



SECURITIES & EXCHANGE COMMISSION OF PAKISTAN
COMPANY LAW DIVISION
CORPORATIZATION & COMPLIANCE DEPARTMENT

CLD/CCD/PR(11)2019

Islamabad, April 20, 2020

CIRCULAR NO. 17/2020

Subject: **Preventive Measures against Coronavirus Disease (COVID-19)**

In continuation to this office Circular No.13 of 2020 dated April 14, 2020 and keeping in view the difficulties being faced by the general public regarding inspection of companies record and issuance of certified true copies, the following measures have been taken for ease and facilitation of the public:

- I. Inspection of documents/record of companies as provided in regulation 19 of the Company (Registration Offices) Regulations, 2018, has been allowed. However, prior appointment shall be obtained via email or phone call to the respective CRO providing name of the company and intended date of visit. CRO Incharge shall allow inspection ensuring adequate health security measures.
- II. Certified copies of returns can be issued and collected from the respective CRO within two working days and in case not collected within the prescribed time, the same shall be sent via courier.

Mubasher Saeed Saddozai
Registrar of Companies/HOD(CROs)

Distribution:

1. All CROs.
2. The Federation of Pakistan Chambers of Commerce and Industry.
3. The Pakistan Bar Council.
4. The Institute of Chartered Accountants of Pakistan.
5. The Institute of Cost and Management Accountants of Pakistan.
6. The Federation of Pakistan Chambers of Commerce and Industry.
7. Notice Board of all CROs.
8. Office copy.