|  |  |
| --- | --- |
| **FORM-5** |  |
|  |
| **Registration of alterations in the documents or details of foreign company**  |
|  |
| ***[Pursuant to Section 436 of the Companies Act, 2017 read with Regulations 24 & 30 of the Companies Regulations, 2024]*** |

**PART-I**

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1.1 | CUIN (Corporate Unique Identification Number) |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| 1.2 | Name of the Foreign Company |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1.3 | Fee Payment Details | 1.3.1 | Challan Number |  | 1.3.2 | 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**

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

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

*(Mark the appropriate box)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | DD |  | MM |  | YYYY |
| 3.2 | Date of change |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 3.3 | Change in the kind of the foreign company in the country of origin | **Previous kind** | **New kind** |
|  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | DD |  | MM |  | YYYY |
| 3.4 | Date of change |  |  |  |  |  |  |  |  |  |  |

**PART-IV**

**ALTERATION IN CHARTER, STATUTE ETC. OF A FOREIGN COMPANY OTHER THAN CHANGE OF NAME**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 4.1 | Alteration made in: Memorandum & Article of Association  |  | Charter  |  | Statute |  |

 OR

|  |  |  |
| --- | --- | --- |
|  | Other instrument constituting or defining the constitution of the company (to be specified) |  |

*(Copy of amended 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 alteration |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | DD |  | MM |  | YYYY |
| 4.5 | Date of alteration |  |  |  |  |  |  |  |  |  |  |

**PART-V**

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

|  |  |  |
| --- | --- | --- |
| 5.1 | Previous registered or Principal office address in the country of origin |  |

|  |  |  |
| --- | --- | --- |
| 5.2 | New registered or Principal office address in the country of origin |  |

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

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | DD |  | MM |  | YYYY |
| 5.3 | Date of change |  |  |  |  |  |  |  |  |  |  |

**PART-VI**

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

|  |  |
| --- | --- |
| 6.1 | Principal place of business / Liaison offices (s): |

|  |  |  |
| --- | --- | --- |
|  | Principal place of business / Liaison office is changed from | Principal place of business / Liaison office is now situated at |
| Address |  |  |
| City |  |  |
| District |  |  |
| Province |  |  |
| Landline Number |  |  |
| Mobile Number of Principal Officer |  |  |
| Email Address |  |  |
| Website, if any |  |  |

*(Here state all changes. Add further pages if required)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | DD |  | MM |  | YYYY |
| 6.2 | Date of change |  |  |  |  |  |  |  |  |  |  |

**PART-VII**

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

7.1 **Alteration in** **Particulars of Directors, Chief Executive, Secretary/Joint Secretaries, 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/Secretary/Authorized person resident in Pakistan | CNIC 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) only may be stated.

7.1.1 **Alteration in 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 (if applicable) |
| 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) |  | (a) | (b) | (c) | (d) |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

*\* Where a body corporate is a secretary and all the directors of the body corporate 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.*

**PART-VIII**

|  |  |  |
| --- | --- | --- |
| 8.1 | Signature  |  |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 8.3 | Contact number of Authorized Officer/Authorized Intermediary | Landline  |  | Mobile No. |  |

|  |  |  |
| --- | --- | --- |
| 8.4  | Registration Number of Authorized Intermediary, where applicable |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | DD |  | MM |  | YYYY |
| 8.5 | Date |  |  |  |  |  |  |  |  |  |  |

***Note:*** — When alteration on various dates are reported through this form, the actual dates of all such alteration shall be entered in the relevant part and the form shall be filed within thirty days of the earliest alteration.

***Enclosures:***

1. Resolution and certified copy of altered instrument constituting the foreign company duly authenticated, if applicable.
2. Certified translation of altered instrument constituting the foreign company, if applicable.
3. Letter from board of investment for change of registered office in the country of origin along with board resolution of parent company for such change, if applicable.
4. Board resolution of foreign company regarding appointment/resignation of directors /CEO /Other officers or any other document evidencing such changes issued by public authority in the country of origin duly authenticated as per these regulations, if applicable.
5. Board Resolution of foreign company regarding appointment/resignation of principal officer duly signed, notarized & witnessed, if applicable.
6. Consent of the Principal Officer and consent of person authorized to accept on behalf of the company service of process / any notice / document, if applicable.
7. Provision of Security clearance documents along-with undertaking (in case of a foreign national).
8. Any other document deemed necessary.
9. Original challan or other evidence of payment of fee specified in Seventh Schedule of the Act (not applicable in case of online filing).