|  |  |
| --- | --- |
| **FORM-2** |  |
|  |
| **Registration of Documents of a Foreign Company** |
|  |
| ***[Pursuant to Section 435 of the Companies Act, 2017 read with Regulations 21 & 30 of the Companies Regulations, 2024]*** |

**PART-I**

|  |
| --- |
| *(Please complete in typescript or in bold block capitals)* |

|  |  |  |
| --- | --- | --- |
| 1.1 | Name of the Foreign Company in the country of origin as already reserved |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1.2 | Fee Payment Details | 1.2.1 | Challan Number |  | 1.2.2 | Challan Amount (Rs.) |  |

**PART-II**

|  |  |  |
| --- | --- | --- |
| 2.1 | Incorporated in:*(state name of the country of origin)* |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | DD |  | MM |  | YYYY |
| 2.2 | Date of incorporation: *(in the country of origin*) |  |  |  |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| 2.3 | Name of parent / holding company, if any |  |

**PART-III**

**STATUS OF FOREIGN COMPANY IN PAKISTAN AND KIND OF A FOREIGN COMPANY IN THE COUNTRY OF ORIGIN**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 3.1 | Status of foreign company in Pakistan | Liaison Office  |  | Branch office |  |

*(Mark the appropriate box)*

3.2 Kind of foreign company in the country of origin

*(State kind of company i.e. private company, public company, LLC, LLP etc.)*

**PART-IV**

**CHARTER, STATUTE ETC. OF A FOREIGN COMPANY**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 4.1 | Name of instrument constituting the company:  Memorandum & Article of Association  |  | Charter  |  | Statute |  |

 OR

|  |  |  |
| --- | --- | --- |
|  |  Other instrument (to be specified) |  |

*(Copy of instrument 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 as required under these Regulations shall be filed herewith.)*

|  |  |  |
| --- | --- | --- |
| 4.2 | Language in which the above documents filed in the country of origin. |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 4.3 | Certified translation thereof in English or Urdu language: | Enclosed |  | Not required |  |

*(Not required if original documents are in Urdu or English)*

|  |  |  |
| --- | --- | --- |
| 4.4 | Brief description of the main object of the company |  |

|  |  |  |
| --- | --- | --- |
| 4.5 | Whether the company is doing business in Pakistan itself or online or through authorized agent |  |

**PART-V**

**ADDRESS OF THE REGISTERED OR PRINCIPAL OFFICE IN THE COUNTRY OF ORIGIN**

|  |  |  |
| --- | --- | --- |
| 5.1 | Registered or Principal office address *(in the country of origin)* |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Landline Number |  |  | Email  |  |

|  |  |
| --- | --- |
| Website Address, if any |  |

**PART-VI**

**ADDRESS OF THE PRINCIPAL PLACE(S) OF BUSINESS/ LIAISON OFFICE(S) IN PAKISTAN**

|  |  |
| --- | --- |
| 6.1 | Principal place of business and other places of business / Liaison office(s): |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Principal place of business | Other Place 1 (if any) | Other Place 2(if any)  |
| Complete Address |  |  |  |
| City |  |  |  |
| District |  |  |  |
| Province |  |  |  |
| Landline Number |  |  |  |
| Mobile Number of Principal Officer (Preferably WhatsApp enabled number) |  |  |  |
| Email Address of Principal Officer |  |  |  |
| Mobile Number of Authorized representative (Preferably whatsapp enabled number) |  |  |  |
| Email Address of Authorized Representative |  |  |  |
| Website, if any |  |  |  |

*(Here state full address of all places of business in Pakistan, add further pages if required)*

**PART-VII**

**PARTICULARS OF DIRECTORS, CHIEF EXECUTIVE, SECRETARY, PRINCIPAL OFFICER AND PERSON(S) AUTHORIZED TO ACCEPT DOCUMENTS/ PROCESSES ON BEHALF OF COMPANY**

7.1 **Particulars of Directors, Chief Executive, Secretary, Principal officer or Person(s) authorized to accept documents/processes on behalf of Company (in case of individuals only):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Present and surname in full | Usual residential address | Nationality | Nationality of origin(if other than the present nationality) | Business, Occupation | Other directorship.If any | Status / Designation(Director / Chief Executive, Principal officer, Authorized person resident in Pakistan) | CNIC / NICOP Number or Passport Number (Whichever is applicable) | Date of appointment/ Cessation/ change in particulars | Remarks, if any |
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) | (j) |
|  |  |  |  |  |  |  |  |  |  |

*Note: In case of Secretary, particulars as per (a) & (c) may be stated.*

7.1.1 **Particulars of Directors and Secretary/Joint Secretaries (In case of body corporate):**

|  |  |  |
| --- | --- | --- |
| Particulars of each corporate body which is director/secretary of the foreign company |  | Particulars of each director/partner of corporate body which is director/secretary of the foreign company  |
| Corporate Name | Registered or Principal Office address | Status / Designation (Director /Secretary) | Date of appointment/ Cessation/ change in particulars | Remarks |  | Full Name\* | Address\* | Nationality | Nationality of origin (if other than the present nationality) |
| (a) | (b) | (c) | (d) | (e) |  | (f) | (g) | (h) | (i) |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

*\* Where a body corporate is a secretary and all the partners of the firm are joint secretaries of the foreign company, then the name and principal office of the body corporate may be stated instead of particulars of each such Joint secretary.*

|  |
| --- |
| Particulars of the nominee directors |
| Name of the nominee director | Name of the member nominating the director | In case the nominating member is a legal person or legal arrangement |
| Legal form (Company/LLP/Partnership Firm/Trust/Any other body corporate (to be specified)) | Date of incorporation/ registration | Name of registration authority | Business address |
|  |  |  |  |  |  |

7.2 It is hereby declared that necessary information about the ultimate beneficial owners of the foreign company, if any, as specified in regulations 23, and as defined in the regulations has been obtained and is available on record.

**PART-VIII**

|  |  |
| --- | --- |
| 8.1 | **Declaration**:I do hereby solemnly and sincerely declare that the information provided in the form is:(i) 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 (ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable. |

|  |  |  |  |
| --- | --- | --- | --- |
| 8.2 | Name of Authorized Officer with designation/ Authorized Intermediary |  |  |

|  |  |  |
| --- | --- | --- |
| 8.3 | Signatures  |  |

|  |  |  |
| --- | --- | --- |
| 8.4 | Registration No of Authorized Intermediary, if applicable |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 8.5 | Contact details of the applicant | Address: |  |
| Email: |  |
| Mobile No. |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | Day |  | Month |  | Year |
| 8.6 | Date  |  |  |  |  |  |  |  |  |  |  |

**Enclosures:**

1. Valid approval letter from Board of Investment, Government of Pakistan, if not already provided with the application for reservation of name.
2. Certified copy of the charter/statute/memorandum and articles of association or instrument defining the constitution of the foreign company.
3. Board Resolution regarding appointment of the principal officer and person authorized to accept on behalf of the company service of process / any notice / document.
4. Consent of the persons authorized to accept on behalf of the company service of process / any notice / document.
5. Certified translation of instrument constituting the foreign company, if applicable.
6. Copy of valid CNIC / NICOP / passport of the Chief Executive, director(s) / Authorized officer(s) / Principal Officer etc.
7. Original challan or other evidence of payment of fee specified in Seventh Schedule of the Act (not applicable in case of online filing)
8. Any other document deemed necessary.