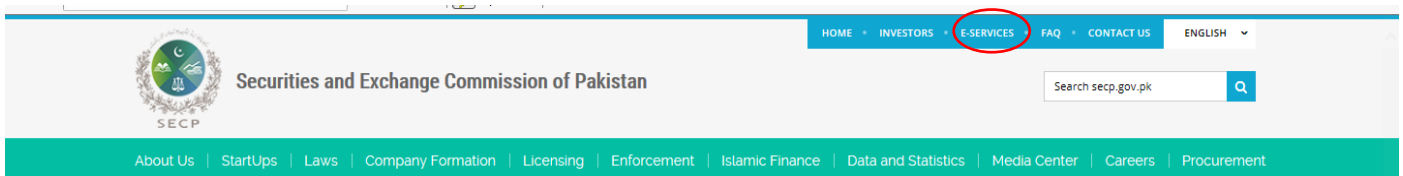


## User Guide (Process Flow) Name Availability and Incorporation (Standalone Process)

Following browsers are compatible for the name availability and Incorporation Processes:

- a) MS IE 10 & Above
- b) MS Edge
- c) Mozilla Firefox 84.0 and Above
- d) Google Chrome 65.0+ and Above

1. Log on to <https://www.secp.gov.pk/>. Mentioned below page shall appear.



### NAME AVAILABILITY SEARCH & USER REGISTRATION

2. Click on E-SERVICES as encircled in the above snapshot. Following page shall appear for the name availability search and user registration.

**SEC Guidelines**

- User Guides
  - Incorporation of a Company (Flyer)
  - Services of Registered Intern
  - User Registration
  - Company Name Reservatio
  - Company Incorporation
  - Change of Company Name
  - Change of Company Address
  - Change in Company Objects
  - Change of Company Status
  - Filing of Statutory Returns
  - Guide For Companies To File AML Compliance Report
- Related Links
  - SECP Home
  - Corporate Laws
  - Guide Series

**eServices**

- Stepwise Procedure For Online Company Incorporation

**"eServices is integrat... with Federal Board of Revenue (FBR), Employees Old Age Benefits Institution (EOBI), Punjab Business Registration Portal and Sindh Business Registration Portal."**

Now, you may also register your company with FBR (NTN registration), EOBI, Punjab Employee Social Security Institution (PESSI)/ Sindh Employee Social Security Institution (SESSI), Labor Department and Excise and Taxation Department of the province of Punjab and Sindh through eService by providing additional information while submitting your incorporation application.

**eServices Requirements**

- Operating System
  - Microsoft Windows (Any Version)
- Browser
  - Internet Explorer, Microsoft Edge, Google Chrome and Mozilla Firefox

**Links**

- Nominal Share Capital Calculator
- Increase In Nominal Share Capital Calculator
- Name Availability Search**
- Prohibited Words
- Download Free PDF Converter
- VOSS

**LOGIN**

CNIC/NICOP/Passport#  
Password  
Login

- Signup For National**
- Signup For Foreign/POC Holders**
- Forgot Login Information

**Queries/Complaints, Please Contact**  
**TOLL FREE : 0800-88008**  
**VISIT: https://sdms.secp.gov.pk**  
MONDAY- FRIDAY  
9:00 AM - 5:00 PM (GMT+5)

**Please note:**

- To proceed further, you may use Internet Explorer, Microsoft Edge, Google Chrome and Mozilla Firefox for company incorporation process
- Copy/Paste and use of special character is not allowed

**ABOUT eSERVICES PROJECT**

The E-services project of the Securities and Exchange Commission of Pakistan (SECP) is an electronic data gathering and retrieval system that would perform automated collection, acceptance and forwarding of submissions by companies who are required by law to file forms and documents with the SECP. Its primary purpose is to increase the efficiency of the corporate sector for the benefit of investors, companies, and the economy by accelerating the receipt, acceptance and dissemination of time-sensitive corporate information field with the Commission.

a. First Step is "Name Availability Search"

b. Next step is User Registration,

- In case of Pakistan national click **Signup For National**
- In case of Foreign National/POC holder, click **Signup For Foreign/POC Holders**

### Signup For National/ Signup For Foreign/POC Holders

Click “Signup For National or Signup For Foreign/POC Holders” for user registration (whichever is applicable) and fill the following data form and click “sign up”

This page is supported by all browsers. ...

**NOTE:** Mobile number provided at Sign up must be registered against the CNIC number. Additional amount of Rs.50 will be charged after first two attempts.

**NEW USER (PAKISTANI NATIONAL)** [REGISTRATION GUIDE \( PDF \)](#)

**Enter Your Information**

CNIC/NICOP\* **Please enter 13 digit number without dashes**  
1101188609356

Card Expiry Date\* 03/03/2026  Life Time

Card Issuance Date\* 03/03/2016

Password\* **Password must have 8 characters. At least 1 number, 1 lowercase, 1 uppercase letter and 1 special character**  
.....

Confirm Password\* .....

Full Name\* Mr. | ABC

Father/Spouse Name\* XYZ

Date of Birth\* 14/08/1965

I, the above named applicant, do hereby solemnly, declare that the information provided in the form is true and correct and nothing has been concealed or mis-stated. I acknowledge and understand that in case of any mis-statement / unauthorized access to any information system is punishable under [Prevention of Electronic Crimes Act, 2016](#) with either description of term not exceeding three years, or fine which may extent to five million rupees, or with both.

On signing up, 4 digit codes shall be received on given phone number and email address. Enter the given codes in the below mentioned form and click on “Verify Security Codes”.

Securities & Exchange Commission of Pakistan

**SECURITY CODE VERIFICATION**

Provide Security Code sent to your provided mobile no\*

Provide Security Code sent to your provided email address\*

I have read and agree to the following Terms and conditions

Security codes have been sent to provided Mobile No. and Email Address, to complete the process please provide the received security codes

**Note:-** If a company has more than one subscriber, then each subscriber shall create his/her user registration in the same manner as described above.

3. On verification, following options shall be available.

**List of Processes**

- Digital Certified True Copy
- 
- Name Reservation and Incorporation (Combined)
- Name Reservation and Incorporation (LLP)
- LLP Name Reservation

## NAME RESERVATION

1. Click "[Company Name Reservation](#)". Following screen shall appear, fill the data form.

**COMPANY NAME RESERVATION** [Relevant Section- Guide- Prohibited Words- FAQ's- Company Name Search](#)

**Company Information**

Company Kind\* Private Limited Company

Propose three options for name reservation in the order of priority (Fee will be charged for one name only instead of three names).

Name Availability Search

Company's Proposed Name\*  
Company's Proposed Name (Option 2)\*  
Company's Proposed Name (Option 3)\*

Meaning / Significance of Proposed Company Name / Non Dictionary Words / Abbreviations\*

Complete Company Name\* (PRIVATE) LIMITED

City\* ----- SELECT -----

Registration NO.

Cancel Continue


2. Click Continue, following list of options shall appear.

**List of Documents**

- [Update Form\(s\) Data](#)
- [View Company Name Reservation Form](#) Help
- [Update Attachment Form](#) Help
- [Update Bank Challan Form](#) Help
- [Submit Process](#)

Cancel

3. Click update bank challan form, following screen shall appear. Click "Save form".

 **ESECP** **SECP Challan #** E-2021-421153  
**Not for payment** **Not valid later than** 01  
21/04/2021

Bank Branch Credit Card Challan Date 06/04/2021

Account Title **Securities and Exchange Commission of Pakistan** Account No.

Name of Company ABC (PRIVATE) LIMITED Registration No.

Code No.	Head of Accounts	Amount (Rs)
<b>Receipt under Companies Act, 2017</b>		
61056	Availability of Name Fee	200.00
52403	Bank Collection Charges (To be Paid By Applicant)	8.00
<b>Total</b>		<b>208.00</b>

Payment Details

Cheque No.

Drawn On

Rupees (in words)

APPLICANT COPY

Save Form

4. On saving, following screen shall appear. Click on "Submit Process".

**List of Documents**

- [Update Form\(s\) Data](#)
- [View Company Name Reservation Form](#) [Help](#)
- [Update Attachment Form](#) [Help](#)
- [Update Bank Challan Form](#) [Help](#)
- [Submit Process](#)

[Cancel](#)

**Note:-** At this stage your application for availability of name shall be submitted to SECP. Thereafter on response of SECP login to the eServices and proceed further for incorporation.

### **INCORPORATION PROCESS**

1. On signing to eServices, following screen shall appear.

**User Company List**

Sr. # /	Company Name	Incorporation No.	Login
1	MART4ALL (PRIVATE) LIMITED	null	<a href="#">Login</a>

2. Click on login, following screen shall appear.

### **PROCESS LISTING**

**List of Available Processes**

- [Company Incorporation](#)

3. Click on the "Company Incorporation" and fill the following data form.

**COMPANY INCORPORATION (HELP) (GUIDE FOR PRIVATE COMPANY) (GUIDE FOR UNDER SECTION 42 COMPANY)**

**Application Details**

Company Name **MART4ALL (PRIVATE) LIMITED**

Kind **Private Limited Company**

**Payment Details**

Mode of Payment

Bank Branch\*

**Signatory**

Name\*  CNIC/ Passport #  Pakistani National (CNIC #) --  
 Foreign National (Passport #)

Designation

4. Click continue, following list of options shall appear.

**PROCESS DOCUMENT LISTING**

**List of Documents**

- Update Form(s) Data
- Information for Third Parties**
- View Company Profile Form (Name 1) [Help](#)
- View Application for Company Incorporation [Help](#)
- View Company Information Form [Help](#)
- Fill New Attachment Form [Help](#)
- Fill New Attachment Form Article of Association [Help](#)
- Fill New Attachment Form Memorandum of Association [Help](#)
- Fill New Bank Challan
- Sign Forms

5. Click on "Information for Third Party". Fill the "Property Type and Business Type" information and then save the data.

Securities & Exchange Commission of Pakistan

**FEDERAL AND PROVINCIAL ENTITIES REGISTRATION DATA**

**Company Information**

Unit: UNIT 1 Complex/Street: STREETS  
 Area/Locality: G10 District: ISLAMABAD  
 City/Town: Islamabad Rural

Officer Name	Officer Designation	Officer CNIC	Profile Status	Officer Profile
A	Chief Executive	1111111111111	Info Required	<a href="#">Add/Update</a>
A	Director And Subscriber	1111111111111	Info Required	<a href="#">Add/Update</a>
B	Director And Subscriber	2222222222222	Info Required	<a href="#">Add/Update</a>

Capacity:\*

**Company Officers**

**Property Type**

Property Type:\*  Property Form:\*

Business Share(%)

**Business Type**

SECP Sector: --CABLE OPERATORS Accounting Period: 1st (Jul-Jun)

Principle Activity:\*

**Registration With EOBI**

Do you want to register with EOBI?  Total Number of Employees:

6. Click on add/update. Following window shall appear. Fill the form and click on save/update.

### OFFICER ADDITIONAL INFO FOR NTN GENERATION BY FBR

**Officer Property Information**

Officer Name	A
Officer Designation	Chief Executive
Officer CNIC	111111111111
Officer First Name*	<input type="text"/>

Rectangular Snip

**Note:-** Save/Update the form for all directors/CEO and close the window.

7. Click on "Back to main". Following screen shall appear.

- [Update Form\(s\) Data](#)
- [Information for Third Parties](#)
- [View Company Profile Form \(Name 1\)](#) [Help](#)
- [View Application for Company Incorporation](#) [Help](#)
- [View Company Information Form](#) [Help](#)
- [Fill New Attachment Form](#) [Help](#)

8. Click fill new attachment form, following screen shall appear. Attach the required documents (*Total PDF attachments size up to 2MB*).

1. Photocopy of NIC	<input type="button" value="Attach"/>	<input type="button" value="Delete"/>	<input type="button" value="View"/>
2. Power of Attorney	<input type="button" value="Attach"/>	<input type="button" value="Delete"/>	<input type="button" value="View"/>
3. Name Availability Letter	<input type="button" value="Attach"/>	<input type="button" value="Delete"/>	<input type="button" value="View"/>
4. Miscellaneous Attachment	<input type="button" value="Attach"/>	<input type="button" value="Delete"/>	<input type="button" value="View"/>

9. Click "Save form", following screen shall appear.

- [Update Attachment Form](#) Help
- [Fill New Attachment Form Article of Association](#) Help
- [Fill New Attachment Form Memorandum of Association](#) Help

10. Click on "File New Attachment Form Article of Association", following screen shall appear. Click "Attach" and attach the required document

1. Filing Fee Article of Association	<input type="text" value="250.00"/>		
2. Article of Association	<input type="button" value="Attach"/>	<input type="button" value="Delete"/>	<input type="button" value="View"/>

---

11. Click "Save Form", following screen shall appear.

- [Update Attachment Form](#) Help
- [Fill New Attachment Form Article of Association](#) Help
- [Fill New Attachment Form Memorandum of Association](#) Help

12. Click on "File New Attachment Form Memorandum of Association", following screen shall appear. Click "Attach" and attach the required document


1. Memorandum	<input type="button" value="Attach"/>	<input type="button" value="Delete"/>	<input type="button" value="View"/>
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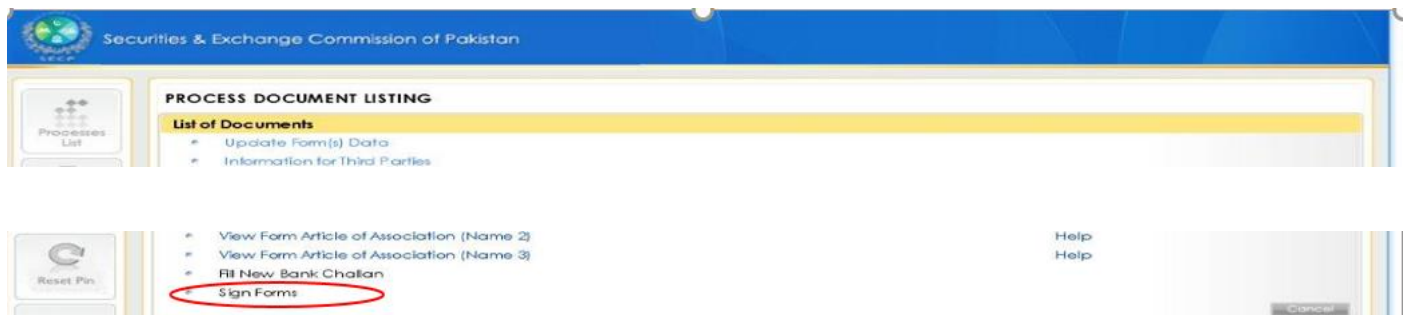
13. Click "Save Form", following screen shall appear.

- [Update Attachment Form Article of Association](#)
- [Update Attachment Form Memorandum of Association](#)
- [Fill New Bank Challan Form for Incorporation](#)
- [Sign Forms](#)

14. Click on “File New Bank Challan Form for Incorporation”, following bank challan screen shall appear, click on “save form”.

		<b>ESECP</b>		SECP Challan #	E-2021-421153
		<b>Not for payment</b>			01
				Not valid later than	21/04/2021
Bank Branch	Credit Card	Challan Date	06/04/2021		
Account Title	<b>Securities and Exchange Commission of Pakistan</b>		Account No.		
Name of Company	ABC (PRIVATE) LIMITED		Registration No.		
<b>Code No.</b>	<b>Head of Accounts</b>		<b>Amount (Rs)</b>		
<b>Receipt under Companies Act, 2017</b>					
61056	Availability of Name Fee		200.00		
52403	Bank Collection Charges (To be Paid By Applicant)		8.00		
<b>Total</b>					208.00
<b>Payment Details</b>					<b>APPLICANT COPY</b>
Cheque No.				<input type="button" value="Save Form"/>	
Drawn On					
Rupees (in words)					

15. Following screen shall appear. Click on “Sign form”.



16. Following screen shall appear. Enter and apply the PIN, which was received at the time of user registration (each subscriber needs to enter the pin separately). Thereafter submit process to SECP.



**Note:- Procedure for entering primary users through Manage Data Users**

All the subscribers are required to sign the forms for submitting application to the SECP. In order to sign forms, it is mandatory for all the subscribers to be added as primary user through “Manage Company Users”.

Once all the data form is filled then the individual/subscriber/director, entering the data has to add all the subscribers as primary user through following process.

i. Logon to eServices following screen shall appear.



Securities & Exchange Commission of Pakistan

**Registered User Company Listing**

Welcome **NOOR ELAHI JAMEEL**  
You have been Enrolled with us on: **NOOR ELAHI JAMEEL**

**User Company List**

Sr. #	Company Name	Incorporation No.	Login
1	ADMLOGIX SERVICES	0142061	Login

ii. Click Login following screen shall appear

Securities & Exchange Commission of Pakistan

Welcome **NOOR ELAHI JAMEEL**

**PROCESS LISTING**

**List of Available Processes**

- Company Incorporation

**List of Processes Awaiting Response**

**List of Unavailable Processes**

Manage Company Users

View Provincial Registration Status

iii. Click “Manage Company Users”, following screen shall appear enter the required data and click “Add”.

Securities & Exchange Commission of Pakistan

**MANAGE PRIMARY/AUTHORIZED/SECONDARY/INTERMEDIARY USERS**

Provide CNIC/NICOP/POC/Passport No. of Secondary/Intermediary \*

6110176898765

User Type \*

Primary

Add

**Company Users List**

**In case of assistance, you can call our Business Centre at**  
**For Facilitation: 051-9195118**  
**For Name Reservation: 051-9195237, 051-9195496, 051-9195490, and 051-9195141**  
**For Company Incorporation: 051-9195212, 051-9195136, 051-9195487, 051-9195351**  
**from Monday – Friday (09 a.m. to 05:00 p.m.)**