



SECURITIES AND EXCHANGE COMMISSION OF  
PAKISTAN  
(SECP)

# Foreign Companies' Guide



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## **Introduction**

This booklet provides guidance to the foreign companies for establishment of place of business in Pakistan under the statutory requirements of Companies Ordinance, 2016 (the Ordinance). The relevant provisions of law are contained in Part XII (Sections 434 to 450) of the Ordinance and Rules 22 and 23 of the Companies (General Provisions and Forms) Rules, 1985 (the Rules)\*.

Foreign companies, are companies or any body corporate incorporated outside Pakistan which establish or which have established a place of business within Pakistan i.e. a liaison office or a branch office by itself or through an agent.

The Guide has been published with the intention to create an awareness of the concept of the relevant matters. However, the Guide does not tell everything and the opinions or legal interpretations, contained in the booklet are circumstantial and may vary under different situations. If the reader is in doubt while dealing with any specific condition, it is recommended to refer to the Companies Ordinance, 2016 and allied laws and consult an adviser for seeking professional advice.

The relevant Forms as given in the Rules\* with minor changes as per the Ordinance have been attached at the end of the guide for reference.

*\*Companies (General Provisions and Forms) Rules, 1985 are in the process of revision and necessary changes will be incorporated in this guide thereafter.*

# CHAPTER 1

## ESTABLISHMENT OF PLACE OF BUSINESS IN PAKISTAN

### 1.1 What is meant by a Foreign Company?

'Foreign Company' means any company or body corporate incorporated outside Pakistan, which—

- (a) has a place of business or liaison office in Pakistan whether by itself or through an agent, physically or through electronic mode; or
- (b) conducts any business activity in Pakistan in any other manner as may be specified.

### 1.2 What is a Place of Business?

A "place of business" includes a branch, management, share transfer or registration office, factory, mine or other fixed place of business, but does not include an agency unless the agent has, and habitually exercise, a general authority to negotiate and conclude contracts on behalf of the company or maintains a stock of merchandise belonging to the company from which he regularly fills orders on its behalf:

Following are the exceptions:

1. a company shall not be deemed to have an established place of business in Pakistan merely because it carries on business dealings in Pakistan through a bona fide broker or general commission agent acting in the ordinary course of his business as such;
2. the fact that a company has a subsidiary which is incorporated, resident, or carrying on business in Pakistan (whether through an established place of business or otherwise) shall not of itself constitute the place of business of that subsidiary an established place of business of the company.

### 1.3 What documents are required to be delivered to registrar by foreign companies?

Every foreign company which establishes a place of business in Pakistan shall, within **thirty days of the establishment of the place of business**, deliver to the registrar the following:

**I. (Forms 38-43) as prescribed under the Rules—**

- (a) **Form 38:** a certified copy of the charter, statute or memorandum and articles of the company, or other instrument constituting or defining the constitution of the company, and if the instrument is not written in the English or Urdu language, a certified translation thereof in the English or Urdu language;
- (b) **Form 39:** the full address of the registered or principal office of the company;
- (c) **Form 40** a list of the directors, chief executive and secretary (if any) of the company;
- (d) **Form 41:** a return showing the full present and former names and surnames, father's name or, in the case of a married woman or widow, the name of her husband or deceased husband, present and former nationality, designation and full address in Pakistan of the principal officer of the company in Pakistan by whatever name called;
- (e) **Form 42:** the full present and former names and surnames, father's name, or, in case of a married woman or widow, the name of her husband or deceased husband, present and former nationality, occupation and full addresses of some one or more persons resident in Pakistan authorised to accept on behalf of the company service of process and any notice or other document required to be served on the company together with his consent to do so; and
- (f) **Form 43:** the full address of that office of the company in Pakistan which is to be deemed its principal place of business in Pakistan of the company.

**II. Authority letter** in the name of authorized representative of the foreign company.

**III. Fee Challan**

Every Company formed or incorporated outside Pakistan which has established a place of business in Pakistan and delivers the aforesaid documents shall be assigned a Corporate Universal Identification Number (CUIN) and be issued a certificate of registration of documents.

#### **1.4 What information is required to be submitted with respect to the director, chief executive and secretary?**

The following information is required with respect to each director (includes any person in accordance with those directives or instructions the directors of the company are accustomed to act):

- (i) in the case of an individual, his present and former name and surname in full, his usual residential address, his nationality, and if that nationality is not the nationality of origin, his nationality of origin, and his business occupation, if any, and any other directorship which he holds;
- (ii) in the case of a body corporate, its corporate name and registered or principal office; and the full name, address, nationality and nationality of origin, if different from that nationality, of each of its director;

The following information is required with respect to the secretary or where there are joint secretaries:

- (i) in the case of an individual, his present and former name and surname, and his usual residential address;
- (ii) in the case of a body corporate, its corporate name and registered or principal office:

Moreover, where all the partner in a firm are joint secretaries of the company, the name and principal office of the firm may be stated instead of the particulars given above.

#### **1.5 What type of certification is required for the documents constituting or defining the constitution of a foreign company?**

A copy of the charter, statute, memorandum and articles of association, or other instrument, constituting or defining the constitution of a foreign company is required to be duly certified by:-

- (a) the public officer in the country where the company is incorporated in whose custody the original is committed; or
- (b) a notary public of the country where the company is incorporated; or
- (c) an affidavit of a responsible officer of the company in the country where the company is incorporated.

In first two situations, at (a) and (b), certification is required to be authenticated by a Pakistan diplomatic consular or consulate officer, while in third situation at (c) above, affidavit shall be signed before a Pakistan diplomatic consular or consulate officer. [Rule 22 of Companies (General Provisions and Forms) Rules, 1985]

**1.6 What are the requirements, if charter, statute, memorandum and articles of association, or other instrument, constituting or defining the constitution of a foreign company, is in language other than English?**

If the document constituting or defining the constitution of a foreign company, charter, statute or memorandum and articles of association is not in English or Urdu, duly certified translation in English or Urdu language is required to be provided. Translation of document constituting charter in English or Urdu, is required to be certified to be correct translation of the original. [Rule 23 of Companies (General Provisions and Forms) Rules, 1985.

Where translation is made outside Pakistan, it shall be authenticated by the signature and seal of:

- the public officer in the country where the company is incorporated; or
- a notary public of the country where the company is incorporated.

Signature and seal of the person so certifying shall be authenticated by a Pakistan diplomatic consular or consulate officer.

Where translation is made within Pakistan, it shall be authenticated by an affidavit of any person having in the opinion of the registrar, an adequate knowledge of the language of the original and of English or Urdu, as the case may be.

**1.7 What are the fees applicable?**

The following fees are required as given in Part VI of the Seventh Schedule of the Ordinance is as follows:

<b>Fees</b>	<b>Offline (Rs.)</b>	<b>Online (Rs.)</b>
<b>For filing, registering or recording a document containing charter/statute/ memorandum and articles, etc. for registration by a foreign company under the Ordinance required or authorized to be filed, registered or recorded</b>	<b>50,000</b>	<b>25,000</b>
<b>For filing, registering or recording any document i.e Statutory Return/ Form</b>	<b>1,200</b>	<b>600</b>

- ❖ Fees for online submission have been set lower as compared to manual submission, to encourage online services.

**1.8 Is a foreign company required to obtain any other permission from any other organization for opening and maintaining of its branch/ liaison office in Pakistan?**

A foreign company is required to obtain a permission letter from the Board of Investment with a specific validity period for opening and maintaining of its branch/liaison office in Pakistan. Copy of such permission letter is required to be furnished with the documents meant for registration.

Renewal/ extension of the permission to open/maintain a branch/liaison office is also required to be obtained from the Board of Investment on the expiry of the validity period of the permission originally granted. Whenever such renewal/extension is granted, a copy must be furnished to the registrar concerned.

# CHAPTER 2

## FILING OF RETURNS/ ACCOUNTS AND DISCLOSURE REQUIREMENTS OF A FOREIGN COMPANY

### 2.1 Whether a foreign company is required to file any statutory return or deliver any document to the registrar concerned on change or alteration therein?

Any change or alteration in particulars of the documents and returns filed under Section under section 435 and discussed at 1.3 is required to be notified within 30 days of such change or alteration (Section 436), in the following manner:

- **Form 44:** Any change or alteration in the Memorandum of Association, Charter and Statute etc., previously filed on Form 38, is required to be filed on Form 44 within 30 days of such change or alteration.
- **Forms 39, 40, 41, 42 and 43:** Any alteration in the information filed on any of these Forms, is required to file on the same Form.

### 2.2 Are there any statutory obligations for the foreign companies under the Companies Ordinance, 2016?

A foreign company is required to comply under Section 438 of the Ordinance with the following statutory obligations: -

- (a) maintain at its principal place of business in Pakistan, or, if it has only one place of business in Pakistan, in that place of business, a register of Pakistani members and debenture-holders, directors and officers, which shall be open to inspection and copies thereof supplied as in the case of similar registers maintained by a company under this Ordinance;
- (b) in every prospectus inviting subscriptions for its shares or debentures in Pakistan, state the country in which the company is incorporated;
- (c) conspicuously exhibit on the outside of every place where it carries on business in Pakistan the name of the company and the country in which the company is incorporated in letter easily legible in English or Urdu characters and also, if any place where it carries on business is beyond the local limits of the ordinary original civil jurisdiction of a Court, in the characters of one of the vernacular language used in that place;
- (d) cause the name of the company and of the country in which the company is incorporated mentioned in legible English or Urdu characters in all bill-

heads and letter papers, and in all notices, advertisements, documents and other official publications of the company; and

- (e) if the liability of the members of the company is limited, cause notice of that fact to be stated in legible English or Urdu characters in every prospectus inviting subscriptions for its shares, and in all bill-heads and letter papers, notices, advertisements and other official publications of the company in Pakistan, and to be exhibited on the outside of every place where it carries on business in Pakistan.

### **2.3 Is a foreign company obliged to register a mortgage/ charge under the Companies Ordinance, 2016?**

Under the Section 448 of the Ordinance, the provisions of Section 100 to 112 as applicable to other companies, relating to the registration of mortgage and charges on properties in Pakistan which are created and to charges on property in Pakistan which is acquired by a foreign company which has an established place of business in Pakistan, are also applicable to a foreign company. A foreign company at the time of creation of a mortgage or charge on their property in Pakistan, is required to file particulars of the mortgage or charge, together with a copy of the instrument creating or evidencing thereof, with the concerned registrar. The documents must be filed within 30 days after the creation of the mortgage/charge, as required under Section 100 of the Ordinance.

Section 100 of the Ordinance enlists the mortgages and charges to be registered. If a foreign company has already created a charge on a property in Pakistan, otherwise registerable under the Ordinance, it is required to file the documents within thirty days of the establishment of a place of business in Pakistan. All details about registration of mortgage and charge are available in the SECP's Guide of "Company Mortgages and Charges".

### **2.4 Does a foreign company maintain books of accounts?**

The provisions of Section 220 of the Ordinance, relating to the maintenance of books of account by companies, apply to the foreign companies to the extent of requiring them to keep at their principal place of business in Pakistan, the books of account and other relevant books and papers and financial statements for every financial year which gives a true and fair view of the state of affairs of the Company.

### **2.5 Which financial statements are required to be filed with the Registrar by a foreign company registered in Pakistan?**

Under the provisions of Section 437 of the Ordinance, a foreign company is required to file with the registrar concerned the following accounts/ documents every year within 45 days of filing of the accounts to the public authority of the country of origin, or within six months of the date upto which the relevant accounts are made up, whichever is earlier:

- (a) **Form 45** - containing places of business of the company in Pakistan, along- with Annual audited accounts in respect of its operations within Pakistan.
- (b) Global audited accounts.
- (c) List of Pakistani members and debenture holders and places of businesses of the Company in Pakistan.

**Note:** *All foreign companies must deliver copies of annual audited accounts (copies not less than three) - there is no exception. The accounts for its operations in Pakistan would be prepared and audited just like a public company.*

Global accounts are the accounts which a foreign company files with the authorities in country of origin. If a foreign company is not required to file the Accounts in country of origin, it shall prepare Global Accounts and get the same audited for purpose of filing of such accounts under the Ordinance like a public company.

## **2.6 What information about the beneficial owners of a foreign company is required to be submitted to the Commission?**

As per the provisions of Section 439 of the Ordinance, the following information of the beneficial owners of the foreign company is required to be submitted to the Commission:

- i. Name of present directors, officers or individuals who are beneficial owner in the Company;
- ii. Name of directors, officers, auditor or individuals who were beneficial owner in the Company during the past five years;
- iii. Name of present auditors of the Company;
- iv. National Identity Card of overseas Pakistanis or Computerized National Identity Card or Passport number of present and past directors during the past five years;
- v. Number and percentage of shares held in the Company by each individual mentioned at serial (i) and (ii) above;
- vi. The name, address and country of origin of the holding company;
- vii. Date of investment made by the beneficial owner in the Company;
- viii. Cost value of investment mentioned at serial (vii);
- ix. Status of approval from regulatory bodies, if any; and

- x. Name of chief executive, principal officer, trustee or authorized agent of the foreign company as the case may be

**2.7 What are the consequences of failure to comply with the requirements of registration or reporting any change/ alteration in any return/ document?**

According to the provision of Section 441 of the Ordinance, failure by a foreign company to comply with any of the requirements of registration or reporting any change/ alteration in returns/ documents shall not affect the validity of any contract, dealing or transaction entered into by the company or its liability to be sued in respect thereof; but the company shall not be entitled to bring any suit, claim any set-off, make any counter-claim or institute any legal proceeding in respect of any such contract, dealing or transaction, until it has complied with the provisions of section 435 and section 436.

# CHAPTER 3

## CEASING TO HAVE PLACE OF BUSINESS IN PAKISTAN/ LIQUIDATION OF A FOREIGN COMPANY

### 3.1 How does a foreign company cease its activities in Pakistan?

Under the Section 443 of the Ordinance, if a foreign company ceases to have place of business in Pakistan, it is required to give notice to the registrar concerned at least 30 days before it intends to cease to have any place of business in Pakistan on prescribed Form 46 and to publish a notice of such intention at least in two daily newspapers circulating in the Province(s) in which such place(s) of business is situated.

All obligations of the company to deliver documents to the registrar concerned ceases from the date of such intention to cease to have any place of business in Pakistan, except that such foreign company does not have any other place of business in Pakistan.

### 3.2 What are the requirements if a foreign company goes into liquidation in the country of its incorporation?

If a foreign company having an established place of business in Pakistan goes into liquidation in the country of its incorporation, it is required to:

- a) give notice to the registrar concerned within 30 days;
- b) simultaneously publish a notice at least in two daily newspapers circulating in the Province or Provinces or the part of Pakistan not forming part of a Province, as the case may be, in which its place or places of business are situated
- c) furnish to the registrar concerned all returns relating to the liquidation and the liquidation account in respect of such portion of the company's affairs as relates to its business in Pakistan, within thirty days of the conclusion of the liquidation proceedings; and
- d) publish a statement on every invoice, order, letter paper, bill head, notice of other publications in Pakistan that the company is being wound up in the country of its incorporation.

# CHAPTER 4

## FURTHER INFORMATION

### **4.1 Where can you obtain the Forms and SECP Guide series?**

The Commission has published a series of its Guides. These Guides briefly describe procedures of important matters relating to the Companies Ordinance, 2016, and the rules and regulations made thereunder.

Statutory forms and guidance booklets are available, free of charge from our website, <http://www.secp.gov.pk>.

### **4.2 How does a company send information to the registrar concerned?**

You may file documents to the concerned Registrar, by hand, personally or by post or through courier to the Company Registration Offices concerning your company. Further these can be submitted online through eservices.

## **ANNEXURES**

**FORM 38**

**DOCUMENTS (CHARTER / STATUTE / MEMORANDUM AND ARTICLES, ETC.) DELIVERED FOR REGISTRATION BY A FOREIGN COMPANY**

*Please complete in typescript or in bold block capitals.*

1. CUIN (Serial number of company) 

--	--	--	--	--	--	--	--

2. Name of the Company

3. Date of incorporation (in the country of origin)

4. Incorporated in 



  
(state name of the country of origin)

5. Status of the company (in the country of origin)

6. Status of company in Pakistan 

Liaison office	Branch office
----------------	---------------

 (strike out the appropriate box)

7. Name of parent/holding company

8. Fee Paid (Rs.) 

--	--	--	--

 Name & Branch of The Bank

9. Receipt No. 



 Date 

Day	
-----	--

Month	
-------	--

Year			
------	--	--	--

  
(Bank challan to be attached in original)

10. Place(s) of business in Pakistan: - 

1.	
2.	

(Here state full address of all places of business in Pakistan)

11. Presented for filing of Charter / Statute / Memorandum and Articles of Association / .....  
(other instrument to be specified), constituting or defining the constitution of the company.

--

12. (Duly certified by public officer / notary public of country of origin and signed by Pakistani diplomat posted in that country as required by the Companies (General Provisions and Forms) Rules, 1985 pursuant to section 435(1)(a) of the Companies Ordinance, 2016 must be filed.)

13. Language in which the above documents filed in country of origin. 

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14. Certified translation thereof in English or Urdu language 

Enclosed / Not required.
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15. Signature 

--

16. Name of Signatory 

--

17. Designation 

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(attach special power of attorney if signed by a person other than an authorized person under section 435 (1)(e) of the Companies Ordinance, 2016).

18. NIC Number/Passport Number (for foreigner only) of Signatory 

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19. Date 

Day	Month	Year								
<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>			<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>			<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>				

**ANNEXURE- 2**

**FORM 39**

**RETURN SHOWING ADDRESS OF THE REGISTERED OR PRINCIPAL OFFICE OF  
A FOREIGN COMPANY OR OF ANY CHANGE THEREIN**

*Please complete in typescript or in bold block capitals.*

1. CUIIN (Serial number of company)	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>									
2. Name of the company	<table border="1"><tr><td> </td></tr></table>									
3. Date of incorporation (in the country of origin)	<table border="1"><tr><td> </td></tr></table>									
4. Incorporated in	<table border="1"><tr><td> </td></tr></table> <p><i>(state name of the country of origin)</i></p>									
5. Status of the company (in the country of origin)	<table border="1"><tr><td> </td></tr></table>									
6. Status of company in Pakistan	<table border="1"><tr><td>Liaison office</td><td>Branch office</td></tr></table> (strike out the appropriate box)	Liaison office	Branch office							
Liaison office	Branch office									
7. Name of parent/holding company	<table border="1"><tr><td> </td></tr></table>									
8. Fee paid Rs.	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> Name & Branch of the Bank <table border="1"><tr><td> </td></tr></table>									
9. Receipt No.	<table border="1"><tr><td> </td></tr></table> Date <table border="1"><tr><td> </td><td> </td></tr></table> <table border="1"><tr><td> </td><td> </td></tr></table> <table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> <p><small>(Bank challan to be attached in original)</small></p>									
10. Notice is hereby given, pursuant to section 435(I)(b) and 436(b) of the Companies Ordinance, 2016, by the above said company having a place(s) of business in	<table border="1"><tr><td>1.</td></tr><tr><td> </td></tr><tr><td>2.</td></tr><tr><td> </td></tr></table>	1.		2.						
1.										
2.										

Pakistan at :-

3.

(here state full address of all places of business in Pakistan)

11. Address of the registered or Principal office of the company :-

( in the country of origin)

12. Address of the registered or Principal office of the company changed from:-

13. Address of the registered or Principal office of the company changed to:-

14. Changed on

15. Signature

16. Name of Signatory

17. Designation

(Attach special power of attorney if signed by a person other than an authorized person under section 435 (1)(e) of the Companies Ordinance, 2016).

18. CNIC Number of Signatory or Passport No.

19. Date

Day

Month

Year

**ANNEXURE- 3**

**FORM 40**

**RETURN SHOWING PARTICULARS OF DIRECTORS, CHIEF EXECUTIVE AND SECRETARIES (IF ANY) OF A FOREIGN COMPANY OR OF ANY ALTERATION THEREIN**

*Please complete in typescript or in bold block capitals.*

- 1. CUIIN (Serial number of company) 

--	--	--	--	--	--	--
  
- 2. Name of the Company 

--
  
- 3. Date of Incorporation (in the country of origin) 

--
  
- 4. Incorporated in 

--

(state name of the country of origin)
  
- 5. Status of the company (in the country of origin) 

--
  
- 6. Status of company in Pakistan 

Liaison office	Branch office	(strike out the appropriate box)
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- 7. Name of parent/holding company 

--
  
- 8. Fee paid Rs. 

--	--	--	--

 Name & Branch of the Bank 

--
  
- 9. Receipt No. 

--

 Date 

--	--

--	--

--	--	--	--
  
- 10. Place(s) of business in Pakistan 

1.
2.
3.
  
- 11. Particulars of Directors, Chief Executive and Secretaries of the company in the country of origin

Present and surname In full	Former name and surname in full (if any)	Status/ Designation	Usual residential address in full
(1)	(2)	(3)	(4)

Nationality	Nationality of origin (if other than the present nationality)	N.I.C No. or Passport No. (Whichever is applicable)	Business, Occupation and other directorship, if any	Remarks as to alteration with date
(5)	(6)	(7)	(8)	(9)

12. Signature

13. Name of Signatory

14. Designation

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(attach special power of attorney if signed by a person other than an authorized person under section 435 (1)(e) of the Companies Ordinance, 2016).

15. NIC Number of signatory

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

16. Date

Day		Month		Year		

**FORM 41**

**RETURN SHOWING PARTICULARS OF PRINCIPAL OFFICER OF A FOREIGN COMPANY OR OF ANY CHANGE THEREIN**

*Please complete in typescript or in bold block capitals.*

1. CUIIN (Serial number of company)	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>							
2. Name of the Company	<table border="1"><tr><td> </td></tr></table>							
3. Date of Incorporation (in the country of origin)	<table border="1"><tr><td> </td></tr></table>							
4. Incorporated in	<table border="1"><tr><td> </td></tr></table> <p>(state name of the country of origin)</p>							
5. Status of the company (in the country of origin)	<table border="1"><tr><td> </td></tr></table>							
6. Status of company in Pakistan	<table border="1"><tr><td>Liaison office</td><td>Branch office</td><td>(strike out the appropriate box)</td></tr></table>	Liaison office	Branch office	(strike out the appropriate box)				
Liaison office	Branch office	(strike out the appropriate box)						
7. Name of parent/holding company	<table border="1"><tr><td> </td></tr></table>							
8. Fee paid Rs.	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> Name & Branch of the Bank <table border="1"><tr><td> </td></tr></table>							

9. Receipt No.  Date

(Bank challan to be attached in original)

10. Place(s) of business in Pakistan

1.	
2.	
3.	

11. Particulars of Principal Officer and of any alteration therein

Present and surname In full	Former name and surname in full (if any)	Status/ Designation	Usual residential address in full
(1)	(2)	(3)	(4)

Nationality	Nationality of origin (if other than the present nationality)	N.I.C No. or Passport No. (Whichever is applicable.)	Business, Occupation and other directorship, if any	Remarks as to alteration with date
(5)	(6)	(7)	(8)	(9)

12. Signature

--

13. Name of Signatory

--

14. Designation

--

(Attach special power of attorney if signed by a person other than an authorized person under section 435 (1)(e) of the Companies Ordinance, 2016).

15. NIC Number of signatory or passport number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

16. Date

Day		Month		Year			

**ANNEXURE- 5**

**FORM 42**

**RETURN SHOWING PARTICULARS OF PERSONS RESIDENT IN PAKISTAN  
AUTHORISED TO ACCEPT SERVICE ON BEHALF OF A FOREIGN COMPANY OF  
ANY ALTERATION THEREIN**

*Please complete in typescript or in bold block capitals.*

1. CUIN (Serial number of company)

--	--	--	--	--	--	--	--

2. Name of the Company

--

3. Date of Incorporation (in the country of origin)

--

4. Incorporated in

--

(state name of the country of origin)

5. Status of the company (in the country of origin)

--

6. Status of company in Pakistan

Liaison office	Branch office
-------------------	------------------

(strike out the appropriate box)

7. Name of parent/holding company

--

9. Fee paid Rs.

--	--	--	--

Name & Branch  
of the Bank

--

10. Receipt No.

	Date						
--	------	--	--	--	--	--	--

11. Place(s) of business in Pakistan

1.	
2.	
3.	

12. Particulars of persons authorised to accept service on behalf of the Company or of any alteration therein. Give a list showing particulars of some one or more persons resident in Pakistan and authorised to accept on behalf of the Company services of process and any notice or other document required to be served on the Company of any alteration therein pursuant to section 435 (1)(e) / 436 (e) of the Companies Ordinance, 2016.

Present and surname In full	Former name and surname in full (if any)	Status/ Designation
(1)	(2)	(3)

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Nationality	Nationality of origin (if other than the present nationality)	N.I.C No. or Passport No. (Whichever is applicable)	Business, Occupation and other directorship, if any
(5)	(6)	(7)	(8)

12. Signature

13. Name of Signatory

14. Designation

(attach special power of attorney if signed by a person other than an authorized person under section 435 (1)(e) of the Companies Ordinance, 2016).

15. NIC Number of signatory or Passport number

16. Date  Day  Month  Year

**ANNEXURE- 6**

**FORM 43**

**RETURN SHOWING ADDRESS OF THE PRINCIPAL PLACE OF BUSINESS IN PAKISTAN OF  
A FOREIGN COMPANY OR OF ANY CHANGE THEREIN**

*Please complete in typescript or in bold block capitals.*

1. CUIN (Serial number of company)

2. Name of the Company

3. Date of Incorporation (in the country of origin)

4. Incorporated in   
(state name of the country of origin)

5. Status of the company (in the country of origin)

6. Status of company in Pakistan 

Liaison office	Branch office
----------------	---------------

 (Strike out the appropriate box)

7. Name of parent/holding company

8. Fee paid Rs.  Name & Branch of the Bank

9. Receipt No.  Date

10. Place(s) of business in Pakistan (Bank challan to be attached in original)

1.	<input type="text"/>
2.	<input type="text"/>

3.

(Here state full addresses of all places of business in Pakistan)

11. Above named company hereby gives you notice that the office situated at shall be deemed to be the Principal place of business of the Company in Pakistan:-

12. Address of the Principal place of business of the Company in Pakistan:

13. Province

14. Previous address of the Principal place of business of the Company in Pakistan

15. Date on which Principal place of business of the Company established in Pakistan shifted:

16. Signature

17. Name of Signatory

18. Designation

(attach special power of attorney if signed by a person other than an authorized person under section 435 (1)(e) of the Companies Ordinance, 2016).

19. NIC Number of signatory or passport number

20. Date

Day

Month

Year

**ANNEXURE- 7**

**FORM 44**

**RETURN OF ALTERATION IN CHARTER, ETC OF A FOREIGN COMPANY**

*Please complete in typescript or in bold block capitals.*

1. CUIN (Serial number of company)

--	--	--	--	--	--	--	--

2. Name of the Company

--

3. Date of Incorporation (in the country of origin)

--

4. Incorporated in

--

(state name of the country of origin)

5. Status of the company (in the country of origin)

--

6. Status of company in Pakistan

Liaison office	Branch office
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(strike out the appropriate box)

7. Name of parent/holding company

--

8. Fee paid Rs.

--	--	--	--

Name & Branch  
of the Bank

--

9. Receipt No.

--

Date

--	--

--	--

--	--	--	--

10. Place(s) of business in Pakistan

1.	
2.	
3.	

(Here state full addresses of all places of business in Pakistan)



**List of Company Registration Offices:**

**Karachi**

1. Company Registration Office,  
4th Floor, State Life Building No.2,  
Karachi.  
Phone: 021-99213271-2, Fax 021-99213278

**Lahore**

2. Company Registration Office,  
  
3rd & 4th Floors, Associated House,  
7-Egerton Road,  
3. Lahore.  
Phone: 042- 99200274, Fax 042-99202044

**Islamabad**

4. Company Registration Office,  
  
State Life Building, 7-Blue Area,  
Islamabad  
Phone: 051-9208740, Fax 051-9206893

**Peshawar**

5. Company Registration Office,  
  
1st Floor, State Life Building,  
The Mall, Peshawar Cantt.  
Phone: 091-9213178, Fax 091-9213686

**Multan**

6. Company Registration Office,  
63-A, 2<sup>nd</sup> Floor, Nawa-i-Waqt Building,  
Abdali Road, Multan.  
Phone: 061-9200530 Fax 061-9200920

### **Faisalabad**

7. Company Registration Office,  
  
2<sup>nd</sup> Floor, FCCI Building, East Canal Road,  
Faisalabad.  
Phone: 041-9230264 Fax: 041-9230263

### **Quetta**

8. Company Registration Office,  
  
Ground Floor, Aiwan-e-Mashriq Building,  
Opposite FC Headquarter, Shara-e-Hali,  
Quetta  
Ph: 081-2844136 Fax: 081-2899134

### **Sukkur**

9. Company Registration Office,  
  
First Floor, House No. 4, Block A, Sindh  
Muslim Cooperative Housing Society,  
Airport Road, Sukkur.  
Ph: 071-5630517, Fax: 071--5633757

### **Gilgit**

10. Company Registration Office:  
House No. 2, Ayub Colony,  
Near Apna Bank, Jutiyal, Gilgit  
Ph: 05811-922572