



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN  
COMPANY LAW DIVISION  
(REGISTRATION DEPARTMENT)

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CLD/RD/602 (180)/2000

Islamabad, June 17, 2008

**CIRCULAR NO. 12 OF 2008**

**Subject:- Documents>Returns to be submitted to Securities and Exchange Commission of Pakistan (SECP)**

In order to create speedy and transparent paperless environment, the Commission has undertaken the scanning and archiving project. Once the project is completed, it will be easier for the companies and the business community to interact with and obtain information from the Company Registration Offices (CROs) through electronic modes in a very short period.

2. To achieve the said objective, all the documents submitted manually by the companies will be transformed into electronic form, and thereafter all the information/documents/returns would be accessed electronically. All the companies are, therefore, advised to ensure the following standardized criteria while submitting the documents, statutory forms and other returns to the registrar or the Commission, as the case may be:-

- Use A4 size paper with good margin;
- Use only black typing to complete and sign the documents;
- Use bold letters;
- Do not send carbon copies;
- Do not use a dot matrix printer; and
- Do not send coloured printed documents.

3. Further, in case a company intends to submit manually filled returns, it is necessary that it should not be filled with ink, as writing may be erased if it becomes wet/moist, resulting into loss of information. It should be therefore, filled in by using ball point. Please ensure that writings are clear and easily recognized/readable by scanners.

4. Moreover it is preferred that forms may be downloaded from SECP website [www.secp.gov.pk](http://www.secp.gov.pk). By using the downloaded forms, additional space can also be created in the fields available for information, according to your requirements. By adopting the aforementioned criteria, not only the scanning time would be saved but the quality of scanned documents will also improve.

The same will ultimately be beneficial for the corporate sector, for online inspection of records.

5. Besides, the above this Commission is going to launch eServices project shortly and the details of the same will be available on the SECP website. All the companies are, therefore, requested to obtain login ID and a password from SECP, to be able to interact online and submit their returns and forms. Procedure for obtaining the same is available on the SECP website.

6. For depositing fee, Commission has made arrangements with MCB Bank Limited therefore only MCB paid challan forms will be accepted after July 31, 2008. These can easily downloaded from the SECP website. However challans in the physical form will also be available at all the branches of MCB Bank Limited for short period. The Company Registration Offices will also facilitate in printing these forms.

**(NAZIR AHMAD SHAHEEN)**  
Registrar of Companies

### **Distribution**

1. All companies
2. The Institute of Chartered Accountants of Pakistan, Karachi;
3. The Institute of Cost and Management Accountants of Pakistan, Karachi;
4. Institute of Corporate Governance;
5. Karachi Stock Exchange;
6. Lahore Stock Exchange;
7. Islamabad Stock Exchange;
8. Federation of Pakistan Chambers of Commerce and Industry;
9. All CROs/Departments of SECP.