



SECP

SECURITIES AND EXCHANGE
COMMISSION OF PAKISTAN

Check List for License under Section 42 of the Companies Act, 2017

CHECKLIST for Registration as Pension Fund Manager under VPS Rules, 2005

Name of the proposed Company: M/s --

1. Overview:

S. No.	Description	Submission / Remarks		
1.	Original Challan of Application fee paid (as per Seventh Schedule to the Companies Act, 2017)	Yes/No with original deposit slip/ confirmation from relevant department.		
2.	Name of proposed company on deposit slip (Must agree with Name Availability)	Yes/No		
3.	Name Availability Letter with justification	Yes/No		
4.	Object Clause in MOA	1. 2. 3.		
5.	Whether the association is already registered	Yes/No		
If yes:				
6.	Name of existing registered entity			
7.	Entity registered under	Society Trust Partnership Voluntary Social Welfare Agency Societies Registration		
8.	Registration authority			
9.	Status of existing entity after incorporation of proposed company	i. Complete Takeover by proposed company	Yes/No	
		ii. Partial takeover by proposed company	Yes/No	
		iii. Closure/ Dissolution of existing entity	Yes/No	
10.	Following documents are annexed:	Submission (Yes/No)	Page No(s).	Remarks/Comments
(a)	Under The Trust Act, 1882 & 2020			
i.	Annual report, audited balance sheet, income and expenditure account etc. Latest Year End.			UDIN Year Name of Auditor
ii.	Existing certificate of registration duly certified by relevant authority			Latest certified copy may be required
iii.	Latest Resolution of all existing members for the proposed change of status to section 42 company being formed (resolution must state transfer of assets & liabilities of the existing entity in to the proposed company)			Are all existing members joining the proposed company after conversion in to a section 42 company?

iv.	Latest list of members of the association, duly certified by relevant authority			
v.	Latest copy of its constitution or charter or statute, duly certified by relevant authority			
vi.	List of all pending disputes			NOC/Stamp Paper of applicable requisite value duly certified by oath commissioner
(b)	Under Voluntary Social Welfare Agencies (Registration and Control) Ordinance, 1961			
i.	Dissolution certificate (Mandatory)			(Evidence/Order/certificate)
ii.	Condition on license for winding up			
(c)	Societies Registration Act, 1860			
i.	Dissolution certificate (Mandatory)			
ii.	Condition on license for winding up			Printed condition: ---
11.	In case of Madrasa:			
	i. Letter to DGRE			Date
	ii. Response from DGRE/ NOC			Date
12.	In case of Foreign Directors/ CEO:			
	i. Letter to MOI			Date
	ii. Response from MOI / NOC			Date
13.	In case of sports Federations:	Yes		
	NOC from PSB			
14.	Are promoters natural person?			
15.	Is promoter legal entity?			
	i. Name and type of legal entity			
	ii. Board resolution if the promoter is a subscriber other than natural person			Board resolution signed by all members. Date -
	iii. Number of promoters			---
	iv. Number of signatures			---
16.	Is the CEO graduate?			
17.	Are three or more directors graduates?			

2. Promoters' Credentials as per Appendix-A to App-3:

S. No.	Name	Education (At least 3 graduates)	Past & Present Experience	NOC for Government Servant(s)									
1	--- (CEO) Appendix A	Graduate/ Education status	<table border="1"> <tr> <td>Date/ Year</td> <td>Position</td> <td>Organization</td> </tr> <tr> <td>Start to Date</td> <td>---</td> <td></td> </tr> <tr> <td>Start to End</td> <td>---</td> <td></td> </tr> </table> <p>Whether the CEO has experience in the principal line of business of the company.....(Yes/No)</p>	Date/ Year	Position	Organization	Start to Date	---		Start to End	---		Yes/No -Employer
Date/ Year	Position	Organization											
Start to Date	---												
Start to End	---												
2	---- (Promoter/ Director) Appendix A	Graduate/ Education status	<table border="1"> <tr> <td>Date/ Year</td> <td>Position</td> <td>Organization</td> </tr> <tr> <td>Start to Date</td> <td></td> <td></td> </tr> <tr> <td>Start to End</td> <td></td> <td></td> </tr> </table>	Date/ Year	Position	Organization	Start to Date			Start to End			Yes/No -Employer
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