



# SECURITIES & EXCHANGE COMMISSION OF PAKISTAN

Corporate Supervision Department

Company Law Division

No.EMD/website-regulation/74/2011

November 30, 2017

CIRCULAR NO. 31

**Subject: Mandatory Requirement for Placing SECP Queries and Complaints Handling Logo/Link on Website of Public Companies**

In pursuance of notification of the Securities and Exchange Commission of Pakistan (the "SECP") SRO 634(I)/2014 dated July 10, 2014, all public companies were directed to maintain a functional website with effect from August 31, 2014. In this regard, guidelines were also issued on December 02, 2014 to facilitate the companies in understanding and implementing requirements of the aforesaid notification.

2. Further, SECP vide SRO 684(I)/2015 dated July 15, 2015 required all public companies to display the web-link and logo of SECP's investor education portal "Jamapunji" at prominent place on the homepage.

3. In addition to above, SECP through Circular 43 of 2015 dated December 10, 2015 also advised the public companies to provide the contact details about the personnel designated by the public company to handle the investor grievances.

4. In continuation to the aforesaid Notifications and the Circular, SECP is pleased to advise all the public companies to place the below mentioned logo, duly linked to SECP's Investor Grievances & Queries (<https://sdms.secp.gov.pk/>) at a prominent place on the homepage of their websites.



SERVICE DESK - CLICK ME

**Toll Free**  
(From Landline Only)  
**0800-88008**

**Complaints**  
<http://sdms.gov.pk>  
[complaints@secp.gov.pk](mailto:complaints@secp.gov.pk)

**Queries**  
[queries@secp.gov.pk](mailto:queries@secp.gov.pk)

The above logo may be copied from <https://www.secp.gov.pk/document/embedding-of-logo-in-secp-email-signature-and-having-it-implemented-on-regulatees-websites>.

5. All public companies shall ensure compliance within 30 days of issuance of this circular.

Abid Hussain  
Executive Director  
Corporate Supervision Department

**Distribution to:**

1. Pakistan Stock Exchange
2. Institute of Chartered Accountants of Pakistan
3. Institute of Cost and Management Accountants of Pakistan
4. All Public Companies

SECURITIES AND EXCHANGE  
COMMISSION OF PAKISTAN  
NIC Building, 63 Jinnah Avenue,  
Islamabad, Pakistan

PABX: +92-51-9207091-4, Fax: +92-51-9100454, 9100471, Email: [webmaster@secp.gov.pk](mailto:webmaster@secp.gov.pk), Website: [www.secp.gov.pk](http://www.secp.gov.pk)