



# SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

# eServices USER GUIDE

ONLINE PAYMENT PROCEDURE



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# Introduction

The eServices website purpose is to increase the efficiency of the corporate sector for the benefit of investors, companies, and the economy by accelerating the receipt, acceptance and dissemination of time-sensitive corporate information filed with the Commission.

Building on the experience and feedback, we have incorporated a new feature of 'Online Payment' into the system. Now you can pay for your eServices forms from anywhere, at any time.

## About this guide

There are ten easy steps to make an online payment on eServices. This guide explains those steps and provides supported illustrations to make it as comprehensible for our users.

# Login Process

To begin with, open the eServices website: <https://eservices.secp.gov.pk/eServices/>

1. Sign in with your login credentials. Add your login name and password as shown *figure 1.0* below.



Figure 1

# Process Selection

If the login credentials are correct, the list of available processes will be displayed.

2. Select the process, you wish to submit. In the *figure 2*, an example is done for you-licensing of Survey Company has been selected.



Figure 2

## PROCESSES PAYMENT DETAILS

A form will open on selecting the process. Some of the fields like '**Company Information**', will be automatically filled. Other fields (e.g. form fee, description, email address and signatory); you need to enter your details.

3. In the '**Payment Details**' you have two options: Bank Chalan and Credit Card. For paying online you have to select the '**Credit Card**' option, as your mode of payment.
4. Once the form is completed, with all fields entered. Click '**Continue**' as shown in *figure 3*.

The screenshot shows the 'Processes Payment Details' form on the SECP website. The form is divided into several sections: 'Company Information', 'Payment Details', 'Form Fee', 'Description', 'Email Address', and 'Signatory'. The 'Payment Details' section has a dropdown menu for 'Mode of Payment' with 'Credit Card' selected. A green circle with the number '3' is placed over the 'Credit Card' option. The 'Signatory' section has a dropdown menu for 'Name' with 'MR. SHAMS RAFI' selected. A green circle with the number '4' is placed over the 'Continue' button at the bottom of the form. The 'Description' section is a large text area for adding details about the company and the process.

Figure 3

### NOTE:

For more than one process, you have to submit separate form payment details.

## LISTED PROCESSES CHECKLIST

If all your details in the form are submitted correctly, you will be given a message of '**Form saved successfully**' as shown in *figure 4*.

5. Under the '**Process Document Listing**', there will be listed forms - which you need to complete and submit. This is a mandatory step, without this, the card payment will not proceed.
6. In the left navigation is a '**Card Payment**' button. Please select that to pay for the listed processes.

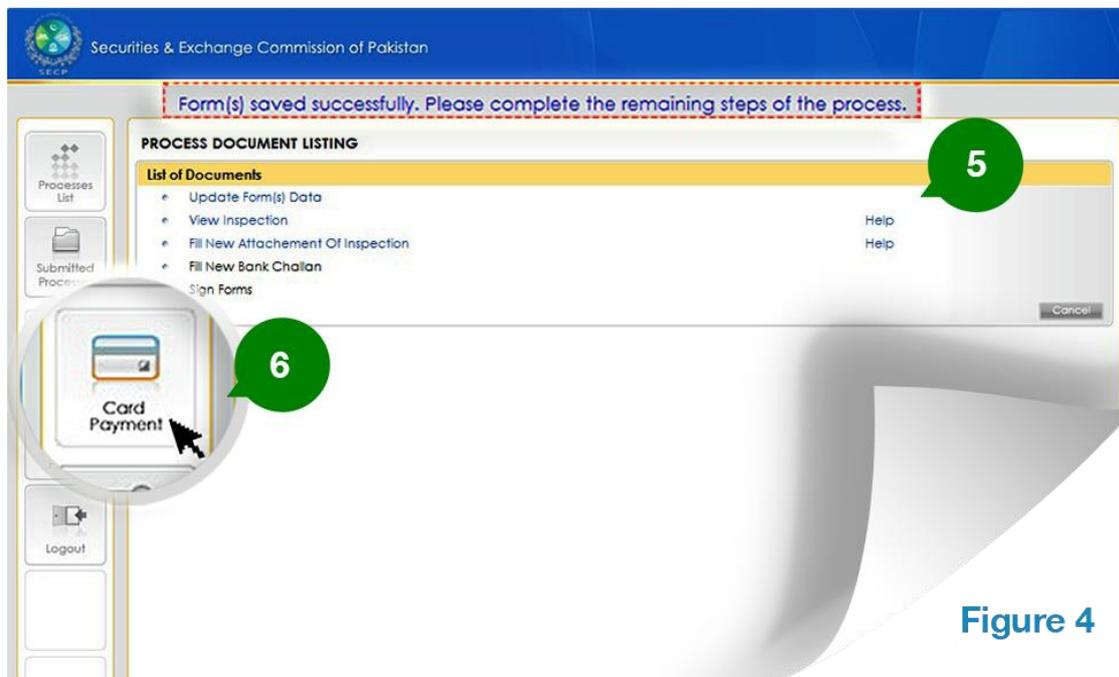


Figure 4

## PROCESSES PAYMENT STATUS

On clicking the **'Card Payment'** button, you will be directed to the **'Credit Card Payment page'**. Here the list of all your submitted processes with their payment status will be shown. Select the ones you wish to pay online; an example is done in *figure 5*. Inspection and Filing of Statutory is checked and the total payment is calculated.

7. Confirm the total payment, and then click on the **'Make Payment'** button to pay via card.

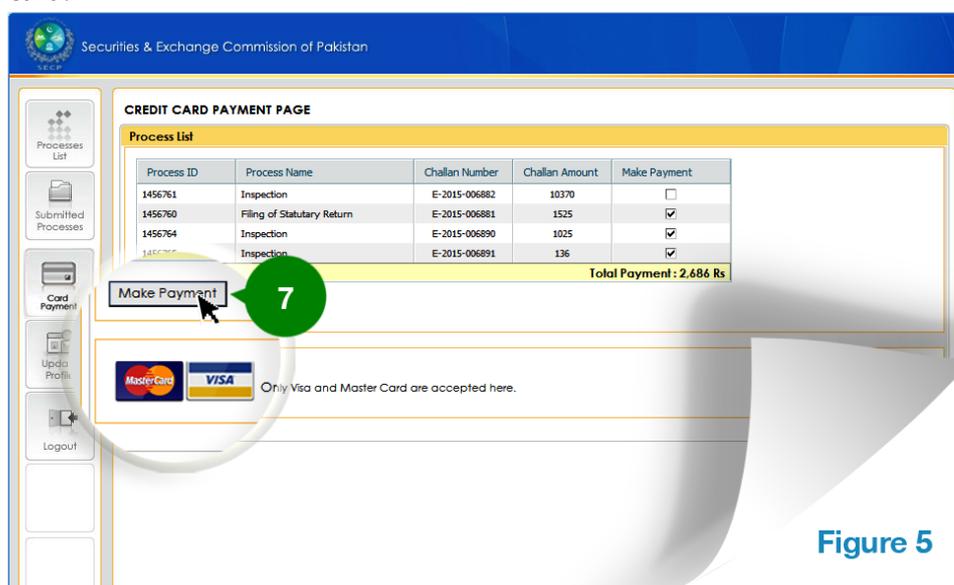


Figure 5

## CARD PAYMENT DETAILS

8. On this page, you have to provide the payment information. You are provided two card options: Visa Card or Master Card. Select the type of card, enter its expiry date and security code shown in *figure 6*.
9. If you wish to clear all the details, you can click on Reset, else select pay.



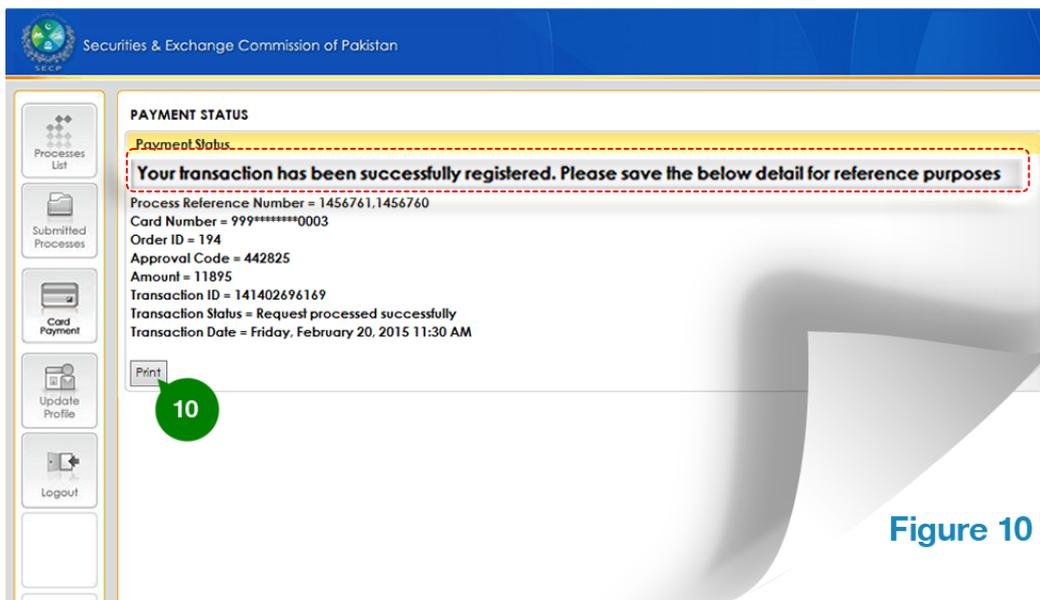
The screenshot shows the 'Payment beneficiary' and 'Payment information' sections of the SECP ePayment by etisalat interface. The 'Payment beneficiary' section includes fields for Name (SECP), City (ISLAMABAD), and Country (Pakistan). The 'Payment description' section shows Amount (Rs.235.00) and Order description (eService Order). The 'Payment information' section includes a dropdown for Payment instrument (set to Payment Card), Card brand (set to Visa), Card number (4111111111111111), Expiry month/year (set to January 2015), and Verification code (123). A 'Pay' button is highlighted with a green circle labeled '9', and a 'Reset' button is also visible. A 'VERIFIED by VISA' logo is present on the right side of the form.

Figure 6

## CARD PAYMENT DETAILS

Once the payment has been credited for the process or processes, you will be given a message about **'transaction successfully made'** as shown in *figure 10*.

10. Please take a print of the last stage with your transaction details, for future reference.



The screenshot shows the 'PAYMENT STATUS' section of the SECP ePayment interface. A yellow banner with a dashed red border contains the message: 'Your transaction has been successfully registered. Please save the below detail for reference purposes'. Below the banner, the following transaction details are listed: Process Reference Number = 1456761.1456760, Card Number = 999\*\*\*\*\*0003, Order ID = 194, Approval Code = 442825, Amount = 11895, Transaction ID = 141402696169, Transaction Status = Request processed successfully, and Transaction Date = Friday, February 20, 2015 11:30 AM. A 'Print' button is highlighted with a green circle labeled '10'.

Figure 10