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
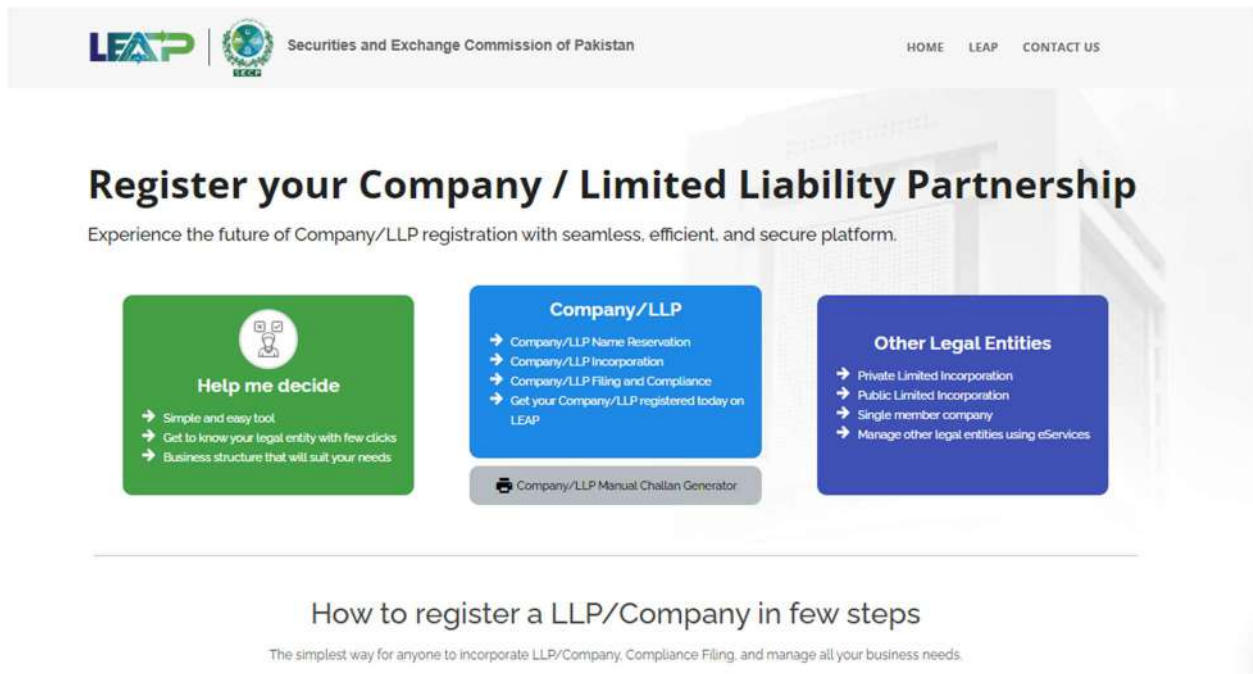
13. Special Resolution Filing
14. UBO Declaration
15. Increase in Authorized Capital
16. Cancellation, Consolidation, or Division / Sub-division of shares
17. Allotment of Shares
18. Change in Shareholding of more than 25%
19. Change in Voting Rights of more than 25%
20. Change in Membership of more 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.
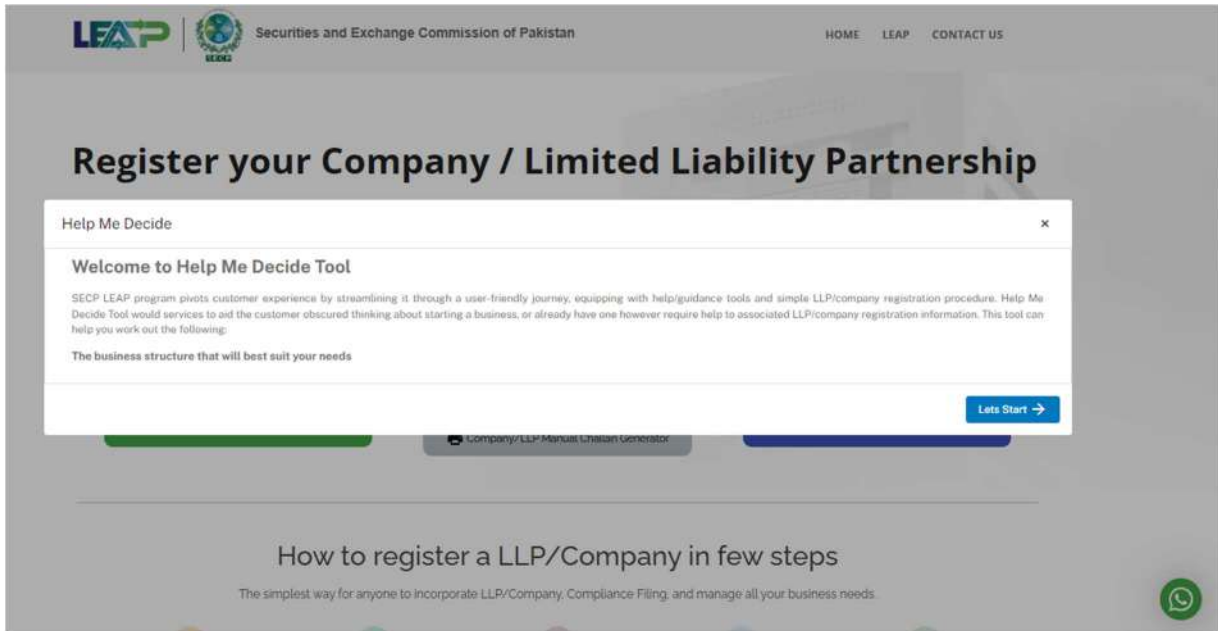
3. Clicking on the Help Me Decide Tool will lead the user to the tool's welcome screen.

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.

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.

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.
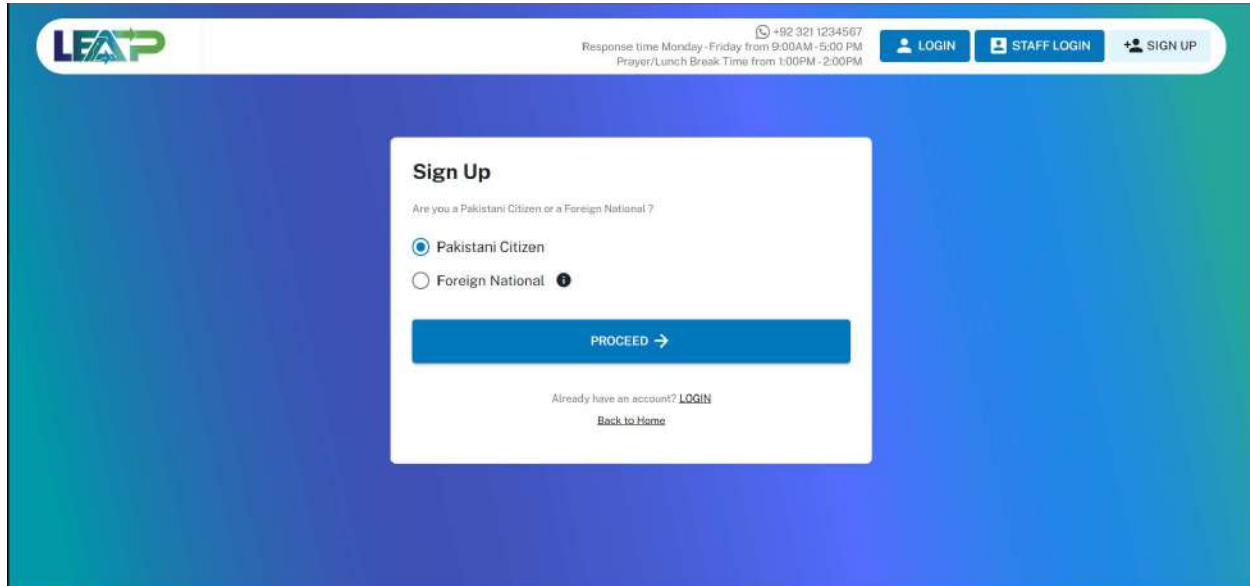
1. For registration, user opens the SECP LEAP portal.
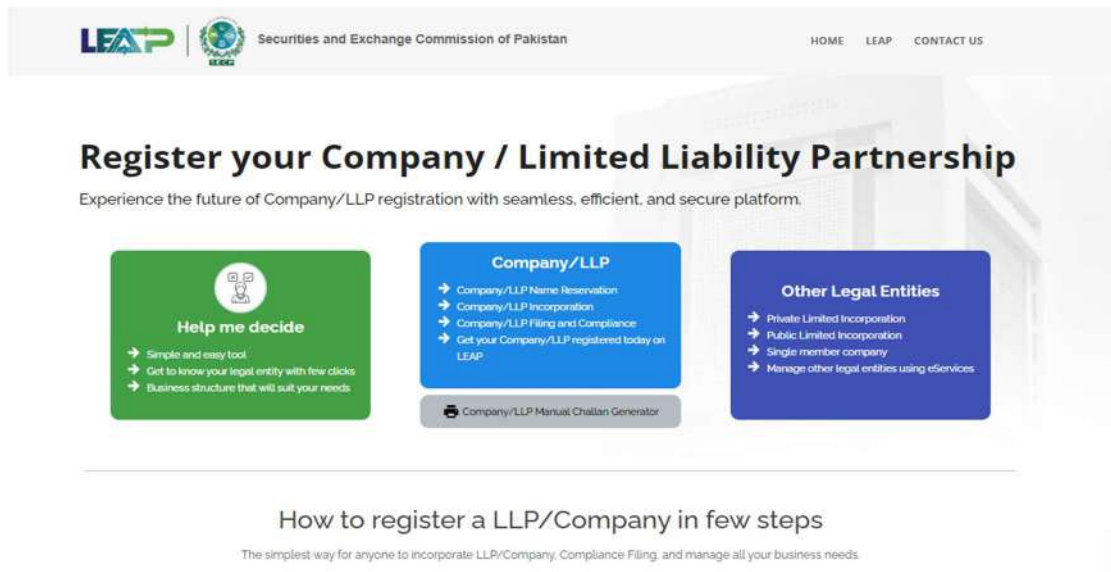
2. The LEAP home page displays the LOGIN and SIGN-UP options at the top corner of the screen .
3. If User has already registered, they can Login with their username and password. Username will be the CNIC/NICOP/Passport Number they registered with.
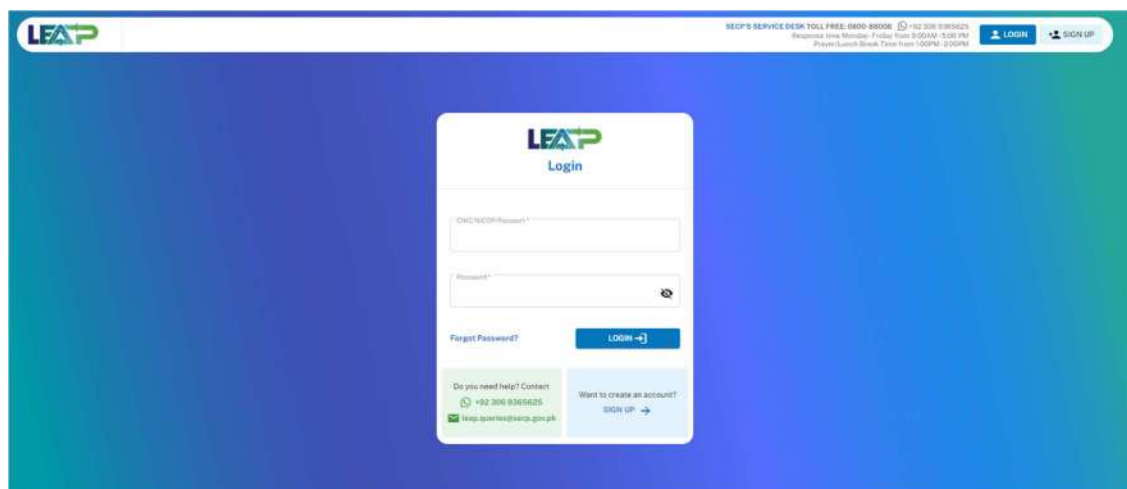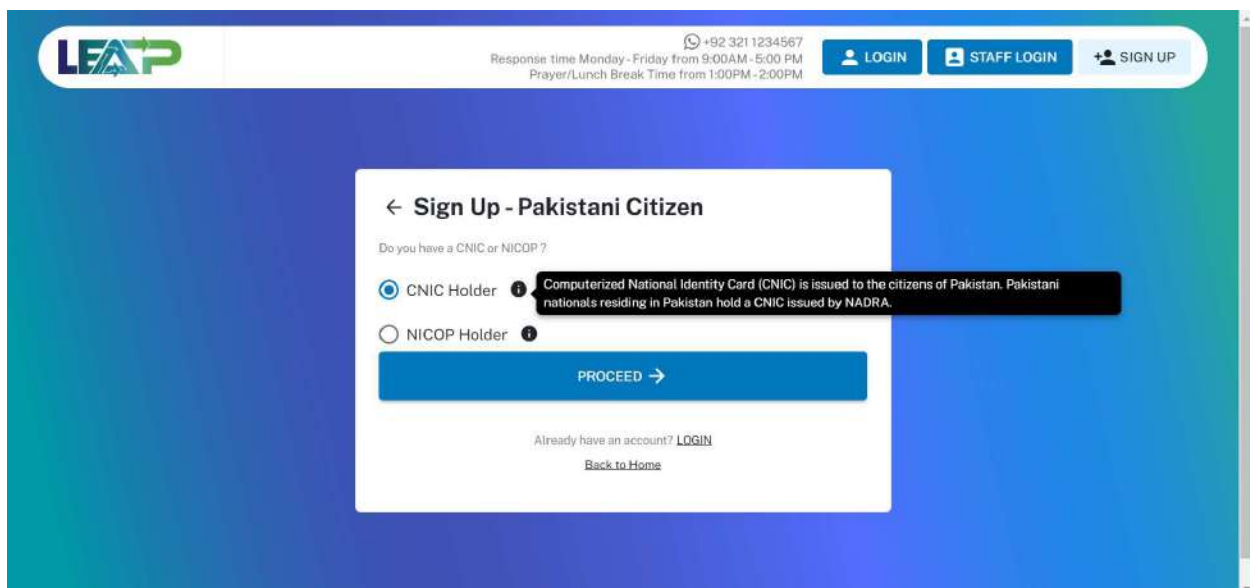
4. To register, a new user clicks on the Sign-Up button and system displays the Sign-Up screen with the question "Are you a Pakistani Citizen or a Foreign National?"

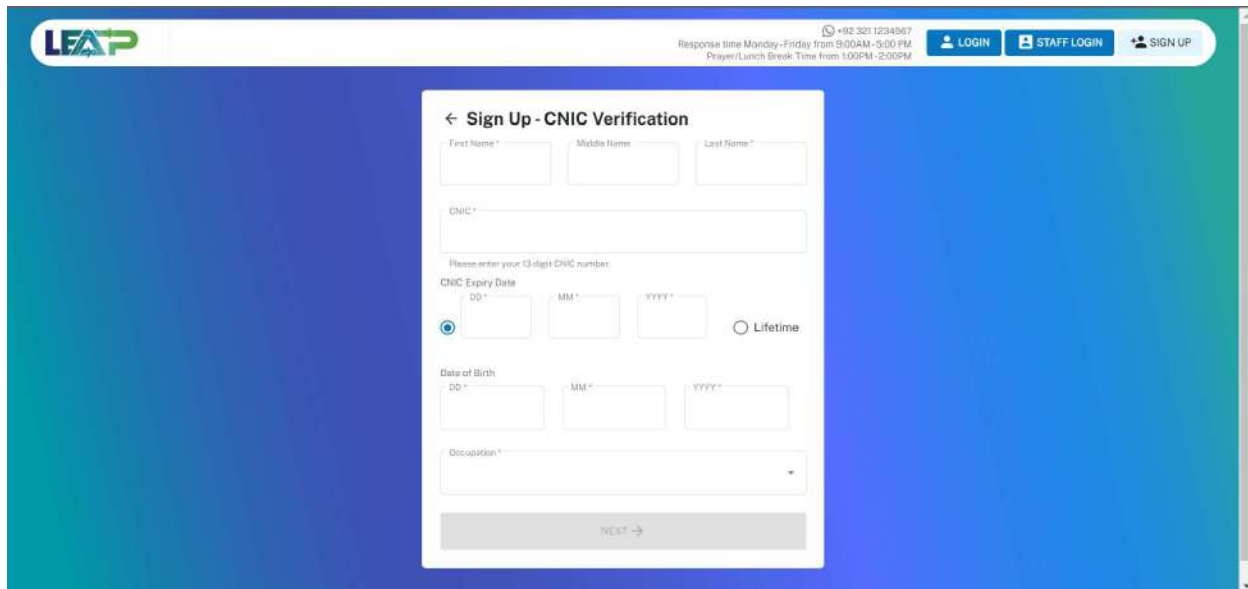

Sign Up-Pakistani Citizen

5. User selects Pakistani Citizen and clicks Proceed.
6. System displays the "Pakistani Citizen" screen with the question "Do you have a CNIC or a NICOP?"
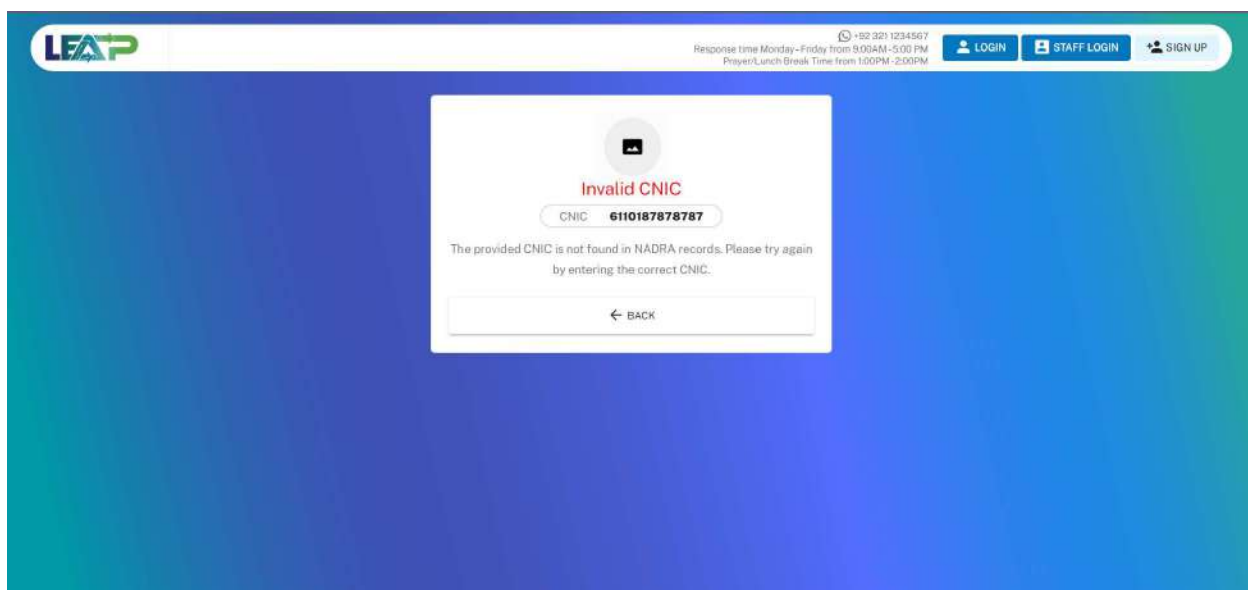
Sign Up – Pakistani Citizen – CNIC holder

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.


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.

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.
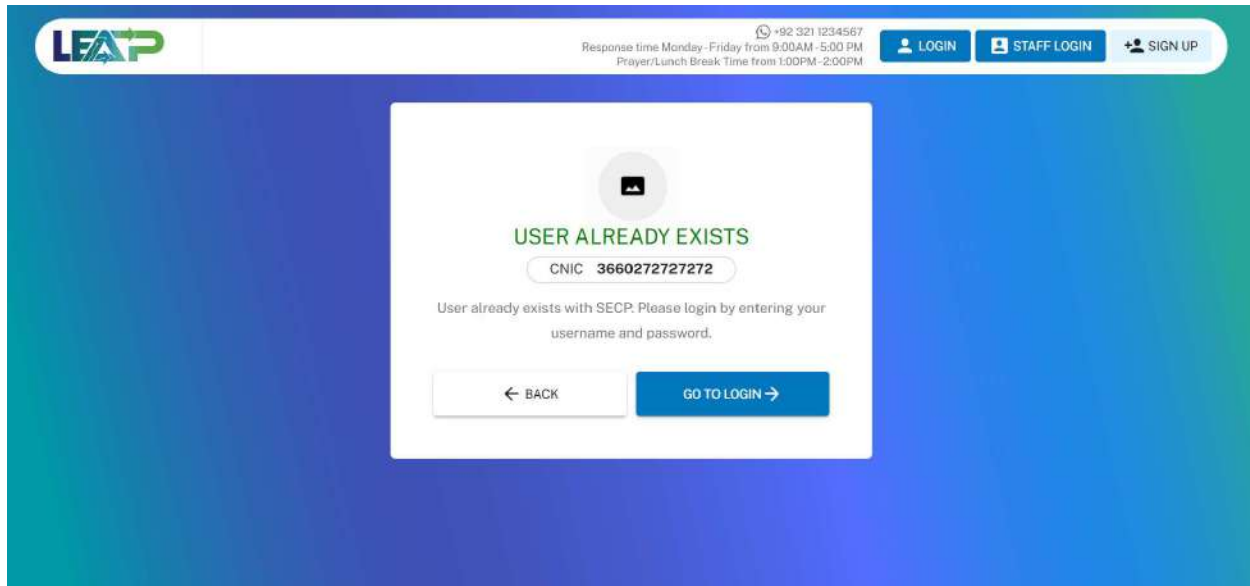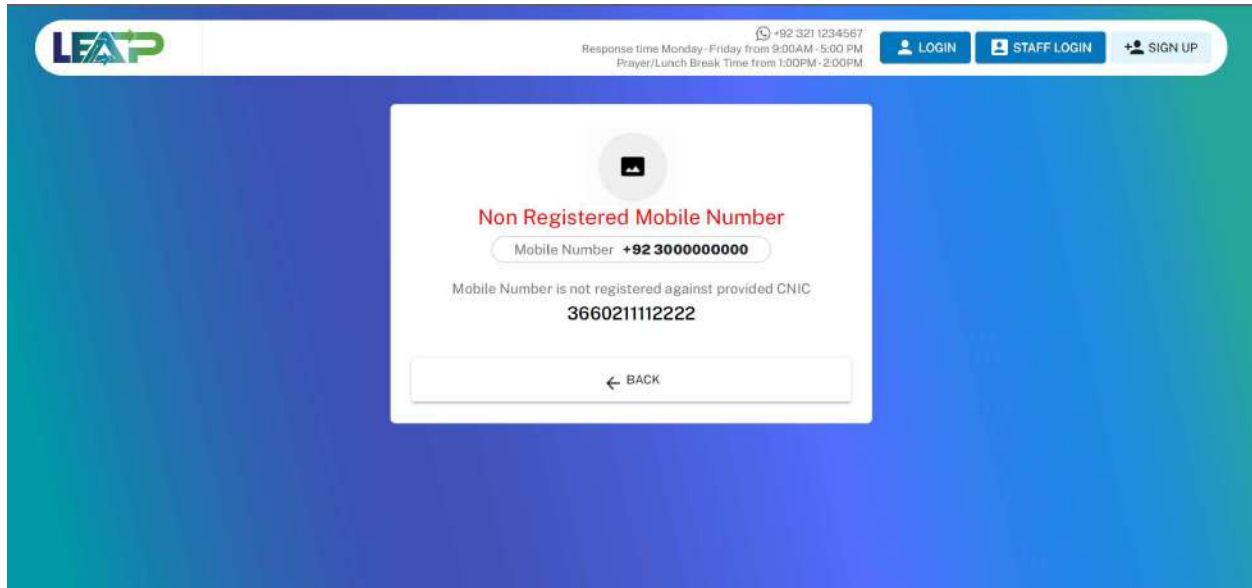

11. In case of successful verification of the CNIC against NADRA records, the user is displayed a field to enter their mobile number for verification.


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.
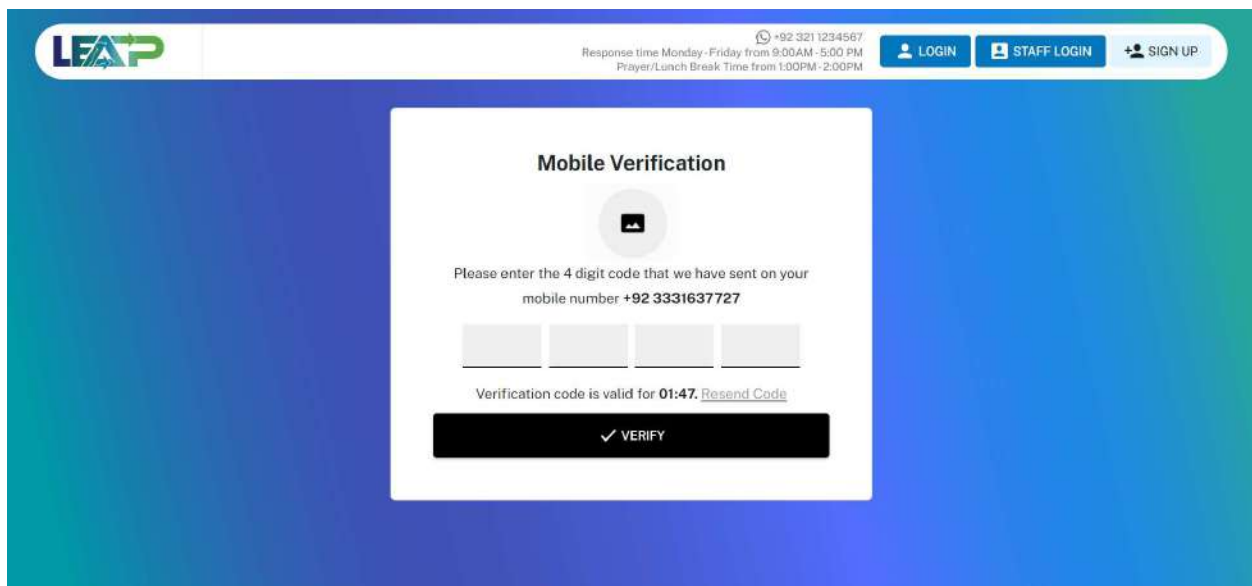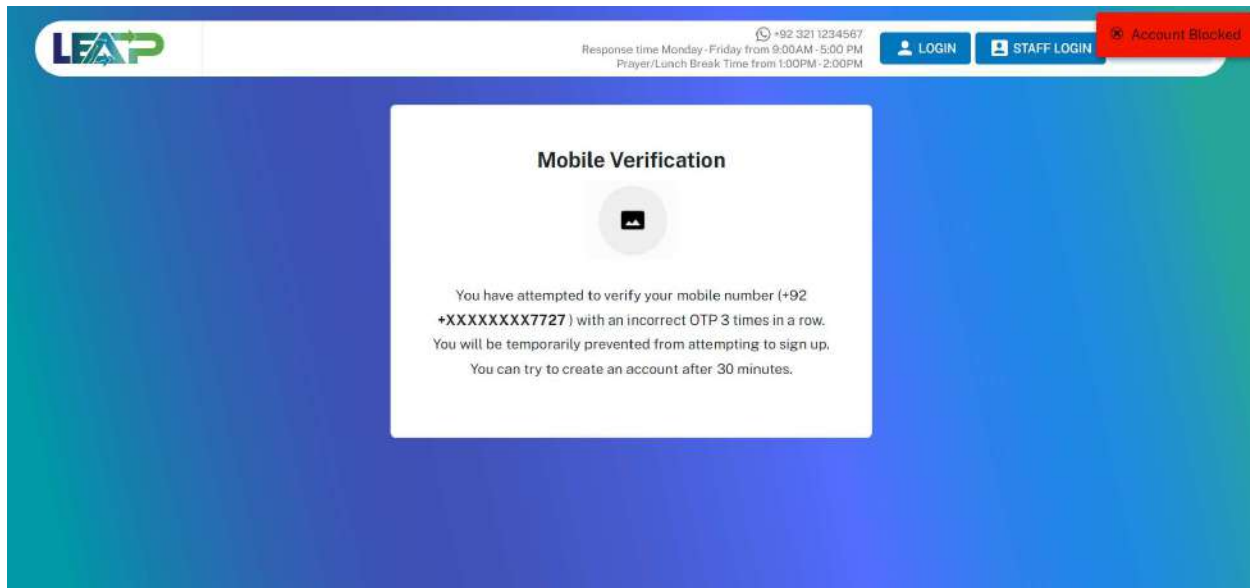

15. In case an incorrect OTP is entered, the system shows an error message, and prompts the user to enter the correct 4-digit OTP.
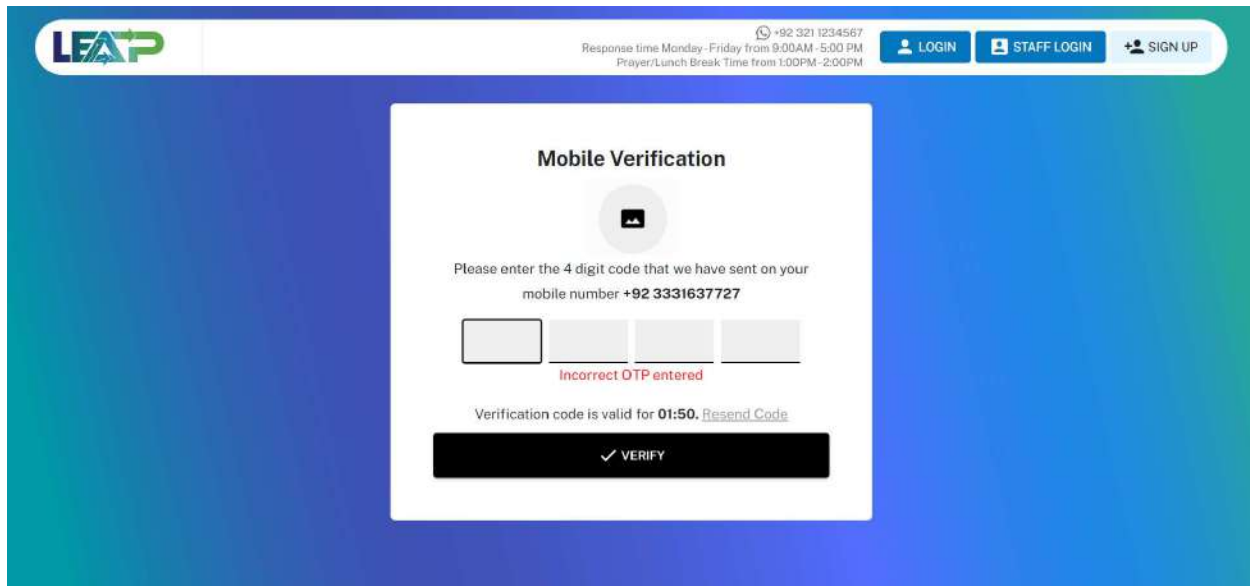
16. In case a time of 2 minutes elapses after the OTP is sent, as indicated by the countdown being displayed on the screen, the user can click on 'Resend Code' button, which becomes clickable after the 2 minutes are elapsed.
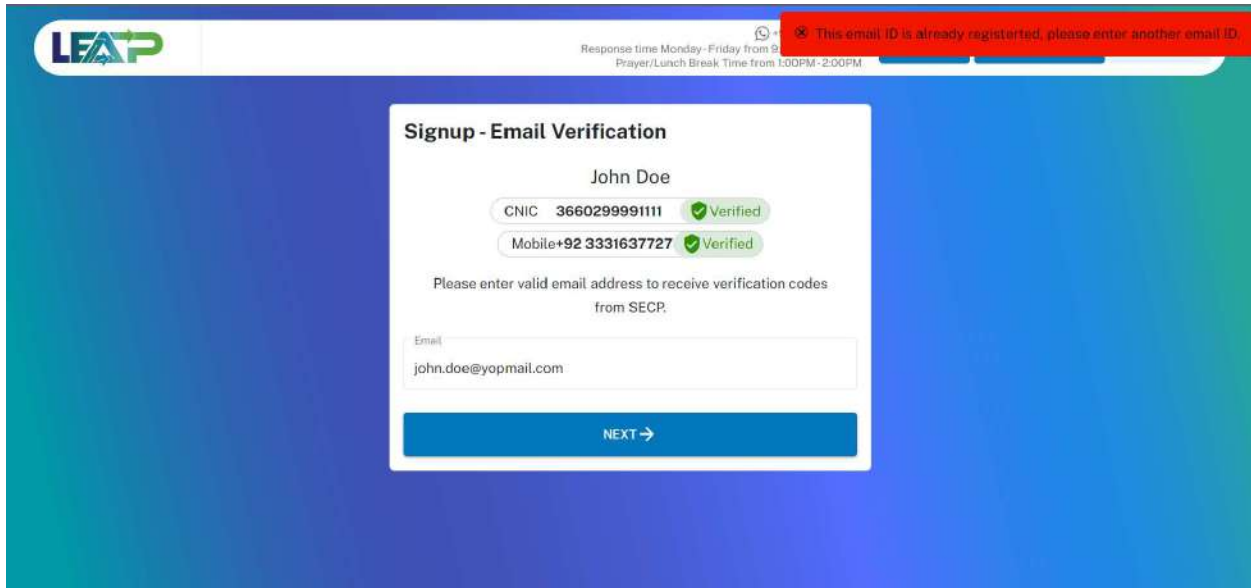

17. If the user enters an incorrect OTP 3 times in a row, the system temporarily blocks the user from further signup attempts for 30 minutes as a security measure. The user can resume sign up with that CNIC after a lapse of 30 minutes.
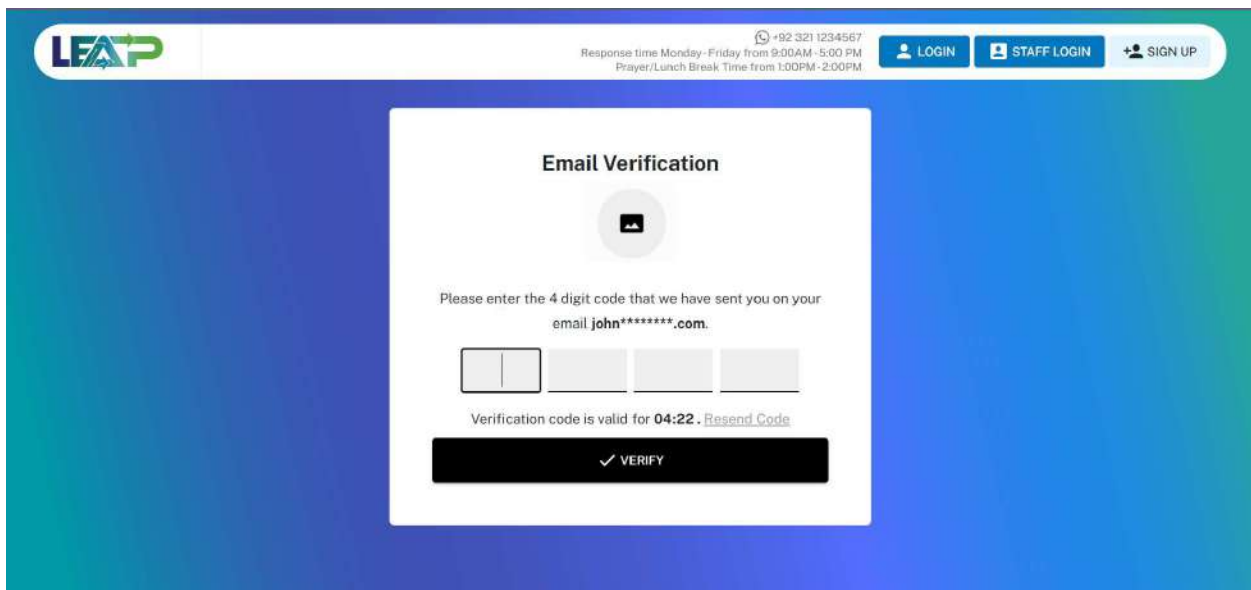
18. When the user Enters the correct 4-digit OTP, system verifies it and displays the field to enter Email. The verified status of both CNIC and Mobile number are shown on top.
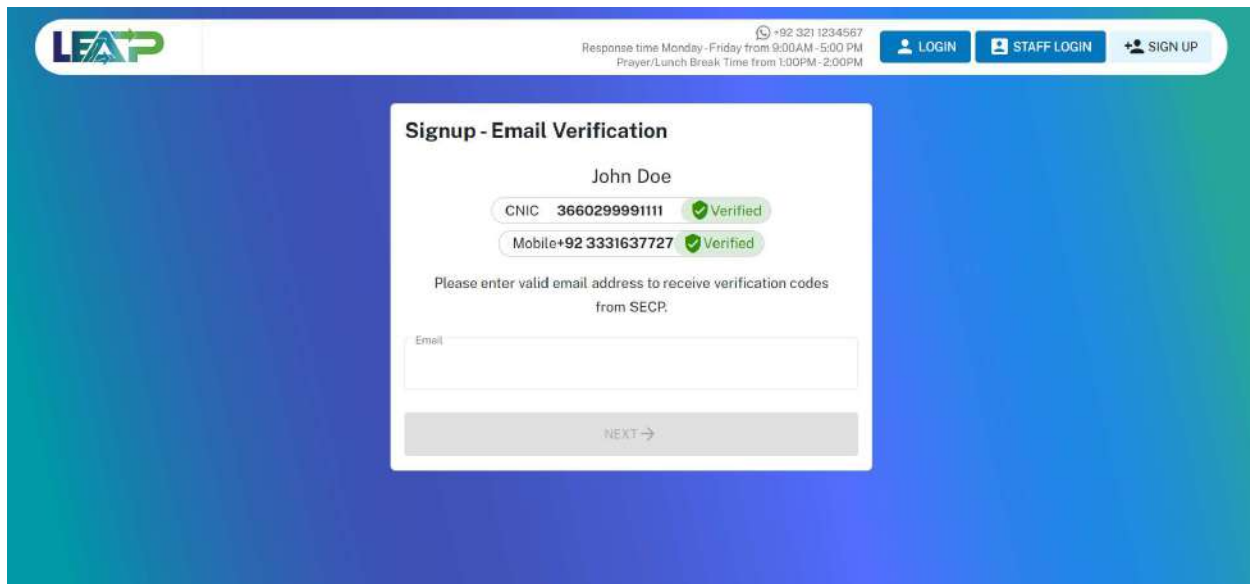
19. If the email provided by the user is already in use, system will prompt the user via an error message.
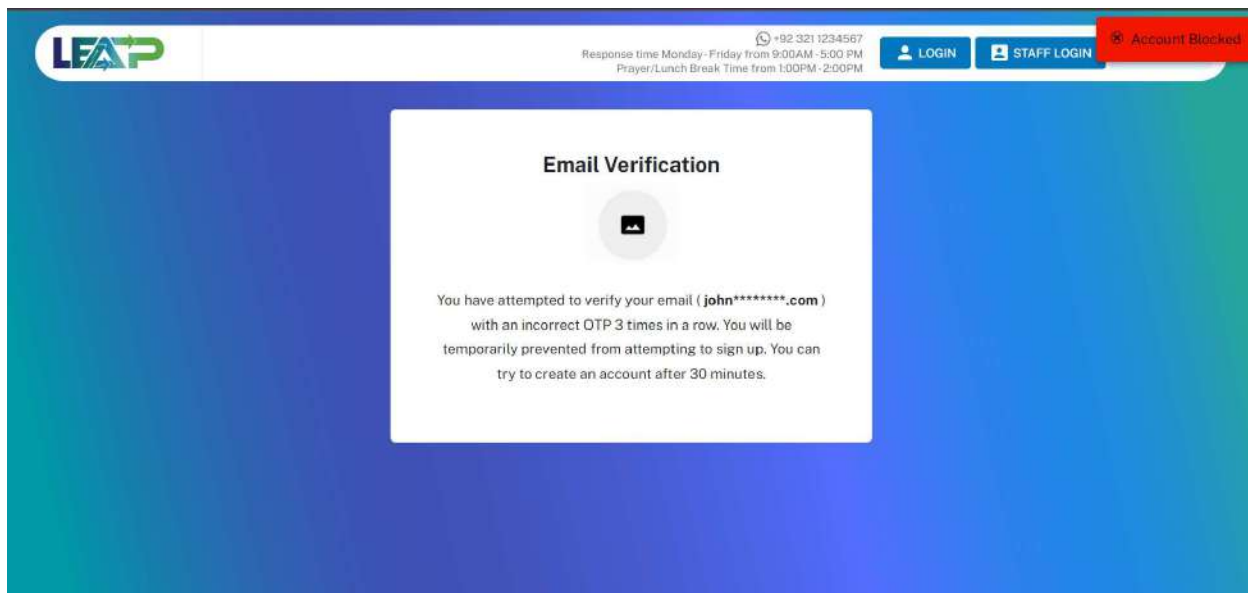
20. User enters the email and system send the OTP on the email. This OTP remains valid for 5 minutes, after which the Resend Code button becomes enabled. The Applicant can use this button to resend the code.
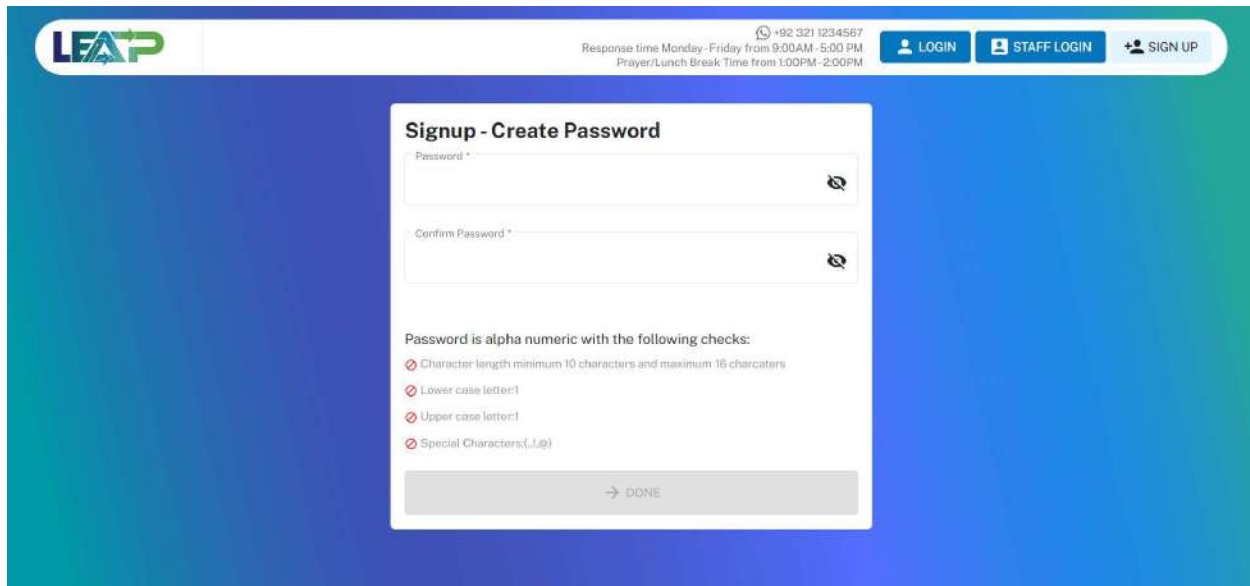

21. In case an incorrect OTP is entered, the system shows an error message, and prompts the user to enter the correct 4-digit OTP.
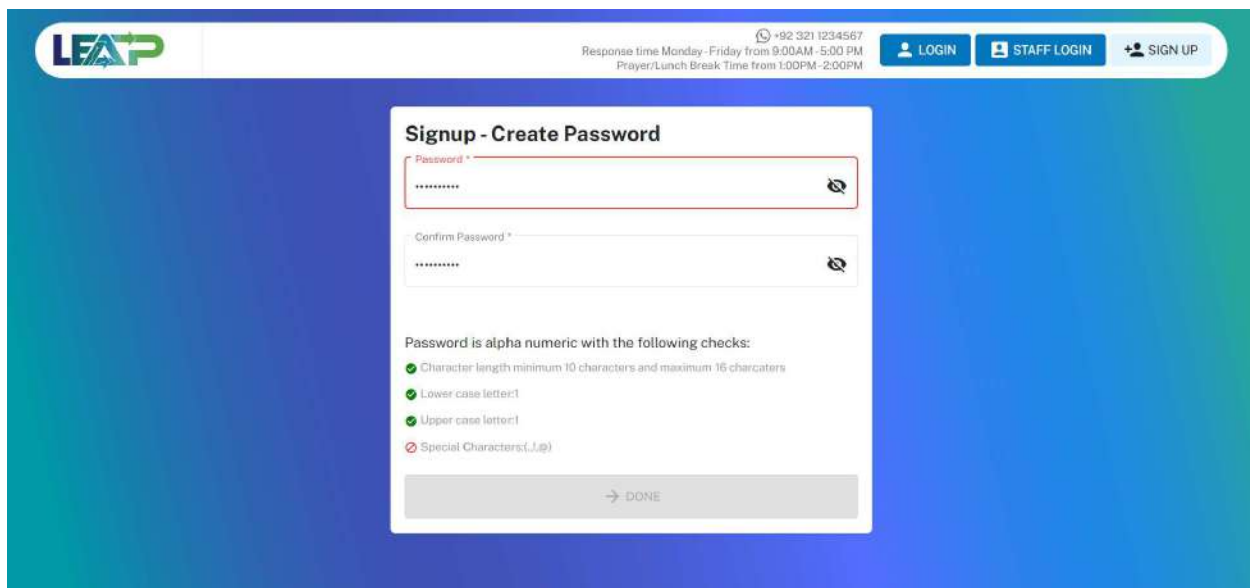
22. If the user enters an incorrect OTP 3 times in a row, the system temporarily blocks the user from further signup attempts for 30 minutes as a security measure. The user can resume sign up with that CNIC after a lapse of 30 minutes.
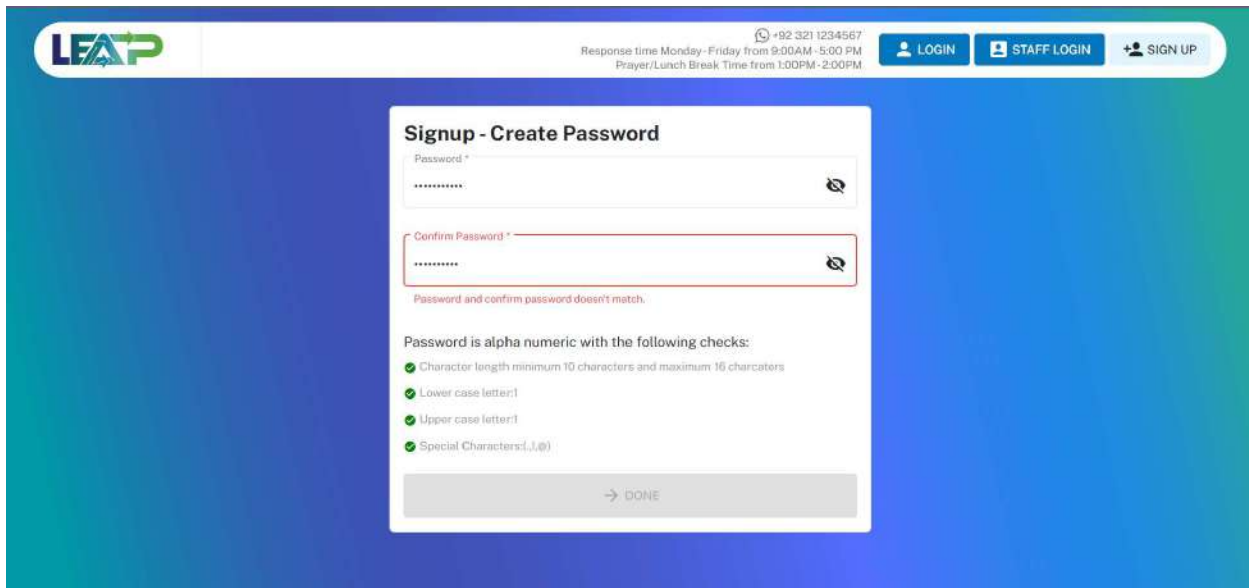

23. If the user enters the correct OTP received on the email and system after verifying email displays the screen to create and confirm password.
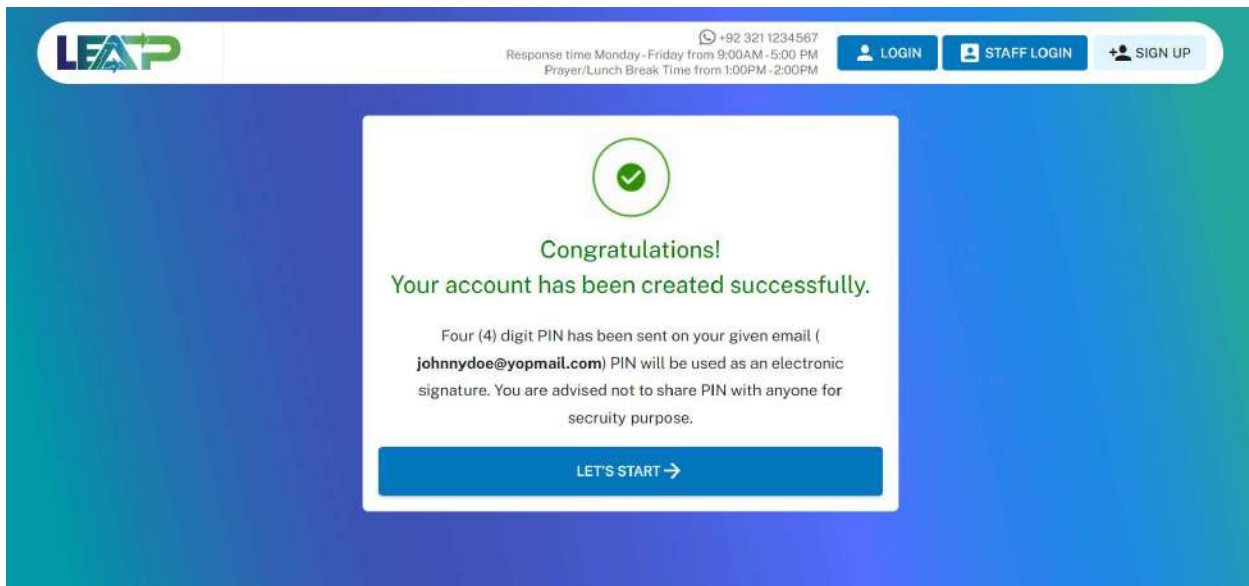
24. The requirements for password are listed below the password fields. When these requirements are met, a green checkmark is placed against each of these. The Done button at the bottom of the page remains disabled until all these requirements are met, not allowing the user to proceed further without 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?"
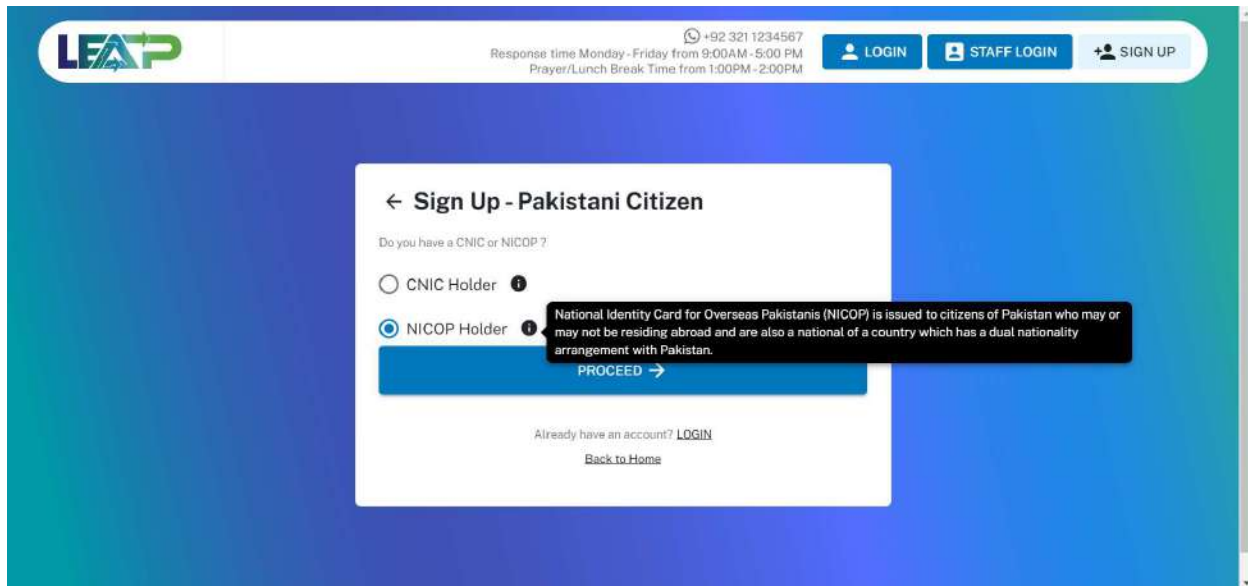
29. User selects the NICOP holder, system displays Sign-Up-NICOP Verification form where user needs to enter the personal detail as shown in the image.
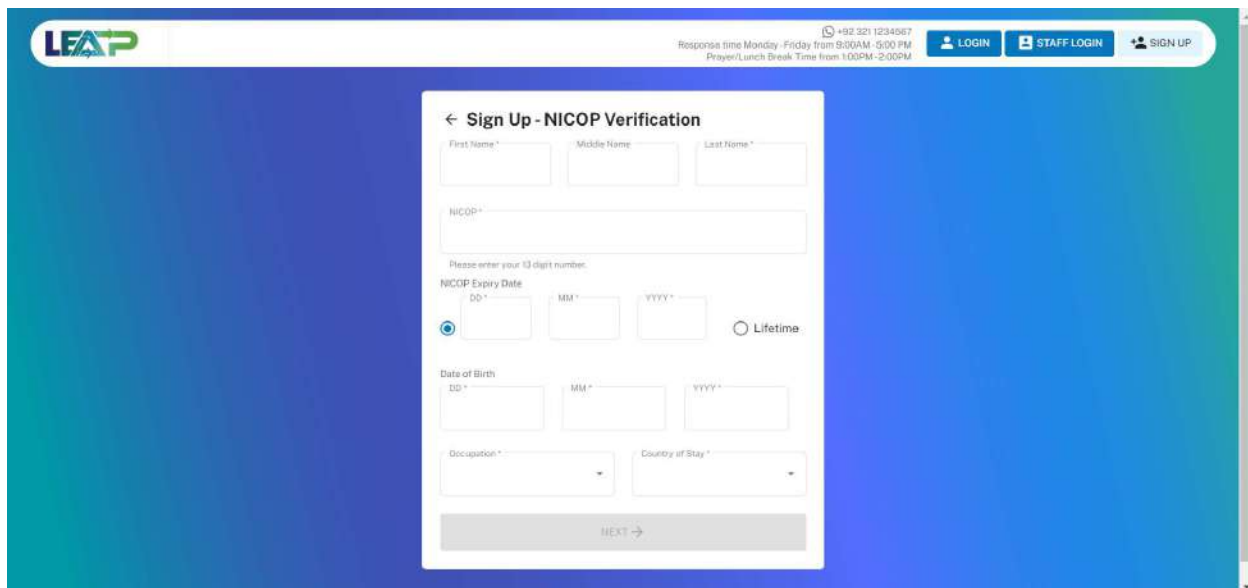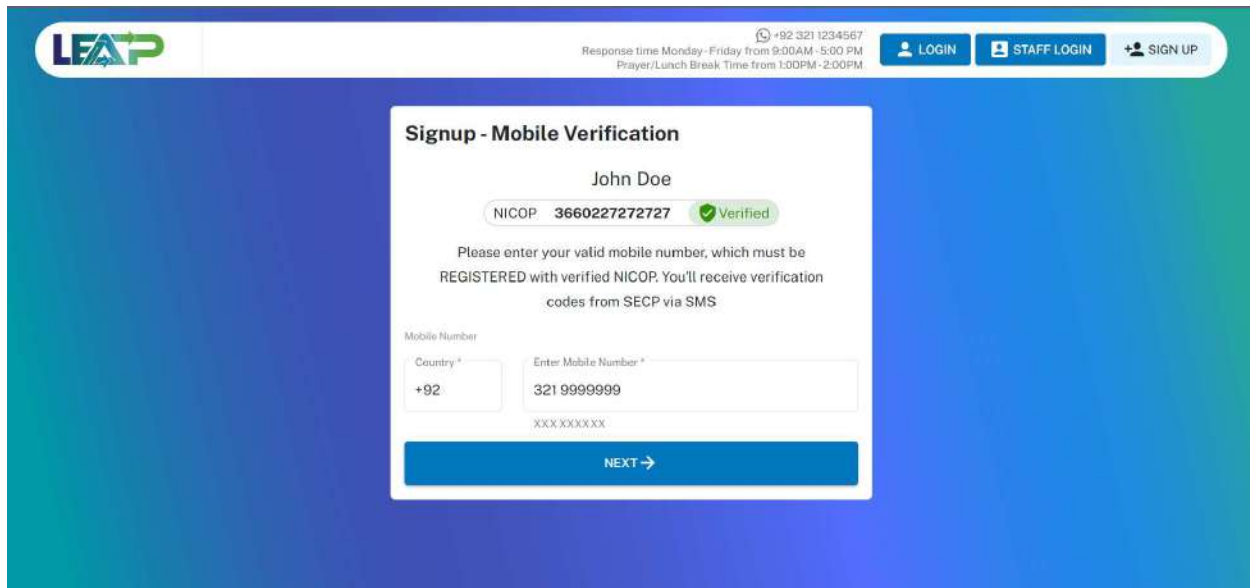
30. If the user already has an account on LEAP with the CNIC entered, the system displays a message to the Applicant, along with the option to go to login page.
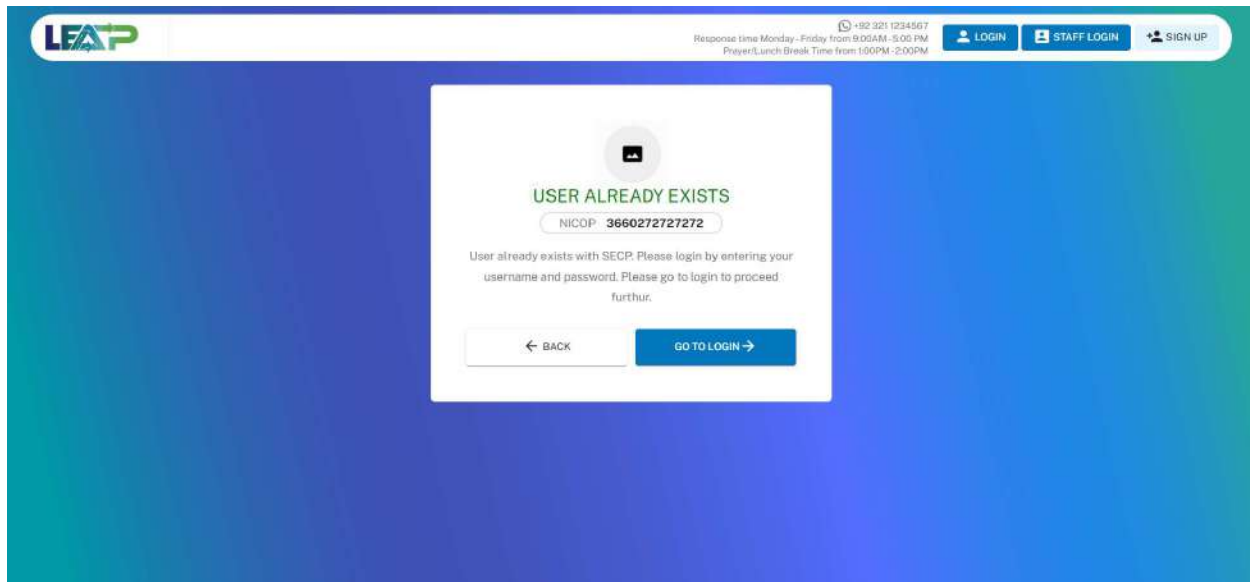
31. In case the CNIC is not verified from NADRA, the system displays an error message, and provides the option to return to the previous screen to provide a valid CNIC.
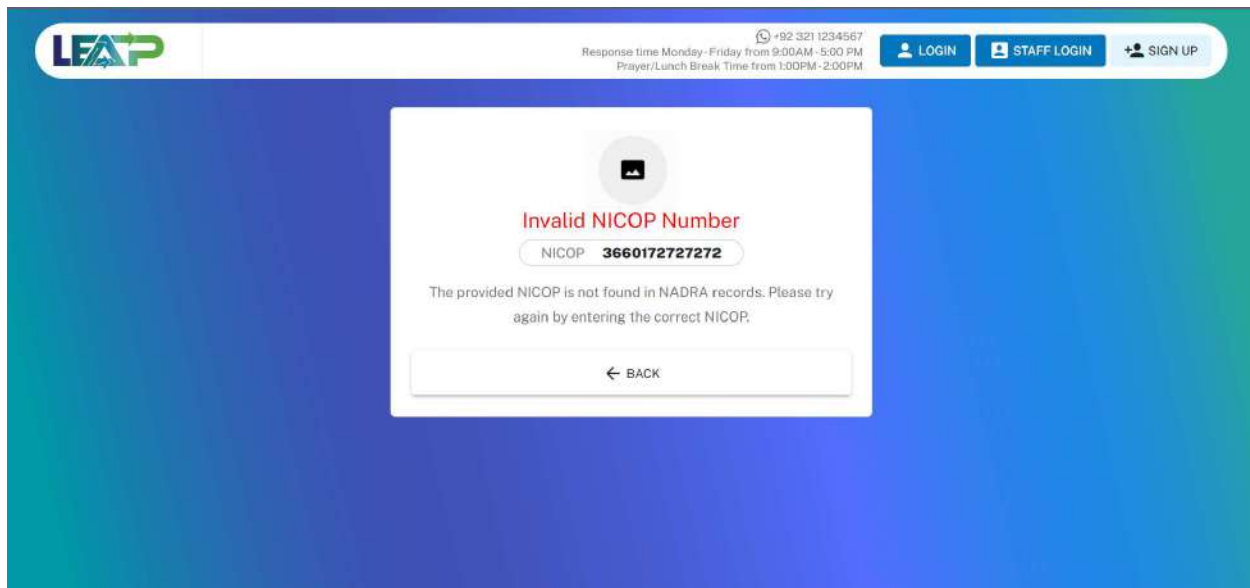
32. After filling out the form user clicks on Next and system displays the field to enter mobile number verification.

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.
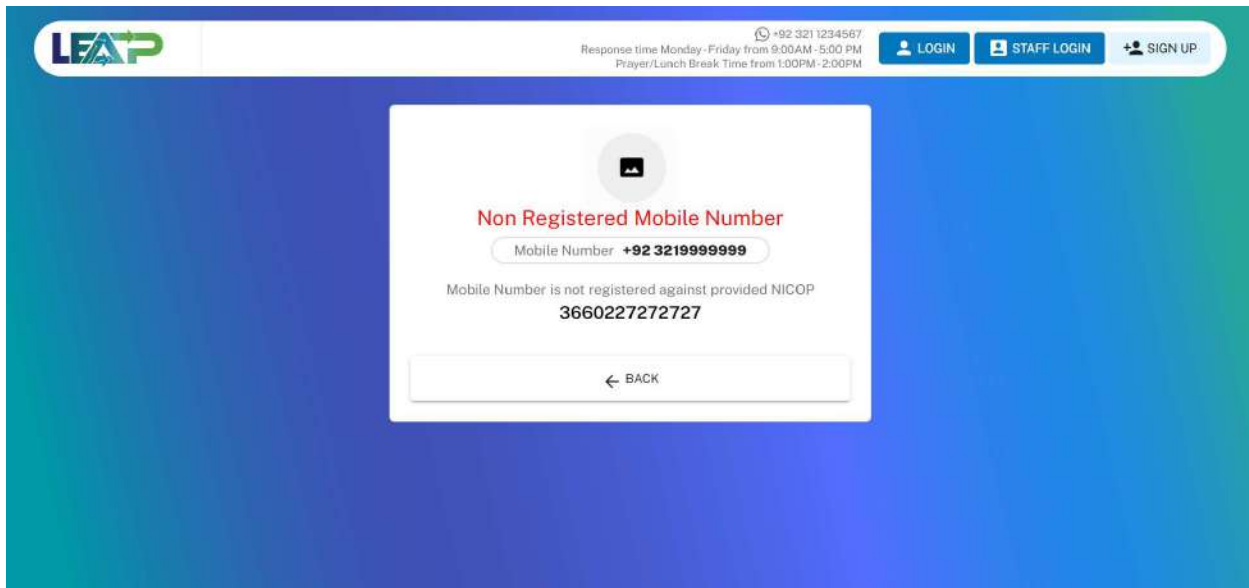
35. After successful verification from PMD for Pakistani Mobile Number, system sends an OTP to the Applicant's mobile. The OTP remains valid for 2 minutes.
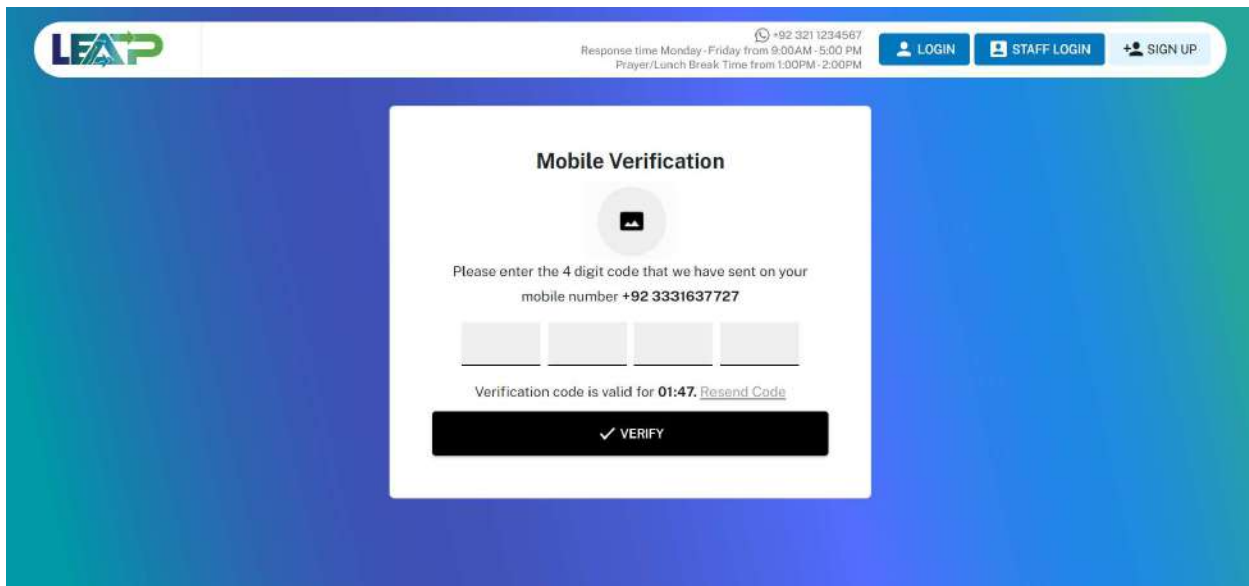
36. In case an incorrect OTP is entered, the system shows an error message, and prompts the user to enter the correct 4-digit OTP.
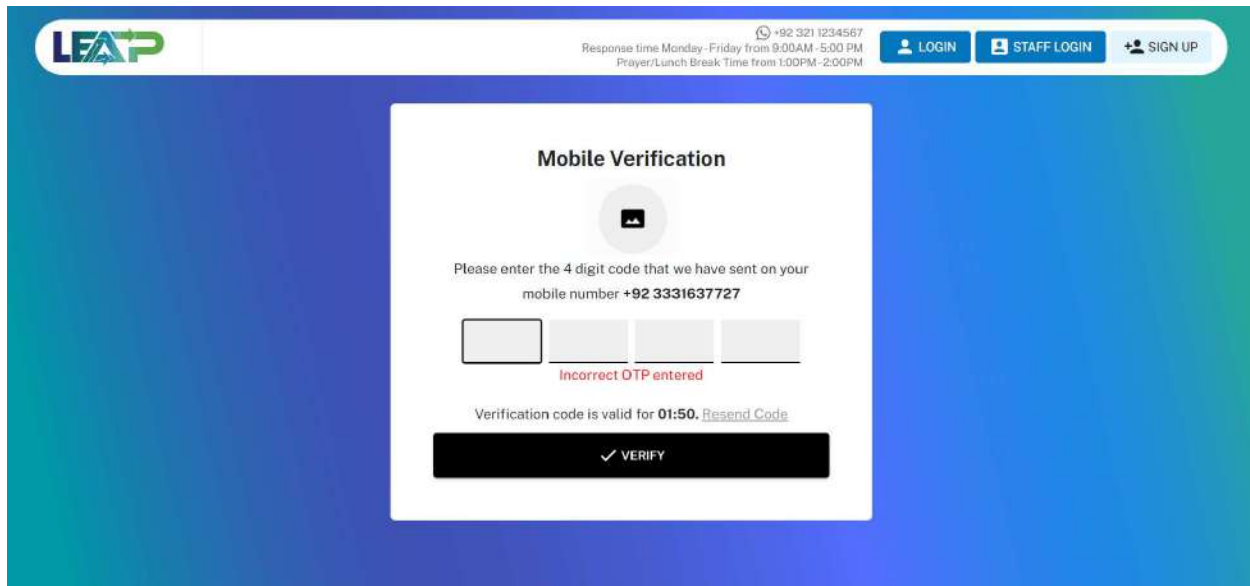
37. In case a time of 2 minutes elapses after the OTP is sent, as indicated by the countdown being displayed on the screen, the user can click on 'Resend Code' button, which becomes clickable after the 2 minutes are elapsed.

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.
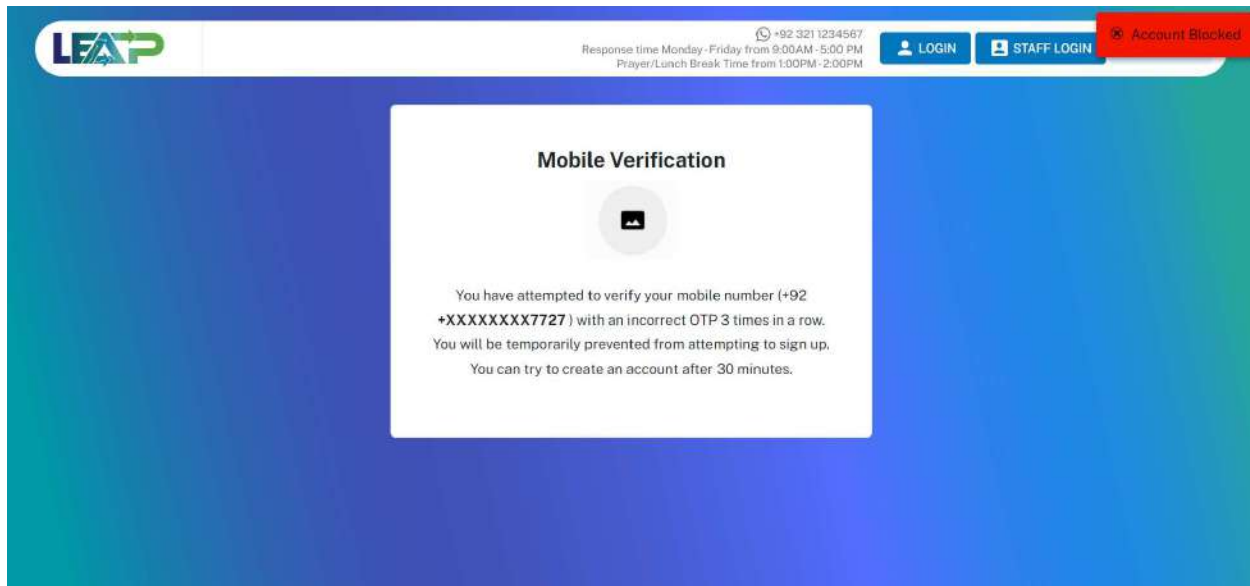
39. In case of correct OTP verification of Pakistani Mobile Number, or if mobile verification is not requires for non-Pakistani Mobile Numbers, system displays the field to enter Email.
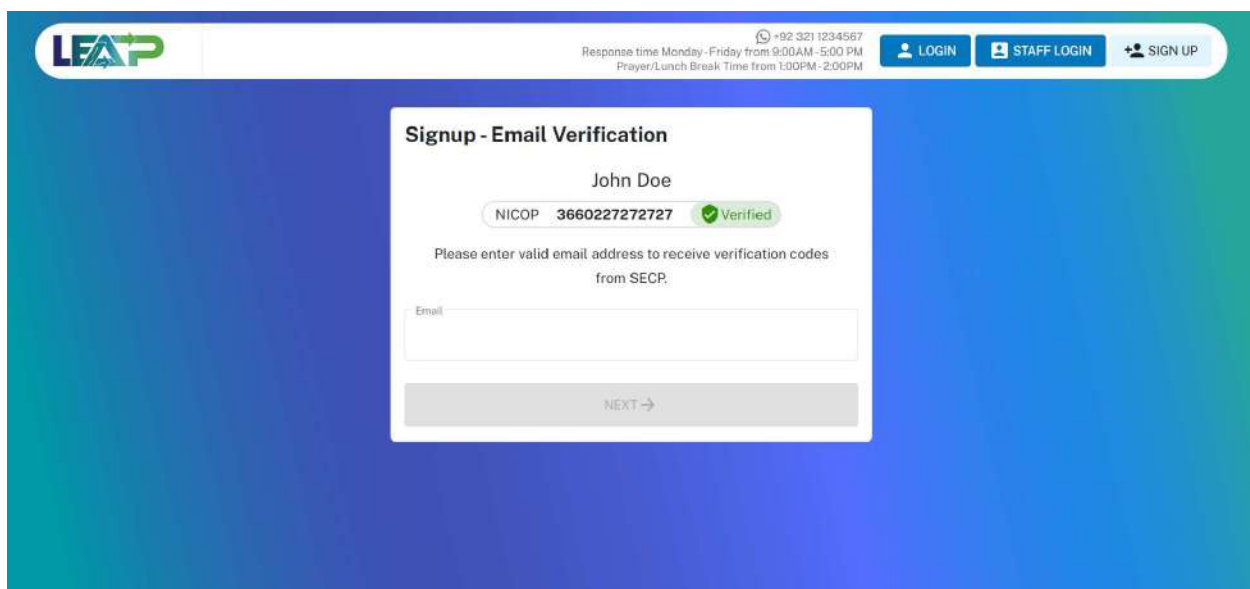
40. User enters the email and system send the OTP on the email. This OTP remains valid for 5 minutes, after which the Resend Code button becomes enabled. The Applicant can use this button to resend the code.
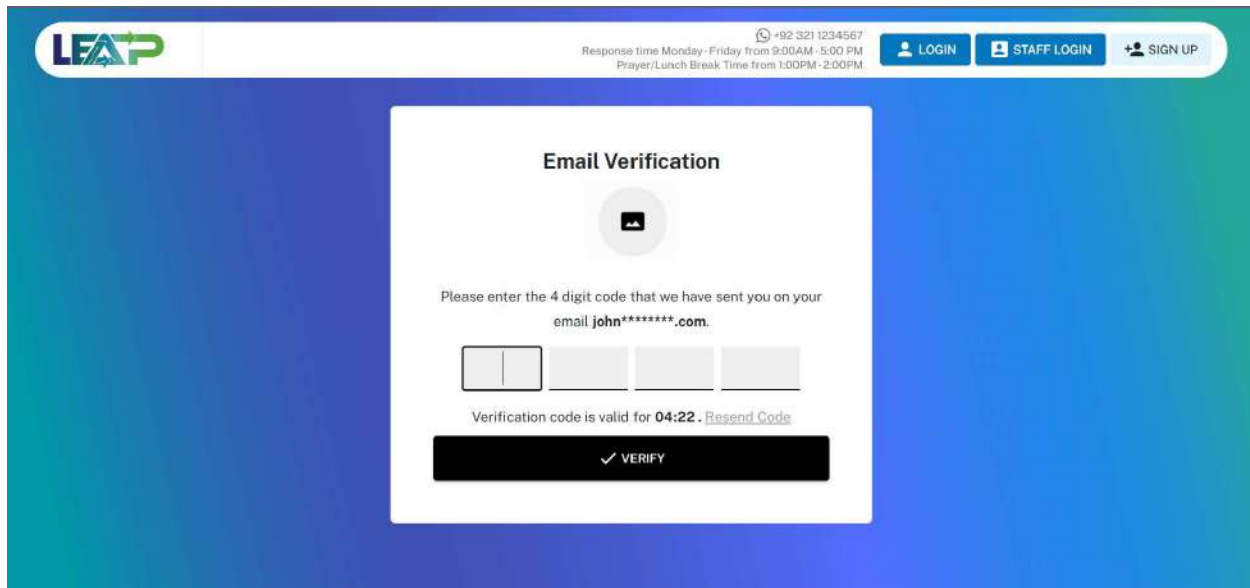
41. In case an incorrect OTP is entered, the system shows an error message, and prompts the user to enter the correct 4-digit OTP.
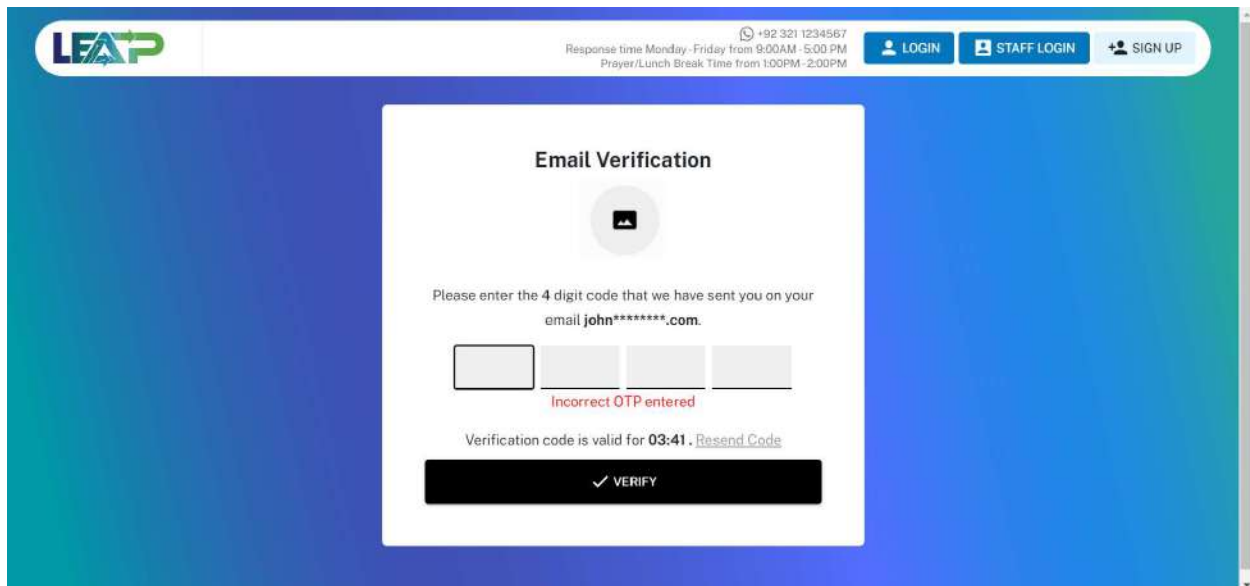

42. If the user enters an incorrect OTP 3 times in a row, the system temporarily blocks the user from further signup attempts for 30 minutes as a security measure. The user can resume sign up with that NICOP after a lapse of 30 minutes.
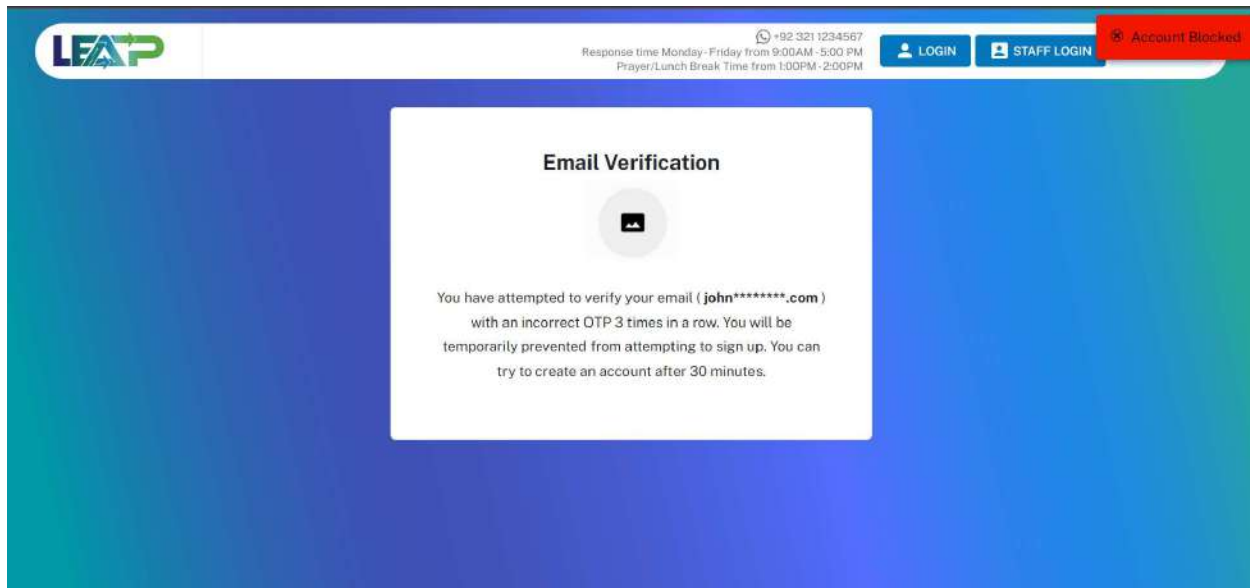
43. If the user enters the correct OTP received on the email and system after verifying email displays the screen to create and confirm password.
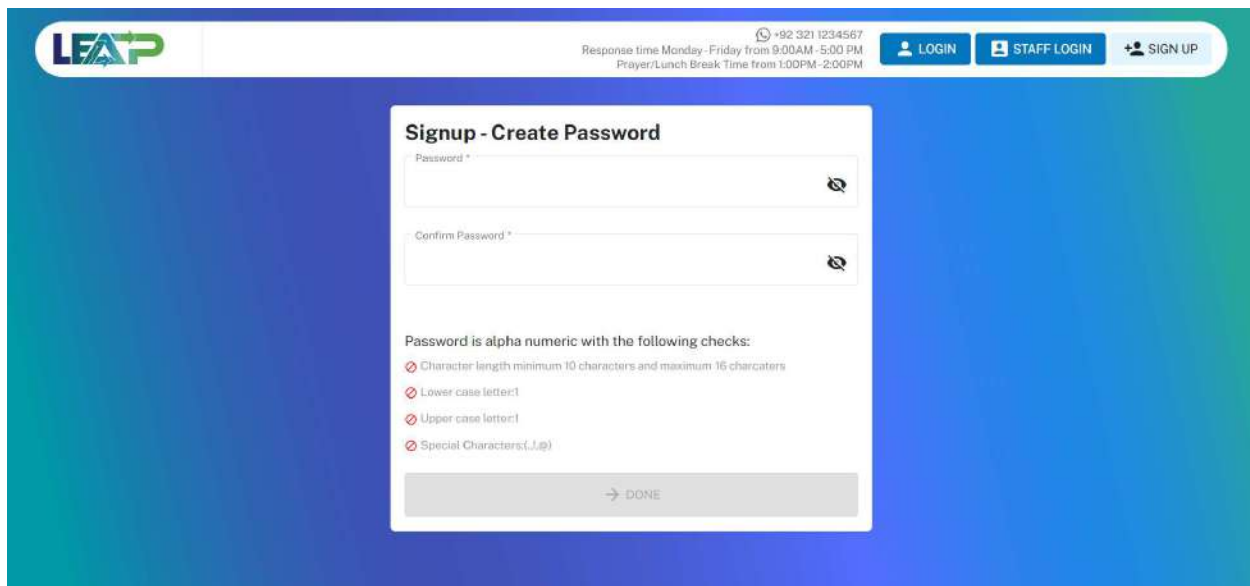

44. The requirements for password are listed below the password fields. When these requirements are met, a green checkmark is placed against each of these. The Done button at the bottom of the page remains disabled until all these requirements are met, not allowing the user to proceed further without a strong password.
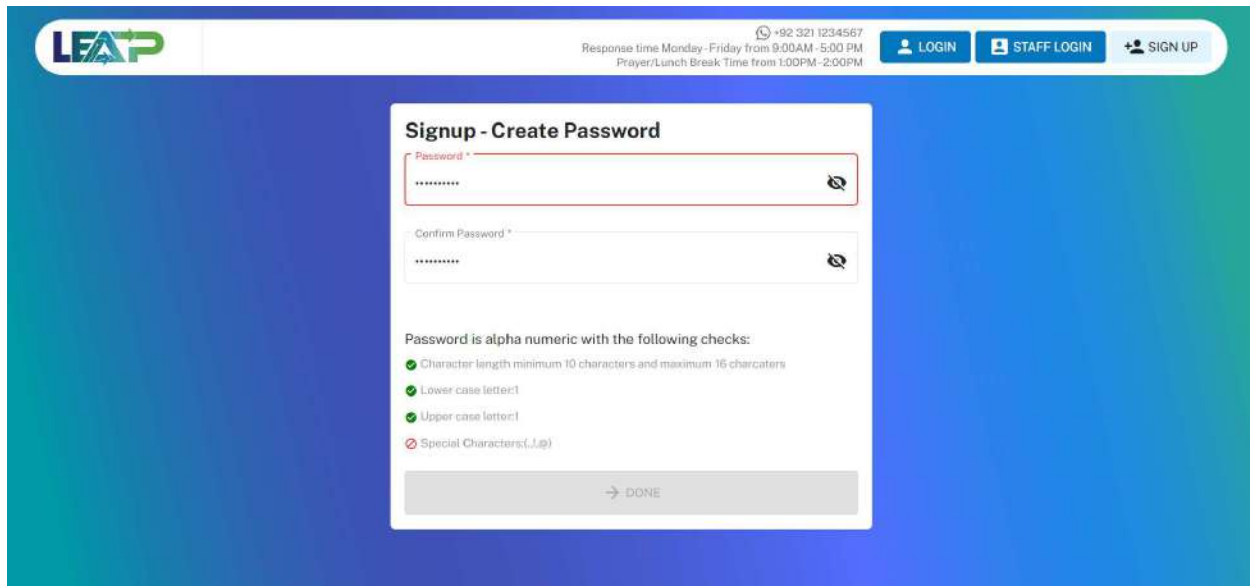
45. Furthermore, the password provided in the Password and Confirm Password fields need to match. An error is displayed to the user if these fields do not match, and the Done button at the bottom of the page remains disabled, not allowing the user to proceed further without correcting the Password first.
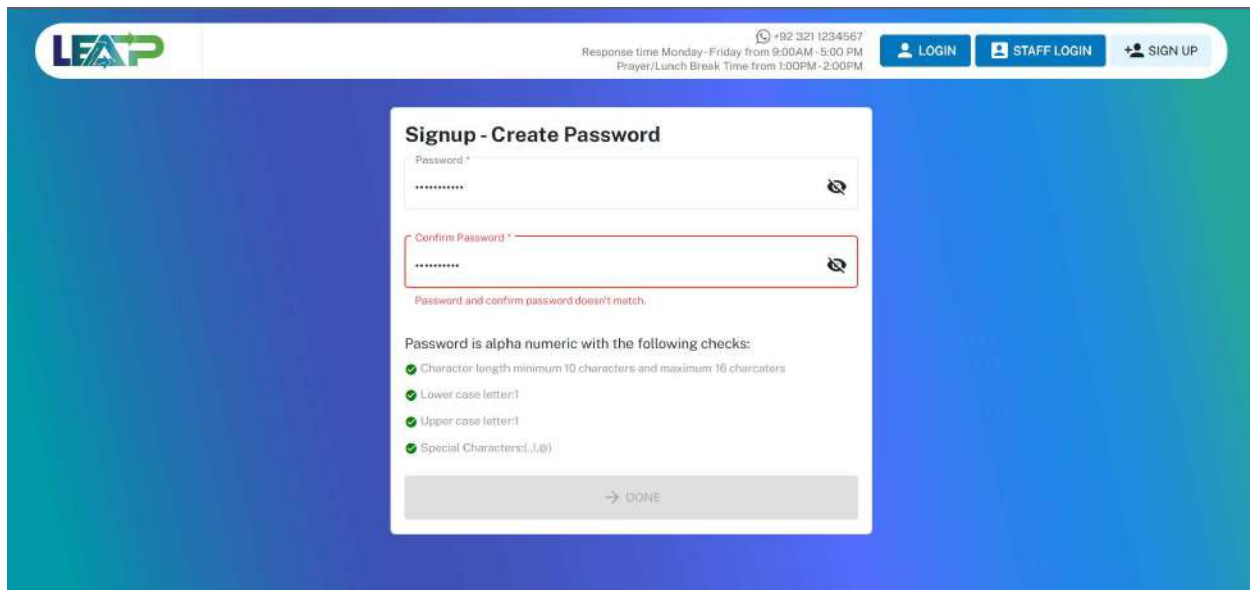

46. Once the password has been created System generates an Email, and In-App Alert to **Applicant** regarding PIN generation.
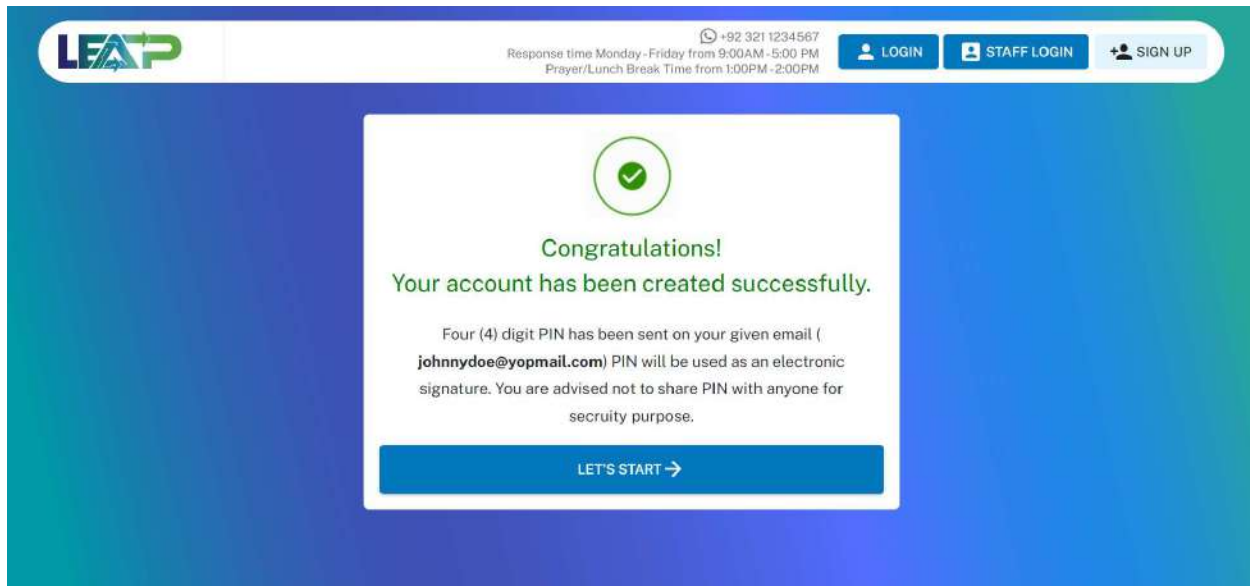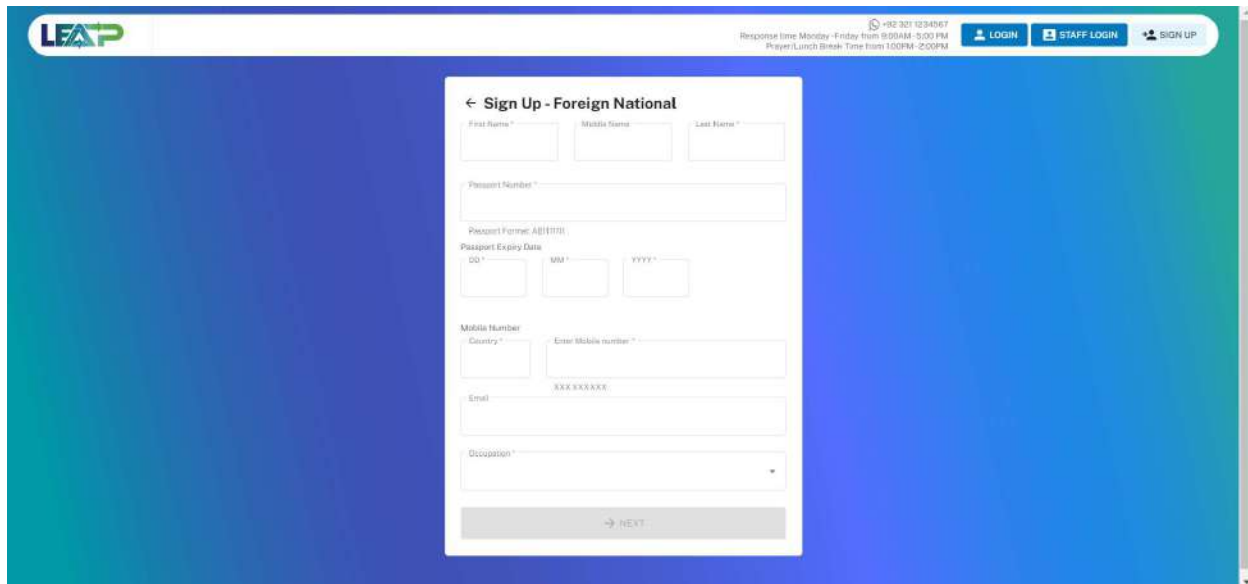
47. System sends the PIN to the Applicant via email. The PIN is included as an attachment that is password protected. The password for the attachment is the same as the Applicant's LEAP account password.

Sign Up – Foreign National
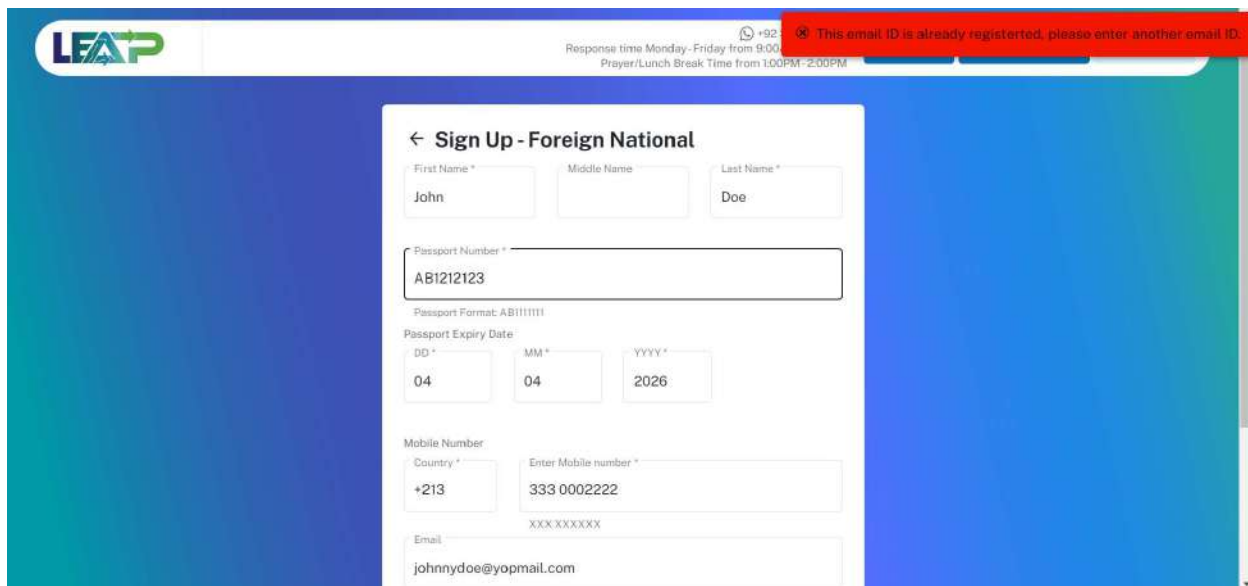
48. User selects Foreign National and clicks Proceed.
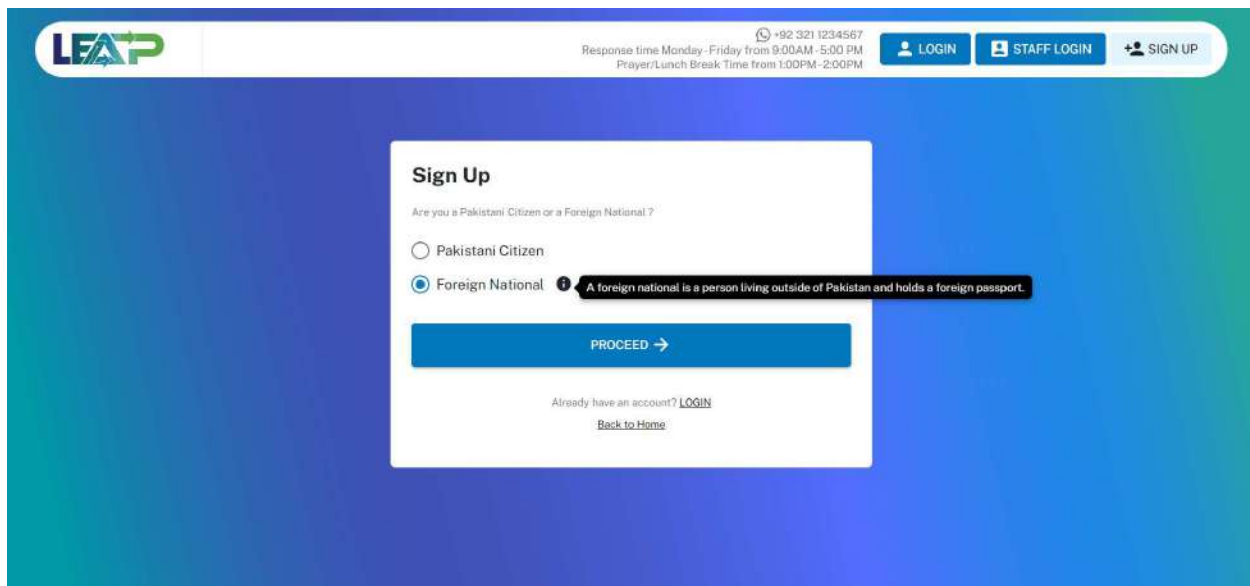
49. System displays Sign-Up-Foreign National form where user needs to enter the personal detail as shown in the image.

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.
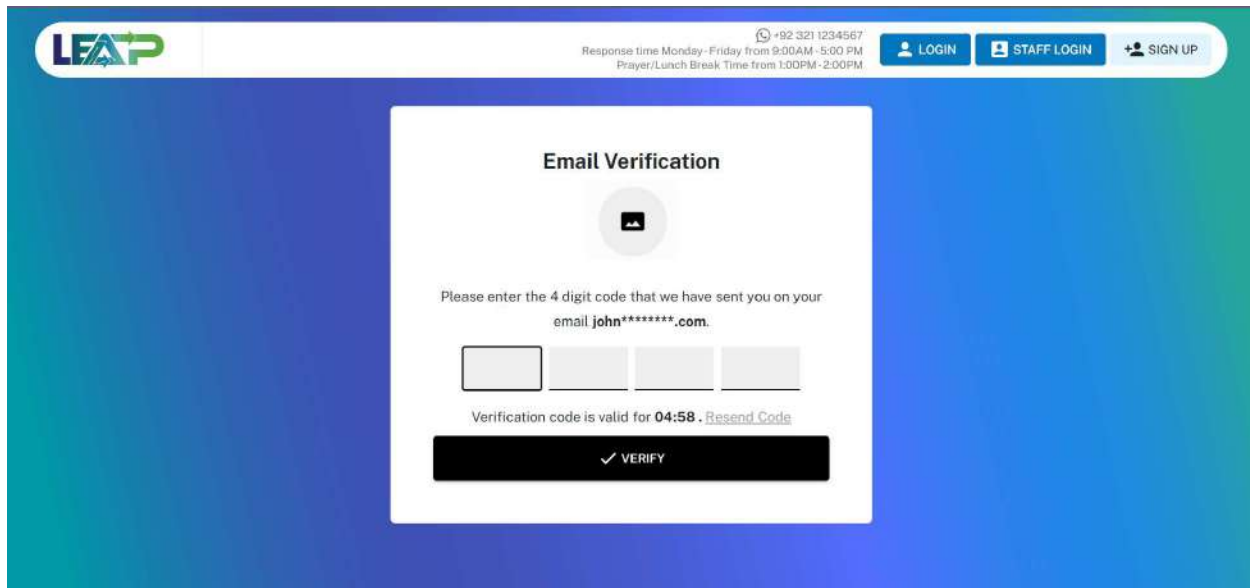
52. In case an incorrect OTP is entered, the system shows an error message, and prompts the user to enter the correct 4-digit OTP.
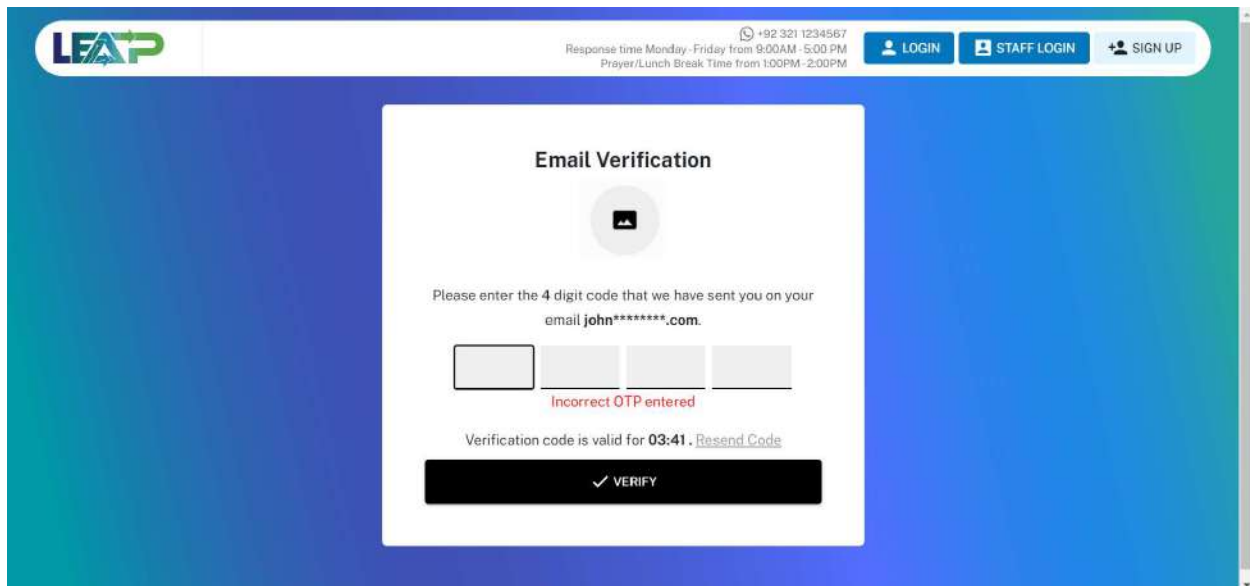
53. If the user enters an incorrect OTP 3 times in a row, the system temporarily blocks the user from further signup attempts for 30 minutes as a security measure. The user can resume sign up with that Passport Number after a lapse of 30 minutes.
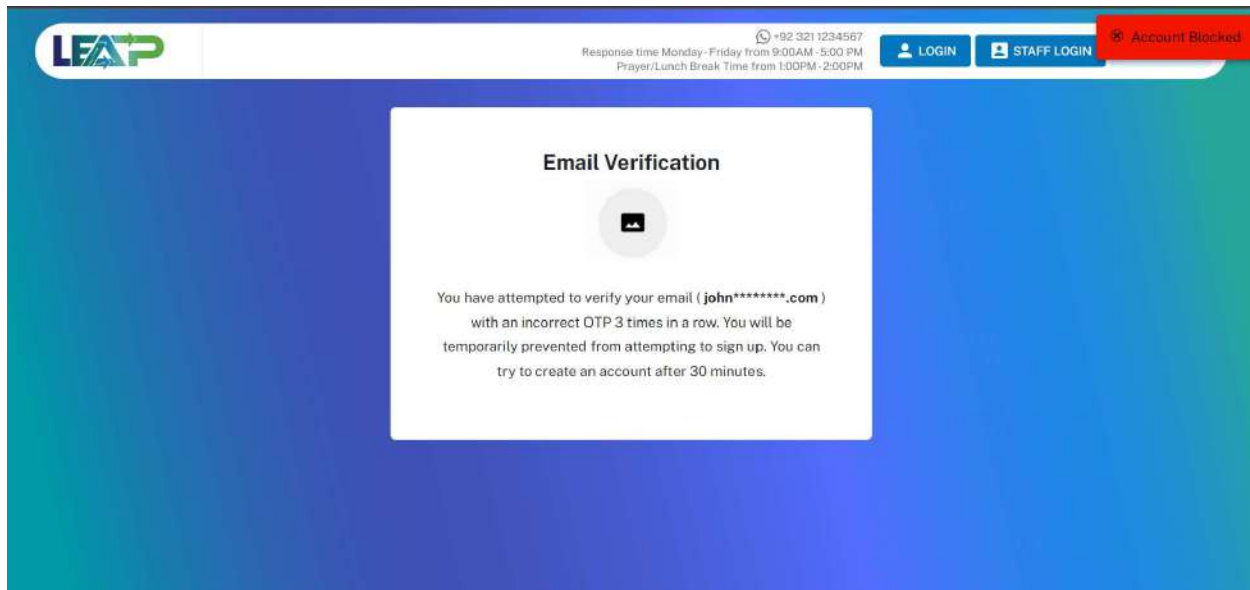
54. If the user enters the correct OTP received on the email and system after verifying email displays the screen to create and confirm password.
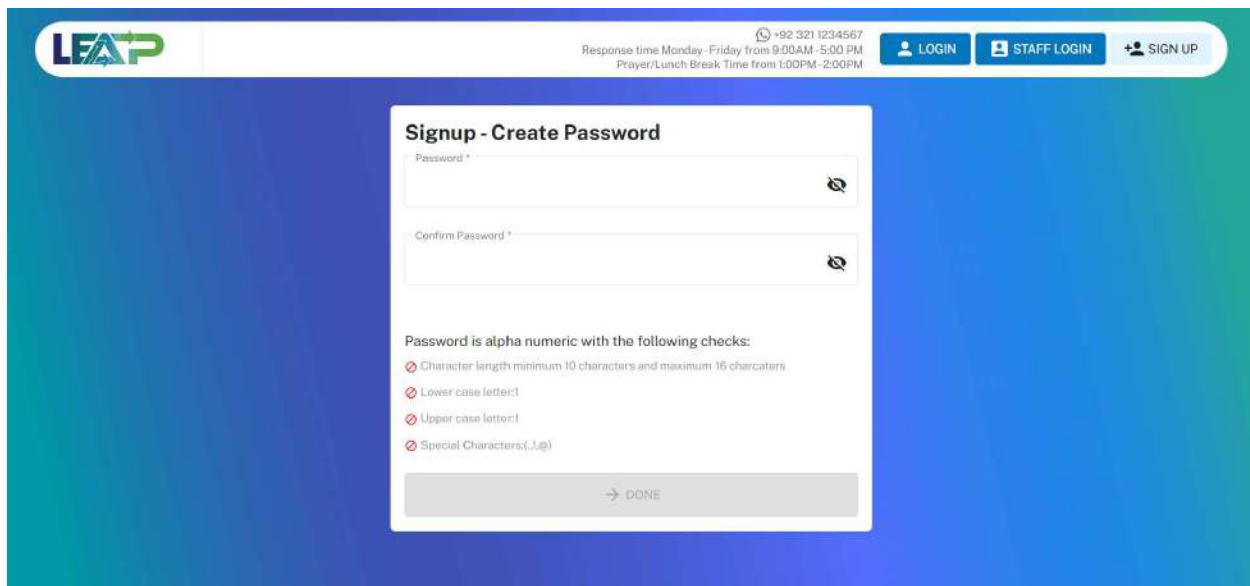
55. The requirements for password are listed below the password fields. When these requirements are met, a green checkmark is placed against each of these. The Done button at the bottom of the page remains disabled until all these requirements are met, not allowing the user to proceed further without a strong password.
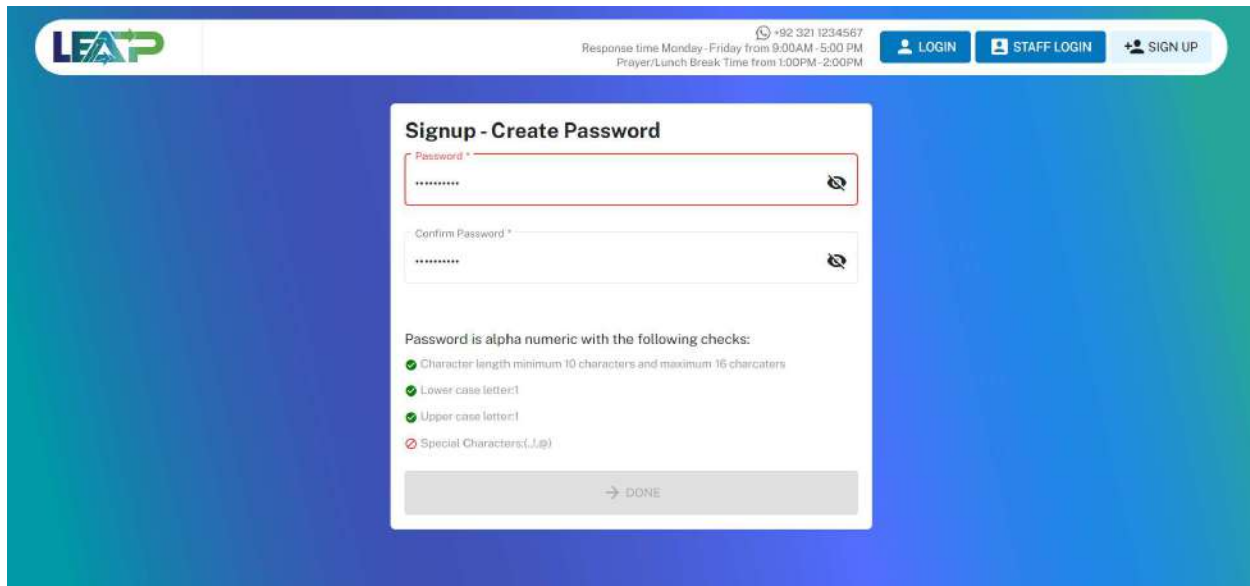
56. Furthermore, the password provided in the Password and Confirm Password fields need to match. An error is displayed to the user if these fields do not match, and the Done button at the bottom of the page remains disabled, not allowing the user to proceed further without correcting the Password first.
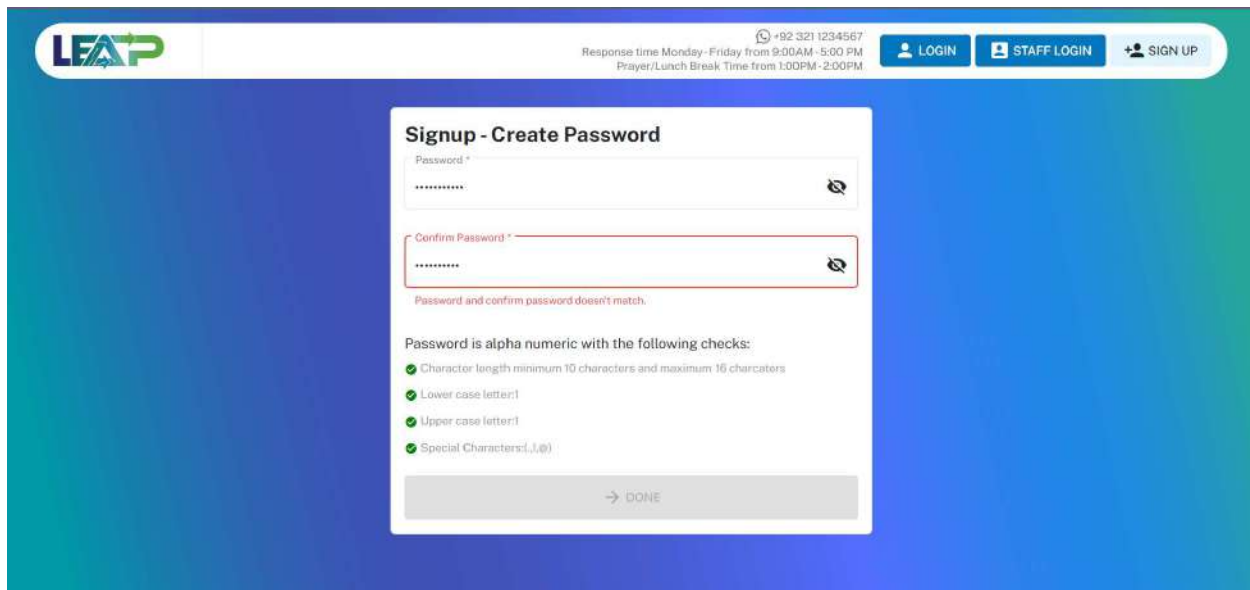
57. Once the password has been created System generates an Email, and In-App Alert to **Applicant** regarding PIN generation.
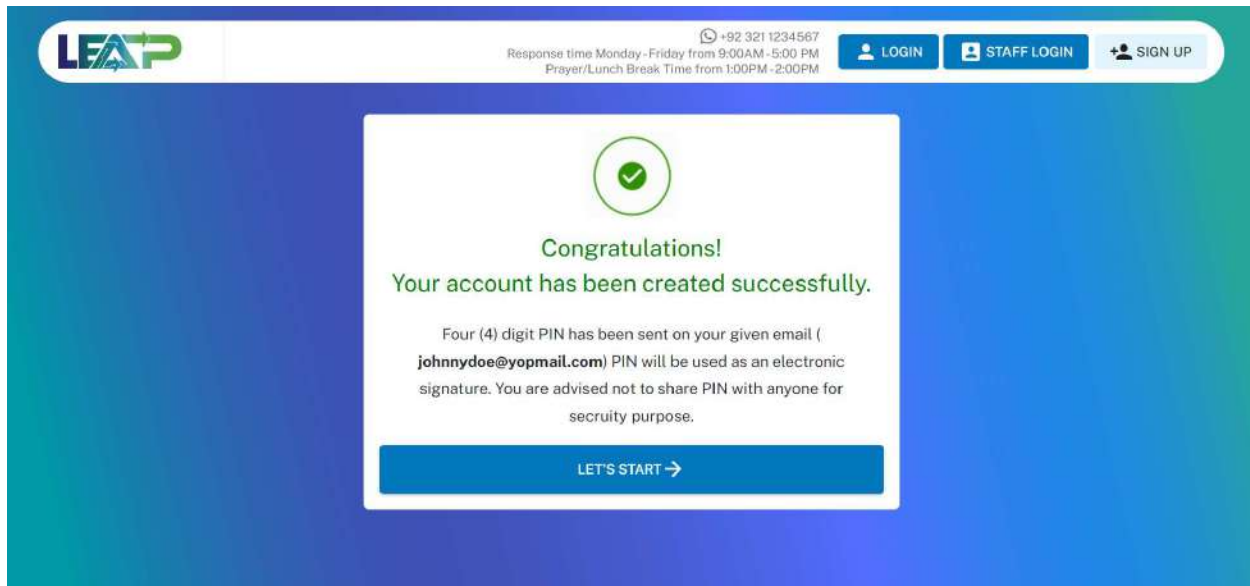
58. System sends the PIN to the Applicant via email. The PIN is included as an attachment that is password protected. The password for the attachment is the same as the Applicant's LEAP account password.

3. Login

1. Clicks on the login button on the homepage of SECP LEAP PORTAL.
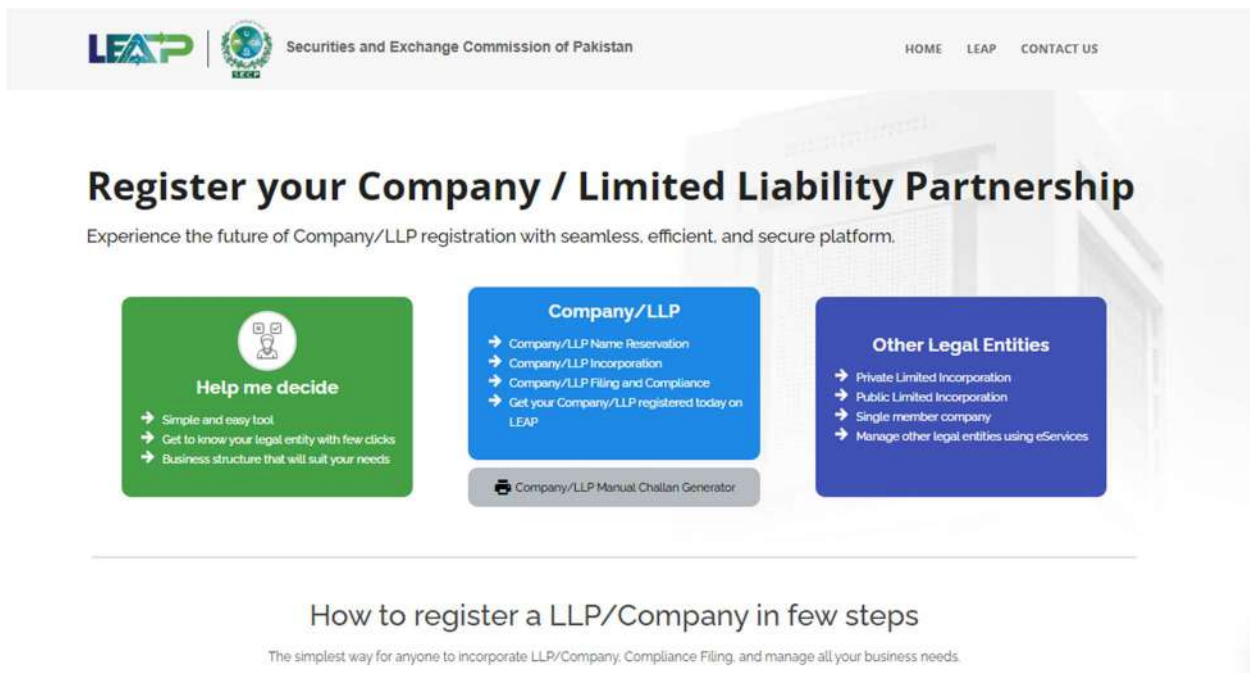
2. System displays the login screen.
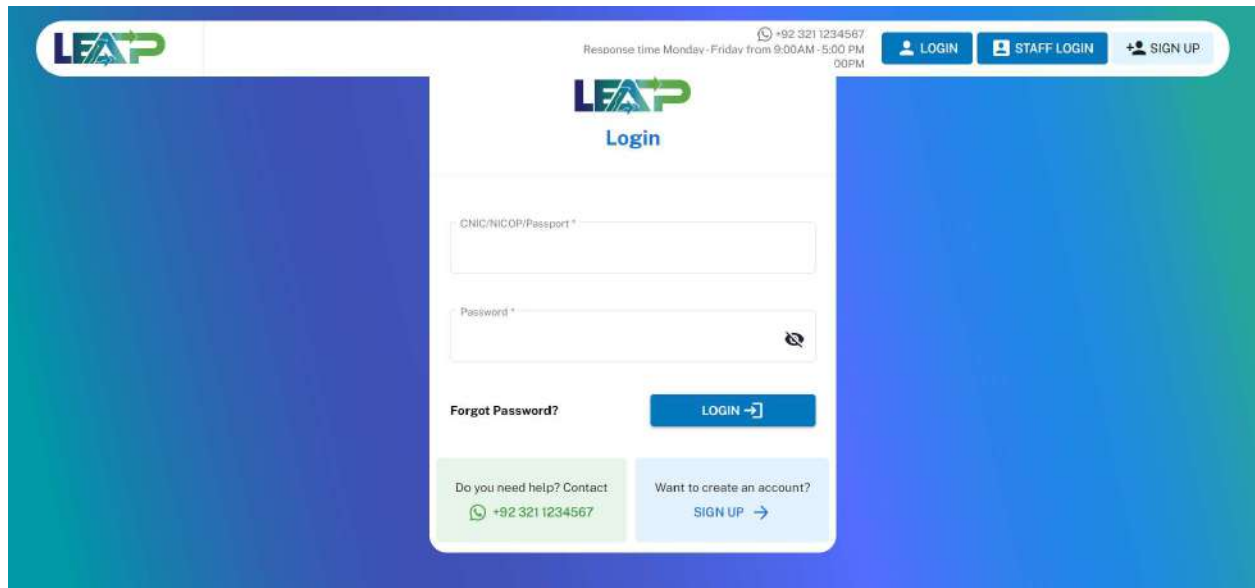
3. Enters the username (CNIC/NICOP/PASSPORT) and Password.
4. System shows homepage to the registered user.
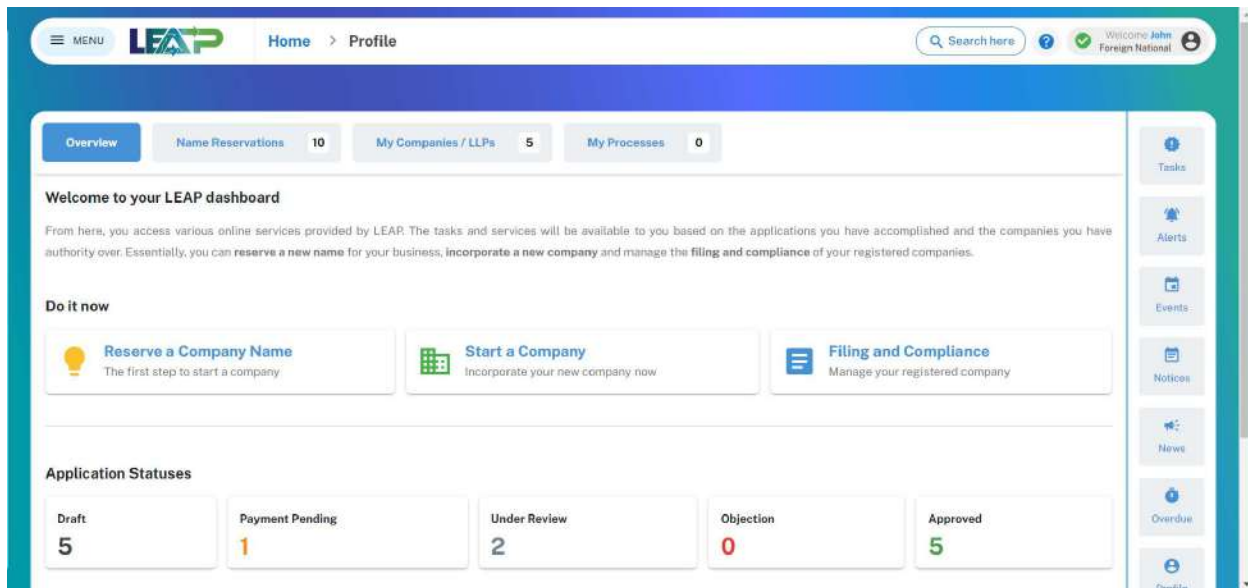
4. External User Profile Management

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.
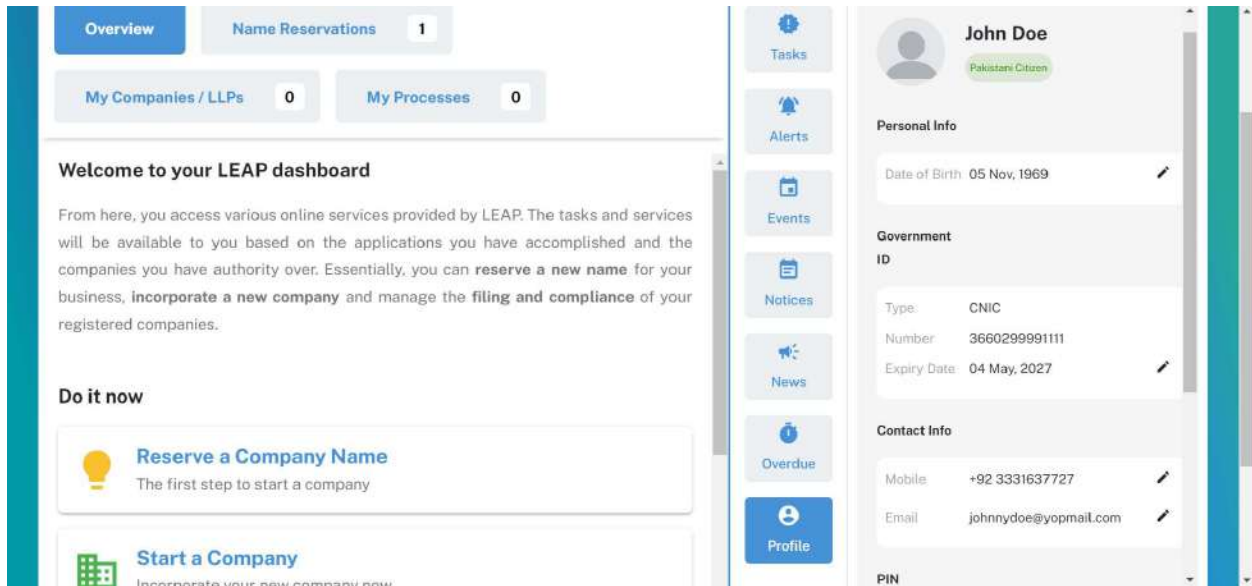
Updating Government ID Expiry Date:

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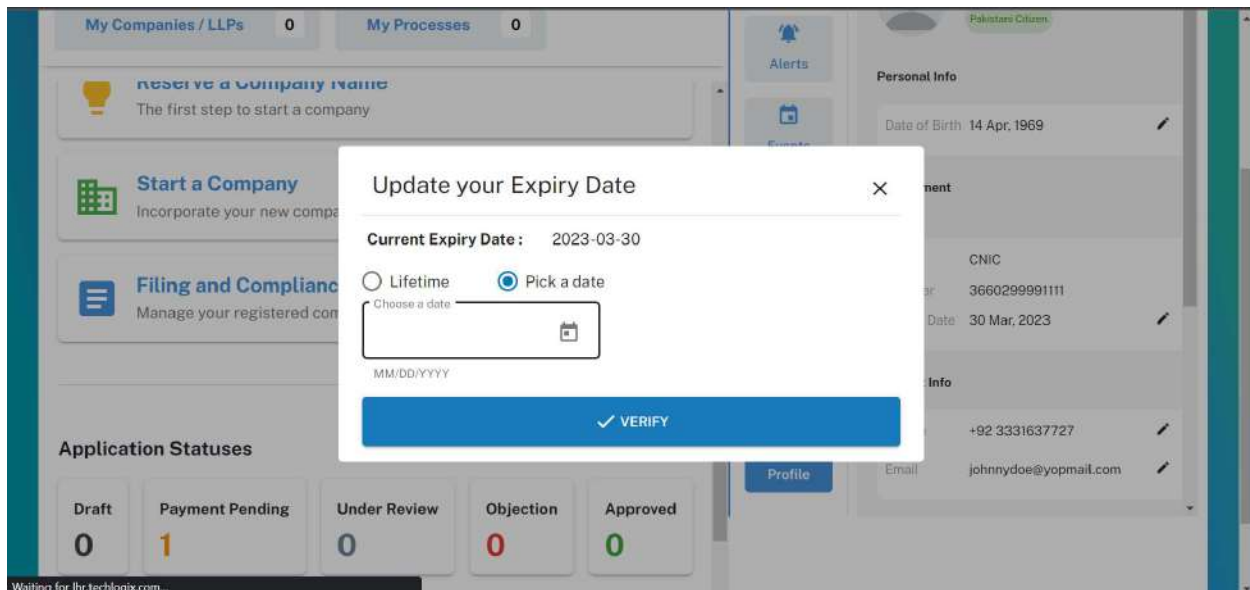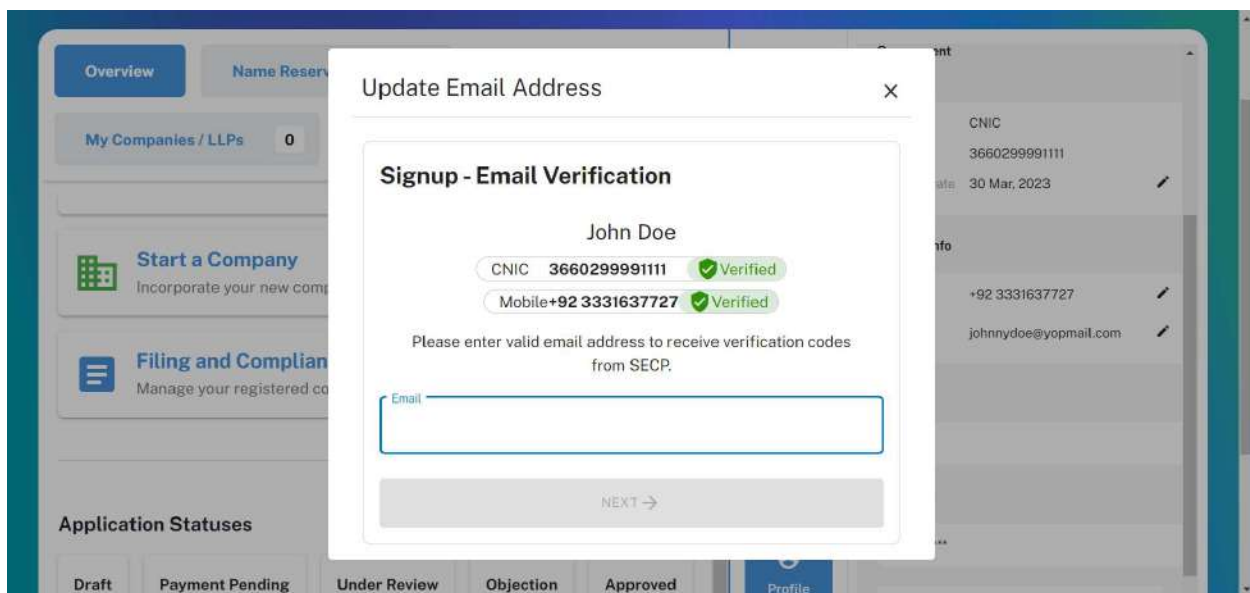
3. The Applicant can either select Lifetime expiry, or select 'Pick a Date' option. Selecting the 'Pick a Date' option will open up a date picker to select a date.

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.

2. The user will provide the new email address in the window that opens up, and click on next.
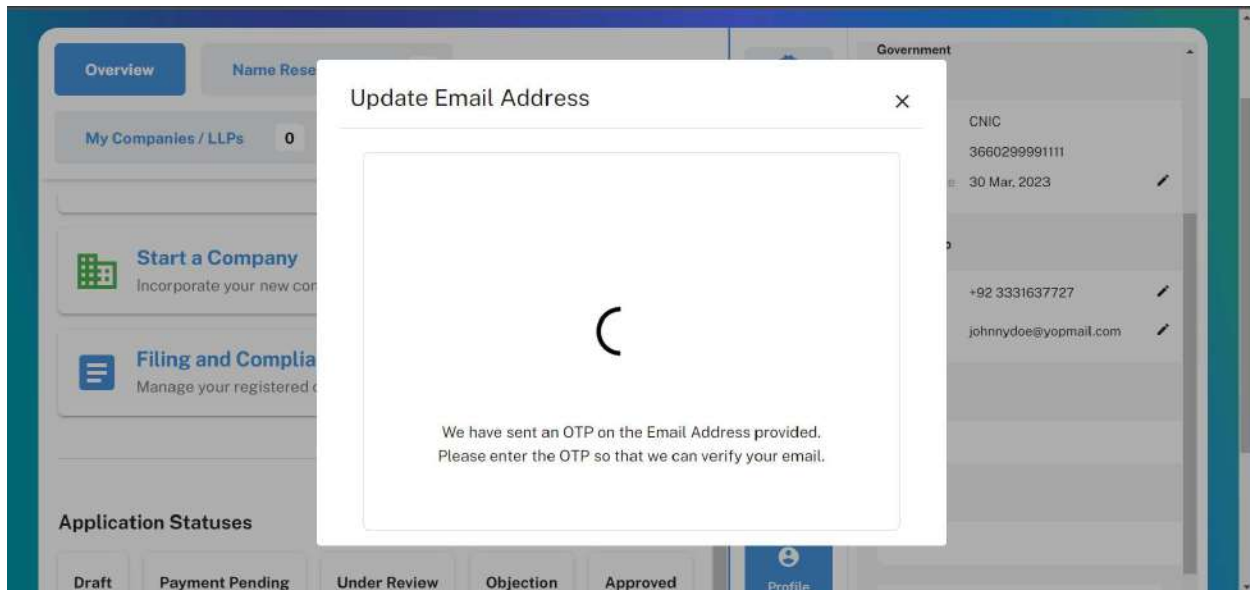
3. System will send an OTP to the new email address provided by the user. This OTP will be valid for 5 minutes.
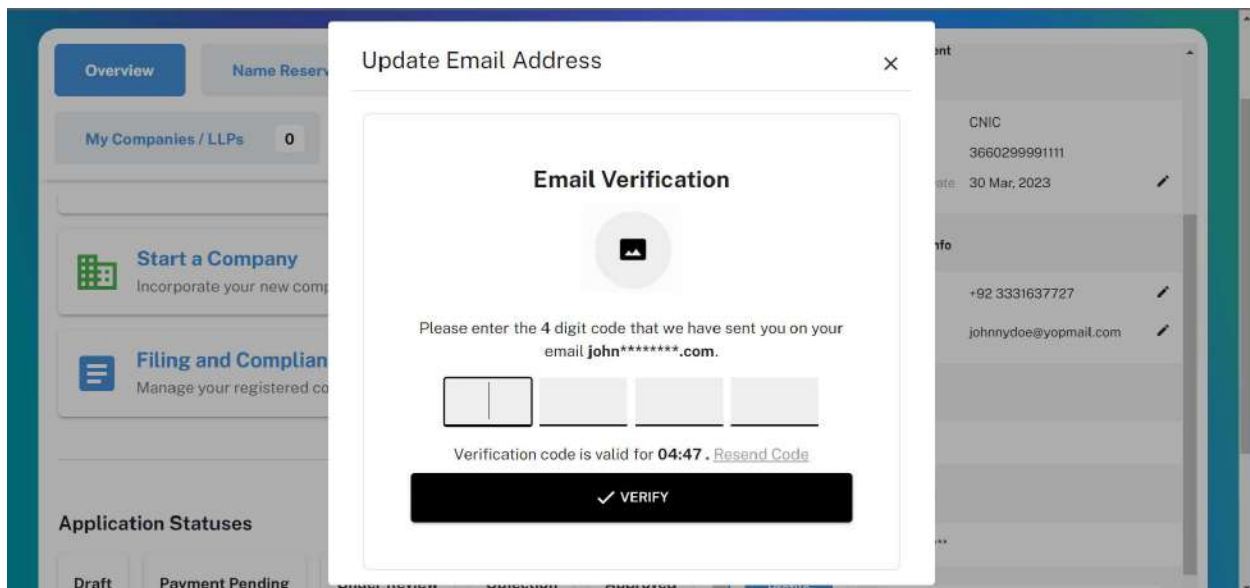
4. User will enter the OTP received on the new email address, and click on verify. If the provided OTP is correct, system will update the user's email address. If the provided OTP is not correct, an error message will be displayed to the user and the email will not be updated until a correct OTP is provided 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.
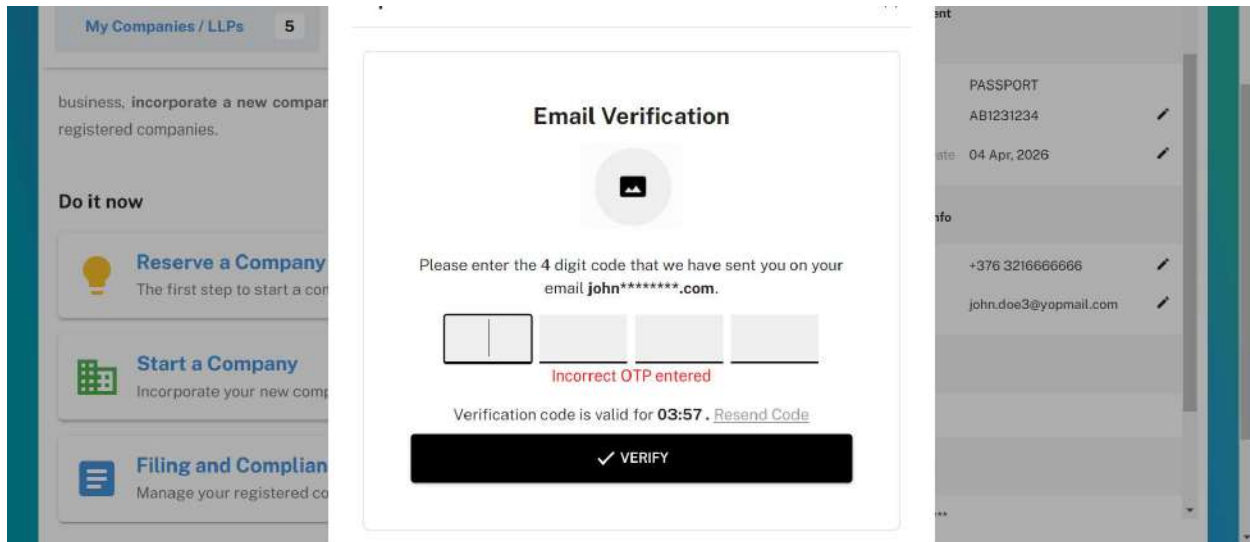
Reset Mobile Number:

1. To update the Mobile Number, user will click on the pen-shaped edit button on the right side of the Mobile Number field.
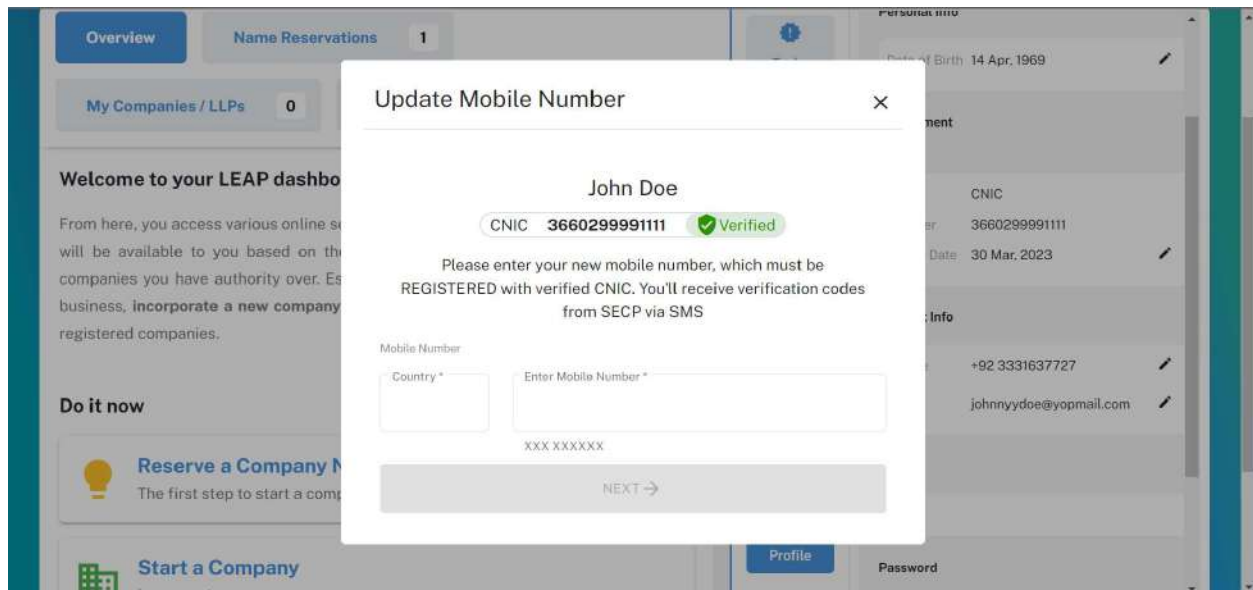
2. The user will provide the new Mobile Number in the window that opens up, and click on next. The number will first be verified against the Applicant's CNIC/NICOP from PMD records for Pakistani nationals.
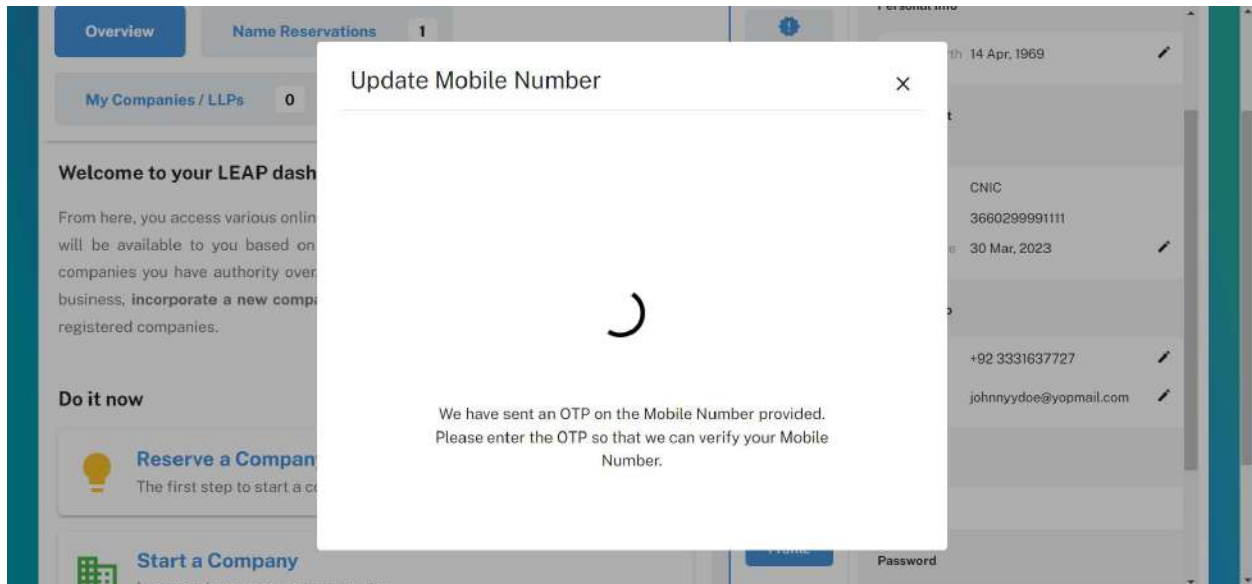
3. System will send an OTP to the new Mobile Number provided by the user. This OTP will be valid for 2 minutes.
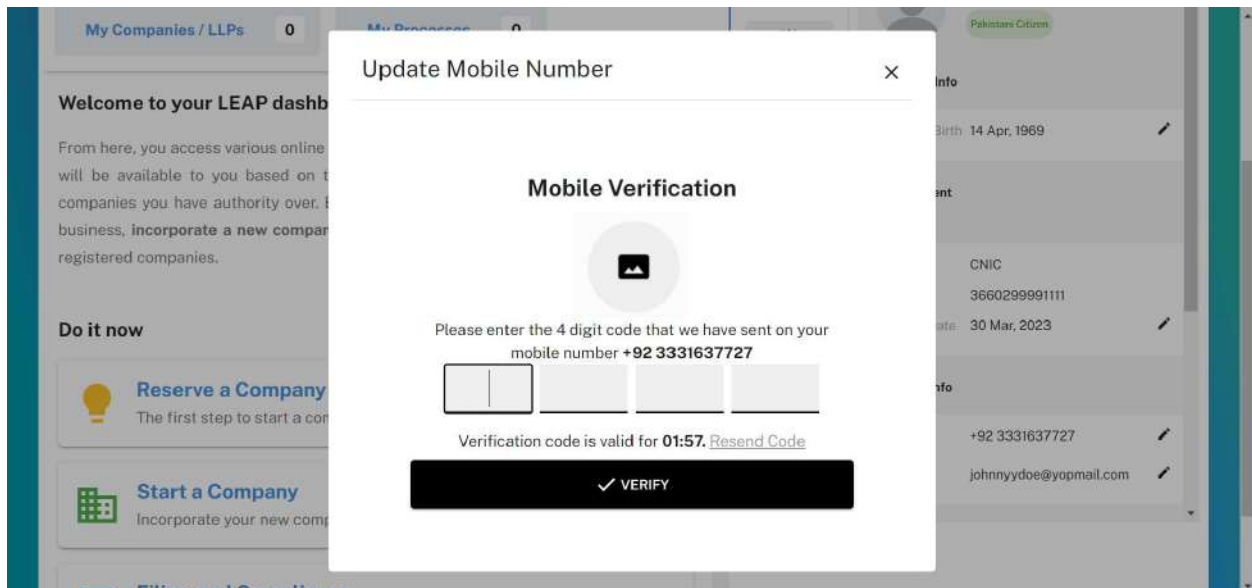
4. User will enter the OTP received on the new Mobile Number, and click on verify. If the provided OTP is correct, system will update the user's Mobile Number. If the provided OTP is not correct, an error message will be displayed to the user and the Mobile Number will not be updated until a correct 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.
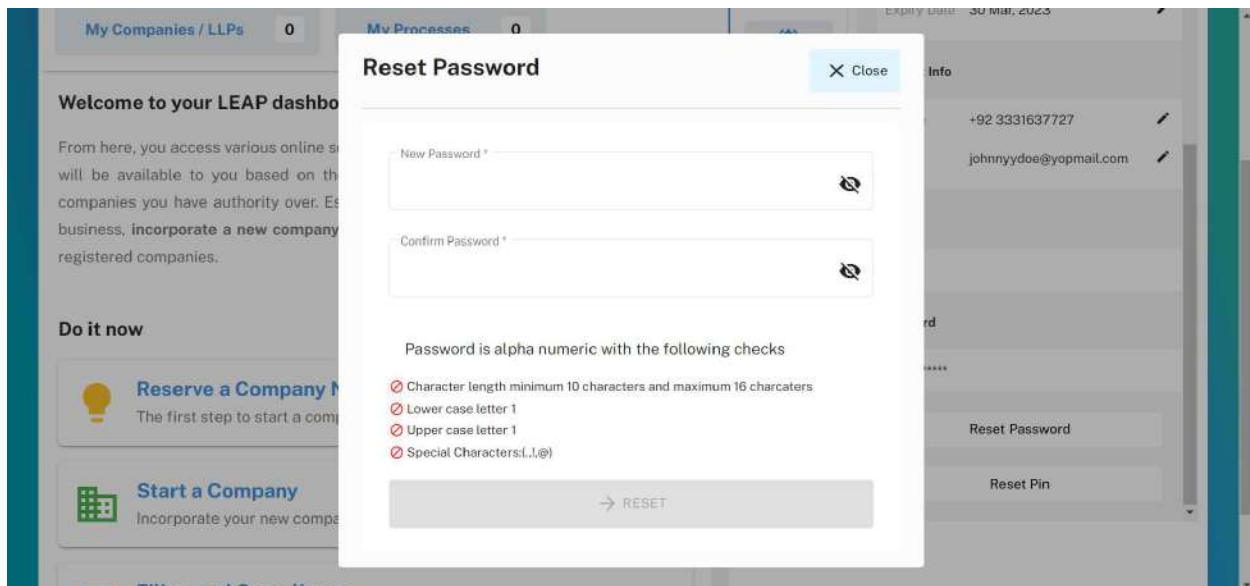
2. The requirements for password are listed below the password fields. When these requirements are met, a green checkmark is placed against each of these. The Done

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.
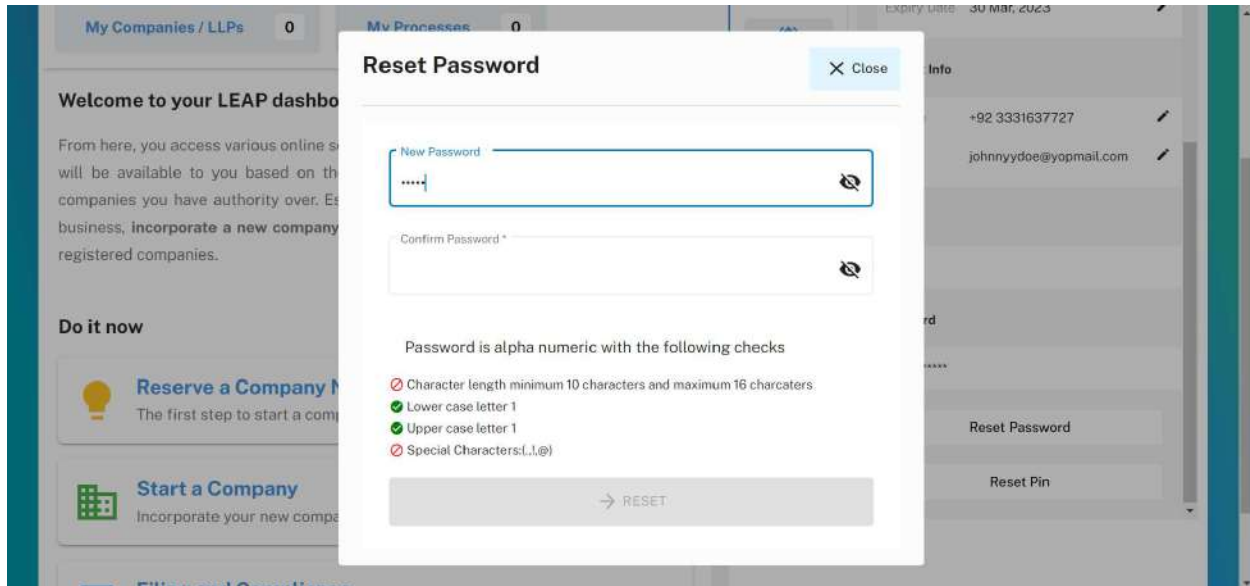
3. Furthermore, the password provided in the Password and Confirm Password fields need to match. An error is displayed to the user if these fields do not match, and the Done button at the bottom of the page remains disabled, not allowing the user to proceed further without correcting the Password first.
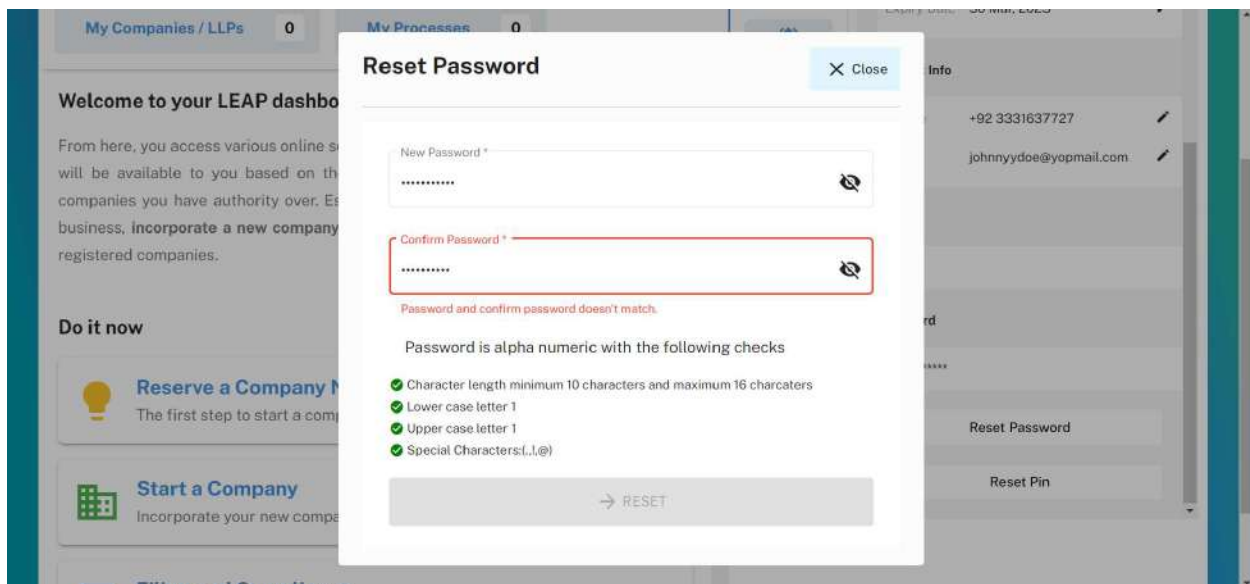
4. Once the Applicant provides a password that matches the criteria, and confirms the password correctly, clicking on the reset button will update the user's password to the new one provided.
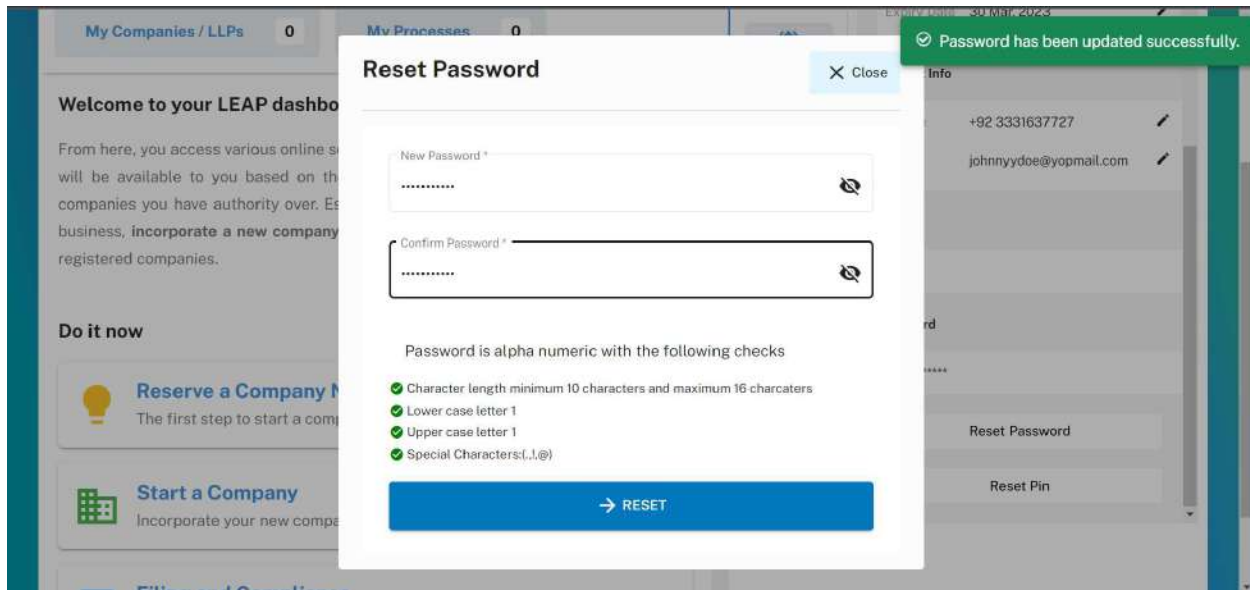
Reset PIN:

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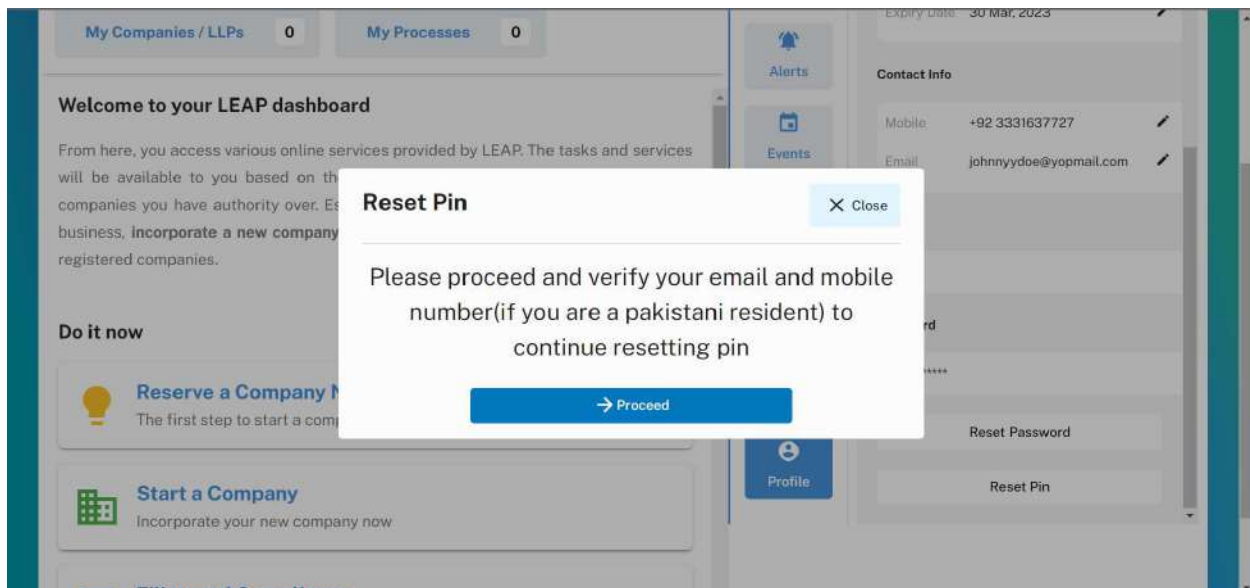
2. After the user clicks on the proceed button, system will send an OTP to the user's email address for Pakistani National users. Foreign National users do not require to

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.
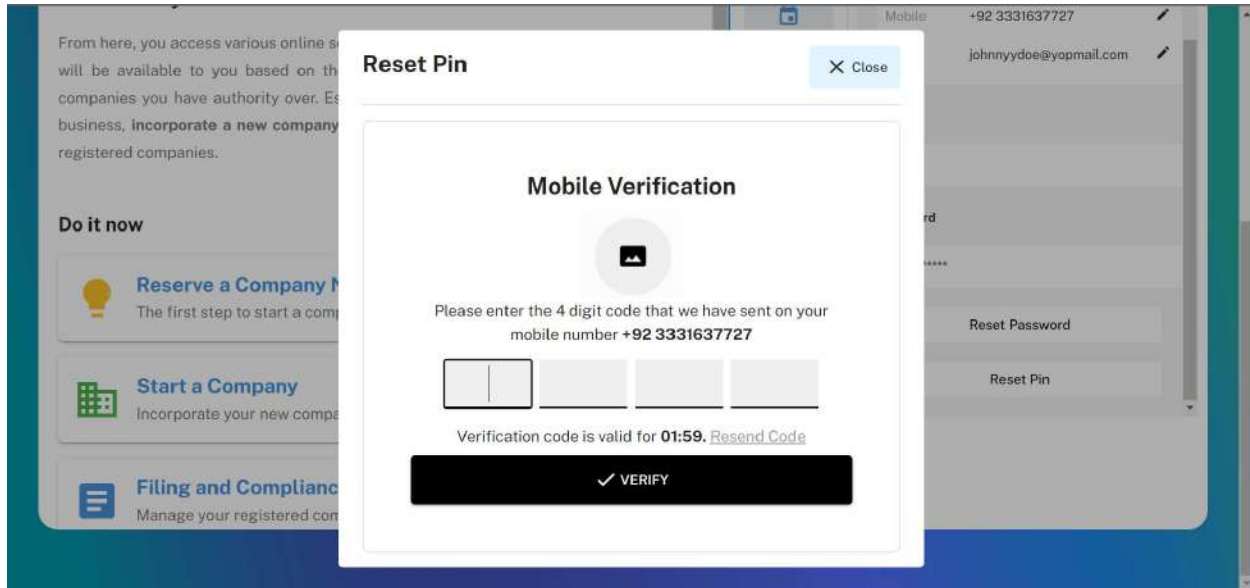
4. If the provided OTP is not correct, an error message will be displayed to the user.
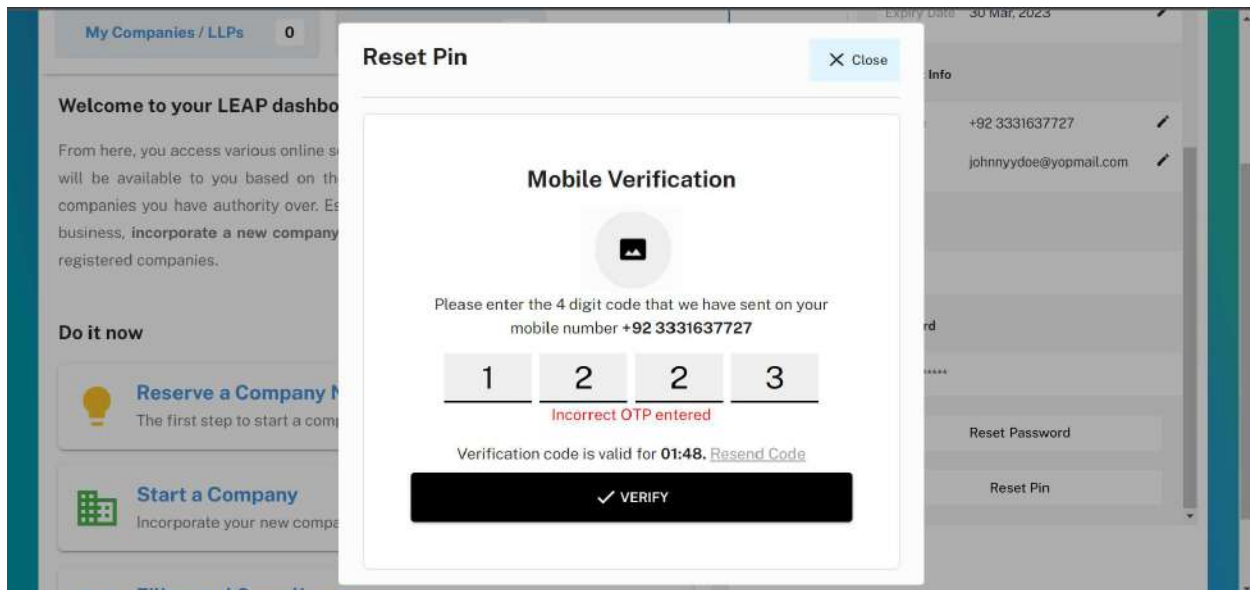
5. If. If the OTP becomes invalid after a lapse of 5 minutes, the user can click on Resend Code button that becomes enabled after the pin becomes invalid.
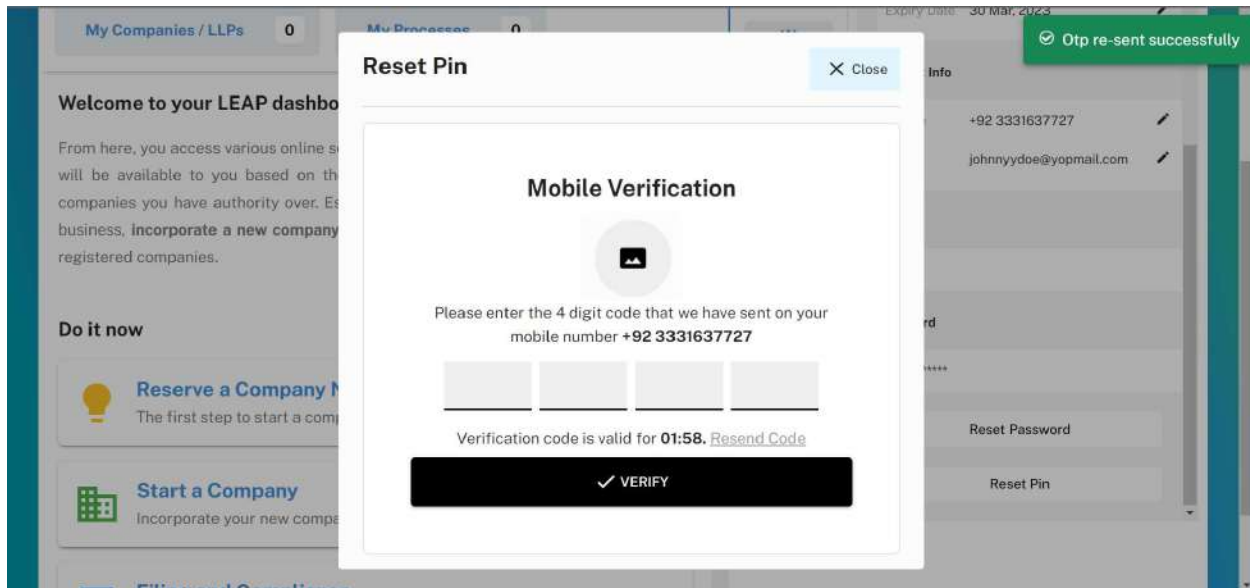
6. After the OTP sent on mobile number is verified, system will send an OTP to the email address of the user. This OTP will be valid for 5 minutes.
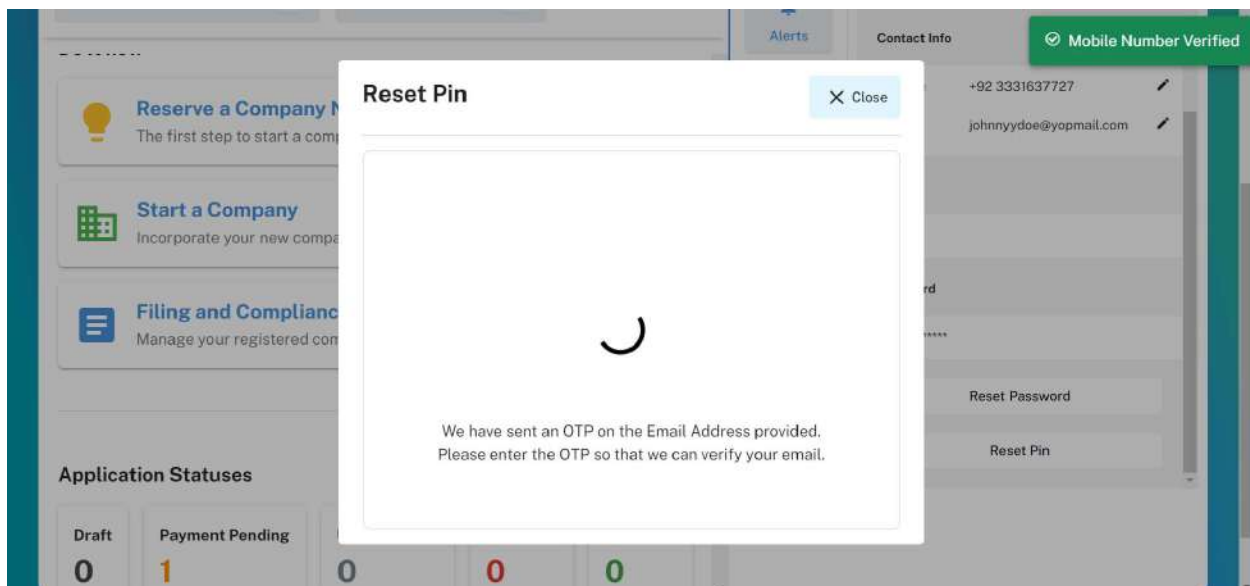
7. The User will enter the OTP received on the email address, and click on verify. If the OTP becomes invalid after a lapse of 5 minutes, the user can click on Resend Code button that becomes enabled after the pin becomes invalid.
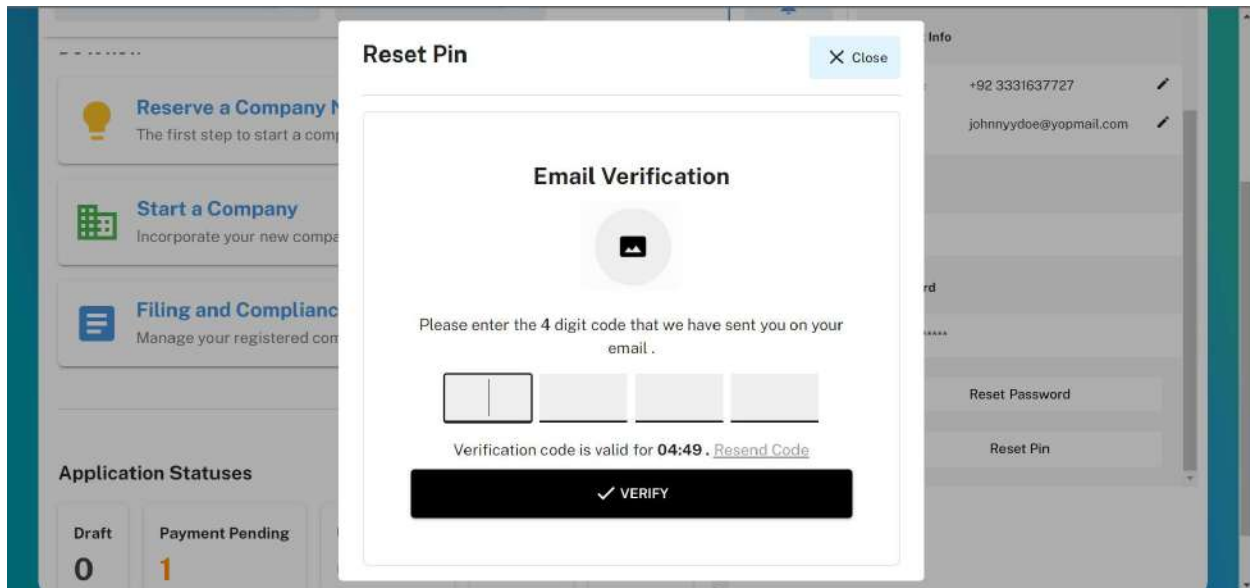
8. If the provided OTP is not correct, an error message will be displayed to the user.
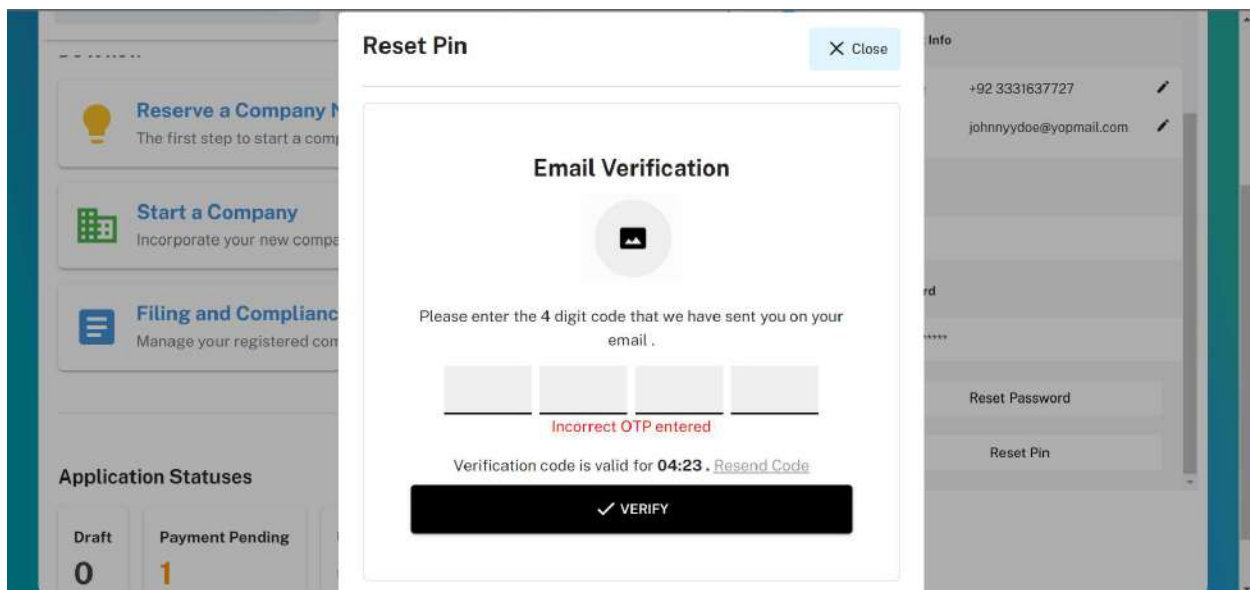
9. After the OTP has been verified by the system, a new 4-digit PIN will be generated by the system and emailed to the user.
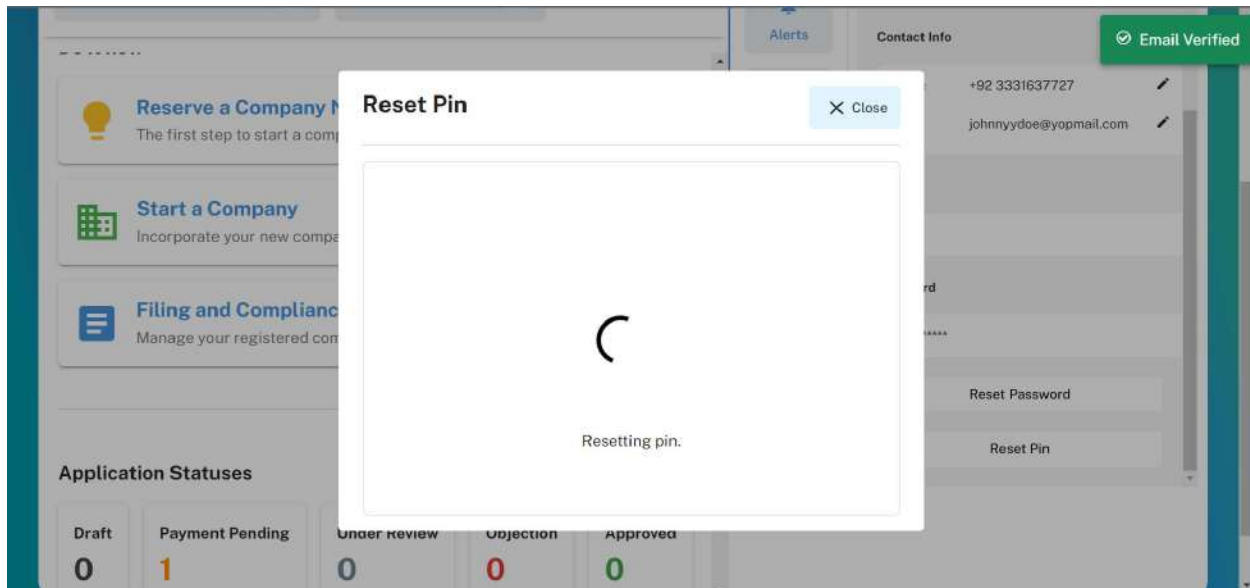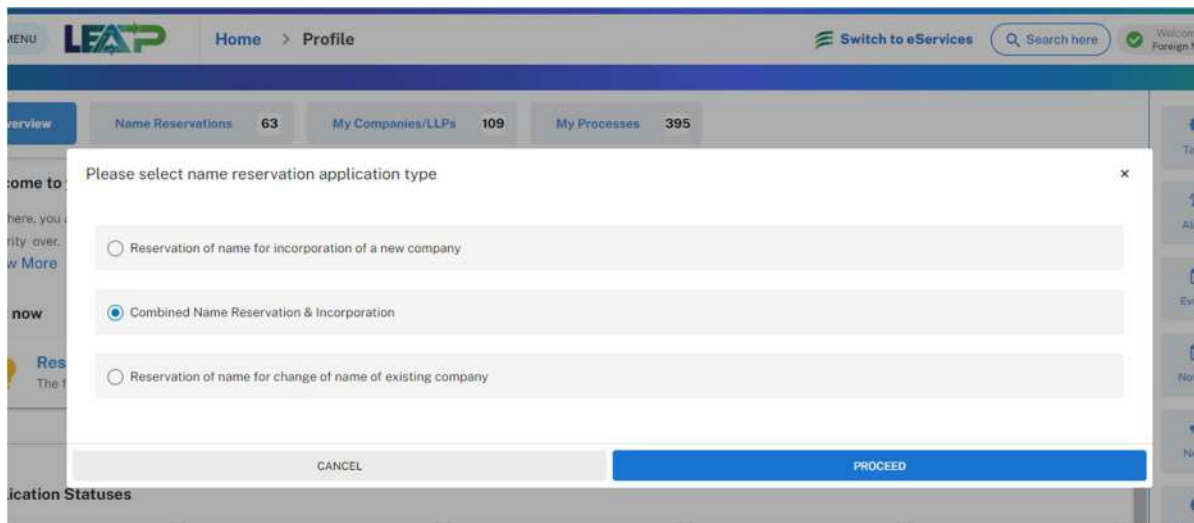
10. The PIN will be included in an attachment that will be emailed to the user over his/her email address.
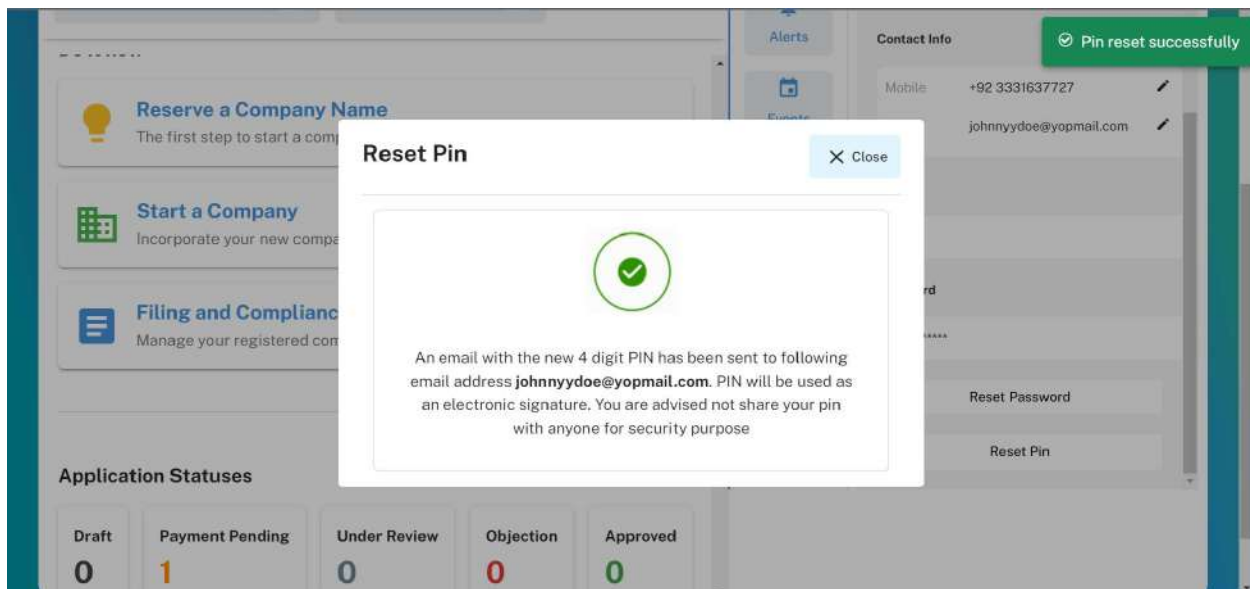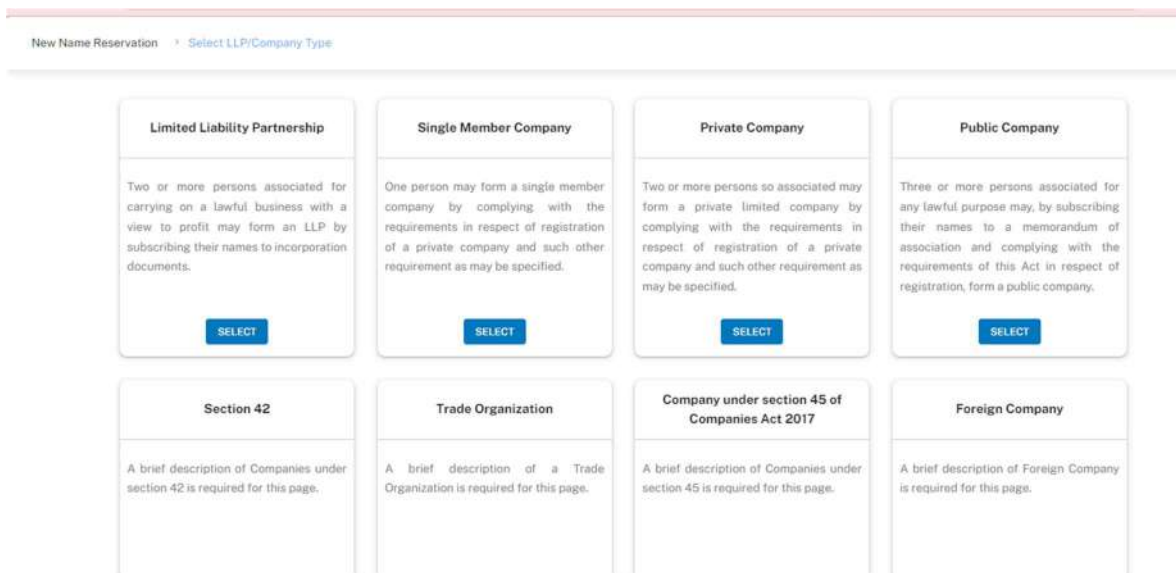
5. Name Reservation, Permission to Form, Incorporation and CTC - Combined.

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.

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.

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

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.

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 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.

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.

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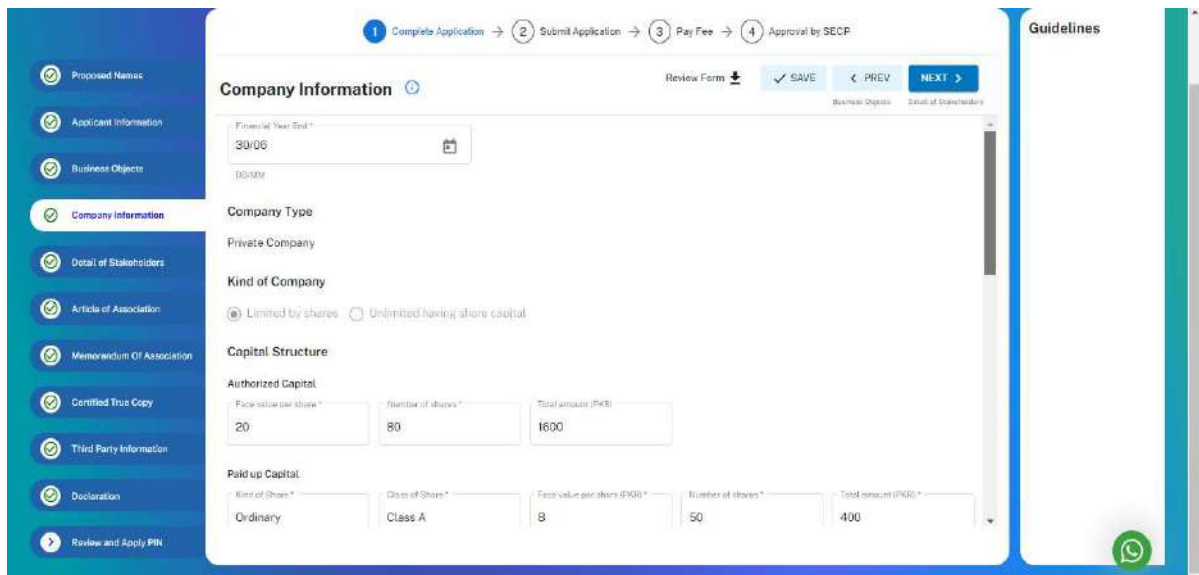natural person button and fills the required information. For adding Natural person, Applicant can search for a person already registered with SECP. Applicant can search for Natural Persons using their CNIC, NICOP or Passport Number, fill the details, click validate user information and then click add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

14. The **Applicant** can also add **Body corporate** partners in a similar manner by searching for a Body Corporate using it's CUIN. 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.

18. **Applicant** is given a choice to make any amendments to the Article of Association. Then clicks on "Next".
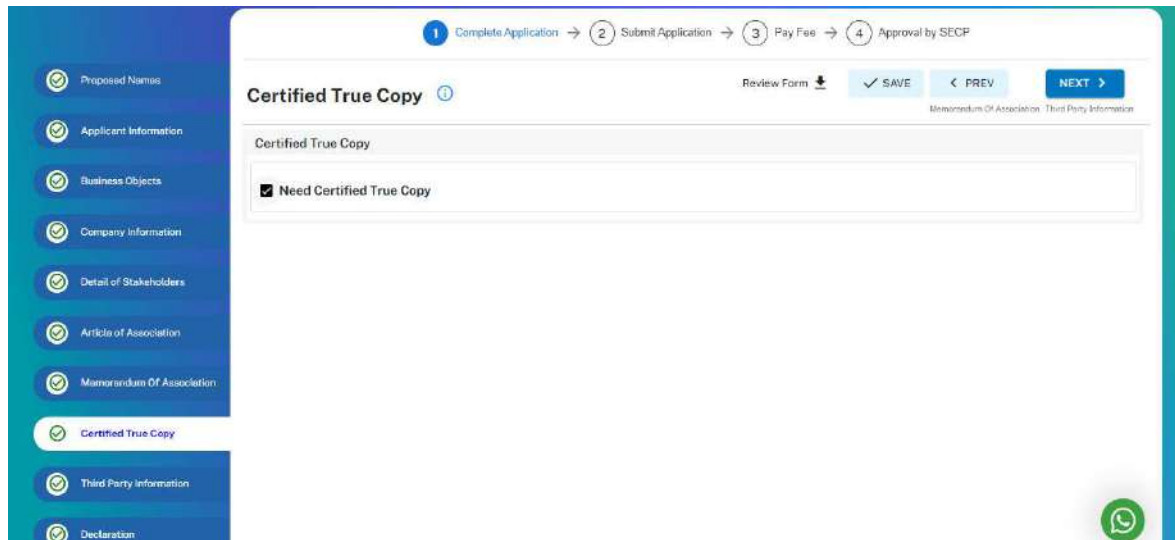
19. **Applicant** can download the Memorandum of Association by clicking on the download MOA button.

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

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.

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.
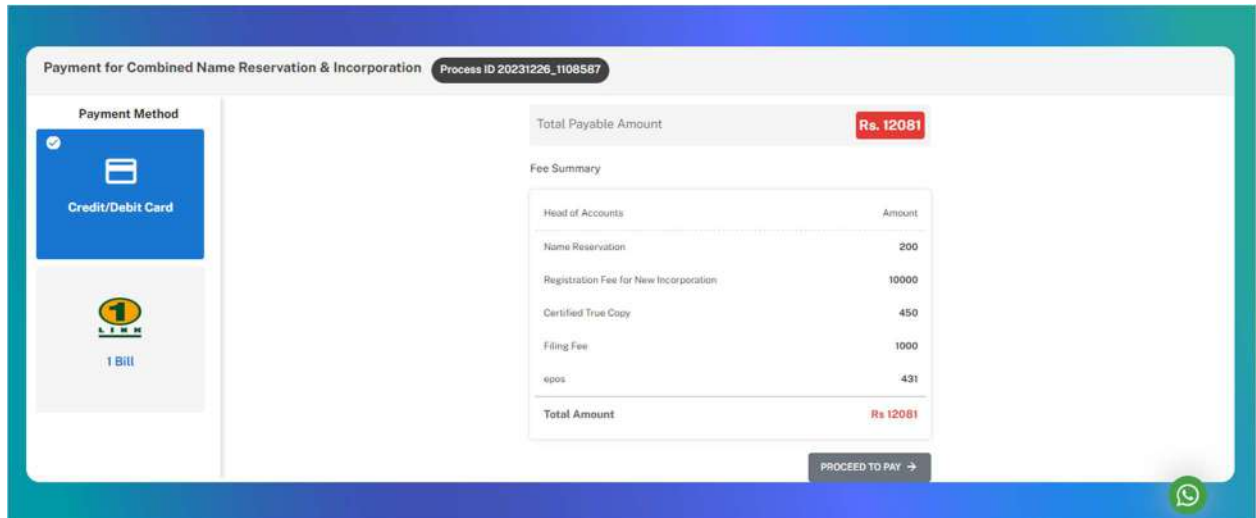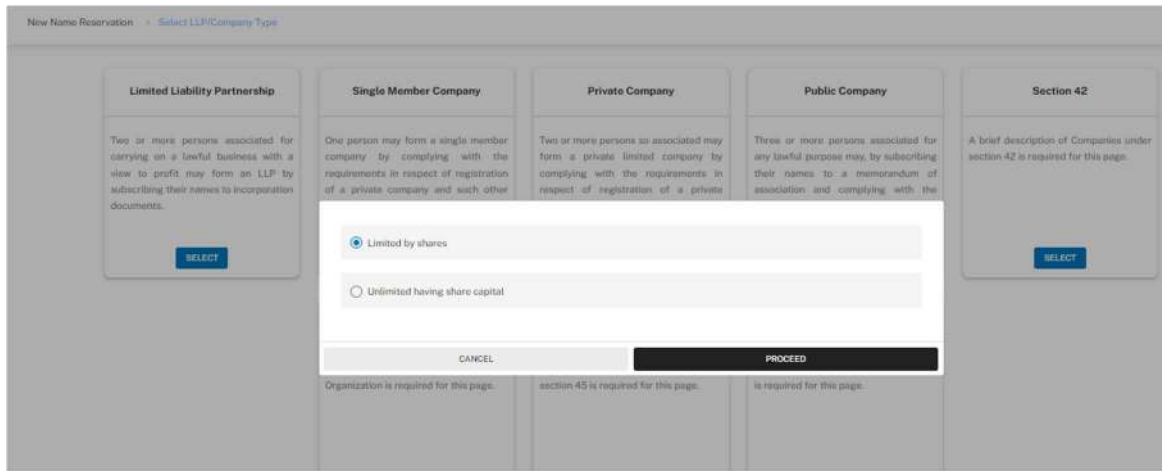
6. Name Reservation-Standalone
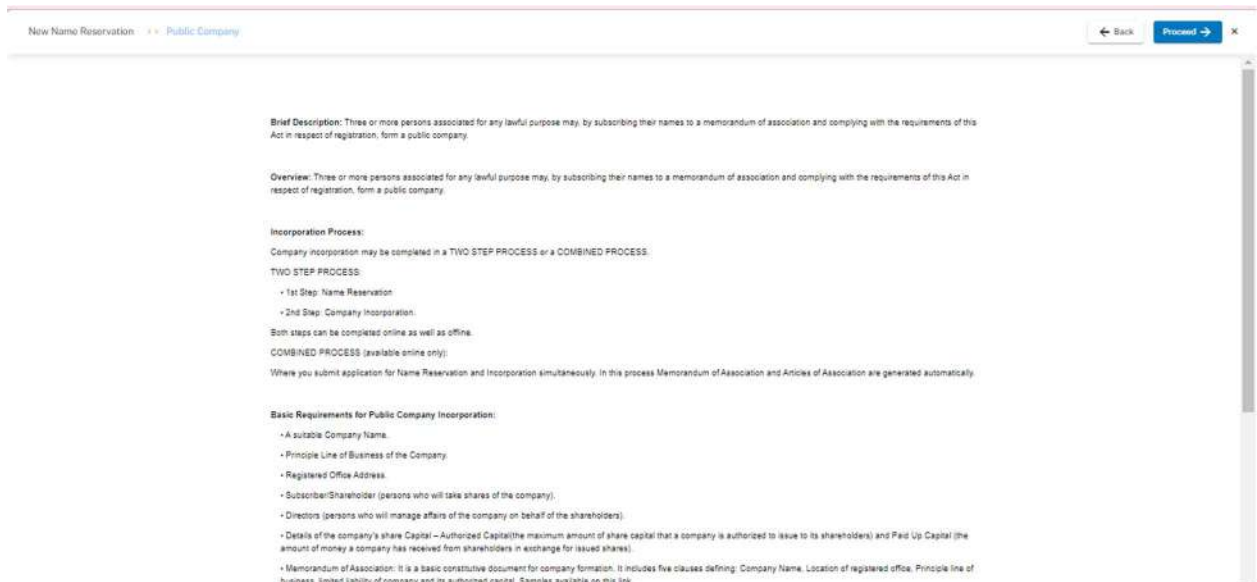
1. **Applicant** logs in to his/her registered account. The Applicant will land on his/her landing page.By clicking "Name Reservations"option,The Applicant can start a name reservation from this page.
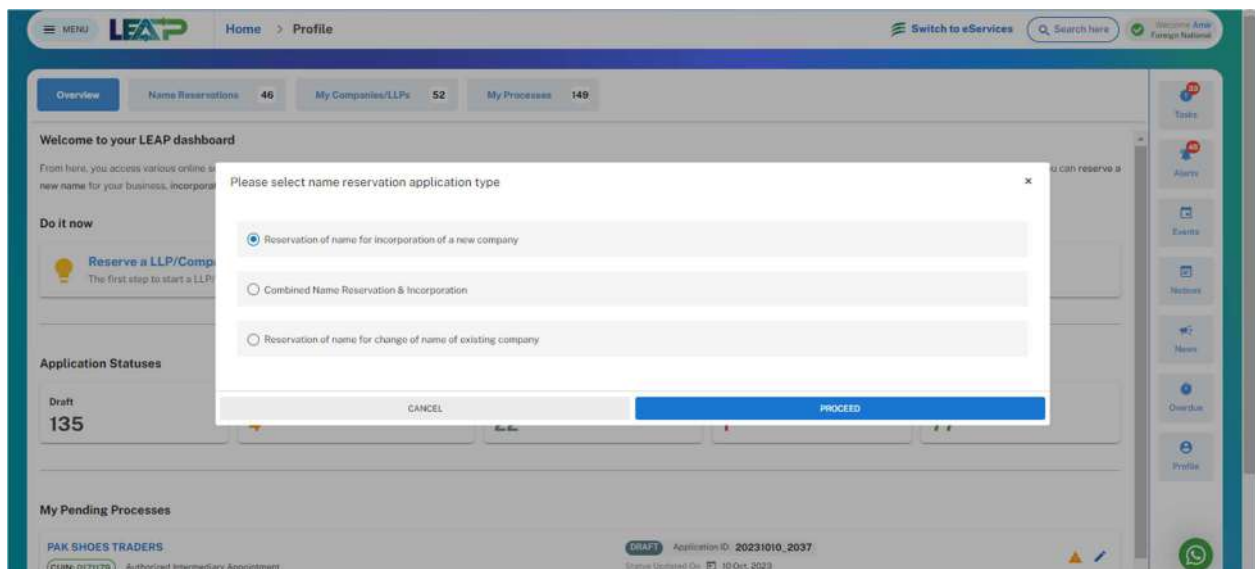
2. The **Applicant** is then taken to the Company Type selection page where they can select their relevant company Type and click on "Proceed".

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.

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. .

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.

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.

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.

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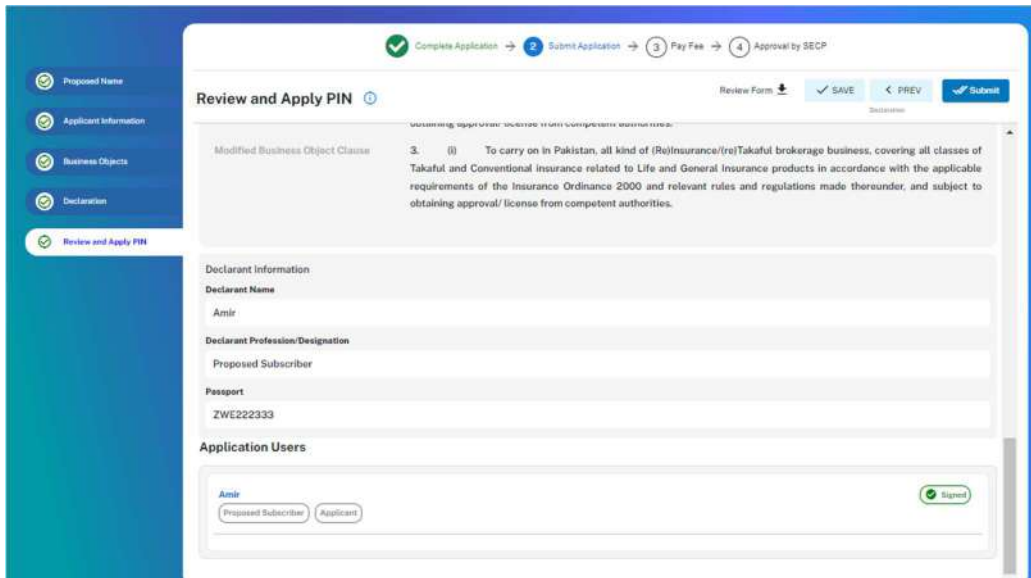
17. The Declarant clicks on the Acknowledgement checkbox.The **Declarant** applies their PIN. If the PIN is valid, a 'Valid Pin' message is shown to the user. After this, if the application is complete, the Submit button becomes enabled. The **Applicant/Declarant** submits the application.

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.

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

20. The **Applicant** can proceed with payment via their chosen paymet method, After successful online (Debit/Credit Card) payment, system provides payement confirmation to the applicant.
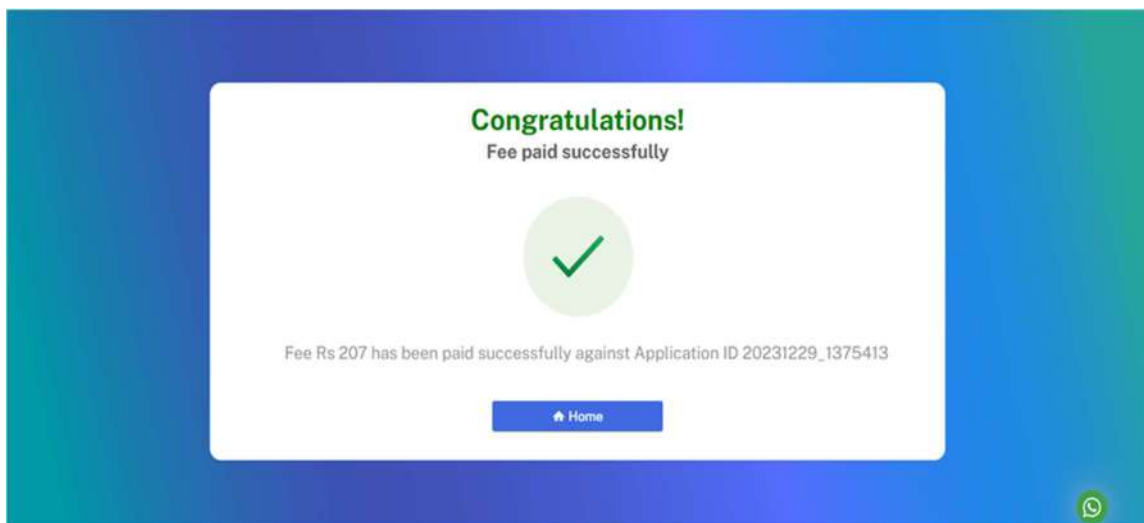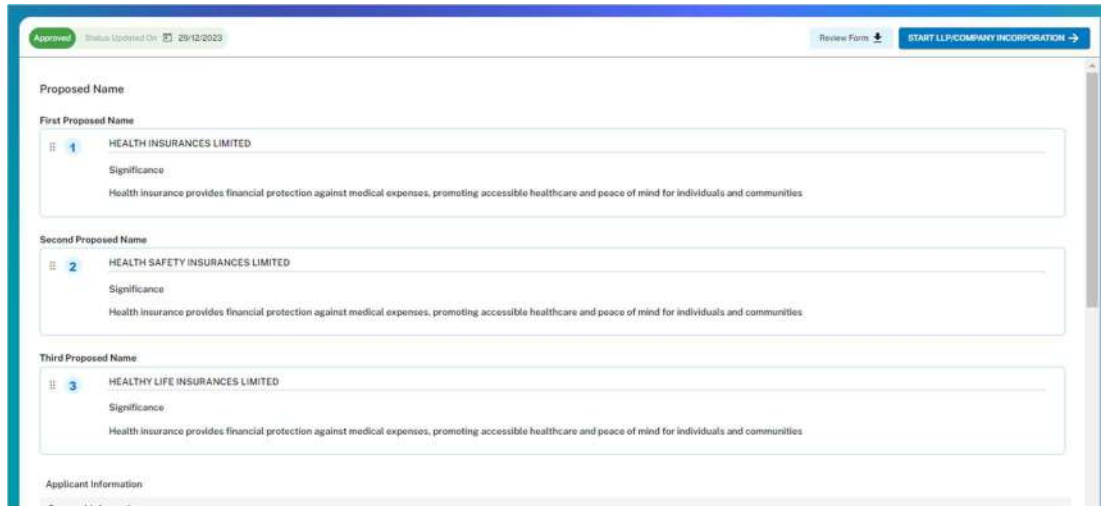
21. The **Applicant** can view the status of their application on their home page.
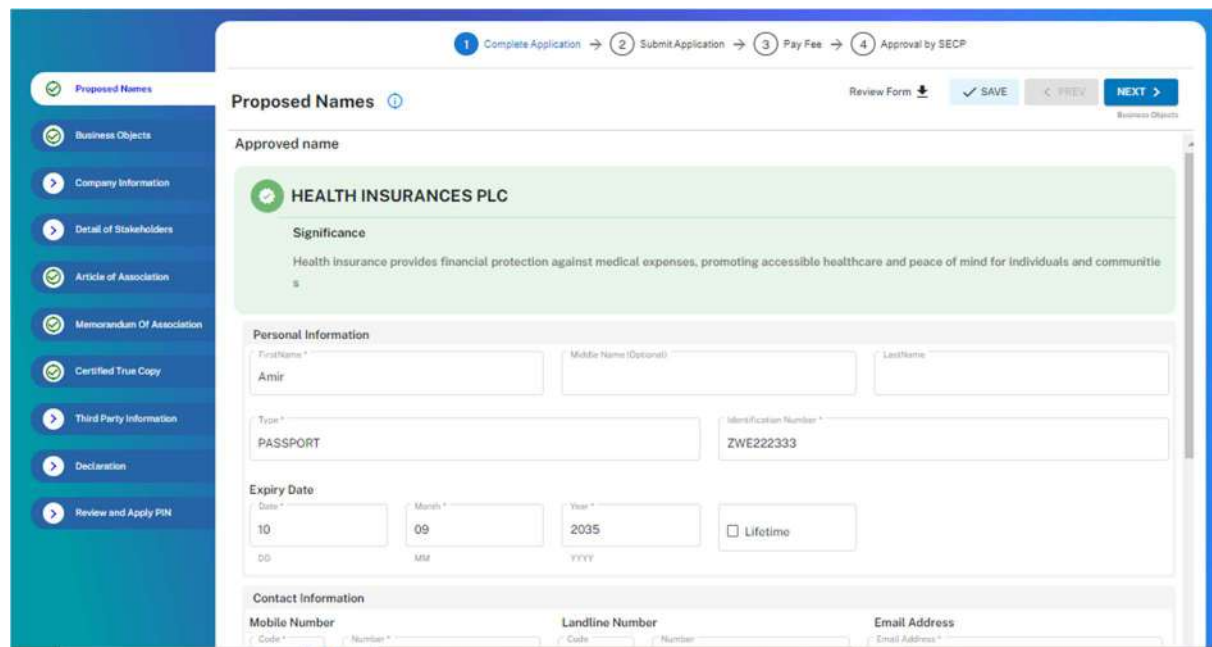
7. Permission to Form and Incorporation -Standalone

Applicants can apply for Incorporation of their LLP/company once their proposed name has been approved and finalized.
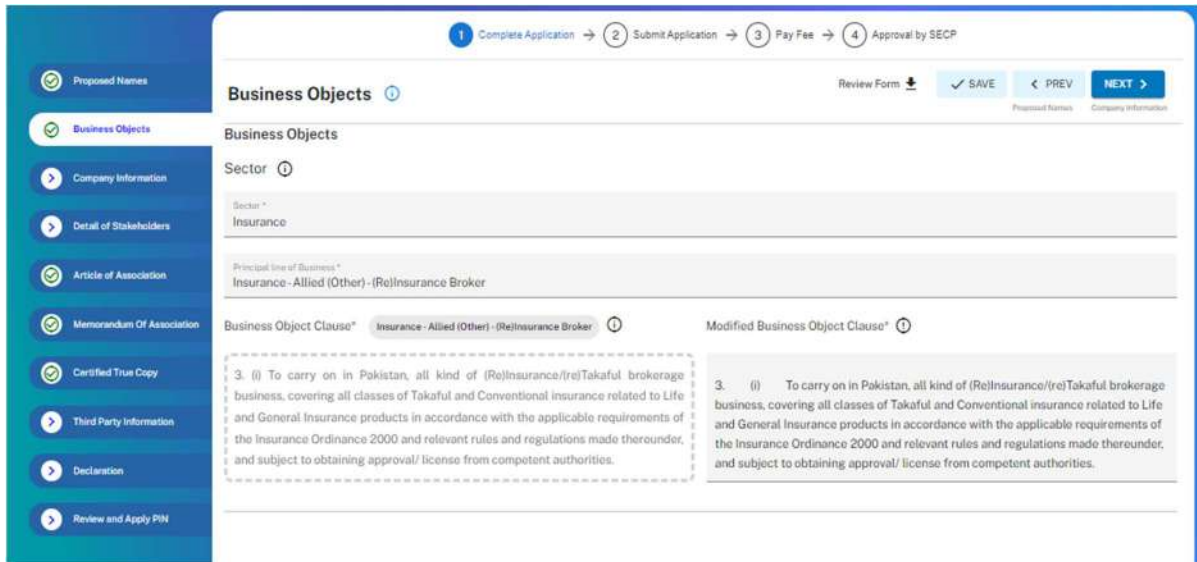
1. For applying for LLP/company Incorporation, the **Applicant** can also navigate to the My Companies/LLPs tab and click on 'Start LLP/Company Incorporation' button, or continue with an existing application that is in draft.

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

3. **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.
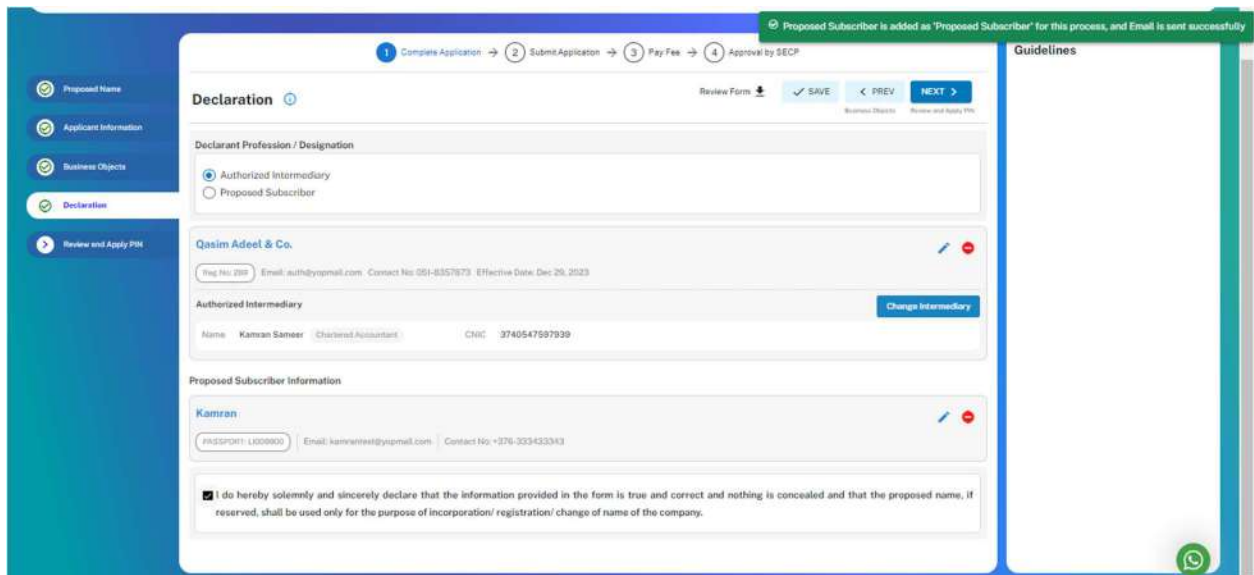

4. Applicant can click on next, and fill the Company Information section including capital structure, company address and contact information.

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 CUIN. 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.

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

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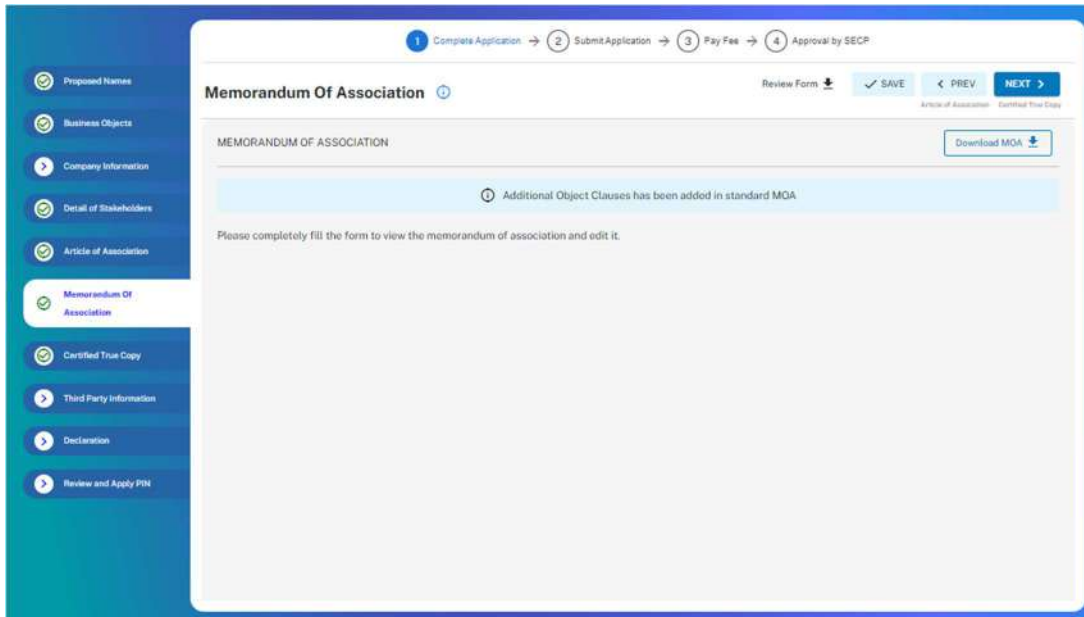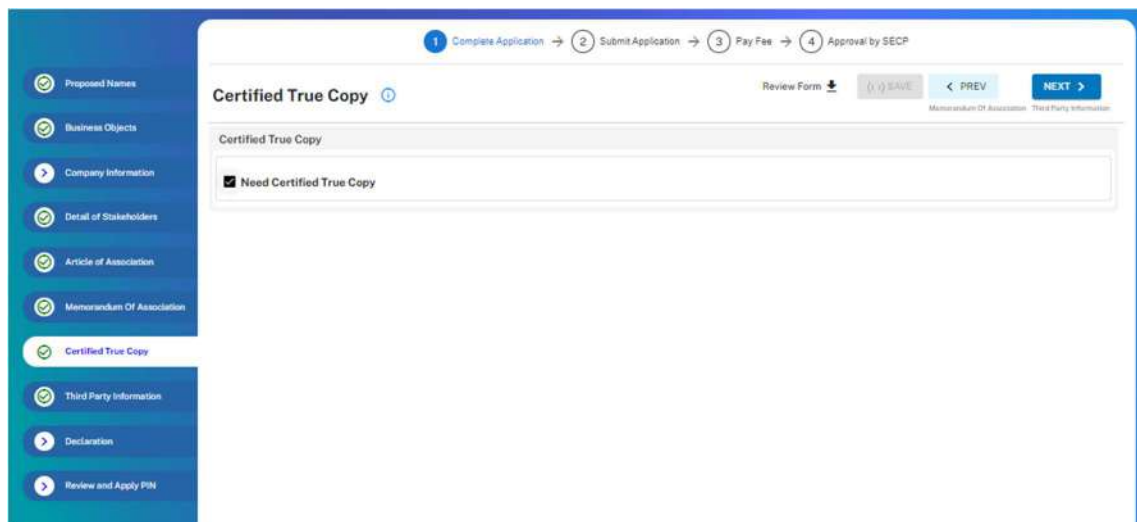
12. **Applicant** can also view, edit and download the Memorandum of Association using the relevant section of the application.

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

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

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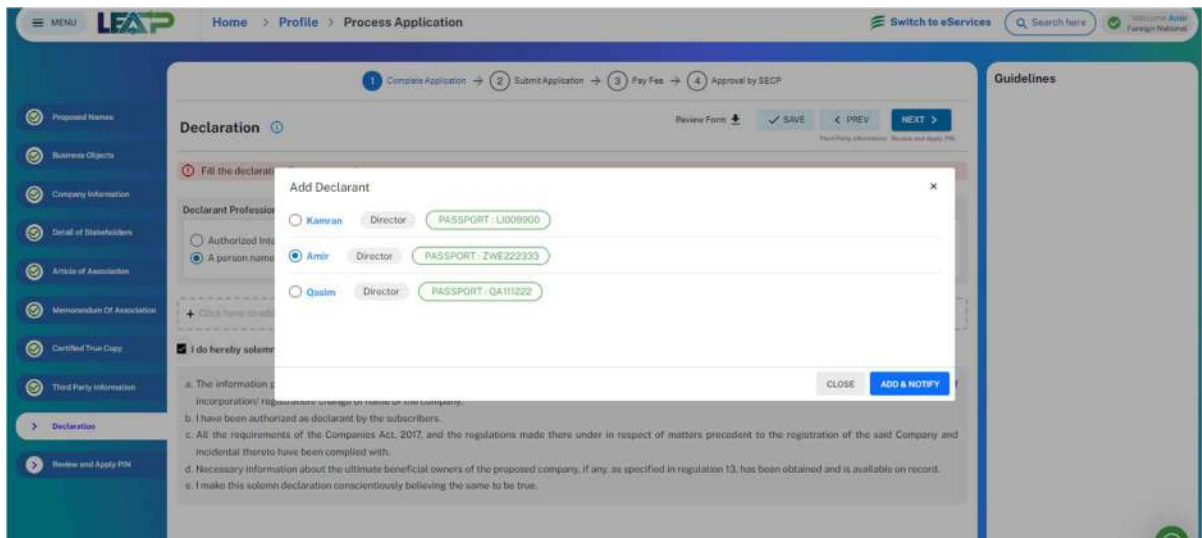
18. **Applicant** can click on the Review Form button at any time to view the Statutory Form. Once the applicant has completed the application, he/she can view the form populated with all the information.

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.

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

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.

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.

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

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

5. Since Special Resolution is required for Change in Registered Office Address frzom 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.

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.

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
(Authorized Officer) (Applicant)   ⚠ PIN Application Pending

☐ 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.

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.

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.

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.

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

4. 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.

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.

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.

8. 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.

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

10. 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.

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. 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.

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.

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.
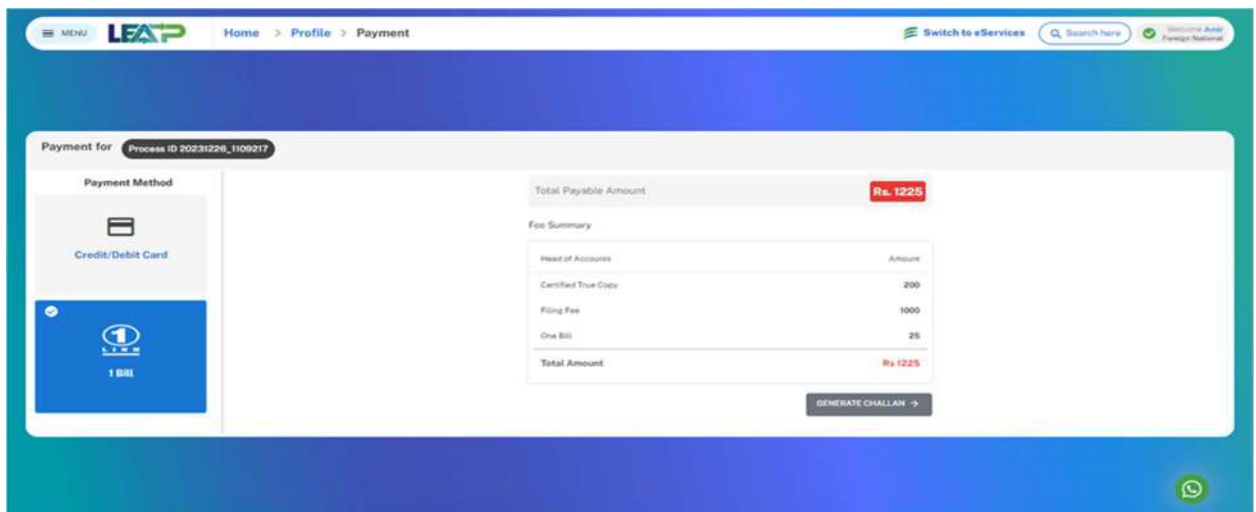
c. Change in Address within the same city

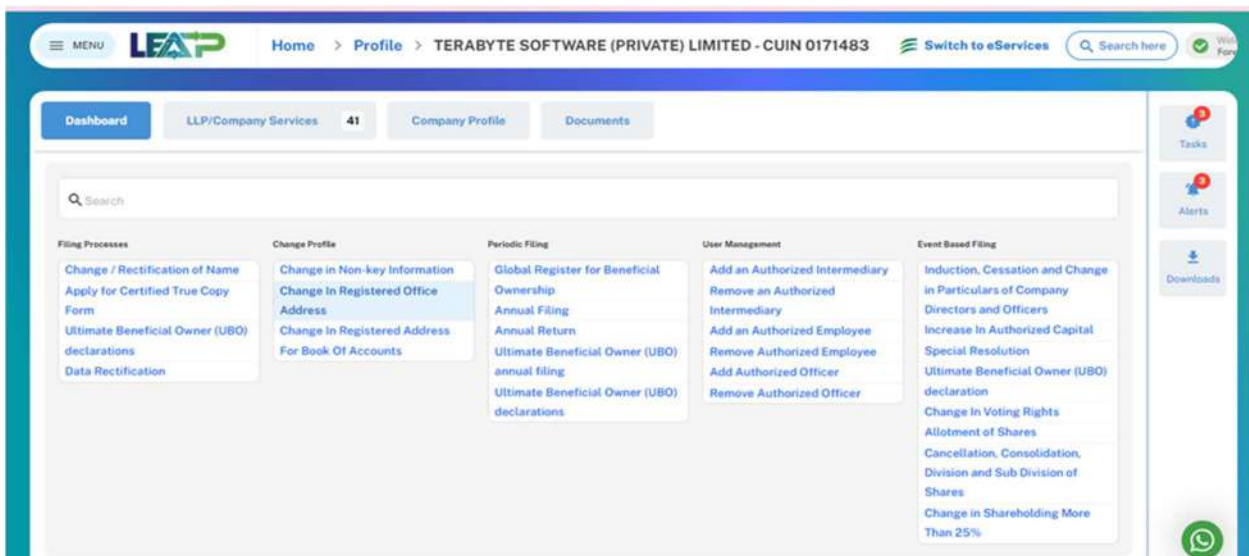The **Applicant** must be able to make a change in their registered address within the same city, assuming the company had provided a registered address at time of incorporation.

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.

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 Office address' option.

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

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

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

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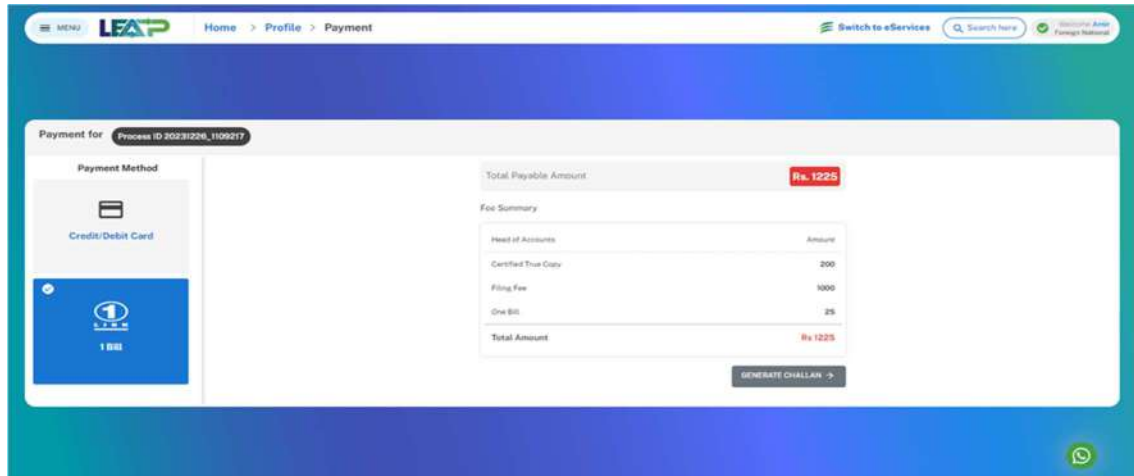
9. Filling for change in Registered address for book of accounts:

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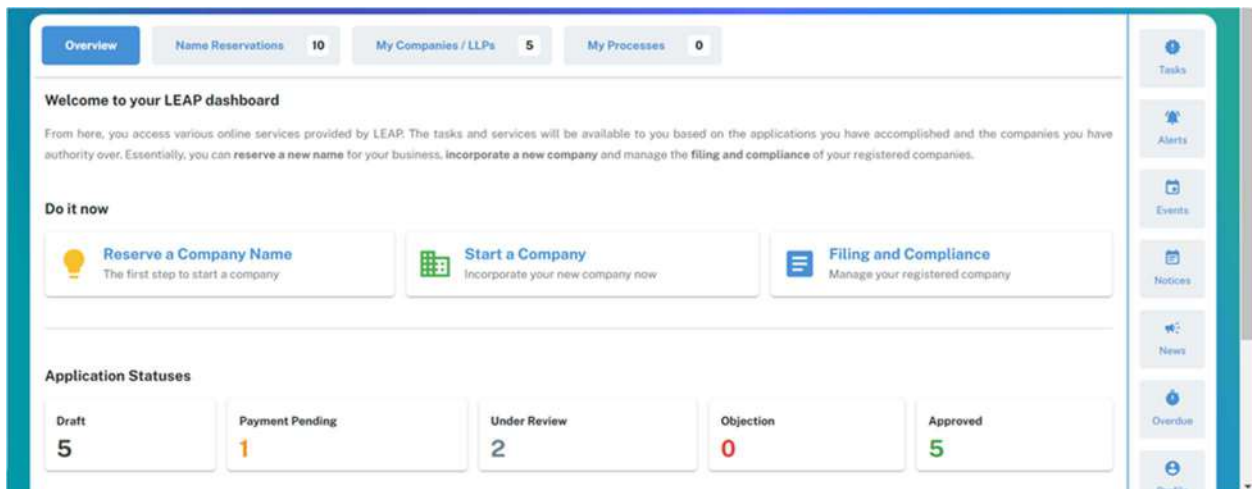
2. The Applicant can start My Company/LLPs from this page, or navigate to the My Company/LLPs tab shown on the top, from where they can continue with approved application. Applicant navigates to their company profile and clicks on 'Change In Registered Address For Book Of Accounts' from Dashboard .

3. 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.**

4. 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 compaany, 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.

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.

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.
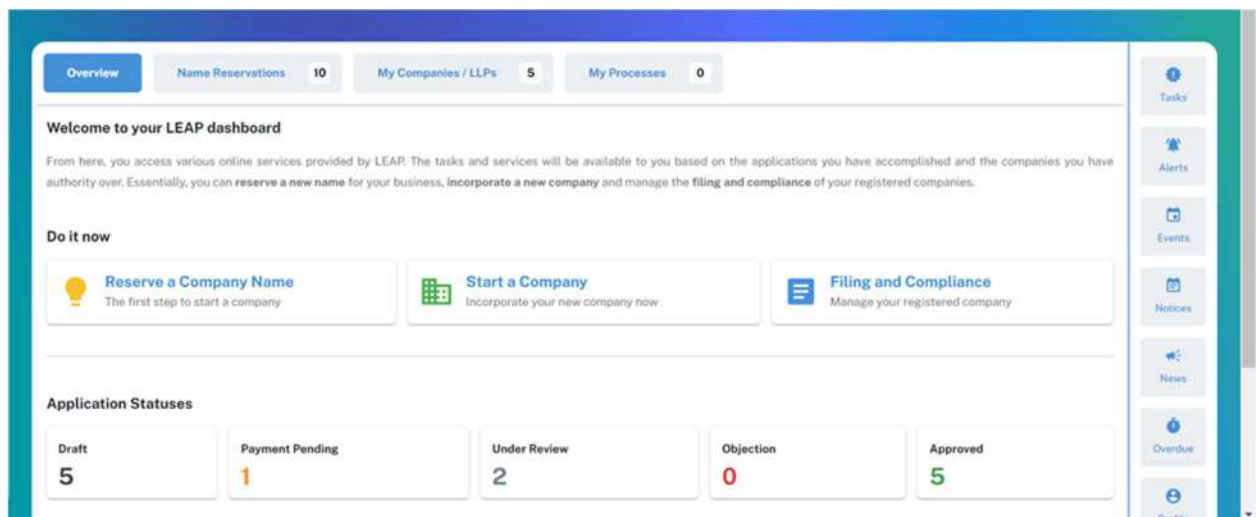
2. The **Applicant** can start My Company/LLPs from this page, or navigate to the My Company/LLPs tab shown on the top, from where they can continue with approved application. Applicant navigates to their company profile and clicks on 'Apply for Certified true copy form ' of Name from Dashboard .
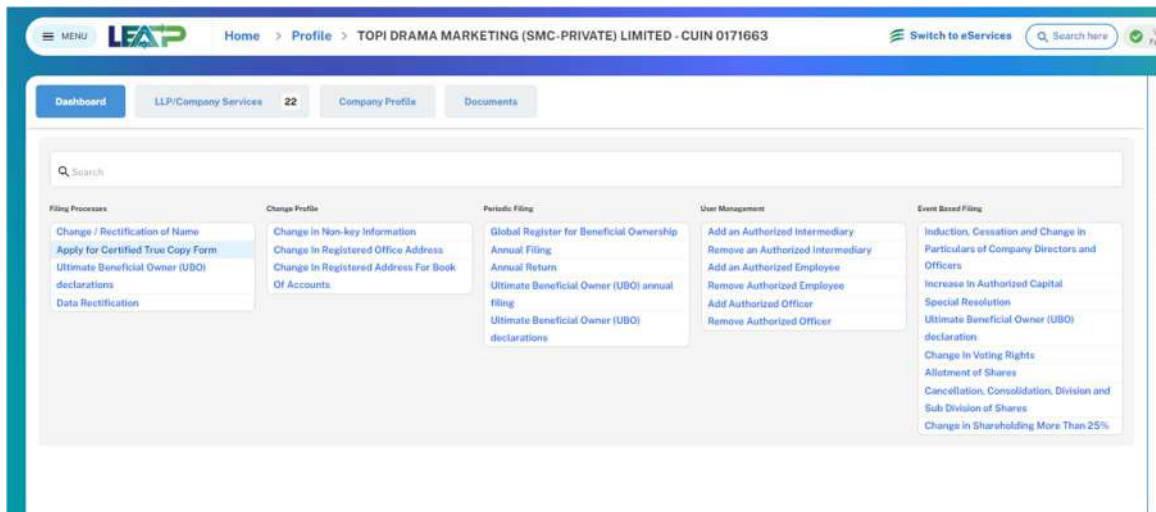
3. **Applicants** can search for the desired forms, add or remove them within the selected CTC sections, and view the fee required to be paid for the CTC.

3. 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.


4. 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.

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.

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.

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. Tha **Applicant** can validate information and upload the required documents. The system will notify the **Nominee of SMC** after clicking on Add and Notify.

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 infront of the stakeholder shown on the application page, and change their details.

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 cesation 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.

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

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.

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.

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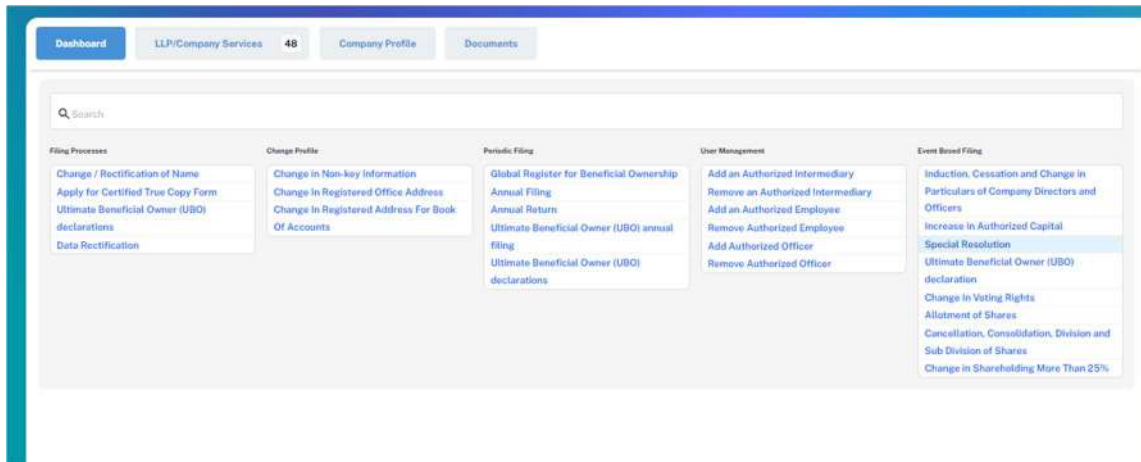
2. After selection, the Special Resolution application will displays. Applicant may add details of Special Resolution including date of dispatch of notice and date of passing of special resolution.

3. 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.

4. The Applicant is given a checkbox to whether they want a Certified True Copy of the statutory Form(s) being filed or not.

5. **Applicant** then selects the Authorized Intermediary and Authorized officer for Declerant.

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.

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.

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.

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.
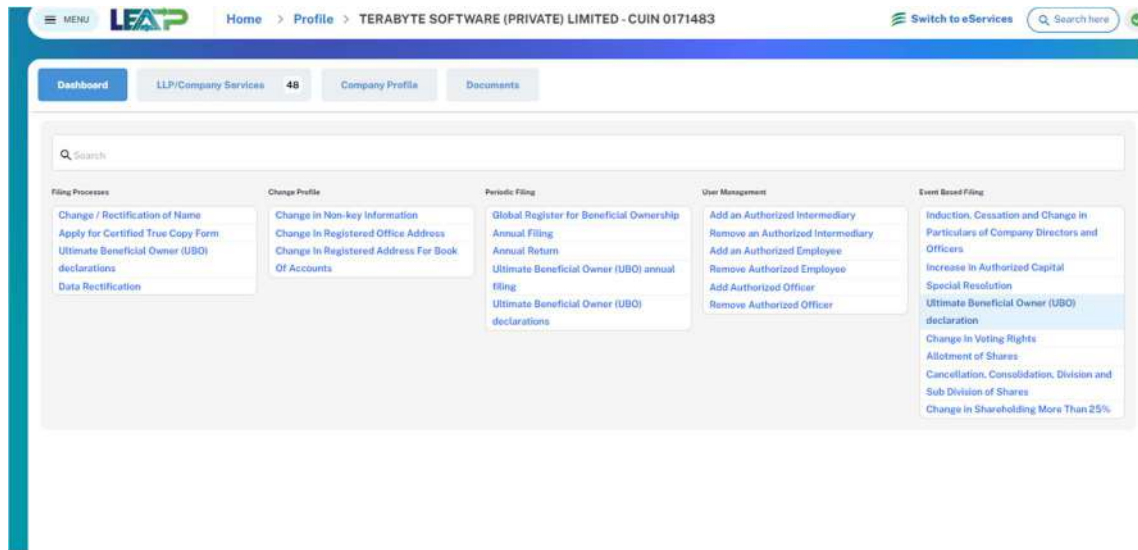
2. After selection, the Applicant is shown a complete application section where company's information is being shown in the top header. After that, the Applicant declare UBO by answering a series of questions.
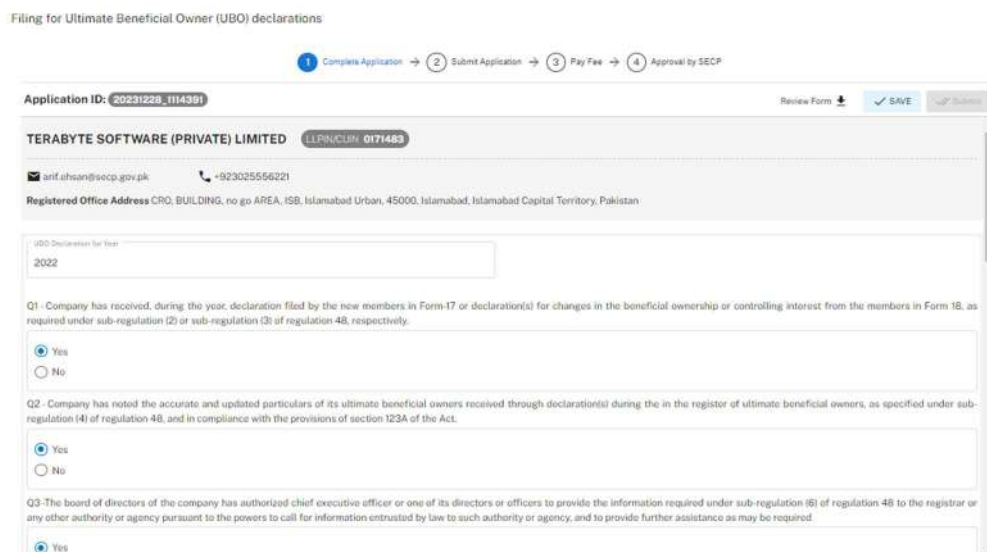
3. The **Applicant** has the option to choose any of their officers/directors as the authorized officer and proceed to input the relevant details. Applicant is given a checkbox to whether they want a Certified True Copy of the statutory Form(s) being filled.

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

5. 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.

6. **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.

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.
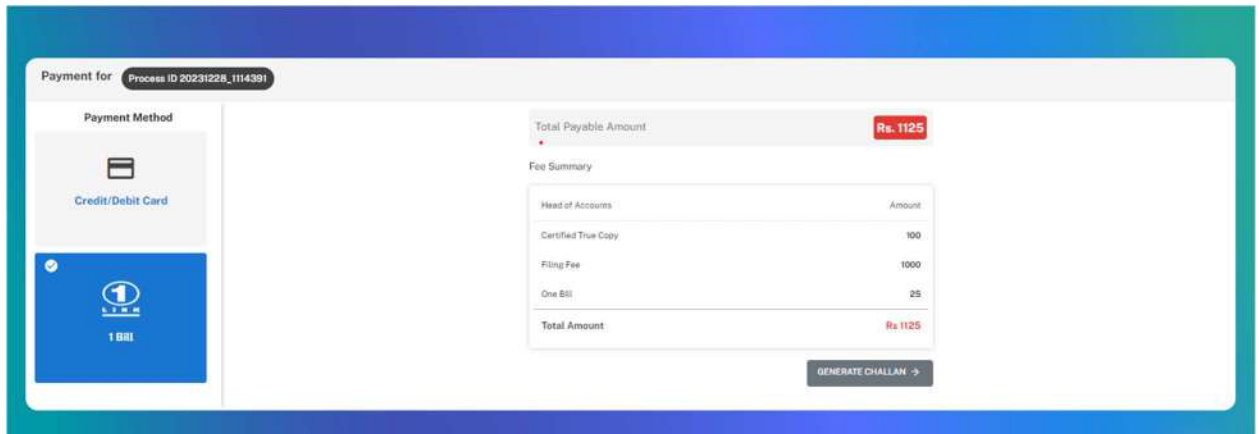
14. Increase in Authorized Capital

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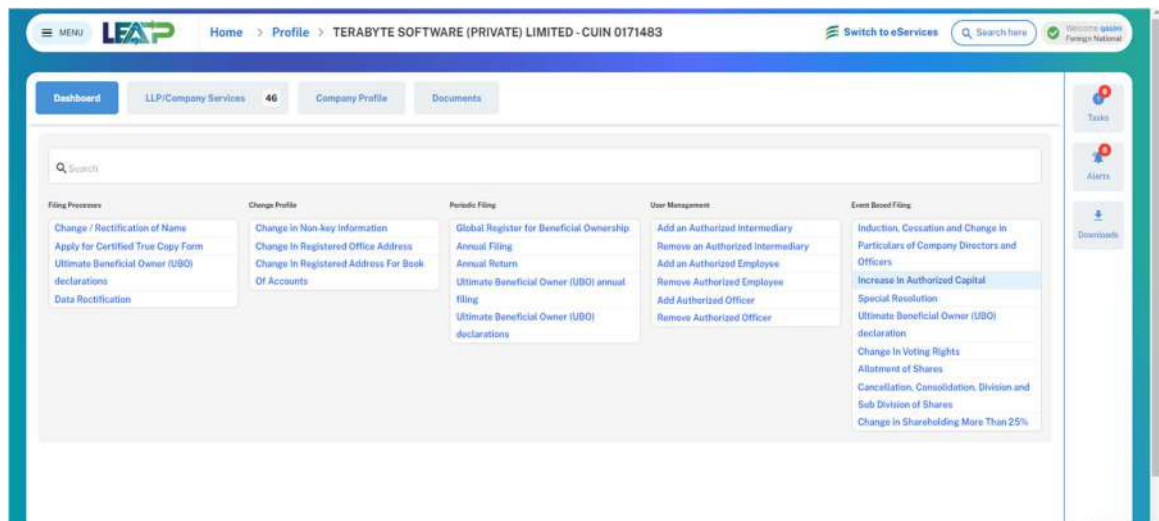
2. After selection, the Applicant is shown a complete application section where some of the fields i.e email, number, address, Existing Authorized Capital and New Authorized are prefilled by the LEAP software. Applicant can enter the amount of increased capital as required.

3. The **Applicant** can select the Special Resolution or in pursuance of an obilgation 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.

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.

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

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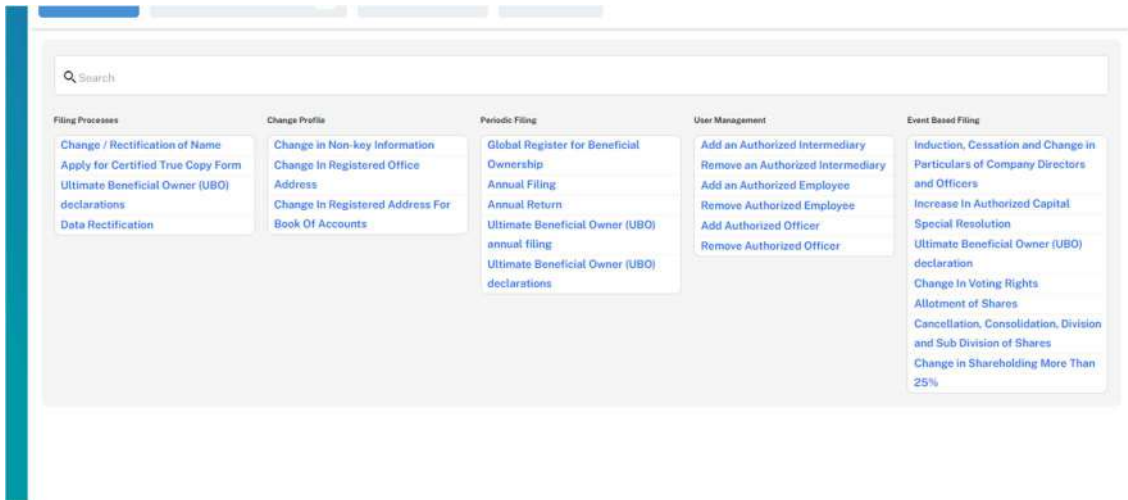
2. After selection, the **Applicant** is shown a complete application section where some of the fields i.e email, number, Registered Office address and Capital Structure are prefilled by the system.

3. The **Applicant** then has to select between Calcellation, 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.**

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

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

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.

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

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 application.

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

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.

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".

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

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.

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

5. Afrer 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 thier CNIC, NICOP or Passport OR on the basis of CUIN No. in case of a Body Corporate and uploads all the documents as required.

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

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

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.

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.

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.

17. Annual Filing

1. **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.
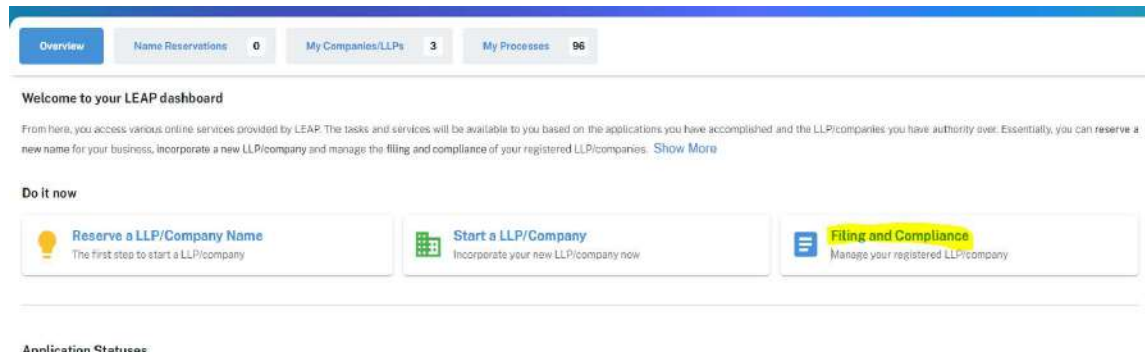
2. The applicant can initiate the Annual Filing process by clicking on 'Annual Filing' in the 'Periodic Filing' section from the Dashboard.
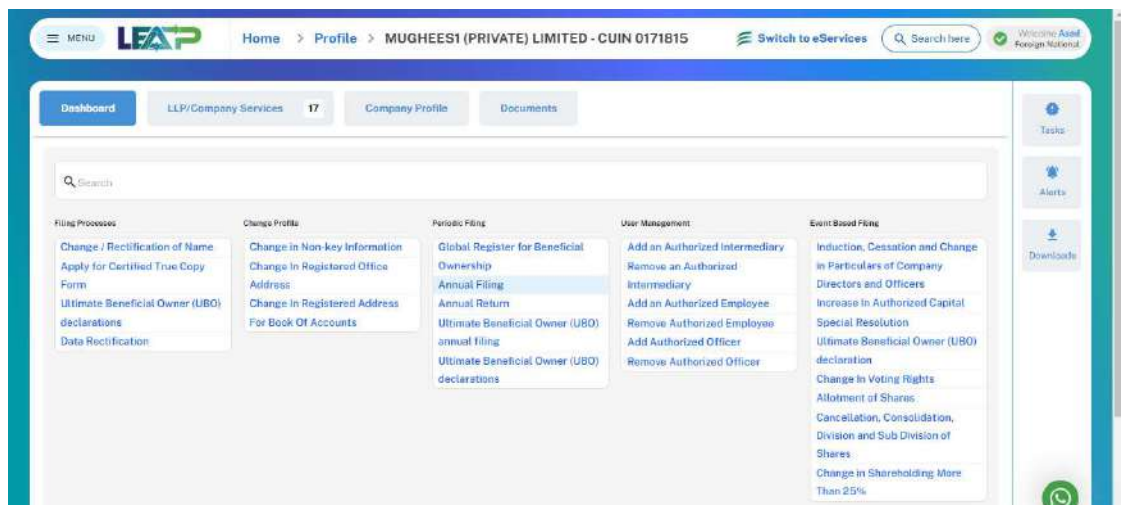
3. A tab with following options will open i-e **Annual Accounts, Global Register u/s 452, Annual Return & UBO Declaration**. Once the filing option is selected, the applicant will be required to click on the 'Start Filing' button. The sequential guidelines for all four options are provided below, labelled 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..

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

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.

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.

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.

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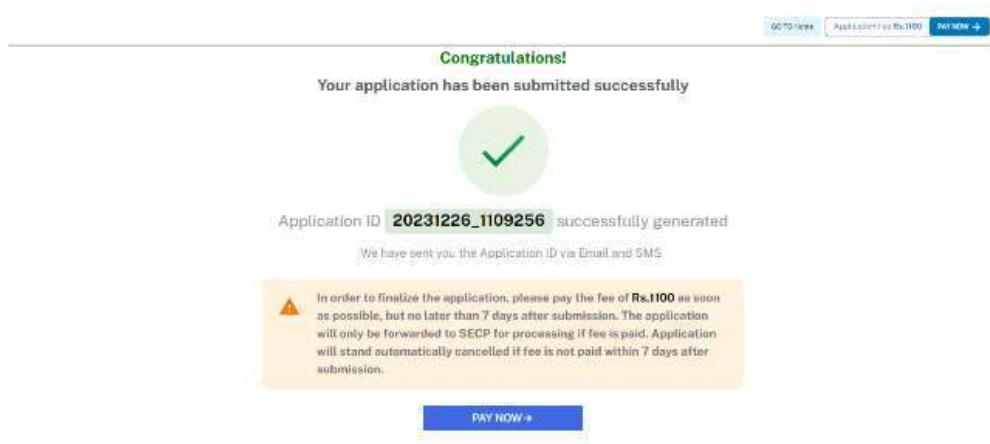
12. Applicant clicks on the Pay Now button to proceed to payment from "HOME" page. The system will also provide a notification to the applicant, specifying the number of days remaining to make the payment and avoid the imposition of a late fee.

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.


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.
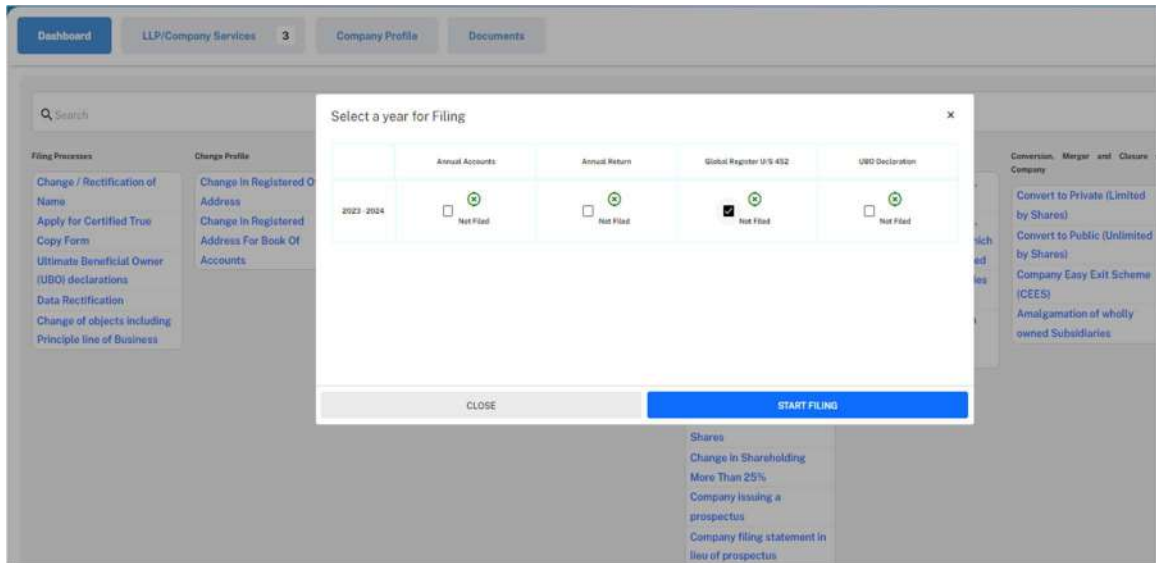
2. The Applicant indicates whether Global Register filing is applicable for the company for the current Financial year. **Applicant** fills the financial year along with all the other relevant information required in the section.
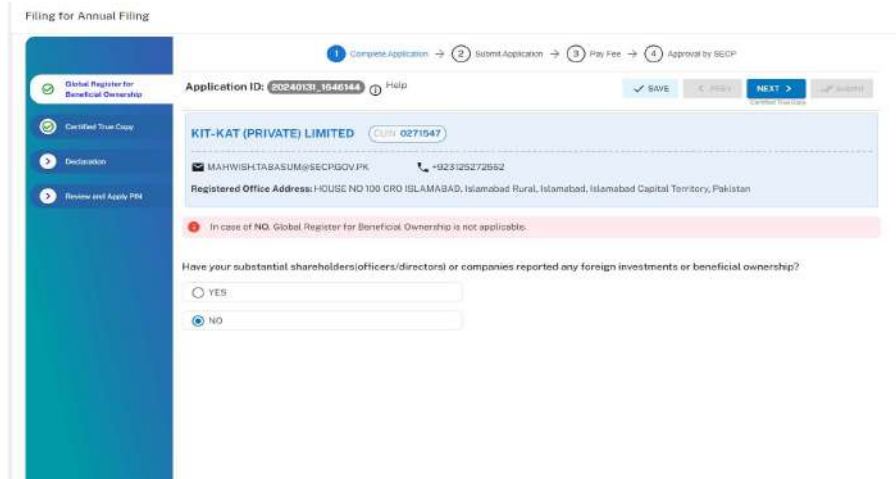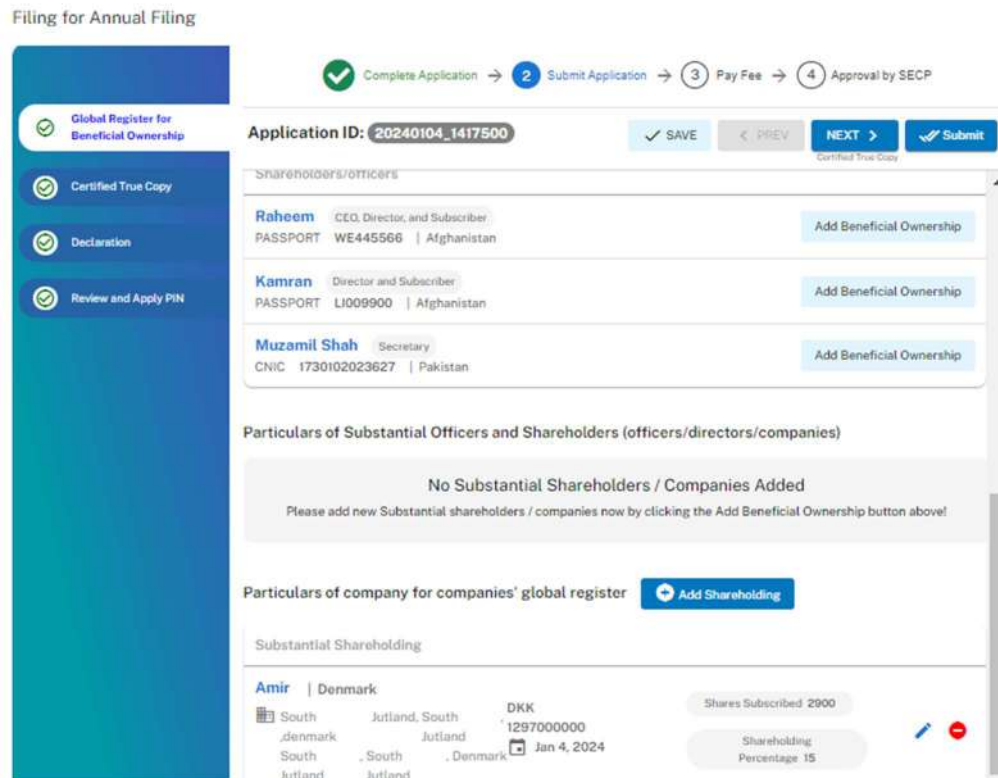
3. If 'No' is selected, the system will display a message stating that the Global Register for Beneficial Ownership is not applicable in terms of circular 21 /2018 dtd 27-11-2018.

4. 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.

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

10. The **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. 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.
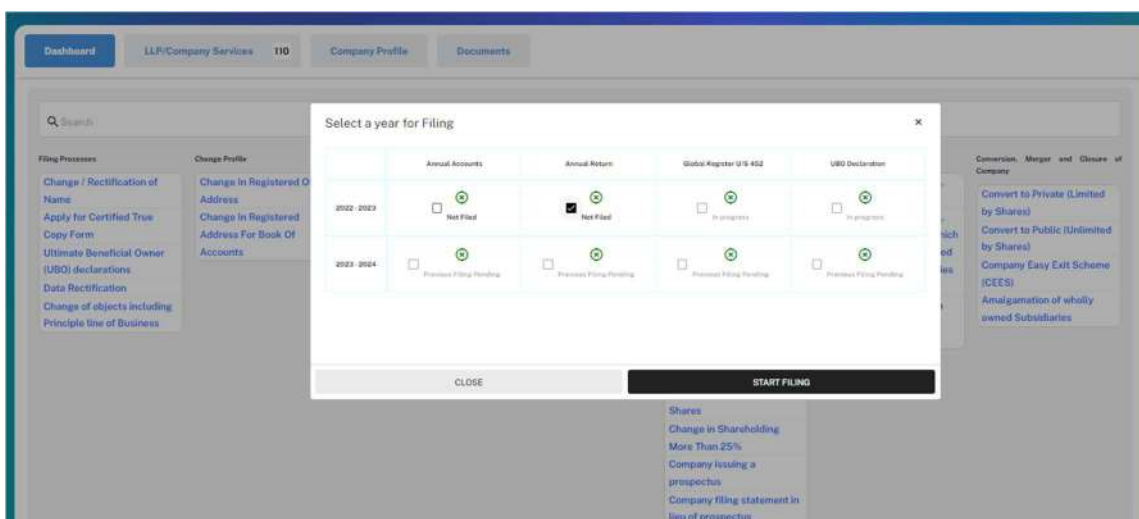
2. Certain fields are pre-filled by the System, such as Financial year, Capital structure, Contact information, Existing officers/directors and List of members/shareholders, etc. The applicant will be required to enter the remaining details in each section accordingly. Furthermore, Directors/officers, 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

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

Filing for Annual Filing

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

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.

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

Congratulations!

Your application has been submitted successfully

Application ID **20240104_1417560** successfully generated

We have sent you the Application ID via Email and SMS

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.
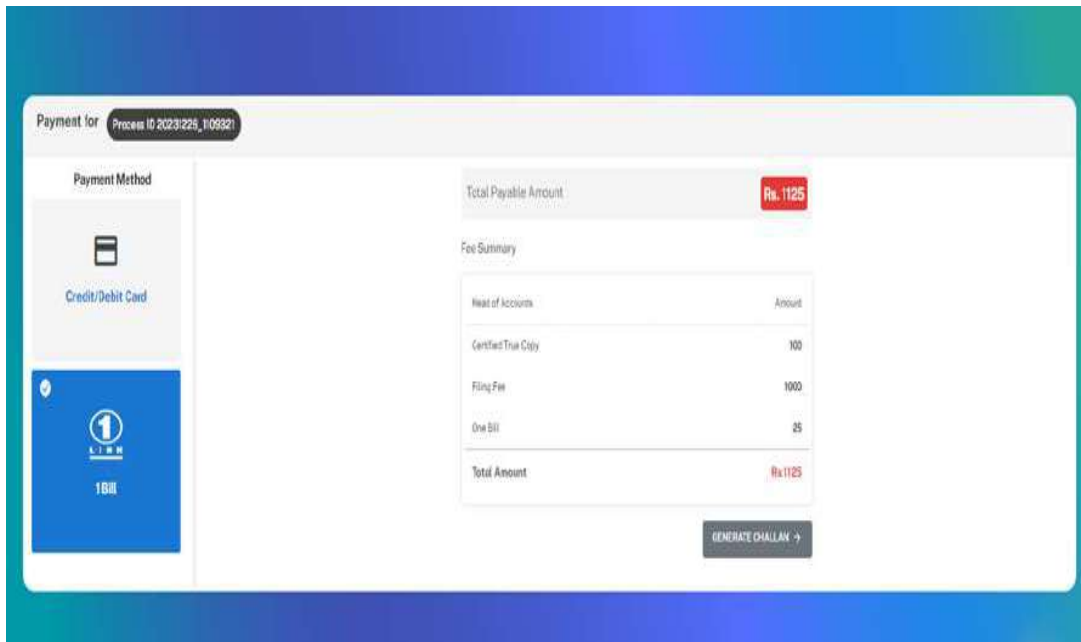
d. Filing for Ultimate Beneficial Ownership

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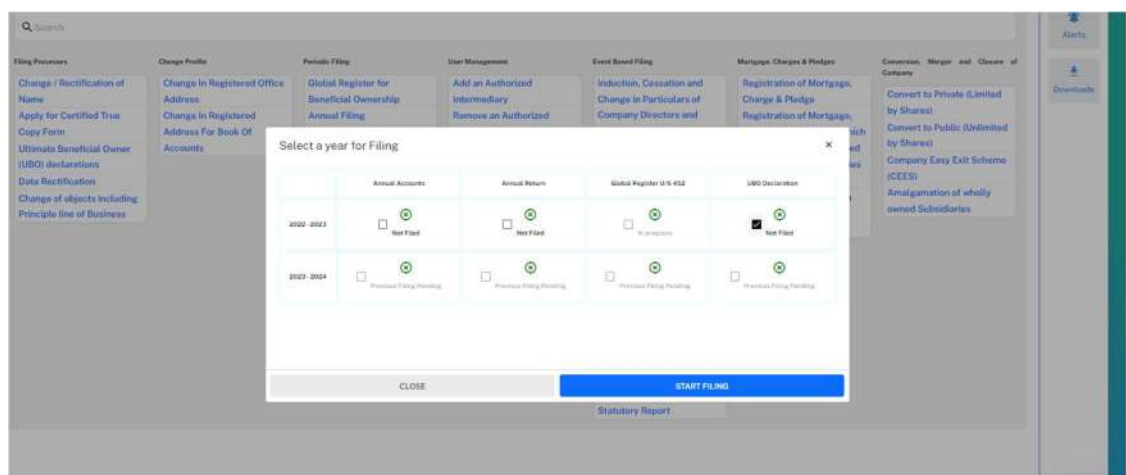
2. After that, the **Applicant** needs to complete the UBO declaration for which they are given a series of questions to answer.

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.

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

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

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.

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.
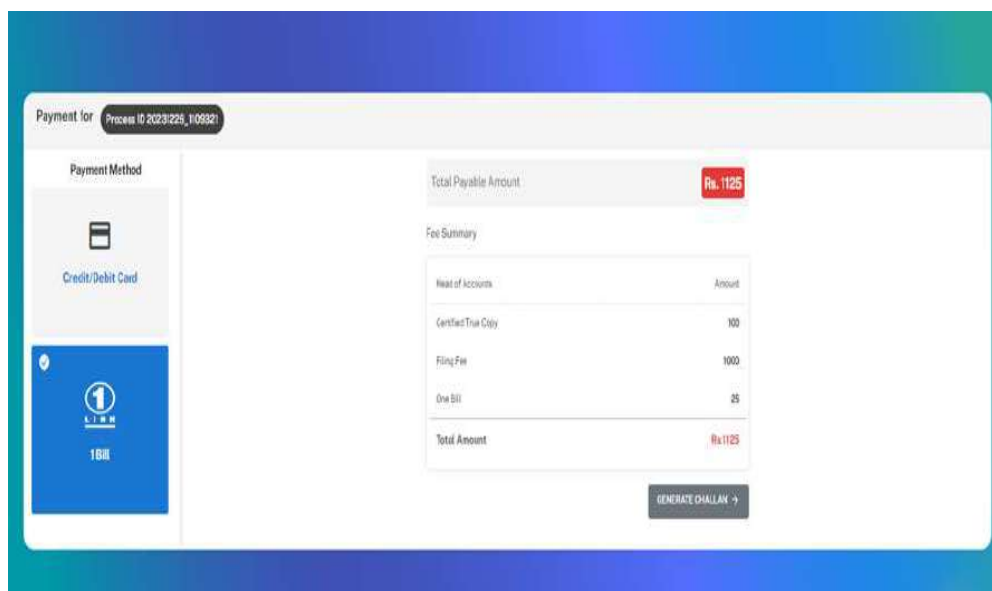
18. Change in Shareholding of more than 25%

1. **Applicant** click on "Change Shareholding More Than 25%" option from the Dashboard.
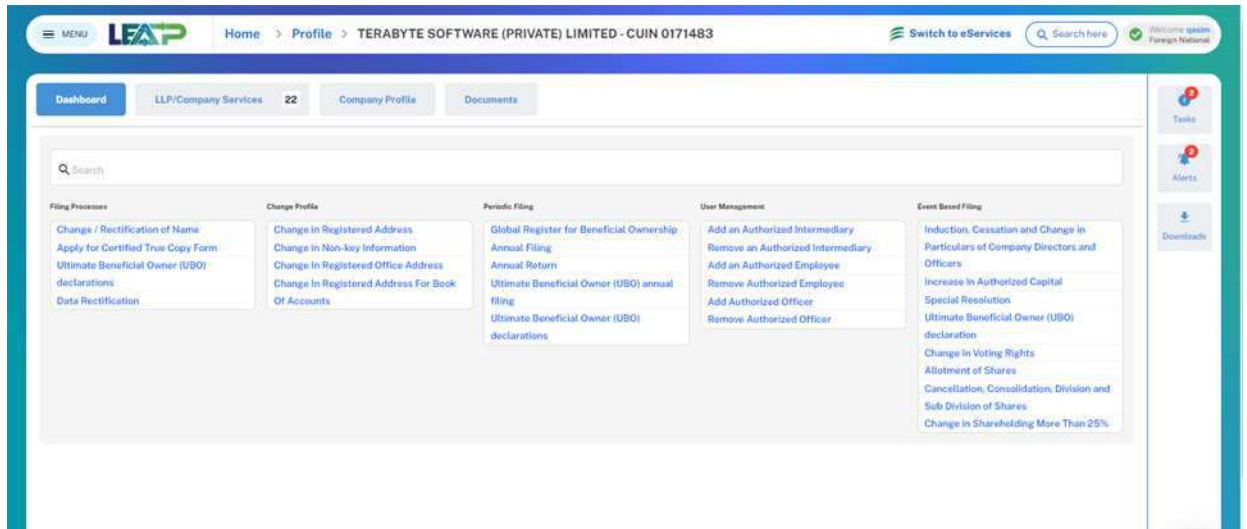
2. On this screen, system will show the pre-filled number of paid up shares and user shall click on "Click here to add transfer of shares". **The applicant** can enter details about the **transferor (who will be an existing shareholder of the company),** by searching their information based on their CNIC/NICOP for Pakistani citizens, passport for foreign nationals, or CUIN for body corporate.

3. **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.

4. 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.

5. 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.

6. The **applican**t ckick on the "Done" button and goes back to the initial application form.

7. 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.

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 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.
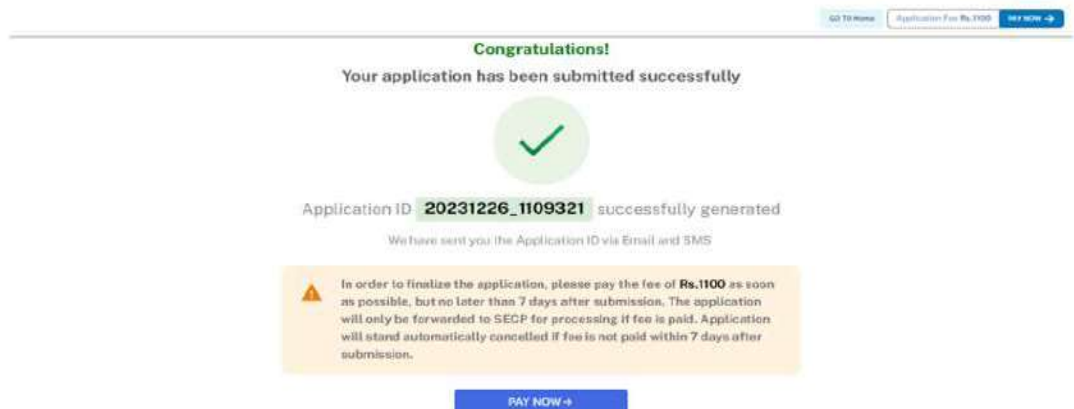
Filing for Change in Shareholding More Than 25%

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.

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.

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.

3. 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   Middle Name   Last Name
Danish   -   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 ☑

4. 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
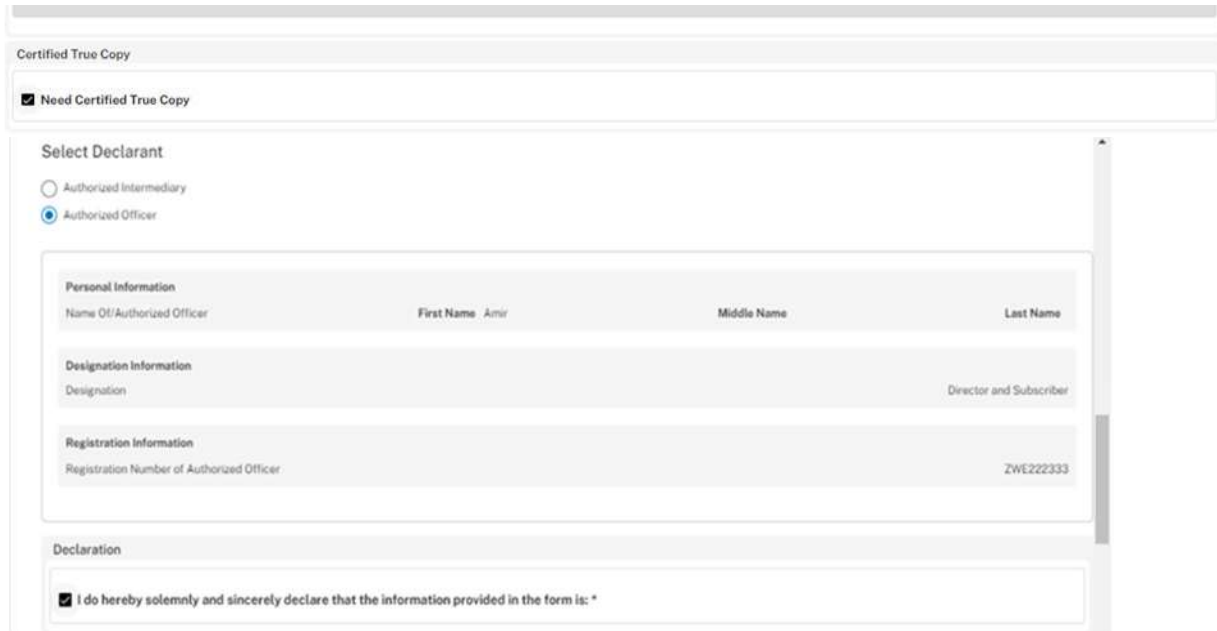
CNIC / NICOP Number
33303-1234567-3

ⓘ 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.

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.

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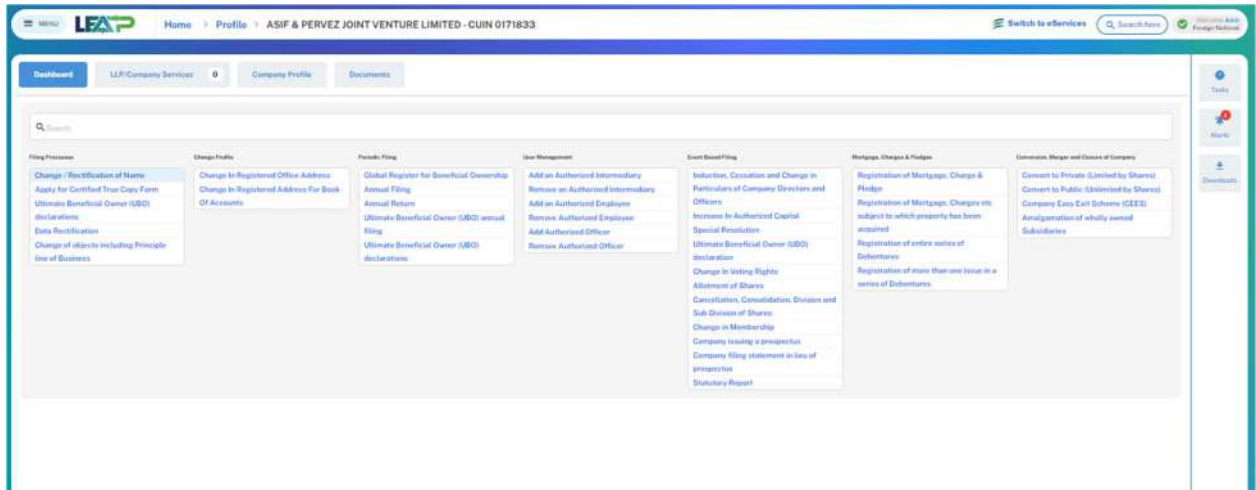
3. The applicant can proceed with a previously reserved name. Alternatively, the **Applicant** has the option to apply for CNR as part of this process, and select a reserved name for their company along with a Precise Reason for Change/Rectification.

4. Then **Applicant** can choose to opt for a previously filed Special Resolution, or opt for a new reolution, 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.

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

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
(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.

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.
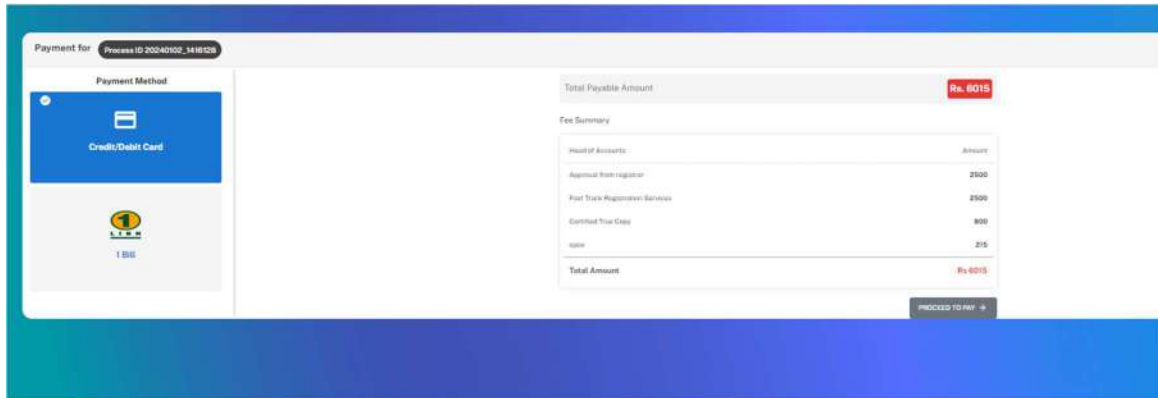
21. Change in Voting Rights of more than 25%

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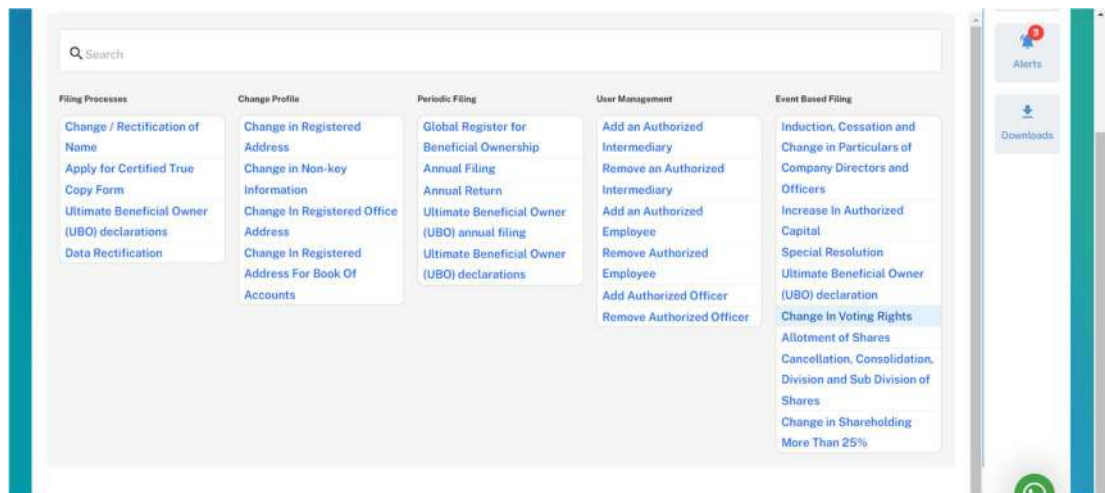
3. After selection, the **Applicant** is shown a complete application. The Applicant needs to provide the Reasons and details of Change in Voting rights and Effective Data of Change in voting rights.

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.

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 → ② Submit Application → ③ Pay Fee → ④ 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)   ✅ Signed

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.