

Circular No. 6 Reference No. 1(7) Misc.B.O/2001
Filing of list of members by Listed Companies on floppy diskette

Dec 05, 2001

Pursuant to circular No. 4 of 1992 dated November 23, 1992 (copy enclosed as [Annex-A](#)) all listed companies were required to file return specified in section 156 of the Companies Ordinance, 1984 (in Form 'A' of the third schedule) on a floppy diskette on the specification indicated in para 2 of the said Circular. Consequent upon computerization of the Commission and change in system design all listed companies are henceforth required to file such return in the revised format prescribed in [Annex-B](#).

2 The companies shall continue to furnish the additional information specified in Para 3 of circular No. 4 of 1992 as before.

M.Ayub Qureshi
Director (S-II)

All Listed Companies.

Annex-A

CORPORATE LAW AUTHORITY
STATE LIFE BUILDING
7-BLUE AREA

No. 21(583)CF/ISS/92

Islamabad, November 23, 1992

All the listed companies.

CIRCULAR NO. 4 OF 1992

All the listed companies file with the Corporate Law Authority a copy of the return specified in section 156 of the Companies Ordinance, 1984 (in Form 'A' of the third Schedule) in compliance with CLA's Notification No. 763(I)/85, dated 7th August, 1985.

2. The Authority is computerizing its operation and it has been decided that companies will henceforth furnish copy of the said return on a Floppy Diskette and follow the following specifications: -

FLOPPY DISKETTEE TO BE USED.

3.5"	two	sided-High	Density.
SOFT			WARE.
Micro	Soft	Excel	Version
OR		Macintosh	3.0.
Micro Soft Excel P.C. Version 2.2			

3. All the listed companies are directed to furnish the return on a Floppy Diskette(s) as specified above. Companies will continue to furnish the following additional information separately: -

- i) Names of directors, their National Identity Card number (NIC) and the number of shares held by each director;
- ii) Names of the relatives; their NIC numbers and the number of shares held by each person;
- iii) Names of the associated companies and the number of shares held by each company;
- iv) Names of the banks/financial institutions, Insurance Companies etc. and shares held by them individually; and
- v) Number of shares held by the general public.

(M. JAVED PANNI)
Chief

Annex-B

File Structure
for submission of Additional Information
& list of Shareholders
in Form A

Two separate files should be submitted with the following structure:

FormA_1.txt

- a. Type of File : ASCII (tab delimited)
- b. Fields in the file will be as follows (max width defined within brackets)
- c. Registration ID (50)
- a. Company Name (250)
- b. Date of Submission (dd/mm/yyyy)
- d. All the fields will be separated by TAB delimiter

FormA_2.txt

- a. Type of File : ASCII (tab delimited)
b. Fields in the File will be as follows (max width defined within brackets)
- | | | |
|--------------------------|--------|----------|
| a. Serial | Number | (Number) |
| b. Folio | | (50) |
| c. Name | | (100) |
| d. Address | | (250) |
| e. Nationality | | (100) |
| f. Occupation | | (100) |
| g. Father/Husband's Name | | (100) |
| h. Number of Shares Held | | (Number) |
| i. Remarks | | (100) |
- c. All the fields will be separated by TAB delimiter
d. Only one line/row should be used to record one shareholder's information.
e. Tabs should be used only to separate the field information and should not be embedded within field values
f. Field's MUST NOT be left blank. Where the information is not applicable or available None, N/A or a similar notation should be used instead of leaving the field blank.
g. A sample is being enclosed for easy reference as annex-C

Annex-C

FormA_1.txt

2<tab>XYZ<tab>02/09/2001

FormA_2.txt

1<tab>2298-XII<tab>Habib Rehman<tab>No Add.
<tab>Pakistani<tab>N/A<tab>A. Rehman<tab>1918<tab>None

2<tab>2299-XII<tab>Sohail Nadeem<tab>Full
Address<tab>Pakistani<tab>N/A<tab>A. Rehman<tab>5000<tab>None

3<tab>2230-XII<tab>Nadeem
Ali<tab>Address,Address,Address<tab>Pakistani<tab>N/A<tab>A.
Rehman<tab>2000<tab>None.

Please note that <tab> in the above example represents actual TAB character (i.e. ^I) and not the <tab> literal.

As an alternate the data can be sent in the form of an Excel spreadsheet using the above mentioned specification. Tab delimiter may be replaced by distinct column. An example page is enclosed here with as [Annex D](#).