

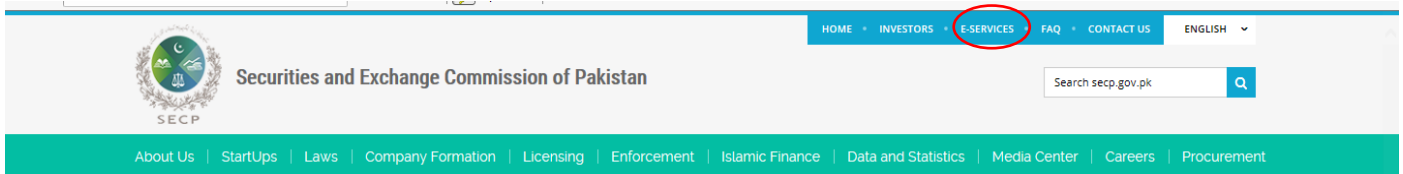
User Guide (Process Flow)

Name Availability and Incorporation (Combined)

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

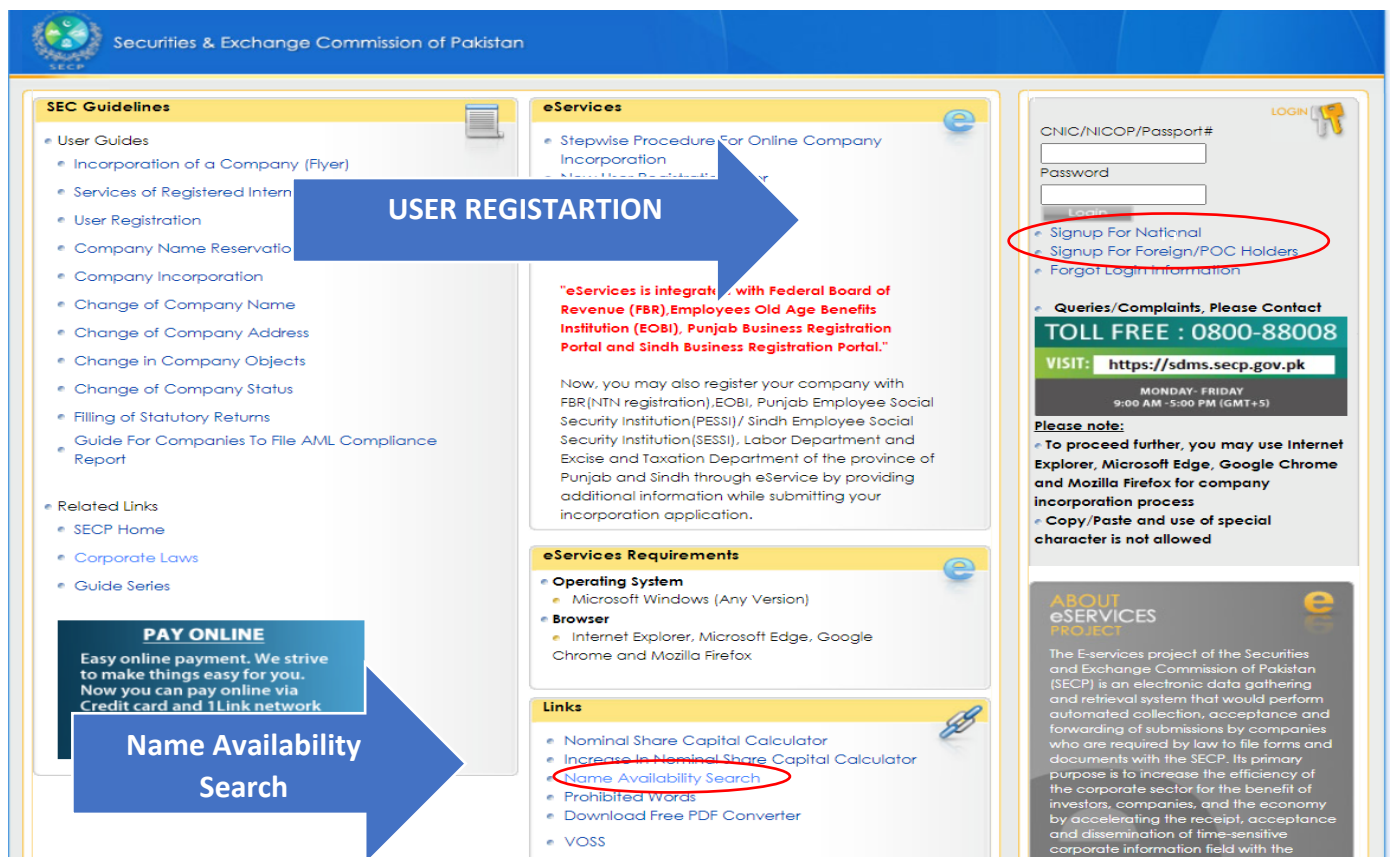
- a) MS IE 10 & Above
- b) MS Edge
- c) Mozilla Firefox 84.0 and Above
- d) Google Chrome 65.0+ and Above

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.



- 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”

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.

Signup **Reset**

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”.

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

Verify Security Codes

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.

Payment

ADC / ePayment

Update Profile

Reset Pin

Logout

Companies listed in the table above were found according to given criteria.

List of Processes

Digital Certified True Copy

Company Name Reservation

Name Reservation and Incorporation (LLP)

LLP Name Reservation

Filing of Form S/6/7 or S-183 & 184 of Securities Act

Filing of SMD-BO Form-5 **Filing of SMD-BO Form-6** **Filing of SMD-BO Form-7**

NAME RESERVATION AND INCORPORATION (COMBINED)

1. Click "[Name Reservation and Incorporation \(Combined\)](#)". Fill the following data form.

COMPANY NAME RESERVATION AND INCORPORATION (HELP) (HELP TO FILE COMBINE PROCESS)

Name of the Proposed Company

(Enter company name without company kind i.e. (PVT) Limited, (SMC-PVT) Limited, Limited)

Propose three options for name reservation in the order of priority (Fee will be charged for one name only instead of three names). Please do not enter Kind of company while entering proposed name

Company Kind* Private Limited Company

Company's Proposed Name (Option 1)* Rectangular Snip Name Availability Search

Company's Proposed Name (Option 2)*

Company's Proposed Name (Option 3)*

☐ I do hereby solemnly, and sincerely declare that the information provided in the form is:

true and correct and nothing is concealed and that the proposed name, if reserved, shall be used only for the purpose of registration of company I have been authorized as declarant by the subscribers; 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 incidental thereto have been complied with I make this solemn declaration conscientiously believing the same to be true.

Date (DD/MM/YYYY) 01/04/2021

Continue Back

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

PROCESS DOCUMENT LISTING

List of Documents

- * Update Form(s) Data Help
- * Information for Third Parties Help
- * View Company Name Reservation Form Help
- * View Application for Company Incorporation (Name 1) Help
- * View Application for Company Incorporation (Name 2) Help
- * View Application for Company Incorporation (Name 3) Help
- * Fill New Attachment Form Help
- * Fill New Incorporation Attachment Form Help
- * View Company Profile Form (Name 1) Help
- * View Company Profile Form (Name 2) Help

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

1. Photocopy of NIC	Attach	Delete	View
2. Power of Attorney	Attach	Delete	View
3. Name Availability Letter	Attach	Delete	View
4. Miscellaneous Attachment	Attach	Delete	View

Save Form

4. On saving, following screen shall appear. Click on "Information for Third party".



5. Fill the "Property Type and Business Type" information and then save the data.

FEDERAL AND PROVINCIAL ENTITIES REGISTRATION DATA

Company Information

Unit: UNIT 1 Complex/Street: STREET3
Area/Locality: G10 District: ISLAMABAD
City/Town: Islamabad Rural

Officer Name	Officer Designation	Officer CNIC	Profile Status	Officer Profile
A	Chief Executive	111111111111	Info Required	Add/Update
A	Director And Subscriber	111111111111	Info Required	Add/Update
B	Director And Subscriber	222222222222	Info Required	Add/Update

Capacity:* Owner

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: 0

Save Back to Main

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:

Reset Save/Update Close Window

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

7. Click on "Back to main". Following screen shall appear. Click on "Fill New Bank Challan".

Profile

- View Form Article of Association (Name 1)
- View Form Article of Association (Name 2)
- View Form Article of Association (Name 3)
- Fill New Bank Challan**
- Sign Forms

Help
Help
Help

Cancel

8. Following bank challan screen shall appear, click on "save form".

ESECP
Not for payment

SECP Challan # E-2021-421153
01
Not valid later than 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)
Receipt under Companies Act, 2017		
61056	Availability of Name Fee	200.00
52403	Bank Collection Charges (To be Paid By Applicant)	8.00
Total		208.00

Payment Details

Cheque No.

Drawn On

Rupees (in words)

APPLICANT COPY

Save Form

9. Following screen shall appear. Click on "Sign form".

Securities & Exchange Commission of Pakistan

PROCESS DOCUMENT LISTING

List of Documents

- Update Form(s) Data
- Information for Third Parties

View Form Article of Association (Name 2)

View Form Article of Association (Name 3)

Fill New Bank Challan

Sign Forms

Help
Help

Cancel

10. 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.

Online Payment

ADC / ePayment

Update

View Signing Requirement

Enter PIN:

Step - 1 [Apply User Pin]

Step - 2 [Submit Process to SECP]

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.)