



User Manual

Leading Efficiency through Automation Prowess (LEAP)

Phase 1-b January 12, 2024





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Phase 1-b

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Phase 1-b

The Company Registry part of the LEAP program will consist of 4 phases:

- 1. Phase 1-a
- 2. Phase 1-b
- 3. Phase 2-a
- 4. Phase 2-b

The company types included in Phase 1-b scope include:

- 1. Public Companies
- 2. Private Companies
- 3. Single Member Companies
- 4. Trade Organizations
- 5. Companies u/s 42
- 6. Companies u/s 45

The following processes will be available for External Users in Phase 1-b:

- 1. Name Reservation, Permission to Form, Incorporation and CTC Combined
- 2. Name Reservation Separate
- 3. Permission to Form and Incorporation Separate
- 4. Change in Registered address From one province to another
- 5. Change in Registered address Within same city
- 6. Change in Registered address From one city to another within same province
- 7. Change in Registered address For books of accounts
- 8. Apply for Certified True Copy of a Form
- 9. Change/Rectification of Name
- 10. Annual filing of company including filing of annual audited accounts, Global Register of Beneficial Ownership, annual returns of active/inactive companies and UBO declarations.
- 11. Quarterly filing
- 12. Induction, Cessation and change in particulars of directors and officers, including the chief executive, secretary, chief financial officer, auditors, legal adviser





- 13. Special Resolution Filing
- 14. UBO Declaration
- 15. Increase in Authorized Capital
- 16. Cancellation, Consolidation, or Division / Sub-division of shares
- 17. Allotment of Shares
- 18. Change in Shareholding of more than 25%
- 19. Change in Voting Rights of more than 25%
- 20. Change in Membership of more than 25%





1. Help Me Decide Tool

The help me decide tool is designed to help first time users in figuring out which type of company they should register. Since certain processes for the company types mentioned above, and processes for Foreign Companies will not be available on LEAP in Phase 1-b, the Help Me Decide tool is also accompanied by a façade layer to direct the incoming Applicant to either LEAP or e-Services portals.

 On navigating to the LEAP External Users Portal URL, the Applicant will land on the Façade layer, which they can use to either go directly to LEAP Login/Signup page, or go directly to e-Services portal for other company types, or to navigate to the Help Me Decide tool for guidance on different company types.



How to register a LLP/Company in few steps

The simplest way for anyone to incorporate LLP/Company. Compliance Filing, and manage all your business needs.

2. Clicking on the Help Me Decide Tool will lead the user to the tool's welcome screen.







- 3. Clicking on the Help Me Decide Tool will lead the user to the tool's welcome screen.
- 4. Upon clicking the "Let's Start" button, the applicant will be redirected to the eServices page, specifically landing on the LEAP/eZfile page. Subsequently, the applicant will engage with a Question/Answer wizard that the user can navigate by selecting a Yes/No answer to the questions presented and then clicking on the Proceed button. The Applicant can also choose to navigate to previous questions by clicking on the Back Button at any point. The Applicant can also close the Help ME Decide tool using the close(x) button on the top right of the window.



5. One the Applicant reaches a particular Company Type based on the responses given, the Applicant can navigate to the relevant portal (LEAP or e-Services) to sign up or login. The Applicant can also choose to navigate to previous questions and explore other questions and Company Types in the Help Me Decide tools by clicking on the Back button.







2. User Registration

Before applying for Incorporation or Post Incorporation processes, External users must register themselves with SECP by signing up on the LEAP Portal.

1. For registration, user opens the SECP LEAP portal.

ompany/LLP registrati	on with seamless, efficient, and se	cure platform.	
ty with few clicks	Company/LLP Incorporation Company/LLP Filing and Compliance	Other Legal En Private Linited Incorporation Actic Linited Incorporation Single member company Manage other legal entities	n 1
	cide ty with few clicks suit your meeds	Company/LLP	Company/LLP

- 2. The LEAP home page displays the LOGIN and SIGN-UP options at the top corner of the screen .
- 3. If User has already registered, they can Login with their username and password. Username will be the CNIC/NICOP/Passport Number they registered with.

	SECHE SERVICE OF SM TOLL FREE-1800 BROOK OF HIS 200 EMBOSIS Regioned Sink Mindler Freider Hund SOUM-1-2017M Physicillarith Brook Team Hund 10074-2007M	2.LOGH	-L SIGN UP
Citit (ACM-Sprand)			
Princet ^a			
Forgat Password?			
Convert © vez zone ensenzes ™ true converts an account? Source on the converts an account? Source on the converts an account? Source on the converts and account?			





4. To register, a new user clicks on the Sign-Up button and system displays the Sign-Up screen with the question "Are you a Pakistani Citizen or a Foreign National?"

September 2012/00/00 September 2012/00/00 September 2012/00/00 September 2012/00/00 September 2009/M September 2009/M Prayer/Lunch Break Time from 1:00PM -2:00PM	STAFF LOGIN	+ SIGN UP
Sign Up		
Are you a Pakistani Citizen or a Foreign National 7		
Pakistani Citizen		
O Foreign National		
Already have an account? <u>LOGIN</u> Back to Home		

Sign Up-Pakistani Citizen

- 5. User selects Pakistani Citizen and clicks Proceed.
- 6. System displays the "Pakistani Citizen" screen with the question "Do you have a CNIC or a NICOP?"

← Sign Up - Pakistani Citizen	
Do you have a CNIC or NICOP ?	
CNIC Holder D Computerized National Identity Card (CNIC) is issued to the citizens of Pak nationals residing in Pakistan hold a CNIC issued by NADRA.	istan. Pakistani
O NICOP Holder	
Already have an account? LOGIN	
Back to Home	





Sign Up – Pakistani Citizen – CNIC holder

7. User selects the 'CNIC Holder' option and system displays the Sign-Up-CNIC Verification form where user will enter their personal details, as shown in the image. Note: Spelling of the user name must be as per CNIC/NICOP/Passport.

© +92 321 1234567 Fiesponse time Monday-Finday tram 9:00AN -5:00 PM Prnywr/Lunch Breek Time from 1:00PM -2:00PM
Sign Up - CNIC Verification First Name * Middle Name Last Name *
CNIC-
Hease exter your 13 digit CNIC number. CNIC Espay Date DD - MM - YYYY - O Lifetime.
Date of Binh Do* MM* YVYY*
Occupation*
NEXT->

- 8. User fills all mandatory fields marked with an asterisk(*) and clicks on 'Next'. System verifies the CNIC entered against NADRA records.
- 9. In case the CNIC is not verified from NADRA, the system displays an error message, and provides the option to return to the previous screen to provide a valid CNIC.







10. If the user already has an account on LEAP with the CNIC entered, the system displays a message to the Applicant, along with the option to go to login page.

Response Pre	© +92 321 1234567 time Mondey-Friday from 9:00AM -5:00 PM ayer/Lunch Break Time from 1:00PM -2:00PM	🚨 LOGIN 📃 STAFF LO	GIN +2 SIGN UP
USER ALRE CNIC 3660 User already exists with SECP username an	ADY EXISTS 927272727272 Please login by entering your		
← ВАСК	GO TO LOGIN →		

11. In case of successful verification of the CNIC against NADRA records, the user is displayed a field to enter their mobile number for verification.

Signup - Mobile Verification John Doe CNIC 366021112222 Verified Please enter your valid mobile number, which must be REGISTERED with verified CNIC. You'll receiver verification codes from SECP via SMS	SIGN UP	S +92 5211234587 Response time Wordsy - Friday Iron (8/3048, 50019 Praint Lunch Break Time Iron 100H-200H		LEAP
CNIC 3660211112222 Vienfied Please enter your valid mobile number, which must be REGISTERED with verified CNIC. You'll receive verification codes from SECP via SMS		Mobile Verification	Signup - M	
CNIC 3660211112222 Verified Please enter your valid mebile number, which must be REGISTERED with verified CNIC. You'll receive verification codes from SECP via SMS		John Doe		
REGISTERED with ventiled CNIC. You'll receive ventilication codes from SECP via SMS				
		D with verified CNIC. You'll receive verification codes	REGISTERED	
+92 3331637727		3331637727	Country *	
100 XXXXX		********		
NUT-9		10.21->		
			1	

12. User inputs their mobile number, which must be registered against their CNIC.





13. In case the provided mobile number is not verified from PMD records, the system displays an error message, and provides the option to return to the previous screen to provide a valid Mobile Number registered against the Applicant's CNIC.

G +92 321 1234567 Response time Monday-Friday from 9:004M -5:00 PM Prayer/Lunch Break Time from 1:00PM -2:00PM	LOGIN 🚨 STAFFILOGIN 🕂 SIGN UP
Non Registered Mobile Number Mobile Number +92 300000000 Mobile Number is not registered against provided CNIC 3660211112222	
← ВАСК	

14. After successful verification from PMD, system sends an OTP to the user's mobile number. The OTP remains valid for 2 minutes.

LEATP	S +92 321 1234567. Response time Monday -Friday from 9:00AM -5:00 PM Prayer/Lunch Break Time from 1:00PM -2:00PM
	Mobile Verification
	Please enter the 4 digit code that we have sent on your mobile number +92 3331637727
	Verification code is valid for 01:47. <u>Resend Code</u>

15. In case an incorrect OTP is entered, the system shows an error message, and prompts the user to enter the correct 4-digit OTP.





LEATP	© +92 321 1234567 Response time Manday-Friday from 9:00AM-5:00 PM Prayer/Lunch Break Time from 1:00PM-2:00PM	LOGIN STAFF LOGIN + SIGN UP	
	Mobile Verification		
	Please enter the 4 digit code that we have sent on your		
	mobile number +92 3331637727		
	Verification code is valid for 01:50. <u>Resend Code</u>		

16. In case a time of 2 minutes elapses after the OTP is sent, as indicated by the countdown being displayed on the screen, the user can click on 'Resend Code' button, which becomes clickable after the 2 minutes are elapsed.

+L SIGN UP	STAFF LOGIN	S 992 321 1234567 Response time Manday -Friday fram 9:00AM -5:00 PM Prayer/Lunch Break Time from 1:00PM -2:00PM	
		Mobile Verification	
		Please enter the 4 digit code that we have sent on your	
		mobile number +92 3331637727	
		Verification code is expired now. Resend Code	

17. If the user enters an incorrect OTP 3 times in a row, the system temporarily blocks the user from further signup attempts for 30 minutes as a security measure. The user can resume sign up with that CNIC after a lapse of 30 minutes.







18. When the user Enters the correct 4-digit OTP, system verifies it and displays the field to enter Email. The verified status of both CNIC and Mobile number are shown on top.

© +92 321 1234567 Response time Monday - Friday from 9:00AM - 5:00 PM Prayer/Lunch Break Time from 1:00PM -2:00PM
Signup - Email Verification John Doe
CNIC 3660299991111 ØVerified
Mobile+92 3331637727 SVerified
Please enter valid email address to receive verification codes from SECP.
NEXT

19. If the email provided by the user is already in use, system will prompt the user via an error message.





Prayer/Lunch Break Time from 1:00PM-2:00PM
Signup - Email Verification
John Doe
CNIC 3660299991111 ØVerified
Mobile+92 3331637727 SVerified
Please enter valid email address to receive verification codes from SECP.
Emel john.doe@yopmail.com
NEXT→

20. User enters the email and system send the OTP on the email. This OTP remains valid for 5 minutes, after which the Resend Code button becomes enabled. The Applicant can use this button to resend the code.

92 321 1234567' Response time Monday-Friday from 9:00AM -5:00 PM Prayer/Lunch Break Time from 1:00PM -2:00PM
Email Verification
Please enter the 4 digit code that we have sent you on your email john******.com.
Verification code is valid for 04:22 . Resend Code

21. In case an incorrect OTP is entered, the system shows an error message, and prompts the user to enter the correct 4-digit OTP.





(S) +92 321 1234567 Response time Monday, Friday from 9:00AM -5:00 PM Prayer/Lunch Break Time from 1:00PM -2:00PM	🛓 LOGIN 📃 🖪 STAFF LOGIN	+L SIGN UP
Email Verification		
Please enter the 4 digit code that we have sent you on your email john*******.com.		
Incorrect OTP entered Verification code is valid for 03:41 . <u>Resend Code</u>		
VERIFY		

22. If the user enters an incorrect OTP 3 times in a row, the system temporarily blocks the user from further signup attempts for 30 minutes as a security measure. The user can resume sign up with that CNIC after a lapse of 30 minutes.



23. If the user enters the correct OTP received on the email and system after verifying email displays the screen to create and confirm password.





(§) +92 321 1234587 Response time Monday-Friday from 9:00AM-5:00 PM Prayer/Lunch Break Time from 1:00PM-2:00PM
Signup - Create Password
Confirm Password*
Password is alpha numeric with the following checks: Character length minimum 10 characters and maximum 16 characters
Lower case letter:1 Upper case letter:1 Special Characters(.J.@)

24. The requirements for password are listed below the password fields. When these requirements are met, a green checkmark is placed against each of these. The Done button at the bottom of the page remains disabled until all these requirements are met, not allowing the user to proceed further without a strong password.

25. Furthermore, the password provided in the Password and Confirm Password fields need to match. An error is displayed to the user if these fields do not match, and the Done button at the bottom of the page remains disabled, not allowing the user to proceed further without correcting the Password first.





Signup - Crea	ate Password	
Canfirm Password *	Ø	
	assword doesn't match. umeric with the following checks: imum 10 characters and maximum 16 characters	
© Lower case letter:1 © Upper case letter:1 © Special Characters:1,		

26. Once the password has been created, system generates an Email, and In-App Alert to the **Applicant** regarding PIN generation.

SIGN UP
Congratulations! Your account has been created successfully.
Four (4) digit PIN has been sent on your given email (johnnydoe@yopmail.com) PIN will be used as an electronic
signature. You are advised not to share PIN with anyone for secruity purpose.
LET'S START →

27. System sends the PIN to the Applicant via email. The PIN is included as an attachment that is password protected. The password for the attachment is the same as the Applicant's LEAP account password.

Sign Up – Pakistani Citizen – NICOP holder

28. System displays the "Pakistani Citizen" screen with the question "Do you have a CNIC or a NICOP?"





29. User selects the NICOP holder, system displays Sign-Up-NICOP Verification form where user needs to enter the personal detail as shown in the image.

C +82.2211234567 Response time Monday - Friday trum 92604M - 6300 PM Proyer/Lunch Break Time trom 1:00PM -200PM ▲ LOGIN ▲ LOGIN ▲ STAFF LOGIN ★ SIGN UP
← Sign Up - NICOP Verification Pest Name Middle Name LastName
Nicot-
Please enter your 10 digit number. NCCOP Exply Date DD 7 NM 7 VYYY 7 O Lifetime
Date of Birth DD * MM * YYYY *
Decupation*
NEXT >

30. If the user already has an account on LEAP with the CNIC entered, the system displays a message to the Applicant, along with the option to go to login page.





Response time Monday - Finday from BOXAMSoo FM Preyer/Lunch Break Time from 1000M .200PM
<section-header><section-header></section-header></section-header>

31. In case the CNIC is not verified from NADRA, the system displays an error message, and provides the option to return to the previous screen to provide a valid CNIC.

Invalid NICOP Number NICOP 3660172727272 The provided NICOP is not found in NADRA records. Please try again by entering the correct NICOP.	September 2011 1234567 Response time Monday - Friday from 9:00AM -5:00 PM Prayer/Lunch Break Time from 1:00PM -2:00PM	LOGIN	STAFF LOGIN	+L SIGN UP
← BACK	Invalid NICOP Number NICOP 3660172727272 The provided NICOP is not found in NADRA records. Please try			
	← васк			

32. After filling out the form user clicks on Next and system displays the field to enter mobile number verification.





LEAP		Response time Mo Prayer/Lund	(Q) =92 321 1234567 nday - Friday from 9:00AM - 5:00 PM th Break Time from 1:00PM - 2:00PM	LOGIN STAFF LOGIN	+L SIGN UP
	Signup - M	Iobile Verification			
		John Doe			
	N	ICOP 3660227272727	Verified		
		enter your valid mobile nun RED with verified NICOP. Yo codes from SECP via	u'll receive verification		
	Mobile Number				
	Country.*	Enter Mobile Number*			
	+92	321 9999999			
		XXXXXXXX			

- 33. If the Applicant provides a mobile number with country code other than that of Pakistan, mobile verification is not verified using PMD and OTP verification of Mobile number is not done and the user lands on step 38. During name reservation, company incorporation, or post-incorporation procedures, users must register with an attested NICOP/passport copy and a photo, the sequence of which depends on the specific process requirements.
- 34. If the Applicant provides a Pakistani mobile number, verification of mobile number is done via PMD and OTP. If the verification against PMD records for a Pakistani Mobile number fails, an error message is shown to the Applicant with the option to go back and update the provided mobile number. If mobile verification is successful, the Applicant will proceed to step 34.





LEAP	(D) +92 321 1234567 Response time Monday-Friday from 9:00AM -5:00 PM Prayer/Lunch Break Time from 1:00PM -2:00PM	💄 LOGIN 📃 STAFF LOGIN	+L SIGN UP
	Non Registered Mobile Number Mobile Number +92 32199999999		
	Mobile Number is not registered against provided NICOP 3660227272727		
	← BACK		

35. After successful verification from PMD for Pakistani Mobile Number, system sends an OTP to the Applicant's mobile. The OTP remains valid for 2 minutes.

© 923211234567 Response time Mondey-Friday from 9:00AM -5:00 PM Prayer/Lunch Break Time from 1:00PM -2:00PM	LOGIN STAFF LOGIN	+L SIGN UP
Mobile Verification		
Please enter the 4 digit code that we have sent on your		
mobile number +92 3331637727		
Verification code is valid for 01:47. <u>Resend Code</u>		
VERIFY		

36. In case an incorrect OTP is entered, the system shows an error message, and prompts the user to enter the correct 4-digit OTP.





LEATP	© +92 321 1234567 Response time Manday-Friday from 9:00AM-5:00 PM Prayer/Lunch Break Time from 1:00PM-2:00PM	LOGIN STAFF LOGIN + SIGN UP	
	Mobile Verification		
	Please enter the 4 digit code that we have sent on your		
	mobile number +92 3331637727		
	Verification code is valid for 01:50. <u>Resend Code</u>		

37. In case a time of 2 minutes elapses after the OTP is sent, as indicated by the countdown being displayed on the screen, the user can click on 'Resend Code' button, which becomes clickable after the 2 minutes are elapsed.

S +92 321 1234567 Response time Manday - Friday from 9:00AM - 5:00 PM Prayer/Lunch Break Time from 1:00PM -2:00PM	STAFF LOGIN + SIGN U
Mobile Verification	
Please enter the 4 digit code that we have sent on your	
mobile number +92 3331637727	
Verification code is expired now. <u>Resend Code</u>	
← Back	

38. If the user enters an incorrect OTP 3 times in a row, the system temporarily blocks the user from further signup attempts for 30 minutes as a security measure. The user can resume sign up with that NICOP after a lapse of 30 minutes.







39. In case of correct OTP verification of Pakistani Mobile Number, or if mobile verification is not requires for non-Pakistani Mobile Numbers, system displays the field to enter Email.

S =92 321 1234567 Response time Monday - Friday from 9:00AM -5:00 PM Prayer/Lunch Break Time from 1:00PM -2:00PM	LOGIN	STAFF LOGIN	+L SIGN UP
Signup - Email Verification John Doe			
NICOP 3660227272727 ØVerified			
Please enter valid email address to receive verification codes from SECP.			
NEXT ->			

40. User enters the email and system send the OTP on the email. This OTP remains valid for 5 minutes, after which the Resend Code button becomes enabled. The Applicant can use this button to resend the code.





LEAP	(© +92-321 1234567' Response time Monday - Friday from 9:00AM -5:00 PM Prayer/Lunch Break Time from 1:00PM -2:00PM
	Email Verification
	Please enter the 4 digit code that we have sent you on your
	email john*******.com.
	Verification code is valid for 04:22 . <u>Nessenta Code</u>

41. In case an incorrect OTP is entered, the system shows an error message, and prompts the user to enter the correct 4-digit OTP.

(\$) +92.321.1234567 Response time Monday-Friday from 9:00AM -5:00 PM Prayer/Lunch Break Time from 1:00PM -2:00PM	LOGIN STAFF LOGIN	+ 1 SIGN UP
Email Verification		
Please enter the 4 digit code that we have sent you on your email john*******.com.		
Incorrect OTP entered Verification code is valid for 03:41. <u>Resend Code</u>		
VERIFY		

42. If the user enters an incorrect OTP 3 times in a row, the system temporarily blocks the user from further signup attempts for 30 minutes as a security measure. The user can resume sign up with that NICOP after a lapse of 30 minutes.







43. If the user enters the correct OTP received on the email and system after verifying email displays the screen to create and confirm password.

© >92 321 1234567 Response time Manday-Friday fram 9:00AM -5:00 PM Prayer/Lunch Break Time from 1:00PM -2:00PM	IN UP
Signup - Create Password	
8	
Confirm Password *	
0	
Password is alpha numeric with the following checks:	
Character length minimum 10 characters and maximum 16 charcaters Lower case letter:1	
O Upper case letter:	
Special Characters:(.l.@)	

44. The requirements for password are listed below the password fields. When these requirements are met, a green checkmark is placed against each of these. The Done button at the bottom of the page remains disabled until all these requirements are met, not allowing the user to proceed further without a strong password.





ſ	Signup - Create Password	d	
		6	
	Confirm Password *	ø	
	assword is alpha numeric with the fo		
	Character langth minimum 10 characters an Lower case letter:1	d maximum 16 charcatern	
	Upper case lettor:1		
e de la companya de l	Special Characters().()		
	⇒ DON	ΙË	

45. Furthermore, the password provided in the Password and Confirm Password fields need to match. An error is displayed to the user if these fields do not match, and the Done button at the bottom of the page remains disabled, not allowing the user to proceed further without correcting the Password first.

(5) +92 321 1234 Response time Monday-Friday from 9:00AM-5:00 Prayer/Lunch Break Time from 1:00PM-2:00	PM 💄 LOGIN 🛃 STAFF LOGIN +L SIGN UP
Signup - Create Password	
Confirm Password *	
Password is alpha numeric with the following checks: Character length minimum 10 characters and maximum 16 charcaters Lower case letter:1	
⊘ Upper case letter:1 ⊗ Special Characters:(())	
→ DONE	

46. Once the password has been created System generates an Email, and In-App Alert to **Applicant** regarding PIN generation.



47. System sends the PIN to the Applicant via email. The PIN is included as an attachment that is password protected. The password for the attachment is the same as the Applicant's LEAP account password.

Sign Up – Foreign National

48. User selects Foreign National and clicks Proceed.

Sesponso time Manday-Friday from 9:00.4M -5:00 PM Prayer/Lunch Break Time from 1:00PM -2:00PM	+L SIGN UP
Sign Up	
Are you a Pakistani Citizen or a Foreign National ?	
O Pakistani Citizen	
Foreign National A toreign national is a person living outside of Pakistan and holds a foreign passport.	
Already have an account? LOGIN	
Back to Home	

49. System displays Sign-Up-Foreign National form where user needs to enter the personal detail as shown in the image.





S +82 201 1234967 Response time Monday -Finday fram 800AM-300 M Prayer Lunch Break Time time 100PM-200PM ▲ LOGIN ▲ STAFF LOGIN ▲ SIGN
Sign Up - Foreign National Pear Nume Multir Game Last Name Last Name
"Penant Nanthit"
Passant Former ABITITII Passant Expiry Data 50* VMM* VYYY*
Mobile Number
County* Enr Malain norther * XXXXXXXXX
Enal Occasion'
· ·
÷),REVT.

50. If the provided email address is already in use, the system displays an error message to the Applicant.

	Res	ponse time Monday- Prayer/Lunch Brea	() +92 8 This Friday from 9:00 ik Time from 1:00PM-2:00PM	d, please enter another email ID:
← Sign First Name* John		gn National ^{dle Name}	Last Name *	
Parasport Numt AB1212123				
Passport Form Passport Expiry DD * 04		2026		
Mobile Number Country *	Enter Mobili			
+213 Email johnnydoe@	333 000 xxx xxxx 9yopmail.com			

51. If the provided email address is not in use, system sends the OTP on the provided email address. This OTP remains valid for 5 minutes, after which the Resend Code button becomes enabled. The Applicant can use this button to resend the code.





LEAP	(Q) +92 321 1234567 Response time Monday-Friday from 9:00AM-5:00 PM Prayer/Lunch Break Time from 1:00PM-2:00PM	LOGIN STAFF LOGIN + SIGN UP
	Email Verification	
	Please enter the 4 digit code that we have sent you on your	
	email john******.com.	
	Verification code is valid for 04:58. <u>Resend Code</u>	

52. In case an incorrect OTP is entered, the system shows an error message, and prompts the user to enter the correct 4-digit OTP.

(\$) +92.321.1234567 Response time Monday-Friday from 9:00AM -5:00 PM Prayer/Lunch Break Time from 1:00PM -2:00PM	LOGIN STAFF LOGIN	+ 1 SIGN UP
Email Verification		
Please enter the 4 digit code that we have sent you on your email john*******.com.		
Incorrect OTP entered Verification code is valid for 03:41. <u>Resend Code</u>		
VERIFY		

53. If the user enters an incorrect OTP 3 times in a row, the system temporarily blocks the user from further signup attempts for 30 minutes as a security measure. The user can resume sign up with that Passport Number after a lapse of 30 minutes.







54. If the user enters the correct OTP received on the email and system after verifying email displays the screen to create and confirm password.

© +92 321 1234567 Response time Manday-Friday from 9:00AM -5:00 PM Prayer/Lunch Break Time from 1:00PM -2:00PM
Signup - Create Password
Confirm Password *
9
Password is alpha numeric with the following checks:
Character length minimum 10 characters and maximum 16 charcaters
Lower case letter:1 Ø Upper case letter:1
Special Characters(.J.g)

55. The requirements for password are listed below the password fields. When these requirements are met, a green checkmark is placed against each of these. The Done button at the bottom of the page remains disabled until all these requirements are met, not allowing the user to proceed further without a strong password.





Response t Pray	(© +92 321 1234567 ime Manday -Friday from 9:00AM -5:00 PM er/Lunch Break Time from 1:00PM -2:00PM	LOGIN STAFF LOGIN	+L SIGN UP
Signup - Create Passwo	rd		
Patawin 0	\$		
Confirm Password *			
	ø		
Password is alpha numeric with the f			
Character length minimum 10 characters a	and maximum 16 charcators		
 Lower case letter:1 Upper case letter:1 			
Special Characters (
→ D0	NE		

56. Furthermore, the password provided in the Password and Confirm Password fields need to match. An error is displayed to the user if these fields do not match, and the Done button at the bottom of the page remains disabled, not allowing the user to proceed further without correcting the Password first.

Response time Monday- Prayer/Lunch Brea	Friday from 9:00AM -5:00 PM	OGIN 🔄 STAFF LOGIN +2 SIGN
Signup - Create Password		
Password *	Q	
C Confirm Password *	<i>R</i>	
	Q	
Password and confirm password doesn't match.		
Password is alpha numeric with the following ch	necks:	
 Character length minimum 10 characters and maximum 	16 charcators	
 Lower case letter:1 		
 Upper case letter:1 Special Characters:(.,i,0) 		
→ DONE		

57. Once the password has been created System generates an Email, and In-App Alert to **Applicant** regarding PIN generation.



58. System sends the PIN to the Applicant via email. The PIN is included as an attachment that is password protected. The password for the attachment is the same as the Applicant's LEAP account password.

3. Login

1. Clicks on the login button on the homepage of SECP LEAP PORTAL.



How to register a LLP/Company in few steps

The simplest way for anyone to incorporate LLP/Company. Compliance Filing, and manage all your business needs.

2. System displays the login screen.





Response	© +92 321 123456 time Monday - Friday from 9:00AM - 5:00 PM 00PM	LOGIN	STAFF LOGIN +2 SIGN UP
L			
CNIC/NICOP/Passport*			
Password *	8		
Forgot Password?	LOGIN ->]		
Do you need help? Contact	Want to create an account? SIGN UP →		

- 3. Enters the username (CNIC/NICOP/PASSPORT) and Password.
- 4. System shows homepage to the registered user.

Overview	Name Reservations 10	My Companies / LLPs 5 My Proc	esses 0			0
						Tanks
	LEAP dashboard					*
		EAP. The tasks and services will be available or business, incorporate a new company and m			이 같은 것은 이상 전에서 한 것을 알려요. 전에 가장 등 것은 것을 받았다.	Alerts
ority over. Essentia	any, you can reserve a new name for you	or business, incorporate a new company and m	anage the hung and comp	nation of York LeXistellepicou	nparijes.	
onty over. Essentia	nuy, you can reserve a new name for yo	ur ousiness, incorporate a new company and m	anage the hung and comp	sance of your registered con	npanies.	G
	nuy, you can reserve a new name for yo	ur dusiness, incorporate a new company and in	anage the hung and comp	ance o you registered con	npaninas.	Events
t now Reserve a	a Company Name	Start a Company		Filing and Con	npliance	
t now Reserve a					npliance	Events
it now Reserve a	a Company Name	Start a Company		Filing and Con	npliance	Events
t now Reserve a The first ste	a Company Name p to start a company	Start a Company		Filing and Con	npliance	Events E Notices
t now Reserve a	a Company Name p to start a company	Start a Company		Filing and Con	npliance	Events Notices

4. External User Profile Management

An external user can view their profile and perform changes to information associated with their profile, such as reset their password or reset their PIN.

 By clicking the Profile tab on the right hand, the profile panel will expand, and the user can view the profile. They can also update their profile, e.g. by resetting their PIN, resetting their password, or by updating their Contact info or government issued ID expiry date.



Updating Government ID Expiry Date:

- 1. To update the CNIC/NICOP/Passport expiry date, user will click on the pen-shaped edit button on the right side of the Expiry Date field.
- 2. System will open up a window so that the user can update the date of birth.

					Alerts				
	The first step to start a con			1			nal Info	14 Apr. 1969	_
ŧ	Start a Company Incorporate your new comp	[10] M. S. Martin, M. S. Martin, M. S. Martin, M. S. Martin, Phys. Rev. B 49, 100 (1997).	our Expiry [Date	Fuente	×	nent	14 Apt, 1908	
8	Filing and Complian Manage your registered co	and the second s	ry Date : 2023-	-03-30 te			ar Date	CNIC 3660299991111 30 Mar, 2023	,
		MM/DD/YYYY					Info		
Applies	tion Statucos	MM/DD/YYYY		VERIFY			Info	+92 3331637727	,
	tion Statuses		())(Profile	Ema		+92 3331637727 johnnydoe⊛yopmail.com	
Applica Draft	tion Statuses Payment Pending	MM/DD/YYYY	Objection	VERIFY Approved	Profile	Ema			11

3. The Applicant can either select Lifetime expiry, or select 'Pick a Date' option. Selecting the 'Pick a Date' option will open up a date picker to select a date.





- 4. After selecting the new date, the user can click on the Verify button to save the change.
- 5. Expiry date should be updated after verification from NADRA and PMD. Additionally, it should automatically expire the CNIC after its designated expiration date, preventing users from filing any documents.

Updating Email Address:

1. To update the Email Address, user will click on the pen-shaped edit button on the right side of the Email field.

Overview Name Reserv	Update Email Address	< CNIC
My Companies / LLPs 0	Signup - Email Verification	3660299991111 ats 30 Mar, 2023
Start a Company Incorporate your new com:	John Doe CNIC 3660299991111 ØVerified Mobile+92 3331637727 ØVerified	nfo +92 3331637727 ✔
Filing and Complian Manage your registered co	Please enter valid email address to receive verification codes from SECP.	johnnydoe@yopmail.com 🖍
pplication Statuses	NEXT ->	

2. The user will provide the new email address in the window that opens up, and click on next.




		Update Email Address	×	-	
My Co	mpanies / LLPs 0			CNIC 3660299991111	
				 30 Mar, 2023 	1
ŧ	Start a Company			2	
	Incorporate your new cor	(+92 3331637727	1
B	Filing and Complia	C		johnnydoe@yopmail.com	1
	Manage your registered c				
		We have sent an OTP on the Email Address provided. Please enter the OTP so that we can verify your email.			
pplicat	tion Statuses				

3. System will send an OTP to the new email address provided by the user. This OTP will be valid for 5 minutes.

Overview Name Reserv	Update Email Address ;	×		
My Companies / LLPs 0	Email Verification	ate	CNIC 3660299991111 30 Mar, 2023	
Start a Company Incorporate your new comp		nfo	+92 3331637727	,
Filing and Complian Manage your registered co	Please enter the 4 digit code that we have sent you on your email john*******.com.	1	johnnydoe@yopmail.com	1
	Verification code is valid for 04:47 . Resend Code			
Application Statuses	VERIFY			

4. User will enter the OTP received on the new email address, and click on verify. If the provided OTP is correct, system will update the user's email address. If the provided OTP is not correct, an error message will be displayed to the user and the email will not be updated until a correct OTP is provided by the user. If the OTP becomes invalid after a lapse of 5 minutes, the user can click on Resend Code button that becomes enabled after the pin becomes invalid.







Reset Mobile Number:

1. To update the Mobile Number, user will click on the pen-shaped edit button on the right side of the Mobile Number field.

My Companies / LLPs 0	Update Mobile Number	×	nent		
Welcome to your LEAP dashbo	John Doe			CNIC	
rom here, you access various online se	CNIC 3660299991111 Verified		97)	3660299991111	
will be available to you based on the companies you have authority over. Es	Please enter your new mobile number, which must be REGISTERED with verified CNIC. You'll receive verification codes		Date	30 Mar, 2023	1
usiness, incorporate a new company	from SECP via SMS		: Info		
egistered companies.	Mobile Number				
	Country * Enter Mobile Number *			+92 3331637727	1
Do it now			e e	johnnyydoe@yopmail.com	1

Provide the serve a Company No. The first step to start a company	NEXT->				

2. The user will provide the new Mobile Number in the window that opens up, and click on next. The number will first be verified against the Applicant's CNIC/NICOP from PMD records for Pakistani nationals.





	Update Mobile Number	×	th 14 Apr, 1969	·
My Companies / LLPs 0			:	11
Velcome to your LEAP dash			CNIC	
rom here, you access various onlin			3660299991111	
vill be available to you based on			e 30 Mar, 2023	1
companies you have authority over				
usiness, incorporate a new compa- egistered companies.	j	,	1	
	-		+92 3331637727	1
Do it now	We have sent an OTP on the Mobile Number provided.		johnnyydoe@yopmail.com	1
Reserve a Compan	Please enter the OTP so that we can verify your Mobile Number.			
The first step to start a co				

3. System will send an OTP to the new Mobile Number provided by the user. This OTP will be valid for 2 minutes.

My Companies / LLPs 0	Update Mobile Number	×	Pakintani Orlinen	
Welcome to your LEAP dashb From here, you access various online will be available to you based on t			h 14 Apr, 1969	~
companies you have authority over. I business, incorporate a new compar registered companies.	Mobile Verification	ent	CNIC 3660299991111	ł
Do it now	Please enter the 4 digit code that we have sent on your mobile number +92 3331637727	arte	30 Mar, 2023	1
Performance Reserve a Company The first step to start a con	Verification code is valid for 01:57. <u>Resend Code</u>	hto	+92 3331637727	,
Start a Company Incorporate your new comp		- 1	johnnyydoe@yapmail.com	1

4. User will enter the OTP received on the new Mobile Number, and click on verify. If the provided OTP is correct, system will update the user's Mobile Number. If the provided OTP is not correct, an error message will be displayed to the user and the Mobile Number will not be updated until a correct OTP is provided by the user. If the OTP becomes invalid after a lapse of 2 minutes, the user can click on Resend Code button that becomes enabled after the pin becomes invalid.







Reset Password:

1. In order to reset password, user can click on the Reset Password button. This will open up the reset password window.

	Reset Password	× Close	Info	
Welcome to your LEAP dashbo			+92 3331637727	/
From here, you access various online s	New Password *		johnnyydoe@yopmail.com	
will be available to you based on th companies you have authority over. Es		Ø	Jounity and Barden and Com	
business, incorporate a new company	Confirm Password *			
registered companies.		ø		
Do it now			rd	
	Password is alpha numeric with the followin	g checks		
Reserve a Company M	O Character length minimum 10 characters and maximu	m 16 charcaters		
The first step to start a com	 Lower case letter 1 Upper case letter 1 		Reset Password	
	Special Characters:(],@)			
Start a Company	→ RESET		Reset Pin	
Incorporate your new compa	-P. NEOEI			

2. The requirements for password are listed below the password fields. When these requirements are met, a green checkmark is placed against each of these. The Done





button at the bottom of the page remains disabled until all these requirements are met, not allowing the user to proceed further without a strong password.

Welcome to your LEAP dashbo		_	22 222122727	
rom here, you access various online s			+92 3331637727	1
vill be available to you based on th	New Password		johnnyydoe@yopmail.com	1
companies you have authority over. Es	Q			
ousiness, incorporate a new company		,		
egistered companies.	Confirm Password *			
eglatered companies.	8			
21 () 20				
Do it now	Password is alpha numeric with the following checks	ru.		
	Password is alpha numeric with the following checks			
Reserve a Company N	O Character length minimum 10 characters and maximum 16 charcaters			
The first step to start a com	C Lower case letter 1 Upper case letter 1		Reset Password	
	Special Characters(l,@)		Reader F daaword	
			Reset Pin	
Start a Company	→ RESET			
Incorporate your new compa				

3. Furthermore, the password provided in the Password and Confirm Password fields need to match. An error is displayed to the user if these fields do not match, and the Done button at the bottom of the page remains disabled, not allowing the user to proceed further without correcting the Password first.

My Companies / LLPs 0	My Processes 0 Reset Password	× Close	Info	
Welcome to your LEAP dashbo		A biose	+92 3331637727	,
From here, you access various online s will be available to you based on th companies you have authority over. E	New Passion	ø	johnnyydoe@yopmail.com	-
business, incorporate a new compan registered companies.	Confirm Password *	Ø		
Do it now	Password and confirm password doesn't match. Password is alpha numeric with the following ch	necks	rd	
Reserve a Company	Character length minimum 10 characters and maximum 16	charcaters	****	
The first step to start a com	Louise soos letters 1		Reset Password	
Start a Company	\rightarrow reset		Reset Pin	١.

4. Once the Applicant provides a password that matches the criteria, and confirms the password correctly, clicking on the reset button will update the user's password to the new one provided.





My Companies / LLPs 0	My Processes 0					
	Reset Password	× Close	Info			
/elcome to your LEAP dashbo			+92 3331637727	/		
rom here, you access various online s	New Password *		johnnyydoe@yopmail.com	1		
ill be available to you based on th ompanies you have authority over. Es		Ø				
usiness, incorporate a new company	Confirm Password *					
gistered companies.		\$				
o it now	<u>.</u>		rd			
orthow	Password is alpha numeric with the fo	bllowing checks		-		
Reserve a Company M	Character length minimum 10 characters and Lower case letter 1	maximum 16-charcaters				
The first step to start a com	O Upper case letter 1		Reset Password			
	Special Characters:(!.@)		Reset Pin			
Incorporate your new compa	→ RESET		Reset Pin	-		
the second	5	-				

Reset PIN:

1. In order to reset PIN, user can click on the Reset PIN button. This will open up the Reset PIN window. System will prompt the user to verify their mobile number and email address for Pakistani residents, and only email address for foreign nationals.

My Companies / LLPs 0	My Processes 0	*	Expany bane	30 Mar, 2023	
		Alerts	Contact Info		
Welcome to your LEAP dashboa	rd		Mabile	+92 3331637727	1
	vices provided by LEAP. The tasks and services	Events	Email	johnnyydoe@yopmail.com	/
will be available to you based on th companies you have authority over. Es Reset Pin business, incorporate a new company		×	Close		
registered companies. Do it now	Please proceed and verify your en number(if you are a pakistani i continue resetting pi	resident) t	O rd		
Reserve a Company M	→ Proceed		*****		
		θ		Reset Password	
Start a Company		Profile		Reset Pin	

2. After the user clicks on the proceed button, system will send an OTP to the user's email address for Pakistani National users. Foreign National users do not require to





undergo Mobile number verification via OTP, and they can skip directly to step 6 for email address verification.

3. User will enter the OTP received on his/her Mobile Number, and click on verify.

From here, you access various online si will be available to you based on th companies you have authority over. Es	Reset Pin	× Close	johnnyydoe@yopmail.com	1
ousiness, incorporate a new company registered companies.				
Do it now	Mobile Verification	rd		
Reserve a Company M The first step to start a com	Please enter the 4 digit code that we have sent on y mobile number +92 3331637727	our	* Reset Password	
Start a Company Incorporate your new company	Verification code is valid for 01:59 . Resend Code		Reset Pin	1.
Filing and Complianc	VERIFY			

4. If the provided OTP is not correct, an error message will be displayed to the user.

	Reset Pin				× Close	Info		
Welcome to your LEAP dashbo From here, you access various online s- will be available to you based on th		Mobile Ve	erificatio	n		ł	+92 3331637727 johnnyydoe@yopmail.com	1
companies you have authority over. Es business, incorporate a new company registered companies.								
Do it now		the 4 digit coo bile number +		e sent on your 727	8	rd		
Reserve a Company M	1	2	2	3				
The first step to start a com;	Verificatio	Incorrect C	TP entered	send Code			Reset Password	
Start a Company		~ v	ERIFY				Reset Pin	

5. If. If the OTP becomes invalid after a lapse of 5 minutes, the user can click on Resend Code button that becomes enabled after the pin becomes invalid.







6. After the OTP sent on mobile number is verified, system will send an OTP to the email address of the user. This OTP will be valid for 5 minutes.

	Reserve a Company M The first step to start a com	Reset Pin	× Clos	se	Mobile Numbe 31637727	
	Start a Company Incorporate your new compa					l
	Filing and Complianc Manage your registered con	J		rd		
				Reset F	assword	Ш
Applicat	ion Statuses	We have sent an OTP on the Em Please enter the OTP so that we		Res	et Pin	
Draft	Payment Pending			-		
0	1 (0 0				

7. The User will enter the OTP received on the email address, and click on verify. If the OTP becomes invalid after a lapse of 5 minutes, the user can click on Resend Code button that becomes enabled after the pin becomes invalid.





		Reset Pin	× Close	Info
•	Reserve a Company M			+92 3331637727 /
	Start a Company Incorporate your new compa	Email Verific	ation	
٦	Filing and Complianc Manage your registered com	Please enter the 4 digit code that v email .	ve have sent you on your	rd
				Reset Password
Applica	tion Statuses	Verification code is valid for 0		Reset Pin
Draft O	Payment Pending	-		

8. If the provided OTP is not correct, an error message will be displayed to the user.

	Reset Pin × Clos	e
Reserve a Company M		+92 3331637727 /
	Email Verification	
Start a Company Incorporate your new compa		
Filing and Complianc	Please enter the 4 digit code that we have sent you on your	rd
Manage your registered con	email.	
		Reset Password
Application Statuses	Incorrect OTP entered Verification code is valid for 04:23. Resend Code	Reset Pin
11.	VERIFY	
Draft Payment Pending		
0 1		

9. After the OTP has been verified by the system, a new 4-digit PIN will be generated by the system and emailed to the user.





					Alerts	Conta	act Info		
	Reserve a Company N The first step to start a comp	Reset Pin	I			X Close		+92 3331637727 johnnyydoe@yopmail.	com /
	Start a Company Incorporate your new compa								
	Filing and Complianc Manage your registered com			C			rd		
								Reset Password	
Applicat	tion Statuses			Resetting pin.				Reset Pin	
Draft	Payment Pending L	under Keview	Upjection	Approvea					
0	1 (C	0	0					

10. The PIN will be included in an attachment that will be emailed to the user over his/her email address.

					Alerts	Contact In	fo	❷ Pin reset	successfu
	Reserve a Compan The first step to start a co		n	<u> </u>	×	Mobile Close	+92 333163 johnnyydoe	37727 @yopmail.com	2
	Start a Company Incorporate your new cor	npe							
۲	Filing and Complia Manage your registered of	:01	ail with the new	4 digit PIN has been se	ent to following	rd 	1 17		
		email a	address johnnyy ectronic signatur	loe@yopmail.com. PIN e. You are advised not	l will be used a share your pin	IS	Reset Pass	word	
Applicat	tion Statuses		with anyo	ne for security purpos	se	_	Reset Pi	in	1.
Draft	Payment Pending	Under Review	Objection	Approved					
0	1	0	0	0					





5. Name Reservation, Permission to Form, Incorporation and CTC - Combined.

- 1. **Applicant** logs in to his/her registered account. The Applicant will land on his/her landing page. The Process can be initiated by clicking on "Name Reservation". The Applicant can start a combined company with incorporation and name reservation from this page.
- 2. The Applicant can start a combined company with incorporation and name reservation from this page.

	Home > Profile	Switch to eServices Q Search here Services	Wilcon oreign 7
verview	Name Reservations 63 My Companies/LLPs 109 My F	Processes 395	
ome to	Please select name reservation application type	×	Ta
here, you i rity over, w More	Reservation of name for incorporation of a new company		A
now	Combined Name Reservation & Incorporation		Ev
Res The f	O Reservation of name for change of name of existing company		No
	CANCEL	PROCEED	N
ication SI			

2. The **Applicant** is given options to select within the types of companies. The Applicant is then taken to the Company Type selection page where they can select their relevant company Type and click on Proceed.

Limited Liability Partnership	Single Member Company	Private Company	Public Company
Two or more persons associated for carrying on a lawful business with a view to profit may form an LLP by subscribing their names to incorporation documents.	One person may form a single member company by complying with the requirements in respect of registration of a private company and such other requirement as may be specified.	Two or more persons so associated may form a private limited company by complying with the requirements in respect of registration of a private company and such other requirement as may be specified.	Three or more persons associated for any lawful purpose may, by subscribin their names to a memorandum or association and complying with the requirements of this Act in respect or registration, form a public company.
Section 42	Trade Organization	Company under section 45 of Companies Act 2017	Foreign Company
A brief description of Companies under section 42 is required for this page.	A brief description of a Trade Organization is required for this page.	A brief description of Companies under section 45 is required for this page.	A brief description of Foreign Companies required for this page.





3. After selection of the **Company Type**, the **Applicant** is shown some description text about their chosen type, which they can review.

New Name Reservation	Private Company	← Back	Proceed ->	2
	Brief Description: Two or more persons so associated may form a private limited company by complying with the requirements in respect of registration of a private company and such other requirement as may be specified.			
	Overview: Two or more persons so associated may form a private limited company by complying with the requirements in respect of registration of a private company and such other requirement as may be specified.			
	Incorporation Process:			
	Company incorporation may be completed in a TWO STEP PROCESS or a COMBINED PROCESS.			
	TWO STEP PROCESS:			
	1st Step: Name Reservation			
	2nd Step: Company Incorporation			
	Both steps can be completed online as well as offline.			
	COMBINED PROCESS (available online only):			
	Where you submit application for Name Reservation and incorporation simultaneously. In this process Memorandum of Association and Articles of Association are generated automatically.			
	Basic Requirements for Private Company Incorporation:			
	• A suitable Company Name.			
	Principle Line of Business of the Company.			
	Registered Office Address			

4. The **Applicant** can search for a proposed name using the search bar labelled "Enter your proposed name", and click on the "Check Availability" button.

Private Company (PVT) • Propose Company Numes		← Back [Printed +
This Life program of lensit one Company/LLP Nome. Non-non-plus can (program Two more Company/LLP Nomes as an alternative		How to Propose a Company/LLP Name?
Criter and any and server 1	Ø Check availability	Please ensure that the proposed name mean the criteria given in Section 6 of Linited Liniting Act, 2017 and regulation 4 of Linited Linbitry Pertmettion Regulations, 2018. You may propose up to 3 LLP:company sames of you choice in order of process. Ensure your consol name to the kit in available.
64 Similar Names found. You can try another name or proceed with results!	+ Proposed	You will not be atlawed to propose a name matching 100% with the name of an existing LLP/company. To torsease the chances of name approval by SECP, please make sure that the proposal name bias not contain.
The mentioned similarity is only for information purpose and the registrar shall decide the case in accordance with the provid Law similarity is which solutions in the similarity in the solution of the sol	uion af taik:	 Importantianudeviable/deception words locituding these designed to explain or other religious susceptibilities and the words prohibited under replantion 64 Limited Linkity Replansions. 2010 prohibited startschaft words under Section 30 of the Art and Replansions 4 of the Companys Sectionarized in Replansions. 2017
ABS STEEL MILLS (PRIVATE) LIMITED	BICORPORATED Gentlette front	You have the option to provide the Meaning and Significance of your propried LUP/company Nerve.
SETH STEEL MILLS (PVT) LTD	MCOSPORATED Emilie to front	provine concompany neme. Best Practices
TAJ STEEL MILLS (PRIVATE) LIMITED	INCORPORATED Tents Tours	To maximize charges of reserving the name of your choice, please try to propose a name that does not indicate a Ngh similarity with the name of an
DADA STEEL MILLS (PVT) LIMITED.	ACCOMPORATED Service 1, Trained	existing LLPrompans. The words that are regarded as socially inappropriate and undesirable may
ZHOB STEEL MILLS (PVT.) LIMITED	RECORPORATED BUILDING Funder	not be included in the proposed name.

If your proposed LLP/company Name has a high similarity with on-existing LLP/company waves live is an established relationship with the existing LLP/company, you can optionally provide details and attach documentary existence of taken functionality to minimize the character of rejection.





5. The **system** displays results with matches with reserved names, as well as indicates if a name contains a prohibited or restricted word. The **Applicant** can propose a name unless there is a 100% match with an already reserved name. This can be done by clicking the "Propose" button.

Private Company (PVT) Propose Company Names	← Ba	ck Proceed 🕀
You can propose at least one Company/LLP Name. However you can propose Two more Company/LLP	Names as an alternative How to Propose a Company/LLP Nar	ne?
Enter your proceed name OWAIS STEEL MILLI	Check availability Please ensure that the proposed name ma given in Section 6 of Limited Lability Act. regulation 4 of Limited Lability Partnorshi	2017 and
No similar results found with this name. You can propose this name.	2018. You may propose up to 3 LLP/compa shoice in order of priority. Enter your propo	
OWAIS STEEL MILL (PRIVATE) LIMITED	Ne similarity found Propose LP (company). To increase the chances of name does n LP (company). To increase the chances of name does n LP (company). To increase the chances of name does n . (nappropriate/undexinable/deceptive: those designed to exclude to order of n underspirate/undexinable/deceptive: those designed to exclude to order of n underspirate/undexinable/deceptive: those designed to exclude to order of n and Regulation 4 of the Companies th Regulation 4 of the Companies th Regulation 4 of the Companies th Regulation 4.0117	existing by SECP, please at contain: Words including ligitous ted under ligitons, 2018, ction 10 at the Act
	You have the option to provide the Meaning of your proposed LLP Name.	; and Significance
	Best Practices	
	To maximize chances of reserving the nam please try to propose a name that does not	

6. The **Applicant** can provide Significance of the proposed name to help their case. The **Applicant** can optionally provide some supporting documents as evidence to claim relationship with the existing name if a match is found. Optionally applicant can add two more names, if so desire.

You can propose at least one (Proposed Name Info	× LP Name?
ther your proposed memory ways	OWAIS STEEL MILL (PRIVATE) LIMITED	ame moot the criteria ity Act, 2017 and rtnership Regulations.
No similar results found	Documentary Evidence	Reompany names of your or proposed name to a allowed to propose a we of an existing
	File Documenta_ 🖍 🖨	pprovel by SECP, please does not contain:
	+ Add another document	ceptive words including ffend religious i prohibited under
	Meaning and Significance of Name 💿	ty Regulations, 2018 nder Section 10 of the Act entite (Incooperation)
	"Owais Steel Mill" likely denotes a steel manufacturing facility associated with an individual named Owais, emphasizing steel production's industrial and economic significance.	Mooning and Significance
	X CLOSE 🗸 PROPOS	ε





- 7. After clicking on the Proceed button, the **Applicant** is taken to the Business Objects page.
- 8. The **Applicant** selects the Sector, Principal Line of Business and can add multiple Additional Object Clauses optionally. The business objects or principal line of business must align with the company name. The applicant has the flexibility to change or edit the principal line of business, and such modifications will reflect in the Memorandum of Association.

Business Objects		How to Propose an LLP Name?
Socier * Steel and Allied Principil line of Business * Steel and Allied	•	Flease ensure that the proposed name meet the oriteria given in Section 6 of Limited Liability Act, 2017 and regulation 4 of Limited Liability Partnership Regulations, 2018, You may propose up to 3 LLP/company names of your choice in order of
usiness Object Clause* Steel and Allied 🛈	Modified Business Object Clause*	priority. Enter your proposed name to check its availability. You will not be allowed to propose a name matching 100% with the name of an existing LLP/company.
The principal line of business of the company shall be to set up, steel and re-rolling mills, and to carry on the business of iron founders, iron re-rolling and milling products, iron masters, iron and steel converters, manufacturers of all kinds of steel and iron items and products including steel sheets, steel and irin ingots, iron sheets, iron bars, iron, beams, pires, guarders, nuts, bolts, screws, agricultural implements and all kinds of machinery parts, cycle parts, tool makers, braas founders, metal workers, boiler makers, mill-weights, mill stores, gas generators etc., subject to permissions, licences or approvals as required under the law.	The principal line of business of the company shall be to set up, steel and re-rolling mills, and to carry on the business of iron founders, iron re-rolling and milling products, iron masters, iron and steel converters, manufacturers of all kinds of steel and iron items and products including steel sheets, steel and in ingots, iron sheets, iron bars, Iron, beams, pipes, guarders, nuts, bolts, screws, agricultural implements and all kinds of machinery parts, cycle parts, tool makers, brass founders, metal workers, boiler makers, mill-weights, mill stores, gas generators etc., subject to permissions, licences or approvals as required under the law.	To increase the chances of name approval by SECP, please make sure that the proposed name does not contain: 1. inappropriate/indesirable/deceptive words including those designed to exploit or offend religious susceptibilities and the words prohibited under regulation 4 of Limited Liability Regulations, 2018 2. prohibited resultations 4 of the Companies (incorporation) Regulations, 2017 You have the option to provide the Meaning and Significance of your proposed LLP Name.
		Best Practices

9. After clicking on the proceed button, the **Applicant** can review his name. The Applicant can view, update, remove or rearrange the names using this page.





Proposed Names	Propos	ed Names 💿	Review Form 🛓	SAVE C PREV		ant informat	141
> Applicant Information	8 1	OWAIS STEEL MILL (PRIVATE) LIMITED		0	1	•	
Business Objects		Significance "Owais Steel Mill" likely denotes a str	eel manufacturing facility associated with ar	individual named Owais,			
> Company Information		emphasizing steel production's industrial a	and economic significance.				
> Detail of Stakeholders	Second Pro	oposed Name (Optional)					
O Article of Association	₩ 2	OWAIS MILL (PRIVATE) LIMITED		0	1	0	
Mamorandum Of Associati	'n		y of heavy industry and manufacturing, specific				
Ourlified True Copy		development, manufacturing, and various	ry is crucial for providing raw steel used in o other applications.	construction, infrastructure			
> Third Party Information	Third Prop	osed Name (Optional)					
Declaration	8 3	OWAIS BROTHERS STEEL MILL (PRIVATE	LIMITED	0	1	•	

10. After clicking on the Next button, the Applicant needs to fill out the Applicant information.

Proposed	l Names	Applicar	t Information 💿			Review Form 🛓 🗸 S	Witter (Statistics)	EXT >
Applican	t Information	οÞ	, ww	J L YYYY				
Business	Objects	Contact Info	ormation					
> Company	Information	Mobile Numl Code* +355	Number* 333432232	Landline No Code +93	Number Number	Email Address Broll Address asaduatuse	s 2@yopmail.com	
> Dotail of	Stakeholdera				XXXXXXXXX			
Article of	Association	Postal Addr	ess	Province *		District*		
🕗 Momoran	dum Of Association	Afghanista	n	Kabul		Kabul		
Cartified	True Copy	City* kabul		Postal Code 1001				
Third Par	ly Information	Addressline*	(abul., Afghanistan					
> Declarati	on		an an an an an 19 90 an Anna					

11. After clicking on the Next button, the Applicant can review the Business Objects Information. The Applicant can view and update the business objects information.





Proposed Names	Business Objects 🛈	Roview Form 🛨 💉 SAVE < PREV NEXT >
O Applicent Information	Business Objects	and the second
🖉 Butiness Objects	Soctar* Steel and Allied	*
Company Information	Principal line of Business * Steel and Allied	
Outail of Stakeholders	Business Object Clause* Steel and Allied	Modified Business Object Clause* 💽
Article of Association	The principal line of business of the company shall be to set up, steel	The principal line of business of the company shall be to set up, steel
Memorandum Of Association	iron re-rolling and milling products, iron masters, iron and steel	and re-rolling mills, and to carry on the business of iron founders, iron re-rolling and milling products, iron masters, iron and steel
🔗 Certified True Copy	converters, manufacturers of all kinds of steel and iron items and products including steel sheets, steel and irin ingots, iron sheets, iron bars, iron, beams, pipes, guarders, nuts, bolts, screws, agricultural	converters, manufacturers of all kinds of steel and iron items and products including steel sheets, steel and tin ingots, iron sheets, iron bars, Iron, beams, pipes, guarders, nuts, bolts, screws, agricultural
O Third Party Information	implements and all kinds of machinery parts, cycle parts, tool makers, brass founders, metal workers, boller makers, mil-weights,	implements and all kinds of machinery parts, cycle parts, tool makers, brass founders, metal workers, boiler makers, mill-weights,
O Declaration	mill stores, gas generators etc., subject to permissions, licences or approvals as required under the law.subject to permissions, licences	mill stores, gas generators etc., subject to permissions, licences or approvals as required under the law subject to permissions, licences or approvals as required under the law.
Review and Apply PIN	inconcounte ne energiend under the law	al opprovola de roquinad anteer mertale.

12. **Applicant** can click on next, and fill the Company Information section including capital structure, company address and contact information.

	Company Informa	ntion 🗿		Review Form 🛓	SAVE C PREV NEXT	
Applicant Information	Financial Near End+	- 24				-
Businese Objects	30/06 DO-MM	Ē				
) Company Information	Company Type					
Dotal of Stakoholders	Private Company Kind of Company					
Article of Association) Unlimited having abore c	soltal			
Memorendum Of Association	Capital Structure					
Contified True Copy	Authorized Capital Face store per share *	fourther of allapses *	Third amount (Det)			
	20	80	1600			
Third Party Information	Paid up Capital			Number of stores"	Testi emouri (PGR) *	
Third Party Information Doctanation	Kind of Share *	Ose of Store*	Face value per shore (PKR)*			



.



13. By clicking on Next button, Applicant needs to fill the information of details of stakeholders. Applicant clicks on Add natural person button and fills the required information. For adding Natural person, Applicant can search for a person already registered with SECP. Applicant can search for Natural Persons using their CNIC, NICOP or Passport Number, fill the details, click validate user information and then click add and notify button. After this, attach required documents including CNIC for Pakistani national and other documents like passport etc for foreign national.

Add Natural	Person	× Close	Add and Notity
	Please specify the designation of member		
	O Director		
	O Chief Executive		
	Chief Executive and Director		
	O Secretary		
	O Subscriber		
	O Director and Subscriber		
	O Chief Executive and Subscriber		
	CEO, Director, and Subscriber		
	Do you want to add a Pakistani Citizen or a Foreign National?		
	 Pakistani Citizen Foreign National 		
	Enter Here 7		
	WE445566 SEARCH		
	This user is already registered in LEAP Portal		
	Dahaam Radietarad		

- 14. The **Applicant** can also add **Body corporate** partners in a similar manner by searching for a Body Corporate using it's CUIN. The applicant can provide company details, and add Nominee/Authorized Signatory for the Body Corporate. In case the **Body Corporate** has to act as a designated partner, the applicant also has the option to add a person other than the Nominee/Authorized Signatory to act as the Designated Partner on behalf of the Body Corporate.
- 15. For company types other than LLP, the applicants have the option to include an authorized person or nominee. If the applicant chooses to appoint a nominee as a director, that nominee can act as the nominee director of the corporate body of the subscriber.
- 16. For Foreign corporate, the Applicant shall add their FBR information and details of shares and nature of directorship and also upload the copy of passport,photo,biodata and Undertaking (Duly certified by public officer/notary public of country of origin and signed by Pakistani diplomat posted in that country) documents.





17. For local corporate, the applicant needs to add FBR information, details of shares, etc., and upload their relevant documents in the attachments section.

dy Corporate				X Close	Add end No
		Enter CUIN number to add body corporate			
	liño	ntrination Number Bug comber			
	01	71402 SEAF	к		
Record for the CUIN found.					
Company Information					
Company Name *					
STYLO					
Detail of shares					
Kind of shares *		Close of abores 7	Number of shares to be subscribed."		
Preferred	•	Non-redeemable at Shareholder's option (Pa.,. *	1230000	0	
Registered Office Address					
Dabiety		Province	District		
Pakistan	÷.	Islamabad Capital Territory.	Islamabad		-
City		Postal Dade			

18. **Applicant** is given a choice to make any amendments to the Article of Association. Then clicks on "Next".

Proposed Names	Article of Association ①	Review Form 🛓 🧹 SAVE 🤇 PRE	NEXT >
Applicant Information	Article OF ASSOCIATION	- 2000 0 0 0 000	Download AGA
Busines Objects			
Company Information	Do you want to make any ammendements to Article Of Associatio	0.7	
Detail of Stakeholders	🕞 Source Heading 1 🐳 B I 🖾 🕮 🖉	# G @-	
Article of Association			
Memoransken Of Association			
Certified True Copy			
Third Party Information			
Declaration			
Review and Apply PIN	THE	OMPANIES ACT, 2017 (XIX of 2017)	
	3733993	PRIVATE UNLIMITED COMPANY)	





19. **Applicant** can download the Memorandum of Association by clicking on the download MOA button.

Proposed Names	Memorandum Of Association ()	Review Form 🛓	SAVE PREV NEXT > Article of Association Centries True Copy
Applicant Information	MEMORANDUM OF ASSOCIATION		Download MOA 🔮
Business Objects			
Company Information	① Additional Object Claus	es has been added in standard MOA	
Detail of Stokeholders	\Im Source Choose heading \sim B I \downarrow ::= \boxminus \boxdot \textcircled{O} 46	a ∎ • ↔	3
Article of Association	The second se	ACT, 2017 (XIX of 2017)	
		MITED BY SHARES)	
Memorandum Of Association			
2	1. The nume of the company is		

20. By clicking on Next **Applicant** is given two options to whether they want a Certified True Copy of Incorporation Documents or not.

Proposed Names	Certified True Copy ①	Review Form 🛓	V SAVE	< PREV	NEXT >
O Applicent Information	Certified True Copy			Memorandum Of Association	- Third Party Information
Business Objects	Need Certified True Copy				
Company Information					
O Detail of Stakeholders					
O Article of Association					
Mamorandum Of Assoc	fetion				
Certified True Copy					
O Third Party Information					
Declaration					C

21. By clicking on Next button, Applicant needs to fill the third-party information including FBR (mandatory) and EOBI /PESSI/SESSI/BESSI (Optional).





Proposed Names	Third Party Information 🛈		Review Form 🛓	✓ SAVE	K PREV Centried True Copy	
Applicant Information					Centried true copy	Decisratio
O Business Objects	Federal and Provincial Entities Registratio	n Data				
Ompany Information	Unit	Complex / Studet Number		Locality		
Detail of Stokeholders	7	8	Islam	habad		
Article of Association	District	City / Town				
	Islamabad	Islamabad Urban				
Memorandum Of Association						
Certified True Copy	Capacity					-

22. **Applicant** selects the **Declarant** for the combined CNR CI Application. The **Declarant** can either be a Proposed Subscriber, or an Authorized Intermediary.

0	Proposed Names	Declaration ①		Review Form 🛓	✓ SAVE	< PREV		KT >
0	Applicent Information	Declarant Profession / Designation	on			Third Party Internetio	n headwa	nd Appy Pits
0	Business Objects	O Authorized Intermediary						
0	Company Information	A person named in the article	les as Director of the proposed company	*				
0	Detail of Stakeholders	Declarant Information						
0	Article of Association	Kamran Director					0	1
0	Memorandum Of Association	I do hereby solemnly and since	rely declare that					
Ø	Certified True Copy	a. The information provided in the	e application is true and correct and not	hing is concealed and that the pro	posed name.	if reserved, sha	ill be usr	ad only
0	Third Party Information	for the purpose of incorporatio b. I have been authorized as deci	on/ registration/ change of name of the c arant by the subscribers.	ompany.				
0	Declaration							
	Review and Apply PIN							-

23. In order to add an Authorized Intermediary as the **Declarant**, the **Applicant** clicks on the Add Authorized Intermediary button. The **Applicant** then searches for the Authorized Intermediary, and selects the relevant Company/Member and notifies them. The system will notify the Authorized Intermediary and they can be appointed as **Declarant** for the combined CNR CI Application.





- 24. Alternatively, the applicant can select the Proposed Subscriber, and provide his/her details.
- 25. Each member must apply their **valid PINs** to activate the "Submit" button and finalize the application.

	Complete Application -> (2)	Submit Application $ ightarrow$ (3) Pay Fee $ ightarrow$ (Approval by SECP
Review and Apply PIN	Review and Apply PIN 💿	Review Form 🛓 🗸 S	AVE 🤇 PREV 🛷 Submit
	e. I make this solemn declaration conscientiously	believing the same to be true.	
	Application Users		
	Kamran (Director and Subscriber) (Declarant)		Signed)
	Amir Body Corporate Authorized User		Signed
	Raheem		(Signed)
	Chief Executive and Director		
	Asad Director and Subscriber) (Applicant)		Signed

- 26. **Applicant** can click on the Review Form button at any time to view the Statutory Form. The form can be viewed at any point while filling the application, and the form will be generated with the information that the Applicant has provided at that point. Once the Applicant has completed the application, he/she can view the form populated with all the information.
- 27. **Applicant** clicks on the "Pay Now" button to proceed to payment. Payment can be made via **Credit/Debit Card**, or through payment channels available with **1-Bill** and can view the status of their application on their home page.





Payment Method	Total Payable Amount	Rs. 12081	
8	Fee Summary		
Credit/Debit Card	Head of Accounts	Amoont	
	Name Reservation	200	
	Registration Fee for New Incorporation	10000	
	Certified True Copy	450	
	Filing Fee	1000	
1 Bill	epos	431	
	Total Amount	Rs 12081	

6. Name Reservation-Standalone

1. **Applicant** logs in to his/her registered account. The Applicant will land on his/her landing page.By clicking "Name Reservations" option, The Applicant can start a name reservation from this page.

Velcome to your LEAP dashboard	r -			1	Teste
om hura, you access various online si	Please select name reservation app	plication type		ki can reservo a	Alarry
o it now	Reservation of name for incorporation	on of a new company		- 11	Estima
PRESERVE & LLP/Comp The first step to start a LLP/	C Combined Name Reservation & Inco				Network
plication Statuses	Reservation of name for change of n	ame of existing company			W. Marrie
Draft	CAN	CEL	PROCEED		0 Ouerdus
135	-				0

2. The **Applicant** is then taken to the Company Type selection page where they can select their relevant company Type and click on "Proceed".



3. After selection of the Company Type, the **Applicant** is shown some description text about their chosen type, which they can review and click on "Proceed" button.

New Name Reservation 👘 Public Company		€ Back	Proceed ->	×
	Brief Description: Three or more persons associated for any lawful purpose may, by subscribing their sames to a memorandum of association and complying with the requirements of this Act in respect of regarization, form a public company.			
	Overview: Three or more persons associated for any levelul purpose may, by subscribing their names to a memorandum of association and complying with the requirements of this Act in respect of registration, form a public company.			
	Incorporation Process:			
	Company incorporation may be completed in a TWO STEP PROCESS or a COMBINED PROCESS.			
	TWO STEP PROCESS			
	+ fat Step: Name Reservation			
	+ 2nd Step Company Incorporation.			
	Both staps can be completed online as well as offline.			
	COMBINED PROCESS (available online only):			
	Where you submit application for Name Reservation and incorporation simultaneously. In this process Memorandum of Association and Antices of Association are generated automatically.			
	Easic Requirements for Public Company Incorporation			1
	A suitable Company Name.			
	Principle Line of Business of the Company.			
	- Registered Office Address.			
	Subscriber/Shareholder (persons who will take shares of the company).			
	Directors (persons who will manage affairs of the company on behalf of the shareholders).			
	 Details of the company's share Dipital — Authorized Capitalithe maximum annum of share capital that a company is authorized to issue to its shareholders) and Pad Up Capital (the amount of money a company has received from shareholders in exchange for issued shares). 			
	Memoradum of Association: It is a basic constructive document for company formation. It indices five clauses defining: Company Name, Location of registered office. Principle ine of business, limited leakity of company and its authorized capital. Samples available on this link.			

4. The **Applicant** can enter for a proposed name using the labelled "Enter your proposed name", and click on the "Check Availability" button.





Public Company (PLC) * Propose Company Name			+ Back	
The case propose of level are Company SLP Name. Non-very year case propose Two more Company/LLP Names as all alternative		How to Propose a Company/LLP Name	a	
Sine pair Itemed term. HEALTH INSURANCES	G Check availability	Please ensure that the proposed name mean Limited Lability Act, 2017 and regulation 4 a Regulations, 2018, You may prepare up to 3	f United Lisbility	Partnership
No similar results found with this name. You can propose this name.		(hoipa in order of priority, Enter your propose You will not be ullowed to propose a runne m an existing LLP/company.		
IEALTH INSURANCES LIMITED	No unitarily bases + Propose	To increase the chances of none approval by the proposed name does not contain:	SECP, please mi	ka sura fisi
		 Interpretation of the inhibit index of the set investigation of the the religious association results regulations of University Linux (Control 2) predictions are not association and the 6 of the Companies discontrol the Meaning to proceeded LLP Nation. Best Practices 	es and the words, egulations, 2018 on ID of the Act a Astions, 2017	proPolution and Regulation
		To maintain the thermal of yearving the name propose a name that does not indicate a high existing LLP/company. The work that are requirited as actually inte- nd be included in the proposed name.	similarity with th	e name of a
		Tips and Advice		
		If your proposed LLP Name has a tigh simila LLP company ranke due to an established re LLP company, you can optionally provide bit	ationship with th	getting .

- 5. The **system** displays results with matches with reserved names, as well as indicates if a name contains a prohibited or restricted word. The **Applicant** can propose a name unless there is a 100% match with an already reserved name. This can be done by clicking the "Propose" button.
- 6. The **Applicant** can optionally provide some supporting documents as evidence to claim relationship with the existing name if a match is found.
- 7. **Applicant** provides Meanings and Significance of the proposed name and uploads the attachment. Optionally applicant can add two more names, if so desire.

vate Company (PVT) 👘 1		← Back
) You can propose at laust one (Proposed Name Info ×	LP Name?
er peur proposed name*	(1) OWAIS STEEL MILL (PRIVATE) LIMITED	ame most the criteria ity Act, 2017 and renership Regulations,
No similar results found	Documentary Evidence	Voompany names of your ur proposed name to e allowed to propose a se of an existing
	File Documenta 🖍 🖨	pproval by SECP, please
	+ Add another document	ceptive words including Hand religious (prohibited under
	Meaning and Significance of Name 💿	ry Regulations, 2018 adder Section 10 of the Act series (Incorporations
	Owais Steel Mill likely denotes a steel manufacturing facility associated with an individual named Owais, emphasizing steel production's industrial and economic significance.	Meaning and Significance
	X CLOSE V PROPOSE	





- 8. After clicking on the Proceed button, the **Applicant** is taken to the Business Objects page.
- 9. The **Applicant** selects the Sector, Principal Line of Business and can add multiple Additional Object Clauses optionally.

Sector * Steel and Allied	Please ensure that the proposed name most the
	criteria given in Section 6 of Limited Liability Act.
Principal line of Businese * Steel and Allied	2017 and regulation 4 of Limited Liability Partnership Regulations, 2018. You may propose up to 3 LLP/company names of your choice in order of
usiness Object Clause* Stool and Alliad ① Modified Business Object Clause* ①	priority. Enter your proposed name to check its availability. You will not be allowed to propose a nome matching 100% with the name of an existing LLP/company.
The principal line of business of the company shall be to set up, steel and re-rolling mills, and to carry on the business of iron founders, iron re-rolling mills, and to carry on the business of masters. Iron and steel converters, manufacturers of all sheets, steel and iron items and products including steel sheets, steel and in ingots, iron sheets, iron bars, Iron, beams, pipes, guarders, nuts, bolts, screws, agricultural implements and all kinds of machinery parts, cycle parts, tool makers, brass founders, metal workers, boiler makers, mill-weights, mill stores, gas generators etc., subject to permissions, licences or approvals as required under the law.	To increases the chances of name approval by SEOP, please make sure that the proposed name does not contain: 1. Inappropriate/undesirable/deceptive words including those designed to exploit or offend religious susceptibilities and the words prohibited under regulation 4 of Limited Liability Regulations, 2018 2. prohibited/restricted words under Section 10 o the Act and Regulation 4 of the Companies (incorporation) Regulations, 2017 You have the extinct to excelde the Monoish and

10. After clicking on the "Proceed" button the Applicant can review his name. The **Applicant** can view, update, remove or rearrange the names using this page.

Public Co	mpony (PLC) Propose Cumpany Hames			Eack Proceed
O Third	company name has been proposed successfully			How to Propose a Company/LLP Name?
st Propo	red Name (Mandutory)			Plause ensure that the proposed name meet the criteria given in Section 6 of Limitest Liability Am, 2017 and regulation 6 of Limitest Liability Permership Regulations, 2018. You may propose up to 3 LLP/company names of your
1	HEALTH INSURANCES LIMITED	0 /	•	choice in order of priority. Enter your proposed name to check its availability. You will not be allowed to propose a name matching 100% with the name of
	Significance			an existing LLP/icompony. To increase the chances of name approval by SECP, please make sure that
	Health insurance provides financial protoction against medical expenses, promoting accessible healthcare and peace of mind for individuals and communities			the proposed name does not contrain 1. inappropriate/undesirable/deceptive words including those designed to
cond Pro	posed Name (Optional)			exploit or offend religious susceptibilities and the words prohibited under repulsion 4 of Limited Liability Regulations, 2015 2. prohibitedmetricited words under Section 10 of the Act and Regulation 4 of the Concentration Resplantation Regulations, 2017
2	HEALTH SAFETY INSURANCES LIMITED	0 /	•	You have the option to provide the Meaning and Significance of your
	Significance			proposed LLP Name.
	Health insurance provides financial protection against medical expenses, promoting accessible healthcare and poace of mind for individuals and communities			Best Practices
				To maximize chances of near-rong the name of your choice, please try to propose a name that does not indicate a high similarity with the name of an existing LLP reasons.
ird Propo	sod Name (Optional)			The words that are regarded as socially inappropriate and undesitable may
3	HEALTHY LIFE INSURANCES LIMITED	0 /	•	not be included in the proposed name.
	Significance			Tips and Advice
	Health insurance provides financial protection against medical expenses, promoting accessible healthcare and peace of mind for individuals and communities			If your proposed LLP Name has a high similarity with an existing LLProcempany name due to an established relationship with the existing





11. Applicant can click on next, and fill the Applicant Information section including personal information, company address and contact information

and Name	icant Inform	ation ()			Review Form 👲 🗸 SAVE	< PREV NEXT >
	icant morm					Pressed New Baarsas Danie
cast Information Pors	nal Information					
	ere '		Mobile Norre (Darland)		Lasifiers	
Ami Ami						
wation Trees						
PAS	PORT		ZWE222333			
w and Apply PIN						
Expir	Expiry Date		Ver			
10		thereity 09	2035	Lifetime		
10		MM	1000			
		1414				
Cont	ct Information					
	Number		Landline Number		Email Address	
-21			Curlo	Netlint 1	amiruatuser4@yopmail.c	
141	eseres	iei			anninancisin #9yopman.c	
				000000000		
Post	I Address					
1 See			Process *		Darry 4	
Alb	nia.		Tirane		Tirano	

12. After clicking on the Next button, the **Applicant** can review the Business Objects Information. The **Applicant** can view, update, remove or rearrange the business objects. The business objects or principal line of business must align with the company name. The applicant has the flexibility to change or edit the principal line of business.

Proposed Name	Business Objects 0	Review Form 🛓 🛹 SAVE 🤇 PREV NEXT
Applicant Information	Business Objects	Apple of Victorialities See
Business Objects	Programmed patiell size structure * 4000000000	
Declaration	This resonance pand up capital is 30000000	
Review and Apply PIN	Sector * Insurance	
	Porstal los el Berman * Insurance - Allied (Othor) - (Re)Insurance Broker	o
	Business Object Clause* Insurance Allied (Other): Ittel/wurance/Ittel/Takafut brokerage business, covering all classes of Takaful and Conventional insurance related to Life and General insurance products in accordance with the applicable requirements of the insurance Ordinance 2000 and relevant rules and regulations made thereunder, and subject to obtaining approval/ license from competent authorities.	Modified Business Object Clause* 3. (i) To carry on its Pakistan, all kind of (Re)Insurance/(re)Takaful brokerage business, covering all classes of Takaful and Corventional insurance related to Life and General Insurance products in accordance with the applicable requirements of the Insurance Ordinance 2000 and relevant rules and regulation made thereunder, and subject to obtaining approval/ license from competent
	3 You can add up to one	Additional Object Clauses





13. **Applicant** selects the **Declarant** for the CNR Application. The Declarant can either be a Proposed Subscriber, or an Authorized Intermediary.

	$\bigcirc \bigcirc $	in Application $ ightarrow$ (3) Pay Fee $ ightarrow$ (4) Approval by		ubscriber is ad	ded as 'Proposed S	Subscriber' for this process, and Ema Guidelines
geomet Harry	Declaration 0	Raview Form	🗸 SAVE	< PREV	NEXT >	
card Information	Declarant Profession / Designation					
vess Objects	Authorized Intermediary Proposed Subscriber					
Availan	Qasim Adeel & Co.					
	(mg Nu 200) Email auth@yopmail.com Contect No 051-8357973 Effective Date Dec	20, 2023			10	
	Authorized Intermediary			0.	ings Intermediary	
	Name Kamsan Sameer Charliered Appaintment CHRC 374054758	7939				
	Proposed Subscriber Information				10	
	(INSEPTITE LICEBOOD) Email: konvertext@yopmell.com Contact No. +376-333433	343				
	I do hereby solemnly and sincerely declare that the information provide		concealed an	id that the pr	oposed name, if	
	reserved, shall be used only for the purpose of incorporation/ registration	/ change of name of the company.				

14. To include an Authorized Intermediary as the Declarant, the **Applicant** selects the "Add Authorized Intermediary" button, whether it be an individual or an LLP/company, provides the necessary details, uploads the required document, and subsequently saves the information. The system will notify the **Authorized Intermediary** and they can be appointed as **Declarant** for the CNR Application.

Add Authorize	d Intermediary					X Close	Save
	Selected Intermediary						
		mail.com Cantact No. 051-8357873 F 5. Jonath Avenue, F-6, Islamated					
	Effective Date of Appointmen Date (SOMM/TYYO) 29/12/2023	E					
	Undertaking regarding appoir	nent of intermediary by the company/ person(s)					
	Fie		undertaking 🖌 🕢	ŧ	•		

15. For adding Proposed Subscriber, **Applicant** can search for a person, if they are already registered with SECP. **Applicant** can search for proposed subscriber using their CNIC,





NICOP or Passport Number, fill the details and click on "Add and Notify" button. System will send a notification to the person that they have been added to the Company being incorporated.

16. If user is **not registered** with SECP, **System** conducts a NADRA verification and sends a sign up link on the email provided.

Add Proposed Subscribe	r				X Close Add and Netlfy
Do	you want to odd a Pakistani Citizen or a Fo	reign National?			
0	Pakistani Citizen 💿 Foreign Na	ational			
	009900	SEARCH			
12					
0	This user is already registered in LEAP Purts				
Co	ntact Info	Mahdala Mushdoor			
.0	tall -	Cole	Number		
84	******@yapmail.com	*376	343		
Us	er Information				
-	of Name	Wolds Name		Last Hame	
К	amran				
2. No.	menting*.	(Ormanian *)			
A	Ibonia	- Corporate Co	nsultant	•	
Ad	dress				
1.0	ing t	Province*		(Delvar*)	
A	lbania	• Tiranë		Tiranö	
	541	Perital Carls			
π	ranö	0978			

17. The Declarant clicks on the Acknowledgement checkbox. The **Declarant** applies their PIN. If the PIN is valid, a 'Valid Pin' message is shown to the user. After this, if the application is complete, the Submit button becomes enabled. The **Applicant/Declarant** submits the application.



18. The **Applicant or Declarant** can proceed to payment by clicking on the "Pay Now" button to prevent incurring a late submission fee. The system will also provide a notification to the **Applicant**, specifying the number of days remaining to make the payment and avoid the imposition of a late fee. The **Applicant** will have to make the payment within 7 days of submission. If payment is not submitted within 7 days of the initiation of an application, the system will cancel the application.

	OUTO Home	Appleation For His 200	PATHON -
Congratulations!			
Your application has been submitted successfully			
Application ID 20231229_1375406 successfully generated			
We have sent you the Application ID via Email and SMS			
In order to finalize the application, please pay the fee of Rs.200 as soon as possible, but no later than 7 days after submission. The application will only be forwarded to SECP for processing if fee is paid. Application will stand automatically cancelled if fee is not paid within 7 days after submission.			
PAY NOW→			





19. Payment can be made via Credit/Debit Card, or through payment channels available with 1-Bill.

Payment for Company Name Reservation Process ID 20231229_11	375408	
	_	
Payment Method	Total Payable Amount	Rs. 207
8	Fee Summary	
Credit/Debit Card	Head of Accounts	Amount
	Name Reservation	200
	apos	7
	Total Amount	Rs 207
1 8:11		PROCEED TO PAY ->

20. The **Applicant** can proceed with payment via their chosen paymet method, After successful online (Debit/Credit Card) payment, system provides payement confirmation to the applicant.

	Congratulations! Fee paid successfully	
	\checkmark	
Fee Rs 20	17 has been paid successfully against Application ID 20231229_137	75413

21. The **Applicant** can view the status of their application on their home page.





7. Permission to Form and Incorporation -Standalone

Applicants can apply for Incorporation of their LLP/company once their proposed name has been approved and finalized.

1. For applying for LLP/company Incorporation, the **Applicant** can also navigate to the My Companies/LLPs tab and click on 'Start LLP/Company Incorporation' button, or continue with an existing application that is in draft.

opose	Name	
at Prop	sed Name	
1	HEALTH INSURANCES LIMITED	
	Significance	
	Health insurance provides financial protection against medical expenses, promoting accessible healthcare and peace of mind for individuals and communities	
cond P	posed Name	
2	HEALTH SAFETY INSURANCES LIMITED	
	Significance	
	Health insurance provides financial protection against medical expenses, promoting accessible healthcare and peace of mind for individuals and communities	
ird Pro	sed Name	
3	HEALTHY LIFE INSURANCES LIMITED	
	Significance	
	Health insurance provides financial protection against medical expenses, promoting accessible healthcare and peace of mind for individuals and communities	

2. The **Applicant** can review the proposed name details entered during approved Name Reservation Application and click the "Next" button.

Proposed Names	Proposed Names	0			Review Form 🛓	🗸 SAVE	6 1982	NEXT :
Business Objects	Approved name							Basimens O
Company Information	O HEALTH IN	ISURANCES PL	.c					
Detail of Stakeholders	Significance							
Article of Association	Health Insuran s	ce provides financial p	protection against medical expe	nses, promoting accessible	healthcare and peace	of mind for Indiv	iduals and	communiti
Memorandian Of Association	Personal Information							
Certified True Copy	Amir		Midulie Name (Optional)		Lasthame			
Third Party Information	Type*			Identification Number				
Declaration	PASSPORT			ZWE222333				
	Expiry Date							
Review and Apply PIN	10	09	2035	Lifetime				
	00	MM	32002					





3. **Applicant** reviews the Business Objects and clicks the Next button. The business objects or principal line of business must align with the company name. The applicant has the flexibility to change or edit the principal line of business, and such modifications will reflect in the Memorandum of Association.

	 Complete Application → (2) Submit Application 	rtion \rightarrow (3) Pay Fee \rightarrow (4) Approval by SECP
Proposed Names	Business Objects 💿	Review Form 🛓 🗸 SAVE < PREV MEXT >
Dusiness Objects	Business Objects	
Company Information	Sector ()	
> Detail of Stakeholders	Bestar * - Insurance -	
Article of Association	Proclust lise of fluoress * Insurance -Allied (Other) - (Ro)Insurance Broker	
Memorandum Of Association	Business Object Clause* Insurance - Allied (Other) - (Re)Insurance Broker	Modified Business Object Clause*
Certified Titue Copy	 (i) To carry on in Pakistan, all kind of (Ro)Insurance/(re)Takaful brokerage business, covering all classes of Takaful and Conventional insurance rolated to Life 	3. (i) To carry on in Pokistan, all kind of (Re)Insuranco/(re)Takaful brokerag
> Third Party Information	and General Insurance products in accordance with the applicable requirements of the Insurance Ordinance 2000 and relevant rules and regulations made thereunder,	business, covering all classes of Takaful and Conventional insurance related to Lift and General Insurance products in accordance with the applicable requirements of the Insurance Ordinance 2000 and relevant rules and regulations made thereunde
Declaration	and subject to obtaining approval/ license from competent authorities.	and subject to obtaining approval/license from competent authorities.
Review and Apply PIN		

4. Applicant can click on next, and fill the Company Information section including capital structure, company address and contact information.

Proposed Names	Company	Information 0			Re	wiew Form 🛓	SAVE C PRE	
Business Objects	Company Co	orrespondence Address						
Company Information	Courses			Fains*		Distairs *		
Desail of Stakeholders	Pakistan		*	Punjab	•	Lahore		9 * /
	C City*			Partial Code				
Article of Association	Igbal Town		-	54016				
Memorandum Of Associatio	Address Line *							
Certified True Copy	lqbal town,l	lahore						
Third Party Information	This is a read	egistered office address.						
Declaration	Contact Info	þ						
	Mübile Number	A Martin 1	Landline Cade	Number				
Review and Apply PIN	+92	3245778578		Please Enter				
	-	2000020003		XXXXXXXXXXX				
	Erest *		Wyter	e (Optional)				
	amir@gmail	com	2 Phone	le Enter				





5. **Applicant** fills in the Details of Stakeholders and clicks the Next button once done.

		1) Complete Application \rightarrow (2) Submit Application \rightarrow (3) Pay Fee \rightarrow (4) Approval by SECP
0	Proposed Names	Detail of Stakeholders 🕕 Review Form 🗄 🛹 SAVE < PREV NEXT >
0	Business Objects	Fill the detail of stakeholders first to proceed.
0	Company Information	The total number of Directors for Public Company is less than the required number i.e. 3
,	Detail of Stakeholders	The total number of Subscriber for Public Company is less than the required number i.e. 3
0	Article of Association	The total number of Chief Executive for Public Company is less than the required number i.e. 1
0	Memorandum Of Association	No Natural Person Added Please add new natural parson partner by clicking, the button below!
0	Certified True Copy	ADD NATURAL PERSON
0	Third Party Information	
0	Declaration	No Body Corporate Partner Added Please add new body corporate partner by clicking the button below
۲	Review and Apply PIN	ADD BODY CORPORATE

- 6. By clicking on Next button, Applicant needs to fill the information of details of stakeholders. Applicant clicks on Add natural person button and fills the required information. For adding Natural person, Applicant can search for a person already registered with SECP. Applicant can search for Natural Persons using their CNIC, NICOP or Passport Number, fill the details, click validate user information and then click add and notify button. After this, attach required documents including CNIC for Pakistani national and other documents like passport etc for foreign national.
- 7. The applicant can also add Body corporate partners in a similar manner by searching for a Body Corporate using it's CUIN. The applicant can provide company details, and add Nominee/Authorized Signatory for the Body Corporate. In case the Body Corporate has to act as a designated partner, the applicant also has the option to add a person other than the Nominee/Authorized Signatory to act as the Designated Partner on behalf of the Body Corporate.
- 8. For company types other than LLP, the applicants have the option to include an authorized person or nominee. If the applicant chooses to appoint a nominee as a director, that nominee can act as the nominee director of the corporate body of the subscriber.
- 9. For Foreign corporate, the Applicant shall add their FBR information and details of shares and nature of directorship and also upload the copy of passport, photo, biodata





and Undertaking (Duly certified by public officer/notary public of country of origin and signed by Pakistani diplomat posted in that country) documents.

10. For local corporate, the applicant needs to add FBR information, details of shares, etc., and upload their relevant documents in the attachments section.

Add Body Corporate							× Clone	
			Enter CUIN number to add b Instance Name Roy Server 17180	ody corporate	64			
	Record for the CLINE found.							
	Company Information							
	Detail of shares							
	All of all shares' Ordinary		Class of starse 1	•	Name of down to be admitted (0		
	Registered Office Address							
	- Course Polician		Paran Khyber Pakhturikhwa		Demos Peshawar			
	On Peshawar		01200					
	26-Sadder, The Mail, Pashawar Card	a.						
	(the l							

11. Applicant can view, edit and download the article of association.

		$n \rightarrow (2)$ Submit Application $\rightarrow (3)$ Pay Fee $\rightarrow (2)$		
Proposed Names	Article of Association ①	Review Fo	(10.0473) [CCCC0.0400]	PREV NEXT > Instant of Dissupervision (D) loss
Applicant Information	Article OF ASSOCIATION			Download AOA
Business Objects	2	5 2		
Company Information	Do you want to make any ammendements to Article Of Assoc Visi No	iation ?		
Detail of Stakeholders	Disona Headry:	0 4 Q 🗐 - 🗁 🕾		
Article of Association				
Memorandum Of Association				
Certified True Copy				
Third Party Information				
Declaration				
Review and Apply PIN	π	IE COMPANIES ACT, 2017 (XIX of 2017)		
		(PRIVATE UNLIMITED COMPANY)		





12. **Applicant** can also view, edit and download the Memorandum of Association using the relevant section of the application.

		ubmit Application $ ightarrow$ (3) Fay Fee $ ightarrow$ (4) Approval by SECP	
Proposed Names	Memorandum Of Association ①	Review Form 🛨 🗸 SAVE 📢 P	
Dustress Objects	MEMORANDUM OF ASSOCIATION		Download MOA
Company Information	MEMORANDOM OF ASSOCIATION		Download MOA 2
Detail of Stakeholders	① Additional Object	ct Clauses has been added in standard MQA	
Article of Association	Please completely fill the form to view the memorandum of association and	d odit it.	
Memorandum Of Association			
Ourst Field True Copy			
> Third Party Information			
> Declaration			
> Review and Apply PIN			

13. **Applicant** can upload all required documents, and indicate if CTC is required in the relevant section.

Proposed Names	Certified True Copy 🕕	Review Form 🛓 (), i) SAVE < PREV NEXT >
Dusiness Objects	Certified True Copy	
Company Information	Need Certified True Copy	
Detail of Stakeholders		
Article of Association		
Memorandum Of Association		
Certified True Copy		
Third Party Information		
Declaration		
Review and Apply PIN		





14. By clicking on "Next" button, **Applicant** needs to fill the third party information for interation with external organizations such as FBR and Provincial bodies.

Proposed Names	Third Party Information 0		Review Form 🛓	SAVE Curring The Date
Business Objects				Contrast Line Copy
Company Information	Federal and Provincial Entities Registration Data			
	Company Information			
Detail of Stakeholders	Unit	Complex / Street Number	Area / Locality	
	10000	Street 87	Lahore Iqbal T	own
Article of Association				
Memorandum Of Associatio	District Labore	Gity / Town		
	Linore	iqua town		
Certified True Copy				
Third Party Information	Cassely			
	Benami/Lessee/Tenant/Franchise/Occupant			
Declaration				
	Dusiness Share (Nagel *	SECP Sector	Accounting Period	
Review and Apply PIN	97	Insurance	30/6	
	Principlia Activity	ř.		
	Life Insurance *			

- 15. **Applicant** selects the Declarant for the CI Application. The Declarant can either be a Proposed Director, or an Authorized Intermediary.
- 16. In order to add an Authorized Intermediary as the Declarant, the **Applicant** click on the "Add Authorized Intermediary" button. The Applicant then searches for the Authorized Intermediary, and selects the relevant Company/Member and notifies them. The system will notify the Authorized Intermediary and they can be appointed as Declarant for the combined CI Application
- 17. To appoint a proposed director as the Declarant, the **Applicant** clicks the "Add Proposed Directors" button. The applicant chooses the applicable member from the system's displayed list and sends a notification. The system will alert the member, and they can then be designated as the Declarant for the CI Application.




(=		Home > Profile > Process Application	vices Q Statish hare O resign National
		Complete Application → ② Submit Application → ③ Pay Fee. → ④ Approval by SECP	Guidelines
0	Proposed Vierne	Declaration () Review Form & SAVE (PREV NEXT >	
0		O Fill the declarat	
0		Add Declarant ×	
۲	Contrast of Children Stationers	Kanvan Director (PASSPORT: LIDOG900)	
0		A partion name Amir. Director (PASSPORT: ZWE22233)	
0		Qualm Director: (PASSPORT QA111222)	
0		C (do hereby solante	
0		a The information p close design or remine or new company.	
•	Declaration	b. I have been authorized as doctarant by the subscribers. c. All the requirements of the Companies Act, 2017, and the regulations made there under in respect of matters precedent to the registration of the said Company and	
0		Incidential therefore have been completed with. d. Nocessary information about the ultimate beneficial owners of the proposed company, if any, as specified in regulation 13, has been obtained and is available on record. e. I make this solemn declaration conscientiously believing the same to be true.	

- 18. **Applicant** can click on the Review Form button at any time to view the Statutory Form. Once the applicant has completed the application, he/she can view the form populated with all the information.
- 19. Each member needs to apply **valid PINs** individually from their respective accounts to activate the "Submit" option and complete the application process.

Proposed Names	the second second second		Review Form 🛓 🗸 SAVE 🔇 PREV ((1) June
Distinent Objects	Review and Apply PIN ()		Declarities
	Approved name		
Occupany Information		SPLC	
Detail of Diskeholders	Significance		
Article of Association	Health insurance provides fina es	ncial protection against medical expenses, promoti	ng accessible healthcare and peace of mind for individuals and communiti
Memorandum Of Association	Personal Information		
Certified True Copy	First Name	Middle Name	Last Name
	Amir	Not Available	Not Available
Third Party Information	Type PASSPORT	Number ZWE222333	Expiry Date 10 09 2035
There carry intermetion		LHEELEJJJ	10 00 2000
There every recommences	Expiry Life Time		
	Expiry Life Time		
Declaration			
Dedawties	Not Available	Landline Number	Email Address
Declaration	Not Available Contact Information	Landline Number	Email Address amirustuser4@yopmail.com
Declaration	Not Available Contact Information Mobile Number	Landline Number	
Declarities	Not Available Contact Information Mobile Number +213 22212221	Landline Number Province	





20. The **Applicant or Declarant** can proceed to payment by clicking on the "Pay Now" button to prevent incurring a late submission fee. The system will also provide a notification to the applicant, specifying the number of days remaining to make the payment and avoid the imposition of a late fee. The applicant will have to make the payment within 7 days of submission. If payment is not submitted within 7 days of the initiation of an application, the system will cancel the application.

		QO TO Her	Application Fee Rs.11800	PAY NOW ->
ngratulatio	ins!			
s been sub	mitted successful	ly		
_		nerated		
ater than 7 day prwarded to SE	s after submission. The CP for processing if fee	is paid.		
	D1_1416013 the Application plication, pleas ater than 7 day orwarded to SE	D1_1416013 successfully gen the Application ID via Email and SMS plication, please pay the fee of Rs.1180 ater than 7 days after submission. The orwarded to SECP for processing if fee	ngratulations! as been submitted successfully of_1416013 successfully generated	Ingratulations! Ins been submitted successfully Instantiation of the submitted successfully Instantiation of the submitted successfully generated The Application ID via Email and SMS Instantiation of the submitted successing if fee is paid.

21. Payment can be made via Credit/Debit Card, or through payment channels available with 1-Bill .

yment for LLP/Company Incorporation Process ID 202	240101_1416013	
Payment Method	Total Payable Amount	Rs. 12237
	Fee Summary	
Credit/Debit Card	Head of Accounts	Amount
	Registration Fee for New Incorporation	10000
	Certified True Copy	800
	Filing Fee	1000
	epos	437
1 DW	Total Amount	Rs 12237
		PROCEED TO PAY ->





	Congratulations! Fee paid successfully
Fee Rs 12237 ha	s been paid successfully against Application ID 20240101_1416013

22. **Applicant** can view the status of their application on their home page.

8. Change in Registered Office Address

If the **Applicant** wants to make any changes, they must have options in order to adequately fulfill their change request. The Applicant must be able to make a change in their registered address of company in following ways.

- a) Change of Address from city to city within the same province
- b) Change in Registered address from one province to another
- c) Change in Registered address within same city

a. Change of Address from city to city within the same Province:

The **Applicant** must be able to make a change in their registered address to a different city within the same province, assuming the company had provided a registered address at time of incorporation.





1. To apply for Change in Registered address, **Applicant** logs in to his/her registered account. The Applicant will land on his/her landing page.

_		My Companies / LLP		ises O		
/elcome to your	LEAP dashboard					
						ccomplished and the companies ye
thority over. Essenti	ally, you can reserve a new name	for your business, incorpo	rate a new company and mar	nage the filing and co	mpliance of your regist	ered companies.
o it now						
Reserve	a Company Name	m_ Sta	art a Company		Filing a	nd Compliance
	ep to start a company	PDD - 1	rporate your new company ne	ow		our registered company
pplication Statu	ises					
pplication Statu	ISES Payment Pending		Under Review	Object	ion	Approved

2. The **Applicant** can navigate to the My Company/LLPs tab shown on the top, from where they can continue with approved application to view the Company 360 Degree view. The **Applicant** has the option to modify their registered address from the Dashboard by clicking on the 'Change in registered address' option.

Apply for Certified True Copy Form Addre Ultimate Beneficial Owner (UBO) Chan	inge in Non-key Information inge In Registered Office fress inge In Registered Address	Periodic Filing Global Register for Beneficial Ownership Annual Filing Annual Return	User Management Add an Authorized Intermediary Remove an Authorized Intermediary	Event Based Filing Induction, Cessation and Chang in Particulars of Company Directors and Officers
Change / Rectification of Name Chan Apply for Certified True Copy Chan Form Addr Ultimate Beneficial Owner (UBO) Chan declarations For B	inge in Non-key Information inge In Registered Office fress inge In Registered Address	Global Register for Beneficial Ownership Annual Filing	Add an Authorized Intermediary Remove an Authorized	Induction, Cessation and Chang in Particulars of Company
Apply for Certified True Copy Form Addr Ultimate Beneficial Owner (UBO) Chan declarations For B	inge In Registered Office dress inge In Registered Address	Ownership Annual Filing	Remove an Authorized	in Particulars of Company
Form Addre Ultimate Beneficial Owner (UBO) Chan declarations For B	dress inge in Registered Address	Annual Filing	and the second	
Ultimate Beneficial Owner (UBO) Chan declarations For B	inge in Registered Address	and Complete States	Intermediary	Directors and Officers
declarations For B	Contraction of the second s	Annual Return		
			Add an Authorized Employee	Increase In Authorized Capital
Data Restification	Book Of Accounts	Ultimate Beneficial Owner (UBO)	Remove Authorized Employee	Special Resolution
wata neconsativit		annual filing	Add Authorized Officer	Ultimate Beneficial Owner (UBC
		Ultimate Beneficial Owner (UBO)	Remove Authorized Officer	declaration
		declarations		Change In Voting Rights
				Allotment of Shares
				Cancellation, Consolidation,
				Division and Sub Division of
				Shares





3. The display screen will automatically populate all fields with Registered Address information, if provided by the **Applicant** during the company incorporation process.

	Complete Application	n \rightarrow (2) Submit Application \rightarrow (3) Pay Fee \rightarrow	Approval by SECP		
pplication ID: 202312	29_1415964		Review Form 🛓	✓ SAVE	V Submit
MIGHTY CEMENT LI	MITED (LEPIN/CUIN 0171205)				
Suhail.farooq@secp.gov					1207. 100
	Absnar Colony, bypas Cadit College Road, Pakistan	, Opposite Markhor Shopping Mall, The Mall, Ab	ibottabad, Abbottabad, 42000, Abbotta	bad, Khyber P	akhtunkhwa
ddress) Fill the form below to char			bottabad, Abbottabad, 42000, Abbotta	bad, Khyber P	akhtunkhwa.
Address Fill the form below to chan Contact Information	Pakistan		bottabad, Abbottabad, 42000, Abbotta	bad, Khyber P	akhtunkhwa,
ddress	Pakistan	ŝ	bottabad, Abbottabad, 42000, Abbotta hambor 5287309.	bad, Khyber P	akhtunkhwa

4. By clicking the "Change" button below the field ,the **Applicant** can modify the names of cities within the same province .

Application ID: 20231229_1415964		Review Form	SAVE Submit
	✓ Change		
Registered Office Address			
Country *	Province *	District*	
Pakistan	Khyber Pakhtunkhwa	mardan	
City*	Postal Cade		5 Abbottabad
Mardan	23200		
Address line *	© Abbottabad	© 42000	
main Bazar near Regiment center mardar	n,Khyber Pakhtunkhwa		
Date of Change of Address		O Abshar Colony, Bypes Codit College Road, Opposite Markh	or Shopping Mall, The Mall, Abbottabad
Select a Date '			





5. Since Special Resolution is required for Change in Registered Office Address frzom one city to another within the same province, the **Applicant** clicks on "Add the New Special Resolution" option from the "Special Resolution" Section.

Application ID: 20231229_1387888	Review Form 🛓	SAVE	
Special Resolution			•
Add new Special Resolution		•	
Special Resolution Intention			
Data of dispatch of votice*	 Doto of passing of special resolution * 		П
29/12/2023	29/12/2023	۵	ľ
I confirm that all members agreed to hold the meeting on shorter notice. *			
/ Intention to propose the resolution as special resolution			
Change in Registered address		*	
Text of Special Resolution *			
			*

- 6. Alternatively, they can select a previously filed Special Resolution, in which case the details for the selected Special Resolution will auto populate.
- 7. Applicant can also specify whether CTC is needed or not.

NOC From Creditors		
NOC From Creditors		
NOC form	B ± 😑	
Certified True Copy		1
Need Certified True Copy of Documents		

8. **Applicant** selects the **Declarant** for the Application. The **Declarant** can either be an Authorized intermediary, or an Authorized Officer.

₩ ⁶			
Select Declarant			
Authorized Intermediary			
Authorized Officer			
Personal Information			
Name Ot/Authorized Officer	First Name Amir	Middle Name	Last Name
Designation Information			
Designation			Director and Subscriber
Registration Information			
Registration Number of Authorized Officer			2WE222333
Declaration			
			ZW1222333

- 9. In order to add **Authorized Intermediary**, **Applicant** selects the Authorized Intermediary option, and the system will notify the appointed Authorized Intermediary for the compaany, who can then apply the PIN.
- 10. In order to add an Authorized officer as the **Declarant**, the **Applicant** selects the Authorized Officer option. The system will notify the Authorized officer who was appointed for this company, and that officer can then act as **Declarant** for the Application.
- 11. If the **Declarant** is person other the applicant, then the declarant logs in and confirm the accuracy of the documents and information
- 12. The Declarant clicks on the Acknowledgement checkbox.

eclaration				
I do hereby solemnly and sin	cerely declare that the information	n provided in the form is: *		
			by the Company and nothing has been t provisions of law, rules, regulation	concealed. a, directives, circulars and notifications

13. The **Declarant** applies their PIN. If the PIN is valid, a 'Valid Pin' message is shown to the user. After this, if the application is complete, the Submit button becomes enabled. The **Applicant/Declarant** submits the application.





Application Users

ABDUL REHMAN KHAN TAREEN (Autoritad Officer) (Augican)		() 1984 Application Feedbag
I do hereby solemnly and sincerely declare that the information provided in APPLY PIN O	the form is true and correct and nothing is concealed	
Enter your digital signature PNN If you have re-evend the application the place enter your Digits PN to submit application	$\underset{n}{\underset{n}{\underset{m}{\underset{m}{\underset{m}{\underset{m}{\underset{m}{\underset{m}{$	

14. **Applicant** can click on the Review Form button at any time to view the Statutory Form. The form can be viewed/saved at any point while filling the application, and the form will be generated with the information that the Applicant has provided at that point. Once the Applicant has completed the application, he/she can view the form populated with all the information.

ling for Change In Registered Office Address		10 Valid PIN
Complete Application 🔶 😢 Submit A	Approval by SECP Get	uidelines
Application ID: (2022)220 (10(723))	Review Form 🛓 🛹 SAVE 🛷 Bubmit	
Declaration		
I do hereby solemnly and sincerely declare that the information provided in the f	form is: *	
 a. true and correct to the best of my knowledge, in consonance with the record as b, hereby reported after complying with and fulfilling all requirements under whichever is applicable. 	maintained by the Company and nothing has been conceated. the relevant provisions of law, rules, regulations, directives, circulars and notifications	
D Ver	• Updated MOA	
Application Users		
Amir (Authorised Officer) (Applicant)	(Equal)	

15. The **Applicant** or **Declarant** can proceed to payment by clicking on the "Pay Now" button to prevent incurring a late submission fee. The system will also provide a notification to the Applicant, specifying the number of days remaining to make the payment and avoid the imposition of a late fee. The Applicant will have to make the payment within 7 days of submission. If payment is not submitted within 7 days of the initiation of an application, the system will cancel the application.







16. Payment can be made via Credit/Debit Card, or through payment channels available with 1-Bill and view the status of their application on their home page.

ayment for Process 10 20231228_1109217			
Payment Method	Total Payable Amount	Rs. 1225	
8	Fee Summery		
Credit/Dobit Card	Head of Accounts	Amount	
	Certified True Copy	200	
9	Fiing Fee	3000	
<u>.</u>	One Bill	25	
r ciaz	Total Amount	Rs 1225	
		GENERATE CHALLAN ->	

b. Change in Registered Address from one Province to another:

The **Applicant** must be able to make a change in their registered address from one province to another, assuming the company had provided a registered address at time of incorporation.





1. To apply for Change in Registered address, Applicant logs in to his/her registered account. The Applicant will land on his/her landing page.

Onerview Nar	na Roservationa 48 N	ty Companies/LLPs 54	My Processes 181			
elcome to your LEA	P dashboard					
			e available to you haved on the application lance of your registered LLP/companies.		LP/componies you have sufficility over, Essentially, you can resorve a	Ale
	, incorporate a new CDP/company of	nd manage the tung and comp	ance of your registered LLP comparise.	show more -		G
it now						Gree
	P/Company Name start a LLP/sampany		tart a LLP/Company corporate your new LLP/company new		Filing and Compliance Manage your registered LL Pitzengery	E
						PArts
						er. Mare
pplication Statuses						ó
Droft	Payment Pendin	us.	Under Review	Objection	Approved	Owe
62	5		28	1	79	е
						Pres
Pending Processe						
ESHAWAR PUBLIC CO	MPANY		DRAFT	Application ID 20231027_3147		6

2. The Applicant can start My Company/LLPs from this page, or navigate to the My Company/LLPs tab shown on the top, from where they can continue with approved application. The **Applicant** has the option to modify their registered address from the Dashboard by clicking on the 'Change in registered address' option.

Dashboard LLP/Compar	ny Services 41 Company I	Profile Documents			Tasi
Q Search					Alar
Filing Processes	Change Profile	Periodic Filing	User Managament	Event Based Filing	
Change / Rectification of Name Apply for Certified True Copy Form Uttimate Beneficial Owner (UBO) declarations Data Rectification	Change in Non-key Information Change In Registered Office Address Change In Registered Address For Book Of Accounts	Global Register for Beneficial Ownership Annual Filing Annual Filing Ultimate Beneficial Owner (UBO) annual filing Ultimate Beneficial Owner (UBO) declarations	Add an Authorized Intermediary Remove an Authorized Intermediary Add an Authorized Employee Remove Authorized Officer Remove Authorized Officer	Induction, Cessation and Change in Particulars of Company Directors and Officers Increase In Authorized Capital Special Resolution Utilimate Beneficial Owner (UBO) declaration Change In Voting Rights Allotment of Shares Cancellation, Consolidation, Division and Sub Division of	Downi





3. The display screen will automatically populate all fields with registered office address information, if provided by the **Applicant** during the company incorporation process.

arkhor Shopping Mall, The Mall,	Abbottabad, Abbottabad, 42000, Abbottal	bad, Khyber Pak	khtunkhwa
Landline Number			
Code	Number		
	5287309		
			larkhor Shopping Mall, The Mall, Abbottabad, Abbottabad, 42000, Abbottabad, Khyber Pak

4. By clicking the "Change" button below the field ,the **Applicant** can modify the city, district and province fields. Once exception to the update of Province field is if Correspondence Address was provided for the company during CI, Province cannot be changed during the first Change in Registered Office Address that is carried out after incorporation.

Z change			
	District '		
	Lahore		
C Khyber Pakhtunkhwa			5 Abbottaba
5 42000			
C Abshar Colony, By	pas Cadit College Road, Opposite Markhor Sh	opping Mail, The Mai	II, Abbottaba
	5 42000	S Khyber Pakhtunkhwa S 42000	C Khyber Pakhtunkhes





5. Since Special Resolution is required for Change in Registered Office Address Office Address from one province to another province, the **Applicant** clicks on "Add the New Special Resolution" option from the "Special Resolution" Section.

Application ID: (20231229_1387888)	Review Form 🛓 🗸 SAVE 🗤	d' Salarit
Special Resolution		
Add new Special Resolution		•
Special Resolution Intention Date of Security of Intention 29/12/2023	Data of passing of special resolution * 29/12/2023	•
I confirm that all members agreed to hold the meeting on shorter notice.*		
Intention to propose the resolution as special resolution Change in Registered address		•
Text of Special Resolution *		

- 6. Alternatively, they can select a previously filed Special Resolution, in which case the details for the selected Special Resolution will auto populate.
- 7. Then **Applicant** can also view the updated MOA generated by the system, since MOA update is applicable in case of Province to Province address change.

Special Resolution			
Special Resolution for Change of Register Date of passing of special resolution in Jan 23, 20			
Select previously filed special resolution of	or fill a new special resolution		*
Special Resolution for Change of Register Date of passing of special resolution			
Special Resolution for Change of Register			*
Total Number Of Members	Members Present	Members Voted In Favor	
Representing: 2	Representing: 2 Number 01 Shares: 1000	Representing: 2 Number Of Shares: 1000	





8. The applicant can also upload NOC /permission / letter of intent of competent authority and NOC from creditors Documents. **Applicant** specify whether CTC is needed or not.

Review Form 🛓 🗸	SAVE	47.50	
	ð ±	۰	
	6 1	•	
	Review Form 🛓 🔽	B ±	₿ ± ●

9. **Applicant** selects the **Declarant** for the Application. The **Declarant** can either be an Authorized intermediary, or an Authorized officers.

Select Declarant			
Authorized Intermediary			
Authorized Officer			
Personal Information			
Name Of/Authorized Officer	First Name Amir	Middle Name	Last Name
Designation Information			
Designation			Director and Subscriber
Registration Information			
Registration Number of Authorized Officer			2WE222333
Declaration			
	that the information provided in the form is: "		

- 10. In order to add **Authorized Intermediary**, **Applicant** selects the Authorized Intermediary option, and the system will notify the appointed Authorized Intermediary for the company, who can then apply the PIN.
- 11. In order to add an Authorized officer as the **Declarant**, the **Applicant** selects the Authorized Officer option. The system will notify the Authorized officer who was





appointed for this company, and that officer can then act as **Declarant** for the Application.

- 12. If the **Declarant** is person other the applicant, then the declarant logs in and confirm the accuracy of the documents and information.
- 13. The Declarant clicks on the Acknowledgement checkbox , then Clicks on the Review MOA to review the all populate document.

I do hereby solemnly and sincerely decided in the solemnly and solemnly	lare that the information provided in the form is: *
	wiedge, in consonance with the record as maintained by the Company and nothing has been concealed, th and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notification
	C View Updated MOA
plication Users	
Amir (Authorent Officer) (Appleme)	(The functional feature (
(Anternation Access) (Addisone)	

14. The **Declarant** applies their PIN. If the PIN is valid, a 'Valid Pin' message is shown to the user. After this, if the application is complete, the Submit button becomes enabled. The **Applicant/Declarant** submits the application.

oplication Users		
ABDUL REHMAN KHAN TAREEN (Authorized Officer) (Applicant)		(PIN Application Pending)
] I do hereby solemnly and sincerely declare that the informa	tion provided in the form is true and correct and nothing is concealed	
Enter your digital signature PIN	III APPLY PON	
If you have reviewed the application then please enter your Digital PIN to aubmit a	and leaf on	

15. **Applicant** can click on the Review/Save Form button at any time to view the Statutory Form. The form can be viewed/saved at any point while filling the application, and the form will be generated with the information that the Applicant has provided at that





point. Once the Applicant has completed the application, he/she can view the form populated with all the information.

iling for Change In Registered Office Address			@ Valid P
Complete Application $ ightarrow$	Submit Application $ ightarrow$ (3) Pay Fee $ ightarrow$ (4) Approval by SECP		Guidelines
Application ID: 20231223 ISS7831	Revew form 🛓	V SAVE V Sconet	
Declaration			
I do hereby solemnly and sincerely declare that the information provide	d in the form is: *		
 a. true and correct to the best of my knowledge, in consonance with the r b, bereby reported after complying with and fulfilling all requirement whichever is applicable. 	ecord as maintained by the Company and nothing has been concealed, is under the rolevant provisions of law, rules, regulations, directives, cir	culars and notifications	
	Ca View Updated MOA		
Application Users			
Amir (Authorised Officer) (Applicane)		Super	

16. The Applicant or declarant can proceed to payment by clicking on the "Pay Now" button to prevent incurring a late submission fee. The system will also provide a notification to the Applicant, specifying the number of days remaining to make the payment and avoid the imposition of a late fee. The Applicant will have to make the payment within 7 days of submission. If payment is not submitted within 7 days of the initiation of an application, the system will cancel the application.



17. Payment can be made via Credit/Debit Card, or through payment channels available with 1-Bill and can view the status of their application on their home page.





Payment for Prevent UD000000000000000000000000000000000000	Home > Profile > P	ayment	Switch to eServices	Q. Search here) O Parege Mate
Payment Method Total Physible Amount Ru 1225 Crodit/Debit Card Fee Summary Prest of Account Amount Centred True Cary 200 Fining Fee 1000 Ow Bit 25 Tetal Amount Ru 1225				
Payment Method Total Paysible Amount Ru.1225 Credit/Debit Card Fee Summary Heat of Accounts Amount Credits/Debit Card One File Fee Summary Itel Amount Dom Bil 25 Total Amount Ru 225	Payment for Oversella socialized (social			
For Summary For S		Total Prevable Amount	Re 1225	
Carified True Copy 200 Films Fee 1000 One Bil 25 Total Amount Rx 1225	8		Contraction of the	
Film Fee 1000 1 Dill 25 Total Amount Rs 1225	Credit/Debit Card			
1 Bit Total Amount Rs 1225	•			
188				
	1021	Tenser Personnes.		
				Ø

c. Change in Address within the same city

The **Applicant** must be able to make a change in their registered address within the same city, assuming the company had provided a registered address at time of incorporation.

1. To apply for Change in Registered address, **Applicant** logs in to his/her registered account. The Applicant will land on his/her landing page.

Overview	Name Reservations 10	My Companies / LLPs 5 My Pr	ocesses 0		O Taska
elcome to your	LEAP dashboard				*
		LEAP. The tasks and services will be availab our business, incorporate a new company and		have accomplished and the companies you have ur registered companies.	Alerts
112210-111500					
o it now					Events
	e a Company Name tep to start a company	Start a Company Incorporate your new company		iling and Compliance anage your registered company	Notces
					HULLES
					ME News
pplication Stat	uses				
Draft	Payment Pending	Under Review	Objection	Approved	Overdue
	1	2	0	5	
5					





2. The **Applicant** can start My Company/LLPs from this page, or navigate to the My Company/LLPs tab shown on the top, from where they can continue with approved application. The **Applicant** has the option to modify their registered address from the Dashboard by clicking on the 'Change in registered Office address' option.

Dashboard LLP/Compar	y Services 41 Company	Profile Documents		
Q Search				
ling Processes	Change Profile	Periodic Filing	User Management	Event Based Filing
Change / Rectification of Name	Change in Non-key Information	Global Register for Beneficial	Add an Authorized Intermediary	Induction, Cessation and Change
Apply for Certified True Copy	Change In Registered Office	Ownership	Remove an Authorized	in Particulars of Company
Form	Address	Annual Filing	Intermediary	Directors and Officers
Ultimate Beneficial Owner (UBO)	Change in Registered Address	Annual Return	Add an Authorized Employee	Increase In Authorized Capital
declarations	For Book Of Accounts	Ultimate Beneficial Owner (UBO)	Remove Authorized Employee	Special Resolution
Data Rectification		annual filing	Add Authorized Officer	Ultimate Beneficial Owner (UBO)
		Ultimate Beneficial Owner (UBO)	Remove Authorized Officer	declaration
		declarations		Change In Voting Rights
				Allotment of Shares
				Cancellation, Consolidation,
				Division and Sub Division of
				Shares
				Change in Shareholding More
				Than 25%

3. The display screen will automatically populate all fields with registered office address information, if provided by the **Applicant** during the company incorporation process.

	Complete Application	\rightarrow (2) Submit Application \rightarrow (3) Pay Fee \rightarrow	Approval by SECP		
Application ID:	0231229_1415964		Review Form 🛓	✓ SAVE	
MIGHTY CEME	T LIMITED (LLPIN/CUIN 0171205)				
Address	Office Abshar Colony, Bypas Cadit College Road, C Pakistan to change your company's existing registered office address	Opposite Markhor Shopping Mail, The Mail, A	Abbottabad, Abbottabad, 42000, Abbotta	abad, Khyber Pakhtuni	hwa,
Address	Pakistan to change your company's existing registered office address	Dpposite Markhor Shopping Mail, The Mail, A Landline Number	Abbottabad, Abbottabad, 42000, Abbotta	abad, Khyber Pakhtuni	hwa.





4. By clicking the "Change" button below the field ,the **Applicant** can modify the Address Line within the same city .

pplication ID: 20231229_1387826		Review Form 🛓	SAVE of Submit
mail Address Engl Address	- Weinitz/Option	all	
asif.muzaffar@secp.gov.pk			
	/ Charge		
Registered Office Address			
Country *	· Province *	- District (
Pakistan	Islamabad Capital Territory	Islamabad	
City *	Roant Carlo		/ Change
Islamabad Rural	04460		
Added Los			
F-9, Islamabad Pakistan			
ate of Change of Address			C F 7, Jonath Super, Islamabed
Select a Date "			
29/12/2023	E		

5. After successfully changing the address details within the same city, the **Applicant** indicates whether a CTC is required.

pplication ID: 20231229_1387888	Review Form 🛓	✓ SAVE	1.5	
Attach the Copy Of NOC / permission / letter of intent of competent authority.				
NOC form		8	• •	
NOC From Creditors				
IOC From Creditors				
NOC form		6	± •	
Certified True Copy				
Need Certified True Copy of Documents				





6. **Applicant** selects the **Declarant** for the Application. The **Declarant** can either be an Authorized intermediary, or an Authorized officers.

First Name Amir	Middle Name	Last Name
		Director and Subscribe
		ZWE22233
	First Name Amir the information provided in the form is: *	

- 7. In order to add Authorized Intermediary ,Applicant selects the Authorized Intermediary option, and the system will notify the appointed Authorized Intermediary for the company, who can then apply the PIN.
- 8. In order to add an Authorized officer as the Declarant, the Applicant selects the Authorized Officer option. The system will notify the Authorized officer who was appointed for this company, and that officer can then act as Declarant for the Application.
- 9. If the **Declarant** is person other the applicant, then the declarant logs in and confirm the accuracy of the documents and information.
- 10. The **Declarant** applies their PIN. If the PIN is valid, a 'Valid Pin' message is shown to the user. After this, if the application is complete, the Submit button becomes enabled. The **Applicant/Declarant** submits the application.

(PRI Application Pending)
n is true and correct and nothing is concealed
THE APPLY PON





11. **Applicant** can click on the Review/Save Form button at any time to view the Statutory Form. The form can be viewed/saved at any point while filling the application, and the form will be generated with the information that the Applicant has provided at that point. Once the Applicant has completed the application, he/she can view the form populated with all the information

ling for Change In Registered Office Address			@ Valid Pirk
Complete Application $ ightarrow$ 20 Submit Ap	pplication \rightarrow (3) Pay Fee \rightarrow (4) Approvality SECP		Guidelines
Application ID: (2022)220(130743)	Rasiaw Farm 🛓	V SAVE	
Declaration			
i do hereby solemnly and sincerely declare that the information provided in the fo	orm is: *		
 a. true and correct to the best of my knowledge, in consonance with the record as b. hereby reported after complying with and fulfilling all requirements under whichever is applicable. 		culars and notifications	
D View	Updated MQA		
Application Users			
Amir (Authorized Officer) (Applicant)		(Server)	

12. The Applicant or declarant can proceed to payment by clicking on the "Pay Now" button to prevent incurring a late submission fee. The system will also provide a notification to the Applicant, specifying the number of days remaining to make the payment and avoid the imposition of a late fee. The Applicant will have to make the payment within 7 days of submission. If payment is not submitted within 7 days of the initiation of an application, the system will cancel the application.

	All Street Australia for Balding (Sectore 2)
Congratulations!	
Your application has been submitted successfully	
\checkmark	
Application ID 20231229_1387331 successfully generated	
We have sent you the Application ID via Email and SMS	
In order to finalize the application, please pay the fee of PLI200 as noon as possible, but no later than 7 days after submission. The application will only be forwarded to SECP for processing if fee is paid. Application will stand submission, will stand automatically cancelled if fee is not paid within 7 days after submission.	
EVY HOW 5	





13. Payment can be made via Credit/Debit Card, or through payment channels available with 1-Bill and view the status of their application on their home page.

rment for Process ID 20231226_1109217			
Payment Method	Total Payable Amount	Rs. 1225	
8	Fee Summary		
Credit/Debit Card	Head of Accounts	Amazere	
	Centified True Copy	200	
1000	Filing few	1000	
<u>.</u>	One Bill.	25	
188	Tiptal Amount	(0x1225)	
		GENERATE CHALLAIN	

- 9. Filling for change in Registered address for book of accounts:
 - 1. **Applicant** logs in to his/her registered account. The Applicant will land on his/her landing page.

Velcome to your	LEAP dashboard				
		EAP. The tasks and services will be available to			Alerts
athority over. Essen	tially, you can reserve a new name for yo	or business, incorporate a new company and mana	bge the filing and compliance of your	egistered companies.	-
o it now					Events
Reserve	a Company Name	Start a Company	Fili	ng and Compliance	m
The first s	tep to start a company	Incorporate your new company not	w E Fills	ige your registered company	Notices
					-
					News
pplication Stat	uses				0

2. The Applicant can start My Company/LLPs from this page, or navigate to the My Company/LLPs tab shown on the top, from where they can continue with approved application. Applicant navigates to their company profile and clicks on 'Change In Registered Address For Book Of Accounts' from Dashboard .



3. The Applicant enters the address for the location where book of accounts for the company will be kept, and indicates the date of the change and **Date of Resolution of Board of Directors.**

×

Filing for Change In Registered Ad	Idress For Book Of Accounts
------------------------------------	-----------------------------

pplication ID: 20231230_1415969				Review Form 👲	✓ SAVE	A Submit
TERABYTE SOFTWARE (PRIVA	ATE) LIMITED	LLPIN/CUIN 0171483				
arif.ehsan@secp.gov.pk	+923025556221					
egistered Office Address CRO, BUILDI	NG, no go AREA, ISE	3, Islamabad Urban, 45000, Islamabad, Islar	abad Capital Territory, Pakista	n		
Please pay the associated filling fee within	S days. If you do not pa	y the fee in the given timeframe, you will have to pa	a late filing fee.			
Please pay the associated filing fee within Registered address for book of account		y the fee in the given timeframe, you will have to pr	a late filing fee.			
Registered address for book of account		y the fee in the given timeframe, you will have to pa	ra late filing fee.	at ⁵		
Registered address for book of account Country? Pakistan		Province "	Distric			
Registered address for book of account Gountry*		Province " Punjab	Distric			

4. The Applicant specifies if a Certified True Copy (CTC) is needed or not.





targ	na Appleatur 🤌 🕐 Salent App	rication -> (3) Pay/Fee -> (4) Approve	NY SECP			Guidelines
Application ID: (2024/2001 (64/802) ① Help			Notice Form 👲	🗸 bave	-	How to File for Change in Regist
tige" Away sti Atalaas oor gabb	- Kaskellande					Picace select Previous, Electricit, and Fram the provided patients. Address Line's an open start Reid can contrain House Plat multibury. Br and Block humbers, and other role address details.
Inits of Change of Address Science June	Ð	Data of Resolution of Board of Directo	-11			in Contain Details, Mobile Number Email Address are required Po
		and a date			8	 select Country or City Code from drupdown options. Yes will also reed to fill in the Data
Securitied True Copy						Change of Addition, Oalthind Sheeth of Roard of Directors, check Declaration Statement, and apoly PIN botters, you con submit spollarition
elect Declarant						Additionally, you can apply for CT
) Authorized Intermediany) Authorized Officer						the Ferm by checking the CTC optic the bottom of the acction.
Declaration						Tipe and Astrice
	1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.					All optional holds are labelled

5. **Applicant** selects the **Declarant** for the Application. The **Declarant** can either be an Authorized intermediary, or an Authorized officers.

Oomsi Oomsi	Relation -> (2) Submit Appl	ication \rightarrow (3) Pay Fee \rightarrow (4)	Approval by SECP			Guidelines
Application ID: (20240201, (845335) () Help			Haven Form 🛓	V SAVE	many.	How to File for Change in Registered Address for Book of Accounts
Noter Finds " 01/02/2024 Centified True Capy	e	Autori Lillion 1 01/02/2024				Plance select Prevince, Bistrict, and Cirj from the provided epitore. Address Line is an open text field and can contain Houro-Hot number, Stroo and Block numbers, and other relevan
Need Certified True Copy of Documents elect Declarant					\Box	address details. In Contact Details, Mobile Number an Email Address are required. Pleas select Gountry or City Code from th droptown optices.
) Authorized internations) Authorized Officer					- 1	You will also could to fill in the Date o Change of Address, Date of Resolution of Board of Directors, sheck th
Declaration					-1	Declaration Statement, and apply you PIN before you can submit the exclusion.
I do haraby solowely and sincarely doclars that the	information provided in the form	n i 82 *			_	Additionally, you can apply for CTC on the Form by checking the CTC option a
 true and connect to the treat of my knowledge, in o to hereity reported after complying with and fulfillin endicable. 				Incationa which	iver is	the bottom of the section.

- 6. In order to add Authorized Intermediary ,Applicant selects the Authorized Intermediary option, and the system will notify the appointed Authorized Intermediary for the compaany, who can then apply the PIN.
- 7. In order to add an Authorized officer as the Declarant, the Applicant selects the Authorized Officer option. The system will notify the Authorized officer who was appointed for this company, and that officer can then act as Declarant for the Application.
- 8. If the **Declarant** is person other the applicant, then the declarant logs in and confirm the accuracy of the documents and information





9. The **Declarant** clicks on the Acknowledgement checkbox.

🚺 Campleie Application 🕁 🕘 Sebret A	pstation \rightarrow (3) Pay Peer \rightarrow (4) Approval by SECP Guidelines
Application ID: COCCOCC ERADORS O Help	Baylow Form 🛓 🥓 SAVE Section How to File for Change in Registers Address for Book of Accounts
Need Certified True Copy of Documents	 Please select Province. District, and Co
	from the provided options.
elect Declarant	Address Line is an open text field an nan contain Housei/Flat numbers, Stree
Authorizant Imprendency	and Block numbers, and other relevan address details.
Autoention former	adorets detais.
	in Contact Details, Mobile Number an Email: Acktress are required. Pleas
Declaration	select Country or City Code from th
I do hereby solemnly and sincerely declare that the information provided in the fo	chropdown aptions.
	You will also need to fill in the Date of
s, true and correct to the best of my knowledge, in consonance with the record as it	relationed by the Company and nothing his been concreled; and Orientian Ori Board of Direction, check th
 bereby reported after complying with and fulfilling all requirements under the re specificable. 	levant provisions of Law, rules, regulations, directives, circulars and notifications whichever is PM before you can submit the
Application Users	application.
	Additionally, you can apply for CTC is
ABDUL REHMAN KHAN TAREEN (Acadom)	the Form by checking the CTC option a the bortion of the section
	Tips and Advice
	All optional fields are labelled a
	 loctionali. Please ensure all remainin

10. The **Applicant/Declarant** applies their PIN.if the PIN is valid, a 'Valid Pin' message is shown to user. After this, if the application is complete, the Submit button becomes enabled. The Applicant/Declarant submits the application.

ABDUL REHMAN KHAN TAREEN (Authorized Officer) (Applicant)		PHI Application Fending
] I do hereby solemnly and sincerely declare that the infor	mation provided in the form is true and correct and nothing is conce	aled
PPLY PIN ①		
PPLY PIN ① Enter your digital signature PIN	III APPLY PIN	





Application ID: (20231230_1415969)	Review Form 🛓	✓ SAVE	V Submit
Declaration			
I do hereby solemnly and sincerely declare that the information provided in the form is: *			
a. true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and b. hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rul applicable.		notifications w	vhichever is
Application Users			
qasim (Authorized Officer) (Applicant)		(Signod)

11. The **Applicant or declarant** can proceed to payment by clicking on the "Pay Now" button to prevent incurring a late submission fee. The system will also provide a notification to the Applicant, specifying the number of days remaining to make the payment and avoid the imposition of a late fee. The Applicant will have to make the payment within 7 days of submission. If payment is not submitted within 7 days of the initiation of an application, the system will cancel the application.

	GD TO Home	Application Fee Rs.900	РАУ МОМ 🔿
Congratulations!			
Your application has been submitted successfully			
Application ID 20231230_1415969 successfully generated			
We have sent you the Application ID via Email and SMS			
In order to finalize the application, please pay the fee of Rs.900 as soon as possible, but no later than 7 days after submission. The application will only be forwarded to SECP for processing if fee is paid. Application will stand automatically cancelled if fee is not paid within 7 days after submission.			
PAY NOW +			





12. Payment can be made via Credit/Debit Card, or through payment channels available with 1-Bill and view the status of their application on their home page.

syment for Process ID 20232230_1415569			
Payment Method	Total Payable Amount	Rs. 1141	
	Fee Summary		
Credit/Debit Card	Head of Accounts	Amount	
	Camified True Capy	100	
	Filing Fee	1000	
.	epce	41	
3 (0-0)	Total Amount	Rx 1141	
		PROCEED TO PAY ->	

10. Filing for Apply for Certified True Copy of a Form

1. **Applicant** logs in to his/her registered account. The Applicant will land on his/her landing page.

		My Companies / LLPs 5 My Proce	isses 0		O Tasks
	r LEAP dashboard	LEAP. The tasks and services will be available t	to you based on the application	you have accomplished and the companies you have	e Alerts
o it now	itially, you can reserve a new name for y	our business, incorporate a new company and ma	inage the filing and compliance	of your registered companies.	C. Events
	e a Company Name step to start a company	Start a Company Incorporate your new company n	now	Filing and Compliance Manage your registered company	E Notices
The first s	tep to start a company	PPP - 1	now.		
	tep to start a company	PPP - 1	now.		Notices #2





2. The **Applicant** can start My Company/LLPs from this page, or navigate to the My Company/LLPs tab shown on the top, from where they can continue with approved application. Applicant navigates to their company profile and clicks on 'Apply for Certified true copy form' of Name from Dashboard.

Dashboard LLP/Compony Serv	ices 22 Company Profile D	locumenta		
Q Search				
ling Processes	Change Profile	Pariodic Filing	User Management	Event Based Filing
Change / Rectification of Name	Change in Non-key Information	Global Register for Beneficial Ownership	Add an Authorized Intermodiary	Induction, Genation and Change in
Apply for Certified True Copy Form	Change In Registered Office Address	Annual Filing	Remove an Authorized Intermediary	Particulars of Company Directors and
Ultimate Beneficial Owner (UBO)	Change In Registered Address For Book	Annuai Retorn	Add an Authorized Employee	Officers
declarations	Of Accounts	Ultimate Beneficial Owner (UBO) annual	Remove Authorized Employee	Increase In Authorized Capital
Data Rectification		filing	Add Authorized Officer	Special Resolution
		Ultimate Beneficial Owner (UBO)	Remove Authorized Officer	Ultimate Beneficial Owner (UBO)
		declarations		declaration
				Change In Voting Rights
				Allotment of Shares
				Cancellation, Consolidation, Division and
				Sub Division of Shares
				Change in Shareholding More Than 25%

3. **Applicants** can search for the desired forms, add or remove them within the selected CTC sections, and view the fee required to be paid for the CTC.

Application ID: (2023)230_1415972				V SAVE
TERABYTE SOFTWARE (PRIVATE) LIMITED	0171483			
■ artif.shsan⊜secp.gov.pk 📞 +923025556221 Registered Office Address CRO, BUILDING, no go AREA, ISB, Islamabad	Urban, 45000, Islamabad, Islamabad Cap	ital Territory, Pakistan		
ate: 30/12/2023 um Date month/day/year → month/day/year	Selects		Selected Forms for CTC	Total Fee Rs. 200
10: 20231031, 3285 El Hutun Lipdated On 🕞 31 Oct. 2023	Fee: Rs. 100 View	E + +	Ferm 1 10: 20221031, 3285	Fee: Rs. 100
0rm 21	Free Rs. 100 View	Au +	Status Updated On 🔂 31 Oct. 2023	•
07 24	Fee Rs. 100 View	Add +	Form 21 (0: 20231102, 3527	Feet Rts. 100
orm 26			Status Updated On 🔄 02 Nov. 2023	
(ID: 2023H16_4620) Status Updaned On 📑 16 Nov. 2023	Fee: Rs. 100 View	Add +		
(10: 20231162_3607) Tratus Updated On 🔂 02 Nov. 2023	Fee Rt. 100 View	Add +		
(10: 20231102_3527) Status Updated Cir 🔂 02 Nev. 2023	Fee Bs 100 View	B 441+		





3. The **Declarant** clicks on the Acknowledgement checkbox. The **Declarant** applies their PIN. If the PIN is valid, a 'Valid Pin' message is shown to the user. After this, if the application is complete, the Submit button becomes enabled. The **Applicant/Declarant** submits the application.

Application ID: CIERSIPAD 1415972		SAVE of Submit
ID: 20231031_3285 Elature Opdated De 🔄 01 Feb: 2023	Feer Rs. 100 View 🗐 Add +	*
ABLE A - Part 1 Long Aoa - Pvt Ltd		
10: 20231031_3265 Status Optimed On 📑 31 Oct. 2023	Feet Rs. 250 View	
able B - MOA (Pvt, Pub and SMCs)		
(ID: 20231102_3527) Status Updated On 📑 02 Nev. 2023	Fee: Rs. 250 View 🖺 Add +	
(10:20231031_3285) Towner Updated On 📑 31 Oct, 2023	Feet Rs. 250 View 🗿 Add +	
eclarant		(@ :
		(@ turn)
gasim	wided in the form is true and correct and nothing is concealed.	(6 span)
gasim 2 I do hereby solemnly and sincerely declare that the information pro	nided in the form is true and correct and nothing is concealed	(6 Same)
eclarant asim do hereby solemely and sincerely declare that the information pro APPLY PIN	nided in the form is true and correct and nothing is concealed	(s

4. The **Applicant or declarant** can proceed to payment by clicking on the "Pay Now" button to prevent incurring a late submission fee. The system will also provide a notification to the Applicant, specifying the number of days remaining to make the payment and avoid the imposition of a late fee. The Applicant will have to make the payment within 7 days of submission. If payment is not submitted within 7 days of the initiation of an application, the system will cancel the application.

yment for Company Name Reservation Process ID	0231229_1375413		
Payment Method	Total Payable Amount	Rs. 207	
8	Fee Summary		
Credit/Debit Card	stead of Accounts	Annua	
	Name Reservation	200	
	(epot)	τ	
<u>.</u>	Total Amount	Rs 207	
1 8541		PROCEED TO PAY ->	





5. The applicant can view the status of their application on their home page.

MDNU	Home > Profile > Finalize Payment	Q. Search here	C Torongo Madasa
	Congratulations! Fee paid successfully		
	Fee Rs 207 has been paid successfully against Application ID 20231229_1375413		
			Ø

- 11.Induction, Cessation and Change in Particulars of directors and officers, including the chief executive, secretary, chief financial officer, auditors ,legal adviser.
 - 1. The **Applicant** can start an Induction, Cessation and change in particulars of directors and officers with by clicking in the Filing and Compliance from the company's Dashboard.

Q Search				
ing Processes	Change Profile	Periodic Filing	User Management	Event Based Filing
Change / Rectification of Name	Change in Non-key Information	Global Register for Beneficial	Add an Authorized Intermediary	Induction, Cessation and Change in
Apply for Certified True Copy Form	Change In Registered Office	Ownership	Remove an Authorized Intermediary	Particulars of Company Directors
Ultimate Beneficial Owner (UBO)	Address	Annual Filing	Add an Authorized Employee	and Officers
declarations	Change In Registered Address For	Annual Return	Remove Authorized Employee	Increase In Authorized Capital
Data Rectification	Book Of Accounts	Ultimate Beneficial Owner (UBO)	Add Authorized Officer	Special Resolution
		annual filing	Remove Authorized Officer	Ultimate Beneficial Owner (UBO)
		Ultimate Beneficial Owner (UBO)		declaration
		declarations		Change In Voting Rights
				Allotment of Shares
				Cancellation, Consolidation, Division





2. After selection, the Applicant is shown a complete application.

Filing for Induction, Cessation and Change in Particulars of Company Directors and Officers

Application ID: (2023)228-1115317		Review Form +	✓ SAVE	J. Salari
opplication is: Coronacionación		Review Form 👱	V SAVE	
TERABYTE SOFTWARE (PRIVATE) LIMITED	LLPIN/CUIN 0171483			
🗳 arif.ehsan@secp.gov.pk 🔰 📞 +923025556221				
Registered Office Address CRO, BUILDING, no go AREA, ISB.	Islamabad Urban, 45000, Islamabad, Islamabad Ca	pital Territory, Pakistan		
lew appointed Officers and Directors ③	RE			
to New Officers/Directors have been added				
existing directors and officers				
xisting directors and officers ①				
xisting directors and officers ①	Lawyor	BLUE AREA. Islamat	sad .	
qasim GED, Director, and Subscriber Executive PASSPORT QA111222 Australia	NTN N/A	ISLAMABAD Urbon		· 1
Existing directors and officers		ISLAMABAD Urbon	sad . Pakistan	(1
existing directors and officers inectors Directors gasim CED, Director, and Subscriber Executive PASSPORT QA111222 Australia	NTN N/A	ISLAMABAD Urban Islamabad, Islamabad Capital	Pakistan	1

3. Applicant then selects a Director/officers by clicking on 'Add Officer/Director' button. Then he needs to specify the designation of the person. Applicant can search for a person, if they are already registered with SECP, Applicant can search for Persons using their CNIC, NICOP or Passport Number and fill their information. Then he needs to upload all the required attachments for the stakeholder being added, and validate the information by clicking on the validate button. The system will notify them after clicking on "Add and Notify" button.





Nease specify the design Chief Executive Secretary Director and Chief Ex Legal Adviser Auditor Chief Financial Office Alternate Director Director	ecutive							
Secretary Director and Chief Ex Legal Adviser Auditor Chief Financial Office Alternate Director								
 Director and Chief Ex Legal Adviser Auditor Chief Financial Office Alternate Director Director 								
 Auditor Chief Financial Office Alternate Director Director 	ır.							
Chief Financial Office Alternate Director	н							
Alternate Director Director	HC.							
Director								
Nominee Director								
Do you want to add a Paki	stani Citizen or a Foreign N	ational?						
🔵 Pakistani Citizen	Foreign National	(
Enter Hern*								
LI009900		SEARCH						
() This user is already reg	Istered in LEAP Portal							
Ser.						5		
Kamran	Registered							
Contact Info								
Details of Appe	pintment							
Data of Appointment (D	D/MM/Y/YYO *	Node of Appointment*						
31/01/2024		Appointed	*					
Attachments								
CNIC Front				List-of-Lice	1	ø	ŧ	•
	U009900 This user is already reg Kamran Contact Info Details of Apper Date of Apportment of 31/01/2024 Attachments	Enter Heat* LI009900 This user is already registered in LEAP Portal Kamran Registered Contact Info Details of Appointment Outle of Associational (DD/MM/YYYO)* 31/01/2024 Attachments	Encor Heas * LID09900 This over is already registered in LEAP Portal Kamran Registered Contact Info Details of Appointment Stricef Accomment (CDMMYYYY) * Mode of Accomment * Appointed Attachments	Exarches* LID09900 BEARCH This user is already registered in LEAF Portal Kamran Registered Contact Info Details of Appointment Strice / Appointment (COMMAYYYY) Appointed Appointed Attachments	Enter Heat* L009900 This user is almostly registered in LEAF Portal Kamran Registered. Contact Info Details of Appointment Striver Ausonationers (DDMM/YYY)* Striver Ausonationers (DDMM/YYY)* Striver Ausonationers (DDMM/YYY)* Appointed	Buter Heat* L0009900 This user is shready registered in LEAP Portal Kamran Registered Contact Info Details of Appointment Shread Asponitment (CD/MM/YYYO)* Shread Asponitment (CD/MM/YYYO)* Appointed	Exer Heats" LIDD9900 Catalog of the selensedy registered in LEAF Portal Kamran Registered Contact Info Details of Appointment Subset of Appointment Appointed Appointed Attachments	Buter Heat* L009900 The user is absordy registered in LEAF Portal Kamran Registered Contact Info Details of Appointment Strie of Appointment (COMMARYYON) Strie of Appointment Strie of Appointment Made of Appointment*

4. For adding **Nominee of SMC**, **Applicant** can search for a person, if they are already registered with SECP. Applicant can search for Persons using their CNIC, NICOP or Passport Number, fill the details i.e nominee information, residential address and relationship to the **Single Member** of the SMC. Tha **Applicant** can validate information and upload the required documents. The system will notify the **Nominee of SMC** after clicking on Add and Notify.





Add Nominee Person					X Close Add and North
	De you want to udd a Paklistani Citizen or a Foreign Pakistani Citizen Enter Hene' ZWE222333				
	This user is already registered in LEAP Portal				
	Contact Info Insi aminultuser4gyppmail.com	Molece Herritige Coolee +213	"humber 22212221		
	Nominee Information				
	First Asme Amir	Middle Name		Lint Note.	
	Hanneilly ' Alghanistan +				
	Relationship				

- 5. In the same way, the applicant can add various other stakeholders for the company, such as Chief Executive (CEO), Secretary, Chief Financial Officer (CFO), Legal Advisor and Auditor.
- 6. In order to change particulars of any Officer/Director, Legal Advisor or Auditor, the **Applicant** can click on the edit button infront of the stakeholder shown on the application page, and change their details.

🕕 Complete Application 🔿	(2) Submit Application \rightarrow (3) Pay Fee	e \Rightarrow (4) Approval by SECP	
Application ID: (20240131_1646112) ① Help		Review Form 👲 🗸 SAVE	J. Subm
Officers			.1
Usman Sased Director , Chief Executive , Subscriber Executive ChilC: 3840146637501 Pakistan L: +923339846262 III usman saeed@secp.gov.pk restore	Service NTN N/A Appointment (1 Jan 30, 2024	♠ EDEN VALUE HOMES, Lahora: LAHORE Lahora: Punjab, Pokiatan	an Pertentara
Directors			
Directors Usman Saeed Director , Chief Executive, Subscriber (Executive CNIC 3840146637501 Pakintan L +9233398462622 usman.saeed@seco.gor.pk	Service NTN N/A Appointment 🗂 Jan 30, 2024	n EDEN VALUE HOMES, Lahare. LAHORE Lahore: Purtjab, Pakihlari	11





- 7. In order for cessation of any Officer/Director, Legal Advisor or Auditor, the **Applicant** can click on the button in front of the stakeholder shown on the application page, and select the reason for removal, after which the cesation page for that particular stakeholder will open up. The **Applicant** can fill the relevant information, and upload the required documents in order to proceed with cessation.
- 8. **Applicant** is given a checkbox to whether they want a Certified True Copy of the statutory Form(s) being filed.

iling for Induction, Cessation and Change in Particulars of Company Directors an	d Officers		
Complete Application → (2) Submit Application →	(3) Pay Fee \rightarrow (4) Approval by SECP		
Application ID: (2023)228_1115317	Beview Form 🛓	✓ SAVE	$\mathcal{A}^{\prime}(\omega) = 0$
Certified True Copy			2
Need Certified True Copy			

9. **Applicant** can select the Authorized Intermediary and Authorized officer for Declerant.

Application ID: 20281228_1115317			Review Form 🛓	🗸 SAVE	38.51
Certified True Copy					
Need Certified True Copy					
elect Declarant					
Authorized Intermediary					
Authorized Officer					
Authorized Officer Personal Information					
	First Name gasim	Middle Name		L	ast Name
Personal Information	First Name spain	Middle Name		L	ast Name
Personal Information Name Of/Authorized Officer	First Name Latern	Middle Name	ce	L O, Director, and	
Name Of/Authorized Officer Designation Information	First Name spasim	Middle Name	ce		

Filing for Induction, Cessation and Change in Particulars of Company Directors and Officers

10. In order to add Authorized Intermediary, the **Applicant** selects the **Authorized Intermediary** option, and the system will notify the appointed **Authorized Intermediary** for the company, who can then apply the PIN.





- 11. In order to add an **Authorized Officer** as the **Declarant**, the **Applicant** selects the Authorized Officer option. The system will notify the Authorized officer who was appointed for this company, and that officer can then act as Declarant for the Application.
- 12. The **Declarant** logs in and confirms accuracy of the information provided in Form after a review.
- 13. The **Declarant** clicks on the Acknowledgement checkbox and clicks on the Proceed button to move on to the Review and Apply PIN section . The **Declarant** applies their PIN. If the PIN is valid, a 'Valid Pin' message is shown to the user. After this, if the application is complete, the Submit button becomes enabled. The **Applicant/Declarant** submits the application.



14. **Applicant** clicks on the "Pay Now" button to proceed to payment. The system will also provide a notification to the Applicant, specifying the number of days remaining to make the payment and avoid the imposition of a late fee.

		-	Concession of the local division of the loca
	GO TO Home	Application Fee Bs.1100	PATINON ->
Congratulations!			
Your application has been submitted successfully			
Application ID 20231228_1115317 successfully generated We have sent you the Application ID via Email and SMS			
In order to finalize the application, please pay the fee of Rs.1100 as soon as possible, but no later than 7 days after submission. The application will only be forwarded to SECP for processing if fee is paid. Application will stand automatically cancelled if fee is not paid within 7 days after submission.			
PAY NOW →			

15. The **Applicant** will have to make the payment within **7 days of submission**. If payment is not submitted within 7 days of the initiation of an application, the system will cancel the application Payment can be made via **Credit/Debit Card**, or through payment channels available with **1-Bill**. Applicant can view the status of their application on their home page.





12. Filing of Special Resolution – Standalone

1. The **Applicant** can start a Special Resolution filing with by clicking in the "Filing and Compliance" button and selecting 'Special Resolution' option from the Dashboard.

Q Shareh				
Filing Processes	Change Profile	Periodic Filing	User Management	Event Based Filing
Change / Rectification of Name	Change in Non-key Information	Global Register for Beneficial Ownership	Add an Authorized Intermediary	Induction. Cessation and Change in
Apply for Certified True Copy Form	Change In Registered Office Address	Annual Filing	Remove an Authorized Intermediary	Particulars of Company Directors and
Ultimate Beneficial Owner (UBD)	Change In Registered Address For Book	Annual Return	Add an Authorized Employee	Officers
declarations	Of Accounts	Ultimate Beneficial Owner (UBO) annual	Remove Authorized Employee	Increase In Authorized Capital
Data Rectification		filing	Add Authorized Officer	Special Resolution
		Ultimate Beneficial Owner (UBO)	Remove Authorized Officer	Ultimate Beneficial Owner (UBO)
		dectarations		declaration
				Change in Visting Rights
				Allotment of Shares
				Cancellation, Consolidation, Division and
				Sub Division of Shares
				Change in Shareholding More Than 25%

2. After selection, the Special Resolution application will displays. Applicant may add details of Special Resolution including date of dispatch of notice and date of passing of special resolution.

pplication ID: (20240102_1416229)		Review Form	± √ SAVE	A Sugar
SIF & PERVEZ JOINT VENTURE LIMITED (LEPINGUIN 0171833)				
asif.muzaffar@socp.gov.pk 📞 +923333678888				
egistered Office Address Jail Road, Gulberg, Lahore, 54000, Lahore, Punjab, Pakistan				
Please pay the associated filling fee within 14 days. If you do not pay the fee in the given timeframe, you will he	rve to pay i	a late filing fee.		
Special Resolution Intention				
Deep of dependent at redice * 02/01/2024	•	Dote of passing of passing insulation.*		•
02/07/2029	8	02/01/2024		8
I confirm that all members agreed to hold the meeting on shorter notice.*				
Internetion to propose the needlation as special resolution				
Company issuing a prospectus				
Text of Special Resolution *				




3. The **Applicant** needs to select the Special Resolution Intention, and can select multiple intentions, if needed. Additionally, the applicant can input the text of the special resolution and provide member details according to the specified requirements. Finally, the applicant must upload the necessary attachments.

ling for Special Resolution			Application saved successfull
	Complete Application \rightarrow (2) Submit Application \rightarrow	→ ③ Pay Fee → ④ Approval by SECP	Guidelines Ø File Uploaded
Application ID: 20231102_3586		Review Form 🛓 🧹 SAVE 🚽 Balance	
2	100	10	
Members voted against or abstained			
Representing *	Number of shares."	Each Of (Hs) *	
0	0	10	
Extract of special resolution			
Attach the Extract of special resolution			
special resolution		B ± •	
Copy Of NOC / permission / letter of in Attach the Copy Of NOC / permission / I			
Attach the Copy OF NOC / permission / I	etter of intent of competent authority.		
NOC form		B ± 😐	

- 4. The Applicant is given a checkbox to whether they want a Certified True Copy of the statutory Form(s) being filed or not.
- 5. **Applicant** then selects the Authorized Intermediary and Authorized officer for Declerant.

pplication ID: 20231102_3586	Review Form 🛓	✓ SAVE	At Subara
application (Manufacture)		-	-
Copy Of NOC / permission / letter of intent of competent authority.			
ttach the Copy Of NOC / permission / letter of intent of competent authority.			
NOC form		6	± •
Certified True Copy			
Need Certified True Copy			
slect Declarant			





- 6. In order to add Authorized Intermediary, the **Applicant** selects the **Authorized Intermediary** option, and the system will notify the appointed **Authorized Intermediary** for the company, who can then apply the PIN.
- 7. In order to add an **Authorized Officer** as the **Declarant**, the **Applicant** selects the Authorized Officer option. The system will notify the Authorized officer who was appointed for this company, and that officer can then act as Declarant for the Application.
- 8. The **Declarant** logs in and confirms accuracy of the information provided in Form after a review.
- 9. The **Declarant** clicks on the Acknowledgement checkbox and clicks on the Proceed button to move on to the Review and Apply PIN section. The Declarant applies their PIN. If the PIN is valid, a '**Valid Pin'** message is shown to the user. After this, if the application is complete, the "**Submit"** button becomes enabled. The Applicant/Declarant submits the application.

Application ID: (20240102_1416220)			Review Form 👲 🔍	/ SAVE	Subr
Name Of/Authorized Officer	First Name Ama	Middle Name		L	ast Name
Designation Information Designation			De	ector and	Subscriber
Registration Information Registration Number of Authorized Officer				z	wE222333
Declaration	e information provided in the form is: *				
a. true and correct to the best of my knowledge, in	consonance with the record as maintained by the Company ng all requirements under the relevant provisions of law, ru		i whichever is applicab	le.	
Application Users					
Amir (Authorized Officer) (Applicants)				(lignet)

10. **Applicant** clicks on the Pay Now button to proceed to payment. The system will also provide a notification to the Applicant, specifying the number of days remaining to make the payment and avoid the imposition of a late fee.





	60 10 Huma Jacobianian Fine Ris 1200 Permone 🔿
Congratulations!	
Your application has been submitted successfully	
Application ID 20240102_1416229 successfully generated We have sent you the Application ID via Email and SMS	
In order to finalize the application, please pay the fee of Rs.1200 as soon as possible, but no latter than 7 days after submission. The application will only be forwarded to SECP for processing if fee is paid. Application will stand automatically cancelled if fee is not paid within 7 days after submission.	
PAY NOW >	

11. The **Applicant** will have to make the payment within 7 days of submission. If payment is not submitted within 7 days of the initiation of an application, the system will cancel the application Payment can be made via Credit/Debit Card, or through payment channels available with 1-Bill and also view the status from home.

Persent ID 20240102 (196229)		_	
	Tanal Payable Amount	Rn. 1244	
8	FeelBurnary		
Cresilt/Debit Card	Hund of Assistantia	Annual	
	Cartified Tool Chap approximation	259	
	Filing has for special considerer	1000	
<u></u>	NOT	44	
184	Total Armuni	Rs 1244	
		PROCESS TO PAY #	
		PROCESS TO PART +	





13. Filing for UBO Declaration - Standalone

1. The **Applicant** can start a UBO declaration filing with by clicking in the Filing and Compliance button and selecting 'UBO declaration'option from dashboard.

Q Search				
Ang Processes	Change Fruille	Periodic Filing	User Management	Even Report Fring
Change / Roctification of Name Apply for Certified True Copy Form Ultimate Beneficial Owner (UBO) declarations Data Rectification	Change in Non-key Information Change in Registered Office Address Change in Registered Address For Book Of Accounts	Global Register for Beneficial Ownership Annual Filing Annual Filing Utilimate Beneficial Owner (UBO) annual filing Utilimate Beneficial Owner (UBO) declarations	Add an Authorized Intermediary Remove an Authorized Intermediary Add an Authorized Employee Remove Authorized Employee Add Authorized Officer Remove Authorized Officer	Induction, Cessation and Change in Particulars of Company Directors and Officers Increase in Authorized Capital Special Resolution Utimate Beneficial Owner (UBO) declaration Change in Veting Rights Alforment of Shares Cancellation, Consolidation, Division at Sub Division of Shares

2. After selection, the Applicant is shown a complete application section where company's information is being shown in the top header. After that, the Applicant declare UBO by answering a series of questions.

pplication ID: (20231228_1114391)	Re	eciew Form 🛓	🗸 SAVE	1200
TERABYTE SOFTWARE (PRIVATE) LIMI	ED (LERNALIN 0171483)			
🖀 arif.ehsan@secp.gov.pk 💦 📞 +9230255	6221			
tegistered Office Address CR0, BUILDING, no go A	EA, ISB, Islamabad Urban, 45000, Islamabad, Islamabad Capital Territory, Pakistan			
UDD Deptember for Year				
UDD Destantion for Year 2022				
2022	ion filed by the new members in Form-17 or declaration(s) for changes in the beneficial ownership or controlling a s of regulation 48, respectively.	interest from the	e mombora in	Form 18, a
2022 21 - Company has received, during the year, declars		interest from the	e members in	Form 18, a
2022 21 - Company has received, during the year, declar, equired under sub-regulation (2) or sub-regulation		intorest from the	e membera in	Form 18, a
2022 2) - Company has received, during the year, declar, orquined under sub-regulation (2) or sub-regulation (2) wear of the second sec	t of regulation 48, respectively. articulars of its ultimate baneficial owners received through declarations) during the in the register of ultimate b			
2022 20-Company has received, during the year, declar, outried under sub-regulation (2) or sub-regulation O Yes O Ho 22-Company has noted the accurate and updated	t of regulation 48, respectively. articulars of its ultimate baneficial owners received through declarations) during the in the register of ultimate b			



Filing for Ultimate Beneficial Owner (UBO) declarations



3. The **Applicant** has the option to choose any of their officers/directors as the authorized officer and proceed to input the relevant details. Applicant is given a checkbox to whether they want a Certified True Copy of the statutory Form(s) being filled.

lication ID: (2023)228_1114391)				Besiew Form 🛓	✓ SAVE	A. Salar
Yes						
Νο						
licers/Directors						
Person						
gasim QATTI222 PASSPORT Australia	qasimuatuser3@yopmail.com +376 33322322	Lawyer BLUE AREA ISLAMABAD				
CEO, Director, and Subscriber						
Amir () ZWE222333 PASSPORT Australia	amiruatuser4@yopmail.com +213 22212221	Lowyer BLUE AREA ISLAMABAD				
Director and Subacriber						
er's name of Authorized Office/Director						
(Nama * 1	Middle Name		Last Nerse ¹			
ihammad	A3i					

4. The **Applicant** can select Authorized Officer option for **Declarant**, and the information for the Authorized officer is prefilled by the LEAP system.







5. The **Declarant** clicks on the Acknowledgement checkbox and clicks on the Proceed button to move on to the Review and Apply PIN section . The Declarant applies their PIN. If the PIN is valid, a 'Valid Pin' message is shown to the user. After this, if the application is complete, the "Submit" button becomes enabled. The Applicant/Declarant submits the application.

pplication ID: (2023/1228_1114391)			eview Form 🛓 🗸 SAVE 🖋 Submit	
lect Declarant				
Authorized Officer				
Personal Information				
Name Of/Authorized Officer	First Name gasim	Middle Name	Last Name	
Designation Information Designation			CEO, Director, and Subscriber	
Registration Information Registration Number of Authorized Officer			QA111222	
pplication Users				
Qashm			(O Tame)	

6. **Applicant** clicks on the "Pay Now" button to proceed to payment. The system will also provide a notification to the Applicant, specifying the number of days remaining to make the payment and avoid the imposition of a late fee.







- 7. The **Applicant** will have to make the payment within 7 days of submission. If payment is not submitted within 7 days of the initiation of an application, the system will cancel the application.
- 8. Payment can be made via **Credit/Debit Card**, or through payment channels available with **1-Bill**. Applicant can view the status of their application on their home page.

tent for Process ID 20231228_1114391			
Payment Method	Total Payable Amount	Rs. 1125	
8	Fee Summary		
Credit/Debit Card	Head of Accounts	Amount	
	Certified True Copy	.100	
	Filing Fee	1000	
<u>.</u>	One Bill	25	
188	Total Amount	Rs 1125	
		DEMERATE CHALLAN >	

14. Increase in Authorized Capital

1. The **Applicant** can start filing for Increase Authorized Capital with by clicking in the Filing and Compliance button and selecting 'Increase in Authorized Capital' from Dashboard.

Desibloard LLP/Company Serv	ices 46 Company Profile C	Documents			P Taska
Q, Search					Alarta
ling Precesses	Change Profile	Periodic Filing	User Management	Event Broad Filing	
Change / Rectification of Name Apply for Cartified True Copy Form Ultimate Bunetical Owner (UBO) declarations Data Rectification	Change In Non-Asy Information Change In Registered Address Change In Registered Address For Book Of Accounts	Global Register for Beneficial Ownership Annual Filing Annual Return Uttimute Beneficial Owner (UBO) servual Filing Uttimute Beneficial Owner (UBO) doctarations	Add an Authorized Intermediary Remove an Authorized Intermediary Add an Authorized Employee Remove Authorized Employee Add Authorized Officer Remove Authorized Officer	Induction, Cesaration and Change in Particulars of Company Directors and Officiers Special Recolutions Utilized Recolutions Utilized Recolutions Utilized Recolutions Change In Vetters Rights Alternet of Shares Cascellation, Crisodiotrico, Division and Sub Division of Shares Change in Shareholding More Than 25%	Downloads





2. After selection, the Applicant is shown a complete application section where some of the fields i.e email, number, address, Existing Authorized Capital and New Authorized are prefilled by the LEAP software. Applicant can enter the amount of increased capital as required.

Application ID: 20281228	09246			Raview Form 🛓	✓ SAVE	A land
TERABYTE SOFTWARE (PRIVATE) LIMITED	LEPINICUIN 0171483				
🖬 arif.ehsan@secp.gov.pk	L +923025556221					
Existing Authorized Capital	ι <u>Φ</u>					
Face Volum of Disease		Munitian of Disease	Tatal Association (PRO)			
10		100	1000			
Addition in Authorized Cap	ital 🛈					
Encoderate Streets		Se8	Test investigation			
New Authorized Capital	>					
Face Volument Discove		Number of Diserve	Tetal Assessi@1020			
10		668	6880			

3. The **Applicant** can select the Special Resolution or in pursuance of an obilgation of the company under an agreement. Applicant is given a checkbox to whether they want a Certified True Copy of the statutory Form(s) being filed.



- 4. In order to add Authorized Intermediary, the **Applicant** selects the **Authorized Intermediary** option, and the system will notify the appointed **Authorized Intermediary** for the company, who can then apply the PIN.
- 5. In order to add an **Authorized Officer** as the **Declarant**, the **Applicant** selects the Authorized Officer option. The system will notify the Authorized officer who was





appointed for this company, and that officer can then act as Declarant for the Application.

- 6. The **Declarant** logs in and confirms accuracy of the information provided in Form after a review.
- 7. The **Declarant** applies their PIN. If the PIN is valid, a 'Valid Pin' message is shown to the user. After this, if the application is complete, the Submit button becomes enabled. The Applicant/Declarant submits the application.

Application ID: (2023)226_1109288	🗸 SAVE 🛛 🖋 Su
tachment"	
File	Board Resol. 🖍 💿 🛓 🧧
eclarant	
eclarant	
Amir (Director and Subscriber)	(@ Zyma
	(S Served

8. The **system** will display a screen confirming that the application has been submitted successfully.







15.Cancellation, Consolidation, or Division / Sub-division of shares

1. The **Applicant** can start filing for Cancellation, Consolidation, or Division / Sub-division of shares by clicking in the Filing and Compliance button and selecting Cancellation, Consolidation, or Division / Sub-division of shares.

Filing Processes	Change Profile	Periodic Filing	User Management	Event Based Filing
Change / Rectification of Name Apply for Certified True Copy Form Ultimate Beneficial Owner (UBO) declarations Dota Rectification	Change in Non-key Information Change In Registered Office Address Change In Registered Address For Book Of Accounts	Global Register for Beneficial Ownership Annual Filing Annual Roturn Ultimate Beneficial Owner (UBO) annual filing Ultimate Beneficial Owner (UBO) declarations	Add an Authorized Intermediary Remove an Authorized Intermediary Add an Authorized Employee Remove Authorized Employee Add Authorized Officer Remove Authorized Officer	Induction, Cessation and Change in Particulars of Company Directors and Officers Increase In Authorized Capital Special Resolution Ultimate Beneficial Owner (UBO) declaration Change In Voting Rights Allotment of Shares Cancellation, Consolidation, Divisio and Sub Division of Shares Change in Shareholding More Than 25%

2. After selection, the **Applicant** is shown a complete application section where some of the fields i.e email, number, Registered Office address and Capital Structure are prefilled by the system.

Application ID: 20231226_110925	53)	Review Form 🛓	✓ SAVE	P Submit
TERABYTE SOFTWARE (PRI	VATE) LIMITED (LLPIN/CUIN 0171483)			
arif.ehsan@secp.gov.pk	L +923025556221			
apital Structure				
Authorized Capital Face Value of Shares	Number of Shares	Total Amount (PKR)		
10	100	1000		
Cancellation Consolidation Or Divisio	n/Subdivision			
Please Choose One of the Following C	Options			





3. The **Applicant** then has to select between Calcellation, Consolidation and Division -Subdivision and has to fill the relevant information down below. When the Applicant chooses the **cancellation option**, they can input the total number of shares accordingly. In the case of **consolidation and division or subdivision**, the Applicant can specify the **face value for shares**.

Application ID: (2023)226_1109253		Roview Form 🛓	🗸 SAVE	A. Tollow
Please Choose One of the Following Optio	ns			
Cancellation				
Consolidation				
O Division-Subdivision				
inter new face value for consolidation of s	hares			
Face of value of Shares				
50				
New Share Capital				
Capital Structure				
Authorized Capital				
	Number of Shares	Total Amount (PKR)		
Face Value of Shares				

4. **Applicant** is given a checkbox to whether they want a Certified True Copy of documents.







5. **Applicant** can add a new Special Resolution by clicking on "Add new Special Resolution" Button and fill the information along with uploading the required attachments

plication ID: 20231226_1109253		Review Form 🛓	🗸 🖌 SAVE	J'Sdom
Add new Special Resolution				•
Special Resolution Intention				
Date of dispatch of notice * 15/12/2023	Ē	Data of passing of special resolution.*		Ē
TAP TELEVISIO	2	TT PETERPER		
I confirm that all members agreed to hold the meeting on sho	rter notice, *			
	rter notice, *			
Interfloc to propose the resolution as special resolution	rter notice, *			•
I confirm that all members agreed to hold the meeting on sho Interfor to propore the resolution as special resolution Other Please specify the interform to propose the resolution as special Resolution.	rter notice, *			•
Intervision to propose the resolution as special resolution . Other Please specify the interctor to propose the resolution as special Resolution.				
Internice to propose the resolution as special resolution . Other				

- 6. Alternatively, the Applicant can select a previously filed special resolution, in which case its details will be auto fetched.
- 7. **Applicant** can view and download the updated memorandum by clicking on view memorandum button.

Application ID: (2023)226_1109253	Review Form 🛓	🗸 SAVE	Submit	
Registration Number of Authorized Officer			QA111222	4
Declaration				
I do hereby solemnly and sincerely declare that the information provided in the form is: *				
a. true and correct to the best of my knowledge, in consonance with the record as maintained by the b. hereby reported after complying with and fulfilling all requirements under the relevant prov notifications whichever is applicable.				
View Updated MOA				
· · · · · · · · · · · · · · · · · · ·				

8. Applicant then selects the Authorized Intermediary or Authorized officer for Declerant.





- 9. In order to add Authorized Intermediary, the **Applicant** selects the **Authorized Intermediary** option, and the system will notify the appointed **Authorized Intermediary** for the company, who can then apply the PIN.
- 10. In order to add an **Authorized Officer** as the **Declarant**, the **Applicant** selects the Authorized Officer option. The system will notify the Authorized officer who was appointed for this company, and that officer can then act as Declarant for the Application.
- 11. The **Declarant** logs in and confirms accuracy of the information provided in Form after a review.

	<u> </u>	(3) Pay Fee → (4) Approval by SECP		
Application ID: 20231226_1109253		Review Form 🛓	✓ SAVE	A Balanti
elect Declarant				
Authorized Intermediary				
Authorized Officer				
Personal Information				
Name Of/Authorized Officer	First Name gasim	Middle Name	L	ast Name
Designation Information				
Designation				
Registration Information				
Registration Number of Authorized Officer				QA111222

12. The **Declarant** clicks on the Acknowledgement checkbox and clicks on the Proceed button to move on to the Review and Apply PIN section. The Declarant applies their PIN. If the PIN is valid, a 'Valid Pin' message is shown to the user. After this, if the application is complete, the "Submit" button becomes enabled. The Applicant/Declarant submits the application.





pplication ID: 20231226_1109253		Review Form 🛓	✓ SAVE	🛷 Subr
I do hereby solemnly and sincerely declare that the information provide	d in the form is: *			
 a. true and correct to the best of my knowledge, in consonance with the reb. hereby reported after complying with and fulfilling all requirements notifications whichever is applicable. 				
C Vie	w Updated MOA			
pplication Users				
Kamran				
(Applicant)				
qasim (Authorized Officer)			(Signed)

13. **Applicant** clicks on the Pay Now button to proceed to payment. The system will also provide a notification to the **Applicant**, specifying the number of days remaining to make the payment and avoid the imposition of a late fee.

		GO TO Home	Application Fee Rs.2450	РАУ НОМ ->
	Congratulations!			
	Your application has been submitted successfully			
Apr	Dilication ID 20231226_1109253 successfully generated	d		
	We have sent you the Application ID via Email and SMS			
•	In order to finalize the application, please pay the fee of Rs.2450 as soor as possible, but no later than 7 days after submission. The application will only be forwarded to SECP for processing if fee is paid. Application will stand automatically cancelled if fee is not paid within 7 days after submission.	n		
Apr	We have sent you the Application ID via Email and SMS In order to finalize the application, please pay the fee of Rs.2450 as soor as possible, but no later than 7 days after submission. The application will only be forwarded to SECP for processing if fee is paid. Application will stand automatically cancelled if fee is not paid within 7 days after			

14. The **Applicant** will have to make the payment within 7 days of submission. If payment is not submitted within 7 days of the initiation of an application, the system will cancel the application





15. **Payment** can be made via Credit/Debit Card, or through payment channels available with 1-Bill and view the status of their application on their home page.

nent for Process ID 20231226_1109253		
Payment Method	Total Payable Amount	Rs. 2178
8	Fee Summary	
Credit/Debit Card	Head of Accounts	Arrount
	Centified True Copy	100
	Filing Fee	1000
	Filing fee for special resolution	1000
18aL	epos	78
1 2014	Tetal Amount	Rs 2178
		PROCEED TO PAY ->

16. Allotment of Shares

1. The **Applicant** can start filing for Allotment of shares by clicking in the "Filing and Compliance" button and selecting **Allotment of shares** from Dashboard under the head "Event based filing".

Q Search				
lling Processes	Change Profile	Periodic Filing	User Management	Event Based Filing
Change / Rectification of Name	Change in Non-key Information	Global Register for Beneficial Ownership	Add an Authorized Intermediary	Induction, Cestation and Change in
Apply for Certified True Copy Form	Change In Registered Office Address	Annual Filing	Remove an Authorized Intermediary	Particulars of Company Directors and
Ultimate Beneficial Owner (UBO)	Change In Registered Address For Book	Annual Return	Add an Authorized Employee	Officers
declarations	Of Accounts	Ultimate Beneficial Owner (UBO) annual	Remove Authorized Employee	Increase In Authorized Capital
Data Rectification		filing	Add Authorized Officer	Special Resolution
		Ultimate Beneficial Owner (UBO)	Remove Authorized Officer	Ultimate Beneficial Owner (UBO)
		declarations		declaration
				Change in Voting Rights
				Allotment of Shares
				Cancellation, Consolidation, Division an
				Sub Division of Shares
				Change In Shareholding More Than 25%

2. After selection, the **Applicant** is shown a complete application section where some company information is displayed by the system.





	20231226_1109256		Review F	orm 🛓 🖌 SAVE	I Sube
TERABYTE	SOFTWARE (PRIVATE) LIN	MITED (LLPIN/CUIN 0171483)			
🗃 arif.ehsan@s	ecp.gov.pk 📞 +92302	5556221			
legistered Offi	e Address: CRO, BUILDING, no go	o AREA, ISB, Islamabad Urban, 45000, Isla	emabad, Islamabad Capital Territory,	Pakistan	
Authorized Cap	ital				
		Face Value of Shares	Number of Shares	Total Amount (PKR)	
		10	100	1,000	
Paid Up Capital					
Paid Up Capital Kind of Share	Class of Share	Face Value of Shares	Number of Sharos	Total Amount (PKR)	
Paid Up Capital Kind of Share Ordinary		Face Value of Shares 10	Number of Shares	Total Amount (PKR)	

3. On the main application interface, applicant can add 'date of first allotment' of shares and then proceed to add details of allotment by clicking on the respective buttons i.e. Cash Allotment, Non-Cash Allotment and Bonus Allotment depending upon the kind of allotment of shares. A new screen will appear when each of the button will be clicked by the Applicant, where fields will appear.

1 Complete Application \rightarrow 2 Submit Application \rightarrow 3	States and		
oplication ID: (20240131_1646298) (i) Help	Review Form 🛓	🗸 SAVE	w? Solar
etails of Allotment			
Cash Allotment			
Cash Allatment			
Click here to paid Ceph Allotment			
Click hate to out Gean Allotment Kon-Cash Allotment			
Click have to post Gash Allo(might Ano-Cash Allotment			
Click hate to out Gean Allotment Kon-Cash Allotment			

Datails of Allotees





4. The Applicant shall be required to add details of allotment on the new screen for either of the three options given:

Share Details					
Kind of shares	Class of shares		Ne	mber of sturies Alloted	
Ordinary	Class A		100	000000	
Consideration Amount of Shares					
Total Consideration Amount					
800000					
Total Consideration Amount					
Total Amount of Shares PKR800.000.00	Amount per share				
Share Valuation Summary					
Nominal Amount of Shares					
Total Amount of Shares PKR1,000,000,000.00	Amount per share	PKR10.00			
Discounted Amount of Shares					
Total Amount of Shares PKR999,200,000.00	Amount per share	PKR9.00			
Are the shares right issue?					

5. Afrer adding details of allotment of shares, applicant shall be required to add details of allottees and a new window opens where he needs to fill the details of Allotees. Here, applicant can search the name of the respective allottee(s) based on thier CNIC, NICOP or Passport OR on the basis of CUIN No. in case of a Body Corporate and uploads all the documents as required.

Application ID: (20240211_1647194) ① Help	Review Form 🛓	🗸 SAVE	210.000
Details of Allotoos			
+ Clark here to add an allolee			
Certified True Copy			
Need Cartified True Copy			





🔿 Pakistani Citizen 🔿 Foreign Natio	unal 🔘 Body Corporate		
Do you want to add CNIC User or NICOP U	/ser?		
O NICOP			
Enter CNIC/NICOP *			
32102-1424852-1	SEARCH		
() We have found a Registered User agains	t this CNIC in SECP records. If you want to add this user as an allot	tee, please fill in the missing information	
First Name	Middle Name	Last Marce	
Arslan		Shahid	
Nationality *			
Address			
Country *	Province *	or District*	
	No. Contraction of the second se		
City *	Postal Code		
/ Address Line "			
Attachments			
CNIC Front			
	100-0125 N2 JR 1947 195 182 5479		
	Click on browse button to upload file	BROWSE 🛓	
		19	
	Supported file format is .pdf Maximum	ruptoad file size is 2MB	
CNIC Back			
	Click on browse button to uploed file	BROWSE 1	
	sudivorities estate (access social) (2011)		
	Supported file format is pdf Maximum	rupload tile size is 2MB	

6. Subsequently, at the bottom of the screen, applicant will be required to **add number of alloted shares** for that person or body corporate, upload all the documents as required.





	Click on brawse builton to uplead file 890WSE 🕭	
	Supported the format is pot 1. Maximum upload the size is 2MB	
CNIC Back		
	Click on browse botton to uploted tile	
	Supported file /ormal is pol Maximum upland life size is 2ME	
Details of shares Alloted		
	No shares alloted Rease click the button below to allo/Jassign shares.	
	Please click the button below to allal/assign shares	

- 7. After entering details of the allotment of shares, **Applicant** is given a checkbox to whether they want a Certified True Copy of the statutory Form(s) being filed. At the end of the application, before application of PIN, applicant will be required to attach the required documents depending upon the nature of the allotment of shares.
- 8. Applicant can select the declarant as Authorized Intermediary or Authorized officer

pplication ID: 20231226_1109256		Review Form 🛓	✓ SAVE	
Special Resolution				
Select previously filed special resolutio	n or fill a new special resolution			
Certified True Copy				
Need Certified True Copy				
elect Declarant				
Authorized Intermediary				
Authorized Officer				
Personal Information				
	First Name casim	Middle Name		ast Name





- 9. In order to add Authorized Intermediary, the Applicant selects the Authorized Intermediary option, and the system will notify the appointed Authorized Intermediary for the company, who can then apply the PIN.
- 10. In order to add an Authorized Officer as the Declarant, the Applicant selects the Authorized Officer option. The system will notify the Authorized officer who was appointed for this company, and that officer can then act as Declarant for the Application.
- 11. The Declarant logs in and confirms accuracy of the information provided in Form after a review.
- 12. The **Declarant** clicks on the Acknowledgement checkbox and clicks on the Proceed button to move on to the Review and Apply PIN section . The Declarant applies their PIN. If the PIN is valid, a 'Valid Pin' message is shown to the user. After this, if the application is complete, the Submit button becomes enabled. The Applicant/Declarant submits the Applicant/declarant submits the application.

pplication ID: 20231226_1109256	Review Form 🛨	🗸 SAVE	If Sul
Affidavit		8	± •
ppy of order of commission			
Order of Commissioner		8	± .
plication Users			
Asad (Applicant)			
qaalm			Signed)

13. **Applicant** clicks on the "Pay Now" button to proceed to payment. The system will also provide a notification to the Applicant, specifying the number of days remaining to make the payment and avoid the imposition of a late fee.







- 14. The **Applicant** will have to make the payment within 7 days of submission. If payment is not submitted within 7 days of the initiation of an application, the system will cancel the application.
- 15. **Payment** can be made via Credit/Debit Card, or through payment channels available with 1-Bill and view the status of their application on their home page.

HIT FOR Process 10 20231228_1109256		
Payment Mathod	Total Playable Amount	Ra. 1141
8	Feis Summary	
Credit/Dobit Card	Head of Annuals	Annual
	Filling Pain	1000
	Contribution Traja Copy (Consultants for some the source of the	100
	with.	41
1 1381	Total American	fm1144
		PRINCEED TO WAY ->

17. Annual Filing

1. **Applicant** logs in to his/her registered account. The Applicant will land on his/her login page. Applicant will then click on the "Filing and Compliance" button and select the name of the company whose annual return is to be filed.



2. The applicant can initiate the Annual Filing process by clicking on 'Annual Filing' in the 'Periodic Filing' section from the Dashboard.

Change / Rectification of Name Apply for Cartified True Copy Form Change in Non-key Information Change in Registered Address Global Register for Beneficial Ownership Add an Authorized Intermediary Remove an Authorized Intermediary Intermediary Induction, Cessation and Change In Particulars of Company Directors and Officers Induction, Cessation and Change In Particulars of Company Directors and Officers Directors and Officer Directors anot change biotion (Directors of Company Di	User Processor Change in Non-key Information Apply for Certified True Copy Form Change in Non-key Information Change in Registrand Office Address Noise Filing Add an Authorized Internediary Barbourship Induction, Cessation and Change In Patriculus of Company Directors and Officers Utimitate Beneficial Owner (UBD) declarations Change in Registered Address For Bock Of Accounts Onership Annual Filing Add an Authorized Employee Internetification of More authorized Officer Induction, Cessation and Change Internetification Data Rectification Dise to react Address Annual Return Utimate Beneficial Owner (UBD) declarations Add an Authorized Employee Internetification Introvase In Authorized Capital Authorized Officer Data Rectification Utimate Beneficial Owner (UBD) declarations Mitimate Beneficial Owner (UBD) declarations Add authorized Officer Introvase In Authorized Capital Intrave Beneficial Owner (UBD) declarations	Uling Poccess Change Freitilite Periodic Fibing Dear Management Exent Based Fibing Change / Rectification of Name Apply for Caritiled True Copy Form Change in Non-key Information Change in Registared Address Classifiered Address Change in Registared Address Change in Registared Address Manual Filing Instrumediary Instrumediary Instrumediary Directors and Officers Utimate Beneficial Owner (UBD) declaration Date Rectification of Name Address Manual Filing Remove an Authorized Employee Instrumediary Directors and Officers Downloade Utimate Beneficial Owner (UBD) declaration Date Rectification Utimate Beneficial Owner (UBD) declaration Remove Authorized Employee Instrumediary Utimate Beneficial Owner (UBD) declaration Date Rectification Utimate Beneficial Owner (UBD) declaration Remove Authorized Officer Utimate Beneficial Owner (UBD) declaration Add an Authorized Officer Utimate Beneficial Owner (UBD) declaration	Hing Procession Changes Profile Periodic Filing User Management Exert Band Filing Change In Rogistared Office Apply for Cartification of Name Apply for Cartification of Mame Apply for Cartification of Mame Apply for Cartification of Mame Addressis Change In Non-Key Information Change In Registared Office Addressis Clinba Register for Beneficial Ownership Add an Authorized Internediary Browse an Authorized Internediary Induction, Cessation and Change in Particulers of Company, Directors and Officers Induction, Cessation and Change in Particulers of Company, Directors and Officers Induction, Cessation and Change in Particulers of Company, Add an Authorized Employee Increase In Authorized Capital declaration Add an Authorized Employee Increase In Authorized Capital declaration Data Rectification For Book Of Accounts Utimate Beneficial Owner (UBO) onnual Filing Mamous Authorized Officer Mathorized Officer Add anthorized Officer Utimate Beneficial Owner (UBO) declarations Owner Multorized Comployee Special Resolution Data Rectification Utimate Beneficial Owner (UBO) declarations Owner Multorized Officer Change In Voing Rights Aldonem of Sharin; Change In Voing Rights	Dashboard LLP/Compar	ny Services 17 Company	Profile Documents			Contraction of the second seco
Change / Rectification of Name Apply for Cartified True Copy Form Change in Non-key Information Change in Registered Address Global Register for Beneficial Ownership Add an Authorized Intermediary Remove an Authorized Intermediary Intermediary Induction, Cessation and Change In Particulars of Company Directors and Officers Induction, Cessation and Change In Particulars of Company Directors and Officers Directors and Officer Directors anot change biotion (Directors of Company Di	Change / Rectification of Name Apply for Cartilled True Copy Form Change in Non-key Information Change in Registered Address Global Register for Beneficial Ownership Add an Authorized Intermediary Intermediary Induction. Cessation and Change in Particulars of Company Directors and Officers Induction. Cessation and Change in Particulars of Company Directors and Officers Directors and Officers Induction. Cessation and Change in Particulars of Company Directors and Officers Directors and Officers Induction. Cessation and Change in Particulars of Company Directors and Officers Directors and Officers Induction. Cessation and Change in Particulars of Company Directors and Officers Directors and Officers Induction. Cessation and Change in Particulars of Company Directors and Officers Directors and Officers Induction. Cessation and Change in Particulars of Company Directors and Officers Directors and Officers Induction. Cessation and Change in Particulars of Company Directors and Officers Directors and Officers Induction. Cessation and Change in Particulars of Company Directors and Officer Induction. Cessation and Change in Particulars of Company Utimate Beneficial Owner (UBD) declaration Minima Utimate Change In Voting Rights Add an Authorized Officer Induction. Cessation and Change in Particulars of Change In Voting Rights Add Andurt Change In Voting Rights Add Antorized Officer Information Change In Voting Rights Change In Voting Rights	Change / Rectification of Name Apply for Certified True Copy Form Change in Non-key Information Change in Registered Address Global Register for Beneficial Ownership Add an Authorized Intermediary Intermediary Induction, Cesantion and Change in Particulars of Company Directors and Officers Induction, Cesantion and Change in Particulars of Company Directors and Officers Downership Annual Filing Obta Rectification Change in Registered Address For Book Of Accounts Annual Return Utimate Beneficial Owner (UBD) declarations Add an Authorized Intermediary Intermediary Induction, Cesantion and Change in Particulars of Company Directors and Officers Induction, Cesantion and Change in Particulars of Company Directors and Officers Induction, Cesantion and Change in Particulars of Company Directors and Officers Induction, Cesantion and Change in Particulars of Company Directors and Officers Induction, Cesantion and Change in Particulars of Company Directors and Officers Induction, Cesantion and Change in Particulars of Company Directors and Officers Data Rectification Officers Intermediary Intermediary Add an Authorized Officer Intermediary Billimate Beneficial Owner (UBD) declaration Remove Authorized Officer Utimate Beneficial Owner (UBD) declaration Officers Intermediary Intermediary Intermediary Billimate Beneficial Owner (UBD) declarations Add an Authorized Officer Utimate Beneficial Owner (UBD) declaration Open Intermediary Intermedintery Authorized Officer Intermediary	Change / Rectification of Name Apply for Cartification of Name (Dange in Registered Address Date Rectification Change in Non-key Information (Dange in Registered Address For Book Of Accounts Global Register for Beneficial Ownership Add an Authorized Intermediary Intermediary Induction, Cessation and Change In Particulars of Company Directors and Othicers Date Utimate Beneficial Date Roctification Change in Registered Address For Book Of Accounts Global Register for Beneficial Ownership Add an Authorized Intermediary Intermediary Induction, Cessation and Change In Particulars of Company Directors and Othicers Date Date Roctification Change in Registered Address For Book Of Accounts Induction, Cessation and Change In Particulars of Company Directors and Nuthorized Employee Add an Authorized Intermediary Add an Authorized Employee Induction, Cessation and Change In Particulars of Company Directors and Nuthorized Capital Utimate Beneficial Owner (UB0) declarations Add an Authorized Intermediary Add an Authorized Employee Induction, Cessation and Change In Particulars of Company Directors and Nuthorized Capital Utimate Beneficial Owner (UB0) declarations Add an Authorized Intermediary Add Authorized Employee Induction, Cessation and Change In Particulars of Company Utimate Beneficial Owner (UB0) declaration Add Authorized Intermediary Add Authorized Officer Utimate Beneficial Owner (UB0) Change In Voting Rights Aldoan on in Stab Division of	Q Gearch					Alarts
Apply for Cartilliad True Copy Change In Registered Office Ownership Ramove an Authorized In Particulars of Company Develoating Form Address Annuäl Filing Intormotiary Directors and Officers Directors and Officers Uttimate Beneficial Owner (UBD) Change In Registered Address Annuäl Return Addan Authorized Employae Intormotiary Directors and Officers Oate Rochfication For Bock Of Accounts Utimate Beneficial Owner (UBD) Remove Authorized Employae Special Resolution Outimate Beneficial Owner (UBD) Utimate Beneficial Owner (UBD) Remove Authorized Officer Utimate Seneficial Owner (UBD) Adelaration Utimate Seneficial Owner (UBD) Remove Authorized Officer Internet of Shares	Apply for Certified True Copy Form Change In Registered Office Address Ownership Remove an Authorized In Particulars of Company Directors and Officers Directors and Officers Itilimate Beneficial Owner (UBD) Geclaration Change In Registered Address Annual Return Add an Authorized Employee Increase In Authorized Capital Special Resolution Instrumet Beneficial Owner (UBD) annual filing Remove Authorized Employee Special Resolution Internation Data Roctification Utimate Beneficial Owner (UBD) declarations Remove Authorized Officer Utimate Beneficial Owner (UBD) declarations Add an Authorized Officer Internation Internation Data Roctification Utimate Beneficial Owner (UBD) declarations Remove Authorized Officer Internation Change In Voting Rights	Apply for Certified True Copy Form Change In Registered Office Address Ownership Remove an Authorized In Particulars of Company Directors and Officers Downloads Julimate Beneficial Owner (UBD) Gesteration Change In Registered Address Annual Return Add an Authorized Employee Add an Authorized Employee Instrumet Beneficial Owner (UBD) Add an Authorized Employee Special Resolution Special Resolution Data Rectification Utimate Beneficial Owner (UBD) declarations Remove Authorized Employee Add Authorized Officer Special Resolution Internet Special Resolution Utimate Beneficial Owner (UBD) declarations Utimate Beneficial Owner (UBD) declaration Remove Authorized Officer Utimate Beneficial Owner (UBD) declaration	Apply for Certilized True Copy Form Change In Registrand Office Address Ownership Ramove an Authorized Intermediary In Particulars of Company Directors and Officers Directors and Officers Utimate Beneficial Owner (UB0) Date Rochfication Change In Registrand Address Add an Authorized Employee annual filing Add an Authorized Employee Add Authorized Officer Directors and Officers Utimate Beneficial Owner (UB0) annual filing Add Authorized Officer Utimate Beneficial Owner (UB0) declarations Remove Authorized Officer Utimate Beneficial Owner (UB0) declarations Add Authorized Officer Utimate Beneficial Owner (UB0) declaration Change In Voting Rights Add Authorized Officer Utimate Seneficial Owner (UB0) declaration Remove Authorized Officer Utimate Beneficial Owner (UB0) Change In Voting Rights Change In Voting Rights Aldorner of Sharos Cancellation, Consolidation, Dirition and Sub Dirkiston of Dirition and Sub Dirkiston of Dirition and Sub Dirkiston of	Filing Processes	Change Profile	Periodic Filing	User Management	Event Based Filing	100
Apply for Certified True Copy Change in Registered Office Ownership Remove an Authorized In Particulars of Company Form Address Annual Filing Intermediary Directors and Officers Ittimate Beneficial Owner (UBO) Change in Registered Address Annual Filing Intermediary Directors and Officers Ideatastions For Book Of Accounts Uttimate Beneficial Owner (UBO) Remove Authorized Employee Increase in Authorized Capital Data Roctification For Book Of Accounts Uttimate Beneficial Owner (UBO) Remove Authorized Officer Uttimate Beneficial Owner (UBO) Uttimate Beneficial Owner (UBO) Uttimate Beneficial Owner (UBO) Remove Authorized Officer Uttimate Geneficient Uttimate Beneficial Owner (UBO) Uttimate Beneficial Owner (UBO) Remove Authorized Officer declaration	Apply for Cartified True Copy Change in Registered Office Ownership Remove an Authorized in Particulars of Company Form Address Annual Filing Intermodiary Directors and Officers Ultimate Beneficial Owner (UBO) Change in Registered Address Annual Filing Intermodiary Directors and Officers Ultimate Beneficial Owner (UBO) Change in Registered Address Annual Filing Add an Authorized Employee Special Resolution Data Rectification For Bock Of Accounts Ultimate Beneficial Owner (UBO) Remove Authorized Officer Ultimate Beneficial Owner (UBO) declarations Ultimate Beneficial Owner (UBO) Remove Authorized Officer declaration Ultimate Beneficial Owner (UBO) Remove Authorized Officer Change In Voing Fights Ald/ Authorized Officer Change In Voing Fights Change In Voing Fights	Apply for Cartified True Copy Change in Registrard Office Ownership Remove an Authorized In Particulars of Company Company Form Address: Annual Filing Intermediaty Directors and Officers Directors and Officers Ultimate Beneficial Owner (UBD) Change in Registered Address Annual Filing Add an Authorized Employee Special Resolution Data Rectification For Bock Of Accounts Ultimate Beneficial Owner (UBD) Remove Authorized Officer Ultimate Beneficial Owner (UBD) Outer States Ultimate Beneficial Owner (UBD) Remove Authorized Officer Ultimate Beneficial Owner (UBD) Outer States Ultimate Beneficial Owner (UBD) Remove Authorized Officer Eclanation Ultimate Beneficial Owner (UBD) Remove Authorized Officer Eclanation Outer States Ultimate Beneficial Owner (UBD) Remove Authorized Officer Eclanation Outer States Ultimate Beneficial Owner (UBD) Remove Authorized Officer Eclanation Change In Voling Rights Aldress Concellation, Consolidation, Eclanation, Consolidation,	Apply for Cartified True Copy Change in Registered Office Ownership Remove an Authorized In Particulars of Company Implementation Data Address Annual Return Addan Authorized Employee Directors and Officers Directors and Officers declaratione For Book Of Accounts Utimate Beneficial Owner (UBO) Remove Authorized Employee Special Resolution Data Roctification For Book Of Accounts Utimate Beneficial Owner (UBO) Remove Authorized Officer Utimate Beneficial Owner (UBO) declaratione Add authorized Officer Utimate Beneficial Owner (UBO) Remove Authorized Officer Utimate Beneficial Owner (UBO) declaration Geclaration Remove Authorized Officer Utimate Beneficial Owner (UBO) Add Authorized Officer Utimate Beneficial Owner (UBO) Outries Geclaration Remove Authorized Officer Change In Voting Rights Aldorem (16 Sharris: Concellation, Consolidation, Consolidation, and Sub Division of Division and Sub Division of Division and Sub Division of	Change / Rectification of Name	Change in Non-key Information	Global Register for Beneficial	Add an Authorized Intermediary	Induction, Gessation and Change	-
Ultimate Beneficial Owmer (UBO) declarations Change in Registered Address For Book Of Accounts Annual Return Ultimate Beneficial Owner (UBO) annual filing Add an Authorized Employee Increase in Authorized Capital Data Roct/fication For Book Of Accounts Ultimate Beneficial Owner (UBO) annual filing Add an Authorized Officer Ultimate Beneficial Owner (UBO) declaration Utimate Beneficial Owner (UBO) declarations Remove Authorized Officer Ultimate Beneficial Owner (UBO) declaration Annual Return Add authorized Officer Ultimate Beneficial Owner (UBO) declaration Annual Return Add authorized Officer Manuel Return declaration Annual Return Add authorized Officer Manuel Return declaration	Utilimate Beneficial Owner (UBO) declarations Date Rectification Date	Ultimate Beneficial Owner (UBO) declarations Change in Registered Address For Book Of Accounts Annual Return Ultimate Beneficial Owner (UBO) annuel filing Ultimate Beneficial Owner (UBO) declarations Add an Authorized Employee Increase in Authorized Capital Remove Authorized Officer Add an Authorized Comployee Special Resolution Special Resolution Ultimate Beneficial Owner (UBO) declarations Add an Authorized Officer Ultimate Beneficial Owner (UBO) declarations Add Authorized Officer Ultimate Beneficial Owner (UBO) declarations Add number (UBO) declarations	Utimate Beneficial Owner (UBO) Change in Registered Address Annual Return Add an Autharized Employee Increase in Authorized Capital declaratione For Book Of Accounts Utimate Beneficial Owner (UBO) Remove Authorized Employee Special Resolution Data Roctification Increase in Authorized Capital Remove Authorized Officer Utimate Beneficial Owner (UBO) declarations Add authorized Officer Utimate Beneficial Owner (UBO) Add authorized Officer Utimate Beneficial Owner (UBO) Remove Authorized Officer Change in Voting Rights Allorent of Sharris Conciliation, Consolidation, Division and Sbu Division of Division and Sbu Division of	Apply for Certified True Copy	Change In Registered Office	Ownership	Remove an Authorized	in Particulars of Company	Downsooth
declarations For Bock Of Accounts Uttimate Beneficial Owner (UB0) Remove Authorized Employee Special Resolution Data Roct/Fication annual filing Add Authorized Officer Utimate Beneficial Owner (UB0) Utimate Beneficial Owner (UB0) Utimate Beneficial Owner (UB0) Add Authorized Officer Utimate Beneficial Owner (UB0) declarations Utimate Beneficial Owner (UB0) Add Authorized Officer Mangeh Voling Rights Allotment of Sharas Allotment of Sharas Allotment of Sharas	declarations Data Rectification	declarations For Bock Of Accounts Ultimate Beneficial Owner (UBO) onmal filing Remove Authorized Employee Special Resolution Data Rectification ultimate Beneficial Owner (UBO) declarations Add Authorized Officer ultimate Beneficial Owner (UBO) declaration Ultimate Beneficial Owner (UBO) declarations Remove Authorized Officer declaration Change In Voting Rights Authorized Officer Cancellation, Consolidation, Cancellation, Consolidation,	declarations For Bock Of Accounts Ultimate Beneficial Owner (UB0) annual filing Remove Authorized Employae Special Resolution Data Roctification Ultimate Beneficial Owner (UB0) declarations Add Authorized Officer Remove Authorized Officer Ultimate Beneficial Owner (UB0) declarations Change In Voting Rights Aldonemt of Sharas Cancellation, Consolidation, Division and Sub Division of	Form	Address	Annual Filing	Internediary	Directors and Officers	
Data Rectification annual filing annual filing Utimate Beneficial Owner (UB0) Utimate Beneficial Owner (UB0) declarations declarations Add Authorized Officer Utimate Beneficial Owner (UB0) declaration Change In Voting Rights Allotment of Sharas	Data Roctification annual filing Utitimate Beneficial Owner (UBO) declarations Add Authorized Officer Utitimate Beneficial Owner (UBO) declarations Add Authorized Officer Utitimate Beneficial Owner (UBO) declarations Change In Voting Rights Add Authorized Officer Change In Voting Rights Add Authorized Officer Change In Voting Rights Add Authorized Officer Change In Voting Rights	Data Rectification annual filing Utitimate Beneficial Owner (UBO) declarations Add Authorized Officer Utitimate Beneficial Owner (UBO) declarations Add Authorized Officer Utitimate Beneficial Owner (UBO) declarations Change In Voting Rights Add Authorized Officer Change In Voting Rights Add Authorized Officer Cancellation, Consolidation,	Data Roctification annual filing Utimate Baneficial Owner (UBO) declaration declarations declarations declaration declaration declaration declaration declaration declaration declaration declaration on the provide definition of the provide definition on the provide definition of	Ultimate Beneficial Owner (UBO)	Change In Registered Address	Annual Return	Add on Authorized Employee	Increase In Authorized Capital	
Utimate Beneficial Owner (UBO) Remove Authorized Officer declaration declarations Authorized Officer	Utitimate Beneficial Owner (UBO) declarations Hemove Authorized Officer Change in Voting Rights Allohrent of Shores Cancellation, Consolidation,	Utitimate Beneficial Owner (UB0) declarations declarations Althreat of Shares Change in Voltances Cancellation, Consolidation,	Utitimate Beneficial Owner (UBD) declarations Remove Authorized Officer Charge In Voting Rights Allotrent of Sharas Consultation, Consultation, Division and Sub Division of	declarations	For Book Of Accounts	Ultimate Beneficial Owner (UBO)	Remove Authorized Employee	Special Resolution	
declarations Change in Voting Fights Allotment of Shares	declarations Change in Voting Rights Allotment of Sharas Cancellation, Consolidation,	declarations Change In Voting Rights Allotment of Sharas Cancellation, Consolidation,	dectarations Change In Voting Rights Altorent of Sharas Cancellation, Division and Sub Division of	Data Rectification		annual filing	Add Authorized Officer	Ultimate Sensticial Owner (UBO)	
Allotment of Shares	Allotment of Sharas Cancellation, Consolidation,	Allotment of Sharas Cancellation, Consolidation,	Allotment of Shares Cancellation, Consolidation, Division and Sub Division of			Ultimate Banaficial Owner (UBO)	Remove Authorized Officer	declaration	
	Cancellation, Consolidation,	Cancellation, Consolidation,	Cancellation, Consolidation, Division and Sub Division of			declarations		Change In Voting Rights	
Concellation Consolidation			Division and Sub Division of					Allotment of Shares	
Concenteron, Consolidation,		Division and Sub Division of						Cancellation, Consolidation,	
		Division and Sub Division of							
Shares Charge in Shareholding More		Change in Shareholding More							-

3. A tab with following options will open i-e Annual Accounts, Global Register u/s 452, Annual Return & UBO Declaration. Once the filing option is selected, the applicant will be required to click on the 'Start Filing' button. The sequential guidelines for all four options are provided below, labelled as a, b, c, and d. Applicant can choose any one of these filing options or a combination of these options.





a. Annual Accounts

1. From Annual Filing, select **Annual accounts** and click on **Start Filing** tab. Following window will appear.Based on the data available in the system and the year selected for filing, Authorized Capital and Financial Year will be autofilled by the system. Applicant will fill the remaining information as required under each section. Once the information is completely filled, a tick mark will appear alongside the tab of annual accounts. The applicant will then click on the next button..

Annual Accounts	Application ID: (20231228_1114050)	V SAV	E C PREV NEXT >	I Sub
Attachments	Fill the annual accounts first to proceed.			
Certified True Copy	Authorized Capital			
Declaration	Face value 10 Number	r of Shares 100	Tatal Amount(PKR) 1000	
Review and Apply PIN	Financial Year ③ Francial Ivar 2023			
	Date of AGM () Date of AGM (DOUMAYYY)*			
	Name of auditors			
	Name of auditors	Last Mana	()	

2. After clicking the "Next" button, the **Applicant** is taken to the Attachments section where the Applicant needs to attach all the relevant attachments mentioned on the

	(1) Complete Application → (2) Sul	amil Application \Rightarrow (3) Pay Fee	→ (4) Approx	oval by SECP		2	Application saved successfully
S Annual Accounts	Application ID: (20231228_1114050)	🗸 SAVE	< PREV	NEXT >	P Samo	Guidelines	Ø File Uploader
> Attachments	Fill the attachments first to proceed.						
Ortified True Copy	Director's Report				Î		
> Declaration	Director's report			6	•		
> Review and Apply PIN	Auditor's Report						
	Auditor report			6 3	•		
	Balance Sheet						
	Belance Sheet			6 1	•		
	Income Statement						
	Income Statement			6 3	•		





page.

3. **Applicant** is given a checkbox to whether they want a Certified True Copy of the Statutory form(s)/account(s) being filed. If checked, it will affect the subsequent payment, including the charges for the certified true copies.

Annual Accounts	Application ID: (20231228_1114050)	✓ SAVE	< PREV NEXT >	and Salarah
Attacheroreta	Certified True Copy			
Certified True Copy	Need Certified True Copy			
Declaration				
Review and Apply FIN				

4. After Clicking "Next" option, **Applicant** moves to declaration page where he needs to add Declarant. The Declarant Can be Authorized Intermediary or Authorized Officer.

Annuel Accounts	Application ID: 20231223_1114050		SAVE ¢ P	REV NEXT > and factors	
Attachments	Select Declarant				
Certified True Copy	Authorized Intermediary Authorized Officer				
Declaration					
Review and Apply PIN	Personal Information Name Of:Authorized Officer	First Name gasim	Middle Name	Last Name	
	Designation Information Designation				
	Registration Information Registration Number of Authorced Officer			QA111222	





- 5. In order to add Authorized Intermediary, the Applicant selects the Authorized Intermediary option, and the system will notify the appointed Authorized Intermediary for the company, who can then apply the PIN.
- 6. To add an Authorized Officer as the Declarant, the Applicant selects the Authorized Officer option and can add the authorized officer after fulfilling the requirements outlined in Direction No. 4 of 2017. The system will notify the authorized officer appointed for this company, and that officer can then act as the Declarant for the application.
- 7. The Declarant logs in and confirms accuracy of the information provided in Form after a review.
- 8. **Applicant** can click on the Review Form button at any time to view the Statutory Form. The form can be viewed at any point while Filing the application, and the form will be generated with the information that the applicant has provided at that point. Once the applicant has completed the application, he/she can view the form populated with all the information.
- 9. The **Declarant** clicks on the Acknowledgement checkbox and clicks on the Proceed button to move on to the Review and Apply PIN section. The Declarant applies their PIN. If the PIN is valid, a 'Valid Pin' message is shown to the user. After this, if the application is complete, the Submit button becomes enabled. The Applicant/Declarant submits the application.







10. After clicking on the submit button, the process will be submitted. **Applicant** must carefully follow the process instructions and make separate payments for each process to initiate the review with the SECP.

Annual Accession	Application ID: CONTRACTOR	769	V SAVE C MEV
Anaconamia Construct True Course Construct True Course Textileneses Review and Apply PTM	Designation between at	nual Filing Process Submission he annual filing processes have been soccessfully submitted, please take note of the pr annual Accounts (After AGM) ID: 2024/0104, 14178172	ix
	Application users	PHOCEED	
	Amir (Accellung)		^

11. The **System** will display a screen confirming that the application has been submitted successfully.

	6010 Howe	Application (as the 1100	PKY MOW +
Congratulations!			
Your application has been submitted successfully			
Application ID 20231226_1109256 successfully generated			
We have sent you the Application ID via Email and SMS In order to finalize the application, please pay the fee of Rs.1100 as soon as possible, but no later than 7 days after submission. The application will only be forwarded to SECP for processing if fee is paid. Application will stand automatically pencelled if fee is not paid within 7 days after submission.			
PAY NOW+			





- 12. Applicant clicks on the Pay Now button to proceed to payment from "HOME" page. The system will also provide a notification to the applicant, specifying the number of days remaining to make the payment and avoid the imposition of a late fee.
- 13. The Applicant will have to make the payment within 7 days of submission. If payment is not submitted within 7 days of the initiation of an application, the system will cancel the application.
- 14. **Payment** can be made via Credit/Debit Card, or through payment channels available with 1-Bill and can view the status of their application on their home page.

Payment for Process ID 20231226, 1109321		
Payment Method	Total Payable Amount	Ru. 1125
	Fee Summary	
Credit/Debit Cord	Heat of Accourts	Anount
	Centilies True City	100
	Filing Fee	1000
<u></u>	One Bill	25
160	Total Amount	Ratt25
		GENERATE CHALLAN \rightarrow

b. Filing for Global Register of Beneficial Ownership

1. The **Applicant** can start filing for Annual Filing by clicking in the Filing and Compliance button and selecting Annual Filing. After clicking the 'START FILING' button, the applicant is directed to the Global Register for Beneficial Ownership section, where they can fill in all the relevant fields as applicable.





Q Search		Select a year	for Filing				×		
Filing Procession	Charge Profile		Annual Accounts	Annual Return	Global Register U/S 452	UND Declaration			Conversion, Merger and Classere Company
Change / Rectification of Name Apply for Certified True	Change in Registered O Address Change in Registered	2923-2924	Net Filed		Suct Find				Convert to Private (Limited by Shares)
Copy Form Ultimate Beneficial Owner	Address For Book Of Accounts							sich	Convert to Public (Unlimited by Shares)
(UBO) declarations Data Rectification								les	Company Easy Exit Scheme (CEES)
Change of objects including Principle line of Business									Amalgamation of wholly owned Subsidiaries
			CLOSE		START FIL	ING			
					Shares Change in Shareholding				
					More Than 25% Company Issuing a				
					prospectus Company filing statement le				
					lieu of prospectus				

2. The Applicant indicates whether Global Register filing is applicable for the company for the current Financial year. **Applicant** fills the financial year along with all the other relevant information required in the section.

Global Register for Beneficial Ownership	Application ID: (20240104_1417500)	VE < PREV	NEXT >	🖋 Sub
Certified True Copy	Have your substantial shareholders(officers/directors)	or companies	reported any	foreig
Declaration	investments or beneficial ownership?			
Review and Apply PIN	• YES			
Review and Apply PIN	O NO			
	Financial Year			
	Financial Year*			
	2023 2024			
	AGM Held/Concluded?			
	Yes Dete of AGM (00/MM/YYYY)* O4/01/2024 O			
	Form A made upto Date			
	04/01/2024			





3. If 'No' is selected, the system will display a message stating that the Global Register for Beneficial Ownership is not applicable in terms of circular 21 /2018 dtd 27-11-2018.

	A MARKED A MARK AND				
Diotal Register for Beneficial Ownership	Application ID: RECEIPTED IN Help	√ sa	E S Jean	NEXT >	1.000
Contrilled True Copy	KIT-KAT (PRIVATE) LIMITED (CUM 0271547)				
Dedmation	MAHWISHTABASUM@SECPIGOV.PK 📞 +923125272562				
Review and Agoly PEN	Registered Office Address: HOUSE ND 100 CR0 ISLAMABAD, Islamabad	Rural, Islamabad, Islamabad Capit	al Territory, Paki	stan	
	In case of NO. Global Register for Beneficial Ownership is not applica	ble.			
	Have your substantial shareholders(officers/directors) or companies	reported any foreign investme	nts or benefici	al ownership?	
	Have your substantial shareholders(officers/directora) or companies	reported any foreign investme	nts or benefici	al ownership?	
		reported any foreign investme	nts or benefici	al ownership?	
	() YES	reported any foreign investme	nts er benefici	al ownership?	
	() YES	reported any foreign investme	nts or benefici	al ownership?	
	() YES	reported any foreign investme	nts or benefici	al ownership?	

4. The **Applicant** provides all the required information for the company's global register of the company by selecting 'Add Shareholding' button and providing additional information to add them.

Global Register for Beneficial Ownership	Application ID: (20240104_1417500)	SAVE < PREV	NEXT > V Su
Certified True Copy	Snareholders/officers		Contract Inter-Copy
Declaration	Raheem CEO, Director, and Subscriber PASSPORT WE445566 Afghanistan		Add Beneficial Ownership
Review and Apply PIN	Kamran Director and Subscriber PASSPORT LJ009900 Afghanistan		Add Beneficial Ownership
	Muzamil Shah Secretary CNIC 1730102023627 Pakistan		Add Beneficial Ownership
	Particulars of Substantial Officers and Sharehold No Substantial Share Please add new Substantial shareholders / companie	holders / Companies Adde	d
	Particulars of company for companies' global reg	ister Add Shareholding	





5. **Applicant** selects the Declarant for the Application. The Declarant can either be an Authorized Officer, or an Authorized Intermediary.

0	Global Register for Beneficial Ownership	Application ID: 20240104_14175	SAVE	Centified True Copy Review and Apr	
9	Certified True Copy	Select Declarant			
9	Declaration	Authorized Intermediary Authorized Officer			
9	Review and Apply PIN				
		Personal Information Name Of/Authorized Officer	First Name Amir	Middle Name	Last Name
		Designation Information Designation			
		Registration Information			

- 6. In order to add Authorized Intermediary, the Applicant selects the Authorized Intermediary option, and the system will notify the appointed Authorized Intermediary for the company, who can then apply the PIN.
- 7. In order to add an Authorized Officer as the Declarant, the Applicant selects the Authorized Officer option and can add the authorized officer after fulfilling the requirements outlined in Direction No. 4 of 2017. The system will notify the authorized officer appointed for this company, and that officer can then act as the Declarant for the application.
- 8. The Declarant logs in and confirms accuracy of the information provided in Form after a review.
- 9. The **Declarant** clicks on the Acknowledgement checkbox and clicks on the Proceed button to move on to the Review and Apply PIN section. The Declarant applies their PIN. If the PIN is valid, a 'Valid Pin' message is shown to the user. After this, if the application is complete, the Submit button becomes enabled. The Applicant/Declarant submits the application.





Global Register for Beneficial Ownership	Application ID: 20240104_1417500		V SAVE	< PREV
Certified True Copy	Authorized Intermediaty Authorized Officer			
Declaration	Personal Information			
Review and Apply PIN	Name Of/Authorized Officer First	Name Amir	Middle Name	Last Name
	Designation Information Designation			Director and Subscribe
	Registration Information Registration Number of Authorized Officer			ZWE222333
	Certified True Copy			
	Need Certified True Copy Of Incorporation De	ocument		
	Application Users			
				(Signed)

10. The **applicant** must carefully follow the process instructions and make separate payments for each process to initiate the review with the SECP.

Complete App	carion \Rightarrow (3) Fay Fee \Rightarrow (4) Approval by SECP Guil	delines
Application ID: 20240104	1417500 SAVE C PREV Statut	
d True Copy	*	
Authorized Other	Annual Filing Process Submission	×
Personal Information	The annual filing processes have been successfully submitted, please take note of the process	details and complete payment for
and Apply PIN Name Of/Authorized Office	each process individually to start review from the SECP.	
Designation Information	Global Register for Beneficial Ownership ID: 20240104_1417534	
Designation		
Registration Information		
Registration Number of Aut		
Certified True Copy		
Need Certified True Copy (PROCEED	
Application Users	PROLED	
Antir (Authorized Officer) (Applic	(Signet	





11. The **system** will display a screen confirming that the application has been submitted successfully.



- 12. **Applicant** clicks on the Pay Now button to proceed to payment. The system will also provide a notification to the applicant, specifying the number of days remaining to make the payment and avoid the imposition of a late fee.
- 13. The **Applicant** will have to make the payment within 7 days of submission. If payment is not submitted within 7 days of the initiation of an application, the system will cancel the application.
- 14. **Payment** can be made via Credit/Debit Card, or through payment channels available with 1-Bill and can view the status of their application on their home page.

Payment Method	Total Payable Arrount	Ru. 1125	
8	Fee Sutimary		
Credit/Debit Card	Neat of Accounts	Answet	
	Centified:This Copy	100	
	Filing Fee	1000	
	One BIT	25	
160	Total Amount	Rx1125	





c. Annual Return

1. The **Applicant** can start filing for Annual Filing by clicking in the Filing and Compliance button and selecting Annual Filing.After clicking on the "START FILING" button, the Applicant is taken to the Annual Return page.

Q Seconds		Select a ye	ar for Filing			×		
File, Processor Change / Rechtlication of Name Apply for Centified True Copy Form Utimate Beneficial Owner (UBD) declarations Data Rechtination Change of objects including Principle time of Business	Change Puille Change in Registered O Address Change in Registered Address For Book Of Accounts		Annual Accounts	Annual Roturn	Global Register U/S 452	UBD Declaration	Conversion. Company	Conversion. Margar and Glosure Company
		2022 2023	Net Flad	Net Field	D D D D D D D D D D D D D D D D D D D		a such	Convert to Private (Limited by Shares) Convert to Public (Unlimited
		2023-2024	D Province Printy Printy	C Presses Films Freeding	Process Hang Proving	Promote Films Pending	ed by Shares) ion Company Easy Exit Sch (CEES)	Company Easy Exit Scheme (CEES) Amalgamation of wholly
			CLOSE		Start F	1.340		

2. Certain fields are pre-filled by the System, such as Financial year, Capital structure, Contact information, Existing officers/directors and List of members/shareholders, etc. The applicant will be required to enter the remaining details in each section accordingly. Furthermore, Directors/officers, Share Registrar, Shareholders and Debenture holders, etc., can be added by selecting the respective options, which would result in the generation of additional relevant forms, e.g., Form-9 for the addition of officers/directors, etc. Once the information is completely filled, a tick mark will appear alongside the Annual Return tab. The applicant will then click on the Next button.



Filing for Annual Filing



Annual Return	Application ID: 20240104_1417560	🗸 SAVE	< PREV	NEXT >	JI 5400
Certified True Copy	Financial Year (i)				
	Financial Year				
Declaration	2023				
Review and Apply PIN					
	ACM Held Constraint O				
	AGM Held/Concluded				
	Yes Deterof AGM (DD/MM/YYYY)* O4/01/2024				
	Is there any change in Annual Return?				
	Yes No				
	Contact Information ()				
	Mobile Number of Authorized Officer				
	Code Number				
	+213 22212221				
	CAnnual Turnaver(PKR)	Number of Employees			

3. Additionally, the applicant can mark the "Certified true" checkbox.

lication ID: (20240104_1417560)		
Contraction of the Association		C PREV NEXT >
tified True Copy		
Need Certified True Copy		
	tified True Copy	

4. **Applicant** selects the Declarant for the Application. The Declarant can either be an Authorized Officer, or an Authorized Intermediary.

Annual Return	Application ID: (20240104_141750	0		at > v/ Sub
Certified True Copy	Select Declarant			
) Declaration	Authorized Intermediary			
	Authorized Officer			
Review and Apply PIN				
	Personal Information			
	Name Of/Authorized Officer	First Name Amir	Middle Name	Last Name
	Designation Information			
	Designation/Authorized Officer			Authorized Offic
	Registration Information			
	Registration Number of Authorized Offic	er		ZWE2223





- 5. In order to add Authorized Intermediary, the Applicant selects the Authorized Intermediary option, and the system will notify the appointed Authorized Intermediary for the company, who can then apply the PIN.
- 6. To add an Authorized Officer as the Declarant, the Applicant selects the Authorized Officer option and can add the authorized officer after fulfilling the requirements outlined in Direction No. 4 of 2017. The system will notify the authorized officer appointed for this company, and that officer can then act as the Declarant for the application.
- 7. The Declarant logs in and confirms accuracy of the information provided in Form after a review. The **Declarant** clicks on the Acknowledgement checkbox and clicks on the **Next** button to move on to the **Review and Apply PIN** section. The Declarant applies their PIN. If the PIN is valid, a 'Valid Pin' message is shown to the user. After this, if the application is complete, the **Submit** button becomes enabled. The Applicant/Declarant submits the application.

Annual Return	Application ID: 20240104_141756	D		< PREV S
Certified True Copy	Authorized Officer		Lines.	Fanga
Declaration	Personal Information			
Review and Apply PIN	Name Of/Authorized Officer	First Name Amir	Middle Name	Last Name
	Designation Information			
	Designation		D	irector and Subscriber
	Registration Information			
	Registration Number of Authorized Off	icer		ZWE222333
	Certified True Copy			
	Need Certified True Copy Of Incorpo	ration Document		
	Application Users			
	Amir			Signed
	(Authorized Officer) (Applicant)			

Filing for Annual Filing




8. The **System** will display a screen confirming that the application has been submitted successfully.



- 9. **Applicant** clicks on the Pay Now button to proceed to payment. The system will also provide a notification to the applicant, specifying the number of days remaining to make the payment and avoid the imposition of a late fee.
- 10. The **Applicant** will have to make the payment within 7 days of submission. If payment is not submitted within 7 days of the initiation of an application, the system will cancel the application.
- 11. **Payment** can be made via Credit/Debit Card, or through payment channels available with 1-Bill and can view the status of their application on their home page.





nyment for Process ID 2023/226, 109821	
Payment Method Total Payment Amount Re. 11	5
Fee Summary	
Credit/Dehit Card Heat of Acciums Annu	t
Centied True Copy 7	D
FilngFW 10	
One Bill Total Anount BicIII	5
18/I	
MUMO TARANO	

d. Filing for Ultimate Beneficial Ownership

1. The **Applicant** can start filing for Annual Filing by clicking in the Filing and Compliance button and selecting Annual Filing. After clicking on the Proceed button, the Applicant is taken to the UBO Declaration page.

ing Provides Change / Rectification of Name Apply for Certified True	Change In Registered Off Address Change In Registered	Bone	Files of Register for fictol Ownership of Filing	Add an Authorized Intermediary Remove an Authorized	Event Based Hilling Induction, Consultion and Change in Particulars of Company Directors and	Mergege Charges & Penges Regretitation of Mortgage, Charge & Pleatge Registration of Mortgage,	Converts theyer and Cause of Convert to Private Running by Sharus) Convert to Public (Unlimited	Downlan
Copy Form Ultranata Banoficial Ovener UBO) declarations	Address For Book Of Accounts	Select a y	ear for Filing			×	by Shares) Company Easy Exit Scheme	
Data Rectification			Annual Accounts	Aread Betare	Giologi Pegtolar U.S. 452	WWO Declaration	(CEES) Amalgamation of wholly	
Change of abjects including Principle line of Business		2022-2023	er ried	Prest Filed	©	See There	owned Subsidiaries	
		2023-2024	C O Province Province		C Contract Party Providing			
			CLOSE		START FIL	MG		
					Statutory Report			



Filing for Annual Filing



2. After that, the **Applicant** needs to complete the UBO declaration for which they are given a series of questions to answer.

	Application ID: 20240104_1417545)				T > JI Subm
Certified True Copy	Have your substantial shareholders (of	ficers/directors)	or companies reported any investmer	nts or beneficial own		
Declaration	• Yes					
Review and Apply PIN	O No					
	Date Of Notice Issuance To Members *		AGM Heid/Coxcluded		/ Form A made cuts Date	
	04/01/2024	Ē	04/01/2024	Ē	04/01/2024	Ē
	Total number of notices issued is "					
	4					
	Tutal Number Of Members Directly Helding At Lea 60	nit swenty size Percen	rate or sumer or sound setting in the Confirm's -			
	and the second s	e fahreited The Deck	entire Arrivet The Minister			
	 Neutilian Of Manihans Or Depresentations Why black 		Contract of the second s			
	Number Of Members & Representatives Wha Hav					
	CONTRACTOR DE COLORADA DE CONTRACTOR DE	To Science The Paul and	Inc. Restored The National Strength			

3. In case No is selected by the applicant, the applicant only needs to insert date of AGM & Form A made upto and year of filing.

lication ID: 20240201 1946483 ③ Help			Review Form 🛓	V SAVE	-Philippe
SAL PROCESSING (PVT.) LIMITED	MN/CUIN 0078600				
ntostaisalprocessing.com 📞 92					
istered Office Address HOUSE ND.114-C. PEOPLES CO	DLONY NO.1, FAISALABAD FAISALABAD PUN/	AB 38000, Faisalabad, FAI	SALABAD, Punjab, Pakistan		
ve your substantial shareholders (officers/directors) o	or companies reported any investments or ben	eficial ownership?			
) Yes					
No No					
DM Hard Davidaded	Figme & Heads water Data		UBG Declaration for Year		
	(m)	•			
	And a	F.)			





4. The applicant can mark the "Certified true" checkbox if CTC of documents is needed.

UBO Declaration	Application ID: (20240104_1417545)	SAVE C PREV NEXT > UND Declaration
) Certified True Copy	Certified True Copy	
Declaration	Need Certified True Copy	
Review and Apply PIN		

5. Applicant selects the Declarant for the Application. The Declarant can either be an Authorized Officer, or an Authorized Intermediary

UBO Declaration	Application ID: 20240104_1417545		SAVE Carified The	Contraction of the local division of the loc
Certified True Copy	Select Declarant			
) Declaration	Authorized Intermediary Authorized Officer			
Review and Apply PIN				
	Personal Information			
	Name Of/Authorized Officer	First Name Amir	Middle Name	Last Na
	Designation Information			
	Designation			Director and Subsci
	Registration Information			
	Registration Number of Authorized Officer			ZWE222





- 6. In order to add Authorized Intermediary, the Applicant selects the Authorized Intermediary option, and the system will notify the appointed Authorized Intermediary for the company, who can then apply the PIN.
- 7. To add an Authorized Officer as the Declarant, the Applicant selects the Authorized Officer option and can add the authorized officer after fulfilling the requirements outlined in Direction No. 4 of 2017. The system will notify the authorized officer appointed for this company, and that officer can then act as the Declarant for the application.
- 8. The Declarant logs in and confirms accuracy of the information provided in Form after a review.
- 9. The Declarant clicks on the Acknowledgement checkbox and clicks on the Next button to move on to the Review and Apply PIN section. The Declarant applies their PIN. If the PIN is valid, a 'Valid Pin' message is shown to the user. After this, if the application is complete, the Submit button becomes enabled. The Applicant/Declarant submits the application.

UBO Declanation	Application ID: 20240104_1417545			SAVE C PREV
Certified True Copy	Authorized Intermediacy Authorized Officer			
Declaration				
Review and Apply PIN	Personal Information			
	Name Of/Authorized Officer	First Name Amir	Middle Name	Last Name
	Designation Information			
	Designation			Director and Subscribe
	Registration Information			
	Registration Number of Authorized Officer			ZWE22233
	Certified True Copy			
	Need Certified True Copy Of Incorporation Do	cument 🜌		
	Application Users			
				Signed





10. **Applicant** clicks on the Pay Now button to proceed to payment. The system will also provide a notification to the applicant, specifying the number of days remaining to make the payment and avoid the imposition of a late fee.



- 11. The **Applicant** will have to make the payment within 7 days of submission. If payment is not submitted within 7 days of the initiation of an application, the system will cancel the application
- 12. **Payment** can be made via Credit/Debit Card, or through payment channels available with 1-Bill and can view the status of their application on their home page.







18. Change in Shareholding of more than **25%**

1. **Applicant** click on "Change Shareholding More Than 25%" option from the Dashboard.

Q Search					Aler
ting Presense Change / Rectification of Name Apply for Certified True Copy Form Utimate Beneficial Owner (UBO) declarations Data Rectification	Charge In Registered Address Charge in Non-Key Information Charge in Non-Key Information Charge in Registered Office Address Charge in Registered Address For Book Of Accounts	Periode Holg Global Register for Beneficial Ownership Annual Filing Annual Return Utitimate Beneficial Owner (UBO) ennual Riting Utitimate Beneficial Owner (UBO) declarations	Ger Management Add an Authorized Intermediary Bernove an Authorized Intermediary Add an Authorized Employee Remove Authorized Employee Add Authorized Officer	Ceret Search Filing Induction, Cessation and Change in Particulars of Company Directors and Officers Increase in Authorized Capital Special Resolution Ultimate Beneficial Owner (UBO) declaration Change in Voting Rights Allottmint of Shares Cancellation, Consolidation, Division and Sub Riviers of Shares	<u>≜</u> Downia
				Sub Division of Shares Change in Shareholding More Than 25%	

2. On this screen, system will show the pre-filled number of paid up shares and user shall click on "Click here to add transfer of shares". The applicant can enter details about the transferor (who will be an existing shareholder of the company), by searching their information based on their CNIC/NICOP for Pakistani citizens, passport for foreign nationals, or CUIN for body corporate.

	Rosiew Form 🛓 📿
FINJA TECHNOLOGIES (PRIVATE) LIMITED	
🖀 usman saeed Bisec pigov pk 🔰 - 1923339846262	
Registered Office Address BLOCK 8 EDEN VALUE HOMES LAHORE, Lahore, Lahore, Punjob, Pakastan	
Number (C) Rank Op Research	
80000	
Transfer of Shares	
+ Click here to add transfer of shares	
Affidavit on stamp paper, confirming the correctness of the contents contained	
Affidavit on stamp paper, confirming the correctness of the contents contained Affidavit on stamp paper, confirming the correctness of the contents contained Clicky to upload files shows).	
Affidavition stamp paper, confirming the correctness of the contents contained Affidavit on stamp paper, confirming the correctness of the contents contained	але и 2M0
Affidavit on stamp paper, confirming the correctness of the contents contained Affidavit on stamp paper, confirming the correctness of the contents contained Cluck to upload thes	иле и 24/0
Affidavit on stamp paper, confirming the correctness of the contents contained Affidavit on stamp paper, confirming the correctness of the contents contained Clicky to upload file Supported file termatics pat: Maximum upload file	ите и 24/0
Affidavit on stamp paper, confirming the correctness of the contents contained Affidavit on stamp paper, confirming the correctness of the contents contained Click to upload files served Bupported file format is poit 1 Maximum upload file Order in case transfer of shares is due to succession/operation of faw	ато и 2M0





3. **The applicant** has the option to input information regarding the **transferee**, who could be a Pakistani citizen, a foreign national, or a body corporate, by searching for their details using their CNIC/NICOP in the case of Pakistani citizens, passport for foreign nationals, or CUIN for body corporate. **System** fetches the pre filled information of registered user.

Add Transfer of Shares			X Cine Dure
Do you want to add Transferor a Pakistani Citize	or a Foreign National or Body Corporate?		
🔘 Pakistani Cidaon 🧕 Foreign National	O Budy Corporate		
Transferor Pasaport			
Date has 1			
QATIN222 SEA	юн		
0	SEED records. Please HI, the meaning information being to commune with store standar		
 We have hand a registered liver against the vicible of a first horn.¹ 	SECUREMENTAL Press III. The moving information being for three with share traveline	1. The loss	
quality .			
Do you want to add traasferee a Pakistani Citizer			
O Pokistani Citizon 💿 Foreign National	🔘 Bady Corporate		
Transferee Passport			
four loss?			
L1009900 SIA	XDH		
We have found a Resistanced their amount this PatchPolities	SECP recision. Please III, the meaning information becaus continue with share transfer.		
/ Test Name*	/ Kitaba iliana	. La fire	
Kareran			
Address			
County -	Pario1	Door!	

4. In case, the user is not registered on LEAP/SECP, then the applicant will be required to sign up and create the user account . If user is not registered with SECP, system conducts a NADRA verification and sends a sign up link on the email provided.

Transferor CNIC/NICOP			
Do you want to add CNIC User or NICOP User?			
CNIC O NICOP Inter Ken* 3310045152809 SEARCH			
We have found a Registered User against this CNIC in SECP records. Please	FIR the missing information below to continue with shore transfer.		
Feat Name " MUHAMMAD	Medita Nama	Last Ivana UMAIR NAWAZ	
Do you want to add transferee a Pakistani Citizen or a Foreig Pakistani Citizen Pareign National Body C Transferee CNIC/NICOP Do you want to add CNIC User or NICOP User? CNIC NICOP Employ 3410/47733750 SEARCH			
No Over its neglitikened eigenet this CNRC in SECP records. Plasse let first ver red hame ¹	ry the provided CREC with NADRA in order to add the sensor. Please provide the Moto lange.	internation before.	
5.00% Over	E Litetine	Deterration	6





5. The applicant also fills the Address and Detail of shares and uploads the required documents for each of the partner added by clicking on the attachment icon in front of each partner.

red Name 1	Walter Marry	addee	
Kamnan			
ddress			
Cauchy *	Parts -	limit	
AfgRonistan	- Kabul	Fahil	
14 ³	Anna Com-		
Sibsi	0012		
Watering Low			
ane no 3, kabcil , Afghanistan			
10740001Evenue/712/#6781924202			
etail of shares	[Land See."	Survive of April Sections 1	
etail of shares	 Same down Classed down 	 * 2 	
etail of shares Gradowa Soldrary	* ClimA		
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etail of shares Gradowa Soldrary	* ClimA		
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etali of shares of a down' indexey ex of Torotor' etro/tor23 Date trys	* ClimA	* 2	

- 6. The **applican**t ckick on the "Done" button and goes back to the initial application form.
- 7. To upload a document, the applicant can click on "Browse," choose a document, and then click the "Upload" button. Additionally, the applicant can mark the "Certified true Copy" checkbox in order to get the certified true copies of the statutory form(s) being filed.

Affidavit on stamp paper, confirming the correctness of the contents contained				
Affidavit on stamp paper, confirming the correctness of the contoets contained				
Affidavit on stamp paper, confirming the correctness of the contents contained Upto	d 🛨	8	ŧ	•
Order in case transfer of shares is due to succession/operation of law				
Order in case transfer of shares is due to succession/operation of law				
appration of faw		8	±	•
Certified True Copy				
Ved Certified True Copy				





8. **Applicant** selects the Declarant for the Application. The Declarant can either be an Authorized Officer, or an Authorized Intermediary.

ect Declarant			
luthorized Intermediary			
Authorized Intermediary Authorized Officer			
a - 200 - 3			
Personal Information			
Personal Information Name Of/Authorized Officer	First Name gasim	Middle Name	Last Name
	First Name gasim	Middle Name	Last Name

- 9. In order to add Authorized Intermediary, the **Applicant** selects the **Authorized Intermediary** option, and the system will notify the appointed **Authorized Intermediary** for the company, who can then apply the PIN.
- 10. In order to add an **Authorized Officer** as the **Declarant**, the **Applicant** selects the Authorized Officer option and can add the authorized officer after fulfilling the requirements outlined in Direction No. 4 of 2017. The system will notify the Authorized officer who was appointed for this company, and that officer can then act as Declarant for the Application.
- 11. The **Declarant** logs in and confirms accuracy of the information provided in Form after a review.
- 12. The **Declarant** clicks on the Acknowledgement checkbox and clicks on the Proceed button to move on to the Review and Apply PIN section . The Declarant applies their PIN. If the PIN is valid, a 'Valid Pin' message is shown to the user. After this, if the application is complete, the "Submit" button becomes enabled. The Applicant/Declarant submits the application.





	Complete Application \rightarrow 😢 Submit Application \rightarrow	Outra a Orania and			
plication ID: (20231228_1109321)			Review Form 🛓	✓ SAVE	# Subm
Name Of/Authorized Officer	First Name quim	Middle Name		L	astName
Designation Information					
Designation			CE	D. Director, and	Subscriber
Registration Information					
Registration Number of Authorized Officer					QA111222
eclaration					
I do hereby solemnly and sincerely declare th	sat the information provided in the form is: *				
	ye, in consumance with the record as maintained by the Company affiling all requirements under the relevant provisions of law, rule		tions whichever is appl	icable.	
plication Users					
gasim				0	Sec.

13. **Applicant** clicks on the Pay Now button to proceed to payment. The system will also provide a notification to the applicant, specifying the number of days remaining to make the payment and avoid the imposition of a late fee.

	GO TO Home	Acceleration Free Ra.1100	PAY HOW ->
Congratulations!			
Your application has been submitted successfully			
Application ID 20231226_1109321 successfully generated We have sent you the Application ID via Email and SMS			
In order to finalize the application, please pay the fee of Rs.1100 as seen as possible, but no later than 7 days after submission. The application will only be forwarded to SECP for processing if fee is paid. Application will stand automatically cancelled if fee is not paid within 7 days after submission.			
PAY NOW +			

14. The **Applicant** will have to make the payment within 7 days of submission. If payment is not submitted within 7 days of the initiation of an application, the system will cancel the application.





15. **Payment** can be made via Credit/Debit Card, or through payment channels available with 1-Bill and can view the status of their application on their home page.

Payment for Process to 2023(226, 10932)		
Payment Method	Total Payable Amount	Rs. 1125
8	Fee Sutimary	
Credit/Debit Card	Head of Accounts	Anount
	Centified True City	100
•	Filing Fee	1000
	One Bill	25
1611	Total Amount	Rx1125
		GENERATE CHALLAN +
		-

19. Change in Membership of more than 25%

- 1. **Applicant** logs in to his/her registered account. The Applicant will land on his/her landing page. The **Applicant** can start a change in membership by selecting the "Change in Membership" option from the dashboard.
- 2. The display screen will automatically populate all fields with information provided by the Applicant during the company incorporation process.





n Membership		× Close Submit
		Guidiance
TechBrew Solutions Pvt. Ltd. CHIN COM	578954	Special resolution will be passed with the condition that in case the change of name request is rejected by SECP, a
🖸 company@example.com 📞 +923	121234567 @ example.com	new application for change of name by the applicant with
Registered office address: E303/5A Street 2, All	ama ligbal Town, Lahore	the new name will be deemed to be adapted by members without passing of new Special resolution.
		Sector and Principal line of business selection
Particulars of New Members		Lorem josum dolor sit amet, consectetur adjaiscing elit. Quisque vitae lobortis lacus. Fusce id accu mollis, euismod.
Person	Date	uma a, rutrum odlo. Dvis auctor libero vitae tortor monous malesuada. Sed ac tincidunt dua
Danish Ali	Admission (2.18 Sex 2010	- Phasellus vitae ex sagittis, elementum nist a turpis.
CHUC 33207-4885617-9	Hompson (3 18 sep. 2010	 Nunc ornare mi sit amet quam sagittis, et sagittis tetlus. Duis nec mi in elit maximus mattis eu in augue.
Click here to add New Member		Best Practices
Particulars of Outgoing Members ③		In quis mi facilisis, vulputate nibh quis, tempus erat. Sed tortor ex. tempus dictum cursus et, sagittis ac leo. Etiam
		portitior enim (psum, at consequat arcu elementum ac
Person	Date	- Mauris non enim ultricies, convaltis neque id
Shahzaib	Cessation 18 18 Sep. 2010	Cursus elit. Class aptent taciti sociosqui ad litora Torquent per conubla nostra, per inceptos himenseos.
CNIC 33207-4885617-9	mathematical fill and sub-transmission	 Ut vitae sapien lacus. Nunc sapien augue, maximus id eros vitae.
+ Click here to add Outgoing Mem		
Cuck here to add Outgoing Men	001	Tips and Advices
Total Number of Membors		Nullam vestibulum mi luctus, hendreit ante nec, hendreit libero, Integer bincidunt impercliet eros, non veneratis nist
		fringilla sit arnot.

3. The applicant can select a new member by clicking on the 'Add New Member' option. If the person is already registered with SECP, then the applicant can search for them using their CNIC, NICOP, or Passport Number. The incoming member's information will be filled in by the applicant. Once all the required attachments for the member are uploaded, the applicant needs to validate the information by clicking on the 'Validate' button. Finally, the applicant can click on the 'Add and Notify' button to notify the member, which will then notify them of their addition to the company as a member.





Add New Member				× c	close (199%)
	Do you want to Add a Pakistani Citize	en, Foreign National or Add via Regist	tration Number? ③		
	Pakistani Citizen O Foreign National	O Registration Number			
	New Member CNIC/NICOP				
	CNEC / NICOP Number 33303-1234567-3				
	() WE have found a segurated User against this C	that is SECP seconds, $\mathbf{r}_{\rm PPR}$ sould be add this user as a	More the planes first rest β_{1} for one and free fill the ensisting left	mator	
	Danish Ali			Notify	
	Member Information				
	Find Name	Phildle North	Latit Harms		
	Danish	ann a nfa ana an ana a	Ali		
	Date of Admission				
	Admission date	•			
	Attachments				
	Front of CNIC copy of the new member				
	Upload here	Drag and drop documents he	an an all also have been a	BROWSE Z	

4. To add an outgoing member, the applicant can search for a person who is already registered with SECP. The applicant can search for an individual using their CNIC, NICOP, or Passport Number. Once the person is found, the applicant should fill in the required details such as member information and residential address. After filling in the information, the applicant should validate it and upload the required documents. Once done, the system will notify the member after clicking on "Add and Notify".

Outgoing member		
Do you want to Add a Pakistani Pakistani Citizen Pakistani Citizen Provingen Na New Member CNIC/NICOP CNIC/NICOPNumber 33303-1234567-3	Citizen, Foreign National or Add via Regis	tration Number? 🔘
WE have faund an entiting user against Shahdab Nazeer	The CHIC, the you work to address of Authorized Signatory? P	II the internation below .
		X Close





5. **Applicant** is given a checkbox to whether they want a Certified True Copy of the statutory forms being filed

ed Certified True Copy			
elect Declarant			i i
Authorized Intermediary			
Authorized Officer			
Personal Information			
Name Ot/Authorized Officer	First Name Amir	Middle Name	Last Name
Designation Information			
Designation			Director and Subscriber
Registration Information			
Registration Number of Authorized Officer			ZWE222333
Declaration			

- 6. **Applicant** selects the **Declarant** for the Application. The **Declarant** can either be an Authorized intermediary or an Authorized officer.
- 7. In order to add Authorized Intermediary, the **Applicant** selects the **Authorized Intermediary** option, and the system will notify the appointed **Authorized Intermediary** for the company, who can then apply the PIN.
- 8. In order to add an **Authorized Officer** as the **Declarant**, the **Applicant** selects the Authorized Officer option. The system will notify the Authorized officer who was appointed for this company, and that officer can then act as Declarant for the Application.
- 9. The **Declarant** logs in and confirms accuracy of the information provided in the form after a review.
- 10. The Declarant clicks on the Acknowledgment checkbox, The Declarant applies their PIN. If the PIN is valid, a 'Valid Pin' message is shown to the user. After this, if the application is complete, the Submit button becomes enabled.

	glication \rightarrow (3) Pay Fee \rightarrow (4) Approval by SECP
Application ID: 20231220_1337531	Review Form 🛓 🗸 SAVE
Declaration	
I do hereby solemnly and sincerely declare that the information provided in the formation provided in the formation of the sole of the	naintained by the Company and nothing has been concealed.
C View	Updated MOA
Application Users	

11. The Applicant or declarant can proceed to payment by clicking on the "Pay Now" button to prevent acquiring a late submission fee. The system will also provide a notification to the Applicant, specifying the number of days remaining to make the payment and avoid the obligation of a late fee. The Applicant will have to make the payment within 7 days of submission. If payment is not submitted within 7 days of the initiation of an application, the system will cancel the application.

	AD 10-room Australian Fea Ra 1200 Residen 🔶
Congratulations!	
Your application has been submitted successfully	
Application ID 20231229_1387331 successfully generated	
We have sent you the Application ID via Email and SMS	
In order to finalize the application, please pay the fee of Rs.1200 as soon as possible, but no later than 7 days after submission. The application will only be forwarded to SECP for processing if fee is paid. Application will stand automatically cancelled if fee is not paid within 7 days after submission.	
PAY NOW >	

12. Payment can be made via Credit/Debit Card, or through payment channels available with 1-Bill.The Applicant can view the status of their application on their home page.





20. Filing for Change /Rectification of Name:

- 1. **Applicant** logs in to his/her registered account. The applicant will land on his/her landing page. click on "Filing and Compliance" option
- 2. Applicant click on "Change/Rectification of name" option from the Dashboard.

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				progenities Statutory Report			

3. The applicant can proceed with a previously reserved name. Alternatively, the **Applicant** has the option to apply for CNR as part of this process, and select a reserved name for their company along with a Precise Reason for Change/Rectification.

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pprication in. 20240102_1410	125	Review Form 🛓	✓ SAVE	Submit
SIF & PERVEZ JOINT VEN	ITURE LIMITED LLPIN/CUIN 0171833			
asif.muzaffar@secp.gov.pk	L +923333678888			
egistered Office Address F-7, Jinn	ah Super, Islamabad, Islamabad Rural, 55555555, Islan	nabad, Islamabad Capital Territory, Pakistan		
noose a Reserved Name				





4. Then **Applicant** can choose to opt for a previously filed Special Resolution, or opt for a new reolution, in which case the applicant will click on "Add the New Special Resolution" option from the "Special Resolution" Section

plication ID: 20240102_1416128			Review Form 🛓	🗸 SAVE	Af 50mi
Add new Special Resolution					*
Special Resolution Intention Only of dispatch of hotics *		Date of parening of special resolution.*			
02/01/2024	۵	02/01/2024			۵
-					
I confirm that all members agreed to hold the meeting on shorter notic	e, *				
I contine that all memory agreed to note the meeting on shorter notic Infundion to propose the resolution as special resolution.	.e.*				
	e, *				•
Intention to propose the resolution as special resolution	e, *				•
Intention to propose the resolution as special resolution Change / Rectification of Name	e, *				•

5. The applicant can upload the Special resolution document, NOC /permission / letter of intent of competent authority Documents.

Application ID: (20240102_1416128)	Review Form 🛓	✓ SAVE		// Submi	1
Extract of special resolution					
Attach the Extract of special resolution					
special resolution		8	±	•	
Copy Of NOC / permission / letter of intent of competent authority.					
Attach the Copy Of NOC / permission / letter of intent of competent authority.					
NOC form		6	±	•	1
				_	18

- 6. The applicant can also view the updated MOA for the application. In case of a non electronic MOA, the applicant can choose to upload an updated MOA, or opt for a system generated one.
- 7. **Applicant** is given a checkbox to whether they want a Certified True Copy of the statutory forms being filed and if they want to opt for Fast Track Registration Scheme.





Review Form 💆	✓ SAVE		7 Submit:
	Ð	±	•
	Review Form 🛓		

- 8. **Applicant** selects the **Declarant** for the Application. The Declarant can either be an Authorized Officer, or an Authorized Intermediary.
- 9. In order to add Authorized Intermediary, the **Applicant** selects the **Authorized Intermediary** option, and the system will notify the appointed **Authorized Intermediary** for the company, who can then apply the PIN.
- 10. In order to add an **Authorized Officer** as the **Declarant**, the **Applicant** selects the Authorized Officer option. The system will notify the Authorized officer who was appointed for this company, and that officer can then act as Declarant for the Application.
- 11. The **Declarant** logs in and confirms accuracy of the information provided in the form after a review.
- 12. The **Declarant** clicks on the Acknowledgement checkbox The Declarant applies their PIN. If the PIN is valid, a 'Valid Pin' message is shown to the user. After this, if the application is complete, the Submit button becomes enabled. The Applicant/Declarant submits the application.





oplication ID: 20240102_1416128	Review Form 👱 🗸 S	SAVE 📈 Sub
ertified True Copy		
Need Certified True Copy		
ast Track Registration Scheme		
Need Fast Track Registration Scheme		
plication Users		
Amir		Signed

- 13. **Applicant** clicks on the Pay Now button to proceed to payment. The system will also provide a notification to the applicant, specifying the number of days remaining to make the payment and avoid the imposition of a late fee.
- 14. The **applicant** will have to make the payment within 7 days of submission. If payment is not submitted within 7 days of the initiation of an application, the system will cancel the application







15. **Payment** can be made via **Credit/Debit Card**, or through payment channels available with **1-Bill**. Applicant can view the status of their application on their home page.

Payment Method	Tartal Payable Ampunt	Rs. 6015
	Fee Summary	
Credit/Debit Card	Health Assourts	Arrier
	Approval from cogginal	2500
	Point Starie Huggeronnes Barrenne	2500
	Contribut Triar Case	820
186	500 F	.215
	Tutal Amount	Rs 4015
		PROCEED TO PAY +

21. Change in Voting Rights of more than 25%

- 1. **Applicant** logs in to his/her registered account. The applicant will navigate to the Company 360 degree view and click on "Filing and Compliance" option.
- 2. **Applicant** click on "Change in voting rights" option from the Dashboard.

Filing Processes	Change Profile	Periodic Filing	User Management	Event Based Filing	*
Change / Rectification of	Change in Registered	Global Register for	Add an Authorized	Induction, Cessation and	Downloads
Name	Address	Beneficial Ownership	Intermediary	Change in Particulars of	
Apply for Certified True	Change in Non-key	Annual Filing	Remove an Authorized	Company Directors and	
Copy Form	Information	Annual Return	Intermediary	Officers	
Ultimate Beneficial Owner	Change In Registered Office	Ultimate Beneficial Owner	Add an Authorized	Increase In Authorized	
(UBO) declarations	Address	(UBO) annual filing	Employee	Capital	
Data Rectification	Change In Registered	Ultimate Beneficial Owner	Remove Authorized	Special Resolution	
	Address For Book Of	(UBO) declarations	Employee	Ultimate Beneficial Owner	
	Accounts		Add Authorized Officer	(UBO) declaration	
			Remove Authorized Officer	Change In Voting Rights	
				Allotment of Shares	
				Cancellation, Consolidation,	
				Division and Sub Division of	
				Shares	
				Change in Shareholding	
				More Than 25%	





3. After selection, the **Applicant** is shown a complete application. The Applicant needs to provide the Reasons and details of Change in Voting rights and Effective Data of Change in voting rights.

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y, Pakistan
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- 4. **Applicant** can opt for a previously filed Special Resolution, or choose to add a new Special Resolution by clicking on Add new Special Resolution Button and filling the information along with uploading the required attachments.
- 5. The applicant can check the "Certified true" checkbox, if CTC of documents is needed.

Application ID: (2023)226_1109313	Review Form 🛓 🧹 SAVE
TERABYTE SOFTWARE (PRIVATE) LIMITED	
anif.chsan@secp.gov.pk 📞+923025556221	
Registered Office Address: CRO, BUILDING, no go AREA, ISB, Islamabad Urban, 45000, Islamabad, Islamabad Capit	d Territory, Pakistan
Change In Voting Rights	
Renzens & Detects of Charges in Velloy Rights 1	
Changes in business focus, leading to modifications in ownership and voting structures.	
Efferine Tota el Cheran h'indra Rafen."	
Offenine Salta of Cheman IV Intera Burten * 26/12/2023	D
26/12/2023	5
26/12/2023 Special Resolution	5
26/12/2023 Special Resolution Add new Special Resolution	
26/12/2023 Special Resolution Add new Special Resolution Special Resolution Intention	





6. **Applicant** selects the Declarant for the Application. The Declarant can either be an Authorized Officer, or an Authorized Intermediary.

pplication ID: (2023)226_1100313)	Review Form 🛓 🗸 SA	E SP have
Extract of special resolution		
Attach the Extract of special resolution		
Board Resolution1	8	± •
Copy Of NOC / permission / letter of intent of competent authority.		
Attach the Copy Of NOC / permission / letter of intent of competent authority.		
NQC form	6	* •
Certified True Copy		
Need Certified True Copy		
elect Declarant		
Authorized Intermediary		
Authorized Officer		

- 7. In order to add Authorized Intermediary, the **Applicant** selects the **Authorized Intermediary** option, and the system will notify the appointed **Authorized Intermediary** for the company, who can then apply the PIN.
- 8. In order to add an **Authorized Officer** as the **Declarant**, the **Applicant** selects the Authorized Officer option. The system will notify the Authorized officer who was appointed for this company, and that officer can then act as Declarant for the Application.
- 9. The **Declarant** logs in and confirms accuracy of the information provided in the form after a review.
- 10. The **Declarant** clicks on the Acknowledgement checkbox and clicks on the Proceed button to move on to the Review and Apply PIN section . The Declarant applies their PIN. If the PIN is valid, a 'Valid Pin' message is shown to the user. After this, if the application is complete, the Submit button becomes enables. The Applicant/Declarant submits the application.

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÷.			
g for Change In Voting Rights			
	Complete Application $ ightarrow$ 2 Submit Application $ ightarrow$	(3) Pay Fee → (4) Approval by SECP	
plication ID: (20231228_1100313)			Review Form 🛓 🗸 SAVE 🗐 🖋 Sa
Personal Information			
Name Of/Authorized Officer	First Name gasim	Middle Name	Last Name
Designation Information			
Designation			CEO, Director, and Subscriber
Registration Information			
Begistration Number of Authorized Officer			QA111222
claration			
I do heroby solemnly and sincerely declare that th	e information provided in the form is: *		
	consonance with the record as maintained by the Company		whichwar is annicable
a, true and correct to the best of my knowledge, in b, hersby reported after complying with and fulfilling	ng all requirements under the relevant provisions of law, rul	na referencessi, annecesta escenti a une secondere	mineral in the private in
		na, ragonanonan, sera-ortea, or sonara areo menoderopia	an anna an an Abharannan.

- 11. **Applicant** clicks on the "Pay Now" button to proceed to payment. The system will also provide a notification to the applicant, specifying the number of days remaining to make the payment and avoid the imposition of a late fee.
- 12. The Applicant will have to make the payment within 7 days of submission. If payment is not submitted within 7 days of the initiation of an application, the system will cancel the application.



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