

Responsibility Of The Company, Promoter And Foreign Company

The company/promoters of the proposed company/foreign company shall ensure that the documents are filed by the authorized intermediary on their behalf are with their consent and prior knowledge and they will be held responsible for the acts, omissions on the part of authorized intermediary regarding the filing of documents under the Act.

Fee Schedule:

Relevant fees for registration of intermediaries are as under:

ITEM	FOR INDIVIDUALS Rs.	FOR FIRMS/ COMPANIES/LLPs Rs.
Registration fee	10,000	50,000
Correction/ Update fee	2,000	5,000
Renewal fee	5,000	25,000
Filing fee	500	500

FURTHER INFORMATION

Further information and Contact details can be obtained from the SECP's website or SECP Head office.



Securities and Exchange
Commission of Pakistan

Disclaimer

This brochure is intended to provide a general guide. It should be read in conjunction with the provisions of the Companies Act, 2017 (the "Act") and Intermediaries (Registration) Regulations, 2017 and should not be regarded as a substitute for reading it. You can read the full text of the Act and Regulations from SECP's website, www.secp.gov.pk

SERVICES OF
**REGISTERED
INTERMEDIARIES**

Helpline:
0800-88008

 www.secp.gov.pk

 /SECPakistan

 /secppakistan

REGISTRATION OF INTERMEDIARY BY COMMISSION

Intermediaries, who can be an individual, firm, limited liability partnership or a company, can provide services, on behalf of the company/ promoters of a proposed company/ a foreign company, for filing documents with the registrar or the SECP as required under the Companies Act, 2017 (the “Act”) after obtaining registration with the Commission under the Act in accordance with the Intermediaries (Registration) Regulations, 2017 (the “Regulations”).

Eligibility Criteria For Registration As An Intermediary

In case of individual, if he possesses the requisite qualifications and in case of company or firm or limited liability partnership, it shall have at least 01 year of experience of handling corporate affairs, NTN, established office and I.T. infrastructure.

Intermediary To Apply To The Commission For Its Registration

First step is to apply to the Commission for its registration as per the criteria and the formats given in the Regulations and also available on SECP’s website.

Get A Certificate Of Registration

The Commission will provide the certificate of registration to the intermediary who can act as the authorized intermediary and shall perform functions as provided in the Regulations and section 56 and 455 of the Act with effect from August 14, 2017 on behalf of companies.

Validity Period Of Certificate Of Registration

The certificate of registration of intermediary shall be valid for a period of 03 years.

Renewal Of Registration Of Intermediary

A registered intermediary is required to apply to the Commission for renewal, 01 month prior to expiry of its registration date and get a renewal certificate from the Commission.

Refusal/Cancellation Of Registration Of Intermediary

The Commission reserves the right of refusal and cancellation of registration of the authorized intermediary on such grounds provided in the Regulations. The intermediary shall be held responsible for acts leading to cancellation of registration by the Commission and shall not be eligible for re-registration for a period of 05 years.

Duties And Responsibilities Of Intermediaries

The intermediary authorized by the Company or its employees to whom it has delegated the function shall adhere to the duties and responsibilities of the intermediaries as provided in the Regulations and comply with the directions and instructions issued from time to time by the Commission.

OBTAINING SERVICES OF THE AUTHORIZED INTERMEDIARY

Appointment Of The Authorized Intermediary

The company/promoters of the proposed company/ foreign company desirous of obtaining services of the intermediaries can appoint/authorize/enter into a written agreement with ONE intermediary registered with the Commission. The intermediary so authorized is known as Authorized Intermediary. List of registered intermediaries is available on SECP’s website. The authorized intermediary can authorize only one eligible employee or partner or director to act on its behalf. The contract can be renewed as per existing agreement or fresh agreement made if required.

Removal Of Authorized Intermediary

The authorized intermediary can be removed on the termination of the agreement by the company with the approval of the Board or foreign company with the approval of principal officer.

Notice To The Registrar

Notice, as per format provided in the Regulations, shall be given to the registrar within 07 days of the appointment or renewal of the agreement/ any change in the employee or partner or director of the authorized intermediary or filing of first document through authorized intermediary whichever is earlier. Any removal of the authorized intermediary is also required to be notified to the registrar within 07 days.