



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN
Securities Market Division
Market Supervision and Registration Department

No. SMD(BO)-Pol-2/2012

Islamabad July 26, 2013

ORDER

(Under section 246 of the Companies Ordinance, 1984)

The Securities and Exchange Commission of Pakistan (the "Commission"), while monitoring compliance with the provisions of the Companies Ordinance, 1984 (the "Ordinance") observed that information regarding the list of members and Form A are required to be filed by listed companies simultaneously with the Registrar and the Commission. To avoid this practice of multiple filing of the same documents and to improve efficiency and effectiveness of the business processes the Commission launched eServices project in 2008 wherein the companies were provided an opportunity for e-filing of statutory returns.

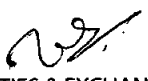
2. AND WHEREAS, section 246 (1) of the Ordinance empowers the Commission to require companies such periodical statements of accounts, information or other reports audited by the an auditor, reproduced as under:

"246. Power of Commission to require submission of additional statements of accounts and reports. - (1) Notwithstanding anything contained in any other provision of this Ordinance the Commission may, by general or special order, require companies generally, or any class of companies or any particular company, to prepare and send to the members, the registrar, any authority, a stock exchange and any other person such periodical statements of accounts, information or other reports, audited by an auditor, in such form and manner and within such time, as may be specified in the order.

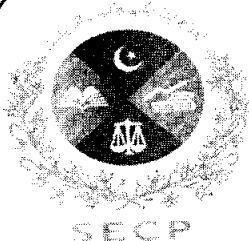
(2) In the event of a default in complying with the order of the Commission issued under subsection (1), the company, and every officer of the company who knowingly and wilfully authorises or permits the default, shall be liable to a fine not exceeding one million rupees and to a further fine which may extend to ten thousand rupees for every day during which the default continues".

3. Now therefore, in view of afore-stated facts and circumstances the Commission is pleased to direct that every listed company shall prepare once in each year with effect from 1st October 2013 the below mentioned information and file with the Commission through eServices. The information will be prepared as on the date of annual general meeting in the form and manner specified in eServices Process of the Commission Titled as "Annual Return by Listed Companies-SMD-BO-246 and shall be filed, within forty-five days from the date of annual general meeting. The details of the information is as under:-

- (i) Issuer information;
- (ii) Particulars of officers/directors ("Beneficial Owners") of the Company;
- (iii) Particulars of Spouse, minor children and other relatives of each Beneficial Owner;
- (iv) Particulars of private companies where the Beneficial Owners are shareholders;
- (v) Particulars of persons having more than ten percent shareholding (Principal Shareholders);


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Securities Market Division
Market Supervision and Registration Department (MSRD)

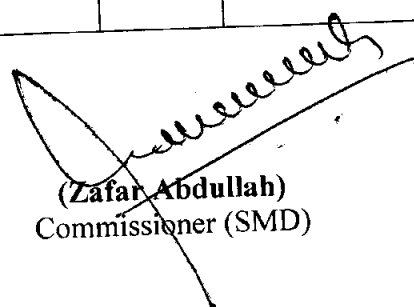
- (vi) Particulars of Associated Companies;
- (vii) Detail of trade carried out by Beneficial Owners/Principal Shareholders;
- (viii) Summary of shareholding.

Provided that where no annual general meeting is held or if held but not concluded, the information as on the last day of the calendar year will be sent within forty-five days from the last day of the calendar year.

Provided further that the Commission on an application justifying filing of the information in physical form, may allow the applicant to do so, subject to such conditions as deemed fit.

4. In addition to above, every listed company shall file within the aforementioned period, a soft copy of list of members of ordinary shares (Physical Shareholders and CDC Accountholders) on compact disk duly prepared in MS Excel in the format specified as under:-

A	B	C	D	E	F	G	H	I
List of Members as on ----- of (Company Name)								
Sr. No.	Folio No.	Name	Address	Nationality	Occupation	F/name	No. of shares held	CNIC No./passport No. (if foreigner)


(Zafar Abdullah)
Commissioner (SMD)

Distribution:-

1. All Listed Companies
2. Managing Director, Karachi Stock Exchange Limited, Karachi
3. Managing Director Lahore Stock Exchange Limited, Lahore
4. Managing Director, Islamabad Stock Limited, Islamabad
5. Secretary to the Commission, SECP, Islamabad
6. Executive Director (IT &KMD) SECP, Islamabad
7. MCC Department, SECP, Islamabad.