



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN
COMPANY LAW DIVISION
REGISTRATION DEPARTMENT
NIC BUILDING, BLUE AREA, ISLAMABAD

No. CLD/RD/602/97/2003

2131
CIRCULAR NO. 26/2010

Islamabad, November 16, 2010

Subject: Application for Refund of Fees received under Sixth Schedule to the Companies Ordinance, 1984

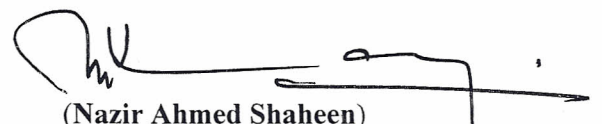
In order to streamline process of refund of fees received under the Sixth Schedule to the Companies Ordinance, 1984, a standardized Application Form for refund of fees has been developed. All concerned are therefore advised to make application for refund of fees to the registrar or Commission on the enclosed format.

2. Further, details of documents required with the Application Form, are as under:

Sr. No.	In case of	Documents required	Payee
1	Existing companies	<ul style="list-style-type: none">• Original paid challan	Company
2	Companies proposed to be registered, and documents have been filed	<ul style="list-style-type: none">• Original paid challan• CNIC copy of the person to whom the refund is to be made• Authority letter in favor of the payee from all promoters	Person authorized by the promoters/sponsors
3	Companies proposed to be registered, and documents have not been filed	<ul style="list-style-type: none">• Original and depositor's copy of paid challan• CNIC copy of the person to whom the refund is to be made	Applicant

3. Please note that the authority letter mentioned above shall be submitted on a duly witnessed and notarized stamp paper of requisite value.

4. Application for refund of fees is available at: <http://www.secp.gov.pk/>


(Nazir Ahmed Shaheen)
Executive Director (Registration)

Distribution:

1. President, Institute of Chartered Accountants of Pakistan, Chartered Accountants Avenue, Clifton, Karachi-75600
2. President, Institute of Cost & Management Accountants of Pakistan, Gulshan-e-Iqbal, Karachi – 75300
3. President, Institute of Corporate Secretaries of Pakistan, 683-C, Allama Iqbal Road, Off: Tariq Road, Block 2, PECHS, Karachi.
4. The President, Federation of Pakistan Chambers of Commerce and Industry, Shahrah-e-Firdousi, Main Clifton, Karachi.
5. The President, All Chambers of Commerce & Industry.
6. The President, Pakistan Tax Bar Association.
7. All Company Registration Offices.
8. Official Website for information.

APPLICATION FOR REFUND OF FEE

PART A - APPLICATION

Name of Company/ Proposed Company:			
CUIN, if any:			
Reason for Refund/withdrawal:			
Nature of Fee:			
Fee deposited:	Rs.	Challan No.:	Date:
Amount of Refund	Rs.	(Attach Original Challan & Depositor's Copy)	
Payee:	(Provide authority letter in favour of payee if other than applicant or company)		
Payee's CNIC No.:	(Provide copy of CNIC)		
Applicant's Name:			
Applicant's relationship with Company:			
Applicant's Address:			

I/We affirm that the above information is true according to my/our best of knowledge and belief.

Date: _____ Signature of Applicant(s): _____

PART B - VERIFICATION / RECOMMENDATION

Verified that: (a) the above stated particulars are correct; (b) fee is refundable; and (c) amount of Rs. _____ is recommended for refund.

Date: _____ Signature of concerned CRO Incharge: _____ CRO : _____

Recommended/Not Recommended (please provide reason)

Recommendation of Registrar of Companies:

Date: _____ Signature of Registrar of Companies / _____

PART C - BANK RECEIPT CONFIRMATION

Bank Receipt Confirmation: DC No. & Date
Head of Account
Amount Admissible for refund

Date: _____ Signature of Confirming Authority.: _____ DD (Finance)/

PART D - APPROVING AUTHORITY

Approved/Not Approved (please provide reason)

Approving Authority:

Date: _____ Signature of Approving Authority.: _____ ED (Regn)/

PART E - PAYING AUTHORITY

Approved/Not Approved (please provide reason)

Paying Authority:

Date: _____ Signature of Paying Authority.: _____ ED/Director (Finance)

Paid		Not Paid	
Cheque No.		Reason:	
Date:			

Enclosures: 1. Original Challan & Depositor's Copy 2. Authority letter 3. Copy of CNIC (in case of payment in the name of a person) 4. _____