

LOG ON TO E-SERVICES-COMPANY NAME RESERVATION

The client will connect to eservices and log on to his/her account or signup in case of a new user. Click for Logon Help

- **Enter Information**

A successful logon to eservices will open up a Process Listing / Home page. The Process Listing, as the name demonstrates, is an area having different kinds of available and unavailable Company Ordinance processes. Initially, only the Company Name Reservation process is made available to the client. A few important fields in this form are described below;

- **Company's Proposed Name**

A proposed/desired name for the upcoming company is entered in this field without the company kind (Pvt, Ltd. etc.) attached to it. After the name entry, Name Availability Search button is clicked to check if the desired name is available for reservation or not.

- **Company Kind**

The company kinds vary with respect to their role in the corporate sector and each kind/type has attached to it various requirements which are required to be fulfilled for further incorporation with SECP. These requirements are in terms of the structure of its board of governors/members, the organizational arrangement and the services which the company will render. A drop down list having different company types is present with the use of which a desired type is selected during the course of the company reservation process.

- **Bank Branch**

A list of designated bank branches in major cities of Pakistan is made available here for the client to select from. These Bank branches are nominated for collecting the compulsory fees against Company Ordinance practice. The Fees are paid through challan payments at the designated bank branch and the selected CRO. For bank selection, the "Locate bank" link is used to make available a bank search page as shown in figure 4.5 below. Bank Name, City and a Branch is chosen and searched for its service availability with the eservices application with the help of the "Search" button.

- **Applicant Information**

A detailed input about the client is provided in this section which includes his/her Name, CNIC, Telephone, Address and Email information.

- **Attach documents**

A successful and complete data entry at Company Name Reservation Form will take the client to a new page. This page includes a list of Client's filled and unfilled documents. Following proceedings can be chosen from here;

- Modification (if required) regarding previous steps can be made by clicking at the provided links.
- A New document can be attached. eservices will require the attachments to be in PDF format only unless any other format is especially specified along with the attachment field.
- Bank Challan is attached and submitted. A few important links in this form are described below;

- **View Company Name Reservation Form**

The company name reservation form which has already been filled up by the user can be edited by using this link. The attached form will be viewable again and modifications can be made if required.

- **Fill New Attachment Form**

This link is used when a new form or document is required to be attached with the client's application. This option will create a place with client's application where a Challan or any other document can be attached.

- **Fill New Bank Challan**

New place creation will allow the user to attach a Challan form with his/her application.

IMPORTANT: For ensuring a complete application submission, four copies of Challan form are required to be printed out. Three of the copies are submitted at the Designated Bank branch along with the fee and one is the promoters copy.

NOTE: Any attached document or the application form can be modified by clicking at their provided links. The respective link is clicked to view its detailed page, correction is performed and the button "Save Form" is clicked to update modification.

- **Initiate the Process**

A successful data entry and document attachment leads the client towards the actual submission of his/her application, the final Step. The document's listing page provided to the client has five links; the last of them all is stated as "Start Process". The "Start Process" link is used to finally initiate the process.

- **List of Available Processes**

Lists of processes which are available for the user to interact with are listed under this heading to choose from.

- **List of Processes Awaiting Response**

A list of processes which are need resolution/modifications from the user end will appear under this title. It is considered a good practice for the user to log into the eServices account regularly and resolve processes which need response.

- **List of Unavailable Processes**

Lists of processes which are being processed by the user are placed under this heading only for reference and record purpose.

COMPANY INCORPORATION

Company Incorporation is offered to a Client after his/her company name has been reserved with SECP and its due fee (through Challan payment) is paid in time. This process requires a detailed information input from the Client concerning the Board of Directors/Subscribers, Company Capital/Assets and the required Credentials of the upcoming company.

Enter Information

A successful logon to eServices will make available a Process Listing/Account Home page. If the Company name has been reserved successfully, the Company Incorporation facility will be vacant at this stage. A few important links in this form are described below;

- **Application Details**

The first section requires the details of the upcoming company in terms of its complete name, kind, designated bank branch and the mode of payment to be selected.

- **Declarant**

A declarant can be any person authorized to represent the upcoming company by the Owners/Board of Directors. Any employee or even the director could be chosen for this responsibility. In this section, the compulsory information about the declarant/company representative is entered.

- **Director/Subscriber**

A detailed data regarding the Board of Directors and Subscribers is provided in this section. "Add" and "Delete" buttons will create and remove rows for data entry.

- **Company Information**

This section calls for corporate and financial information about the newly formed company making it among the most important sections of this form.

The Company's registered office is physically declared by providing its complete street, postal and electronic address. Any future communication with the company officials is greatly dependant upon the transparency of information at this stage.

Company's sector-wise classification as well as its monitory Assets are also stated and declared here.

- **Witness**

The forms are to be signed using the digital certificates which are obtained from the National Institutional Facilitation Technologies (Pvt) Ltd (NIFT). NIFT will serve as the witness of all digitally signed documentation made through eServices.

- **Signatory**

Details of a Signatory, witnessing the Company compliance activity, are provided in given input fields. Signatory could be one of the Directors or any other authorized person by the company management.

- **Attach Documents**

A successful and complete information entry at Company Incorporation Form will lead the client to a new page. This page includes a list of Client's filled/unfilled documents.

Following proceedings can be chosen from here;

- Modification (if required) regarding previous steps can be made by clicking at the provided links.
- A New document can be attached.
- Attached documents can be viewed by clicking at their respective links.
- Bank Challan is automatically populated with prescribed fee and other information by the eServices application.
- Forms signed using the digital certificates.

A few important links in this form are described below;

- **Update Form Data**

This link will take the user back to his/her Incorporation page where modifications to the previously provided information can be made.

- **View Forms**

Forms attached with the Incorporation application can be reviewed by clicking at their respective links.

- **View Company Profile Form**

Eservices application accumulates all the Company related information provided at the previous steps in one single profile document. The company profile prepared automatically using the client's data can be viewed by clicking at this link.

- **New Attachment Form**

Scanned/ softcopy company/personal documents (e.g. NIC, Power of Attorney, Name availability letter, miscellaneous) are attached with the help of this link. Its course of action follows;

NOTE: The eservices application will require the attachments to be in PDF format only unless any other format is especially specified along with the attachment field.

Fill New Attachment Form Article of Association

Company's article of association is attached by clicking at this link and going to its document upload page. (For document attachment procedure, please follow same process as New Attachment Form described above)

Fill New Attachment Form Memorandum of Association

Company's memorandum of association is attached using this given link. (For document attachment procedure, please follow same process as New Attachment Form described above)

Fill New Bank Challan

A Bank Challan according to a calculated company worth is mandatory to be submitted with Company Incorporation application. Challan is submitted by clicking at the link under description.

NOTE: For ensuring a complete application submission, four copies of Challan must be printed out. Three of the copies are submitted at the Designated Bank branch and the remainder is a personal copy.

Top

Sign Documents with Digital Certificates

After document attachment, the company incorporation request is conferred with signatures.

Digital Certificates

An electronic application is signed or conferred with the help of Digital Certificates which are electronically encoded data files. Digital Certificates are obtained from the National Institutional Facilitation Technologies (Pvt) Ltd (NIFT). The number of digital Signatures to be acquired will depend upon the number of Signatories (Directors, Subscribers, etc) of the company.

The last task listed on the "Document Listing" page is Sign Forms.

NOTE: Digital Signature Pad view is subject to updated system requirements. In case an of access error, please refer to page 12 for system requirements')

A few important links in this form are described below;

E-Form Name:

This column lists down all those forms available with the Company application which require digital signatures to be attached with them.

Signatures required:

Parallel to each form name, the name of its specific signatory is given in this next column of the Signature Pad.

Select for signature:

Each row of this section has a check box for selecting the exact document which needs to be attached with signatures.

Process initiation will start the attachment of digital signature with each selected document. The user will have to wait for a couple of minutes till the attachment process is complete. During the wait period, the process execution will be stated step by step in a progress window at the lower half of the Signature Pad for user's update.

Upon signature attachment, the eservices application will prompt a process completion message.

NOTE: Different documents may require signatures by different executives depending upon their given roles in the company. For this reason, a user will log on, work on the documents he/she is required to sign and logoff allowing the next user to login. The next user will complete his/her signature task and the process will go on the same way for each signatory.