



Securities & Exchange Commission of Pakistan

Documents to be filed for registration of a private or a public limited company (In case of online filing):

- 1) Creation user ID by clicking <https://eservices.secp.gov.pk/eServices/>.
- 2) Filling of application form for name reservation or name reservation and company incorporation (combined)
- 3) Attach memorandum and articles of association (MEMARTS) in case of standalone or choose system generated MEMARTS, whereas, in case of combined process MEMARTS are auto generated.
- 4) Attach copies of CNICs /passport of directors/subscribers and CEO, attach CNIC /passport of nominee in case of a single member company (SMC)
- 5) Submission of process (Please note that all subscribers are required to sign the process separately).

Additional documents required for foreign subscribers/directors or a foreign subscriber company:

In case of foreign director/subscriber:

- Undertaking duly certified by public officer/notary public of country of origin and signed by Pakistani diplomat posted in that country or apostilled by the designated competent authority of the state of origin of the foreign public document, who have acceded to the Hague Convention abolishing the requirement of Legalisation for foreign public documents (Apostille Convention) of 1961 and such state is also recognized by the Government of Pakistan for receiving of apostilled documents. In case undertaking is executed in Pakistan, it should be on stamp paper duly notarized by the notary public or oath commissioner.
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- Biodata of foreign subscriber

Format of undertaking and biodata is available at <https://www.secp.gov.pk/company-formation/formsapplications-schedule-of-filing-of-returns/applications/>

In case of foreign company as subscriber:

Following documents duly certified by public officer/notary public of country of origin and signed by Pakistani diplomat posted in that country or apostilled by the designated competent authority of the state of origin of the foreign public document, who have acceded to the Hague Convention abolishing the requirement of Legalisation for foreign public documents (Apostille Convention) of 1961 and such state is also recognized by the Government of Pakistan for receiving of apostilled documents.

- BOD resolution of the foreign company specifying proposed shareholding and name of nominee director
- Certificate of incorporation/business license of the foreign company
- Copy of the statute/chapter/memorandum & articles of association or other instrument constituting or defining the constitution of the foreign company
- An undertaking by the foreigner (if applicable) and the foreign company by the nominee on behalf of the foreign company
- Biodata of foreign subscriber and foreign subscriber company (attestation not required)

Documents to be filed for registration of a private or a public limited company (In case of manual/physical filing):

Step 1. Name Reservation:

For seeking availability of name of a company, submit duly filled application as per Inc. Form-I as prescribed in the Companies (Incorporation) Regulations, 2017 (the "Regulations") available on SECP website at <https://www.secp.gov.pk/company-formation/formsapplications-schedule-of-filing-of-returns/statutory-forms> and a copy of paid challan of Rs.500/- in original.

Step 2. Submission of documents for company incorporation:

After approval of name, submit duly filled application for Company Incorporation on Form- II as prescribed in regulations and submit hard copy at the Business Centre, Mezzanine-Floor, NICL Building, SECP, Islamabad, along with the following documents, -

- (i) Memorandum and Articles of Association (MEMARTS) (Sample available on SECP website);
- (ii) Copies of CNIC/NICOP of the subscribers/directors/chief executive officer or copy of Passport in case of a foreigner;
- (iii) Copy of CNIC/NICOP of Nominee only in case of single member company or copy of Passport in case of a foreigner;
- (iv) Copy of CNIC of witness;
- (v) in case of physical application, authority letter on stamp paper of requisite value in favour of any one of the subscribers or registered intermediaries (if applicable).
- (vi) NOC/Letter of Intent/ License (if any) of the relevant regulatory authority in case of specialized business;
- (vii) Original paid bank challan evidencing the payment of fee specified in Seventh Schedule of the Act (available of SECP Website). Fee for manual incorporation is Rs.5,000/- and filing fee of Rs.1500/- with minimum authorized capital
- (viii) Name Availability Letter