

Guide for Additions/Deletions of Users

AML Portal (SECP eServices)

For every new user addition, please register yourself at <https://eservices.secp.gov.pk/eServices/> by clicking relevant "Signup" button for national and foreign/POC Holders:

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
- Corporate Laws
- Guide Series

PAY ONLINE

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 is integrated with Federal Board of Revenue (FBR), Employees Old Age Benefits Institution (EOBI), Punjab Business Registration Portal and Sindh Business Registration Portal."

Now, you may also register your company with FBR (NTN registration), EOBI, Punjab Employee Social Security Institution (PESSI) / Sindh Employee Social Security Institution (SESSI), Labor Department and Excise and Taxation Department of the province of Punjab and Sindh through eService by providing additional information while submitting your incorporation application.

eServices Requirements

- Operating System
 - Microsoft Windows (Any Version)

LOGIN

CNIC/NICOP/Passport#

Password

Login

- Signup For National
- Signup For Foreign/POC Holders
- Forgot Login Information

Queries/Complaints, Please Contact
TOLL FREE : 0800-88008
VISIT: www.secp.gov.pk/servicesdesk

MONDAY- FRIDAY
9:00 AM - 5:00 PM (GMT+5)

Please note:

- To proceed further, you may use Internet Explorer, Microsoft Edge, Google Chrome and Mozilla Firefox for company incorporation process
- Copy/Paste and use of special character is not allowed

ABOUT

Step#01

Login from already registered user i.e. (Director, Company Secretary etc.). Select the relevant company as applicable:

SEC

Securities & Exchange Commission of Pakistan

Registered User Company Listing

Welcome [User Name]
You have been Enrolled with us as: [User Name]

Company Search

Sr. #	Company Name	Incorporation No.	Login
1	[Redacted] FOUNDATION		Login
2	[Redacted]		Login
3	[Redacted]		Login
4	[Redacted] (PRIVATE) LIMITED	null	Login

Companies listed in the table above were found according to given criteria.

List of Processes

- Company Name Reservation
- Name Reservation and Incorporation (Combined)
- LLP Name Reservation

List of Processes Awaiting User Response

Process Name	Company Name	Reference ID
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Filing of Form S/6/7 u/s 103 & 104 of Securities Act

Filing of SMD-BO Form-5 Filing of SMD-BO Form-6 Filing of SMD-BO Form-7

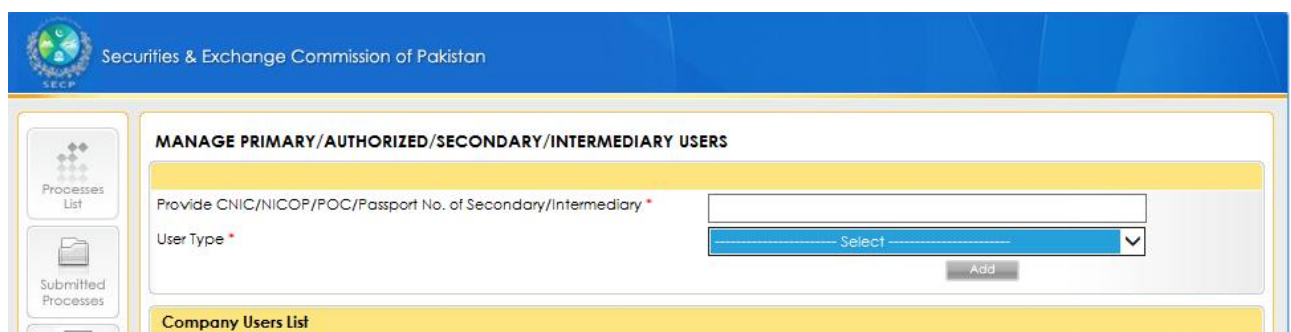
Step#02

After login to the company following screen appears. From top right corner click the Manage Company Users button and second screen appears:



Step#03

Add CNIC of new user and select Primary from the dropdown and click Add button. User will be attached and after login to eServices he/she can see that specific company only.



NOTE: This change will help companies for filing compliance reports on AML related orders. The new users who have been added through above mentioned procedure, will be able to submit response on AML portal only. He/she cannot make changes in other filing processes on eServices.