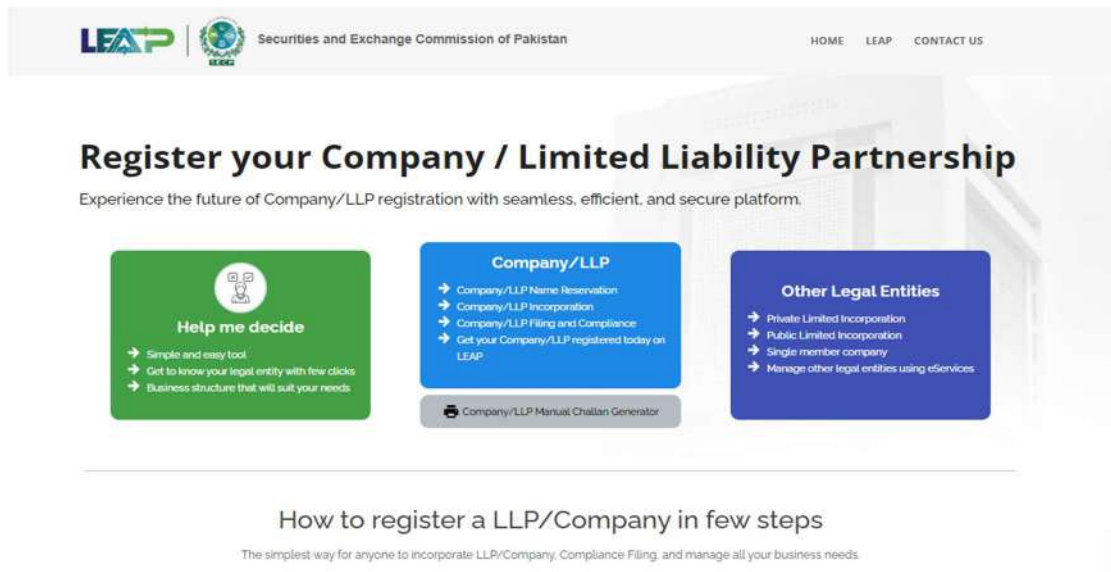
The simplest way for anyone to incorporate LLP/Company, Compliance Filing, and manage all your business needs.



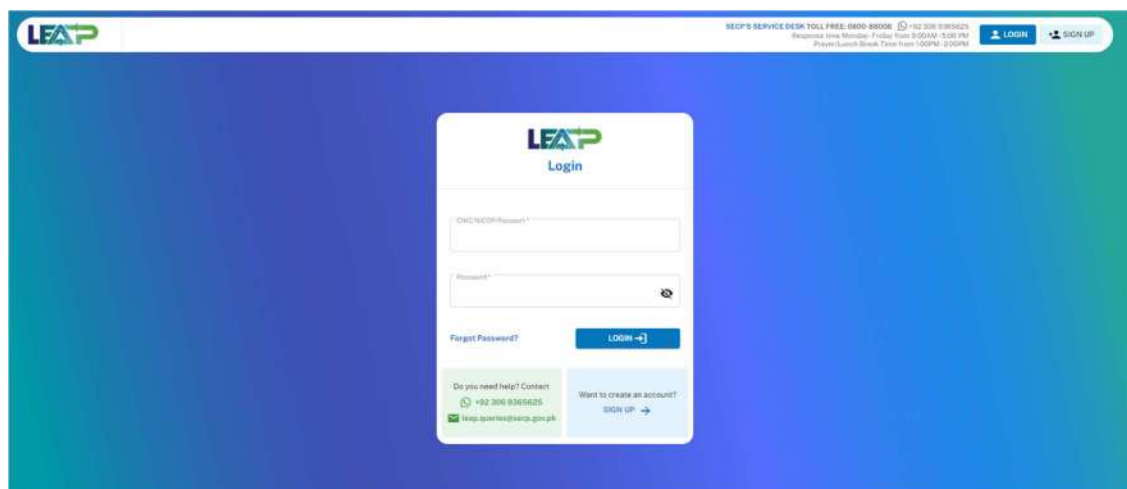
2. User Registration

Before applying for Incorporation or Post Incorporation processes, External users must register themselves with SECP by signing up on the LEAP Portal.

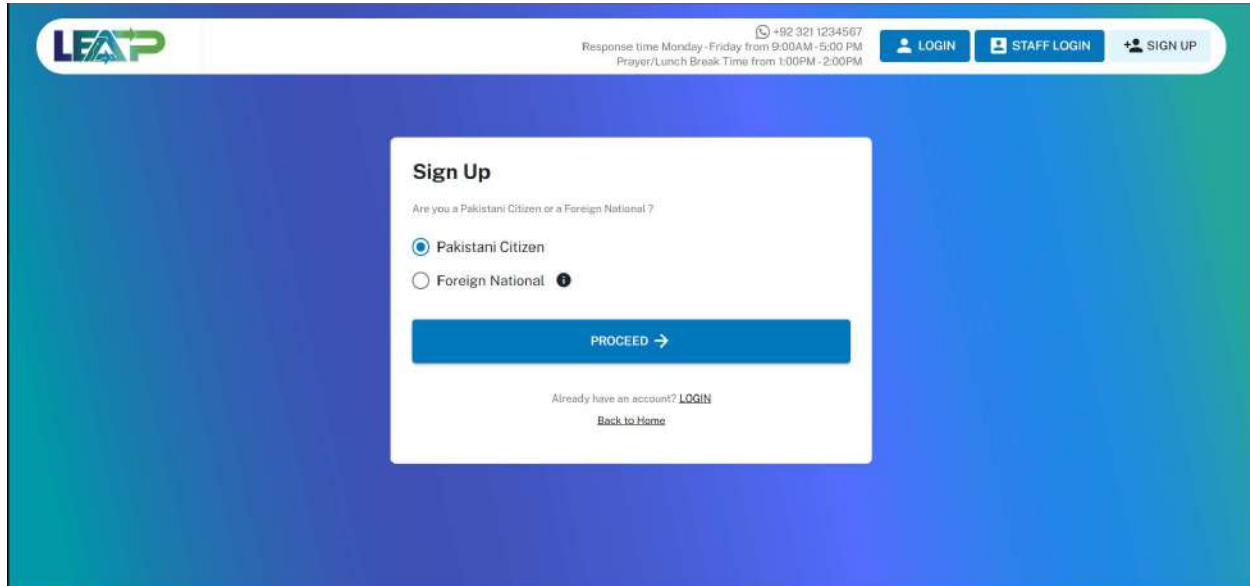
1. For registration, user opens the SECP LEAP portal.



2. The LEAP home page displays the LOGIN and SIGN-UP options at the top corner of the screen .
3. If User has already registered, they can Login with their username and password. Username will be the CNIC/NICOP/Passport Number they registered with.

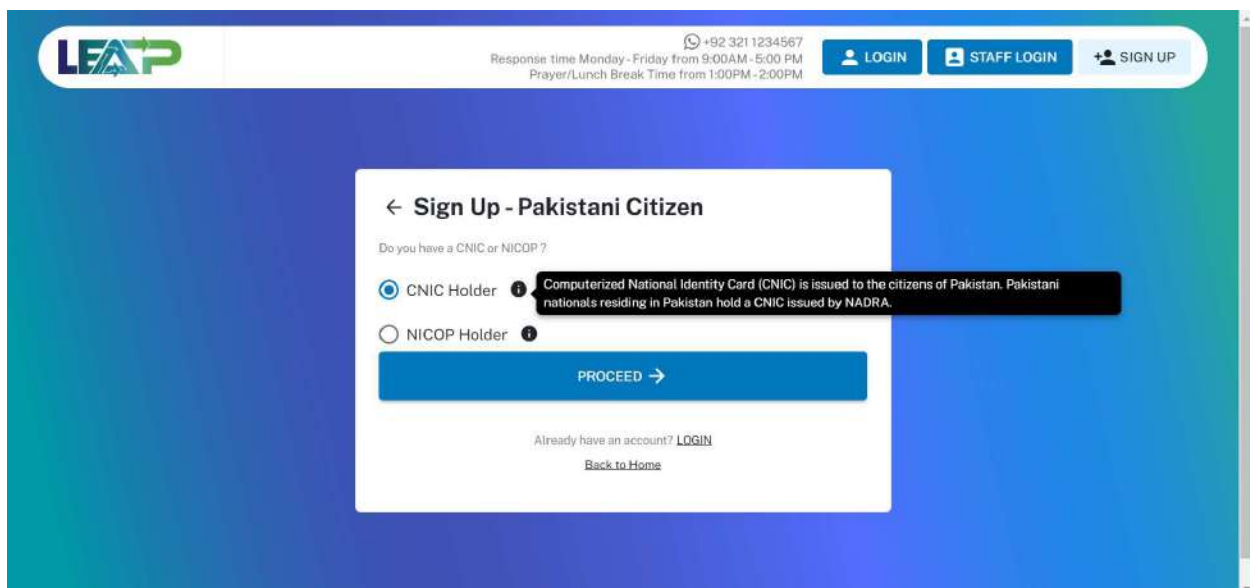


- To register, a new user clicks on the Sign-Up button and system displays the Sign-Up screen with the question “Are you a Pakistani Citizen or a Foreign National?”



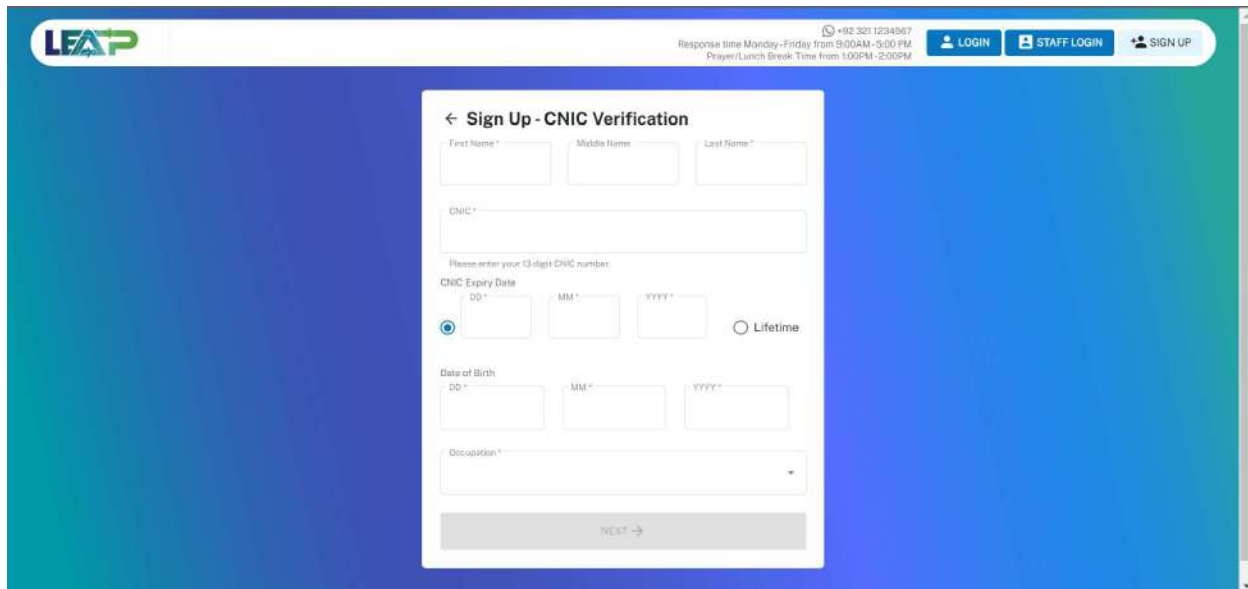
Sign Up-Pakistani Citizen

- User selects Pakistani Citizen and clicks Proceed.
- System displays the “Pakistani Citizen” screen with the question “Do you have a CNIC or a NICOP?”



Sign Up – Pakistani Citizen – CNIC holder

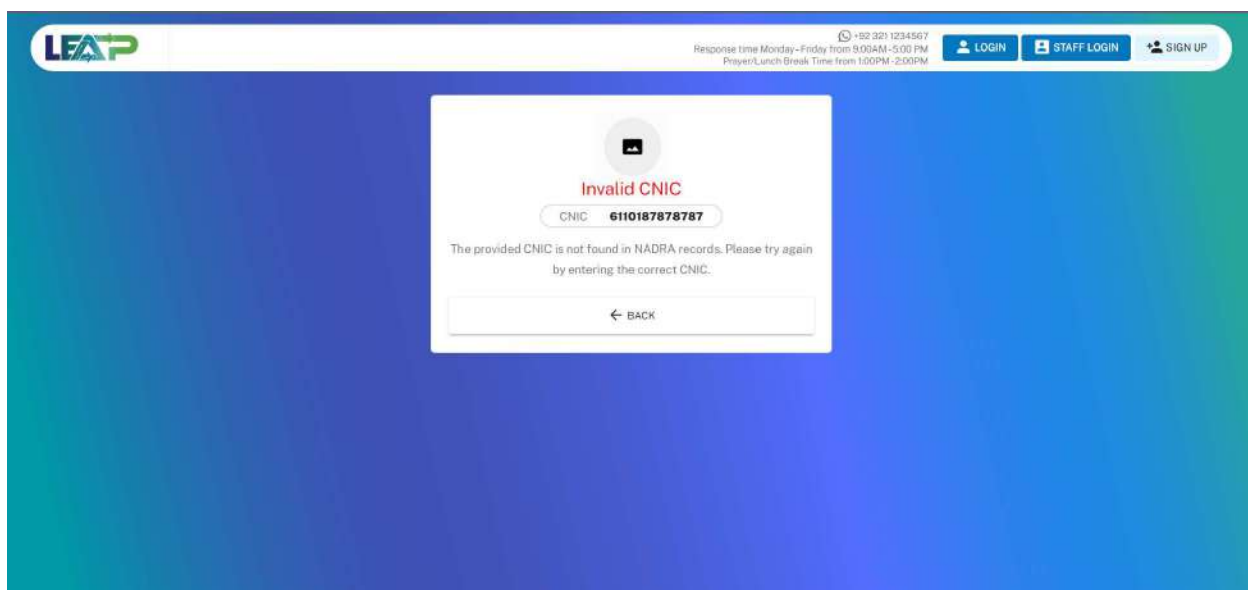
7. User selects the 'CNIC Holder' option and system displays the Sign-Up-CNIC Verification form where user will enter their personal details, as shown in the image.
Note: Spelling of the user name must be as per CNIC/NICOP/Passport.



The screenshot shows the 'Sign Up - CNIC Verification' form. The form includes the following fields and options:

- First Name *
- Middle Name
- Last Name *
- CNIC *
- Please enter your 13 digit CNIC number.
- CNIC Expiry Date:
 - DD *
 - MM *
 - YYYY *
 - (Selected)
 - Lifetime
- Date of Birth:
 - DD *
 - MM *
 - YYYY *
- Occupation *
- NEXT →

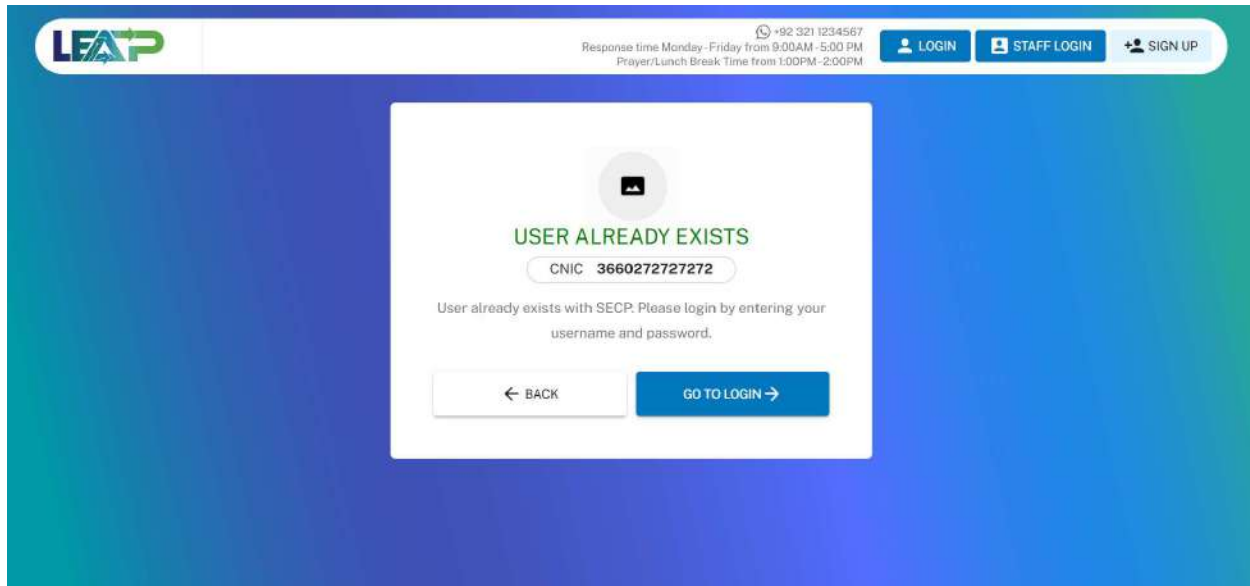
8. User fills all mandatory fields marked with an asterisk(*) and clicks on 'Next'. System verifies the CNIC entered against NADRA records.
9. In case the CNIC is not verified from NADRA, the system displays an error message, and provides the option to return to the previous screen to provide a valid CNIC.



The screenshot shows an error message for an invalid CNIC. The message includes the following information:

- Invalid CNIC
- CNIC 61101878787
- The provided CNIC is not found in NADRA records. Please try again by entering the correct CNIC.
- ← BACK

10. If the user already has an account on LEAP with the CNIC entered, the system displays a message to the Applicant, along with the option to go to login page.

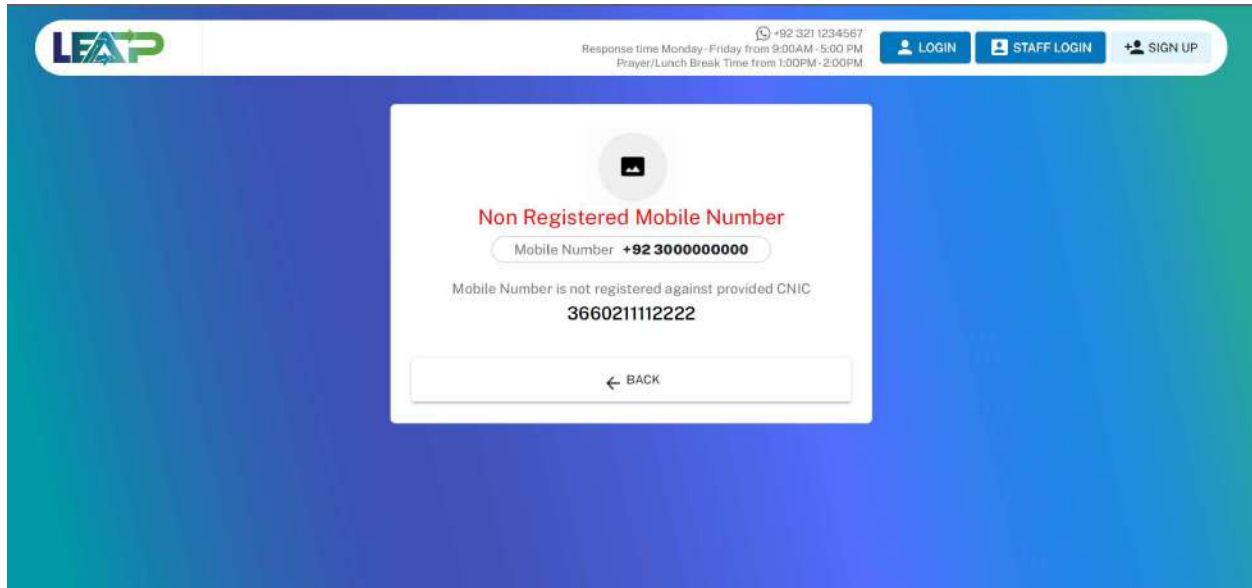


11. In case of successful verification of the CNIC against NADRA records, the user is displayed a field to enter their mobile number for verification.

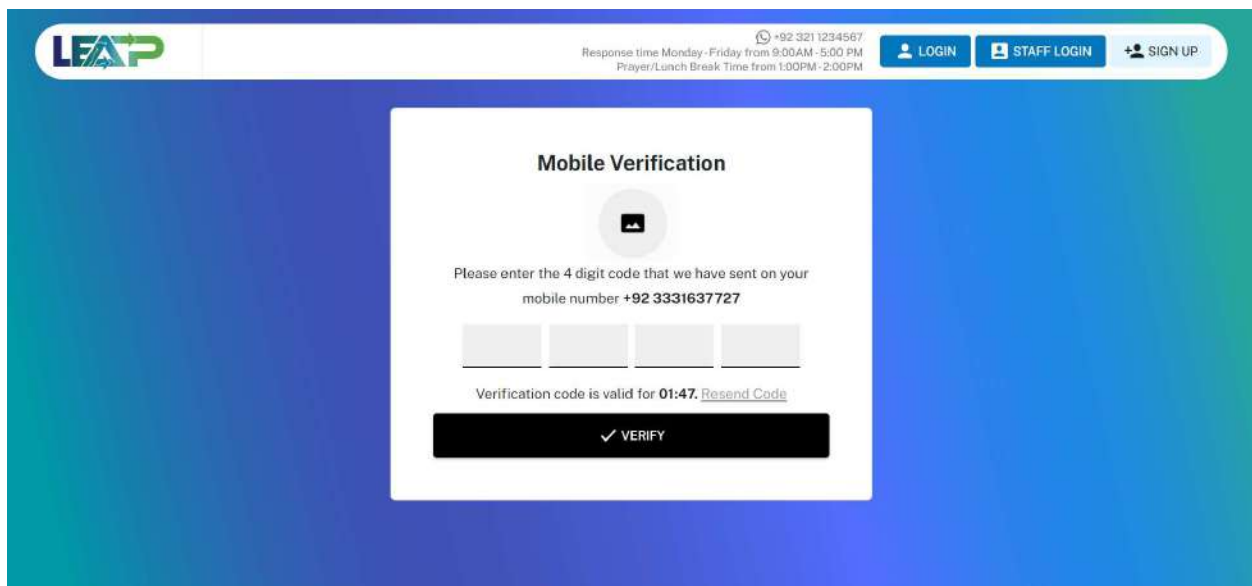


12. User inputs their mobile number, which must be registered against their CNIC.

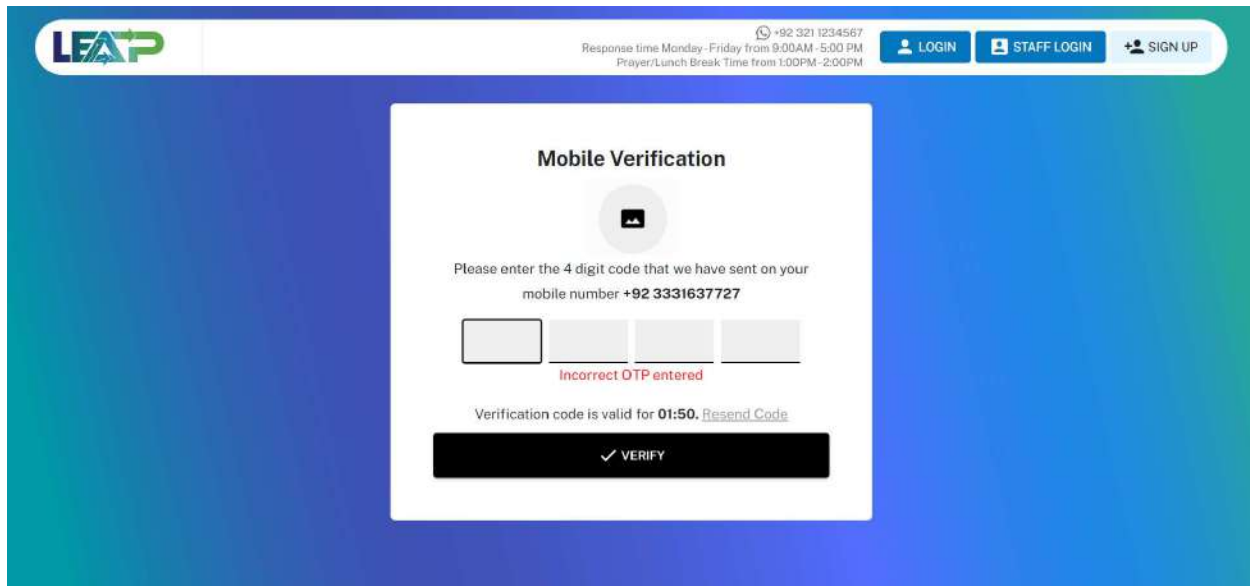
13. In case the provided mobile number is not verified from PMD records, the system displays an error message, and provides the option to return to the previous screen to provide a valid Mobile Number registered against the Applicant's CNIC.



14. After successful verification from PMD, system sends an OTP to the user's mobile number. The OTP remains valid for 2 minutes.



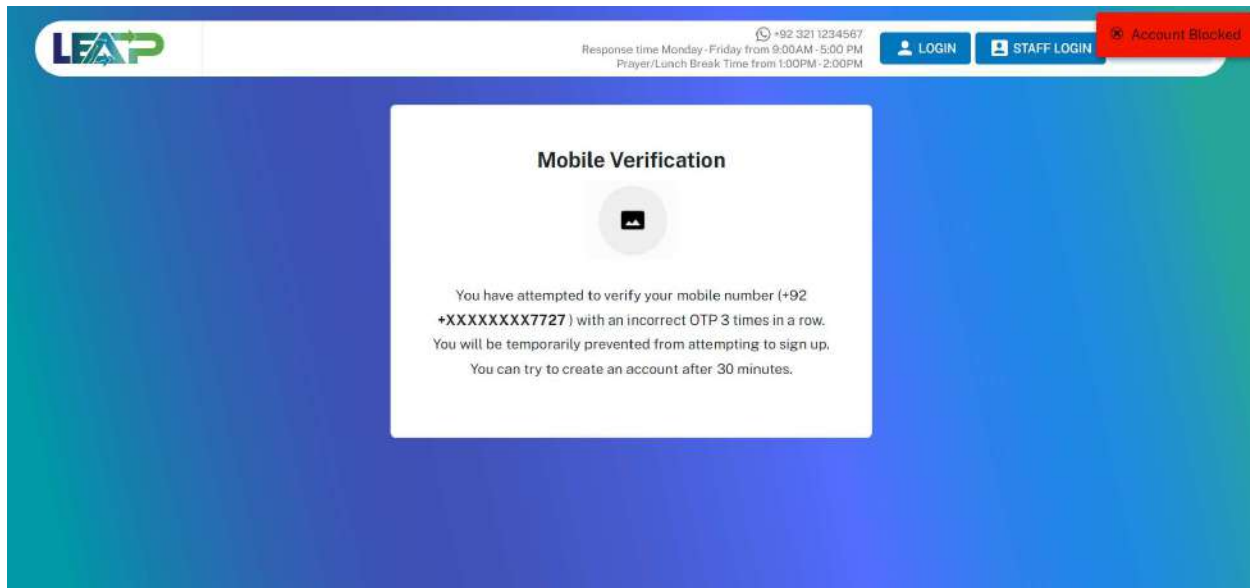
15. In case an incorrect OTP is entered, the system shows an error message, and prompts the user to enter the correct 4-digit OTP.



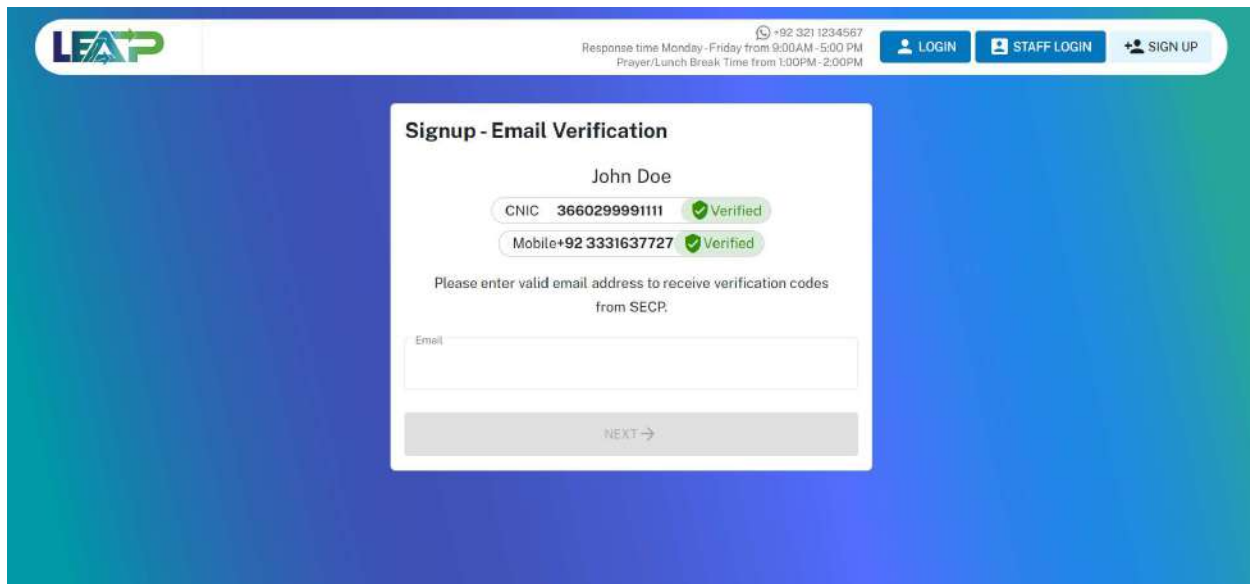
16. In case a time of 2 minutes elapses after the OTP is sent, as indicated by the countdown being displayed on the screen, the user can click on 'Resend Code' button, which becomes clickable after the 2 minutes are elapsed.



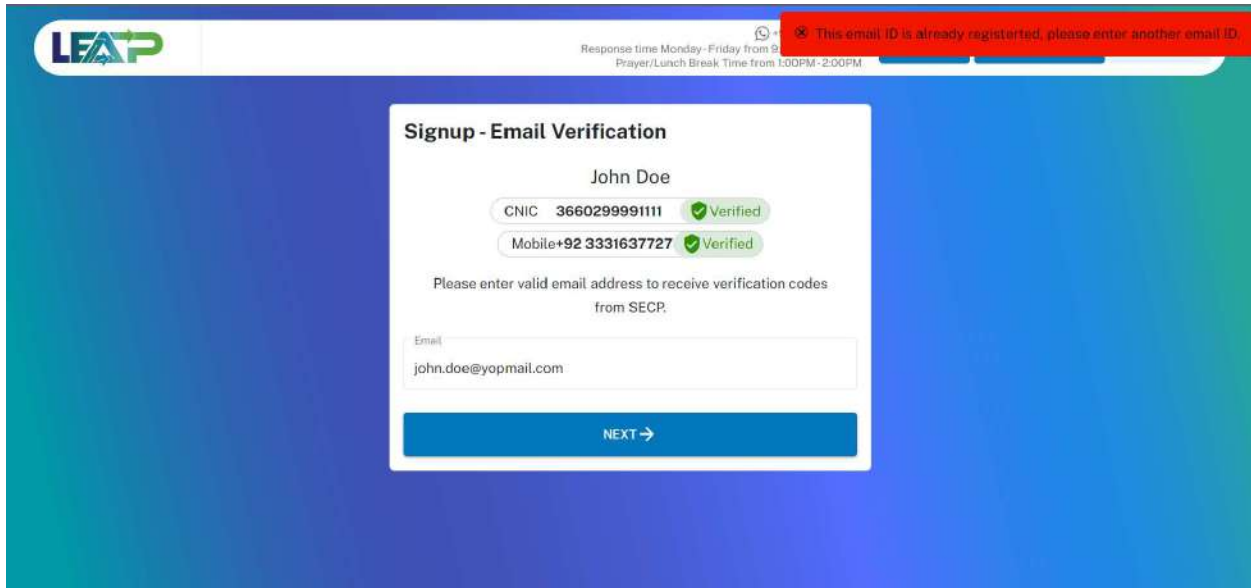
17. If the user enters an incorrect OTP 3 times in a row, the system temporarily blocks the user from further signup attempts for 30 minutes as a security measure. The user can resume sign up with that CNIC after a lapse of 30 minutes.



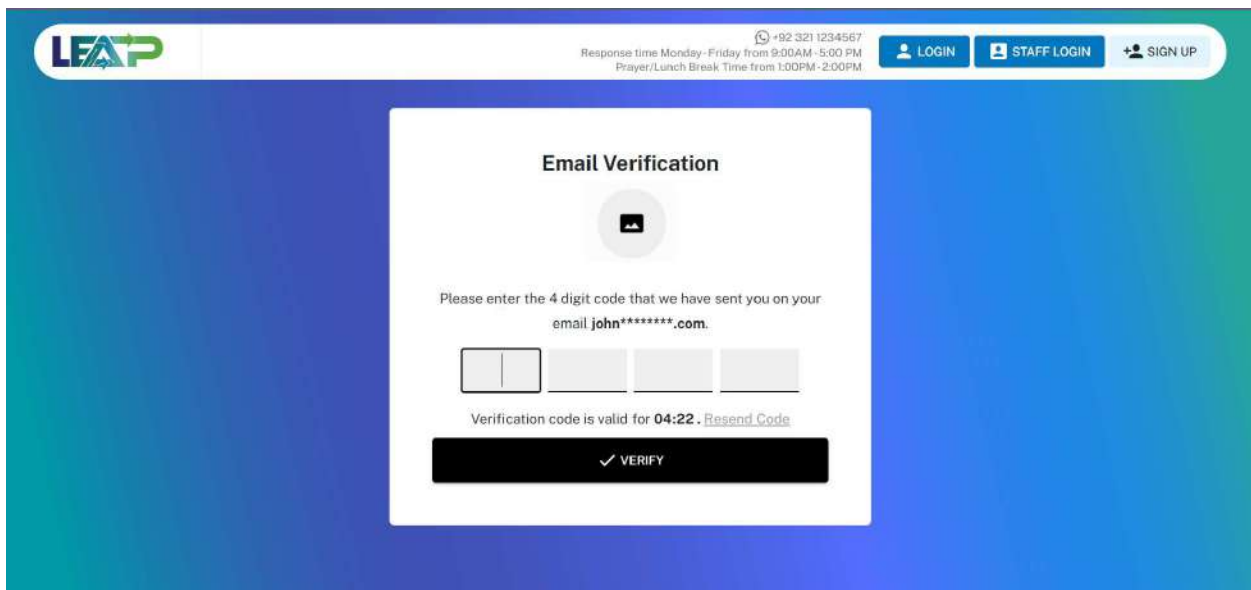
18. When the user Enters the correct 4-digit OTP, system verifies it and displays the field to enter Email. The verified status of both CNIC and Mobile number are shown on top.



19. If the email provided by the user is already in use, system will prompt the user via an error message.



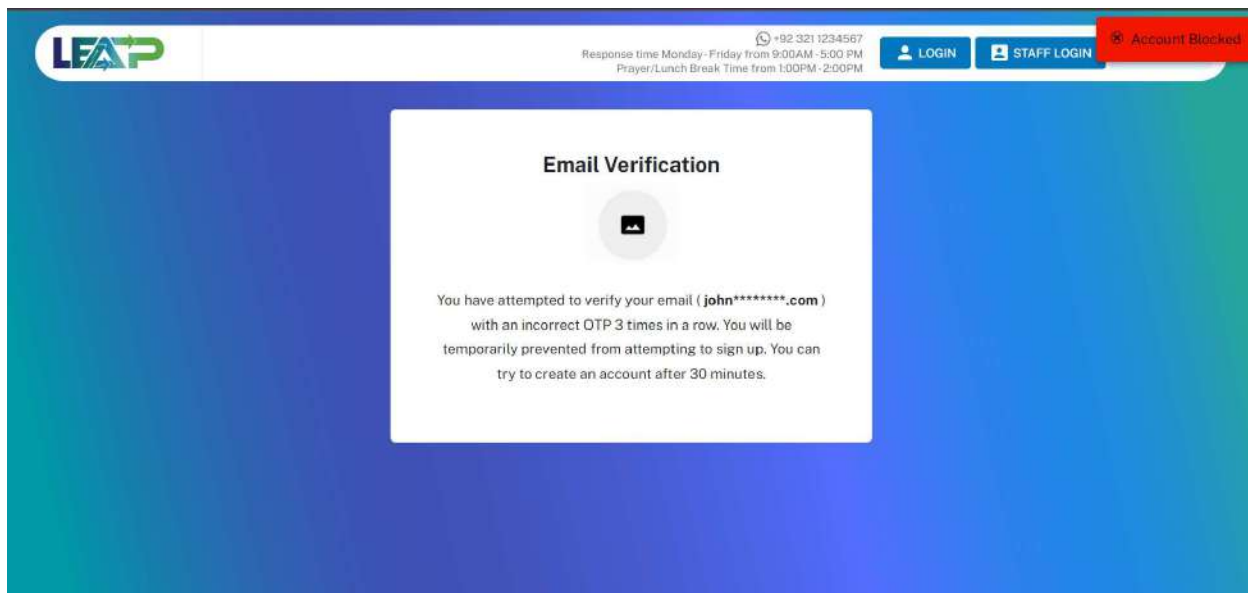
20. User enters the email and system send the OTP on the email. This OTP remains valid for 5 minutes, after which the Resend Code button becomes enabled. The Applicant can use this button to resend the code.



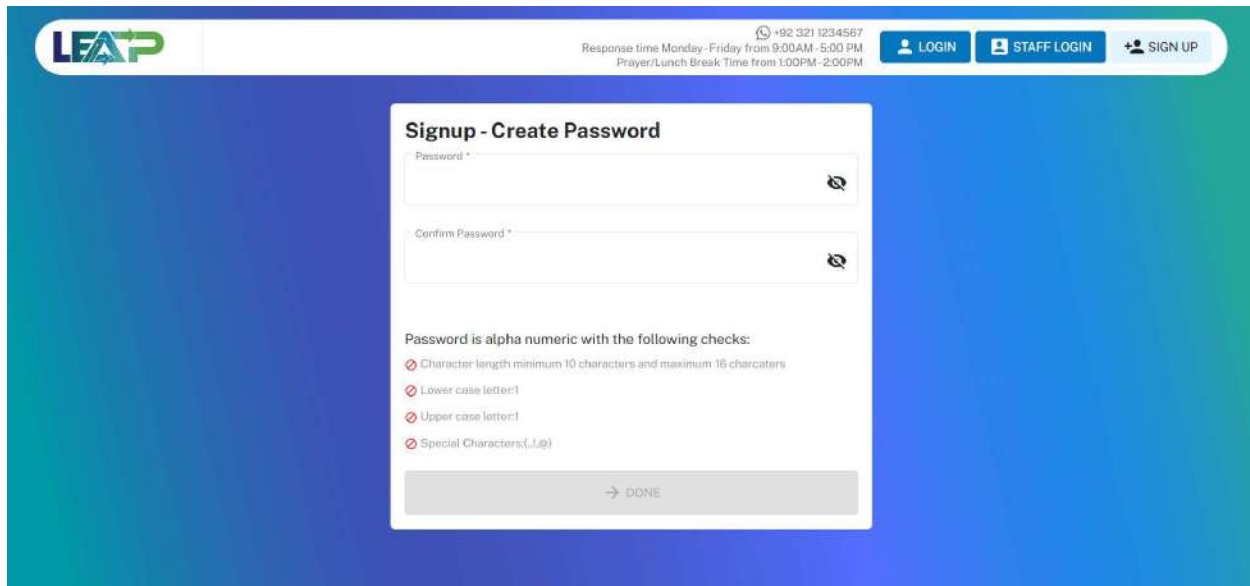
21. In case an incorrect OTP is entered, the system shows an error message, and prompts the user to enter the correct 4-digit OTP.



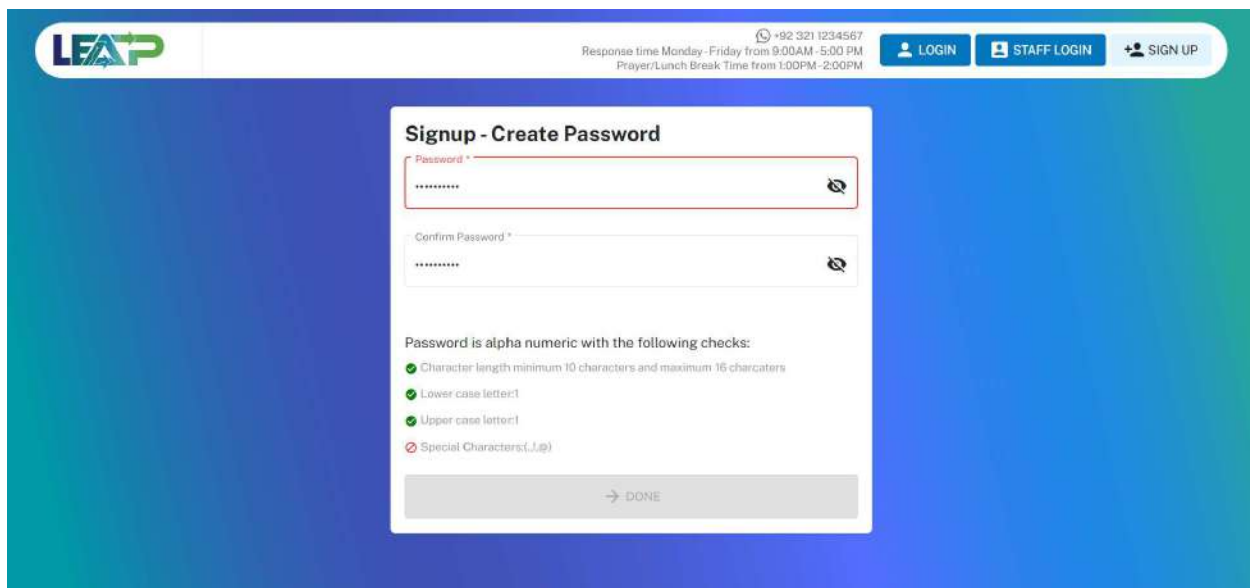
22. If the user enters an incorrect OTP 3 times in a row, the system temporarily blocks the user from further signup attempts for 30 minutes as a security measure. The user can resume sign up with that CNIC after a lapse of 30 minutes.



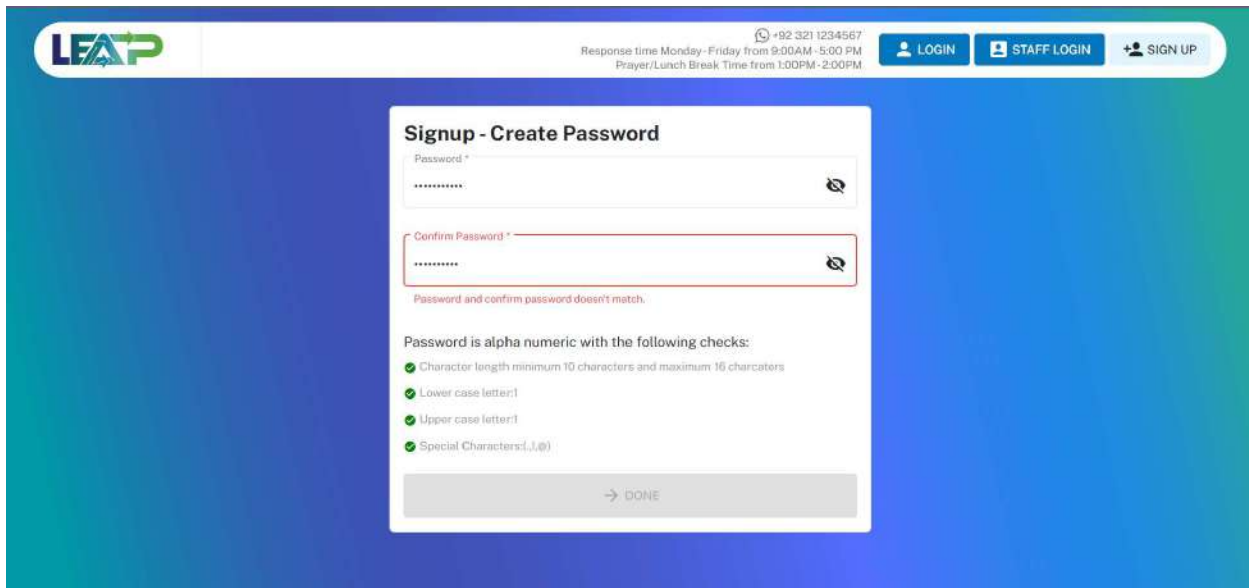
23. If the user enters the correct OTP received on the email and system after verifying email displays the screen to create and confirm password.



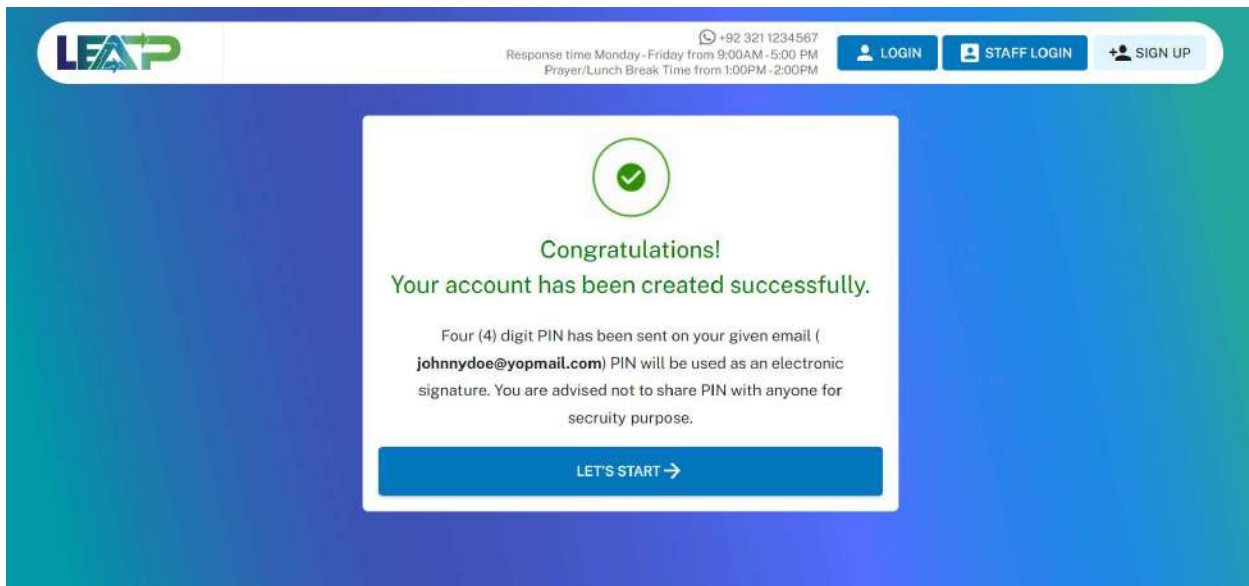
24. The requirements for password are listed below the password fields. When these requirements are met, a green checkmark is placed against each of these. The Done button at the bottom of the page remains disabled until all these requirements are met, not allowing the user to proceed further without a strong password.



25. Furthermore, the password provided in the Password and Confirm Password fields need to match. An error is displayed to the user if these fields do not match, and the Done button at the bottom of the page remains disabled, not allowing the user to proceed further without correcting the Password first.



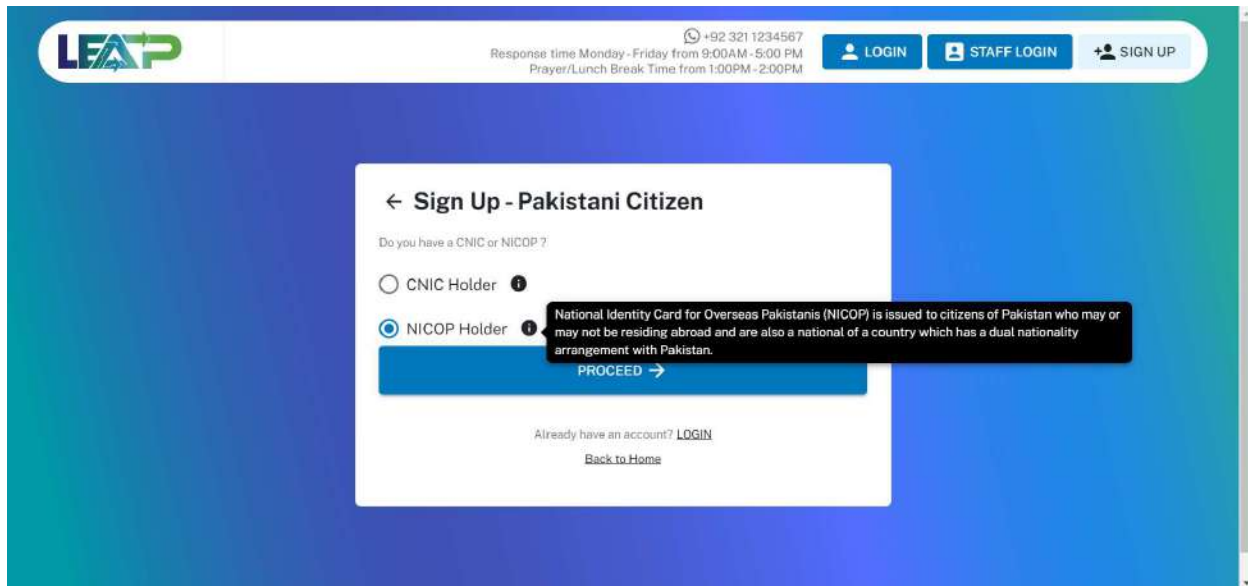
26. Once the password has been created, system generates an Email, and In-App Alert to the **Applicant** regarding PIN generation.



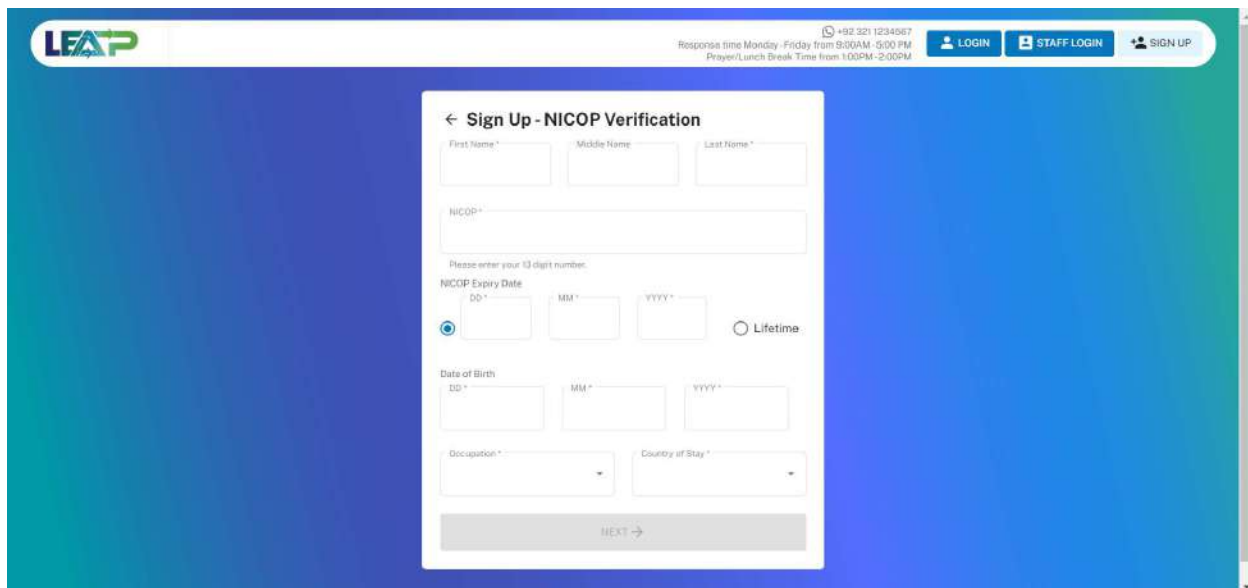
27. System sends the PIN to the Applicant via email. The PIN is included as an attachment that is password protected. The password for the attachment is the same as the Applicant's LEAP account password.

Sign Up – Pakistani Citizen – NICOP holder

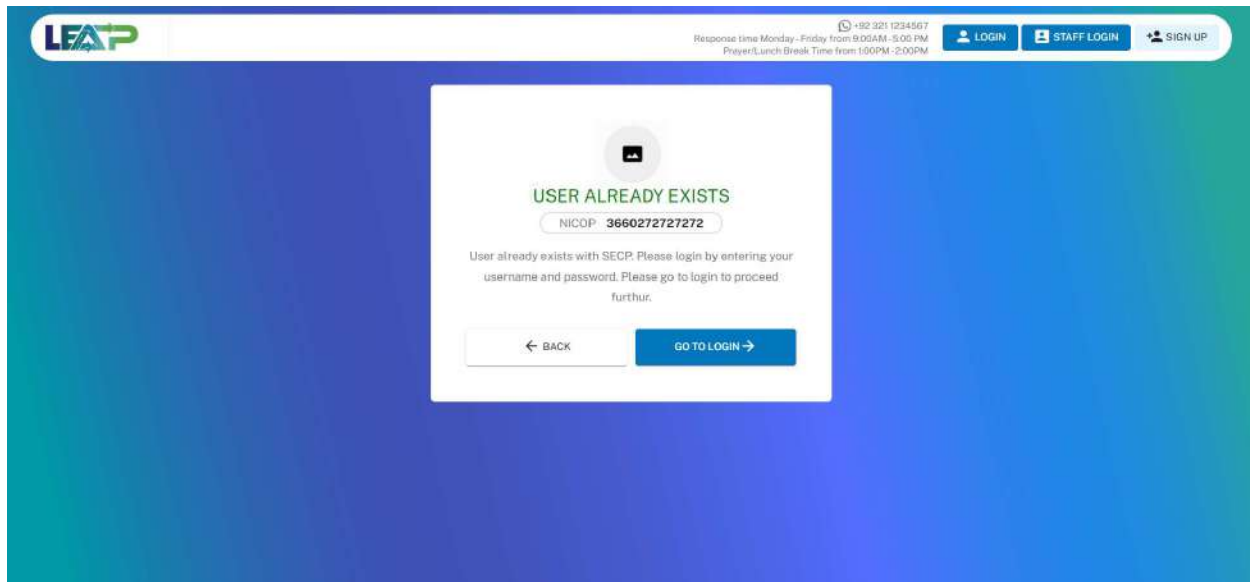
28. System displays the “Pakistani Citizen” screen with the question “Do you have a CNIC or a NICOP?”



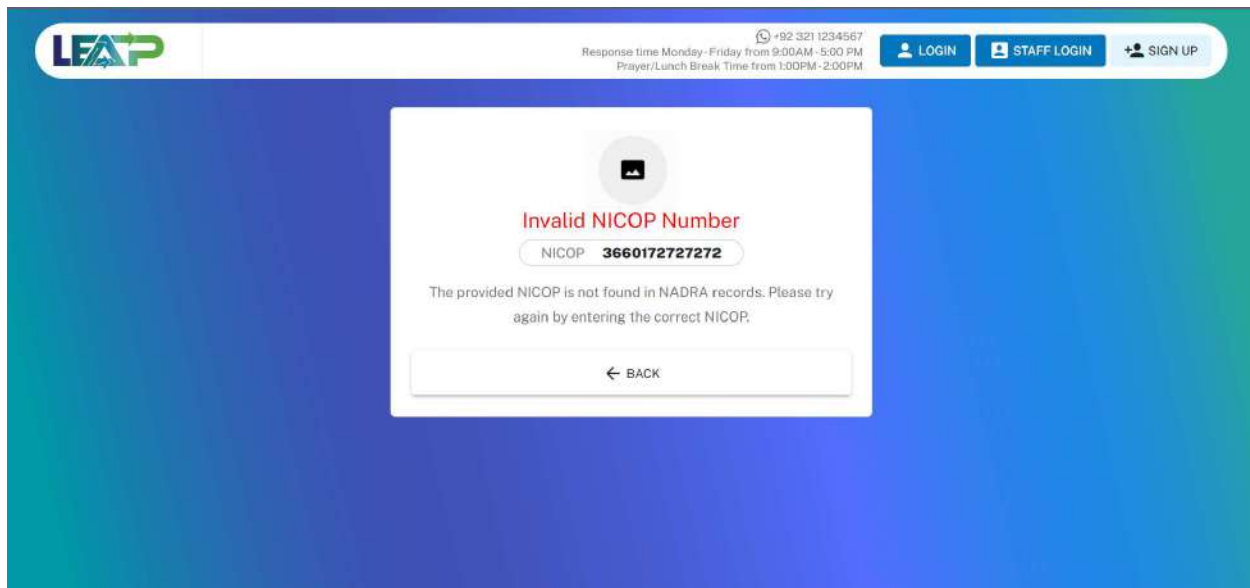
29. User selects the NICOP holder, system displays Sign-Up-NICOP Verification form where user needs to enter the personal detail as shown in the image.



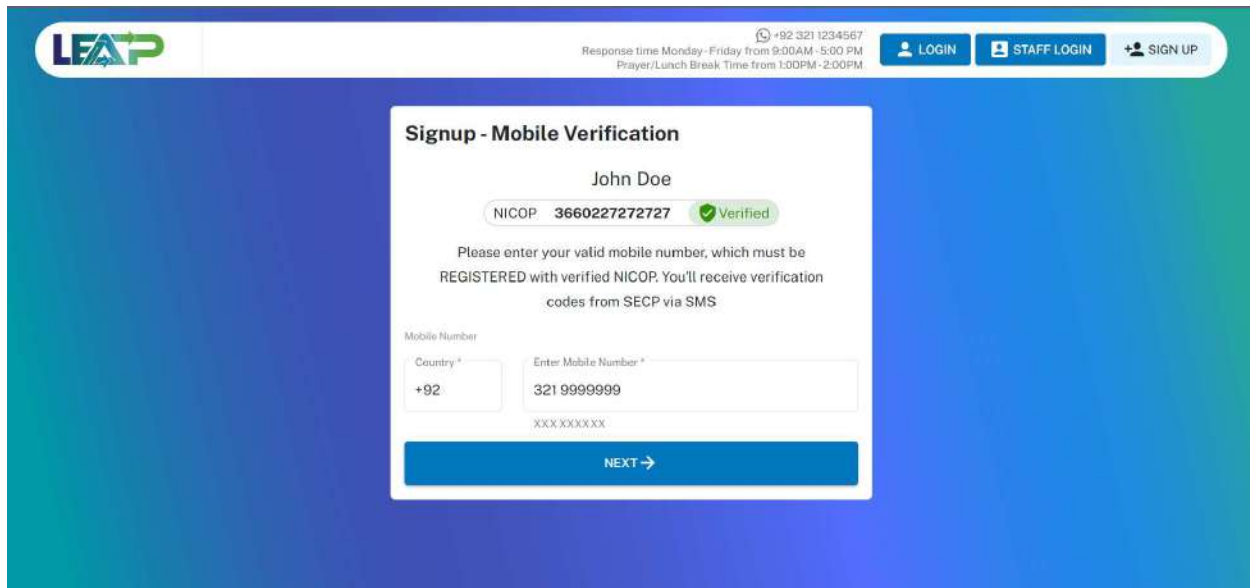
30. If the user already has an account on LEAP with the CNIC entered, the system displays a message to the Applicant, along with the option to go to login page.



31. In case the CNIC is not verified from NADRA, the system displays an error message, and provides the option to return to the previous screen to provide a valid CNIC.



32. After filling out the form user clicks on Next and system displays the field to enter mobile number verification.



Signup - Mobile Verification

John Doe

NICOP **36602272727** Verified

Please enter your valid mobile number, which must be REGISTERED with verified NICOP. You'll receive verification codes from SECP via SMS

Mobile Number

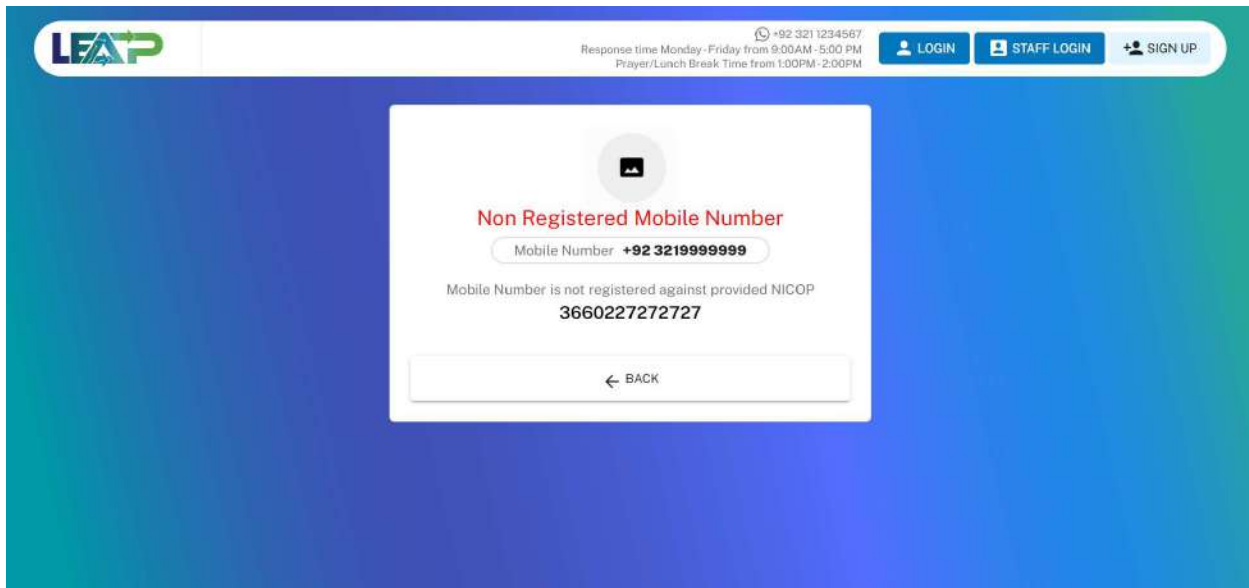
Country *

Enter Mobile Number *

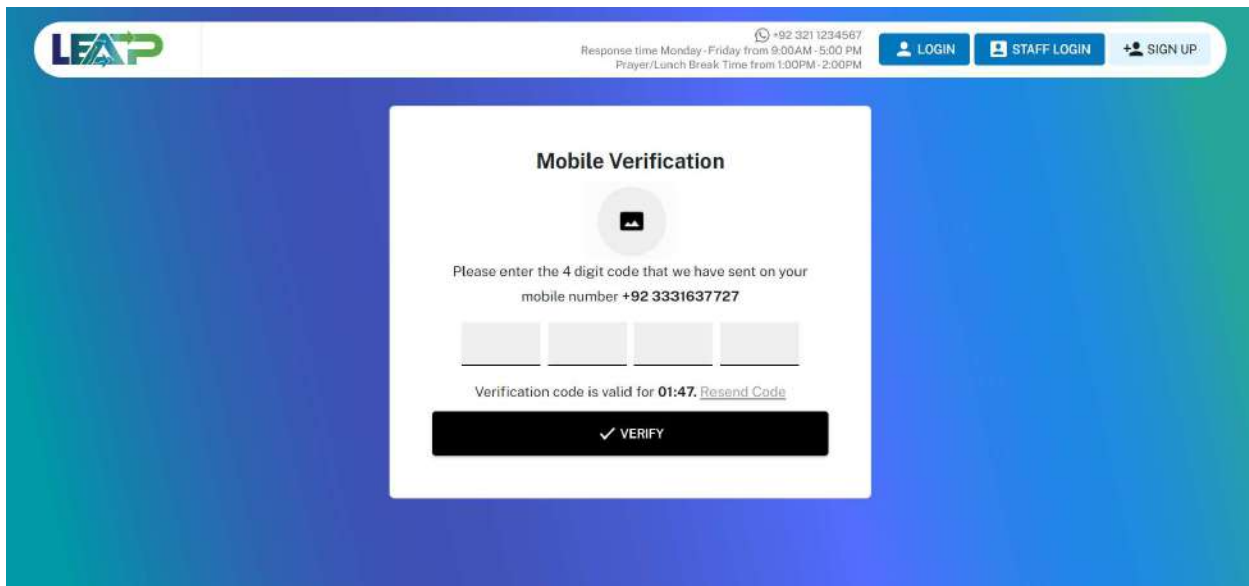
XXX XXXXX XX

NEXT →

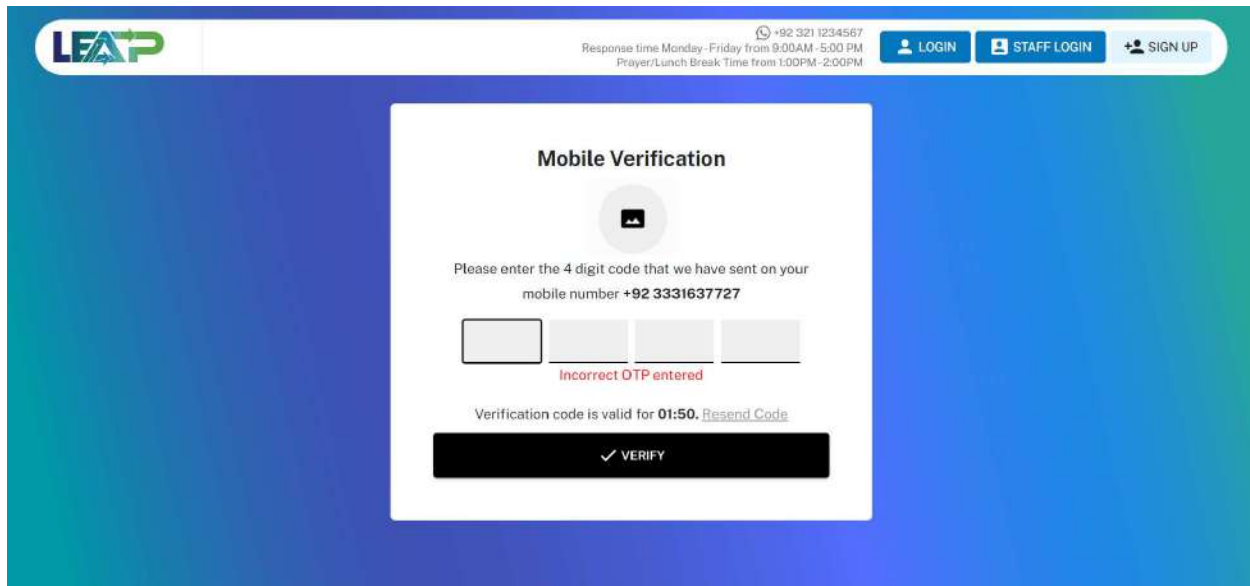
33. If the Applicant provides a mobile number with country code other than that of Pakistan, mobile verification is not verified using PMD and OTP verification of Mobile number is not done and the user lands on step 38. During name reservation, company incorporation, or post-incorporation procedures, users must register with an attested NICOP/passport copy and a photo, the sequence of which depends on the specific process requirements.
34. If the Applicant provides a Pakistani mobile number, verification of mobile number is done via PMD and OTP. If the verification against PMD records for a Pakistani Mobile number fails, an error message is shown to the Applicant with the option to go back and update the provided mobile number. If mobile verification is successful, the Applicant will proceed to step 34.



35. After successful verification from PMD for Pakistani Mobile Number, system sends an OTP to the Applicant's mobile. The OTP remains valid for 2 minutes.



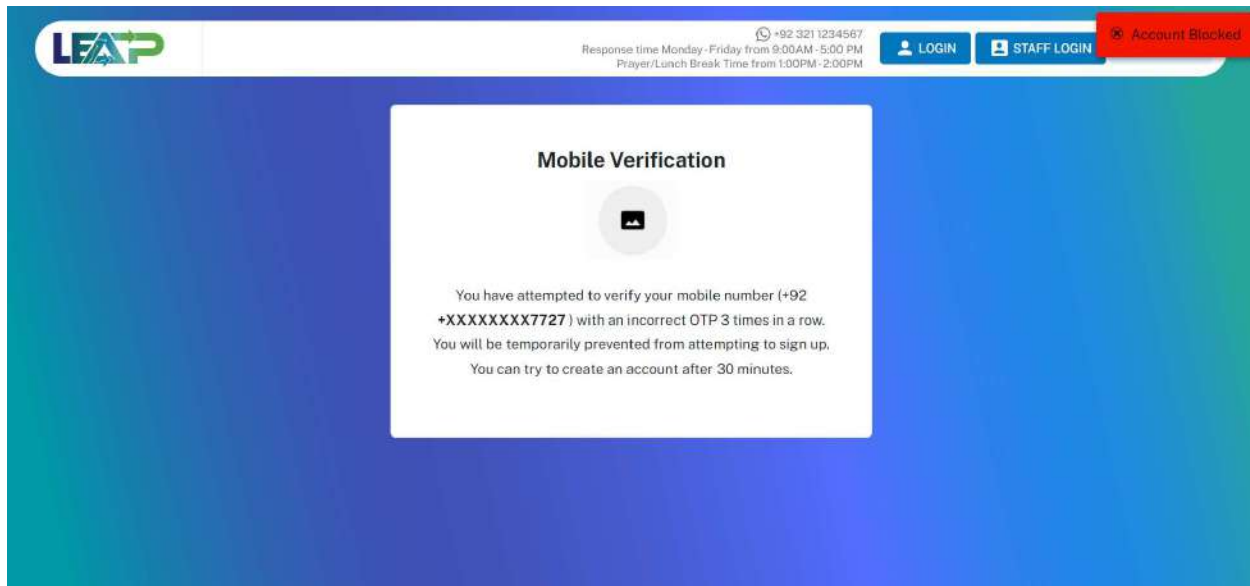
36. In case an incorrect OTP is entered, the system shows an error message, and prompts the user to enter the correct 4-digit OTP.



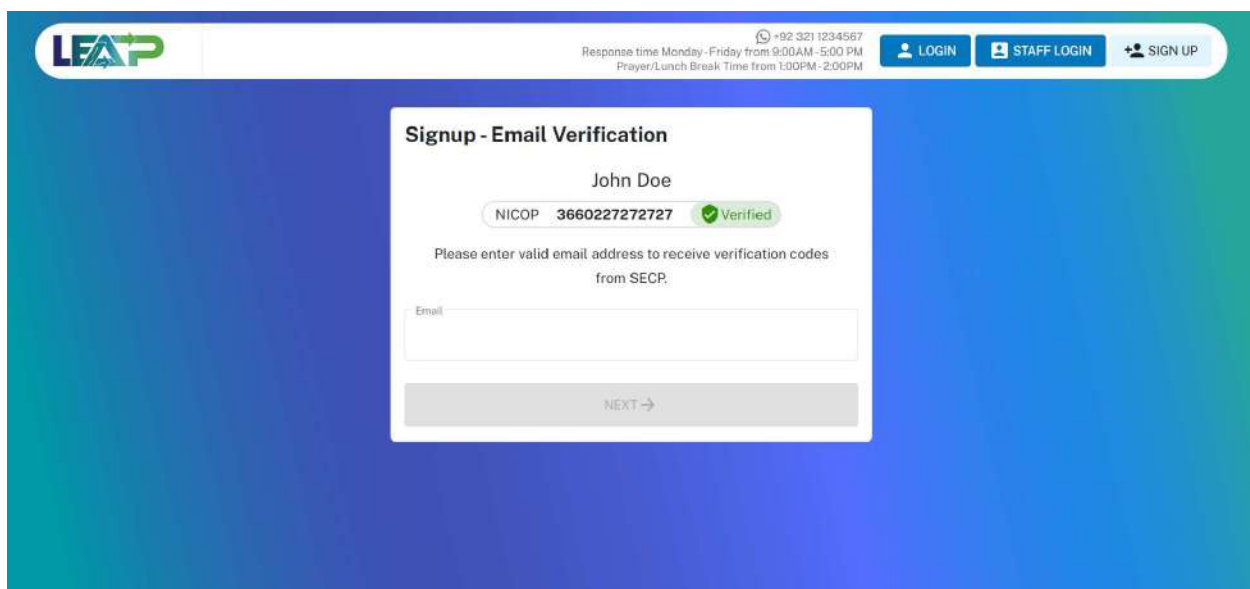
37. In case a time of 2 minutes elapses after the OTP is sent, as indicated by the countdown being displayed on the screen, the user can click on 'Resend Code' button, which becomes clickable after the 2 minutes are elapsed.



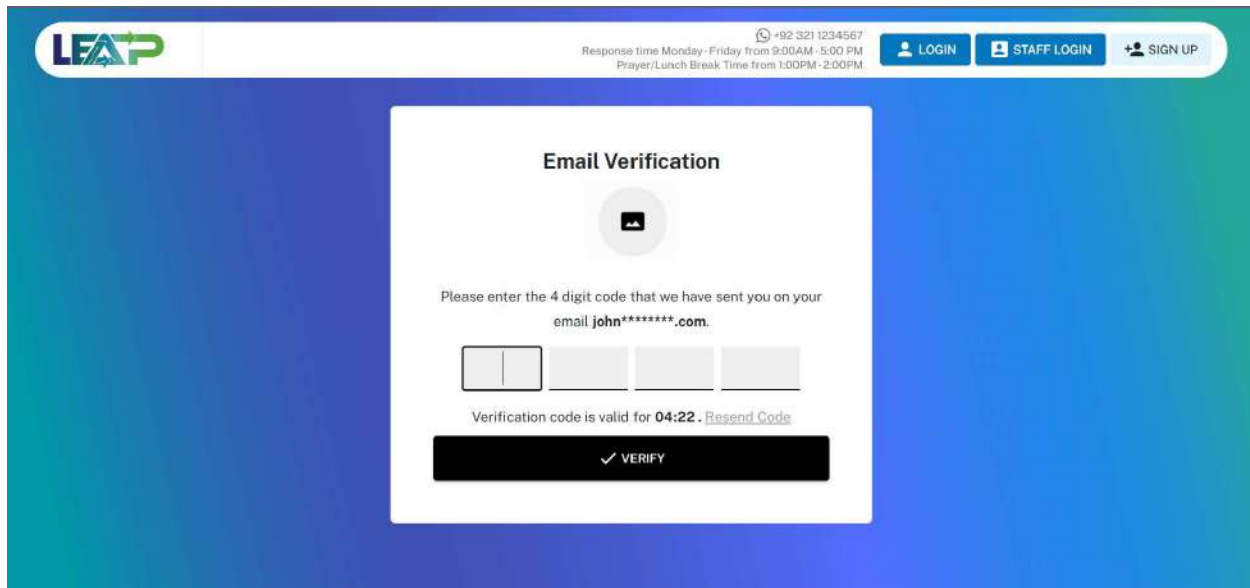
38. If the user enters an incorrect OTP 3 times in a row, the system temporarily blocks the user from further signup attempts for 30 minutes as a security measure. The user can resume sign up with that NICOP after a lapse of 30 minutes.



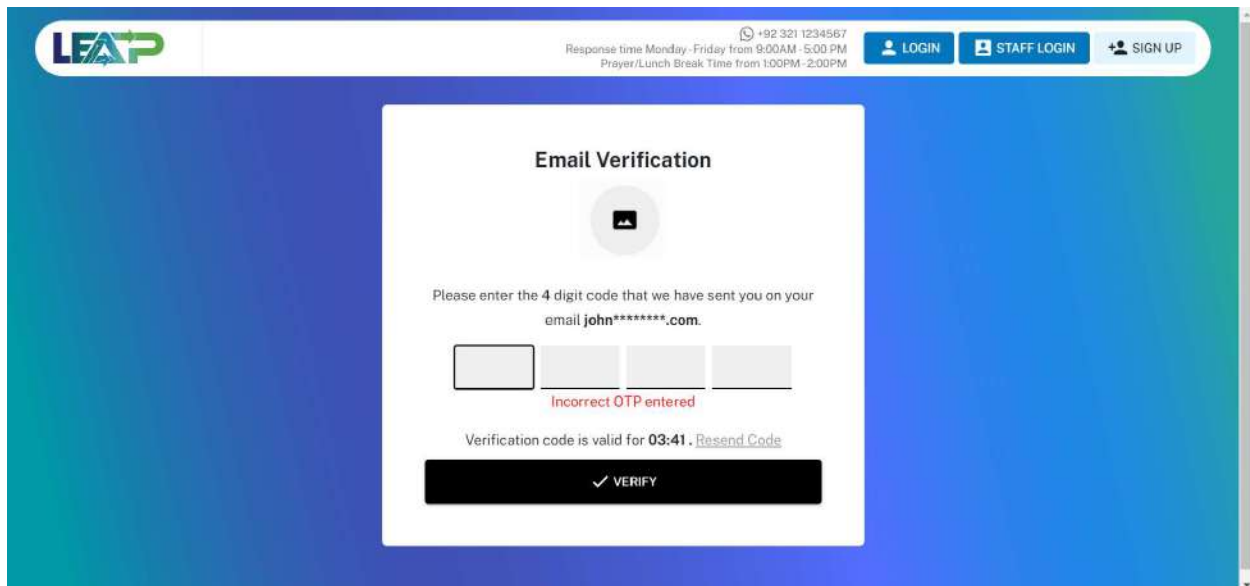
39. In case of correct OTP verification of Pakistani Mobile Number, or if mobile verification is not required for non-Pakistani Mobile Numbers, system displays the field to enter Email.



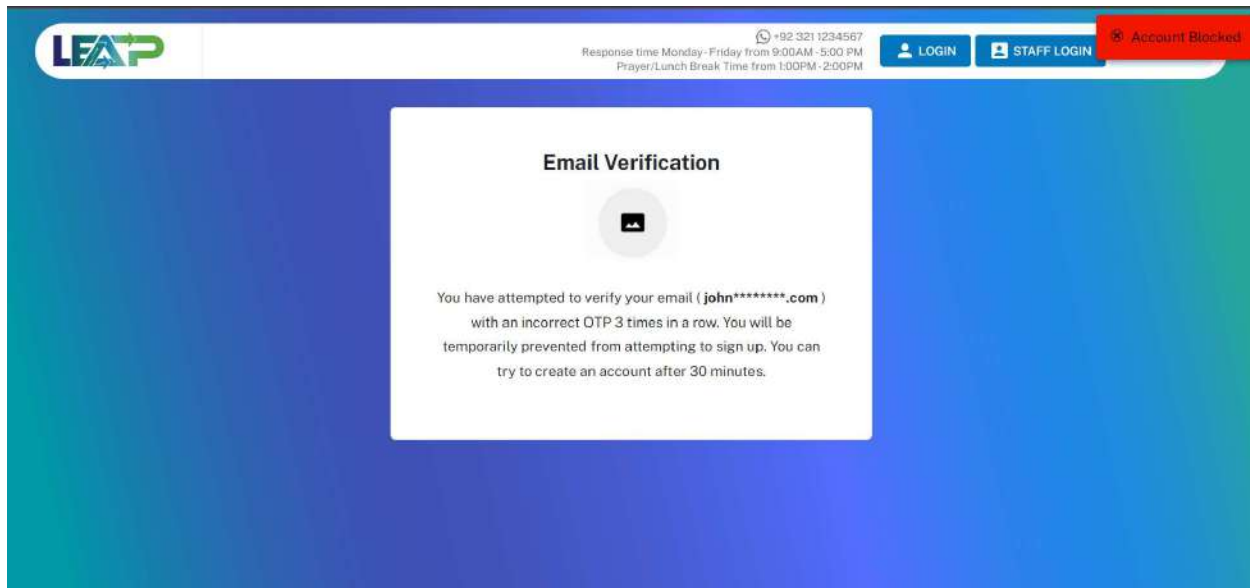
40. User enters the email and system send the OTP on the email. This OTP remains valid for 5 minutes, after which the Resend Code button becomes enabled. The Applicant can use this button to resend the code.



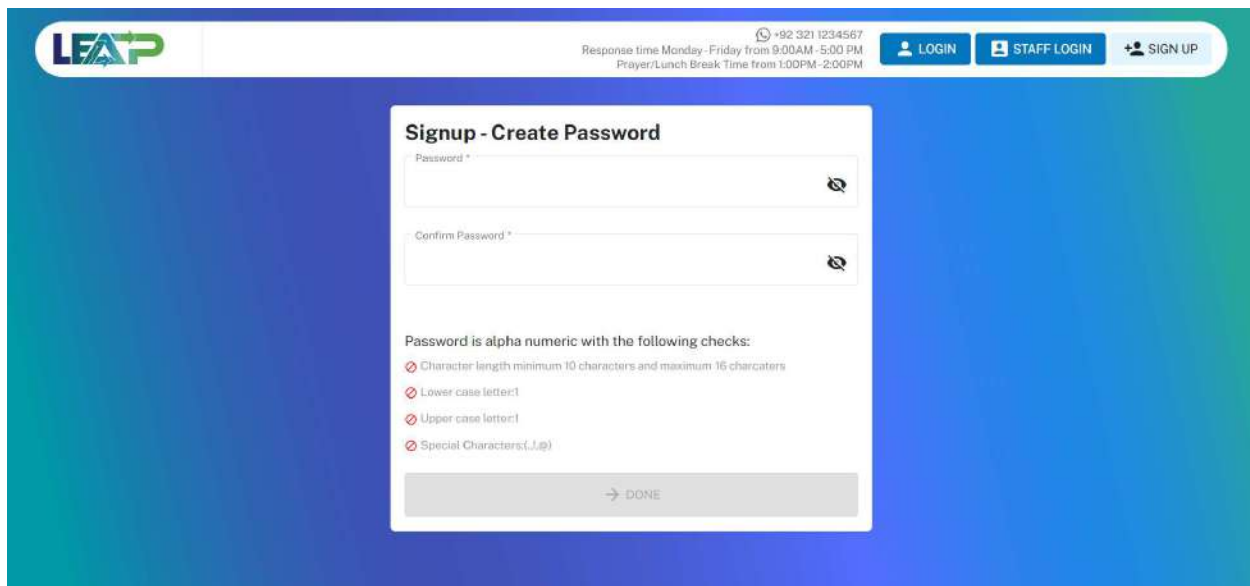
41. In case an incorrect OTP is entered, the system shows an error message, and prompts the user to enter the correct 4-digit OTP.



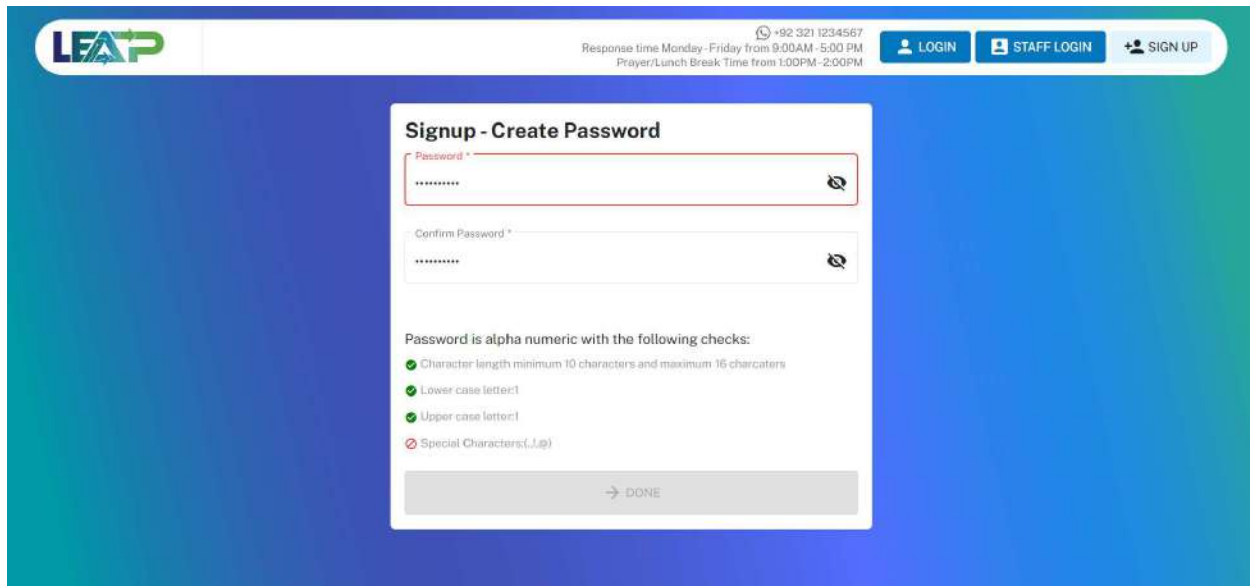
42. If the user enters an incorrect OTP 3 times in a row, the system temporarily blocks the user from further signup attempts for 30 minutes as a security measure. The user can resume sign up with that NICOP after a lapse of 30 minutes.



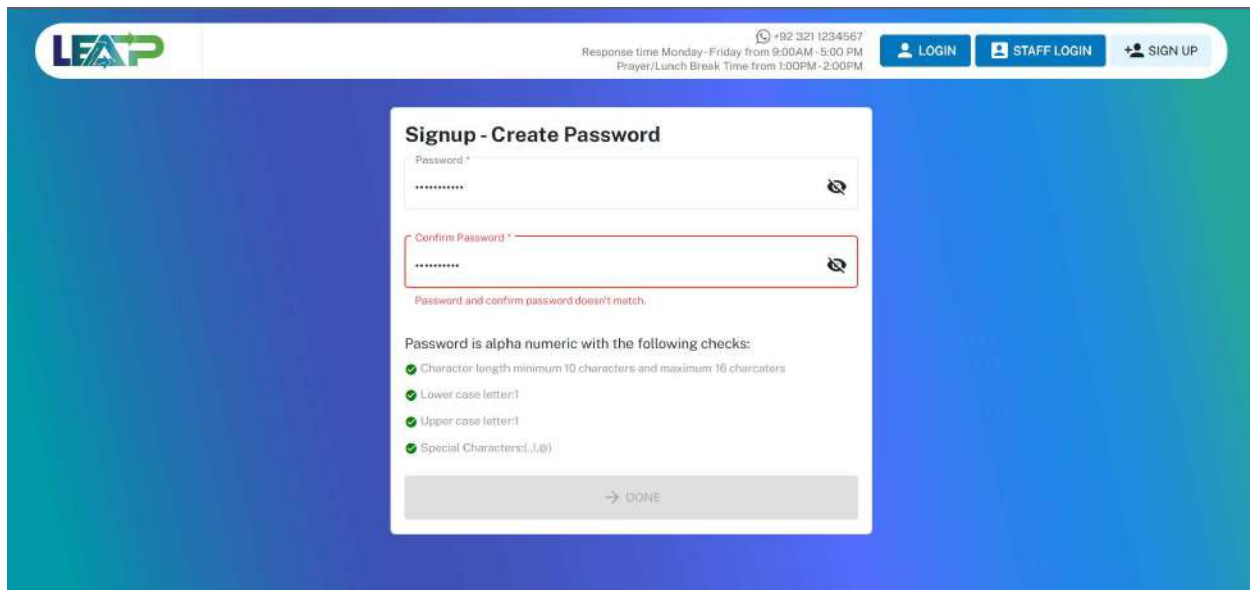
43. If the user enters the correct OTP received on the email and system after verifying email displays the screen to create and confirm password.



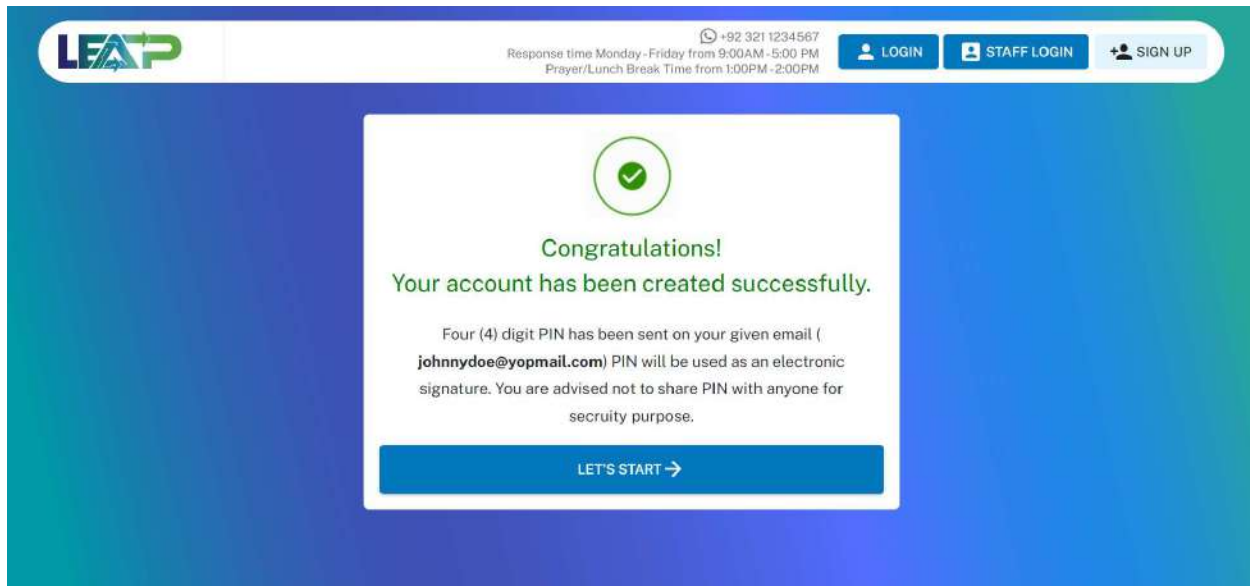
44. The requirements for password are listed below the password fields. When these requirements are met, a green checkmark is placed against each of these. The Done button at the bottom of the page remains disabled until all these requirements are met, not allowing the user to proceed further without a strong password.



45. Furthermore, the password provided in the Password and Confirm Password fields need to match. An error is displayed to the user if these fields do not match, and the Done button at the bottom of the page remains disabled, not allowing the user to proceed further without correcting the Password first.



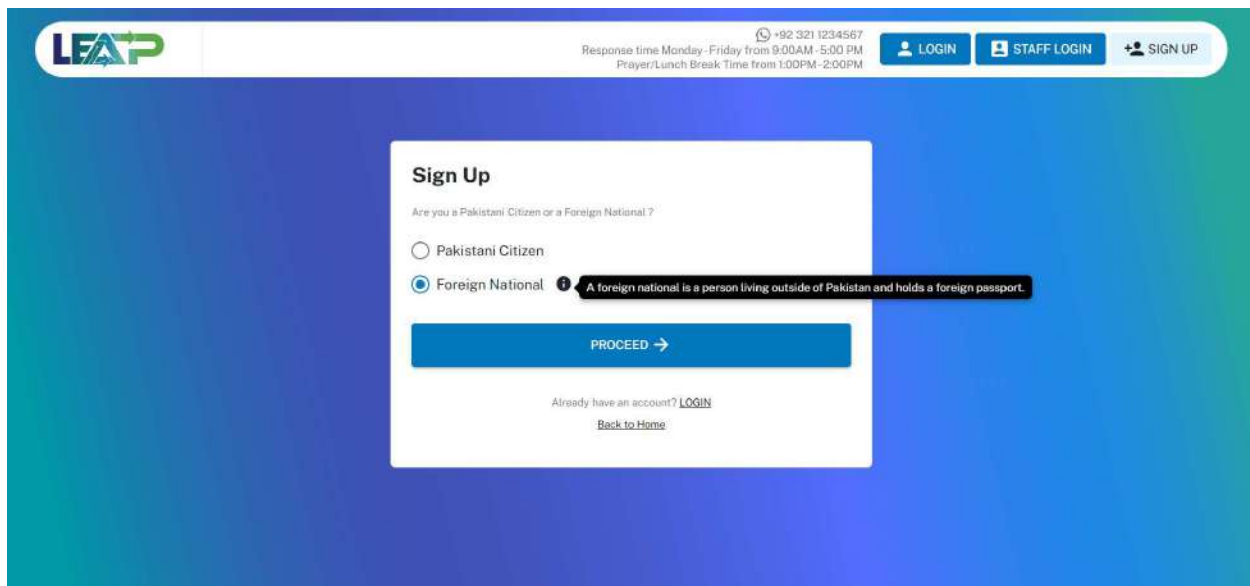
46. Once the password has been created System generates an Email, and In-App Alert to **Applicant** regarding PIN generation.



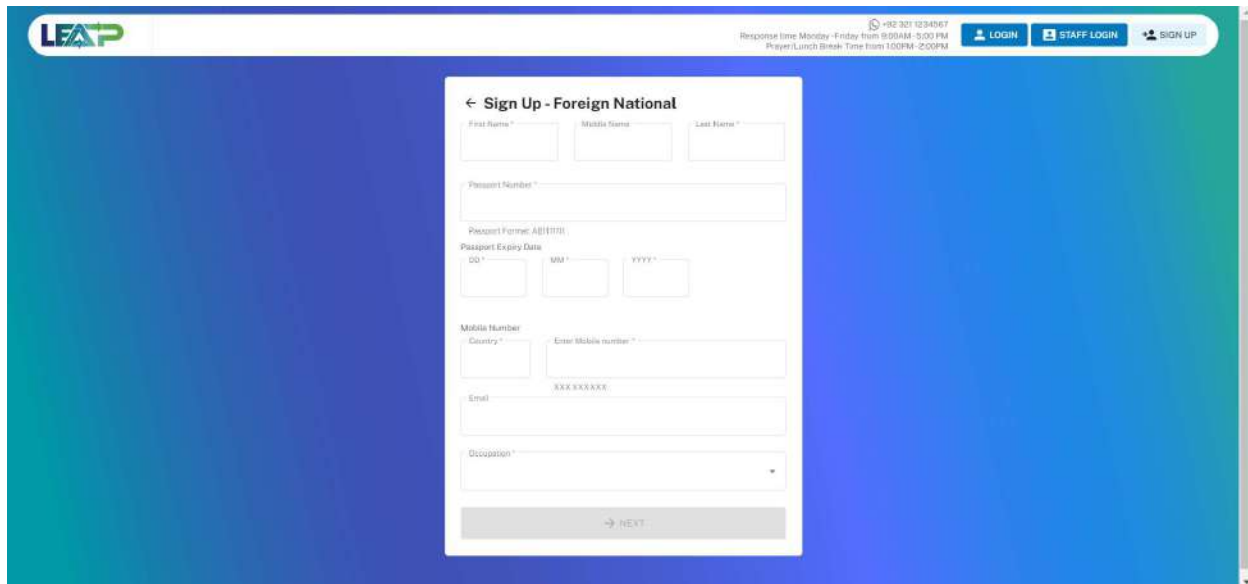
47. System sends the PIN to the Applicant via email. The PIN is included as an attachment that is password protected. The password for the attachment is the same as the Applicant's LEAP account password.

Sign Up – Foreign National

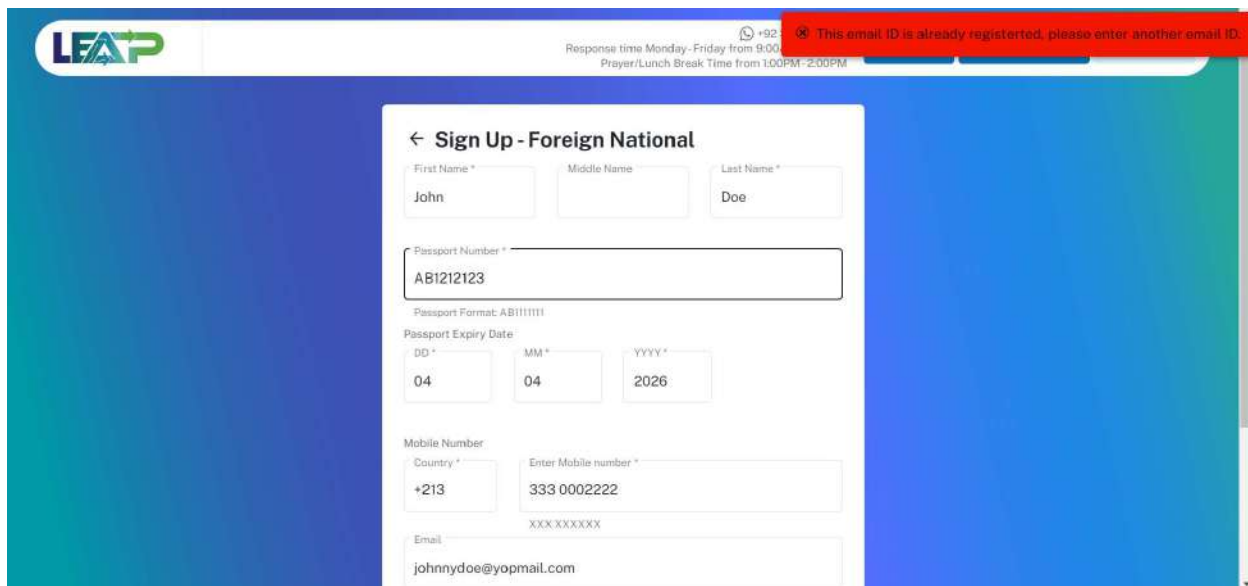
48. User selects Foreign National and clicks Proceed.



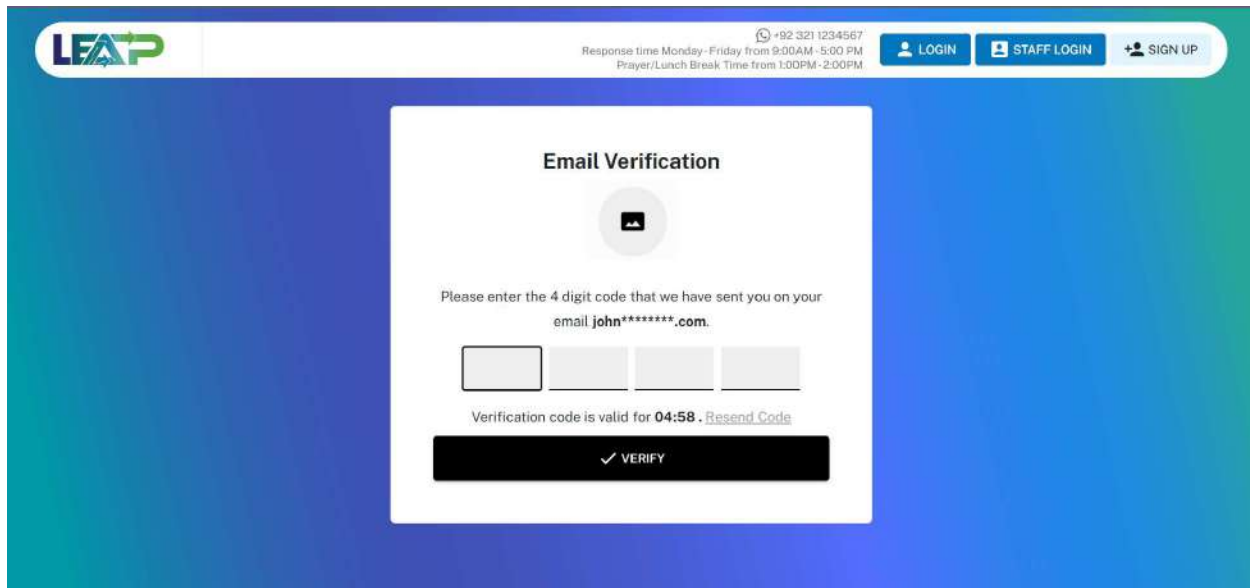
49. System displays Sign-Up-Foreign National form where user needs to enter the personal detail as shown in the image.



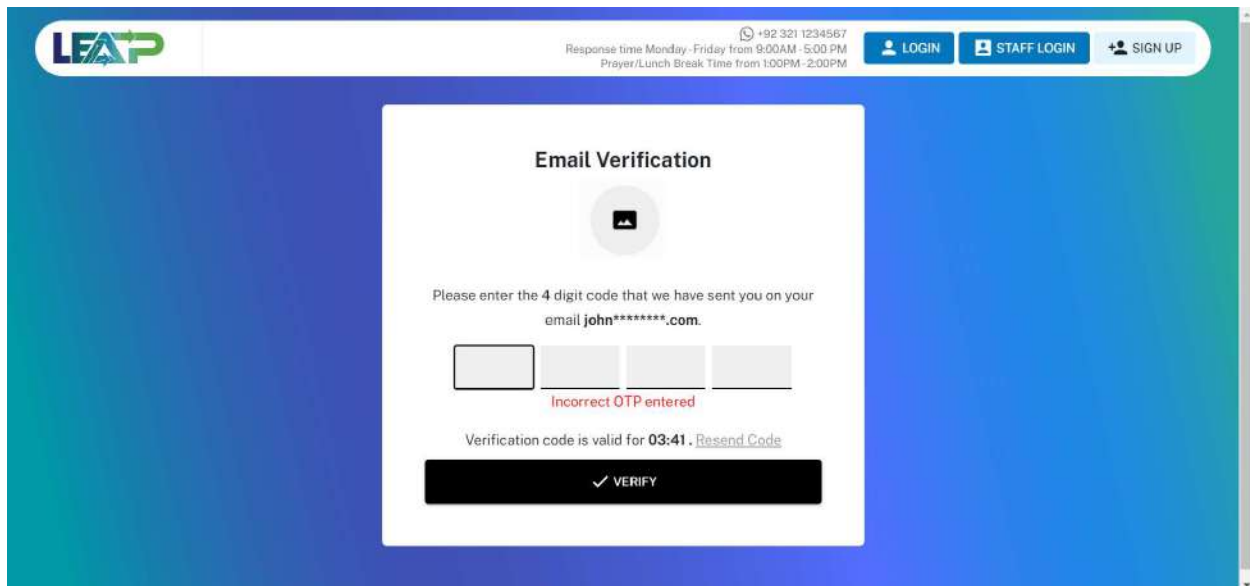
50. If the provided email address is already in use, the system displays an error message to the Applicant.



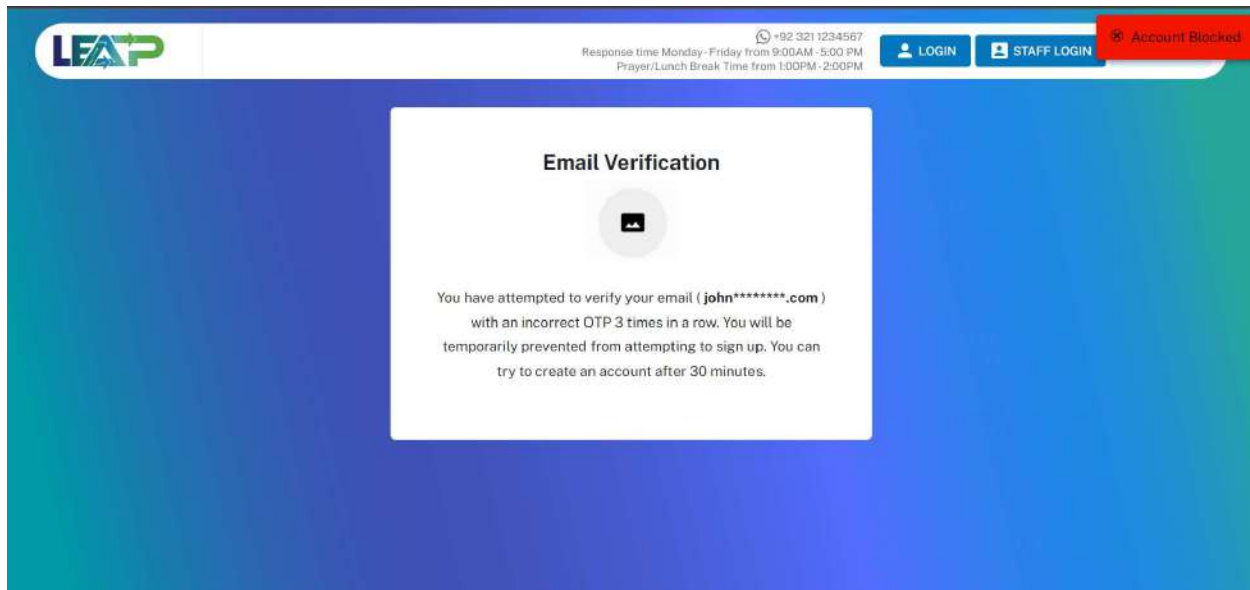
51. If the provided email address is not in use, system sends the OTP on the provided email address. This OTP remains valid for 5 minutes, after which the Resend Code button becomes enabled. The Applicant can use this button to resend the code.



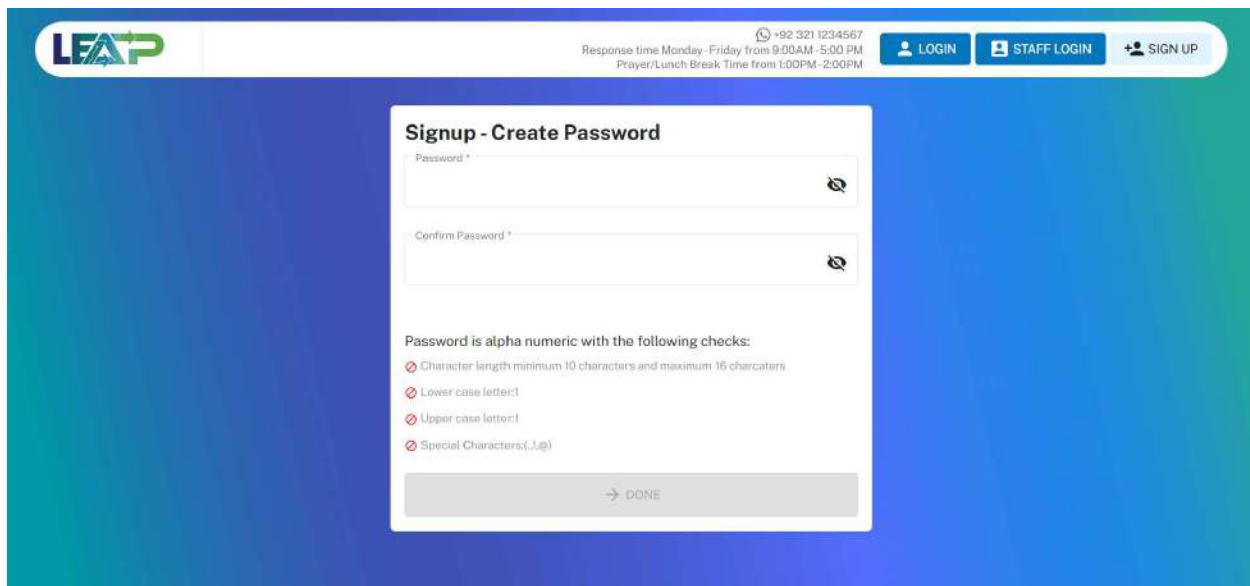
52. In case an incorrect OTP is entered, the system shows an error message, and prompts the user to enter the correct 4-digit OTP.



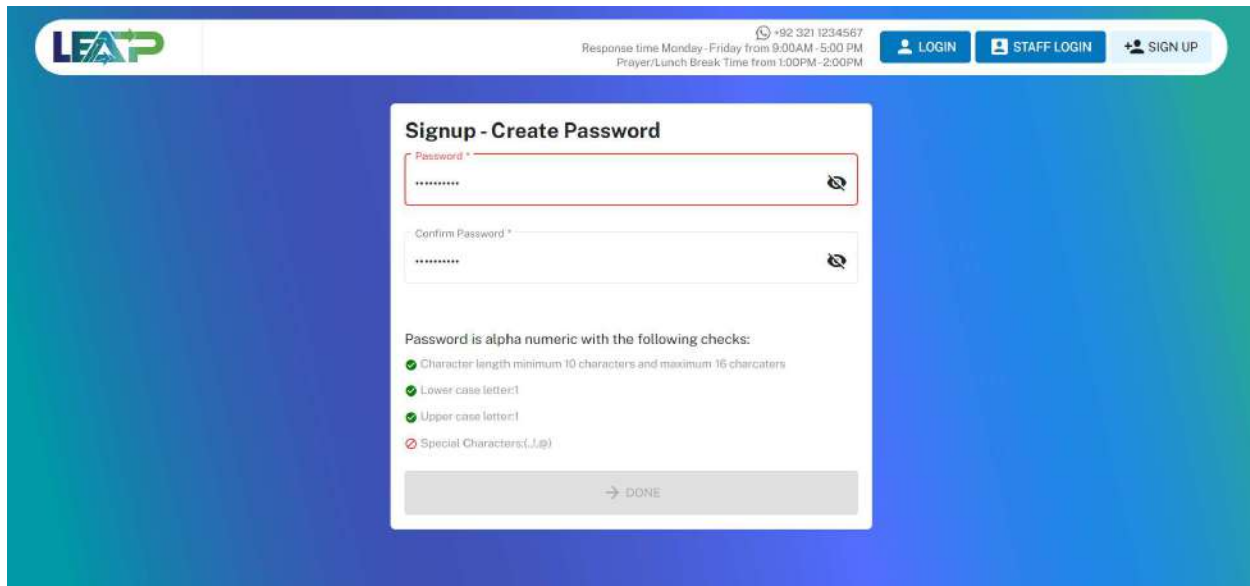
53. If the user enters an incorrect OTP 3 times in a row, the system temporarily blocks the user from further signup attempts for 30 minutes as a security measure. The user can resume sign up with that Passport Number after a lapse of 30 minutes.



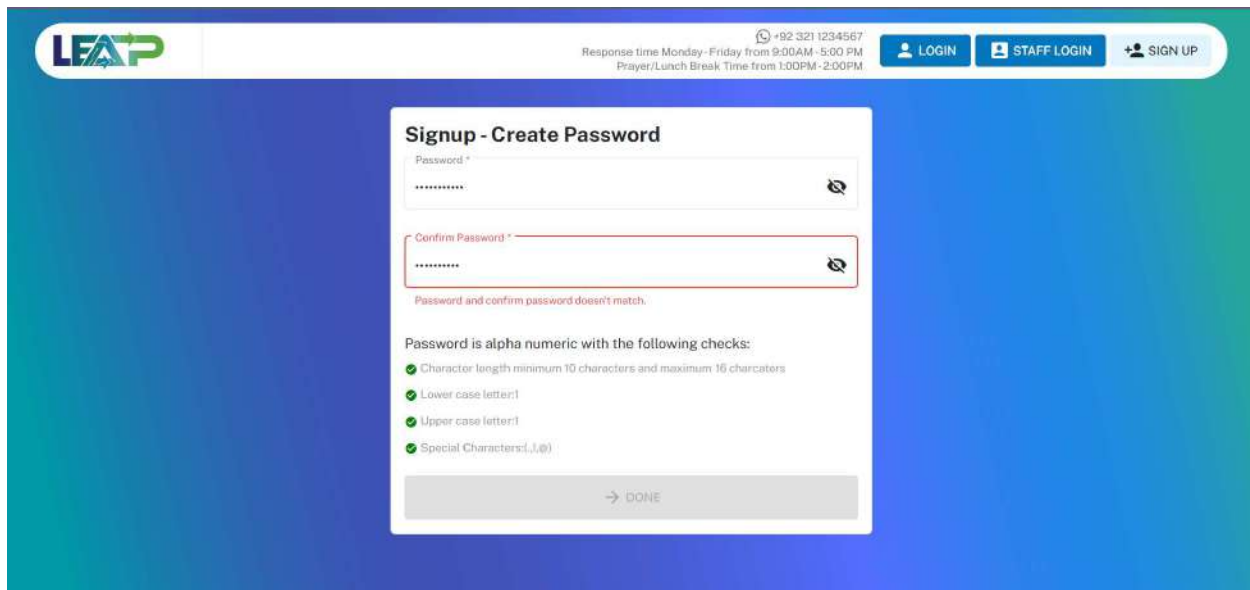
54. If the user enters the correct OTP received on the email and system after verifying email displays the screen to create and confirm password.



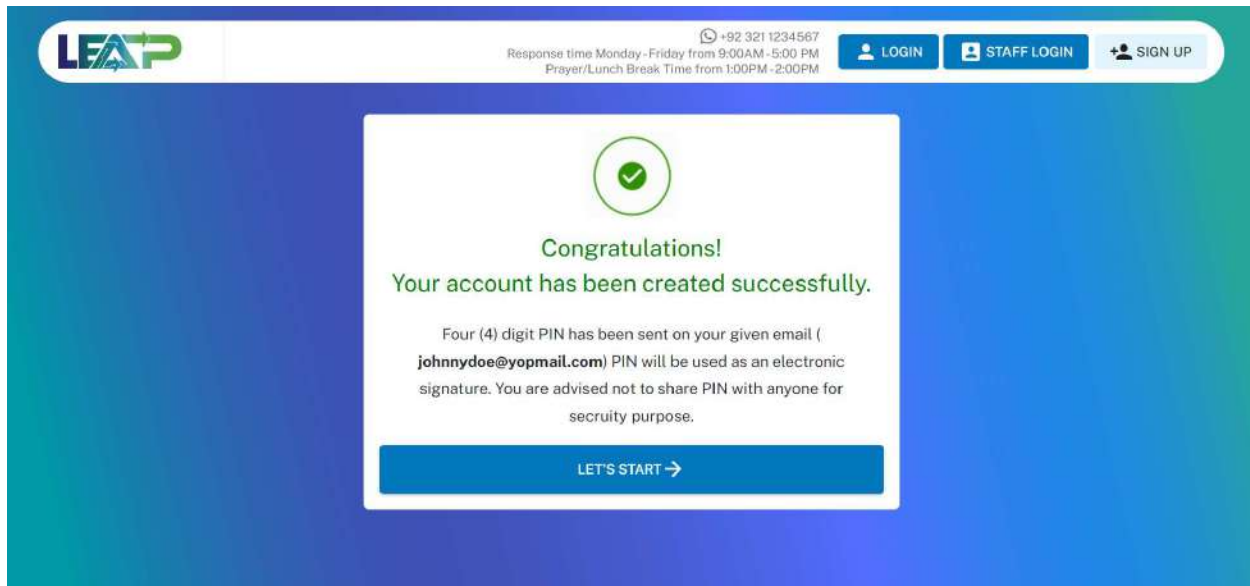
55. The requirements for password are listed below the password fields. When these requirements are met, a green checkmark is placed against each of these. The Done button at the bottom of the page remains disabled until all these requirements are met, not allowing the user to proceed further without a strong password.



56. Furthermore, the password provided in the Password and Confirm Password fields need to match. An error is displayed to the user if these fields do not match, and the Done button at the bottom of the page remains disabled, not allowing the user to proceed further without correcting the Password first.



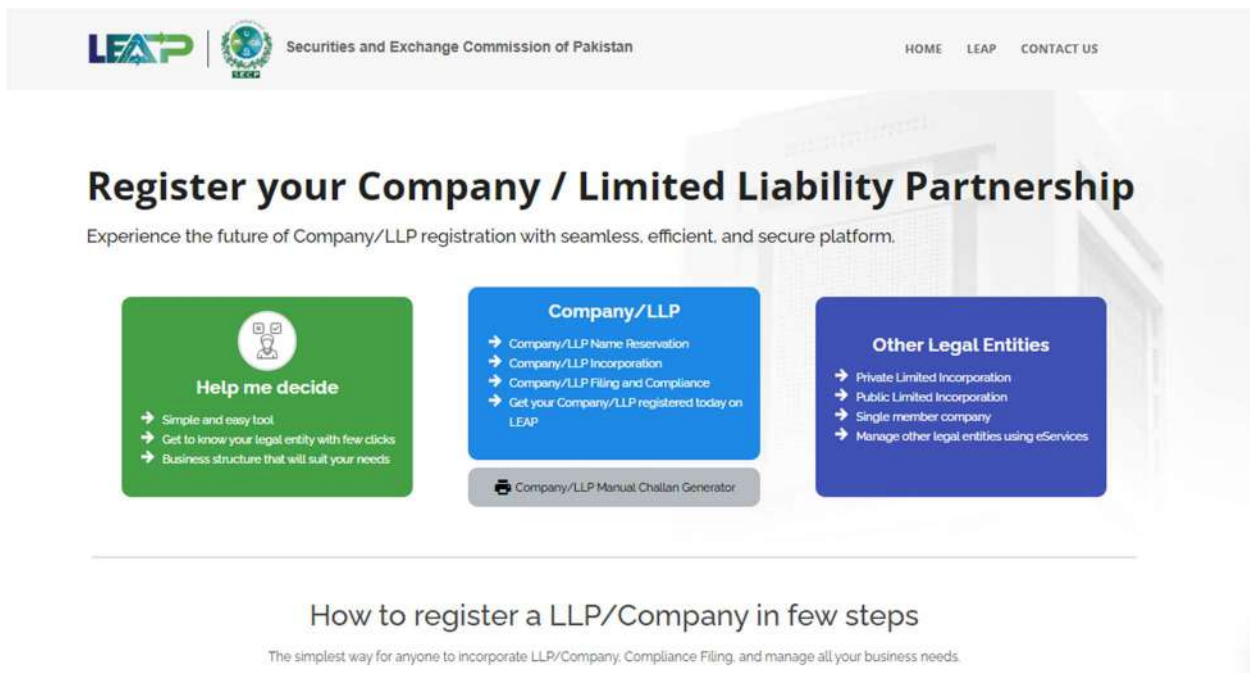
57. Once the password has been created System generates an Email, and In-App Alert to **Applicant** regarding PIN generation.



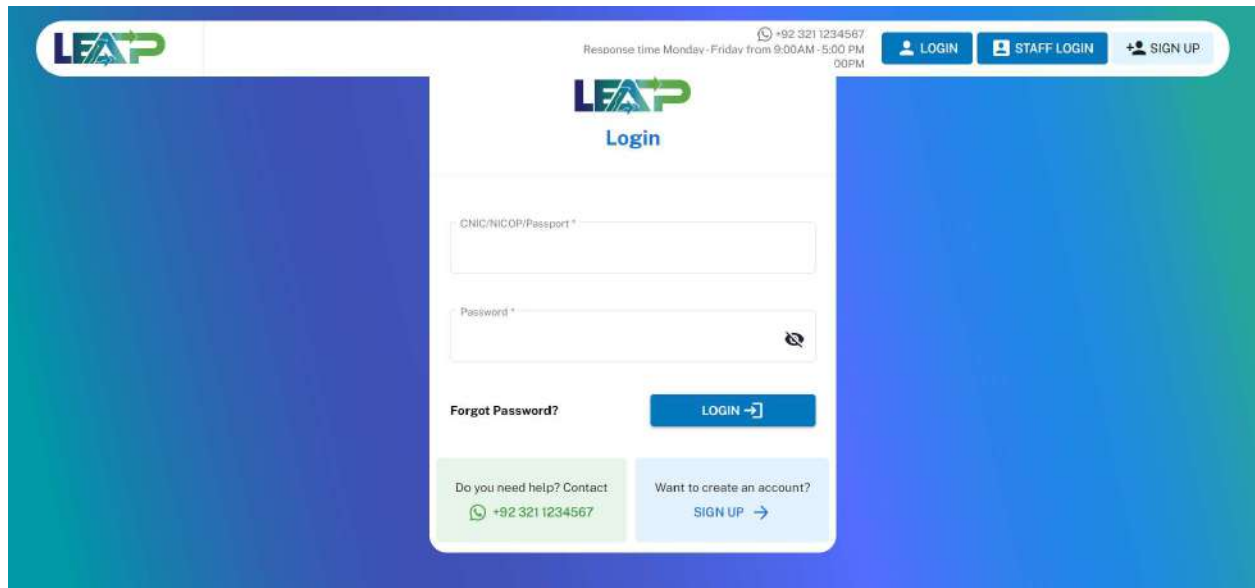
58. System sends the PIN to the Applicant via email. The PIN is included as an attachment that is password protected. The password for the attachment is the same as the Applicant's LEAP account password.

3. Login

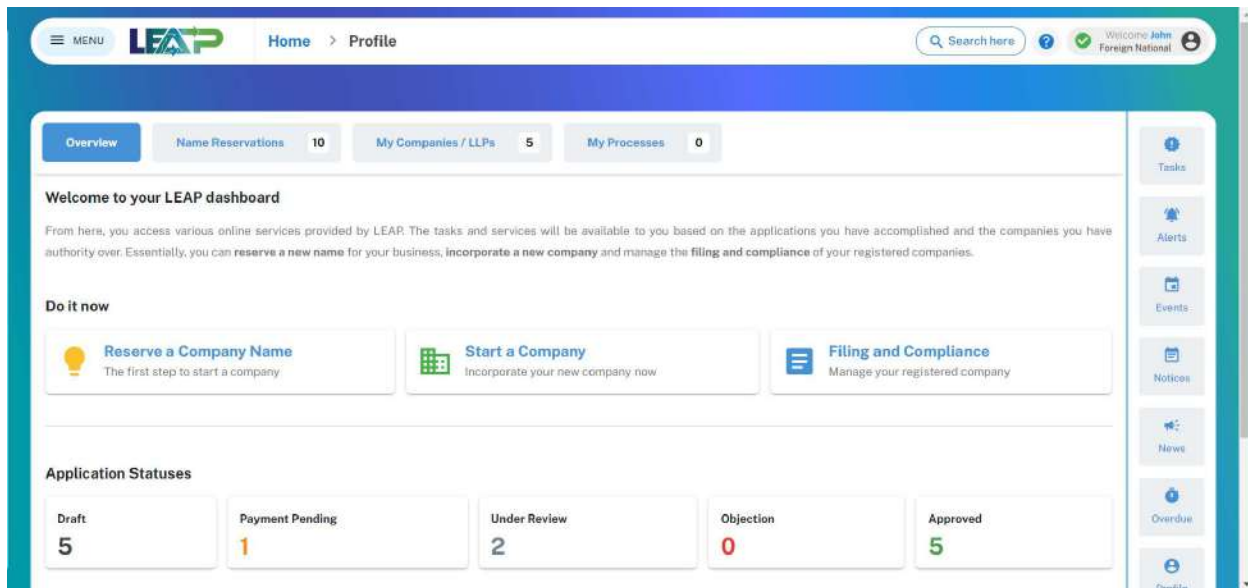
1. Clicks on the login button on the homepage of SECP LEAP PORTAL.



2. System displays the login screen.



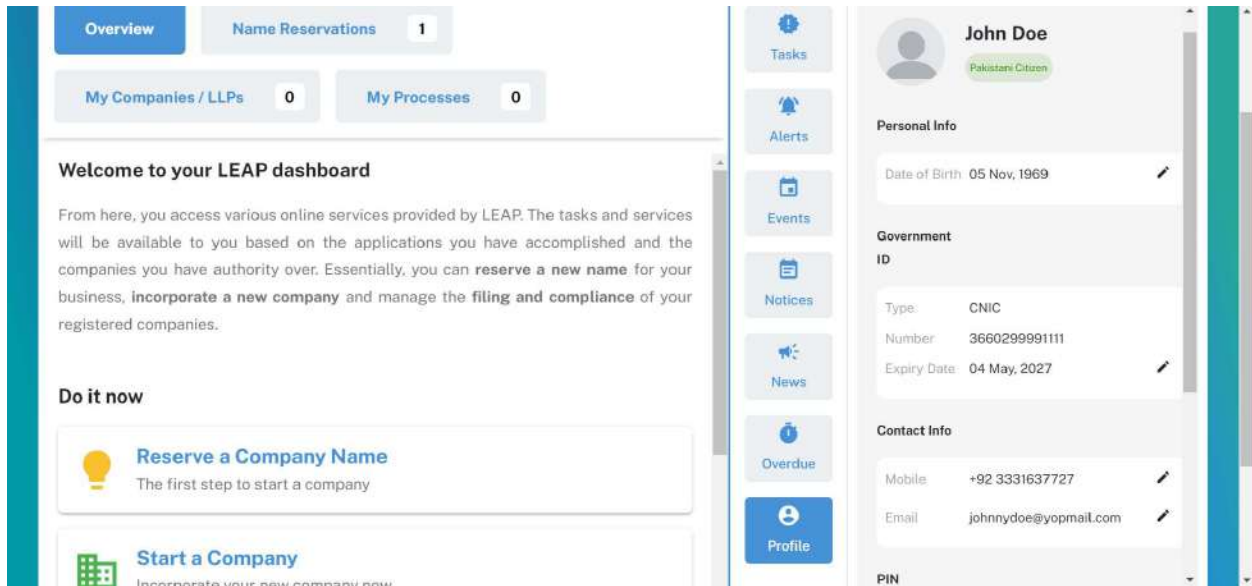
3. Enters the username (CNIC/NICOP/PASSPORT) and Password.
4. System shows homepage to the registered user.



4. External User Profile Management

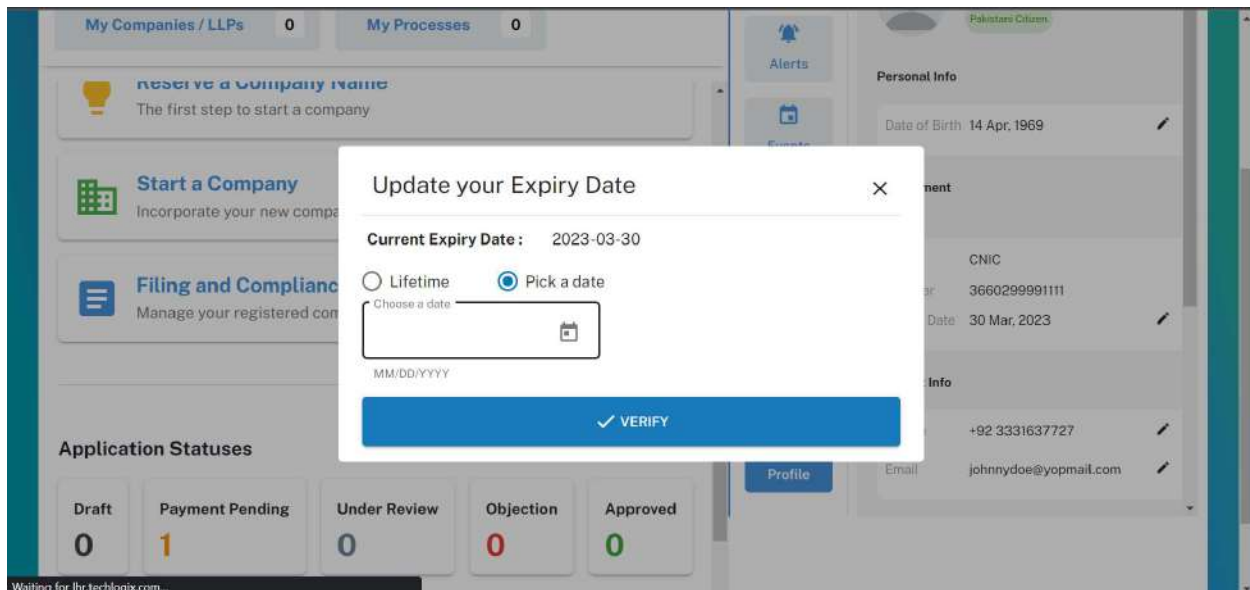
An external user can view their profile and perform changes to information associated with their profile, such as reset their password or reset their PIN.

1. By clicking the Profile tab on the right hand, the profile panel will expand, and the user can view the profile. They can also update their profile, e.g. by resetting their PIN, resetting their password, or by updating their Contact info or government issued ID expiry date.



Updating Government ID Expiry Date:

1. To update the CNIC/NICOP/Passport expiry date, user will click on the pen-shaped edit button on the right side of the Expiry Date field.
2. System will open up a window so that the user can update the date of birth.

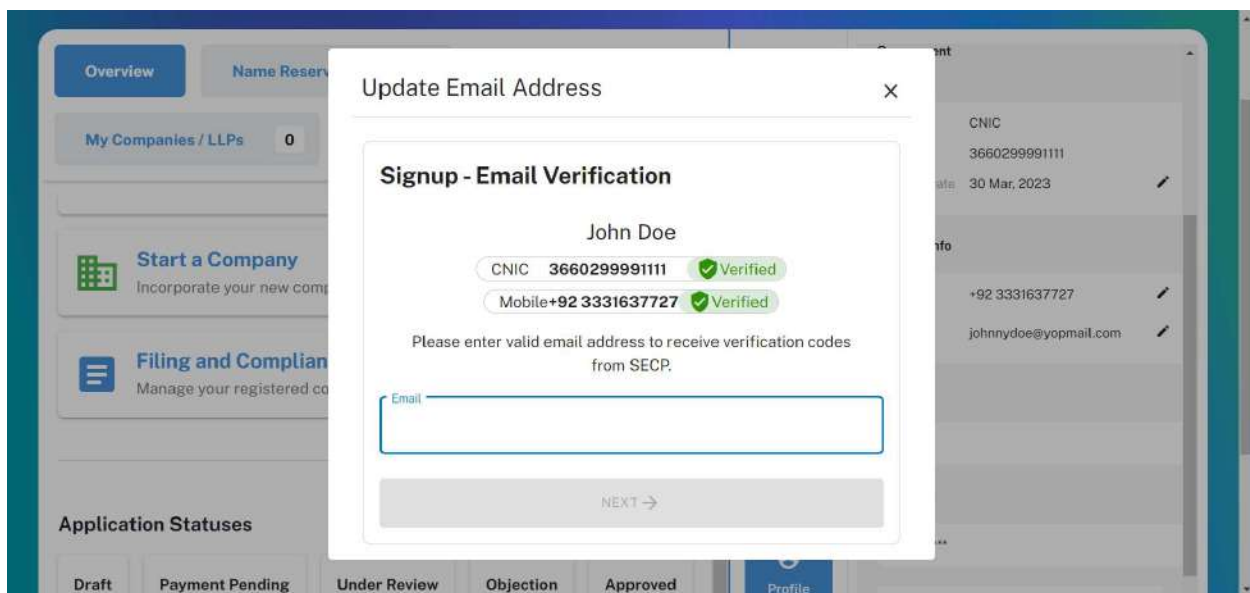


3. The Applicant can either select Lifetime expiry, or select 'Pick a Date' option. Selecting the 'Pick a Date' option will open up a date picker to select a date.

4. After selecting the new date, the user can click on the Verify button to save the change.
5. Expiry date should be updated after verification from NADRA and PMD. Additionally, it should automatically expire the CNIC after its designated expiration date, preventing users from filing any documents.

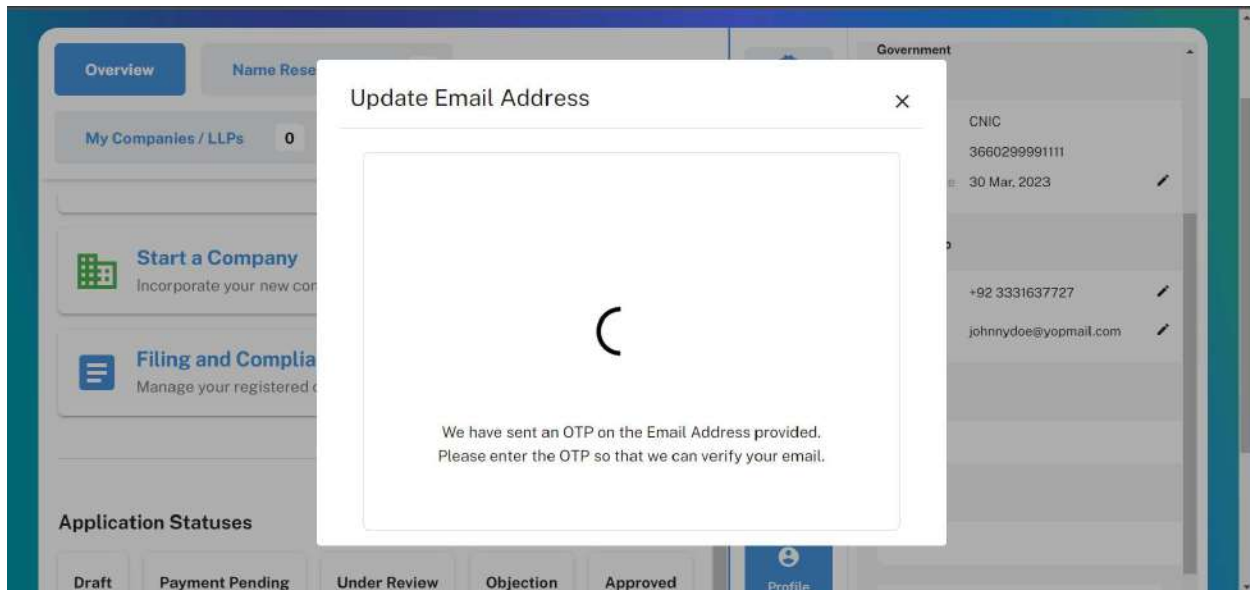
Updating Email Address:

1. To update the Email Address, user will click on the pen-shaped edit button on the right side of the Email field.

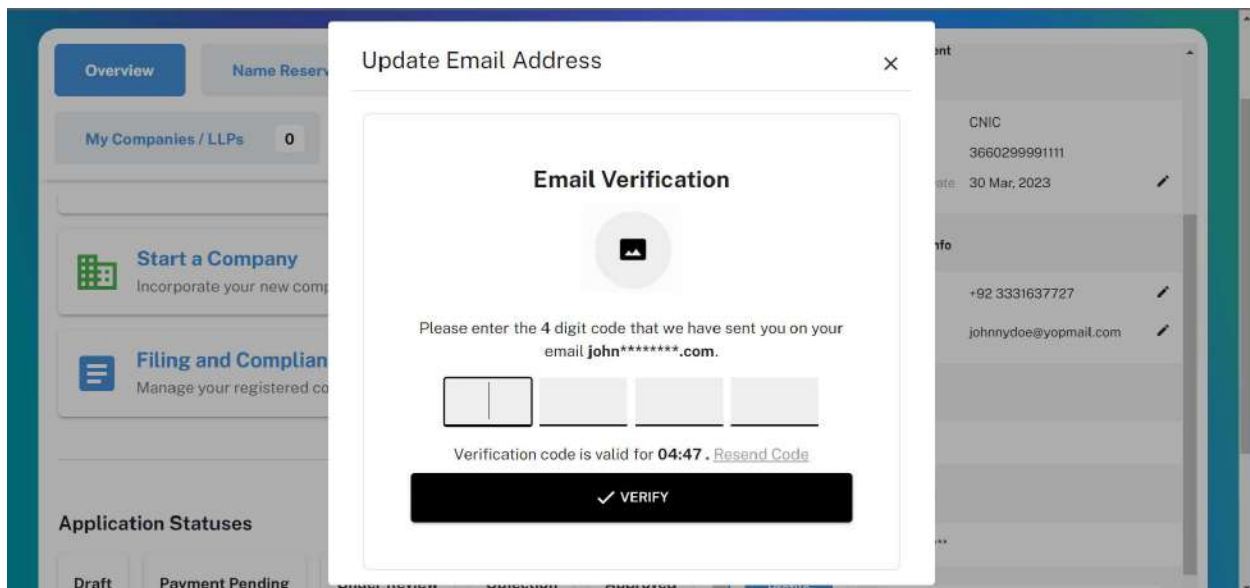


The screenshot shows a user interface for updating an email address. A modal window titled "Update Email Address" is open, displaying the user's name "John Doe" and their verified contact information: CNIC "3660299991111" and Mobile "+92 3331637727", both marked as "Verified". The modal prompts the user to "Please enter valid email address to receive verification codes from SECP." and includes an "Email" input field and a "NEXT →" button. The background shows the user's profile information, including CNIC, date of birth, and current email address.

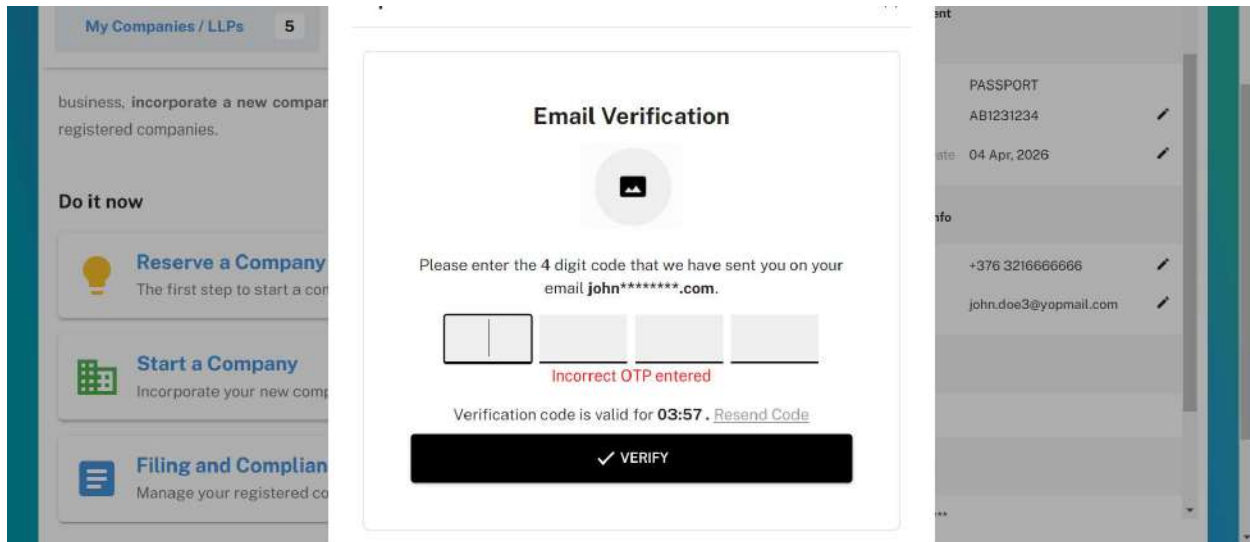
2. The user will provide the new email address in the window that opens up, and click on next.



3. System will send an OTP to the new email address provided by the user. This OTP will be valid for 5 minutes.

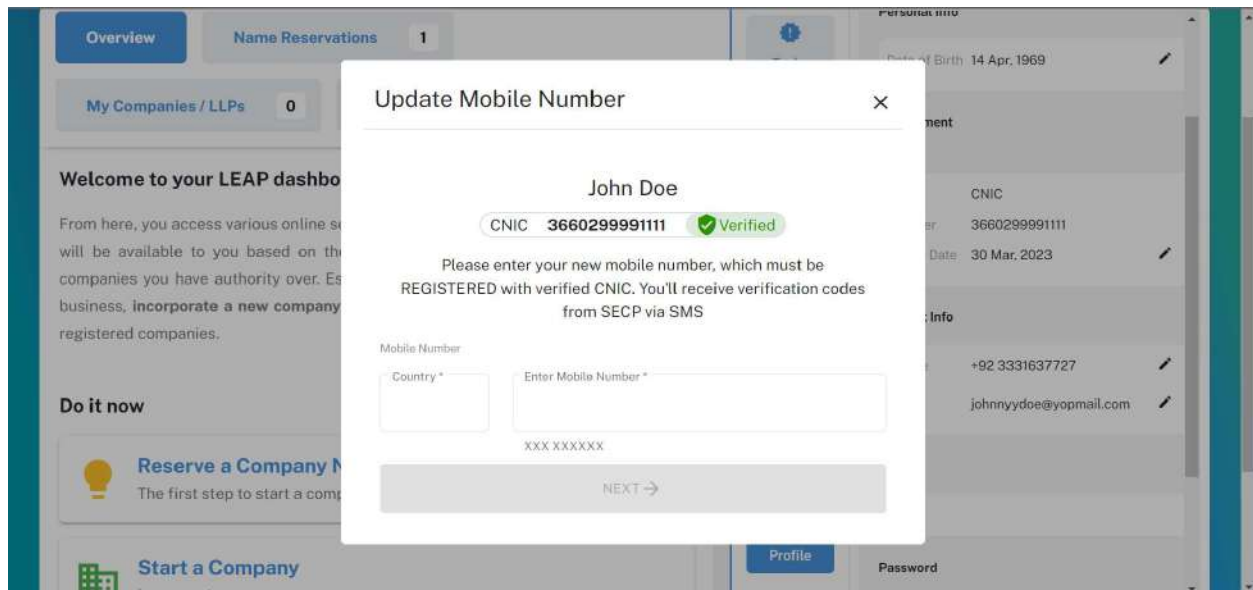


4. User will enter the OTP received on the new email address, and click on verify. If the provided OTP is correct, system will update the user's email address. If the provided OTP is not correct, an error message will be displayed to the user and the email will not be updated until a correct OTP is provided by the user. If the OTP becomes invalid after a lapse of 5 minutes, the user can click on Resend Code button that becomes enabled after the pin becomes invalid.

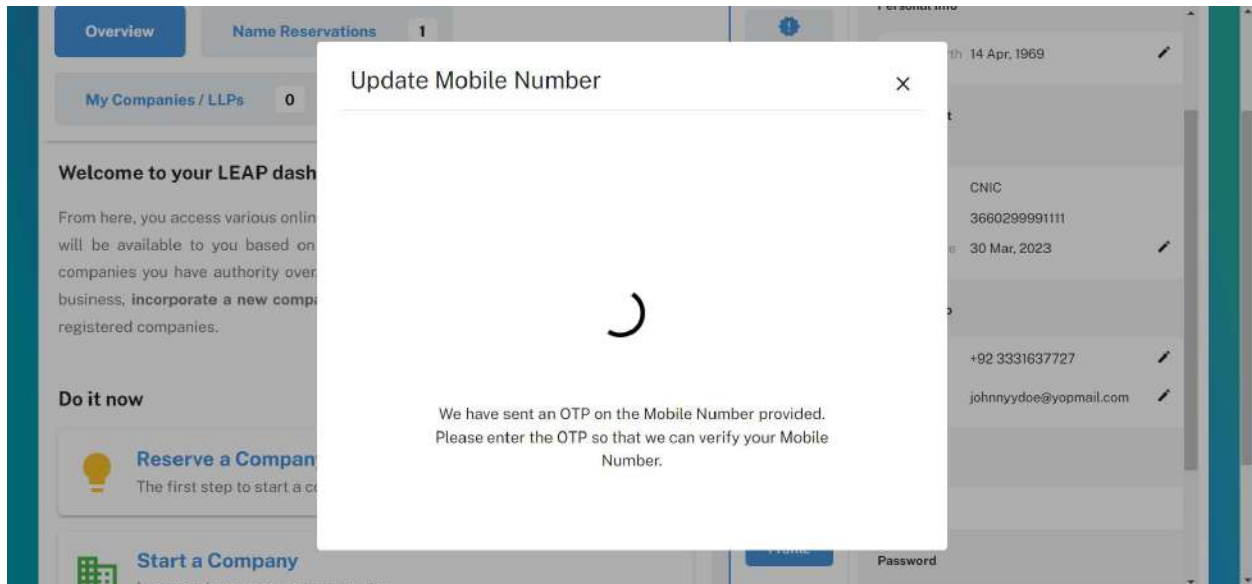


Reset Mobile Number:

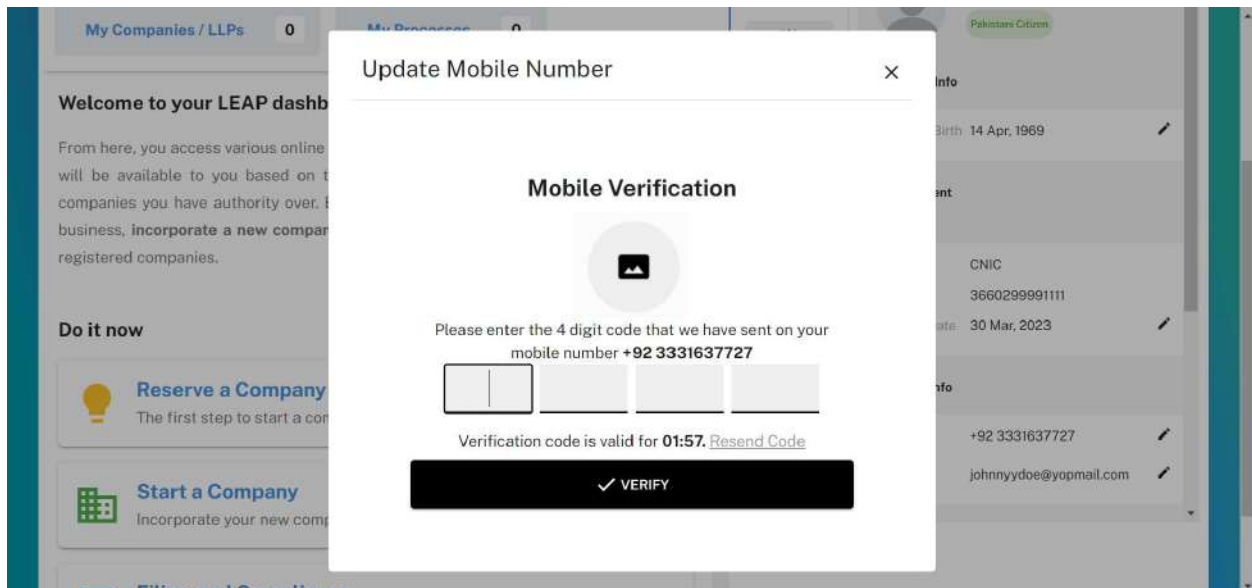
1. To update the Mobile Number, user will click on the pen-shaped edit button on the right side of the Mobile Number field.



2. The user will provide the new Mobile Number in the window that opens up, and click on next. The number will first be verified against the Applicant's CNIC/NICOP from PMD records for Pakistani nationals.



3. System will send an OTP to the new Mobile Number provided by the user. This OTP will be valid for 2 minutes.

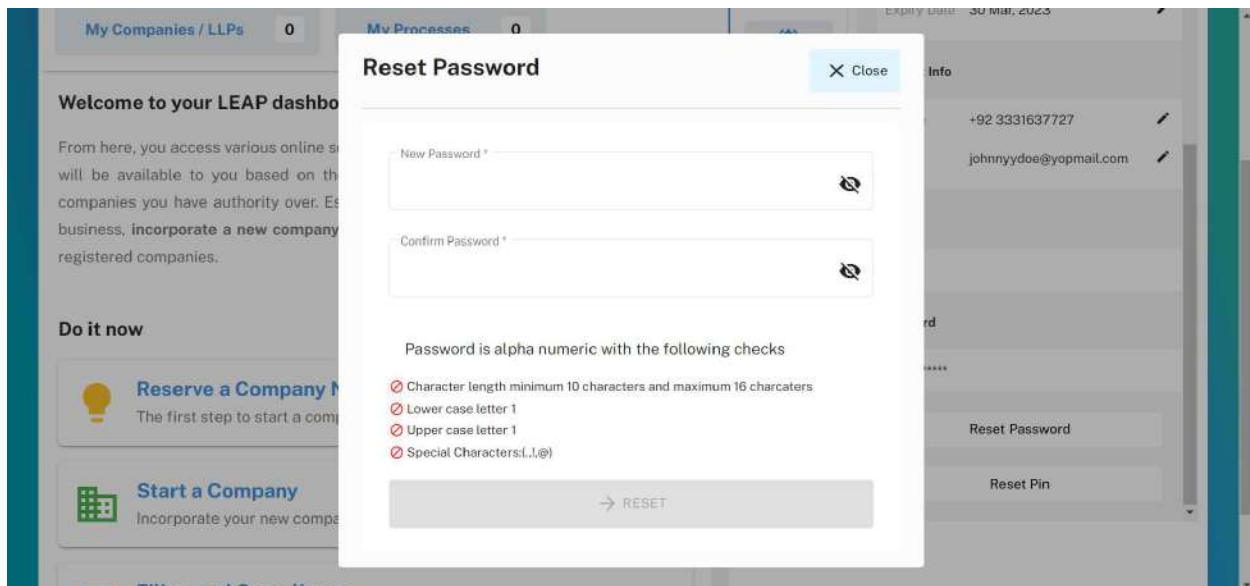


4. User will enter the OTP received on the new Mobile Number, and click on verify. If the provided OTP is correct, system will update the user's Mobile Number. If the provided OTP is not correct, an error message will be displayed to the user and the Mobile Number will not be updated until a correct OTP is provided by the user. If the OTP becomes invalid after a lapse of 2 minutes, the user can click on Resend Code button that becomes enabled after the pin becomes invalid.



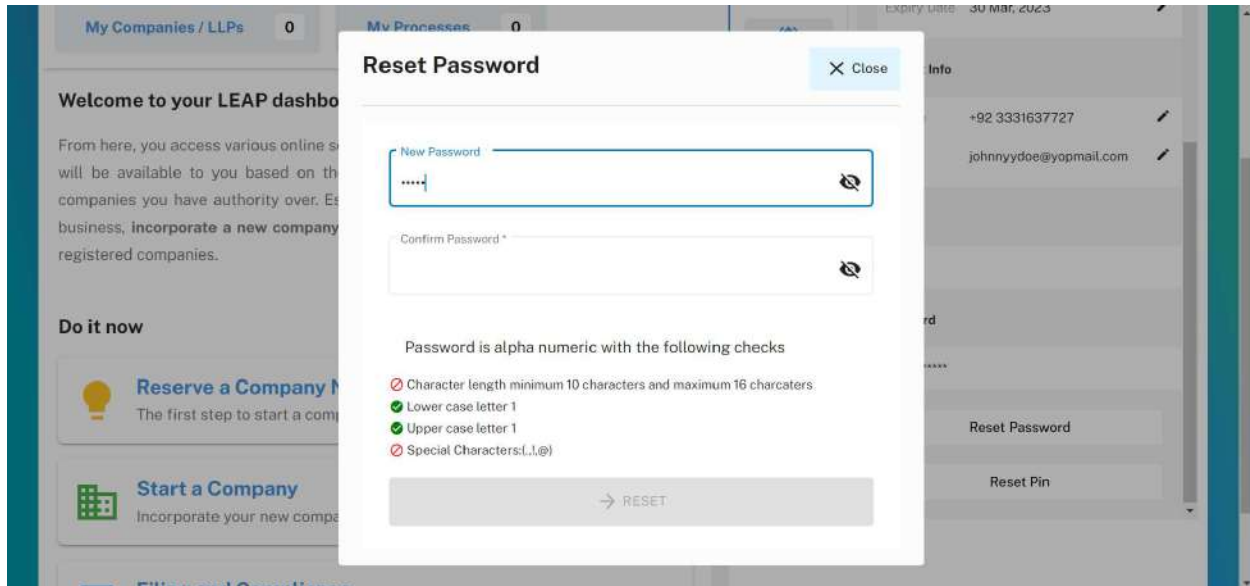
Reset Password:

1. In order to reset password, user can click on the Reset Password button. This will open up the reset password window.

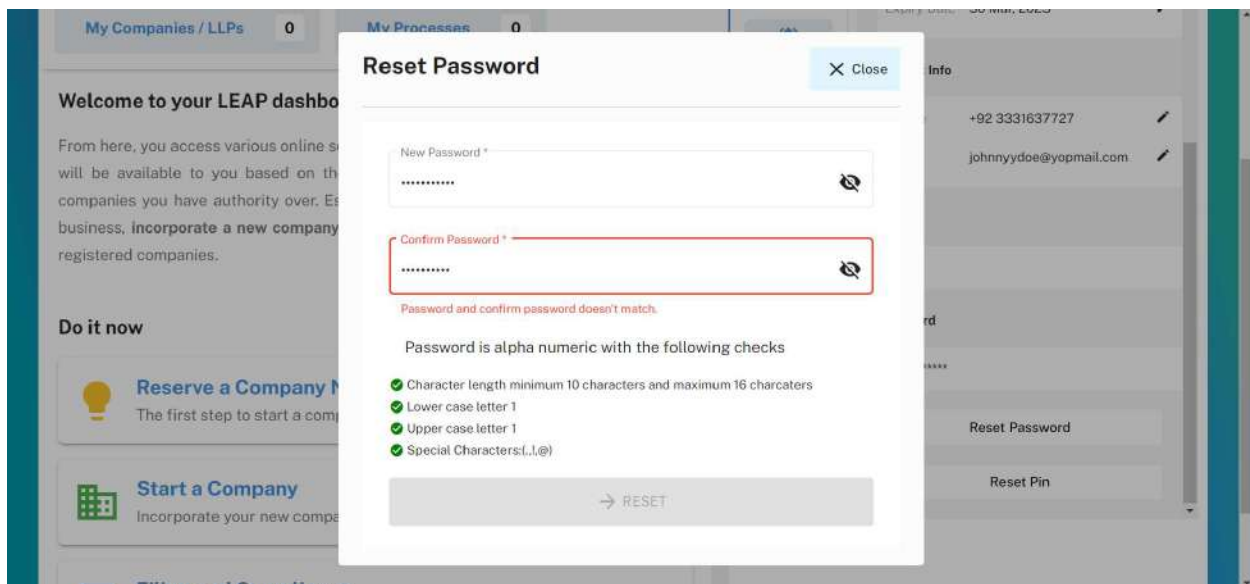


2. The requirements for password are listed below the password fields. When these requirements are met, a green checkmark is placed against each of these. The Done

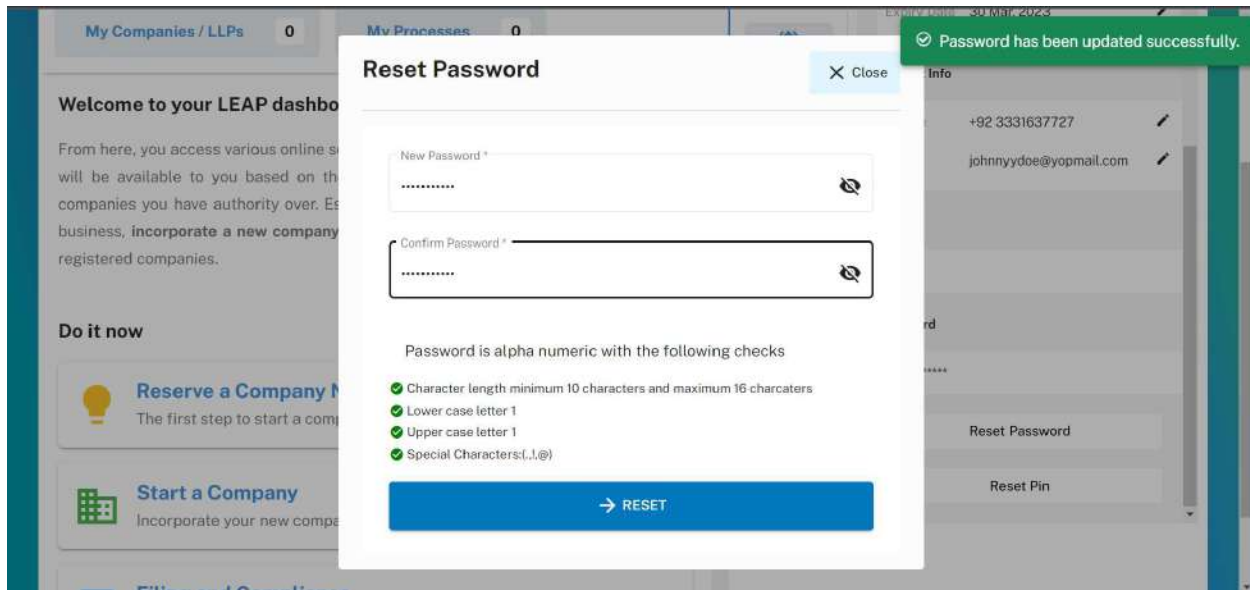
button at the bottom of the page remains disabled until all these requirements are met, not allowing the user to proceed further without a strong password.



3. Furthermore, the password provided in the Password and Confirm Password fields need to match. An error is displayed to the user if these fields do not match, and the Done button at the bottom of the page remains disabled, not allowing the user to proceed further without correcting the Password first.

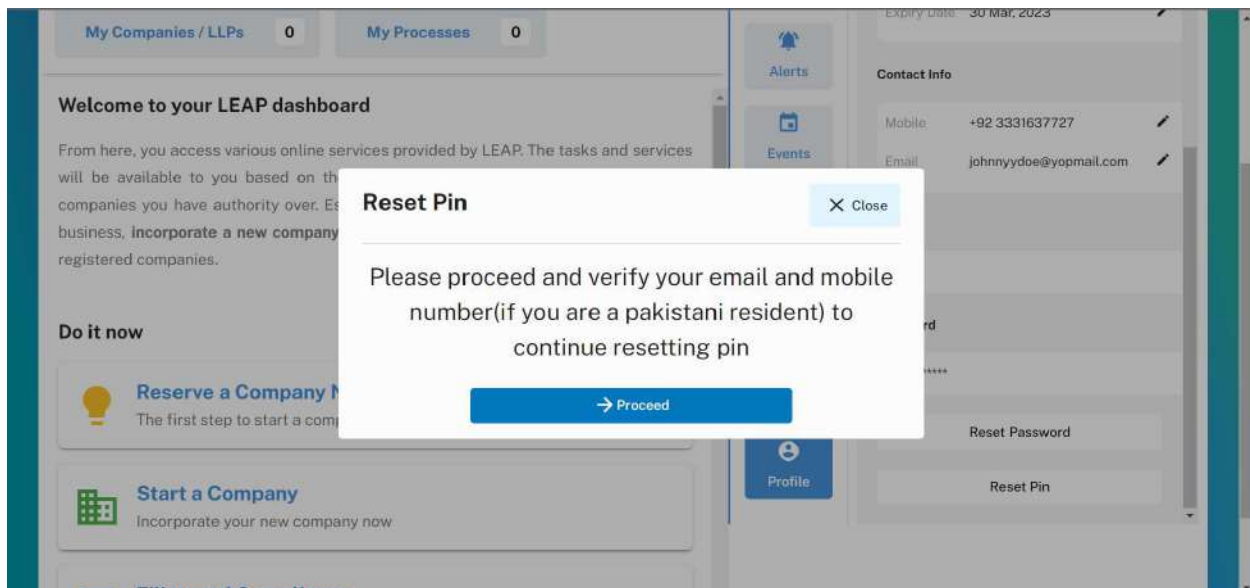


4. Once the Applicant provides a password that matches the criteria, and confirms the password correctly, clicking on the reset button will update the user's password to the new one provided.



Reset PIN:

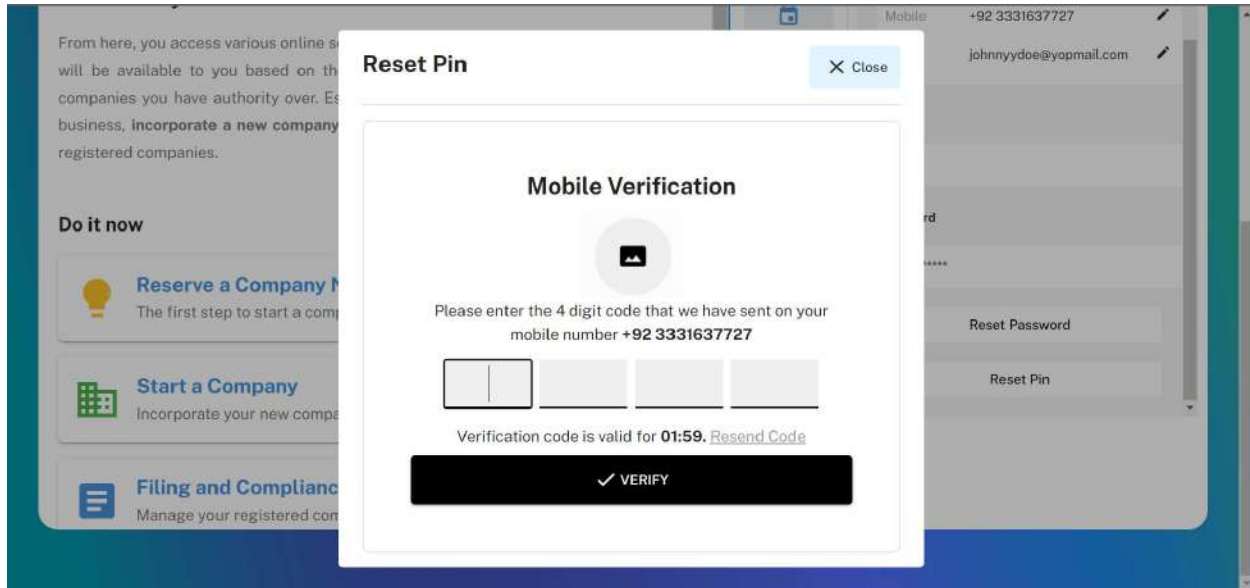
1. In order to reset PIN, user can click on the Reset PIN button. This will open up the Reset PIN window. System will prompt the user to verify their mobile number and email address for Pakistani residents, and only email address for foreign nationals.



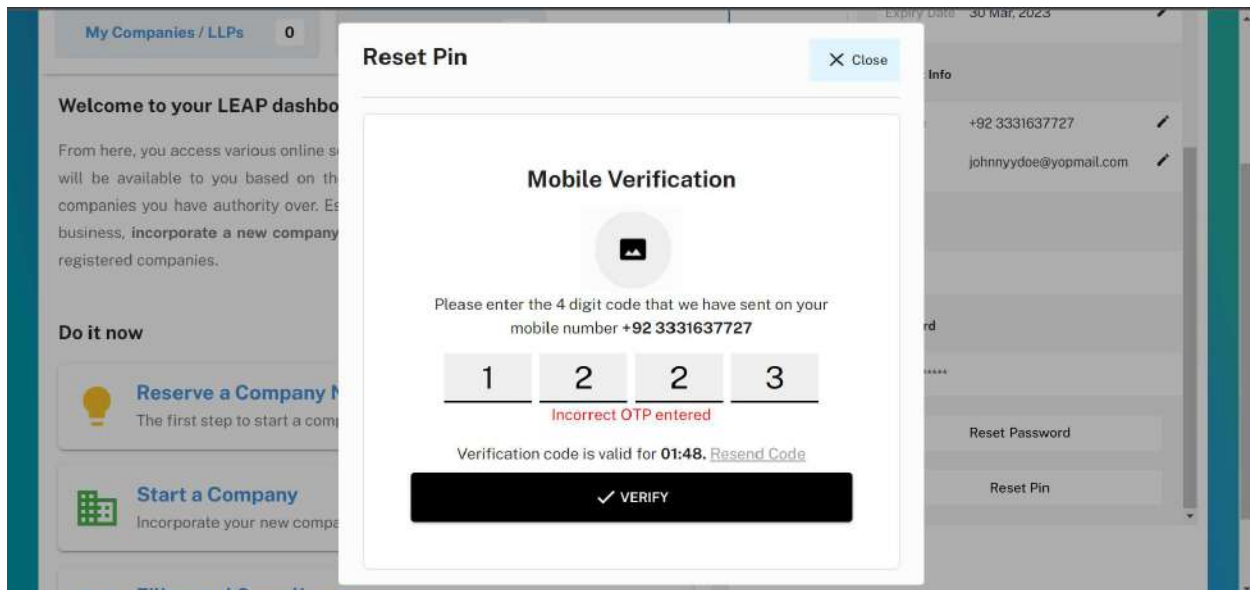
2. After the user clicks on the proceed button, system will send an OTP to the user's email address for Pakistani National users. Foreign National users do not require to

undergo Mobile number verification via OTP, and they can skip directly to step 6 for email address verification.

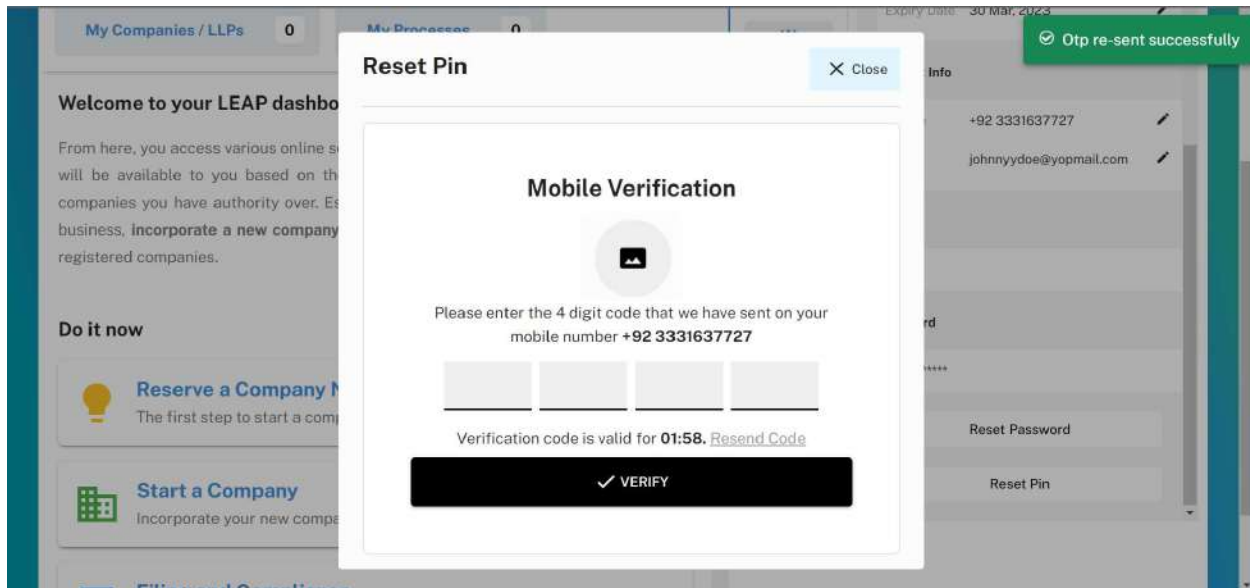
3. User will enter the OTP received on his/her Mobile Number, and click on verify.



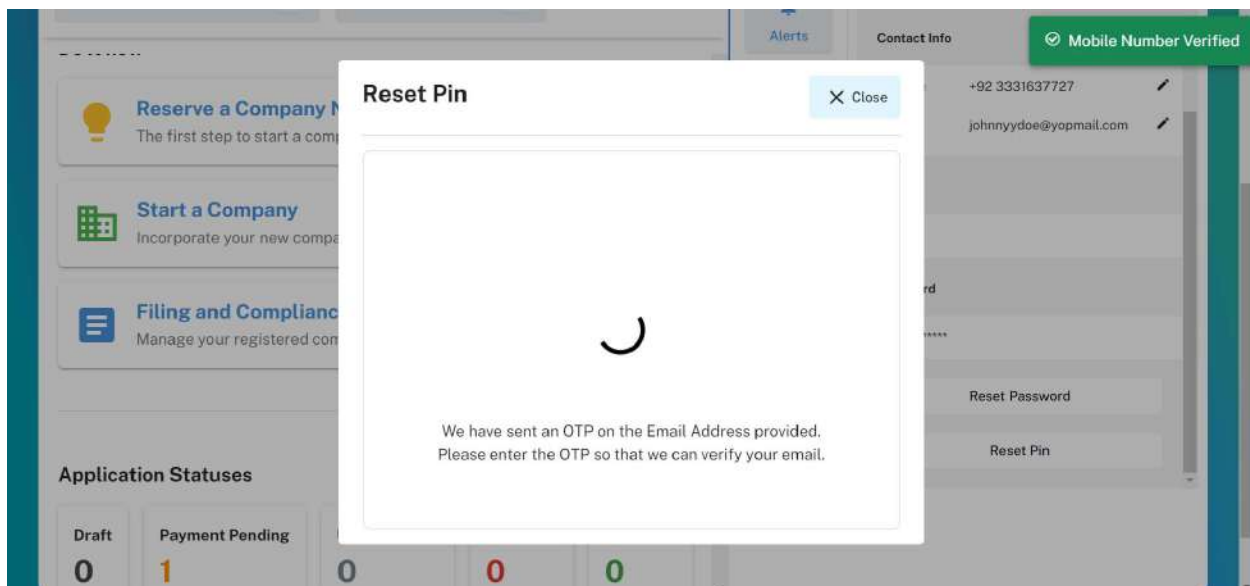
4. If the provided OTP is not correct, an error message will be displayed to the user.



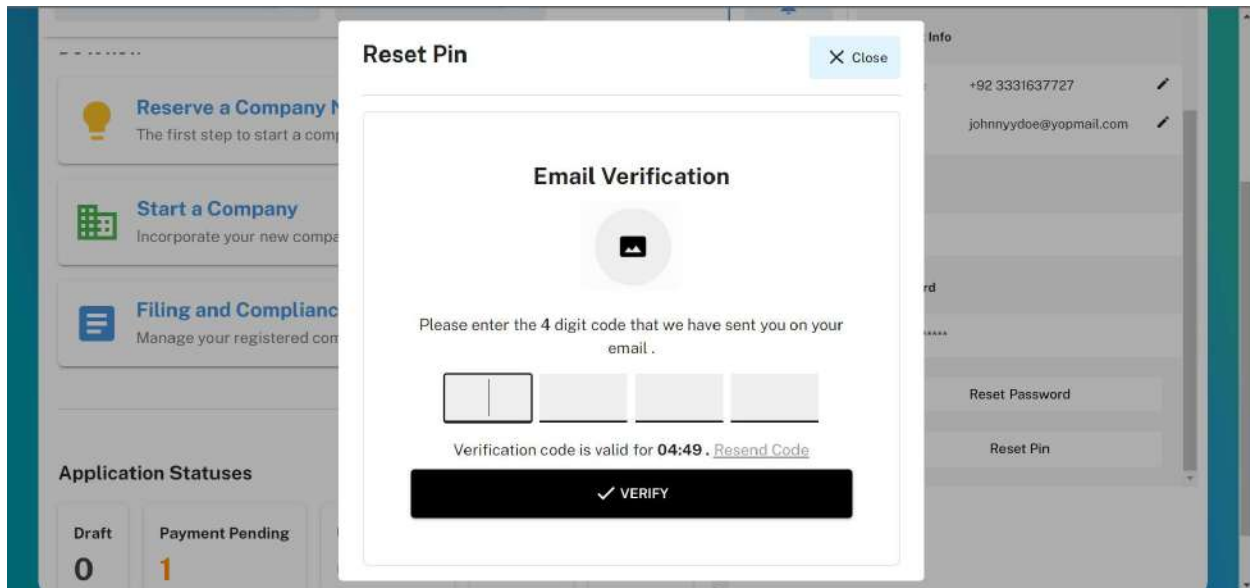
5. If the OTP becomes invalid after a lapse of 5 minutes, the user can click on Resend Code button that becomes enabled after the pin becomes invalid.



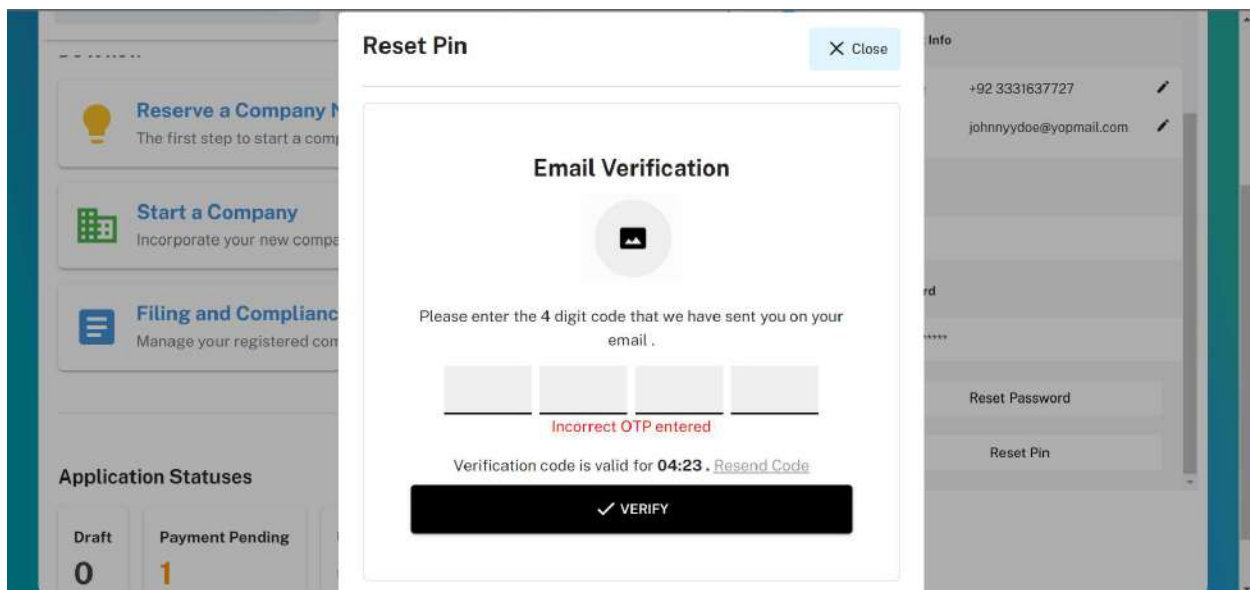
6. After the OTP sent on mobile number is verified, system will send an OTP to the email address of the user. This OTP will be valid for 5 minutes.



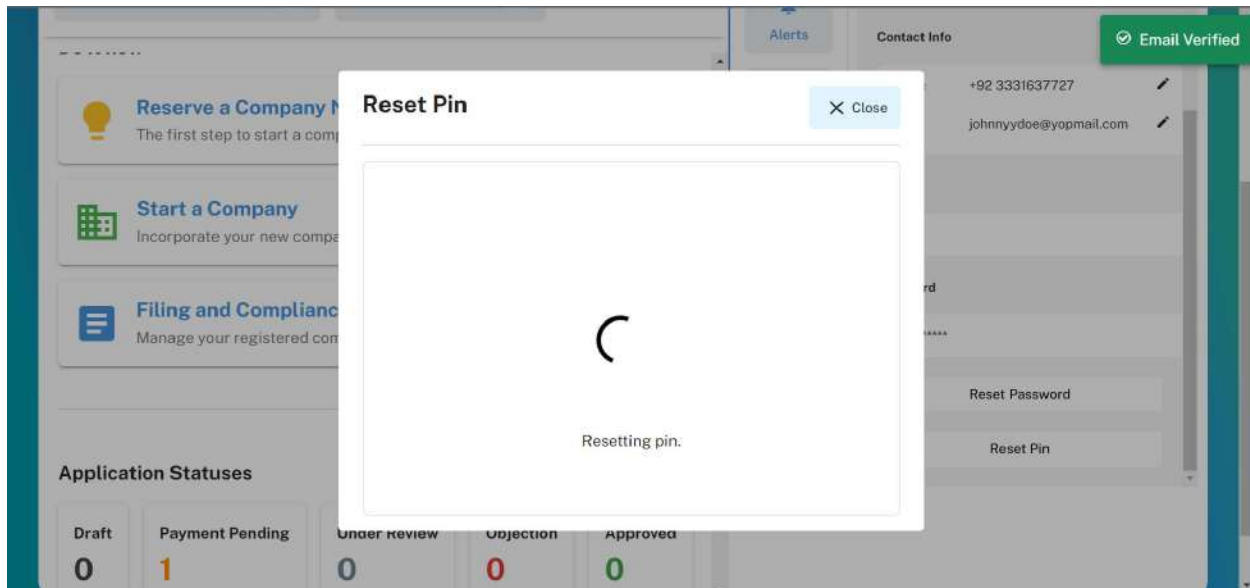
7. The User will enter the OTP received on the email address, and click on verify. If the OTP becomes invalid after a lapse of 5 minutes, the user can click on Resend Code button that becomes enabled after the pin becomes invalid.



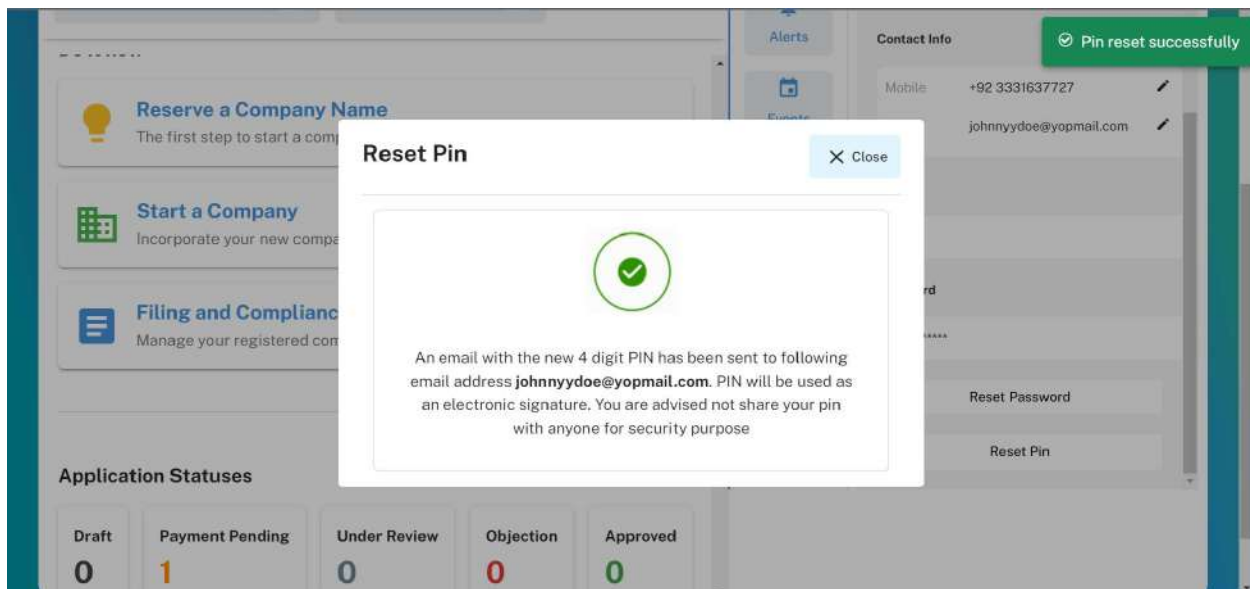
8. If the provided OTP is not correct, an error message will be displayed to the user.



9. After the OTP has been verified by the system, a new 4-digit PIN will be generated by the system and emailed to the user.

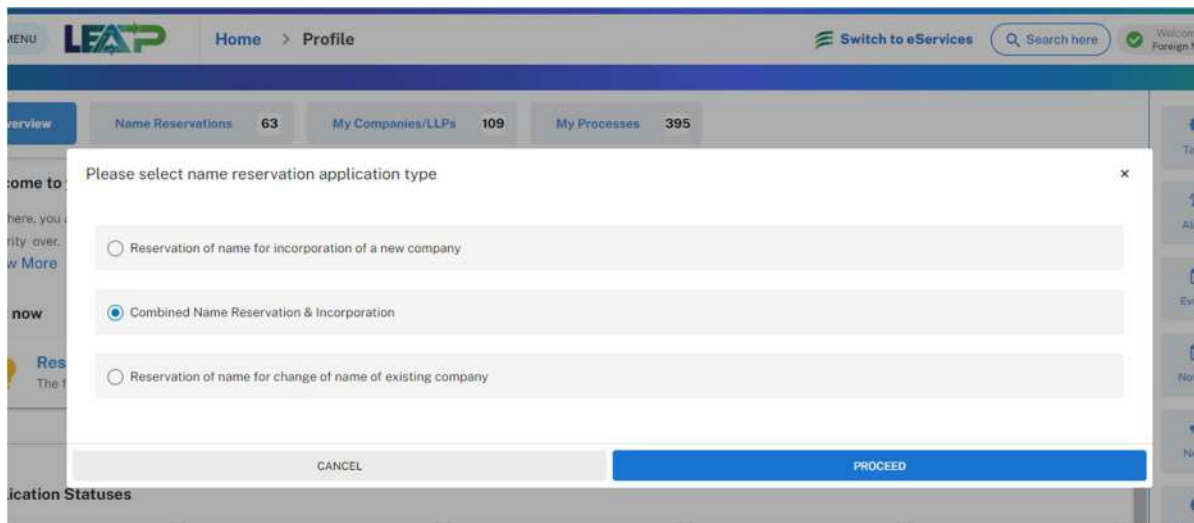


10. The PIN will be included in an attachment that will be emailed to the user over his/her email address.



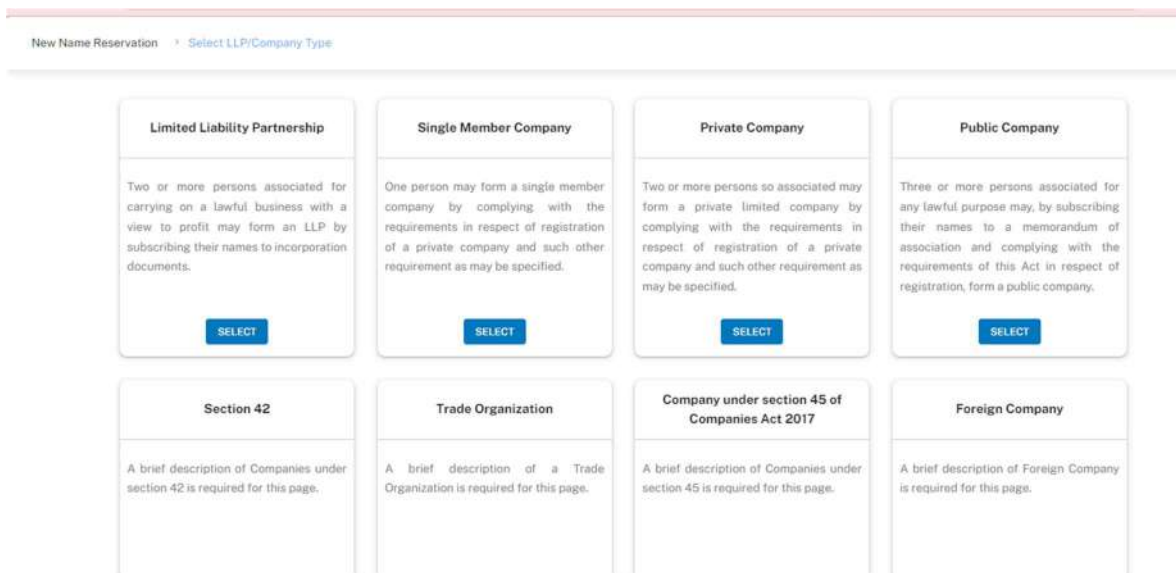
5. Name Reservation, Permission to Form, Incorporation and CTC - Combined.

1. **Applicant** logs in to his/her registered account. The Applicant will land on his/her landing page. The Process can be initiated by clicking on "Name Reservation".The Applicant can start a combined company with incorporation and name reservation from this page.
2. The Applicant can start a combined company with incorporation and name reservation from this page.



The screenshot shows the LEAP portal interface. At the top, there is a navigation bar with 'Home > Profile', a search bar, and a 'Switch to eServices' button. Below the navigation bar, there are tabs for 'Name Reservations' (63), 'My Companies/LLPs' (109), and 'My Processes' (395). A modal dialog is open in the center, titled 'Please select name reservation application type'. It contains three radio button options: 'Reservation of name for incorporation of a new company', 'Combined Name Reservation & Incorporation' (which is selected), and 'Reservation of name for change of name of existing company'. At the bottom of the modal, there are 'CANCEL' and 'PROCEED' buttons.

2. The **Applicant** is given options to select within the types of companies. The Applicant is then taken to the Company Type selection page where they can select their relevant company Type and click on Proceed.



The screenshot shows the 'Select LLP/Company Type' page. The breadcrumb trail is 'New Name Reservation > Select LLP/Company Type'. The page displays eight company types in a grid, each with a description and a 'SELECT' button:

<p>Limited Liability Partnership</p> <p>Two or more persons associated for carrying on a lawful business with a view to profit may form an LLP by subscribing their names to incorporation documents.</p> <p>SELECT</p>	<p>Single Member Company</p> <p>One person may form a single member company by complying with the requirements in respect of registration of a private company and such other requirement as may be specified.</p> <p>SELECT</p>	<p>Private Company</p> <p>Two or more persons so associated may form a private limited company by complying with the requirements in respect of registration of a private company and such other requirement as may be specified.</p> <p>SELECT</p>	<p>Public Company</p> <p>Three or more persons associated for any lawful purpose may, by subscribing their names to a memorandum of association and complying with the requirements of this Act in respect of registration, form a public company.</p> <p>SELECT</p>
<p>Section 42</p> <p>A brief description of Companies under section 42 is required for this page.</p>	<p>Trade Organization</p> <p>A brief description of a Trade Organization is required for this page.</p>	<p>Company under section 45 of Companies Act 2017</p> <p>A brief description of Companies under section 45 is required for this page.</p>	<p>Foreign Company</p> <p>A brief description of Foreign Company is required for this page.</p>



3. After selection of the **Company Type**, the **Applicant** is shown some description text about their chosen type, which they can review.

New Name Reservation >> Private Company ← Back Proceed → X

Brief Description: Two or more persons so associated may form a private limited company by complying with the requirements in respect of registration of a private company and such other requirement as may be specified.

Overview: Two or more persons so associated may form a private limited company by complying with the requirements in respect of registration of a private company and such other requirement as may be specified.

Incorporation Process:
 Company incorporation may be completed in a TWO STEP PROCESS or a COMBINED PROCESS.

TWO STEP PROCESS:

- 1st Step: Name Reservation
- 2nd Step: Company Incorporation.

Both steps can be completed online as well as offline.

COMBINED PROCESS (available online only):
 Where you submit application for Name Reservation and Incorporation simultaneously. In this process Memorandum of Association and Articles of Association are generated automatically.

Basic Requirements for Private Company Incorporation:

- A suitable Company Name.
- Principle Line of Business of the Company.
- Registered Office Address.

4. The **Applicant** can search for a proposed name using the search bar labelled “Enter your proposed name”, and click on the “Check Availability” button.

Private Company (PVT) >> Propose Company Names ← Back Proceed →

Enter your proposed name*
 STEEL MILL Check availability

64 Similar Names found. You can try another name or proceed with results!

STEEL MILL (PRIVATE) LIMITED + Propose

The mentioned similarity is only for information purpose and the registrar shall decide the case in accordance with the provision of law.

Low similarity Medium similarity High similarity

ABS STEEL MILLS (PRIVATE) LIMITED	INCORPORATED	Similarity Found
SETH STEEL MILLS (PVT) LTD.	INCORPORATED	Similarity Found
TAJ STEEL MILLS (PRIVATE) LIMITED	INCORPORATED	Similarity Found
DADA STEEL MILLS (PVT) LIMITED.	INCORPORATED	Similarity Found
ZHOB STEEL MILLS (PVT) LIMITED	INCORPORATED	Similarity Found

How to Propose a Company/LLP Name?

Please ensure that the proposed name meet the criteria given in Section 6 of Limited Liability Act, 2017 and regulation 4 of Limited Liability Partnership Regulations, 2018. You may propose up to 3 LLP/Company names of your choice in order of priority. Enter your proposed name to check its availability. You will not be allowed to propose a name matching 100% with the name of an existing LLP/company.

To increase the chances of name approval by SECP, please make sure that the proposed name does not contain:

1. Inappropriate/undesirable/deceptive words including those designed to exploit or offend religious susceptibilities and the words prohibited under regulation 4 of Limited Liability Regulations, 2018.
2. Prohibited/restricted words under Section 10 of the Act and Regulation 4 of the Companies (Incorporation) Regulations, 2017.

You have the option to provide the Meaning and Significance of your proposed LLP/Company Name.

Best Practices

To maximize chances of reserving the name of your choice, please try to propose a name that does not indicate a high similarity with the name of an existing LLP/company.

The words that are regarded as socially inappropriate and undesirable may not be included in the proposed name.

Tips and Advice

If your proposed LLP/Company Name has a high similarity with an existing LLP/Company name due to an established relationship with the existing LLP/Company, you can optionally provide details and attach documentary evidence of said relationship to minimize the chances of rejection.



5. The **system** displays results with matches with reserved names, as well as indicates if a name contains a prohibited or restricted word. The **Applicant** can propose a name unless there is a 100% match with an already reserved name. This can be done by clicking the “Propose” button.

Private Company (PVT) > Propose Company Names

You can propose at least one Company/LLP Name. However you can propose Two more Company/LLP Names as an alternative.

Enter your proposed name: OWAIS STEEL MILL [Check availability]

No similar results found with this name. You can propose this name.

OWAIS STEEL MILL (PRIVATE) LIMITED [No similarity found] [Propose]

How to Propose a Company/LLP Name?

Please ensure that the proposed name meet the criteria given in Section 5 of Limited Liability Act, 2017 and regulation 4 of Limited Liability Partnership Regulations, 2018. You may propose up to 3 LLP/company names of your choice in order of priority. Enter your proposed name to check its availability. You will not be allowed to propose a name matching 100% with the name of an existing LLP/company.

To increase the chances of name approval by SECP please make sure that the proposed name does not contain:

1. Inappropriate/undesirable/deceptive words including those designed to exploit or offend religious susceptibilities and the words prohibited under regulation 4 of Limited Liability Regulations, 2018.
2. prohibited/restricted words under Section 10 of the Act and Regulation 4 of the Companies (Incorporation) Regulations, 2017.

You have the option to provide the Meaning and Significance of your proposed LLP Name.

Best Practices

To maximize chances of reserving the name of your choice, please try to propose a name that does not indicate a high similarity with the name of an existing LLP /company.

6. The **Applicant** can provide Significance of the proposed name to help their case. The **Applicant** can optionally provide some supporting documents as evidence to claim relationship with the existing name if a match is found. Optionally applicant can add two more names, if so desire.

Private Company (PVT) > Propose Company Names

Proposed Name Info

1 OWAIS STEEL MILL (PRIVATE) LIMITED

Documentary Evidence

File [Documenta...] [Add another document]

Meaning and Significance of Name

“Owais Steel Mill” likely denotes a steel manufacturing facility associated with an individual named Owais, emphasizing steel production’s industrial and economic significance.

[CLOSE] [PROPOSE]

To maximize chances of reserving the name of your choice, please try to propose a name that does not indicate a high similarity with the name of an existing LLP /company.

7. After clicking on the Proceed button, the **Applicant** is taken to the Business Objects page.
8. The **Applicant** selects the Sector, Principal Line of Business and can add multiple Additional Object Clauses optionally. The business objects or principal line of business must align with the company name. The applicant has the flexibility to change or edit the principal line of business, and such modifications will reflect in the Memorandum of Association.

Business Objects

Sector *
Steel and Allied

Principal line of Business *
Steel and Allied

Business Object Clause* Steel and Allied ⓘ Modified Business Object Clause* ⓘ

The principal line of business of the company shall be to set up, steel and re-rolling mills, and to carry on the business of iron founders, iron re-rolling and milling products, iron masters, iron and steel converters, manufacturers of all kinds of steel and iron items and products including steel sheets, steel and tin ingots, iron sheets, iron bars, iron beams, pipes, guarders, nuts, bolts, screws, agricultural implements and all kinds of machinery parts, cycle parts, tool makers, brass founders, metal workers, boiler makers, mill-weights, mill stores, gas generators etc., subject to permissions, licences or approvals as required under the law.subject to permissions, licences or approvals as required under the law.

Change

The principal line of business of the company shall be to set up, steel and re-rolling mills, and to carry on the business of iron founders, iron re-rolling and milling products, iron masters, iron and steel converters, manufacturers of all kinds of steel and iron items and products including steel sheets, steel and tin ingots, iron sheets, iron bars, iron beams, pipes, guarders, nuts, bolts, screws, agricultural implements and all kinds of machinery parts, cycle parts, tool makers, brass founders, metal workers, boiler makers, mill-weights, mill stores, gas generators etc., subject to permissions, licences or approvals as required under the law.subject to permissions, licences or approvals as required under the law.

How to Propose an LLP Name?

Please ensure that the proposed name meet the criteria given in Section 6 of Limited Liability Act, 2017 and regulation 4 of Limited Liability Partnership Regulations, 2018. You may propose up to 3 LLP/company names of your choice in order of priority. Enter your proposed name to check its availability. You will not be allowed to propose a name matching 100% with the name of an existing LLP/company.

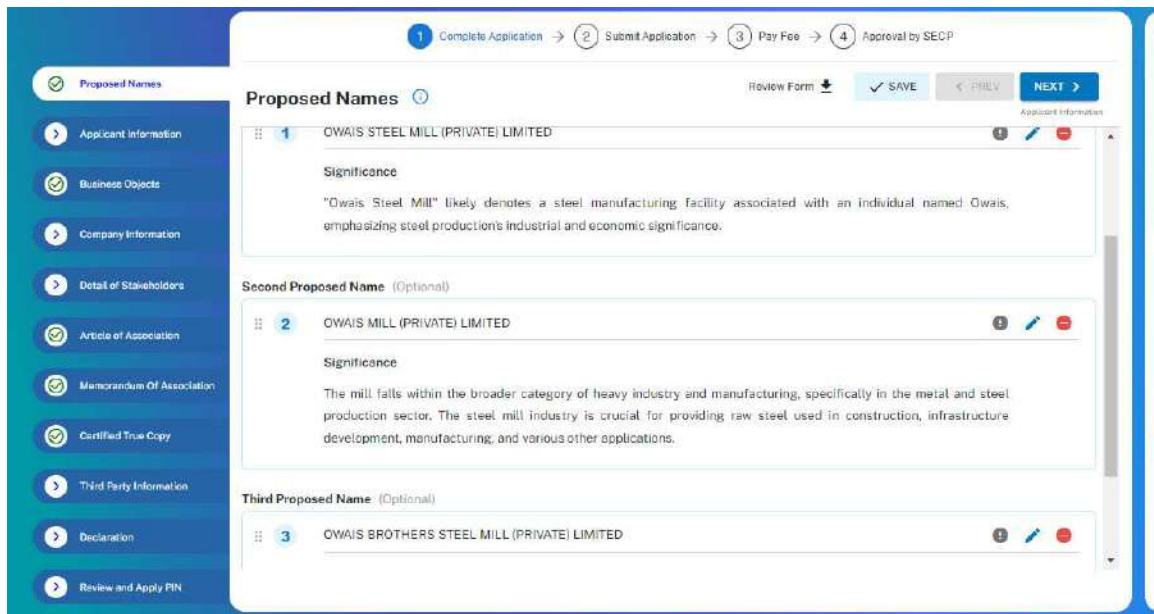
To increase the chances of name approval by SECP, please make sure that the proposed name does not contain:

1. inappropriate/undesirable/deceptive words including those designed to exploit or offend religious susceptibilities and the words prohibited under regulation 4 of Limited Liability Regulations, 2018
2. prohibited/restricted words under Section 10 of the Act and Regulation 4 of the Companies (Incorporation) Regulations, 2017

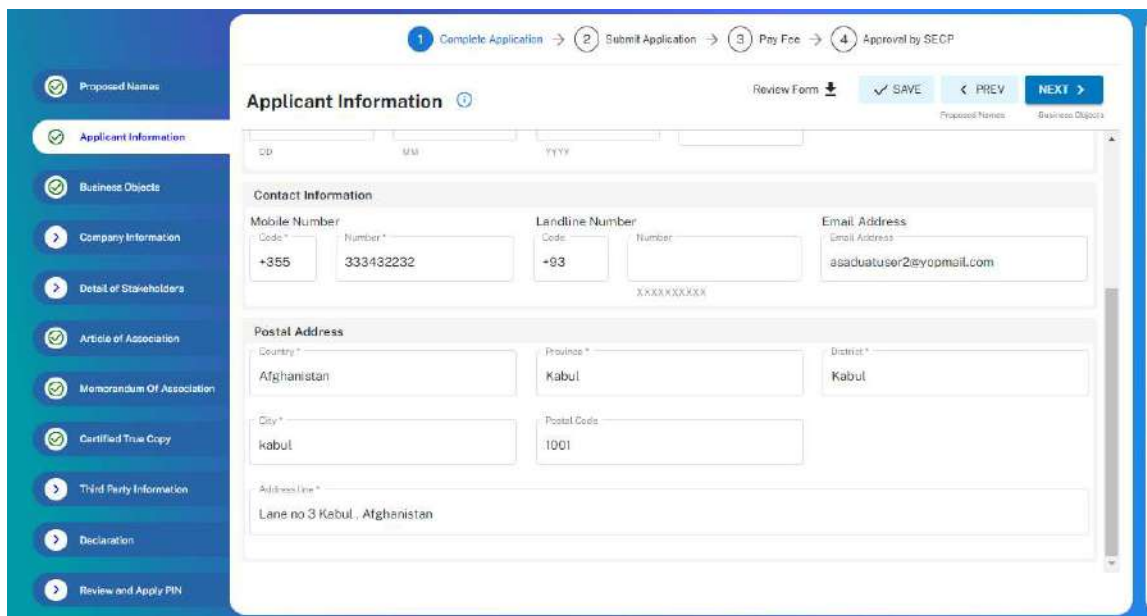
You have the option to provide the Meaning and Significance of your proposed LLP Name.

Best Practices

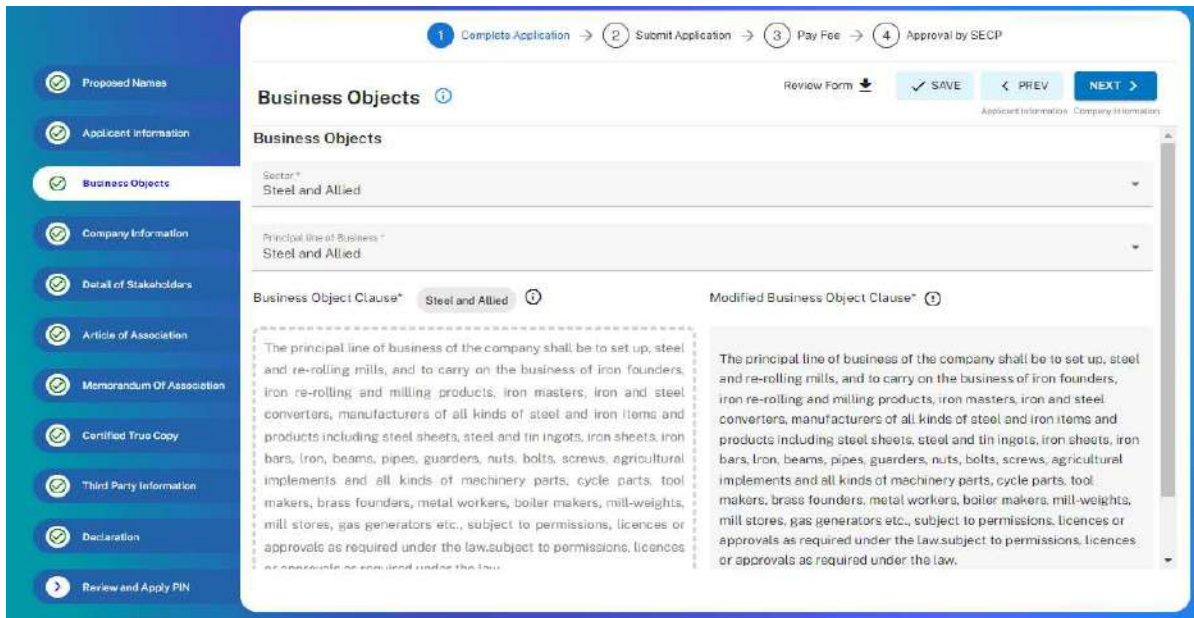
9. After clicking on the proceed button, the **Applicant** can review his name. The Applicant can view, update, remove or rearrange the names using this page.



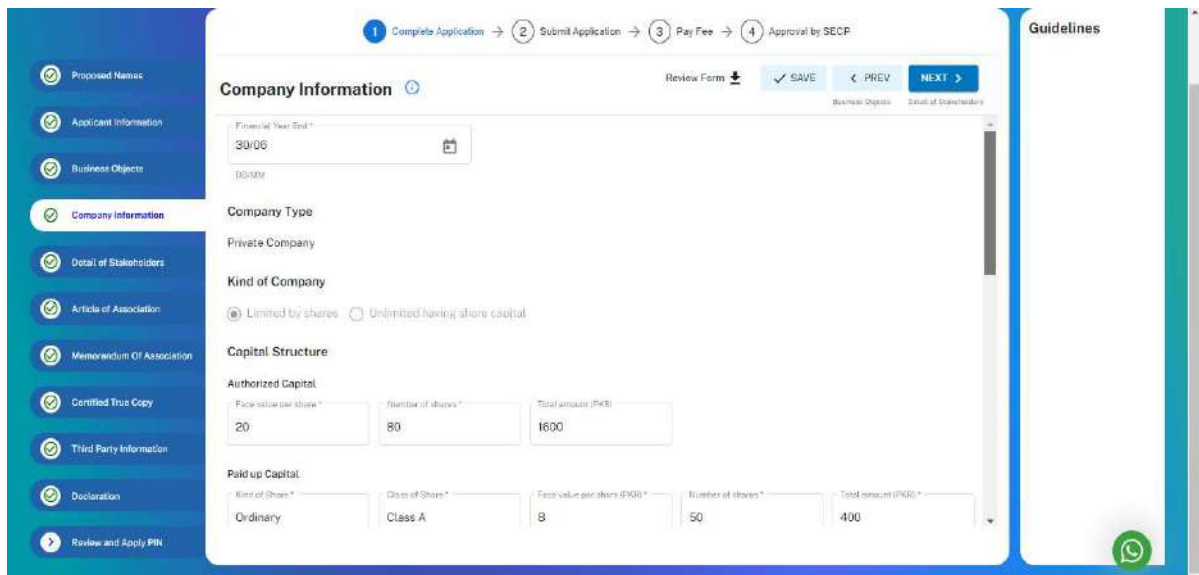
10. After clicking on the Next button, the Applicant needs to fill out the Applicant information.



11. After clicking on the Next button, the Applicant can review the Business Objects Information. The Applicant can view and update the business objects information.



12. **Applicant** can click on next, and fill the Company Information section including capital structure, company address and contact information.





13. By clicking on Next button, Applicant needs to fill the information of details of stakeholders. Applicant clicks on Add natural person button and fills the required information. For adding Natural person, Applicant can search for a person already registered with SECP. Applicant can search for Natural Persons using their CNIC, NICOP or Passport Number, fill the details, click validate user information and then click add and notify button. After this, attach required documents including CNIC for Pakistani national and other documents like passport etc for foreign national.

Add Natural Person X Close Add and Notify

Please specify the designation of member

Director
 Chief Executive
 Chief Executive and Director
 Secretary
 Subscriber
 Director and Subscriber
 Chief Executive and Subscriber
 CEO, Director, and Subscriber

Do you want to add a Pakistani Citizen or a Foreign National?

Pakistani Citizen Foreign National

Enter Here *

WE445566 SEARCH

i This user is already registered in LEAP Portal

Name	Status
Babeem	Registered

14. The **Applicant** can also add **Body corporate** partners in a similar manner by searching for a Body Corporate using it's CUIIN. The applicant can provide company details, and add Nominee/Authorized Signatory for the Body Corporate. In case the **Body Corporate** has to act as a designated partner, the applicant also has the option to add a person other than the Nominee/Authorized Signatory to act as the Designated Partner on behalf of the Body Corporate.
15. For company types other than LLP, the applicants have the option to include an authorized person or nominee. If the applicant chooses to appoint a nominee as a director, that nominee can act as the nominee director of the corporate body of the subscriber.
16. For Foreign corporate, the Applicant shall add their FBR information and details of shares and nature of directorship and also upload the copy of passport, photo, biodata and Undertaking (Duly certified by public officer/notary public of country of origin and signed by Pakistani diplomat posted in that country) documents.

17. For local corporate, the applicant needs to add FBR information, details of shares, etc., and upload their relevant documents in the attachments section.

Add Body Corporate X Close Add and Notify

Enter CUIN number to add body corporate

Identification Number/Reg number
0171402 SEARCH

Record for the CUIN found.

Company Information

Company Name *
STYLO

Detail of shares

Kind of shares *
Preferred

Class of shares *
Non-redeemable at Shareholder's option (Pa...

Number of shares to be subscribed *
1230000

Registered Office Address

Country
Pakistan

Province
Islamabad Capital Territory

District
Islamabad

City
Postal Code

18. **Applicant** is given a choice to make any amendments to the Article of Association. Then clicks on “Next”.

1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

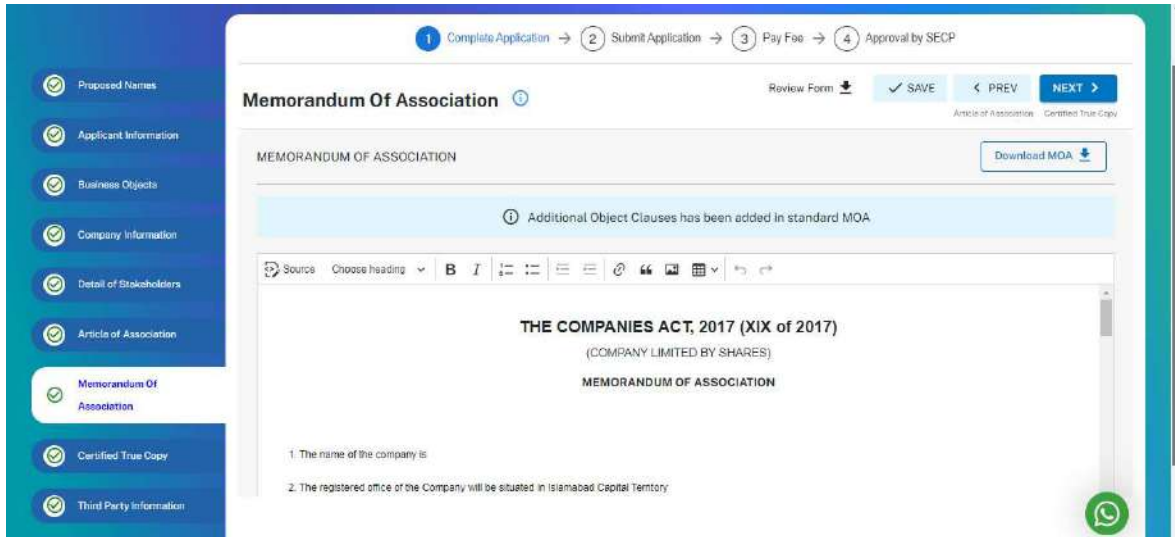
Article of Association Review Form SAVE PREV NEXT

Article OF ASSOCIATION Download AGA

Do you want to make any amendments to Article Of Association ?
 Yes No

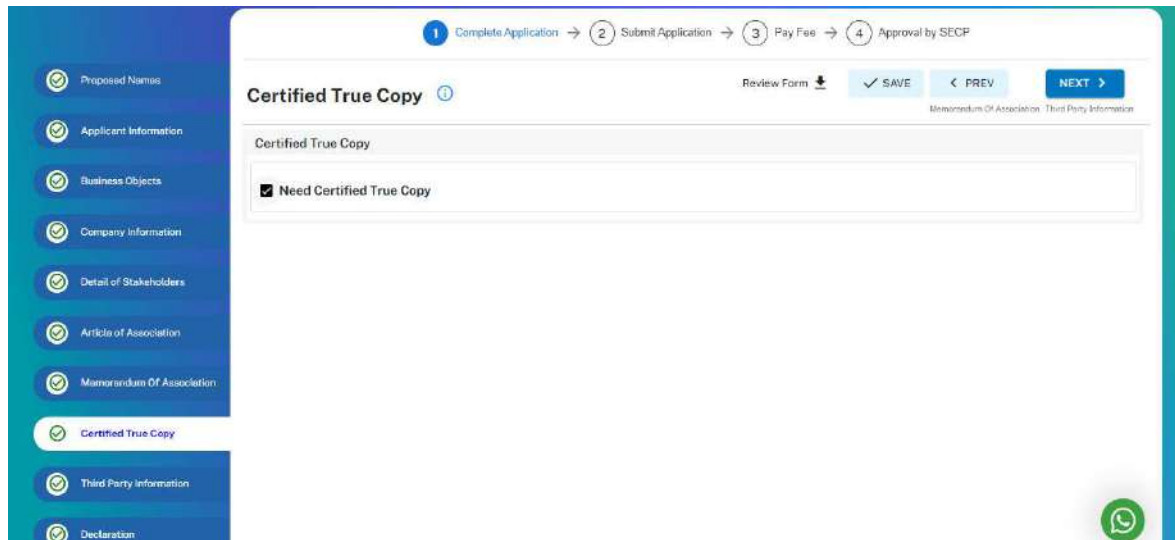
THE COMPANIES ACT, 2017 (XIX of 2017)
(PRIVATE UNLIMITED COMPANY)

19. **Applicant** can download the Memorandum of Association by clicking on the download MOA button.



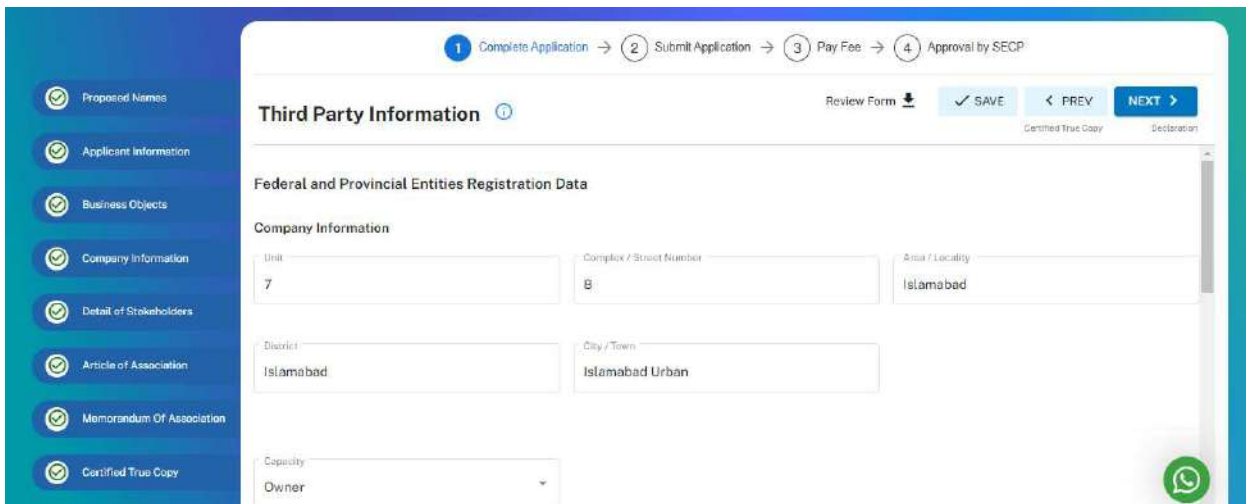
The screenshot shows the SECP portal interface for the Memorandum of Association form. The left sidebar contains a list of steps: Proposed Names, Applicant Information, Business Objects, Company Information, Detail of Stakeholders, Article of Association, Memorandum Of Association (highlighted), Certified True Copy, and Third Party Information. The main content area shows the form title 'Memorandum Of Association' and a 'Download MOA' button. Below the title, there is a notification: 'Additional Object Clauses has been added in standard MOA'. The form content is: 'THE COMPANIES ACT, 2017 (XIX of 2017) (COMPANY LIMITED BY SHARES) MEMORANDUM OF ASSOCIATION'. Below this, there are two numbered items: '1. The name of the company is' and '2. The registered office of the Company will be situated in Islamabad Capital Territory'. The top navigation bar shows the steps: 1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP. The form has 'Review Form', 'SAVE', 'PREV', and 'NEXT' buttons.

20. By clicking on Next **Applicant** is given two options to whether they want a Certified True Copy of Incorporation Documents or not.

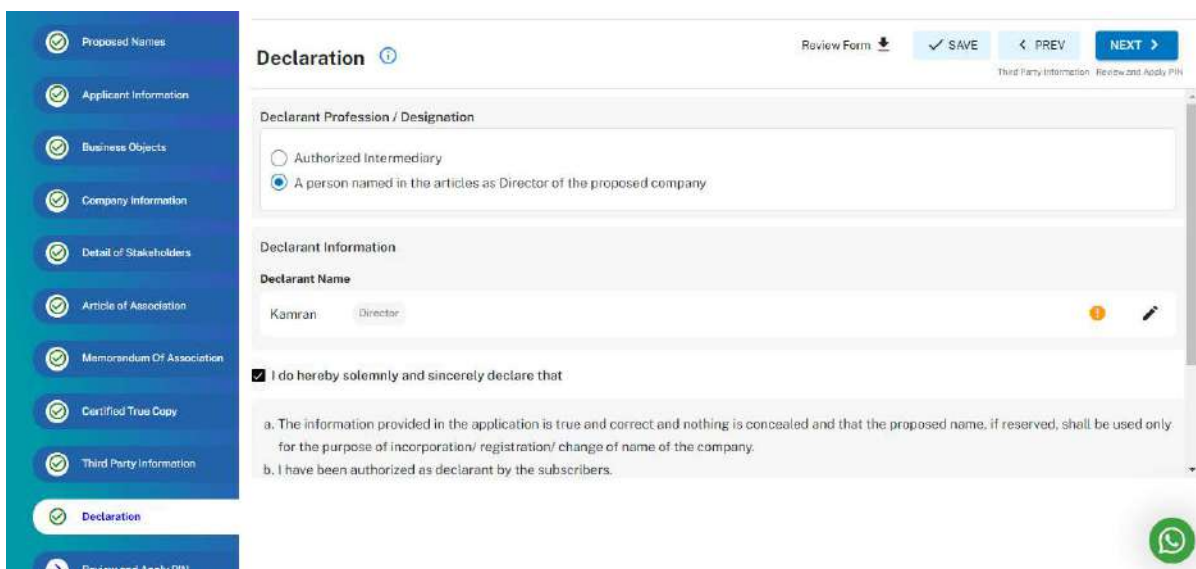


The screenshot shows the SECP portal interface for the Certified True Copy form. The left sidebar contains a list of steps: Proposed Names, Applicant Information, Business Objects, Company Information, Detail of Stakeholders, Article of Association, Memorandum Of Association, Certified True Copy (highlighted), Third Party Information, and Declaration. The main content area shows the form title 'Certified True Copy' and a 'Need Certified True Copy' checkbox. The top navigation bar shows the steps: 1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP. The form has 'Review Form', 'SAVE', 'PREV', and 'NEXT' buttons.

21. By clicking on Next button, Applicant needs to fill the third-party information including FBR (mandatory) and EOBI /PESSI/SESSI/BESSI (Optional).



22. **Applicant** selects the **Declarant** for the combined CNR CI Application. The **Declarant** can either be a Proposed Subscriber, or an Authorized Intermediary.



23. In order to add an Authorized Intermediary as the **Declarant**, the **Applicant** clicks on the Add Authorized Intermediary button. The **Applicant** then searches for the Authorized Intermediary, and selects the relevant Company/Member and notifies them. The system will notify the Authorized Intermediary and they can be appointed as **Declarant** for the combined CNR CI Application.



24. Alternatively, the applicant can select the Proposed Subscriber, and provide his/her details.
25. Each member must apply their **valid PINs** to activate the “Submit” button and finalize the application.

LEAP Home > Profile > Process Application

SECP'S SERVICE DESK TOLL FREE: 0800-88008 +92 31
Response Time Monday - Friday from 9:00A
Prayer/Lunch Break Time from 1:00P

Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

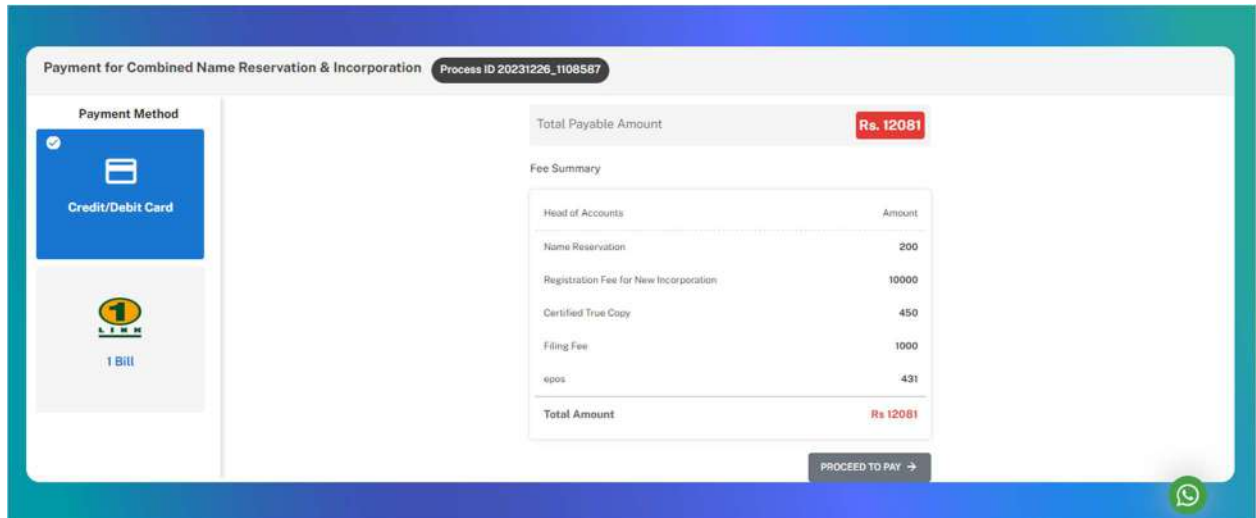
Review and Apply PIN Review Form SAVE PREV Submit

e. I make this solemn declaration conscientiously believing the same to be true.

Application Users

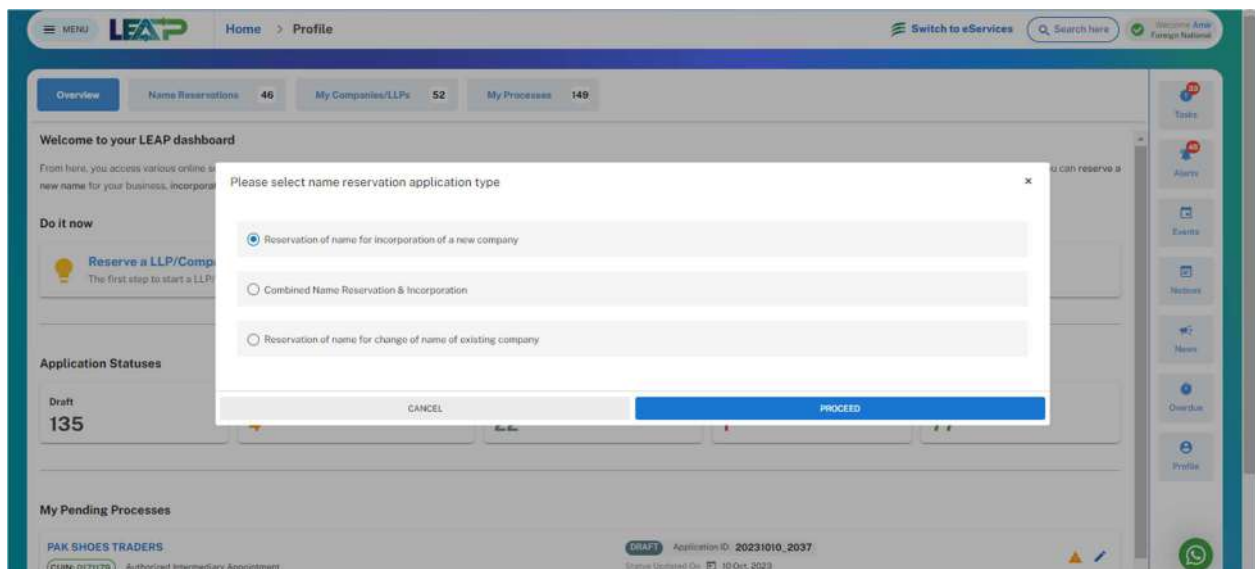
Kamran Director and Subscriber Declarant	Signed
Amir Body Corporate Authorized User	Signed
Raheem Chief Executive and Director	Signed
Asad Director and Subscriber Applicant	Signed

26. **Applicant** can click on the Review Form button at any time to view the Statutory Form. The form can be viewed at any point while filling the application, and the form will be generated with the information that the Applicant has provided at that point. Once the Applicant has completed the application, he/she can view the form populated with all the information.
27. **Applicant** clicks on the “Pay Now” button to proceed to payment. Payment can be made via **Credit/Debit Card**, or through payment channels available with **1-Bill** and can view the status of their application on their home page.

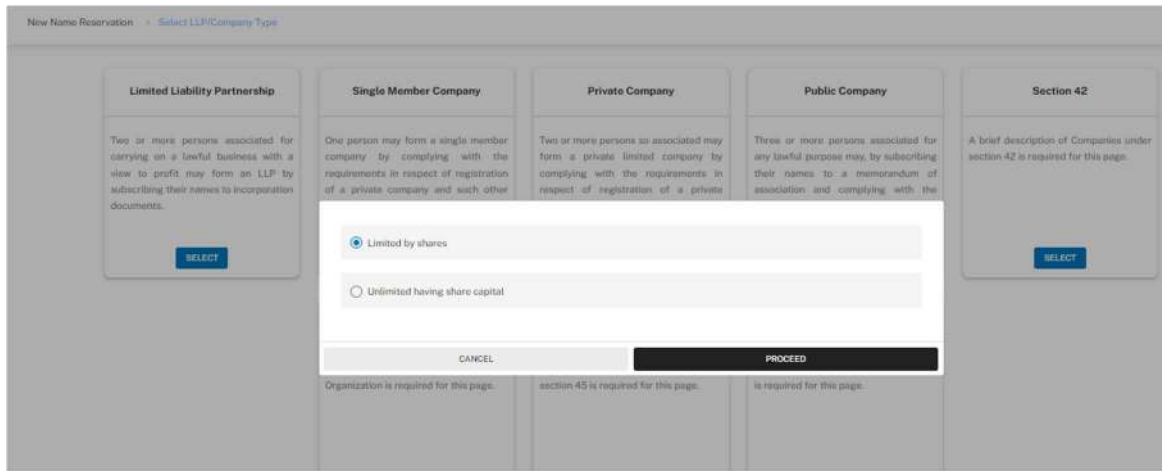


6. Name Reservation-Standalone

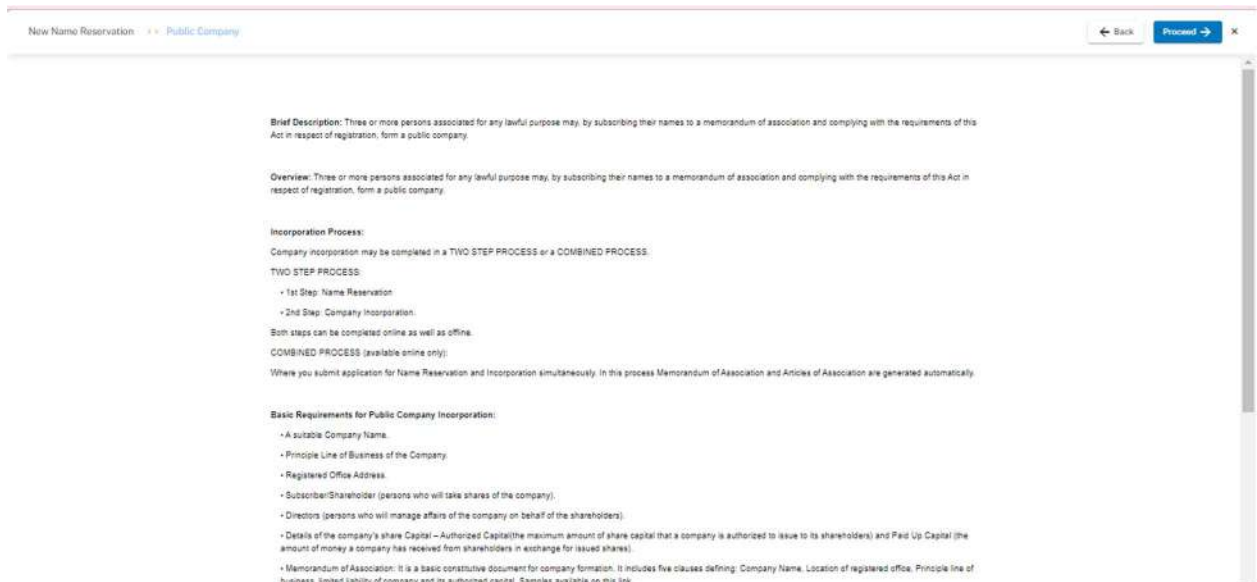
1. **Applicant** logs in to his/her registered account. The Applicant will land on his/her landing page. By clicking “Name Reservations” option, The Applicant can start a name reservation from this page.



2. The **Applicant** is then taken to the Company Type selection page where they can select their relevant company Type and click on “Proceed”.



3. After selection of the Company Type, the **Applicant** is shown some description text about their chosen type, which they can review and click on “Proceed” button.



New Name Reservation > Public Company

← Back Proceed →

Brief Description: Three or more persons associated for any lawful purpose may, by subscribing their names to a memorandum of association and complying with the requirements of this Act in respect of registration, form a public company.

Overview: Three or more persons associated for any lawful purpose may, by subscribing their names to a memorandum of association and complying with the requirements of this Act in respect of registration, form a public company.

Incorporation Process:
Company incorporation may be completed in a **TWO STEP PROCESS** or a **COMBINED PROCESS**.

TWO STEP PROCESS:

- 1st Step: Name Reservation
- 2nd Step: Company Incorporation.

Both steps can be completed online as well as offline.

COMBINED PROCESS (available online only):
Where you submit application for Name Reservation and Incorporation simultaneously. In this process Memorandum of Association and Articles of Association are generated automatically.

Basic Requirements for Public Company Incorporation:

- A suitable Company Name.
- Principle Line of Business of the Company
- Registered Office Address.
- Subscriber/Shareholder (persons who will take shares of the company).
- Directors (persons who will manage affairs of the company on behalf of the shareholders)
- Details of the company's share Capital – Authorized Capital (the maximum amount of share capital that a company is authorized to issue to its shareholders) and Paid Up Capital (the amount of money a company has received from shareholders in exchange for issued shares).
- Memorandum of Association: It is a basic constitutive document for company formation. It includes five clauses defining: Company Name, Location of registered office, Principle line of business, limited liability of company and its authorized capital. Samples available on this link.

4. The **Applicant** can enter for a proposed name using the labelled “Enter your proposed name”, and click on the “Check Availability” button.



5. The **system** displays results with matches with reserved names, as well as indicates if a name contains a prohibited or restricted word. The **Applicant** can propose a name unless there is a 100% match with an already reserved name. This can be done by clicking the “Propose” button.
6. The **Applicant** can optionally provide some supporting documents as evidence to claim relationship with the existing name if a match is found.
7. **Applicant** provides Meanings and Significance of the proposed name and uploads the attachment. Optionally applicant can add two more names, if so desire.



- 8. After clicking on the Proceed button, the **Applicant** is taken to the Business Objects page.
- 9. The **Applicant** selects the Sector, Principal Line of Business and can add multiple Additional Object Clauses optionally. .

Business Objects

Sector *
Steel and Allied

Principal line of Business *
Steel and Allied

Business Object Clause* **Steel and Allied** ⓘ Modified Business Object Clause* ⓘ

The principal line of business of the company shall be to set up, steel and re-rolling mills, and to carry on the business of iron founders, iron re-rolling and milling products, iron masters, iron and steel converters, manufacturers of all kinds of steel and iron items and products including steel sheets, steel and tin ingots, iron sheets, iron bars, iron beams, pipes, guarders, nuts, bolts, screws, agricultural implements and all kinds of machinery parts, cycle parts, tool makers, brass founders, metal workers, boiler makers, mill-weights, mill stores, gas generators etc., subject to permissions, licences or approvals as required under the law.subject to permissions, licences or approvals as required under the law.

Change

The principal line of business of the company shall be to set up, steel and re-rolling mills, and to carry on the business of iron founders, iron re-rolling and milling products, iron masters, iron and steel converters, manufacturers of all kinds of steel and iron items and products including steel sheets, steel and tin ingots, iron sheets, iron bars, iron beams, pipes, guarders, nuts, bolts, screws, agricultural implements and all kinds of machinery parts, cycle parts, tool makers, brass founders, metal workers, boiler makers, mill-weights, mill stores, gas generators etc., subject to permissions, licences or approvals as required under the law.subject to permissions, licences or approvals as required under the law.

How to Propose an LLP Name?

Please ensure that the proposed name meet the criteria given in Section 6 of Limited Liability Act, 2017 and regulation 4 of Limited Liability Partnership Regulations, 2018. You may propose up to 3 LLP/company names of your choice in order of priority. Enter your proposed name to check its availability. You will not be allowed to propose a name matching 100% with the name of an existing LLP/company.

To increase the chances of name approval by SECP, please make sure that the proposed name does not contain:

1. inappropriate/undesirable/deceptive words including those designed to exploit or offend religious susceptibilities and the words prohibited under regulation 4 of Limited Liability Regulations, 2018
2. prohibited/restricted words under Section 10 of the Act and Regulation 4 of the Companies (Incorporation) Regulations, 2017

You have the option to provide the Meaning and Significance of your proposed LLP Name.

Best Practices

- 10. After clicking on the “Proceed” button the Applicant can review his name. The **Applicant** can view, update, remove or rearrange the names using this page.

Public Company (PLC) > Propose Company Names

← Back Proceed →

✔ Third company name has been proposed successfully

First Proposed Name (Mandatory)

1 HEALTH INSURANCES LIMITED

Significance
Health insurance provides financial protection against medical expenses, promoting accessible healthcare and peace of mind for individuals and communities

Second Proposed Name (Optional)

2 HEALTH SAFETY INSURANCES LIMITED

Significance
Health insurance provides financial protection against medical expenses, promoting accessible healthcare and peace of mind for individuals and communities

Third Proposed Name (Optional)

3 HEALTHY LIFE INSURANCES LIMITED

Significance
Health insurance provides financial protection against medical expenses, promoting accessible healthcare and peace of mind for individuals and communities

How to Propose a Company/LLP Name?

Please ensure that the proposed name meet the criteria given in Section 6 of Limited Liability Act, 2017 and regulation 4 of Limited Liability Partnership Regulations, 2018. You may propose up to 3 LLP/company names of your choice in order of priority. Enter your proposed name to check its availability. You will not be allowed to propose a name matching 100% with the name of an existing LLP/company.

To increase the chances of name approval by SECP, please make sure that the proposed name does not contain:

1. inappropriate/undesirable/deceptive words including those designed to exploit or offend religious susceptibilities and the words prohibited under regulation 4 of Limited Liability Regulations, 2018
2. prohibited/restricted words under Section 10 of the Act and Regulation 4 of the Companies (Incorporation) Regulations, 2017

You have the option to provide the Meaning and Significance of your proposed LLP Name.

Best Practices

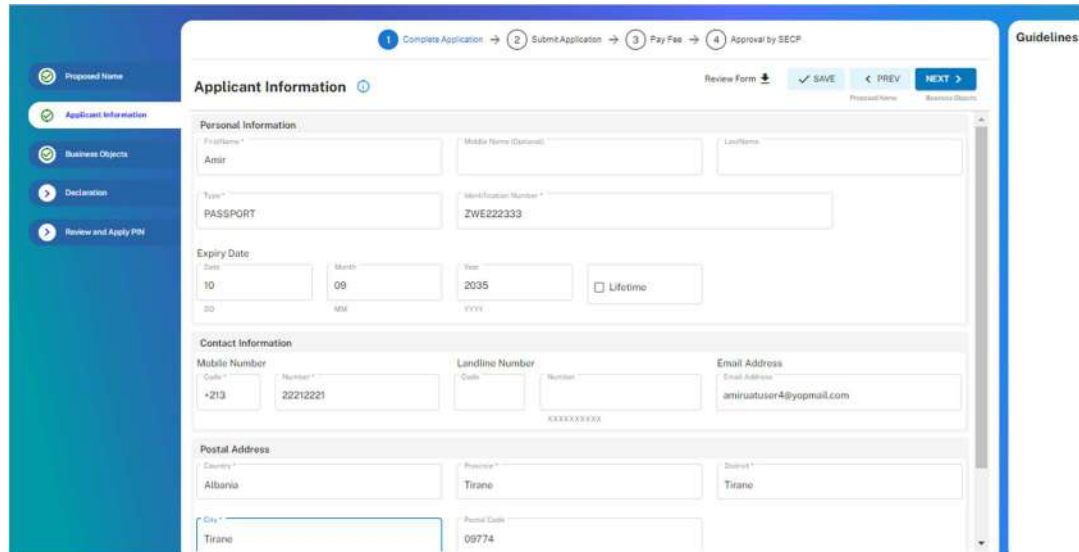
To maximize chances of reserving the name if your choice, please try to propose a name that does not indicate a high similarity with the name of an existing LLP/company.

The words that are regarded as socially inappropriate and undesirable may not be included in the proposed name.

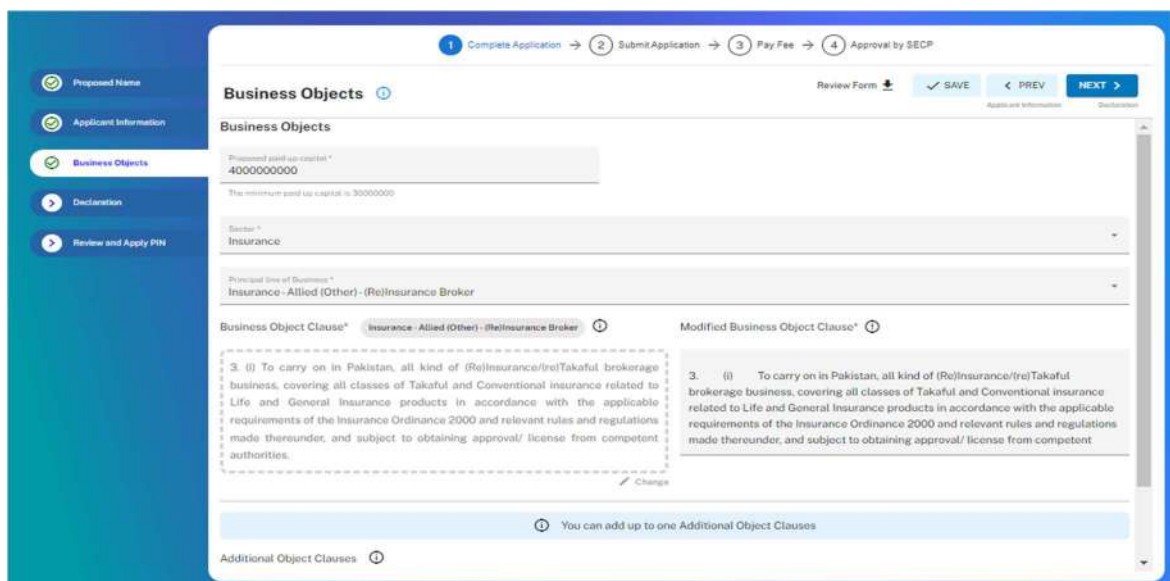
Tips and Advice

If your proposed LLP Name has a high similarity with an existing LLP/company name due to an established relationship with the existing LLP/company, you can optionally provide details and attach documentary evidence of said relationship to minimize the chances of rejection.

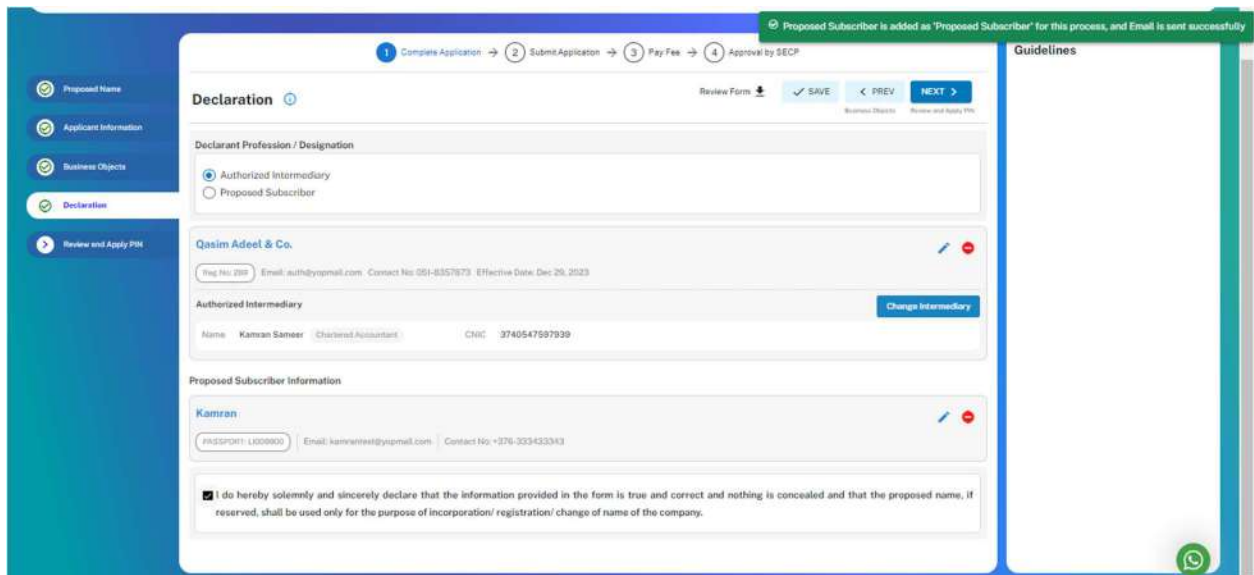
11. Applicant can click on next, and fill the Applicant Information section including personal information, company address and contact information



12. After clicking on the Next button, the **Applicant** can review the Business Objects Information. The **Applicant** can view, update, remove or rearrange the business objects. The business objects or principal line of business must align with the company name. The applicant has the flexibility to change or edit the principal line of business.



13. **Applicant** selects the **Declarant** for the CNR Application. The Declarant can either be a Proposed Subscriber, or an Authorized Intermediary.



Proposed Subscriber is added as 'Proposed Subscriber' for this process, and Email is sent successfully

1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Declaration

Review Form SAVE

Business Details Review and Apply PM

Declarant Profession / Designation

Authorized Intermediary
 Proposed Subscriber

Qasim Adeel & Co.

Reg No: 289 | Email: aauthdy@gmail.com | Contact No: 051-8357873 | Effective Date: Dec-26, 2023

Authorized Intermediary

Name: Kamran Sameer | Chartered Accountant | CNIC: 3740547587939

Proposed Subscriber Information

Kamran

FRSDPDR1: L000900 | Email: kamranrest@yahoo.com | Contact No: +376-323433313

I do hereby solemnly and sincerely declare that the information provided in the form is true and correct and nothing is concealed and that the proposed name, if reserved, shall be used only for the purpose of incorporation/ registration/ change of name of the company.

Guidelines

14. To include an Authorized Intermediary as the Declarant, the **Applicant** selects the "Add Authorized Intermediary" button, whether it be an individual or an LLP/company, provides the necessary details, uploads the required document, and subsequently saves the information. The system will notify the **Authorized Intermediary** and they can be appointed as **Declarant** for the CNR Application.



Add Authorized Intermediary

Selected Intermediary

Qasim Adeel & Co.

Reg No: 289 | Email: aauthdy@gmail.com | Contact No: 051-8357873

16th Floor, State Life Building # 5, Jinnah Avenue, F-6, Islamabad

Effective Date of Appointment

Date (DD/MM/YYYY) *

29/12/2023

Undertaking regarding appointment of intermediary by the company/ person(s)

File undertaking

15. For adding Proposed Subscriber, **Applicant** can search for a person, if they are already registered with SECP. **Applicant** can search for proposed subscriber using their CNIC,



NICOP or Passport Number, fill the details and click on “Add and Notify” button. System will send a notification to the person that they have been added to the Company being incorporated.

16. If user is **not registered** with SECP, **System** conducts a NADRA verification and sends a sign up link on the email provided.

Add Proposed Subscriber X Close **Add and Notify**

Do you want to add a Pakistani Citizen or a Foreign National?

Pakistani Citizen Foreign National

Enter Name *
LI009900 **SEARCH**

✔ This user is already registered on LEAP Portal

Contact Info

Email *
kg*****@yopmail.com

Mobile Number
Code *
+376

Number
*****343

User Information

First Name *
Kamran

Middle Name *

Last Name *

Nationality *
Albania

Occupation *
Corporate Consultant

Address

Country *
Albania

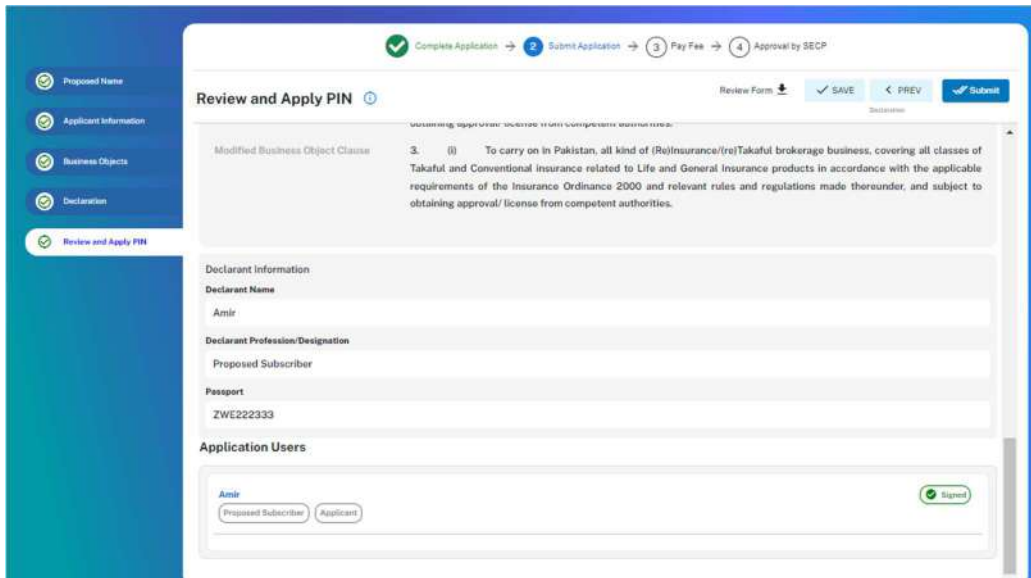
Province *
Tiranë

District *
Tiranë

City *
Tiranë

Postal Code
0978

17. The Declarant clicks on the Acknowledgement checkbox. The **Declarant** applies their PIN. If the PIN is valid, a ‘Valid Pin’ message is shown to the user. After this, if the application is complete, the Submit button becomes enabled. The **Applicant/Declarant** submits the application.




18. The **Applicant or Declarant** can proceed to payment by clicking on the "Pay Now" button to prevent incurring a late submission fee. The system will also provide a notification to the **Applicant**, specifying the number of days remaining to make the payment and avoid the imposition of a late fee. The **Applicant** will have to make the payment within 7 days of submission. If payment is not submitted within 7 days of the initiation of an application, the system will cancel the application.

[GO TO Home](#) Application Fee Rs.200 [PAY NOW →](#)

Congratulations!

Your application has been submitted successfully



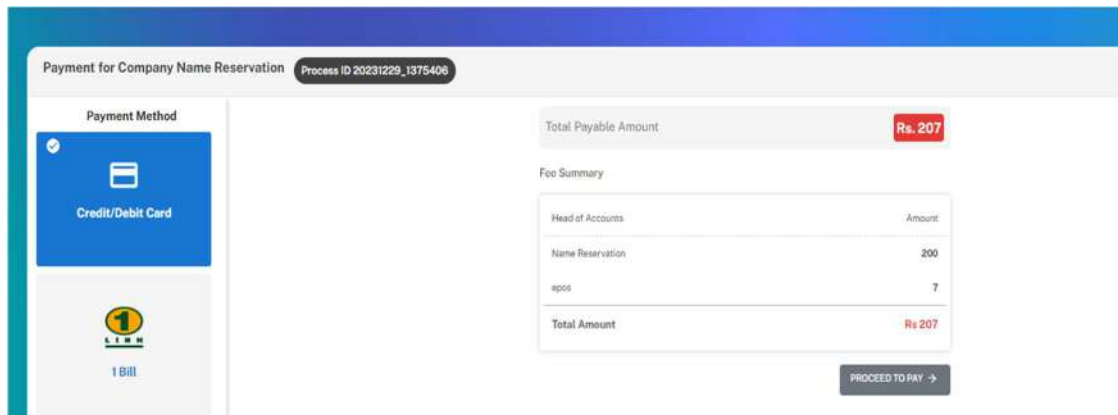
Application ID **20231229_1375406** successfully generated

We have sent you the Application ID via Email and SMS

⚠ In order to finalize the application, please pay the fee of **Rs.200** as soon as possible, but no later than 7 days after submission. The application will only be forwarded to SECP for processing if fee is paid. Application will stand automatically cancelled if fee is not paid within 7 days after submission.

[PAY NOW →](#)

19. Payment can be made via Credit/Debit Card, or through payment channels available with 1-Bill.



Payment for Company Name Reservation Process ID 20231229_1375406

Payment Method

- Credit/Debit Card
- 1 Bill

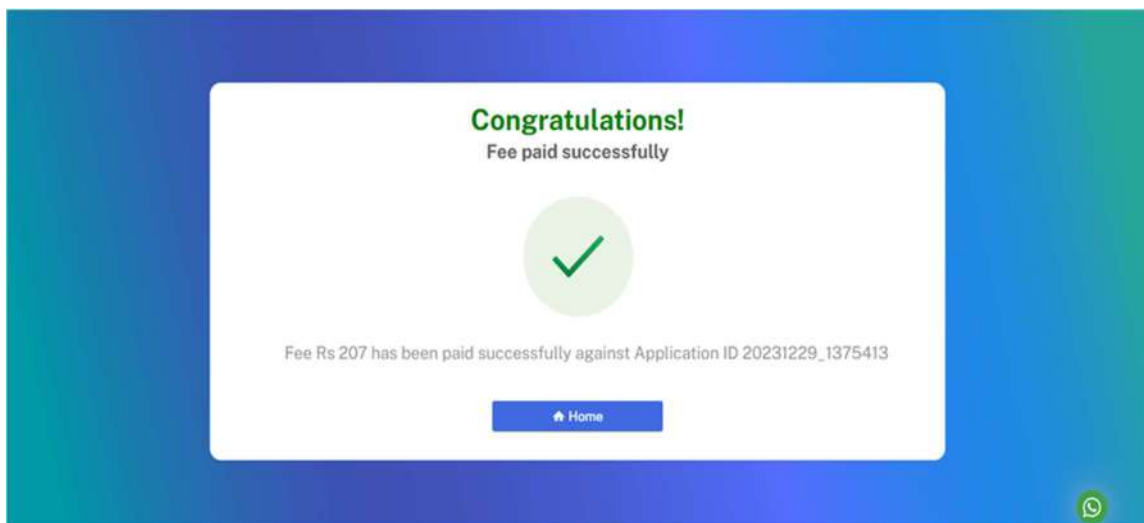
Total Payable Amount **Rs. 207**

Fee Summary

Head of Accounts	Amount
Name Reservation	200
epos	7
Total Amount	Rs 207

[PROCEED TO PAY →](#)

20. The **Applicant** can proceed with payment via their chosen payment method, After successful online (Debit/Credit Card) payment, system provides payment confirmation to the applicant.

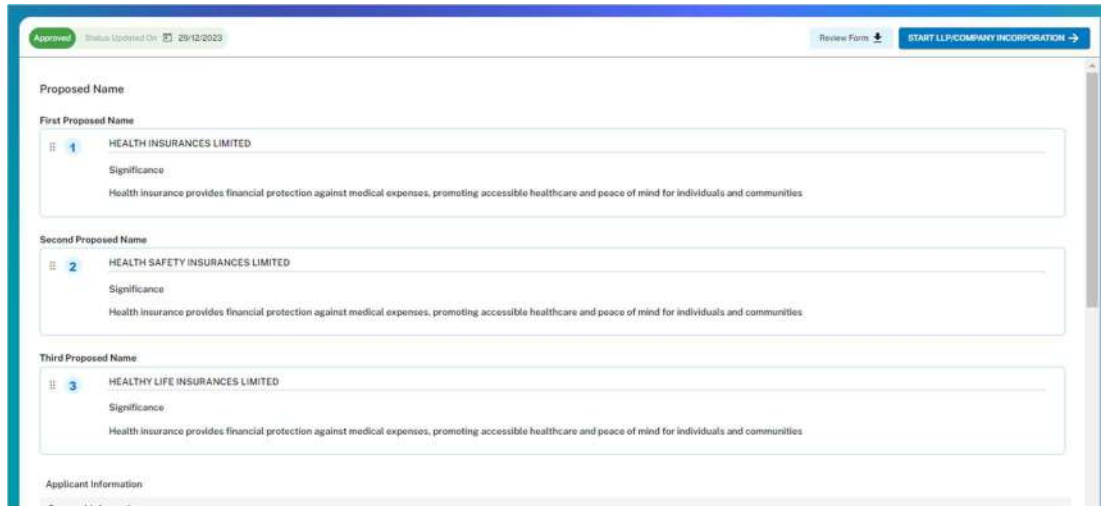


21. The **Applicant** can view the status of their application on their home page.

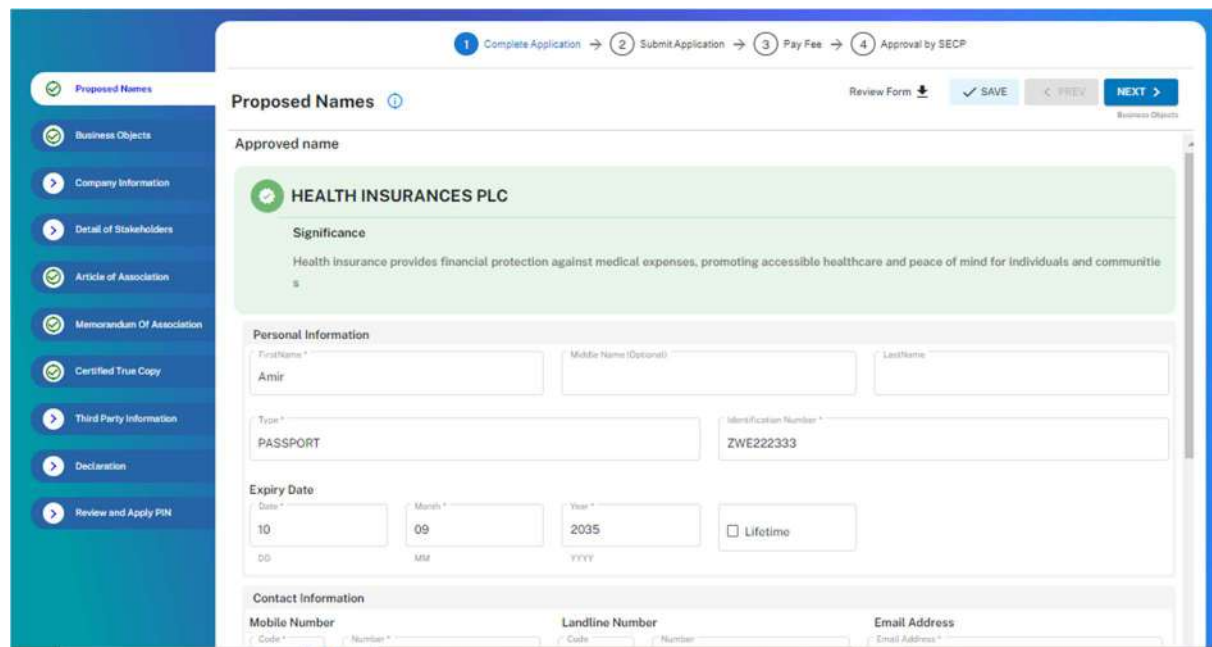
7. Permission to Form and Incorporation -Standalone

Applicants can apply for Incorporation of their LLP/company once their proposed name has been approved and finalized.

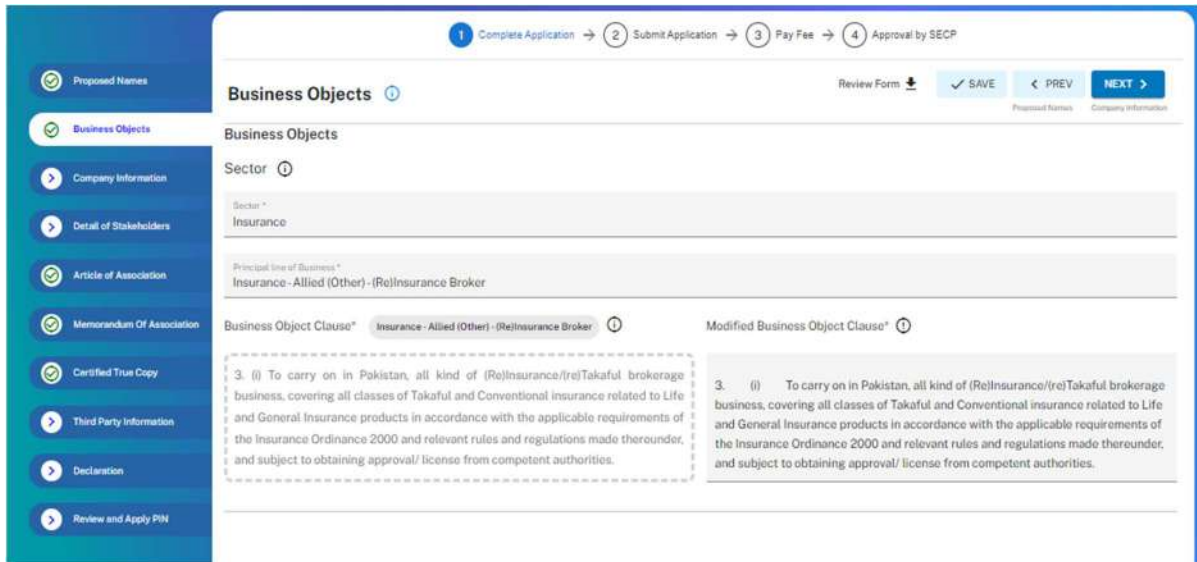
1. For applying for LLP/company Incorporation, the **Applicant** can also navigate to the My Companies/LLPs tab and click on ‘Start LLP/Company Incorporation’ button, or continue with an existing application that is in draft.



2. The **Applicant** can review the proposed name details entered during approved Name Reservation Application and click the “Next” button.



- Applicant** reviews the Business Objects and clicks the Next button. The business objects or principal line of business must align with the company name. The applicant has the flexibility to change or edit the principal line of business, and such modifications will reflect in the Memorandum of Association.



The screenshot shows the 'Business Objects' form in the SECP portal. The progress bar at the top indicates the current step is '2. Submit Application'. The form includes a sidebar with navigation options: Proposed Names, Business Objects (selected), Company Information, Detail of Stakeholders, Article of Association, Memorandum Of Association, Certified True Copy, Third Party Information, Declaration, and Review and Apply PIN.

Business Objects

Sector: Insurance

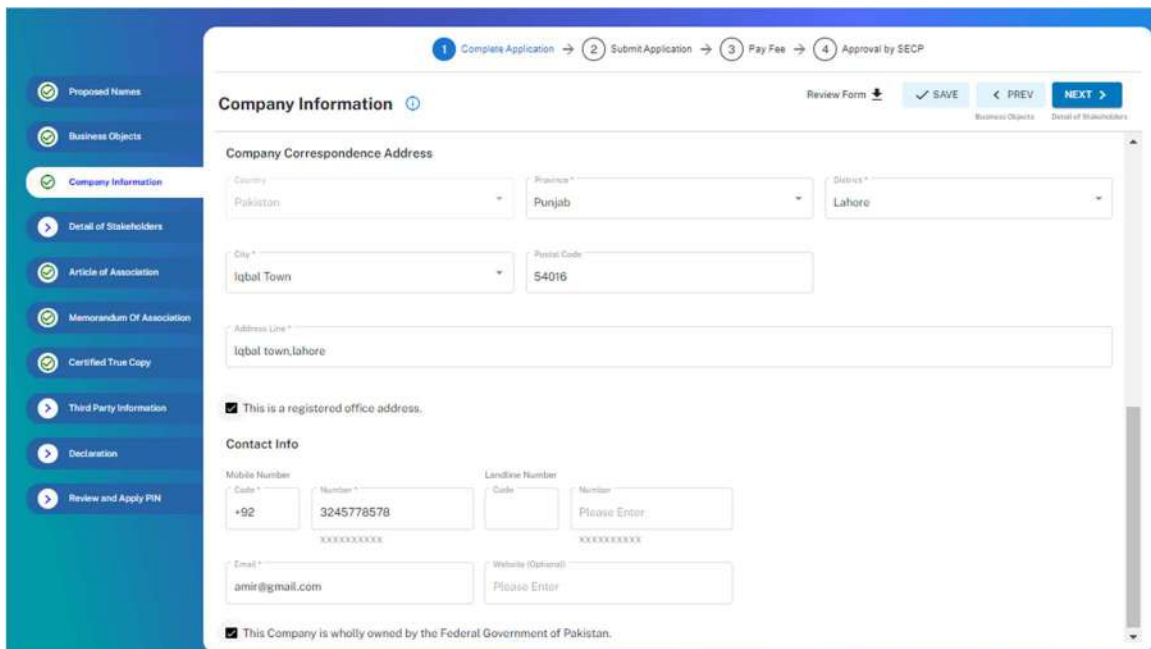
Principal line of Business: Insurance - Allied (Other) - (Re)Insurance Broker

Business Object Clause: Insurance - Allied (Other) - (Re)Insurance Broker

Modified Business Object Clause:

3. (i) To carry on in Pakistan, all kind of (Re)Insurance/(re)Takaful brokerage business, covering all classes of Takaful and Conventional insurance related to Life and General Insurance products in accordance with the applicable requirements of the Insurance Ordinance 2000 and relevant rules and regulations made thereunder, and subject to obtaining approval/ license from competent authorities.

- Applicant can click on next, and fill the Company Information section including capital structure, company address and contact information.



The screenshot shows the 'Company Information' form in the SECP portal. The progress bar at the top indicates the current step is '3. Pay Fee'. The form includes a sidebar with navigation options: Proposed Names, Business Objects, Company Information (selected), Detail of Stakeholders, Article of Association, Memorandum Of Association, Certified True Copy, Third Party Information, Declaration, and Review and Apply PIN.

Company Information

Company Correspondence Address

Country: Pakistan, Province: Punjab, District: Lahore

City: Iqbal Town, Postal Code: 54016

Address Line: Iqbal town,lahore

This is a registered office address.

Contact Info

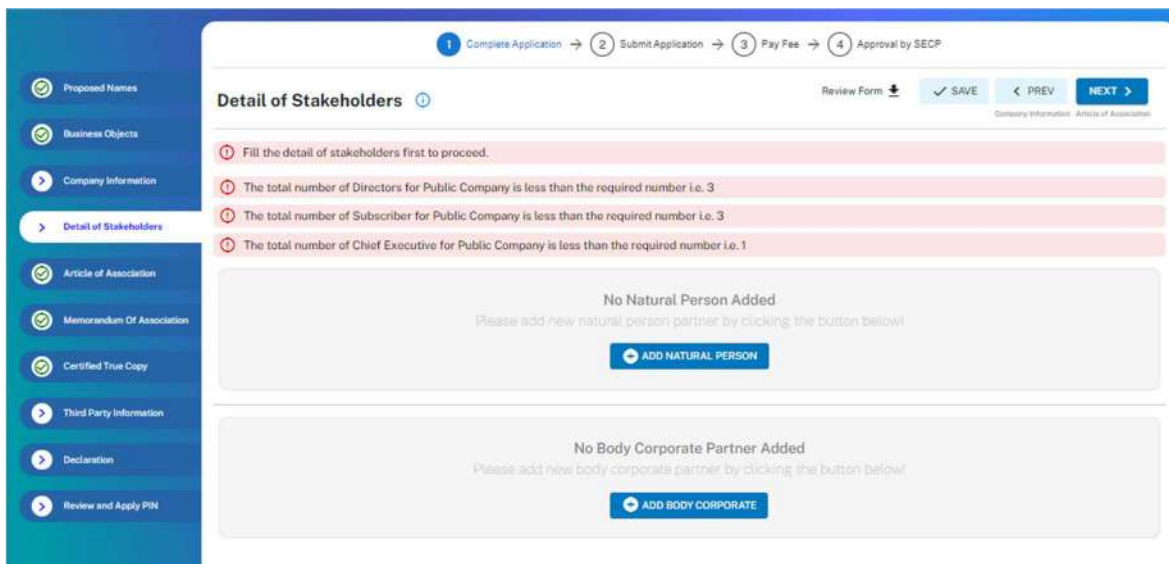
Mobile Number: Code: +92, Number: 3245778578

Landline Number: Code: , Number: Please Enter

Email: amir@gmail.com, Website (Optional): Please Enter

This Company is wholly owned by the Federal Government of Pakistan.

5. **Applicant** fills in the Details of Stakeholders and clicks the Next button once done.



6. By clicking on Next button, Applicant needs to fill the information of details of stakeholders. Applicant clicks on Add natural person button and fills the required information. For adding Natural person, Applicant can search for a person already registered with SECP. Applicant can search for Natural Persons using their CNIC, NICOP or Passport Number, fill the details, click validate user information and then click add and notify button. After this, attach required documents including CNIC for Pakistani national and other documents like passport etc for foreign national.
7. The **applicant** can also add **Body corporate** partners in a similar manner by searching for a Body Corporate using it's CUIIN. The applicant can provide company details, and add Nominee/Authorized Signatory for the Body Corporate. In case the **Body Corporate** has to act as a designated partner, the applicant also has the option to add a person other than the Nominee/Authorized Signatory to act as the Designated Partner on behalf of the Body Corporate.
8. For company types other than LLP, the applicants have the option to include an authorized person or nominee. If the applicant chooses to appoint a nominee as a director, that nominee can act as the nominee director of the corporate body of the subscriber.
9. For Foreign corporate, the Applicant shall add their FBR information and details of shares and nature of directorship and also upload the copy of passport, photo, biodata

and Undertaking (Duly certified by public officer/notary public of country of origin and signed by Pakistani diplomat posted in that country) documents.

- For local corporate, the applicant needs to add FBR information, details of shares, etc., and upload their relevant documents in the attachments section.

Add Body Corporate Close ADD BODY CORPORATE

Enter CUIN number to add body corporate

Identification Number/Reg number: 0171180 SEARCH

Record for the CUIN found.

Company Information

Company Name: pak trade

Detail of shares

Kind of shares: Ordinary Class of shares: Class A Number of shares to be subscribed: 34

Registered Office Address

Country: Pakistan Province: Khyber Pakhtunkhwa District: Peshawar

City: Peshawar Postal Code: 01200

Address Line: 28-Saddar, The Mall, Peshawar Cantt.

Email: fazlan.ah@secp.gov.pk

- Applicant** can view, edit and download the article of association.

1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Article of Association Review Form ✓ SAVE < PREV NEXT >

Article OF ASSOCIATION Download AGA

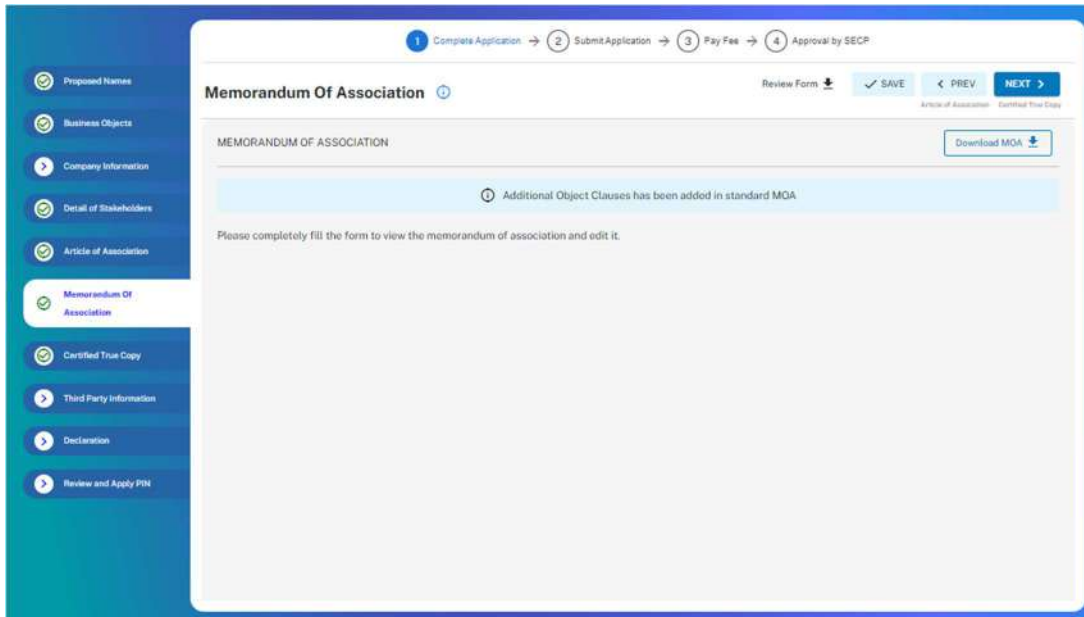
Do you want to make any ammendments to Article Of Association ?

Yes No

Source Heading 1

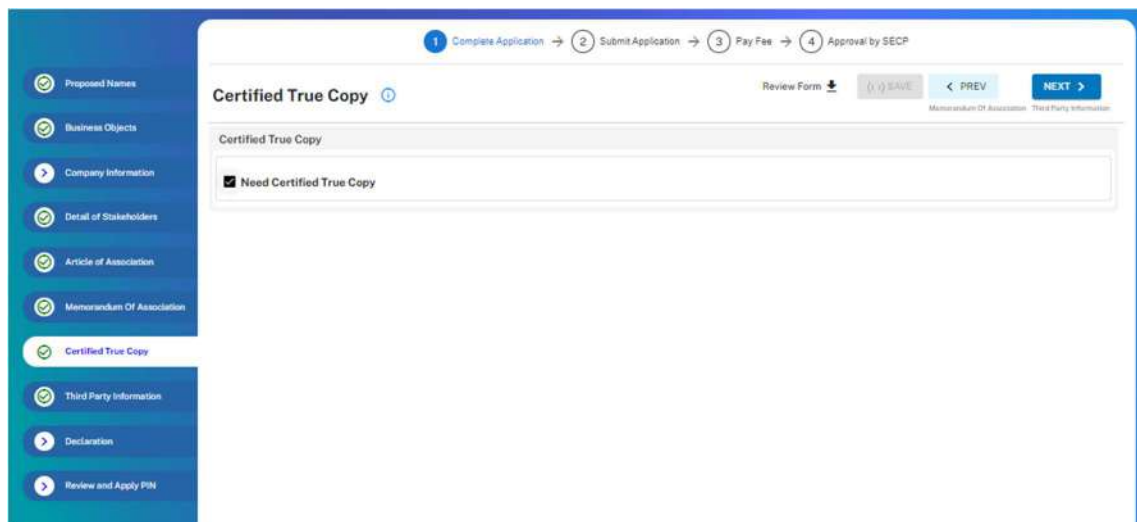
THE COMPANIES ACT, 2017 (XIX of 2017)
(PRIVATE UNLIMITED COMPANY)

12. **Applicant** can also view, edit and download the Memorandum of Association using the relevant section of the application.



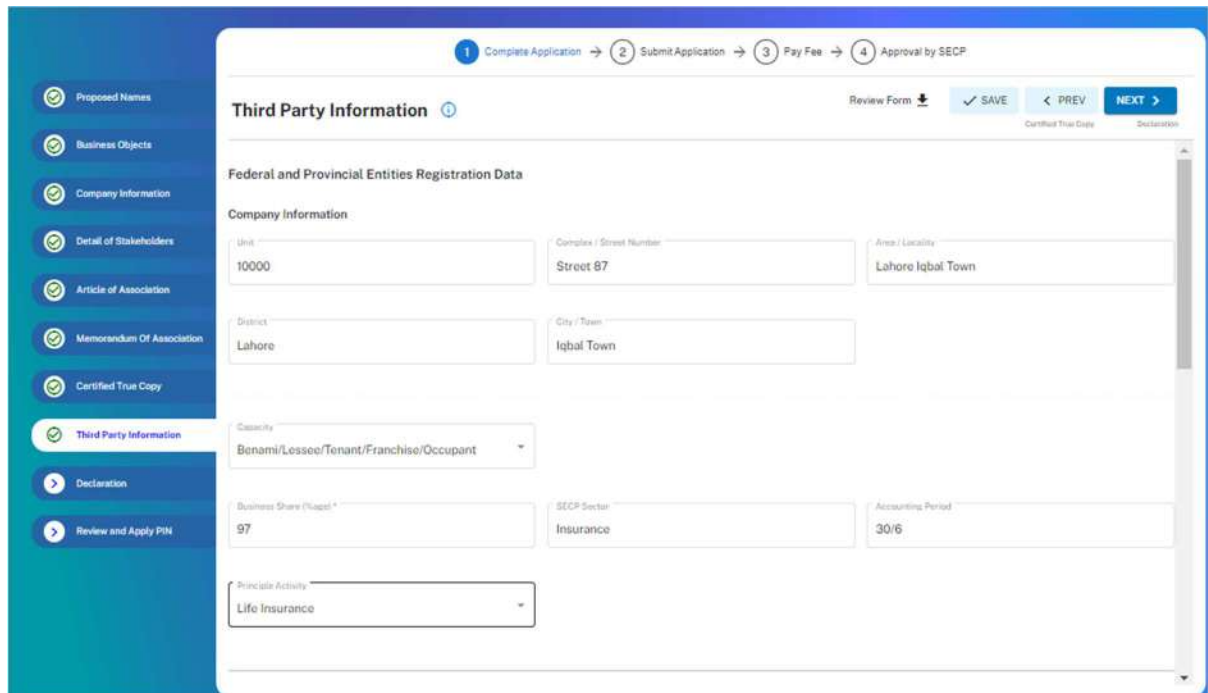
The screenshot displays the 'Memorandum Of Association' section of the SECP LEAP portal. The top navigation bar shows a progress indicator with four steps: 1. Complete Application, 2. Submit Application, 3. Pay Fee, and 4. Approval by SECP. The current step is 'Memorandum Of Association'. The left sidebar contains a list of sections: Proposed Names, Business Objects, Company Information, Detail of Stakeholders, Article of Association, Memorandum Of Association (highlighted), Certified True Copy, Third Party Information, Declaration, and Review and Apply PIN. The main content area is titled 'Memorandum Of Association' and includes a 'Review Form' button, a 'SAVE' button, and 'PREV' and 'NEXT' navigation buttons. Below the title, there is a 'Download MOA' button. A message box states: 'Additional Object Clauses has been added in standard MOA'. Below this, a text prompt reads: 'Please completely fill the form to view the memorandum of association and edit it.'

13. **Applicant** can upload all required documents, and indicate if CTC is required in the relevant section.



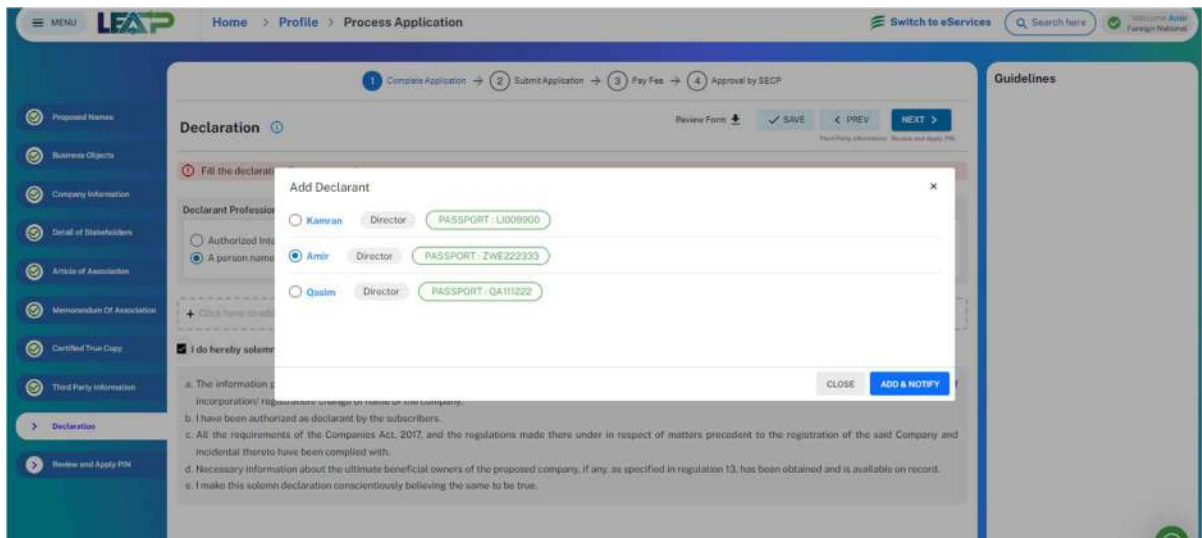
The screenshot displays the 'Certified True Copy' section of the SECP LEAP portal. The top navigation bar shows a progress indicator with four steps: 1. Complete Application, 2. Submit Application, 3. Pay Fee, and 4. Approval by SECP. The current step is 'Certified True Copy'. The left sidebar contains a list of sections: Proposed Names, Business Objects, Company Information, Detail of Stakeholders, Article of Association, Memorandum Of Association, Certified True Copy (highlighted), Third Party Information, Declaration, and Review and Apply PIN. The main content area is titled 'Certified True Copy' and includes a 'Review Form' button, a 'SAVE' button, and 'PREV' and 'NEXT' navigation buttons. Below the title, there is a checkbox labeled 'Need Certified True Copy' which is checked.

14. By clicking on “Next” button, **Applicant** needs to fill the third party information for interaction with external organizations such as FBR and Provincial bodies.



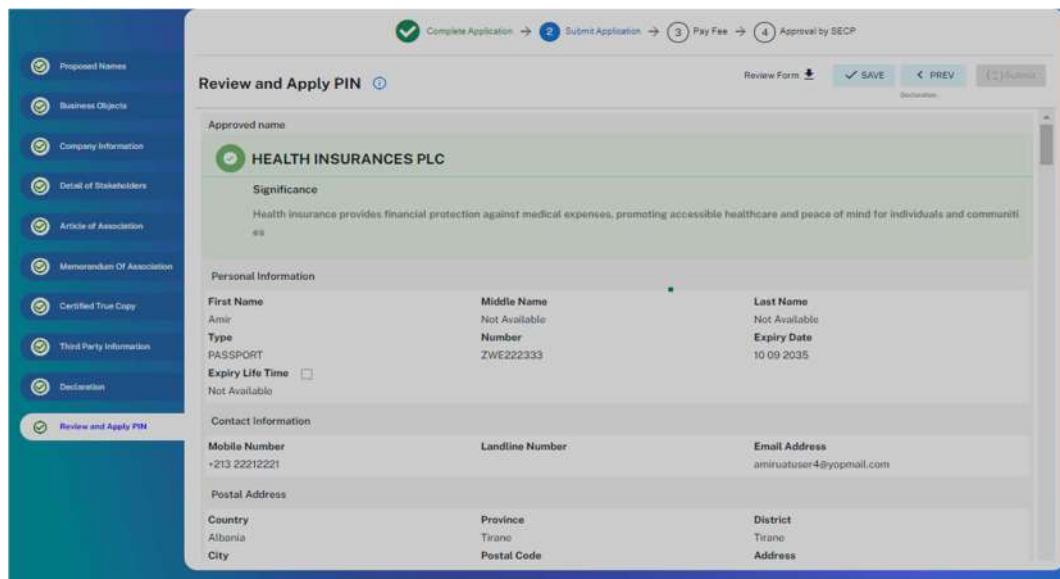
The screenshot shows the 'Third Party Information' form in the SECP online application system. The form is part of a four-step process: 1. Complete Application, 2. Submit Application, 3. Pay Fee, and 4. Approval by SECP. The current step is 'Third Party Information'. The form is titled 'Third Party Information' and includes a 'Review Form' button, a 'SAVE' button, and a 'NEXT' button. The form is divided into sections: 'Federal and Provincial Entities Registration Data' and 'Company Information'. The 'Company Information' section includes fields for Unit (10000), Complex / Street Number (Street 87), Area / Locality (Lahore Iqbal Town), District (Lahore), and City / Town (Iqbal Town). The 'Federal and Provincial Entities Registration Data' section includes a dropdown for Category (Benami/Lessee/Tenant/Franchise/Occupant), Business Share (%Capd) (97), SECP Sector (Insurance), Accounting Period (30/6), and Principle Activity (Life Insurance).

15. **Applicant** selects the Declarant for the CI Application. The Declarant can either be a Proposed Director, or an Authorized Intermediary.
16. In order to add an Authorized Intermediary as the Declarant, the **Applicant** click on the “Add Authorized Intermediary” button. The Applicant then searches for the Authorized Intermediary, and selects the relevant Company/Member and notifies them. The system will notify the Authorized Intermediary and they can be appointed as Declarant for the combined CI Application
17. To appoint a proposed director as the Declarant, the **Applicant** clicks the "Add Proposed Directors" button. The applicant chooses the applicable member from the system's displayed list and sends a notification. The system will alert the member, and they can then be designated as the Declarant for the CI Application.



18. **Applicant** can click on the Review Form button at any time to view the Statutory Form. Once the applicant has completed the application, he/she can view the form populated with all the information.

19. Each member needs to apply **valid PINs** individually from their respective accounts to activate the “Submit” option and complete the application process.





20. The **Applicant or Declarant** can proceed to payment by clicking on the "Pay Now" button to prevent incurring a late submission fee. The system will also provide a notification to the applicant, specifying the number of days remaining to make the payment and avoid the imposition of a late fee. The applicant will have to make the payment within 7 days of submission. If payment is not submitted within 7 days of the initiation of an application, the system will cancel the application.

[GO TO HOME](#) Application Fee Rs.11800 [PAY NOW →](#)

Congratulations!
Your application has been submitted successfully

Application ID **20240101_1416013** successfully generated

We have sent you the Application ID via Email and SMS

⚠ In order to finalize the application, please pay the fee of **Rs.11800** as soon as possible, but no later than 7 days after submission. The application will only be forwarded to SECP for processing if fee is paid. Application will stand automatically cancelled if fee is not paid within 7 days after submission.

[PAY NOW →](#)

21. Payment can be made via Credit/Debit Card, or through payment channels available with 1-Bill .

Payment for LLP/Company Incorporation Process ID 20240101_1416013

Payment Method

Credit/Debit Card

1-Bill

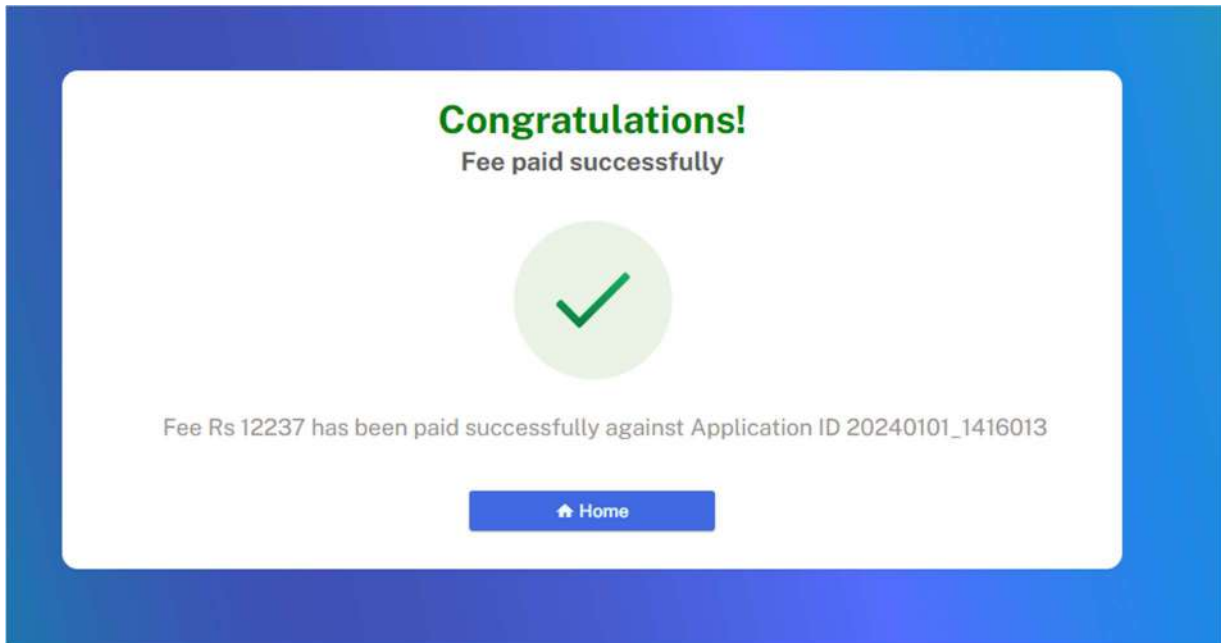
Total Payable Amount **Rs. 12237**

Fee Summary

Head of Accounts	Amount
Registration Fee for New Incorporation	10000
Certified True Copy	800
Filing Fee	1000
epos	437
Total Amount	Rs 12237

[PROCEED TO PAY →](#)

22. **Applicant** can view the status of their application on their home page.



8. Change in Registered Office Address

If the **Applicant** wants to make any changes, they must have options in order to adequately fulfill their change request. The Applicant must be able to make a change in their registered address of company in following ways.

- a) Change of Address from city to city within the same province
- b) Change in Registered address from one province to another
- c) Change in Registered address within same city

a. Change of Address from city to city within the same Province:

The **Applicant** must be able to make a change in their registered address to a different city within the same province, assuming the company had provided a registered address at time of incorporation.



1. To apply for Change in Registered address, **Applicant** logs in to his/her registered account. The Applicant will land on his/her landing page.

The screenshot shows the LEAP dashboard with the following elements:

- Overview** (selected)
- Name Reservations** 10
- My Companies / LLPs** 5
- My Processes** 0

Welcome to your LEAP dashboard

From here, you access various online services provided by LEAP. The tasks and services will be available to you based on the applications you have accomplished and the companies you have authority over. Essentially, you can reserve a new name for your business, incorporate a new company and manage the filing and compliance of your registered companies.

Do it now

- Reserve a Company Name**
The first step to start a company
- Start a Company**
Incorporate your new company now
- Filing and Compliance**
Manage your registered company

Application Statuses

Draft 5	Payment Pending 1	Under Review 2	Objection 0	Approved 5
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2. The **Applicant** can navigate to the My Company/LLPs tab shown on the top, from where they can continue with approved application to view the Company 360 Degree view. The **Applicant** has the option to modify their registered address from the Dashboard by clicking on the 'Change in registered address' option.

The screenshot shows the LEAP dashboard with the following elements:

- Dashboard** (selected)
- LLP/Company Services** 41
- Company Profile**
- Documents**

Change Profile

- Change in Non-key Information
- Change in Registered Office Address**
- Change in Registered Address For Book Of Accounts

Change in Registered Address



3. The display screen will automatically populate all fields with Registered Address information, if provided by the **Applicant** during the company incorporation process.

Filing for Change In Registered Office Address

1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Application ID: 20231229_1415964 Review Form SAVE Submit

MIGHTY CEMENT LIMITED LLPIN/CUIN: 0171205

✉ suhail.farooq@secp.gov.pk ☎ 03005993696

Registered Address Office Abshar Colony, Bypass Cadit College Road, Opposite Markhor Shopping Mall, The Mall, Abbottabad, Abbottabad, 42000, Abbottabad. Khyber Pakhtunkhwa, Pakistan

Fill the form below to change your company's existing registered office address

Contact Information

Mobile Number
Code: 92 Number: 03005993696 Landline Number
Code: Number: 5287309

Email Address
Email Address: suhail.farooq@secp.gov.pk Website(Optional):

4. By clicking the “Change” button below the field ,the **Applicant** can modify the names of cities within the same province .

Application ID: 20231229_1415964 Change Review Form SAVE Submit

Registered Office Address

Country * Pakistan Province * Khyber Pakhtunkhwa District * mardan

City * Mardan Postal Code: 23200 Abbottabad

Address line * Abbottabad 42000
main Bazar near Regiment center mardan,Khyber Pakhtunkhwa Abshar Colony, Bypass Cadit College Road, Opposite Markhor Shopping Mall, The Mall, Abbottabad

Date of Change of Address
Select a Date *
29/12/2023

5. Since Special Resolution is required for Change in Registered Office Address from one city to another within the same province, the **Applicant** clicks on “Add the New Special Resolution” option from the "Special Resolution" Section.



6. Alternatively, they can select a previously filed Special Resolution, in which case the details for the selected Special Resolution will auto populate.
7. Applicant can also specify whether CTC is needed or not.



8. **Applicant** selects the **Declarant** for the Application. The **Declarant** can either be an Authorized intermediary, or an Authorized Officer.

Select Declarant

Authorized Intermediary
 Authorized Officer

Personal Information			
Name Of/Authorized Officer	First Name Amir	Middle Name	Last Name
Designation Information			
Designation			Director and Subscriber
Registration Information			
Registration Number of Authorized Officer			ZWT222333

Declaration

I do hereby solemnly and sincerely declare that the information provided in the form is: *

9. In order to add **Authorized Intermediary** ,**Applicant** selects the Authorized Intermediary option, and the system will notify the appointed Authorized Intermediary for the compaany, who can then apply the PIN.
10. In order to add an Authorized officer as the **Declarant**, the **Applicant** selects the Authorized Officer option. The system will notify the Authorized officer who was appointed for this company, and that officer can then act as **Declarant** for the Application.
11. If the **Declarant** is person other the applicant, then the declarant logs in and confirm the accuracy of the documents and information
12. The Declarant clicks on the Acknowledgement checkbox.

Declaration

I do hereby solemnly and sincerely declare that the information provided in the form is: *

a. true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed.
 b. hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

13. The **Declarant** applies their PIN. If the PIN is valid, a 'Valid Pin' message is shown to the user. After this, if the application is complete, the Submit button becomes enabled. The **Applicant/Declarant** submits the application.



Application Users

ABDUL REHMAN KHAN TAREEN PIN Application Pending
Authorized Officer Applicant

I do hereby solemnly and sincerely declare that the information provided in the form is true and correct and nothing is concealed

APPLY PIN ⓘ

Enter your digital signature PIN APPLY PIN

If you have reviewed the application then please enter your Digital PIN to submit application.

14. **Applicant** can click on the Review Form button at any time to view the Statutory Form. The form can be viewed/saved at any point while filling the application, and the form will be generated with the information that the Applicant has provided at that point. Once the Applicant has completed the application, he/she can view the form populated with all the information.

Filing for Change In Registered Office Address

Valid PIN

Complete Application → Submit Application → Pay Fee → Approval by SECP

Guidelines

Application ID: 20231229_1387331 Review Form SAVE Submit

Declaration

I do hereby solemnly and sincerely declare that the information provided in the form is:

a. true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed.
b. hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

[View Updated MOA](#)


Application Users

Amir Signed
Authorized Officer Applicant

15. The **Applicant** or **Declarant** can proceed to payment by clicking on the "Pay Now" button to prevent incurring a late submission fee. The system will also provide a notification to the Applicant, specifying the number of days remaining to make the payment and avoid the imposition of a late fee. The Applicant will have to make the payment within 7 days of submission. If payment is not submitted within 7 days of the initiation of an application, the system will cancel the application.


Go To Home Application Fee Rs.1200 REVIEW

Congratulations!
Your application has been submitted successfully



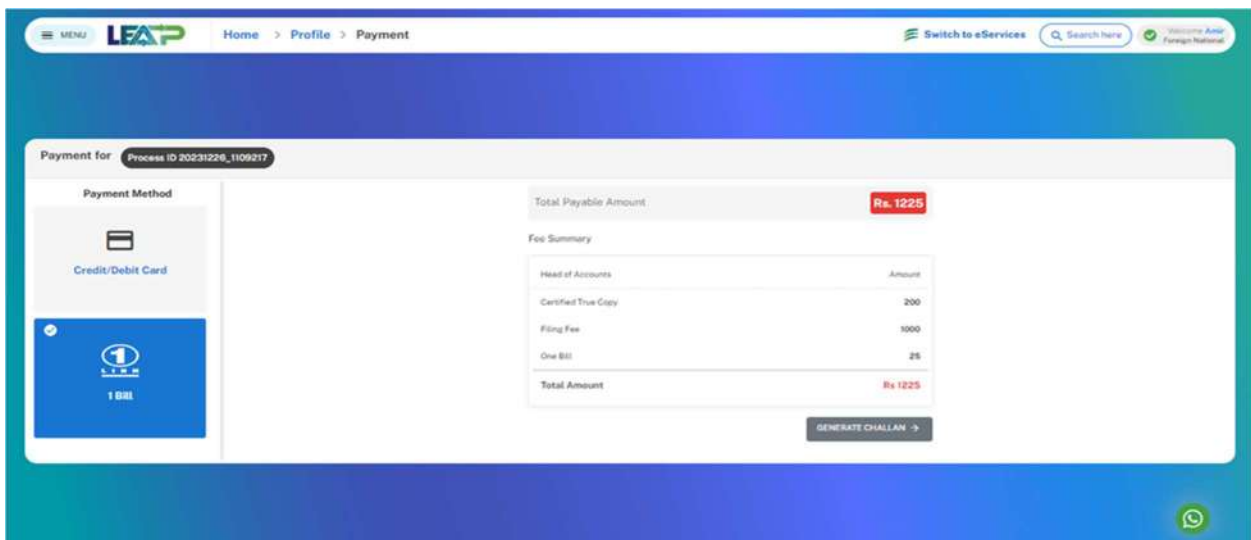
Application ID **20231229_1387331** successfully generated

We have sent you the Application ID via Email and SMS

 In order to finalize the application, please pay the fee of **Rs.1200** as soon as possible, but no later than 7 days after submission. The application will only be forwarded to SECP for processing if fee is paid. Application will stand automatically cancelled if fee is not paid within 7 days after submission.

[PAY NOW](#)

16. Payment can be made via Credit/Debit Card, or through payment channels available with 1-Bill and view the status of their application on their home page.



The screenshot shows the LEAP payment interface. At the top, there is a navigation bar with 'MENU', 'LEAP', and 'Home > Profile > Payment'. On the right, there are links for 'Switch to eServices', a search bar, and a user greeting 'Welcome Amir Foreign National'. The main content area is titled 'Payment for Process ID 20231229_1109217'. It features a 'Payment Method' section with 'Credit/Debit Card' and '1 BILL' options. To the right, the 'Total Payable Amount' is displayed as 'Rs. 1225'. Below this is a 'Fee Summary' table:

Head of Accounts	Amount
Certified True Copy	200
Filing Fee	1000
One Bill	25
Total Amount	Rs 1225

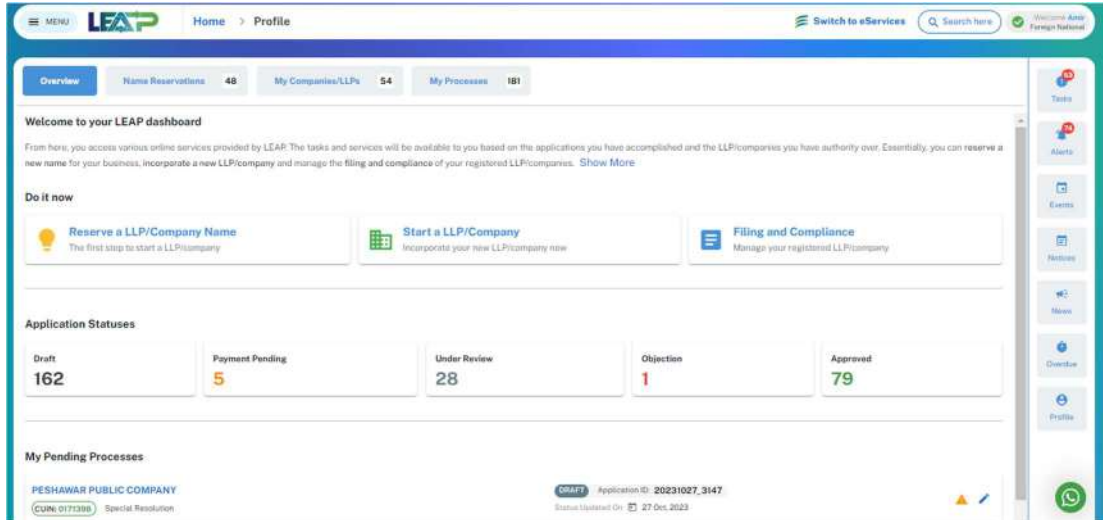
A 'GENERATE CHALLAN' button is located at the bottom right of the payment summary area.

b. Change in Registered Address from one Province to another:

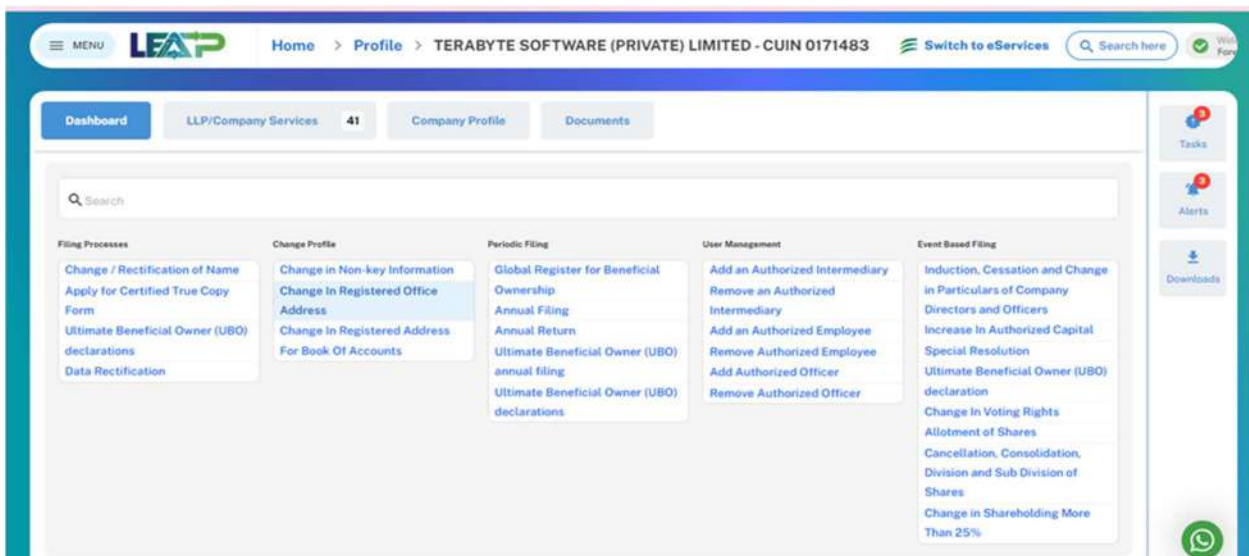
The **Applicant** must be able to make a change in their registered address from one province to another, assuming the company had provided a registered address at time of incorporation.



1. To apply for Change in Registered address, Applicant logs in to his/her registered account. The Applicant will land on his/her landing page.



2. The Applicant can start My Company/LLPs from this page, or navigate to the My Company/LLPs tab shown on the top, from where they can continue with approved application. The **Applicant** has the option to modify their registered address from the Dashboard by clicking on the 'Change in registered address' option.





- The display screen will automatically populate all fields with registered office address information, if provided by the **Applicant** during the company incorporation process.

Filing for Change In Registered Office Address

1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Application ID: 20231229_1415964 Review Form SAVE Submit

MIGHTY CEMENT LIMITED LLPIN/CIIN 0171205

✉ suhail.farooq@secp.gov.pk ☎ 03005993696

Registered Office Address Office Abshar Colony, Bypas Cadit College Road, Opposite Markhor Shopping Mall, The Mall, Abbottabad, Abbottabad, 42000, Abbottabad, Khyber Pakhtunkhwa, Pakistan

Fill the form below to change your company's existing registered office address

Contact Information

Mobile Number Code	Number	Landline Number Code	Number
92	03005993696		5287309

[Change](#) [Change](#)

Email Address
Email Address

suhail.farooq@secp.gov.pk

Website(Optional)

- By clicking the “Change” button below the field ,the **Applicant** can modify the city, district and province fields. Once exception to the update of Province field is if Correspondence Address was provided for the company during CI, Province cannot be changed during the first Change in Registered Office Address that is carried out after incorporation.

Filing for Change In Registered Office Address

1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Application ID: 20231229_1392319 Review Form SAVE Submit

[Change](#)

Registered Office Address

Country *	Province *	District *
Pakistan	Punjab	Lahore

City *	Postal Code
Lahore	05450

[Khyber Pakhtunkhwa](#) [Abbottabad](#)

[Abbottabad](#) [42000](#)

Address line *

Faisal Town ,Lahore

[Abshar Colony, Bypas Cadit College Road, Opposite Markhor Shopping Mall, The Mall, Abbottabad](#)

Date of Change of Address

Select a Date *

29/12/2023



5. Since Special Resolution is required for Change in Registered Office Address Office Address from one province to another province, the **Applicant** clicks on “Add the New Special Resolution” option from the "Special Resolution” Section.

Application ID: 20231229_1387888

Review Form | SAVE | Submit

Special Resolution

Add new Special Resolution

Special Resolution Intention

Date of dispatch of notice * 29/12/2023

Date of passing of special resolution * 29/12/2023

I confirm that all members agreed to hold the meeting on shorter notice. *

Intention to propose the resolution as special resolution

Change in Registered address

Text of Special Resolution *

6. Alternatively, they can select a previously filed Special Resolution, in which case the details for the selected Special Resolution will auto populate.
7. Then **Applicant** can also view the updated MOA generated by the system, since MOA update is applicable in case of Province to Province address change.

Special Resolution

Special Resolution for Change of Registered Address

Date of passing of special resolution Jan 23, 2024

Select previously filed special resolution or fill a new special resolution

Special Resolution for Change of Registered Address

Date of passing of special resolution Jan 23, 2024

Special Resolution for Change of Registered Address

Date of passing of special resolution Jan 19, 2024

Member Details

Total Number Of Members	Members Present	Members Voted In Favor
Representing: 2	Representing: 2	Representing: 2
Number Of Shares: 1000	Number Of Shares: 1000	Number Of Shares: 1000



- The applicant can also upload NOC /permission / letter of intent of competent authority and NOC from creditors Documents. **Applicant** specify whether CTC is needed or not.

Application ID: 20231229_1387888 Review Form SAVE Submit

Attach the Copy Of NOC / permission / letter of intent of competent authority.

NOC form 📄 ⬇️ ⊘

NOC From Creditors

NOC From Creditors

NOC form 📄 ⬇️ ⊘

Certified True Copy

Need Certified True Copy of Documents

- Applicant** selects the **Declarant** for the Application. The **Declarant** can either be an Authorized intermediary, or an Authorized officers.

Select Declarant

Authorized Intermediary

Authorized Officer

Personal Information

Name Of/Authorized Officer	First Name	Middle Name	Last Name
	Amir		

Designation Information

Designation	Director and Subscriber
-------------	-------------------------

Registration Information

Registration Number of Authorized Officer	ZWE222333
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Declaration

I do hereby solemnly and sincerely declare that the information provided in the form is: *

- In order to add **Authorized Intermediary** ,**Applicant** selects the Authorized Intermediary option, and the system will notify the appointed Authorized Intermediary for the company, who can then apply the PIN.

- In order to add an Authorized officer as the **Declarant**, the **Applicant** selects the Authorized Officer option. The system will notify the Authorized officer who was



- appointed for this company, and that officer can then act as **Declarant** for the Application.
12. If the **Declarant** is person other the applicant, then the declarant logs in and confirm the accuracy of the documents and information.
 13. The Declarant clicks on the Acknowledgement checkbox , then Clicks on the Review MOA to review the all populate document.

The screenshot shows the 'Declaration' section of the application form. It includes a checkbox for the declaration statement, followed by two sub-points (a and b) detailing the scope of the declaration. Below this is a 'View Updated MOA' button. The 'Application Users' section below shows a user named 'Amir' with roles 'Authorized Officer' and 'Applicant', and a 'PIN Application Pending' status indicator.

14. The **Declarant** applies their PIN. If the PIN is valid, a 'Valid Pin' message is shown to the user. After this, if the application is complete, the Submit button becomes enabled. The **Applicant/Declarant** submits the application.

The screenshot shows the 'Application Users' section. The user 'ABDUL REHMAN KHAN TAREEN' is listed with roles 'Authorized Officer' and 'Applicant', and a 'PIN Application Pending' status. Below this is a checkbox for the declaration statement. The 'APPLY PIN' button is visible, along with a text input field for 'Enter your digital signature PIN'. A note below the input field states: 'If you have reviewed the application then please enter your Digital PIN to submit application.'

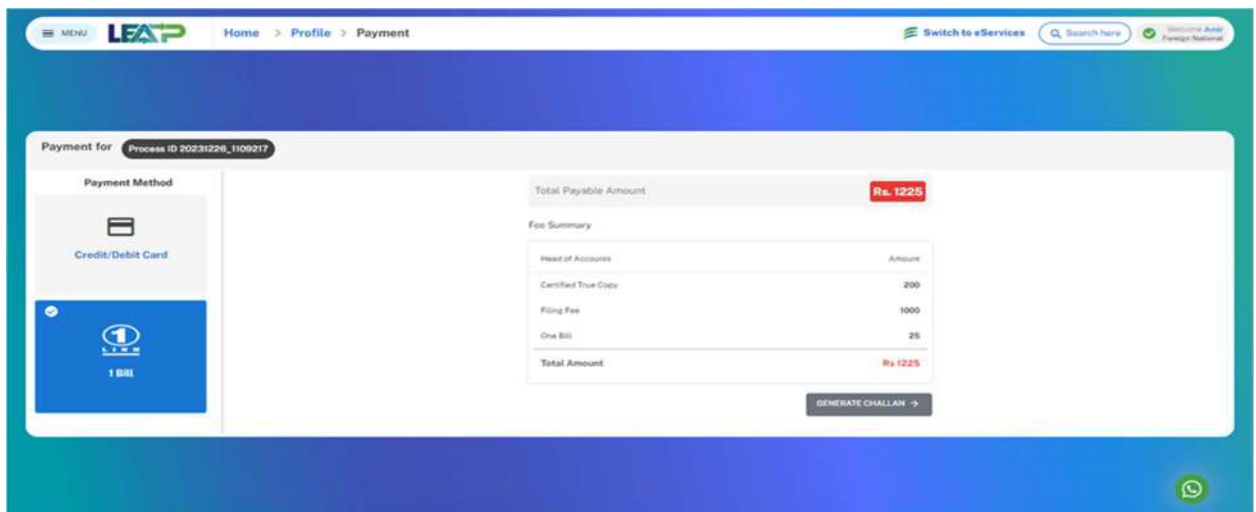
15. **Applicant** can click on the Review/Save Form button at any time to view the Statutory Form. The form can be viewed/saved at any point while filling the application, and the form will be generated with the information that the Applicant has provided at that



point. Once the Applicant has completed the application, he/she can view the form populated with all the information.

16. The Applicant or declarant can proceed to payment by clicking on the "Pay Now" button to prevent incurring a late submission fee. The system will also provide a notification to the Applicant, specifying the number of days remaining to make the payment and avoid the imposition of a late fee. The Applicant will have to make the payment within 7 days of submission. If payment is not submitted within 7 days of the initiation of an application, the system will cancel the application.

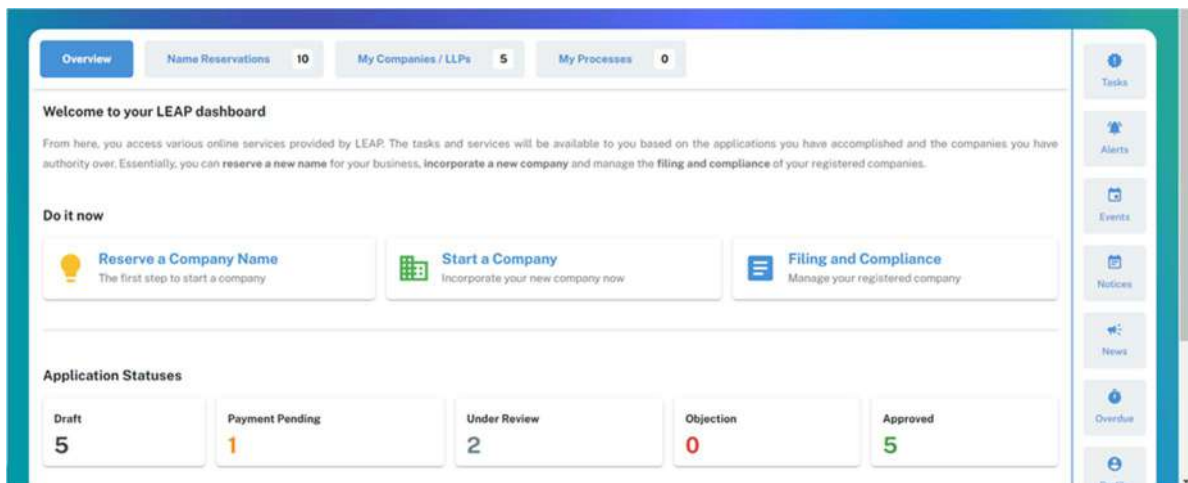
17. Payment can be made via Credit/Debit Card, or through payment channels available with 1-Bill and can view the status of their application on their home page.



c. Change in Address within the same city

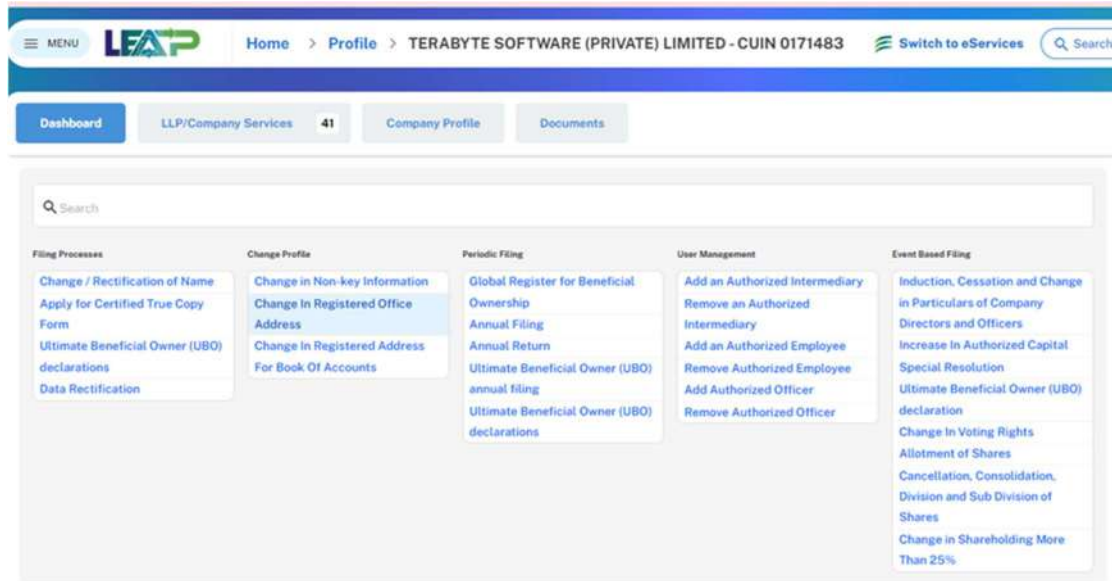
The **Applicant** must be able to make a change in their registered address within the same city, assuming the company had provided a registered address at time of incorporation.

1. To apply for Change in Registered address, **Applicant** logs in to his/her registered account. The Applicant will land on his/her landing page.





- The **Applicant** can start My Company/LLPs from this page, or navigate to the My Company/LLPs tab shown on the top, from where they can continue with approved application. The **Applicant** has the option to modify their registered address from the Dashboard by clicking on the 'Change in registered Office address' option.



- The display screen will automatically populate all fields with registered office address information, if provided by the **Applicant** during the company incorporation process.

Filing for Change In Registered Office Address

1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Application ID: 20231229_1415964 Review Form SAVE Submit

MIGHTY CEMENT LIMITED LLPIN/CUIN 0171205

✉ suhail.farooq@secp.gov.pk ☎ 03005993696

Registered Address Office Abshar Colony, Bypas Cedit College Road, Opposite Markhor Shopping Mall, The Mall, Abbottabad, Abbottabad, 42000, Abbottabad, Khyber Pakhtunkhwa, Pakistan

Fill the form below to change your company's existing registered office address

Contact Information

Mobile Number

Code: 92 Number: 03005993696 Change

Landline Number

Code: Number: 5287309 Change

Email Address

Email Address: suhail.farooq@secp.gov.pk Website(Optional):



4. By clicking the “Change” button below the field ,the **Applicant** can modify the Address Line within the same city .

Filing for Change In Registered Office Address

1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Application ID: 20231229_1387926

Review Form | SAVE | Submit

Email Address
Email Address: asif.muzaffar@secp.gov.pk | Website(Optional): | Change

Registered Office Address
Country: Pakistan | Province: Islamabad Capital Territory | District: Islamabad | Change
City: Islamebad Rural | Postal Code: 04400
Address line: F-9, Islamabad Pakistan | F:7, Anarsh Super, Islamabad

Date of Change of Address
Select a Date: 29/12/2023

NOC From Creditors
NOC From Creditors

5. After successfully changing the address details within the same city, the **Applicant** indicates whether a CTC is required.

1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Application ID: 20231229_1387888

Review Form | SAVE | Submit

Attach the Copy Of NOC / permission / letter of intent of competent authority.

NOC form | Upload | Download | Delete

NOC From Creditors
NOC From Creditors
NOC form | Upload | Download | Delete

Certified True Copy
 Need Certified True Copy of Documents



6. **Applicant** selects the **Declarant** for the Application. The **Declarant** can either be an Authorized intermediary, or an Authorized officers.

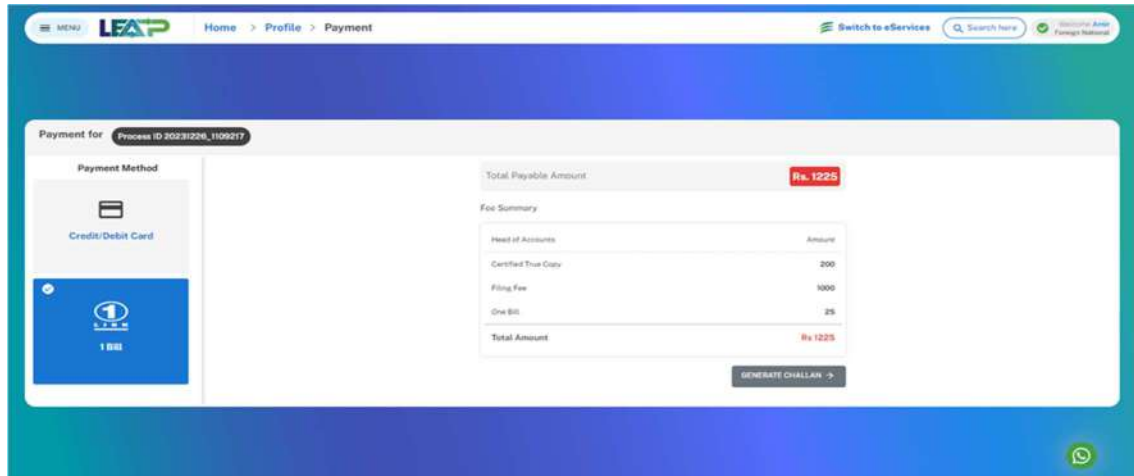
7. In order to add Authorized Intermediary ,Applicant selects the Authorized Intermediary option, and the system will notify the appointed Authorized Intermediary for the company, who can then apply the PIN.
8. In order to add an Authorized officer as the Declarant, the Applicant selects the Authorized Officer option. The system will notify the Authorized officer who was appointed for this company, and that officer can then act as Declarant for the Application.
9. If the **Declarant** is person other the applicant, then the declarant logs in and confirm the accuracy of the documents and information.
10. The **Declarant** applies their PIN. If the PIN is valid, a ‘Valid Pin’ message is shown to the user. After this, if the application is complete, the Submit button becomes enabled. The **Applicant/Declarant** submits the application.



11. **Applicant** can click on the Review/Save Form button at any time to view the Statutory Form. The form can be viewed/saved at any point while filling the application, and the form will be generated with the information that the Applicant has provided at that point. Once the Applicant has completed the application, he/she can view the form populated with all the information

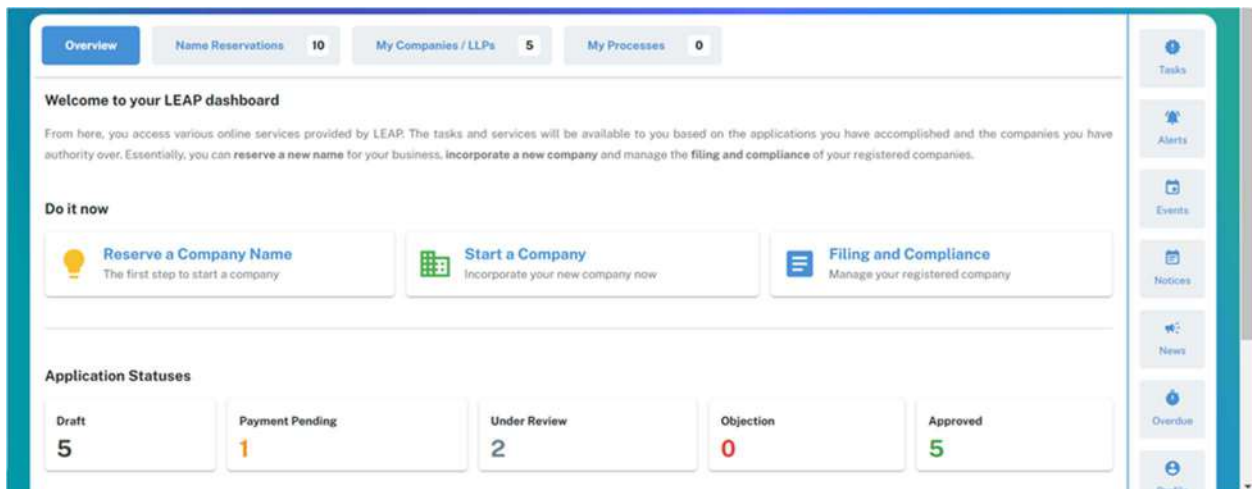
12. The Applicant or declarant can proceed to payment by clicking on the "Pay Now" button to prevent incurring a late submission fee. The system will also provide a notification to the Applicant, specifying the number of days remaining to make the payment and avoid the imposition of a late fee. The Applicant will have to make the payment within 7 days of submission. If payment is not submitted within 7 days of the initiation of an application, the system will cancel the application.

13. Payment can be made via Credit/Debit Card, or through payment channels available with 1-Bill and view the status of their application on their home page.



9. Filling for change in Registered address for book of accounts:

1. **Applicant** logs in to his/her registered account. The Applicant will land on his/her landing page.



2. The Applicant can start My Company/LLPs from this page, or navigate to the My Company/LLPs tab shown on the top, from where they can continue with approved application. Applicant navigates to their company profile and clicks on 'Change In Registered Address For Book Of Accounts' from Dashboard .



Dashboard LLP/Company Services **3** Company Profile Documents

Q Search

Filing Processes	Change Profile	Periodic Filing	User Management	Event Based Filing
Change / Rectification of Name	Change in Non-key Information	Global Register for Beneficial Ownership	Add an Authorized Intermediary	Induction, Cessation and Change in Particulars of Company Directors and Officers
Apply for Certified True Copy Form	Change In Registered Office Address	Annual Filing	Remove an Authorized Intermediary	Increase In Authorized Capital
Ultimate Beneficial Owner (UBO) declarations	Change In Registered Address For Book Of Accounts	Annual Return	Add an Authorized Employee	Special Resolution
Data Rectification		Ultimate Beneficial Owner (UBO) annual filing	Remove Authorized Employee	Ultimate Beneficial Owner (UBO) declaration
		Ultimate Beneficial Owner (UBO) declarations	Add Authorized Officer	Change In Voting Rights
			Remove Authorized Officer	Allotment of Shares
				Cancellation, Consolidation, Division and Sub Division of

- The Applicant enters the address for the location where book of accounts for the company will be kept, and indicates the date of the change and **Date of Resolution of Board of Directors.**

Filing for Change In Registered Address For Book Of Accounts

1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Application ID: 20231230_1415969 Review Form ✓ SAVE ✓ Submit

TERABYTE SOFTWARE (PRIVATE) LIMITED LLPIN/CIJIN 0171483

✉ arif.ehsan@secp.gov.pk ☎ +923025556221

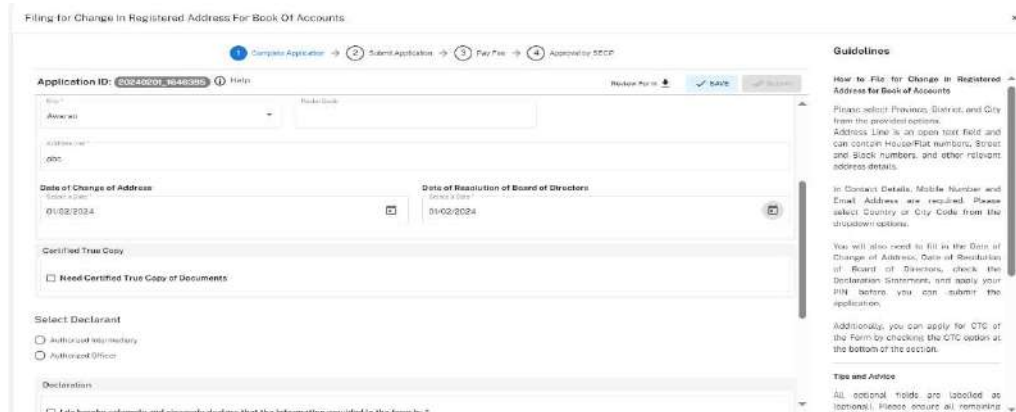
Registered Office Address CRO, BUILDING, no go AREA, ISB, Islamabad Urban, 45000, Islamabad, Islamabad Capital Territory, Pakistan

⚠ Please pay the associated filing fee within 5 days. If you do not pay the fee in the given timeframe, you will have to pay a late filing fee.

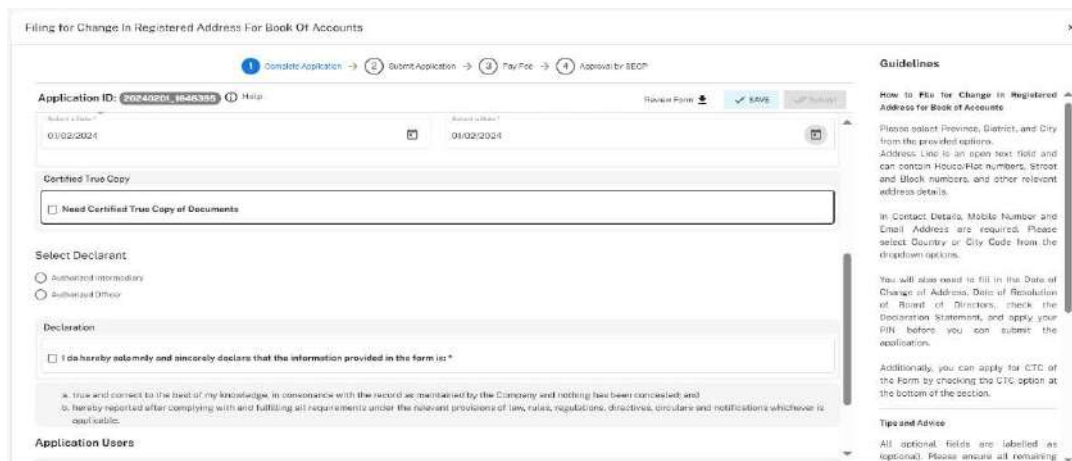
Registered address for book of accounts

Country *	Province *	District *
Pakistan	Punjab	Lahore
City *	Postal Code	
Iqbal Town	54570	
Address line *		
lane 3 near HBL bank ,Iqbal town,Lahore		

- The Applicant specifies if a Certified True Copy (CTC) is needed or not.



5. **Applicant** selects the **Declarant** for the Application. The **Declarant** can either be an Authorized intermediary, or an Authorized officers.



6. In order to add Authorized Intermediary ,Applicant selects the Authorized Intermediary option, and the system will notify the appointed Authorized Intermediary for the company, who can then apply the PIN.
7. In order to add an Authorized officer as the Declarant, the Applicant selects the Authorized Officer option. The system will notify the Authorized officer who was appointed for this company, and that officer can then act as Declarant for the Application.
8. If the **Declarant** is person other the applicant, then the declarant logs in and confirm the accuracy of the documents and information



9. The **Declarant** clicks on the Acknowledgement checkbox.

10. The **Applicant/Declarant** applies their PIN. If the PIN is valid, a 'Valid Pin' message is shown to user. After this, if the application is complete, the Submit button becomes enabled. The Applicant/Declarant submits the application.



Application ID: 20231230_1415969 Review Form SAVE Submit

Declaration

I do hereby solemnly and sincerely declare that the information provided in the form is: *

a. true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
b. hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

Application Users

qasim Signed

Authorized Officer Applicant

11. The **Applicant or declarant** can proceed to payment by clicking on the "Pay Now" button to prevent incurring a late submission fee. The system will also provide a notification to the Applicant, specifying the number of days remaining to make the payment and avoid the imposition of a late fee. The Applicant will have to make the payment within 7 days of submission. If payment is not submitted within 7 days of the initiation of an application, the system will cancel the application.

[GO TO Home](#) [Application Fee Rs.900](#) [PAY NOW →](#)

Congratulations!

Your application has been submitted successfully

Application ID **20231230_1415969** successfully generated

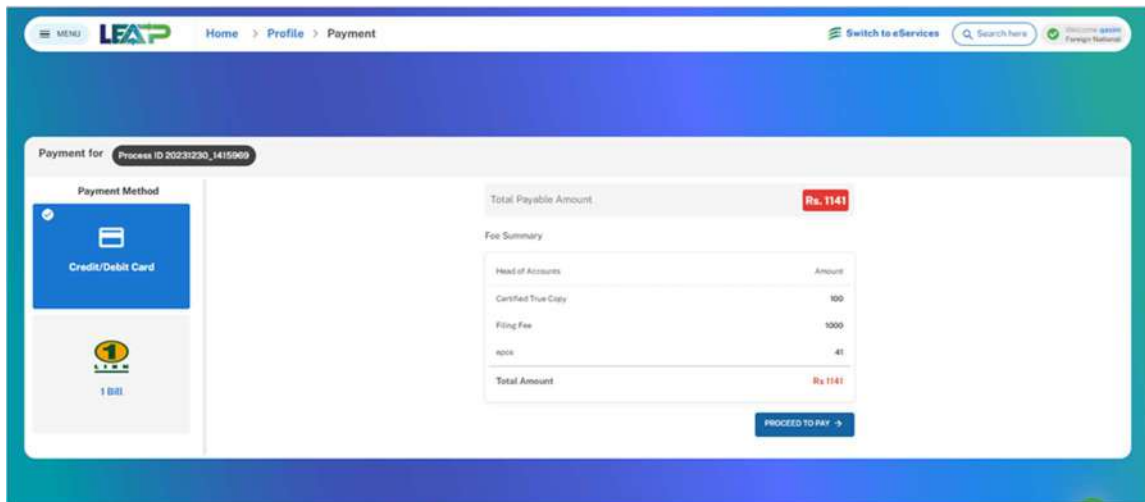
We have sent you the Application ID via Email and SMS

In order to finalize the application, please pay the fee of **Rs.900** as soon as possible, but no later than 7 days after submission. The application will only be forwarded to SECP for processing if fee is paid. Application will stand automatically cancelled if fee is not paid within 7 days after submission.

[PAY NOW →](#)

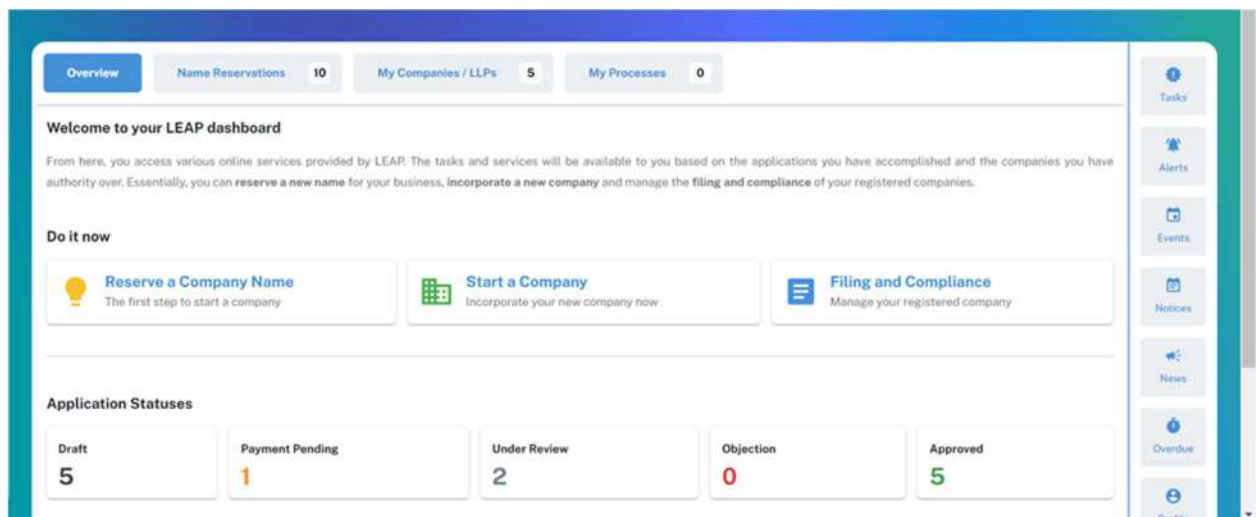


12. Payment can be made via Credit/Debit Card, or through payment channels available with 1-Bill and view the status of their application on their home page.



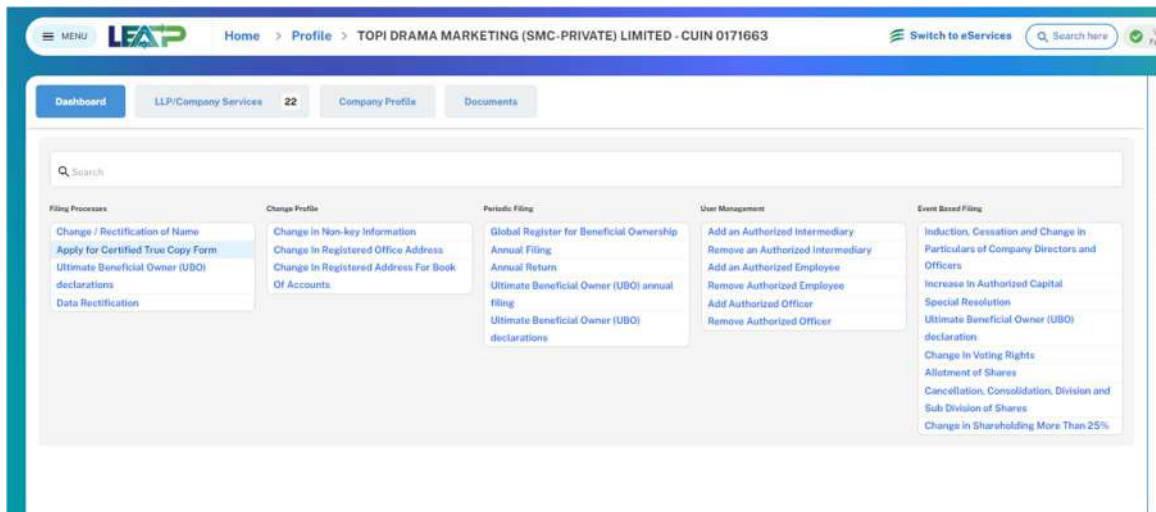
10. Filing for Apply for Certified True Copy of a Form

1. **Applicant** logs in to his/her registered account. The Applicant will land on his/her landing page.

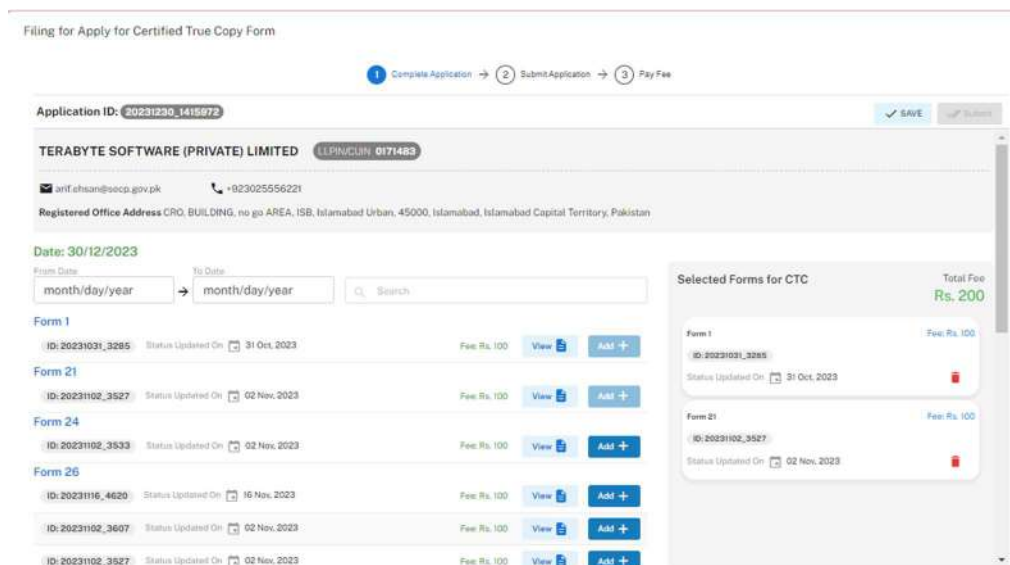




- The **Applicant** can start My Company/LLPs from this page, or navigate to the My Company/LLPs tab shown on the top, from where they can continue with approved application. Applicant navigates to their company profile and clicks on 'Apply for Certified true copy form' of Name from Dashboard.



- Applicants** can search for the desired forms, add or remove them within the selected CTC sections, and view the fee required to be paid for the CTC.





- The **Declarant** clicks on the Acknowledgement checkbox. The **Declarant** applies their PIN. If the PIN is valid, a 'Valid Pin' message is shown to the user. After this, if the application is complete, the Submit button becomes enabled. The **Applicant/Declarant** submits the application.

Filing for Apply for Certified True Copy Form Valid PIN

1 Complete Application → 2 Submit Application → 3 Pay Fee Guidelines

Application ID: 20231230_1415972 SAVE Submit

ID	Status Updated On	Fee (Rs.)	View	Add +
20231031_3285	01 Feb, 2023	100		
TABLE A - Part 1 Long Aoa - Pvt Ltd				
20231031_3285	31 Oct, 2023	250		
Table B - MOA (Pvt, Pub and SMCs)				
20231102_3527	02 Nov, 2023	250		
20231031_3285	31 Oct, 2023	250		

Declarant

qasim Sign

I do hereby solemnly and sincerely declare that the information provided in the form is true and correct and nothing is concealed

APPLY PIN APPLY PIN

If you have reviewed the application then please enter your Digital PIN to submit application.

- The **Applicant or declarant** can proceed to payment by clicking on the "Pay Now" button to prevent incurring a late submission fee. The system will also provide a notification to the Applicant, specifying the number of days remaining to make the payment and avoid the imposition of a late fee. The Applicant will have to make the payment within 7 days of submission. If payment is not submitted within 7 days of the initiation of an application, the system will cancel the application.

MENU LEAP Home > Profile > Payment Switch to eServices Search here Welcome to LEAP Foreign National

Payment for Company Name Reservation Process ID 20231229_1375413

Payment Method

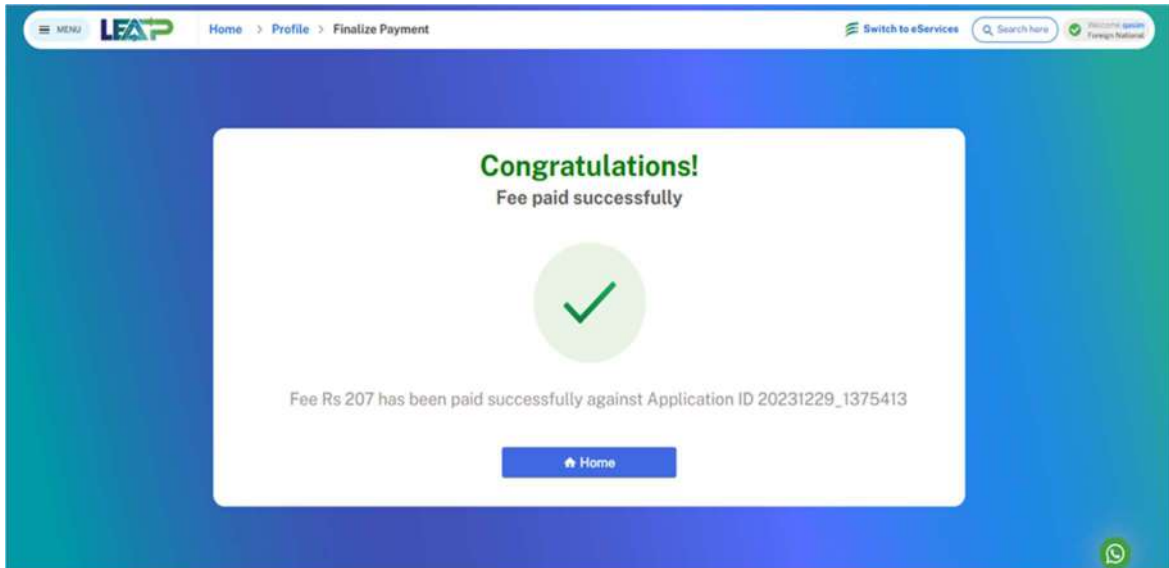
Credit/Debit Card Total Payable Amount **Rs. 207**

1 BILL **Fee Summary**

Head of Accounts	Amount
Name Reservation	200
apn	7
Total Amount	Rs. 207

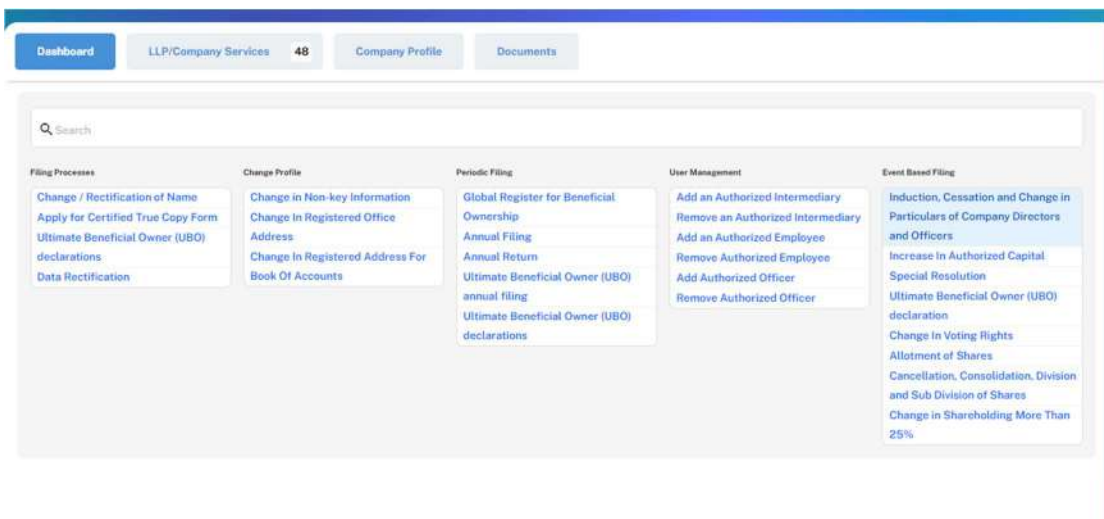
PROCEED TO PAY →

5. The applicant can view the status of their application on their home page.



11. Induction, Cessation and Change in Particulars of directors and officers, including the chief executive, secretary, chief financial officer, auditors, legal adviser.

1. The **Applicant** can start an Induction, Cessation and change in particulars of directors and officers with by clicking in the Filing and Compliance from the company's Dashboard.





2. After selection, the Applicant is shown a complete application.

Filing for Induction, Cessation and Change in Particulars of Company Directors and Officers

1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Application ID: 20231228_1115317 Review Form SAVE Submit

TERABYTE SOFTWARE (PRIVATE) LIMITED LLPIN/CUN: 0171483

✉ arif.ehsan@secp.gov.pk ☎ +923025556221

Registered Office Address CRO, BUILDING, no go AREA, ISB, Islamabad Urban, 45000, Islamabad, Islamabad Capital Territory, Pakistan

New appointed Officers and Directors ⓘ ADD MORE

No New Officers/Directors have been added

Existing directors and officers ⓘ

Directors

Directors	Lawyer	Area
qasim CEO, Director, and Subscriber Executive PASSPORT Q4111222 Australia ☎ +37633322322 ✉ qasimotuser3@yopmail.com	NTN N/A Appointment Nov 1, 2023	BLUE ISLAMABAD AREA, Islamabad Urban Islamabad, Islamabad Capital, Pakistan Territory
Amir Director and Subscriber Executive PASSPORT ZWE222333 Australia	Lawyer NTN N/A	BLUE ISLAMABAD AREA, Islamabad Urban Islamabad, Islamabad Capital, Pakistan Territory

3. **Applicant** then selects a Director/officers by clicking on ‘Add Officer/Director’ button. Then he needs to specify the designation of the person. Applicant can search for a person, if they are already registered with SECP, Applicant can search for Persons using their **CNIC, NICOP or Passport Number** and fill their information. Then he needs to upload all the required attachments for the stakeholder being added, and validate the information by clicking on the validate button. The system will notify them after clicking on “Add and Notify” button.



Add Officer/Director

X Close Add and Notify

Please specify the designation

- Chief Executive
- Secretary
- Director and Chief Executive
- Legal Adviser
- Auditor
- Chief Financial Officer
- Alternate Director
- Director
- Nominee Director

Do you want to add a Pakistani Citizen or a Foreign National?

- Pakistani Citizen
- Foreign National

Error Help *

LI009900

SEARCH

This user is already registered in LEAP Portal

Kamran

Registered

Contact Info

Details of Appointment

Date of Appointment (DD/MM/YYYY) *

31/01/2024



Mode of Appointment *

Appointed

Attachments

CNIC Front

List-of-Lice...



CNIC Back

List-of-Lice...



Validate User Information

4. For adding **Nominee of SMC, Applicant** can search for a person, if they are already registered with SECP. Applicant can search for Persons using their CNIC, NICOP or Passport Number, fill the details i.e nominee information, residential address and relationship to the **Single Member** of the SMC. The **Applicant** can validate information and upload the required documents. The system will notify the **Nominee of SMC** after clicking on Add and Notify.



Add Nominee Person

Close

Add and Notify

Do you want to add a Pakistani Citizen or a Foreign National?

Pakistani Citizen Foreign National

Error Message *

ZWC222333

SEARCH

The user is already registered in LEAP Portal

Contact Info

Email: amirsaaduser4@gmail.com
Mobile Number Code: +213
Number: 22212221

Nominee Information

First Name: Amir
Middle Name:
Last Name:
Nationality: Afghanistan

Relationship

Relationship with Nominee *

5. In the same way, the applicant can add various other stakeholders for the company, such as Chief Executive (CEO), Secretary, Chief Financial Officer (CFO), Legal Advisor and Auditor.
6. In order to change particulars of any Officer/Director, Legal Advisor or Auditor, the **Applicant** can click on the edit button in front of the stakeholder shown on the application page, and change their details.

Filing for Induction, Cessation and Change in Particulars of Company Directors and Officers

1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Application ID: 20240131_1646112

Review Form

SAVE

Submit

Officers

Usman Saeed Director, Chief Executive, Subscriber | Executive
CNIC: 3840146637501 Pakistan
+923339846262 usman.saeed@secp.gov.pk
Service: NTN N/A
Appointments: Jan 30, 2024
EDEN VALUE HOMES, Lahore, LAHORE, Lahore, Punjab, Pakistan

Directors

Usman Saeed Director, Chief Executive, Subscriber | Executive
CNIC: 3840146637501 Pakistan
+923339846262 usman.saeed@secp.gov.pk
Service: NTN N/A
Appointments: Jan 30, 2024
EDEN VALUE HOMES, Lahore, LAHORE, Lahore, Punjab, Pakistan

Ali Wahid Khan Director, Subscriber | Executive
CNIC: 3520156219681 Pakistan
+923434400999 ali.wahid@hotmail.com
Service: Corporate Consultant
NTN N/A
Appointments: Jan 30, 2024
LAHORE, Lahore, Lahore, Punjab, Pakistan



7. In order for cessation of any Officer/Director, Legal Advisor or Auditor, the **Applicant** can click on the button in front of the stakeholder shown on the application page, and select the reason for removal, after which the cessation page for that particular stakeholder will open up. The **Applicant** can fill the relevant information, and upload the required documents in order to proceed with cessation.
8. **Applicant** is given a checkbox to whether they want a Certified True Copy of the statutory Form(s) being filed.

Filing for Induction, Cessation and Change in Particulars of Company Directors and Officers

1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Application ID: 20231228_1115317 Review Form SAVE Submit

Certified True Copy

Need Certified True Copy

9. **Applicant** can select the Authorized Intermediary and Authorized officer for Declarant.

Filing for Induction, Cessation and Change in Particulars of Company Directors and Officers

1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Application ID: 20231228_1115317 Review Form SAVE Submit

Certified True Copy

Need Certified True Copy

Select Declarant

Authorized Intermediary

Authorized Officer

Personal Information			
Name Of/Authorized Officer	First Name	Middle Name	Last Name
Designation Information			CEO, Director, and Subscriber
Registration Information			Registration Number of Authorized Officer
			QA111222

10. In order to add Authorized Intermediary, the **Applicant** selects the **Authorized Intermediary** option, and the system will notify the appointed **Authorized Intermediary** for the company, who can then apply the PIN.



11. In order to add an **Authorized Officer** as the **Declarant**, the **Applicant** selects the Authorized Officer option. The system will notify the Authorized officer who was appointed for this company, and that officer can then act as Declarant for the Application.
12. The **Declarant** logs in and confirms accuracy of the information provided in Form after a review.
13. The **Declarant** clicks on the Acknowledgement checkbox and clicks on the Proceed button to move on to the Review and Apply PIN section . The **Declarant** applies their PIN. If the PIN is valid, a 'Valid Pin' message is shown to the user. After this, if the application is complete, the Submit button becomes enabled. The **Applicant/Declarant** submits the application.



Filing for Induction, Cessation and Change in Particulars of Company Directors and Officers

Valid PIN

Complete Application → Submit Application → Pay Fee → Approval by SECP

Application ID: 20231228_1115317

Authorized Officer

Personal Information			
Name Of Authorized Officer	First Name	Middle Name	Last Name
Designation Information			
Designation	CEO, Director, and Subscriber		
Registration Information			
Registration Number of Authorized Officer	QA115222		

Application Users

user	Role	Status
qasim	Authorized Officer / Applicant	Approved

Guidelines

14. **Applicant** clicks on the “Pay Now” button to proceed to payment. The system will also provide a notification to the Applicant, specifying the number of days remaining to make the payment and avoid the imposition of a late fee.

GO TO HOME Application Fee: Rs.1100 PAY NOW →

Congratulations!
Your application has been submitted successfully

Application ID **20231228_1115317** successfully generated
We have sent you the Application ID via Email and SMS

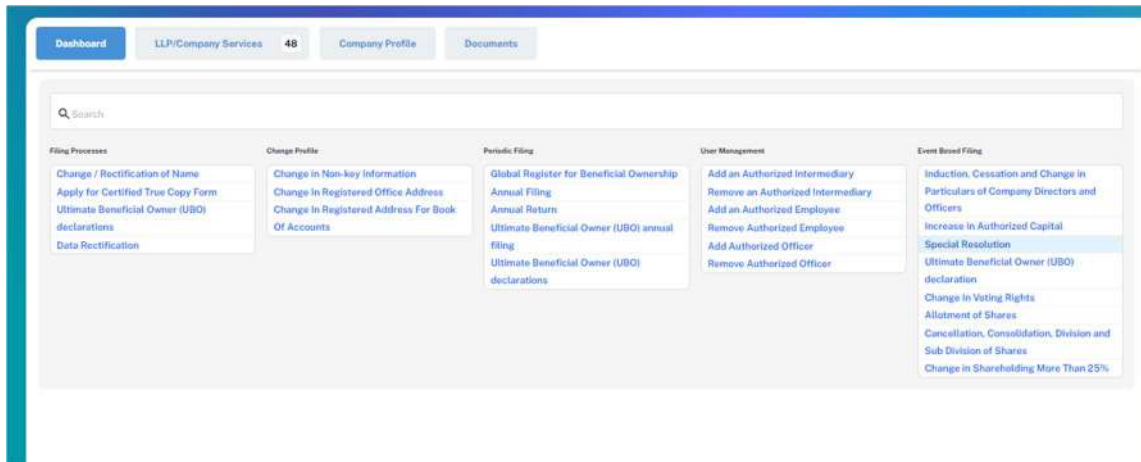
⚠ In order to finalize the application, please pay the fee of **Rs.1100** as soon as possible, but no later than 7 days after submission. The application will only be forwarded to SECP for processing if fee is paid. Application will stand automatically cancelled if fee is not paid within 7 days after submission.

PAY NOW →

15. The **Applicant** will have to make the payment within **7 days of submission**. If payment is not submitted within 7 days of the initiation of an application, the system will cancel the application. Payment can be made via **Credit/Debit Card**, or through payment channels available with **1-Bill**. Applicant can view the status of their application on their home page.

12. Filing of Special Resolution – Standalone


1. The **Applicant** can start a Special Resoltuion filing with by clicking in the “Filing and Compliance” button and selecting ‘Special Resolution’ option from the Dashboard.



2. After selection, the Special Resolution application will displays. Applicant may add details of Special Resolution including date of dispatch of notice and date of passing of special resolution.

Filing for Special Resolution

1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Application ID: **20240102_1416229** Review Form 

ASIF & PERVEZ JOINT VENTURE LIMITED LLPIN/CIN 0171833

✉ asif.muzaffar@secp.gov.pk ☎ +923333678888

Registered Office Address Jail Road, Gulberg, Lahore, 54000, Lahore, Punjab, Pakistan

⚠ Please pay the associated filing fee within 14 days. If you do not pay the fee in the given timeframe, you will have to pay a late filing fee.

Special Resolution Intention

Date of dispatch of notice *

Date of passing of special resolution *

I confirm that all members agreed to hold the meeting on shorter notice. *

Intention to propose the resolution as special resolution

Company issuing a prospectus ▼

Text of Special Resolution *

Notice for special resolution for company issuing a prospectus



- The **Applicant** needs to select the Special Resolution Intention, and can select multiple intentions, if needed. Additionally, the applicant can input the text of the special resolution and provide member details according to the specified requirements. Finally, the applicant must upload the necessary attachments.

- The Applicant is given a checkbox to whether they want a Certified True Copy of the statutory Form(s) being filed or not.
- Applicant** then selects the Authorized Intermediary and Authorized officer for Declarant.



6. In order to add Authorized Intermediary, the **Applicant** selects the **Authorized Intermediary** option, and the system will notify the appointed **Authorized Intermediary** for the company, who can then apply the PIN.
7. In order to add an **Authorized Officer** as the **Declarant**, the **Applicant** selects the Authorized Officer option. The system will notify the Authorized officer who was appointed for this company, and that officer can then act as Declarant for the Application.
8. The **Declarant** logs in and confirms accuracy of the information provided in Form after a review.
9. The **Declarant** clicks on the Acknowledgement checkbox and clicks on the Proceed button to move on to the Review and Apply PIN section . The Declarant applies their PIN. If the PIN is valid, a '**Valid Pin**' message is shown to the user. After this, if the application is complete, the "**Submit**" button becomes enabled. The Applicant/Declarant submits the application.

A screenshot of a web-based application form for an Authorized Officer. The form is titled 'Application ID: 20240102_1418229'. It includes fields for 'Name Of Authorized Officer' (First Name: Amir, Middle Name, Last Name), 'Designation Information' (Designation: Director and Subscriber), and 'Registration Information' (Registration Number of Authorized Officer: ZWE222333). There is a 'Declaration' section with a checked checkbox and a text area containing a declaration statement. Below this is the 'Application Users' section, which shows a table with one user named 'Amir' with roles 'Authorized Officer' and 'Applicant'. The form has 'Review Form', 'SAVE', and 'Submit' buttons at the top right.

10. **Applicant** clicks on the Pay Now button to proceed to payment. The system will also provide a notification to the Applicant, specifying the number of days remaining to make the payment and avoid the imposition of a late fee.



GO TO HOME Application Fee Rs.1200 PAY NOW →

Congratulations!

Your application has been submitted successfully



Application ID **20240102_1416229** successfully generated

We have sent you the Application ID via Email and SMS

▲ In order to finalize the application, please pay the fee of **Rs.1200** as soon as possible, but no later than 7 days after submission. The application will only be forwarded to SECP for processing if fee is paid. Application will stand automatically cancelled if fee is not paid within 7 days after submission.

[PAY NOW →](#)

11. The **Applicant** will have to make the payment within 7 days of submission. If payment is not submitted within 7 days of the initiation of an application, the system will cancel the application. Payment can be made via Credit/Debit Card, or through payment channels available with 1-Bill and also view the status from home.

Payment for **Process ID 20240102_1416229**

Payment Method

- Credit/Debit Card
- 1 Bill

Total Payable Amount **Rs. 1244**

Fee Summary

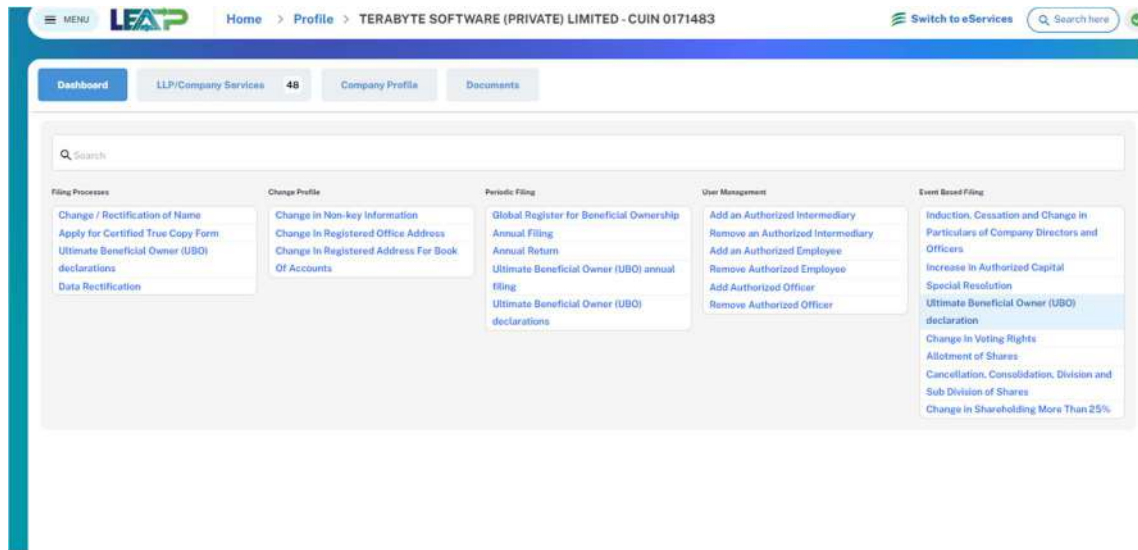
Head of Accounts	Amount
Certified True Copy special resolution	200
Filing fee for special resolution	1000
gst	44
Total Amount	Rs.1244

[PROCEED TO PAY →](#)

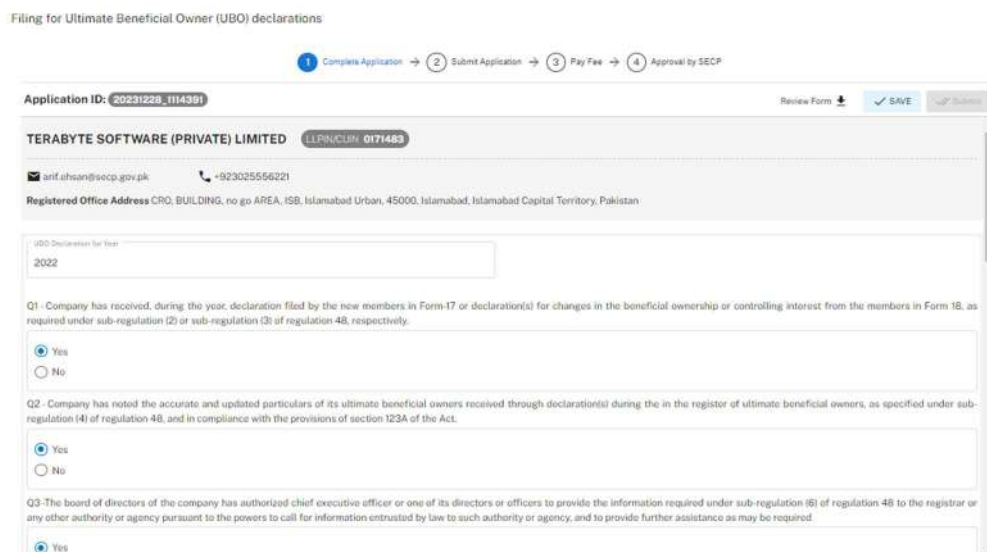


13.Filing for UBO Declaration - Standalone

1. The **Applicant** can start a UBO declaration filing with by clicking in the Filing and Compliance button and selecting 'UBO declaration' option from dashboard.



2. After selection, the Applicant is shown a complete application section where company's information is being shown in the top header. After that, the Applicant declare UBO by answering a series of questions.





- The **Applicant** has the option to choose any of their officers/directors as the authorized officer and proceed to input the relevant details. Applicant is given a checkbox to whether they want a Certified True Copy of the statutory Form(s) being filled.

Filing for Ultimate Beneficial Owner (UBO) declarations

1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Application ID: **Q0231228_1114391** Review Form SAVE SUBMIT

Yes
 No

Officers/Directors

Person		
<input checked="" type="radio"/> qasim Q0111222 PASSPORT Australia CEO, Director, and Subscriber	qasimustuser3@yopmail.com +376 33322322	Lawyer BLUE AREA ISLAMABAD
<input type="radio"/> Amir ZWE222333 PASSPORT Australia Director and Subscriber	amirustuser4@yopmail.com +213 22212221	Lawyer BLUE AREA ISLAMABAD

Father's name of Authorized Officer/Director

First Name*	Middle Name*	Last Name*
Muhammad	Ali	

Certified True Copy

Need Certified True Copy

- The **Applicant** can select Authorized Officer option for **Declarant**, and the information for the Authorized officer is prefilled by the LEAP system.

Select Declarant

Authorized Officer

Personal Information				
Name Of/Authorized Officer	First Name	qasim	Middle Name	Last Name

Designation Information	
Designation	CEO, Director, and Subscriber

Registration Information	
Registration Number of Authorized Officer	Q0111222



- The **Declarant** clicks on the Acknowledgement checkbox and clicks on the Proceed button to move on to the Review and Apply PIN section . The Declarant applies their PIN. If the PIN is valid, a ‘Valid Pin’ message is shown to the user. After this, if the application is complete, the “Submit” button becomes enabled. The Applicant/Declarant submits the application.

Filing for Ultimate Beneficial Owner (UBO) declarations Valid PIN

Complete Application → Submit Application → Pay Fee → Approval by SECP Guidelines

Application ID: 20231228_1114391 Review Form | SAVE | Submit

Select Declarant

Authorized Officer

Personal Information			
Name Of Authorized Officer	First Name	Middle Name	Last Name
Designation Information			Designation
			CEO, Director, and Subscriber
Registration Information			
Registration Number of Authorized Officer			QA111222

Application Users

qasim	Authorized Officer	Applicant	Signed
-------	--------------------	-----------	--------

- Applicant** clicks on the “Pay Now” button to proceed to payment. The system will also provide a notification to the Applicant, specifying the number of days remaining to make the payment and avoid the imposition of a late fee.

GO TO Home | Application Fee Rs.1100 | PAY NOW →

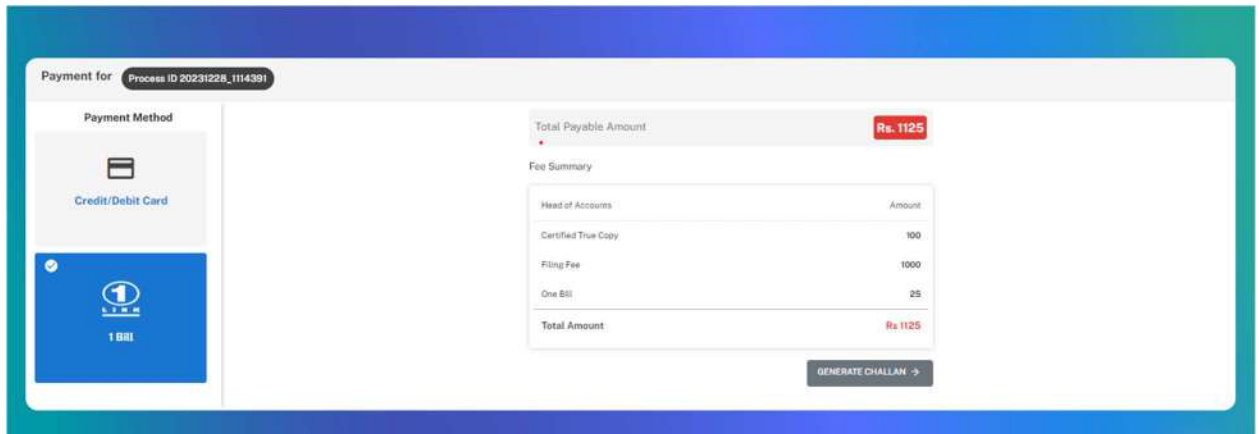
Congratulations!
Your application has been submitted successfully

Application ID **20231228_1114391** successfully generated
We have sent you the Application ID via Email and SMS

In order to finalize the application, please pay the fee of **Rs.1100** as soon as possible, but no later than 7 days after submission. The application will only be forwarded to SECP for processing if fee is paid. Application will stand automatically cancelled if fee is not paid within 7 days after submission.

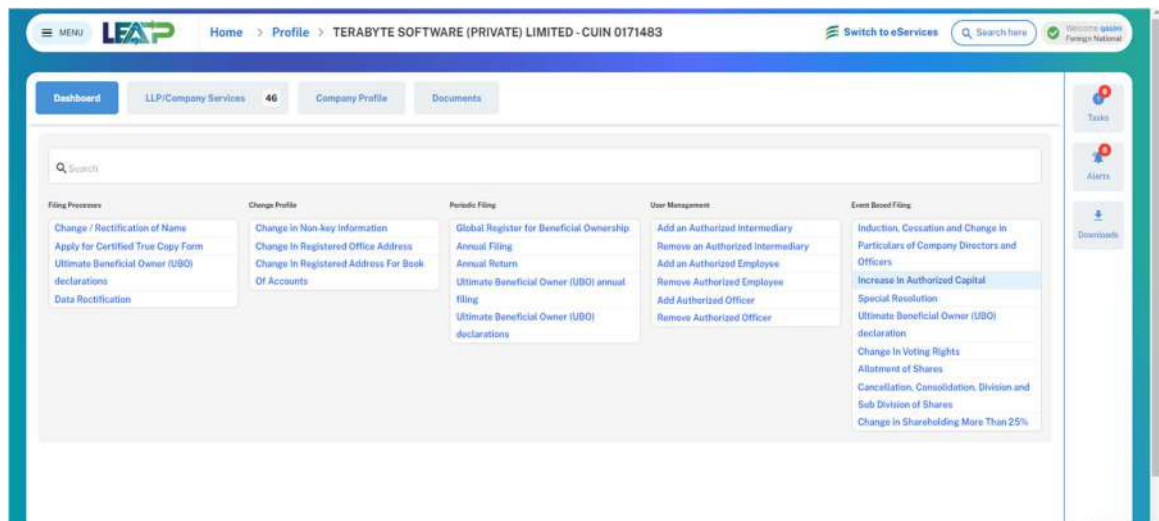
[PAY NOW →](#)

7. The **Applicant** will have to make the payment within 7 days of submission. If payment is not submitted within 7 days of the initiation of an application, the system will cancel the application.
8. Payment can be made via **Credit/Debit Card**, or through payment channels available with **1-Bill**. Applicant can view the status of their application on their home page.



14. Increase in Authorized Capital

1. The **Applicant** can start filing for Increase Authorized Capital with by clicking in the Filing and Compliance button and selecting 'Increase in Authorized Capital' from Dashboard.





2. After selection, the Applicant is shown a complete application section where some of the fields i.e email, number, address, Existing Authorized Capital and New Authorized Capital are prefilled by the LEAP software. Applicant can enter the amount of increased capital as required.

Filing for Increase in Authorized Capital

1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Application ID: 20231226_1109246 Review Form SAVE Submit

TERABYTE SOFTWARE (PRIVATE) LIMITED ELPRINCIN 0171483

✉ an.f.ahsan@secp.gov.pk ☎ +923025556221

Existing Authorized Capital ⓘ

Face Value of Shares	Number of Shares	Total Amount(PKR)
10	100	1000

Addition in Authorized Capital ⓘ

Face Value of Shares	Number of shares added *	Total Amount(PKR)
10	588	5880

New Authorized Capital ⓘ

Face Value of Shares	Number of Shares	Total Amount(PKR)
10	688	6880

3. The **Applicant** can select the Special Resolution or in pursuance of an obligation of the company under an agreement. Applicant is given a checkbox to whether they want a Certified True Copy of the statutory Form(s) being filed.

Application ID: 20231226_1109246 Review Form SAVE Submit

New Authorized Capital ⓘ

Face Value of Shares	Number of Shares	Total Amount(PKR)
10	688	6880

Select the one used for increase in authorized capital ⓘ

Special Resolution

In pursuance of an obligation of the company under an agreement

Certified True Copy

Need Certified True Copy

4. In order to add Authorized Intermediary, the **Applicant** selects the **Authorized Intermediary** option, and the system will notify the appointed **Authorized Intermediary** for the company, who can then apply the PIN.
5. In order to add an **Authorized Officer** as the **Declarant**, the **Applicant** selects the Authorized Officer option. The system will notify the Authorized officer who was



- appointed for this company, and that officer can then act as Declarant for the Application.
6. The **Declarant** logs in and confirms accuracy of the information provided in Form after a review.
 7. The **Declarant** applies their PIN. If the PIN is valid, a 'Valid Pin' message is shown to the user. After this, if the application is complete, the Submit button becomes enabled. The Applicant/Declarant submits the application.

Filing for Add an Authorized Intermediary

Application ID: 20231226_1109288

Attachment*

File Board Resol...

Declarant

Amir Director and Subscriber System

I do hereby solemnly and sincerely declare that the information provided in the form is true and correct and nothing is concealed

APPLY PIN ⓘ

.... APPLY PIN

8. The **system** will display a screen confirming that the application has been submitted successfully.

GO TO Home

Congratulations!

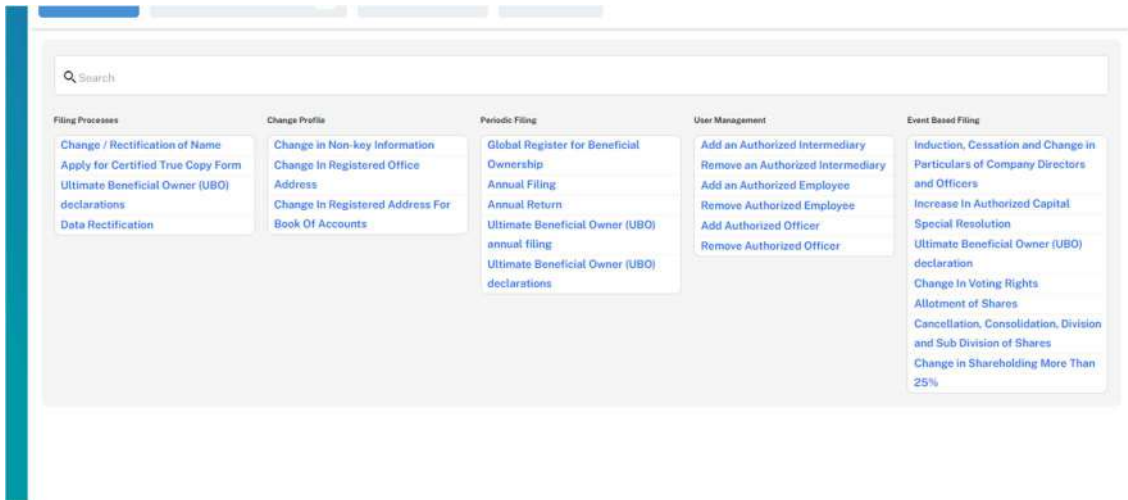
Your application has been submitted successfully

Application ID 20231226_1109288 successfully generated

We have sent you the Application ID via Email and SMS

15. Cancellation, Consolidation, or Division / Sub-division of shares


1. The **Applicant** can start filing for Cancellation, Consolidation, or Division / Sub-division of shares by clicking in the Filing and Compliance button and selecting Cancellation, Consolidation, or Division / Sub-division of shares.



2. After selection, the **Applicant** is shown a complete application section where some of the fields i.e email, number, Registered Office address and Capital Structure are prefilled by the system.

Filing for Cancellation, Consolidation, Division and Sub Division of Shares

1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Application ID: 20231226_1109253 Review Form 

TERABYTE SOFTWARE (PRIVATE) LIMITED LLPIN/CIIN 0171483

✉ arif.ehsan@secp.gov.pk ☎ +923025556221

Capital Structure

Authorized Capital	Face Value of Shares	Number of Shares	Total Amount (PKR)
	10	100	1000

Cancellation Consolidation Or Division/Subdivision

Please Choose One of the Following Options

Cancellation
 Consolidation
 Division-Subdivision



- The **Applicant** then has to select between Cancellation, Consolidation and Division - Subdivision and has to fill the relevant information down below. When the Applicant chooses the **cancellation option**, they can input the total number of shares accordingly. In the case of **consolidation and division or subdivision**, the Applicant can specify the **face value for shares**.

Filing for Cancellation, Consolidation, Division and Sub Division of Shares

1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Application ID: 20231226_1109253 Review Form SAVE Submit

Please Choose One of the Following Options

Cancellation
 Consolidation
 Division-Subdivision

Enter new face value for consolidation of shares

Face value of Shares
50

New Share Capital

Capital Structure

Authorized Capital		
Face Value of Shares	Number of Shares	Total Amount (PKR)
50	20	1000

- Applicant** is given a checkbox to whether they want a Certified True Copy of documents.

New Share Capital

Capital Structure

Authorized Capital		
Face Value of Shares	Number of Shares	Total Amount (PKR)
50	20	1000

Certified True Copy

Need Certified True Copy



5. **Applicant** can add a new Special Resolution by clicking on “Add new Special Resolution” Button and fill the information along with uploading the required attachments

Filing for Cancellation, Consolidation, Division and Sub Division of Shares

1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Application ID: 20231226_1109253 Review Form SAVE Submit

Add new Special Resolution

Special Resolution Intention

Date of dispatch of notice * 15/12/2023 📅 Date of passing of special resolution * 17/12/2023 📅

I confirm that all members agreed to hold the meeting on shorter notice. *

Intention to propose the resolution as special resolution
Other

Please specify the intention to propose the resolution as special Resolution. *
Filing for Cancellation, Consolidation, Division and Sub Division of Shares

Text of Special Resolution *
Filing notice for Sub Division of Shares

6. Alternatively, the Applicant can select a previously filed special resolution, in which case its details will be auto fetched.
7. **Applicant** can view and download the updated memorandum by clicking on view memorandum button.

Application ID: 20231226_1109253 Review Form SAVE Submit

Registration Number of Authorized Officer QA111222

Declaration

I do hereby solemnly and sincerely declare that the information provided in the form is: *

a. true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
b. hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

[View Updated MOA](#)

8. Applicant then selects the Authorized Intermediary or Authorized officer for Declarant.



9. In order to add Authorized Intermediary, the **Applicant** selects the **Authorized Intermediary** option, and the system will notify the appointed **Authorized Intermediary** for the company, who can then apply the PIN.
10. In order to add an **Authorized Officer** as the **Declarant**, the **Applicant** selects the Authorized Officer option. The system will notify the Authorized officer who was appointed for this company, and that officer can then act as Declarant for the Application.
11. The **Declarant** logs in and confirms accuracy of the information provided in Form after a review.

Filing for Cancellation, Consolidation, Division and Sub Division of Shares

1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Application ID: 20231226_1109253 Review Form SAVE Submit

Select Declarant

Authorized Intermediary

Authorized Officer

Personal Information			
Name Of/Authorized Officer	First Name	Middle Name	Last Name
Designation Information			
Designation			
Registration Information			
Registration Number of Authorized Officer			QA111222

Declaration

12. The **Declarant** clicks on the Acknowledgement checkbox and clicks on the Proceed button to move on to the Review and Apply PIN section . The Declarant applies their PIN. If the PIN is valid, a 'Valid Pin' message is shown to the user. After this, if the application is complete, the "Submit" button becomes enabled. The Applicant/Declarant submits the application.



Application ID: **20231226_1109253** Review Form SAVE Submit

I do hereby solemnly and sincerely declare that the information provided in the form is: *

a. true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
b. hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

[View Updated MOA](#)

Application Users

Kamran Applicant	
qasim Authorized Officer	Signed

13. **Applicant** clicks on the Pay Now button to proceed to payment. The system will also provide a notification to the **Applicant**, specifying the number of days remaining to make the payment and avoid the imposition of a late fee.

[GO TO Home](#) Application Fee Rs.2450 PAY NOW →

Congratulations!
Your application has been submitted successfully

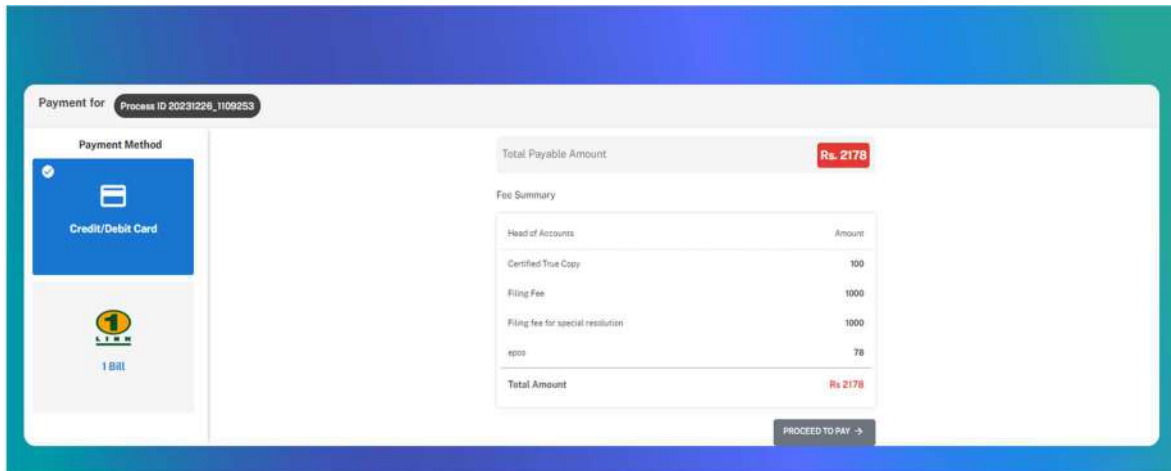
Application ID **20231226_1109253** successfully generated
We have sent you the Application ID via Email and SMS

In order to finalize the application, please pay the fee of **Rs.2450** as soon as possible, but no later than 7 days after submission. The application will only be forwarded to SECP for processing if fee is paid. Application will stand automatically cancelled if fee is not paid within 7 days after submission.

PAY NOW →

14. The **Applicant** will have to make the payment within 7 days of submission. If payment is not submitted within 7 days of the initiation of an application, the system will cancel the application

15. **Payment** can be made via Credit/Debit Card, or through payment channels available with 1-Bill and view the status of their application on their home page.



Payment for **Process ID 20231228_1109253**

Payment Method

- Credit/Debit Card
- 1 Bill

Total Payable Amount **Rs. 2178**

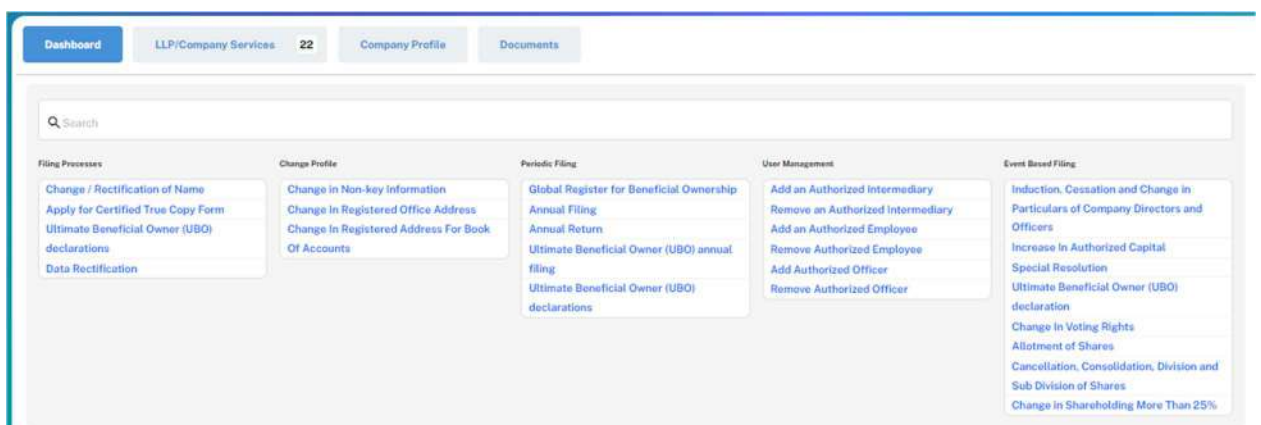
Fee Summary

Head of Accounts	Amount
Certified True Copy	100
Filing Fee	1000
Filing fee for special resolution	1000
epos	78
Total Amount	Rs 2178

PROCEED TO PAY

16. Allotment of Shares

1. The **Applicant** can start filing for Allotment of shares by clicking in the “Filing and Compliance” button and selecting **Allotment of shares** from Dashboard under the head “Event based filing”.



Dashboard | LLP/Company Services: 22 | Company Profile | Documents

Search

Filing Processes

- Change / Rectification of Name
- Apply for Certified True Copy Form
- Ultimate Beneficial Owner (UBO) declarations
- Data Rectification

Change Profile

- Change in Non-key Information
- Change in Registered Office Address
- Change in Registered Address For Book Of Accounts

Periodic Filing

- Global Register for Beneficial Ownership
- Annual Filing
- Annual Return
- Ultimate Beneficial Owner (UBO) annual filing
- Ultimate Beneficial Owner (UBO) declarations

User Management

- Add an Authorized Intermediary
- Remove an Authorized Intermediary
- Add an Authorized Employee
- Remove Authorized Employee
- Add Authorized Officer
- Remove Authorized Officer

Event Based Filing

- Induction, Cessation and Change in Particulars of Company Directors and Officers
- Increase in Authorized Capital
- Special Resolution
- Ultimate Beneficial Owner (UBO) declaration
- Change in Voting Rights
- Allotment of Shares
- Cancellation, Consolidation, Division and Sub Division of Shares
- Change in Shareholding More Than 25%

2. After selection, the **Applicant** is shown a complete application section where some company information is displayed by the system.



Filing for Allotment of Shares

1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Application ID: 20231226_1109256 Review Form SAVE Submit

TERABYTE SOFTWARE (PRIVATE) LIMITED LLPIN/CLIN 0171483

✉ arif.ehsan@secp.gov.pk ☎ +923025556221

Registered Office Address: CRO, BUILDING, no go AREA, ISB, Islamabad Urban, 45000, Islamabad, Islamabad Capital Territory, Pakistan

Authorized Capital			
	Face Value of Shares	Number of Shares	Total Amount (PKR)
	10	100	1,000

Paid Up Capital				
Kind of Share	Class of Share	Face Value of Shares	Number of Shares	Total Amount (PKR)
Ordinary	Class A	10	100	1,000
			Grand Total (PKR)	1,000

First Date of Allotment

Select a Date *

26/12/2023 📅

3. On the main application interface, applicant can add 'date of first allotment' of shares and then proceed to add details of allotment by clicking on the respective buttons i.e. **Cash Allotment, Non-Cash Allotment and Bonus Allotment** depending upon the kind of allotment of shares. A new screen will appear when each of the button will be clicked by the Applicant, where fields will appear.

Filing for Allotment of Shares

1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Application ID: 20240131_1646298 Help Review Form SAVE Submit

Details of Allotment

Cash Allotment:

+ Click here to add Cash Allotment

Non-Cash Allotment

+ Click here to add Non-Cash Allotment

Bonus Allotment

+ Click here to add Bonus Allotment

Details of Allotment



- The Applicant shall be required to add details of allotment on the new screen for either of the three options given:

Detail of Cash Allotment X Close

Share Details

Kind of shares: Ordinary Class of shares: Class A Number of shares Allotted: 10000000

Consideration Amount of Shares

Total Consideration Amount
Amount in (PKR): 800000

Total Consideration Amount

Total Amount of Shares	PKR800,000.00	Amount per share	PKR1.00
------------------------	---------------	------------------	---------

Share Valuation Summary

Nominal Amount of Shares

Total Amount of Shares	PKR1,000,000,000.00	Amount per share	PKR10.00
------------------------	---------------------	------------------	----------

Discounted Amount of Shares

Total Amount of Shares	PKR999,200,000.00	Amount per share	PKR9.00
------------------------	-------------------	------------------	---------

Are the shares right issue?
 Yes No

- After adding details of allotment of shares, applicant shall be required to add details of allottees and a new window opens where he needs to fill the details of Allotees. Here, applicant can search the name of the respective allottee(s) based on their CNIC, NICOP or Passport OR on the basis of CUIIN No. in case of a Body Corporate and uploads all the documents as required.

Application ID: 20240211_1647184 Review Form

Details of Allottees

+ Click here to add an allottee

Certified True Copy

Need Certified True Copy



Pakistani Citizen Foreign National Body Corporate

Do you want to add CNIC User or NICOP User?

CNIC NICOP

Enter CNIC/NICOP*

32102-1424852-1

SEARCH

! We have found a Registered User against this CNIC in SECP records. If you want to add this user as an allottee, please fill in the missing information

First Name

Arslan

Middle Name

Last Name

Shahid

Nationality*

Address

Country*

Province*

District*

City*

Postal Code

Address Line*

Attachments

CNIC Front

Click on browse button to upload file

BROWSE

Supported file format is pdf | Maximum upload file size is 2MB

CNIC Back

Click on browse button to upload file

BROWSE

Supported file format is pdf | Maximum upload file size is 2MB

- Subsequently, at the bottom of the screen, applicant will be required to **add number of allotted shares** for that person or body corporate, upload all the documents as required.



Attachments

CNIC Front

Click on browse button to upload file [BROWSE](#)

Supported file format is pdf | Maximum upload file size is 2MB

CNIC Back

Click on browse button to upload file [BROWSE](#)

Supported file format is pdf | Maximum upload file size is 2MB

Details of shares Allotted

No shares allotted
Please click the button below to allot/assign shares.

[ALLOT SHARES](#)

7. After entering details of the allotment of shares, **Applicant** is given a checkbox to whether they want a Certified True Copy of the statutory Form(s) being filed. At the end of the application, before application of PIN, applicant will be required to attach the required documents depending upon the nature of the allotment of shares.
8. **Applicant** can select the declarant as Authorized Intermediary or Authorized officer

Filing for Allotment of Shares

1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Application ID: 20231226_1109256 [Review Form](#) [SAVE](#) [Submit](#)

Special Resolution

Select previously filed special resolution or fill a new special resolution

Certified True Copy

Need Certified True Copy

Select Declarant

Authorized Intermediary

Authorized Officer

Personal Information

Name Of/Authorized Officer	First Name	Middle Name	Last Name
	qasim		

Designation Information



9. In order to add Authorized Intermediary, the Applicant selects the Authorized Intermediary option, and the system will notify the appointed Authorized Intermediary for the company, who can then apply the PIN.
10. In order to add an Authorized Officer as the Declarant, the Applicant selects the Authorized Officer option. The system will notify the Authorized officer who was appointed for this company, and that officer can then act as Declarant for the Application.
11. The Declarant logs in and confirms accuracy of the information provided in Form after a review.
12. The **Declarant** clicks on the Acknowledgement checkbox and clicks on the Proceed button to move on to the Review and Apply PIN section . The Declarant applies their PIN. If the PIN is valid, a 'Valid Pin' message is shown to the user. After this, if the application is complete, the Submit button becomes enabled. The Applicant/Declarant submits the Applicant/declarant submits the application.

Filing for Allotment of Shares

Application ID: 20231228_1109256

Review Form | SAVE | Submit

1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Application Users

Asad Applicant	
qasim Authorized Officer	Signed

13. **Applicant** clicks on the “Pay Now” button to proceed to payment. The system will also provide a notification to the Applicant, specifying the number of days remaining to make the payment and avoid the imposition of a late fee.

Congratulations!

Your application has been submitted successfully



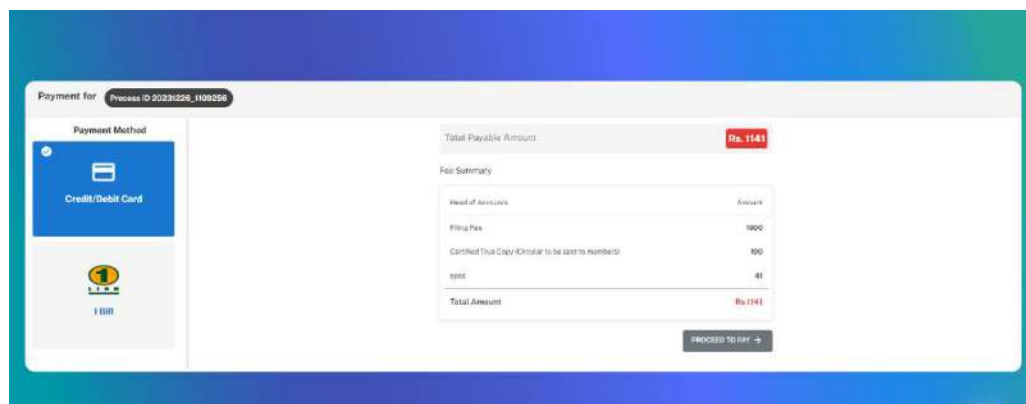
Application ID **20231226_1109256** successfully generated

We have sent you the Application ID via Email and SMS

⚠ In order to finalize the application, please pay the fee of **Rs.1100** as soon as possible, but no later than 7 days after submission. The application will only be forwarded to SECP for processing if fee is paid. Application will stand automatically cancelled if fee is not paid within 7 days after submission.

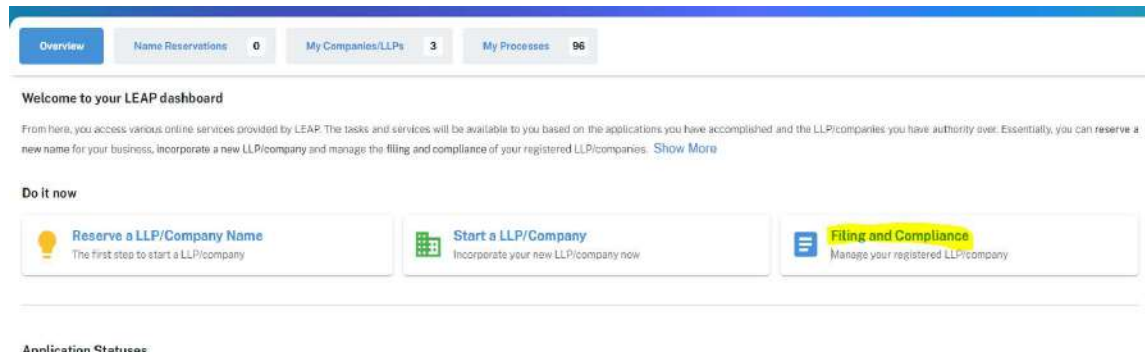
[PAY NOW →](#)

- The **Applicant** will have to make the payment within 7 days of submission. If payment is not submitted within 7 days of the initiation of an application, the system will cancel the application.
- Payment** can be made via Credit/Debit Card, or through payment channels available with 1-Bill and view the status of their application on their home page.

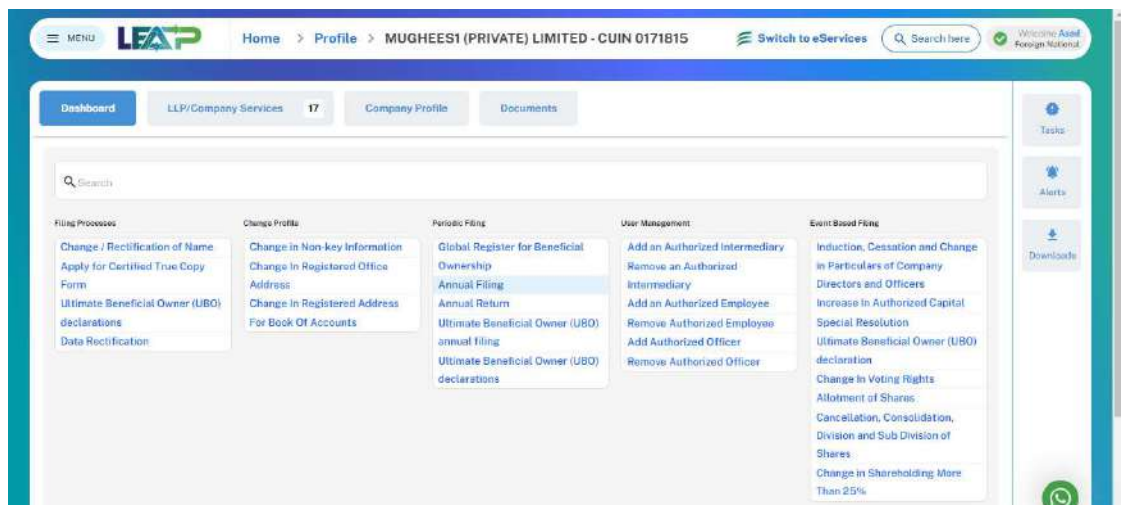


17. Annual Filing

- Applicant** logs in to his/her registered account. The Applicant will land on his/her login page. Applicant will then click on the “Filing and Compliance” button and select the name of the company whose annual return is to be filed.



2. The applicant can initiate the Annual Filing process by clicking on 'Annual Filing' in the 'Periodic Filing' section from the Dashboard.



3. A tab with following options will open i-e **Annual Accounts, Global Register u/s 452, Annual Return & UBO Declaration**. Once the filing option is selected, the applicant will be required to click on the 'Start Filing' button. The sequential guidelines for all four options are provided below, labelled as a, b, c, and d. Applicant can choose any one of these filing options or a combination of these options.

a. Annual Accounts

1. From Annual Filing, select **Annual accounts** and click on **Start Filing** tab. Following window will appear. Based on the data available in the system and the year selected for filing, Authorized Capital and Financial Year will be autofilled by the system. Applicant will fill the remaining information as required under each section. Once the information is completely filled, a tick mark will appear alongside the tab of annual accounts. The applicant will then click on the next button..

Filing for Annual Filing

1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Application ID: 20231228_1114050

SAVE PREV NEXT Submit

Fill the annual accounts first to proceed.

Authorized Capital

Face value	Number of Shares	Total Amount(PKR)
10	100	1000

Financial Year

Financial Year *
2023

Date of AGM

Date of AGM (DD/MM/YYYY) *

Name of auditors

First Name * Middle Name Last Name

2. After clicking the “Next” button, the **Applicant** is taken to the Attachments section where the Applicant needs to attach all the relevant attachments mentioned on the

Filing for Annual Filing

1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Application ID: 20231228_1114050

SAVE PREV NEXT Submit

Fill the attachments first to proceed.

Director's Report

Director's report

Auditor's Report

Auditor report

Balance Sheet

Balance Sheet

Income Statement

Income Statement

Guidelines

Application saved successfully

Application saved successfully

File Uploaded.



page.

3. **Applicant** is given a checkbox to whether they want a Certified True Copy of the Statutory form(s)/account(s) being filed. If checked, it will affect the subsequent payment, including the charges for the certified true copies.

The screenshot shows the 'Filing for Annual Filing' interface. On the left is a vertical navigation menu with options: Annual Accounts, Attachments, Certified True Copy (highlighted), Declaration, and Review and Apply PIN. The main content area shows a progress bar with steps: 1. Complete Application, 2. Submit Application, 3. Pay Fee, 4. Approval by SECP. Below the progress bar, the 'Application ID' is 20231228_1114050. There are buttons for 'SAVE', '< PREV', 'NEXT >', and 'Submit'. A section titled 'Certified True Copy' contains a checkbox labeled 'Need Certified True Copy' which is checked.

4. After Clicking “Next” option, **Applicant** moves to declaration page where he needs to add Declarant. The Declarant Can be Authorized Intermediary or Authorized Officer.

The screenshot shows the 'Filing for Annual Filing' interface at the 'Declaration' step. The left navigation menu is the same as in the previous screenshot, but 'Declaration' is now highlighted. The main content area shows the same progress bar and application ID. Below the progress bar, there are buttons for 'SAVE', '< PREV', 'NEXT >', and 'Submit'. A section titled 'Select Declarant' has two radio buttons: 'Authorized Intermediary' (unselected) and 'Authorized Officer' (selected). Below this is a form for 'Personal Information' with fields for 'Name Of/Authorized Officer', 'First Name' (qasim), 'Middle Name', and 'Last Name'. There is also a 'Designation Information' section with a 'Designation' field. At the bottom, the 'Registration Information' section shows 'Registration Number of Authorized Officer' as QA111222.



5. In order to add Authorized Intermediary, the Applicant selects the Authorized Intermediary option, and the system will notify the appointed Authorized Intermediary for the company, who can then apply the PIN.
6. To add an Authorized Officer as the Declarant, the Applicant selects the Authorized Officer option and can add the authorized officer after fulfilling the requirements outlined in Direction No. 4 of 2017. The system will notify the authorized officer appointed for this company, and that officer can then act as the Declarant for the application.
7. The Declarant logs in and confirms accuracy of the information provided in Form after a review.
8. **Applicant** can click on the Review Form button at any time to view the Statutory Form. The form can be viewed at any point while Filing the application, and the form will be generated with the information that the applicant has provided at that point. Once the applicant has completed the application, he/she can view the form populated with all the information.
9. The **Declarant** clicks on the Acknowledgement checkbox and clicks on the Proceed button to move on to the Review and Apply PIN section . The Declarant applies their PIN. If the PIN is valid, a 'Valid Pin' message is shown to the user. After this, if the application is complete, the Submit button becomes enabled. The Applicant/Declarant submits the application.

Filing for Annual Return

Application ID: (20231228_1115321) Review Form SAVE Submit

1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Name Of Authorized Officer	First Name	Middle Name	Last Name
Designation Information			CEO, Director, and Subscriber
Registration Information			QA11222

Registration Number of Authorized Officer: QA11222

Declaration

I do hereby solemnly and sincerely declare that the information provided in the form is:*

a. true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
b. hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

Application Users

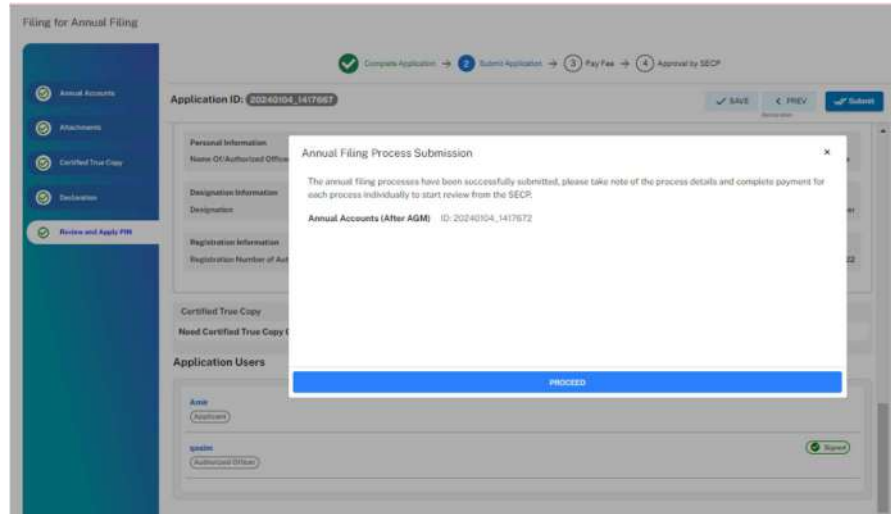
qasim	Authorized Officer	Applicant	<input checked="" type="checkbox"/>
-------	--------------------	-----------	-------------------------------------

Valid PIN

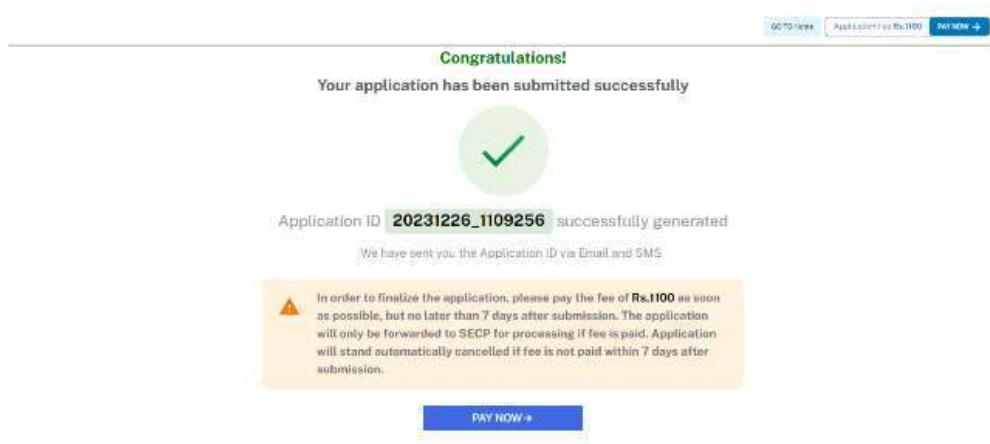
Guidelines



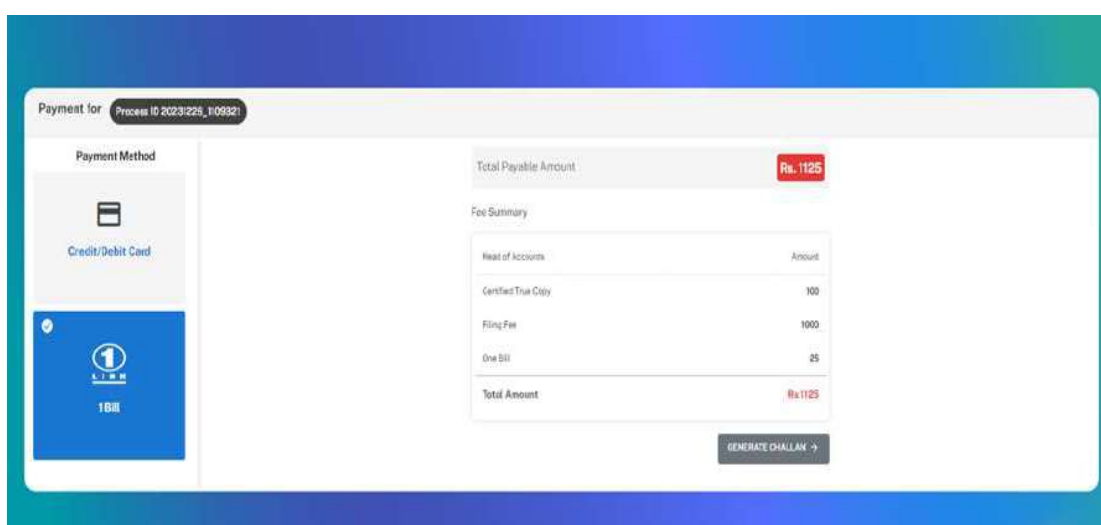
10. After clicking on the submit button, the process will be submitted. **Applicant** must carefully follow the process instructions and make separate payments for each process to initiate the review with the SECP.



11. The **System** will display a screen confirming that the application has been submitted successfully.



12. Applicant clicks on the Pay Now button to proceed to payment from “HOME” page. The system will also provide a notification to the applicant, specifying the number of days remaining to make the payment and avoid the imposition of a late fee.
13. The Applicant will have to make the payment within 7 days of submission. If payment is not submitted within 7 days of the initiation of an application, the system will cancel the application.
14. **Payment** can be made via Credit/Debit Card, or through payment channels available with 1-Bill and can view the status of their application on their home page.



Payment for Process ID 2023/229_110992

Payment Method

Credit/Debit Card

1-BILL

Total Payable Amount **Rs. 1125**

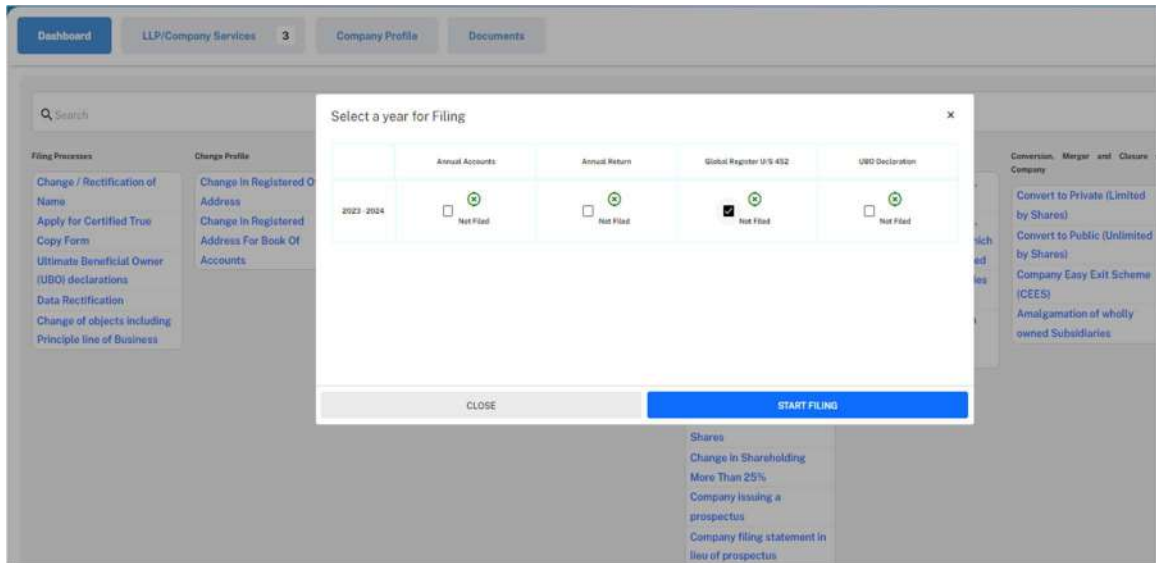
Fee Summary

Head of Accounts	Amount
Certified True Copy	100
Filing Fee	1000
One Bill	25
Total Amount	Rs.1125

GENERATE CHALLAN →

b. Filing for Global Register of Beneficial Ownership

1. The **Applicant** can start filing for Annual Filing by clicking in the Filing and Compliance button and selecting Annual Filing. After clicking the 'START FILING' button, the applicant is directed to the Global Register for Beneficial Ownership section, where they can fill in all the relevant fields as applicable.



2. The Applicant indicates whether Global Register filing is applicable for the company for the current Financial year. **Applicant** fills the financial year along with all the other relevant information required in the section.

Filing for Annual Filing

Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Application ID: 20240104_1417500

SAVE < PREV NEXT > Submit

Have your substantial shareholders/officers/directors) or companies reported any foreign investments or beneficial ownership?

YES NO

Financial Year

Financial Year *

2023 2024

AGM Held/Concluded?

Yes No

Date of AGM (DD/MM/YYYY) *

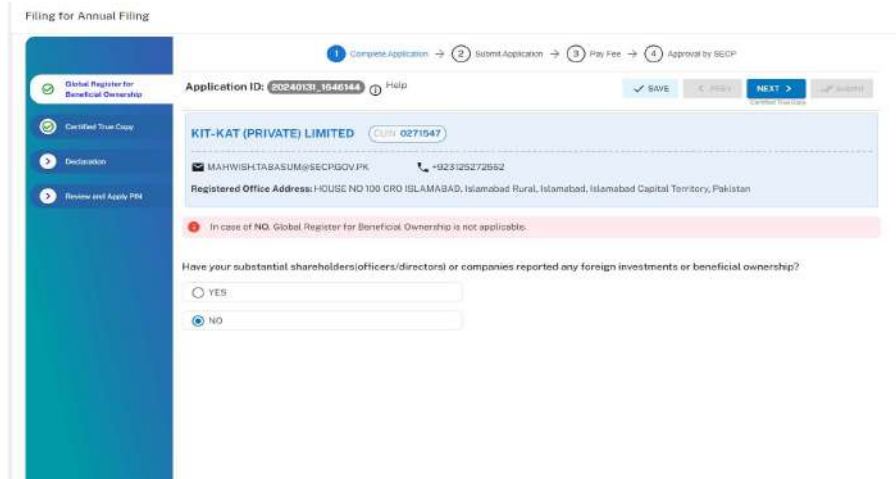
04/01/2024

Form A made upto Date

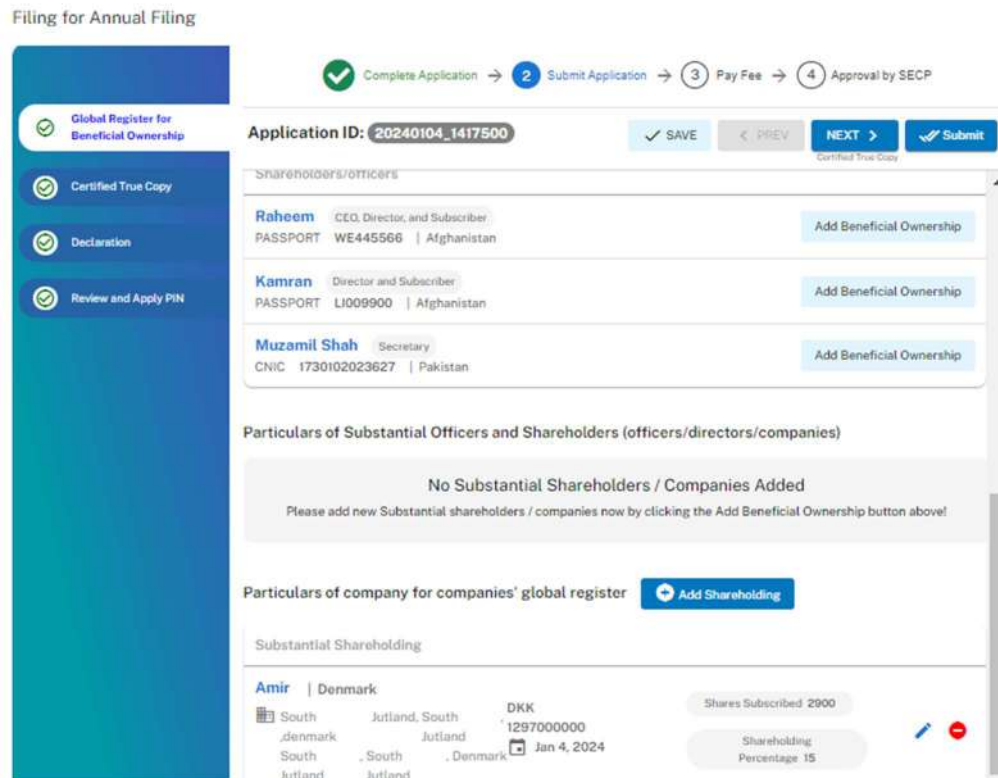
Date (DD/MM/YYYY) *

04/01/2024

- If 'No' is selected, the system will display a message stating that the Global Register for Beneficial Ownership is not applicable in terms of circular 21 /2018 dtd 27-11-2018.



- The **Applicant** provides all the required information for the company's global register of the company by selecting 'Add Shareholding' button and providing additional information to add them.



5. **Applicant** selects the Declarant for the Application. The Declarant can either be an Authorized Officer, or an Authorized Intermediary.

Filing for Annual Filing

Global Register for Beneficial Ownership

Certified True Copy

Declaration

Review and Apply PIN

1 Complete Application → 2 **Submit Application** → 3 Pay Fee → 4 Approval by SECP

Application ID: **20240104_1417500**

Certified True Copy Review and Apply PIN

Select Declarant

Authorized Intermediary

Authorized Officer

Personal Information

Name Of/Authorized Officer	First Name	Middle Name	Last Name
	Amir		

Designation Information

Designation

Registration Information

Registration Number of Authorized Officer: ZWE222333

6. In order to add Authorized Intermediary, the Applicant selects the Authorized Intermediary option, and the system will notify the appointed Authorized Intermediary for the company, who can then apply the PIN.
7. In order to add an Authorized Officer as the Declarant, the Applicant selects the Authorized Officer option and can add the authorized officer after fulfilling the requirements outlined in Direction No. 4 of 2017. The system will notify the authorized officer appointed for this company, and that officer can then act as the Declarant for the application.
8. The Declarant logs in and confirms accuracy of the information provided in Form after a review.
9. The **Declarant** clicks on the Acknowledgement checkbox and clicks on the Proceed button to move on to the Review and Apply PIN section . The Declarant applies their PIN. If the PIN is valid, a 'Valid Pin' message is shown to the user. After this, if the application is complete, the Submit button becomes enabled. The Applicant/Declarant submits the application.



Filing for Annual Filing

Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Application ID: 20240104_1417500

SAVE PREV Submit

Authorized Intermediary
Authorized Officer

Personal Information			
Name Of/Authorized Officer	First Name	Middle Name	Last Name
	Amir		

Designation Information	
Designation	
	Director and Subscriber

Registration Information	
Registration Number of Authorized Officer	
	ZWE222333

Certified True Copy
Need Certified True Copy Of Incorporation Document

Application Users

Amir	
Authorized Officer	Applicant

Signed

10. The **applicant** must carefully follow the process instructions and make separate payments for each process to initiate the review with the SECP.

Filing for Annual Filing

Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Application ID: 20240104_1417500

SAVE PREV Submit

Authorized Intermediary
Authorized Officer

Personal Information			
Name Of/Authorized Officer	First Name	Middle Name	Last Name
	Amir		

Designation Information	
Designation	
	Director and Subscriber

Registration Information	
Registration Number of Aut	
	ZWE222333

Certified True Copy
Need Certified True Copy of

Application Users

Amir	
Authorized Officer	Applicant

Signed

Annual Filing Process Submission

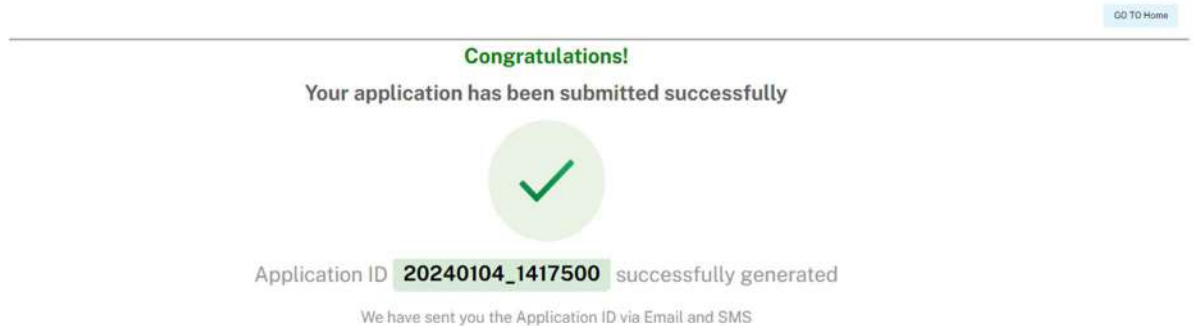
The annual filing processes have been successfully submitted. please take note of the process details and complete payment for each process individually to start review from the SECP.

Global Register for Beneficial Ownership ID: 20240104_1417534

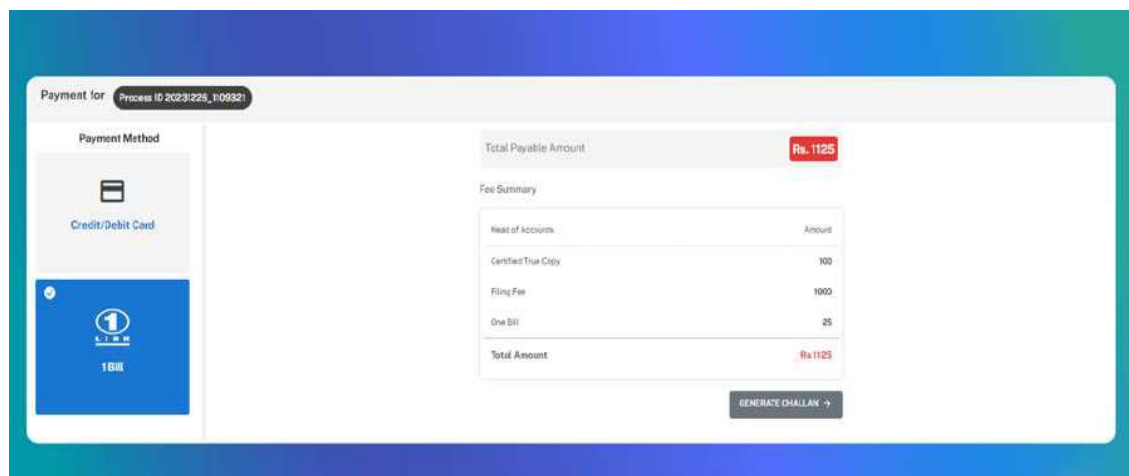
PROCEED



11. The **system** will display a screen confirming that the application has been submitted successfully.

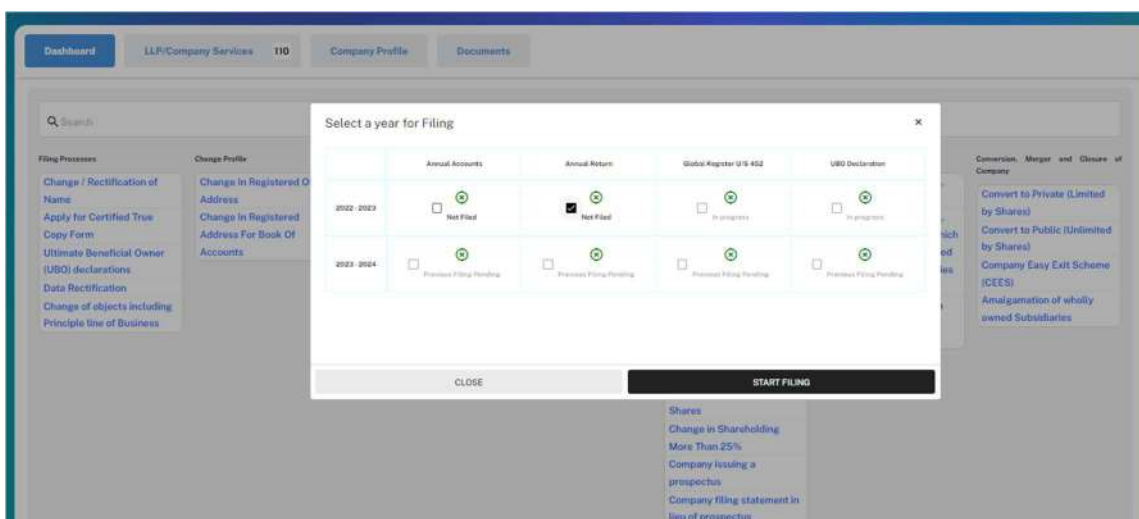


12. **Applicant** clicks on the Pay Now button to proceed to payment. The system will also provide a notification to the applicant, specifying the number of days remaining to make the payment and avoid the imposition of a late fee.
13. The **Applicant** will have to make the payment within 7 days of submission. If payment is not submitted within 7 days of the initiation of an application, the system will cancel the application.
14. **Payment** can be made via Credit/Debit Card, or through payment channels available with 1-Bill and can view the status of their application on their home page.



c. Annual Return

1. The **Applicant** can start filing for Annual Filing by clicking in the Filing and Compliance button and selecting Annual Filing. After clicking on the “START FILING” button, the Applicant is taken to the Annual Return page.



2. Certain fields are pre-filled by the System, such as Financial year, Capital structure, Contact information, Existing officers/directors and List of members/shareholders, etc. The applicant will be required to enter the remaining details in each section accordingly. Furthermore, Directors/officers, Share Registrar, Shareholders and Debenture holders, etc., can be added by selecting the respective options, which would result in the generation of additional relevant forms, e.g., Form-9 for the addition of officers/directors, etc. Once the information is completely filled, a tick mark will appear alongside the Annual Return tab. The applicant will then click on the **Next** button.



Filing for Annual Filing

1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Application ID: 20240104_1417560

SAVE PREV NEXT Submit

Annual Return

Financial Year 2023

AGM Held/Concluded

Yes (Date of AGM (DD/MM/YYYY)) 04/01/2024 No

Is there any change in Annual Return? Yes No

Contact Information

Mobile Number of Authorized Officer

Code +213 Number 22212221

Annual Turnover(PKR) 480000000000 Number of Employees 50

Capital Structure

3. Additionally, the applicant can mark the "Certified true" checkbox.



Filing for Annual Filing

1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Application ID: 20240104_1417560

✓ SAVE < PREV NEXT > ✓ Submit

Annual Return Declaration

Certified True Copy

Need Certified True Copy

4. **Applicant** selects the Declarant for the Application. The Declarant can either be an Authorized Officer, or an Authorized Intermediary.

Filing for Annual Filing

1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Application ID: 20240104_1417560

✓ SAVE < PREV NEXT > ✓ Submit

Annual Return Certified True Copy Declaration Review and Apply PIN

Select Declarant

Authorized Intermediary

Authorized Officer

Personal Information			
Name Of/Authorized Officer	First Name Amir	Middle Name	Last Name
Designation Information			
Designation/Authorized Officer	Authorized Officer		
Registration Information			
Registration Number of Authorized Officer	ZWE222333		



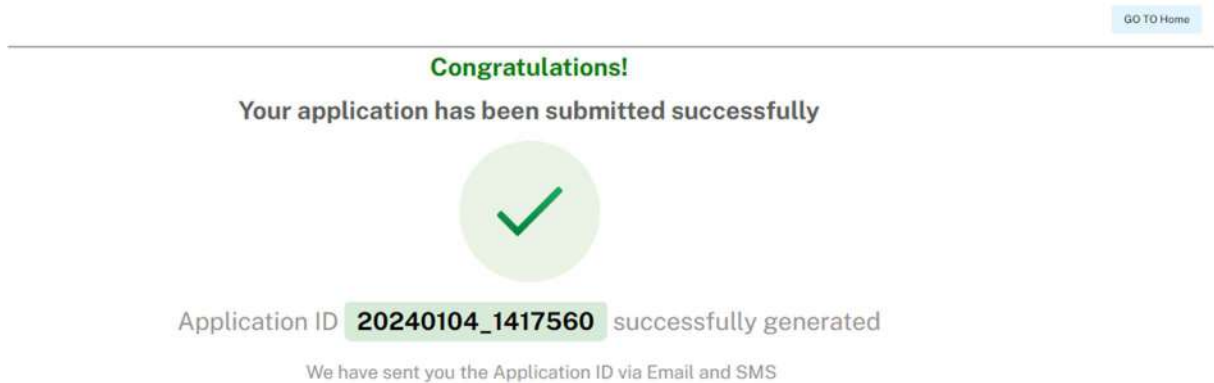
5. In order to add Authorized Intermediary, the Applicant selects the Authorized Intermediary option, and the system will notify the appointed Authorized Intermediary for the company, who can then apply the PIN.
6. To add an Authorized Officer as the Declarant, the Applicant selects the Authorized Officer option and can add the authorized officer after fulfilling the requirements outlined in Direction No. 4 of 2017. The system will notify the authorized officer appointed for this company, and that officer can then act as the Declarant for the application.
7. The Declarant logs in and confirms accuracy of the information provided in Form after a review. The **Declarant** clicks on the Acknowledgement checkbox and clicks on the **Next** button to move on to the **Review and Apply PIN** section . The Declarant applies their PIN. If the PIN is valid, a 'Valid Pin' message is shown to the user. After this, if the application is complete, the **Submit** button becomes enabled. The Applicant/Declarant submits the application.

Filing for Annual Filing

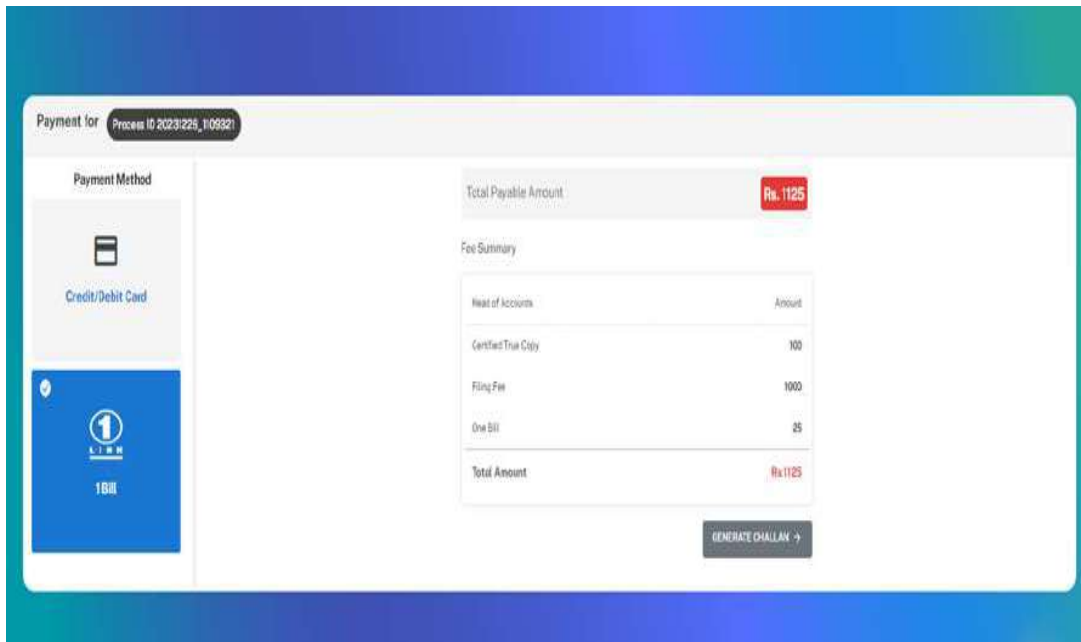
The screenshot displays the 'Filing for Annual Filing' interface. A progress bar at the top shows four steps: 1. Complete Application (checked), 2. Submit Application (active), 3. Pay Fee, and 4. Approval by SECP. The application ID is 20240104_1417560. The 'Authorized Officer' section is active, showing personal information (Name: Amir, Middle Name, Last Name), designation (Director and Subscriber), and registration number (ZWE222333). A 'Need Certified True Copy Of Incorporation Document' checkbox is checked. The 'Application Users' section shows 'Amir' as the 'Authorized Officer' and 'Applicant', with a 'Signed' status.



8. The **System** will display a screen confirming that the application has been submitted successfully.

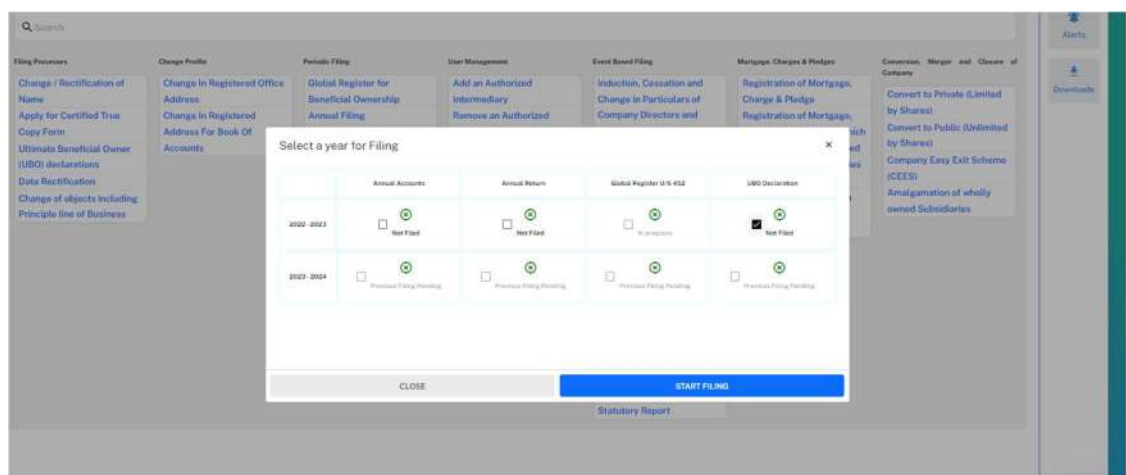


9. **Applicant** clicks on the Pay Now button to proceed to payment. The system will also provide a notification to the applicant, specifying the number of days remaining to make the payment and avoid the imposition of a late fee.
10. The **Applicant** will have to make the payment within 7 days of submission. If payment is not submitted within 7 days of the initiation of an application, the system will cancel the application.
11. **Payment** can be made via Credit/Debit Card, or through payment channels available with 1-Bill and can view the status of their application on their home page.



d. Filing for Ultimate Beneficial Ownership

1. The **Applicant** can start filing for Annual Filing by clicking in the Filing and Compliance button and selecting Annual Filing. After clicking on the Proceed button, the Applicant is taken to the UBO Declaration page.





2. After that, the **Applicant** needs to complete the UBO declaration for which they are given a series of questions to answer.

Filing for Annual Filing

1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Application ID: 20240104_1417545

UBO Declaration
 Certified True Copy
 Declaration
 Review and Apply PIN

Have your substantial shareholders (officers/directors) or companies reported any investments or beneficial ownership?

Yes
 No

Date Of Notice Issuance To Members * 04/01/2024
 AGM Held/Concluded 04/01/2024
 Form A made upto Date 04/01/2024

Total number of notices issued is * 4

Total Number Of Members Directly Holding At Least Twenty Five Percentage Of Shares Or Voting Rights In The Company * 60

Number Of Members Or Representatives Who Have Submitted The Declaration Against The Notices * 30

Number Of Partners Or Persons Who Have Failed To Submit The Declaration Against The Notices Issued * 30

Q1. The Company has issued notices as per form 16 to every member directly holding at least twenty-five percentage of shares or voting rights in the company or to the representative of every legal person or legal arrangement which hold at least twenty five percent of shares or sharing rights in the company to obtain information of its ultimate beneficial owners in compliance with sub-regulation (1) of regulation 48

3. In case No is selected by the applicant, the applicant only needs to insert date of AGM & Form A made upto and year of filing.

Filing for Ultimate Beneficial Owner (UBO) annual filing

1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Application ID: 20240201_1646439

FAISAL PROCESSING (PVT.) LIMITED (U PIN/CUR 0078600)

info@faisalprocessing.com 92

Registered Office Address HOUSE NO.114-C, PEOPLES COLONY NO.1, FAISALABAD FAISALABAD PUNJAB 38000; Faisalabad, FAISALABAD, Punjab, Pakistan

Have your substantial shareholders (officers/directors) or companies reported any investments or beneficial ownership?

Yes
 No

AGM Held/Concluded
 Form A made upto Date
 UBO Declaration for Year

Certified True Copy

Need Certified True Copy



- The applicant can mark the "Certified true" checkbox if CTC of documents is needed.

Filing for Annual Filing

1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Application ID: 20240104_1417545

UBO Declaration

Certified True Copy

Declaration

Review and Apply PIN

Certified True Copy

Need Certified True Copy

SAVE PREV NEXT Submit

- Applicant selects the Declarant for the Application. The Declarant can either be an Authorized Officer, or an Authorized Intermediary

Filing for Annual Filing

1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Application ID: 20240104_1417545

UBO Declaration

Certified True Copy

Declaration

Review and Apply PIN

Select Declarant

Authorized Intermediary

Authorized Officer

Personal Information

Name Of/Authorized Officer	First Name Amir	Middle Name	Last Name
----------------------------	-----------------	-------------	-----------

Designation Information

Designation	Director and Subscriber
-------------	-------------------------

Registration Information

Registration Number of Authorized Officer	ZWE222333
---	-----------

SAVE PREV NEXT Submit



6. In order to add Authorized Intermediary, the Applicant selects the Authorized Intermediary option, and the system will notify the appointed Authorized Intermediary for the company, who can then apply the PIN.
7. To add an Authorized Officer as the Declarant, the Applicant selects the Authorized Officer option and can add the authorized officer after fulfilling the requirements outlined in Direction No. 4 of 2017. The system will notify the authorized officer appointed for this company, and that officer can then act as the Declarant for the application.
8. The Declarant logs in and confirms accuracy of the information provided in Form after a review.
9. The Declarant clicks on the Acknowledgement checkbox and clicks on the Next button to move on to the Review and Apply PIN section . The Declarant applies their PIN. If the PIN is valid, a 'Valid Pin' message is shown to the user. After this, if the application is complete, the Submit button becomes enabled. The Applicant/Declarant submits the application.

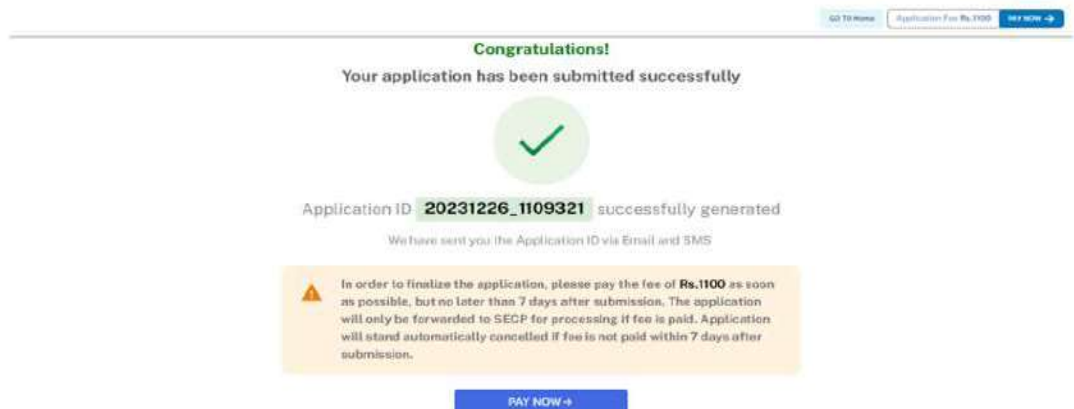
Filing for Annual Filing

The screenshot displays the 'Filing for Annual Filing' interface. At the top, a progress bar shows four steps: 1. Complete Application (checked), 2. Submit Application (active), 3. Pay Fee, and 4. Approval by SECP. Below the progress bar, the 'Application ID' is 20240104_1417545. A navigation bar includes 'SAVE', 'PREV', and 'Submit' buttons. The main content area is titled 'Authorized Officer' and contains the following sections:

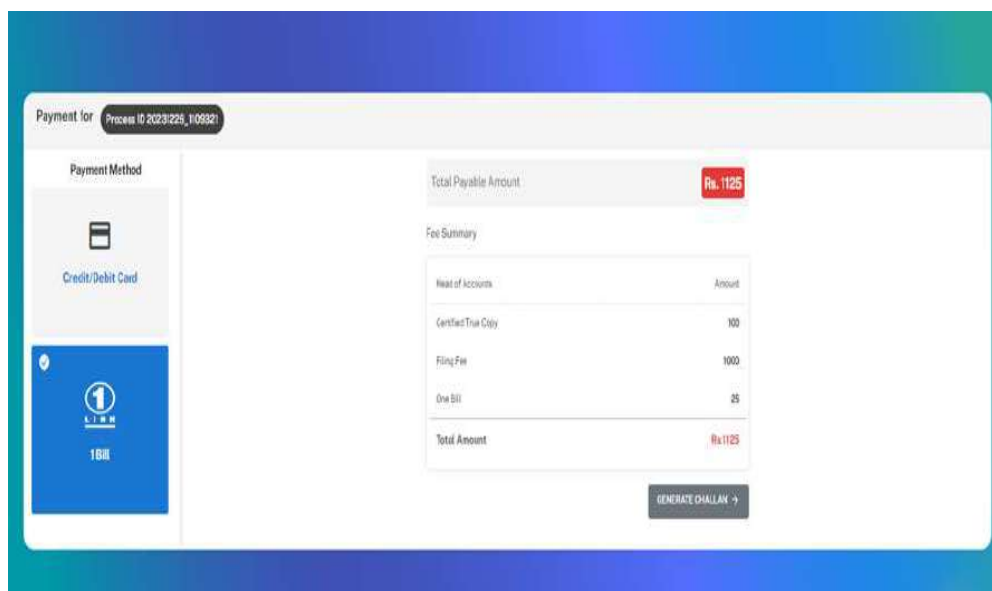
- Personal Information:** Name Of/Authorized Officer, First Name: Amir, Middle Name, Last Name.
- Designation Information:** Designation: Director and Subscriber.
- Registration Information:** Registration Number of Authorized Officer: ZWE222333.
- Certified True Copy:** Need Certified True Copy Of Incorporation Document .
- Application Users:** A user named 'Amir' is listed with roles 'Authorized Officer' and 'Applicant', and a 'Signed' status.



10. **Applicant** clicks on the Pay Now button to proceed to payment. The system will also provide a notification to the applicant, specifying the number of days remaining to make the payment and avoid the imposition of a late fee.



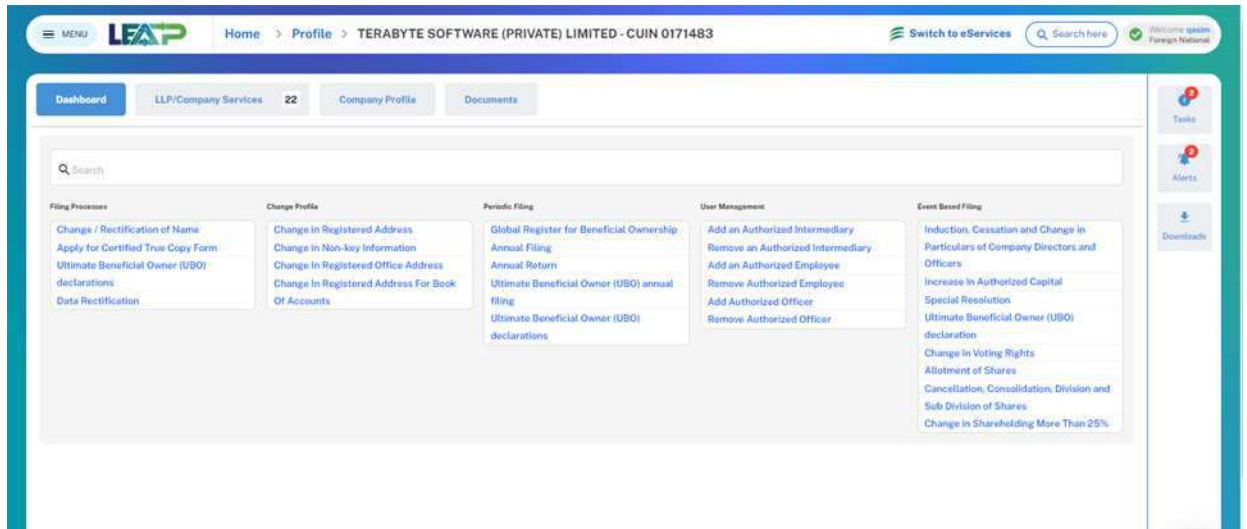
11. The **Applicant** will have to make the payment within 7 days of submission. If payment is not submitted within 7 days of the initiation of an application, the system will cancel the application
12. **Payment** can be made via Credit/Debit Card, or through payment channels available with 1-Bill and can view the status of their application on their home page.





18. Change in Shareholding of more than 25%

1. **Applicant** click on “Change Shareholding More Than 25%” option from the Dashboard.



2. On this screen, system will show the pre-filled number of paid up shares and user shall click on “Click here to add transfer of shares”. **The applicant** can enter details about the **transferor (who will be an existing shareholder of the company)**, by searching their information based on their CNIC/NICOP for Pakistani citizens, passport for foreign nationals, or CUIN for body corporate.

Application ID: 00240211_1647193 Help Review Form SAVE

FINJA TECHNOLOGIES (PRIVATE) LIMITED LLP/NCUIN: 0271607

✉ usman.saeed@secp.gov.pk ☎ +923339846262

Registered Office Address BLOCK B EDEN VALUE HOMES LAHORE, Lahore, Punjab, Pakistan

Number of Paid-Up Shares
80000

Transfer of Shares

[+ Click here to add transfer of shares](#)

Affidavit on stamp paper, confirming the correctness of the contents contained

Affidavit on stamp paper, confirming the correctness of the contents contained

Click to upload files BROWSE

Supported file format is .pdf | Maximum upload file size is 2MB

Order in case transfer of shares is due to succession/operation of law

Order in case transfer of shares is due to succession/operation of law

Click to upload files BROWSE

Supported file format is .pdf | Maximum upload file size is 2MB



- The **applicant** has the option to input information regarding the **transferee**, who could be a Pakistani citizen, a foreign national, or a body corporate, by searching for their details using their CNIC/NICOP in the case of Pakistani citizens, passport for foreign nationals, or CUIN for body corporate. **System** fetches the pre filled information of registered user.

Add Transfer of Shares

Do you want to add **Transferor** a Pakistani Citizen or a Foreign National or Body Corporate?

Pakistani Citizen Foreign National Body Corporate

Transferor Passport

Enter Here *

04119222

! We have found a Registered User against this PASSPORT in SECP records. Please fill the missing information below to continue with share transfer.

First Name * Middle Name * Last Name *

Do you want to add **transferee** a Pakistani Citizen or a Foreign National or Body Corporate?

Pakistani Citizen Foreign National Body Corporate

Transferee Passport

Enter Here *

L1009500

! We have found a Registered User against this PASSPORT in SECP records. Please fill the missing information below to continue with share transfer.

First Name * Middle Name * Last Name *

Address

Country * Province * District *

- In case, the user is not registered on LEAP/SECP, then the applicant will be required to sign up and create the user account . If user is not registered with SECP, system conducts a NADRA verification and sends a sign up link on the email provided.

Transferor CNIC/NICOP

Do you want to add CNIC User or NICOP User?

CNIC NICOP

Enter Here *

3310045152809

! We have found a Registered User against this CNIC in SECP records. Please fill the missing information below to continue with share transfer.

First Name * Middle Name * Last Name *

Do you want to add **transferee** a Pakistani Citizen or a Foreign National or Body Corporate?

Pakistani Citizen Foreign National Body Corporate

Transferee CNIC/NICOP

Do you want to add CNIC User or NICOP User?

CNIC NICOP

Enter Here *

3410147733750

! No User is registered against this CNIC in SECP records. Please first verify the provided CNIC with NADRA in order to add the person. Please provide the information below.

First Name * Middle Name * Last Name *

Expiry Date * Lifetime Date of Birth *



- The applicant also fills the Address and Detail of shares and uploads the required documents for each of the partner added by clicking on the attachment icon in front of each partner.

We have found a Registered/Deer against this PASSPORT in SECP records. Please fill the missing information below continue with share transfer.

First Name*
Kamran

Middle Name

Last Name

Address

Country*
Afghanistan

Province*
Kabul

District*
Kabul

City*
Kabul

Postal Code*
9002

Address Line*
lane no 3, kabul, Afghanistan

Detail of shares

Kind of shares*
Ordinary

Class of shares*
Class A

Number of shares transferred**
10

Date of Transfer*
26/12/2023

File passport

File undertaking

File ScData

- The **applicant** click on the "Done" button and goes back to the initial application form.
- To upload a document, the applicant can click on "Browse," choose a document, and then click the "Upload" button. Additionally, the applicant can mark the "Certified true Copy" checkbox in order to get the certified true copies of the statutory form(s) being filed.

Affidavit on stamp paper, confirming the correctness of the contents contained
Affidavit on stamp paper, confirming the correctness of the contents contained

Affidavit on stamp paper, confirming the correctness of the contents contained Upload

Order in case transfer of shares is due to succession/operation of law
Order in case transfer of shares is due to succession/operation of law

operation of law Upload

Certified True Copy

Need Certified True Copy

8. **Applicant** selects the Declarant for the Application. The Declarant can either be an Authorized Officer, or an Authorized Intermediary.



Personal Information			
Name Of/Authorized Officer	First Name	Middle Name	Last Name
	qasim		

Designation Information
Please enter name

9. In order to add Authorized Intermediary, the **Applicant** selects the **Authorized Intermediary** option, and the system will notify the appointed **Authorized Intermediary** for the company, who can then apply the PIN.
10. In order to add an **Authorized Officer** as the **Declarant**, the **Applicant** selects the Authorized Officer option and can add the authorized officer after fulfilling the requirements outlined in Direction No. 4 of 2017. The system will notify the Authorized officer who was appointed for this company, and that officer can then act as Declarant for the Application.
11. The **Declarant** logs in and confirms accuracy of the information provided in Form after a review.
12. The **Declarant** clicks on the Acknowledgement checkbox and clicks on the Proceed button to move on to the Review and Apply PIN section . The Declarant applies their PIN. If the PIN is valid, a 'Valid Pin' message is shown to the user. After this, if the application is complete, the "Submit" button becomes enabled. The Applicant/Declarant submits the application.

Filing for Change in Shareholding More Than 25%

Complete Application → Submit Application → Pay Fee → Approval by SECP

Application ID: **20231226_1109321** Review Form SAVE Submit

Name Of Authorized Officer	First Name	Middle Name	Last Name
Designation Information	CEO, Director, and Subscriber		
Registration Information	Registration Number of Authorized Officer: QA111222		

Declaration

I do hereby solemnly and sincerely declare that the information provided in the form is:*

a. true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
b. hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.


Application Users

qsaim	Authorized Officer	Applicant
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>


13. **Applicant** clicks on the Pay Now button to proceed to payment. The system will also provide a notification to the applicant, specifying the number of days remaining to make the payment and avoid the imposition of a late fee.

GO TO Home Application Fee Rs.1100 PAY NOW →

Congratulations!
Your application has been submitted successfully



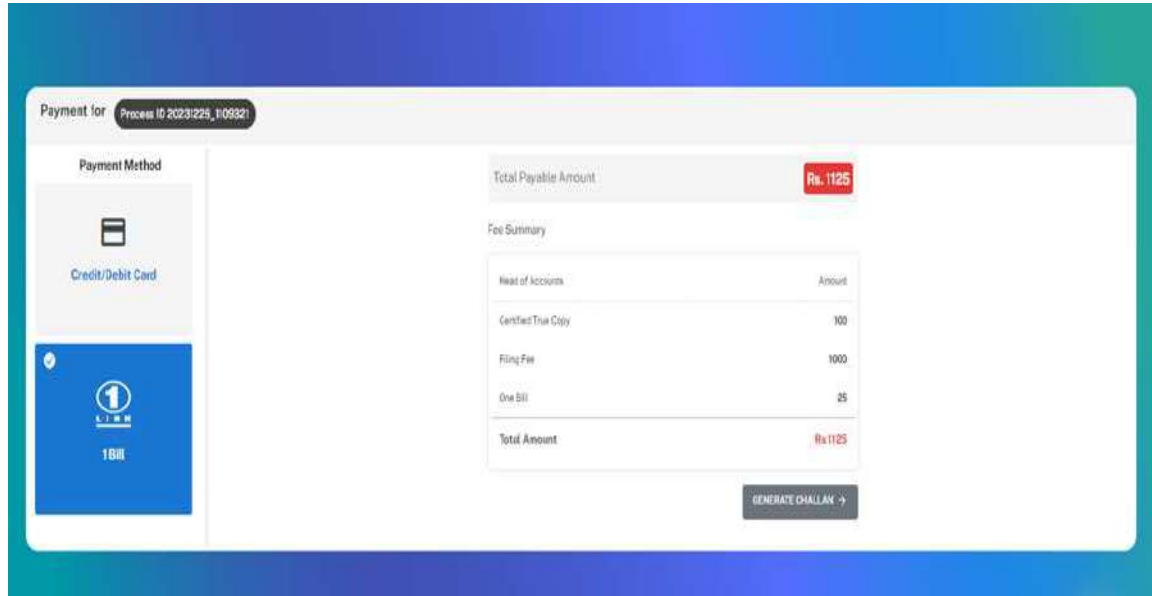
Application ID **20231226_1109321** successfully generated
We have sent you the Application ID via Email and SMS

 In order to finalize the application, please pay the fee of **Rs.1100** as soon as possible, but no later than 7 days after submission. The application will only be forwarded to SECP for processing if fee is paid. Application will stand automatically cancelled if fee is not paid within 7 days after submission.

PAY NOW →

14. The **Applicant** will have to make the payment within 7 days of submission. If payment is not submitted within 7 days of the initiation of an application, the system will cancel the application.

15. **Payment** can be made via Credit/Debit Card, or through payment channels available with 1-Bill and can view the status of their application on their home page.



Payment for Process ID 2023/225_1109321

Payment Method

Credit/Debit Card

1-Bill

Total Payable Amount **Rs. 1125**

Fee Summary

Head of Accounts	Amount
Certified True Copy	100
Filing Fee	1000
One Bill	25
Total Amount	Rs. 1125

GENERATE CHALLAN →

19. Change in Membership of more than 25%

1. **Applicant** logs in to his/her registered account. The Applicant will land on his/her landing page. The **Applicant** can start a change in membership by selecting the “Change in Membership” option from the dashboard.
2. The display screen will automatically populate all fields with information provided by the Applicant during the company incorporation process.

Change in Membership
X Close
Submit

TechBrew Solutions Pvt. Ltd. CUIN: 006578964

company@example.com +923021234567 example.com

Registered office address: E303/5A Street 2, Allama Iqbal Town, Lahore

Particulars of New Members

Person	Date	
Danish Ali CNIC 33207-4885617-9	Admission 18 Sep, 2010	✎ ✖
+ Click here to add New Member		

Particulars of Outgoing Members

Person	Date	
Shahzaib CNIC 33207-4885617-9	Cessation 18 Sep, 2010	✎ ✖
+ Click here to add Outgoing Member		

Total Number of Members

Guidance

Special resolution will be passed with the condition that in case the change of name request is rejected by SECP, a new application for change of name by the applicant with the new name will be deemed to be adopted by members without passing of new Special resolution.

Sector and Principal line of business selection

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque vitae lobortis lacus. Fusce id arcu mollis, euismod urna a, rutrum odio. Duis auctor libero vitae tortor rhoncus malesuada. Sed ac inoidunt dui.

- Phasellus vitae ex sagittis, elementum nisl a turpis.
- Nunc ornare mi sit amet quam sagittis, et sagittis tellus.
- Duis nec mi in elit maximus mattis eu in augue.
- Aliquam aliquet petentesque lacinia.

Best Practices

In quis mi facilisis, vulputate nibh quis, tempus erat. Sed tortor ex, tempus dictum cursus et, sagittis ac leo. Etiam porttitor enim ipsum, at consequat arcu elementum ac.

- Mauris non enim ultricies, convallis neque id
- Cursus elit. Class aptent taciti sociosqu ad litora
- Torquent per conubia nostra, per inceptos himenaeos.
- Ut vitae sapien lacus.
- Nunc sapien augue, maximus id eros vitae.

Tips and Advices

Nullam vestibulum mi luctus, hendrerit ante nec, hendrerit libero. Integer trincidunt imperdiet eros, non venenato nisl, fringilla sit amet.

- The applicant can select a new member by clicking on the 'Add New Member' option. If the person is already registered with SECP, then the applicant can search for them using their CNIC, NICOP, or Passport Number. The incoming member's information will be filled in by the applicant. Once all the required attachments for the member are uploaded, the applicant needs to validate the information by clicking on the 'Validate' button. Finally, the applicant can click on the 'Add and Notify' button to notify the member, which will then notify them of their addition to the company as a member.

Add New Member X Close **DONE** ✓

Do you want to Add a Pakistani Citizen, Foreign National or Add via Registration Number? ⓘ

Pakistani Citizen
 Foreign National
 Registration Number

New Member CNIC/NICOP

CNIC / NICOP Number
33303-1234567-3

ⓘ WE have found a Registered User against this CNIC in SECP records. If you want to add this user as a Member, please first notify the user and then fill the missing information.

Danish Ali Registered **Notify**

Member Information

First Name Danish	Middle Name -	Last Name Ali
----------------------	------------------	------------------

Date of Admission

Admission date

Attachments

Front of CNIC copy of the new member

Upload here Drag and drop documents here or click to upload **BROWSE** 📎

- To add an outgoing member, the applicant can search for a person who is already registered with SECP. The applicant can search for an individual using their CNIC, NICOP, or Passport Number. Once the person is found, the applicant should fill in the required details such as member information and residential address. After filling in the information, the applicant should validate it and upload the required documents. Once done, the system will notify the member after clicking on "Add and Notify".

Outgoing member

Do you want to Add a Pakistani Citizen, Foreign National or Add via Registration Number? ⓘ

Pakistani Citizen
 Foreign National
 Registration Number

New Member CNIC/NICOP

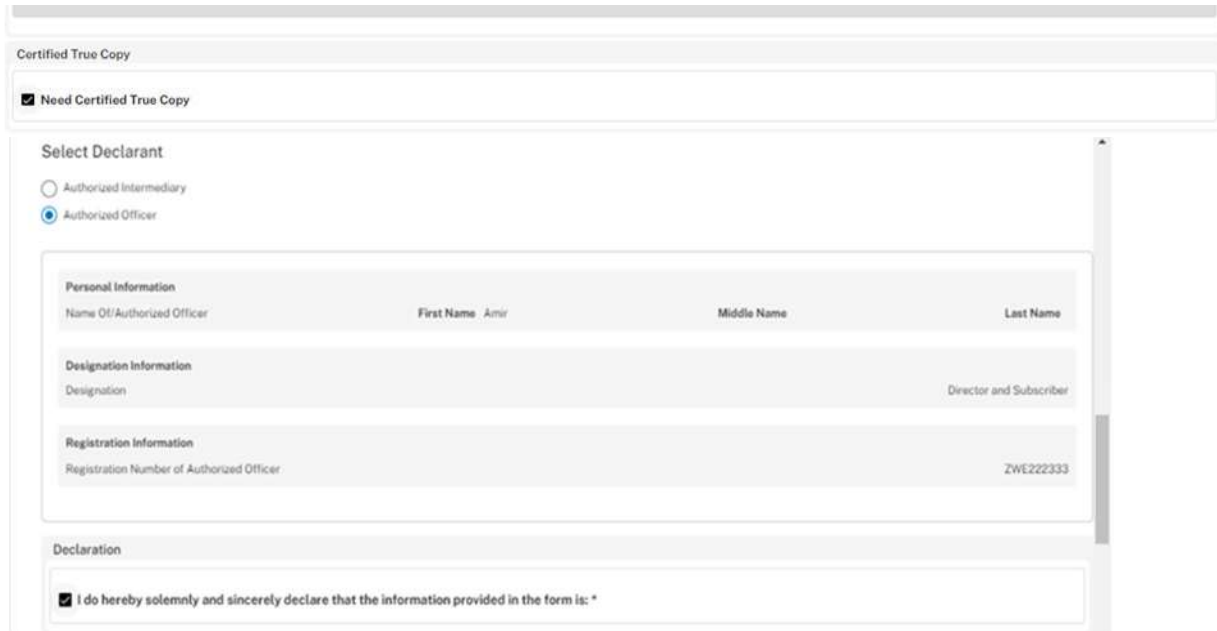
CNIC / NICOP Number
33303-1234567-3

ⓘ WE have found an existing user against this CNIC. Do you want to add as an Authorized Signatory? Fill the information below.

Shahdab Nazeer Registered **Notify**

X Close **DONE**

5. **Applicant** is given a checkbox to whether they want a Certified True Copy of the statutory forms being filed



6. **Applicant** selects the **Declarant** for the Application. The **Declarant** can either be an Authorized intermediary or an Authorized officer.
7. In order to add Authorized Intermediary, the **Applicant** selects the **Authorized Intermediary** option, and the system will notify the appointed **Authorized Intermediary** for the company, who can then apply the PIN.
8. In order to add an **Authorized Officer** as the **Declarant**, the **Applicant** selects the Authorized Officer option. The system will notify the Authorized officer who was appointed for this company, and that officer can then act as Declarant for the Application.
9. The **Declarant** logs in and confirms accuracy of the information provided in the form after a review.
10. The Declarant clicks on the Acknowledgment checkbox, The Declarant applies their PIN. If the PIN is valid, a 'Valid Pin' message is shown to the user. After this, if the application is complete, the Submit button becomes enabled.



1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Application ID: 20231229_1387331 Review Form SAVE Submit

Registration Number of Authorized Officer

Declaration

I do hereby solemnly and sincerely declare that the information provided in the form is:

a. true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed.
b. hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

[View Updated MOA](#)

Application Users

Amir Authorized Officer Applicant Signed

11. The Applicant or declarant can proceed to payment by clicking on the "Pay Now" button to prevent acquiring a late submission fee. The system will also provide a notification to the Applicant, specifying the number of days remaining to make the payment and avoid the obligation of a late fee. The Applicant will have to make the payment within 7 days of submission. If payment is not submitted within 7 days of the initiation of an application, the system will cancel the application.

[Go To Home](#) [Application Fee Rs.1200](#) [Get Help](#)

Congratulations!
Your application has been submitted successfully

Application ID **20231229_1387331** successfully generated
We have sent you the Application ID via Email and SMS

In order to finalize the application, please pay the fee of **Rs.1200** as soon as possible, but no later than 7 days after submission. The application will only be forwarded to SECP for processing if fee is paid. Application will stand automatically cancelled if fee is not paid within 7 days after submission.

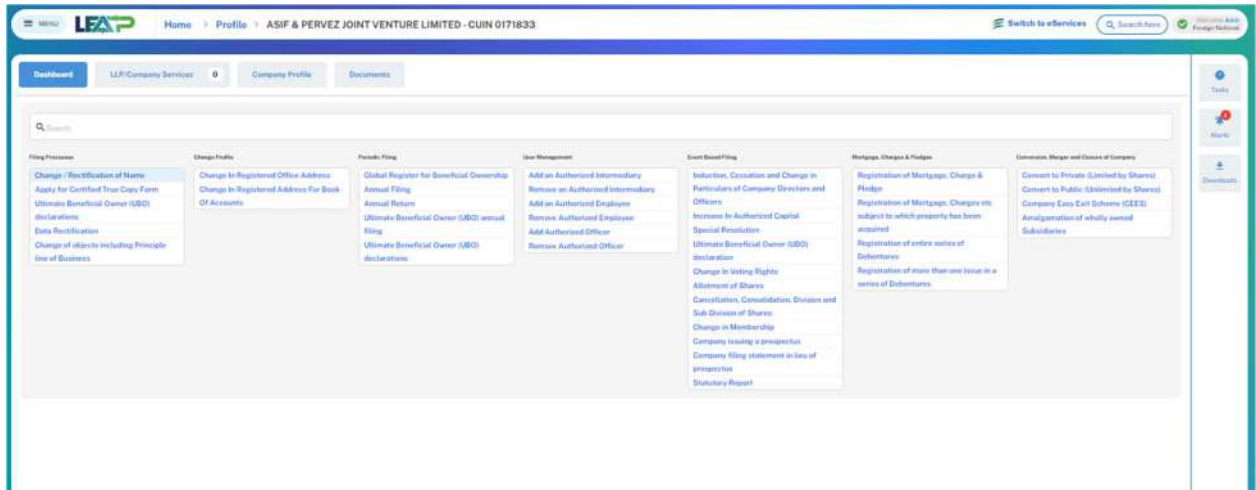
[PAY NOW](#)

12. Payment can be made via Credit/Debit Card, or through payment channels available with 1-Bill. The Applicant can view the status of their application on their home page.



20. Filing for Change /Rectification of Name:

1. **Applicant** logs in to his/her registered account. The applicant will land on his/her landing page. click on “Filing and Compliance” option
2. Applicant click on “Change/Rectification of name” option from the Dashboard.



3. The applicant can proceed with a previously reserved name. Alternatively, the **Applicant** has the option to apply for CNR as part of this process, and select a reserved name for their company along with a Precise Reason for Change/Rectification.

Filing for Change / Rectification of Name

1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Application ID: 20240102_1416128 Review Form SAVE Submit

ASIF & PERVEZ JOINT VENTURE LIMITED LLPIN/CUIN 0171833

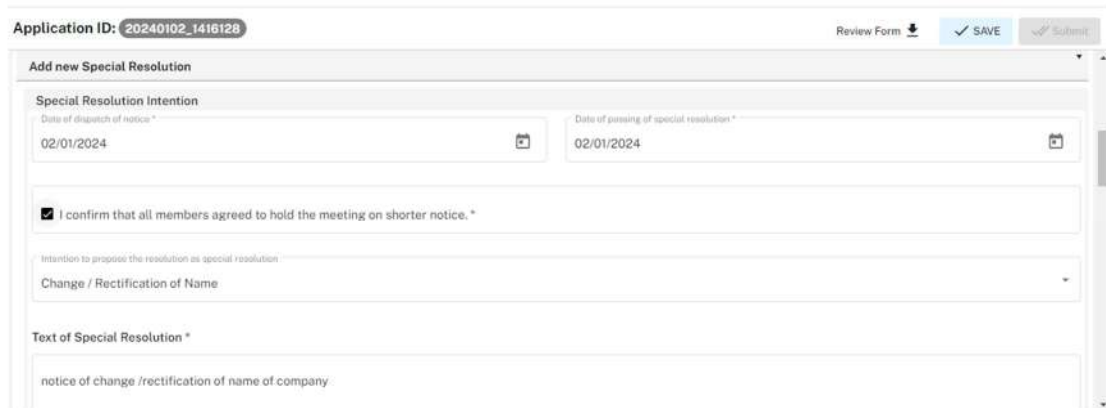
✉ asif.muzafer@secp.gov.pk ☎ +923333678888

Registered Office Address F-7, Jinnah Super, Islamabad, Islamabad Rural, 55555555, Islamabad, Islamabad Capital Territory, Pakistan

Choose a Reserved Name

ASIF, PERVEZ & MUZAMIL JV

4. Then **Applicant** can choose to opt for a previously filed Special Resolution, or opt for a new resolution, in which case the applicant will click on “Add the New Special Resolution” option from the "Special Resolution" Section



5. The applicant can upload the Special resolution document, NOC /permission / letter of intent of competent authority Documents.



6. The applicant can also view the updated MOA for the application. In case of a non electronic MOA, the applicant can choose to upload an updated MOA, or opt for a system generated one.
7. **Applicant** is given a checkbox to whether they want a Certified True Copy of the statutory forms being filed and if they want to opt for Fast Track Registration Scheme.



Application ID: 20240102_1416128 Review Form SAVE Submit

Affidavit duly signed by an oath commissioner
Attach the Affidavit duly signed by an oath commissioner

Affidavit 📄 ⬇️ ⊘

Certified True Copy

Need Certified True Copy

Fast Track Registration Scheme

Need Fast Track Registration Scheme

8. **Applicant** selects the **Declarant** for the Application. The Declarant can either be an Authorized Officer, or an Authorized Intermediary.
9. In order to add Authorized Intermediary, the **Applicant** selects the **Authorized Intermediary** option, and the system will notify the appointed **Authorized Intermediary** for the company, who can then apply the PIN.
10. In order to add an **Authorized Officer** as the **Declarant**, the **Applicant** selects the Authorized Officer option. The system will notify the Authorized officer who was appointed for this company, and that officer can then act as Declarant for the Application.
11. The **Declarant** logs in and confirms accuracy of the information provided in the form after a review.
12. The **Declarant** clicks on the Acknowledgement checkbox The Declarant applies their PIN. If the PIN is valid, a 'Valid Pin' message is shown to the user. After this, if the application is complete, the Submit button becomes enabled. The Applicant/Declarant submits the application.



Filing for Rectification of Name

1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Application ID: 20240102_1416128 Review Form SAVE Submit

Certified True Copy

Need Certified True Copy

Fast Track Registration Scheme

Need Fast Track Registration Scheme

Application Users

Amir Signed

Authorized Officer

13. **Applicant** clicks on the Pay Now button to proceed to payment. The system will also provide a notification to the applicant, specifying the number of days remaining to make the payment and avoid the imposition of a late fee.
14. The **applicant** will have to make the payment within 7 days of submission. If payment is not submitted within 7 days of the initiation of an application, the system will cancel the application

GO TO HOME Application Fee Rs. 5800 PAY NOW →

Congratulations!

Your application has been submitted successfully

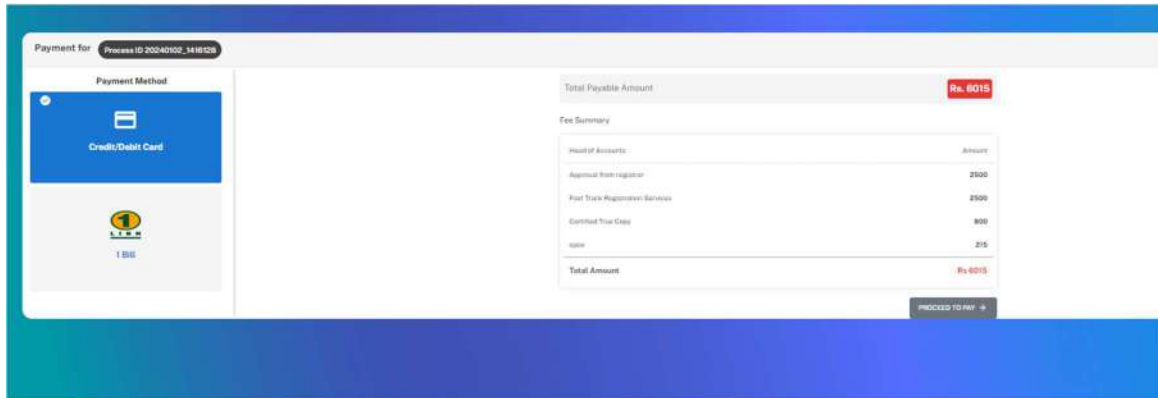
Application ID **20240102_1416128** successfully generated

We have sent you the Application ID via Email and SMS

In order to finalize the application, please pay the fee of **Rs.5800** as soon as possible, but no later than 7 days after submission. The application will only be forwarded to SECP for processing if fee is paid. Application will stand automatically cancelled if fee is not paid within 7 days after submission.

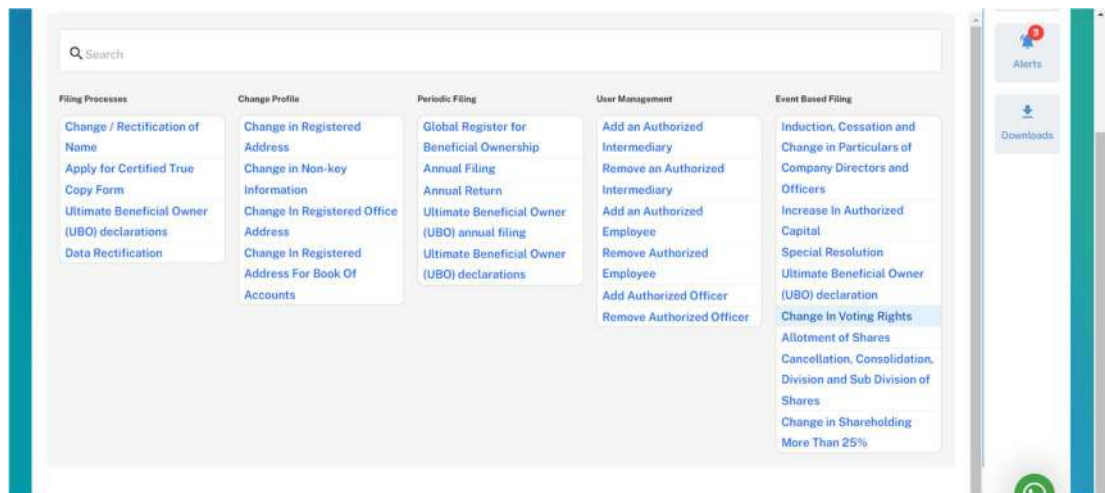
[PAY NOW →](#)

15. **Payment** can be made via **Credit/Debit Card**, or through payment channels available with **1-Bill** . Applicant can view the status of their application on their home page.



21. Change in Voting Rights of more than 25%

1. **Applicant** logs in to his/her registered account. The applicant will navigate to the Company 360 degree view and click on “Filing and Compliance” option.
2. **Applicant** click on “Change in voting rights” option from the Dashboard.





3. After selection, the **Applicant** is shown a complete application. The Applicant needs to provide the Reasons and details of Change in Voting rights and Effective Date of Change in voting rights.

Filing for Change in Voting Rights

1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Application ID: 20231226_1109313

TERABYTE SOFTWARE (PRIVATE) LIMITED (LLPIN/CIN: 0171483)

arif.ahsan@secp.gov.pk +923025556221

Registered Office Address: CRO, BUILDING, no go AREA, ISB, Islamabad Urban, 45000, Islamabad, Islamabad Capital Territory, Pakistan

Change in Voting Rights

Reasons & Details of Change in Voting Rights *

Changes in business focus, leading to modifications in ownership and voting structures.

Effective Date of Change in Voting Rights *

26/12/2023

Special Resolution

Add new Special Resolution

Special Resolution Intention

Date of abrogation of notice *

26/12/2023

Date of passing of special resolution *

26/12/2023

4. **Applicant** can opt for a previously filed Special Resolution, or choose to add a new Special Resolution by clicking on Add new Special Resolution Button and filling the information along with uploading the required attachments.
5. The applicant can check the "Certified true" checkbox, if CTC of documents is needed.

Filing for Change in Voting Rights

1 Complete Application → 2 Submit Application → 3 Pay Fee → 4 Approval by SECP

Application ID: 20231226_1109313

TERABYTE SOFTWARE (PRIVATE) LIMITED (LLPIN/CIN: 0171483)

arif.ahsan@secp.gov.pk +923025556221

Registered Office Address: CRO, BUILDING, no go AREA, ISB, Islamabad Urban, 45000, Islamabad, Islamabad Capital Territory, Pakistan

Change in Voting Rights

Reasons & Details of Change in Voting Rights *

Changes in business focus, leading to modifications in ownership and voting structures.

Effective Date of Change in Voting Rights *

26/12/2023

Special Resolution

Add new Special Resolution

Special Resolution Intention

Date of abrogation of notice *

26/12/2023

Date of passing of special resolution *

26/12/2023



6. **Applicant** selects the Declarant for the Application. The Declarant can either be an Authorized Officer, or an Authorized Intermediary.

7. In order to add Authorized Intermediary, the **Applicant** selects the **Authorized Intermediary** option, and the system will notify the appointed **Authorized Intermediary** for the company, who can then apply the PIN.
8. In order to add an **Authorized Officer** as the **Declarant**, the **Applicant** selects the Authorized Officer option. The system will notify the Authorized officer who was appointed for this company, and that officer can then act as Declarant for the Application.
9. The **Declarant** logs in and confirms accuracy of the information provided in the form after a review.
10. The **Declarant** clicks on the Acknowledgement checkbox and clicks on the Proceed button to move on to the Review and Apply PIN section . The Declarant applies their PIN. If the PIN is valid, a 'Valid Pin' message is shown to the user. After this, if the application is complete,the Submit button becomes enables. The Applicant/Declarant submits the application.



Filing for Change in Voting Rights

Complete Application → Submit Application → Pay Fee → Approval by SECP

Application ID: 20231226_1109313 Review Form SAVE Submit

Personal Information			
Name Of Authorized Officer	First Name: qasim	Middle Name	Last Name

Designation Information	
Designation	CEO, Director and Subscriber

Registration Information	
Registration Number of Authorized Officer	QA111222

Declaration

I do hereby solemnly and sincerely declare that the information provided in the form is:

a. true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
b. hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

Application Users

qasim	Authorized Officer	Applicant	Sign
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11. **Applicant** clicks on the “Pay Now” button to proceed to payment. The system will also provide a notification to the applicant, specifying the number of days remaining to make the payment and avoid the imposition of a late fee.
12. The Applicant will have to make the payment within 7 days of submission. If payment is not submitted within 7 days of the initiation of an application, the system will cancel the application.

[GO TO Home](#) [Application Fee: Rs.2200](#) [PAY NOW →](#)

Congratulations!

Your application has been submitted successfully

Application ID **20231226_1109313** successfully generated

We have sent you the Application ID via Email and SMS

In order to finalize the application, please pay the fee of **Rs.2200** as soon as possible, but no later than 7 days after submission. The application will only be forwarded to SECP for processing if fee is paid. Application will stand automatically cancelled if fee is not paid within 7 days after submission.

[PAY NOW →](#)

13. Payment can be made via **Credit/Debit Card**, or through payment channels available with **1-Bill**. Applicant can view the status of their application on their home page.