



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

eServices USER GUIDE

Online ADC / E-PAYMENT PROCEDURE



August, 2018 SECP - All rights reserved. No part of this publication may be reproduced, transmitted, transcribed without the permission of SECP. Website: <http://www.secp.gov.pk/>

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 'ADC/ePayment' into the system. Now you can pay for your eServices forms from anywhere, at any time.

About this guide

To make an ADC/ePayment on eServices. This guide explains those steps and provides supported illustrations to make it comprehensive 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

SEC Guidelines

- User Guides
 - Incorporation of a Company (Flyer)
 - Services of Registered Intermediaries (Brochure)
 - User Registration
 - Company Name Reservation
 - Company Incorporation
 - Change of Company Name
 - Change of Company Address
 - Change in Company Objects
 - Change of Company Status
 - Filing of Statutory Returns
- Related Links
 - SECP Home
 - Companies Ordinance 1984
 - Corporate Laws
 - News Room
 - Guide Series

Service Desk - Client Support Centre

TOLL FREE : 0800-88008

eServices

- New User Registration Video (New)
- New User Registration Flyer(New)
- ADC Payment Guide (New)
- Online Payment Guide
- Online Fund Transfer Guide
- eServices Home
- eServices Helpline
- eServices FAQs

eServices Requirements

- Operating System
 - Microsoft Windows (Any Version)
- Browser
 - Microsoft Internet Explorer 9 or above

Links

- Nominal Share Capital Calculator
- Increase In Nominal Share Capital Calculator
- Name Availability Search
- Prohibited Words
- Download Free PDF Converter

LOGIN

CNIC/NICOP/Passport#

Password

Login

Signup For Foreign/POC Holders

Forgot Login Information

CONTACT INFORMATION

In case of any query regarding eServices, please contact us on the helpline at: 0092-51-9100441 email: mis.ccd@secp.gov.pk

Please note:

- To proceed further, please use Internet Explorer 9 or above.
- Copy/Paste and use of special character is not allowed

PAY ONLINE

Easy online payment. We strive to make things easy for you. Now you can pay via credit cards ANYWHERE AT ANYTIME!

ABOUT eSERVICES PROJECT

Process Selection

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

2. Clicking on Login in Company listing will take you to the List of Processes as show.

Registered User Company Listing

Welcome **Muhammad**
You have been Enrolled with us on: **Muhammad**

Company Search

Sr. # /	Company Name	Incorporation No.	Login
1	ARTOTEC (PRIVATE) LIMITED	0064919	Login
2	FBR		Login

3. Select the process, you wish to submit. An example is done for you- *Penalty* has been selected.

PROCESS LISTING

List of Available Processes

- Company Name Reservation
- Change of Company Name
- Issuance of Commencement of Business Certificate
- Change of Company Address
- Change of Company Address (different province)
- Change of Company Status (Private to Public)
- Change of Company Status (Private to Single Member)
- Change in Company Objects
- Filing of Statutory Return
- Filing of Returns-M&I
- --Licensing of New Insurance Company--
- --Licensing of Surveyor Company--
- Miscellaneous
- Certified True Copy
- Penalty
- Inspection
- Filing of Statutory Return (Multiple Forms)
- Filing of Returns-NBFC
- Appointment/Change of Company Officers
- Insurance Surveyor Licensing
- Filing of Returns-FRS(Previously SMBH)
- CDMRS Features List
- Filing of Returns - Insurance
- Reporting of Features of Debt Instrument
- Periodic Reporting of Redemption and Status of Covenant Compliance
- Filing of Returns (Form-4 BO) u/s 102(3)1
- Name Reservation and Incorporation (Combined)
- Name Reservation and Incorporation (LLP)
- LLP Incorporation
- Application for Registration As An Intermediary (Firm/LLP/Company)
- Global Register of Beneficial Ownership
- Application for Registration As An Intermediary (Individual)

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 three option: Bank Challan, Credit Card and ADC/ePayment. Select the '**ADC/ePayment**' option, as your mode of payment.
4. Once the form is completed, with all fields entered. Click '**Continue**'

The screenshot shows the SECP online form interface. On the left is a sidebar with navigation icons: Processes List, Submitted Processes, Company List, Online Payment, ADC / ePayment, Update Profile, Reset Pin, and Logout. The main form area is divided into several sections:

- Company Information:** Contains fields for Name of Company (ARTOTEC (PRIVATE) LIMITED), Incorporation # (0064919), and Date (DD/MM/YYYY) (27/07/2018).
- Payment Details:** This section is highlighted with a red box. It includes a dropdown menu for 'Mode of Payment' with options: Select, Bank Challan, Credit Card, and ADC/ePayment (which is selected). Below it is a field for 'Bank Branch' with the value 'ADC/ePayment'.
- Form Fee:** Contains a field for 'Amount'.
- Description:** A large text area for providing details about the transaction.
- Signatory:** Contains fields for 'Signatory selection' (radio buttons for 'Select from dropdown' and 'Enter in Other textbox'), 'Name' (a dropdown menu showing '-----SELECT-----'), 'Designation (Secretary/Chief Executive/Director/Other)', and 'NIC/Passport No.'.

At the bottom of the form, there are 'Cancel' and 'Continue' buttons. The 'Continue' button is highlighted with a red box.

LISTED PROCESSES CHECKLIST

A new screen will appear showing the attachment form and bank challan for this process, Please save the attachment form and the Bank challan correctly (you will be given a message of '**Bank Challan Form Submitted Successfully**') to enable the **Signing** option

5. Click on 'Sign Forms' Button to go to signing screen for submission of process.

Bank Challan Form submitted successfully.

PROCESS DOCUMENT LISTING

List of Documents

- Update Form(s) Data
- View Penalty
- Update Attachment of Penalty
- Update Bank Challan Form
- **Sign Forms**

Help

Help

Cancel

6. Under the 'Process Document List', there will be a list of forms for signing - which you need to sign and submit. This is a mandatory step, Click on Submit process to SECP followed by the OK button

Securities & Exchange Commission of Pakistan

The process is ready for submission. Please click "Submit Process to SECP" link.

Welcome 3650293862057 - (Muhammad)

PROCESS DOCUMENT LIST

Document List For Submission

Company Kind: Private Limited Company
Company Name: ARTOTEC (PRIVATE) LIMITED
Company Authorised Signatory: 3650293862057

Sr./	Document Name
1	Penalty
2	Attachment of Penalt

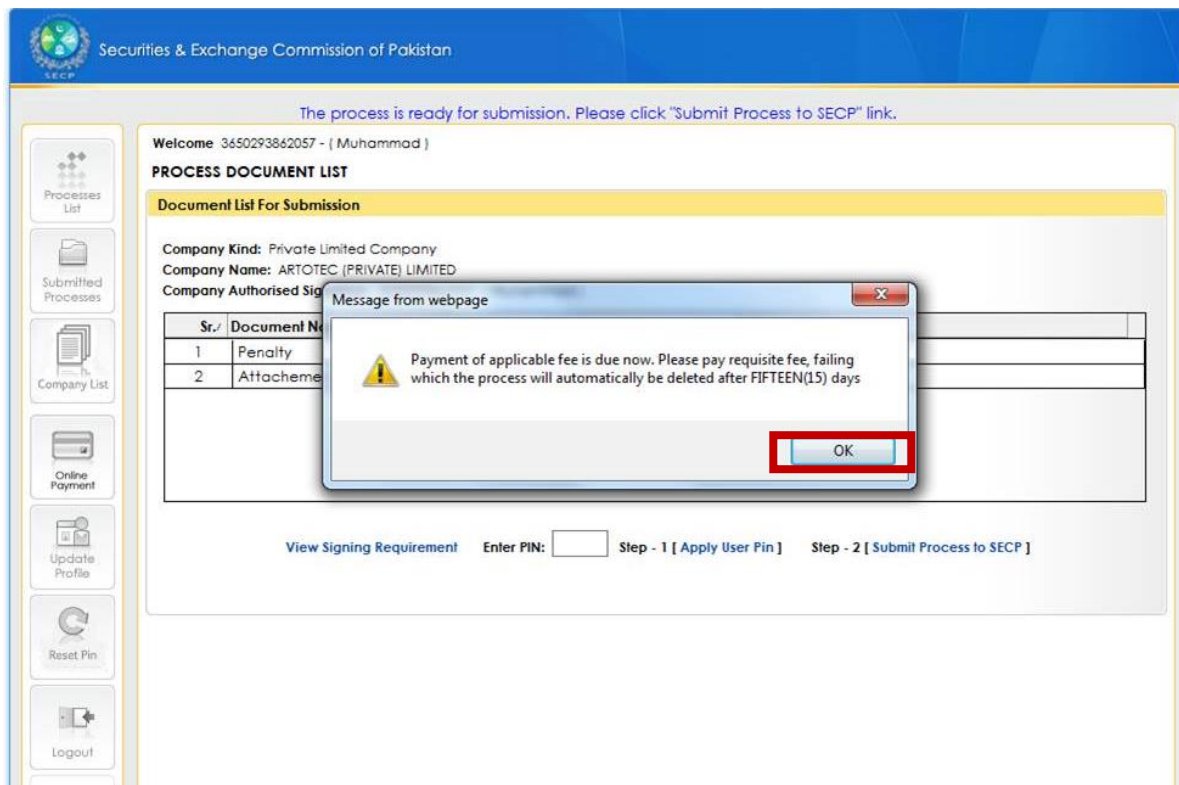
Message from webpage

Are you sure you want to submit the process.

OK Cancel

View Signing Requirement Enter PIN: Step - 1 [Apply User Pin] **Step - 2 [Submit Process to SECP]**

7. Click on OK button in Payment dialogue Box to submit the process



- After Successful Submission, Click on 'ADC/ePayment' button in the left navigation. to select that to Generate PSID for the listed processes.



On clicking the 'ADC/ePayment' button, you will be directed to the 'ADC/ePayment'. Here the list of all your submitted processes with their PSIDs. Select the ones you wish and click on generate PSID button online;

9. Confirm the total payment, and then click on the 'Generate PSID' button to get PSID.

ADC PAYMENT PAGE

Process List						
Process ID	Process Name	Challan Number	Challan Amount	Make Payment	PSID	View PSID
1459073	Penalty	E-2017-009549	1000034	<input type="checkbox"/>	1078	View PSID
1461421	Penalty	E-2018-012499	2379	<input type="checkbox"/>	1078	View PSID
1461534	Penalty	E-2018-012614	1284	<input type="checkbox"/>	1079	View PSID
1461535	Penalty	E-2018-012615	383	<input type="checkbox"/>	1080	View PSID
1461537	Penalty	E-2018-012617	158	<input checked="" type="checkbox"/>		:
Total Payment : 158 Rs						

[Generate PSID](#)

10. Click on View PSID to see PSID details

ADC PAYMENT PAGE

Process List						
Process ID	Process Name	Challan Number	Challan Amount	Make Payment	PSID	View PSID
1459073	Penalty	E-2017-009549	1000034	<input type="checkbox"/>	1078	View PSID
1461421	Penalty	E-2018-012499	2379	<input type="checkbox"/>	1078	View PSID
1461534	Penalty	E-2018-012614	1284	<input type="checkbox"/>	1079	View PSID
1461535	Penalty	E-2018-012615	383	<input type="checkbox"/>	1080	View PSID
1461537	Penalty	E-2018-012617	158	<input checked="" type="checkbox"/>		:
Total Payment : 158 Rs						

[Generate PSID](#)

PSID Detail

PSID No: 1078

PSID Generation Date: Jul 18, 2018

Consumer Name:

PSID Amount: 1002413

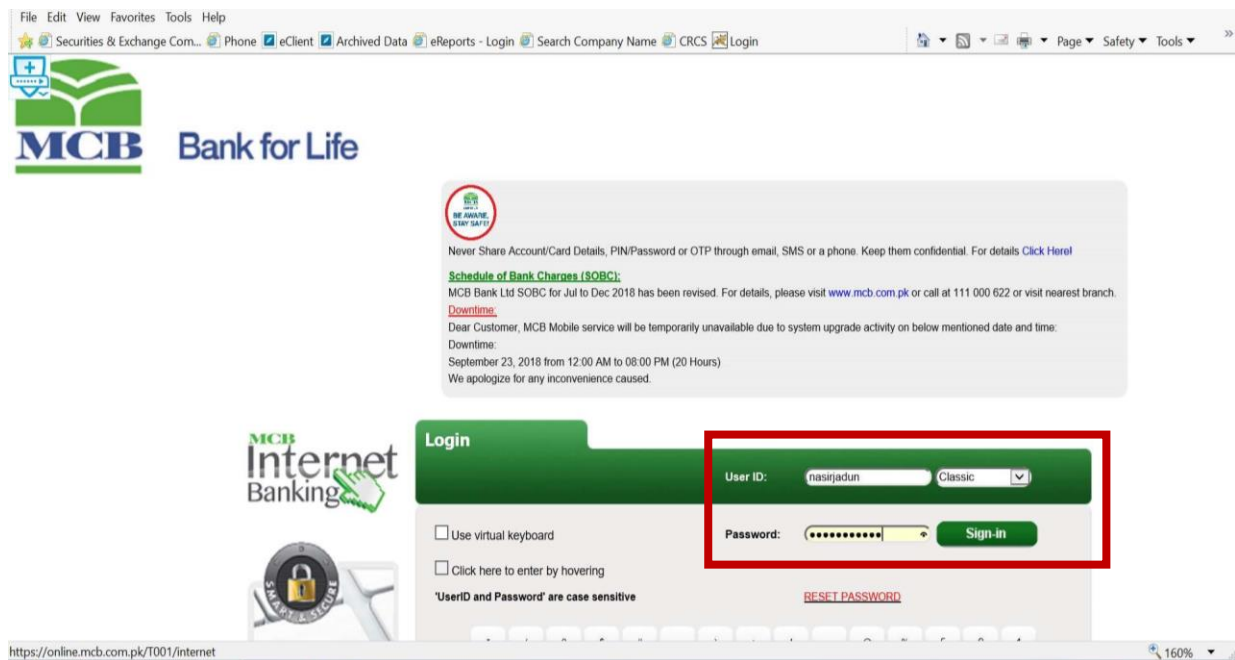
PSID Due Date: Jul 18, 2018

Amount In Words: One Million Two Thousand Four Hundred Thirteen Rupees Only

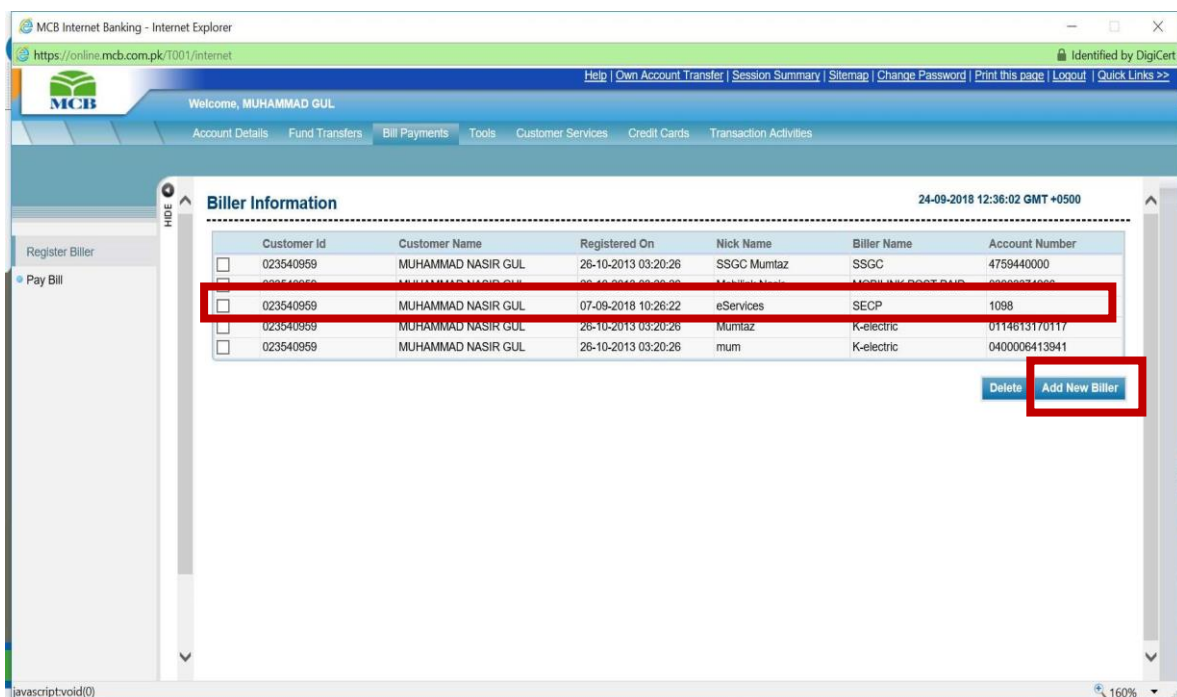
Company Name	Process Name	Challan Number	Challan Amount	Challan Due Date
ARTOTEC (PRIVATE) LIMITED	Penalty	E-2017-009549	1000034	Jul 19, 2018
ARTOTEC (PRIVATE) LIMITED	Penalty	E-2018-012499	2379	Aug 2, 2018
ARTOTEC (PRIVATE) LIMITED	Penalty	E-2018-012614	1284	Aug 10, 2018
ARTOTEC (PRIVATE) LIMITED	Penalty	E-2018-012615	383	Aug 10, 2018
ARTOTEC (PRIVATE) LIMITED	Penalty	E-2018-012622	235	Aug 11, 2018
ARTOTEC (PRIVATE) LIMITED	Penalty	E-2018-012623	535	Aug 11, 2018
ARTOTEC (PRIVATE) LIMITED	Penalty	E-2018-012624	1035	Aug 11, 2018
ARTOTEC (PRIVATE) LIMITED	Penalty	E-2018-012625	12347	Aug 11, 2018

[Print](#)

11. Login to your Internet Banking of 1Link Member Bank:



12. Add SECP as Biller:



13. Enter the required field and add PSID number in the Consumer number field.

MCB Internet Banking - Internet Explorer
https://online.mcb.com.pk/T001/Internet

Welcome, MUHAMMAD GUL

Account Details Fund Transfers Bill Payments Tools Customer Services Credit Cards Transaction Activities

Register Biller

24-09-2018 12:37:47 GMT +0500

Select Customer: 023540959 (MUHAMMAD NASIR GUL) ▼

Select a Biller: SECP ▼

Consumer number/Mobile number with the biller: 1098

Nick Name: ABC Company x

Back Submit

Disclaimer: You can enter any nick name for your ease e.g. My Account, My Mobile, My Gas/electricity

14. Details of payments can be verified through internet banking and the payments can be made after proper verification.

MCB Internet Banking - Internet Explorer
https://online.mcb.com.pk/T001/Internet

Welcome, MUHAMMAD GUL

Account Details Fund Transfers Bill Payments Tools Customer Services Credit Cards Transaction Activities

Register Biller

24-09-2018 07:40:37 GMT +0000

Biller Registration Successful

Register Biller - Confirm

Customer Name: 023540959 MUHAMMAD NASIR GUL

Biller Name: SECP

Consumer number/Mobile number with the biller: 1025

Nick Name: ABC Company

OK

15. On completion of the bill payment options, the process will be submitted to SECP instantly and will be available for processing with the dealing registrar.