

## **ESERVICES USER ID AND PASSWORD**

### **User ID and Password for New Case of Name Availability**

**Question:** How do I create User ID and Password for obtaining name availability and subsequent incorporation of a company online?

**Answer:** You will need to sign up online at <https://eservices.secp.gov.pk/eServices/> and create your own User ID and Password. In this case, you will keep using the User ID and Password created by you and do not require these from the SECP.

### **User ID and Password for Existing Companies**

**Question:** Whether it is compulsory for the existing companies to obtain User ID and Password in order to use eServices?

**Answer:** Yes, it is compulsory for existing companies to obtain User ID and Password for using eServices.

**Question:** How can we get User ID & Password for an already registered company?

**Answer:** Companies already incorporated will apply for an eServices User Identification and Password by writing a letter, on the company letterhead, duly signed by the Chief Executive and any one of the following officers, along with a copy of their CNICs:

- Company Secretary
- Chief Financial Officer
- One of the Directors of the company

The Company shall mention the email address on which the eServices User Identification and Password will be dispatched. Please only provide POP3 email address such as abc@comsats.com, free email addresses such as hotmail, gmail, or yahoo are not acceptable.

SECP will confirm the validity of the email address. After validation, the eServices User Identification and Password will be emailed to the specified email address.

All letters requesting an eServices User Identification and Password should be addressed to Deputy Director (MIS), SECP at the address given below.

You can also send your request through email by attaching scanned copies of the above mentioned documents at the following email address.

**Subject: eServices User Identification and Password**

Deputy Director (MIS)  
SECP,  
NIC Building, Jinnah Avenue

Islamabad,  
Pakistan

Email: [eservices.userid@secp.gov.pk](mailto:eservices.userid@secp.gov.pk)

**User ID and Password if Name Availability obtained Manually but now want to incorporate online**

**Question:** How can I get User ID & Password if I have already obtained Name Availability from the CRO through manual submission but now want to incorporate the company online through eServices?

**Answer:** You will need to apply for an eServices User Identification and Password by writing a letter, duly signed by all the proposed Subscribers of the company, along with a copy of their CNICs. Please note that the letter head is not required in this case. You will also need to attach a copy of the Name Availability letter with it.

Please mention the email address on which the eServices User Identification and Password will be dispatched. Please only provide POP3 email address such as abc@comsats.com, free email addresses such as hotmail, gmail, or yahoo are not acceptable.

SECP will confirm the validity of the email address. After validation, the eServices User Identification and Password will be emailed to the specified email address.

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