External User Manual

Leading Efficiency through Automation Prowess (LEAP)

Phase 2-a

September 1, 2025

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Phase 2-a

The Company Registry part of the LEAP program will consist of 4 phases:

1. Phase 1-A
2. Phase 1-B
3. Phase 2-A
4. Phase 2-B

The following processes will be available for External Users in Phase 2-a batch 3:

1. Issuance of License for Insurance and Takaful Services
2. Change in Sector / PLB during Issuance of License for Insurance and Takaful Services
3. Company Incorporation and Issuance of License for Insurance and Takaful Services – Combined
4. Issuance of License of Insurance Intermediaries
5. Change in Sector/PLB during Issuance of License of Insurance Intermediaries
6. Company Incorporation and Issuance of License for Insurance Intermediaries – Combined
7. Renewal of License of Insurance Intermediaries
8. Revocation of License
9. Product Registration:
    a. Life Insurance Products
    b. Microinsurance Life Products
    c. Microinsurance Non-Life: Conventional Products
    d. Digital Life Products
    e. Digital Non-Life Products
10. Product Registration – Change in Existing Products
11. Facultative Reinsurance
12. Approval and Transfer of more than 10 percent of shareholding
13. Dismissal of appointed Actuary
14. Reporting date other than the 31st of December
15. Division or amalgamation of statutory funds
16. Manner by which matters are recorded and stored
17. Maintain the solvency margin in its shareholders' fund and statutory funds in aggregate
18. NOC for rotation of auditors
19. Declare assets as admissible

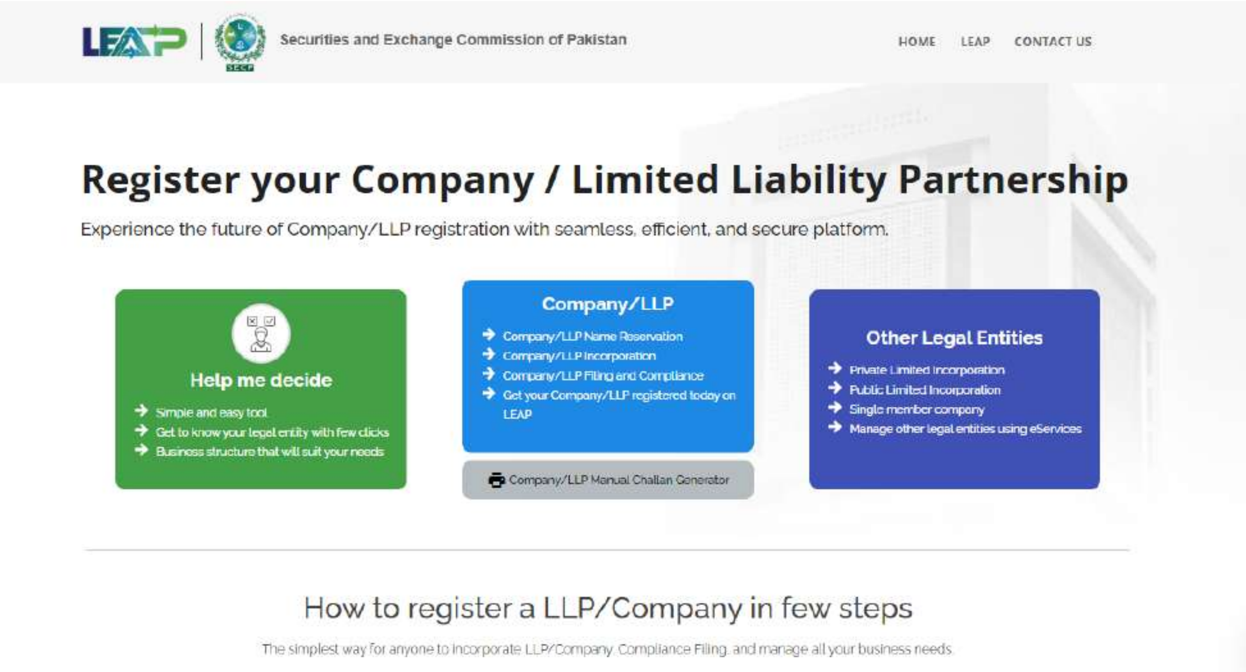
20. Approve course outline for inhouse training
21. Induction, Cessation and Change in Particulars and Fit and Proper of CEO and Directors Combined
22. Exemptions to the agents from the requirement of foundation course
23. Abolish the requirement for deposits
24. Change Shariah Advisor
25. Transformation of Non Life to Takaful General
26. Relaxation from any of the requirements of regulations

SECP Users (Internal Users) can also perform several actions based on the privileges assigned to them, such as Application Processing (Examination, Seek Advice, Objection/Issue Resolution and Acceptance/Rejection), Diary of Offline Applications, Data Entry of Offline Applications, User Management, Generating Reports and Viewing Dashboards.

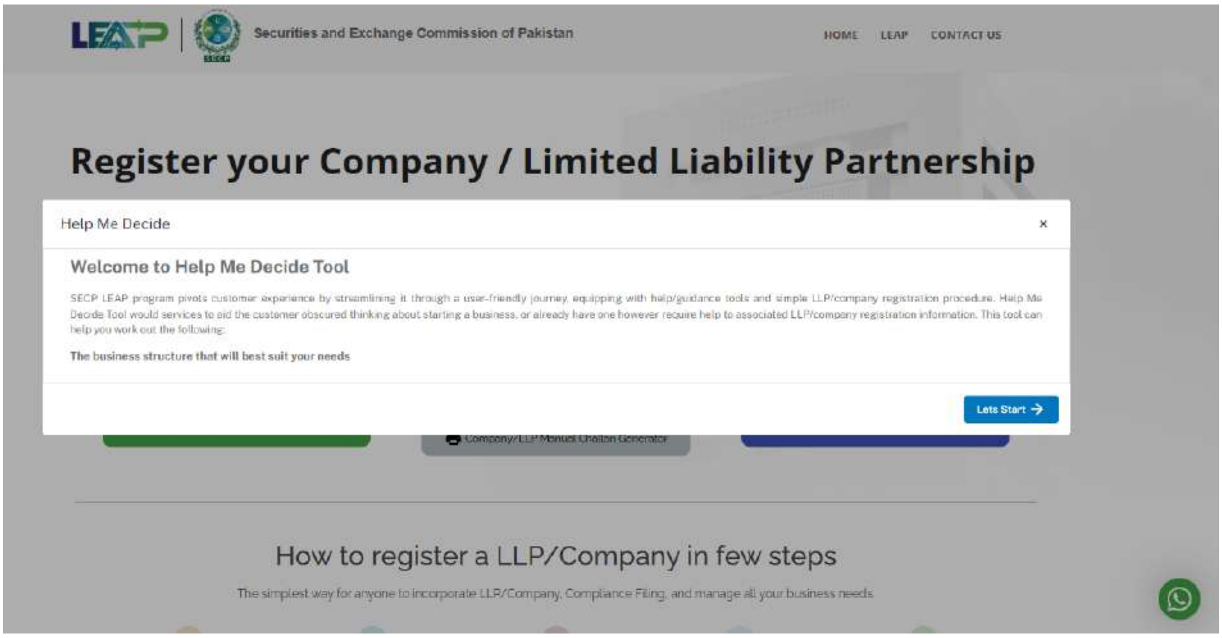
1. Help Me Decide Tool

The help me decide tool is designed to help first time users in figuring out which type of company they should register.

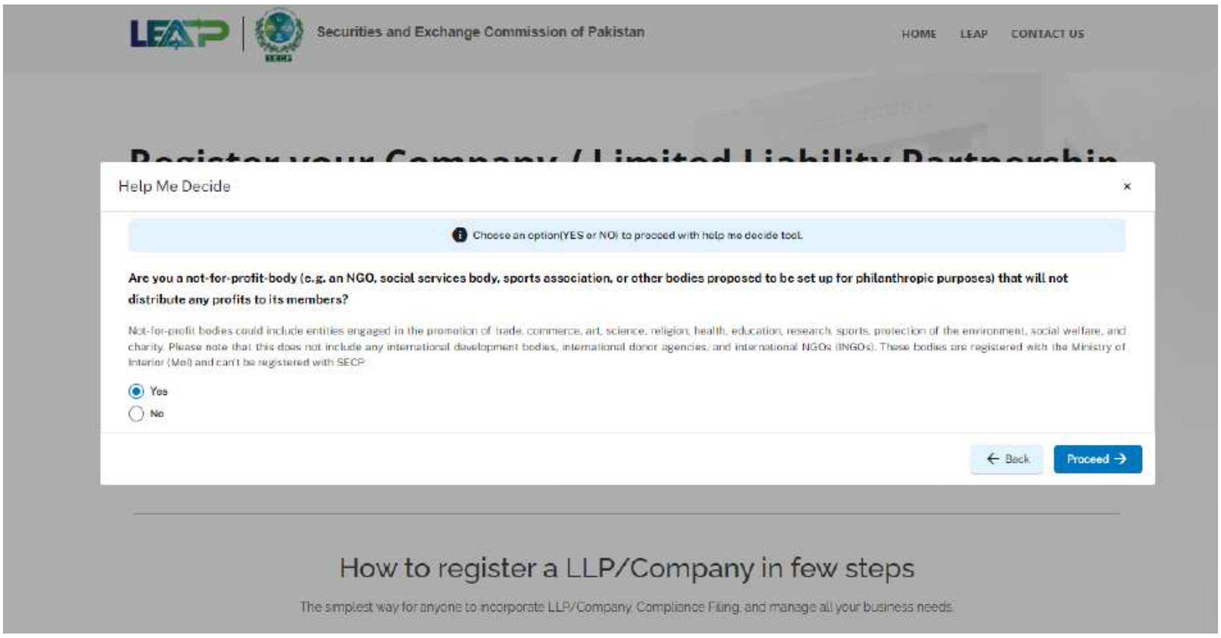
1. On navigating to the LEAP External Users Portal URL, the Applicant will land on the Façade layer, which they can use to either go directly to LEAP Login/Signup page, or go directly to e-Services portal for other company types, or to navigate to the Help Me Decide tool for guidance on different company types.



2. Clicking on the Help Me Decide Tool will lead the user to the tool's welcome screen.

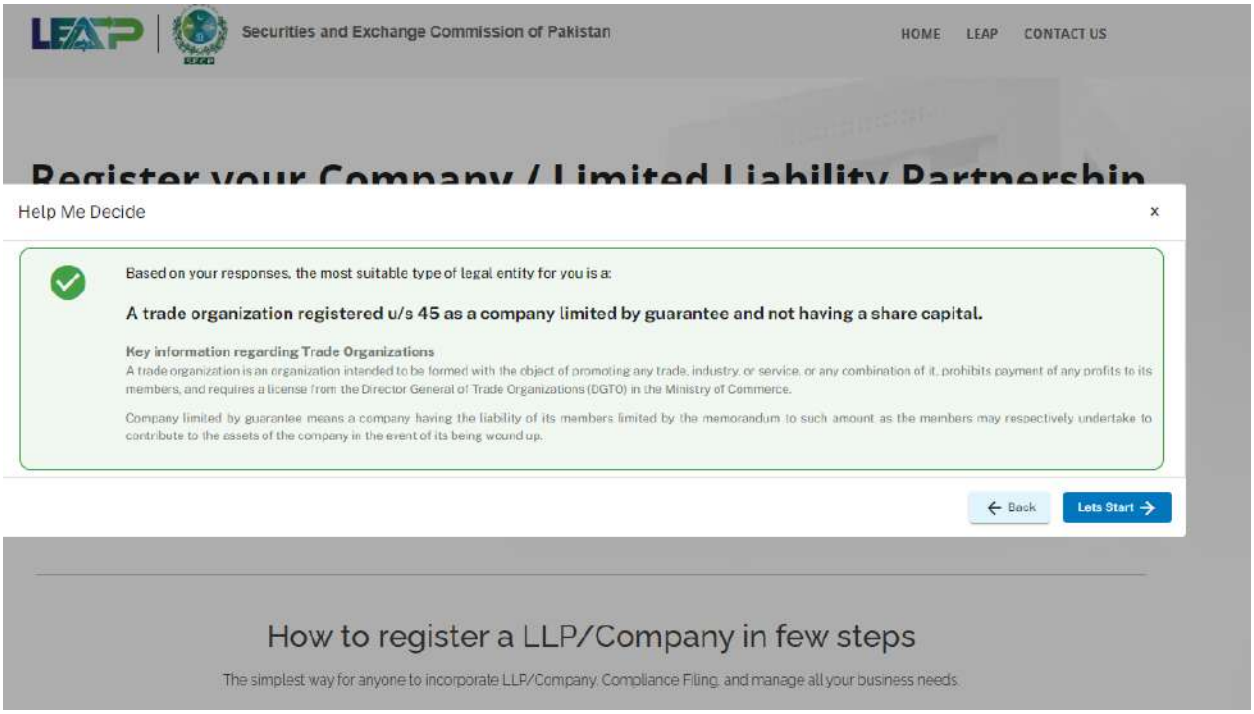


3. By clicking on the Let's Start button, the Applicant will be taken to a Question/Answer wizard that the user can navigate by selecting a Yes/No answer to the questions presented and then clicking on the Proceed button. The Applicant can



also choose to navigate to previous questions by clicking on the Back button at any point. The Applicant can also close the Help Me Decide tool using the close(x) button on the top right of the window.

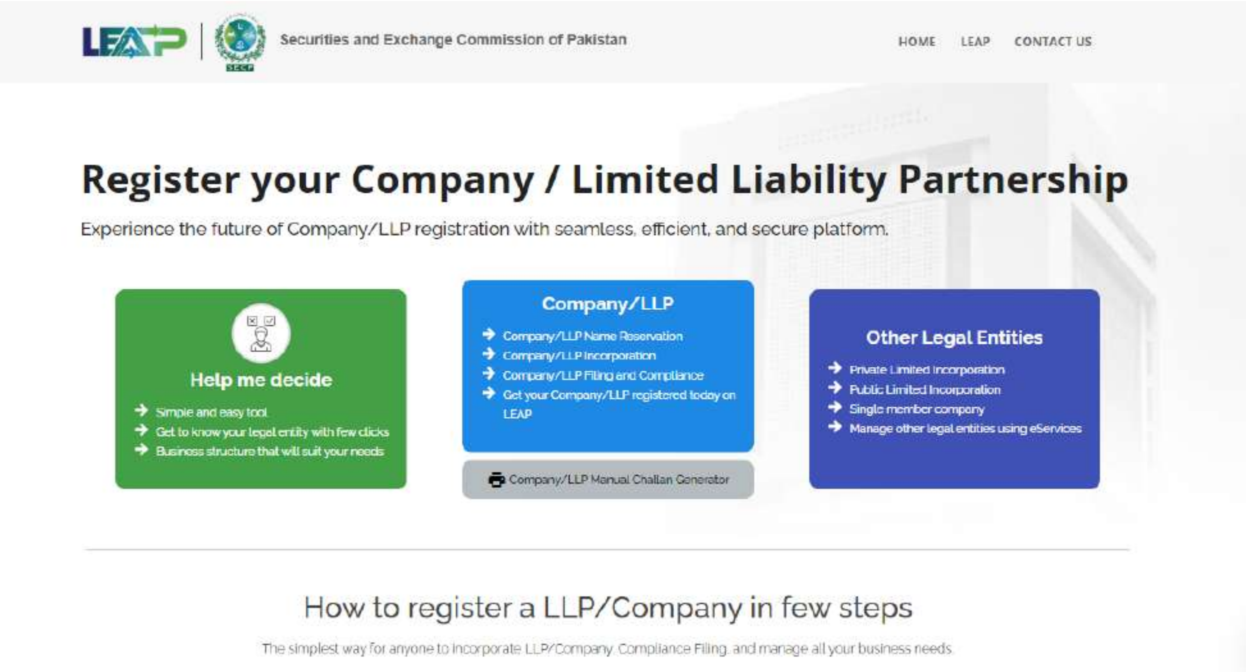
4. One the Applicant reaches a particular Company Type based on the responses given, the Applicant can navigate to the relevant portal (LEAP or e-Services) to sign up or login. The Applicant can also choose to navigate previous questions and explore other questions and Company Types in the Help Me Decide tools by clicking on the Back button.


Securities and Exchange Commission of Pakistan
HOME
LEAP
CONTACT US
Help Me Decide
Based on your responses, the most suitable type of legal entity for you is a:
A trade organization registered u/s 45 as a company limited by guarantee and not having a share capital.
Key information regarding Trade Organizations
A trade organization is an organization intended to be formed with the object of promoting any trade, industry, or service, or any combination of it, prohibits payment of any profits to its members, and requires a license from the Director General of Trade Organizations (DGTO) in the Ministry of Commerce.
Company limited by guarantee means a company having the liability of its members limited by the memorandum to such amount as the members may respectively undertake to contribute to the assets of the company in the event of its being wound up.
Back
Lets Start
How to register a LLP/Company in few steps
The simplest way for anyone to incorporate LLP/Company, Compliance Filing, and manage all your business needs.

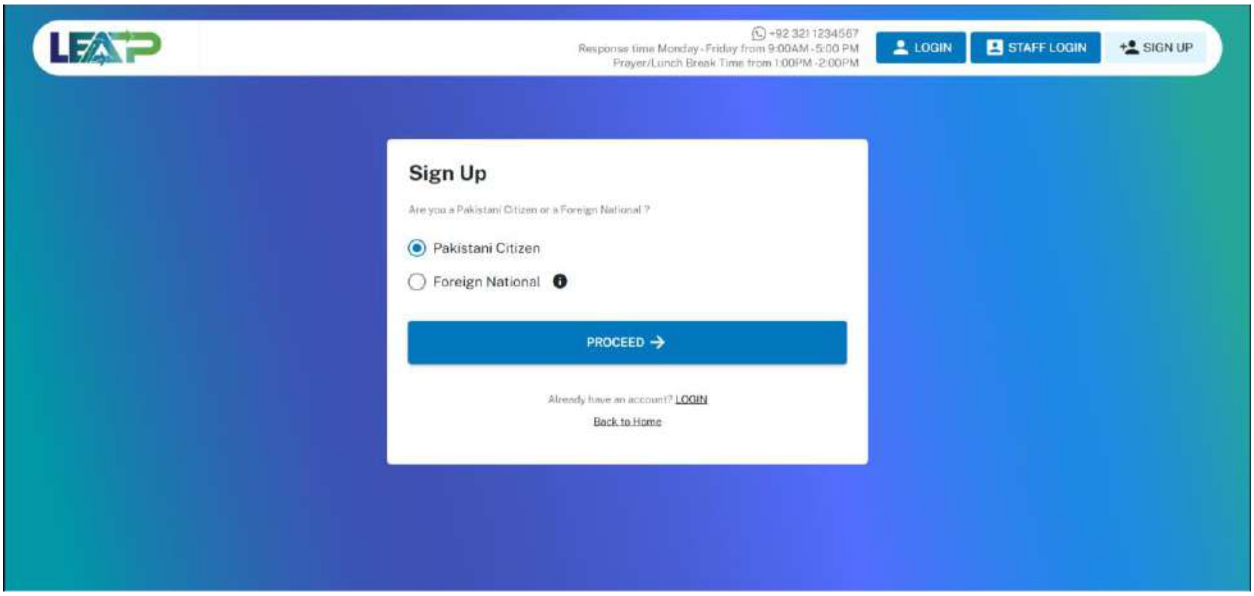
2. User Registration

Before applying for Incorporation or Post Incorporation processes, External users must register themselves with SECP by signing up on the LEAP Portal.

1. For registration, user opens the SECP LEAP portal.
2. The LEAP home page displays the LOGIN and SIGN-UP options.

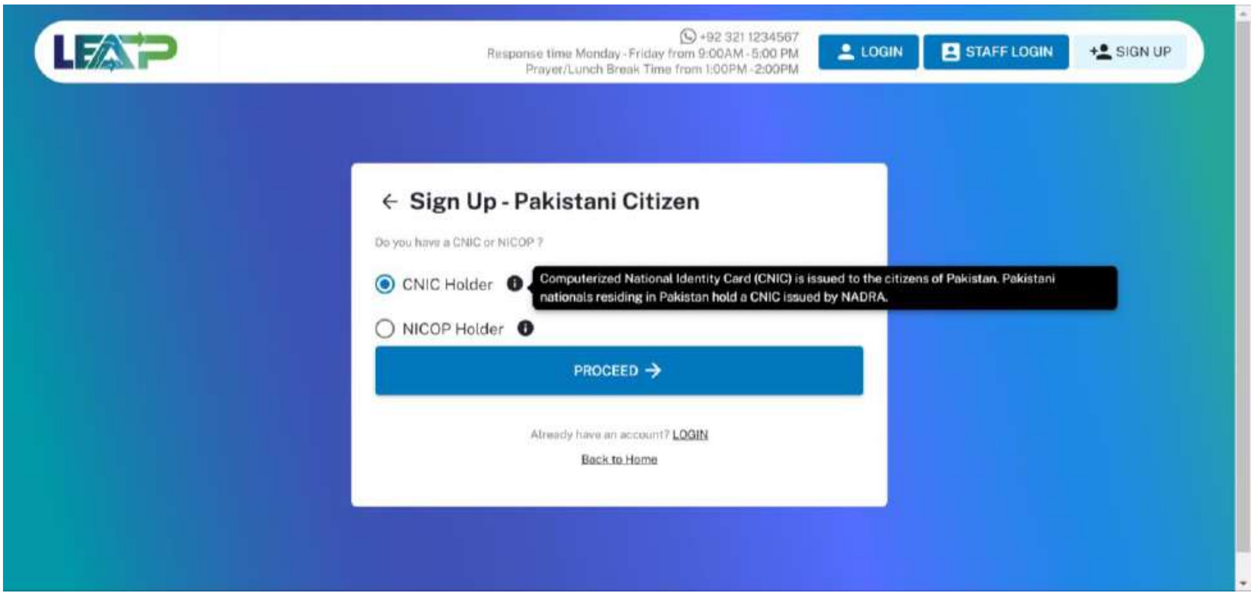


3. If User has already registered, they can Login with their username and password. Username will be the CNIC/NICOP/Passport Number they registered with.
4. To register, a new user clicks on the Sign-Up button and system displays the Sign-Up screen with the question "Are you a Pakistani Citizen or a Foreign National?"



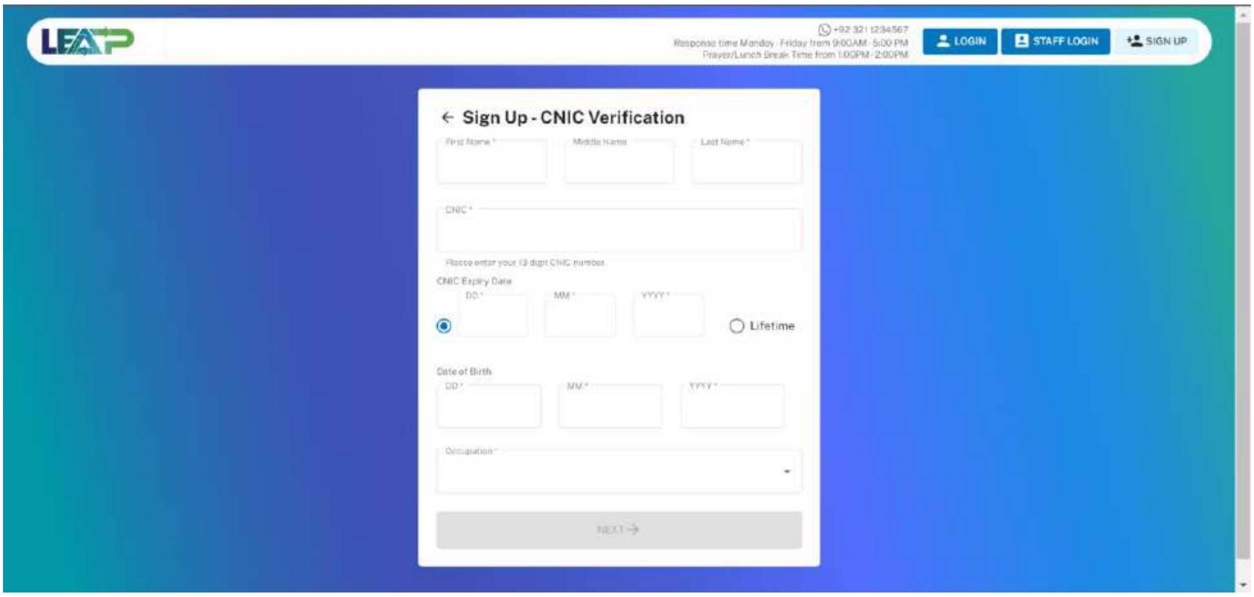
Sign Up-Pakistani Citizen

5. User selects Pakistani Citizen and clicks Proceed.
6. System displays the “Pakistani Citizen” screen with the question “Do you have a CNIC or a NICOP?”

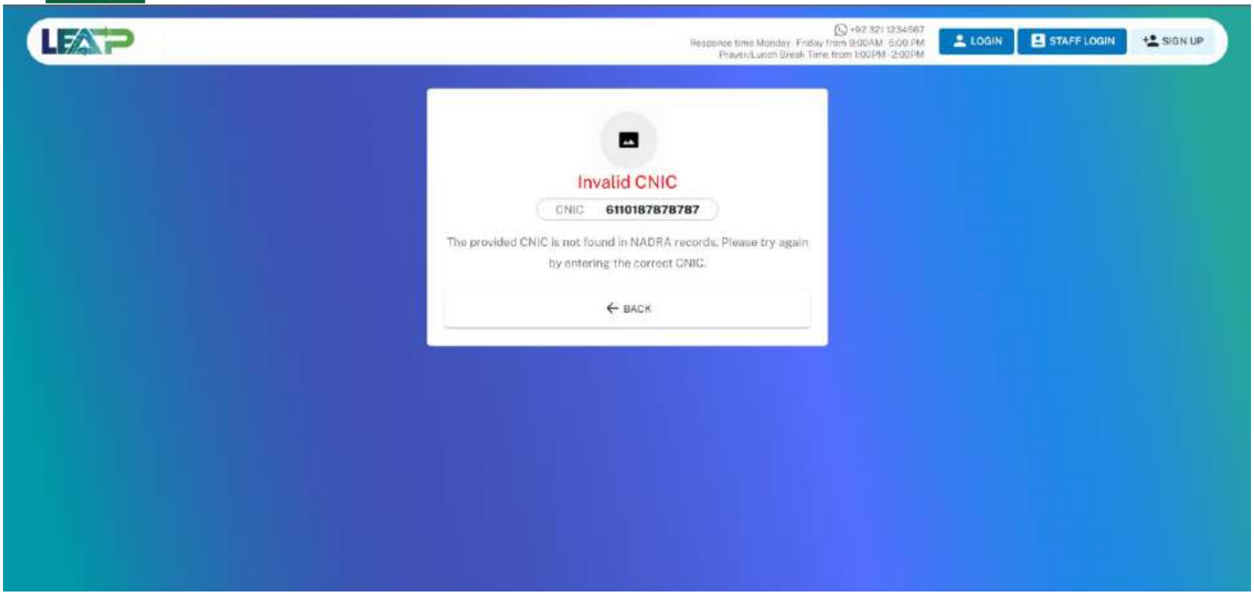


Sign Up – Pakistani Citizen – CNIC holder

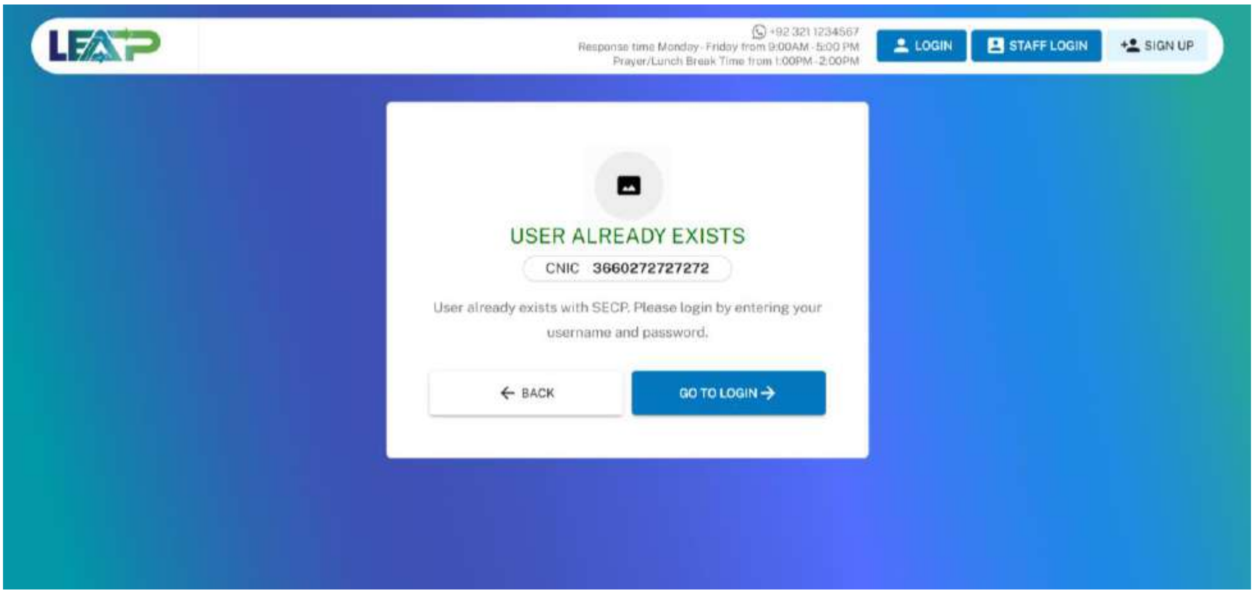
7. User selects the ‘CNIC Holder’ option and system displays the Sign-Up-CNIC Verification form where user will enter their personal details, as shown in the image.



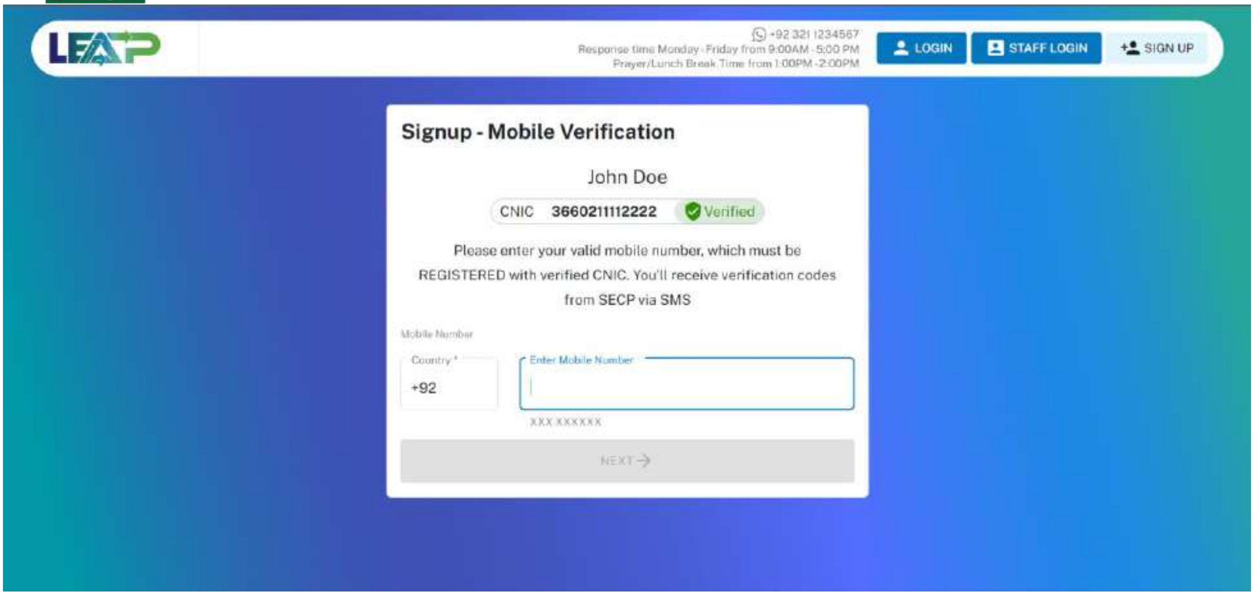
8. User fills all mandatory fields marked with an asterisk (*) and clicks on ‘Next’. System verifies the CNIC entered against NADRA records.
9. In case the CNIC is not verified from NADRA, the system displays an error message, and provides the option to return to the previous screen to provide a valid CNIC.



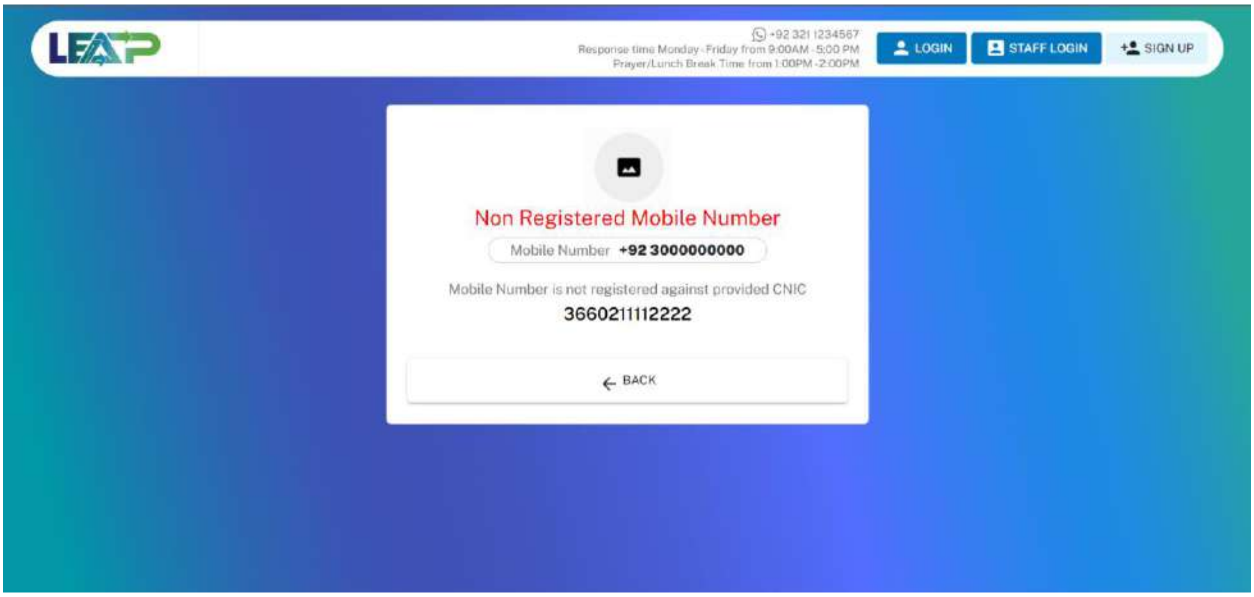
10. If the user already has an account on LEAP with the CNIC entered, the system displays a message to the Applicant, along with the option to go to login page.



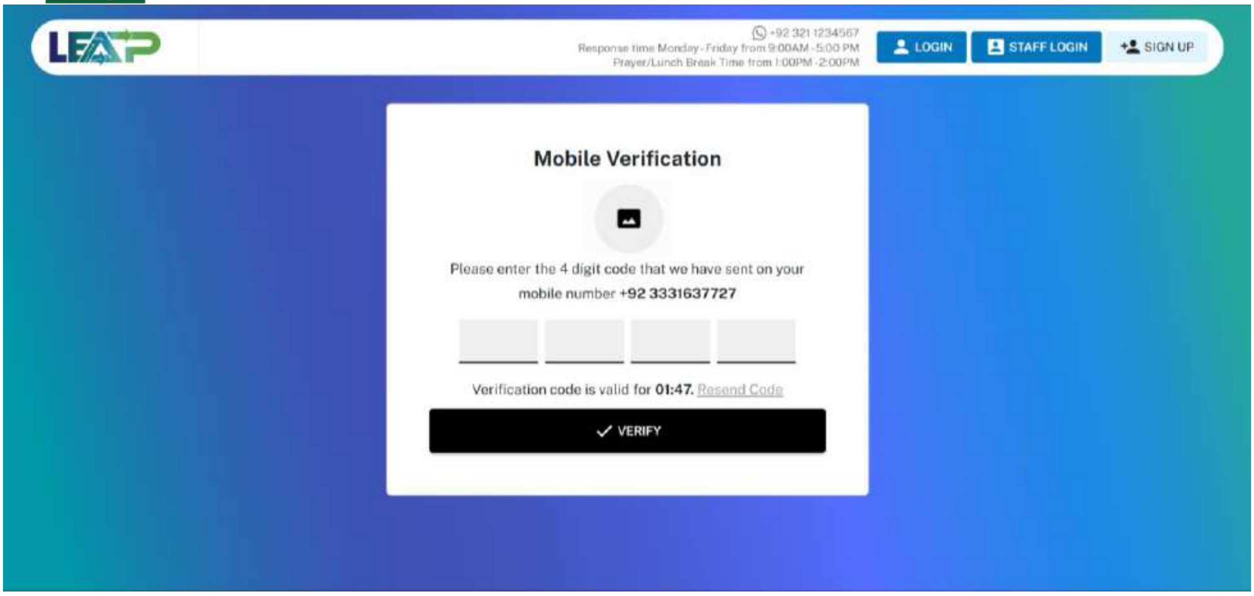
11. In case of successful verification of the CNIC against NADRA records, the user is displayed a field to enter their mobile number for verification.



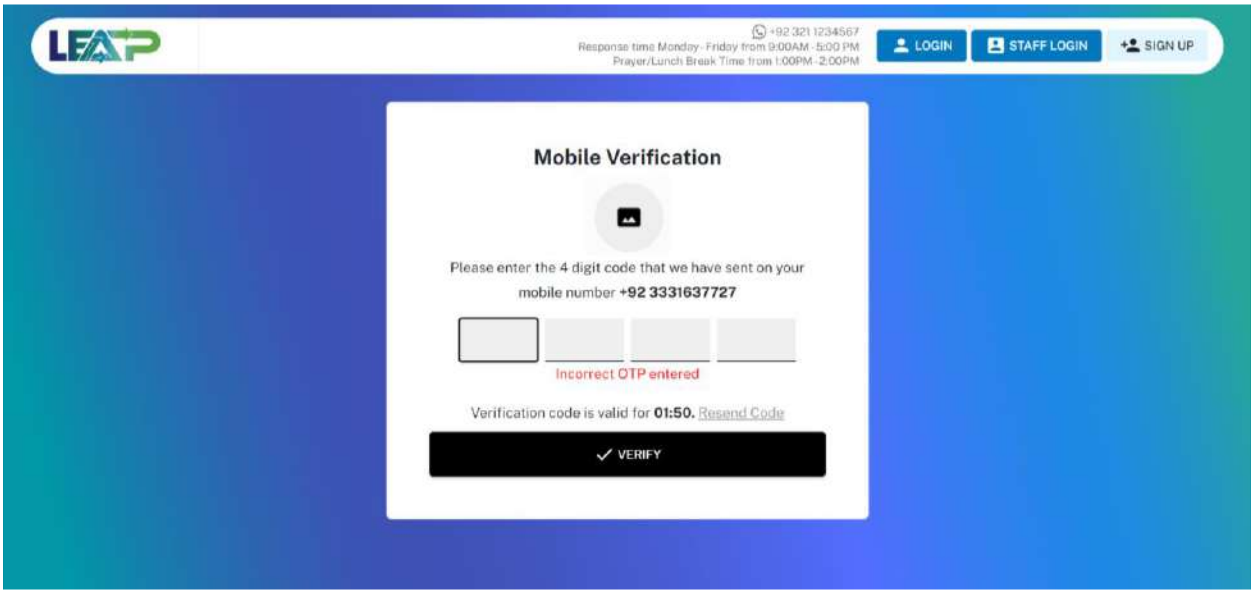
12. User inputs their mobile number, which must be registered against their CNIC.
13. In case the provided mobile number is not verified from PMD records, the system displays an error message, and provides the option to return to the previous screen to provide a valid Mobile Number registered against the Applicant's CNIC.



14. After successful verification from PMD, system sends an OTP to the user's mobile number. The OTP remains valid for 2 minutes.

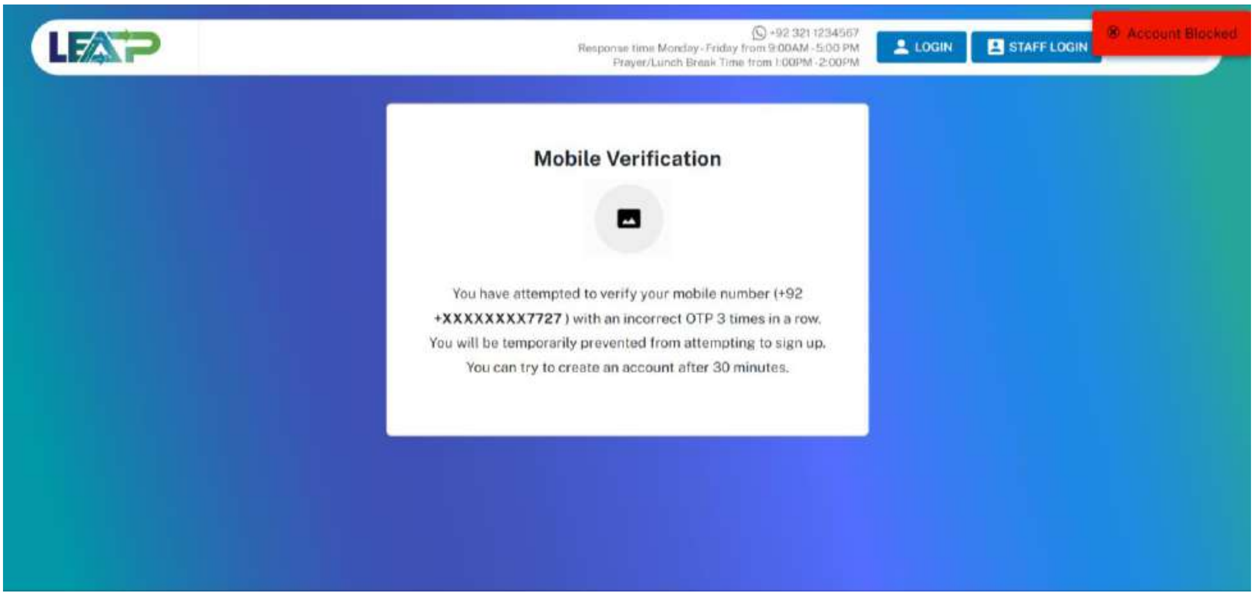


15. In case an incorrect OTP is entered, the system shows an error message, and prompts the user to enter the correct 4-digit OTP.

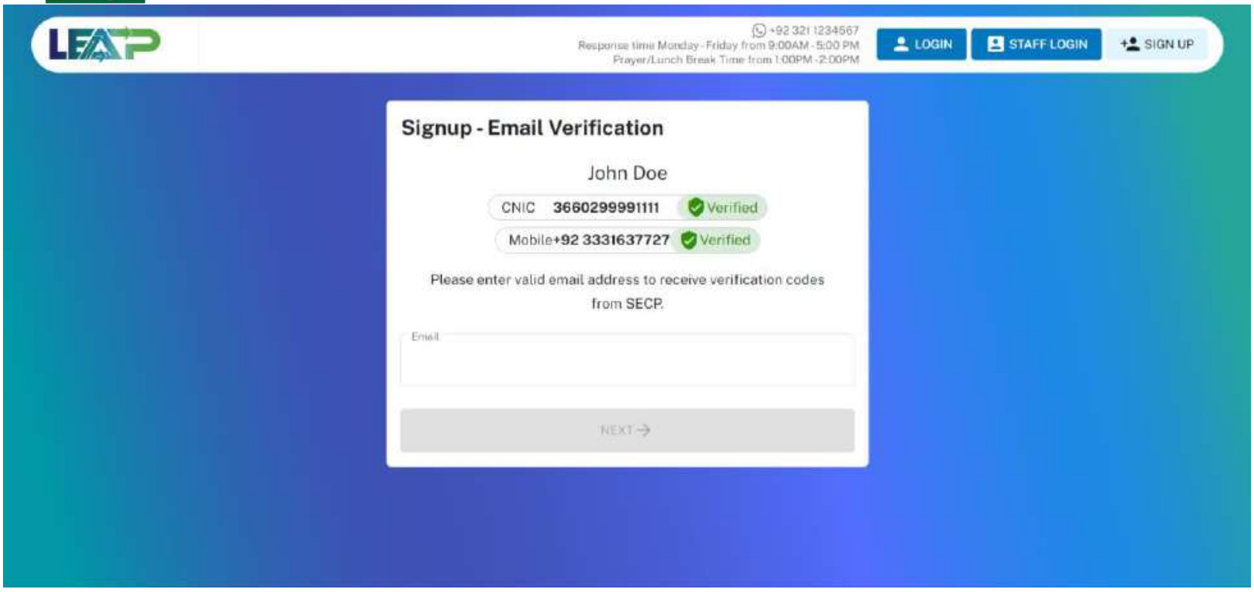


16. In case a time of 2 minutes elapses after the OTP is sent, as indicated by the countdown being displayed on the screen, the user can click on ‘Resend Code’ button, which becomes clickable after the 2 minutes are elapsed.

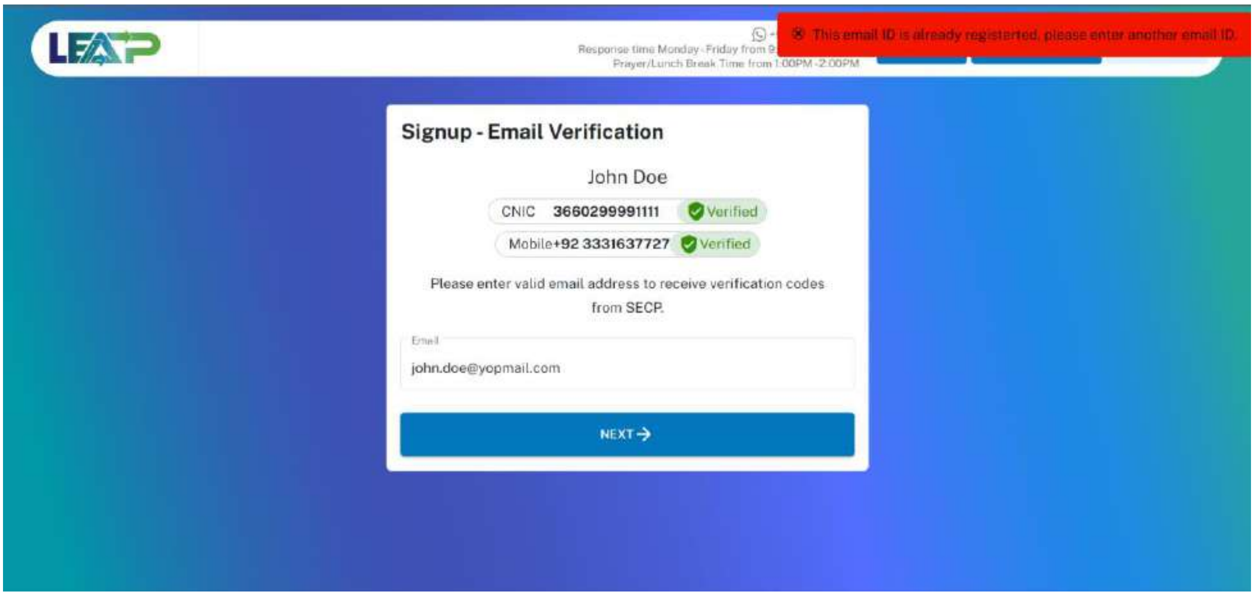
17. If the user enters an incorrect OTP 3 times in a row, the system temporarily blocks the user from further signup attempts for 30 minutes as a security measure. The user can resume sign up with that CNIC after a lapse of 30 minutes.



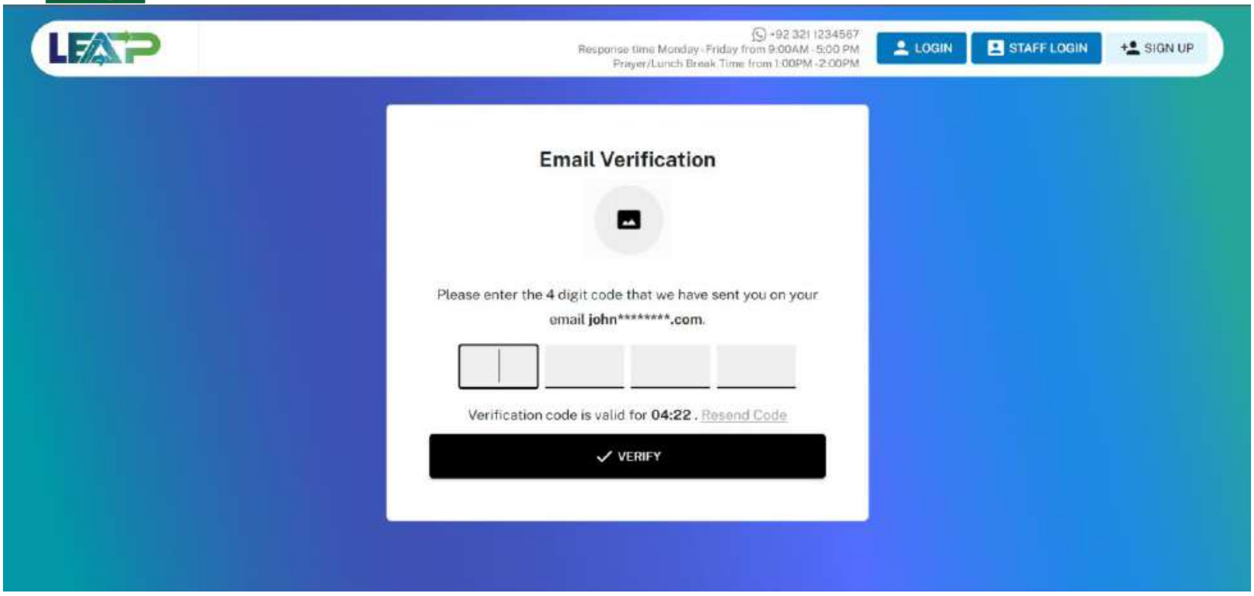
18. When the user Enters the correct 4-digit OTP, system verifies it and displays the field to enter Email. The verified statuses of both CNIC and Mobile number are shown on top.



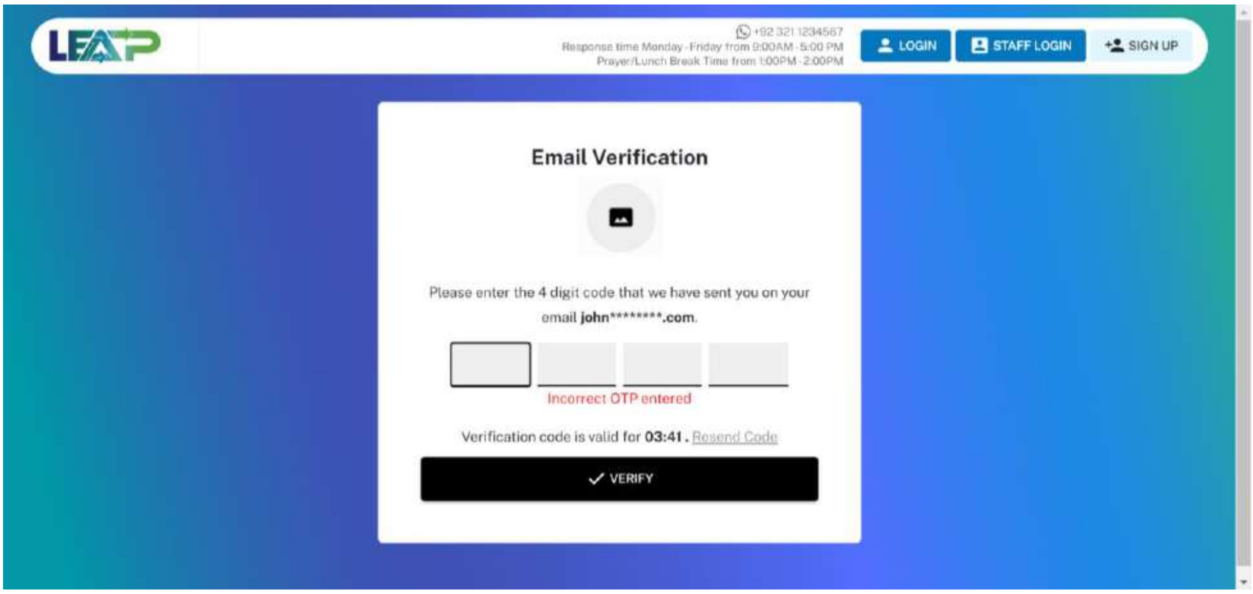
19. If the email provided by the user is already in use, system will prompt the user via an error message.



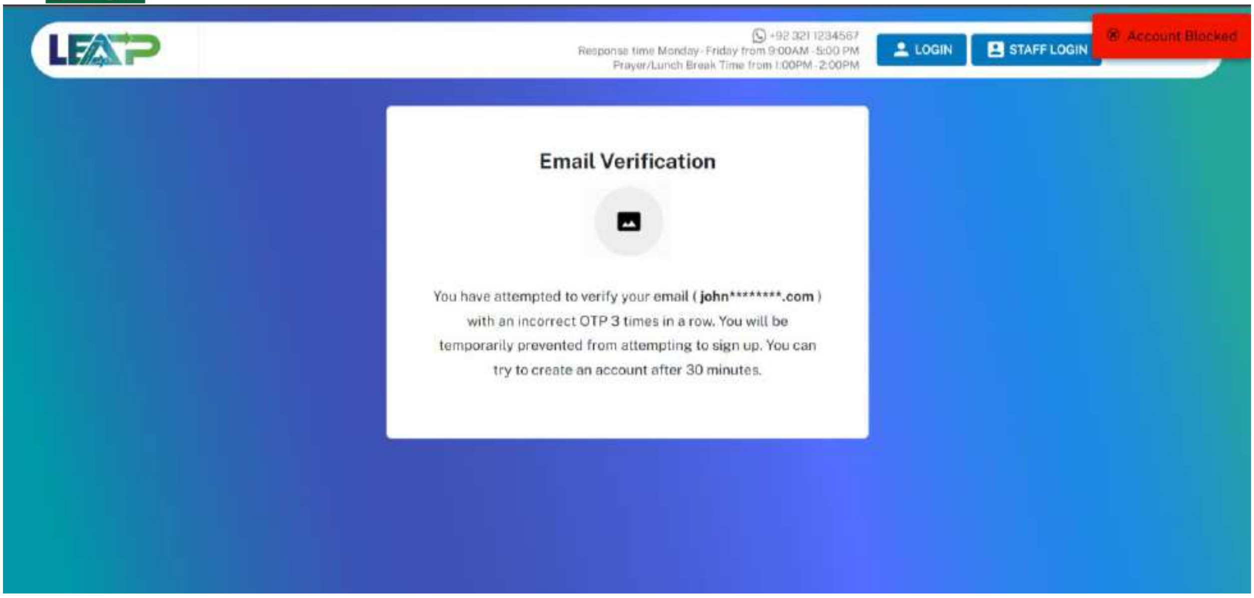
20. User enters the email and system send the OTP on the email. This OTP remains valid for 5 minutes, after which the Resend Code button becomes enabled. The Applicant can use this button to resend the code.



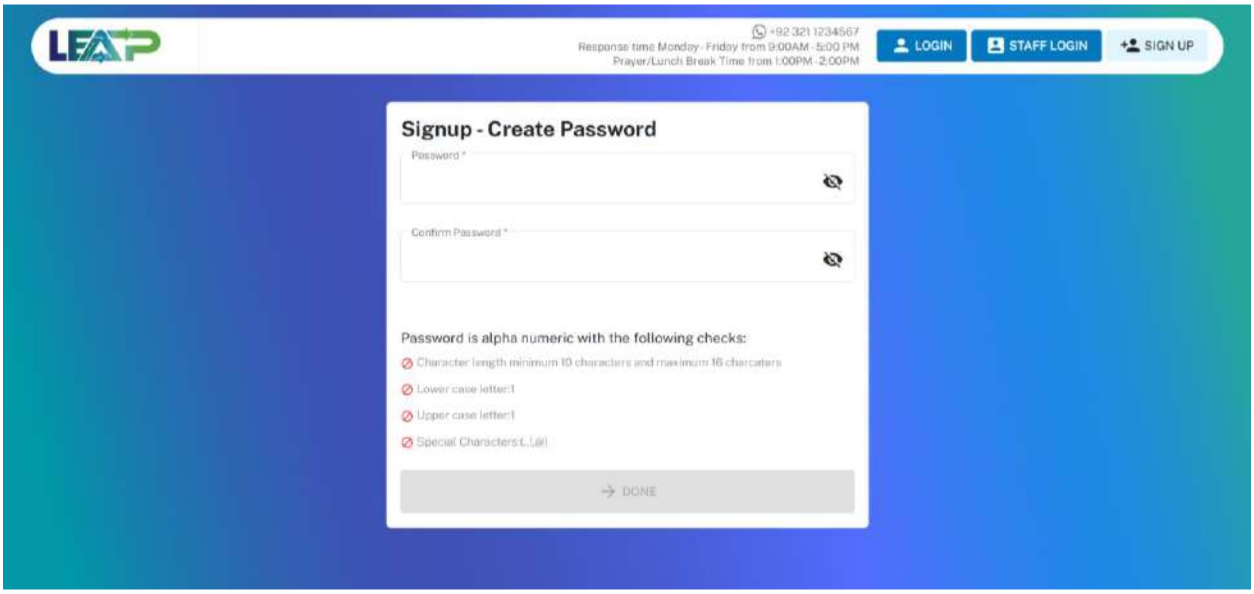
21. In case an incorrect OTP is entered, the system shows an error message, and prompts the user to enter the correct 4-digit OTP.



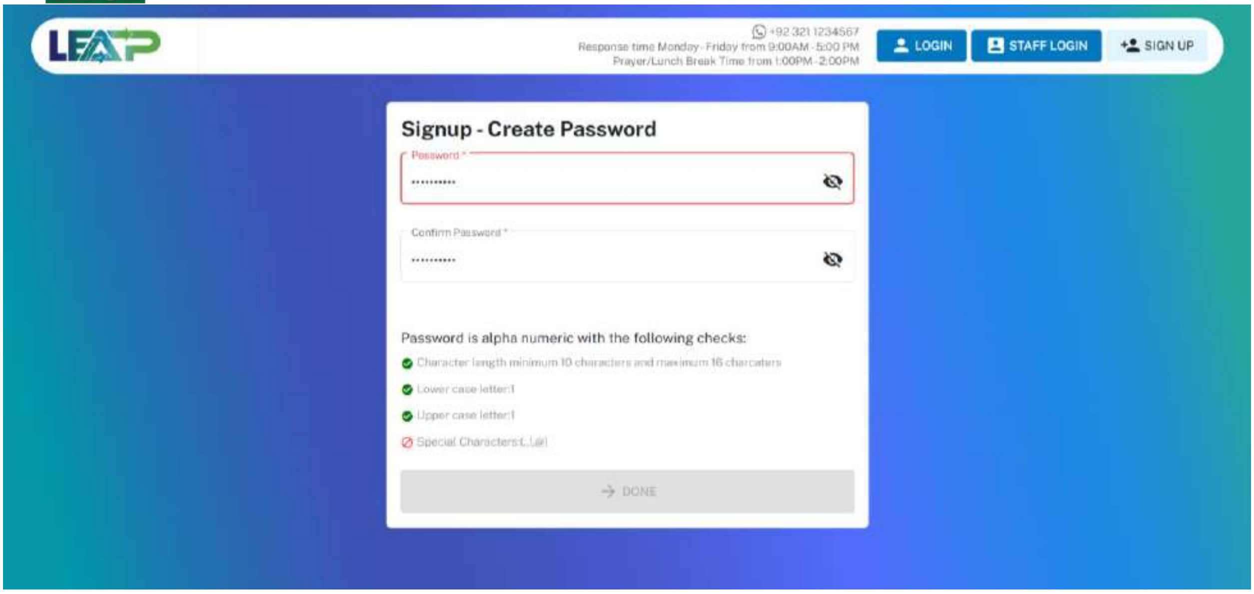
22. If the user enters an incorrect OTP 3 times in a row, the system temporarily blocks the user from further signup attempts for 30 minutes as a security measure. The user can resume sign up with that CNIC after a lapse of 30 minutes.



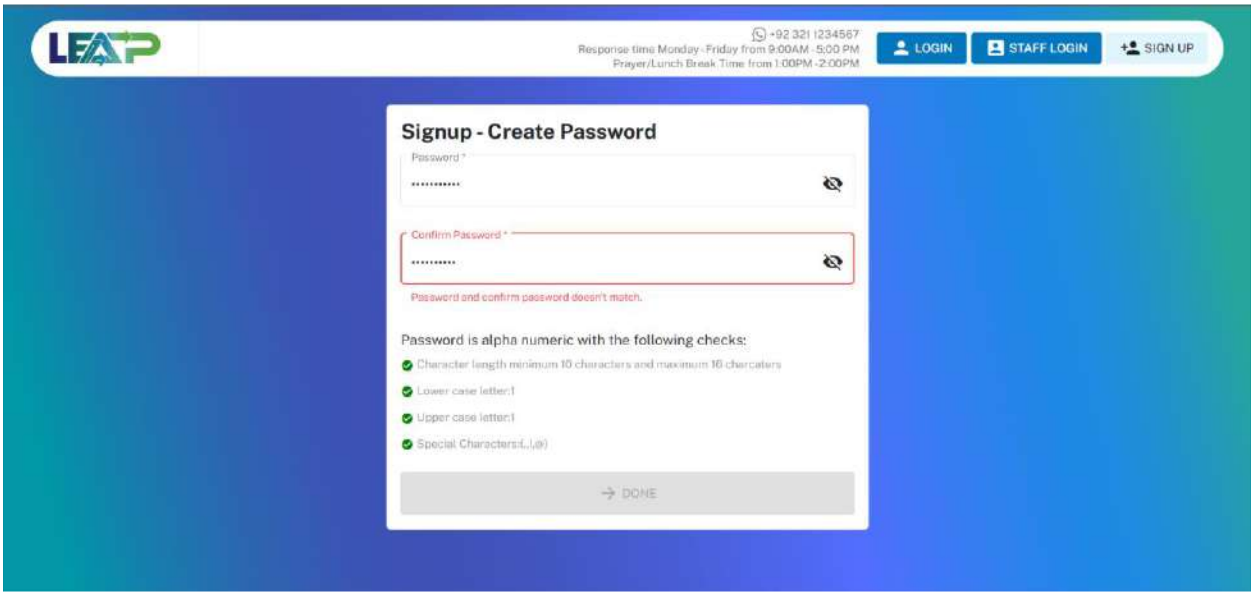
23. If the user enters the correct OTP received on the email and system after verifying email displays the screen to create and confirm password.



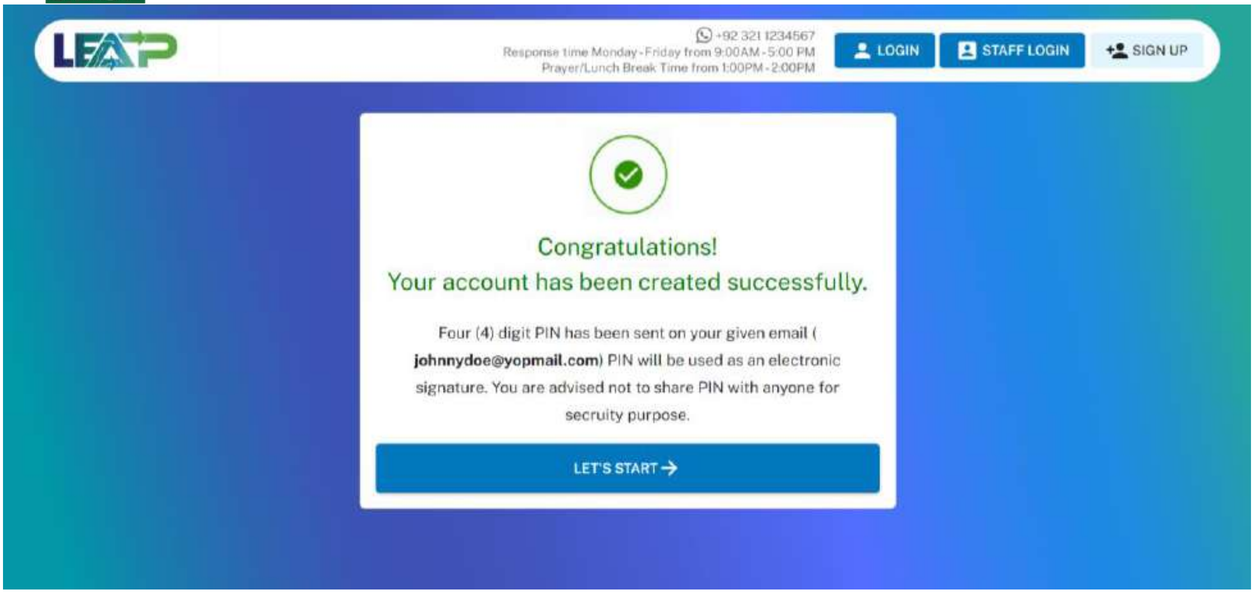
24. The requirements for password are listed below the password fields. When these requirements are met, a green checkmark is placed against each of these. The Done button at the bottom of the page remains disabled until all these requirements are met, not allowing the user to proceed further without a strong password.



25. Furthermore, the password provided in the Password and Confirm Password fields need to match. An error is displayed to the user if these fields do not match, and the Done button at the bottom of the page remains disabled, not allowing the user to proceed further without correcting the Password first.



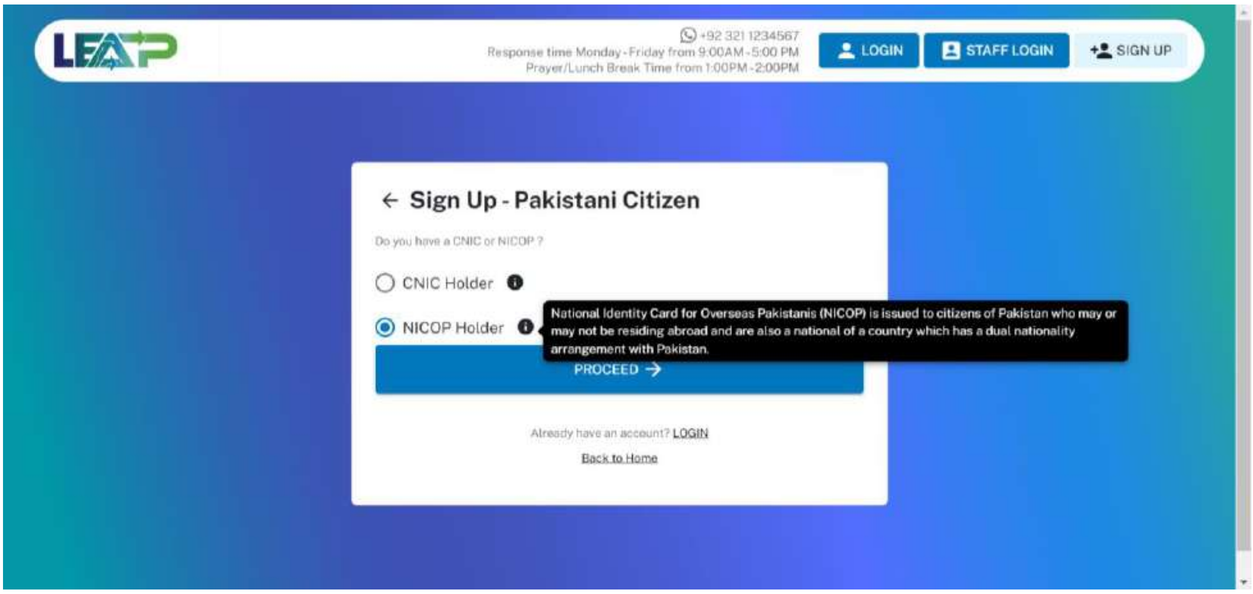
26. Once the password has been created, system generates an Email, and In-App Alert to the **Applicant** regarding PIN generation.



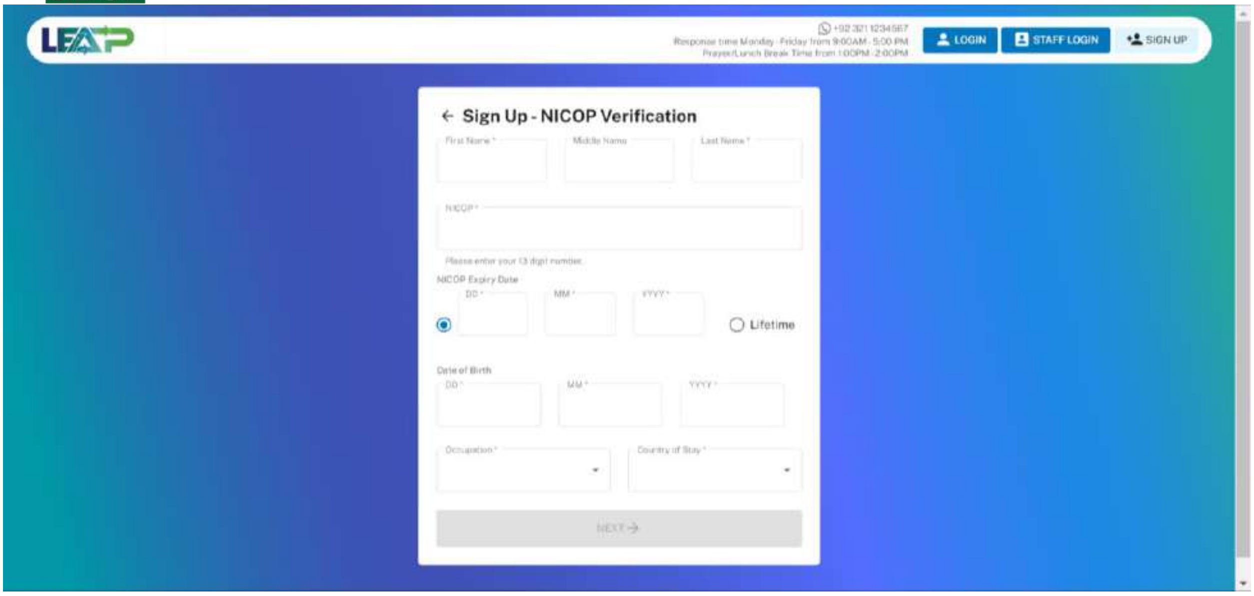
27. System sends the PIN to the Applicant via email. The PIN is included as an attachment that is password protected. The password for the attachment is the same as the Applicant's LEAP account password.

Sign Up – Pakistani Citizen – NICOP holder

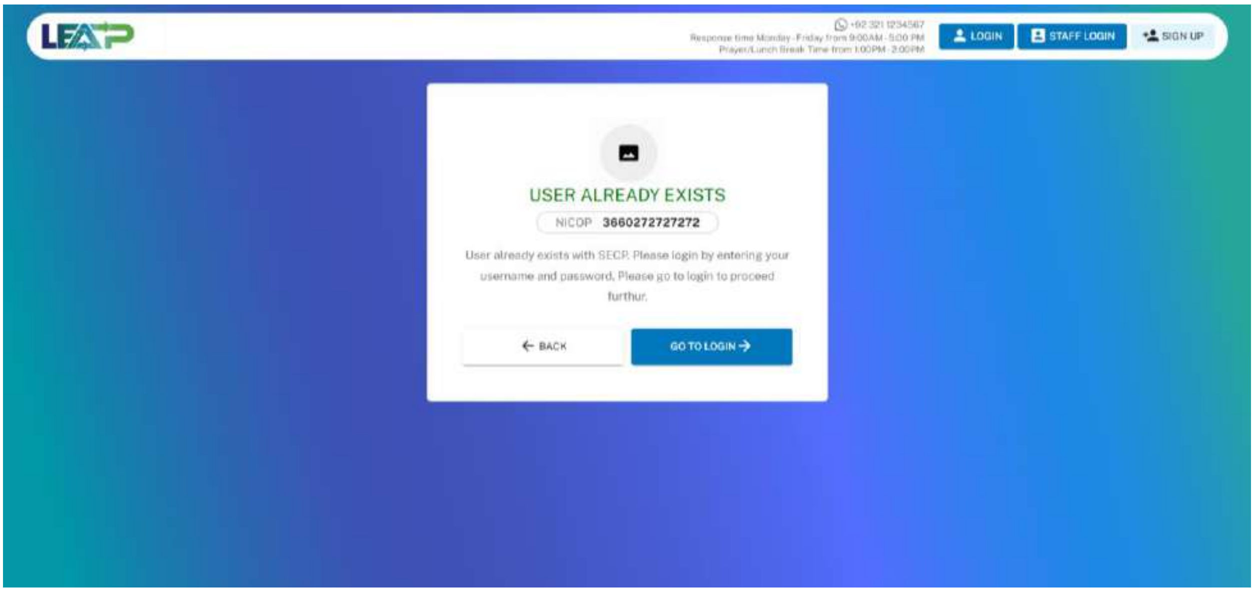
28. System displays the "Pakistani Citizen" screen with the question "Do you have a CNIC or a NICOP?"



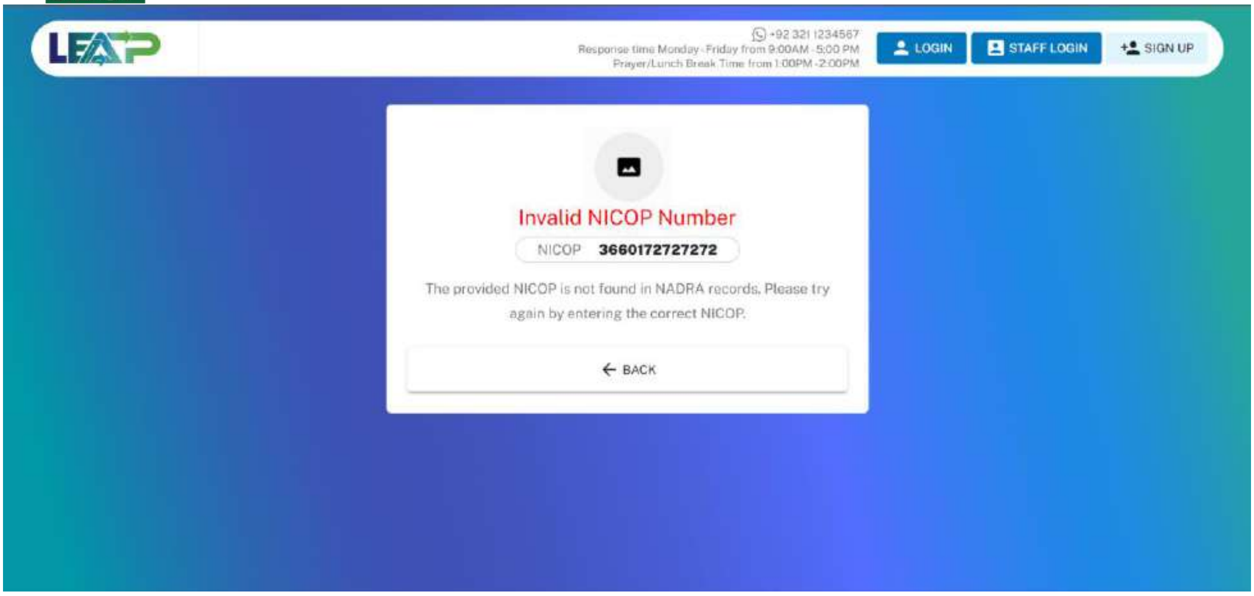
29. User selects the NICOP holder, system displays Sign-Up-NICOP Verification form where user needs to enter the personal detail as shown in the image.



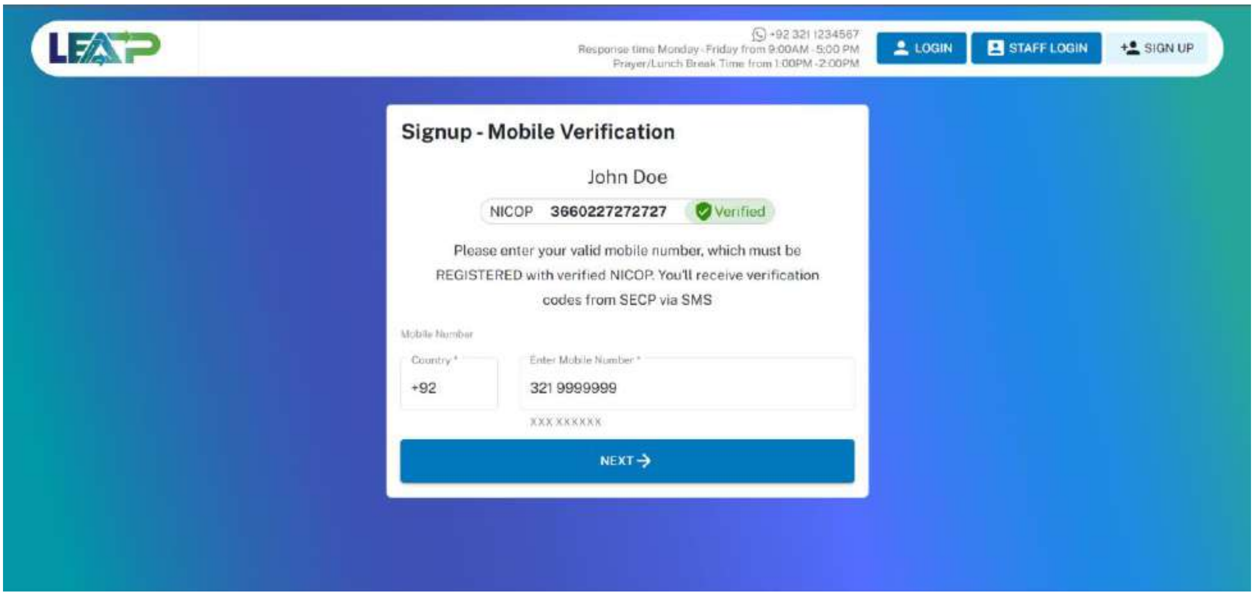
30. If the user already has an account on LEAP with the CNIC entered, the system displays a message to the Applicant, along with the option to go to login page.



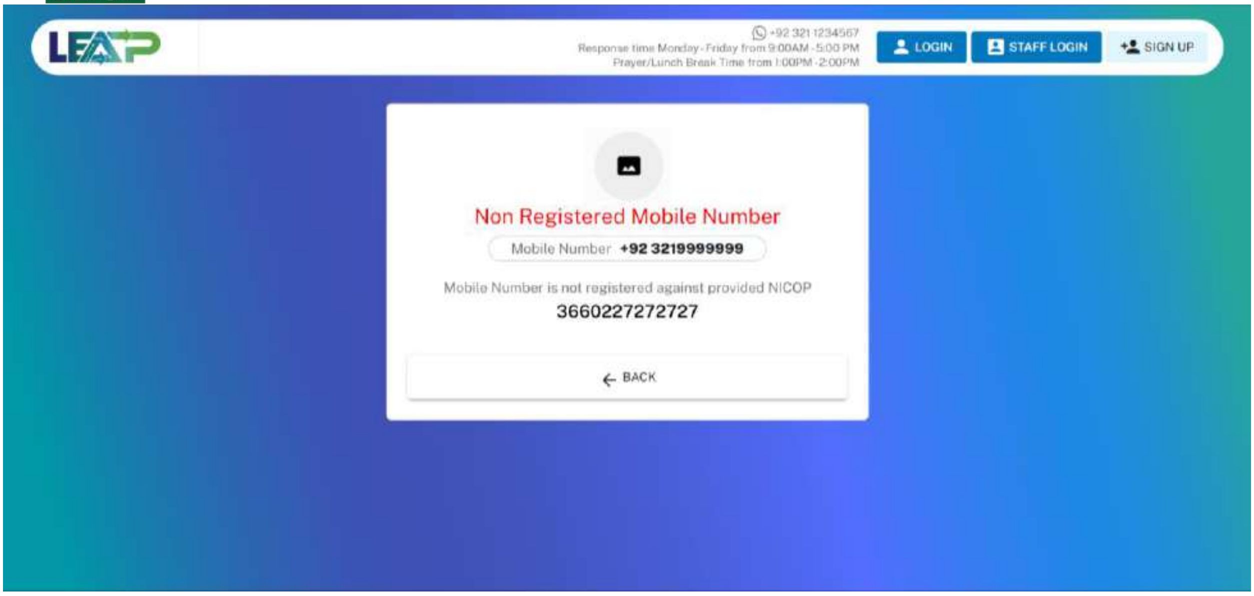
31. In case the CNIC is not verified from NADRA, the system displays an error message, and provides the option to return to the previous screen to provide a valid CNIC.



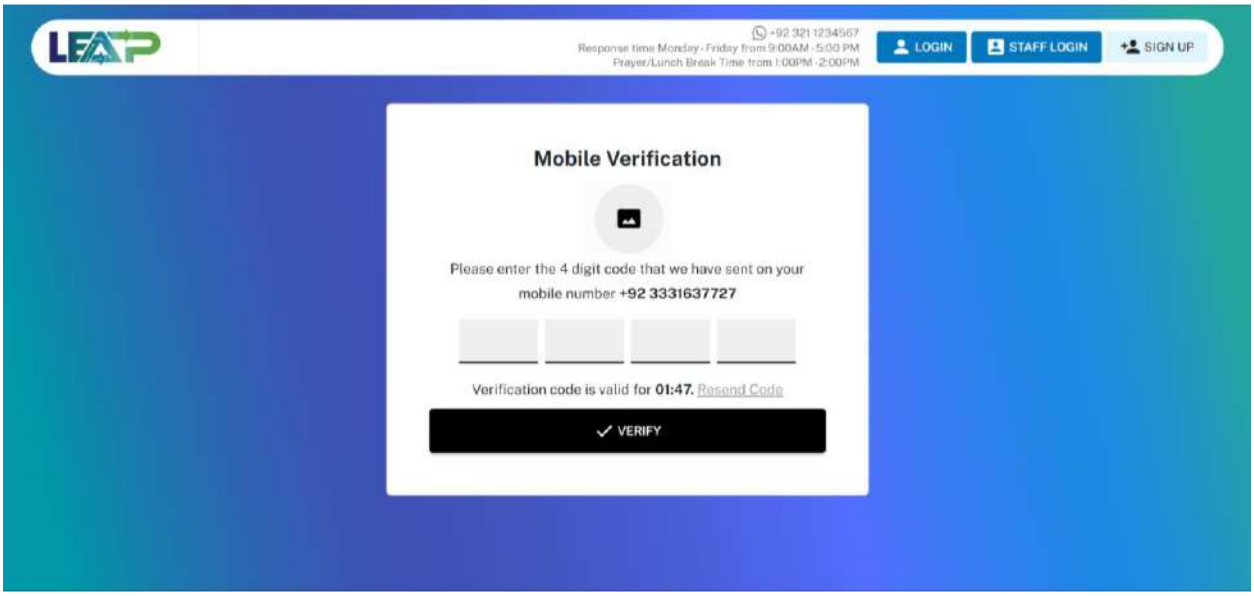
32. After filling out the form user clicks on Next and system displays the field to enter mobile number verification.



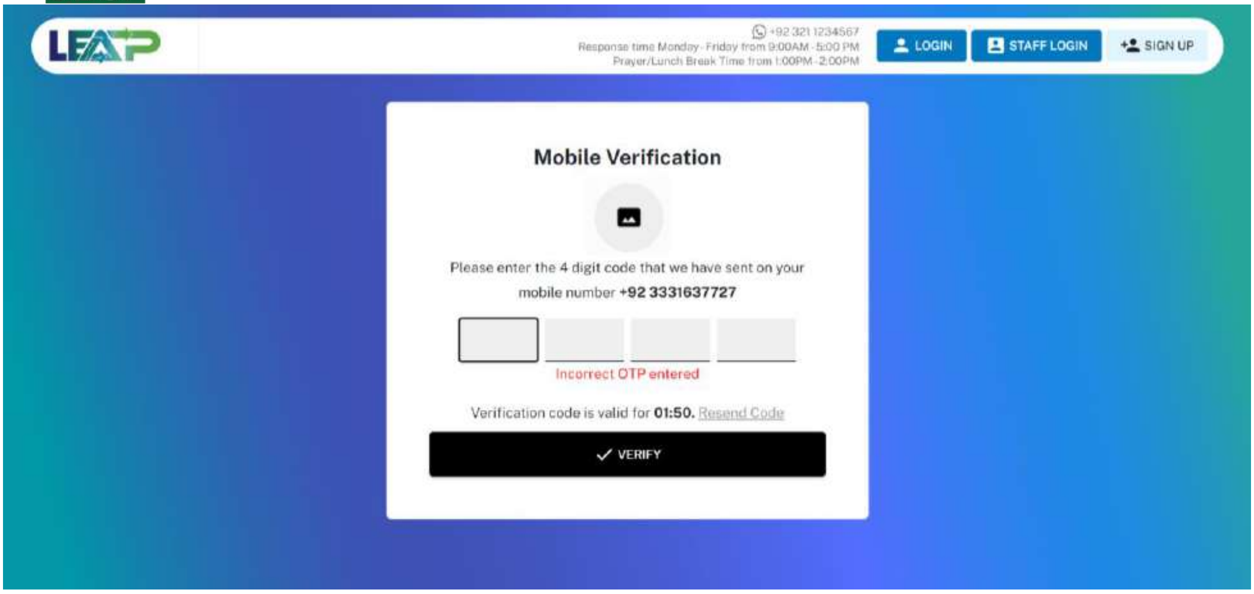
33. If the Applicant provides a mobile number with country code other than that of Pakistan, mobile verification is not verified using PMD and OTP verification of Mobile number is not done and the user lands on step 38. If the Applicant provides a Pakistani mobile number, verification of mobile number is done via PMD and OTP. If the verification against PMD records for a Pakistani Mobile number fails, an error message is shown to the Applicant with the option to go back and update the provided mobile number. If mobile verification is successful, the Applicant will proceed to step 34.



34. After successful verification from PMD for Pakistani Mobile Number, system sends an OTP to the Applicant's mobile. The OTP remains valid for 2 minutes.

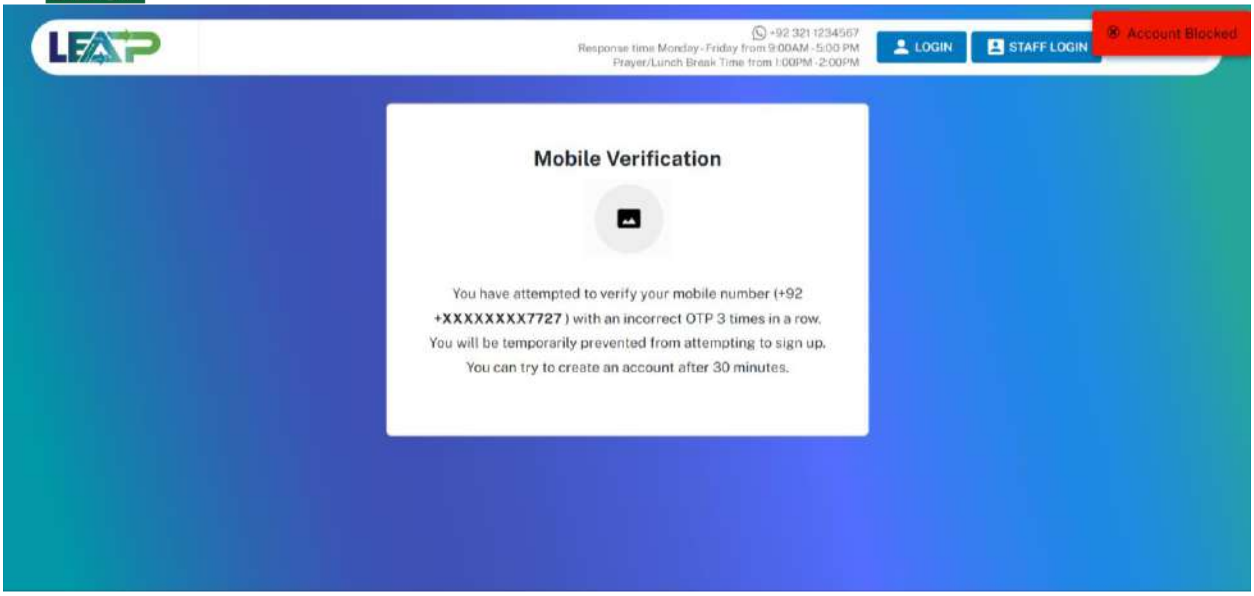


35. In case an incorrect OTP is entered, the system shows an error message, and prompts the user to enter the correct 4-digit OTP.

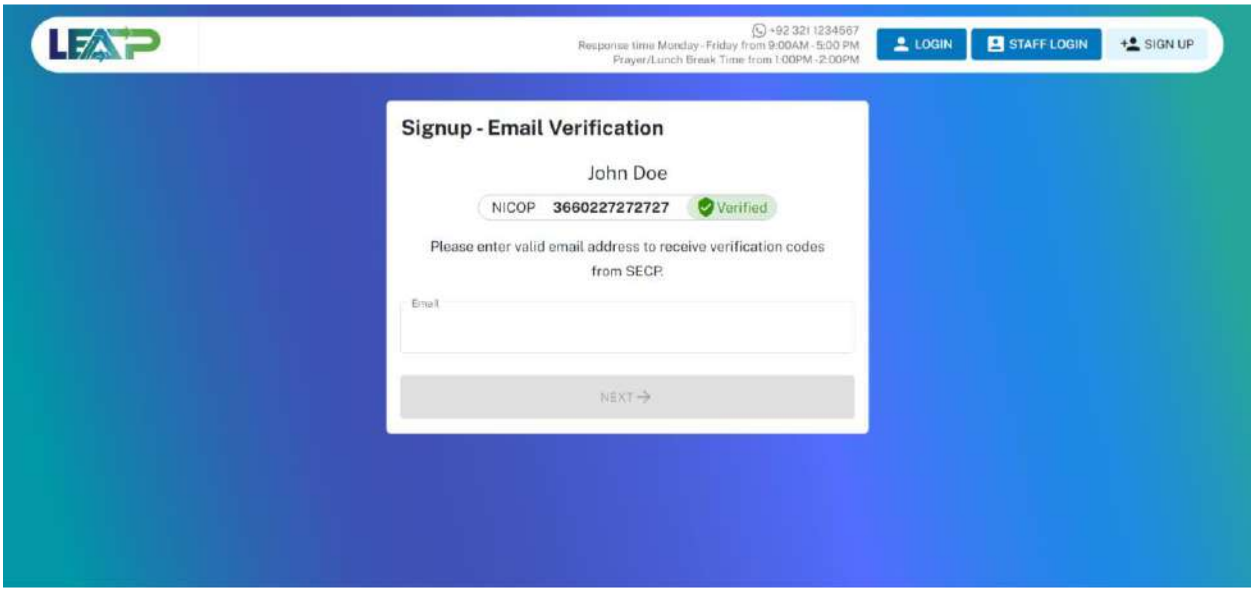


36. In case a time of 2 minutes elapses after the OTP is sent, as indicated by the countdown being displayed on the screen, the user can click on ‘Resend Code’ button, which becomes clickable after the 2 minutes are elapsed.

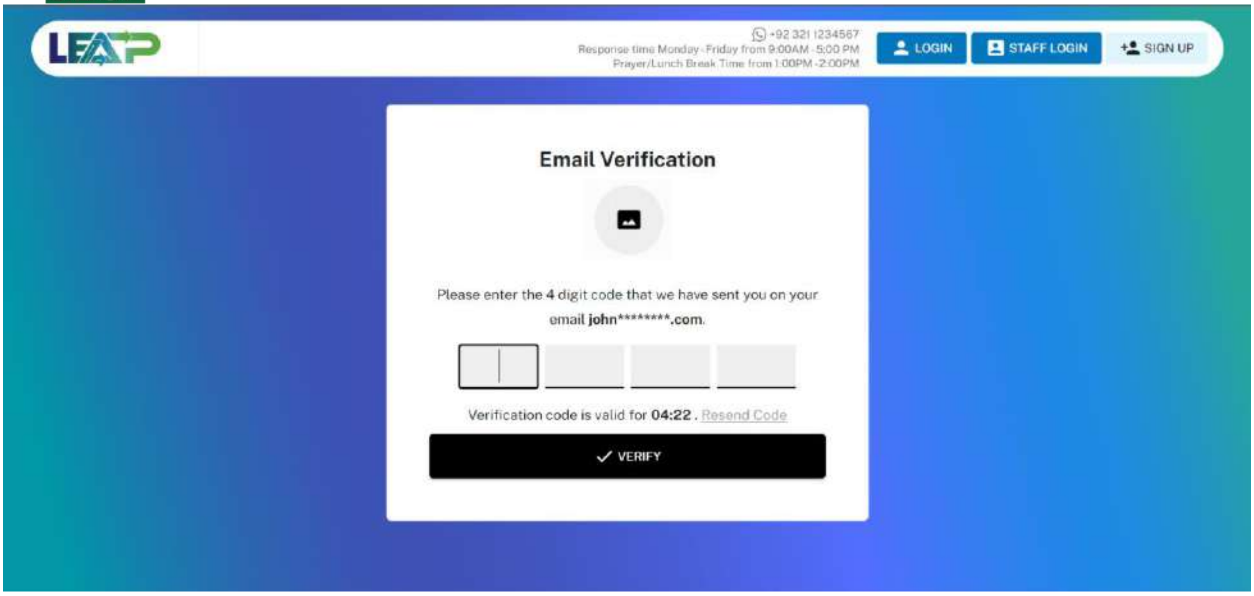
37. If the user enters an incorrect OTP 3 times in a row, the system temporarily blocks the user from further signup attempts for 30 minutes as a security measure. The user can resume sign up with that NICOP after a lapse of 30 minutes.



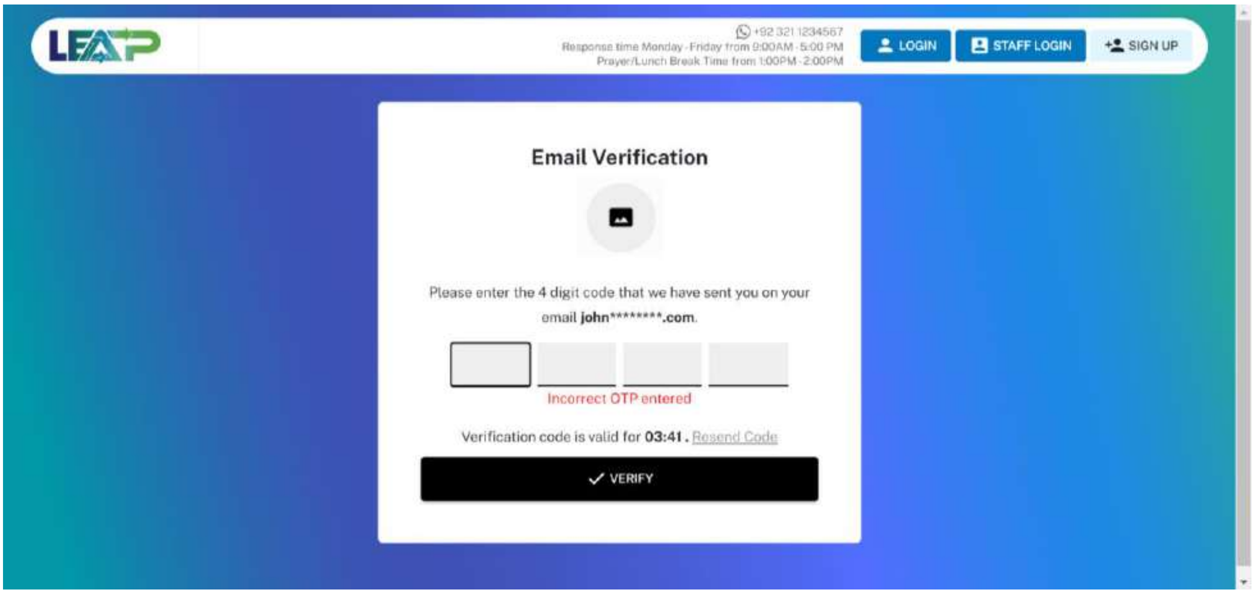
38. In case of correct OTP verification of Pakistani Mobile Number, or if mobile verification is not requiring for non-Pakistani Mobile Numbers, system displays the field to enter Email.



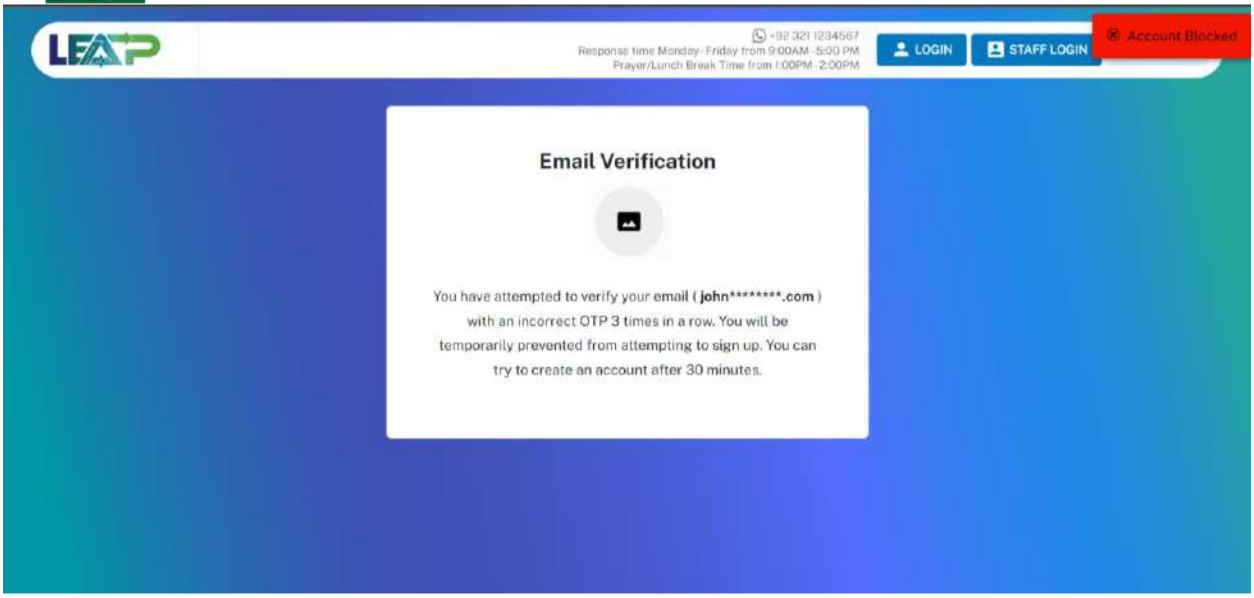
39. User enters the email and system send the OTP on the email. This OTP remains valid for 5 minutes, after which the Resend Code button becomes enabled. The Applicant can use this button to resend the code.



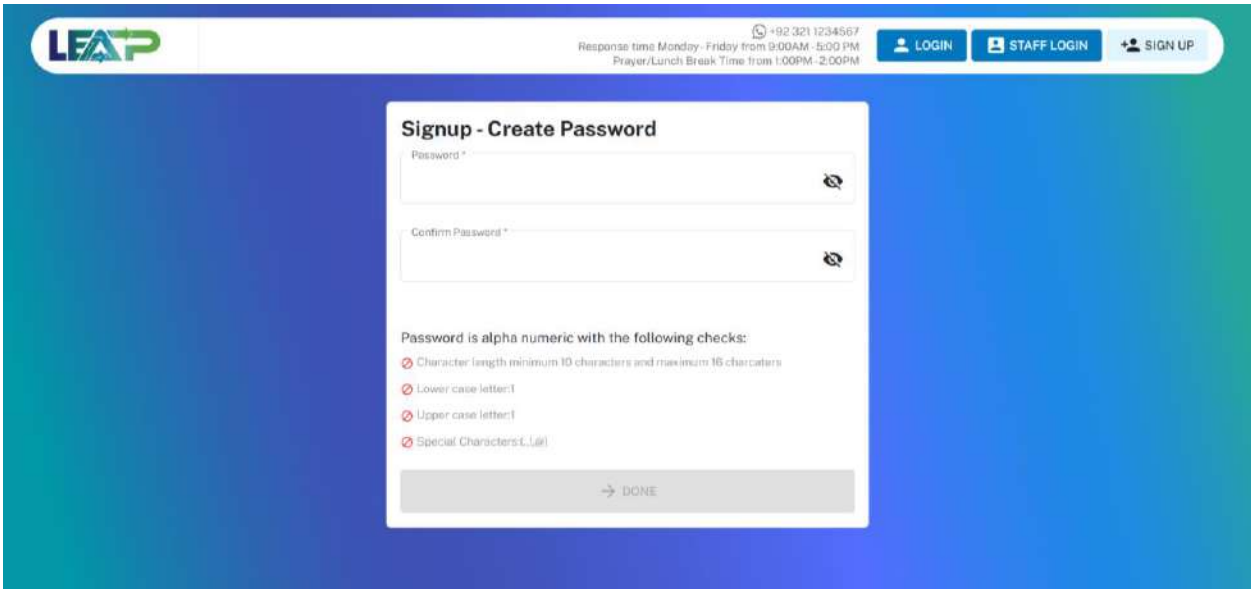
40. In case an incorrect OTP is entered, the system shows an error message, and prompts the user to enter the correct 4-digit OTP.



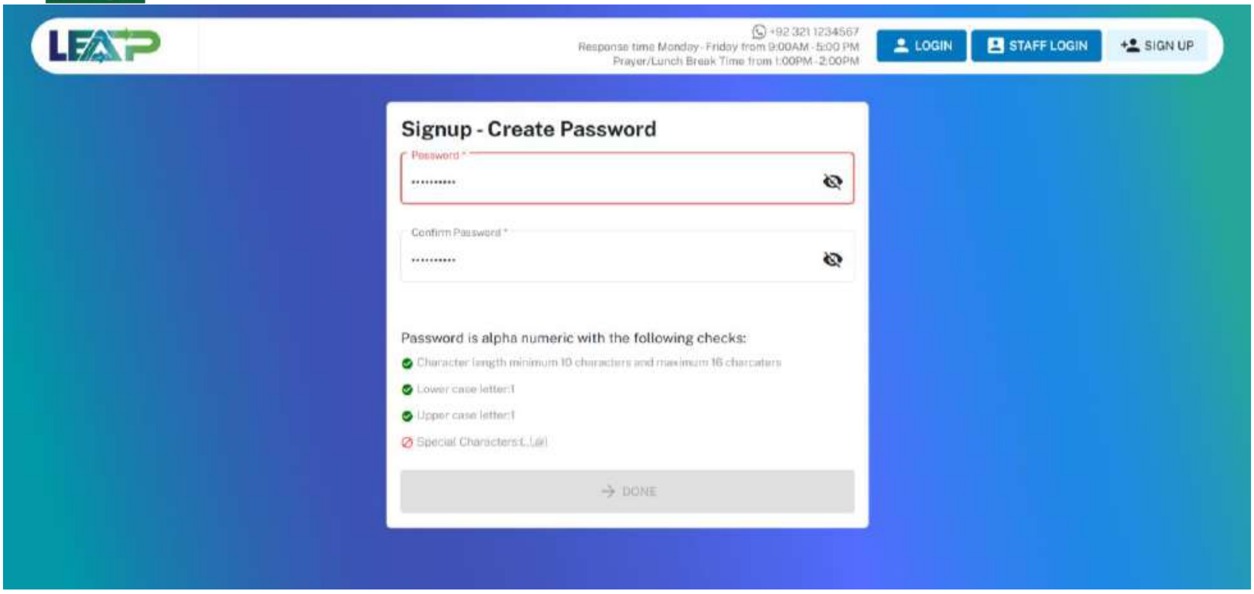
41. If the user enters an incorrect OTP 3 times in a row, the system temporarily blocks the user from further signup attempts for 30 minutes as a security measure. The user can resume sign up with that NICOP after a lapse of 30 minutes.



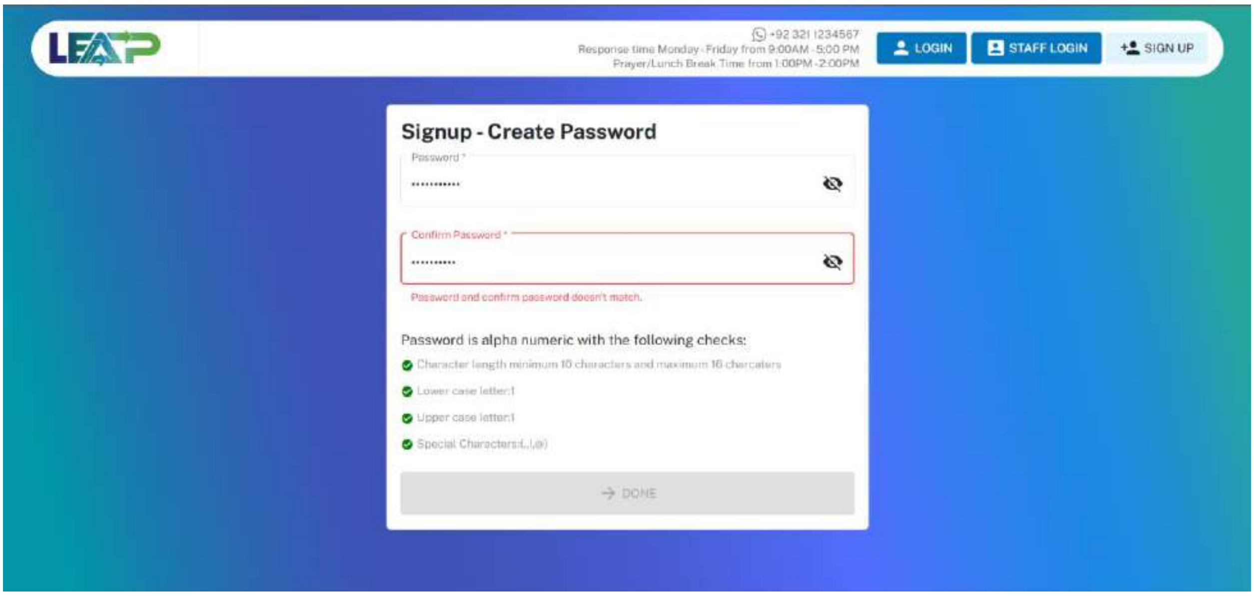
42. If the user enters the correct OTP received on the email and system after verifying email displays the screen to create and confirm password.



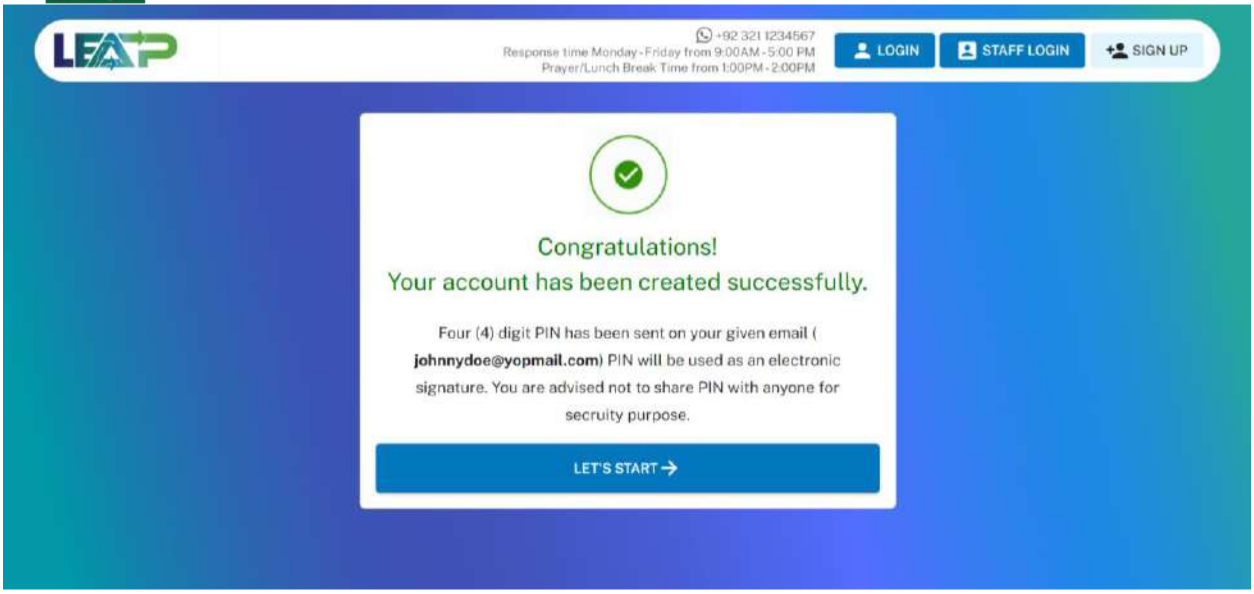
43. The requirements for password are listed below the password fields. When these requirements are met, a green checkmark is placed against each of these. The Done button at the bottom of the page remains disabled until all these requirements are met, not allowing the user to proceed further without a strong password.



44. Furthermore, the password provided in the Password and Confirm Password fields need to match. An error is displayed to the user if these fields do not match, and the Done button at the bottom of the page remains disabled, not allowing the user to proceed further without correcting the Password first.



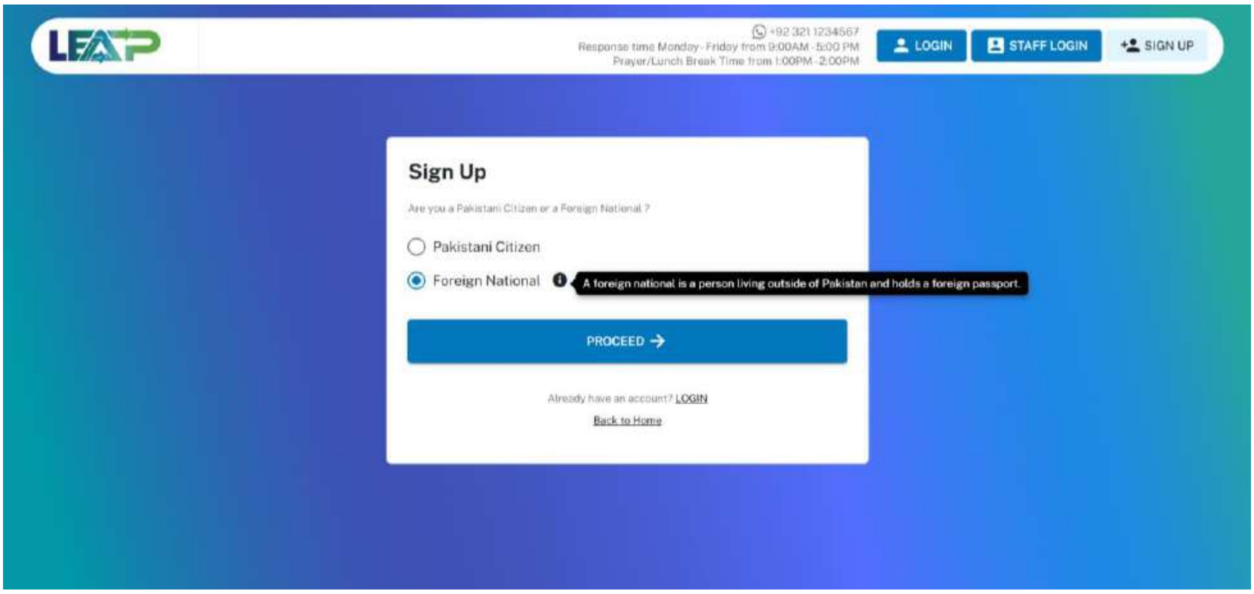
45. Once the password has been created System generates an Email, and In-App Alert to **Applicant** regarding PIN generation.



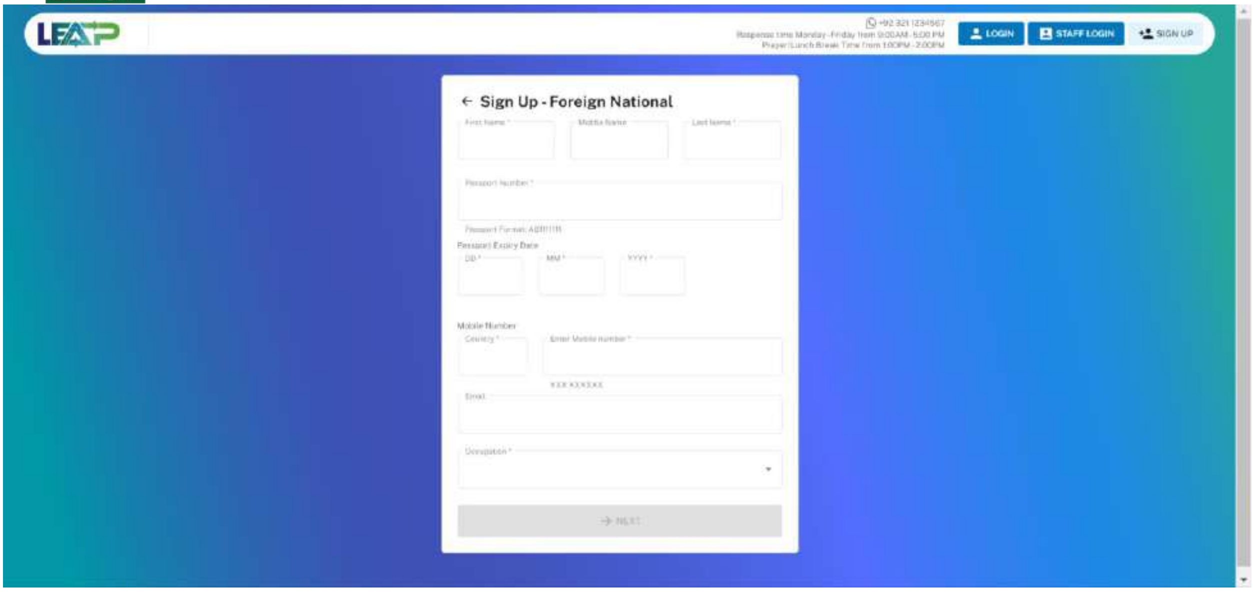
46. System sends the PIN to the Applicant via email. The PIN is included as an attachment that is password protected. The password for the attachment is the same as the Applicant's LEAP account password.

Sign Up – Foreign National

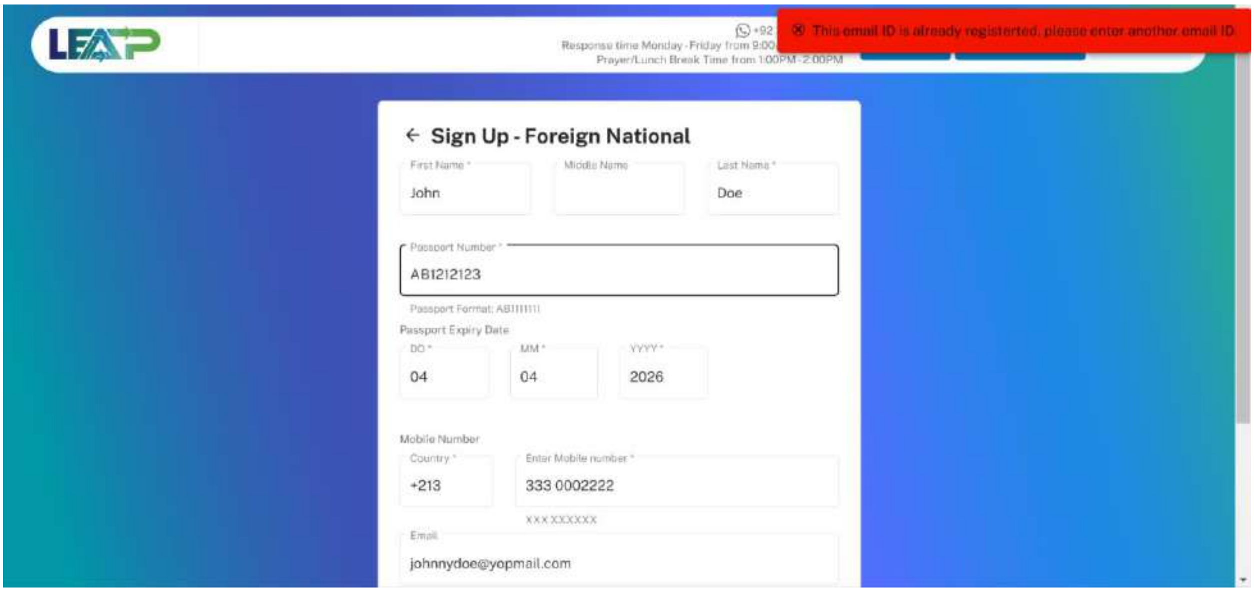
47. User selects Foreign National and clicks Proceed.



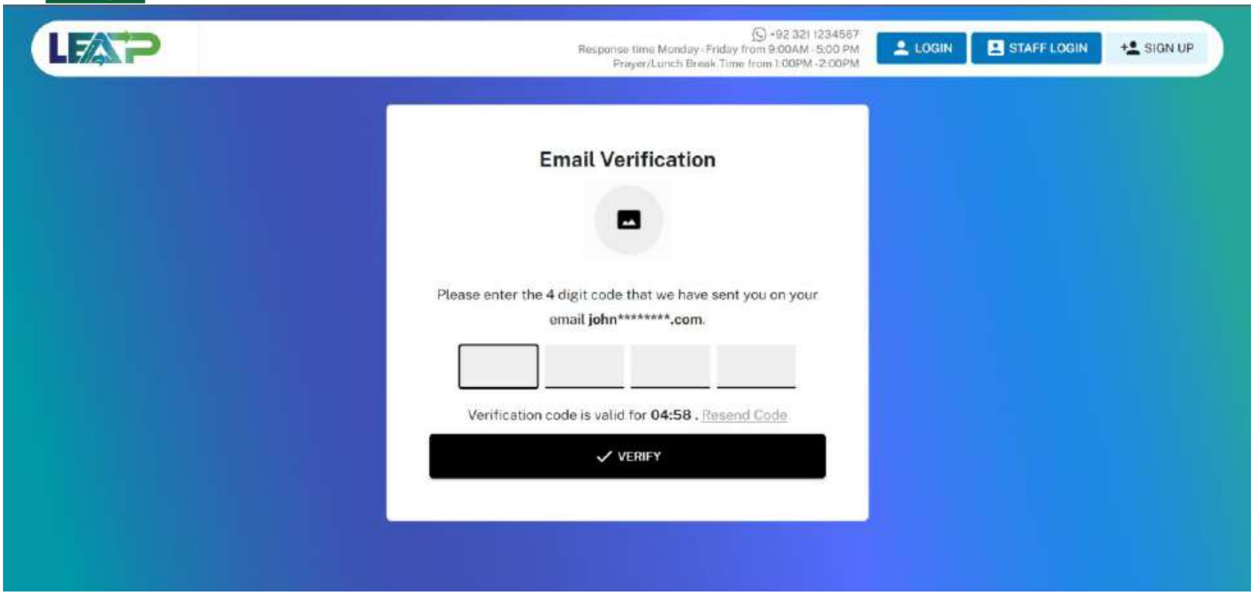
48. System displays Sign-Up-Foreign National form where user needs to enter the personal detail as shown in the image.



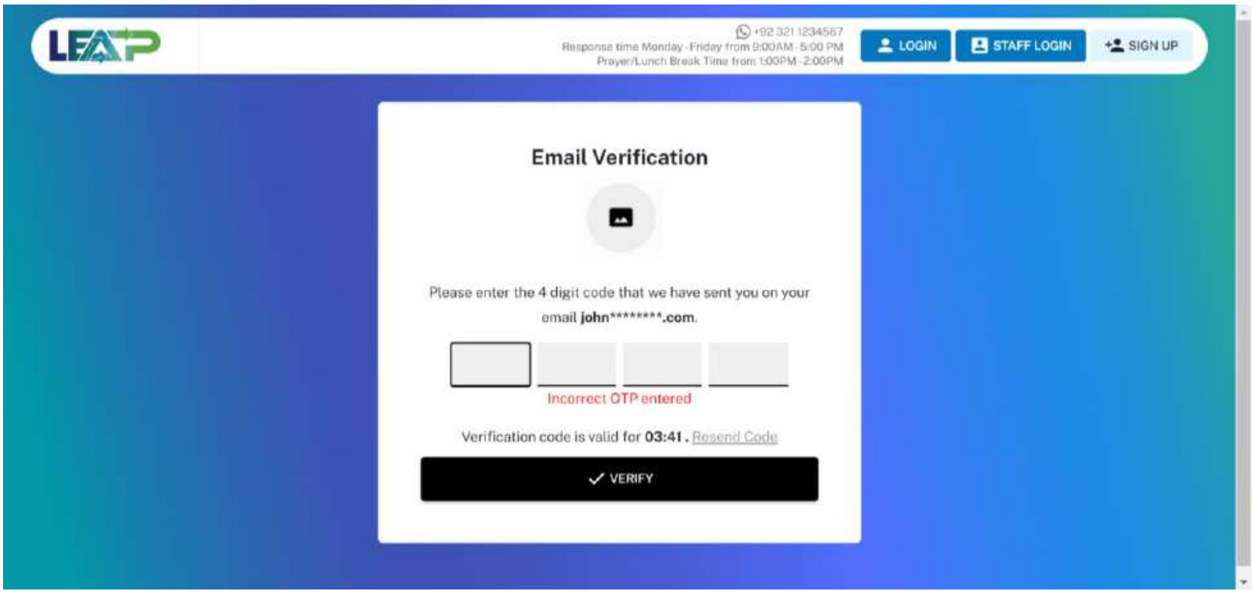
49. If the provided email address is already in use, the system displays an error message to the Applicant.



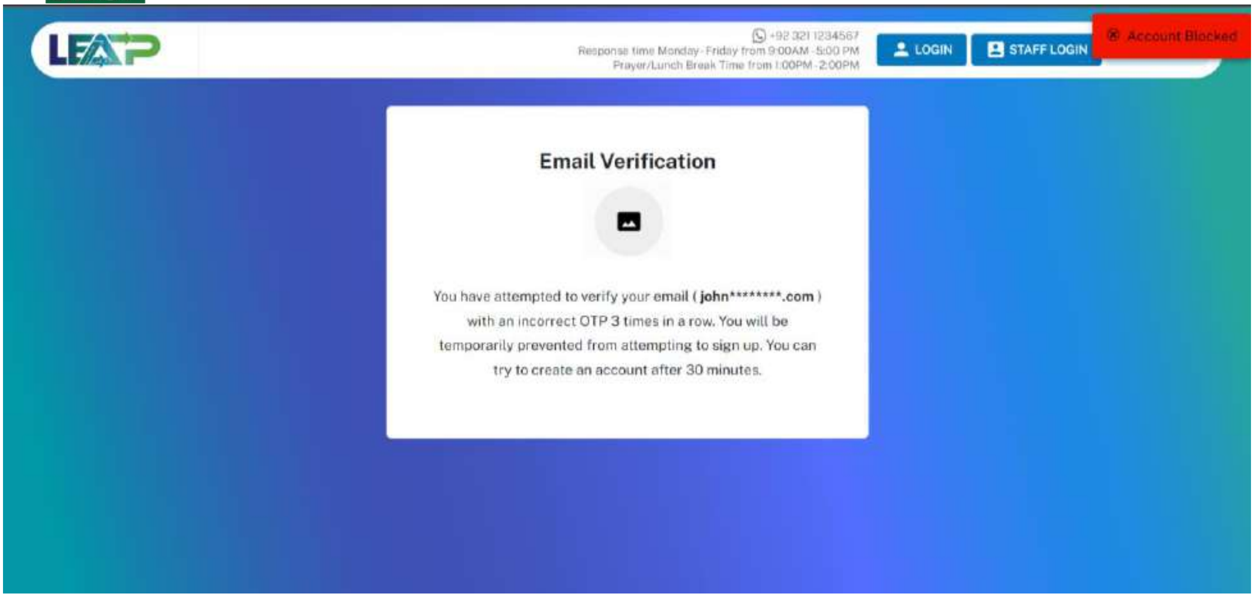
50. If the provided email address is not in use, system sends the OTP on the provided email address. This OTP remains valid for 5 minutes, after which the Resend Code button becomes enabled. The Applicant can use this button to resend the code.



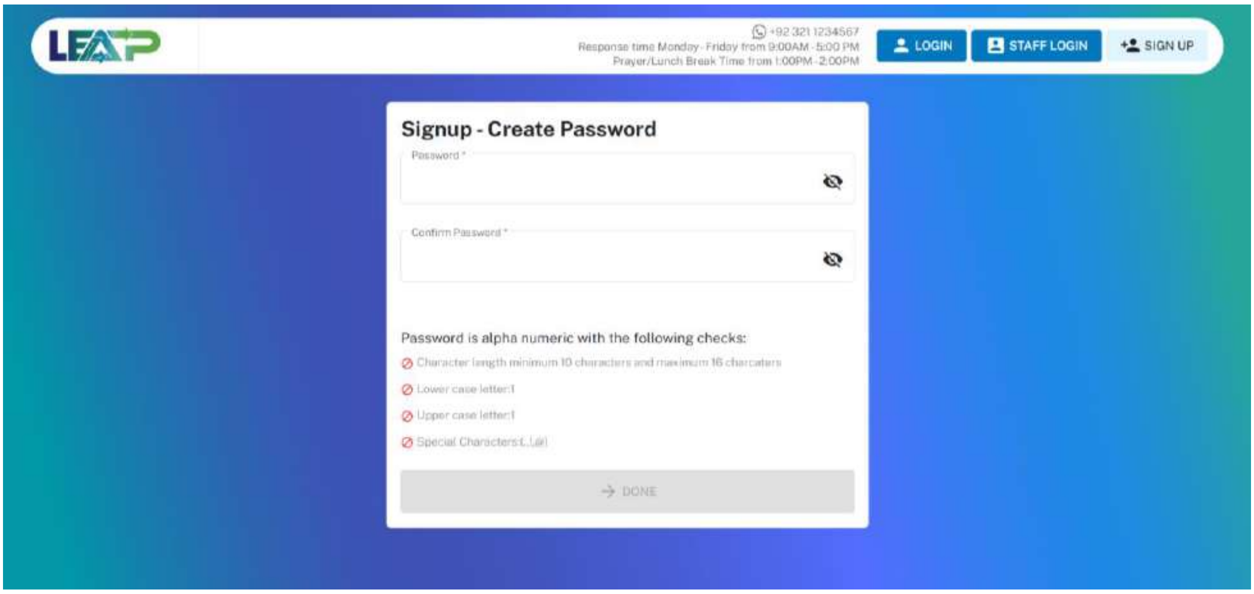
51. In case an incorrect OTP is entered, the system shows an error message, and prompts the user to enter the correct 4-digit OTP.



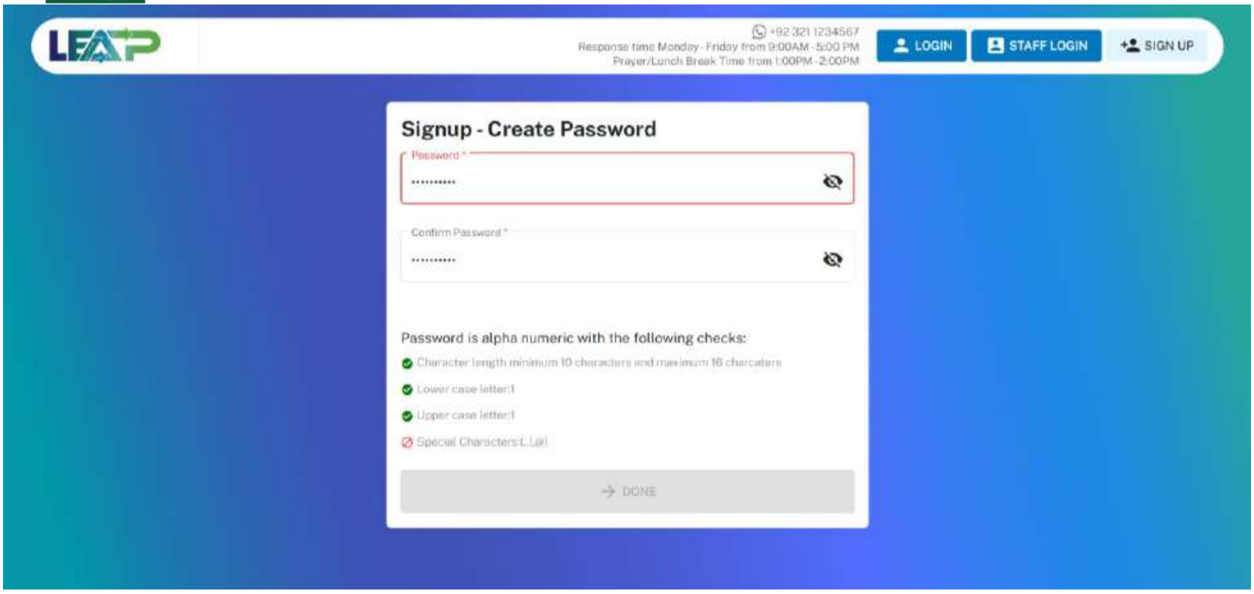
52. If the user enters an incorrect OTP 3 times in a row, the system temporarily blocks the user from further signup attempts for 30 minutes as a security measure. The user can resume sign up with that Passport Number after a lapse of 30 minutes.



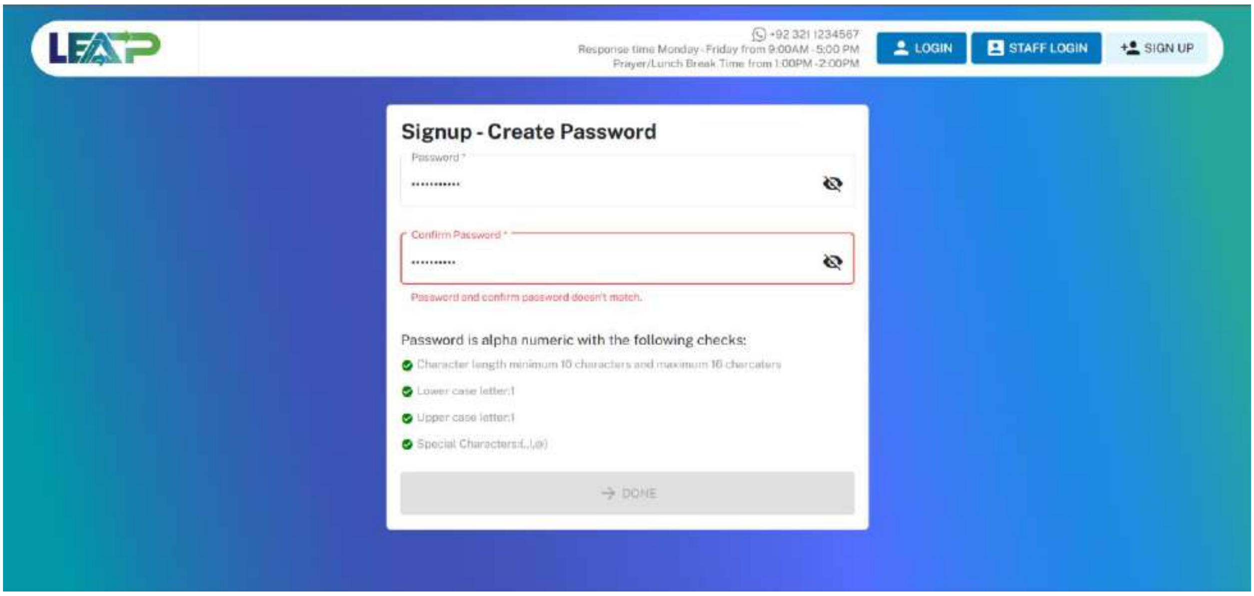
53. If the user enters the correct OTP received on the email and system after verifying email displays the screen to create and confirm password.



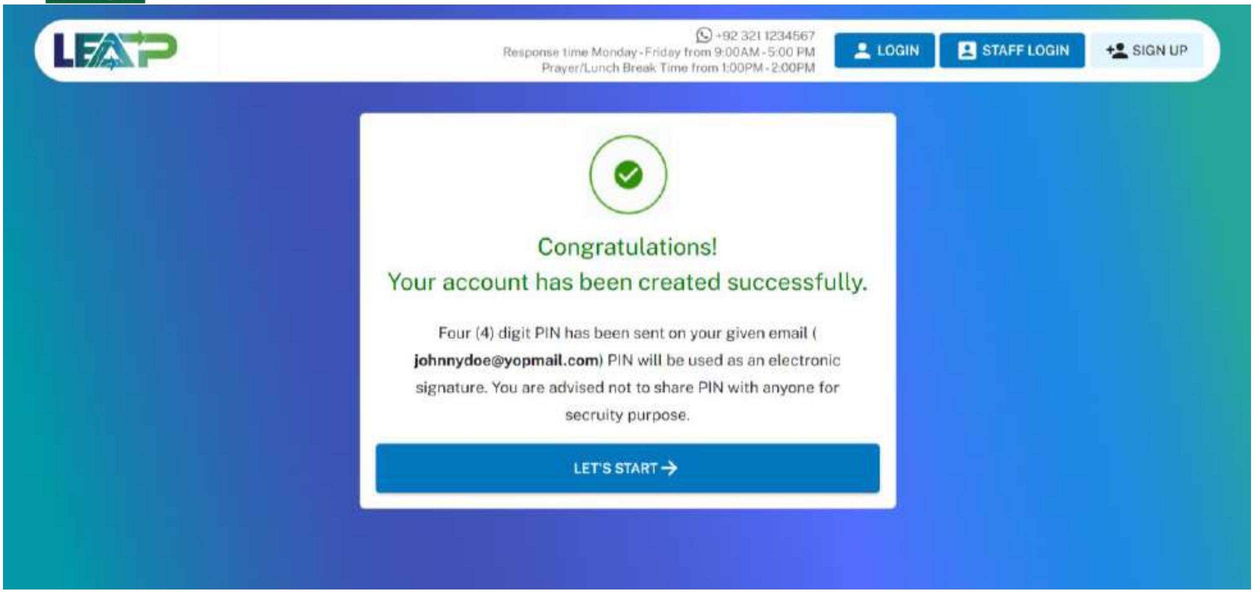
54. The requirements for password are listed below the password fields. When these requirements are met, a green checkmark is placed against each of these. The Done button at the bottom of the page remains disabled until all these requirements are met, not allowing the user to proceed further without a strong password.



55. Furthermore, the password provided in the Password and Confirm Password fields need to match. An error is displayed to the user if these fields do not match, and the Done button at the bottom of the page remains disabled, not allowing the user to proceed further without correcting the Password first.



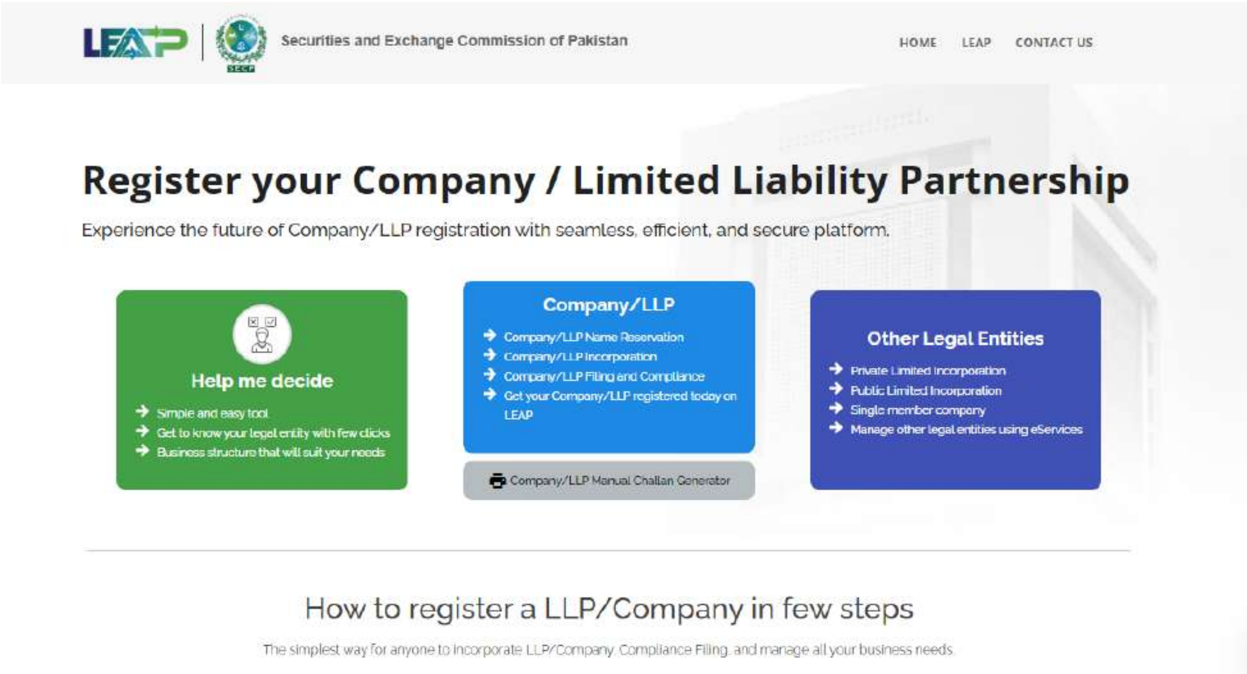
56. Once the password has been created System generates an Email, and In-App Alert to **Applicant** regarding PIN generation.



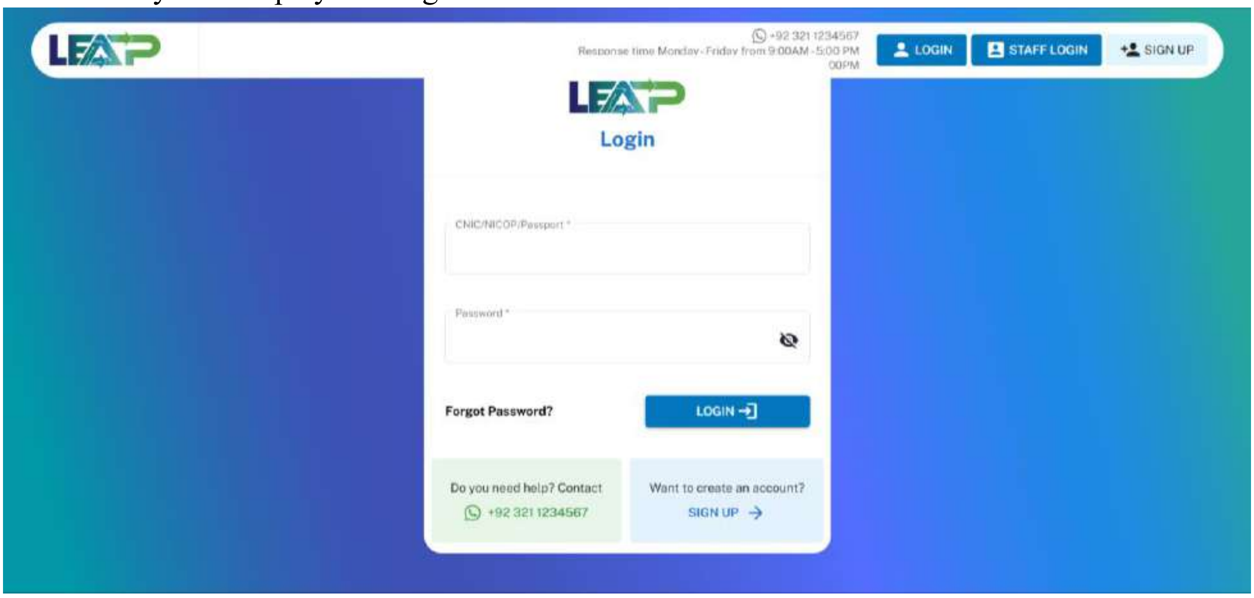
57. System sends the PIN to the Applicant via email. The PIN is included as an attachment that is password protected. The password for the attachment is the same as the Applicant's LEAP account password.

3. Login

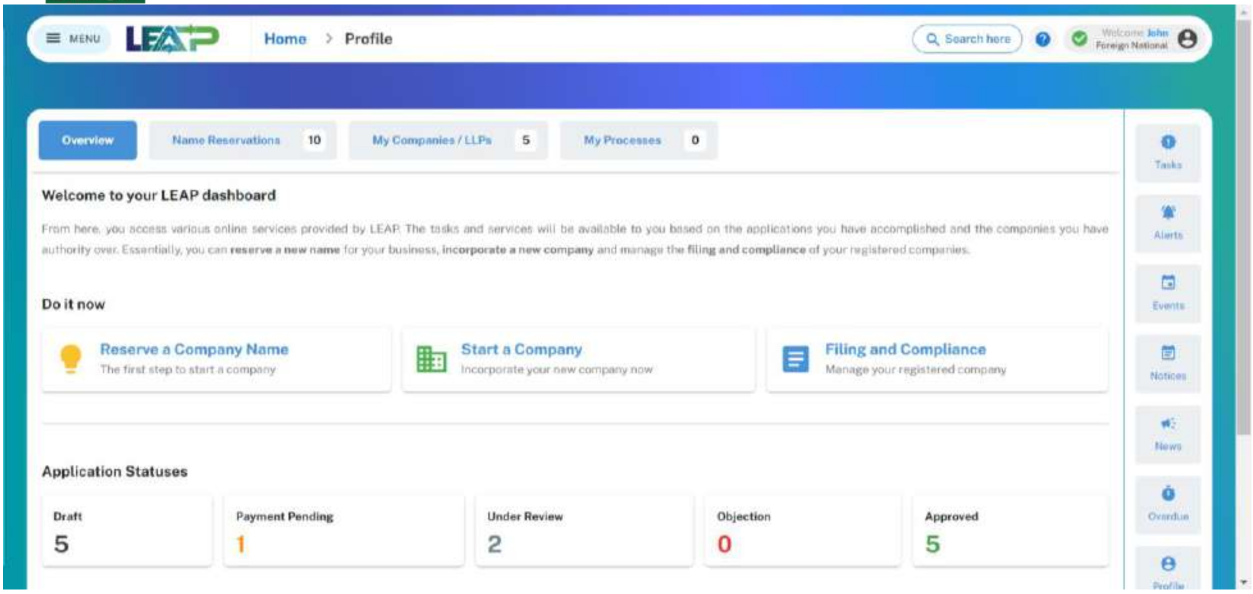
1. Clicks on the login button on the homepage of SECP LEAP PORTAL



2. System displays the login screen



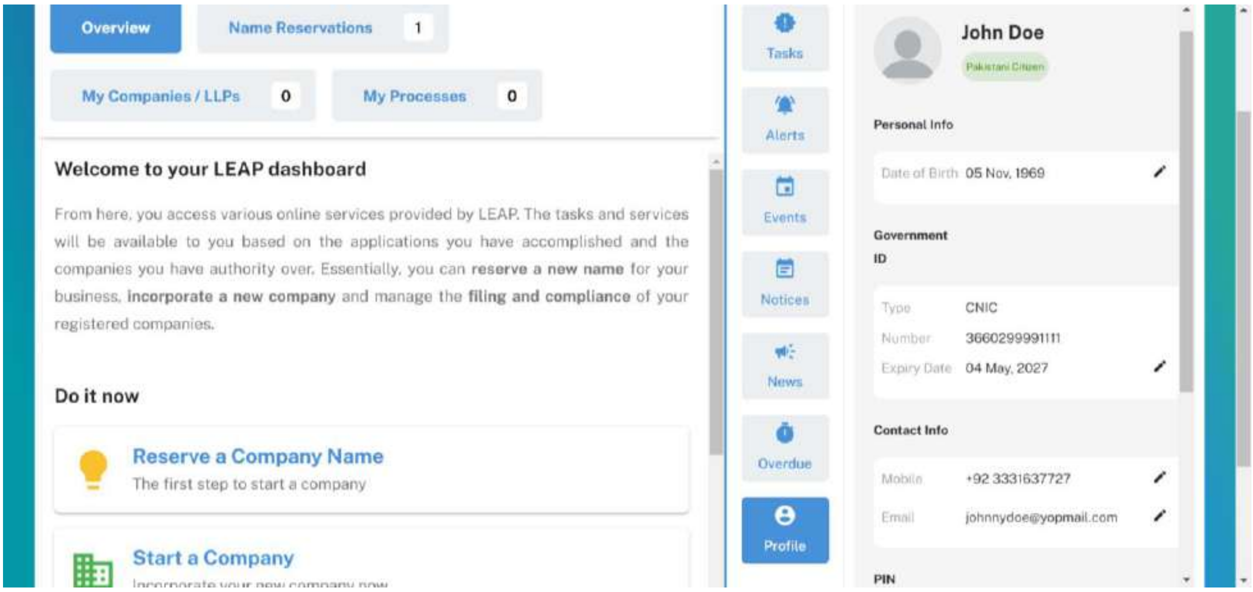
3. Enters the username (CNIC/NICOP/PASSPORT) and Password
4. System shows homepage to the registered user


MENU
LEAP
Home
Profile
Search here
Welcome John
Foreign National
Overview
Name Reservations 10
My Companies / LLPs 5
My Processes 0
Welcome to your LEAP dashboard
From here, you access various online services provided by LEAP. The tasks and services will be available to you based on the applications you have accomplished and the companies you have authority over. Essentially, you can reserve a new name for your business, incorporate a new company and manage the filing and compliance of your registered companies.
Do it now
Reserve a Company Name
The first step to start a company
Start a Company
Incorporate your new company now
Filing and Compliance
Manage your registered company
Application Statuses
Draft
5
Payment Pending
1
Under Review
2
Objection
0
Approved
5
Tasks
Alerts
Events
Notices
News
Overdue
Profile

4. External User Profile Management

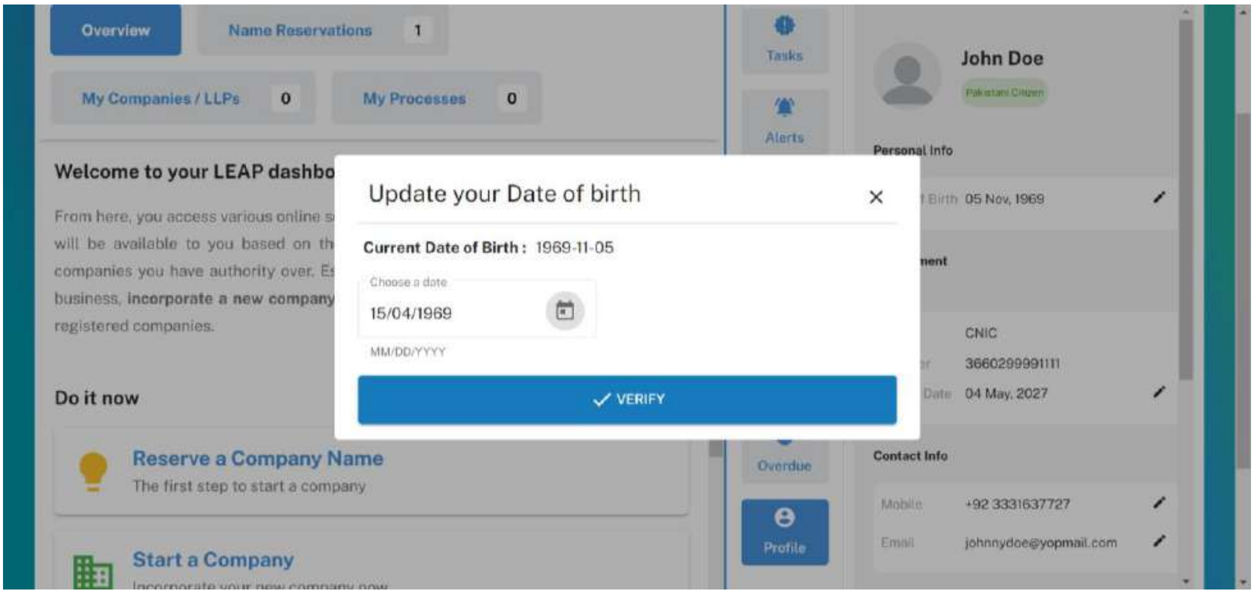
An external user can view their profile and perform changes to information associated with their profile, such as reset their password or reset their PIN.

By clicking the Profile tab on the right hand, the profile panel will expand, and the user can view the profile. They can also update their profile, e.g. by resetting their PIN, resetting their password, or by updating their Date of Birth, contact info or government issued ID expiry date.



Updating Date of Birth:

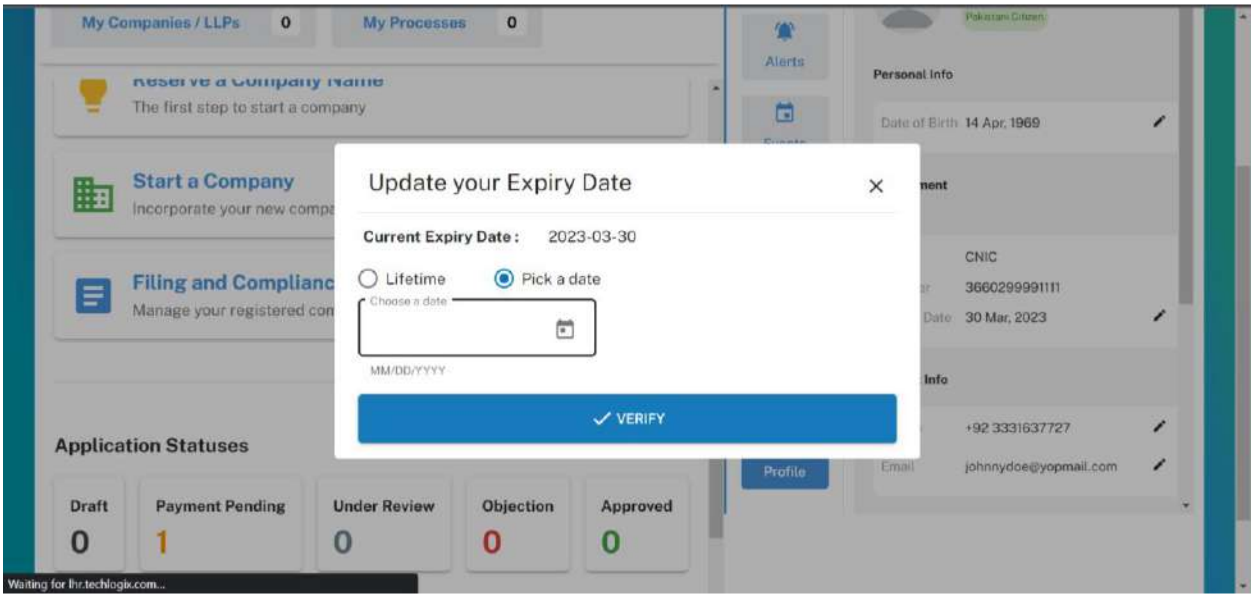
1. To update the Date of Birth, user will click on the pen-shaped edit button on the right side of the Date of Birth field.
2. System will open up a window so that the user can update the date of birth.



3. After selecting a new date, the user will click on the Verify button, after which system will update this information.

Updating Government ID Expiry Date:

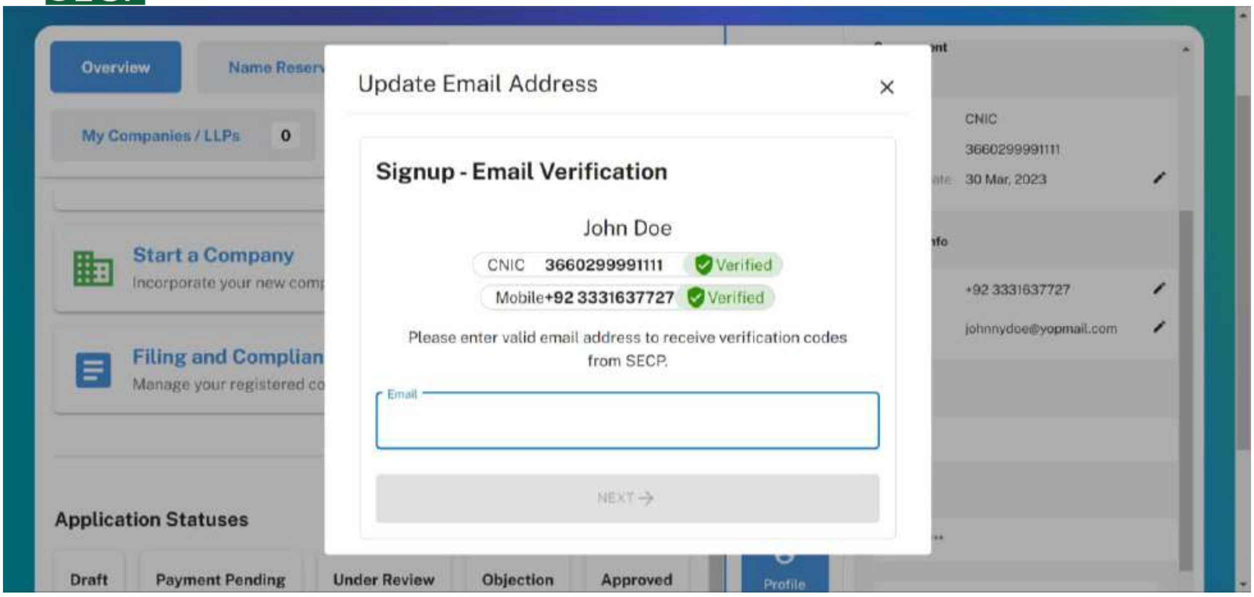
1. To update the CNIC/NICOP/Passport expiry date, user will click on the pen-shaped edit button on the right side of the Expiry Date field.
2. System will open up a window so that the user can update the date of birth.



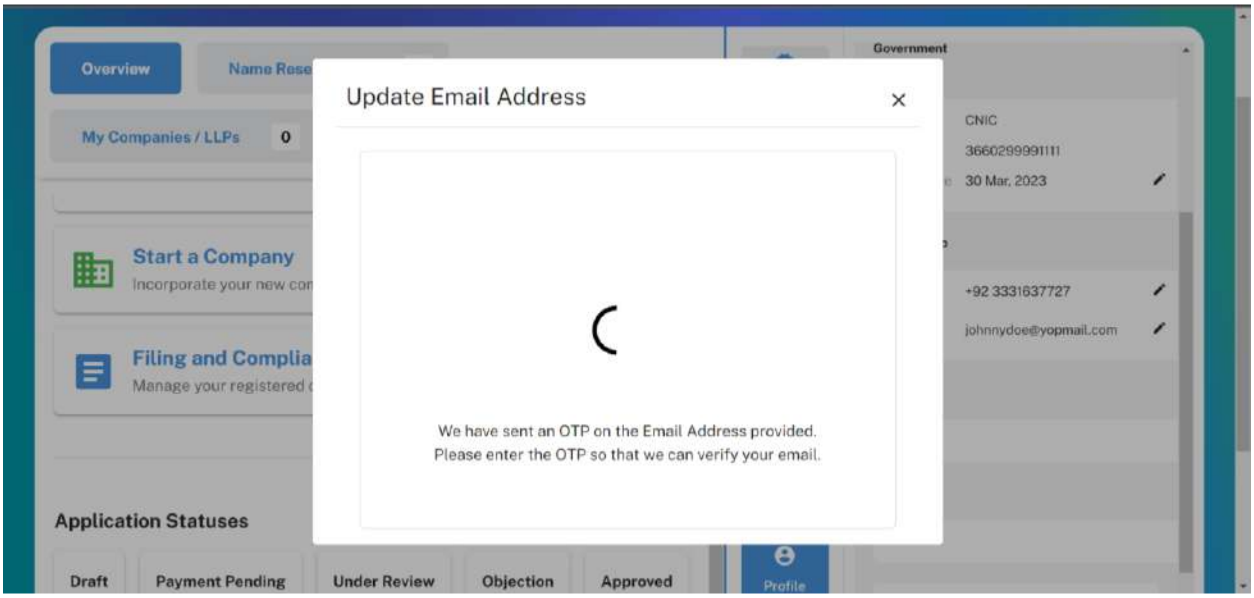
3. The Applicant can either select Lifetime expiry, or select ‘Pick a Date’ option. Selecting the ‘Pick a Date’ option will open up a date picker to select a date.
4. After selecting the new date, the user can click on the Verify button to save the change.

Updating Email Address:

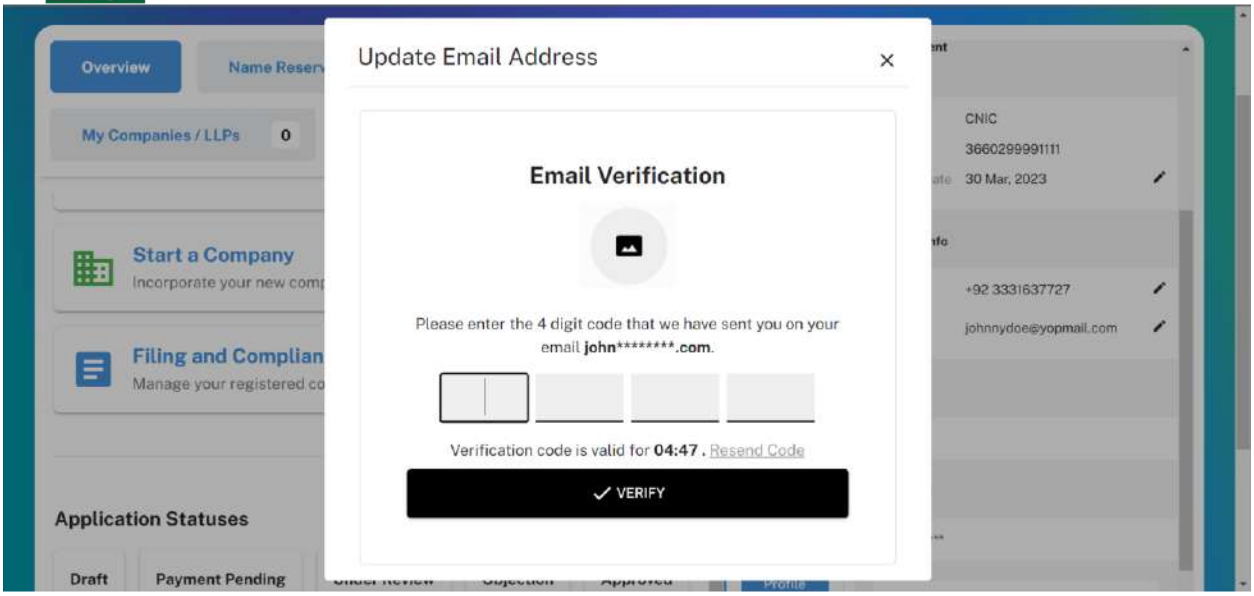
1. To update the Email Address, user will click on the pen-shaped edit button on the right side of the Email field.



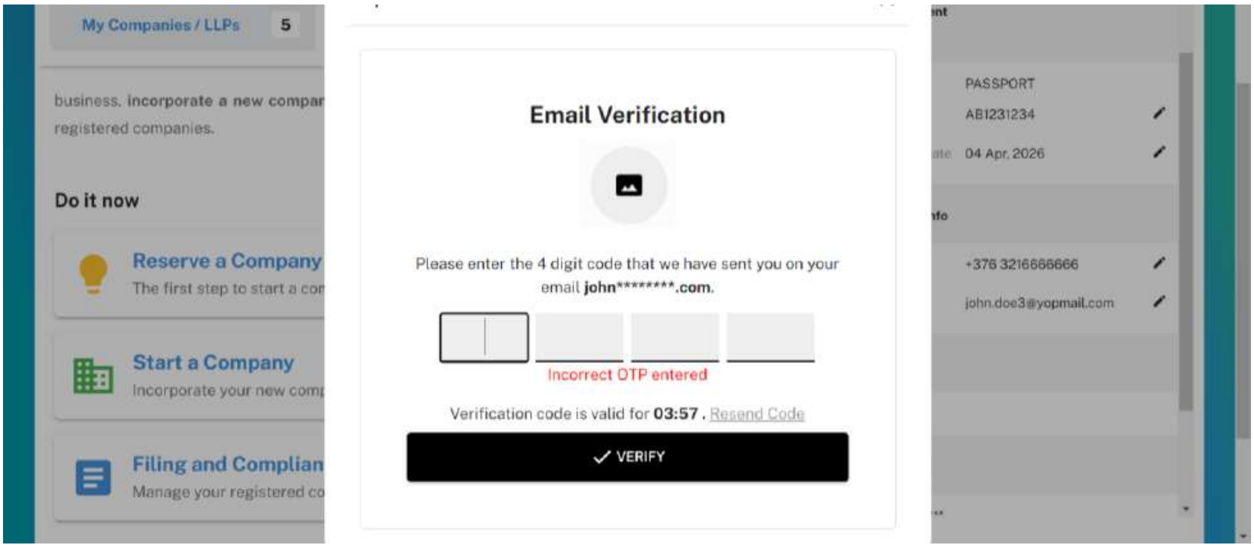
2. The user will provide the new email address in the window that opens up, and click on next.



3. System will send an OTP to the new email address provided by the user. This OTP will be valid for 5 minutes.

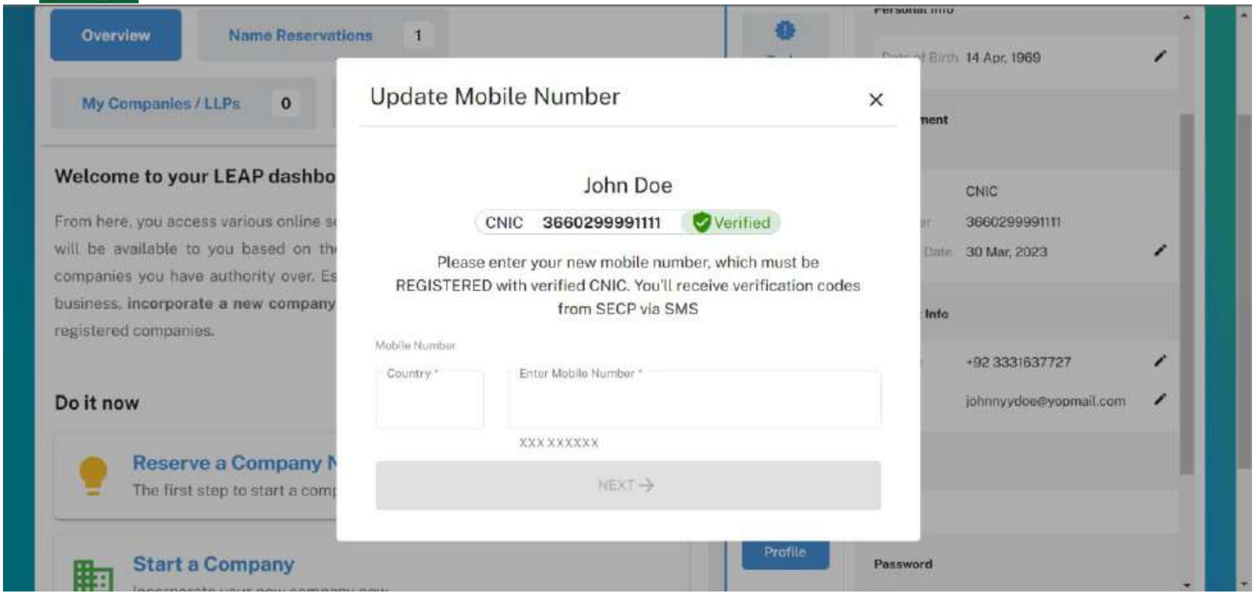


4. User will enter the OTP received on the new email address, and click on verify. If the provided OTP is correct, system will update the user’s email address. If the provided OTP is not correct, an error message will be displayed to the user and the email will not be updated until a correct OTP is provided by the user. If the OTP becomes invalid after a lapse of 5 minutes, the user can click on Resend Code button that becomes enabled after the pin becomes invalid.

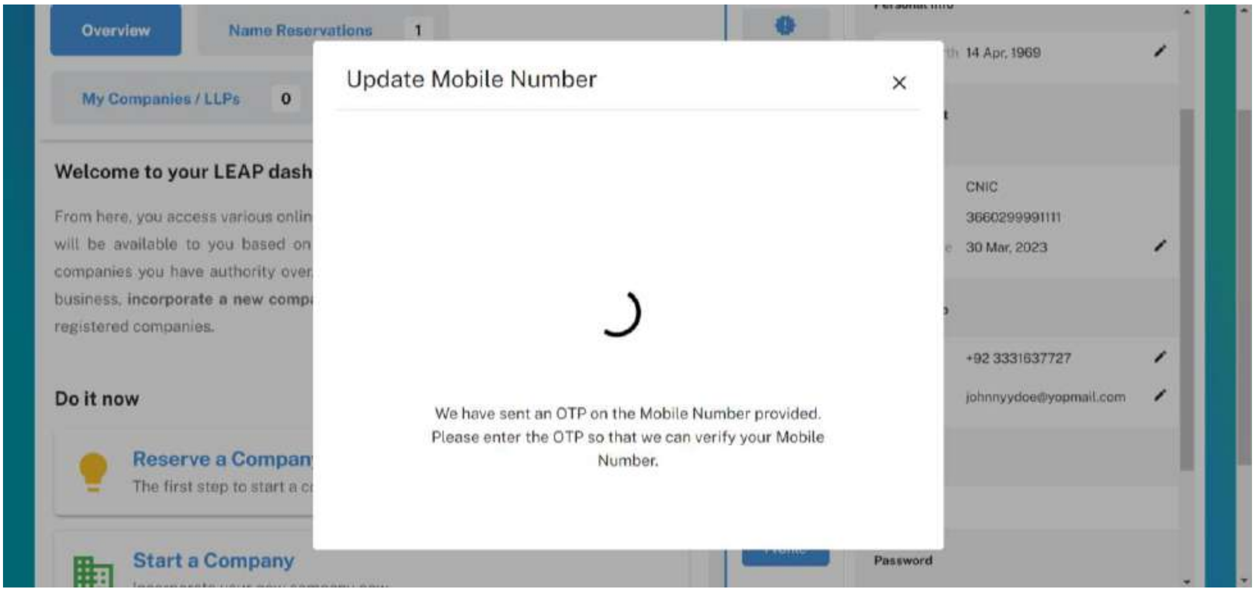


Reset Mobile Number:

1. To update the Mobile Number, user will click on the pen-shaped edit button on the right side of the Mobile Number field.

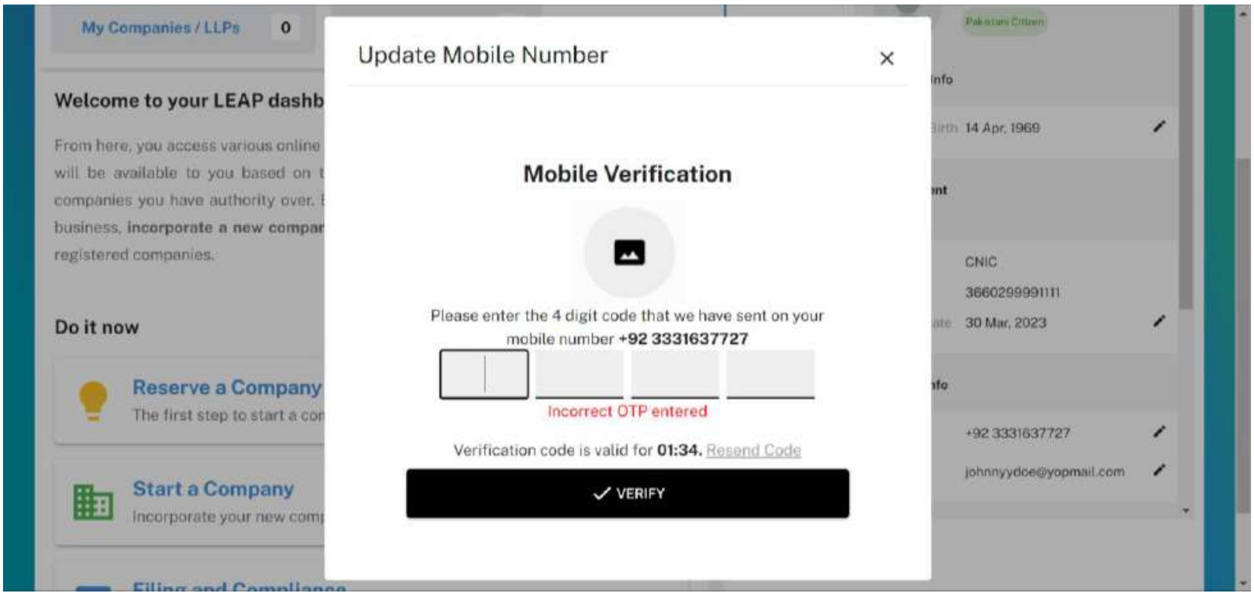


2. The user will provide the new Mobile Number in the window that opens up, and click on next. The number will first be verified against the Applicant's CNIC/NICOP from PMD records for Pakistani nationals.



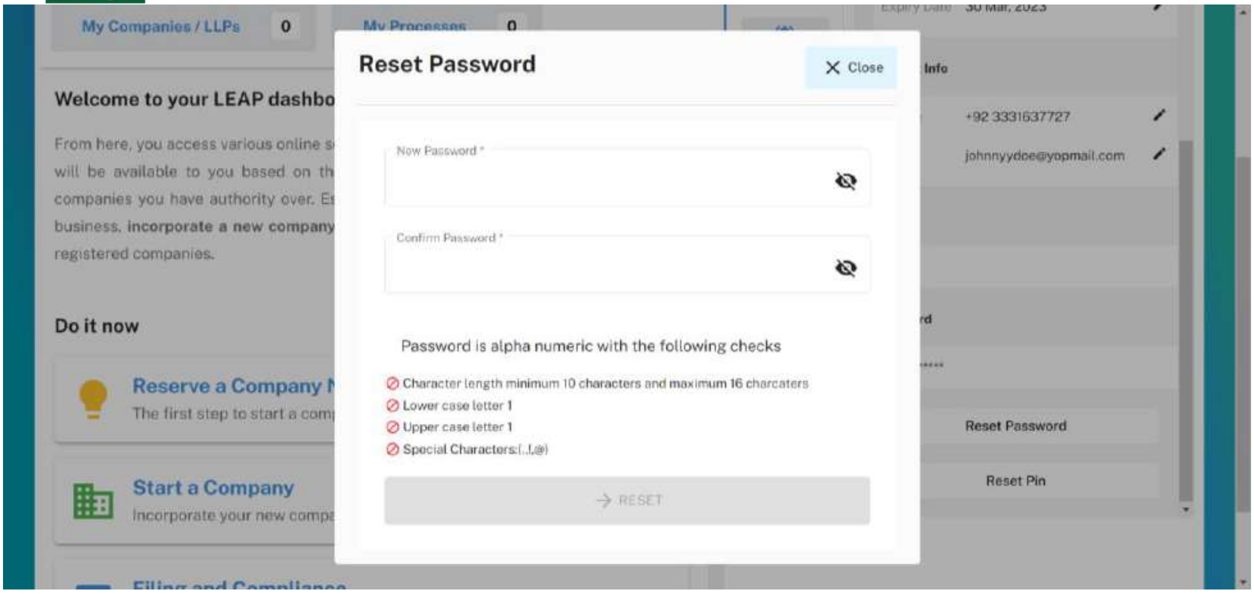
3. System will send an OTP to the new Mobile Number provided by the user. This OTP will be valid for 2 minutes.

4. User will enter the OTP received on the new Mobile Number, and click on verify. If the provided OTP is correct, system will update the user's Mobile Number. If the provided OTP is not correct, an error message will be displayed to the user and the Mobile Number will not be updated until a correct OTP is provided by the user. If the OTP becomes invalid after a lapse of 2 minutes, the user can click on Resend Code button that becomes enabled after the pin becomes invalid.

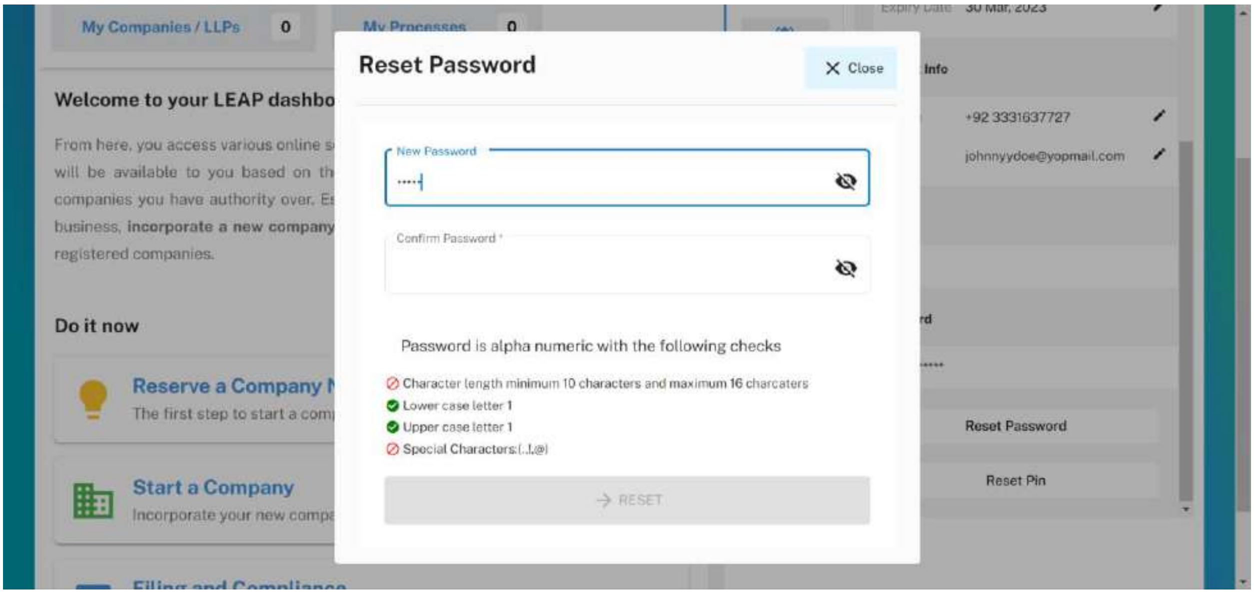


Reset Password:

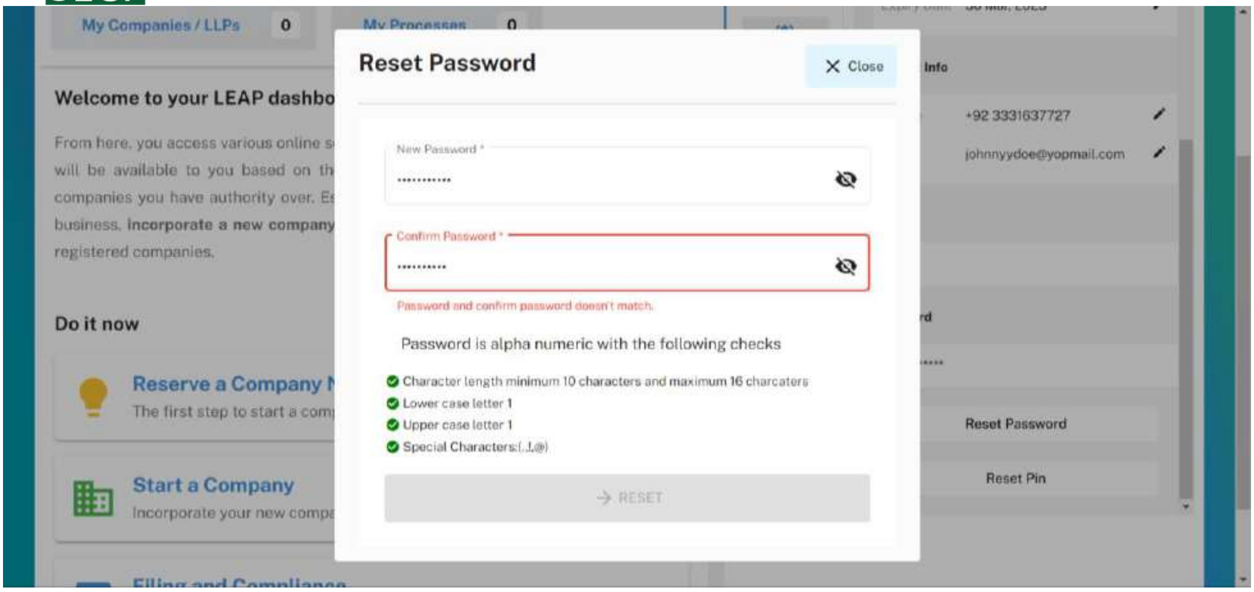
1. In order to reset password, user can click on the Reset Password button. This will open up the reset password window.



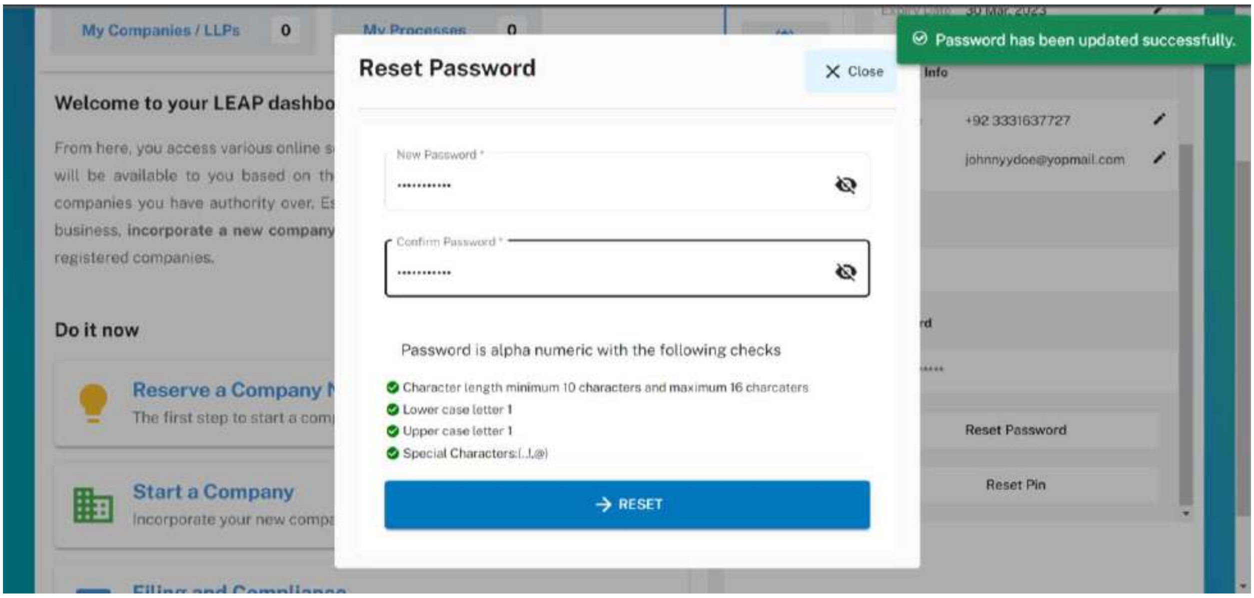
2. The requirements for password are listed below the password fields. When these requirements are met, a green checkmark is placed against each of these. The Done button at the bottom of the page remains disabled until all these requirements are met, not allowing the user to proceed further without a strong password.



3. Furthermore, the password provided in the Password and Confirm Password fields need to match. An error is displayed to the user if these fields do not match, and the Done button at the bottom of the page remains disabled, not allowing the user to proceed further without correcting the Password first.

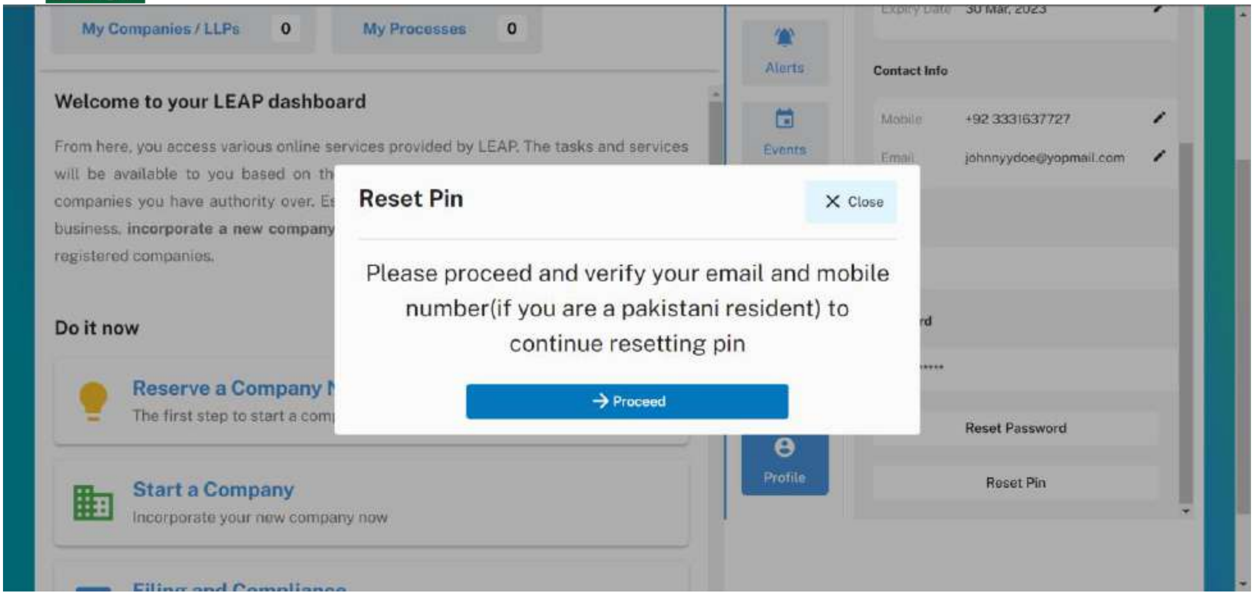


4. Once the Applicant provides a password that matches the criteria, and confirms the password correctly, clicking on the reset button will update the user's password to the new one provided.

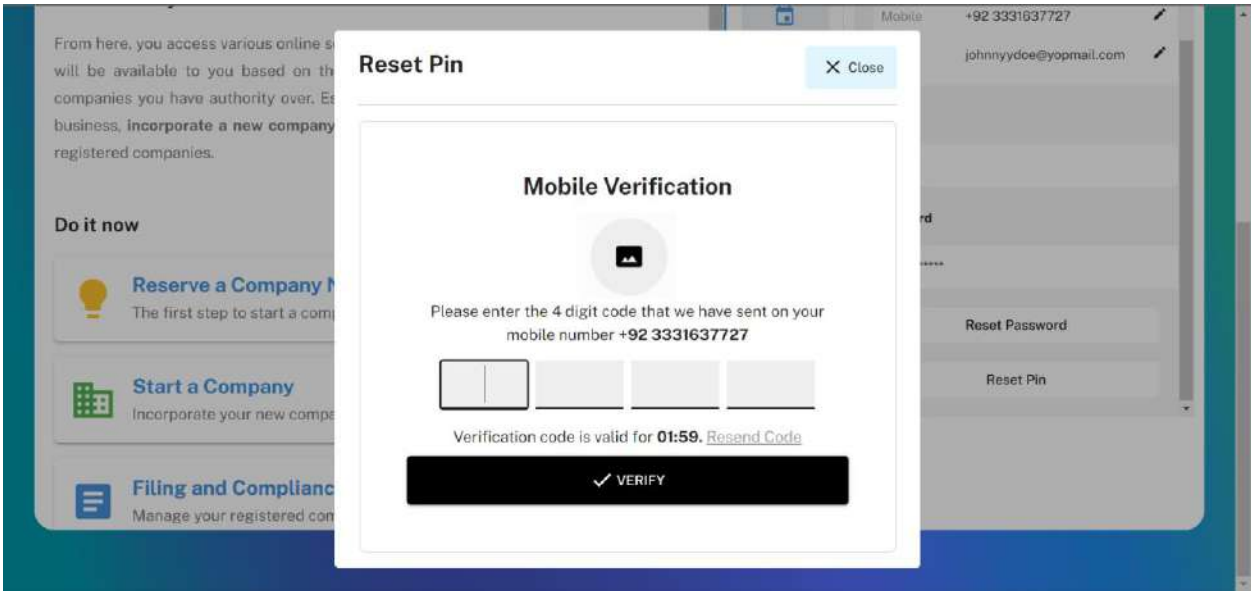


Reset PIN:

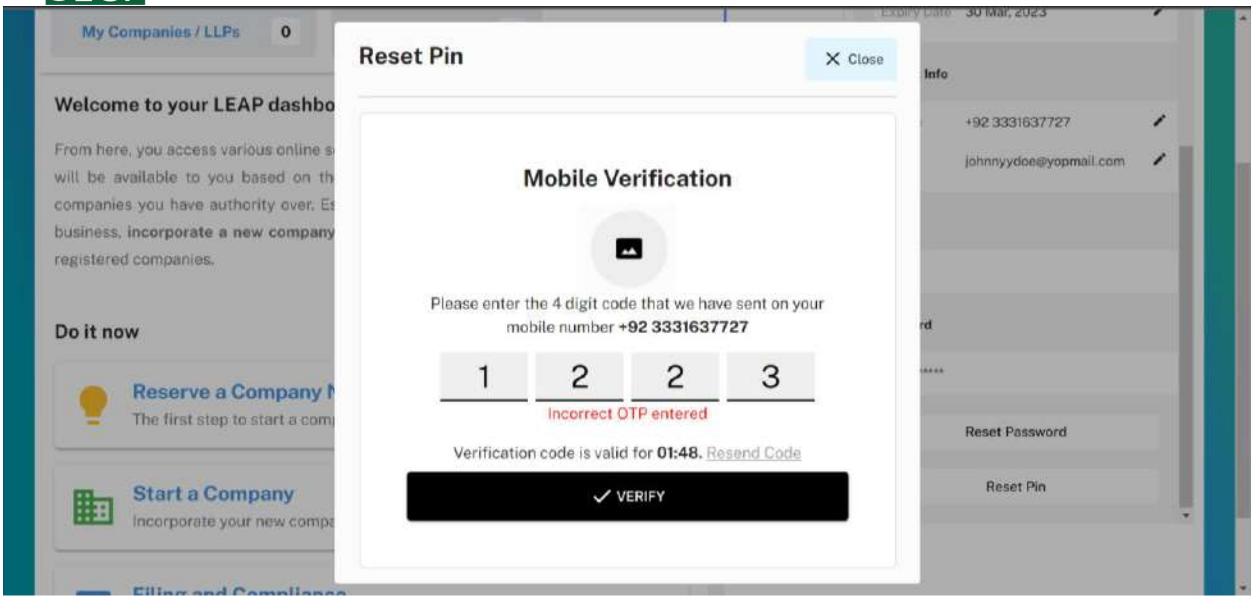
1. In order to reset PIN, user can click on the Reset PIN button. This will open up the Reset PIN window. System will prompt the user to verify their mobile number and email address for Pakistani residents, and only email address for foreign nationals.



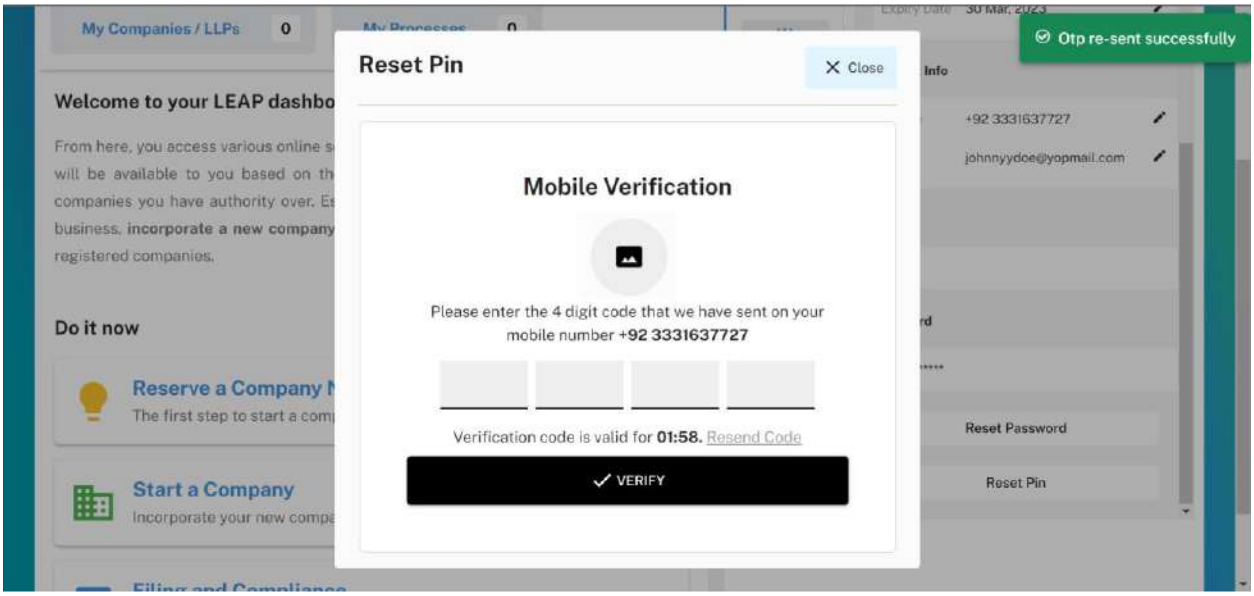
2. After the user clicks on the proceed button, system will send an OTP to the user's email address for Pakistani National users. Foreign National users do not require to undergo Mobile number verification via OTP, and they can skip directly to step 6 for email address verification.
3. User will enter the OTP received on his/her Mobile Number, and click on verify.



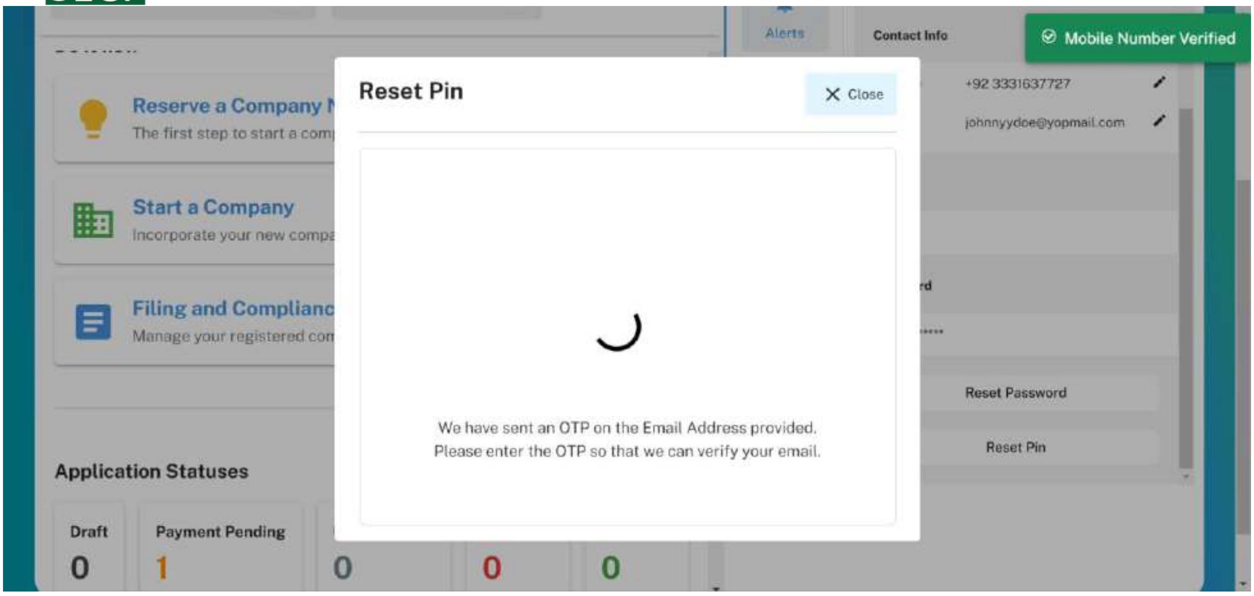
4. If the provided OTP is not correct, an error message will be displayed to the user.



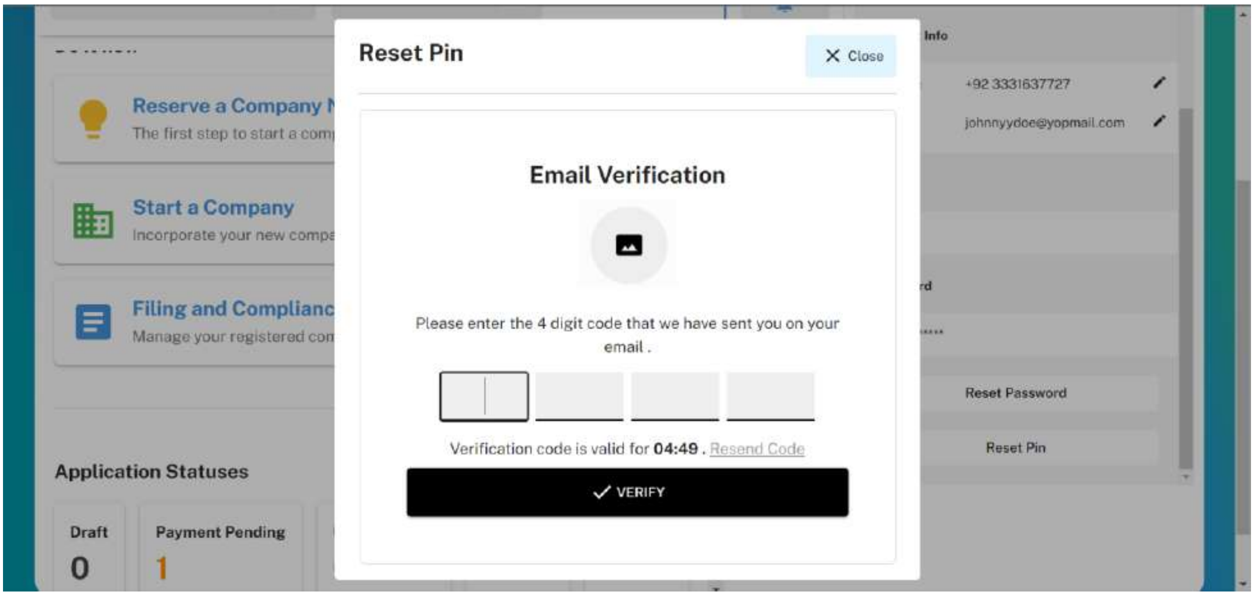
5. If. If the OTP becomes invalid after a lapse of 5 minutes, the user can click on Resend Code button that becomes enabled after the pin becomes invalid.



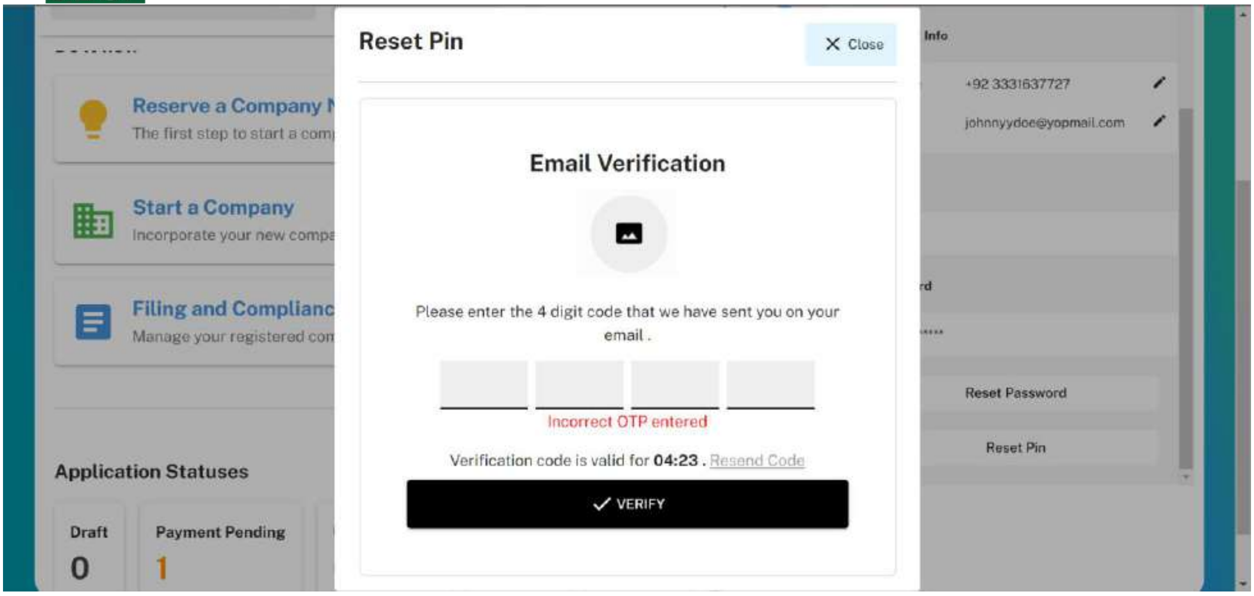
6. After the OTP sent on mobile number is verified, system will send an OTP to the email address of the user. This OTP will be valid for 5 minutes.



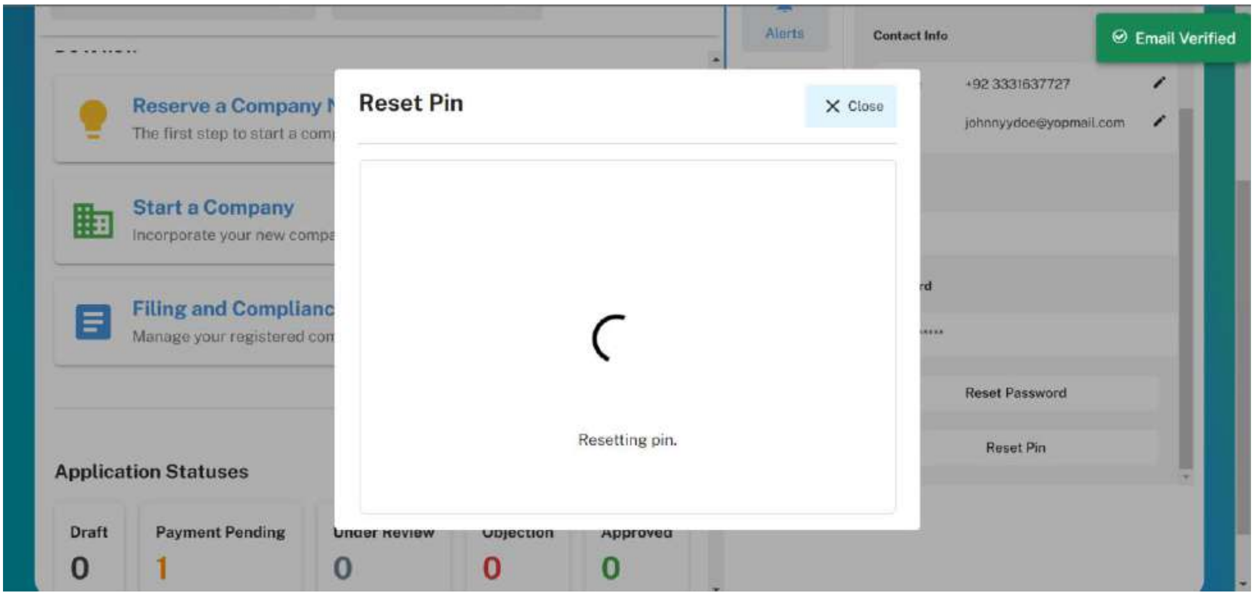
7. The User will enter the OTP received on the email address, and click on verify. If the OTP becomes invalid after a lapse of 5 minutes, the user can click on Resend Code button that becomes enabled after the pin becomes invalid.



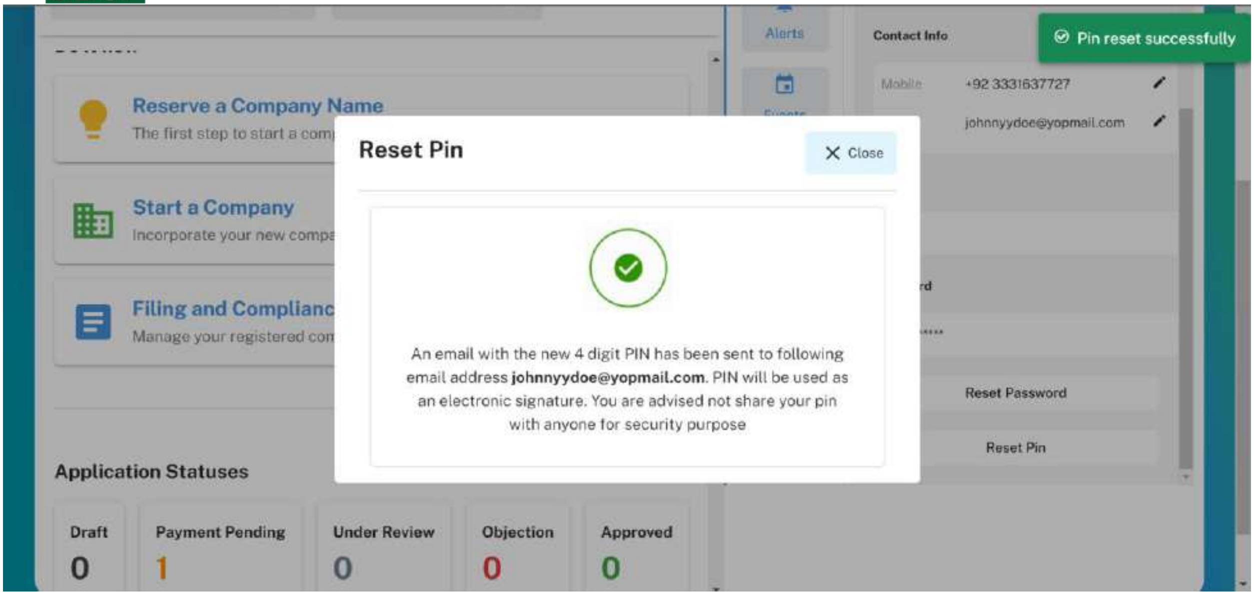
8. If the provided OTP is not correct, an error message will be displayed to the user.



9. After the OTP has been verified by the system, a new 4-digit PIN will be generated by the system and emailed to the user.



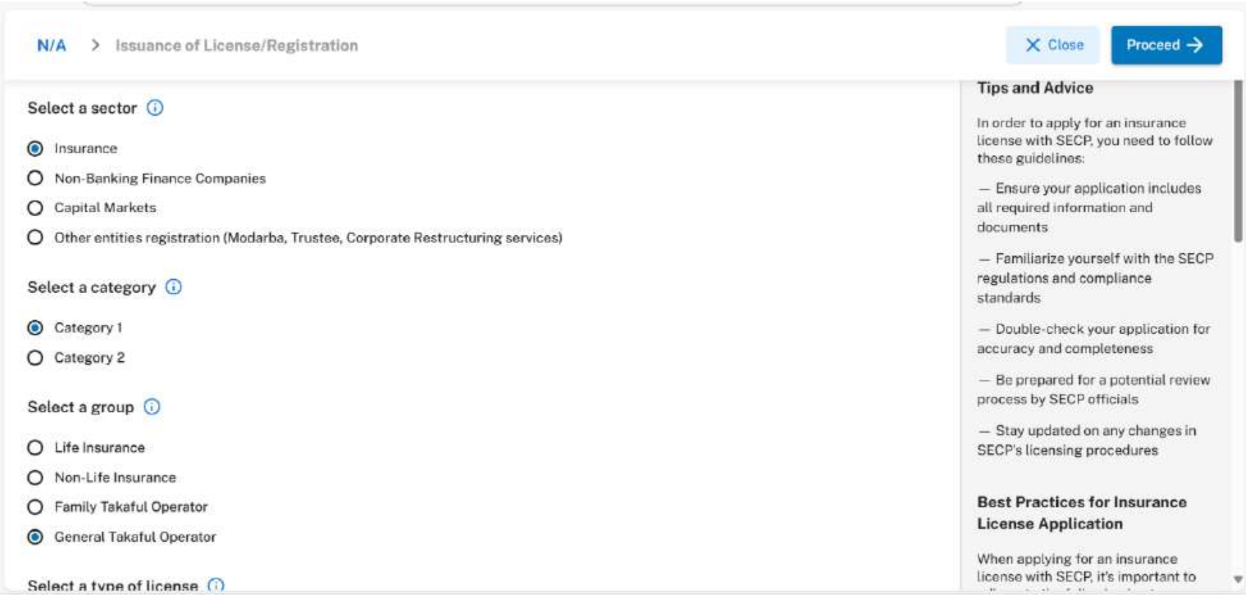
10. The PIN will be included in an attachment that will be emailed to the user over his/her email address.

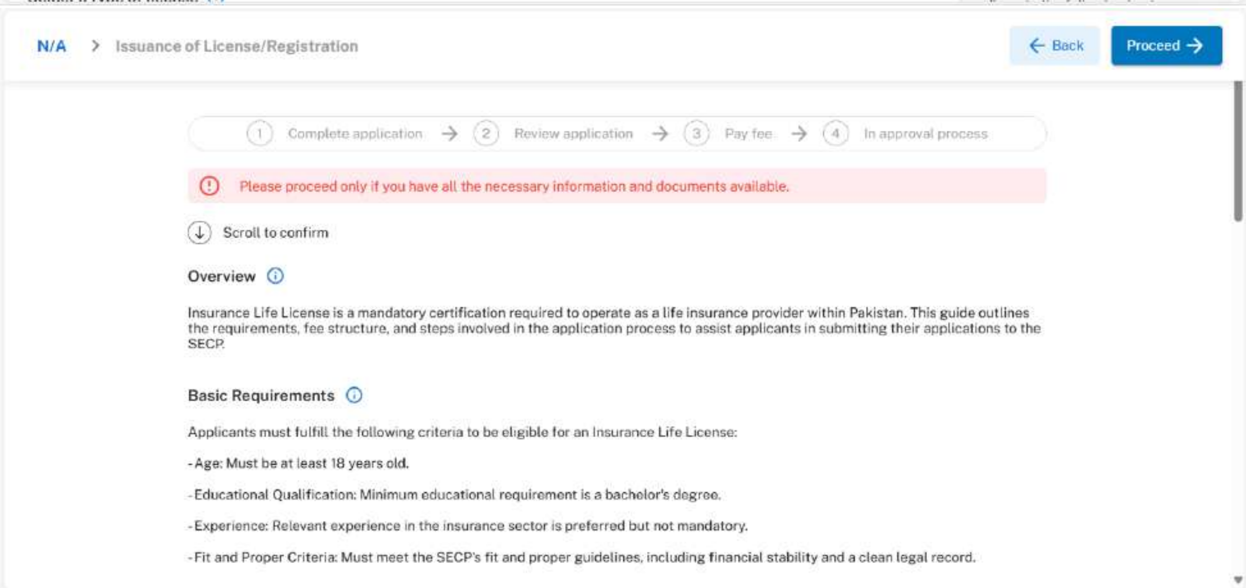


Reserve a Company Name
The first step to start a comp
Start a Company
Incorporate your new compa
Filing and Complianc
Manage your registered cor
Application Statuses
Draft
0
Payment Pending
1
Under Review
0
Objection
0
Approved
0
Alerts
Contact Info
Pin reset successfully
Mobile
+92 3331637727
johnnyydoe@yopmail.com
Reset Password
Reset Pin
Reset Pin
Close
An email with the new 4 digit PIN has been sent to following email address johnnyydoe@yopmail.com. PIN will be used as an electronic signature. You are advised not share your pin with anyone for security purpose

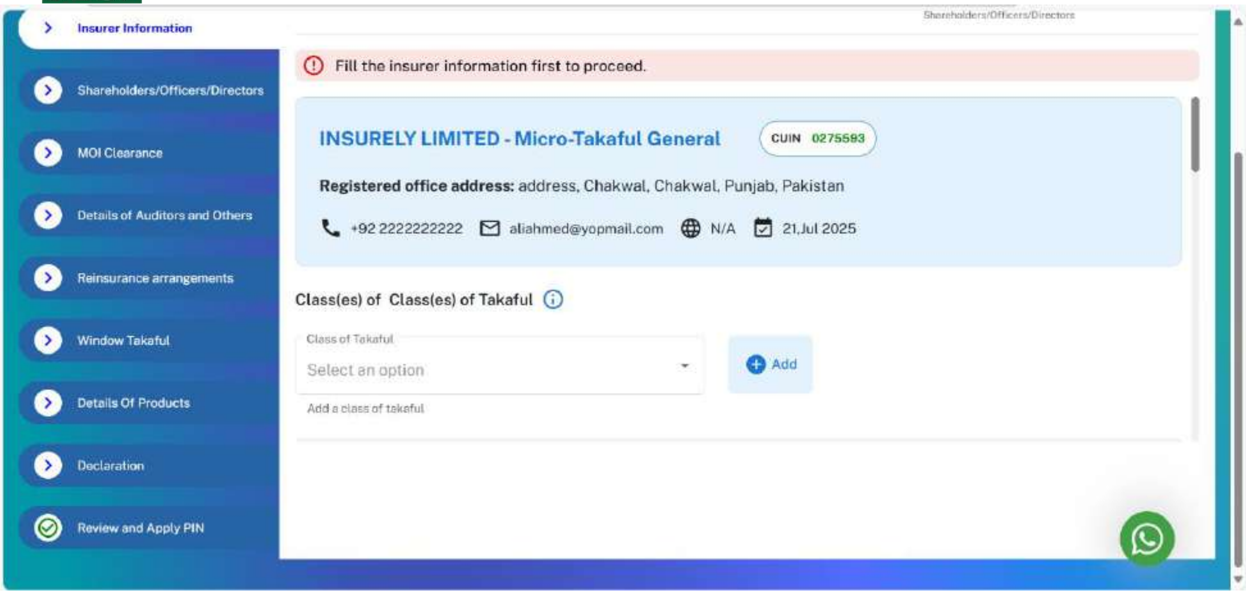
5. Issuance of License of Insurance and Takaful Services

1. Applicants must acquire the license within six months of company incorporation. Once the company is incorporated, the applicant should click on the "**Acquire License**" button or "View Details" button and then click "Acquire License" Button" button. A licensing form will open, where the applicant must select the appropriate Sector, Category, License Group, and License Type. It is essential to ensure that the company meets the minimum paid-up capital requirements corresponding to the selected license. The applicant ticks on "I hereby confirm that I have all necessary information and documents as required" and then press the button to proceed. After completing these selections, the applicant clicks "Proceed", which navigates them to the Process Overview page to begin the application workflow, the applicant clicks on "Proceed" after reading the process requirements and overview.

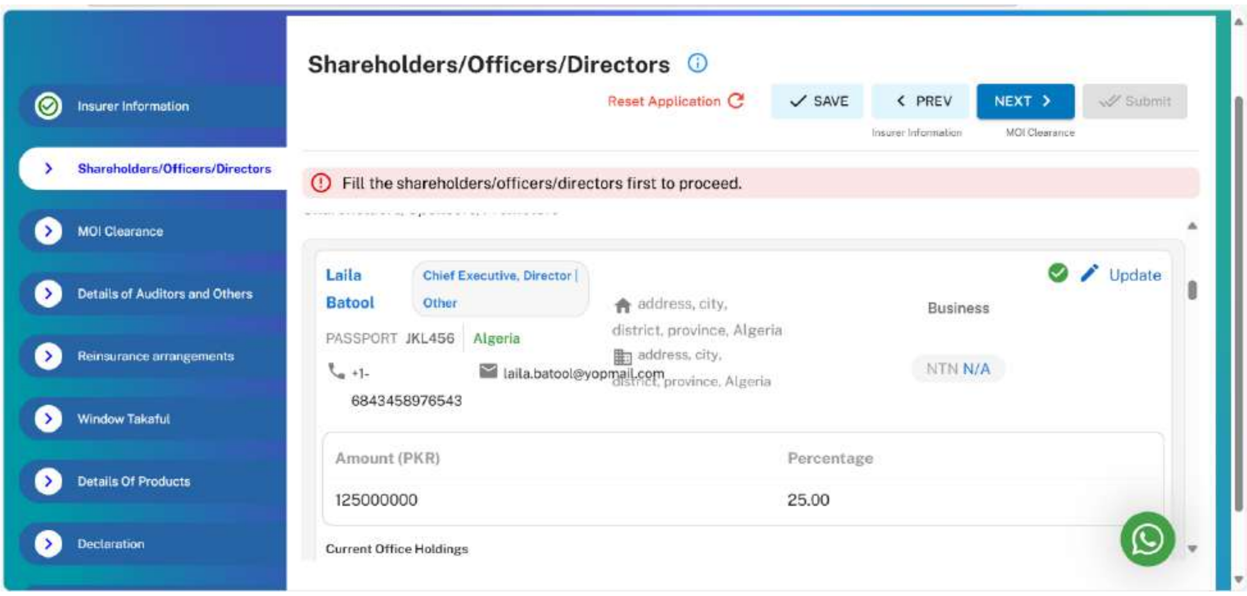




2. The system then opens the application form, beginning with the "**Insurer Information**" section. This section displays the company's profile card along with input fields for specifying the Class(es) of Takaful, details of statutory deposits, and uploading the required attachments. After entering the necessary information, the applicant clicks the "Next" button to proceed.

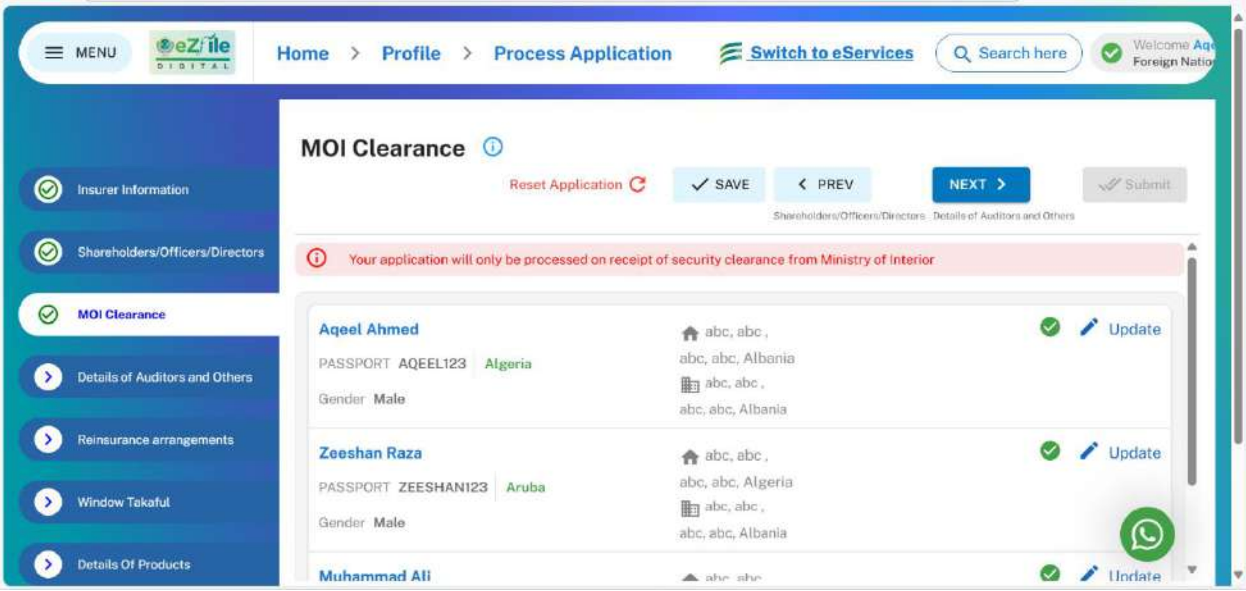


3. The next section, **"Shareholders/Officers/Directors,"** is partially pre-filled with information from the company profile. The applicant is required to review and provide any missing or additional details. Once completed, the applicant proceeds to the next section.

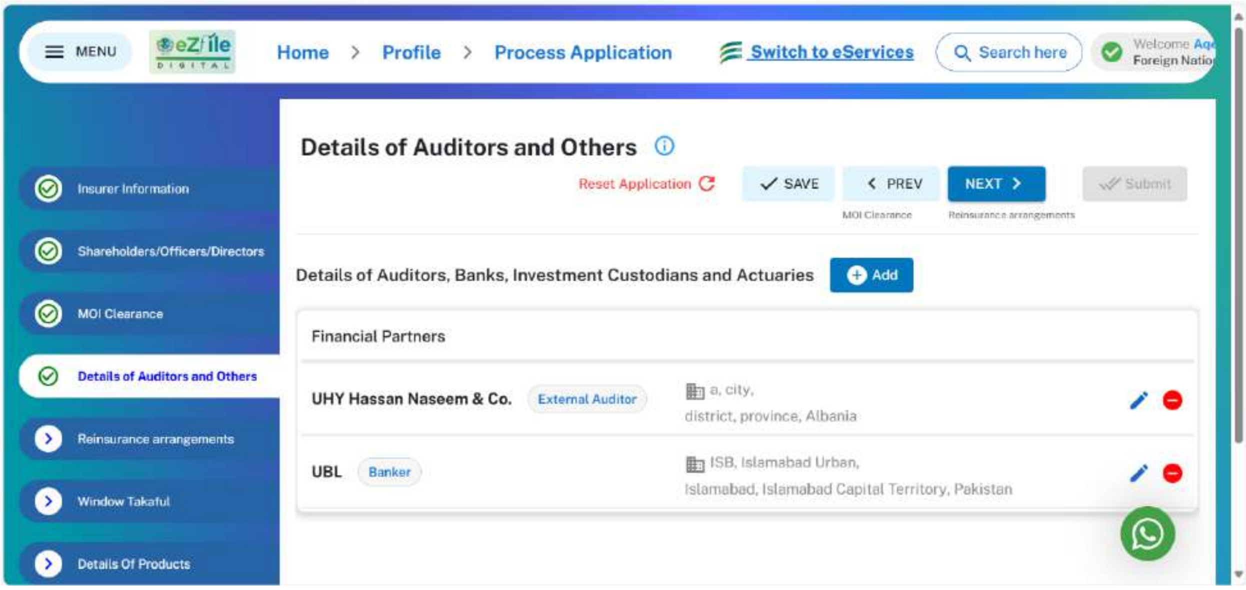


4. The following section is **"MOI Clearance,"** where the applicant must provide Ministry of Interior (MOI) clearance details for all foreign national shareholders, officers, and directors of the

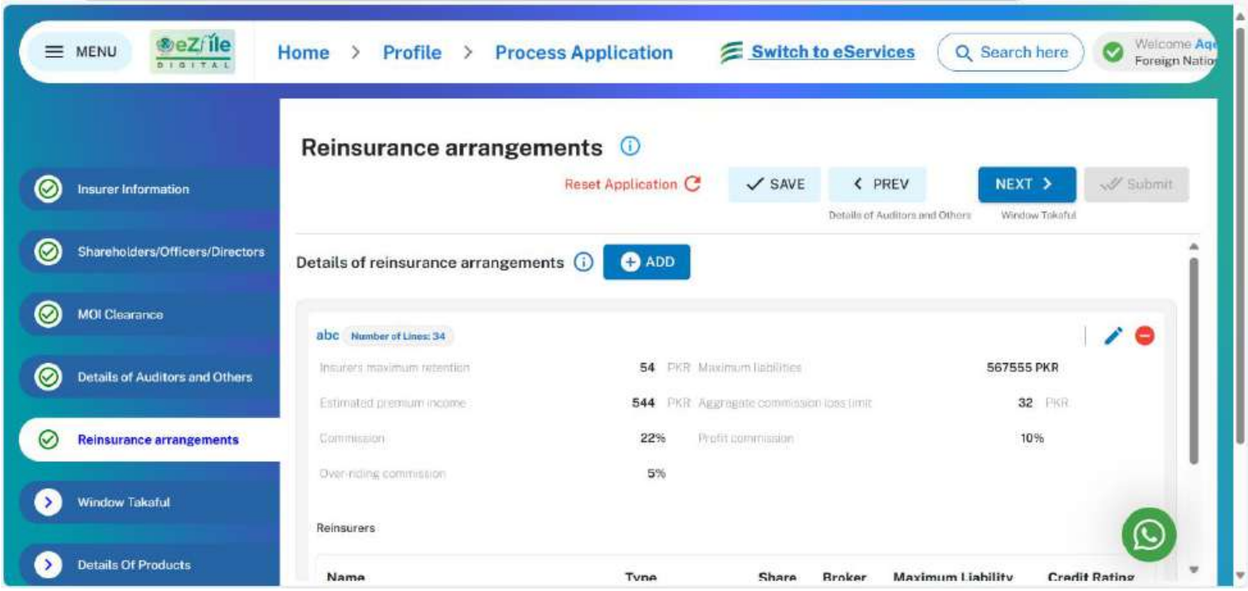
company.



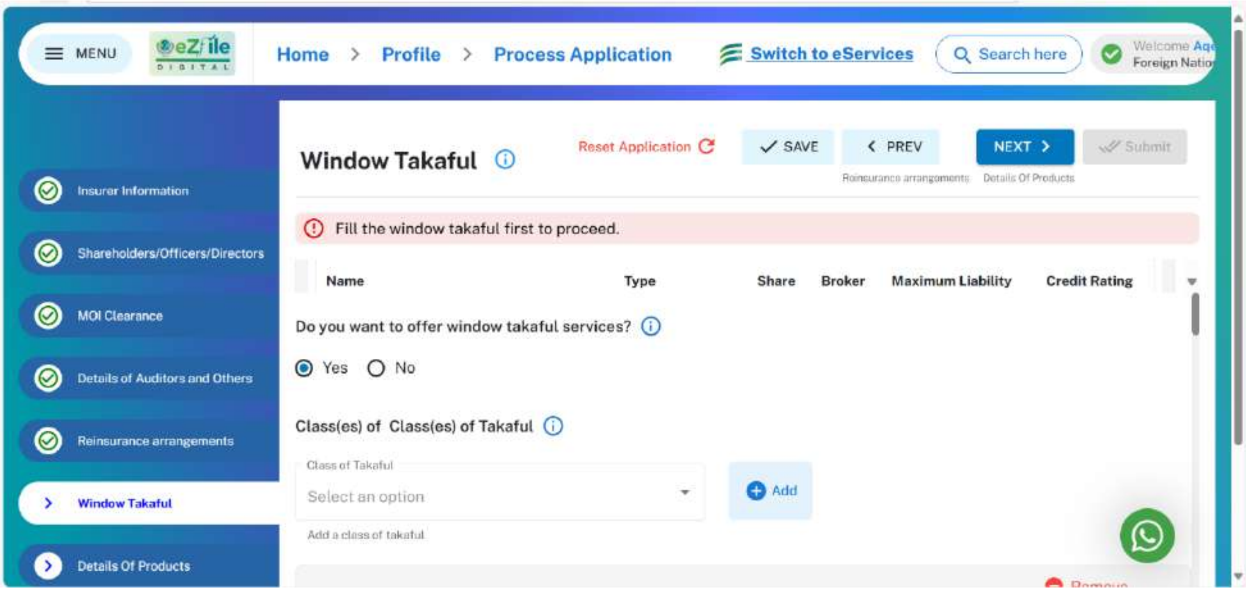
5. Next is the "**Details of Auditors and Others**" section, where the applicant must provide information about the company's external auditors, bankers, investment custodians, and appointed actuaries.

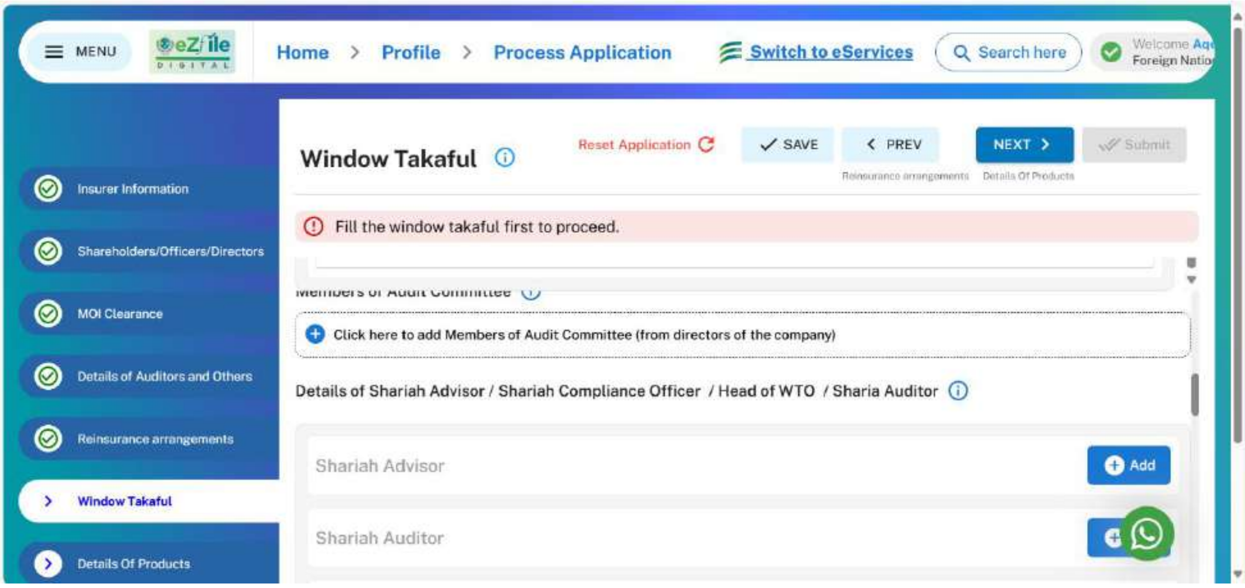


6. The next section is "**Reinsurance Arrangements**" where the applicant can enter details of one or more reinsurance agreements as applicable.

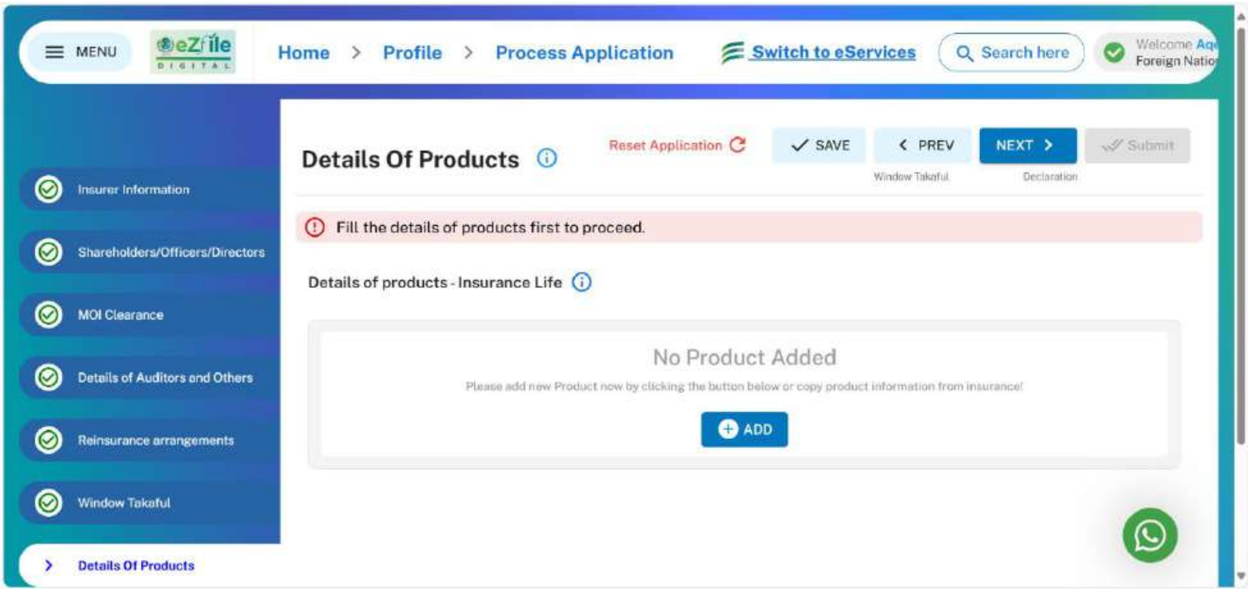


7. This is followed by the "**Window Takaful**" section. If the applicant chooses to apply for Window Takaful operations, the system will display the relevant fields, and the applicant will be required to provide the necessary details.

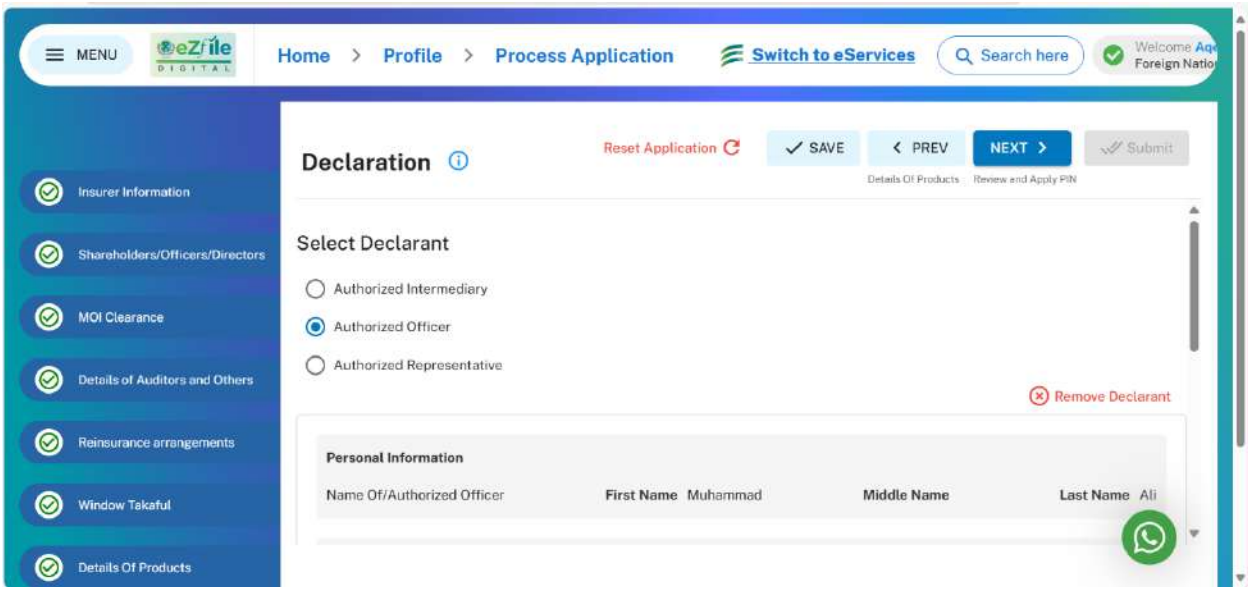

MENU
eZfile DIGITAL
Home > Profile > Process Application
Switch to eServices
Search here
Welcome
Foreign Natio
Insurer Information
Shareholders/Officers/Directors
MOI Clearance
Details of Auditors and Others
Reinsurance arrangements
Window Takaful
Details Of Products
Window Takaful
Reset Application
SAVE
PREV
NEXT
Submit
Reinsurance arrangements
Details Of Products
Fill the window takaful first to proceed.
Name
Type
Share
Broker
Maximum Liability
Credit Rating
Do you want to offer window takaful services?
Yes
No
Class(es) of Class(es) of Takaful
Class of Takaful
Select an option
Add
Add a class of takaful

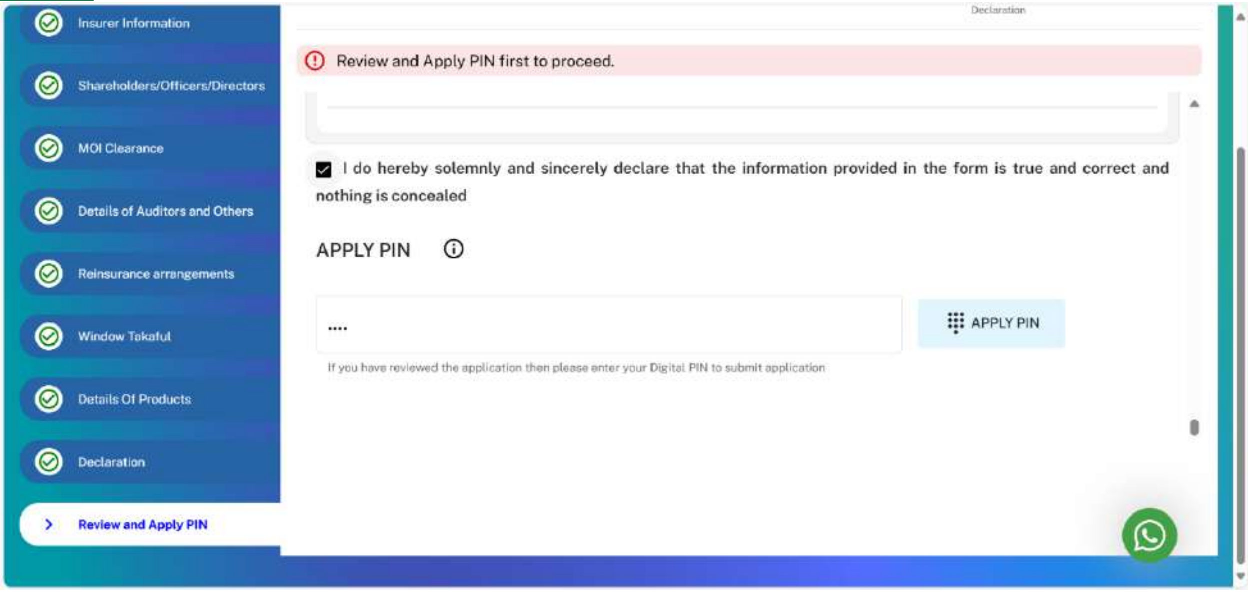

MENU
eZfile DIGITAL
Home > Profile > Process Application
Switch to eServices
Search here
Welcome
Foreign Natio
Insurer Information
Shareholders/Officers/Directors
MOI Clearance
Details of Auditors and Others
Reinsurance arrangements
Window Takaful
Details Of Products
Window Takaful
Reset Application
SAVE
PREV
NEXT
Submit
Reinsurance arrangements
Details Of Products
Fill the window takaful first to proceed.
Click here to add Members of Audit Committee (from directors of the company)
Details of Shariah Advisor / Shariah Compliance Officer / Head of WTO / Sharia Auditor
Shariah Advisor
Add
Shariah Auditor

8. The next section is “**Details of Products**” which is optional. However, the applicant may choose to add products at this stage if desired. It is followed by the “**Declaration**” section.

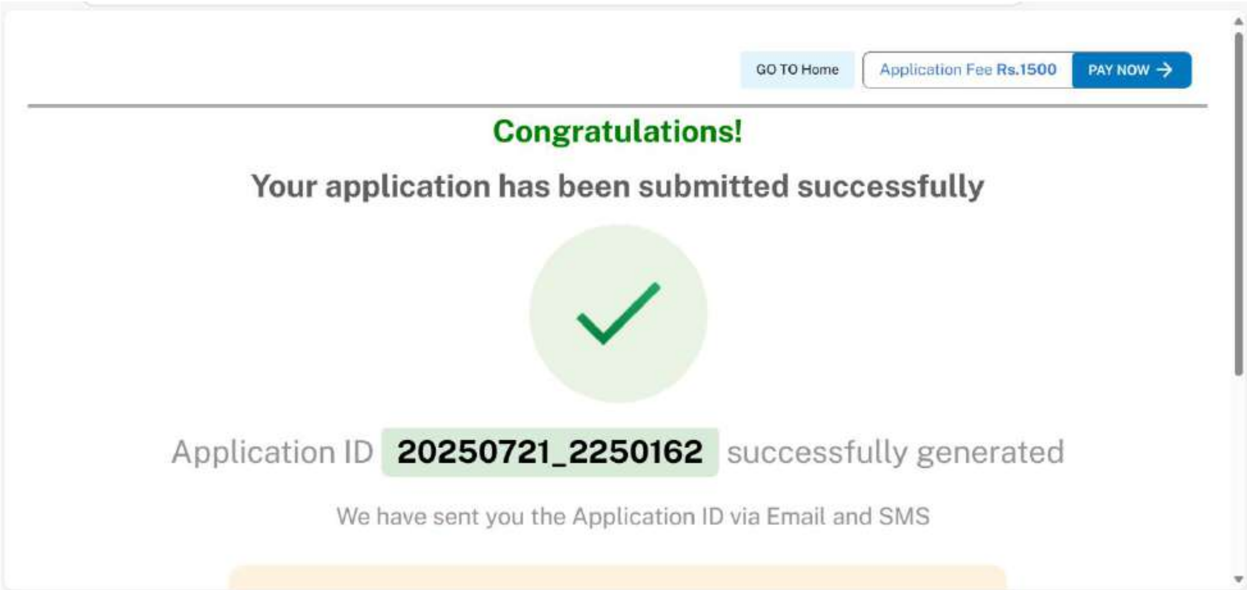


9. The applicant fills in the required inputs and moves to the ‘**Declaration**’ section where the applicant can select an “Authorized Intermediary” or an “Authorized Officer” as declarant. If the applicant clicks on ‘Authorized officer’ under ‘Select Declarant’ and an authorized officer exists for the company, the system will display declarant name and CNIC/NICOP/Passport No and provides field to apply pin. If the applicant clicks on ‘Authorized Intermediary’ under ‘Select Declarant’ and an authorized intermediary exists for the company, the system will display declarant name and registration number of authorized intermediary and provides field to apply pin. The declarant applies the PIN; in case of valid PIN, the system enables the “Submit” button. Applicant clicks on ‘Submit’ button.



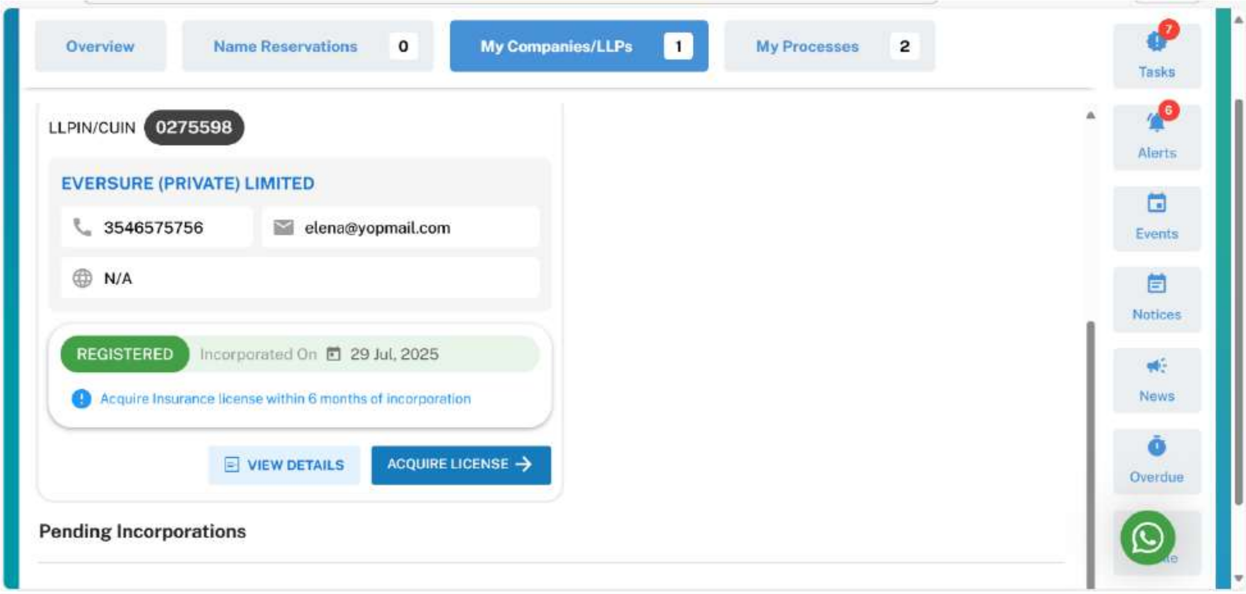


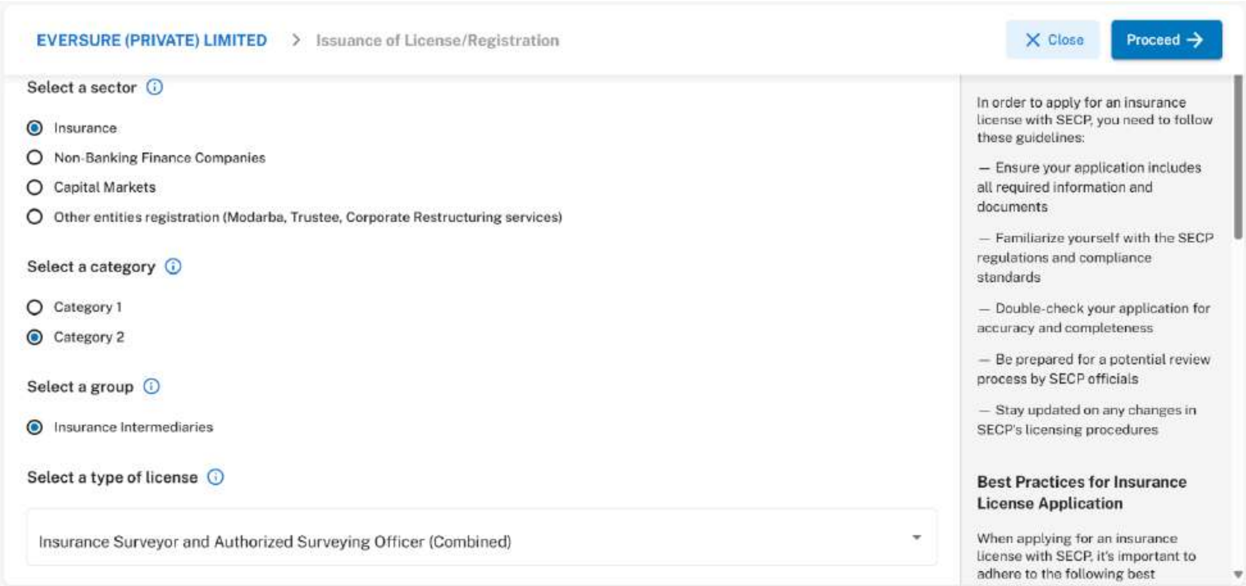
10. After submitting the application, the applicant must pay the application fee by clicking the "**Pay Now**" button. Once the payment is completed, the application is assigned to SECP internal users for review, and its status is updated to "Under Review."

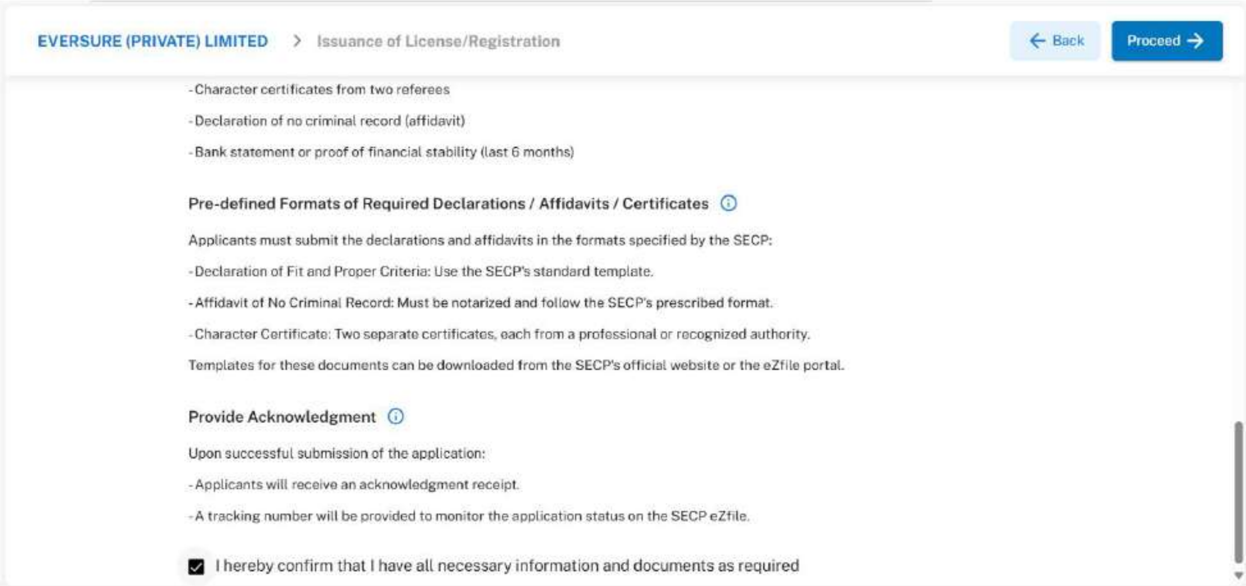


6. Issuance of License of Insurance Intermediaries

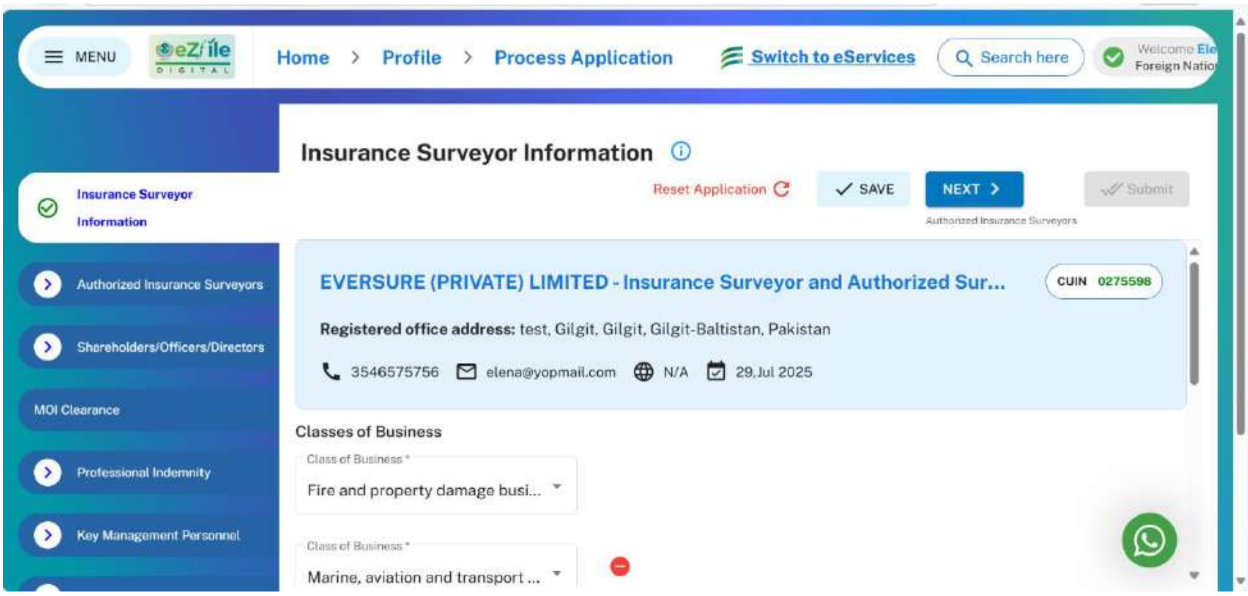
1. Applicants must acquire the license within six months of company incorporation. Once the company is incorporated, the applicant should click on the "**Acquire License**" button or "View Details" button and then click "Acquire License" button. A licensing form will open, where the applicant must select the appropriate Sector, Category, License Group, and License Type. It is essential to ensure that the company meets the minimum paid-up capital requirements corresponding to the selected license. The applicant ticks on "I hereby confirm that I have all necessary information and documents as required" and then press the button to proceed. After completing these selections, the applicant clicks "Proceed", which navigates them to the Process Overview page to begin the application workflow, the applicant clicks on "Proceed" after reading the process requirements and overview.



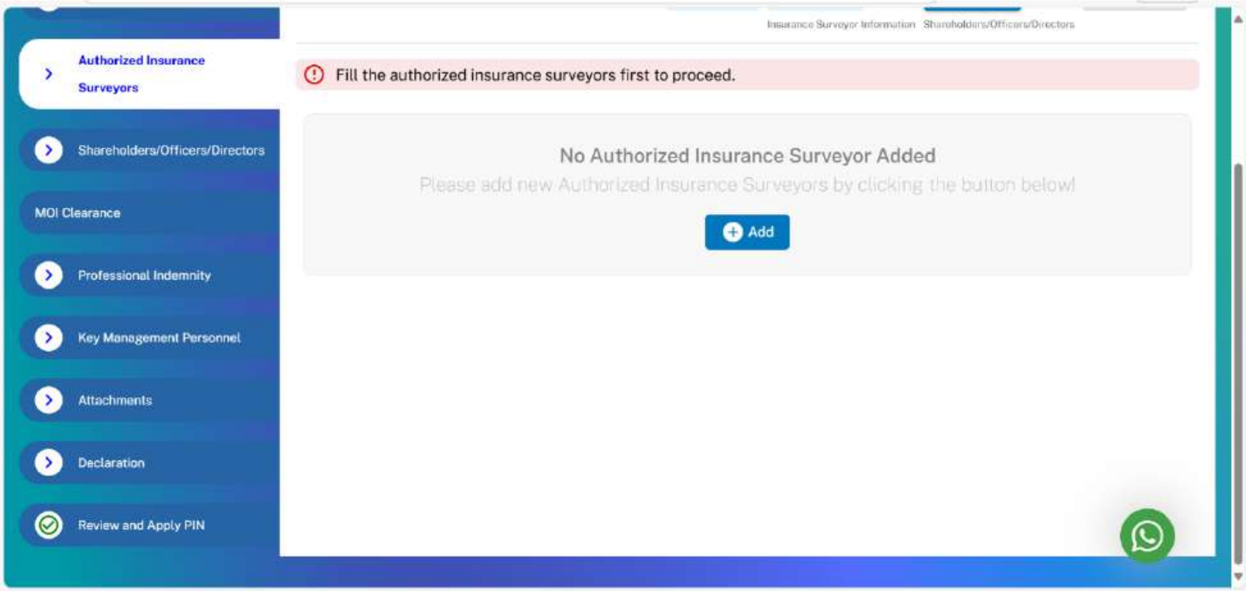




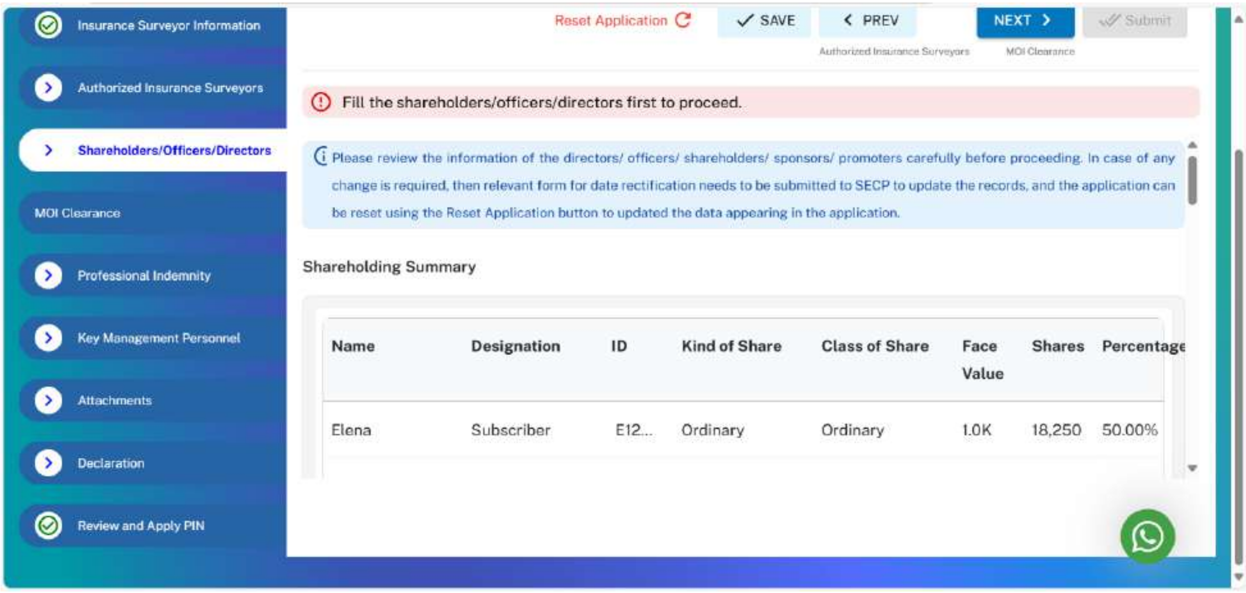
2. The system then opens the application form, beginning with the "**Insurer Surveyor Information**" section. This section displays the company's profile card along with input fields for specifying the Class(es) of Business and the applicant can also add Associated Insurance Companies. After entering the necessary information, the applicant clicks the "Next" button to proceed. This section is only applicable to Insurance Surveyor and Authorized Surveying Officer (Combined).



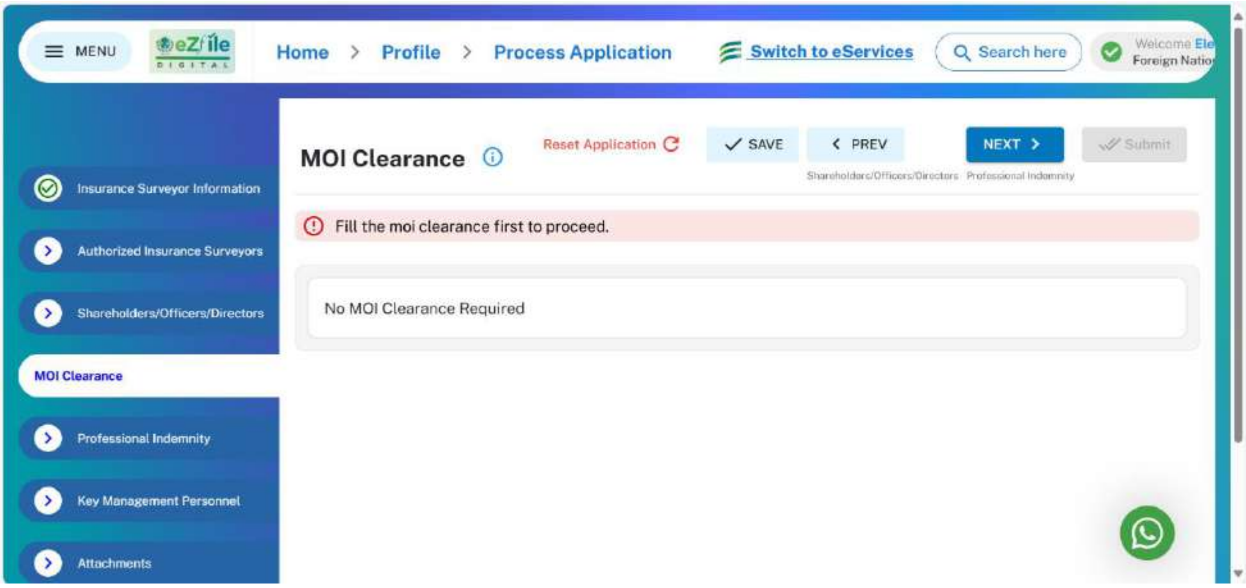
3. The next section will be of '**Authorized Insurance Surveyors**' which will only be applicable in case of Insurance Surveyor and Authorized Surveying Officer (Combined) and Authorized Surveying Officer (Standalone) (only already licensed insurance surveyor companies can select this option). Applicant adds the required details and moves to the next section.



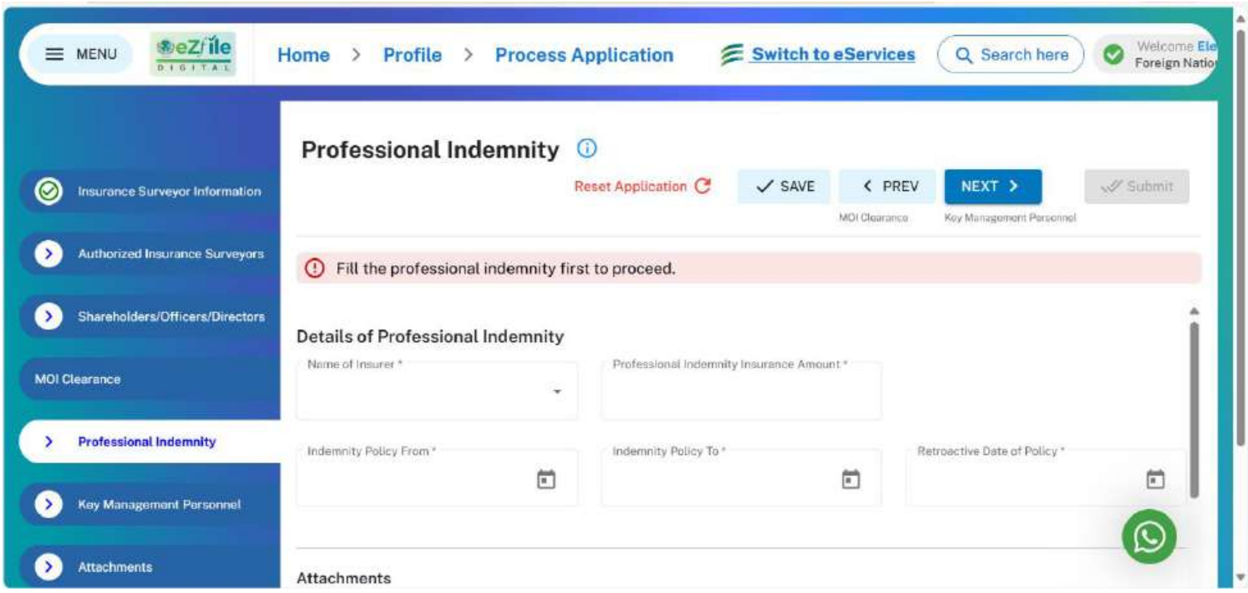
4. The next section, **"Shareholders/Officers/Directors,"** is partially pre-filled with information from the company profile. The applicant is required to review and provide any missing or additional details. Once completed, the applicant proceeds to the next section.



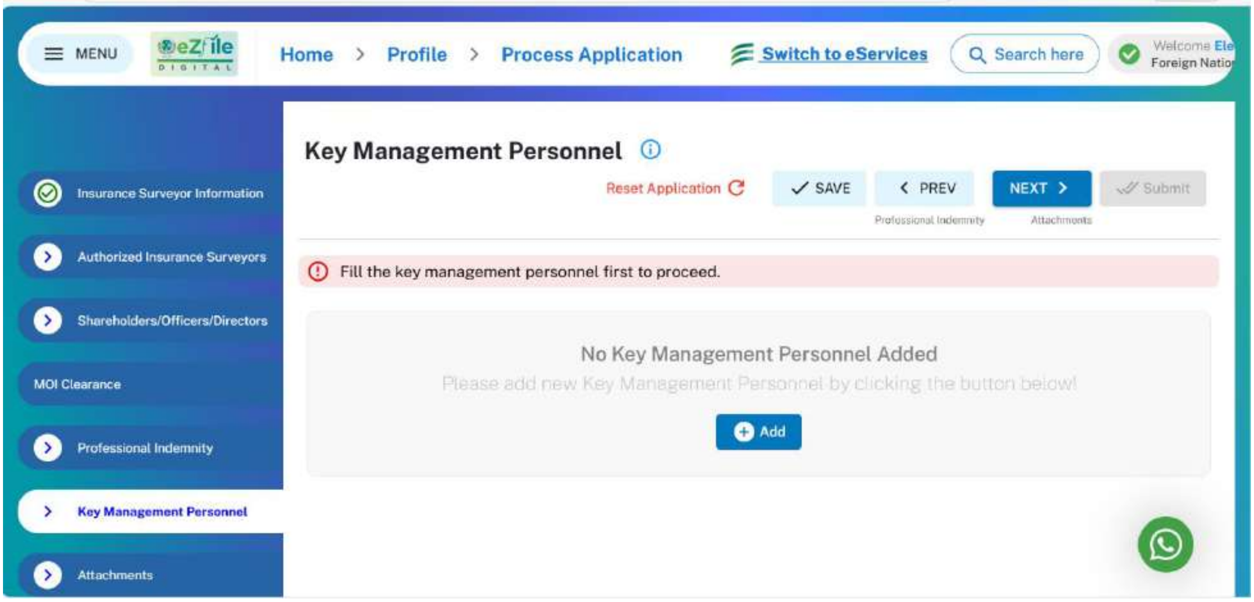
5. The next section is MOI clearance.



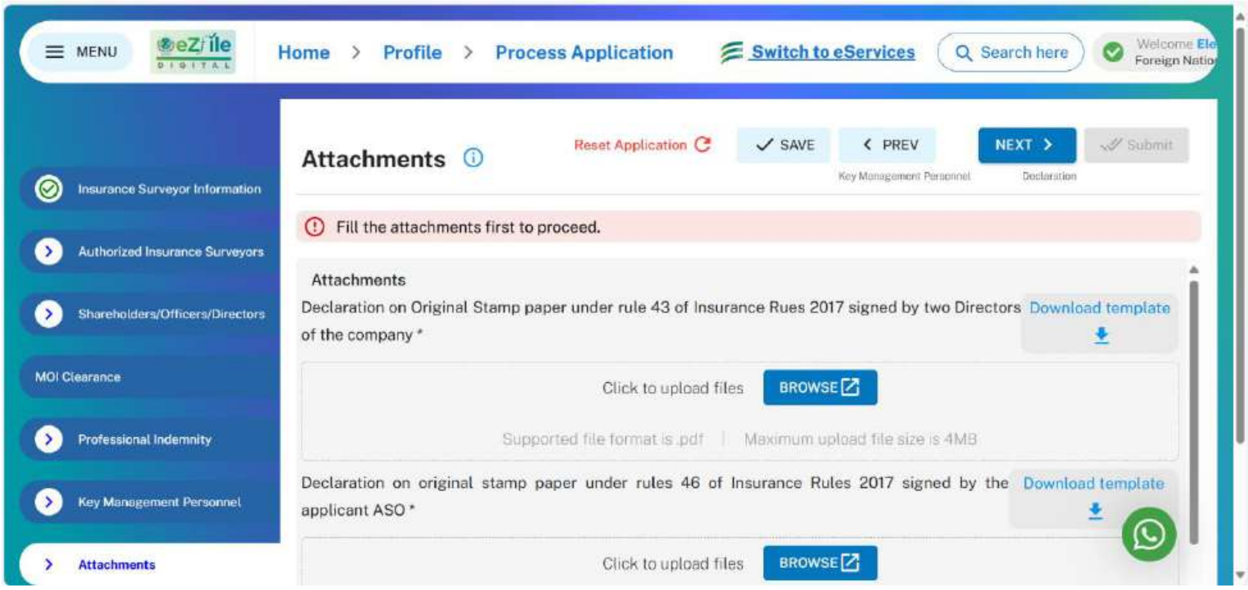
6. It is followed by the "**Professional Indemnity**" section. System should display this section for Re-insurance Broker, Insurance Broker and Insurance Surveyor and ASO (Combined). System displays the following fields for the applicant to fill in: Insurer name, insurance amount, policy dates (from/to), retroactive date, and policy attachment upload. Applicant provides the inputs and goes to the next section.



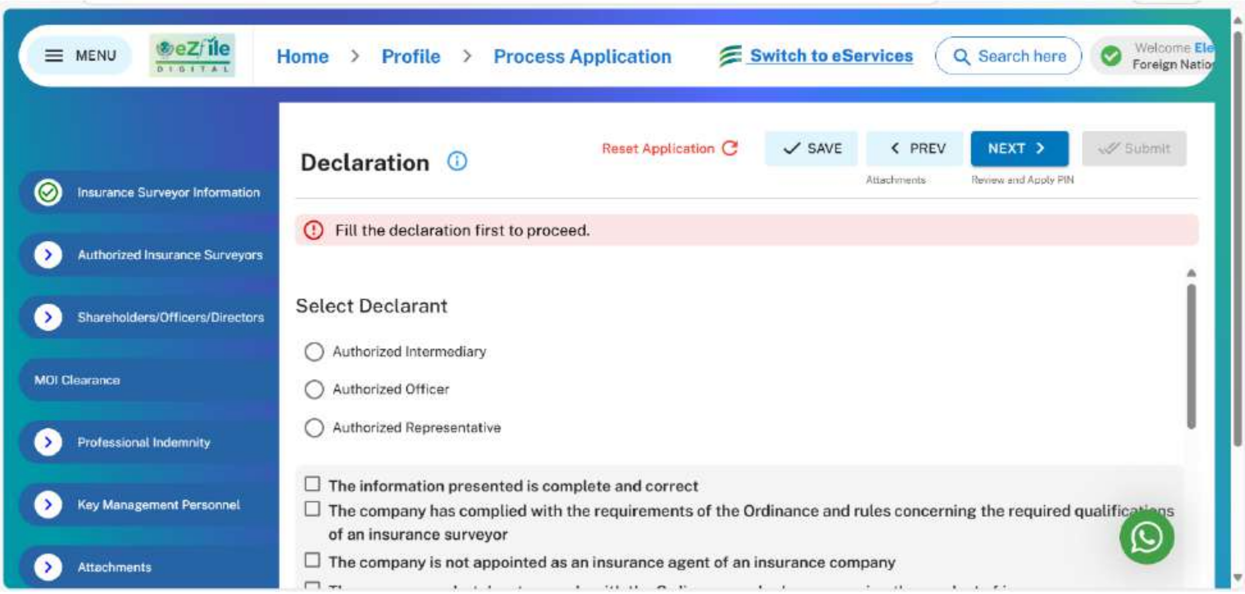
7. The next section is for "**Key Management Personnel**". System should display this section for Re-insurance Broker and Insurance Surveyor and ASO(Combined). It allows multiple personnel entries with details displayed to applicant.



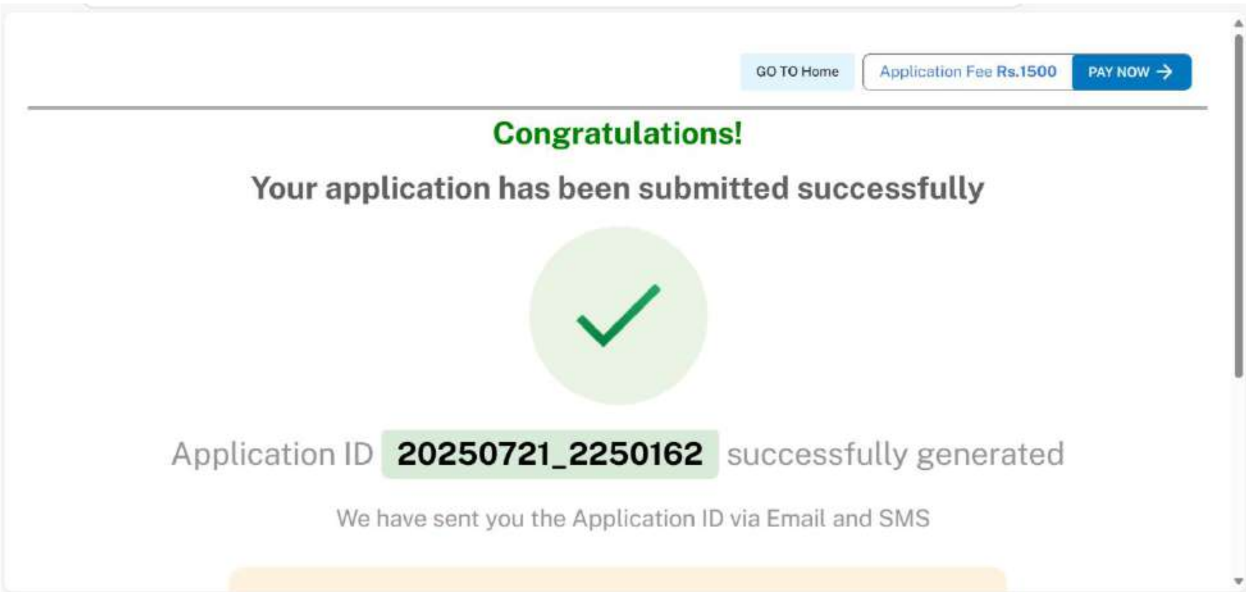
8. In the next section, the applicant is required to upload the mandatory attachments.



9. The applicant fills in the required inputs and moves to the '**Declaration**' section where the applicant can select an "Authorized Intermediary" or an "Authorized Officer" as declarant. If the applicant clicks on 'Authorized officer' under 'Select Declarant' and an authorized officer exists for the company, the system will display declarant name and CNIC/NICOP/Passport No and provides field to apply pin. If the applicant clicks on 'Authorized Intermediary' under 'Select Declarant' and an authorized intermediary exists for the company, the system will display declarant name and registration number of authorized intermediary and provides field to apply pin. The declarant applies the PIN; in case of valid PIN, the system enables the "Submit" button. Applicant clicks on 'Submit' button.

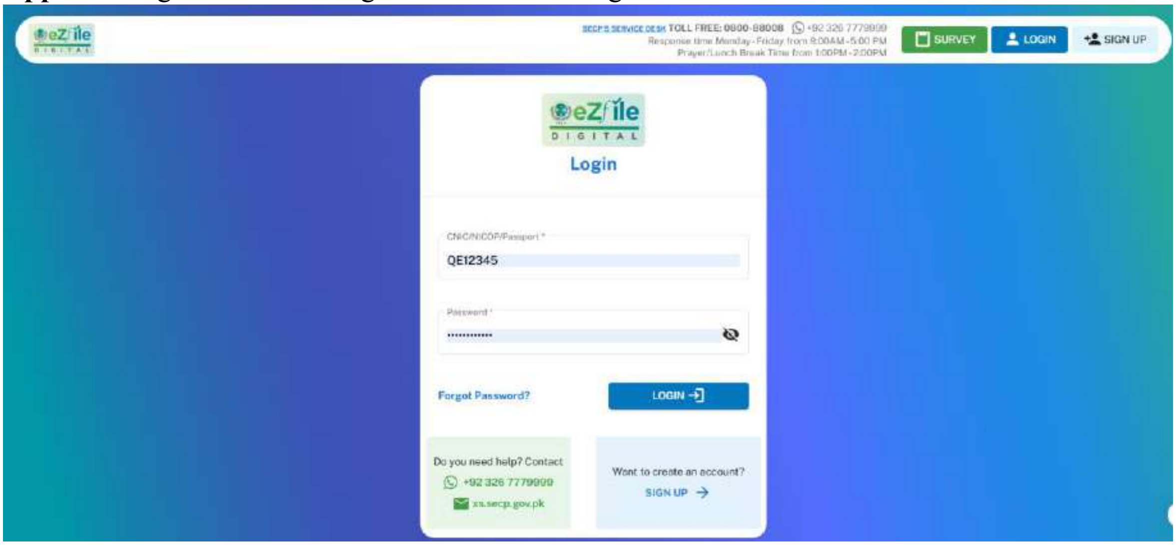


10. After submitting the application, the applicant must pay the application fee by clicking the "**Pay Now**" button. Once the payment is completed, the application is assigned to SECP internal users for review, and its status is updated to "Under Review."

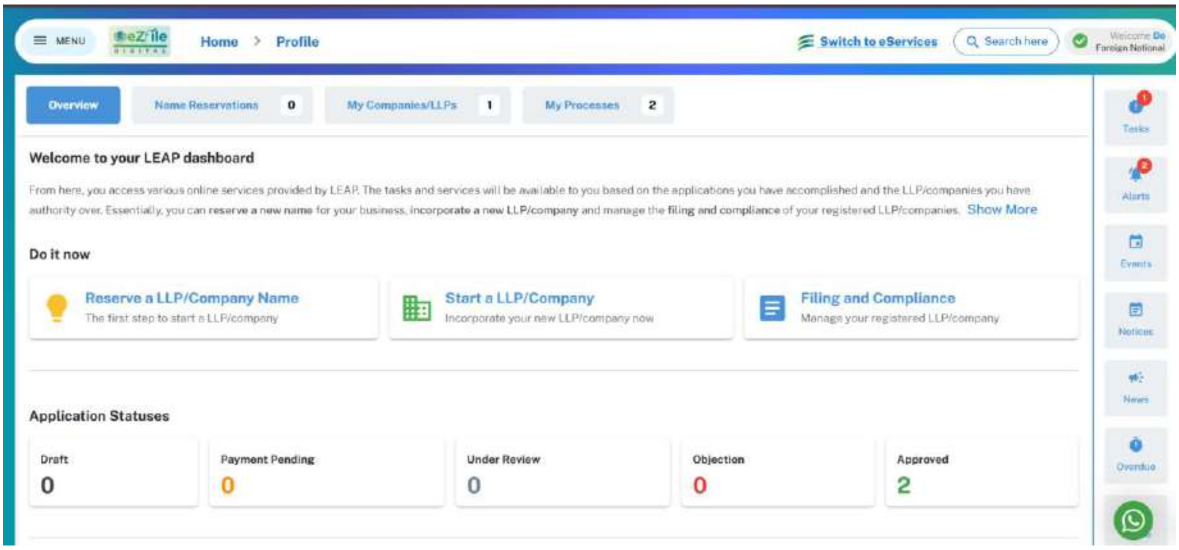


7. Revocation of License

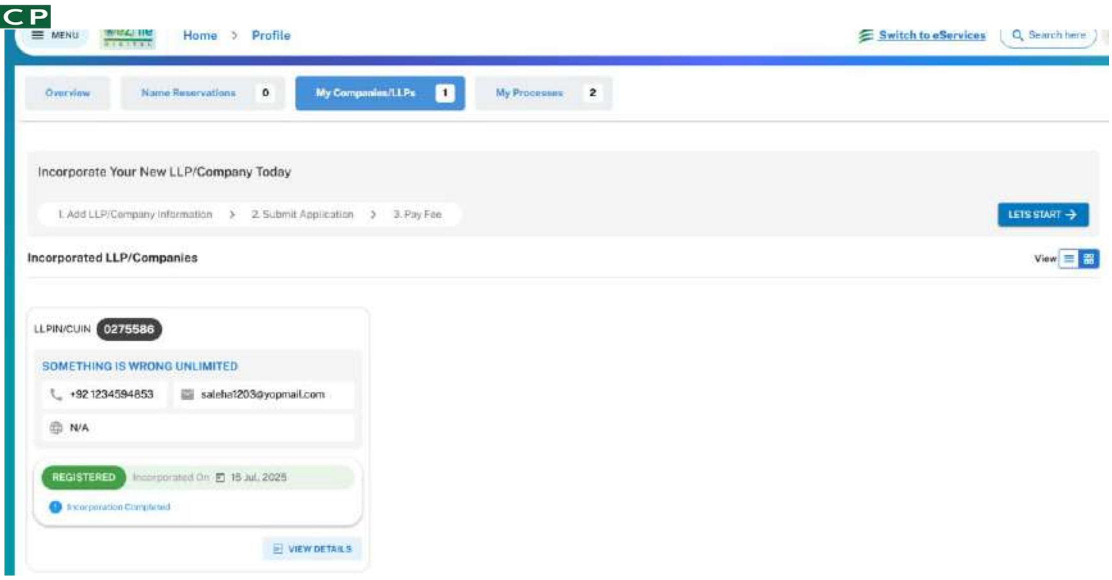
1. **Applicant** logs in to his/her registered account using valid credentials.



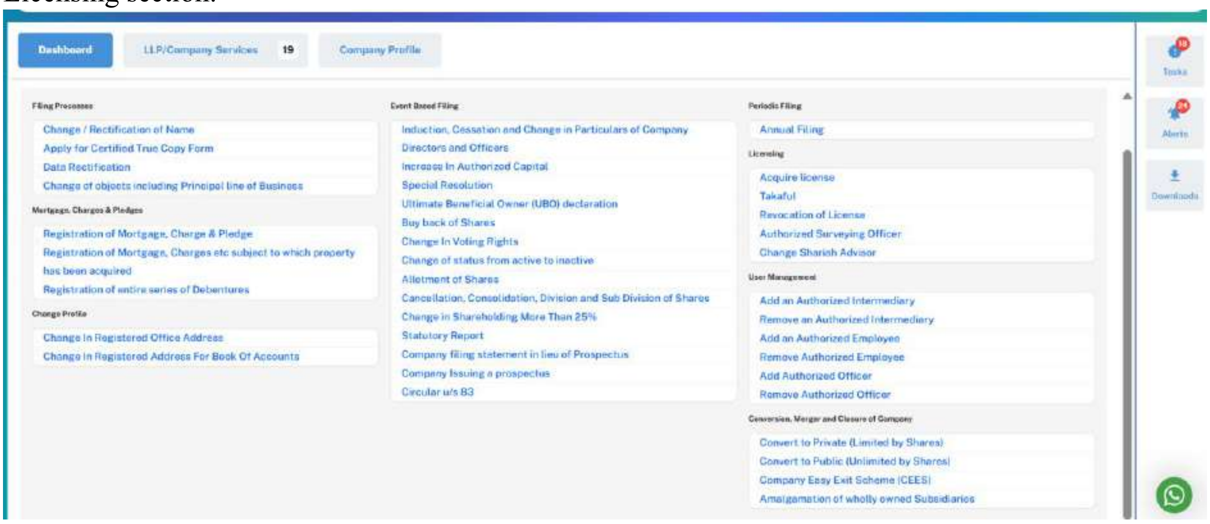
2. The Applicant will land on his/her landing page.



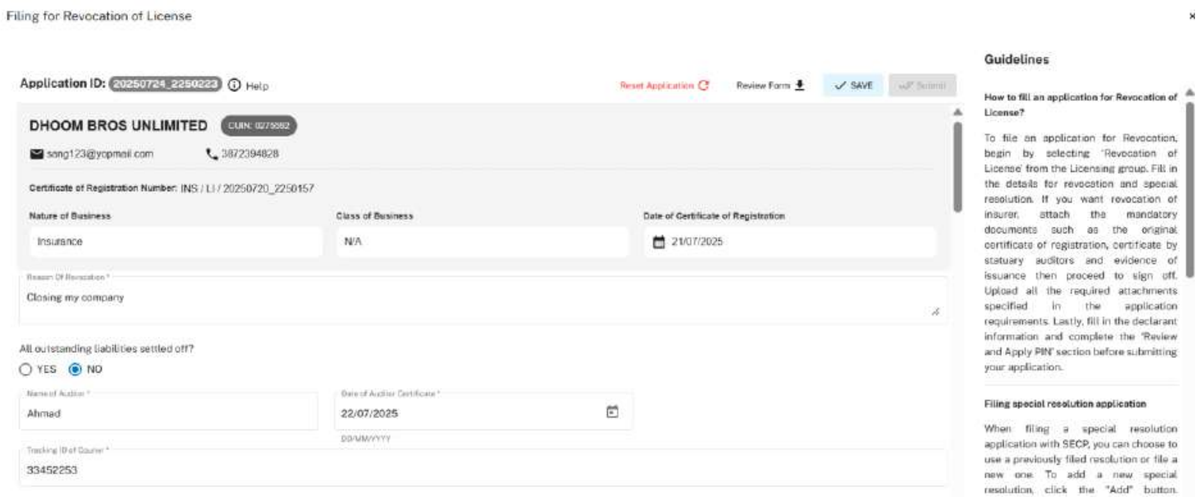
3. From My Companies/LLPs, applicant clicks on ‘View Details’ button on the company card.

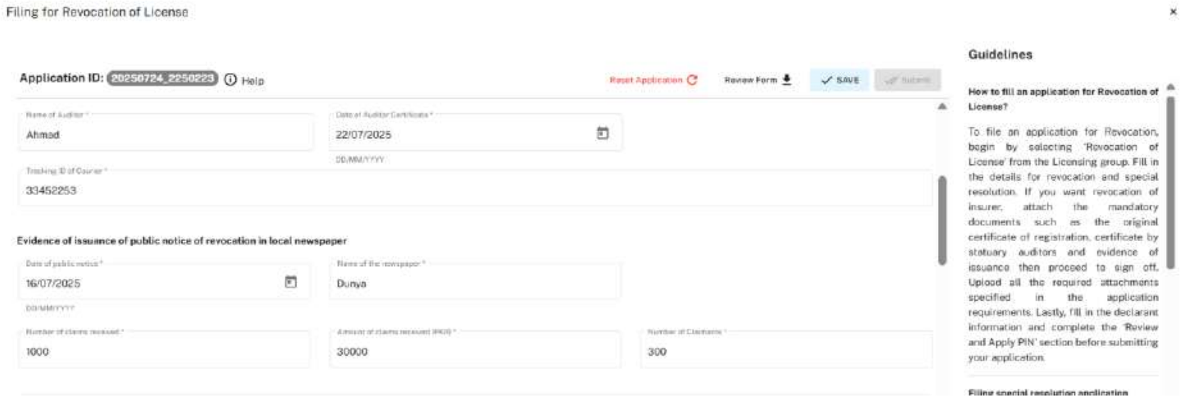


4. If the company has a license, the 'Revocation of License' will be visible on the dashboard. From the company dashboard, the applicant clicks on 'Revocation of License' under the Licensing section.

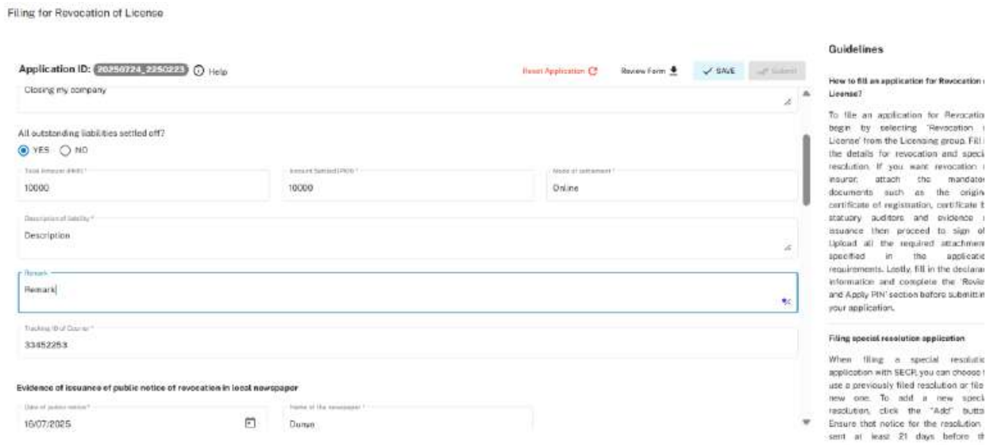


5. Applicant fills the required details in the form. Applicant fills the reason of revocation, all outstanding liabilities settled off, evidence of issuance of public notice of revocation in local newspaper.

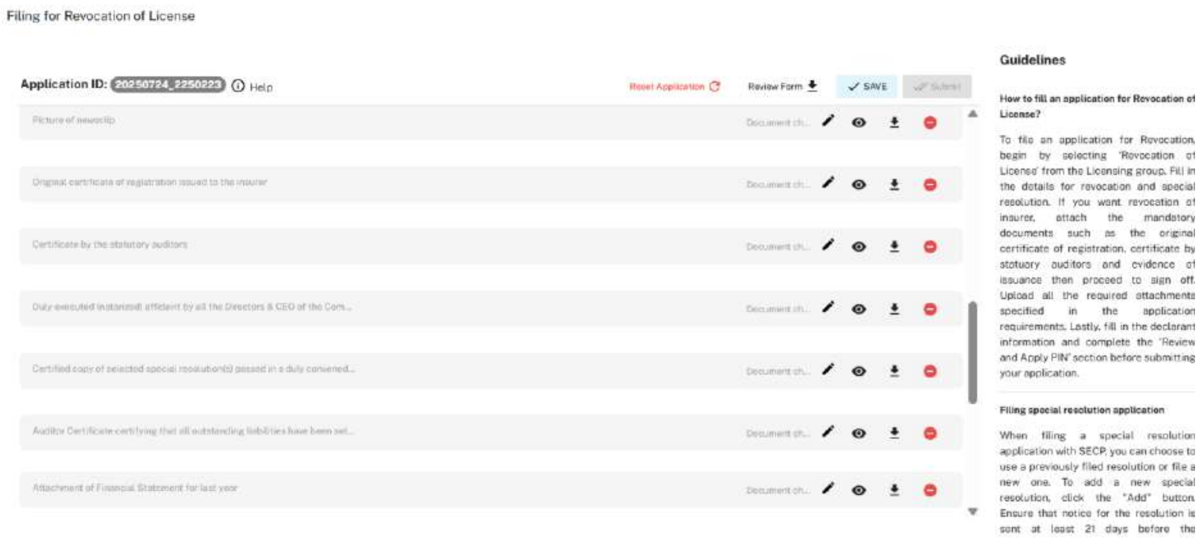




a. If applicant selects 'Yes' for All outstanding liabilities settled off, then the applicant needs to fill additional details including Total Amount (PKR), Amount Settled (PKR), Mode of settlement, description of liability and Remark.

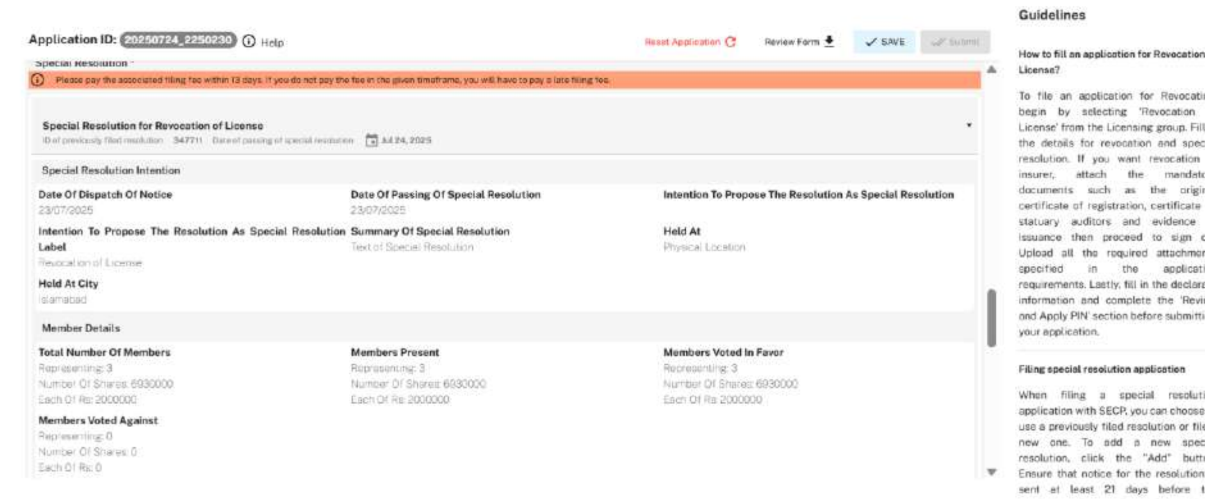


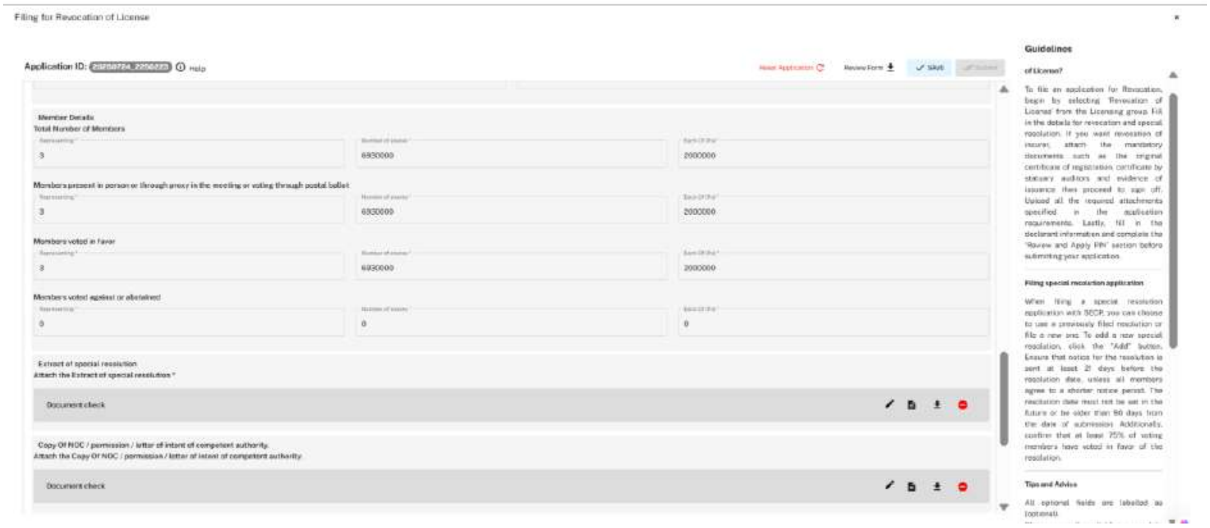
6. Applicant uploads the required documents.



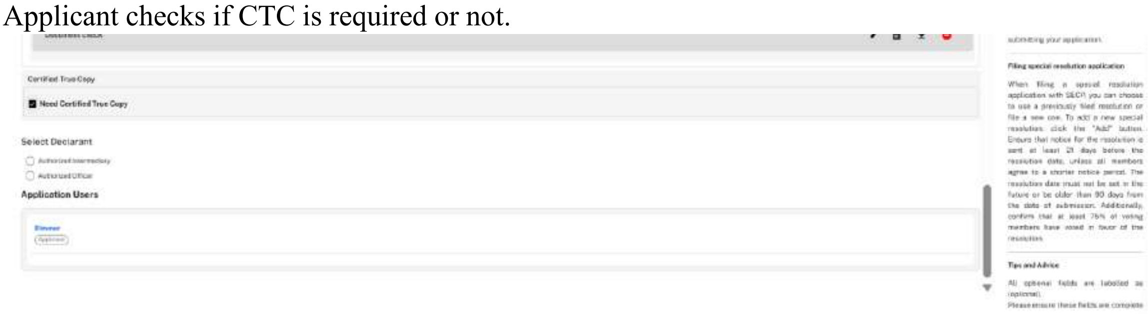
7. Applicant selects an already filed Special Resolution or add a new Special resolution by entering the details.

Filing for Revocation of License

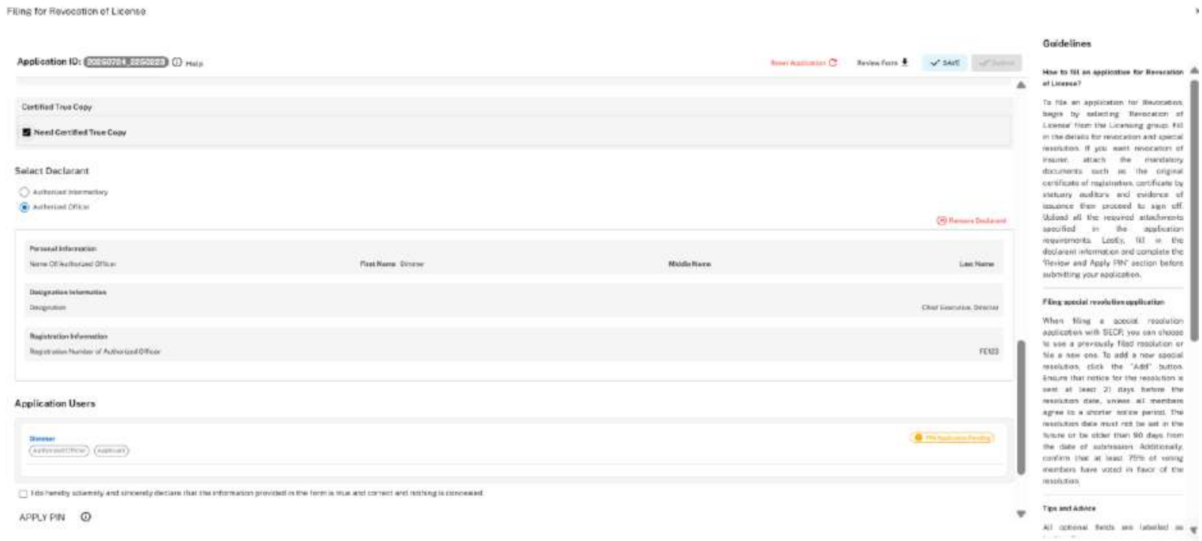




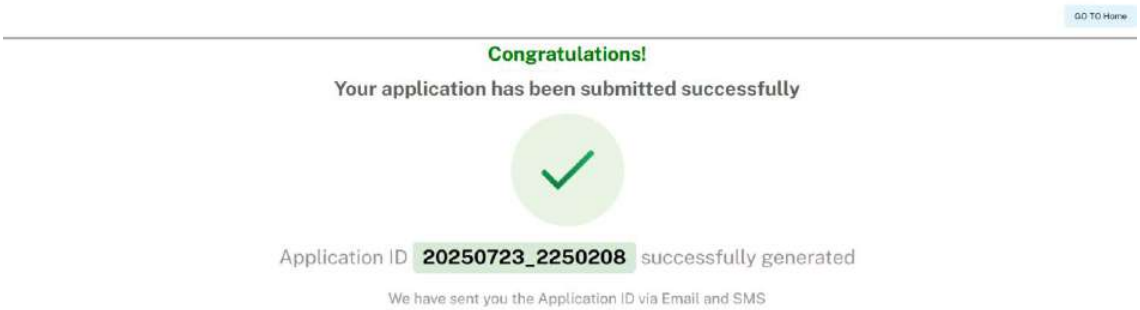
8. Applicant checks if CTC is required or not.



9. Next is the declaration section. If the applicant clicks on ‘Authorized officer’ under ‘Declarant Profession/Designation’ and an authorized officer exists for the company, the system will display declarant name and CNIC/NICOP/Passport No. If the applicant clicks on ‘Authorized Intermediary’ under ‘Declarant Profession/Designation’ and an authorized intermediary exists for the company, the system will display declarant name and registration number of authorized intermediary.

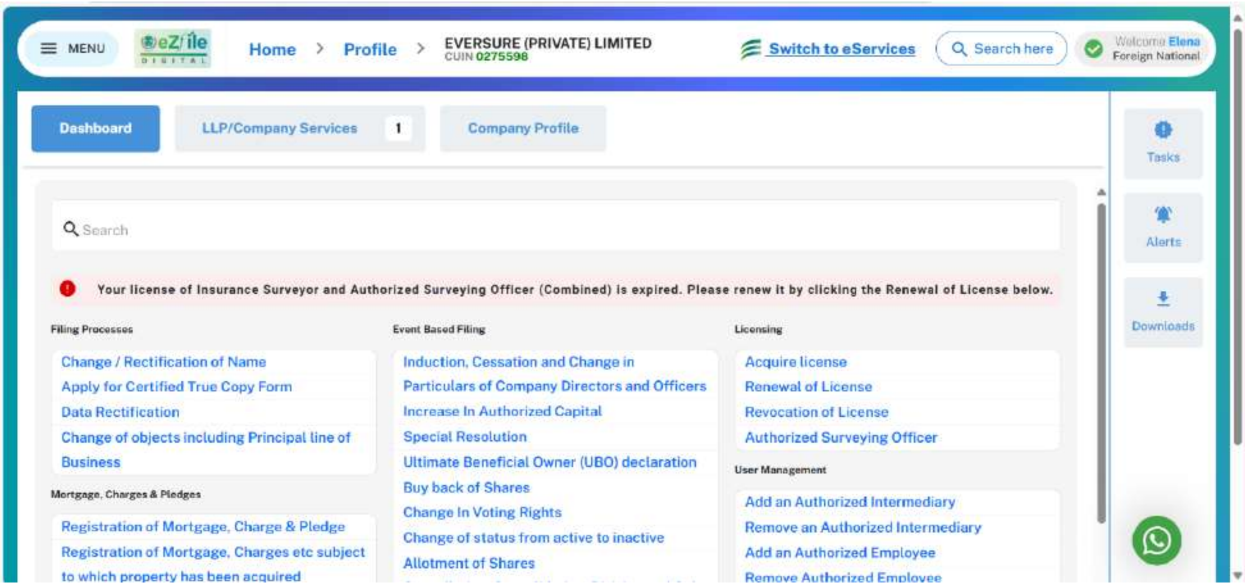


10. Authorized Officer/Authorized Intermediary applies the pin.
11. Applicant clicks on ‘Submit’ button.
12. System displays the success screen. Applicant clicks on ‘Go to Home’ button.

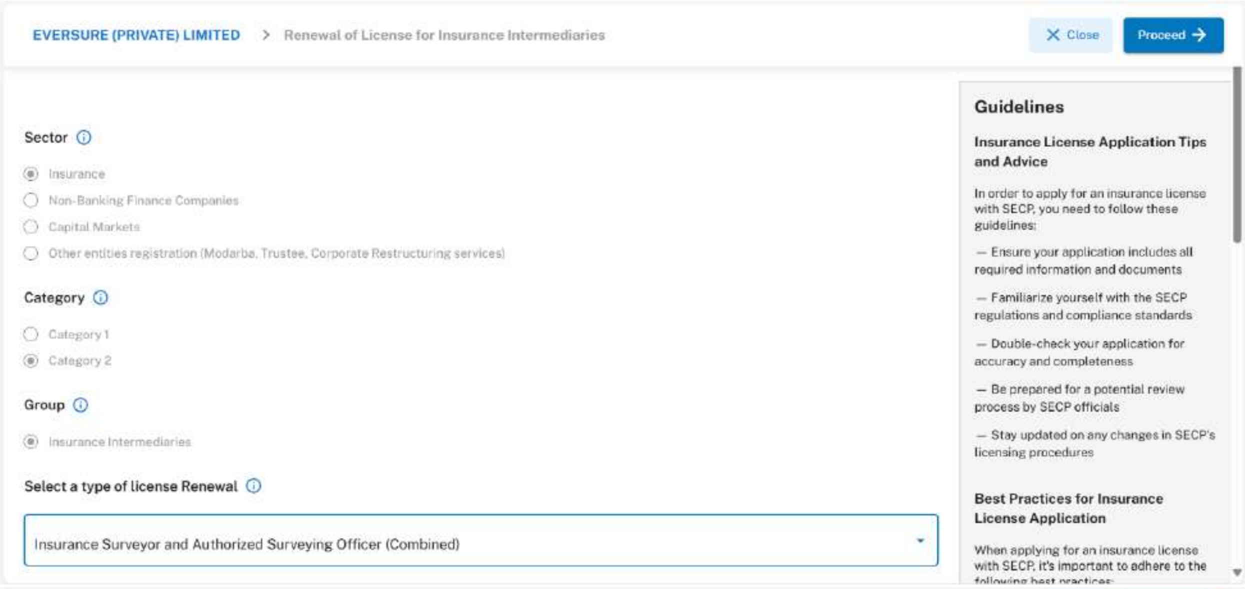


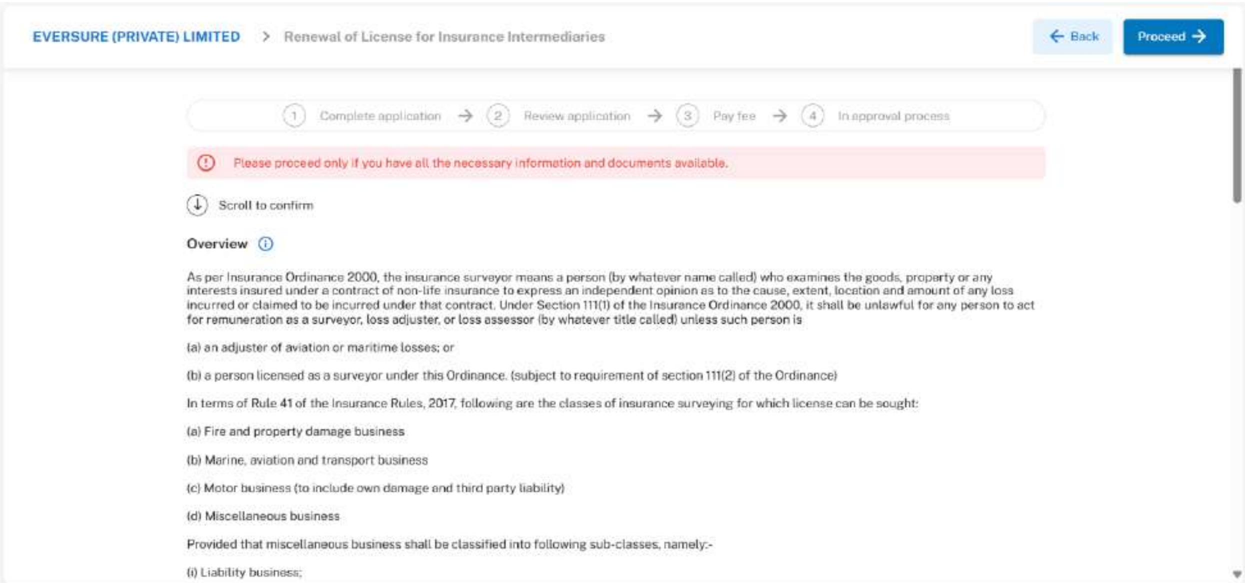
8. Renewal of License for Insurance Intermediaries

1. The system shall send an in-app/SMS/email reminder to the applicant 90, 60 and 30 days before the expiry of the license. Applicant navigates to their dashboard and clicks on "Renewal of license."

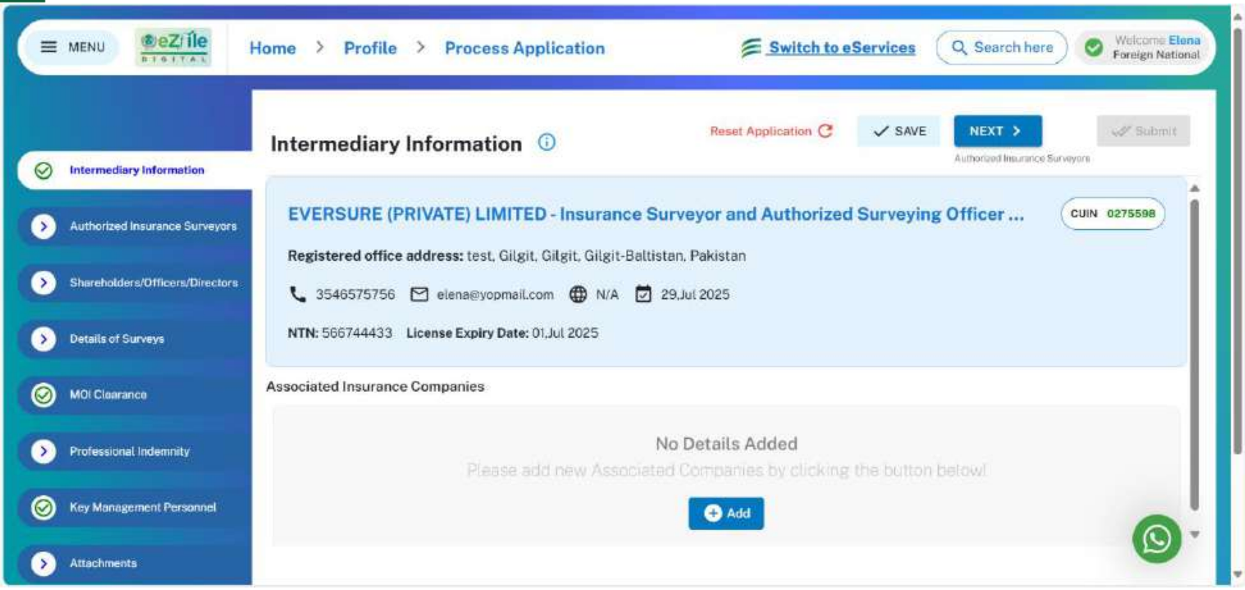


2. Systems opens the application form, and the applicant selects the License Type. Applicant reviews and acknowledges the information provided on the Process Information page.

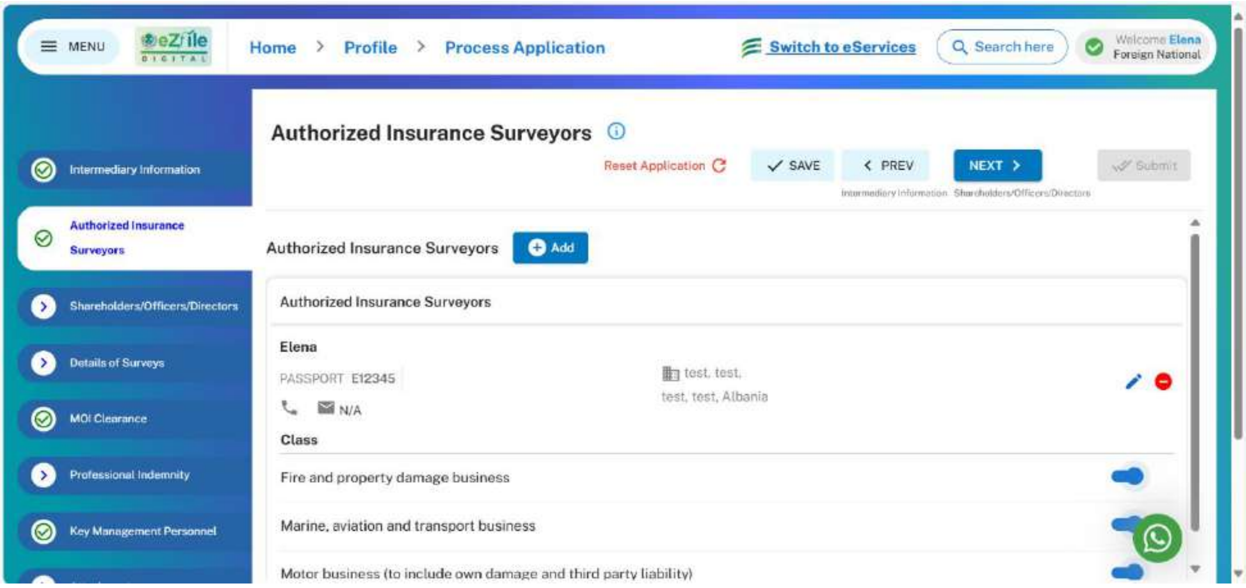




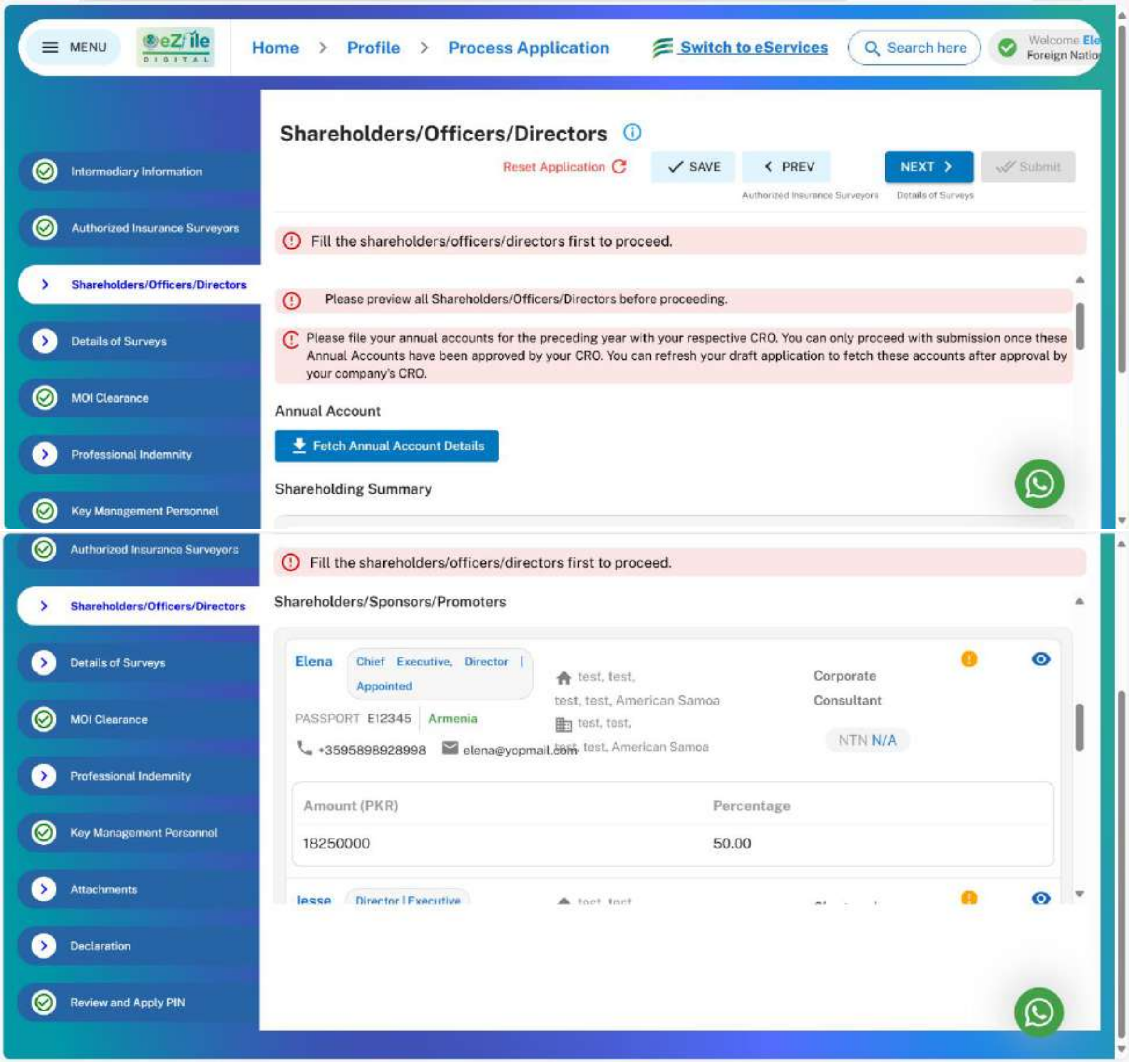
3. The first section is for "**Intermediary Information**". System shows the Section for "Insurance Surveyors Information" which is prefilled and a section for adding an Associated Insurance Company. Applicant provides the inputs and proceeds to the next section.



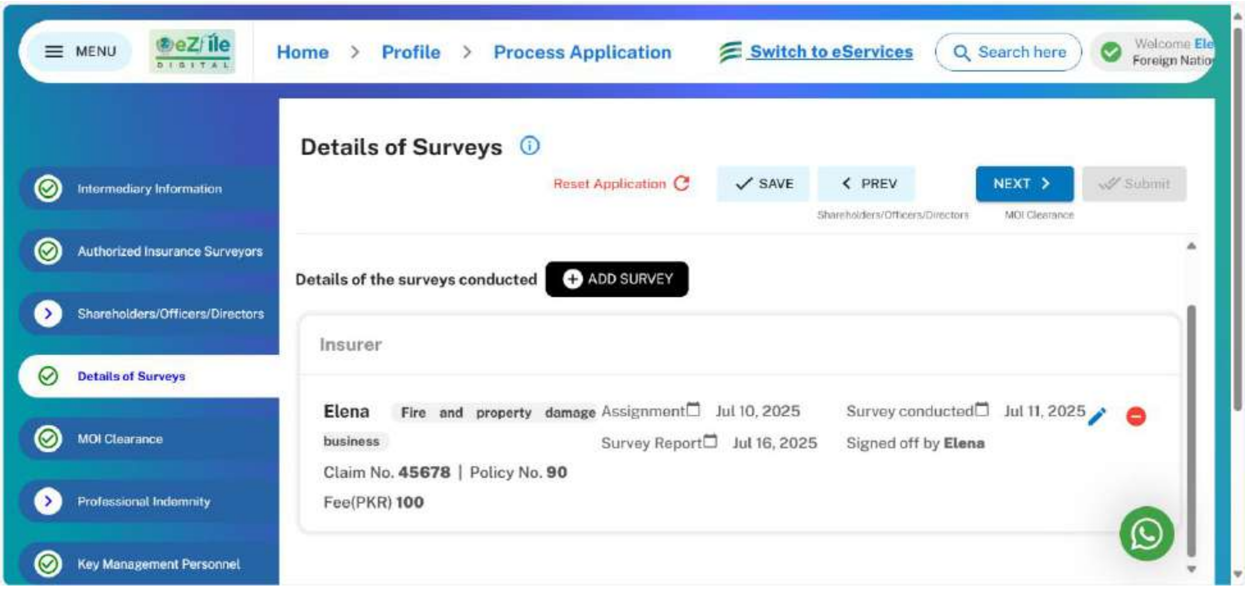
4. The next section is for "**Authorized Insurance Surveyors**". System will show the Authorized Insurance Surveyors Section with cards for each Authorized Insurance Surveyor. System will show auto filled details on each card, and the applicant will select classes of business for renewal.



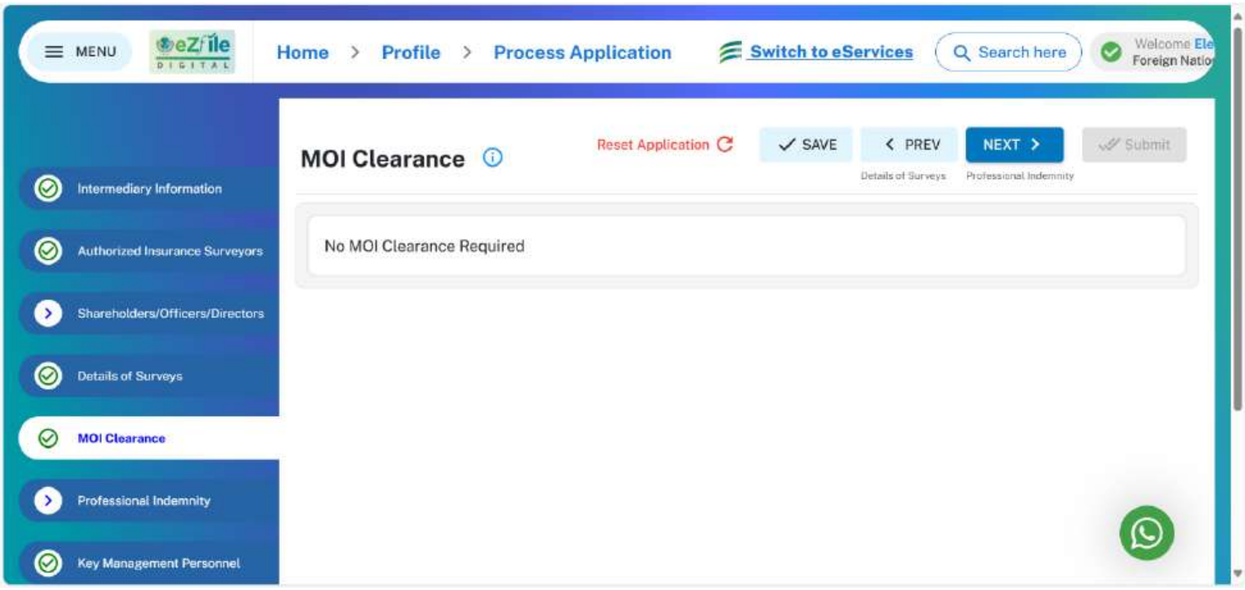
5. It is followed by the "**Shareholders/ Officers/ Directors**" section. This section will be the same as the Shareholders/Officers/Directors section in User Story 3. The entire Shareholders/Officers/Directors section will be shown in the same way to the applicant, with all the cards for Shareholding Summary, Shareholders, Officers and Directors. Data for all these cards will be prefilled, and the update button will not be available.



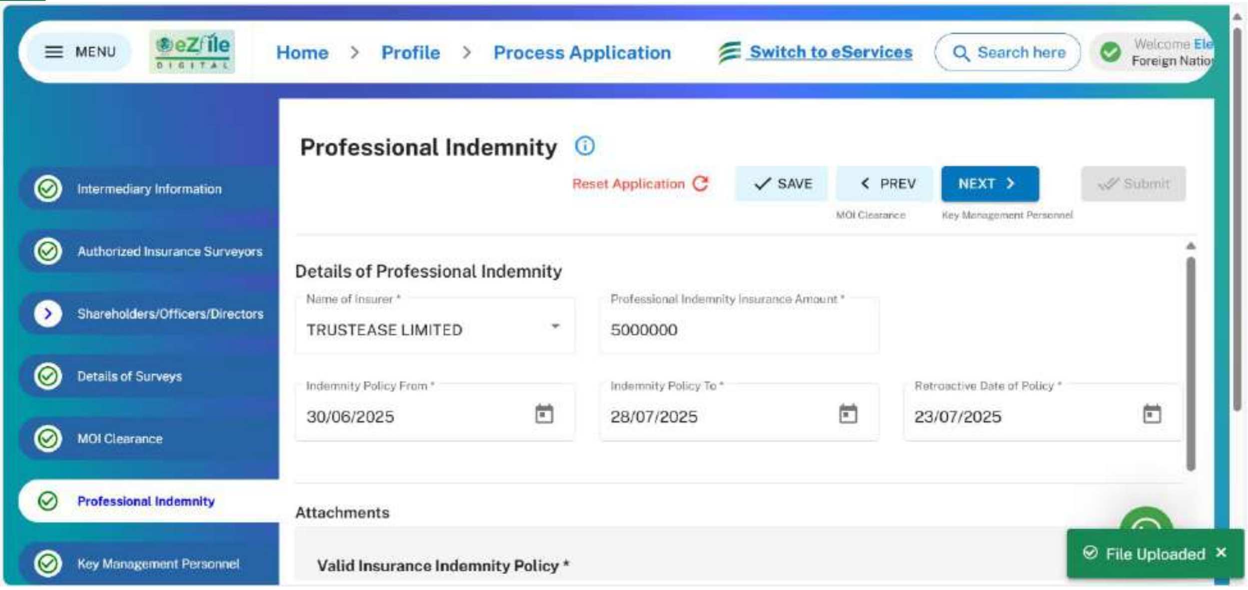
6. The next section is for "**Details of Surveys**". Applicant fills all the fields and clicks on Next. This section will only be applicable for Insurance Surveyor and Authorized Surveying Officer (Combined) type of license.



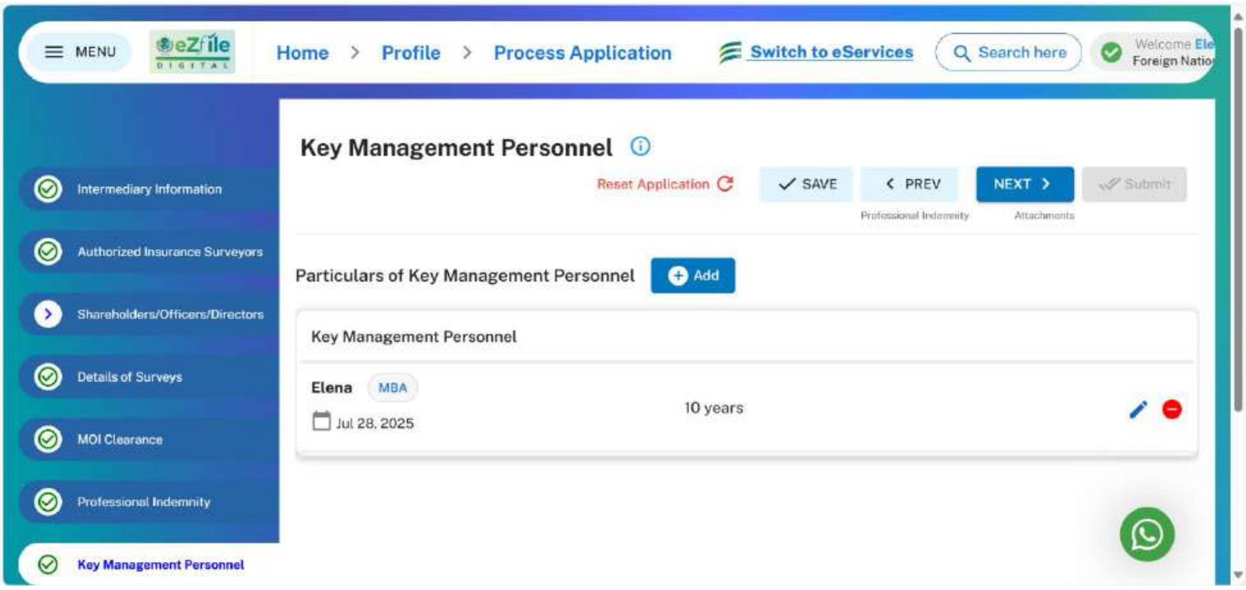
7. It is followed by the section for “**MOI Clearance**”.



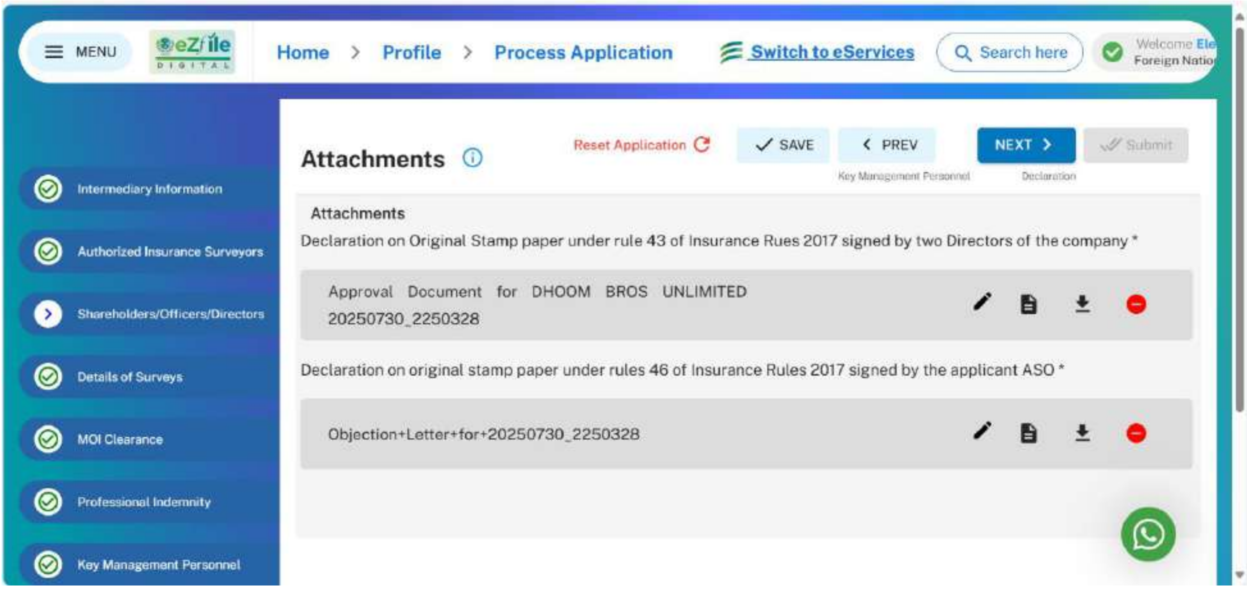
8. The next section is for “**Professional Indemnity**”. Applicant fills all the details and proceeds to the next section. This section will only be applicable for Insurance Surveyor and Authorized Surveying Officer (Combined), Insurance Broker and Re-insurance Broker type of license.



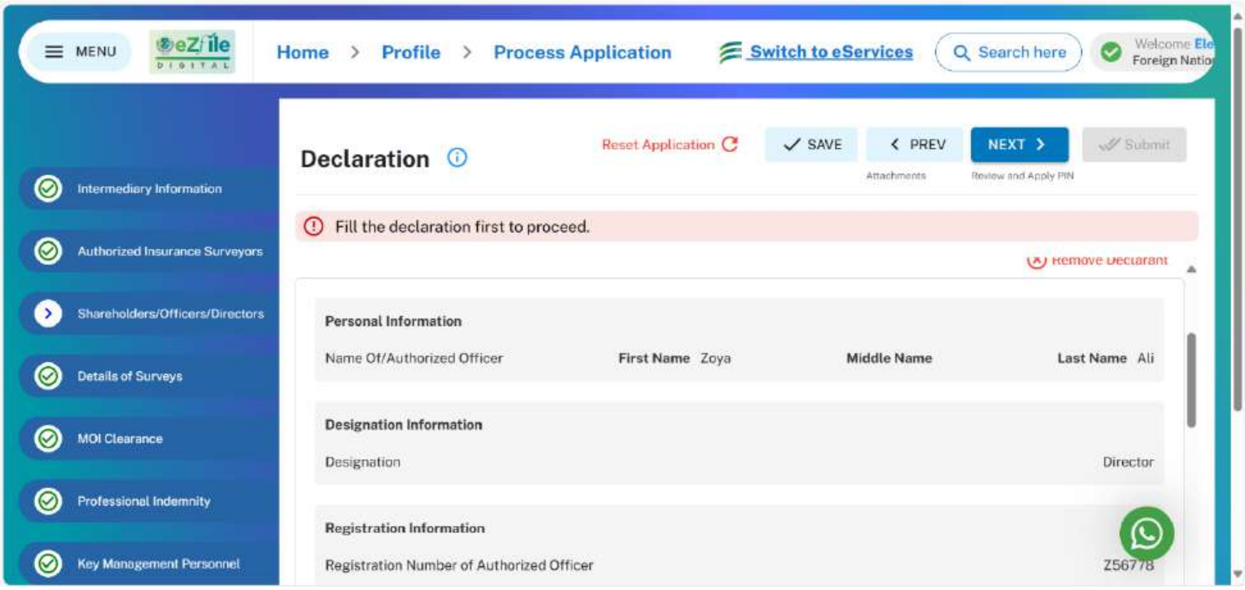
9. Next section is for "**Key Management Personnel**". System displays a button for "Add New Key Management Personnel", allowing the applicant to add multiple Key Management Personnels. The details of the added personnels will be displayed to the applicant.



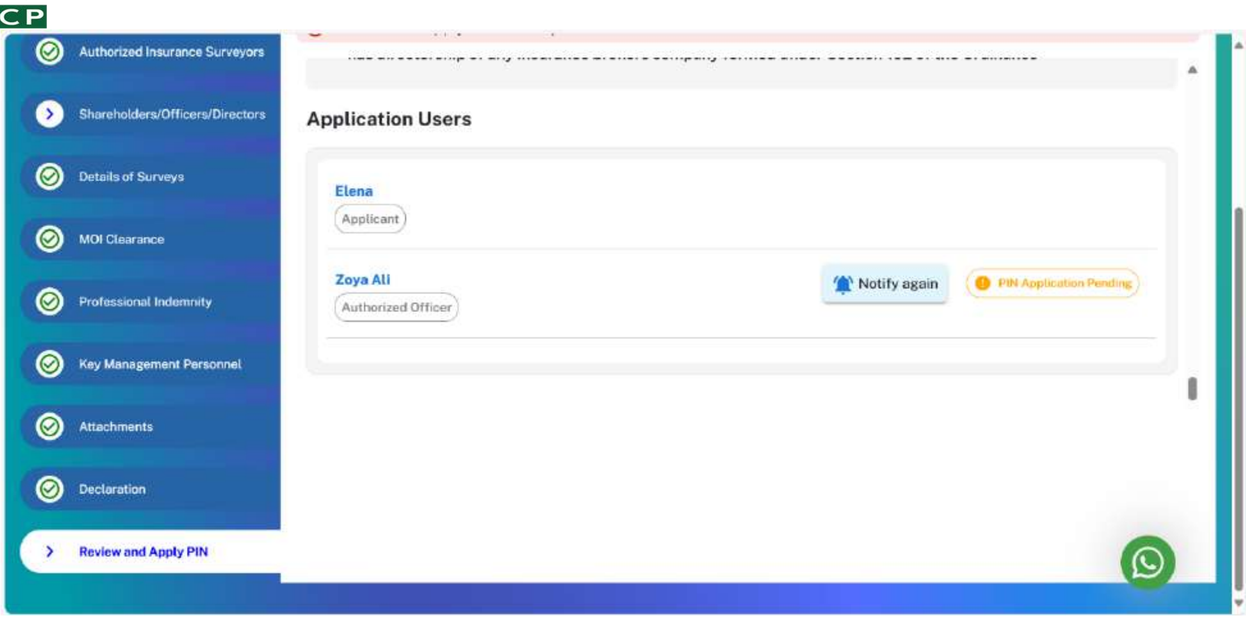
10. Applicant uploads all the mandatory attachments and proceeds.



11. The applicant fills in the required inputs and moves to the ‘Declaration’ section where the applicant can select an “Authorized Intermediary” or an “Authorized Officer” as declarant. If the applicant clicks on ‘Authorized officer’ under ‘Select Declarant’ and an authorized officer exists for the company, the system will display declarant name and CNIC/NICOP/Passport No and provides field to apply pin. If the applicant clicks on ‘Authorized Intermediary’ under ‘Select Declarant’ and an authorized intermediary exists for the company, the system will display declarant name and registration number of authorized intermediary and provides field to apply pin. The declarant applies the PIN; in case of valid PIN, the system enables the “Submit” button. Applicant clicks on ‘Submit’ button.



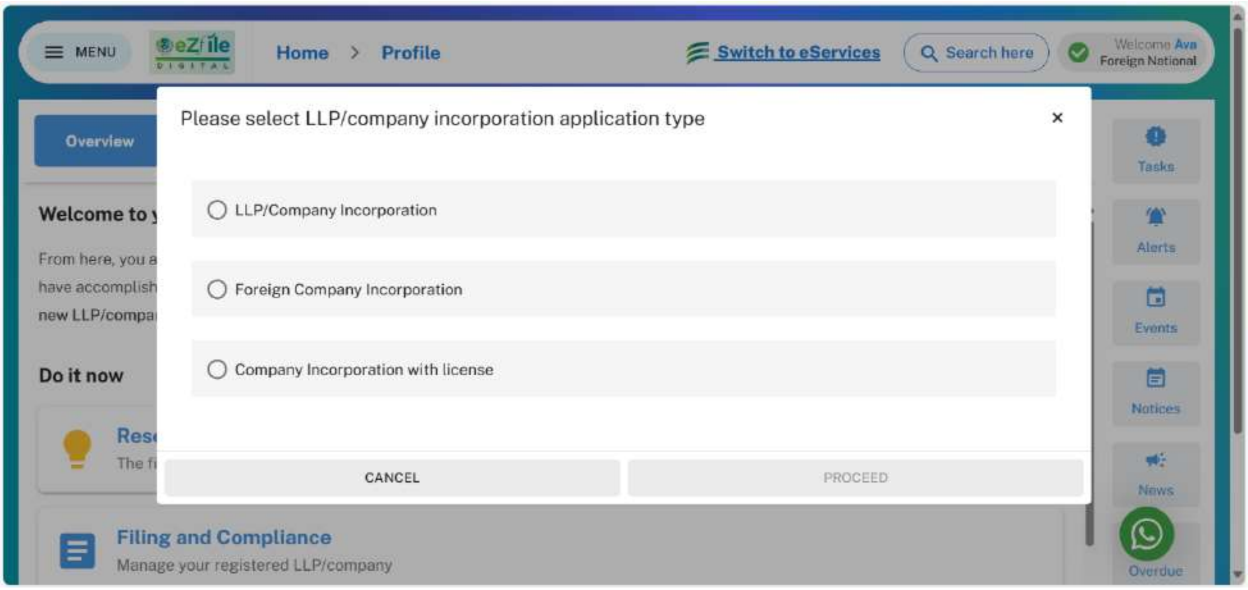
12. Applicant submits the application and can view the status of their application on their home page.

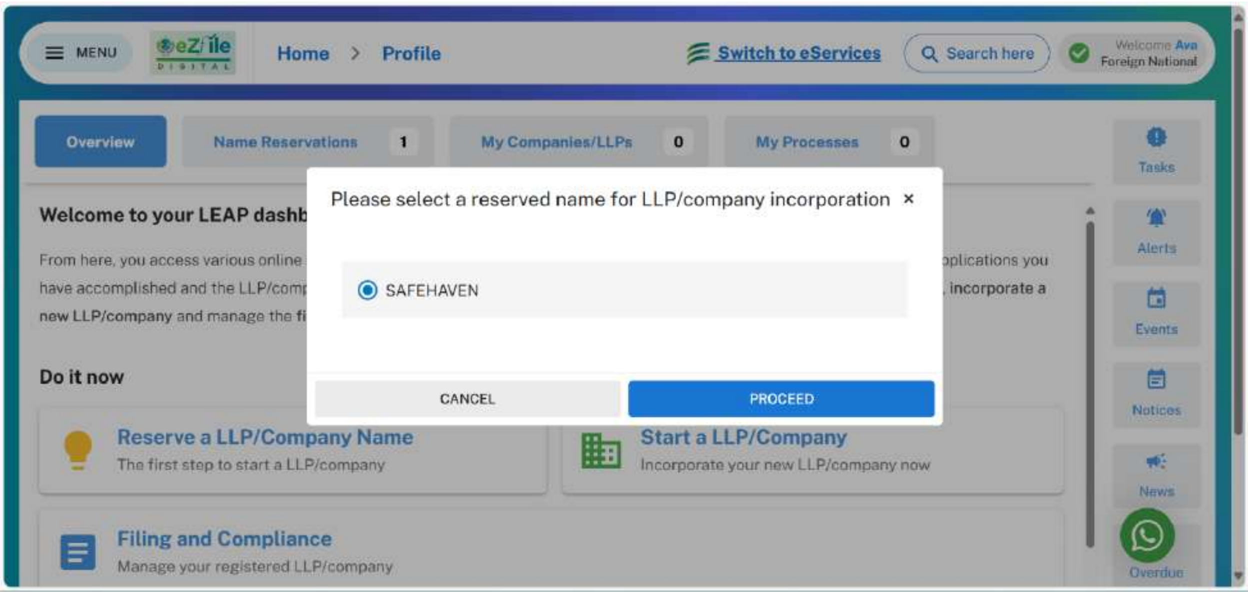


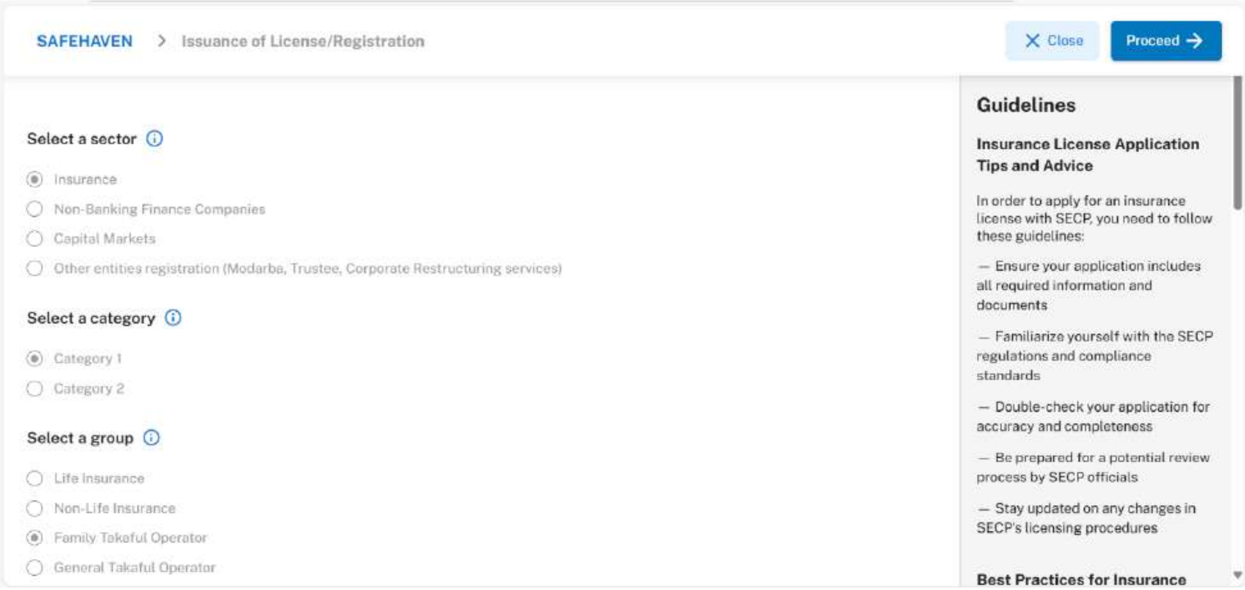
Authorized Insurance Surveyors
Shareholders/Officers/Directors
Details of Surveys
MOI Clearance
Professional Indemnity
Key Management Personnel
Attachments
Declaration
Review and Apply PIN
Application Users
Elena
Applicant
Zoya Ali
Authorized Officer
Notify again
PIN Application Pending

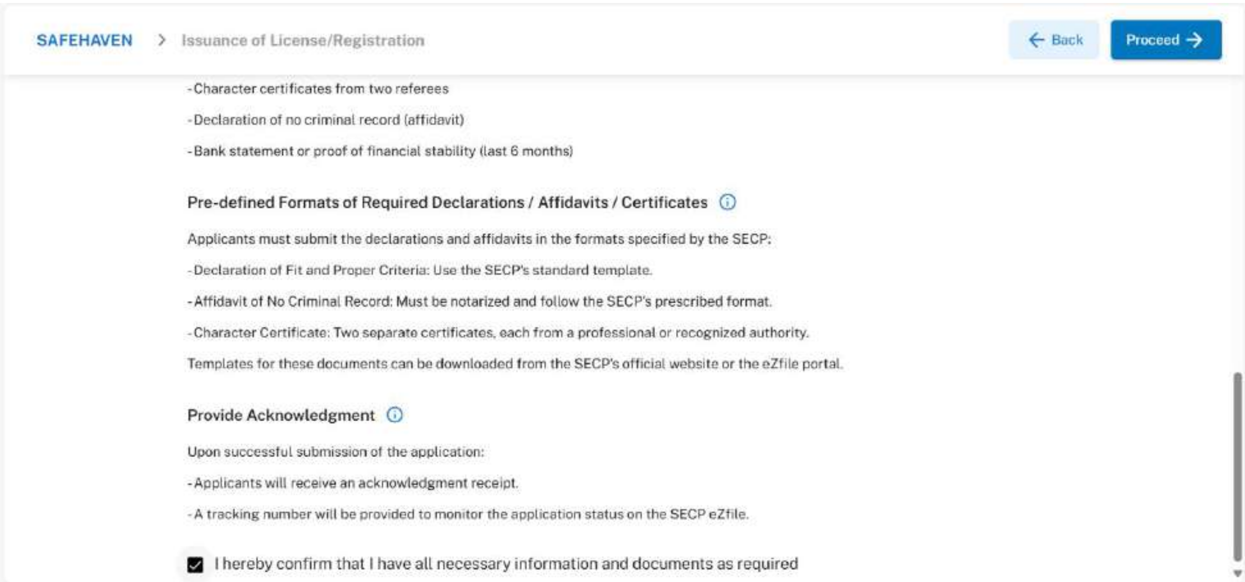
9. Company Incorporation and Issuance of License for Insurance and Takaful Services - Combined

1. The applicant logs-in to his account and starts a Company Incorporation with License. Applicant has to select a reserved name and clicks on Proceed. The systems opens a Combined Incorporation and Issuance of License application where the Sector, Category, Type and Group of License are prefilled based upon the selection made by the applicant at the time of CNR application. Applicant reviews and acknowledges the information provided on the Process Information page.

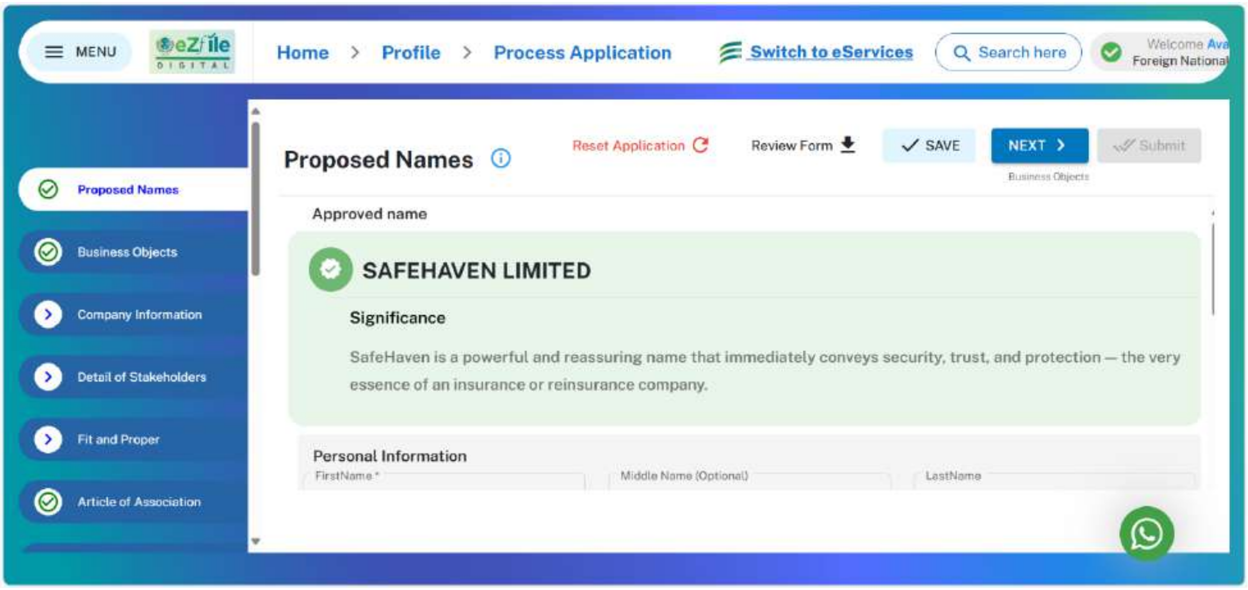


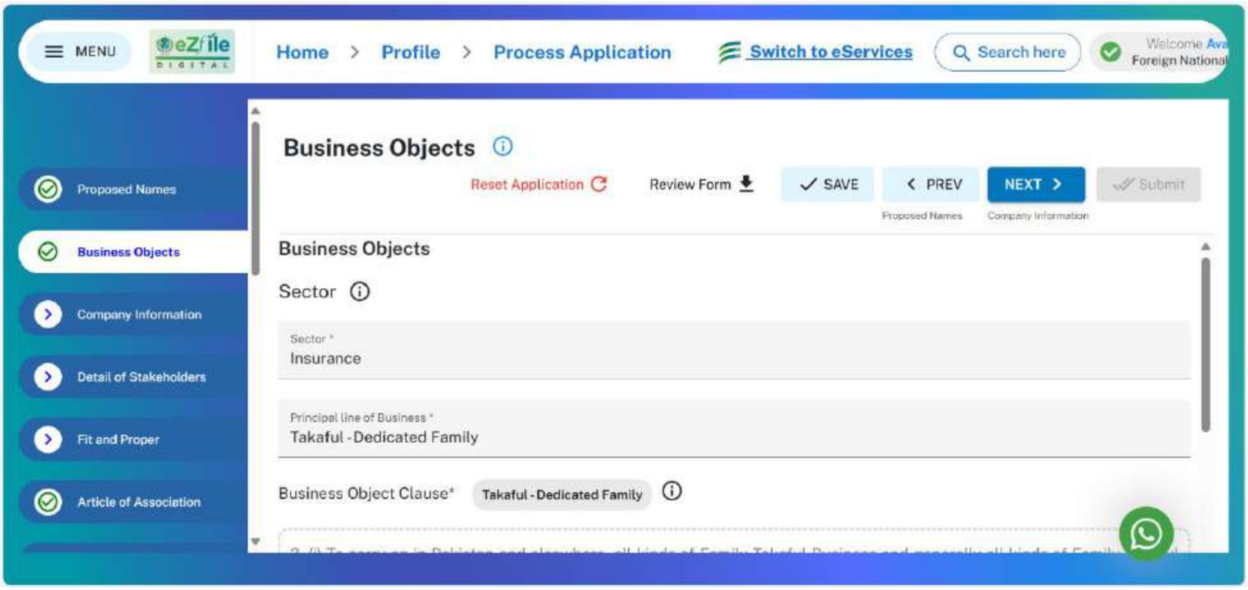



SAFEHAVEN > Issuance of License/Registration
Close
Proceed
Select a sector
Insurance
Non-Banking Finance Companies
Capital Markets
Other entities registration (Modarba, Trustee, Corporate Restructuring services)
Select a category
Category 1
Category 2
Select a group
Life Insurance
Non-Life Insurance
Family Takaful Operator
General Takaful Operator
Guidelines
Insurance License Application Tips and Advice
In order to apply for an insurance license with SECP, you need to follow these guidelines:
— Ensure your application includes all required information and documents
— Familiarize yourself with the SECP regulations and compliance standards
— Double-check your application for accuracy and completeness
— Be prepared for a potential review process by SECP officials
— Stay updated on any changes in SECP's licensing procedures
Best Practices for Insurance


SAFEHAVEN > Issuance of License/Registration
Back
Proceed
-Character certificates from two referees
-Declaration of no criminal record (affidavit)
-Bank statement or proof of financial stability (last 6 months)
Pre-defined Formats of Required Declarations / Affidavits / Certificates
Applicants must submit the declarations and affidavits in the formats specified by the SECP:
-Declaration of Fit and Proper Criteria: Use the SECP's standard template.
-Affidavit of No Criminal Record: Must be notarized and follow the SECP's prescribed format.
-Character Certificate: Two separate certificates, each from a professional or recognized authority.
Templates for these documents can be downloaded from the SECP's official website or the eZfile portal.
Provide Acknowledgment
Upon successful submission of the application:
-Applicants will receive an acknowledgment receipt.
-A tracking number will be provided to monitor the application status on the SECP eZfile.
I hereby confirm that I have all necessary information and documents as required

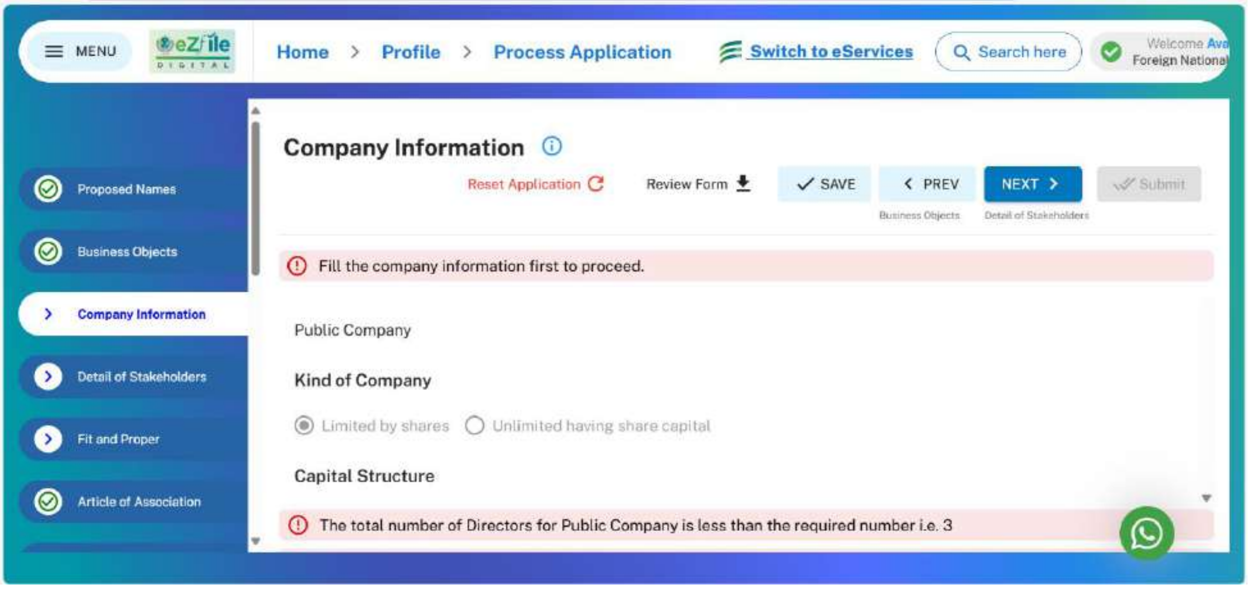
2. The systems opens the application form where the sections for “Proposed Names” and “Business Objects” will be prefilled.



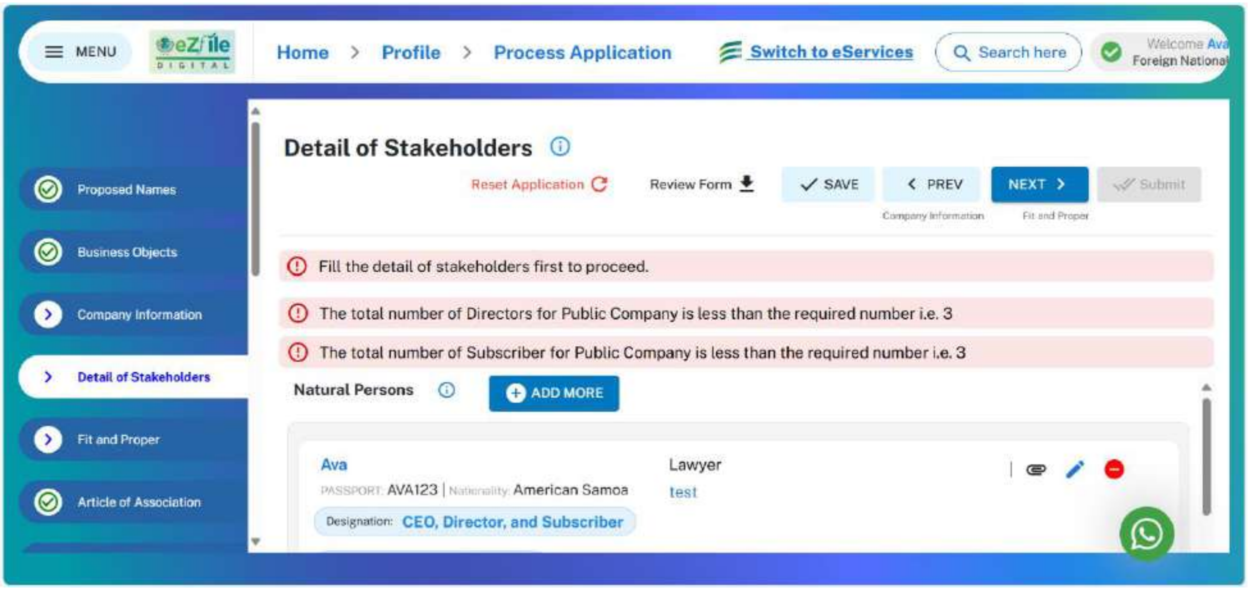


3. In the Company Information section, the applicant will provide the details of Capital Structure of the company, including the authorized and paid-up capitals as well the details of

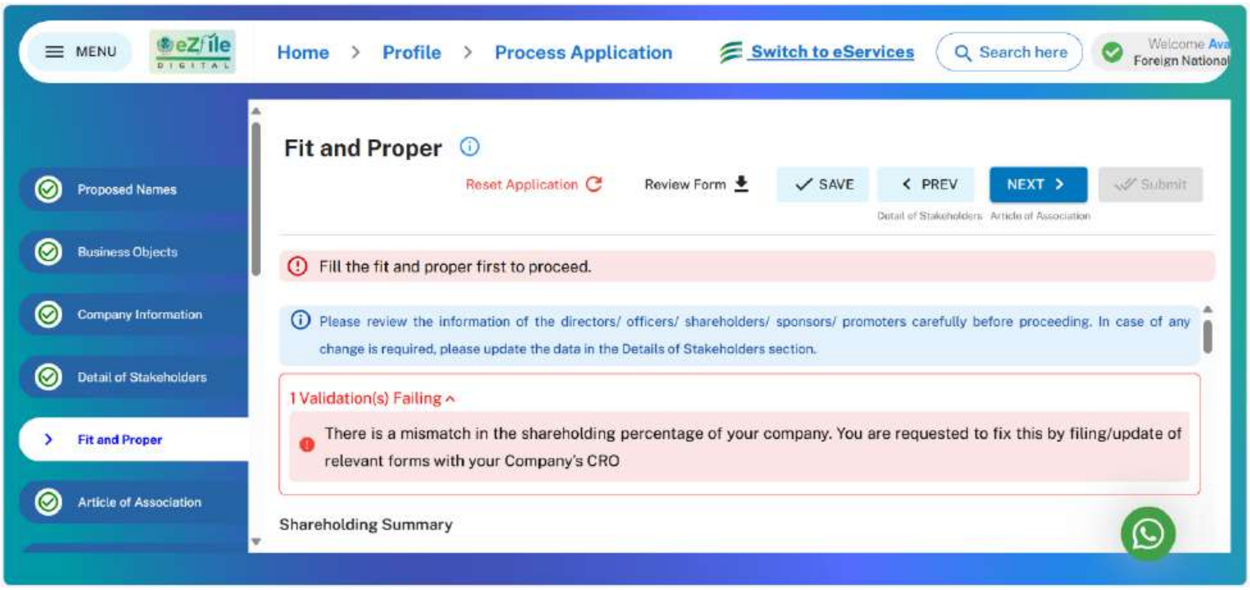
registered address of the company.



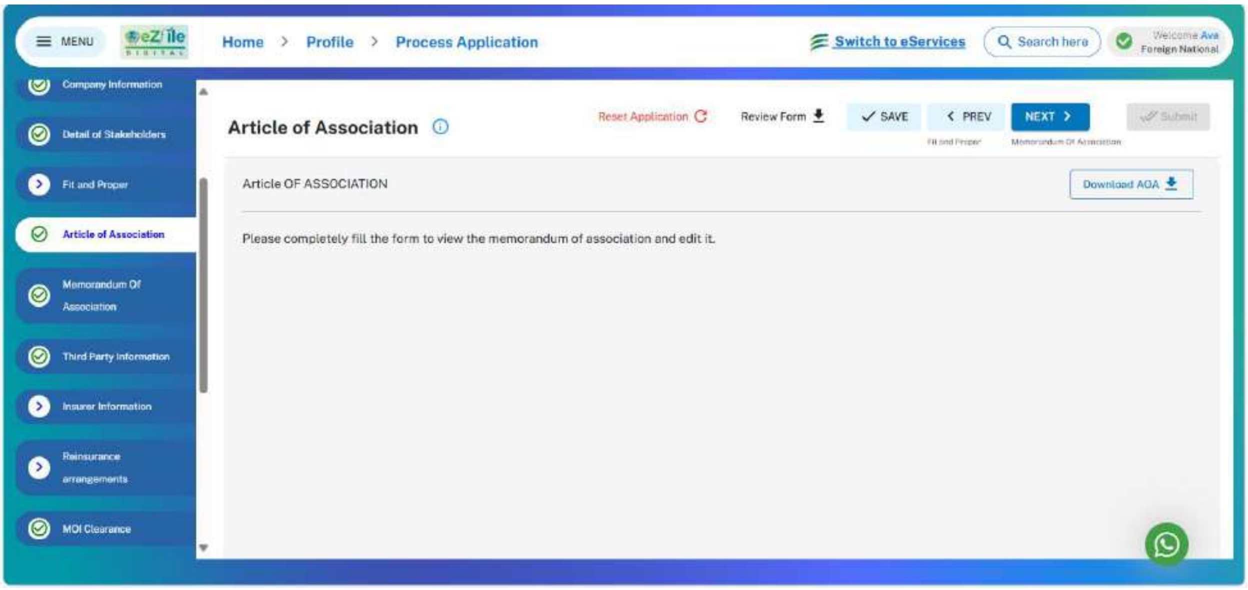
4. The next section is for “Details of Stakeholders” where the applicant will add the details of Directors, Officers and Subscribers of the company.

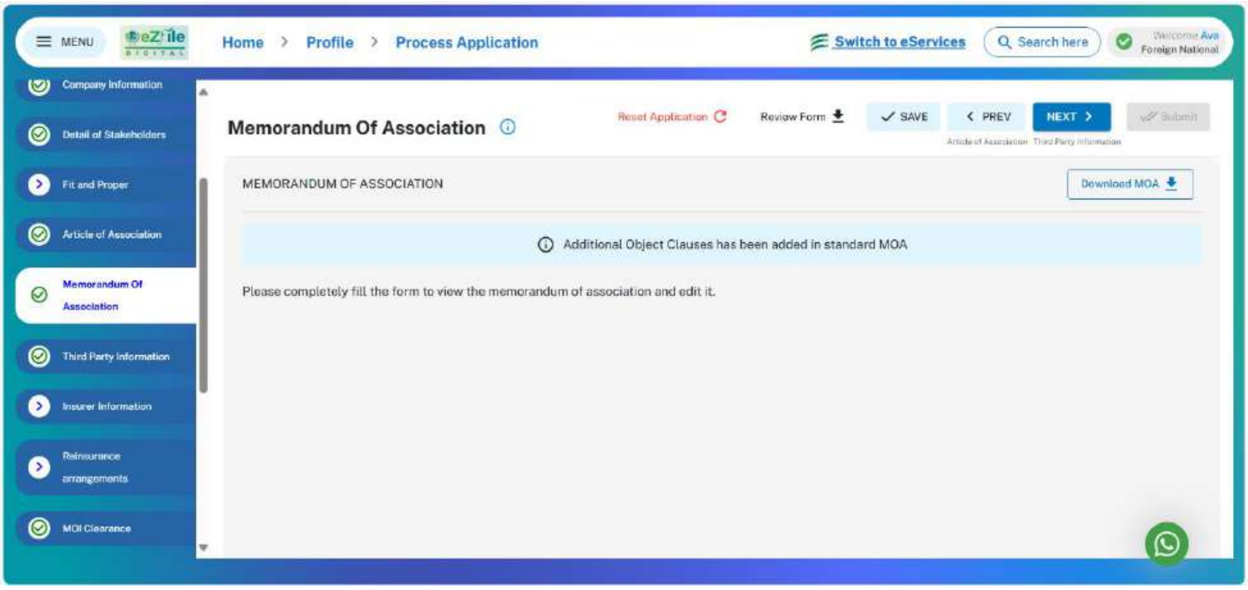


5. It is followed by the Fit and Proper section, where the applicant is required to update the shareholding details in case of any mismatch and as per the validations.

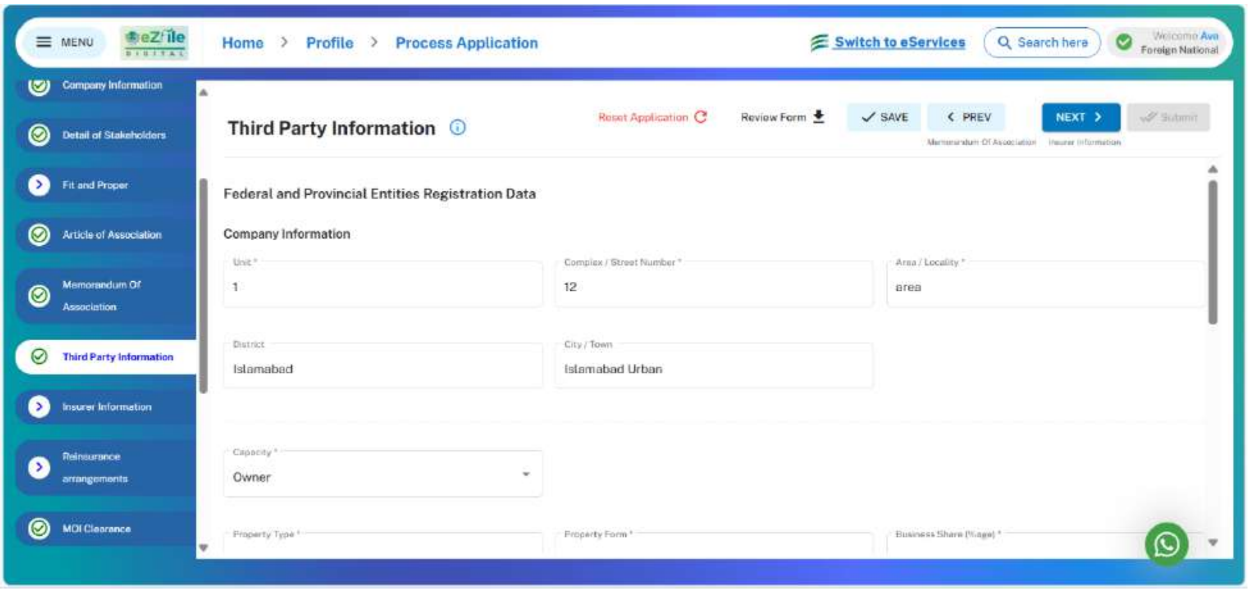


6. Next are sections for AOA and MOA, which the applicant can download for viewing.



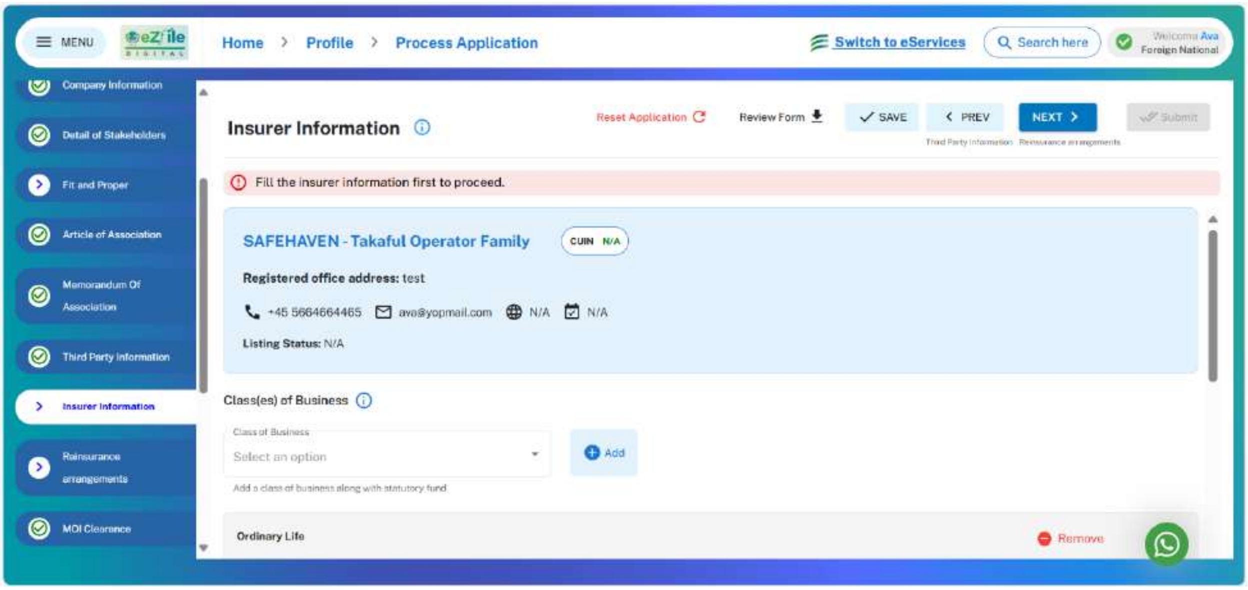


7. Applicant fill in the details for Third Party Information section, and proceeds to the next section.

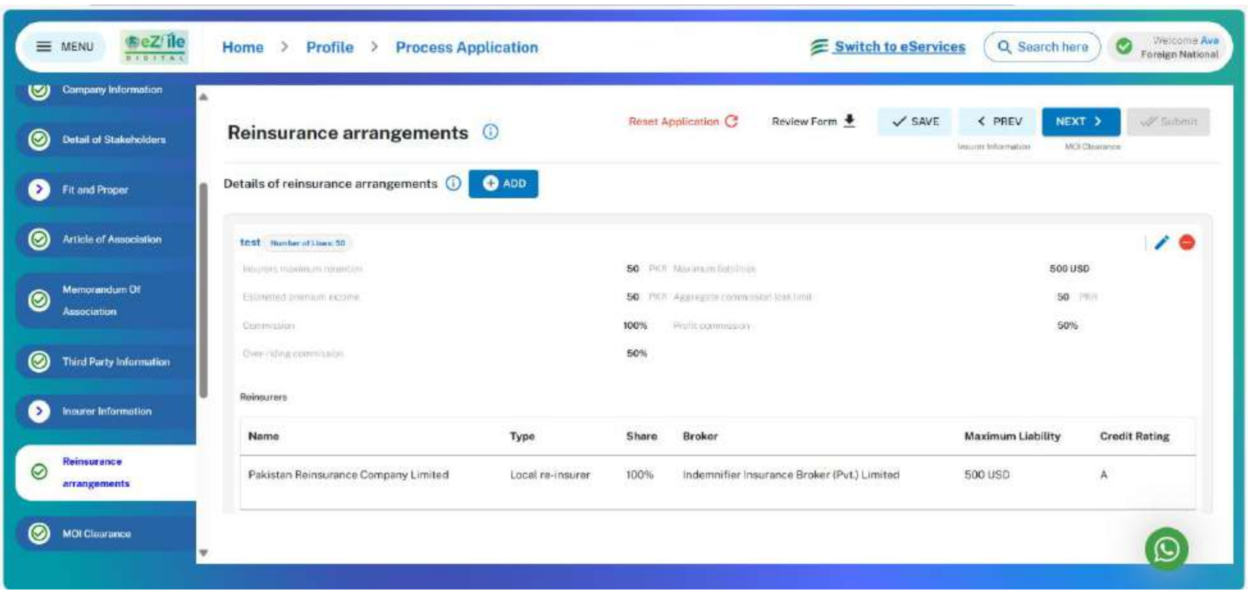


8. It is followed by the section for Insurer Information, where the applicant can add Classes of Business and the Details of Statutory Funds against them. Applicant further selects YES/NO

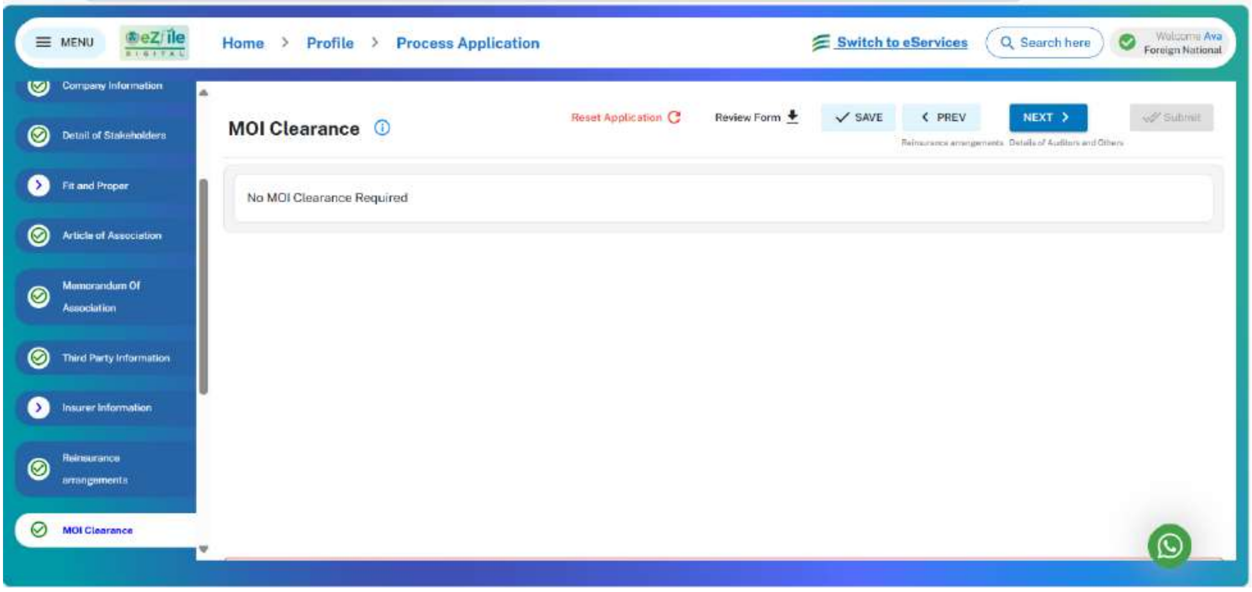
for Provincial Labor and Human Resource registration



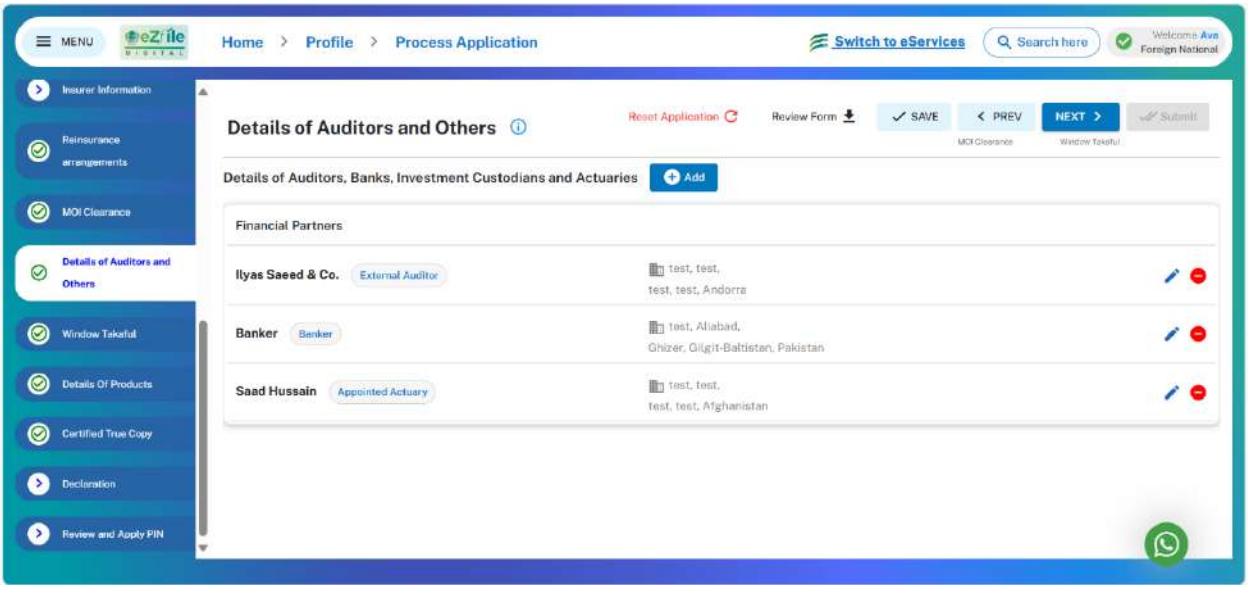
9. In the section for Re-insurance Arrangements, the applicant adds the details of re-insurance arrangements which can be multiple. Applicant uploads the necessary attachments and proceeds to the next section.



10. The next section is for MOI Clearance.

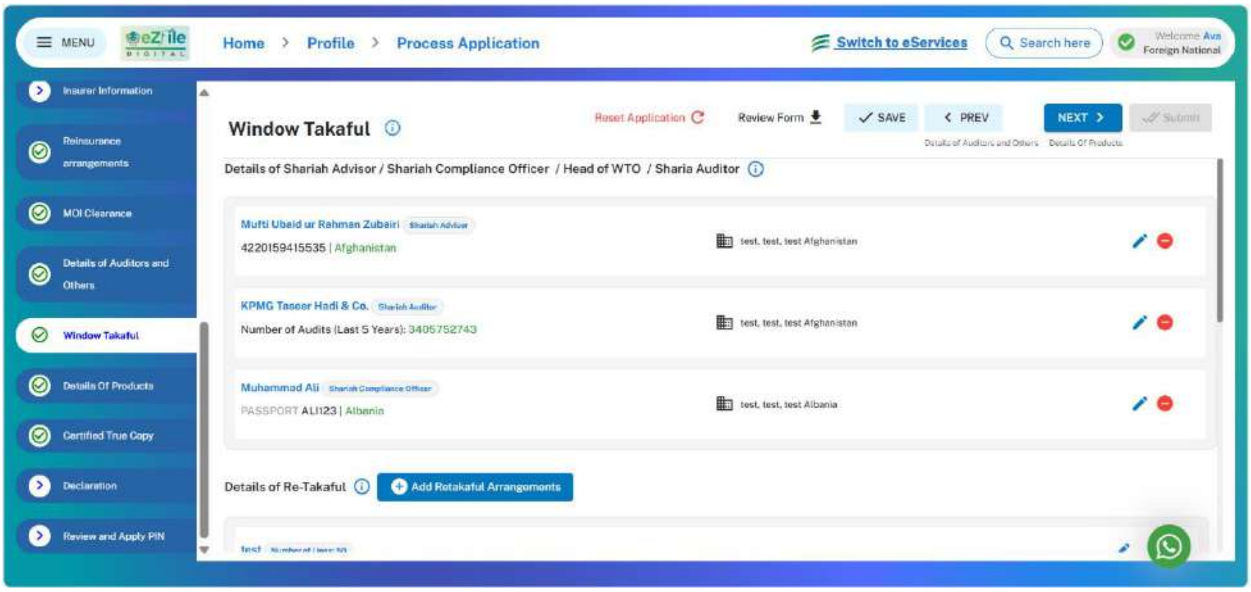


11. In the next section, the applicant is required to add details of External Auditors, Bankers and Appointed Actuaries.

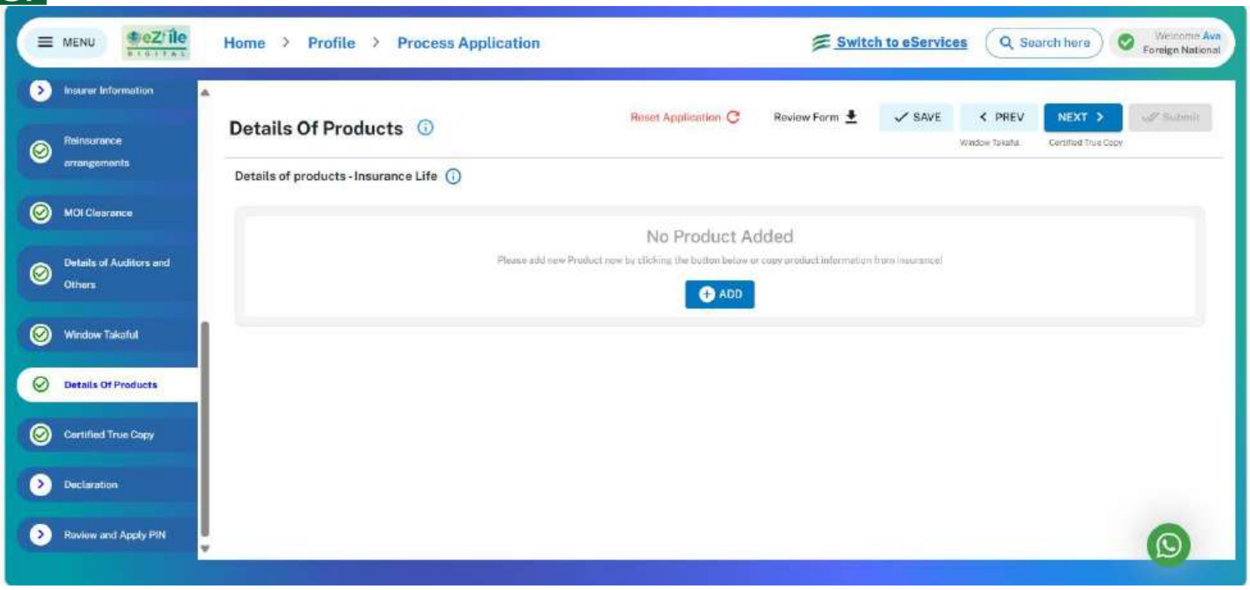


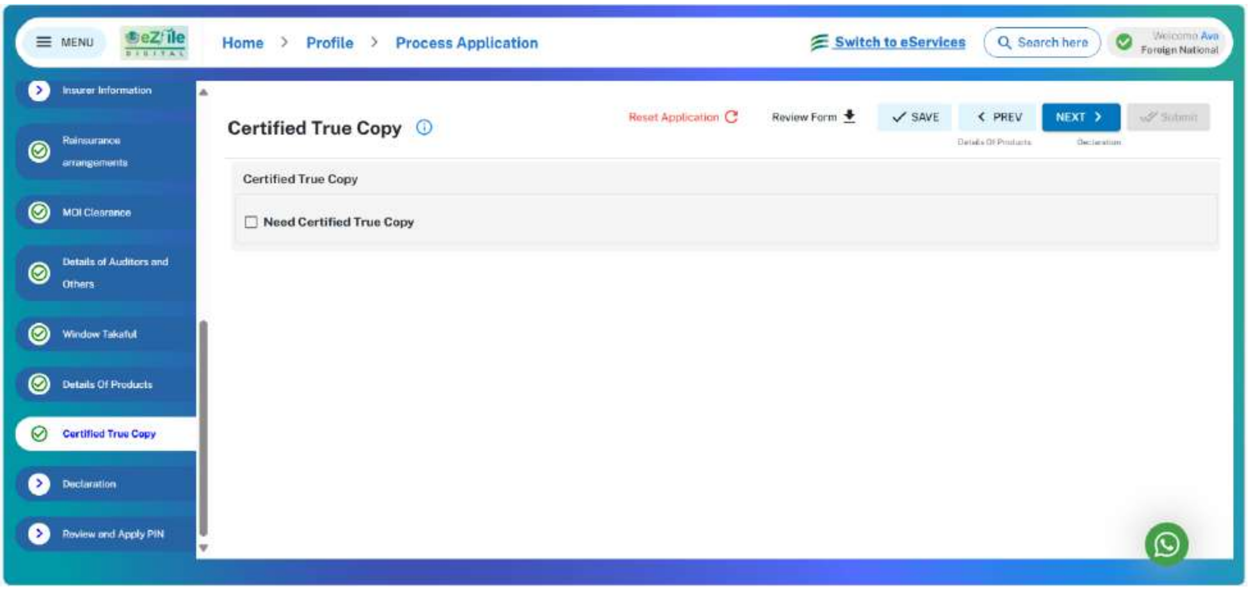
12. It is followed by the Window Takaful section, where applicant adds Details of Shariah Advisors, Shariah Auditor and Shariah Compliance Officers. Applicant also adds the Details

of Re-takaful arrangements.



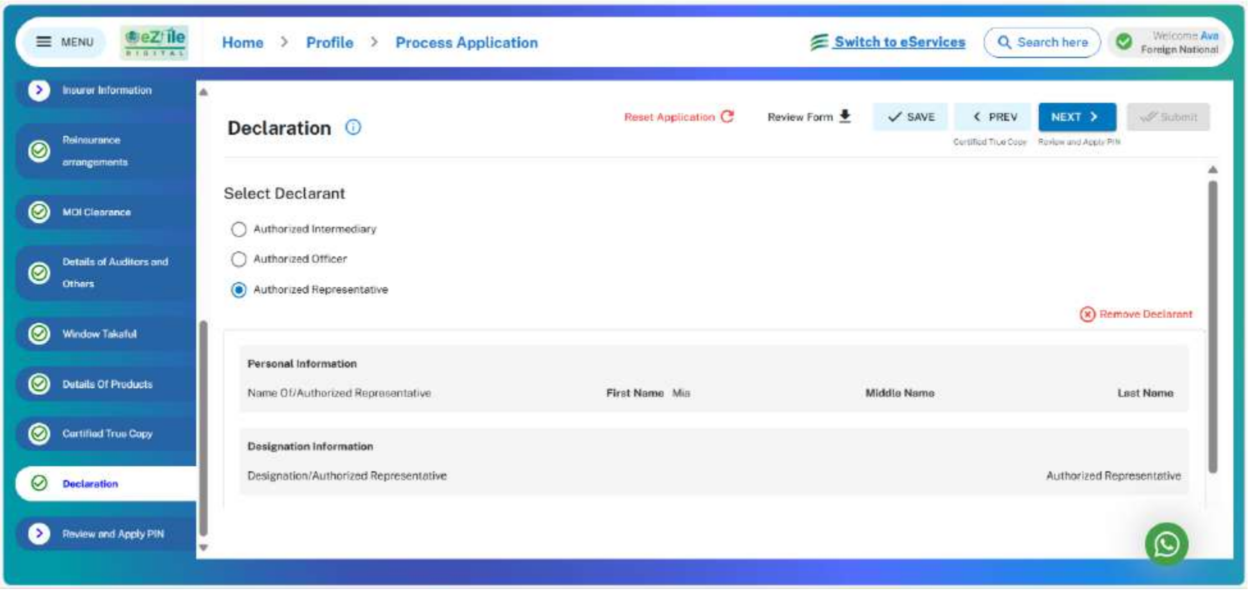
13. The next section is for Details of Products where the applicant can add a product of Insurance Life, but it's optional. It is followed by the section for CTCs where the applicant can choose whether to opt for them or not.



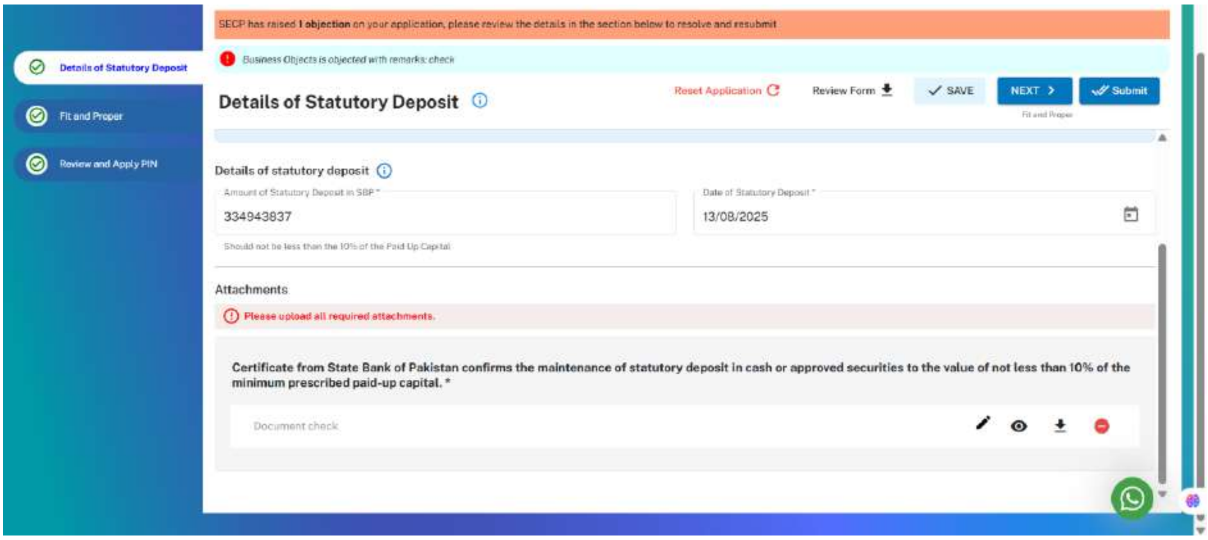


14. The applicant fills in the required inputs and moves to the ‘Declaration’ section where the applicant can select an “Authorized Intermediary” or an “Authorized Officer” or an “Authorized Representative” as declarant. If the applicant clicks on ‘Authorized officer’ under ‘Select Declarant’ and an authorized officer exists for the company, the system will display declarant name and CNIC/NICOP/Passport No and provides field to apply pin. If the applicant clicks on ‘Authorized Intermediary’ under ‘Select Declarant’ and an authorized intermediary exists for the company, the system will display declarant name and registration number of authorized intermediary and provides field to apply pin. The declarant applies the PIN; in case of valid PIN, the system enables the “Submit” button. Applicant clicks on ‘Submit’ button. Applicant submits the application and can view the status of their application

on their home page.

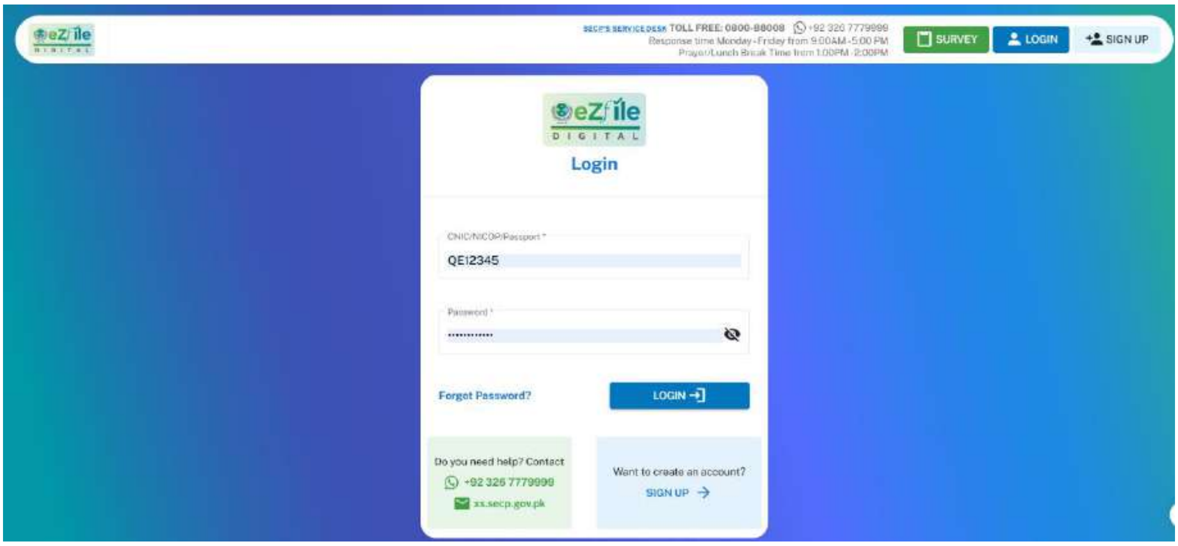


15. Once both the Licensing and Incorporation applications are approved, the case reappears on the applicant's portal for the submission of "Equity Injection Details." At this stage, the applicant is required to provide the information regarding the statutory deposit and resubmit the application. Upon approval of the Equity Injection Details, the license is formally granted to the applicant.

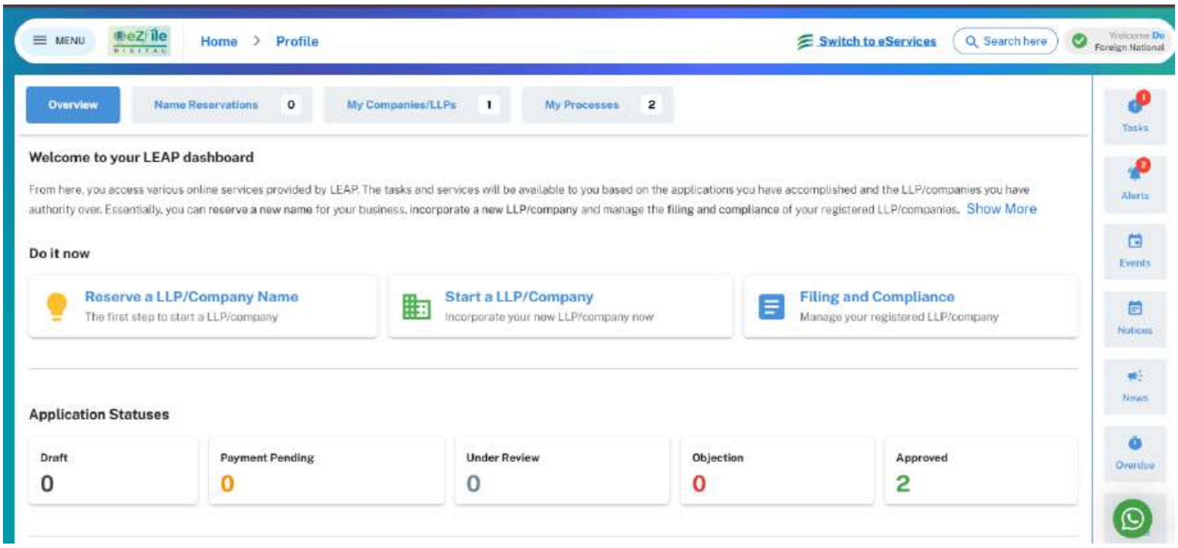


10.Change in Sector / PLB during Issuance of License for Insurance and Takaful Services

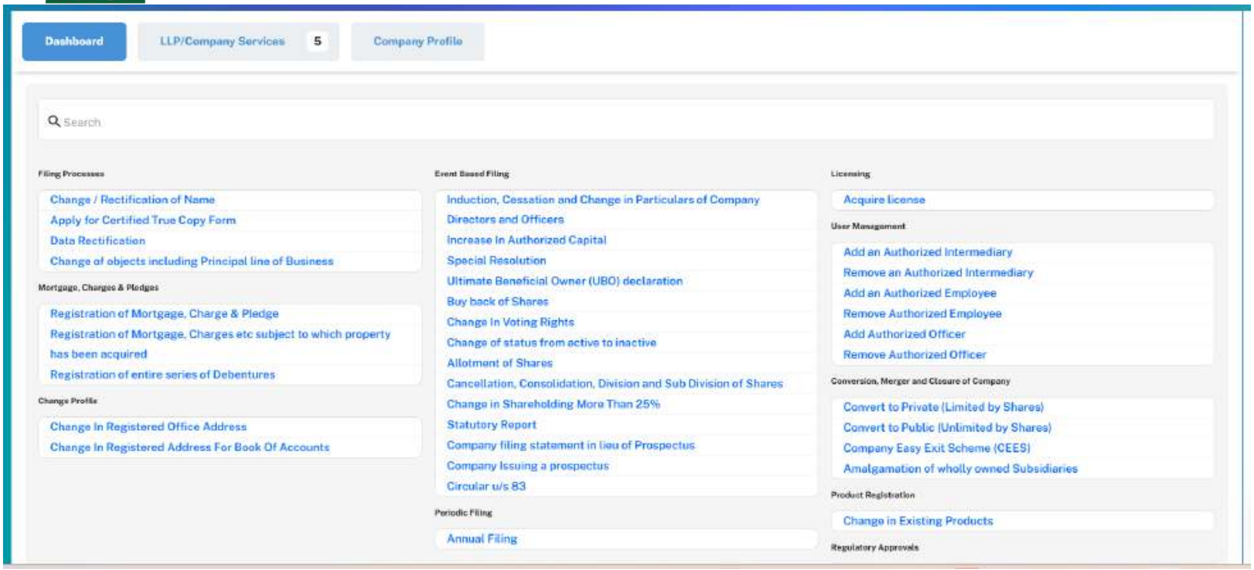
1. Applicant logs in to his/her registered account using valid credentials.



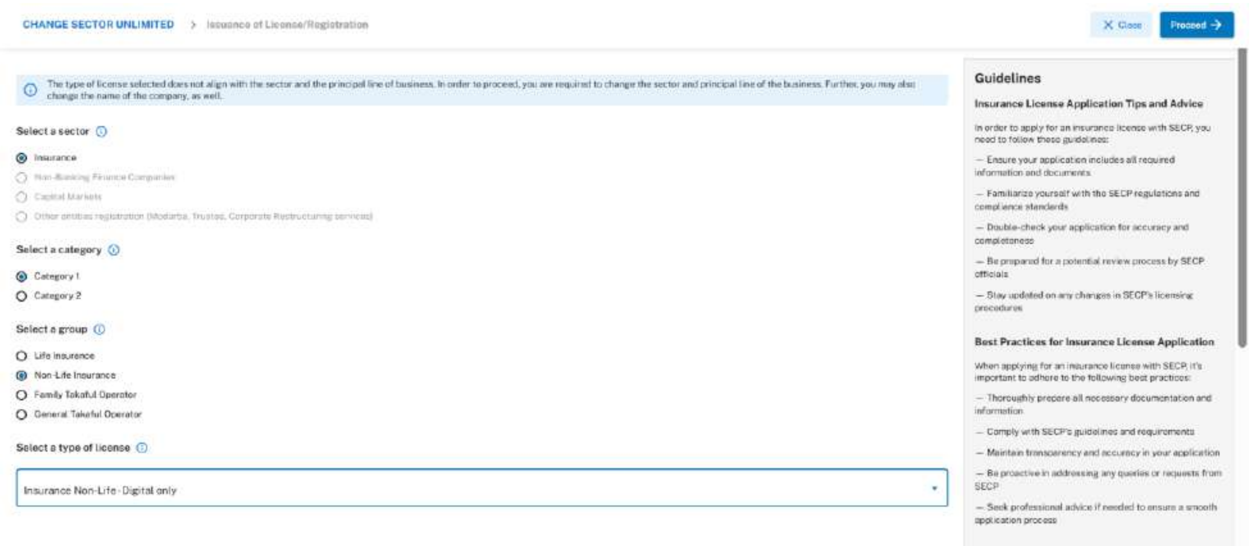
2. The Applicant will land on his/her landing page.



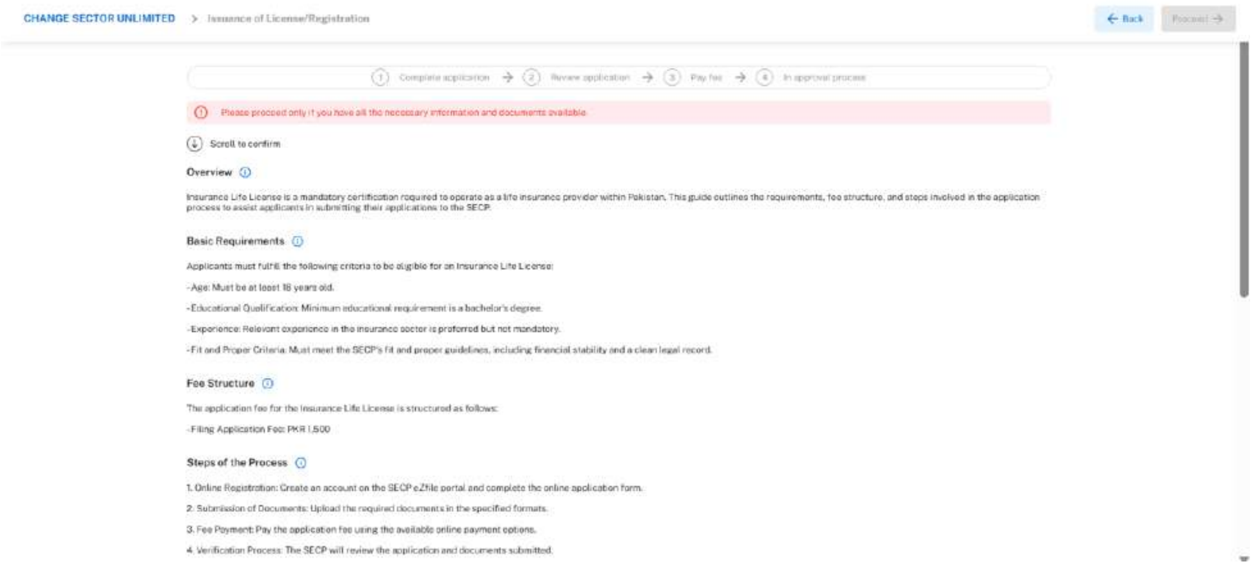
3. Applicant clicks on View Details button and selects Acquire license from dashboard



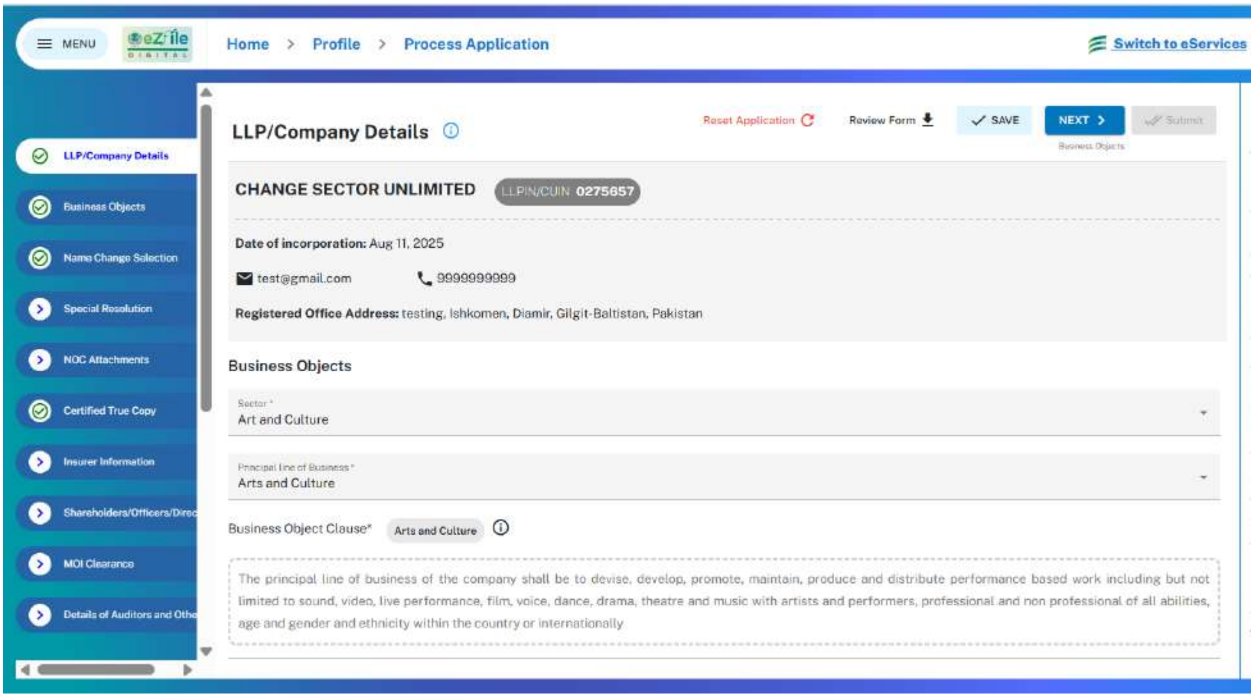
4. The applicant begins by selecting a sector from the available options—Capital Markets, NBFCs, Insurance, or Other Entities. Next, the applicant selects a type of license from the dropdown. If the chosen sector and principal business do not align with the license type, the system displays a message, and the applicant must update the details before proceeding. The applicant then chooses either Category 1 (Life Insurance, Non-Life Insurance, Family Takaful, or General Takaful) or Category 2 (Insurance Intermediaries), followed by selecting the relevant license group and specific license type from the dropdown. The applicant can only apply for one category and one license type at a time.



5. The applicant reviews the provided guidance outlining eligibility requirements, applicable fees, step-by-step procedures, and necessary documentation.

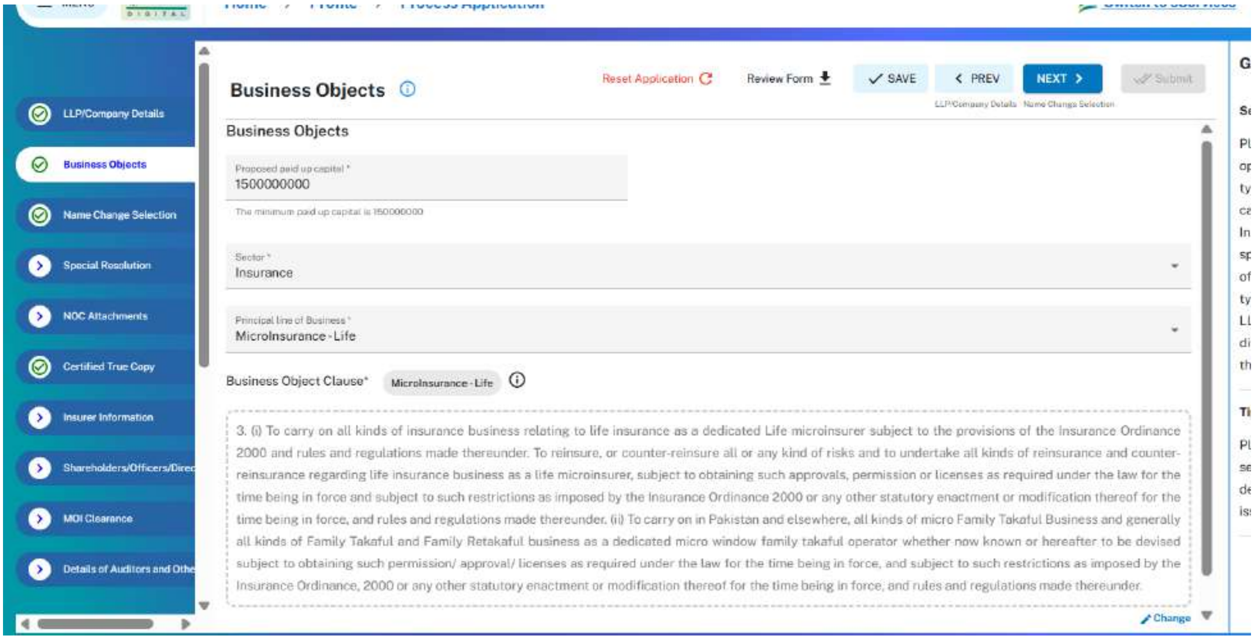


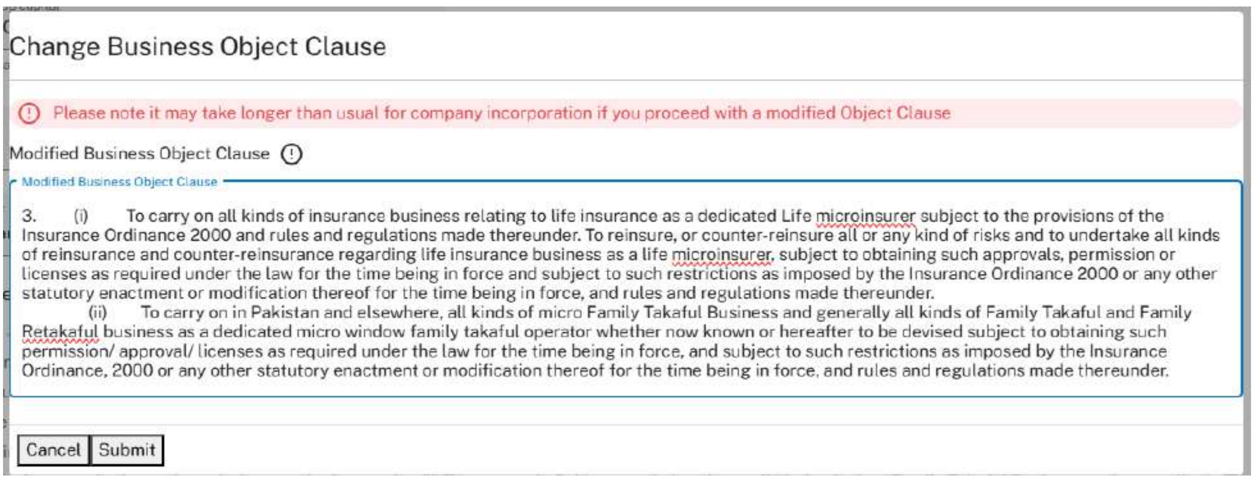
6. In LLP/Company Details section the applicant is presented with pre-filled fields for Sector, Principal Line of Business, Object Clause, and Additional Object Clause(s), each accompanied by a “Change” button to enable editing. If the applicant changes the Sector, the Principal Line of Business and Object Clause will reset, requiring the applicant to reselect the Principal Line of Business from a dropdown. Once selected, the relevant Object Clause will auto-populate.

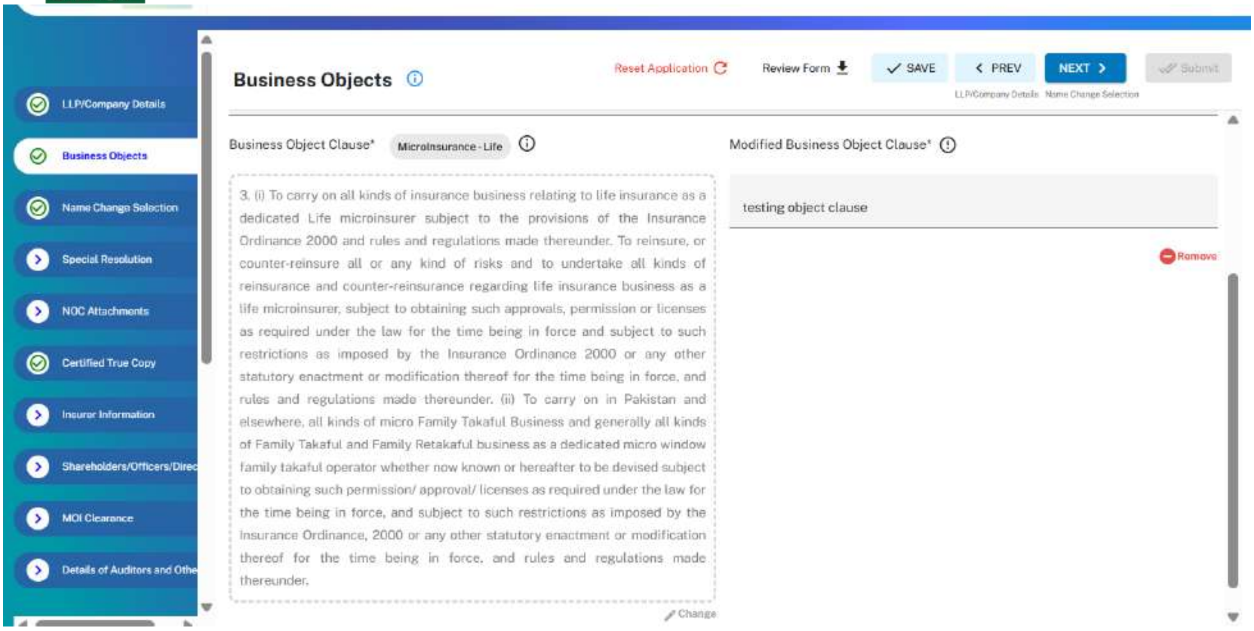


7. In the Business objects section If the applicant wants to change the Object Clause, they can click the pencil icon labeled “Change,” and any updates will be saved. If a change is made, the Previous Object Clause will appear, pre-filled and editable. Existing Additional Object Clauses are displayed with a “Change” button for editing, along with a message stating, “You can add up to three Additional Object Clauses.” The applicant may edit a clause using the

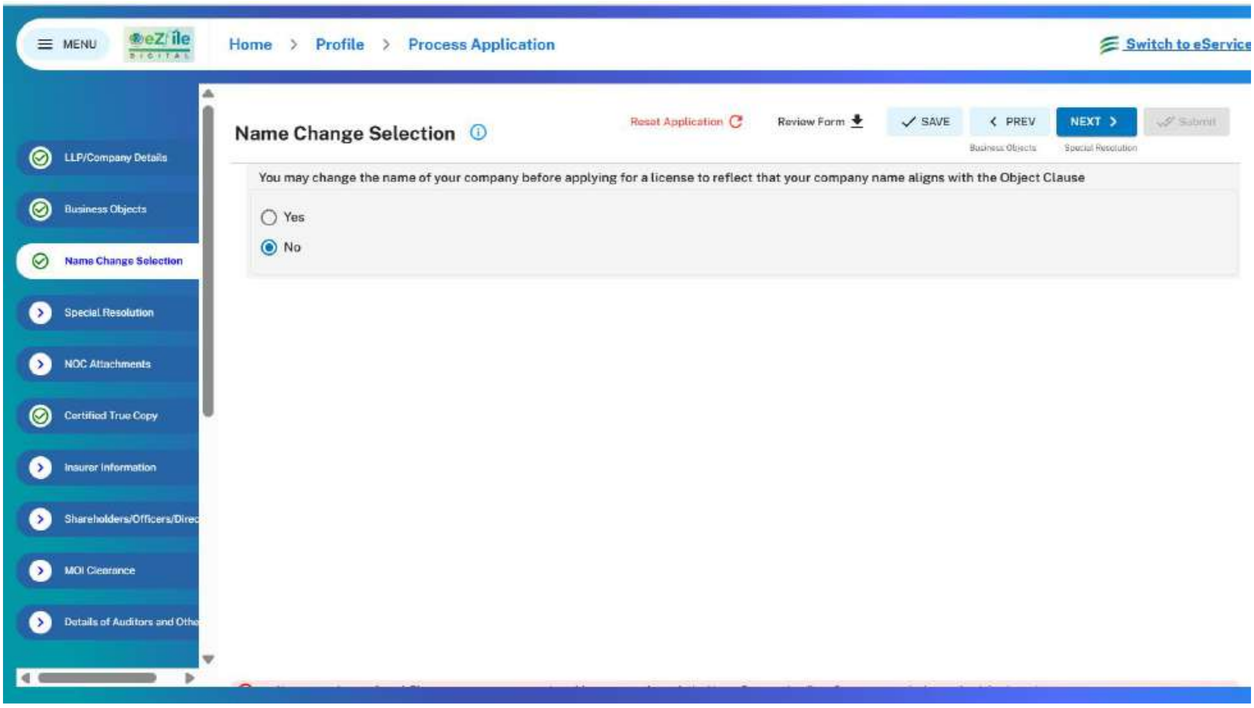
pencil icon, delete it using the minus button, or add new ones (up to the limit) using the Add button. If changes are made, Previous Additional Object Clauses will be shown for each edited clause, pre-filled and editable, with an optional field for the reason for alteration.

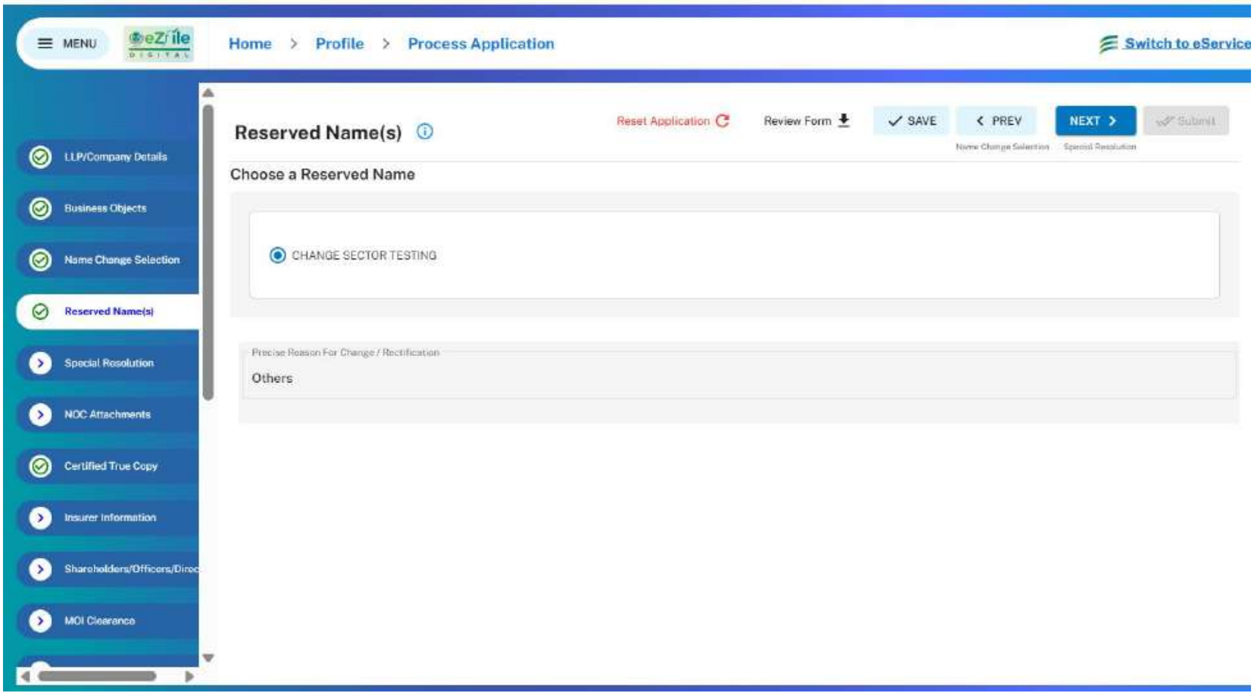




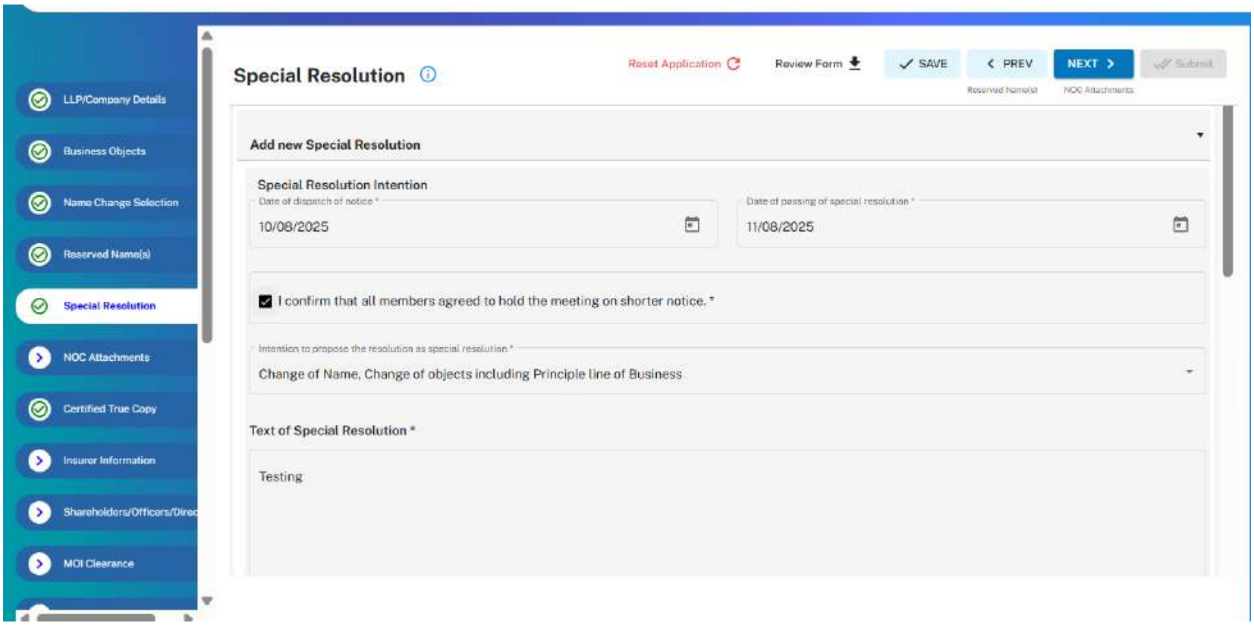


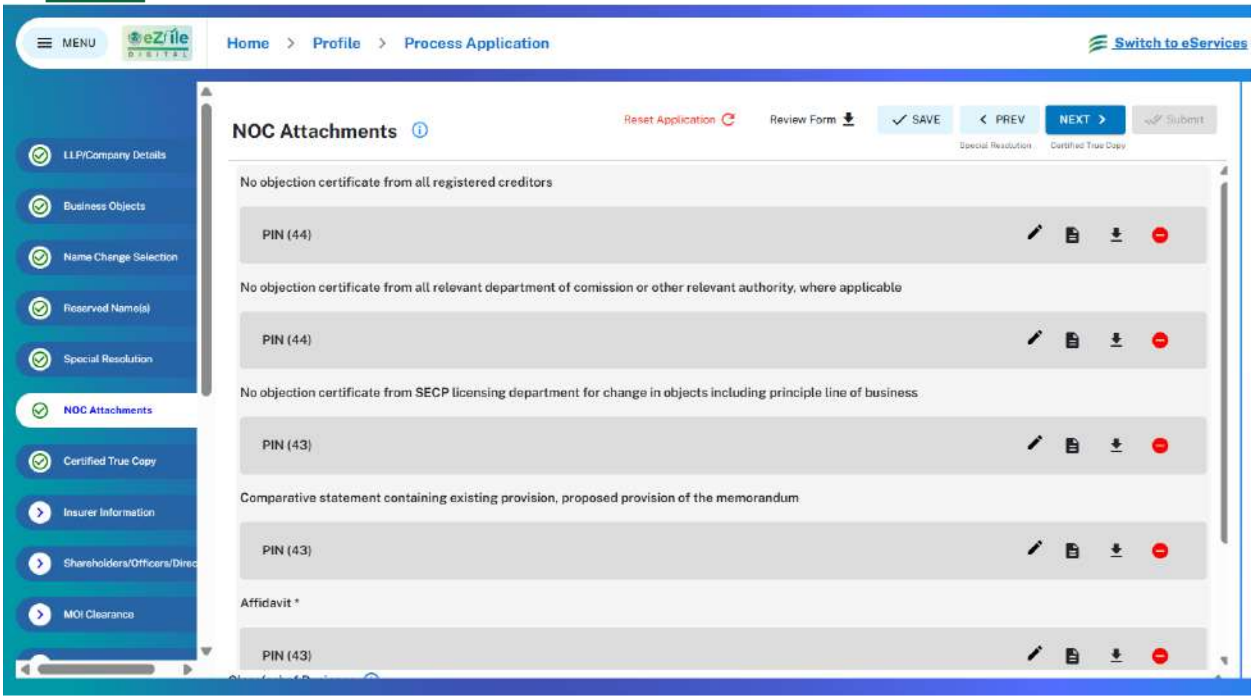
8. In the Change/Rectification of Name section, a message is displayed i.e. "You may change the name of your company before applying for a license to reflect that your company name aligns with the Object Clause." Below it, the system prompts, "Do you want to change your company name?" with Yes and No buttons. If the applicant selects No, they proceed directly to the Special Resolution section. If Yes is selected, the Change/Rectification of Name form appears. The applicant clicks Select to choose the reserved name. A Change button allows edits to the reserved name or significance. Finally, the applicant enters the Precise Reason for Change of Name.



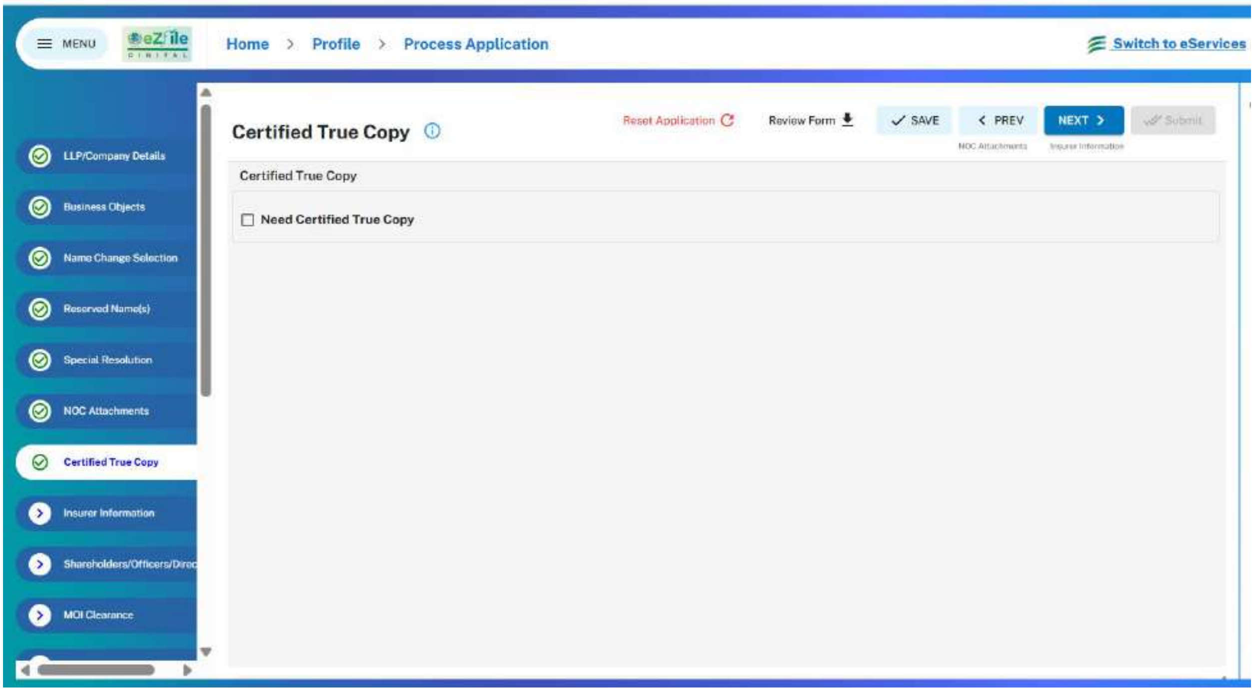


9. In Special Resolution Applicant selects an already filed Special Resolution or add a new Special resolution by entering the details.

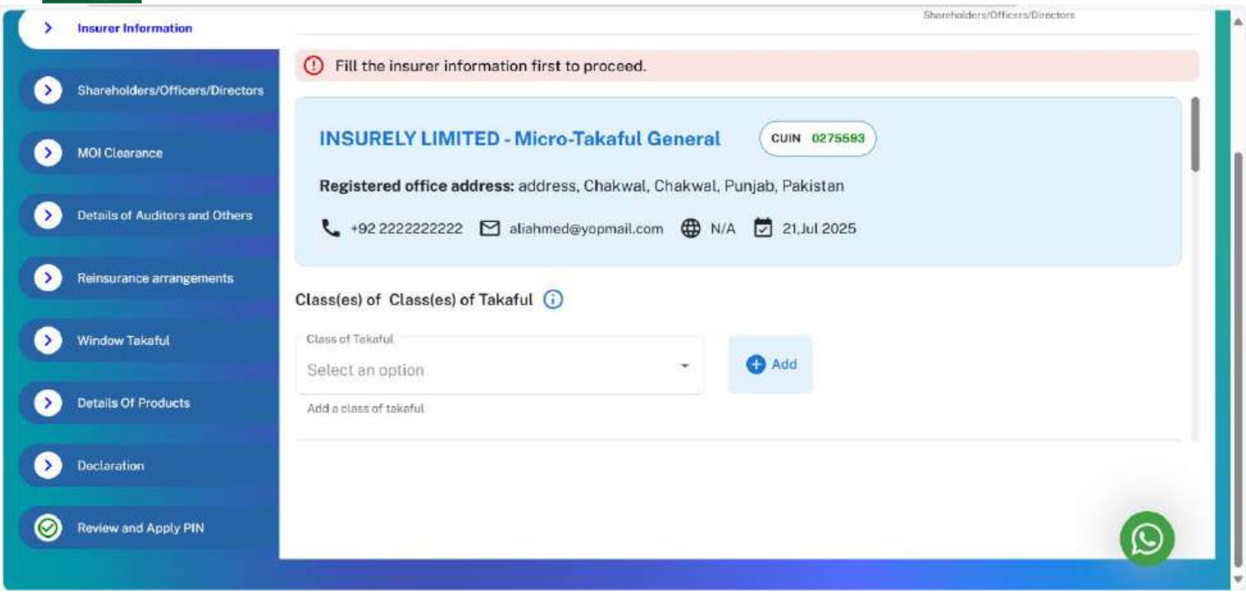




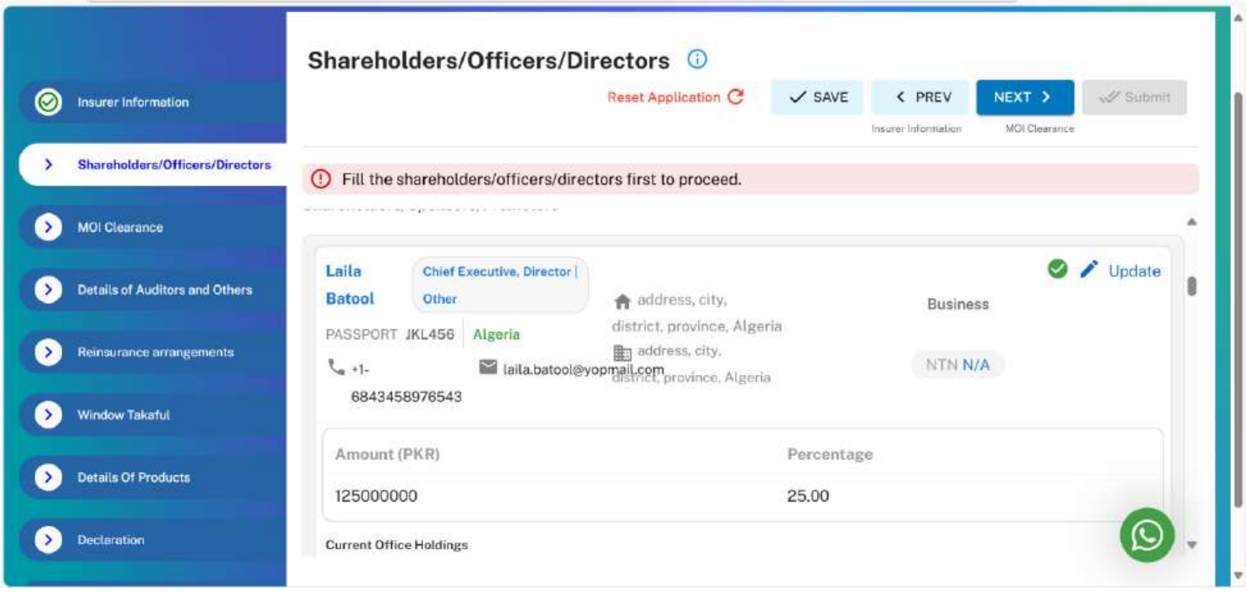
10. Applicant checks if CTC is required or not



11. In the "**Insurer Information**" section. This section displays the company's profile card along with input fields for specifying the Class(es) of Takaful, details of statutory deposits, and uploading the required attachments. After entering the necessary information, the applicant clicks the "Next" button to proceed.

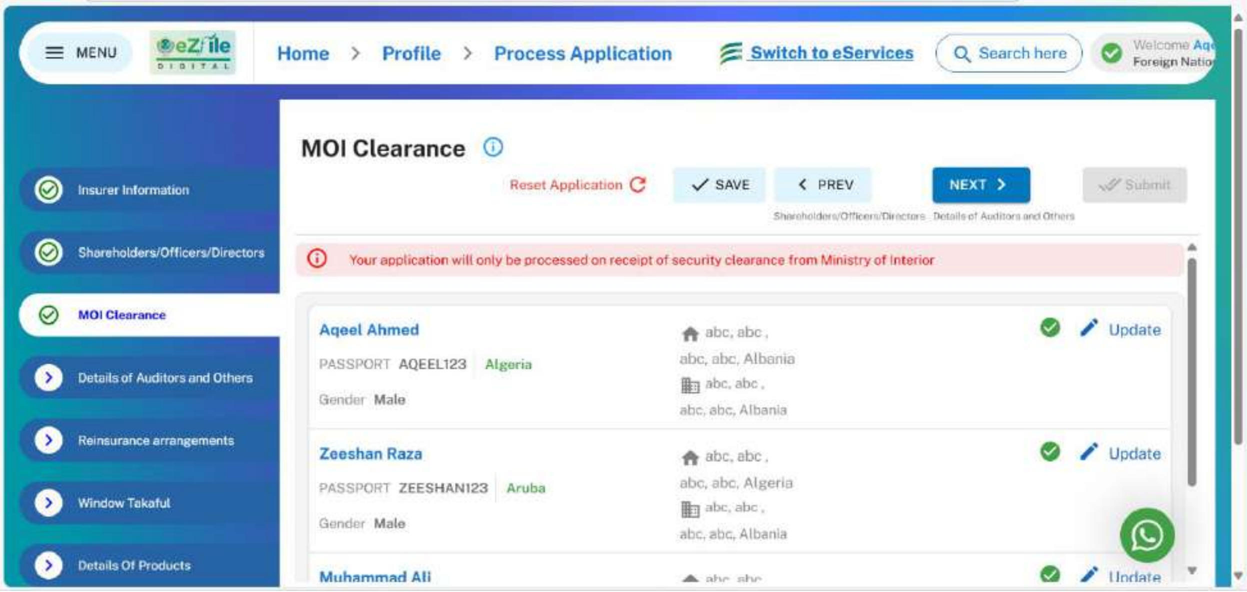


12. The next section, **"Shareholders/Officers/Directors,"** is partially pre-filled with information from the company profile. The applicant is required to review and provide any missing or additional details. Once completed, the applicant proceeds to the next section.

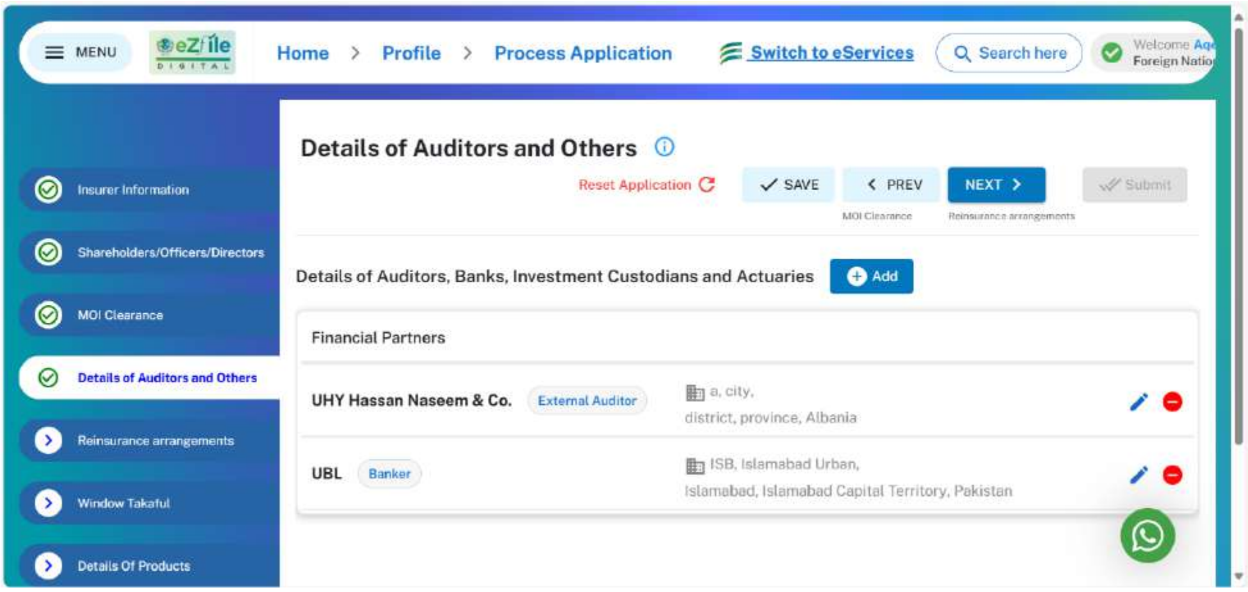


13. The following section is **"MOI Clearance,"** where the applicant must provide Ministry of Interior (MOI) clearance details for all foreign national shareholders, officers, and directors of

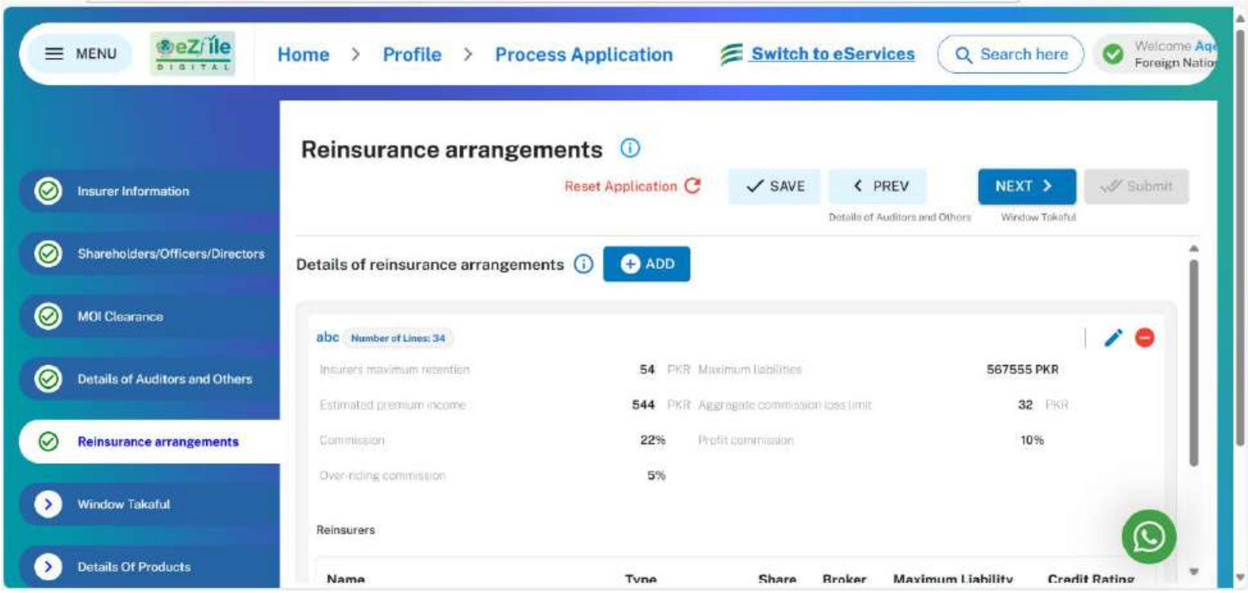
the company.



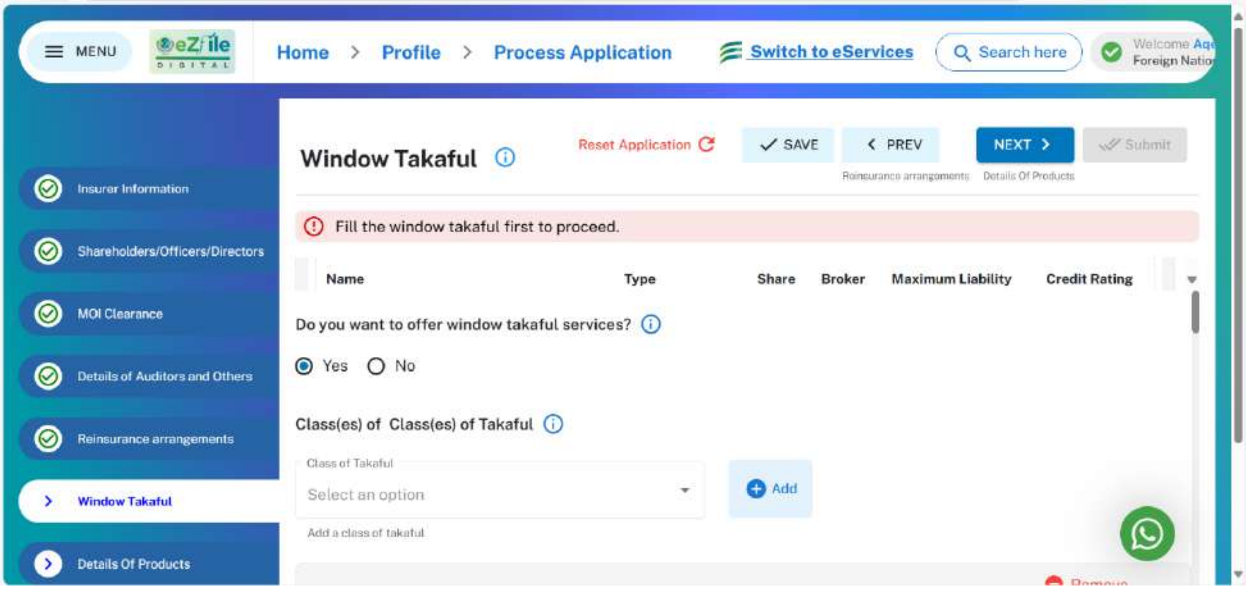
14. Next is the "**Details of Auditors and Others**" section, where the applicant must provide information about the company's external auditors, bankers, investment custodians, and appointed actuaries.



15. The next section is “**Reinsurance Arrangements**” where the applicant can enter details of one or more reinsurance agreements as applicable.



16. This is followed by the “**Window Takaful**” section. If the applicant chooses to apply for Window Takaful operations, the system will display the relevant fields, and the applicant will be required to provide the necessary details.



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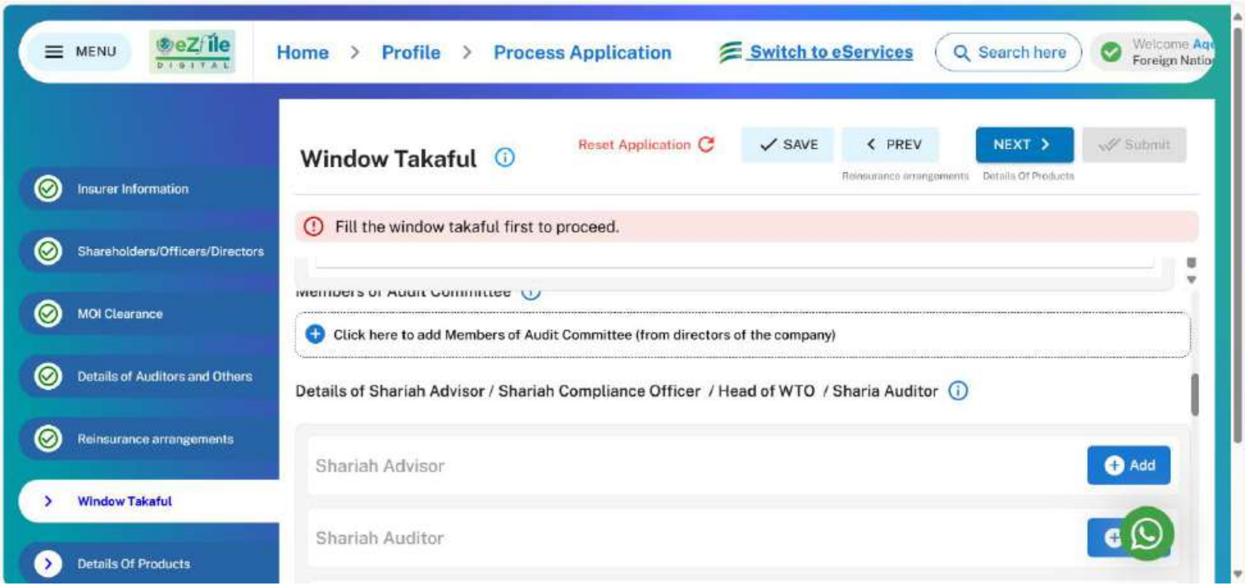
Process Application
Switch to eServices
Search here
Welcome
Foreign Natio
Window Takaful
Reset Application
SAVE
PREV
NEXT
Submit
Reinsurance arrangements
Details Of Products
Insurer Information
Shareholders/Officers/Directors
MOI Clearance
Details of Auditors and Others
Reinsurance arrangements
Window Takaful
Details Of Products
Fill the window takaful first to proceed.
Name
Type
Share
Broker
Maximum Liability
Credit Rating
Do you want to offer window takaful services?
Yes
No
Class(es) of Class(es) of Takaful
Class of Takaful
Select an option
Add
Add a class of takaful



MENU
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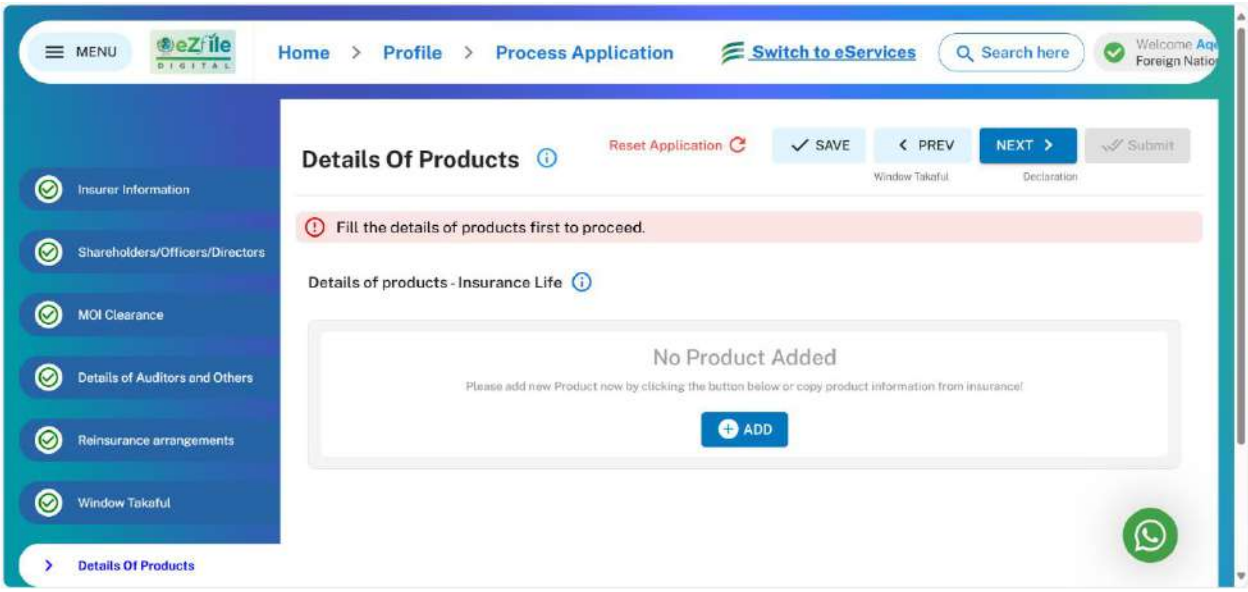
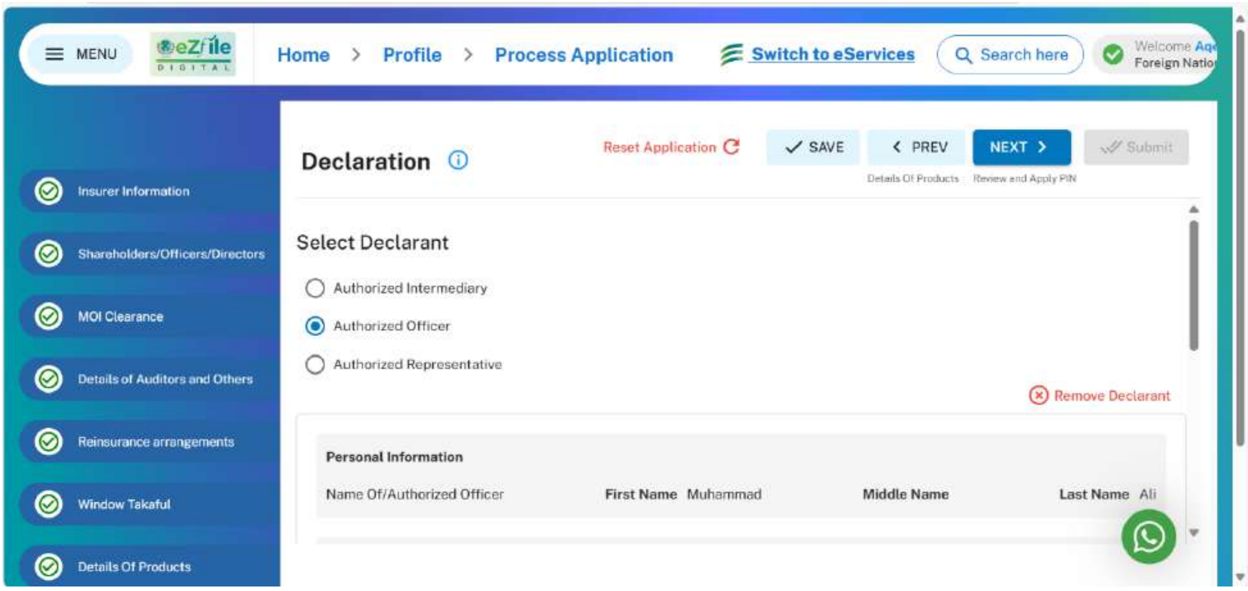
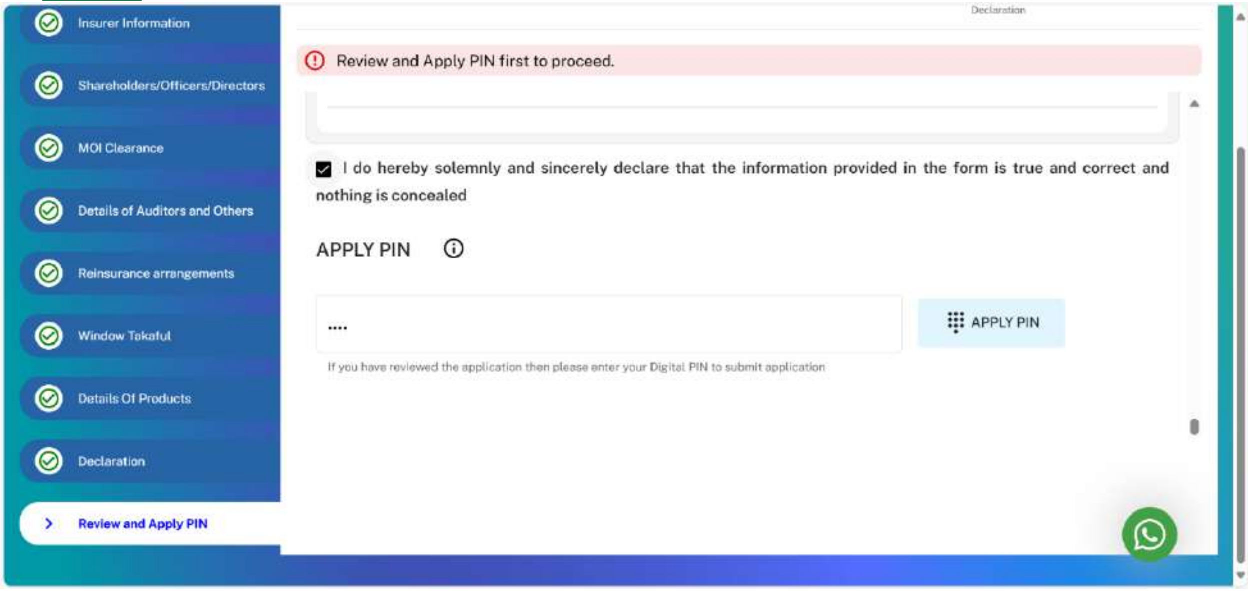
Process Application
Switch to eServices
Search here
Welcome
Foreign Natio
Window Takaful
Reset Application
SAVE
PREV
NEXT
Submit
Reinsurance arrangements
Details Of Products
Insurer Information
Shareholders/Officers/Directors
MOI Clearance
Details of Auditors and Others
Reinsurance arrangements
Window Takaful
Details Of Products
Fill the window takaful first to proceed.
Click here to add Members of Audit Committee (from directors of the company)
Details of Shariah Advisor / Shariah Compliance Officer / Head of WTO / Sharia Auditor
Shariah Advisor
Add
Shariah Auditor

17. The next section is “**Details of Products**” which is optional. However, the applicant may choose to add products at this stage if desired. It is followed by the “**Declaration**” section.

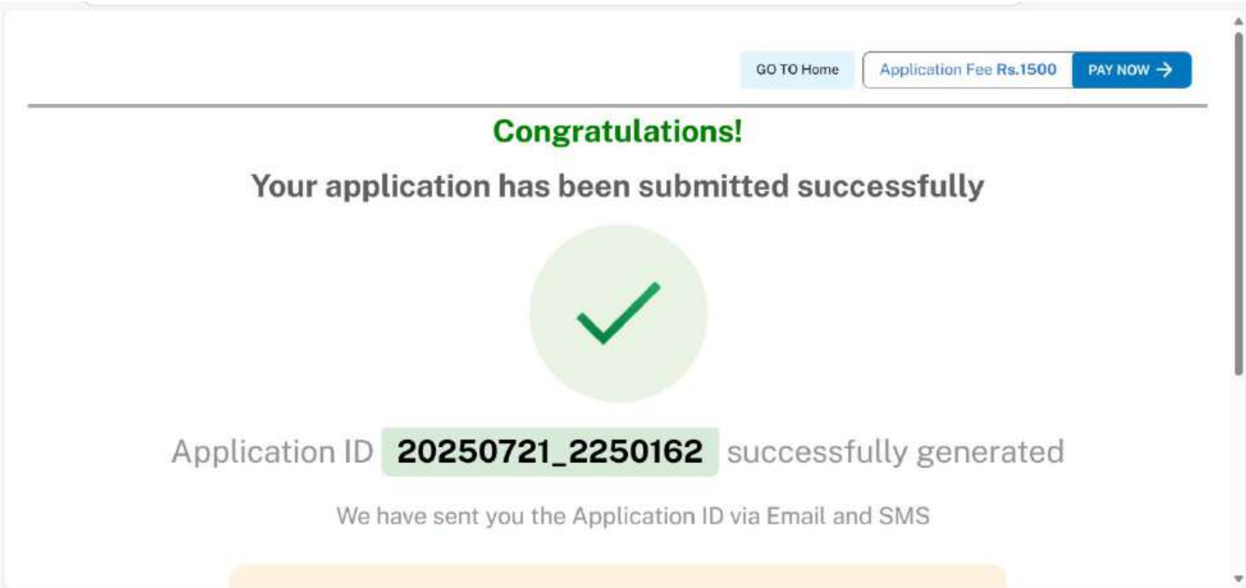


18. The applicant fills in the required inputs and moves to the ‘**Declaration**’ section where the applicant can select an “Authorized Intermediary” or an “Authorized Officer” as declarant. If the applicant clicks on ‘Authorized officer’ under ‘Select Declarant’ and an authorized officer exists for the company, the system will display declarant name and CNIC/NICOP/Passport No and provides field to apply pin. If the applicant clicks on ‘Authorized Intermediary’ under ‘Select Declarant’ and an authorized intermediary exists for the company, the system will display declarant name and registration number of authorized intermediary and provides field to apply pin. The declarant applies the PIN; in case of valid PIN, the system enables the “Submit” button. Applicant clicks on ‘Submit’ button.



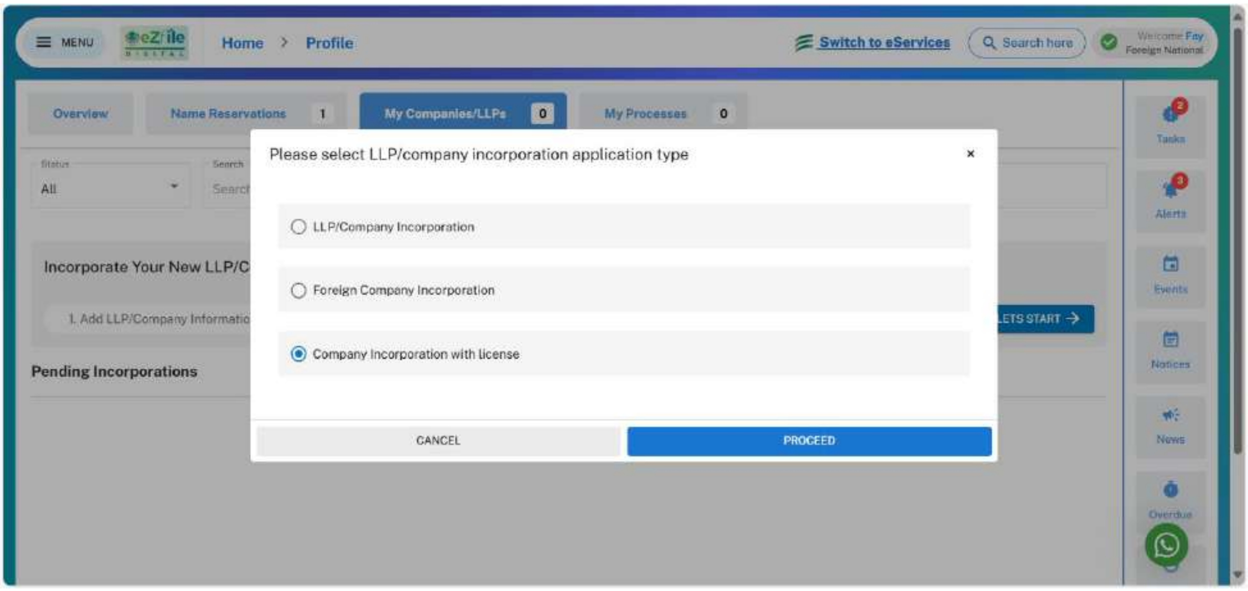


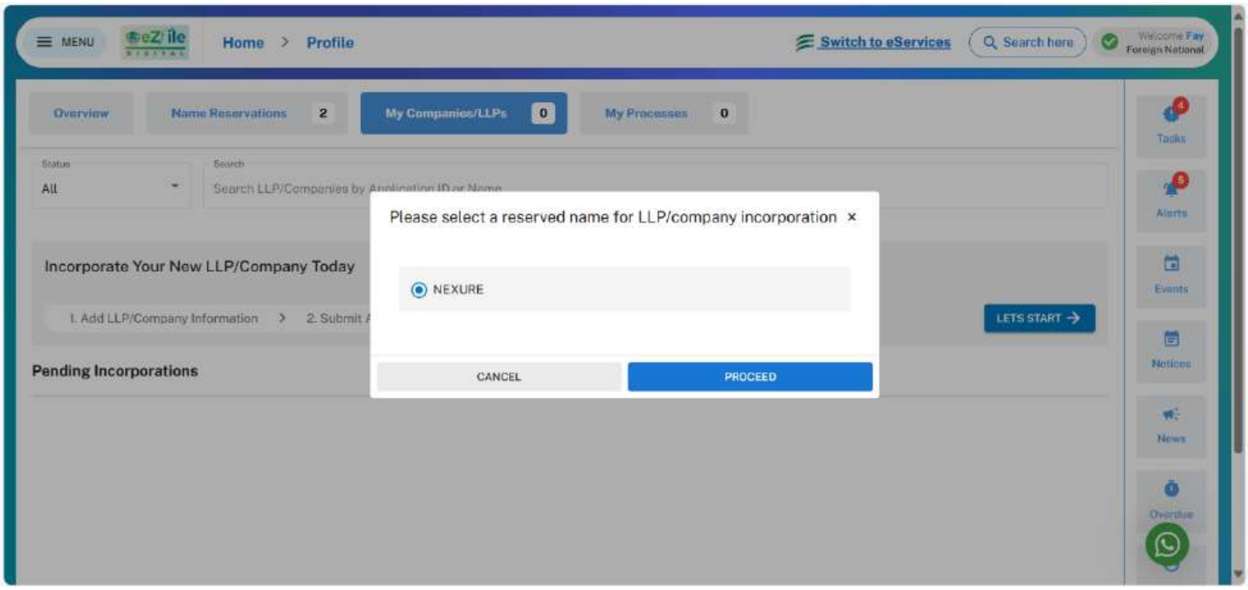
19. After submitting the application, the applicant must pay the application fee by clicking the “**Pay Now**” button. Once the payment is completed, the application is assigned to SECP internal users for review, and its status is updated to “Under Review.”

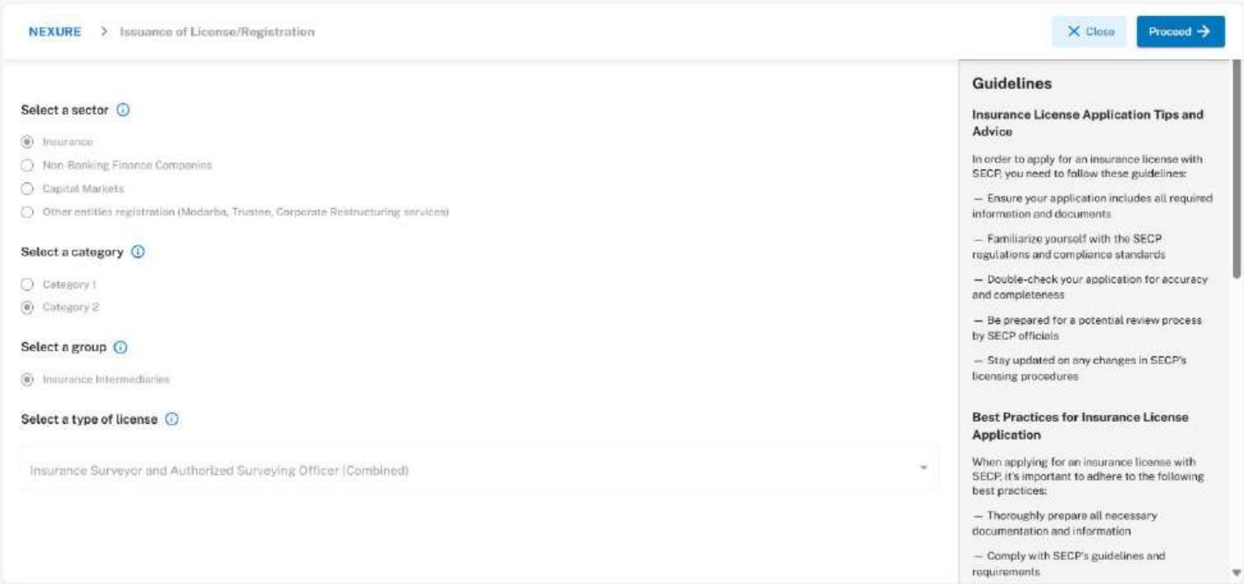


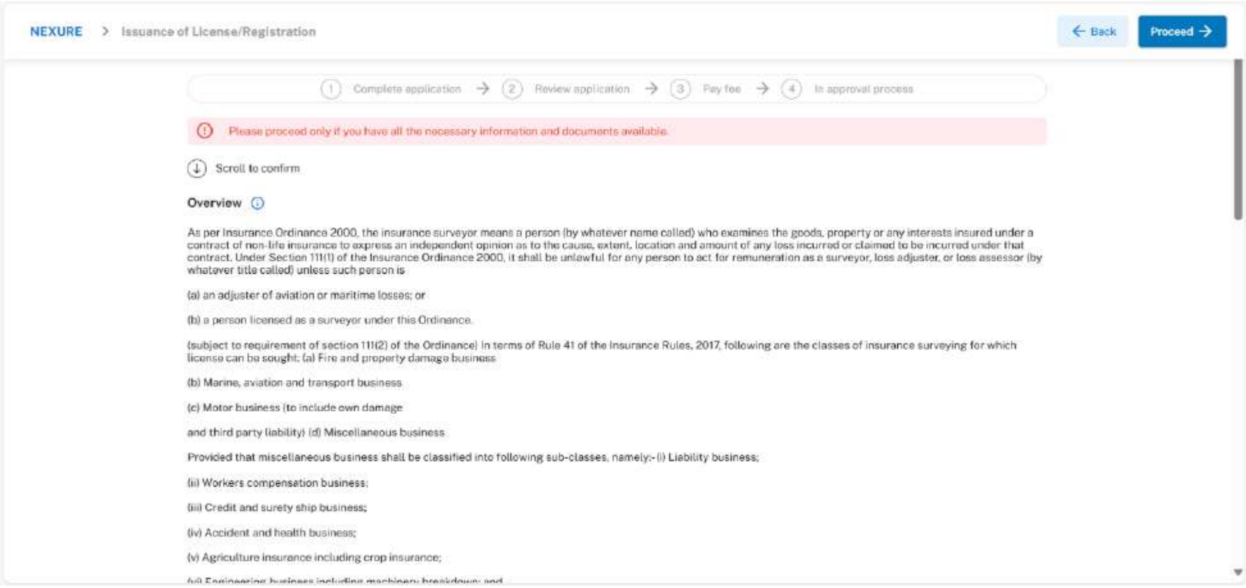
11.Company Incorporation and Issuance of License for Insurance Intermediaries - Combined

1. The applicant logs-in to his account and starts a Company Incorporation with License. Applicant has to select a reserved name and clicks on Proceed. The systems opens a Combined Incorporation and Issuance of License application where the Sector, Category, Type and Group of License are prefilled based upon the selection made by the applicant at the time of CNR application. Applicant reviews and acknowledges the information provided on the Process Information page.

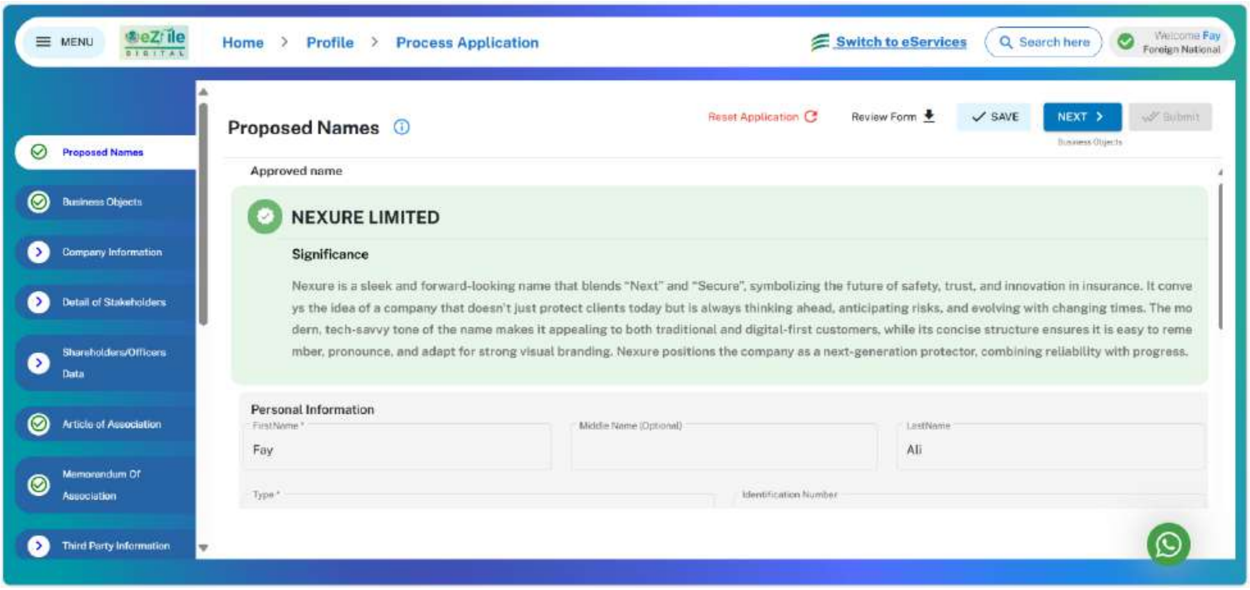


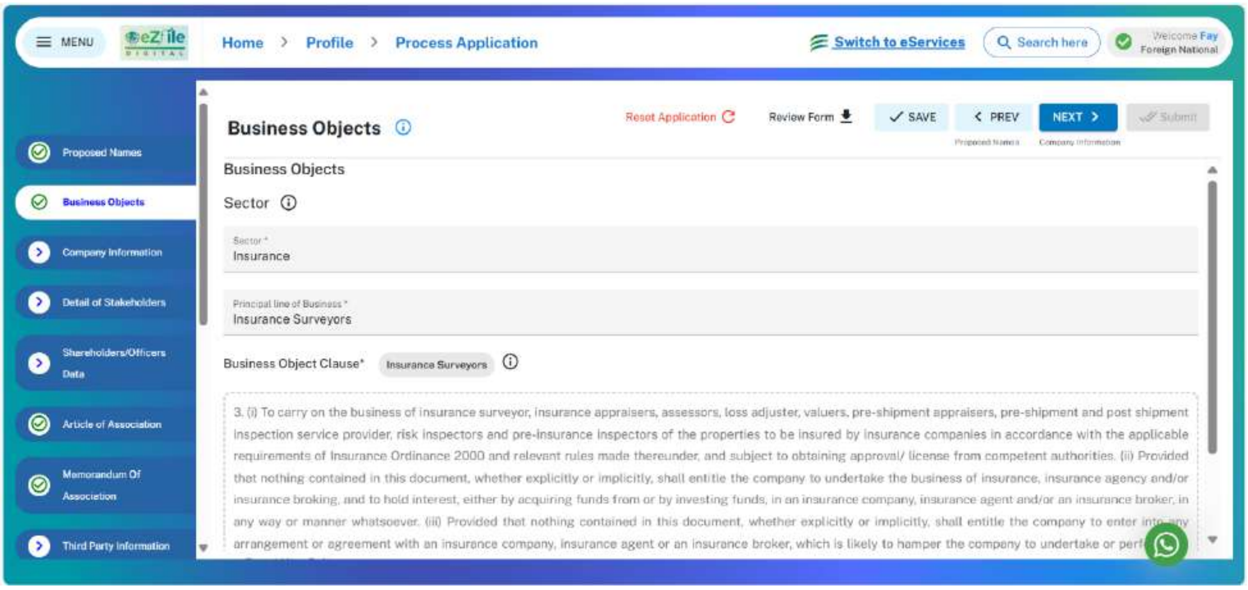






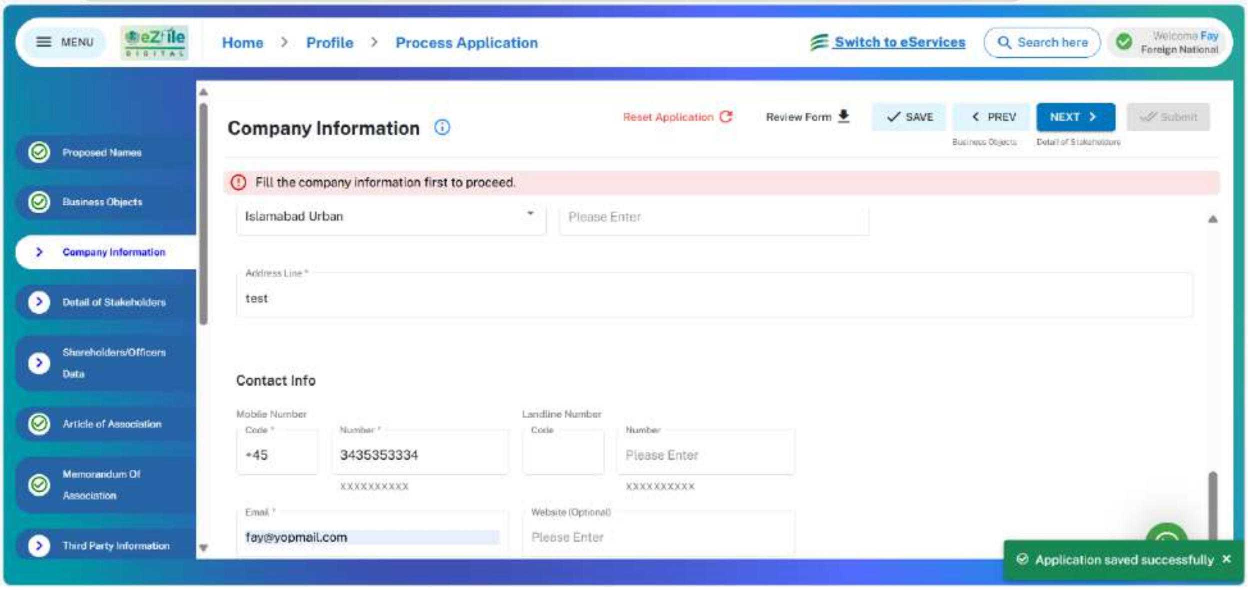
2. The systems opens the application form where the sections for "Proposed Names" and "Business Objects" will be prefilled.



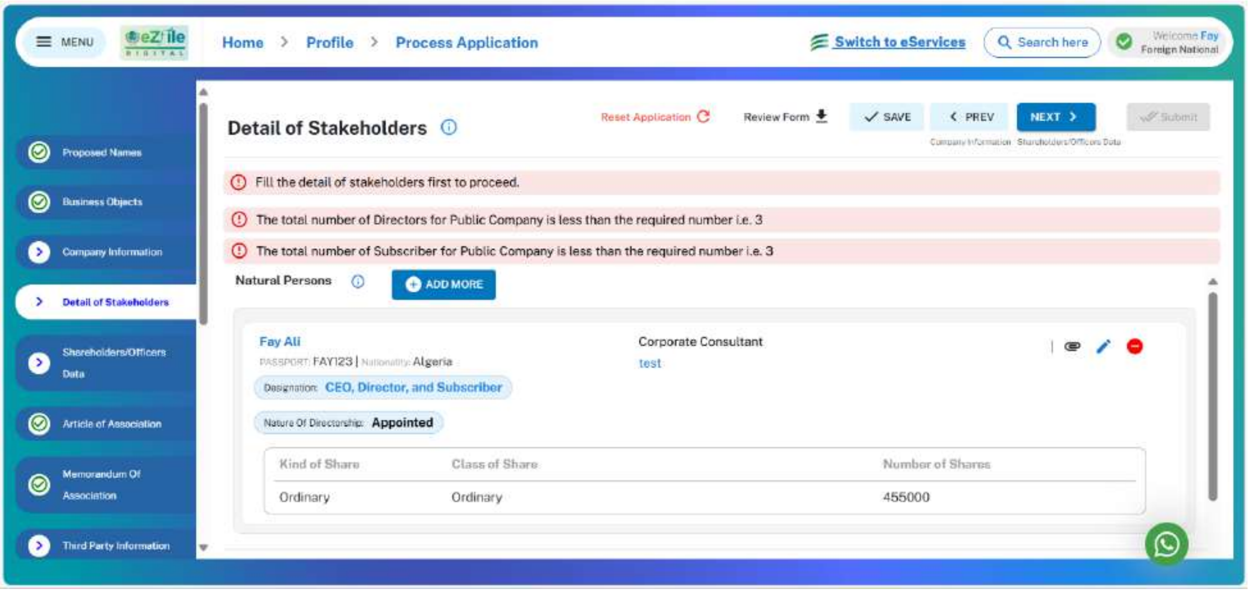


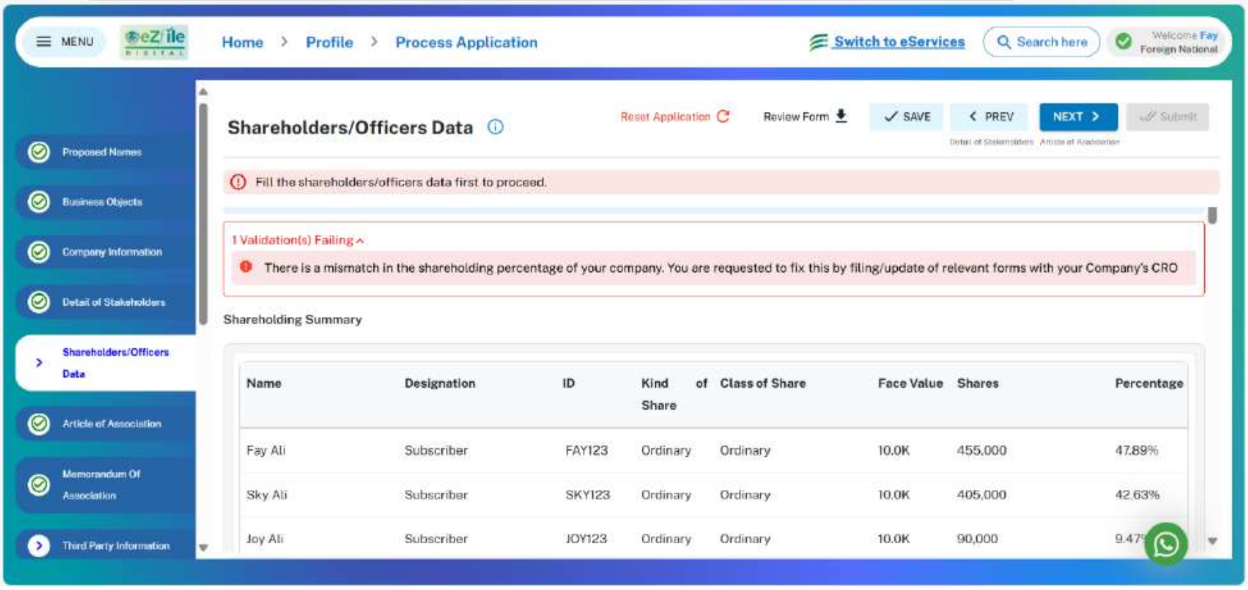
3. In the Company Information section, the applicant will provide the details of Capital Structure of the company, including the authorized and paid-up capitals as well the details of

registered address of the company.

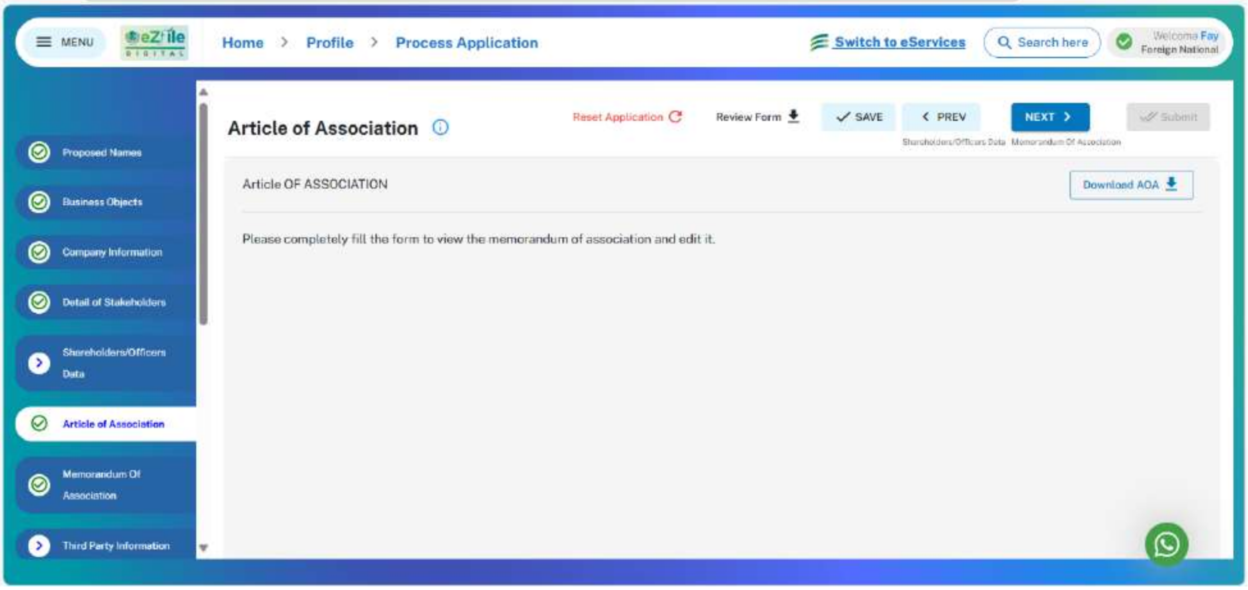


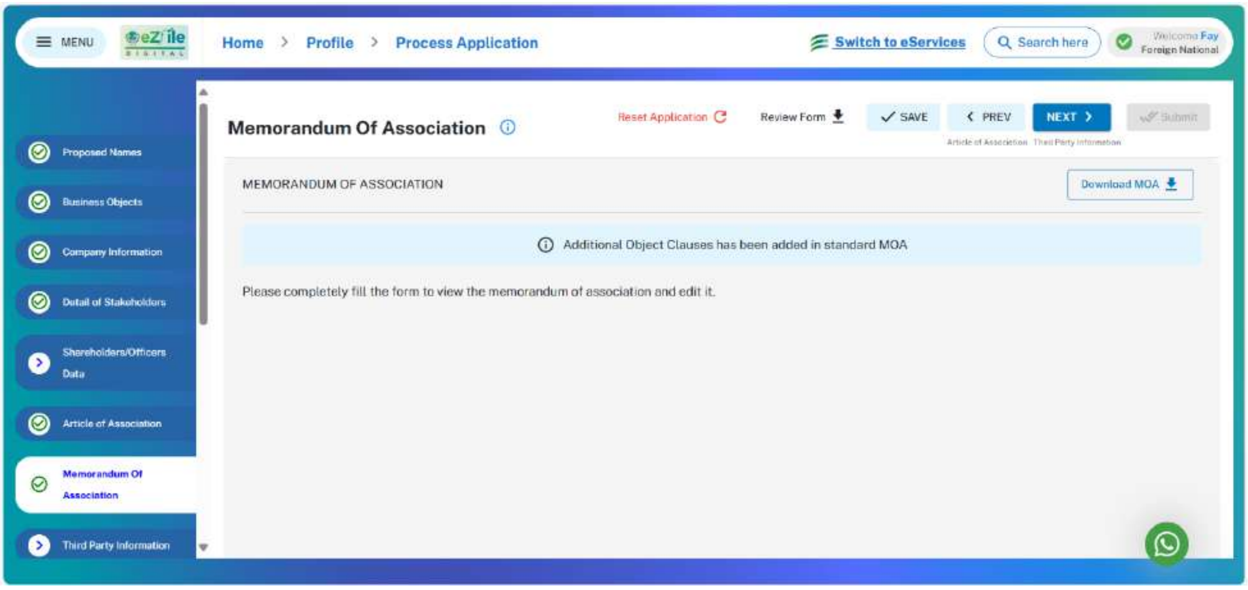
4. The next section is for “Details of Stakeholders” where the applicant will add the details of Directors, Officers and Subscribers of the company. It is followed by the section for “Shareholders/ Officers Data”.



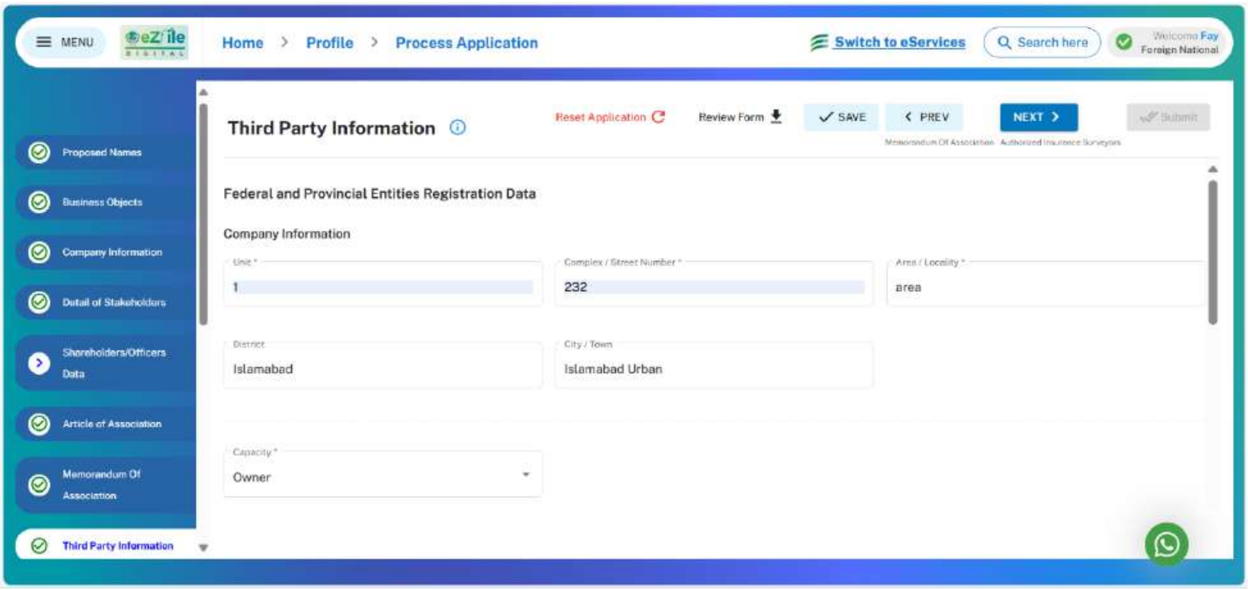


5. Next are sections for AOA and MOA, which the applicant can download for viewing.

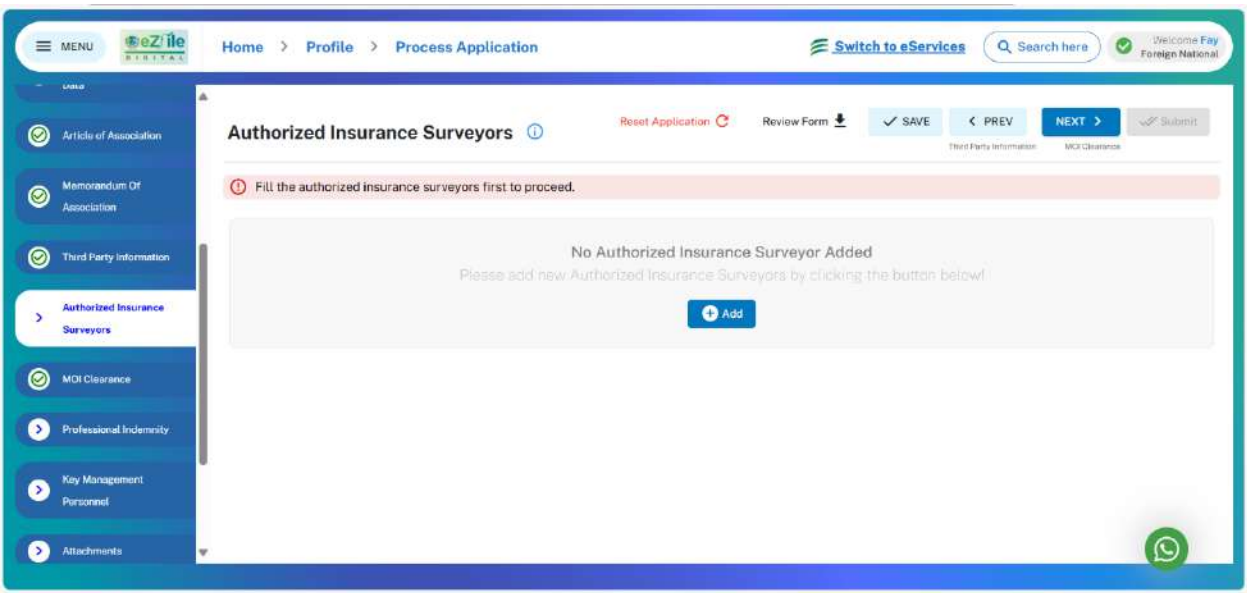




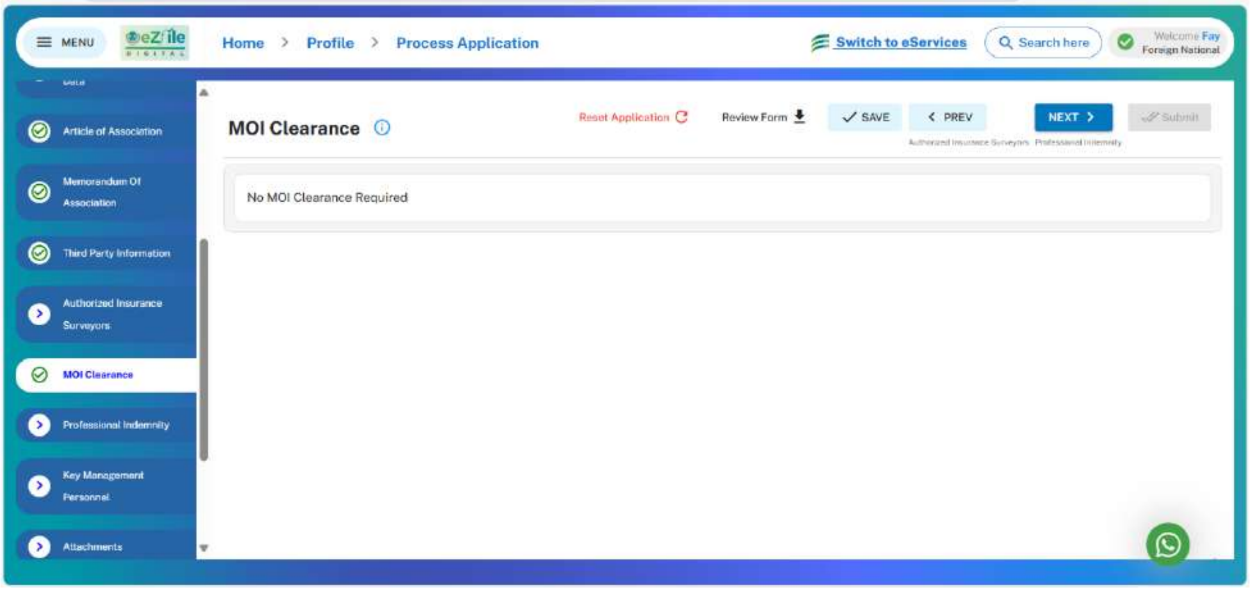
6. Applicant fills in the details for Third Party Information section and proceeds to the next section.



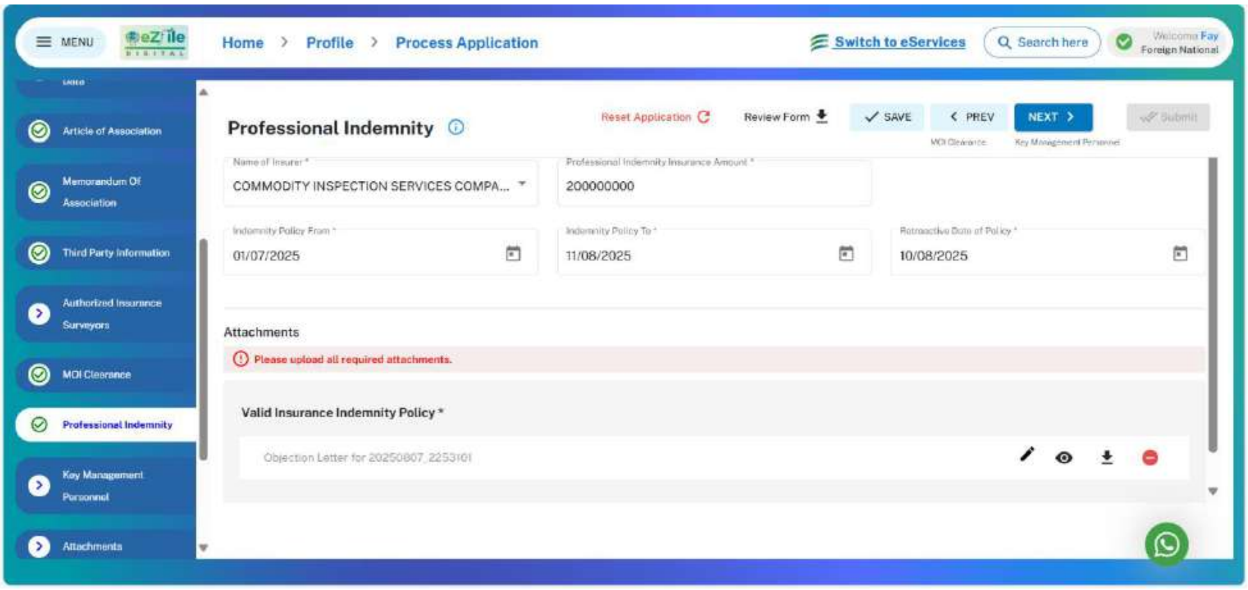
7. Applicant will add Insurance Surveyors Information and the Details of Authorized Insurance Surveyors, a separate form will open for adding ASOs. The applicant will then proceed to the next section.



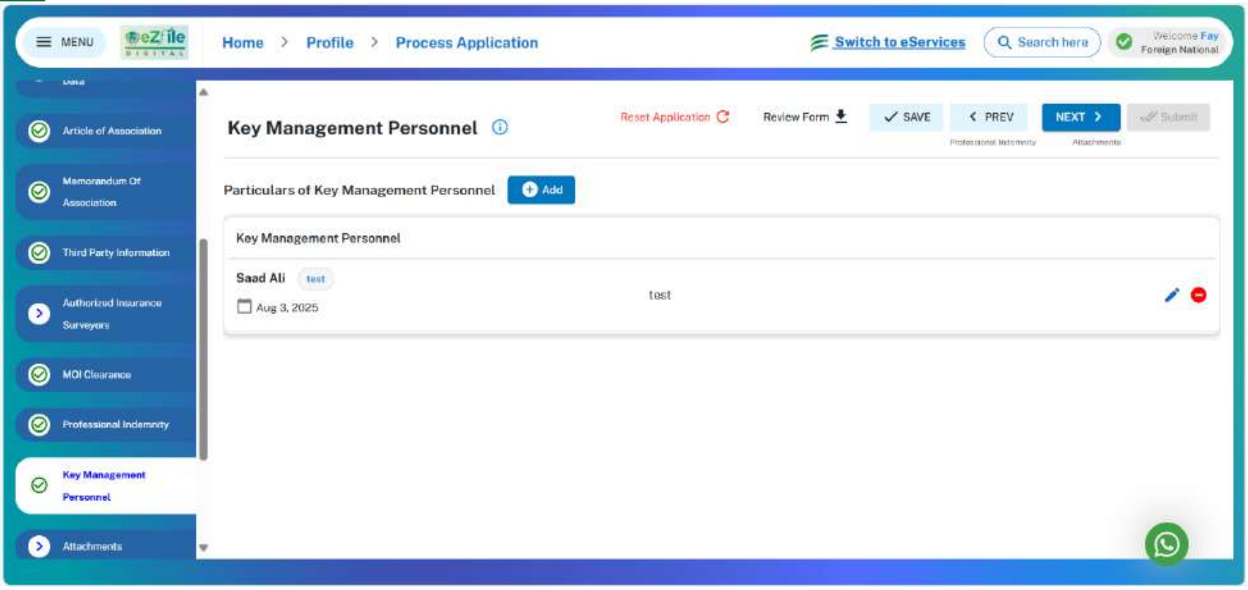
8. The next section is for MOI Clearance.

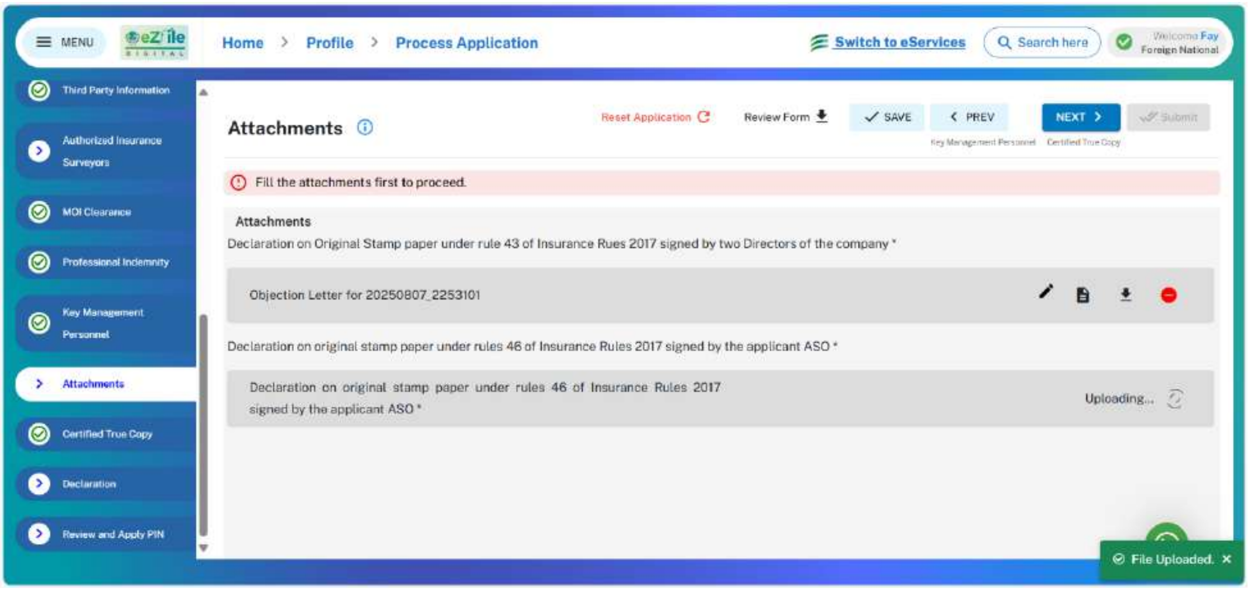


9. It is followed by the section for Professional Indemnity, after filling in which the applicant proceeds to the next section.



10. The next section is for "Key Management Personnel", after which the applicant uploads the mandatory attachments.


MENU
Home
Profile
Process Application
Switch to eServices
Search here
Welcome Fay
Foreign National
Article of Association
Memorandum Of Association
Third Party Information
Authorized Insurance Surveyors
MOI Clearance
Professional Indemnity
Key Management Personnel
Attachments
Key Management Personnel
Reset Application
Review Form
SAVE
PREV
NEXT
Submit
Particulars of Key Management Personnel
Add
Key Management Personnel
Saad Ali
test
Aug 3, 2025
test


MENU
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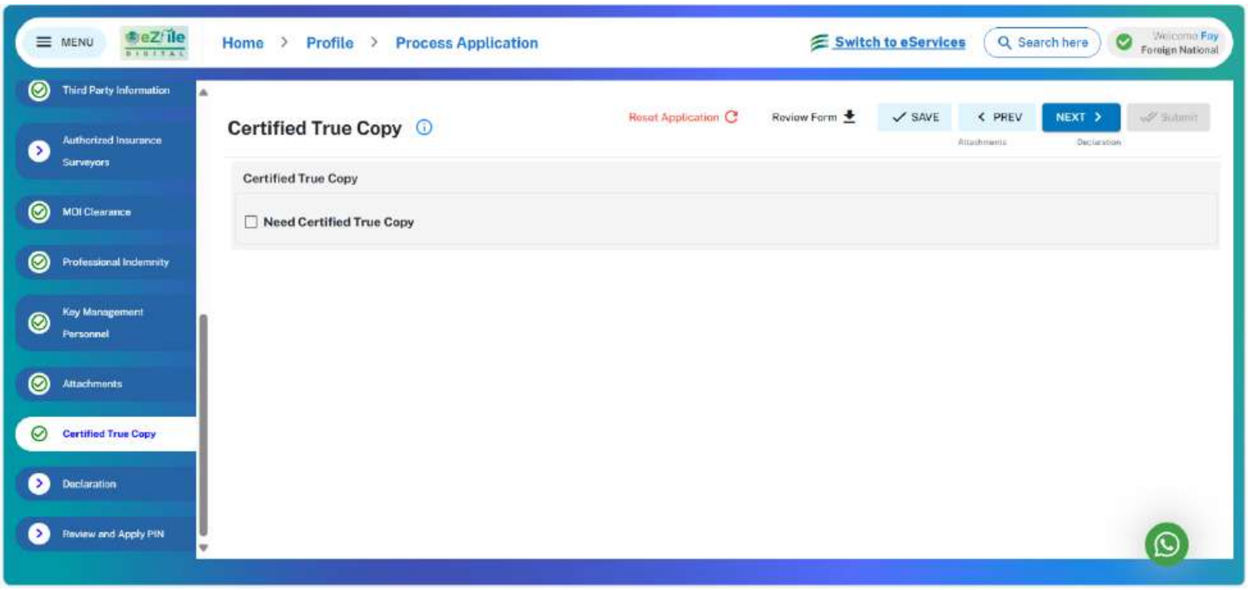
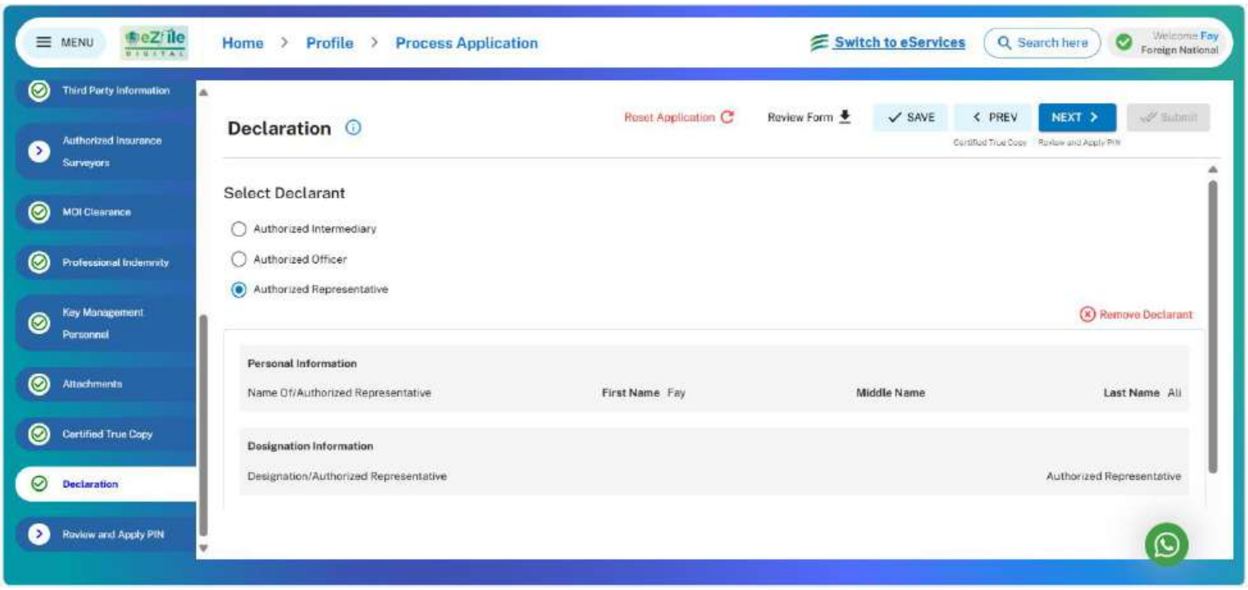
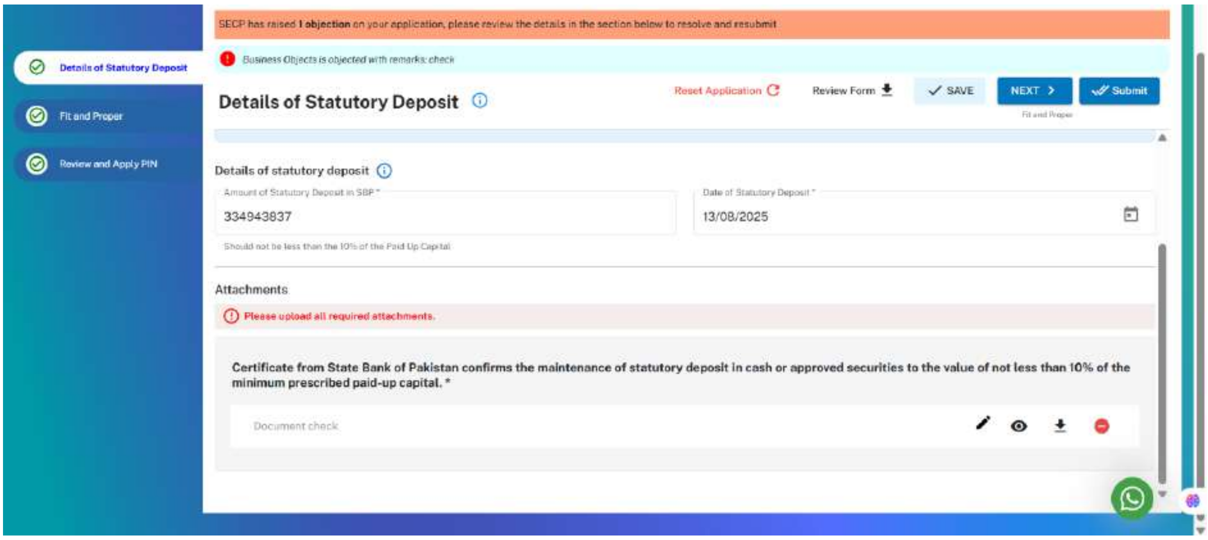
Authorized Insurance Surveyors
MOI Clearance
Professional Indemnity
Key Management Personnel
Attachments
Certified True Copy
Declaration
Review and Apply PIN
Attachments
Reset Application
Review Form
SAVE
PREV
NEXT
Submit
Key Management Personnel
Certified True Copy
Fill the attachments first to proceed.
Attachments
Declaration on Original Stamp paper under rule 43 of Insurance Rues 2017 signed by two Directors of the company *
Objection Letter for 20250807_2253101
Declaration on original stamp paper under rules 46 of Insurance Rules 2017 signed by the applicant ASO *
Declaration on original stamp paper under rules 46 of Insurance Rules 2017 signed by the applicant ASO *
Uploading...
File Uploaded.


MENU
Home
Profile
Process Application
Switch to eServices
Search here
Welcome Fay
Foreign National
Third Party Information
Authorized Insurance Surveyors
MOI Clearance
Professional Indemnity
Key Management Personnel
Attachments
Certified True Copy
Declaration
Review and Apply PIN
Certified True Copy
Reset Application
Review Form
SAVE
PREV
NEXT
Submit
Attachments
Declaration
Certified True Copy
Need Certified True Copy

11. The applicant fills in the required inputs and moves to the ‘Declaration’ section where the applicant can select an “Authorized Intermediary” or an “Authorized Officer” or an “Authorized Representative” as declarant. If the applicant clicks on ‘Authorized officer’ under ‘Select Declarant’ and an authorized officer exists for the company, the system will display declarant name and CNIC/NICOP/Passport No and provides field to apply pin. If the applicant clicks on ‘Authorized Intermediary’ under ‘Select Declarant’ and an authorized intermediary exists for the company, the system will display declarant name and registration number of authorized intermediary and provides field to apply pin. The declarant applies the PIN; in case of valid PIN, the system enables the “Submit” button. Applicant clicks on ‘Submit’ button. Applicant submits the application and can view the status of their application on their home page.

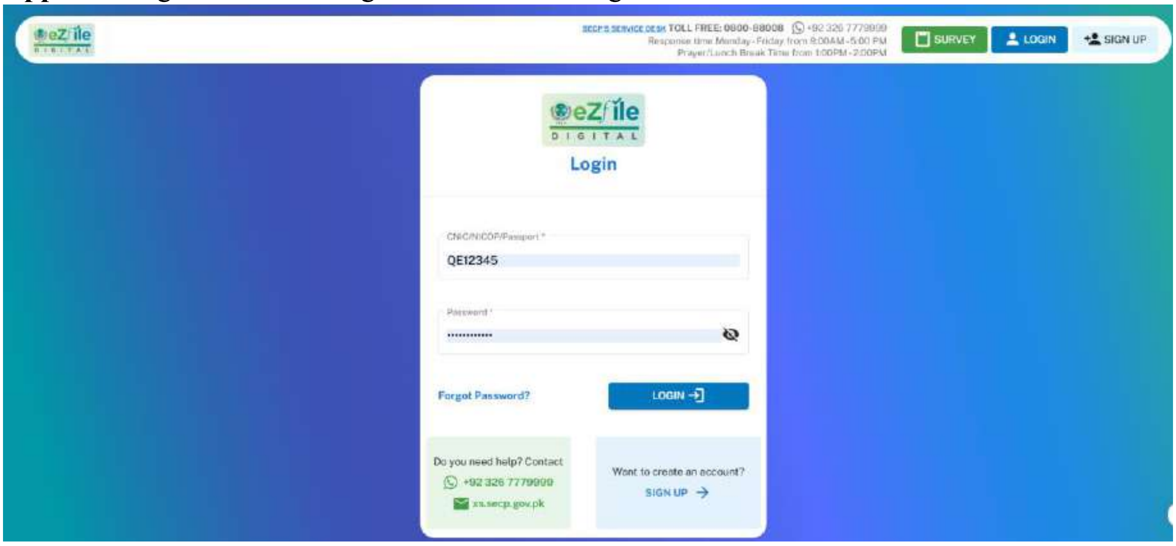


12. Once both the Licensing and Incorporation applications are approved, the case reappears on the applicant’s portal for the submission of “Equity Injection Details.” At this stage, the applicant is required to provide the information regarding the statutory deposit and resubmit the application. Upon approval of the Equity Injection Details, the license is formally granted to the applicant.

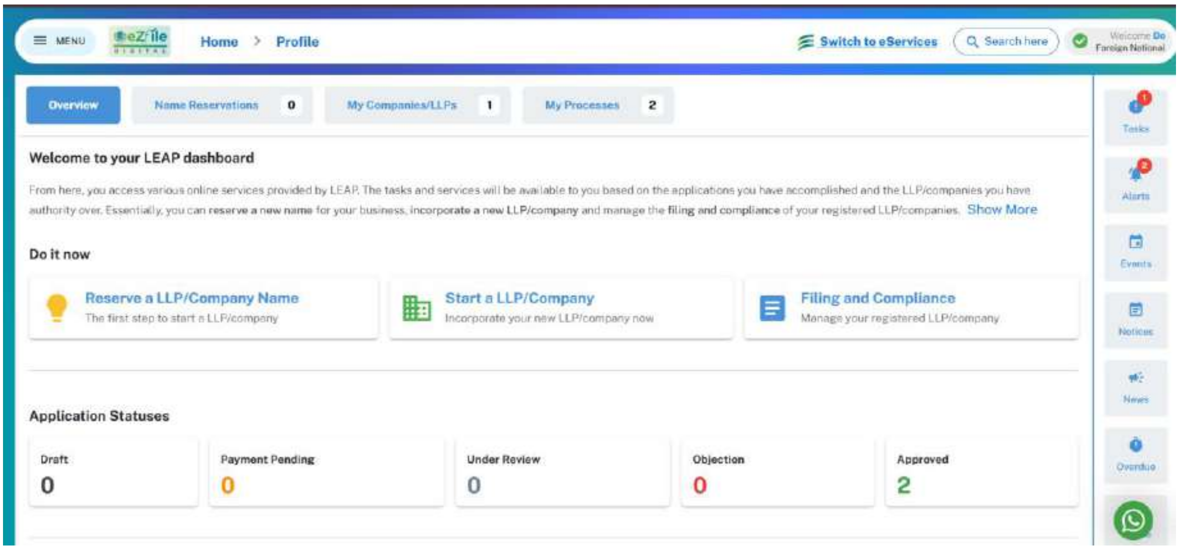


Change in Sector/PLB during Issuance of License of Insurance Intermediaries

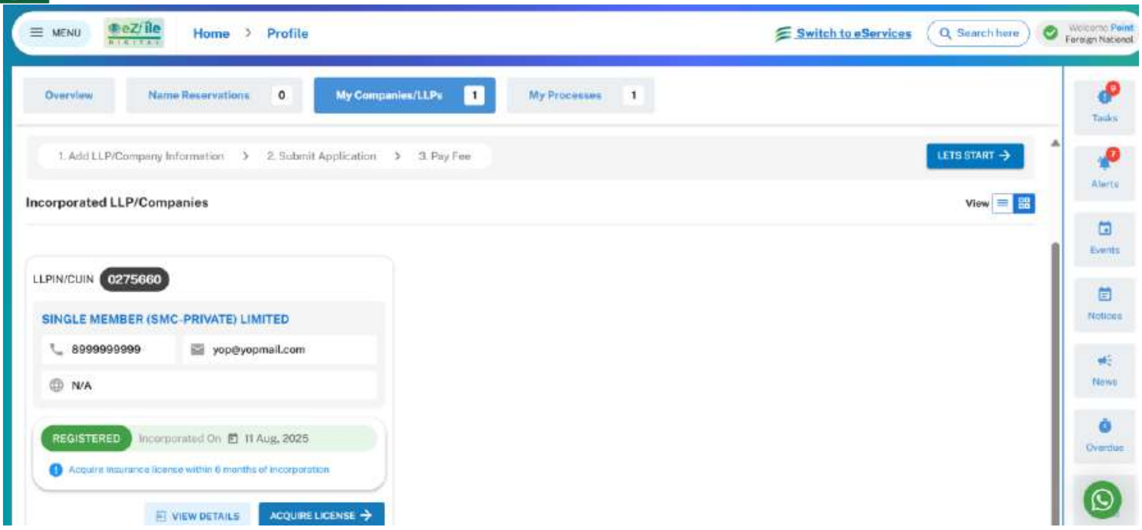
1. **Applicant** logs in to his/her registered account using valid credentials.



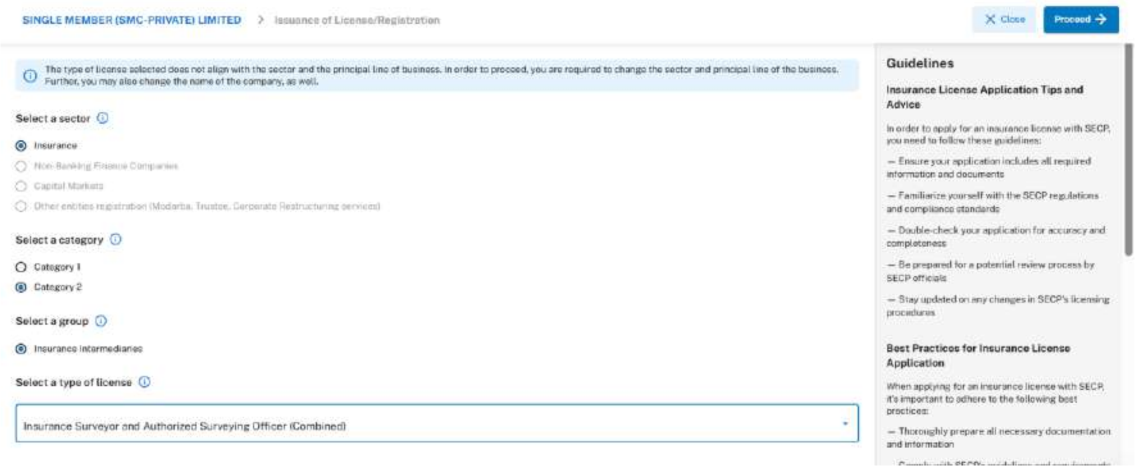
2. The Applicant will land on his/her landing page.



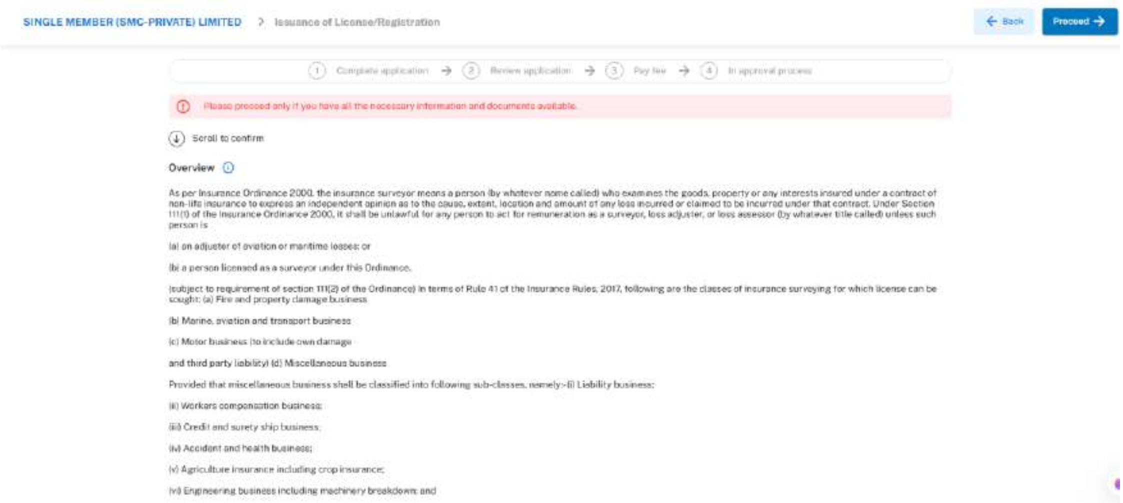
3. From My Companies/LLPs, applicant clicks on ‘Acquire License’ button on the company card.



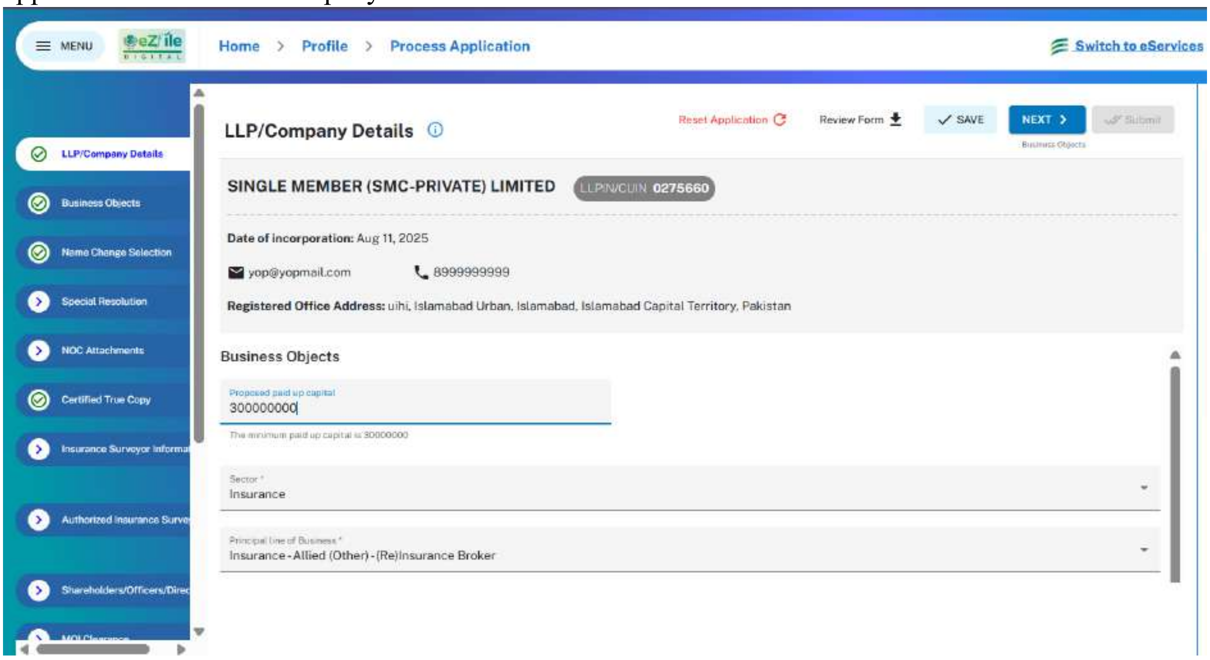
4. Applicant selects the sector, category and type of license. If the PLB of the company doesn't align with the license type selected by the applicant, then the system shall proceed with the combined change in sector/PLB with issuance of license. Applicant clicks the 'Proceed' button.



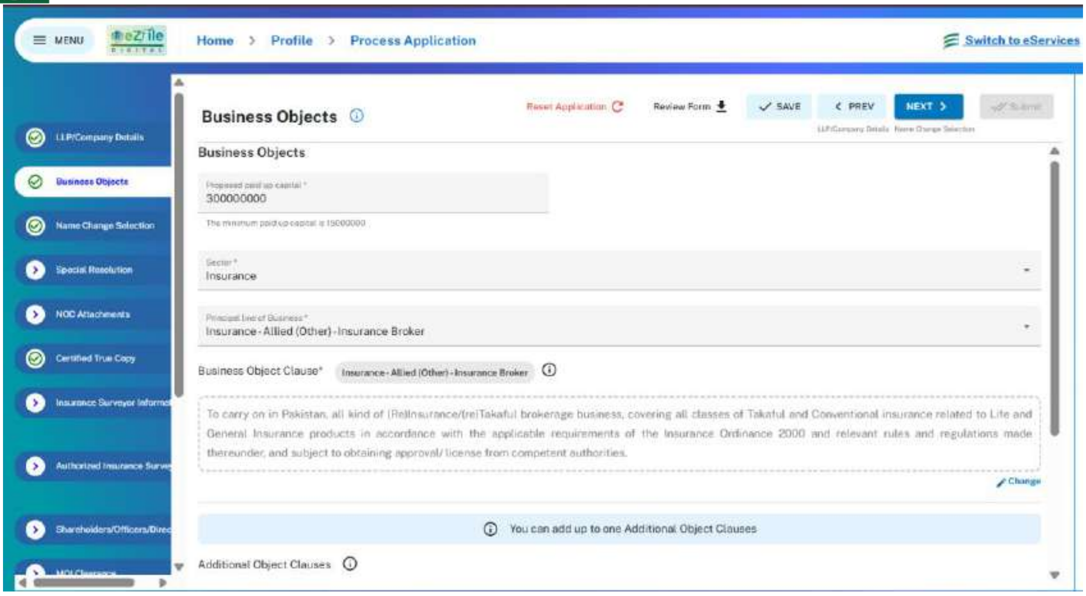
5. Applicant shall check the box by scrolling down to unable the 'Proceed' button and then click the 'Proceed' button.



6. First section of the application is the ‘LLP/Company Details ’section. In this section, the applicant can view the company information.

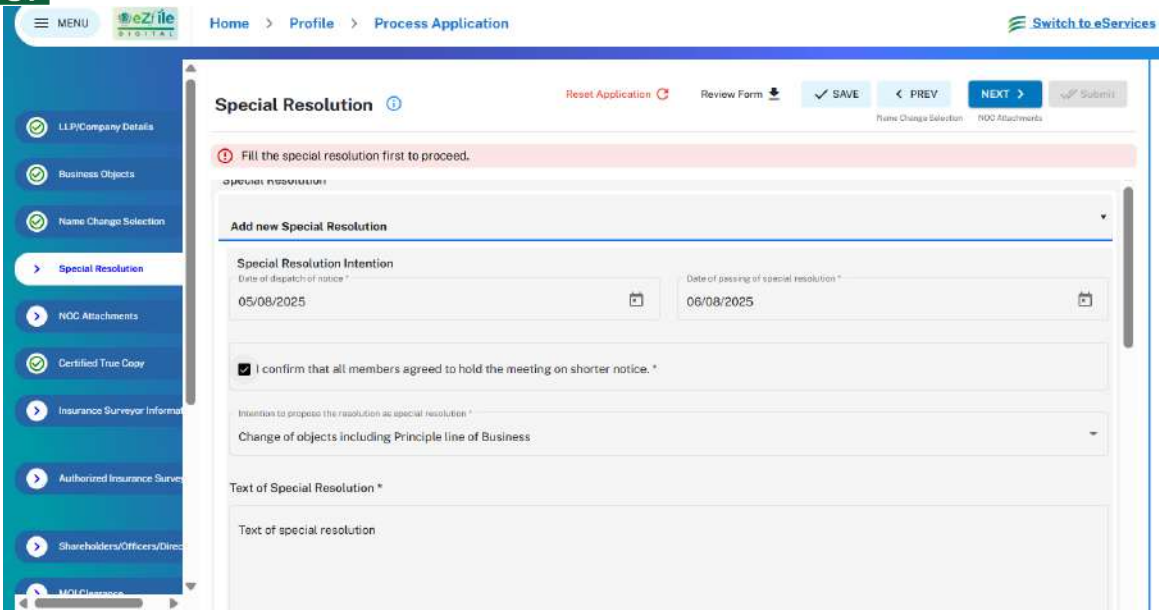


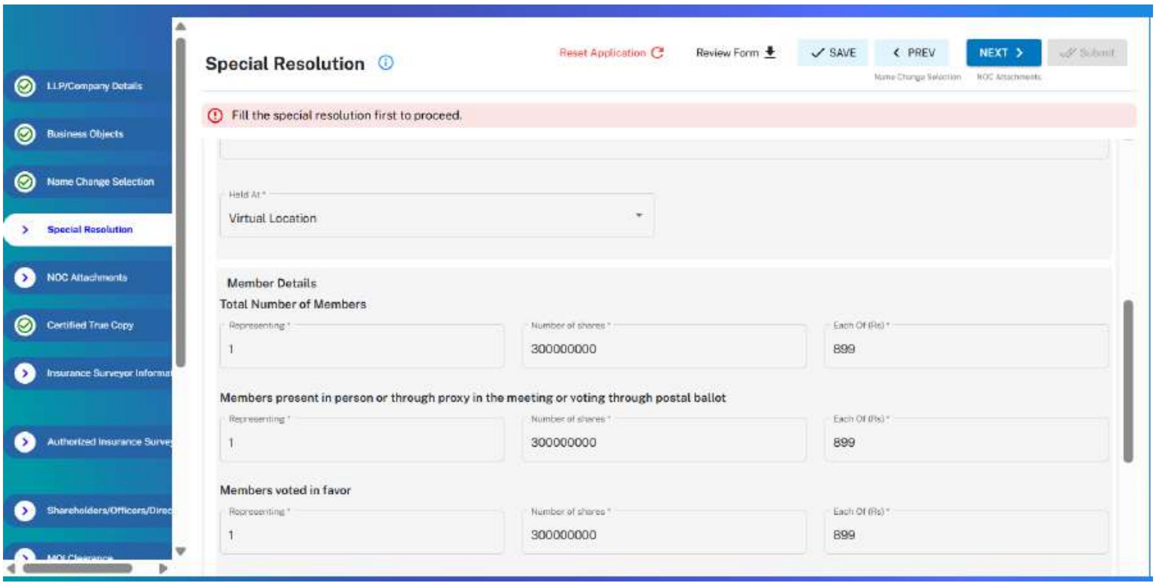
7. Next section is the ‘Business Objects’ section. In this section, the applicant can view the sector of the company as well as change the sector. Along with that, the applicant add or remove the principal line of business of the company.



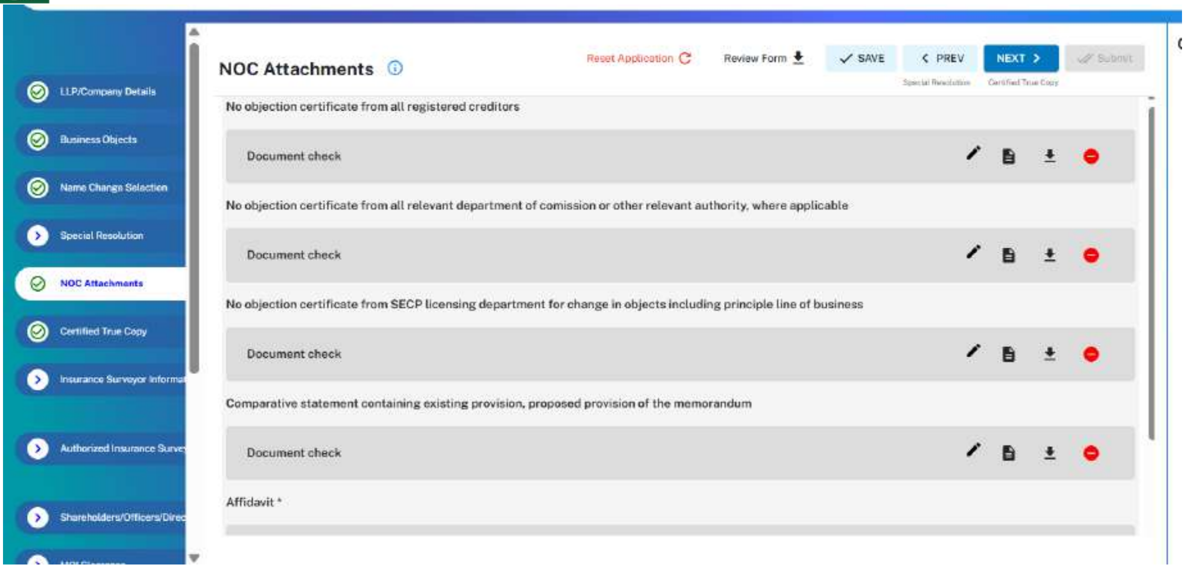
8. Next section is the ‘Name Change selection’ section. In this section, the applicant answer ‘Yes’ or ‘No’ to, ‘You may change the name of your company before applying for a license to reflect that your company name aligns with the Objection Clause.’ If the applicant selects ‘Yes’, then the applicant selects a name from the already reserved names.

9. Applicant selects an already filed Special Resolution or add a new Special resolution by entering the details.

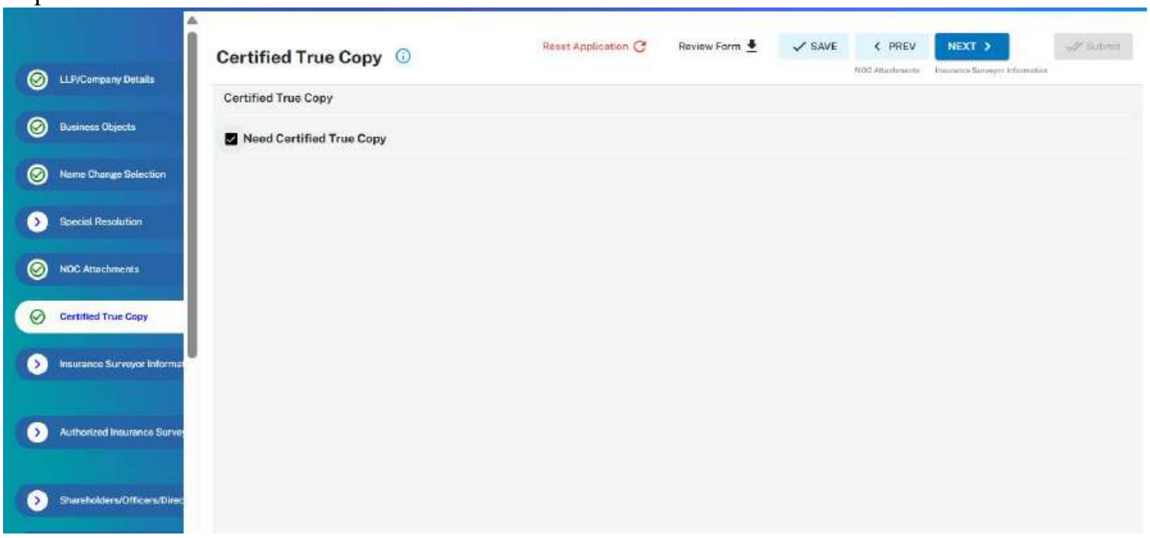




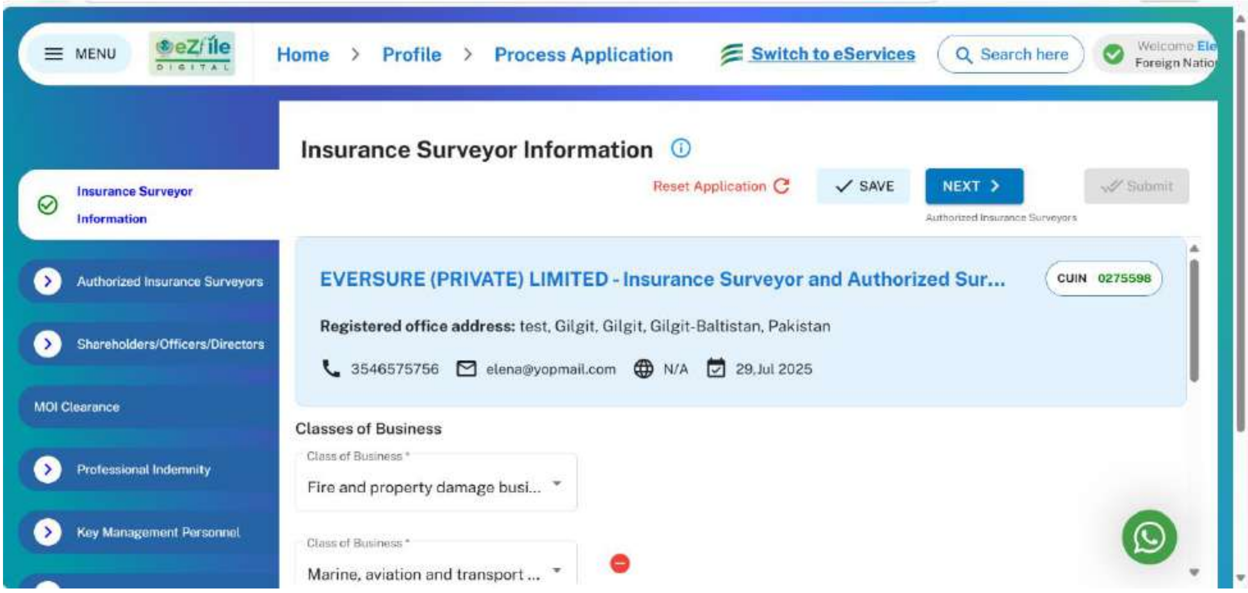
10. Next section is the ‘NOC Attachments’ section. In this section, applicant uploads all the required attachments.



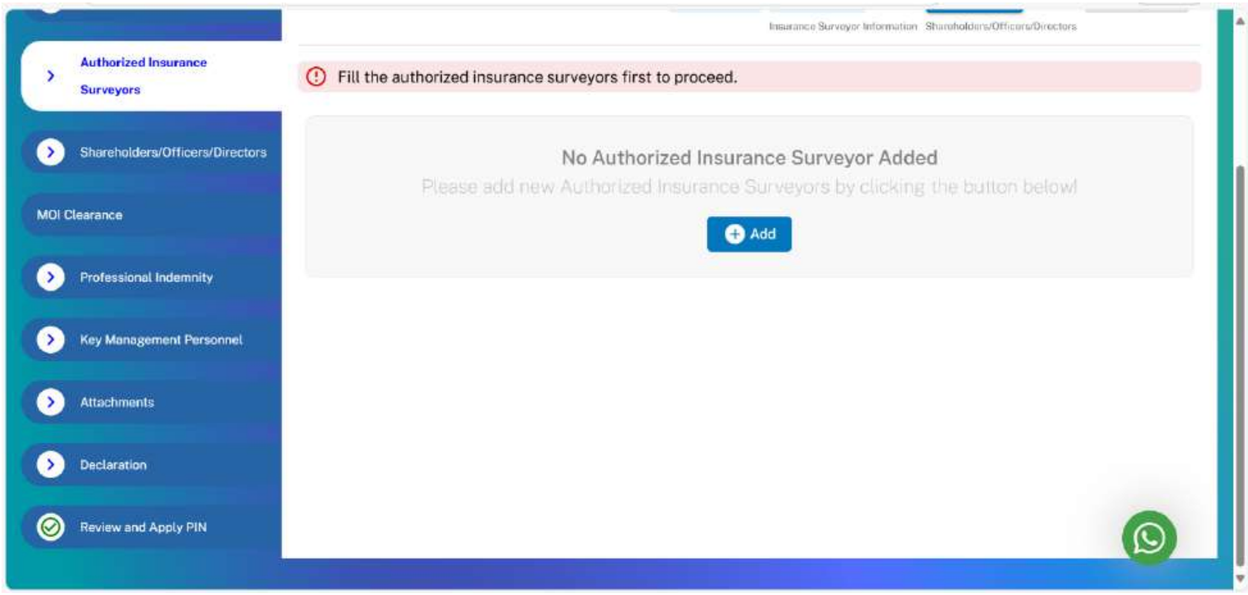
11. Next section is the CTC section in which the applicant checks the box for whether ctc is required or not.



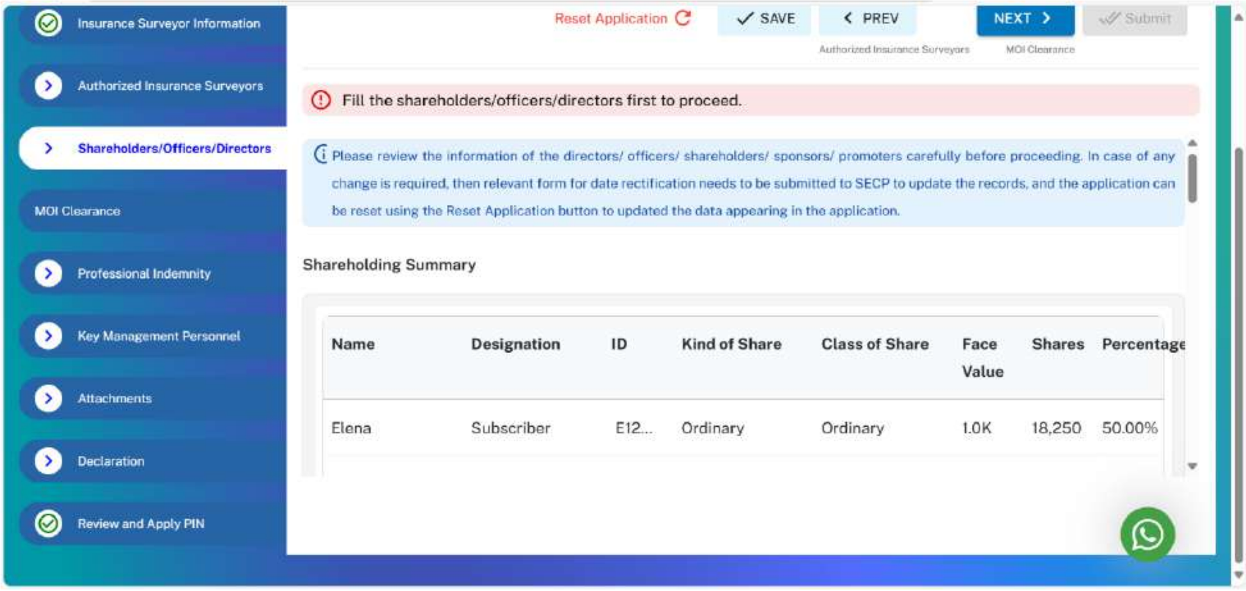
12. Next section is the "**Insurer Surveyor Information**" section. This section displays the company's profile card along with input fields for specifying the Class(es) of Business and the applicant can also add Associated Insurance Companies. After entering the necessary information, the applicant clicks the "Next" button to proceed. This section is only applicable to Insurance Surveyor and Authorized Surveying Officer (Combined).



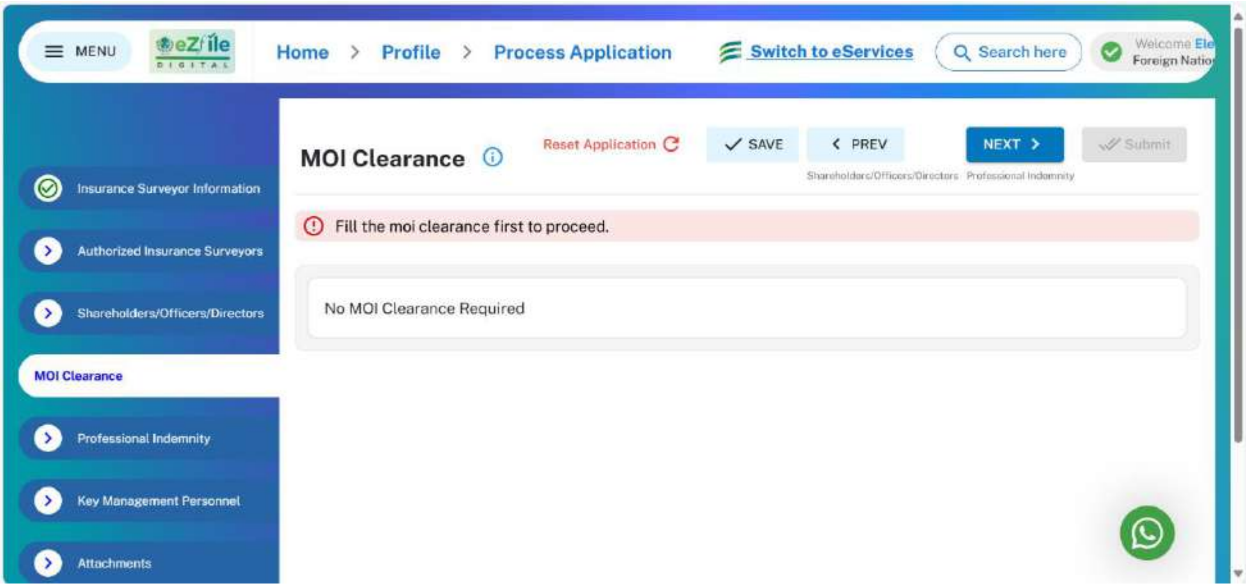
13. The next section will be of '**Authorized Insurance Surveyors**' which will only be applicable in case of Insurance Surveyor and Authorized Surveying Officer (Combined) and Authorized Surveying Officer (Standalone) (only already licensed insurance surveyor companies can select this option). Applicant adds the required details and moves to the next section.



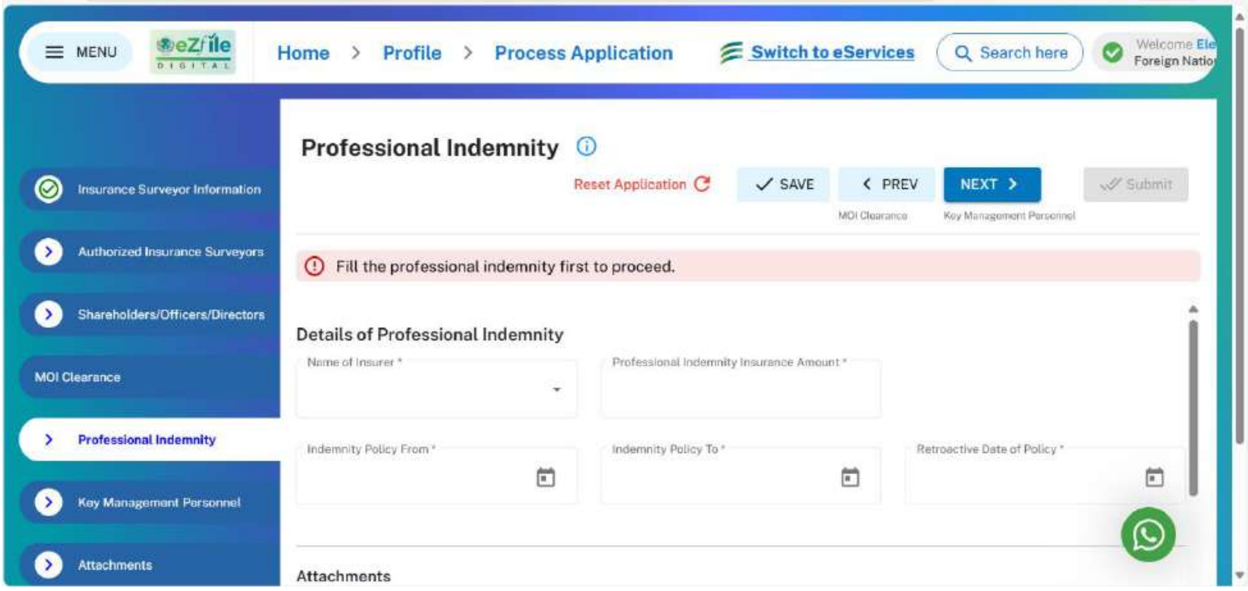
14. The next section, **"Shareholders/Officers/Directors,"** is partially pre-filled with information from the company profile. The applicant is required to review and provide any missing or additional details. Once completed, the applicant proceeds to the next section.



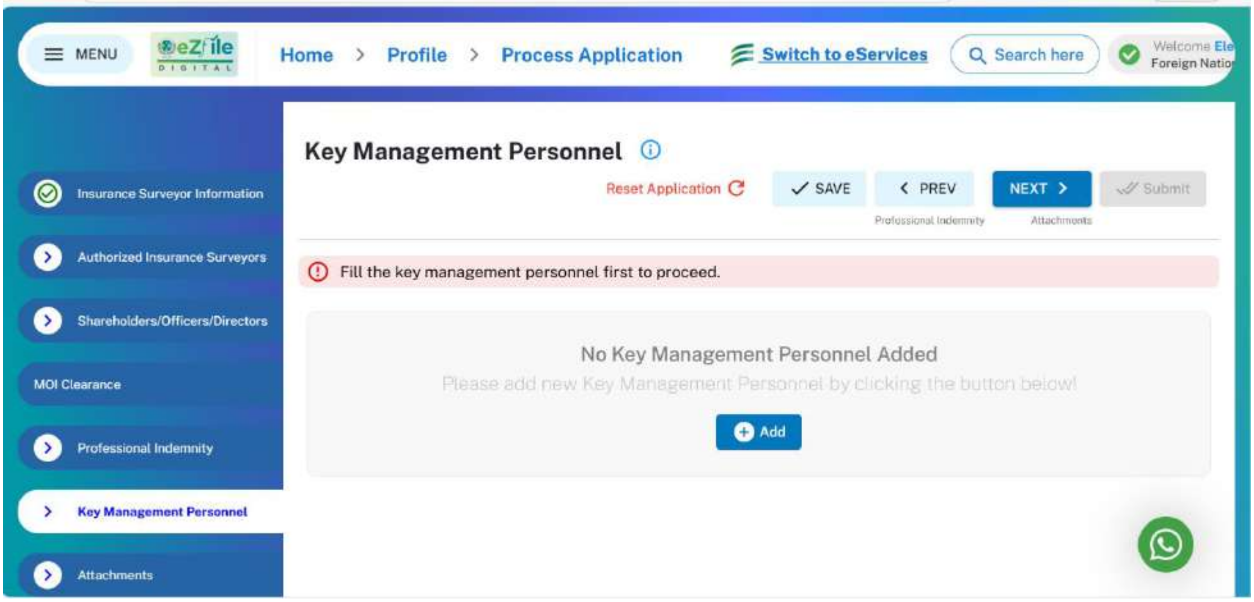
15. The next section is MOI clearance.



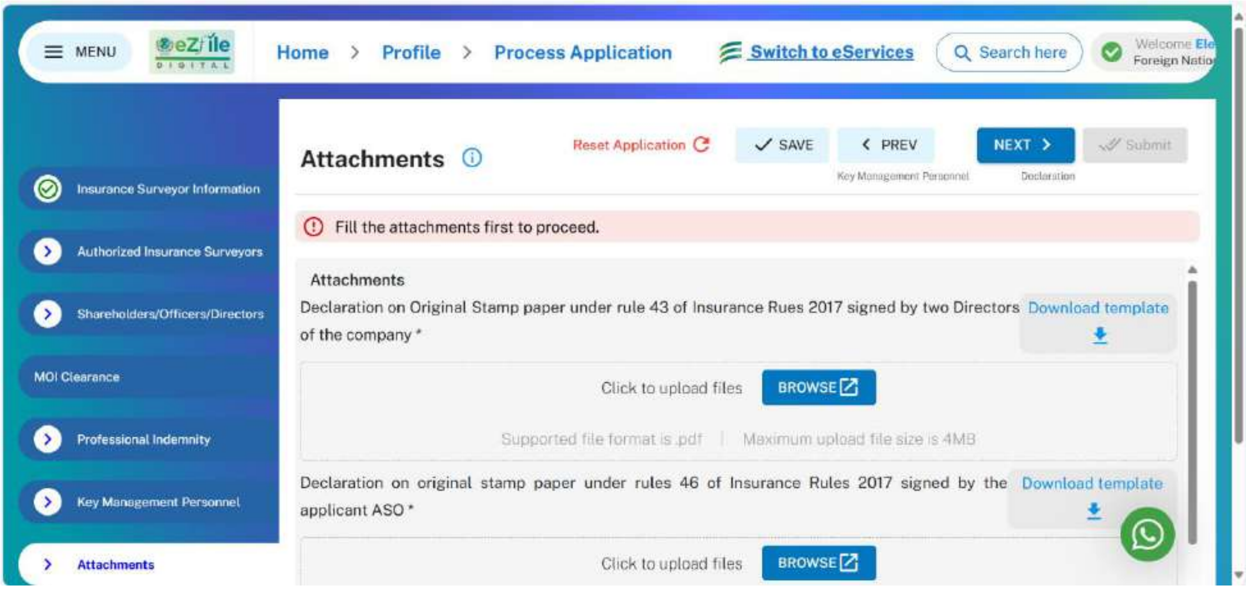
16. It is followed by the "**Professional Indemnity**" section. System should display this section for Re-insurance Broker, Insurance Broker and Insurance Surveyor and ASO (Combined). System displays the following fields for the applicant to fill in: Insurer name, insurance amount, policy dates (from/to), retroactive date, and policy attachment upload. Applicant provides the inputs and goes to the next section.



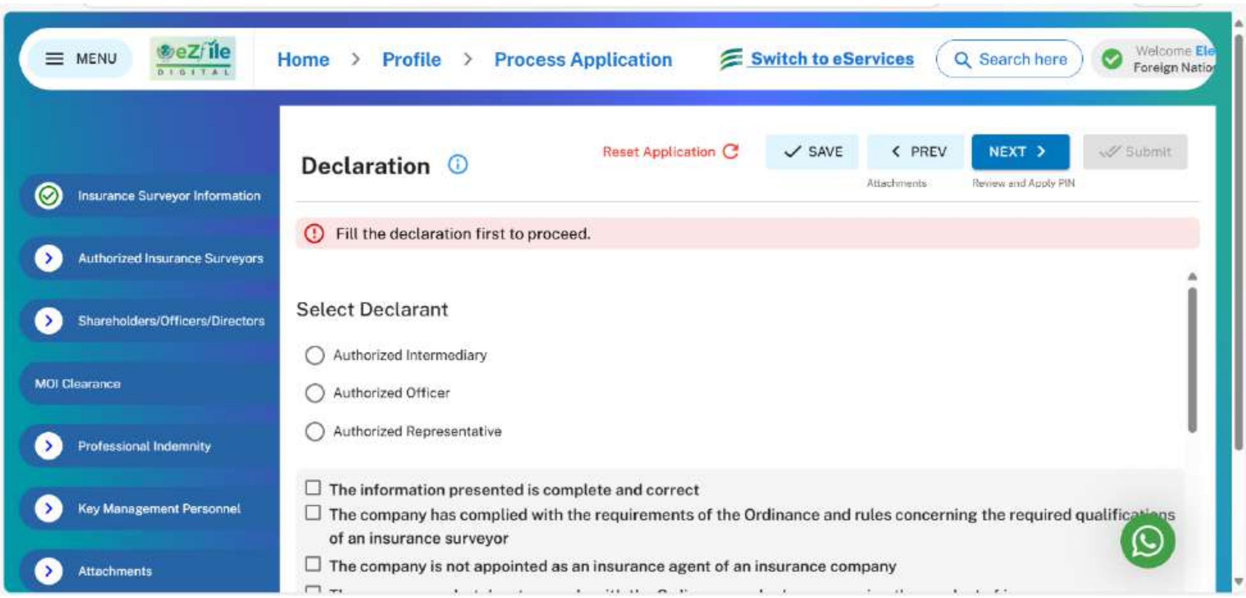
17. The next section is for "**Key Management Personnel**". System should display this section for Re-insurance Broke and Insurance Surveyor and ASO(Combined). It allows multiple personnel entries with details displayed to applicant.



18. In the next section, the applicant is required to upload the mandatory attachments.

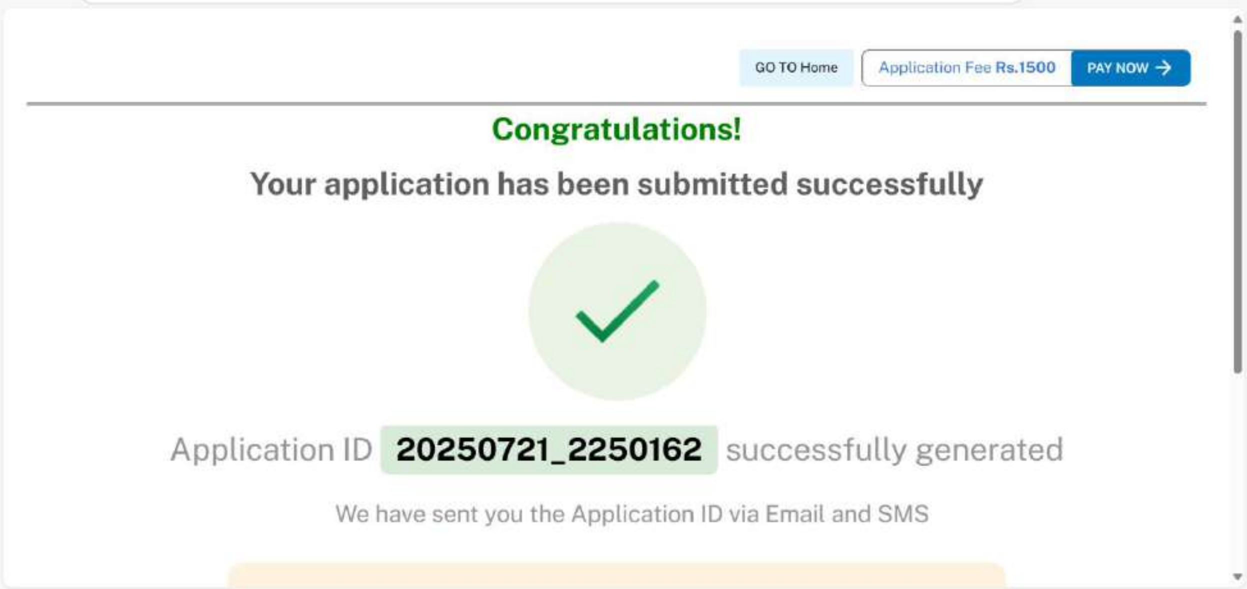


19. The applicant fills in the required inputs and moves to the '**Declaration**' section where the applicant can select an "Authorized Intermediary" or an "Authorized Officer" as declarant. If the applicant clicks on 'Authorized officer' under 'Select Declarant' and an authorized officer exists for the company, the system will display declarant name and CNIC/NICOP/Passport No and provides field to apply pin. If the applicant clicks on 'Authorized Intermediary' under 'Select Declarant' and an authorized intermediary exists for the company, the system will display declarant name and registration number of authorized intermediary and provides field to apply pin. The declarant applies the PIN; in case of valid PIN, the system enables the "Submit" button. Applicant clicks on 'Submit' button.



20. After submitting the application, the applicant must pay the application fee by clicking the "**Pay Now**" button. Once the payment is completed, the application is assigned to SECP

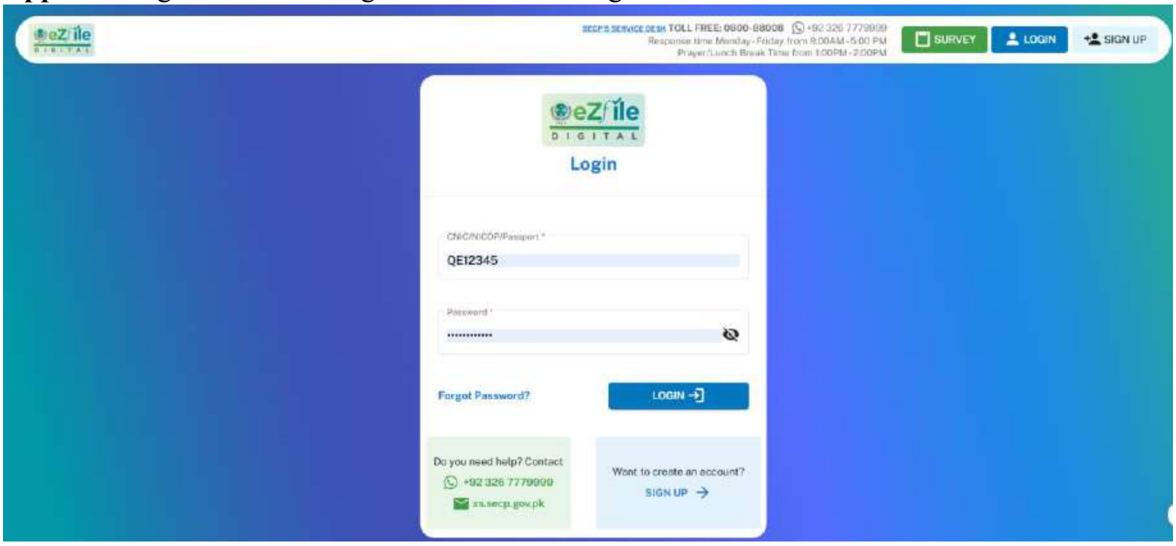
internal users for review, and its status is updated to “Under Review.”



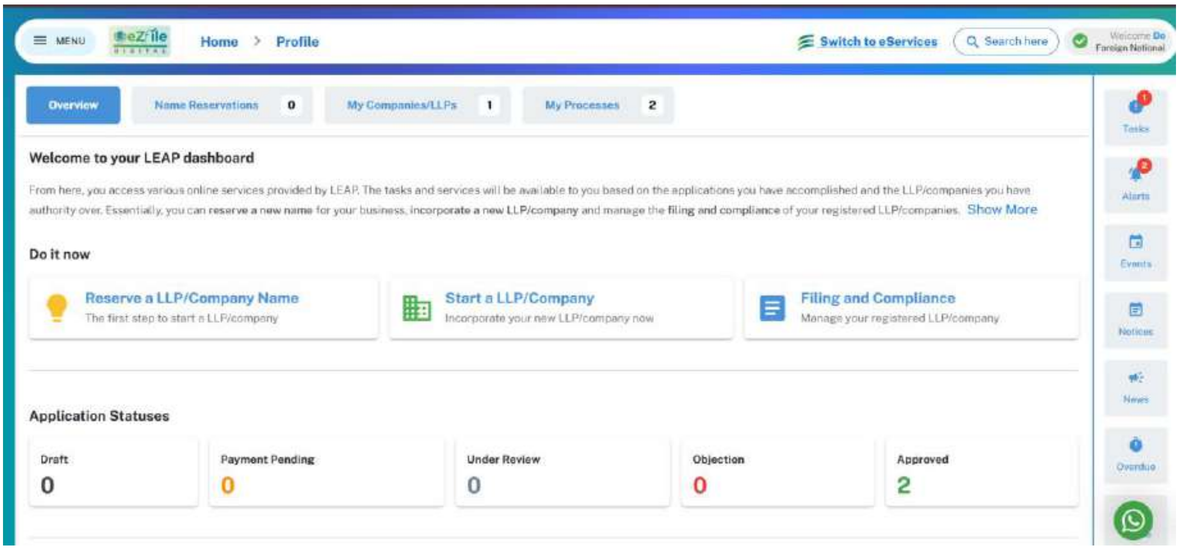
12.Product Registration -Life Insurance Products

Scenario A – Conventional Products Non-Linked

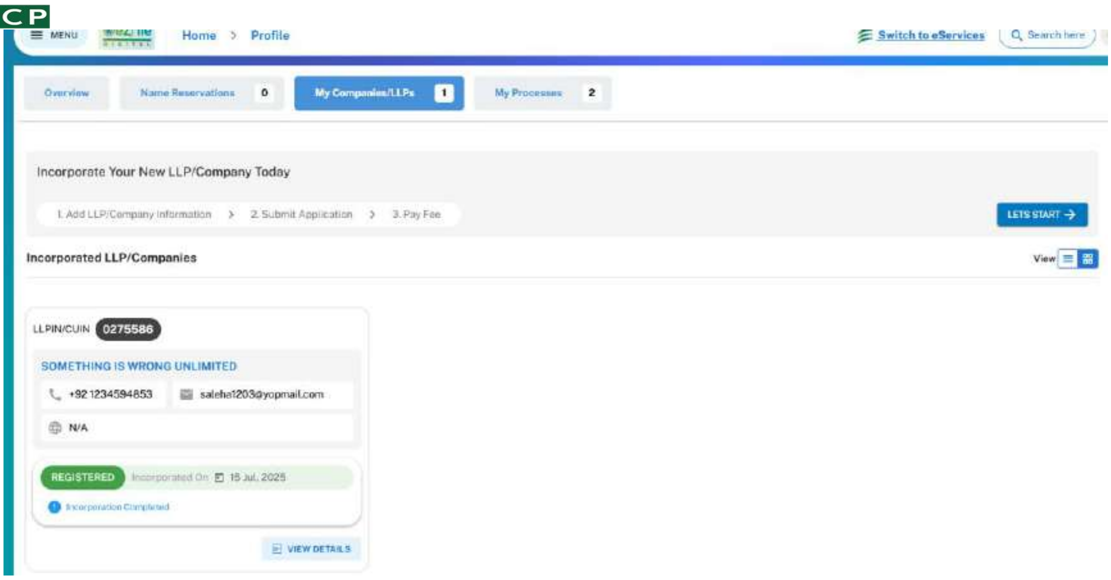
1. **Applicant** logs in to his/her registered account using valid credentials.



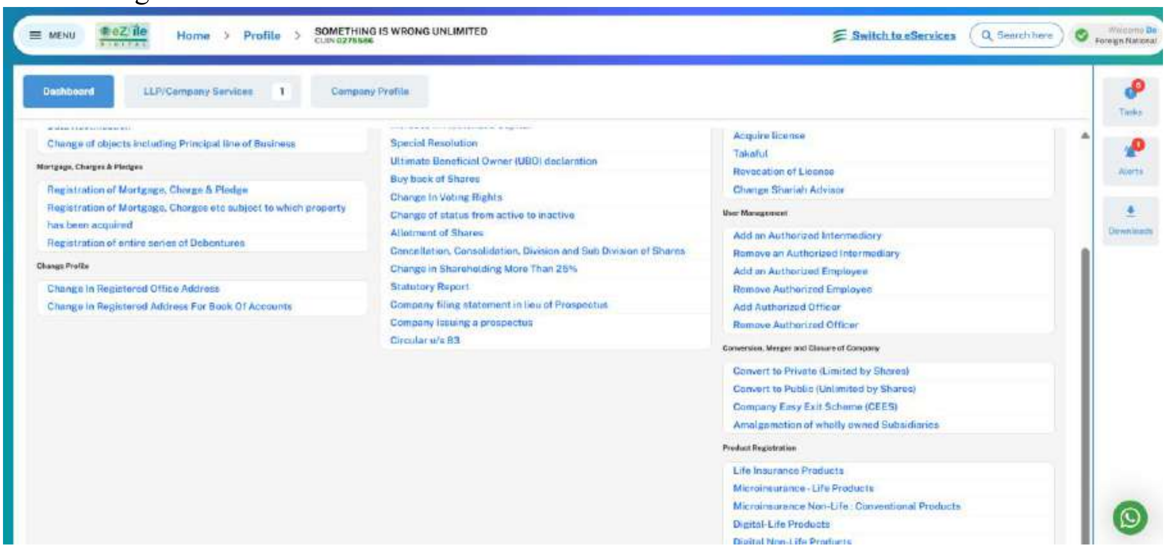
2. The Applicant will land on his/her landing page.



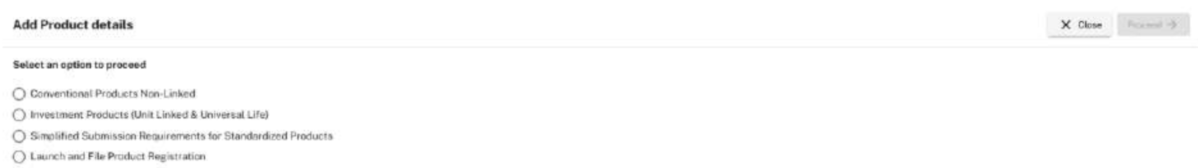
3. From My Companies/LLPs, applicant clicks on 'View Details' button on the company card.



4. From the company dashboard, the applicant clicks on ‘Life Insurance Products’ under the Product Registration section.

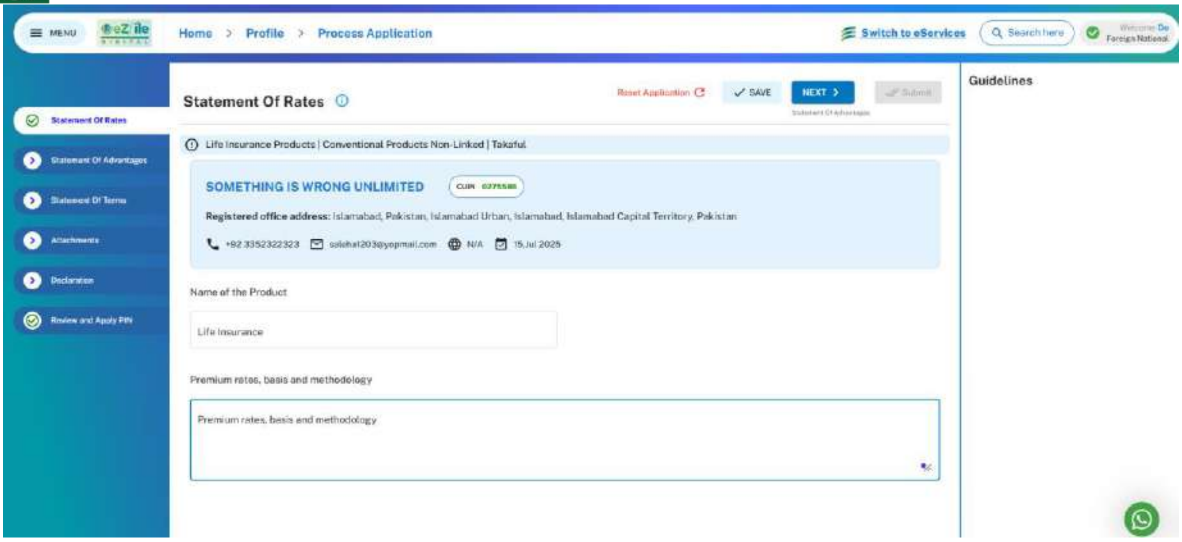


5. Applicant selects the product details and clicks on ‘Proceed’ button. The system opens up the application for Product Registration.



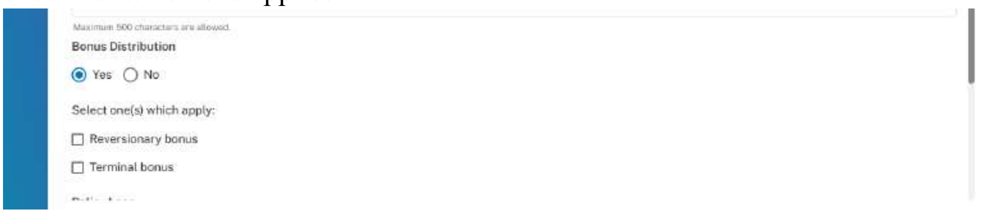
Statement of Rates

6. Applicant can view the first section of the application which is ‘Statement of Rates’. In this section the applicant can view the company information as well as add the name of the product and premium rates, basis and methodology and clicks on the ‘Next’ button.



Statement of Advantages

7. Next section is 'Statement of Advantages'. In this section, the applicant fills the description of built-in riders/supplementary benefits, description of optional riders/supplementary benefits, description of death (or any other main) benefit design, description of surrender value including the basis of determination and description of maturity benefits. Applicant also selects a Yes or No radio button for Bonus Distribution and for Policy Loan and then clicks on 'Next' button.
    a. If the applicant selects 'Yes' for Bonus Distribution, the applicant then selects from a check list which one applies.

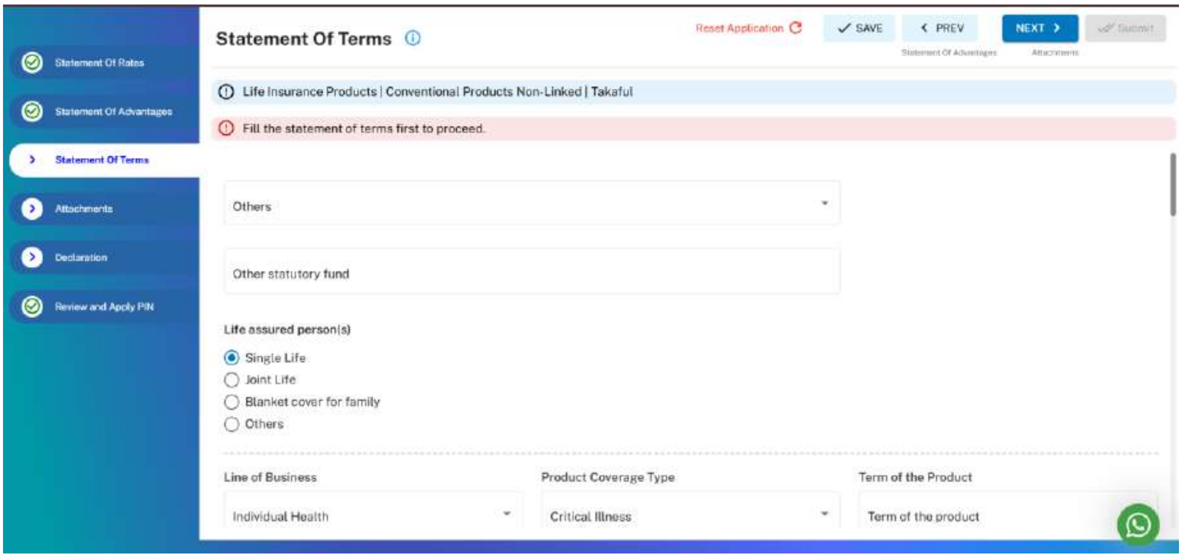


    b. If the applicant selects 'Yes' for Policy Loan, the applicant then needs to fill the details including policy loan, interest rate and repayment.

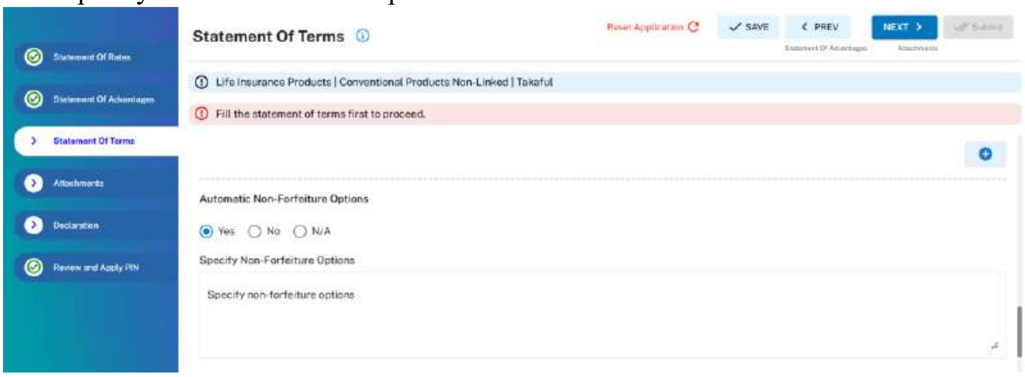
Statement of Terms

8. Next section is the 'Statement of Terms. Applicant selects the Statutory fund to which the policies under the product shall be referable from a dropdown. If the applicant selects 'others', the applicant then needs to specify other statutory fund. Applicant also fills the details including life assured person(s), line of business, product coverage type, term of the product, product orientation/nature, product development theme, form of benefit, basic plan or rider, type of premium, basis of determination of surrender value, maximum maturity age, age of the policy holder, premium, automatic non-forfeiture options, are there any settlement options for claim, surrender or maturity proceeds, distribution channel(applicant can add multiple distribution channels by clicking on the add button), financial protection component, indexation, standard approach, reinsurance arrangement applicable to the product and long

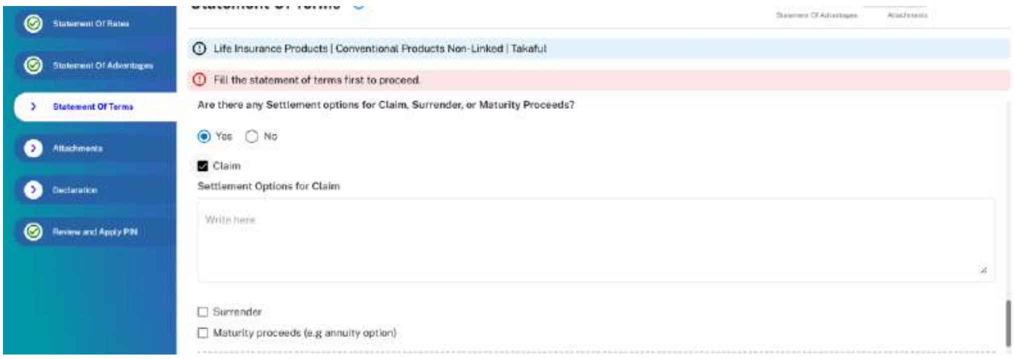
term investment policy of the relevant statutory fund. Applicant adds details and clicks on 'Next' button.



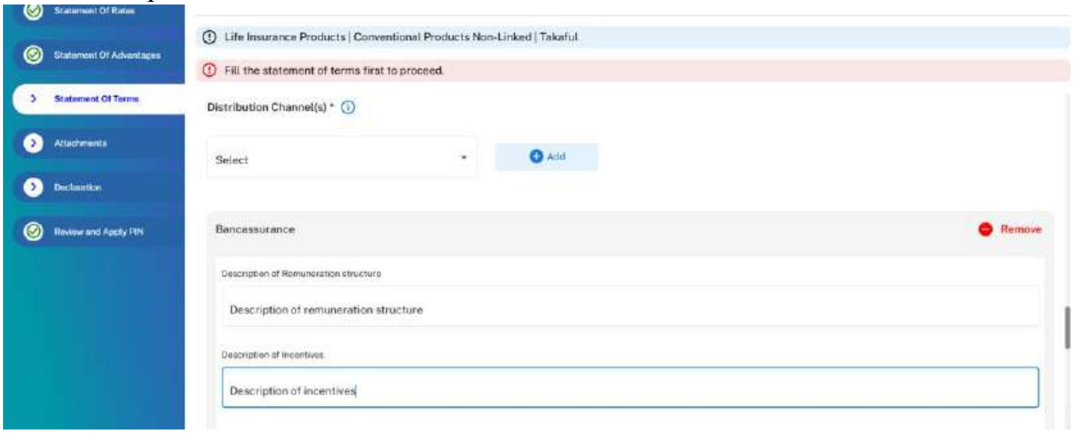
a. If the applicant selects 'Yes' for Automatic Non-Forfeiture Options, the applicant shall specify the non-forfeiture options.

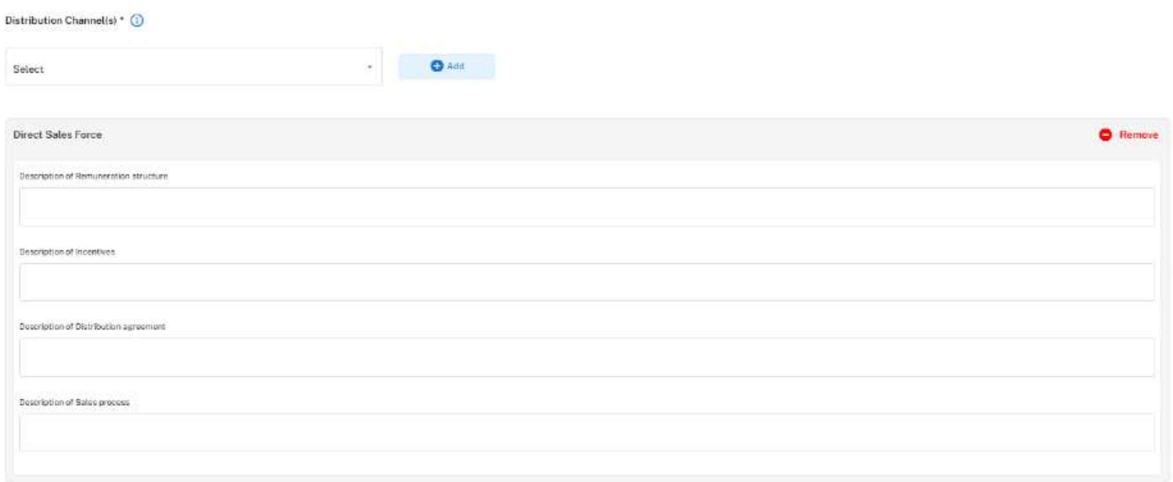


b. If the applicant selects 'Yes' for 'Are there any Settlement options for Claim, Surrender, or Maturity Proceeds, the system shall display a check list and for each check box the applicant needs to add the settlement options for that selected check box.



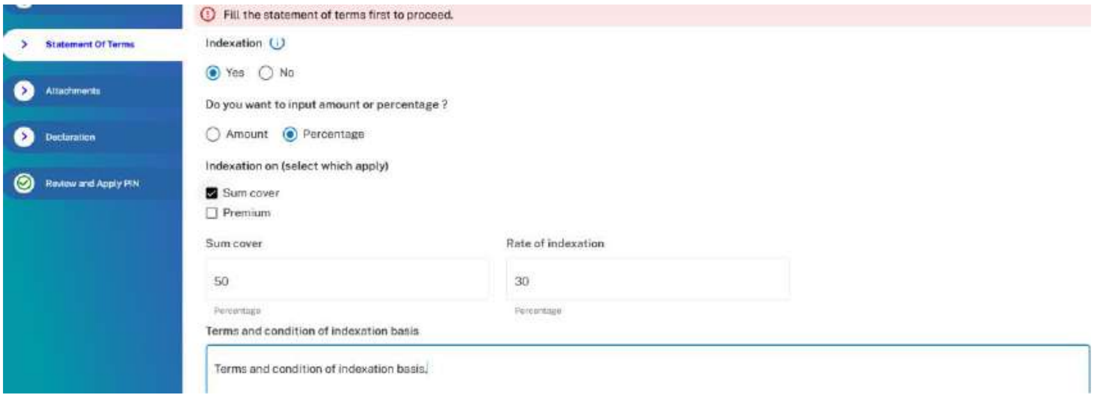
c. For distribution channel, the applicant needs to select the distribution channel from a dropdown and check click on the add button which displays fields for the applicant input. Each distribution channel includes additional fields for entering the Description of Remuneration Structure, Description of Incentives, Description of Distribution Agreement, and Description of Sales Process. Applicants can add multiple distribution channels as needed, and each channel comes with a remove option at the bottom. In cases where the required distribution channel is not available in the predefined list, applicants may select the “Others” option and specify the channel name in the provided text field.



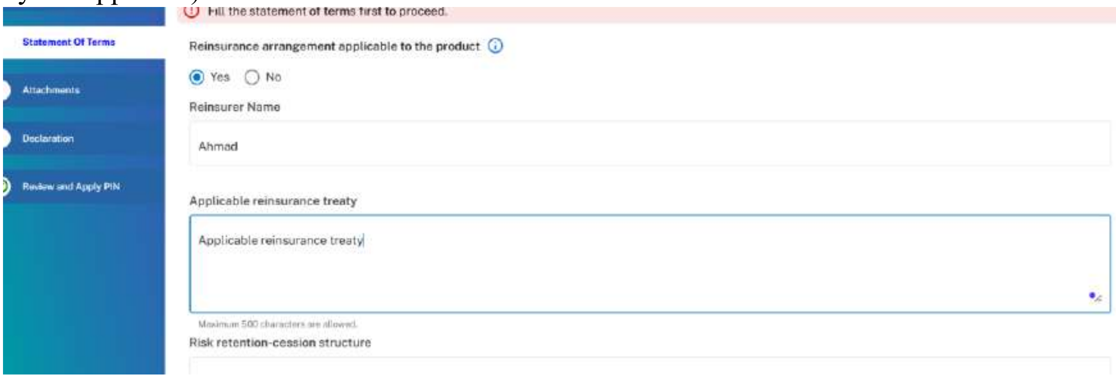


d. If the applicant selects ‘Yes’ for financial protection component, the applicant needs to add minimum and maximum value for it.

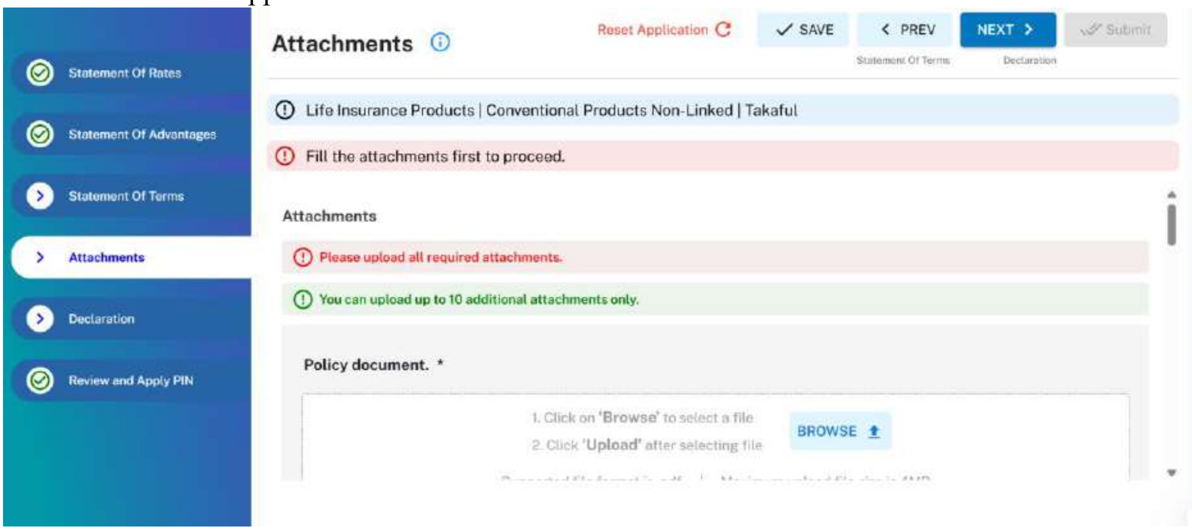
e. If the applicant selects ‘Yes’ for Indexation, the applicant needs to add Do you want to input amount or percentage, indexation on, rate of indexation and terms and condition of indexation basis.



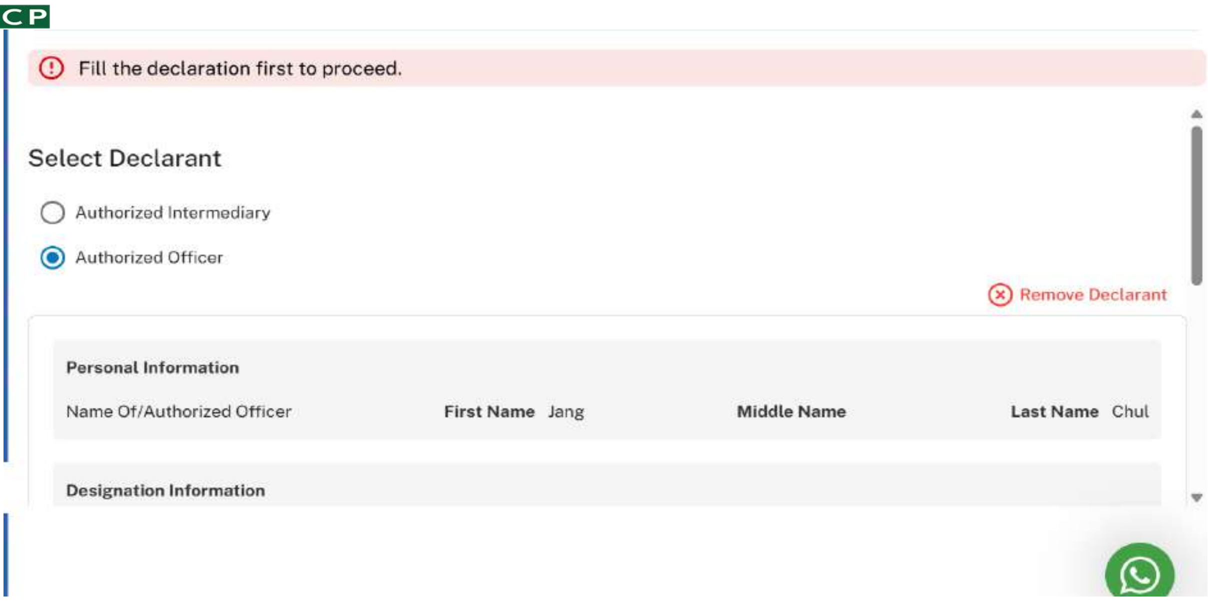
f. If the applicant selects ‘Yes’ for Reinsurance arrangement applicable to the product, the applicant needs to fill details including reinsurer name, applicable reinsurance treaty, risk retention-cessation structure and special terms negotiated with the reinsurer (Few fields may be added or removed based on the product details provided by the applicant).



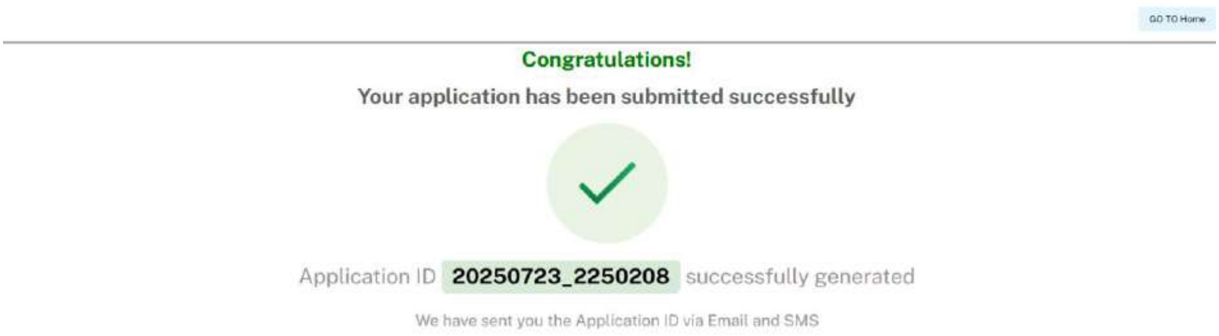
9. Next section is the ‘Attachments’ section. Here applicant adds all the mandatory and optional attachments for the application and clicks on ‘Next’ button.



10. Next is the declaration section. If the applicant clicks on ‘Authorized officer’ under ‘Declarant Profession/Designation’ and an authorized officer exists for the company, the system will display declarant name and CNIC/NICOP/Passport No. If the applicant clicks on ‘Authorized Intermediary’ under ‘Declarant Profession/Designation’ and an authorized intermediary exists for the company, the system will display declarant name and registration number of authorized intermediary.

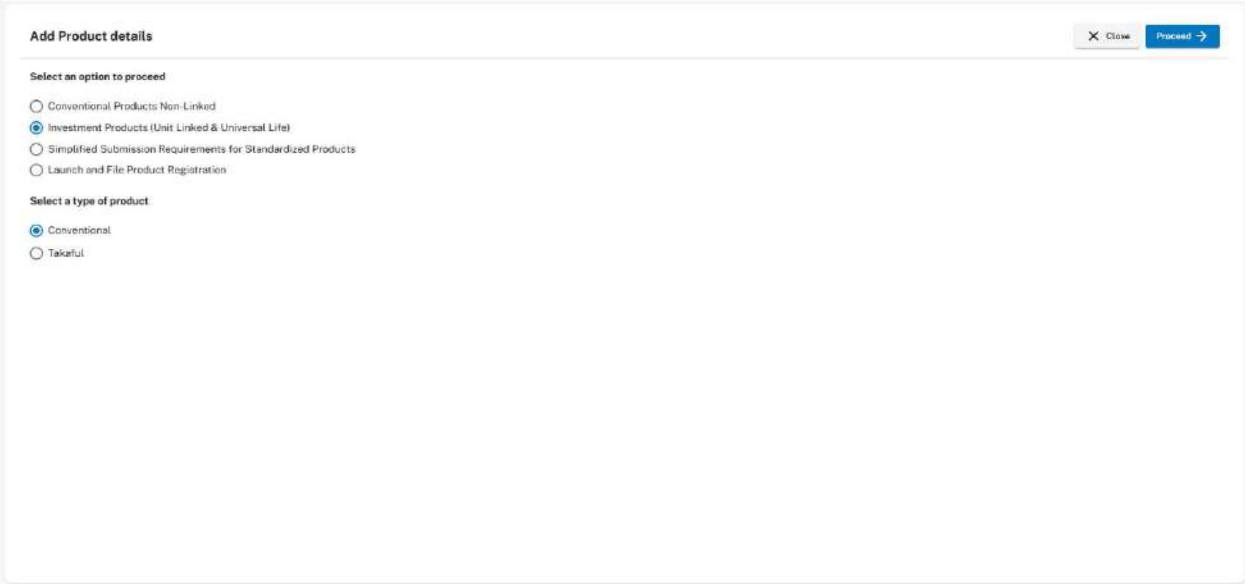


11. Authorized Officer/Authorized Intermediary applies the pin.
12. Applicant clicks on 'Submit' button.
13. System displays the success screen. Applicant clicks on 'Go to Home' button.



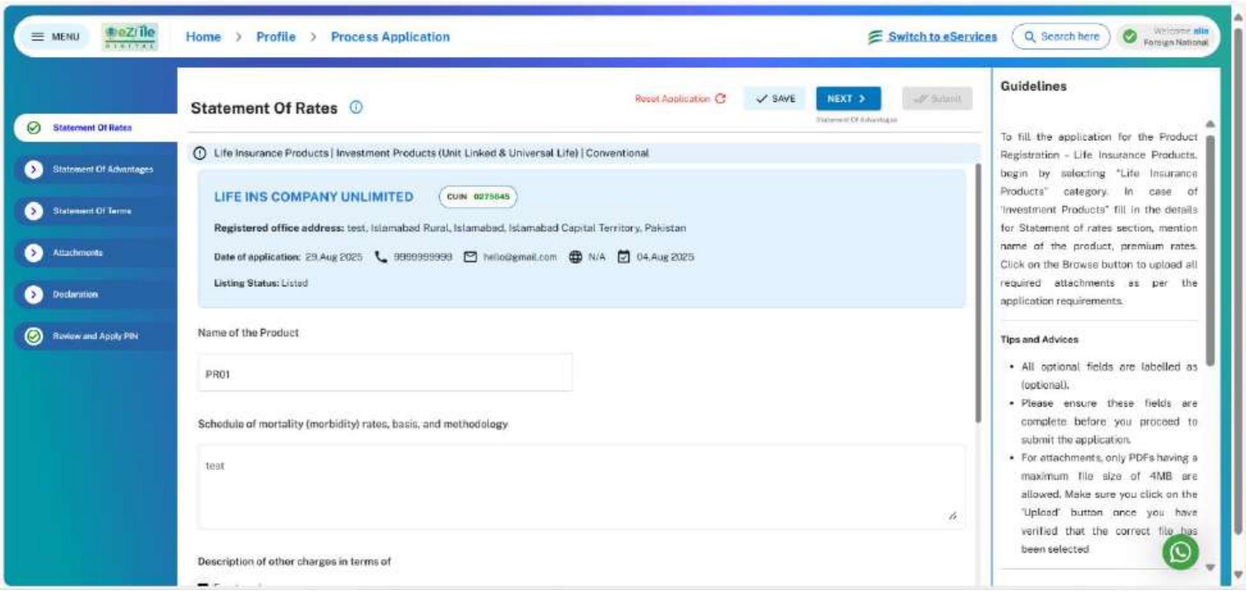
Scenario B – Investment Products (Unit Linked & Universal Life)

1. Applicant selects Product Details and clicks on 'Proceed' button.



Statement of Rates

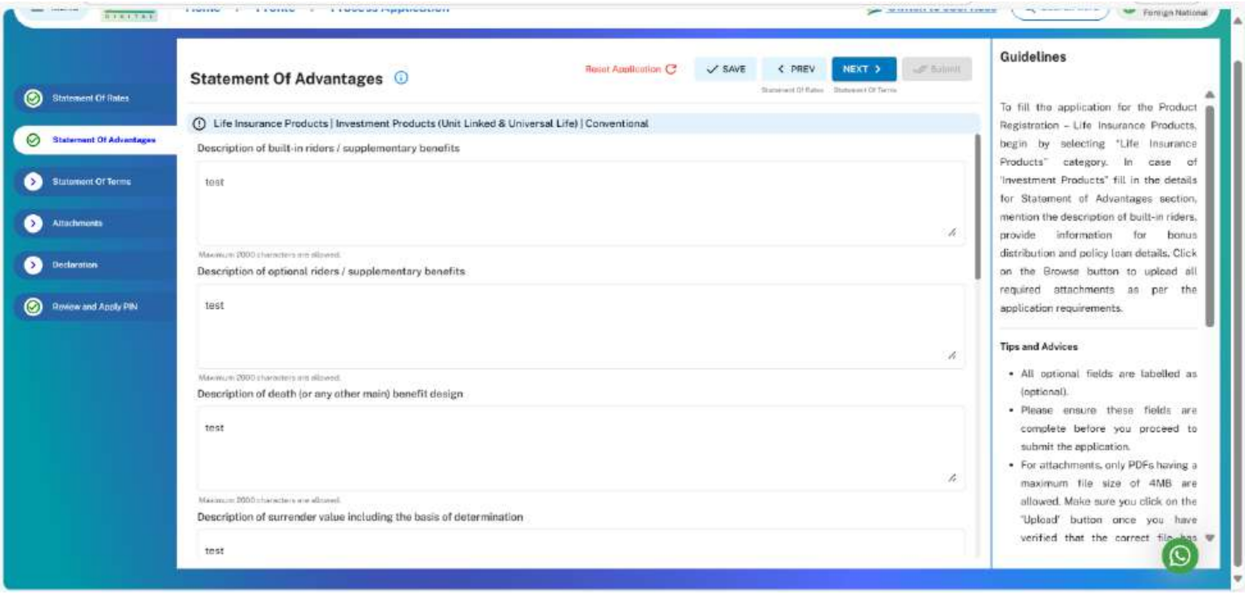
2. Applicants can view the first section of the application which is ‘Statement of Rates’. In this section the applicant can view the company information as well as add the name of the product and other details like Schedule of mortality (morbidity) rates, basis and methodology, Description of other charges etc. and clicks on the ‘Next’ button.



Statement of Advantages

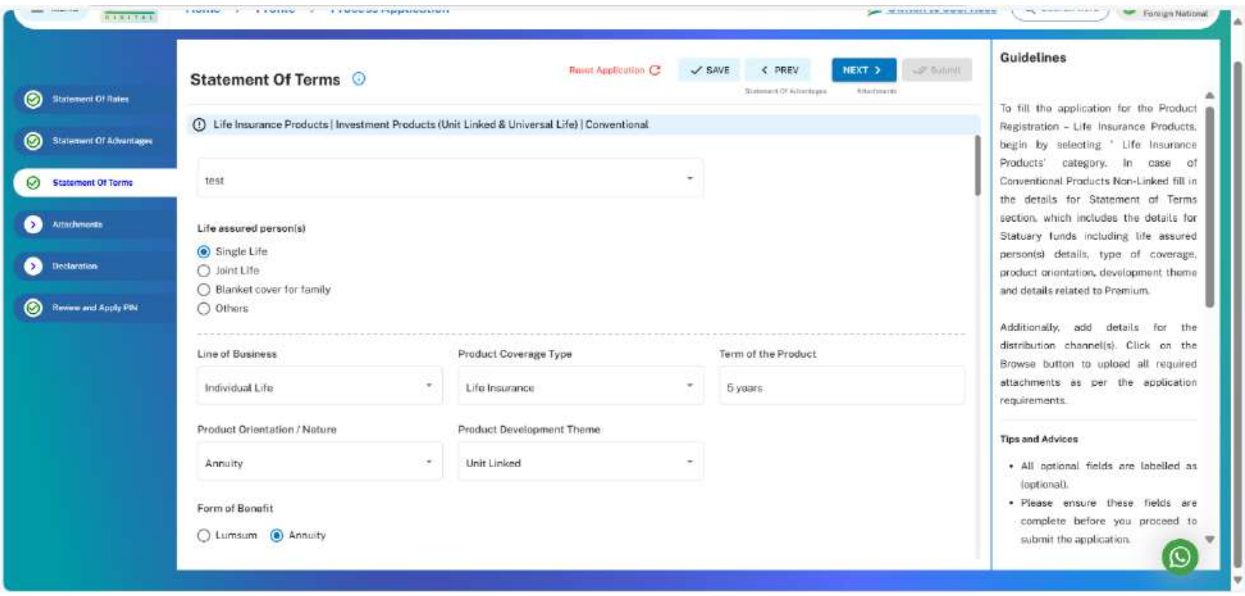
3. Next section is ‘Statement of Advantages’. In this section, the applicant fills the description of built-in riders/supplementary benefits, description of optional riders/supplementary benefits, description of death (or any other main) benefit design, description of surrender value including the basis of determination and description of maturity benefits etc. Applicants also select a Yes or No radio button for Bonus Distribution and for Partial Withdrawal and then clicks on ‘Next’ button.
   a. If the applicant selects ‘Yes’ for Bonus Distribution, the applicant then selects from a check list which one applies

b. If the applicant selects ‘Yes’ for Partial Withdrawal, the applicant then needs to fill the details including Description of partial withdrawal eligibility, Limits ,Charges, Any consequent impact on death benefit.

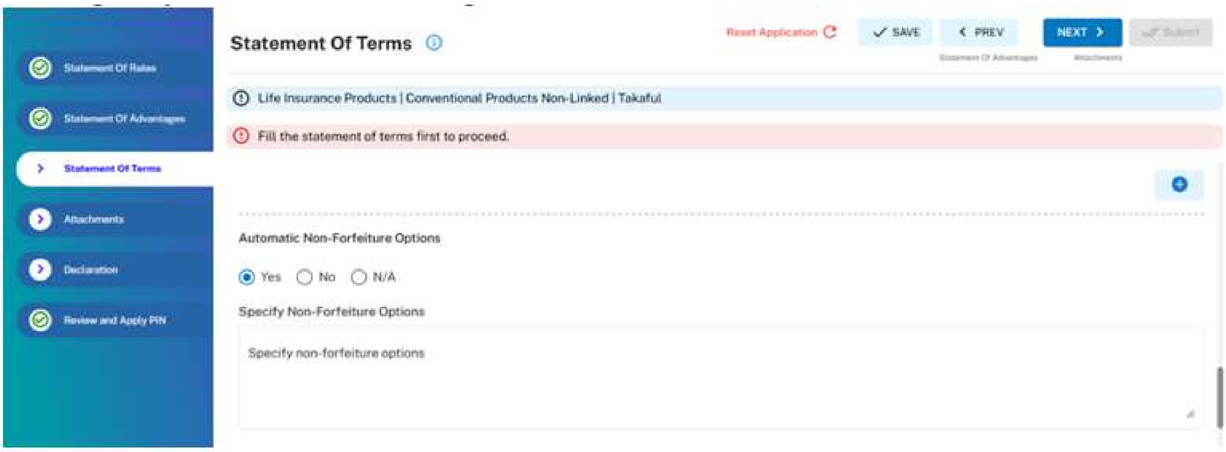


Statement of Terms

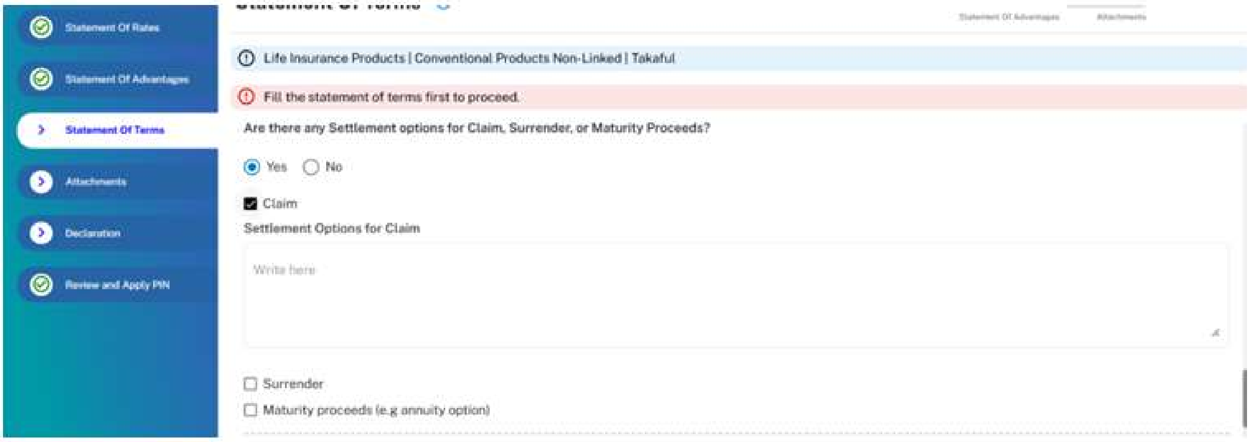
4. Next section is the ‘Statement of Terms’. Applicants select the Statutory fund to which the policies under the product shall be referable from a dropdown. If the applicant selects ‘others’, the applicant then needs to specify other statutory fund. Applicant also fills the details including life assured person(s), line of business, product coverage type, term of the product, product orientation/nature, product development theme, form of benefit, basic plan or rider, type of premium, basis of determination of surrender value, maximum maturity age, age of the policy holder, premium, automatic non-forfeiture options, are there any settlement options for claim, surrender or maturity proceeds, distribution channel(applicant can add multiple distribution channels by clicking on the add button), financial protection component, indexation, standard approach, reinsurance arrangement applicable to the product and long term investment policy of the relevant statutory fund. Applicant adds details and clicks on ‘Next’ button.



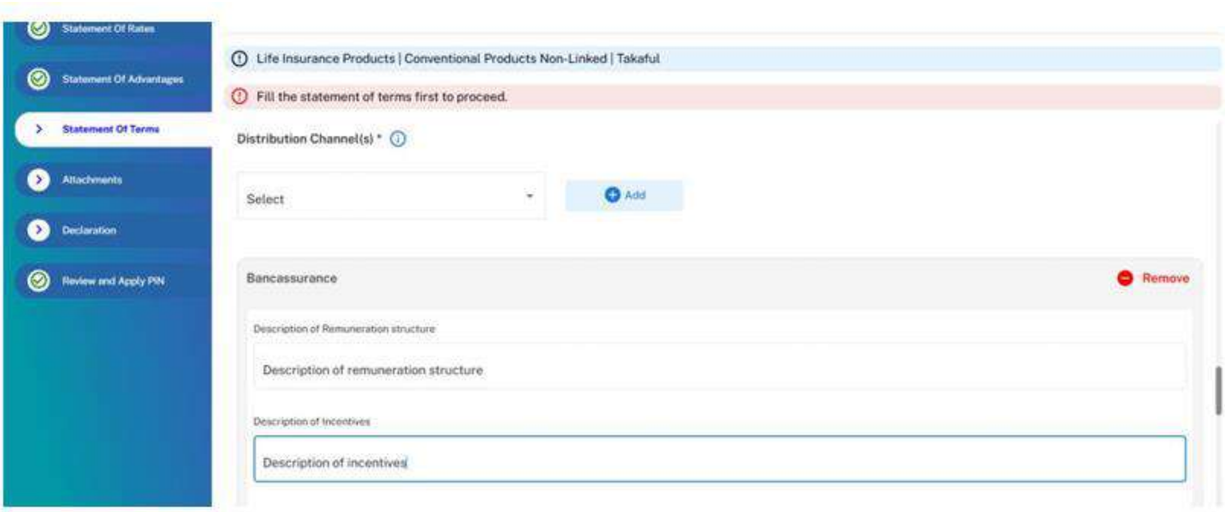
a. If the applicant selects ‘Yes’ for Automatic Non-Forfeiture Options, the applicant shall specify the non-forfeiture options.



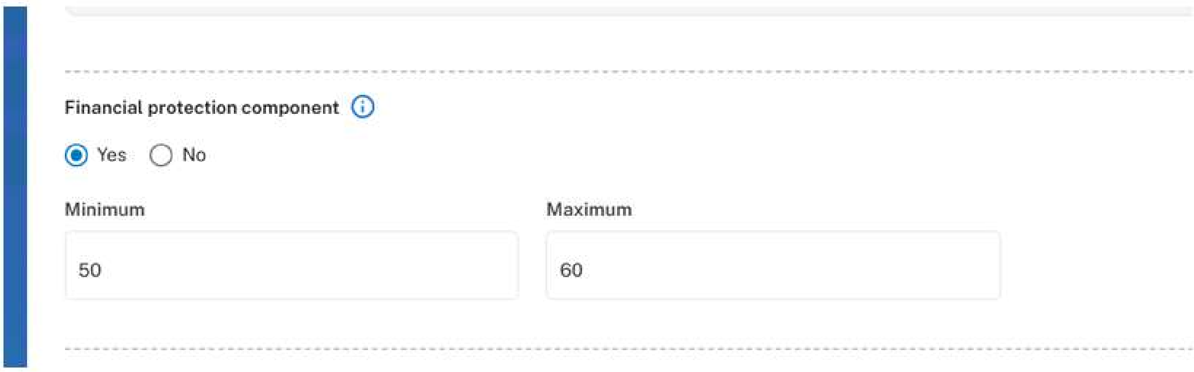
b. If the applicant selects ‘Yes’ for ‘Are there any Settlement options for Claim, Surrender, or Maturity Proceeds, the system shall display a check list and for each check box the applicant needs to add the settlement options for that selected check box.



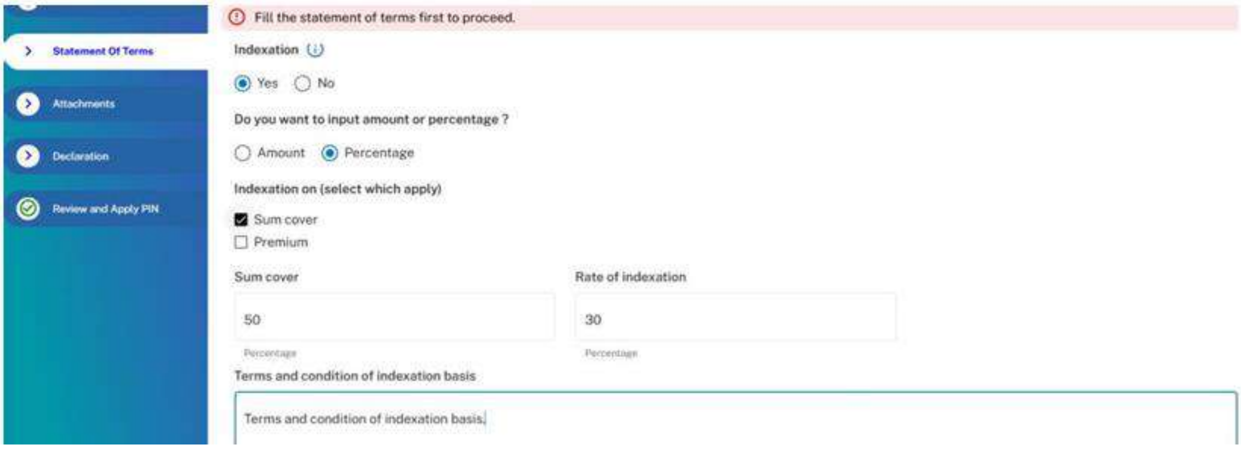
c. For distribution channel, the applicant needs to select the distribution channel from a dropdown and check click on the add button which displays fields for the applicant input.



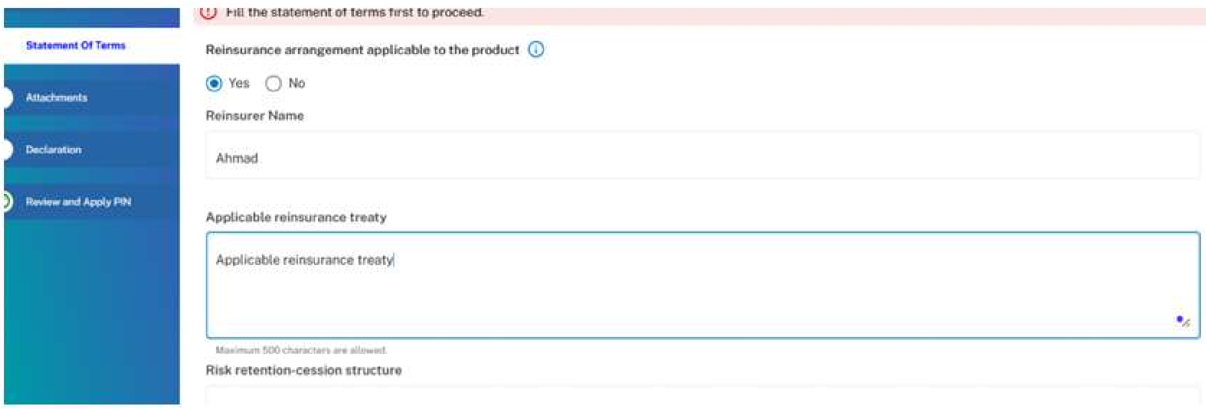
d. If the applicant selects ‘Yes’ for financial protection component, the applicant needs to add minimum and maximum value for it.



e. If the applicant selects ‘Yes’ for Indexation, the applicant needs to add Do you want to input amount or percentage, indexation on, rate of indexation and terms and condition of indexation basis.

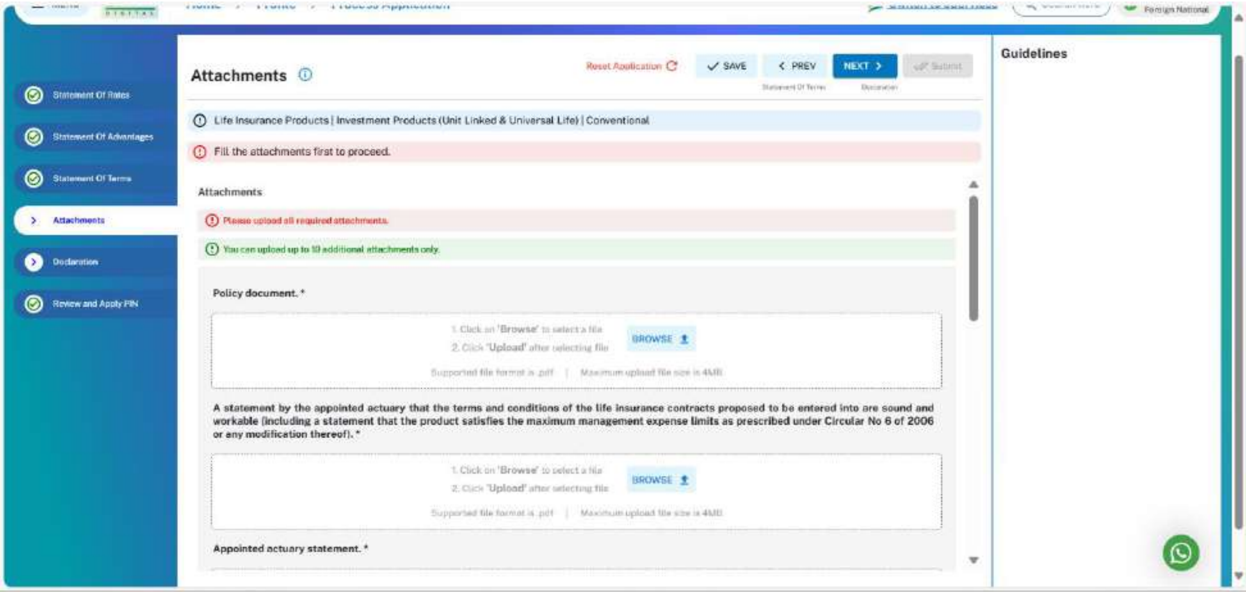


f. If the applicant selects ‘Yes’ for Reinsurance arrangement applicable to the product, the applicant needs to fill details including reinsurer name, applicable reinsurance treaty, risk retention-cessation structure and special terms negotiated with the reinsurer (Few fields may be added or removed based on the product details provided by the applicant).

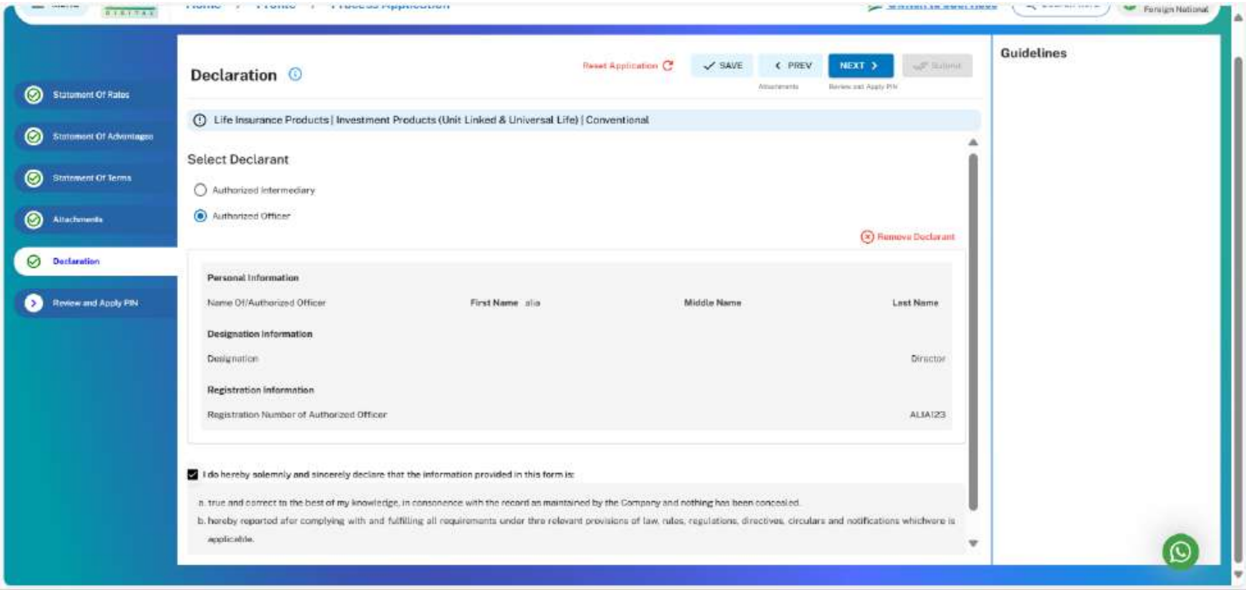


g. Applicants need to fill details including Investments to which the policy is linked, frequency of the unit values, the basis by which the unit values are determined, the values attributed to units at the time of purchase and sale, and the basis on which expenses attributed to the policy are determined.

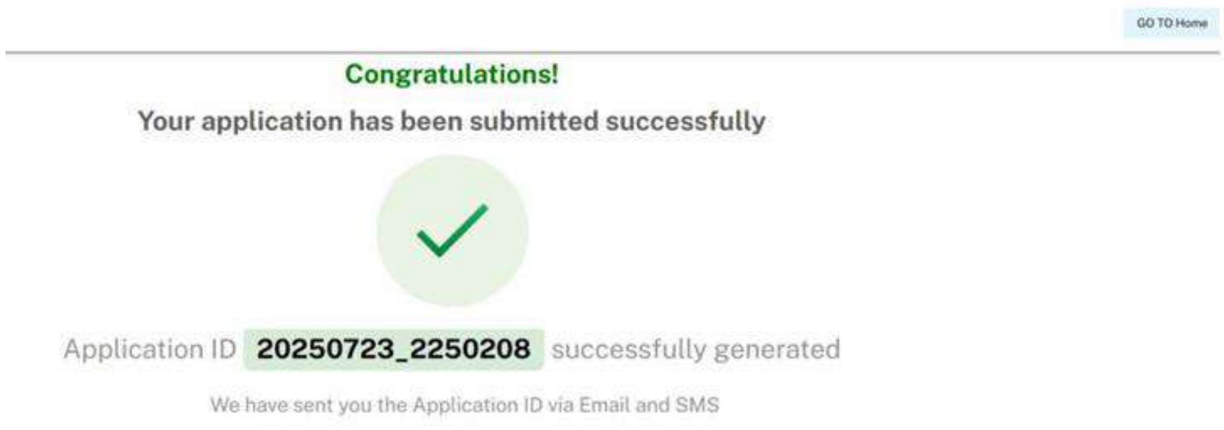
5. Next section is the ‘Attachments’ section. Here applicant adds all the mandatory and optional attachments for the application and clicks on ‘Next’ button.



6. Next is the declaration section. If the applicant clicks on ‘Authorized officer’ under ‘Declarant Profession/Designation’ and an authorized officer exists for the company, the system will display declarant name and CNIC/NICOP/Passport No. If the applicant clicks on ‘Authorized Intermediary’ under ‘Declarant Profession/Designation’ and an authorized intermediary exists for the company, the system will display declarant name and registration number of authorized intermediary. Only Authorized Officer/ Authorized Intermediary will be able to submit the application.

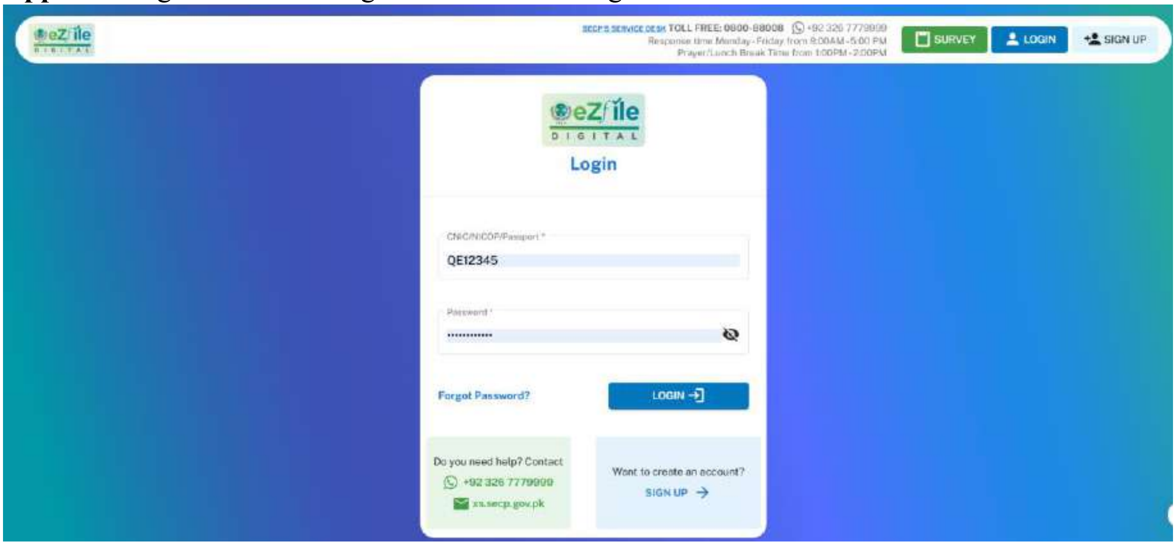


7. Authorized Officer/Authorized Intermediary applies the pin.
8. Applicant clicks on ‘Submit’ button.
9. System displays the success screen. Applicant clicks on ‘Go to Home’ button.

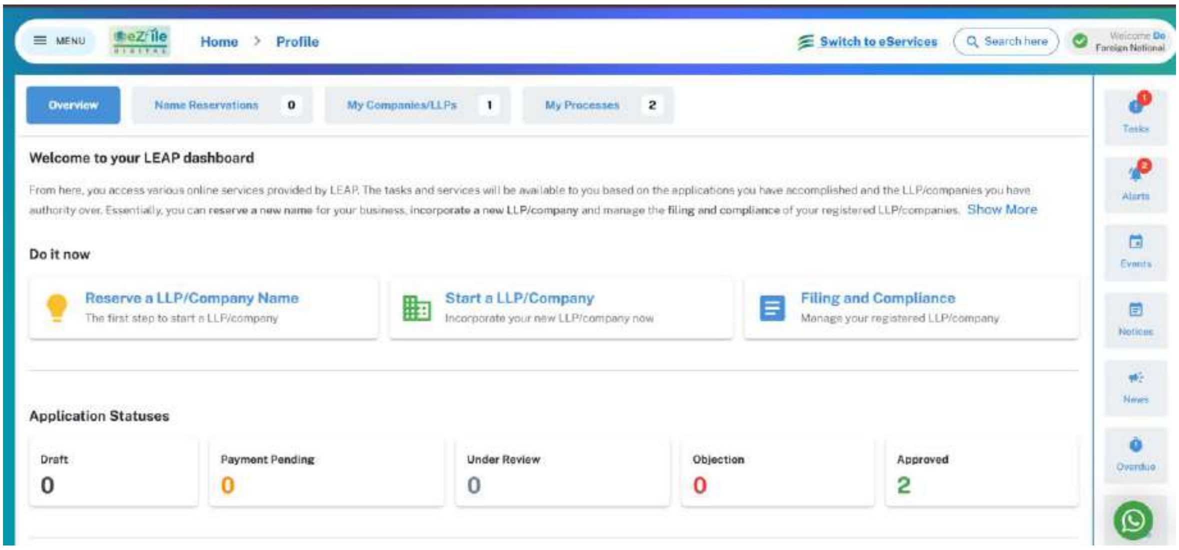


Scenario C – Simplified Submission Requirements for Standardized Products

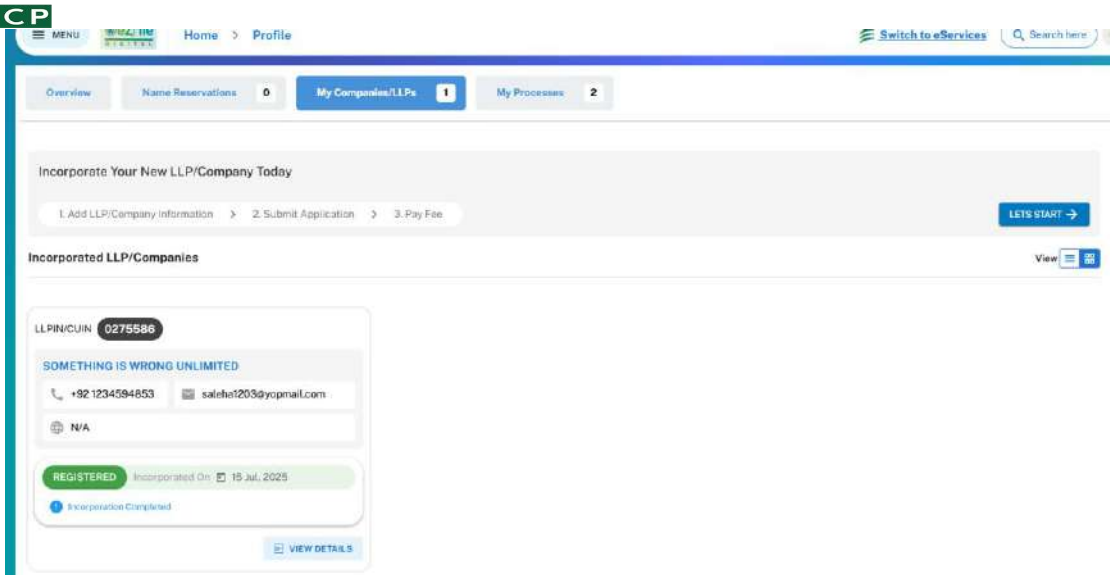
1. **Applicant** logs in to his/her registered account using valid credentials.



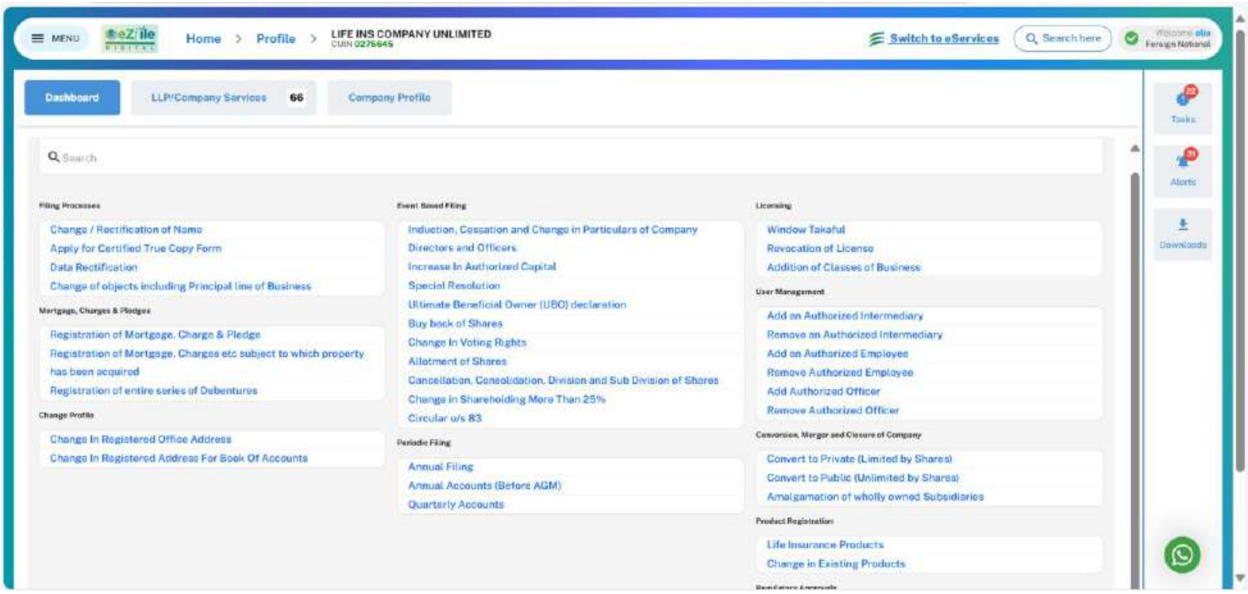
2. The Applicant will land on his/her landing page.



3. From My Companies/LLPs, applicant clicks on 'View Details' button on the company card.

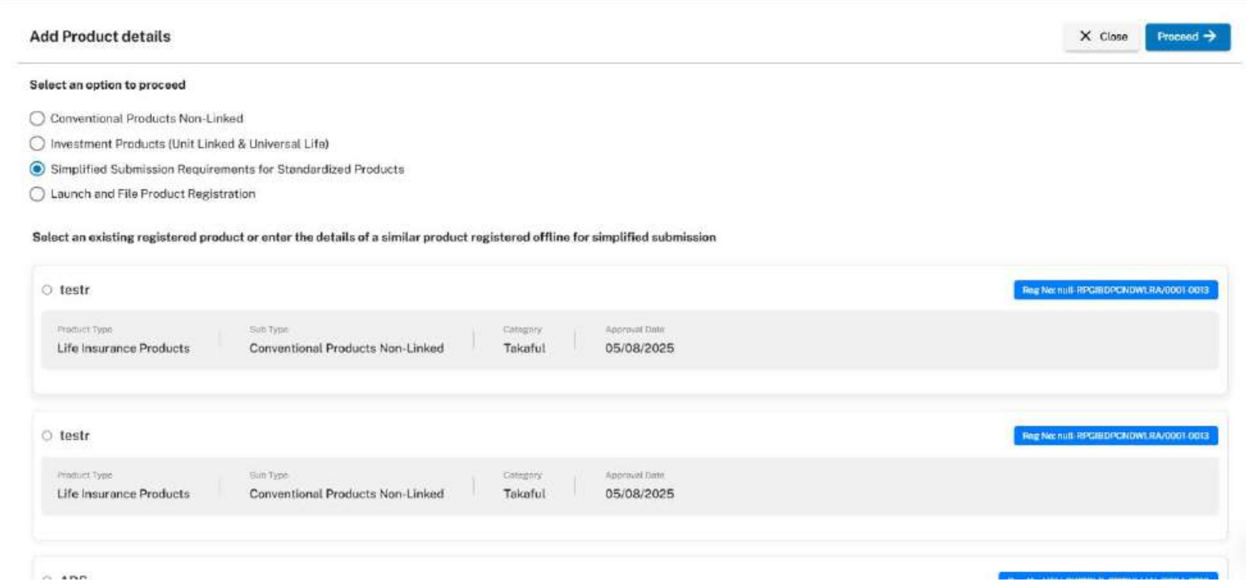


4. From the company dashboard, the applicant clicks on ‘Life Insurance Products’ under the Product Registration section.

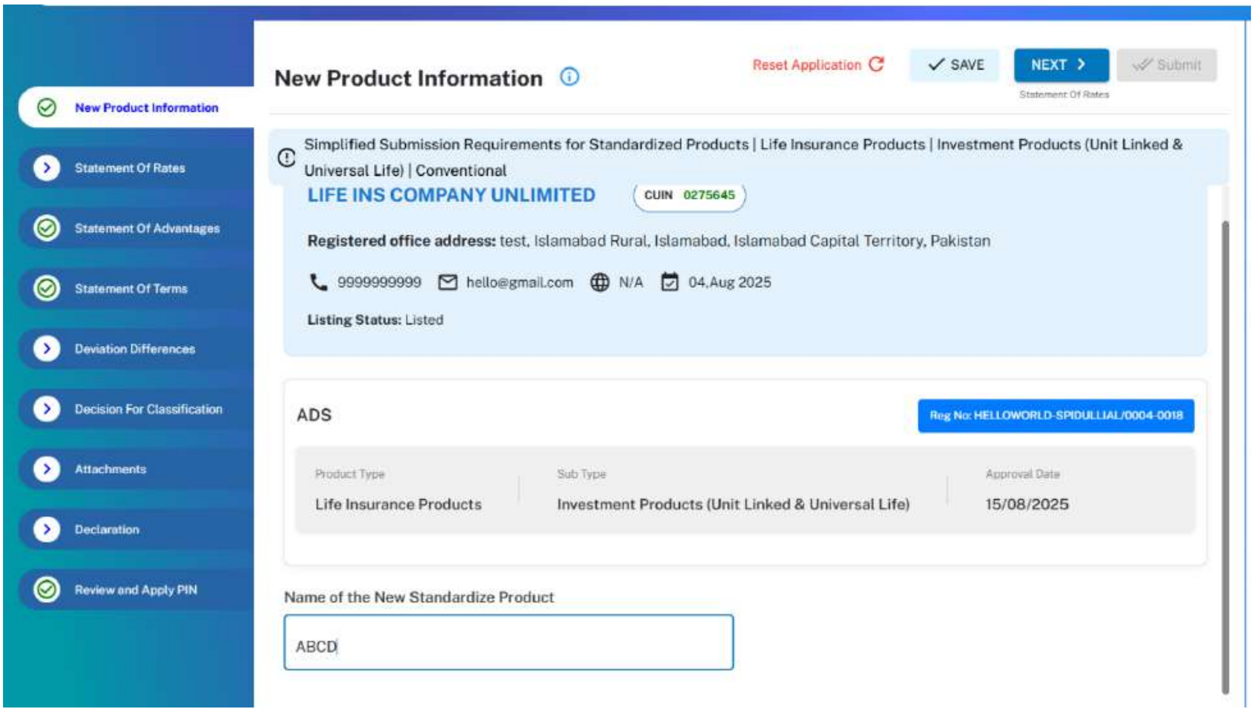


5. Applicant selects “Simplified Submission Requirements for Standardized Products”. The applicant is prompted to select an existing registered product or provide the details of a similar non-registered product for simplified submission. This is displayed as a radio group, which includes radio buttons showing the names of already registered products, along with an additional option labeled “Other (Registered Offline).” If the applicant selects an already registered product (either Conventional Products – Non-Linked or Investment Products – Unit Linked & Universal Life), the sections for Statement of Rates, Statement of Advantages, and Statement of Terms are automatically filled. The applicant may modify these fields using the Change button provided with each section, and all modifications will be visible to the dealing officer. However, if the applicant selects the “Other Products Registered Offline” option, the applicant must manually provide the Name of the Existing Product (text field), Registration Number (optional, number input), and Date of Approval (date picker). Once these fields are completed and submitted, the applicant will then be required to manually fill in the Statement

of Rates, Statement of Advantages, and Statement of Terms.



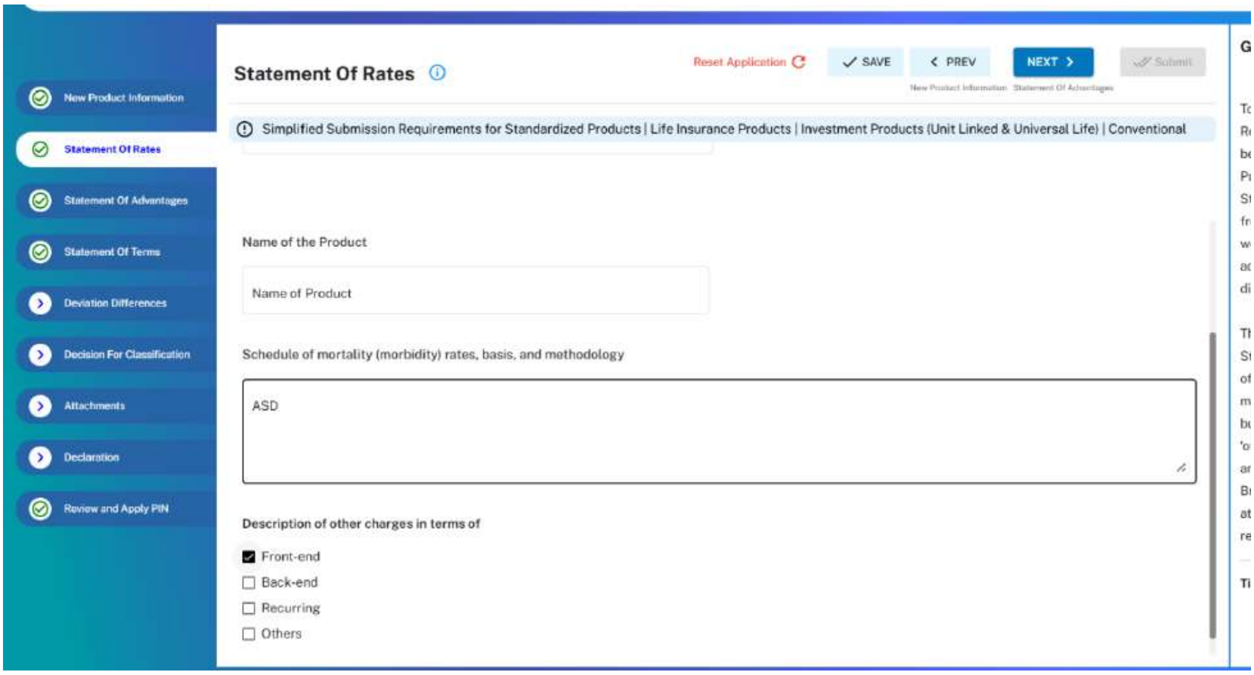
6. The first section of the application, New Product Information, opens with a company profile card displayed at the top. Below this card, the title "Details of Similar Existing Product" appears, showing the product details including the Name of the Product (uneditable), Registration Number (uneditable – displayed only if provided for products registered offline), Date of Approval (uneditable), and Status (Registered Online/Registered Offline). An Update button is available only when "Other Products Registered Offline" has been selected; this allows the applicant to return to the previous page to re-enter details of the product or to choose an already registered product instead. Finally, the applicant is required to enter the Name of the New Standardized Product in the provided text field.



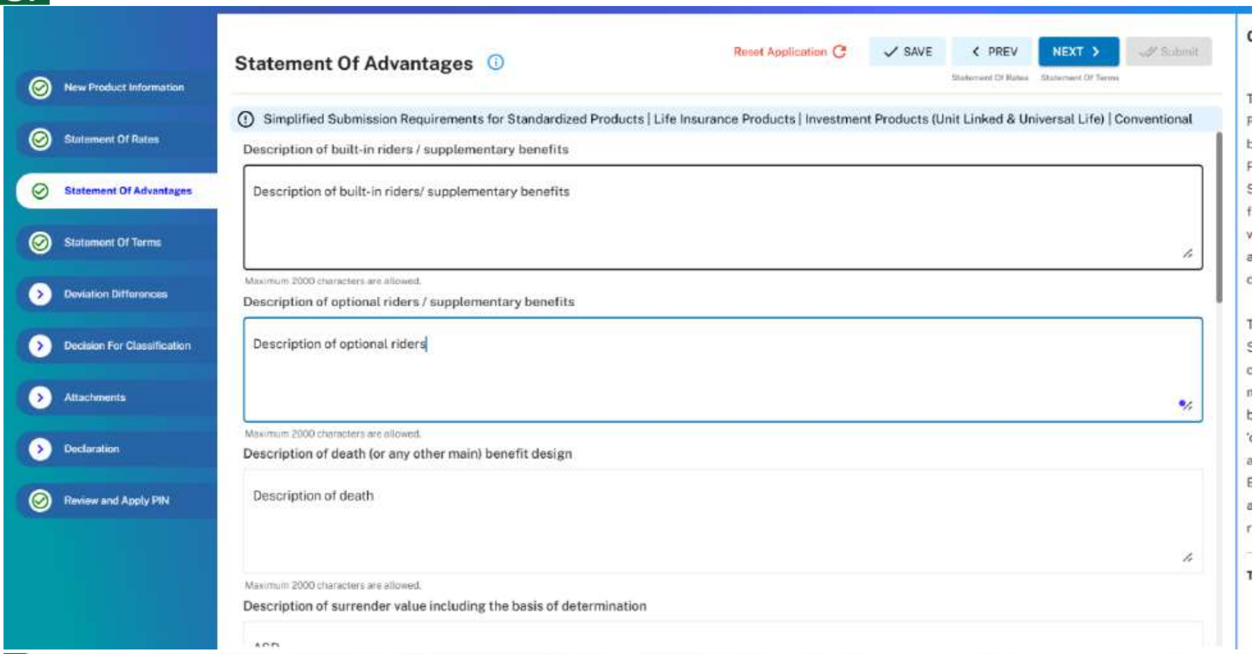
Statement of Rates

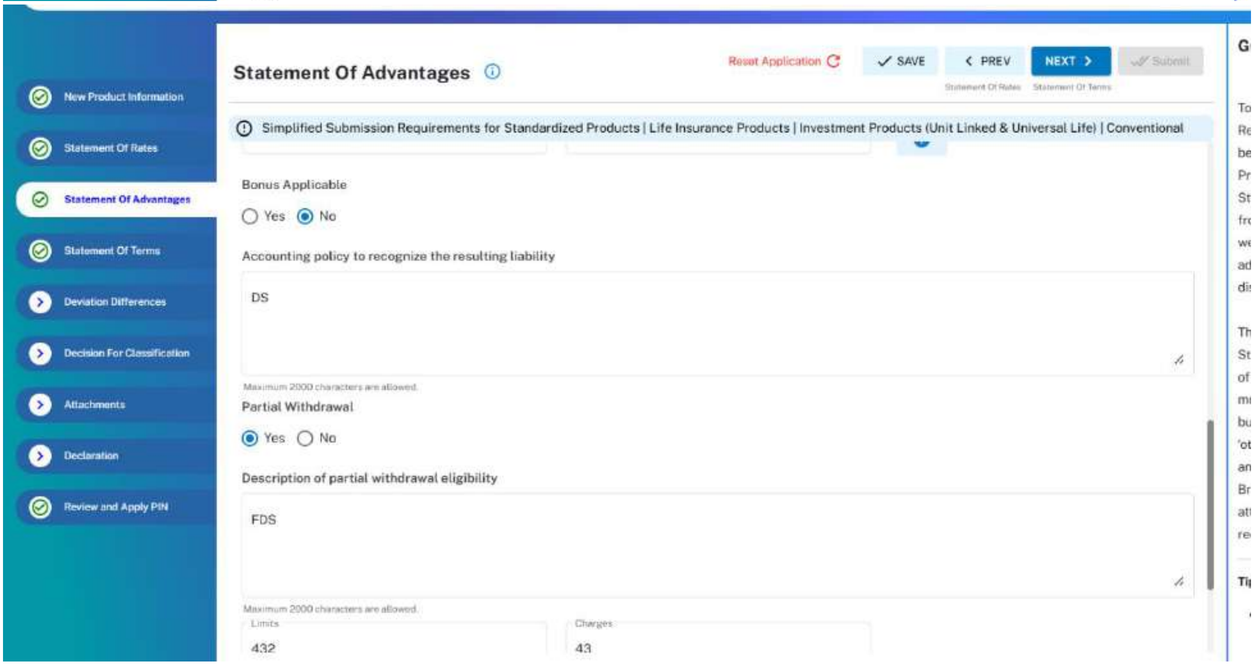
7. The system then opens the next section of the application, "Statement of Rates." This section requires applicants to provide details based on the type of product. For Conventional Non-

Linked Products, the applicant must enter the Premium Rates, Basis, and Methodology (this field will be prefilled if a similar online registered product was selected). For Investment Products (Unit Linked & Universal Life), the applicant must provide the Schedule of Mortality/Morbidity Rates, Basis, and Methodology. In addition, the applicant is required to describe other charges by specifying the Type (Front-end, Back-end, Recurring, or Others — if "Others" is selected, a text field will appear for details), along with the Basis for Determination, Scale/Rate, and Frequency. Finally, the applicant must also provide the Basis for Increase.



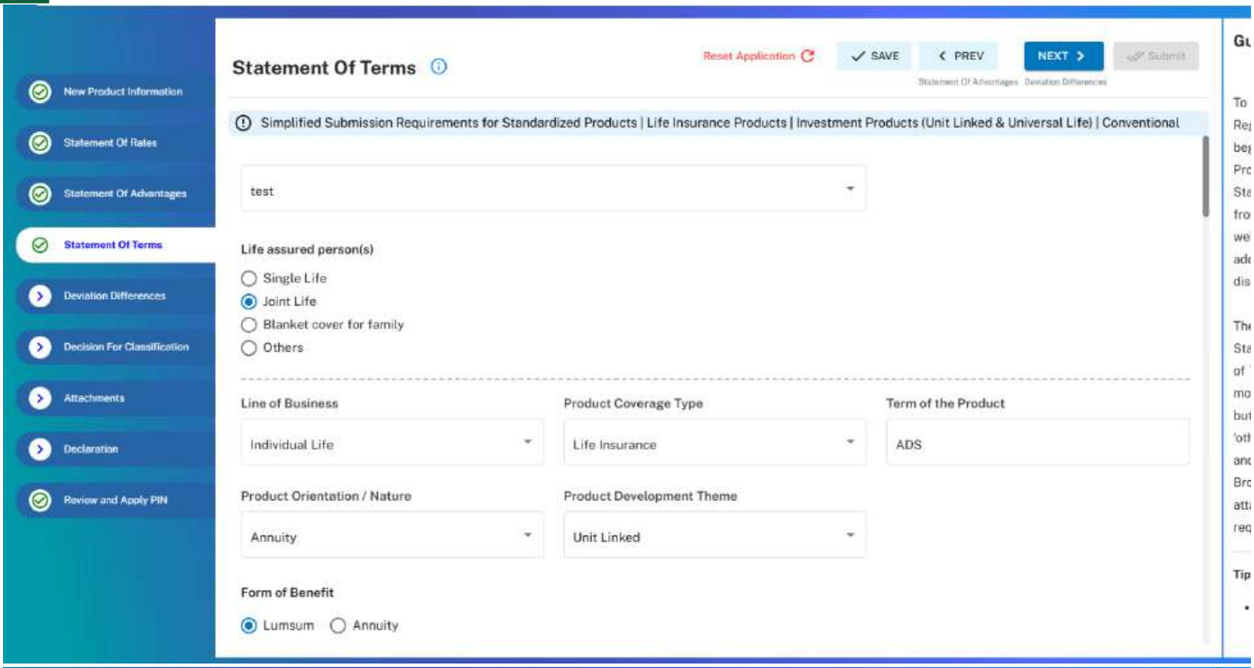
8. Next section is 'Statement of Advantages'. In this section, the applicant fills the description of built-in riders/supplementary benefits, description of optional riders/supplementary benefits, description of death (or any other main) benefit design, description of surrender value including the basis of determination and description of maturity benefits. Applicant also selects a Yes or No radio button for Bonus Distribution and for Policy Loan and then clicks on 'Next' button.
    a. If the applicant selects 'Yes' for Bonus Distribution, the applicant then selects from a check list which one applies.
9. If the applicant selects 'Yes' for Policy Loan, the applicant then needs to fill the details including policy loan, interest rate and repayment.

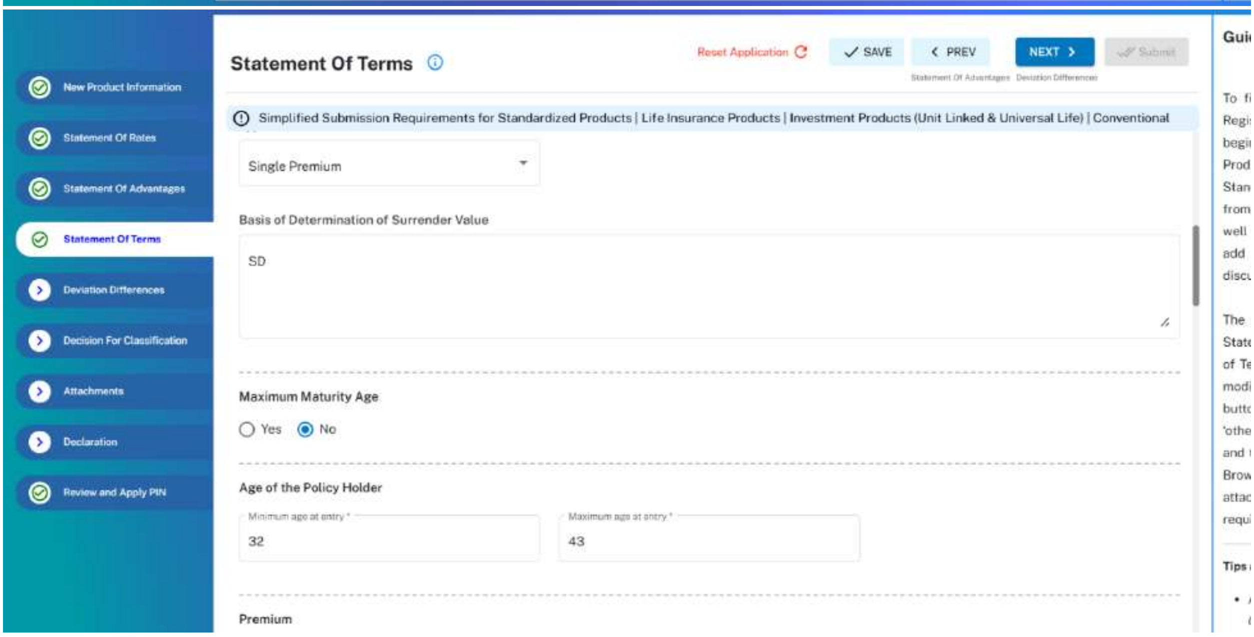


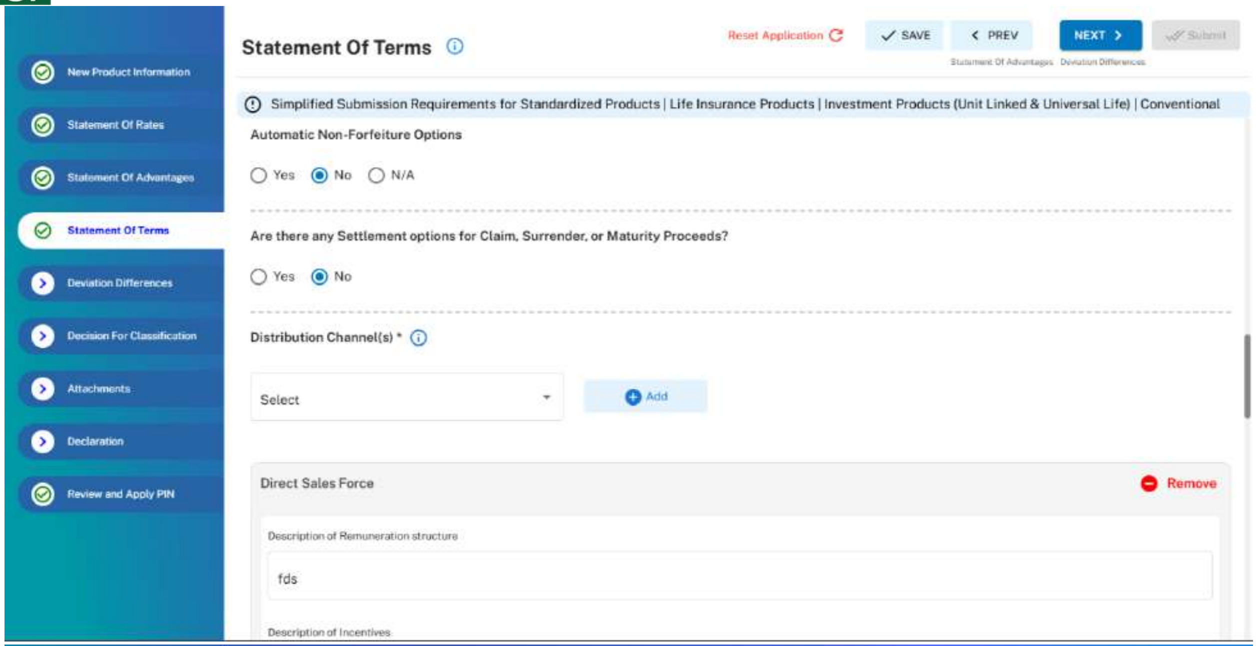


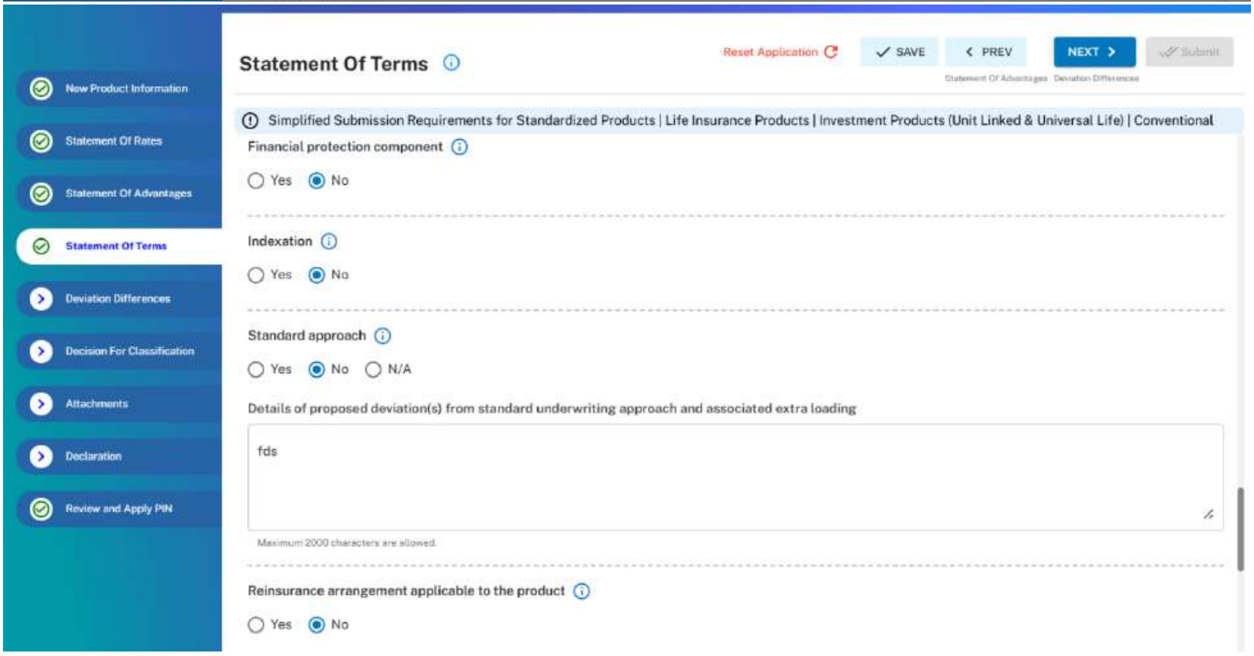
Statement of Terms

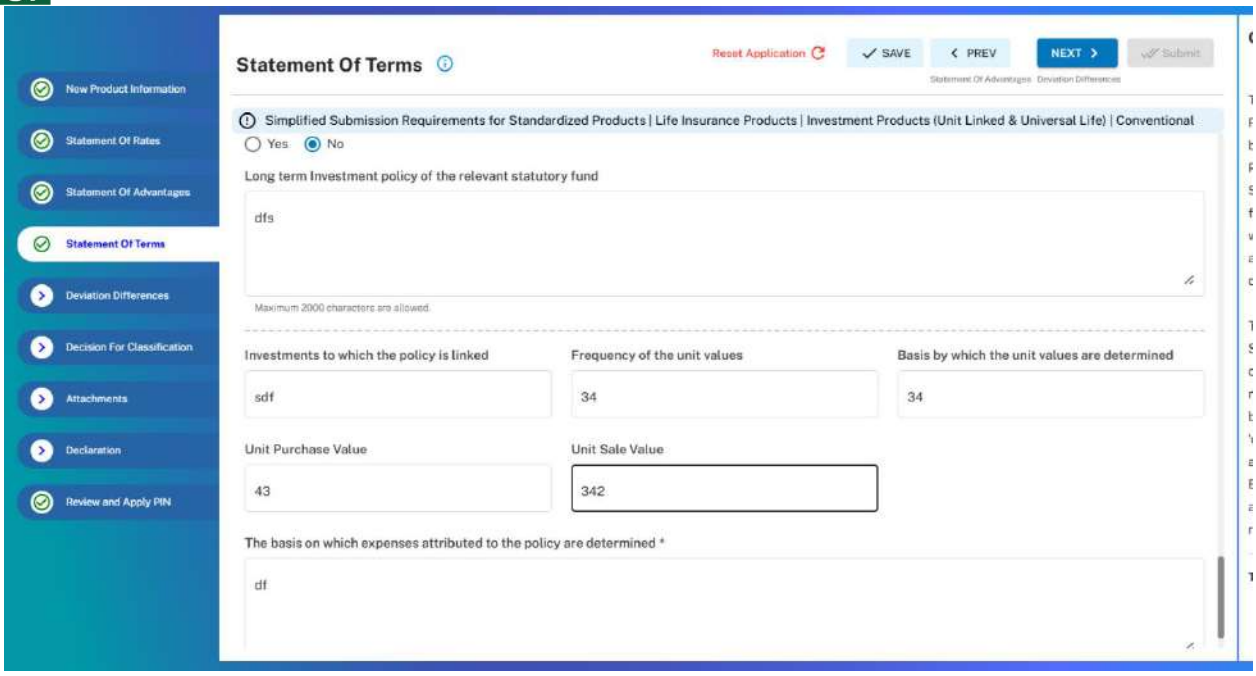
10. Next section is the ‘Statement of Terms. Applicant selects the Statutory fund to which the policies under the product shall be referable from a dropdown. If the applicant selects ‘others’, the applicant then needs to specify other statutory fund. Applicant also fills the details including life assured person(s), line of business, product coverage type, term of the product, product orientation/nature, product development theme, form of benefit, basic plan or rider, type of premium, basis of determination of surrender value, maximum maturity age, age of the policy holder, premium, automatic non-forfeiture options, are there any settlement options for claim, surrender or maturity proceeds, distribution channel(applicant can add multiple distribution channels by clicking on the add button), financial protection component, indexation, standard approach, reinsurance arrangement applicable to the product and long term investment policy of the relevant statutory fund. Applicant adds details and clicks on ‘Next’ button.


New Product Information
Statement Of Rates
Statement Of Advantages
Statement Of Terms
Deviation Differences
Decision For Classification
Attachments
Declaration
Review and Apply PIN
Statement Of Terms
Reset Application
SAVE
PREV
NEXT
Submit
Statement Of Advantages
Deviation Differences
Simplified Submission Requirements for Standardized Products | Life Insurance Products | Investment Products (Unit Linked & Universal Life) | Conventional
test
Life assured person(s)
Single Life
Joint Life
Blanket cover for family
Others
Line of Business
Individual Life
Product Coverage Type
Life Insurance
Term of the Product
ADS
Product Orientation / Nature
Annuity
Product Development Theme
Unit Linked
Form of Benefit
Lumsum
Annuity


New Product Information
Statement Of Rates
Statement Of Advantages
Statement Of Terms
Deviation Differences
Decision For Classification
Attachments
Declaration
Review and Apply PIN
Statement Of Terms
Reset Application
SAVE
PREV
NEXT
Submit
Statement Of Advantages
Deviation Differences
Simplified Submission Requirements for Standardized Products | Life Insurance Products | Investment Products (Unit Linked & Universal Life) | Conventional
Single Premium
Basis of Determination of Surrender Value
SD
Maximum Maturity Age
Yes
No
Age of the Policy Holder
Minimum age at entry *
32
Maximum age at entry *
43
Premium

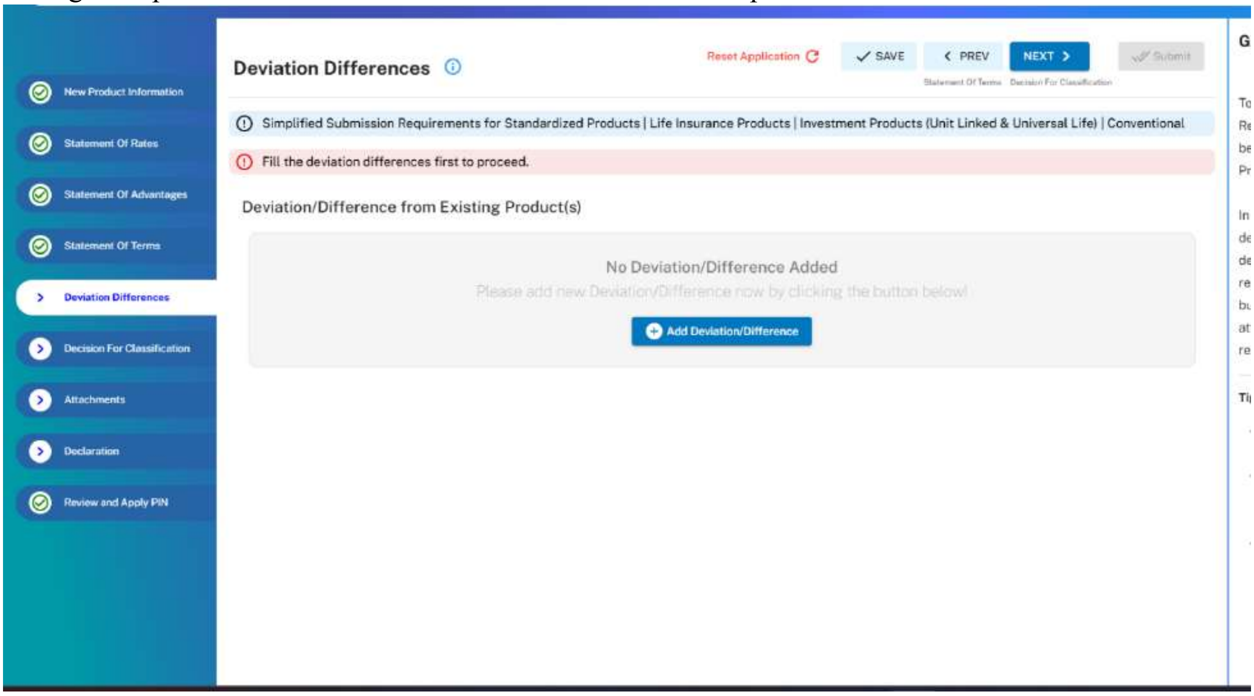

New Product Information
Statement Of Rates
Statement Of Advantages
Statement Of Terms
Deviation Differences
Decision For Classification
Attachments
Declaration
Review and Apply PIN
Statement Of Terms
Reset Application
SAVE
PREV
NEXT
Submit
Simplified Submission Requirements for Standardized Products | Life Insurance Products | Investment Products (Unit Linked & Universal Life) | Conventional
Automatic Non-Forfeiture Options
Yes No N/A
Are there any Settlement options for Claim, Surrender, or Maturity Proceeds?
Yes No
Distribution Channel(s) *
Select
Add
Direct Sales Force
Remove
Description of Remuneration structure
fds
Description of Incentives

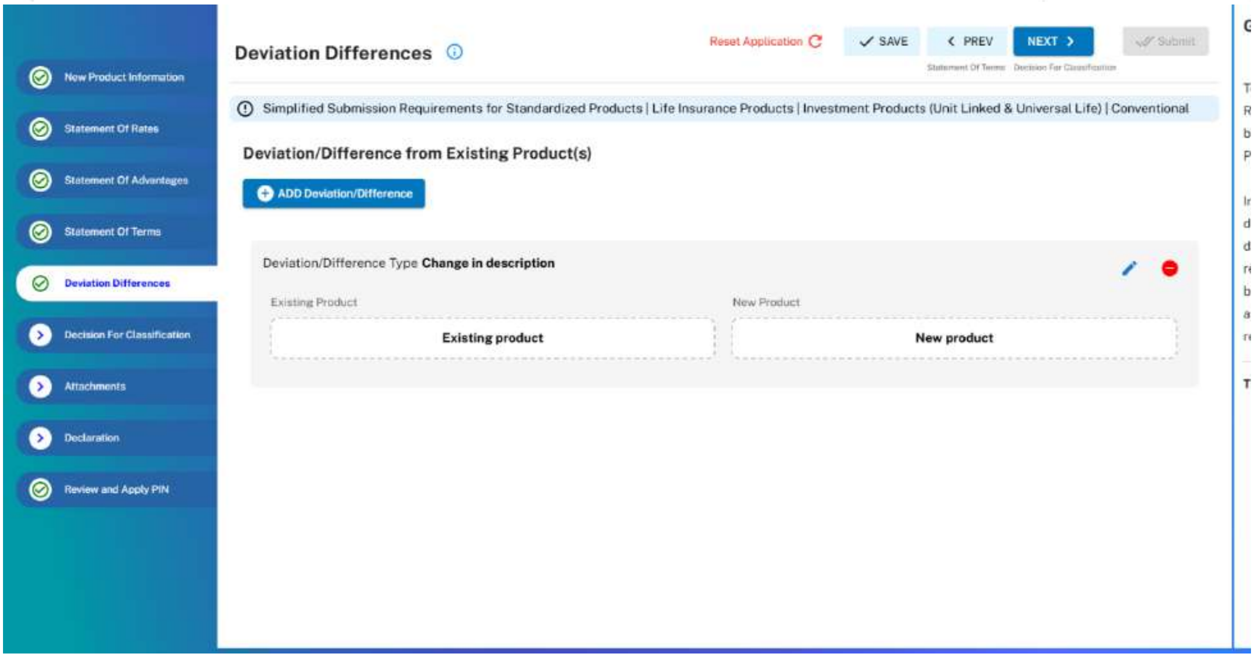

New Product Information
Statement Of Rates
Statement Of Advantages
Statement Of Terms
Deviation Differences
Decision For Classification
Attachments
Declaration
Review and Apply PIN
Statement Of Terms
Reset Application
SAVE
PREV
NEXT
Submit
Simplified Submission Requirements for Standardized Products | Life Insurance Products | Investment Products (Unit Linked & Universal Life) | Conventional
Financial protection component
Yes No
Indexation
Yes No
Standard approach
Yes No N/A
Details of proposed deviation(s) from standard underwriting approach and associated extra loading
fds
Maximum 2000 characters are allowed.
Reinsurance arrangement applicable to the product
Yes No



Deviations/ Differences

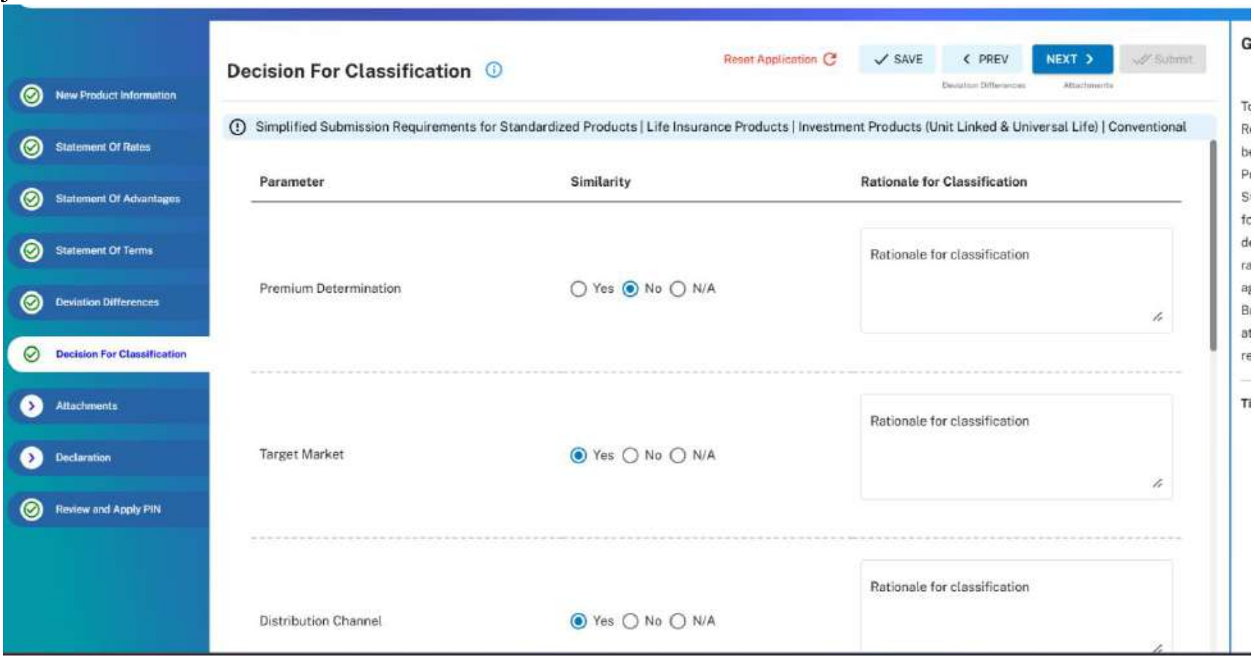
11. The system then opens the next section of the application, “Deviations / Differences.” In this section, the applicant must provide details of any deviations of the new standardized product from the existing registered product. To do this, the applicant clicks the “Add Deviation/Difference” button, which opens a form. The form requires the applicant to enter the Deviation/Difference Type, Existing Product, New Product, and optionally upload a Supporting Document. Once the required fields are completed and the applicant clicks Add, the form closes, and the entered details appear on the main page. The applicant may continue adding multiple deviations in the same manner or click Next to proceed.



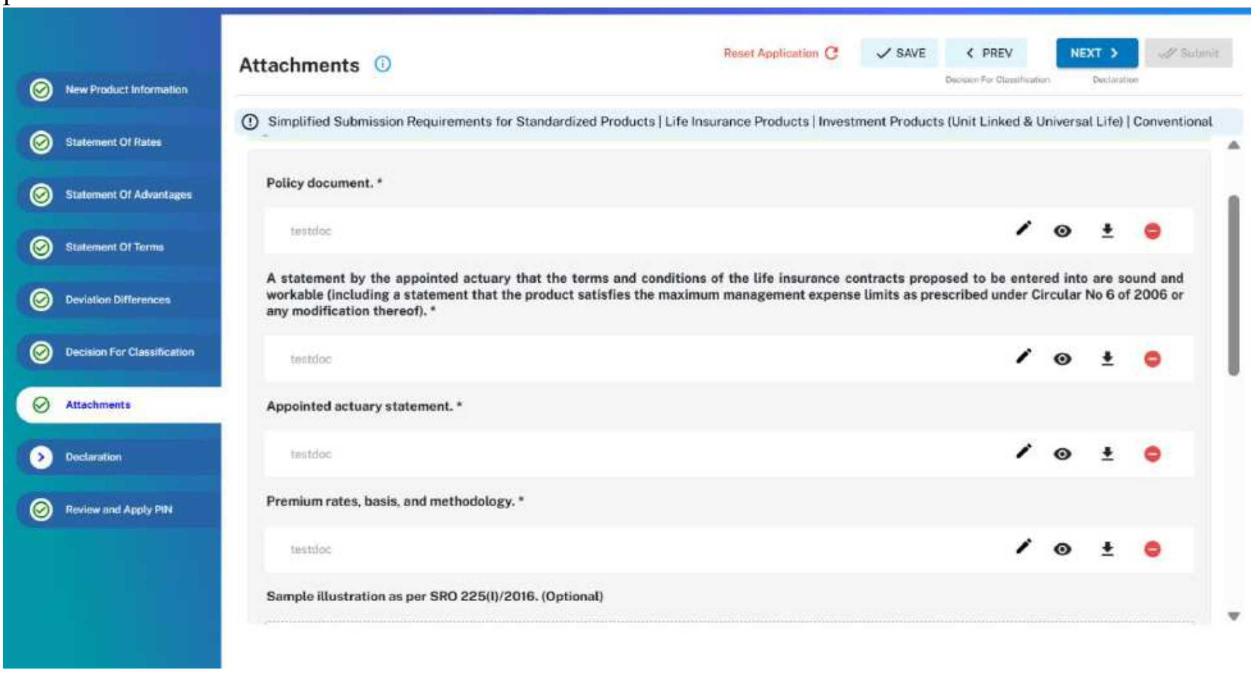


12. The system then opens the next section of the application, "Decision for Classification." At the top, a message is displayed confirming that the proposed product is being compared with an existing registered product to determine whether it qualifies as a standardized product under the defined regulatory criteria. Below this, a table is shown with three columns: Parameter, Similarity, and Rationale for Classification. The seven parameters listed are Premium Determination, Target Market, Distribution Channel, Targeted Volume, Product Mix, Aggregate Risk Exposure, and Reinsurance Arrangement. For each parameter, the applicant must select one option under the Similarity column (Yes, No, or N/A) and provide a

justification in the Rationale for Classification text field.

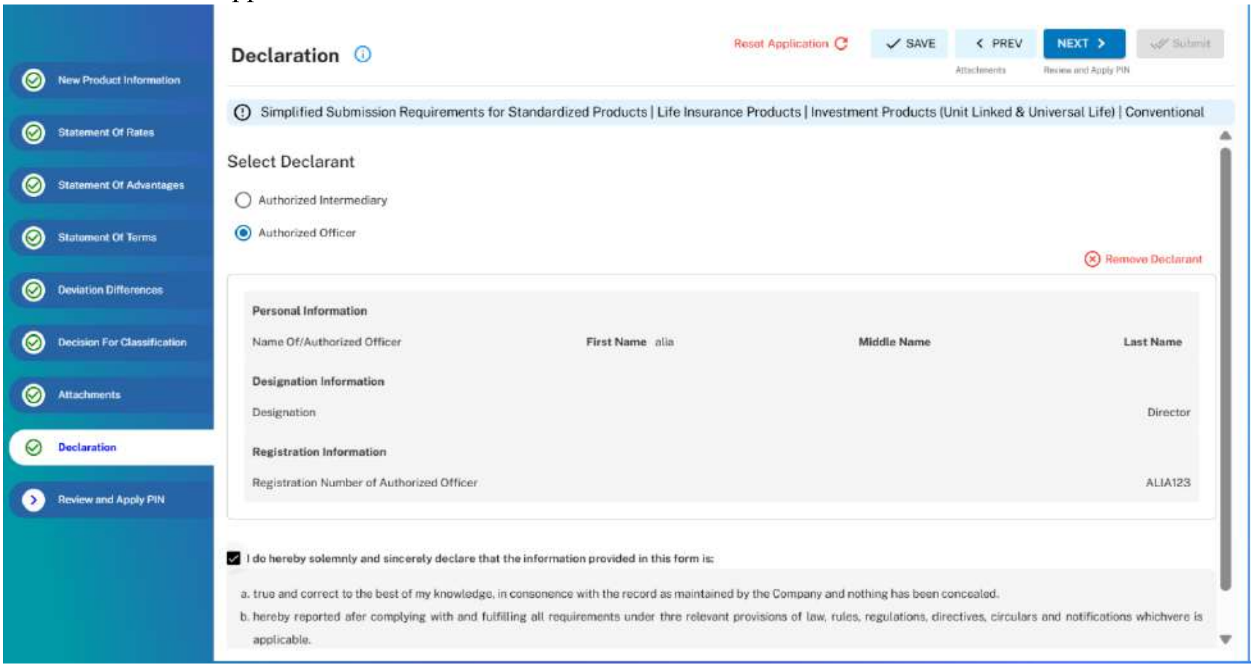


13. The next section is for "Attachments". Applicant uploads all the mandatory attachments and proceeds to "Declaration".

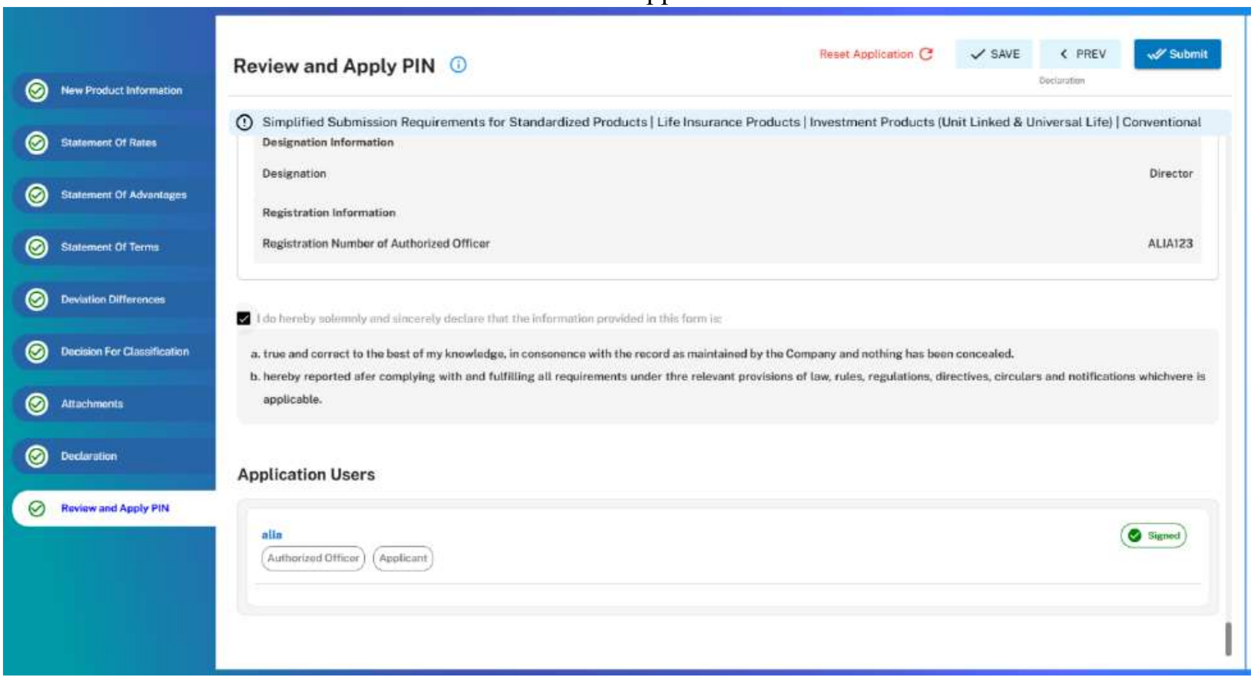


14. The applicant fills in the required inputs and moves to the 'Declaration' section where the applicant can select an "Authorized Intermediary" or an "Authorized Officer" as declarant. If the applicant clicks on 'Authorized officer' under 'Select Declarant' and an authorized officer exists for the company, the system will display declarant name and CNIC/NICOP/Passport No and provides field to apply pin. If the applicant clicks on 'Authorized Intermediary' under 'Select Declarant' and an authorized intermediary exists for the company, the system will display declarant name and registration number of authorized intermediary and provides field to apply pin. The declarant applies the PIN; in case of valid PIN, the system enables the

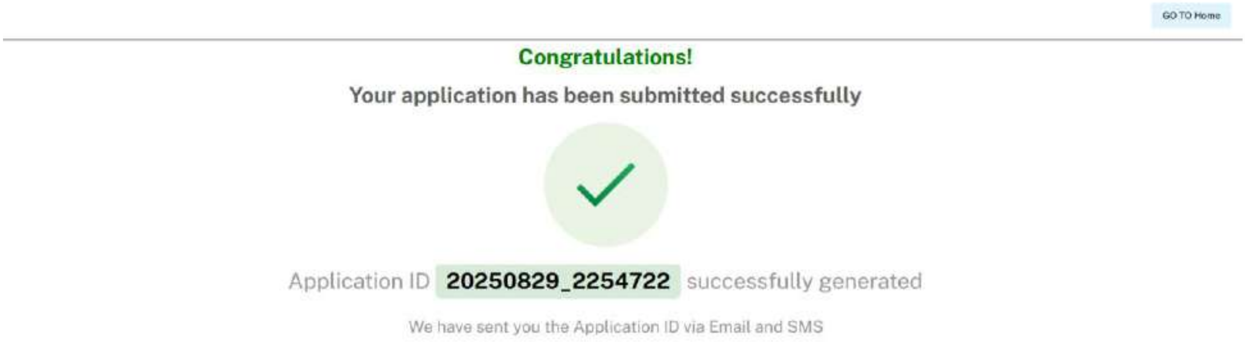
"Submit" button. Applicant clicks on 'Submit' button.

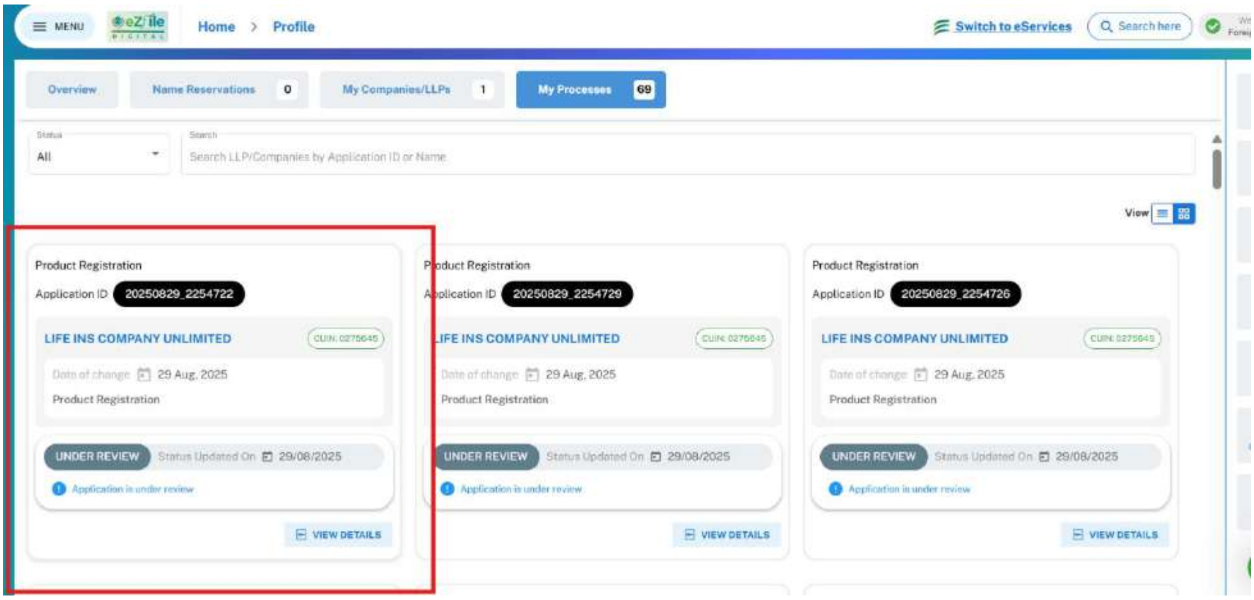


15. The "Submit" button is enabled after the valid PIN is applied.



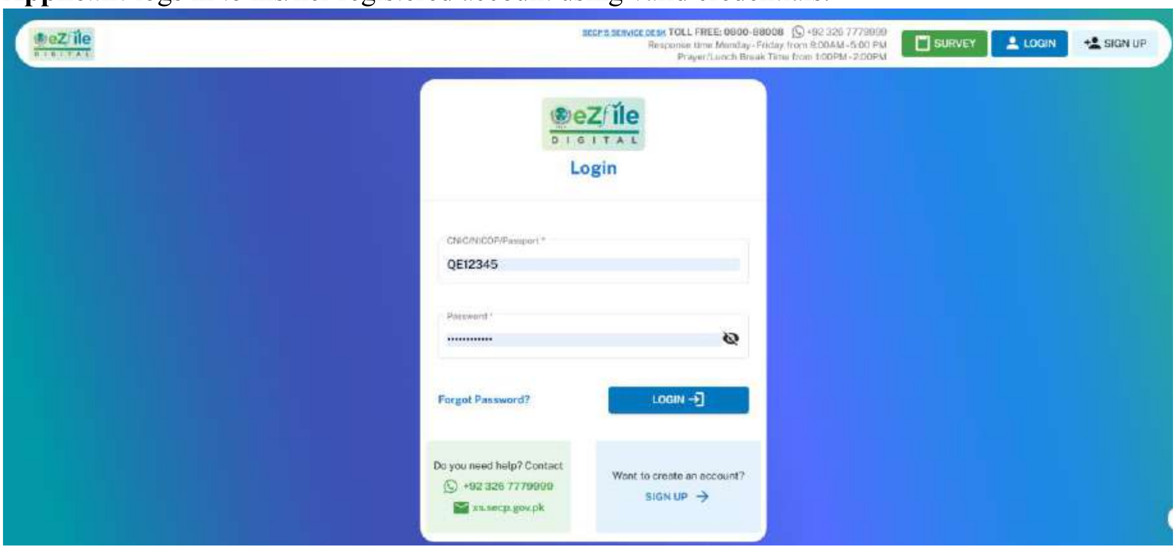
16. Applicant submits the application and can view the status of their application on their home page.



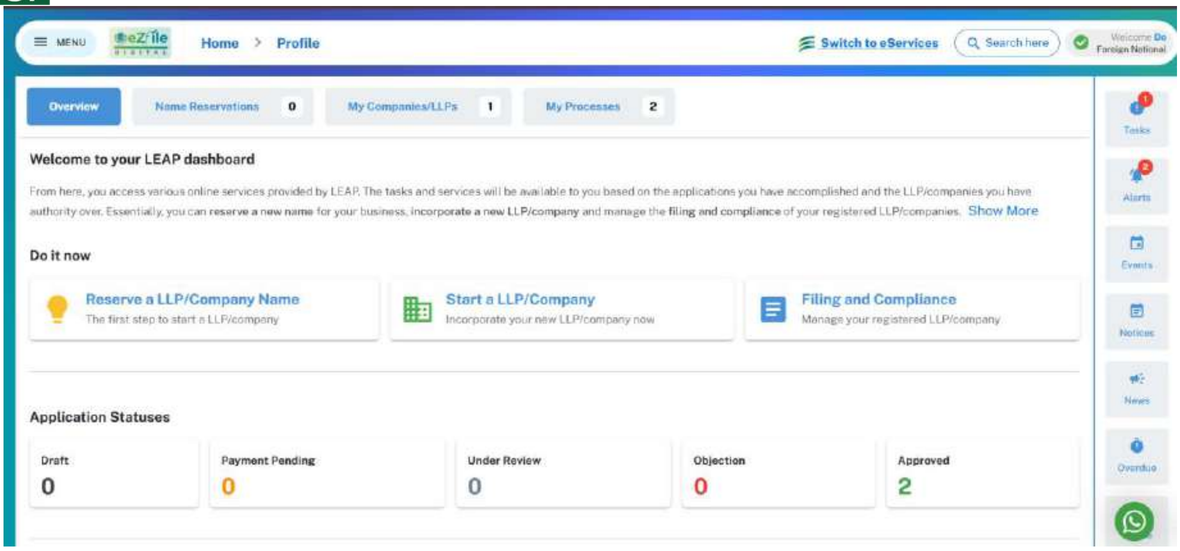


Scenario D – Launch and File Product Registration

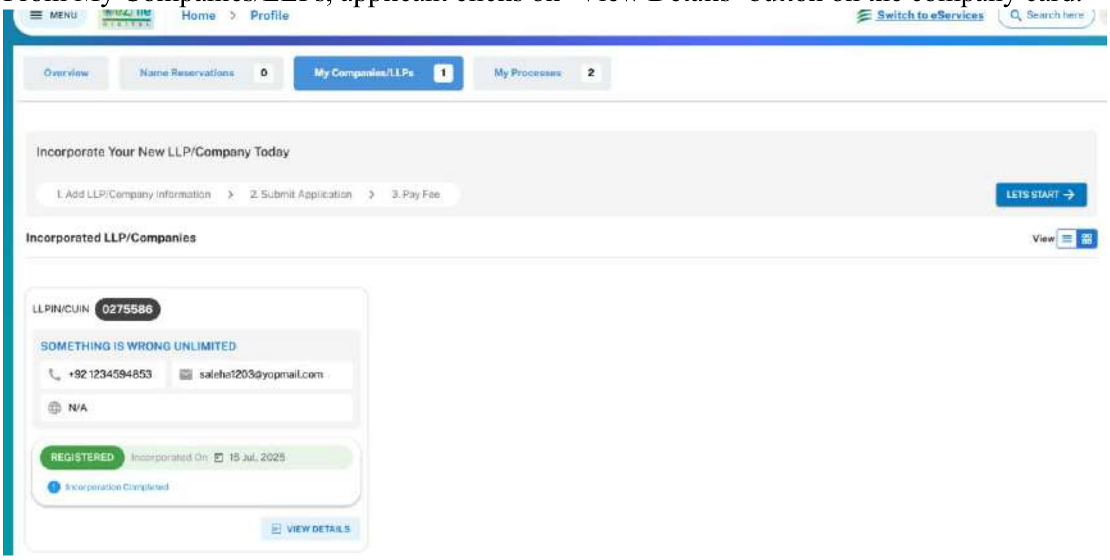
1. **Applicant** logs in to his/her registered account using valid credentials.



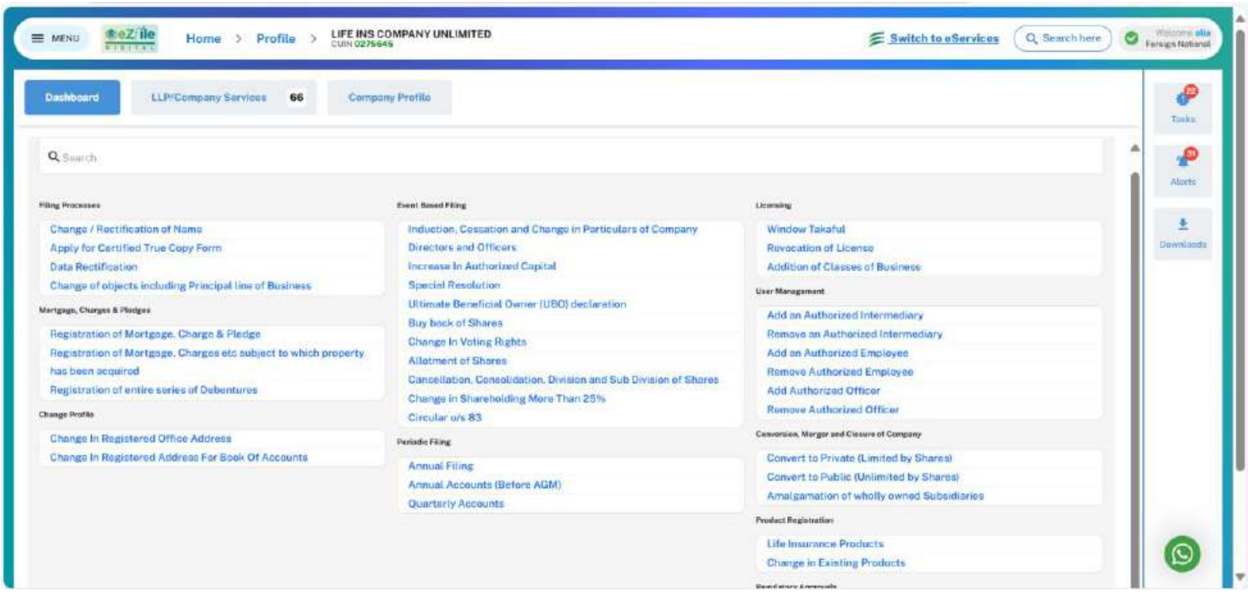
2. The Applicant will land on his/her landing page.



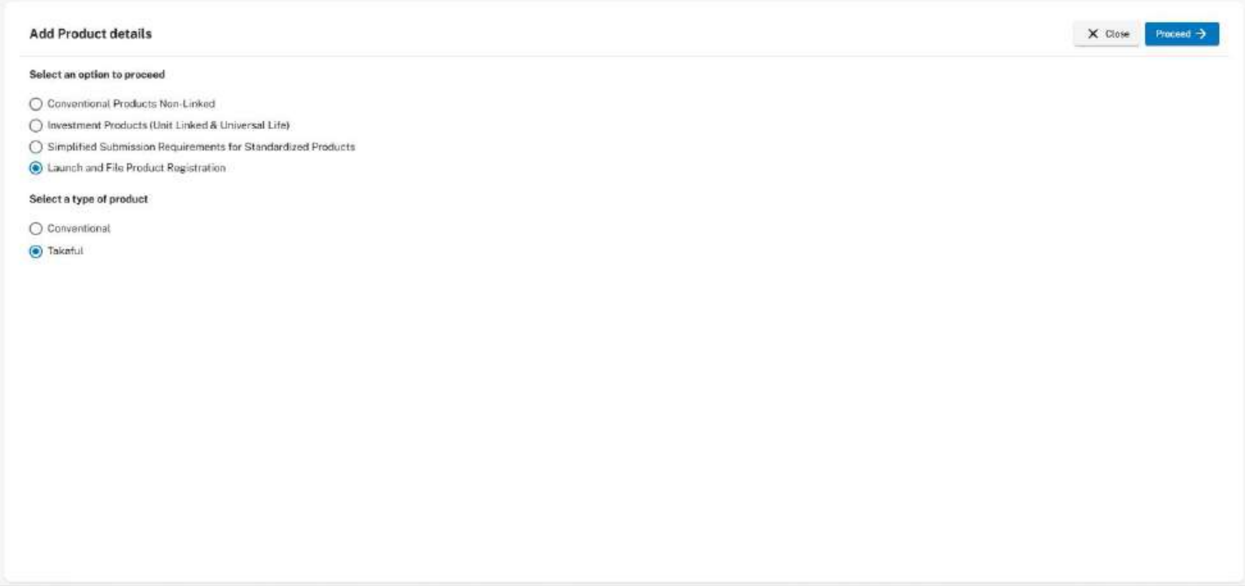
3. From My Companies/LLPs, applicant clicks on ‘View Details’ button on the company card.



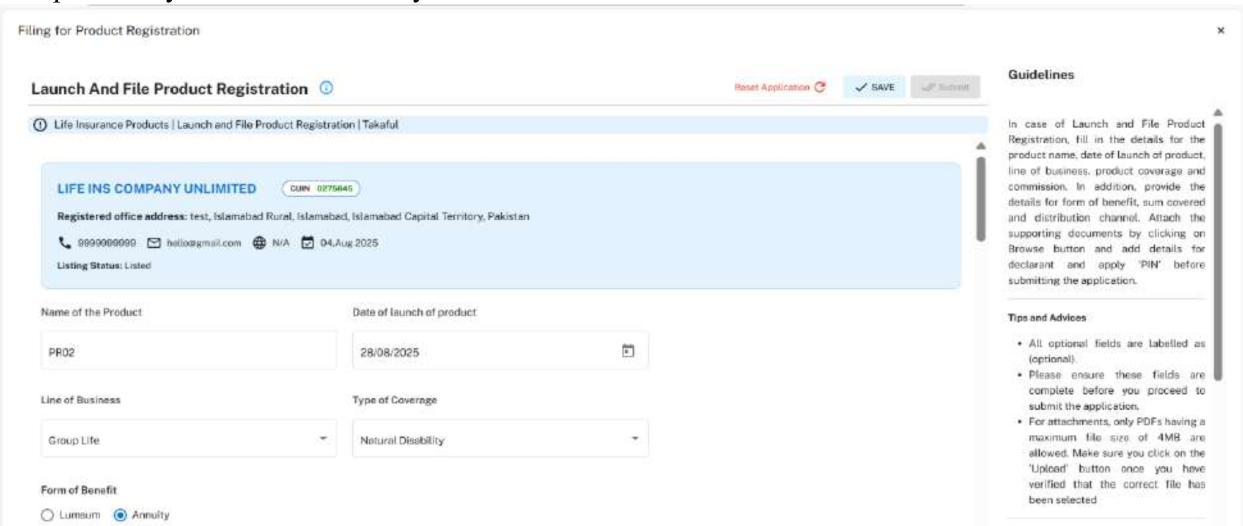
4. From the company dashboard, the applicant clicks on ‘Life Insurance Products’ under the Product Registration section.



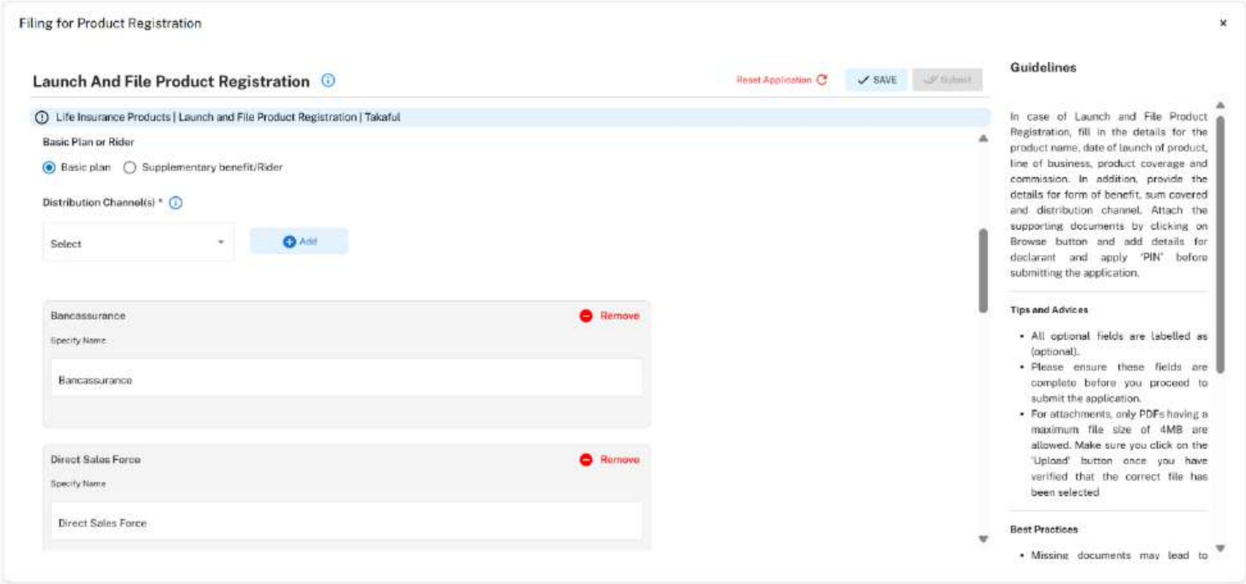
5. Applicant selects the product details and clicks on ‘Proceed’ button. The system opens the application for Product Registration.



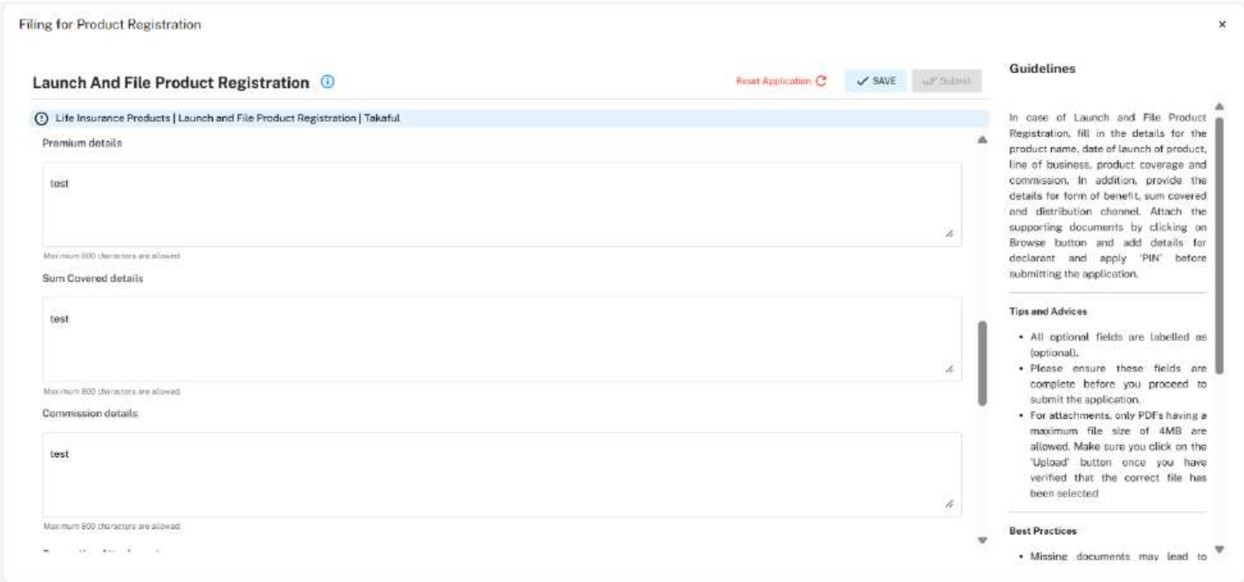
6. When the system opens the form, a card will appear showing the company details such as company name, CUIN, date of incorporation, email address, website, mobile number, and registered office address. Next, the applicant must enter the product name in the text field and select the launch date using the date picker. Remember, the launch date must be within the last 10 days and cannot be today’s date or any future date. The applicant must then choose the line of business from the dropdown (Individual Life, Group Life, Individual Health, Group Health, or select “Others” and type the name). After that, the applicant is required to select whether the product is a Basic Plan or a Supplementary Benefit/Rider by clicking the radio button. The applicant must also choose the product coverage type from the dropdown, which includes options like Life Insurance, Health Insurance, Critical Illness, Accidental Death, different types of Disability, Medical Expense, Pension/Annuity, or “Others” where the name can be specified. Finally, the applicant must select the form of benefit by clicking either Lump Sum Payment or Periodic Payment.



7. Next the applicant will make a selection between Basic Plan or Rider. For distribution channel, the applicant needs to select the distribution channel from a dropdown and click on the add button. The applicant can add multiple channels and remove them as well.

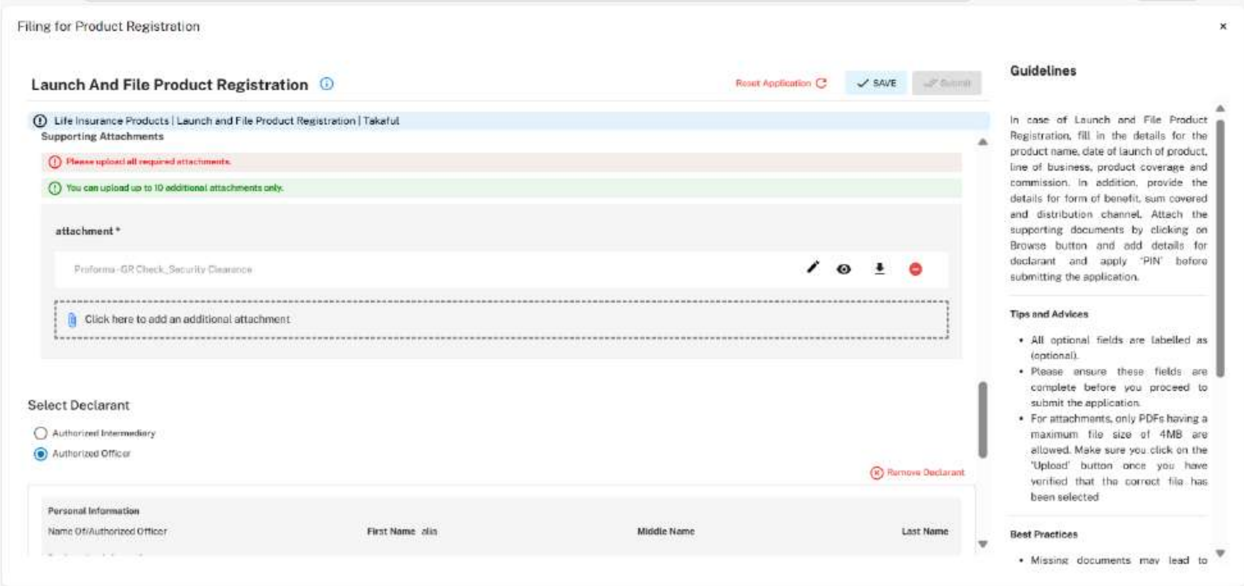


8. Applicant will be required to provide Premium Details, Sum Covered Details and Commission Details.

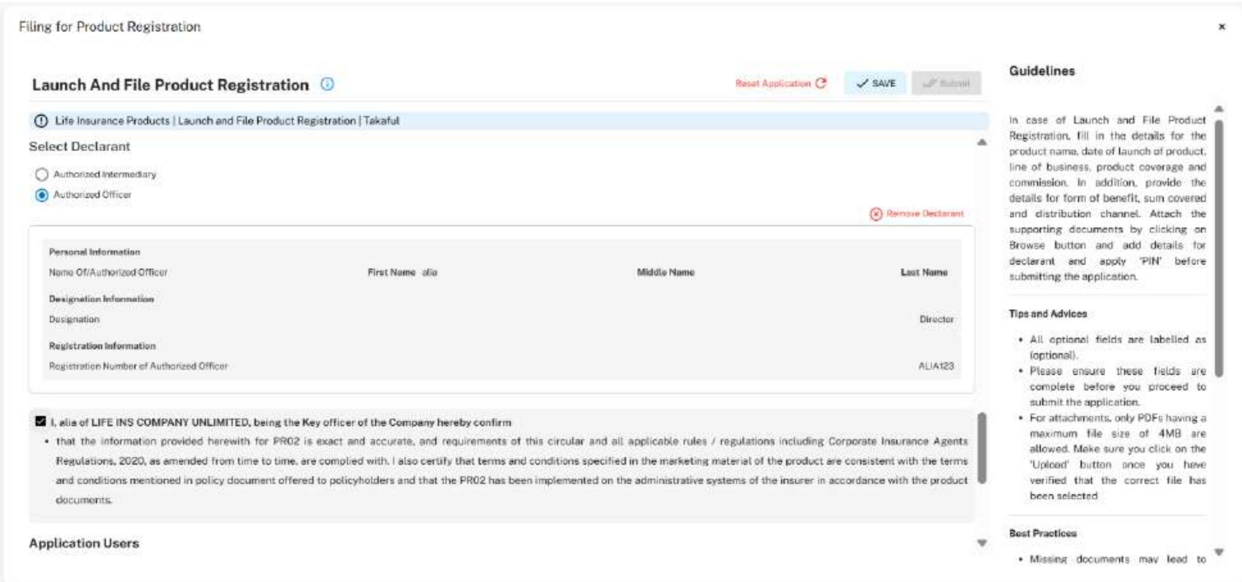


9. After providing all the inputs, applicant will upload the relevant attachments and select the declarant for the application. Only the declarant will be able to apply PIN and submit the

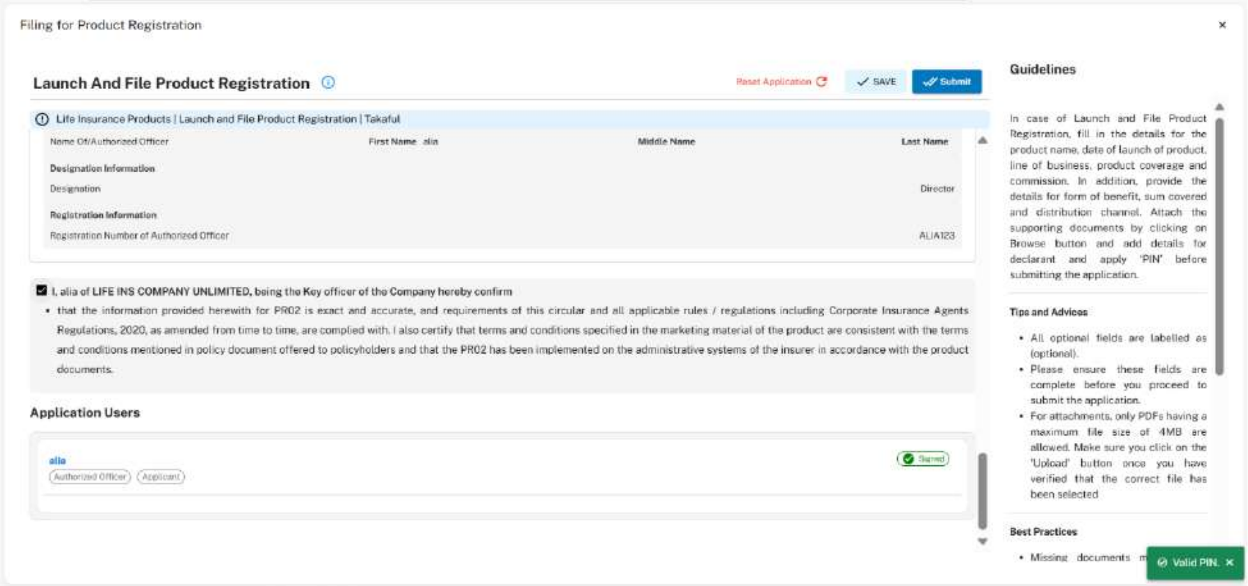
application.



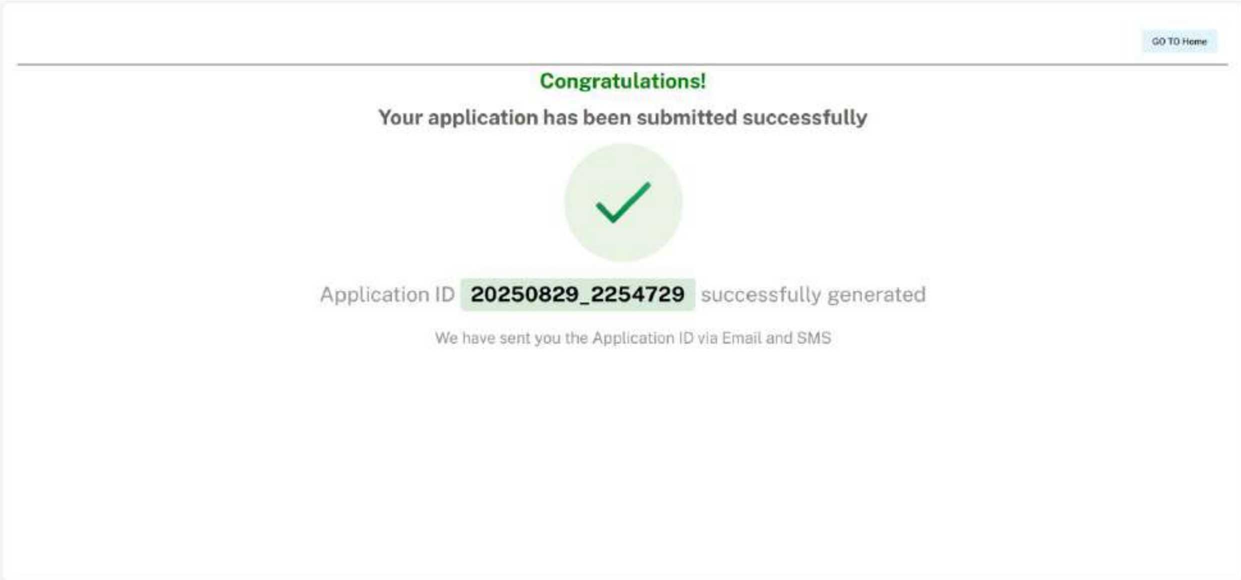
10. The applicant fills in the required inputs and moves to the 'Declaration' section where the applicant can select an "Authorized Intermediary" or an "Authorized Officer" as declarant. If the applicant clicks on 'Authorized officer' under 'Select Declarant' and an authorized officer exists for the company, the system will display declarant name and CNIC/NICOP/Passport No and provides field to apply pin. If the applicant clicks on 'Authorized Intermediary' under 'Select Declarant' and an authorized intermediary exists for the company, the system will display declarant name and registration number of authorized intermediary and provides field to apply pin. The declarant applies the PIN; in case of valid PIN, the system enables the "Submit" button. Applicant clicks on 'Submit' button.

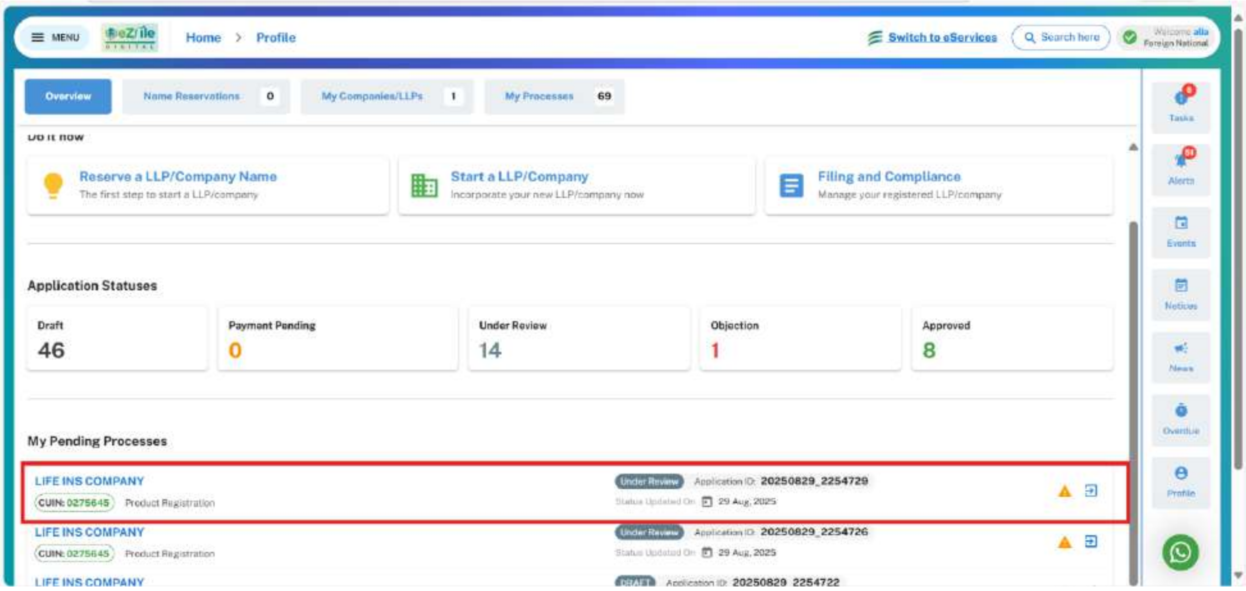


11. The “Submit” button will be enabled after the valid PIN is applied.



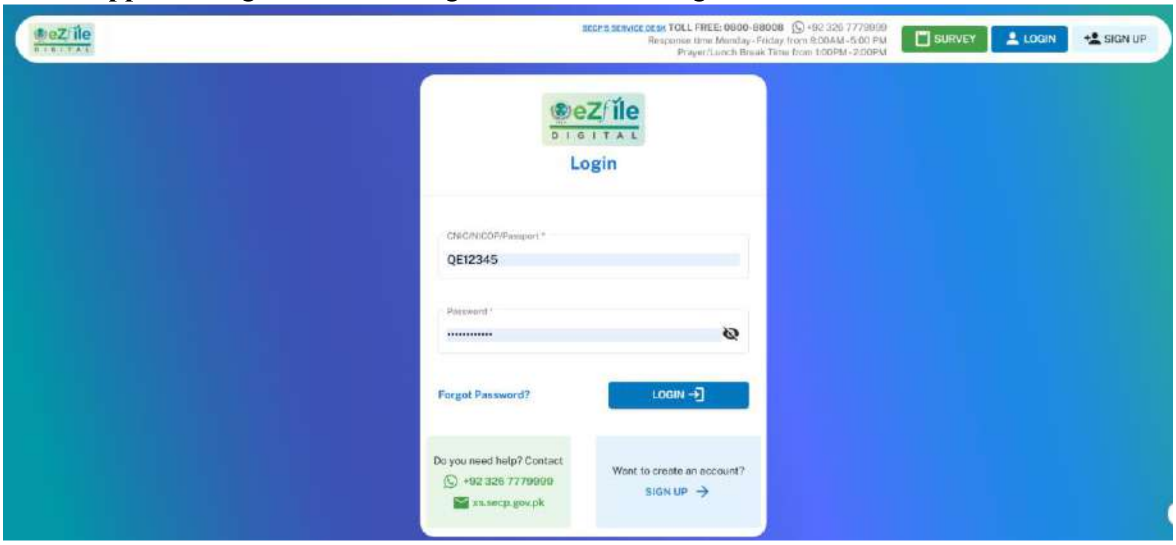
12. Applicant submits the application and can view the status of their application on their home page.


GO TO Home
Congratulations!
Your application has been submitted successfully
Application ID 20250829_2254729 successfully generated
We have sent you the Application ID via Email and SMS

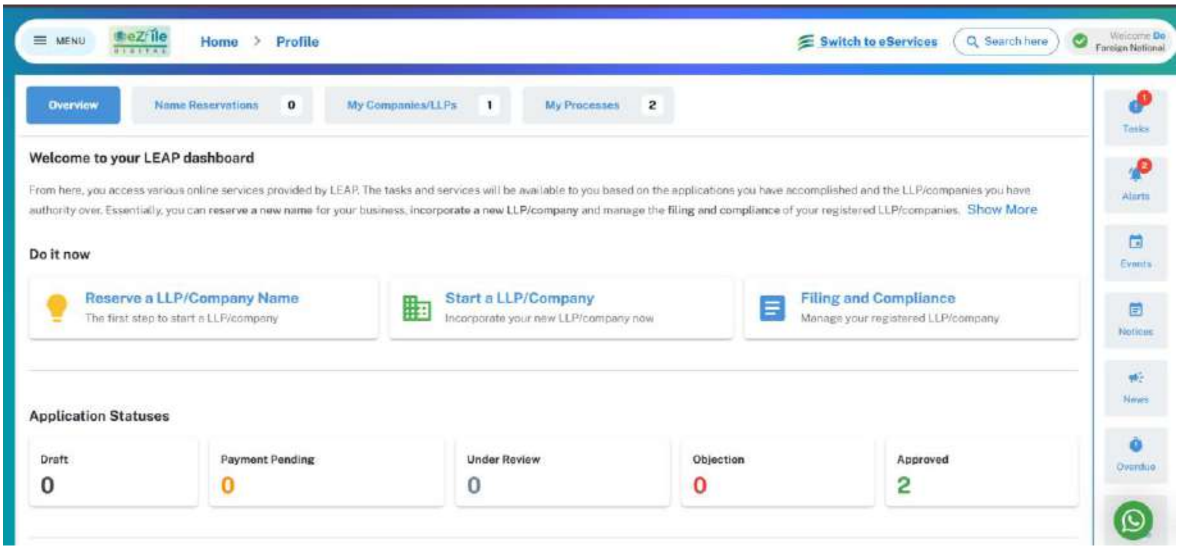

MENU
Home
Profile
Switch to eServices
Search here
Overview
Name Reservations 0
My Companies/LLPs 1
My Processes 69
Reserve a LLP/Company Name
The first step to start a LLP/company
Start a LLP/Company
Incorporate your new LLP/company now
Filing and Compliance
Manage your registered LLP/company
Application Statuses
Draft 46
Payment Pending 0
Under Review 14
Objection 1
Approved 8
My Pending Processes
LIFE INS COMPANY
Under Review
Application ID: 20250829_2254729
29 Aug, 2025
LIFE INS COMPANY
Under Review
Application ID: 20250829_2254726
29 Aug, 2025
LIFE INS COMPANY
Application ID: 20250829_2254722
Tasks
Alerts
Events
Notices
News
Overdue
Profile

13.Product Registration -Microinsurance Life Products

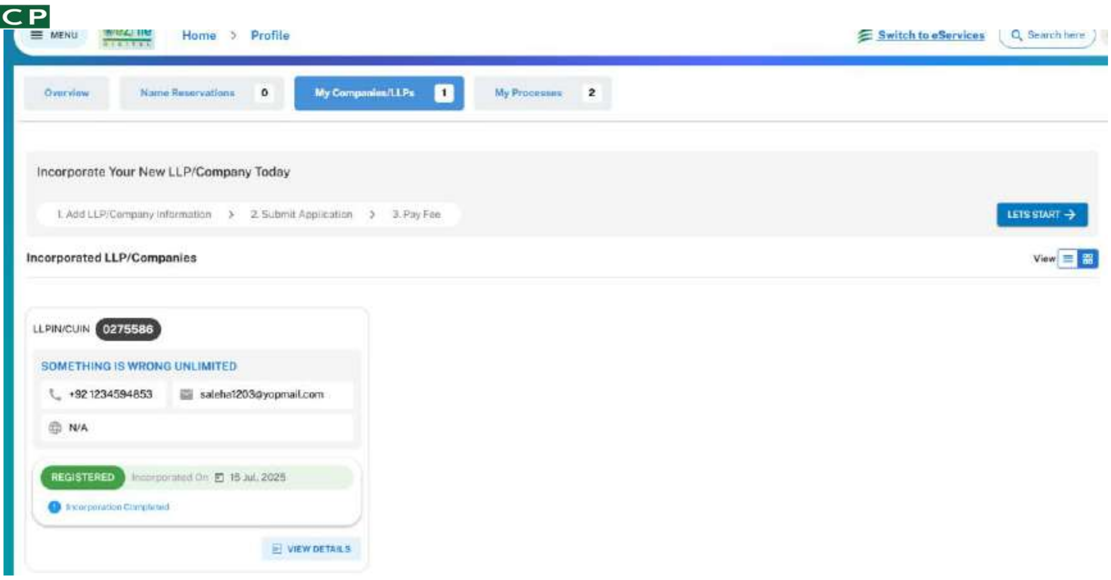
1. **Applicant** logs in to his/her registered account using valid credentials.



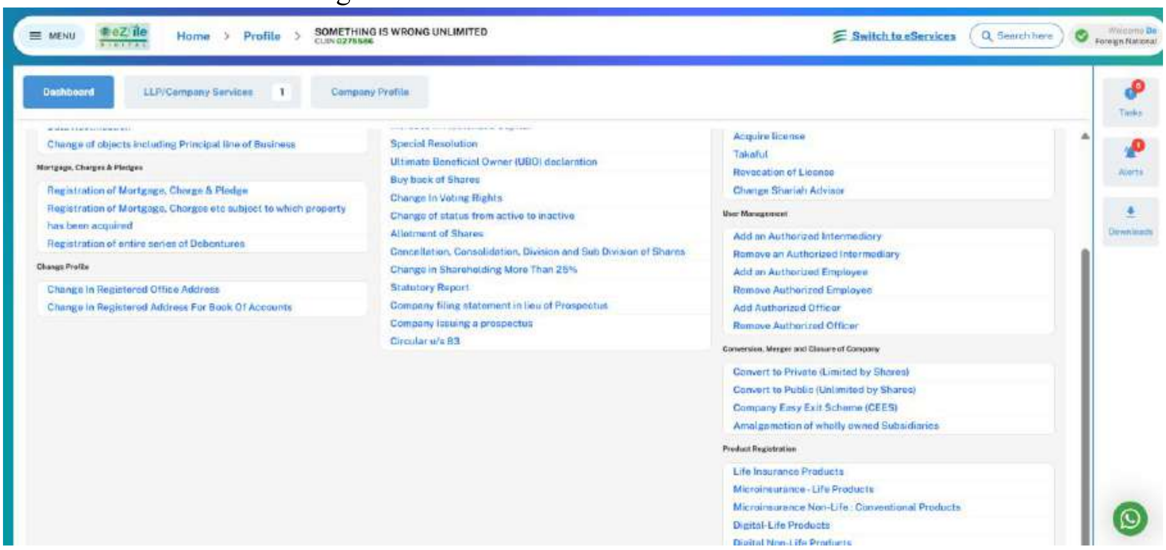
2. The Applicant will land on his/her landing page.



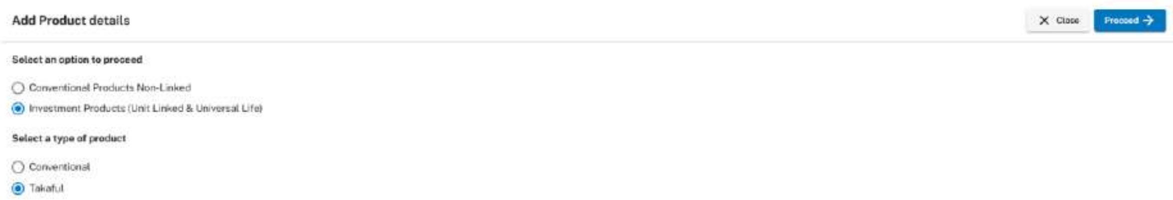
3. From My Companies/LLPs, applicant clicks on 'View Details' button on the company card.



4. From the company dashboard, the applicant clicks on 'Microinsurance -Life Products' under the Product Registration section.

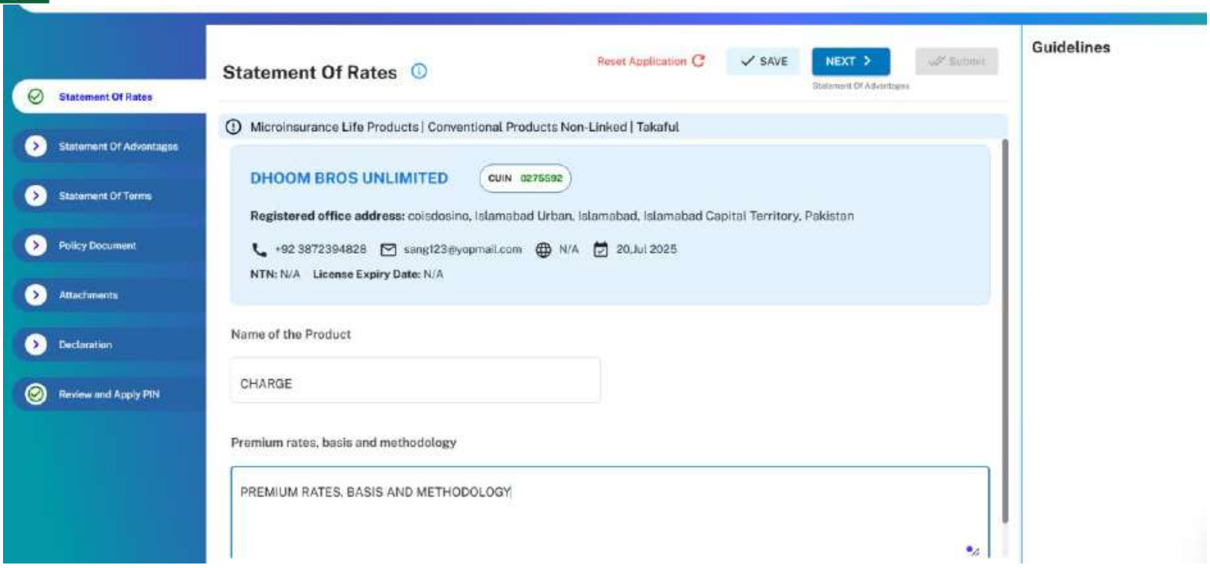


5. Applicant selects the product details and clicks on 'Proceed' button.



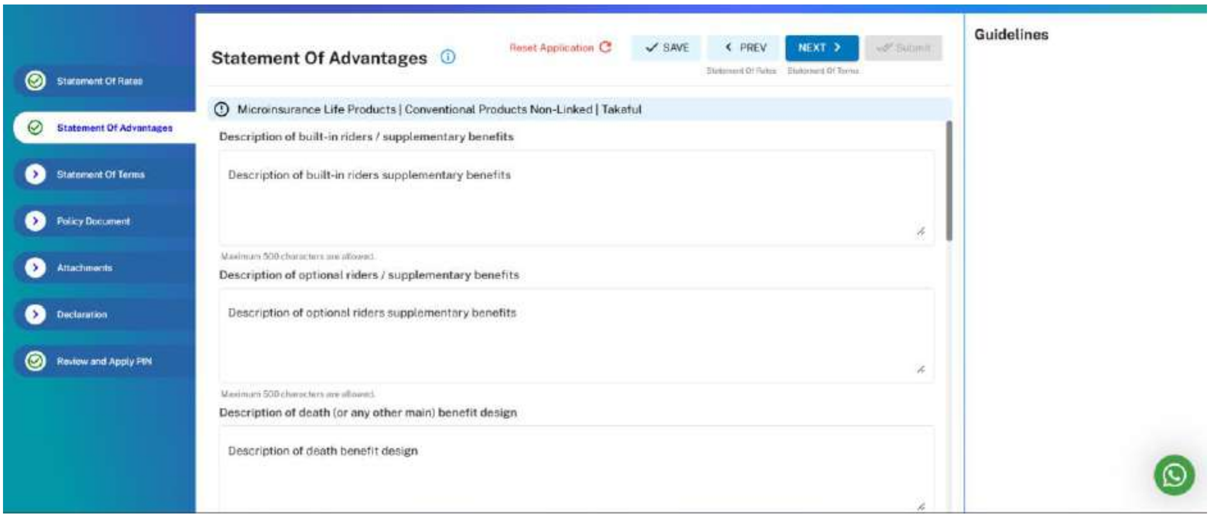
Statement of Rates

6. Applicant can view the first section of the application which is 'Statement of Rates'. In this section the applicant can view the company information as well as add the name of the product and premium rates, basis and methodology and clicks on the 'Next' button.

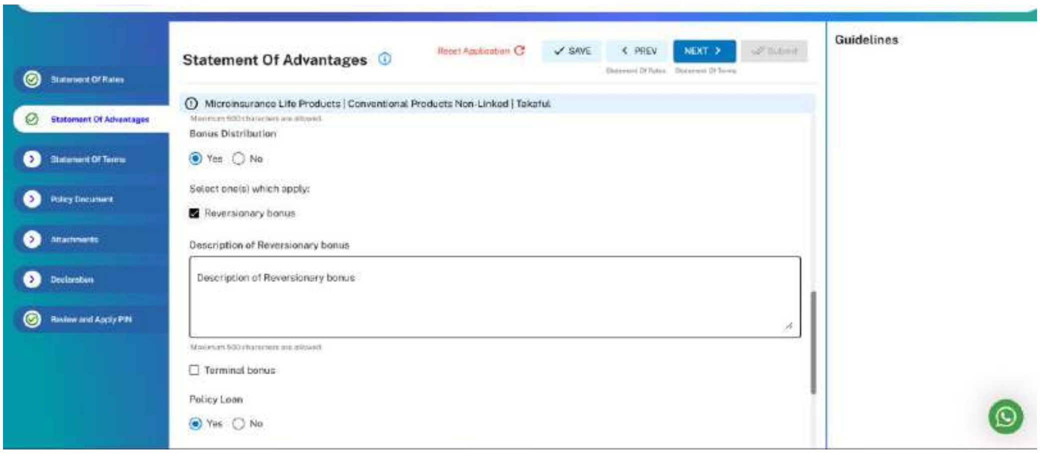


Statement of Advantages

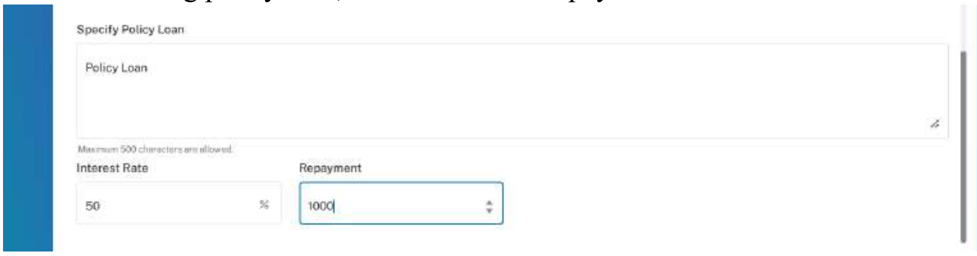
7. Next section is 'Statement of Advantages'. In this section, the applicant fills the description of built-in riders/supplementary benefits, description of optional riders/supplementary benefits, description of death (or any other main) benefit design, description of surrender value including the basis of determination and description of maturity benefits. Applicant also selects a Yes or No radio button for Bonus Distribution and for Policy Loan and then clicks on 'Next' button.



   a. If the applicant selects 'Yes' for Bonus Distribution, the applicant then selects from a check list which one applies.

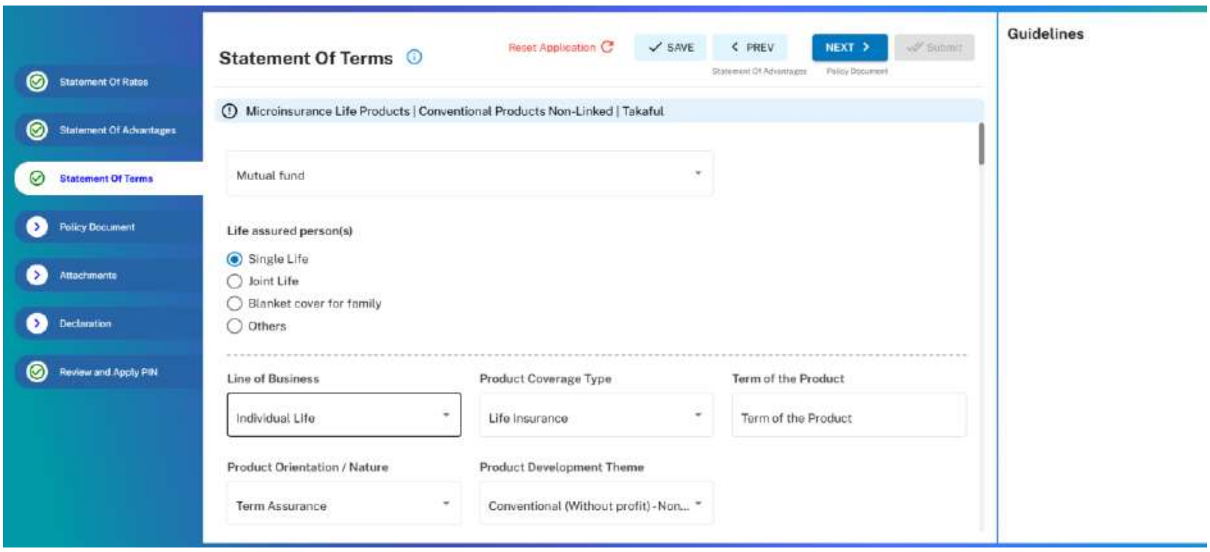


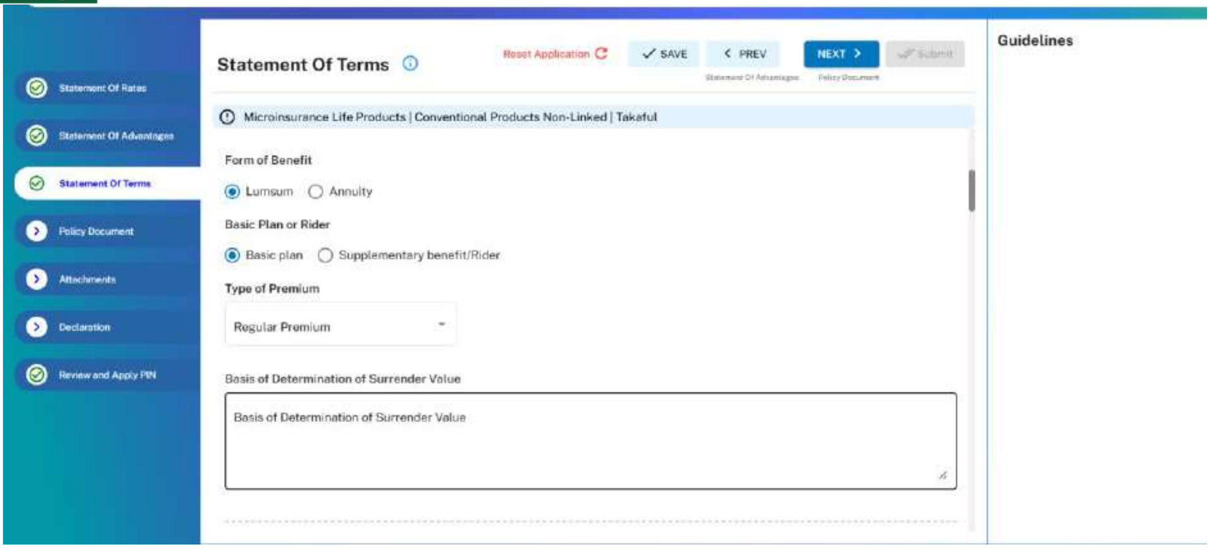
b. If the applicant selects ‘Yes’ for Policy Loan, the applicant then needs to fill the details including policy loan, interest rate and repayment.

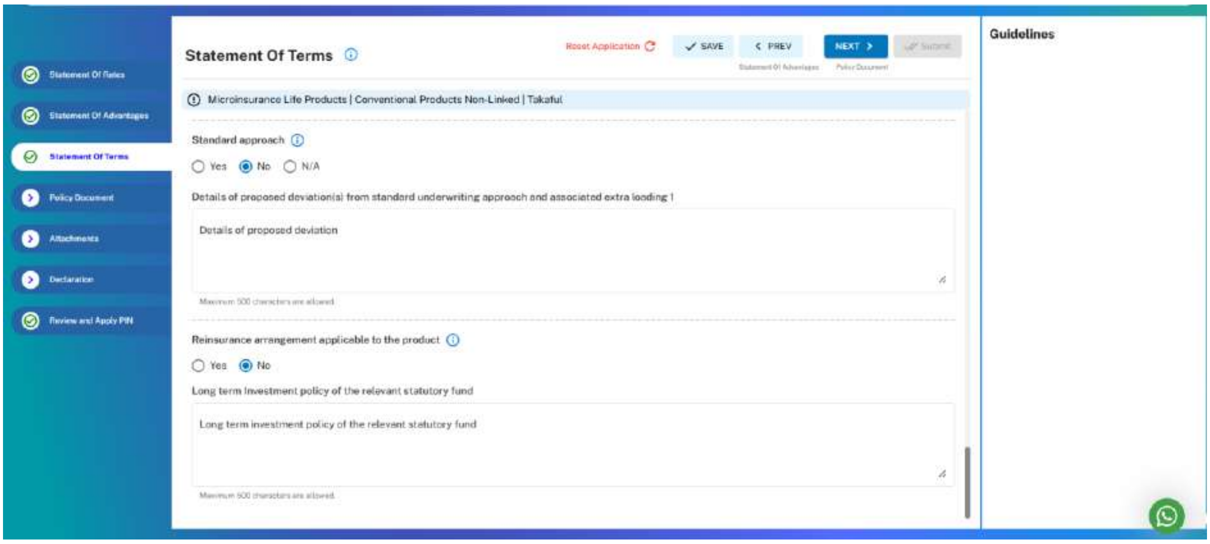


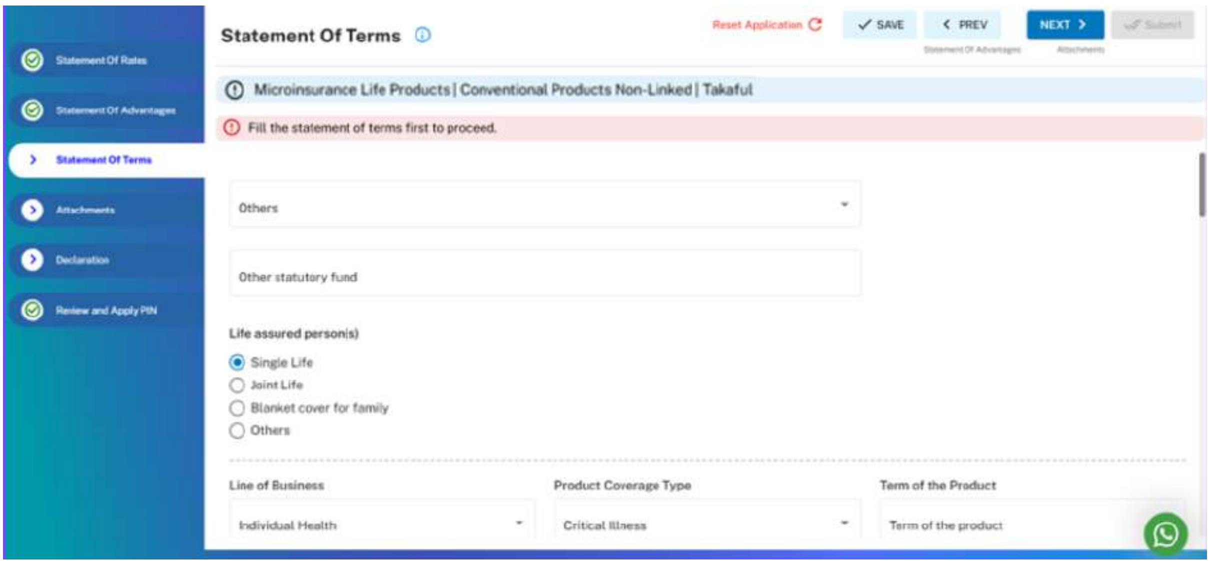
Statement of Terms

8. Next section is the ‘Statement of Terms. Applicant selects the Statutory fund to which the policies under the product shall be referable from a dropdown. If the applicant selects ‘others’, the applicant then needs to specify other statutory fund. Applicant also fills the details including life assured person(s), line of business, product coverage type, term of the product, product orientation/nature, product development theme, form of benefit, basic plan or rider, type of premium, basis of determination of surrender value, maximum maturity age, age of the policy holder, premium, automatic non-forfeiture options, are there any settlement options for claim, surrender or maturity proceeds, distribution channel(applicant can add multiple distribution channels by clicking on the add button), financial protection component, indexation, standard approach, reinsurance arrangement applicable to the product and long term investment policy of the relevant statutory fund. Applicant adds details and clicks on ‘Next’ button.

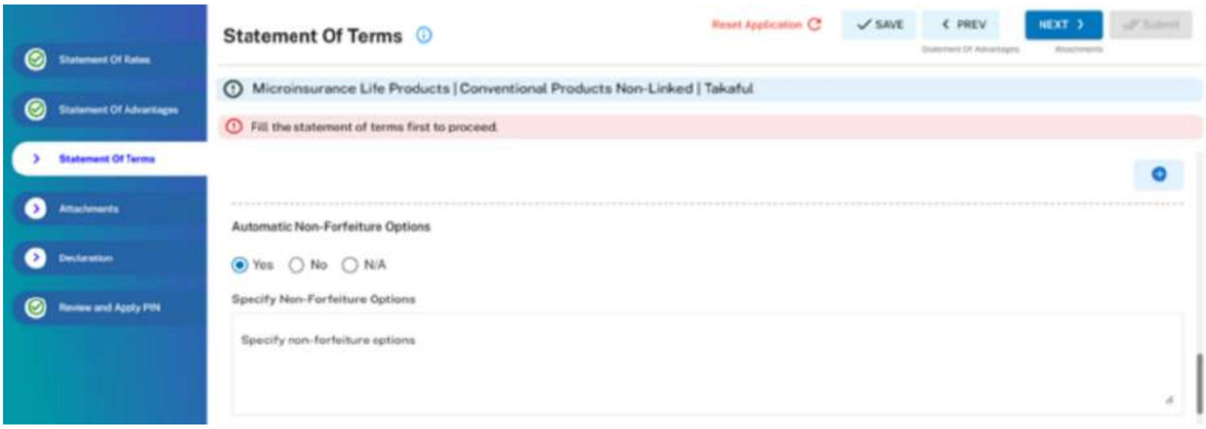




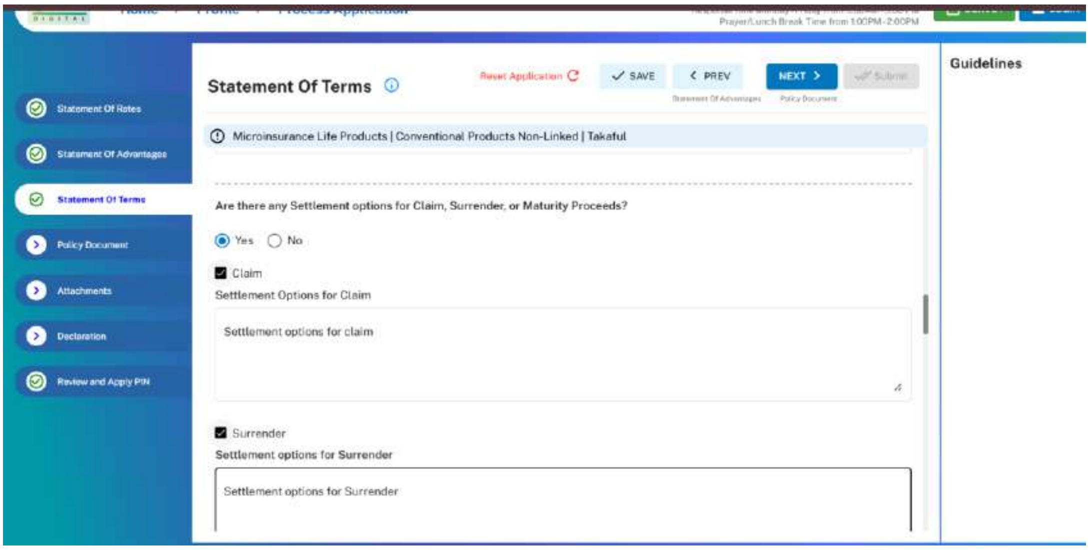




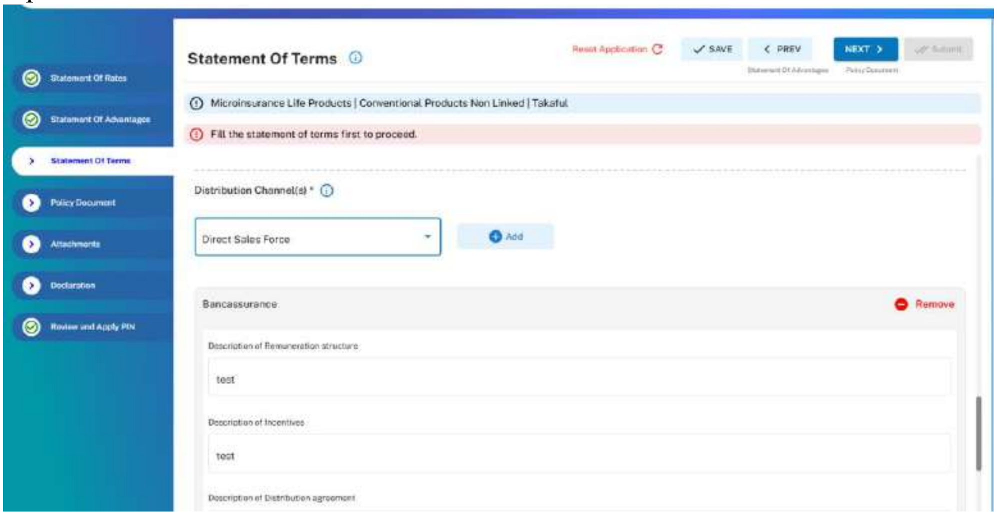
a. If the applicant selects 'Yes' for Automatic Non-Forfeiture Options, the applicant shall specify the non-forfeiture options.



b. If the applicant selects 'Yes' for 'Are there any Settlement options for Claim, Surrender, or Maturity Proceeds, the system shall display a check list and for each check box the applicant needs to add the settlement options for that selected check box.

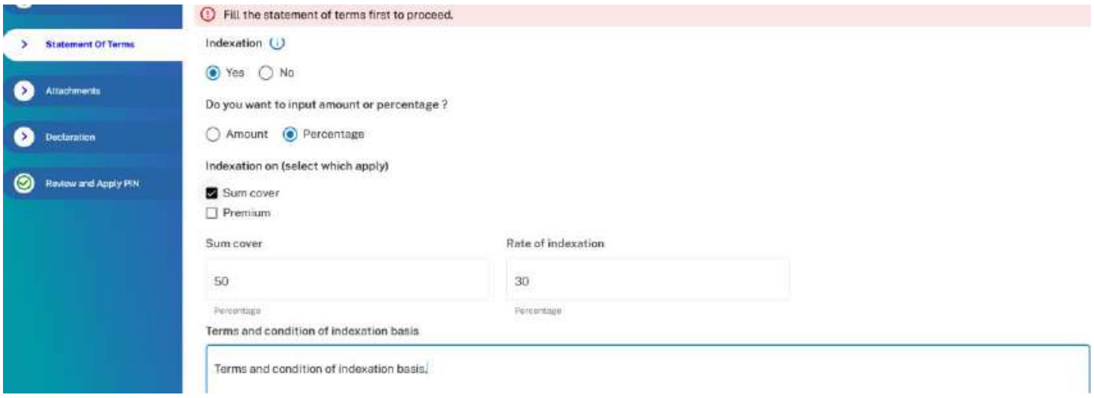


c. For distribution channel, the applicant needs to select the distribution channel from a dropdown and check click on the add button which displays fields for the applicant input.

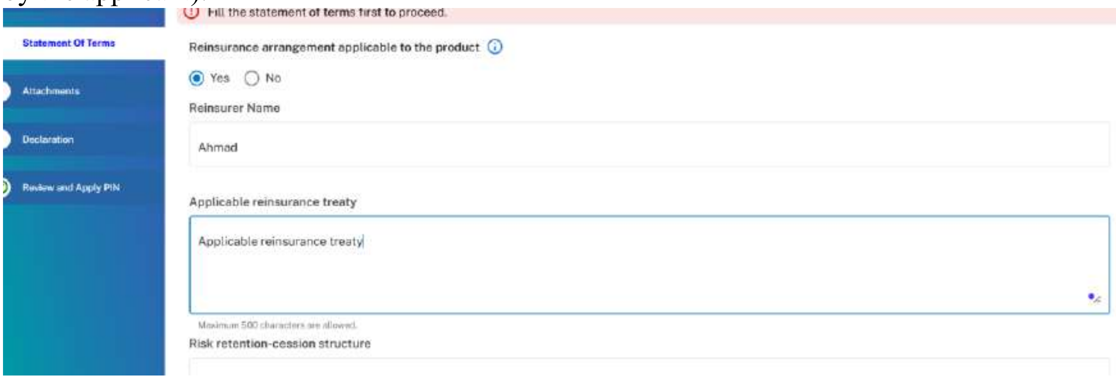


d. If the applicant selects 'Yes' for financial protection component, the applicant needs to add minimum and maximum value for it.

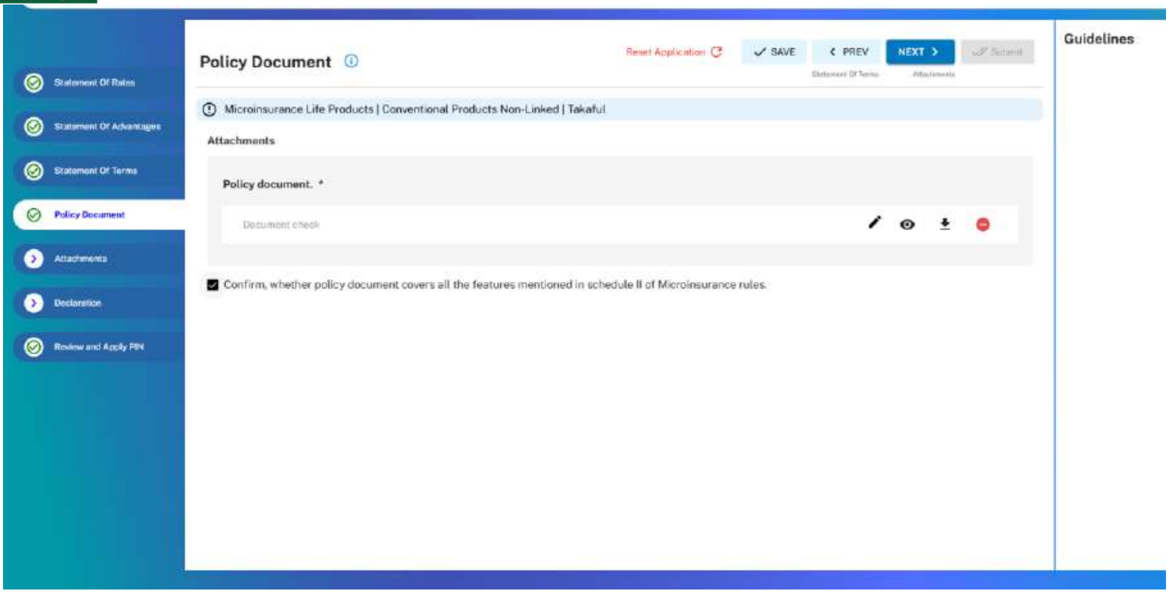
e. If the applicant selects ‘Yes’ for Indexation, the applicant needs to add Do you want to input amount or percentage, indexation on, rate of indexation and terms and condition of indexation basis.



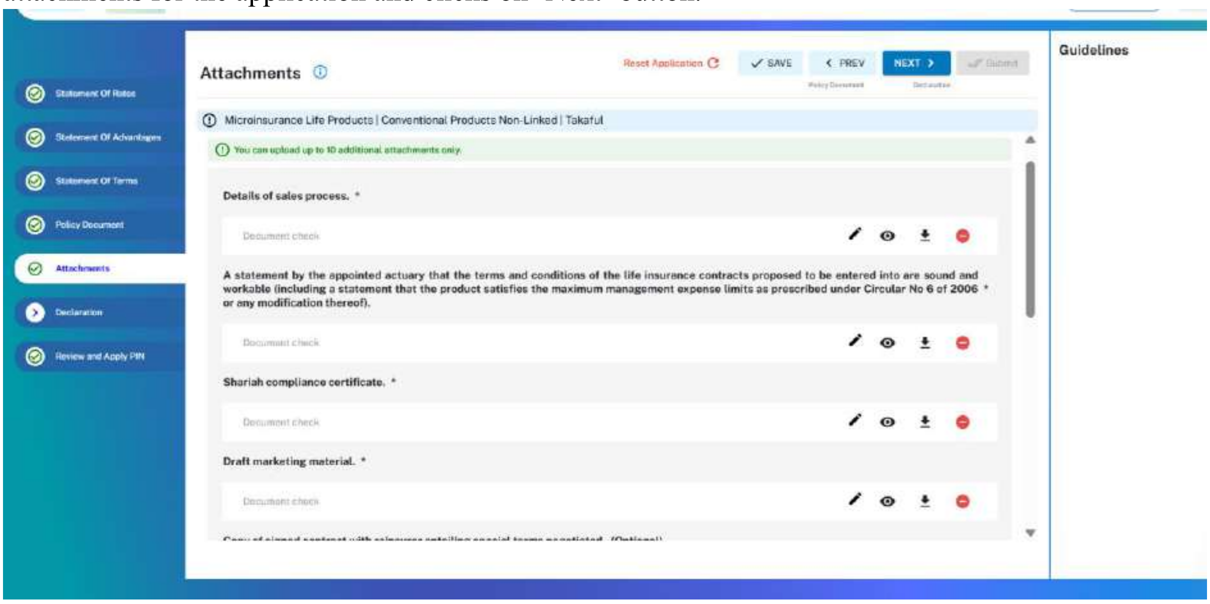
f. If the applicant selects ‘Yes’ for Reinsurance arrangement applicable to the product, the applicant needs to fill details including reinsurer name, applicable reinsurance treaty, risk retention-cessation structure and special terms negotiated with the reinsurer (Few fields may be added or removed based on the product details provided by the applicant).



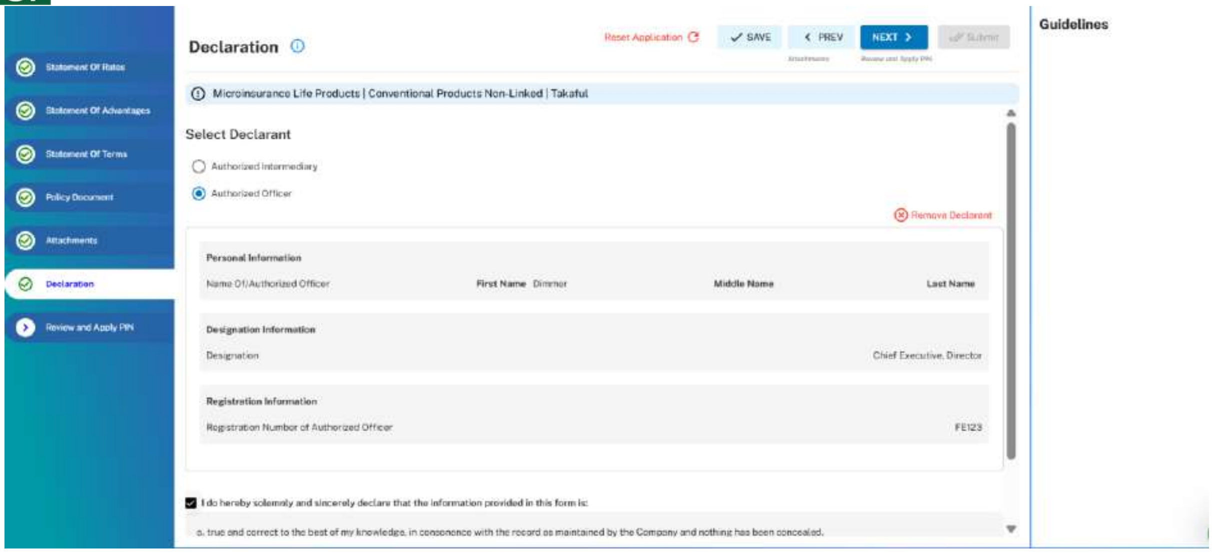
9. Next section is the ‘Policy Document’ section. In this section, the applicant uploads the ‘Policy Document’ and checks the box.



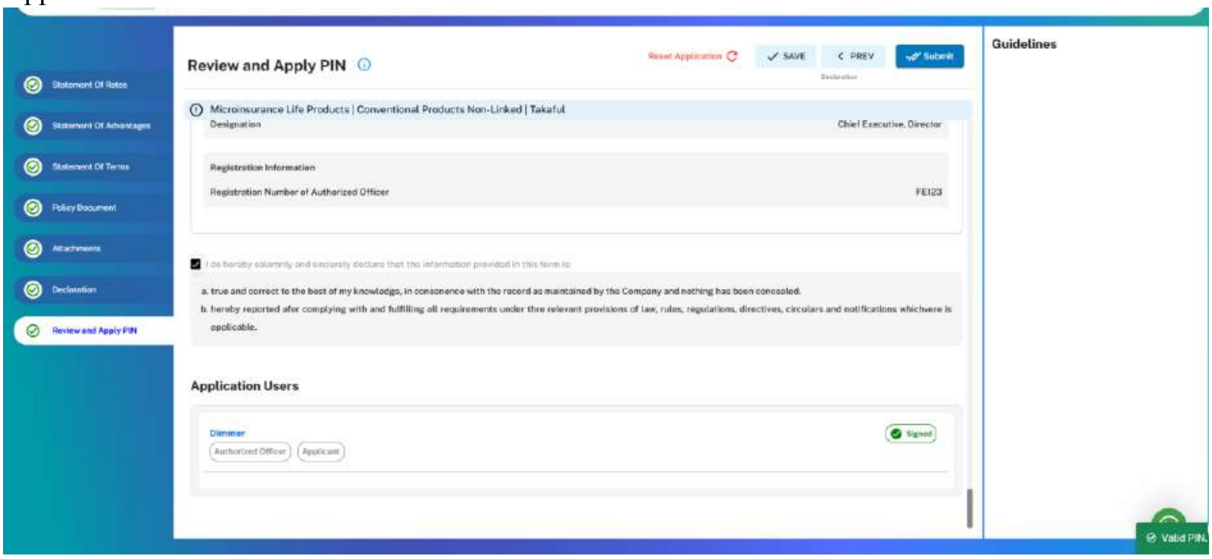
10. Next section is the 'Attachments' section. Here applicant adds all the mandatory and optional attachments for the application and clicks on 'Next' button.



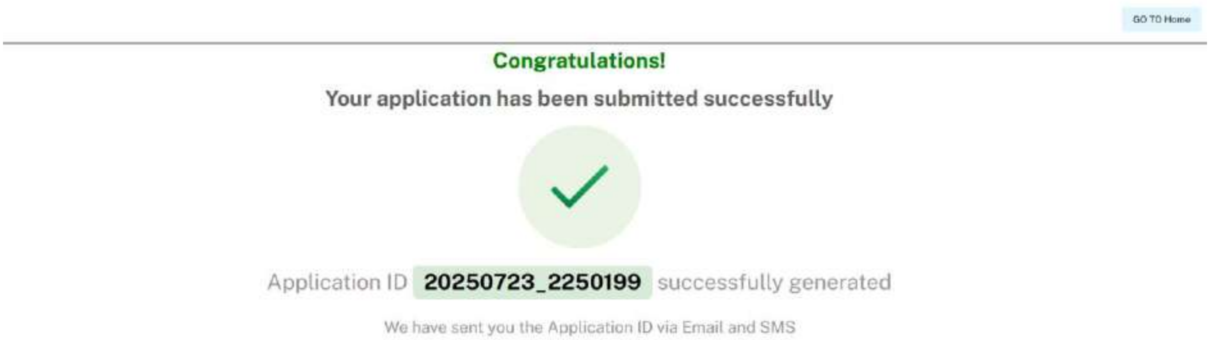
11. Next is the declaration section. If the applicant clicks on 'Authorized officer' under 'Declarant Profession/Designation' and an authorized officer exists for the company, the system will display declarant name and CNIC/NICOP/Passport No. If the applicant clicks on 'Authorized Intermediary' under 'Declarant Profession/Designation' and an authorized intermediary exists for the company, the system will display declarant name and registration number of authorized intermediary.



12. Authorized Officer/Authorized Intermediary applies the pin.
13. Applicant clicks on ‘Submit’ button.

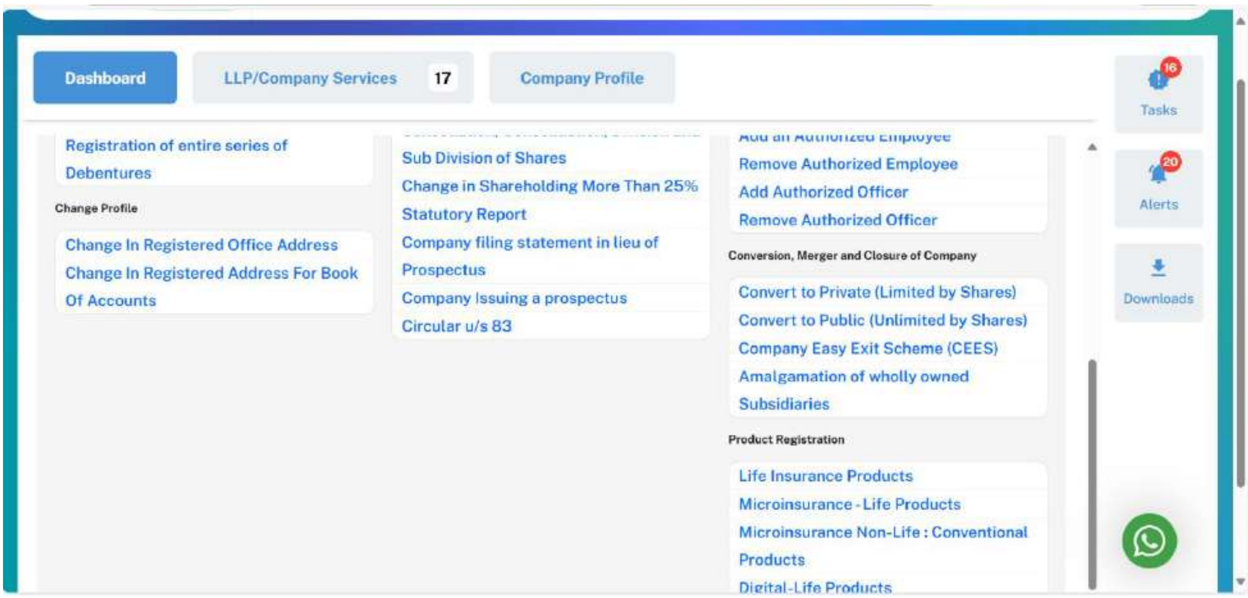


14. System displays the success screen. Applicant clicks on ‘Go to Home’ button.

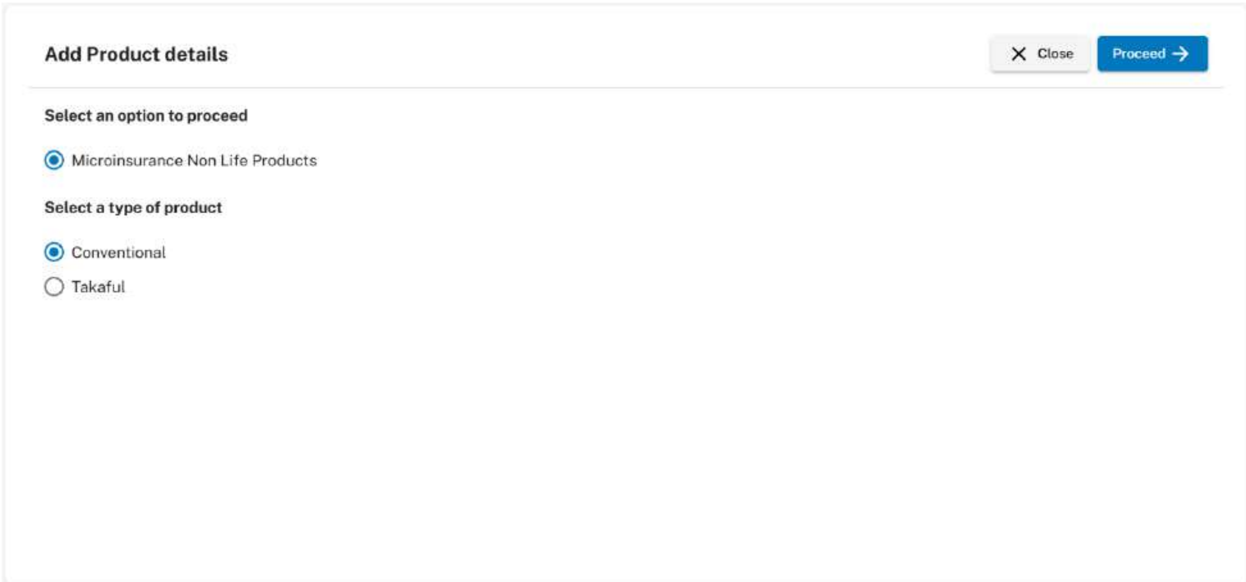


14. Product Registration – Microinsurance Non-Life: Conventional Products

1. Applicant logs in to his/her registered account. The applicant lands on his/her landing page and navigates to 'My Companies/ LLPs' tab. The applicant selects the company for which license has been acquired and moves to the company dashboard. From the dashboard, the applicant selects 'Microinsurance Non-Life: Conventional Products' under the 'Product Registration' section.

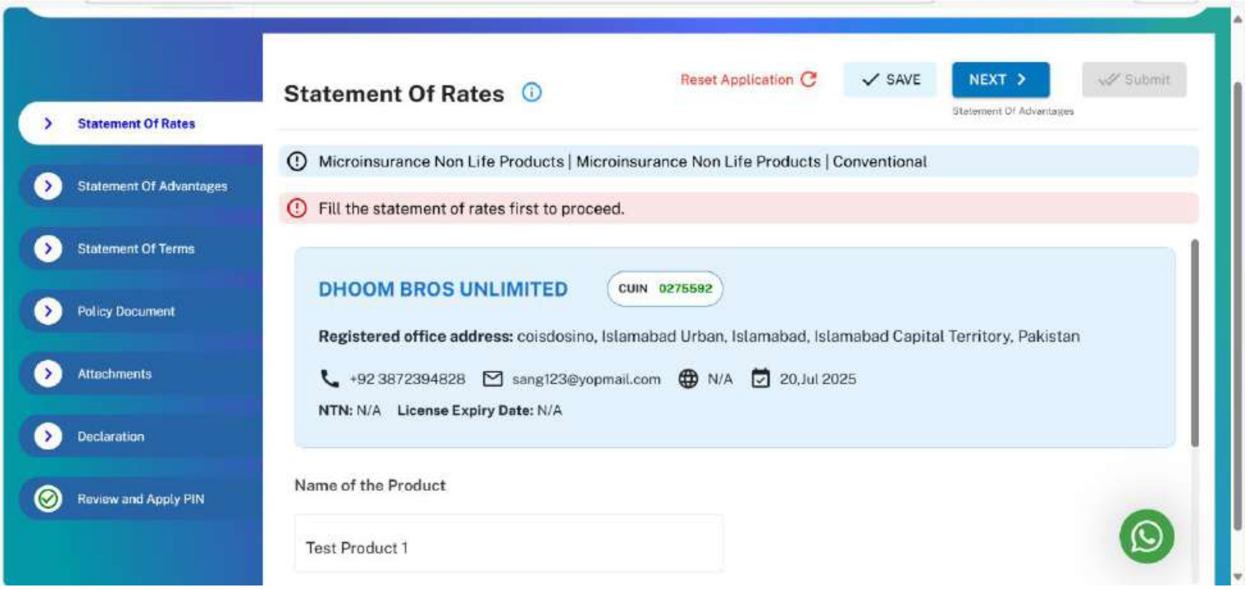


2. Applicant selects 'Conventional' as the type of product and clicks on Proceed.



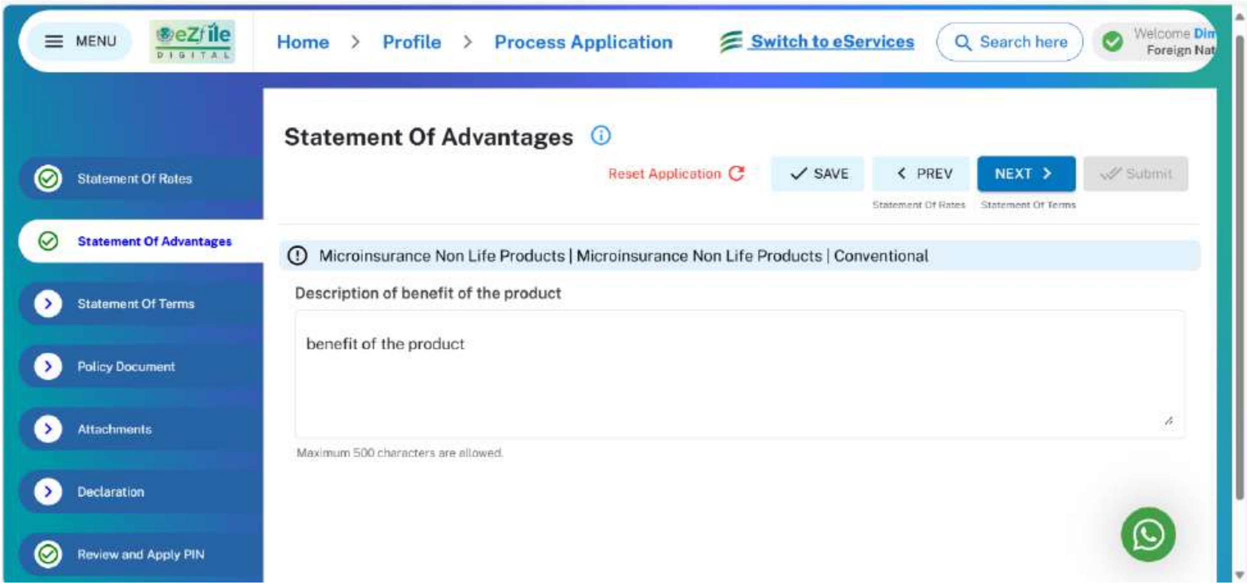
Statement of Rates

3. The system opens the application form for Product Registration where the first section is for "Statement of Rates". Applicant fills in the inputs and proceeds to the next section.

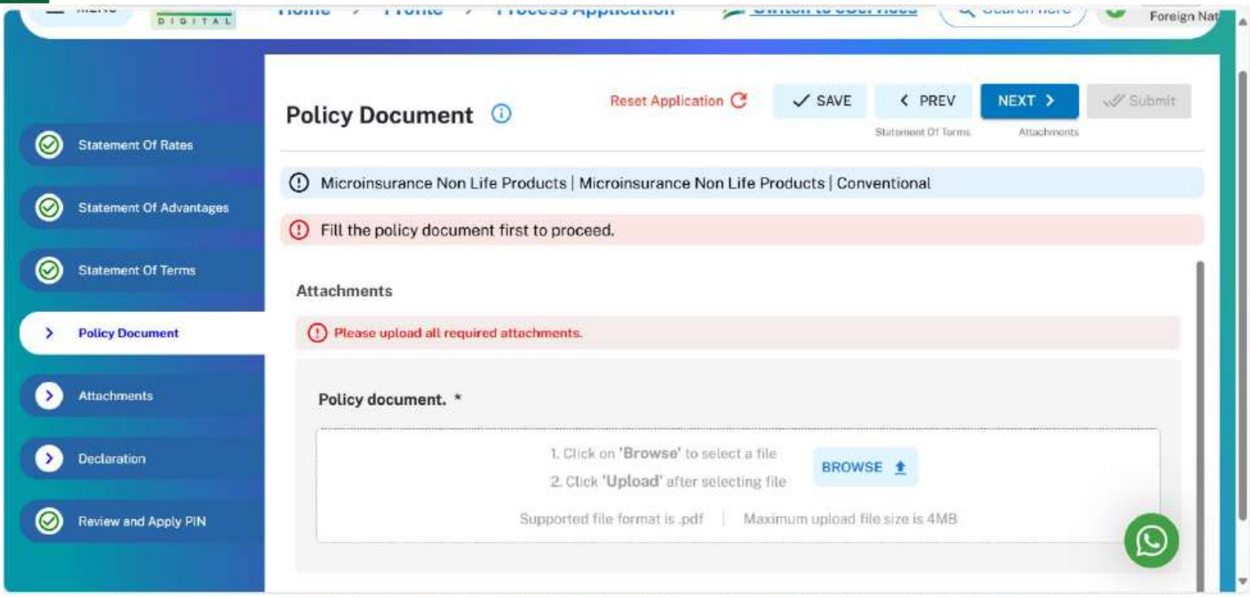


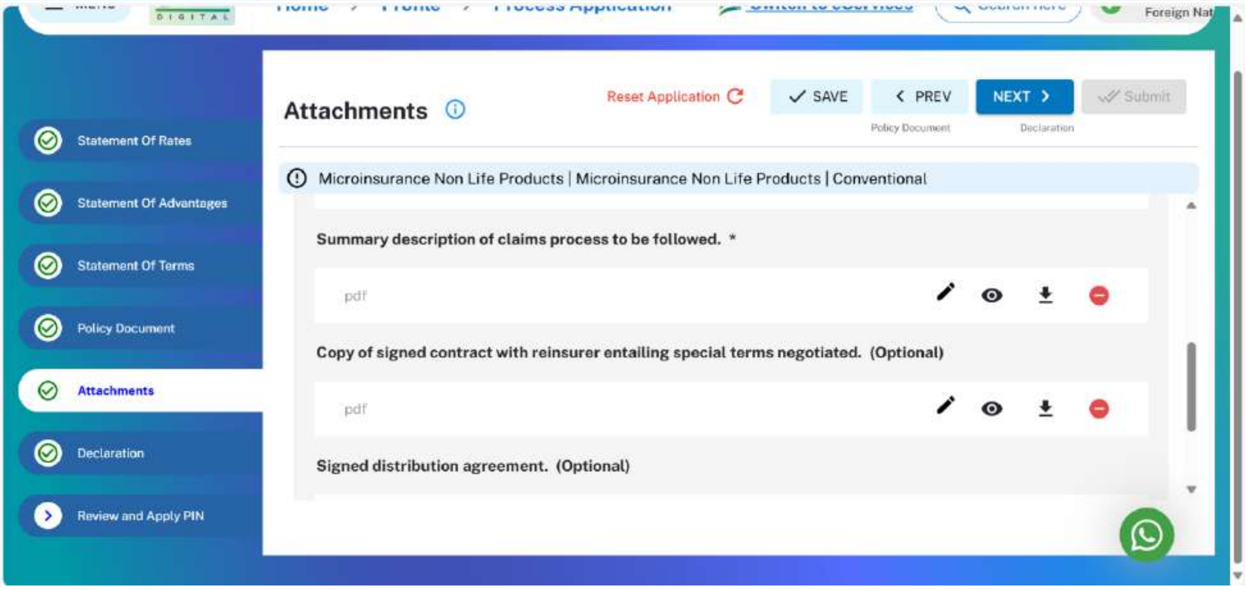
Statement of Advantages

4. The next section is for "Statement of Advantages"; after completing it the applicant moves to the next section. The next section is for "Statement of Terms", applicant fills in the required details and proceeds further.

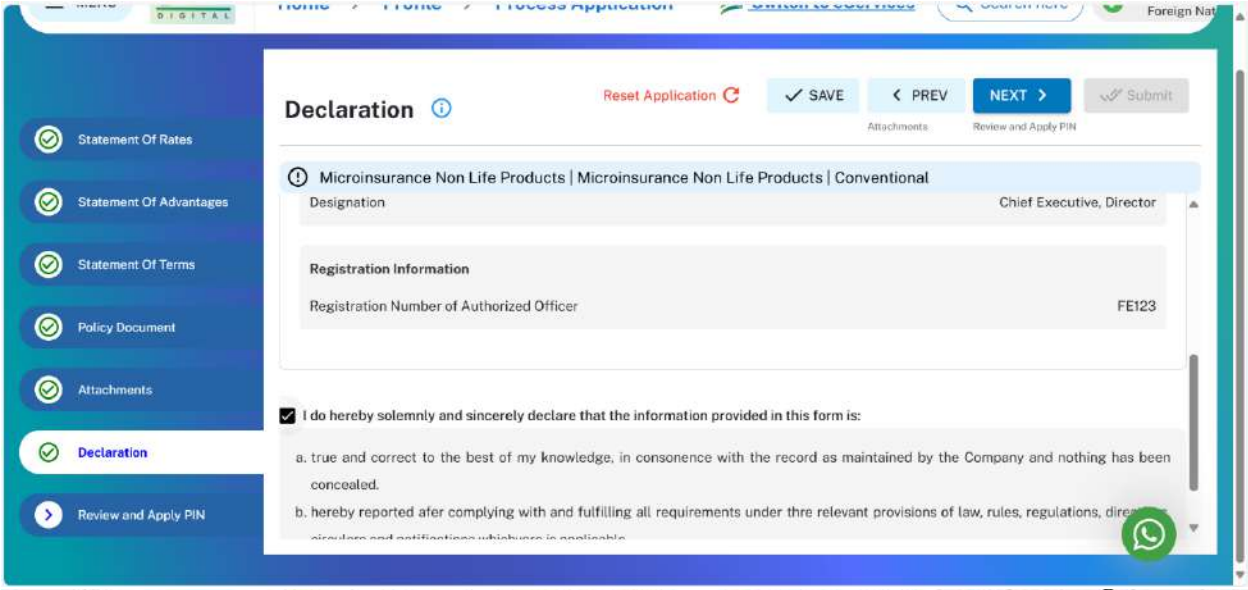


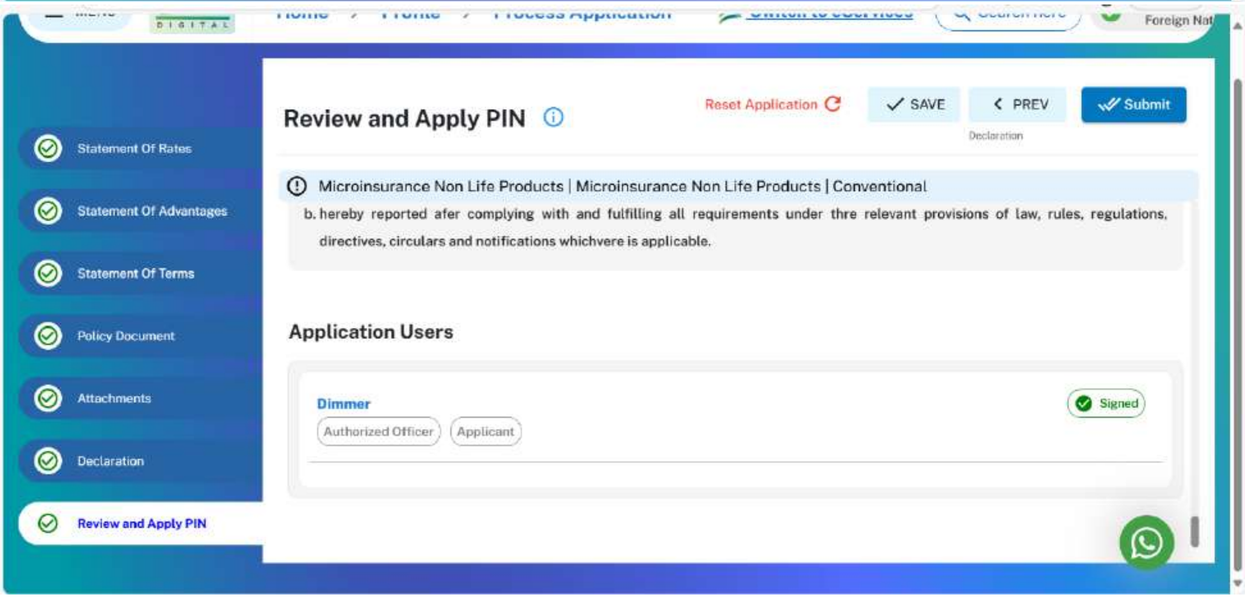
5. It is followed by the section for "Policy Document", applicant attaches the required documents and proceeds to the next section for "Attachments".





6. The applicant fills in the required inputs and moves to the ‘Declaration’ section where the applicant can select an “Authorized Intermediary” or an “Authorized Officer” as declarant. If the applicant clicks on ‘Authorized officer’ under ‘Select Declarant’ and an authorized officer exists for the company, the system will display declarant name and CNIC/NICOP/Passport No and provides field to apply pin. If the applicant clicks on ‘Authorized Intermediary’ under ‘Select Declarant’ and an authorized intermediary exists for the company, the system will display declarant name and registration number of authorized intermediary and provides field to apply pin. The declarant applies the PIN; in case of valid PIN, the system enables the “Submit” button. Applicant clicks on ‘Submit’ button.





7. Applicant clicks on ‘Go to Home Screen’ button and can view the status of their application on their home page.

GO TO Home

Congratulations!

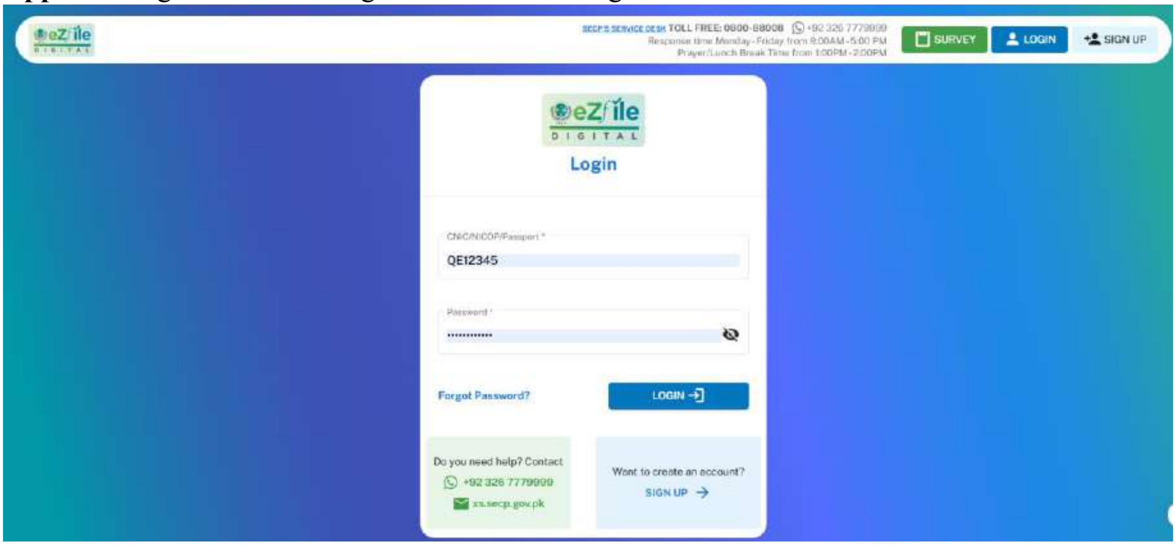
Your application has been submitted successfully

Application ID **20250723_2250200** successfully generated

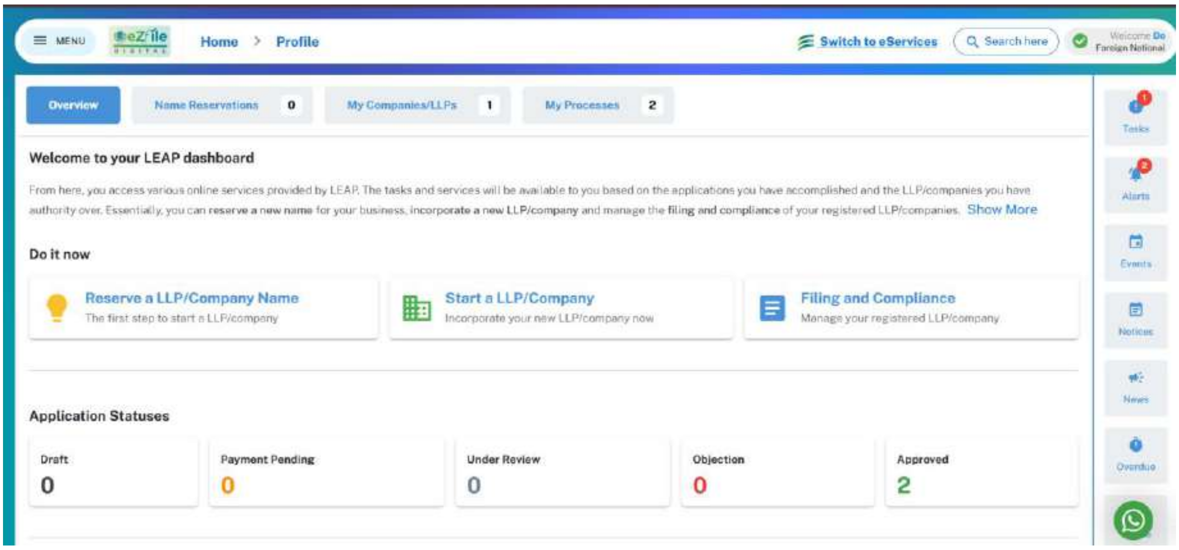
We have sent you the Application ID via Email and SMS

15.Product Registration -Digital Non-life Products

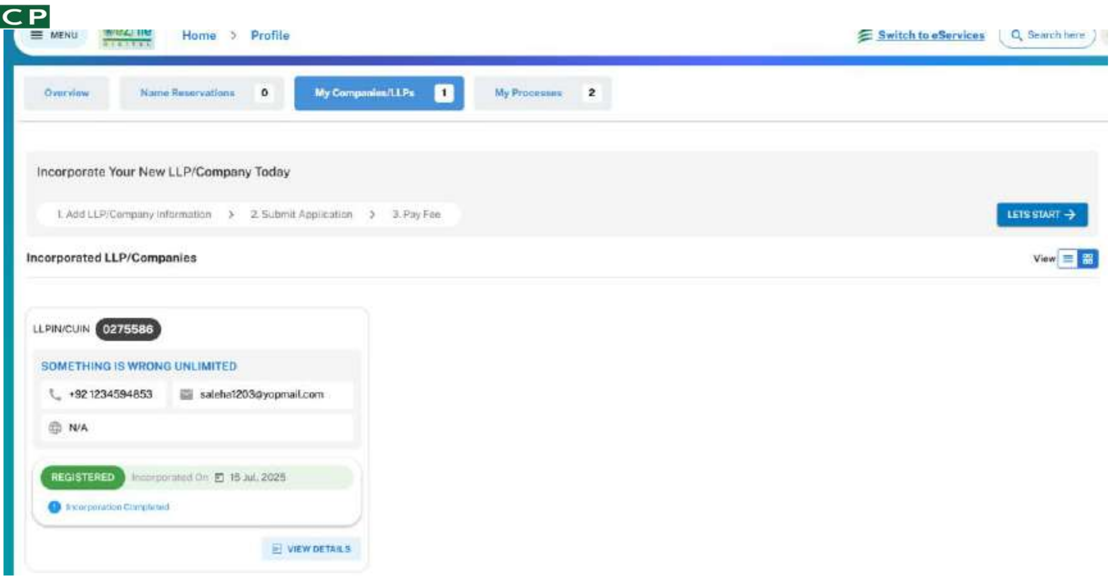
1. **Applicant** logs in to his/her registered account using valid credentials.



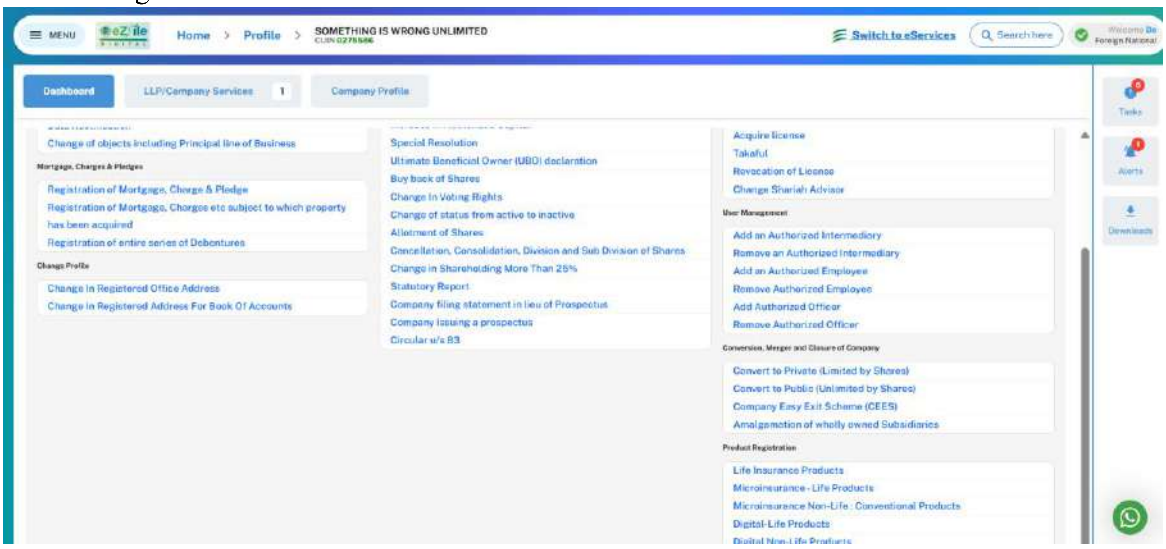
2. The Applicant will land on his/her landing page.



3. From My Companies/LLPs, applicant clicks on ‘View Details’ button on the company card.



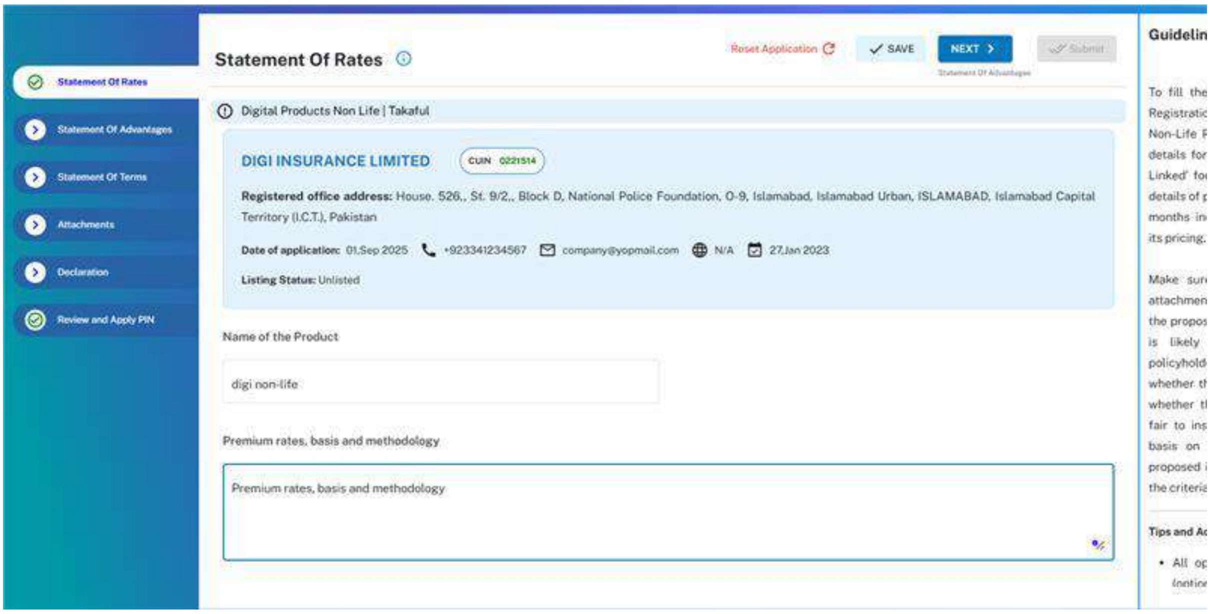
4. From the company dashboard, the applicant clicks on ‘Digital Non-Life Products’ under the Product Registration section.



5. Applicant selects the product details and clicks on ‘Proceed’ button.

Statement of Rates

6. Applicant can view the first section of the application which is ‘Statement of Rates’. In this section the applicant can view the company information as well as add the name of the product and premium rates, basis and methodology and clicks on the ‘Next’ button.



Statement of Advantages

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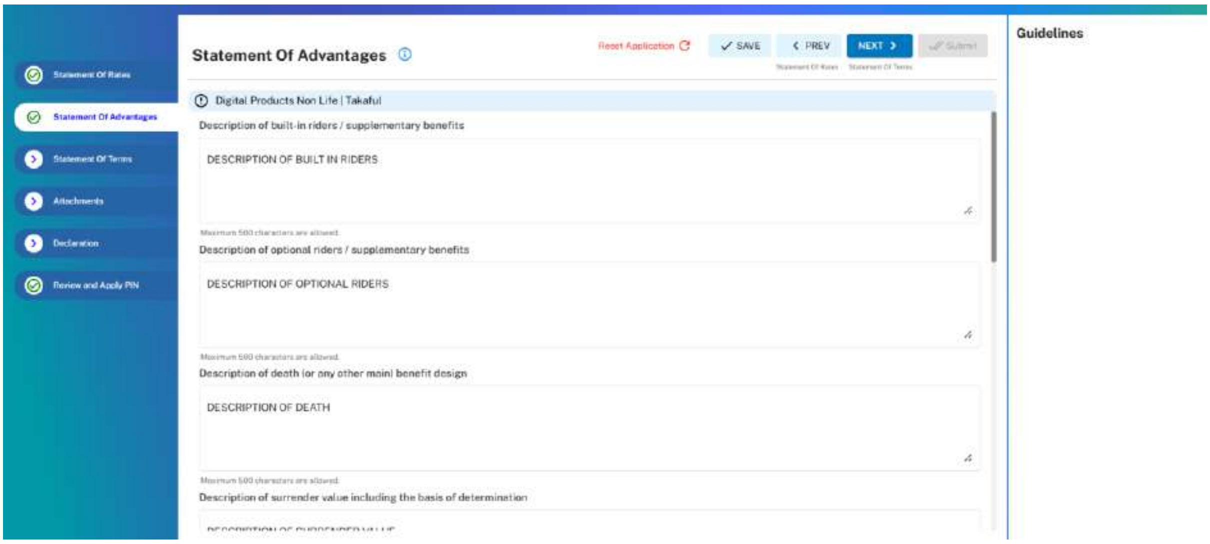
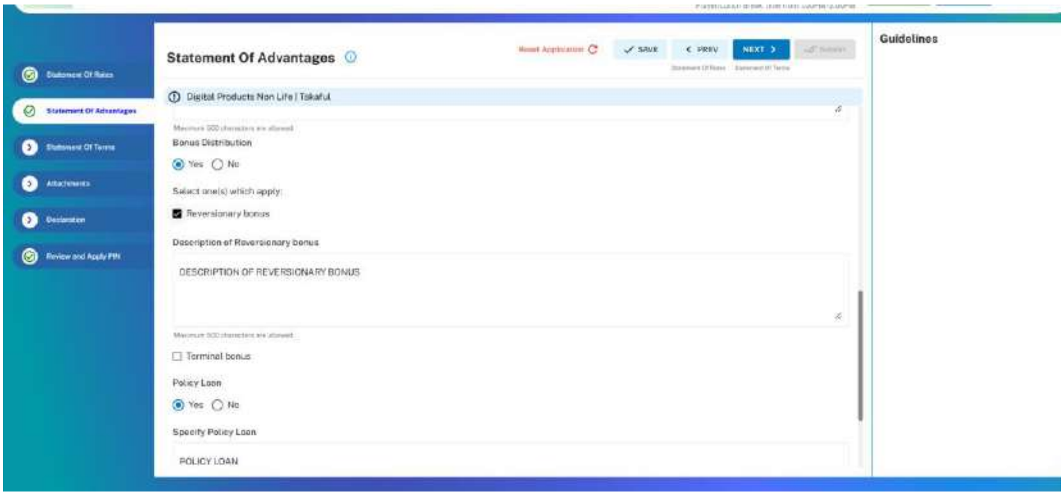
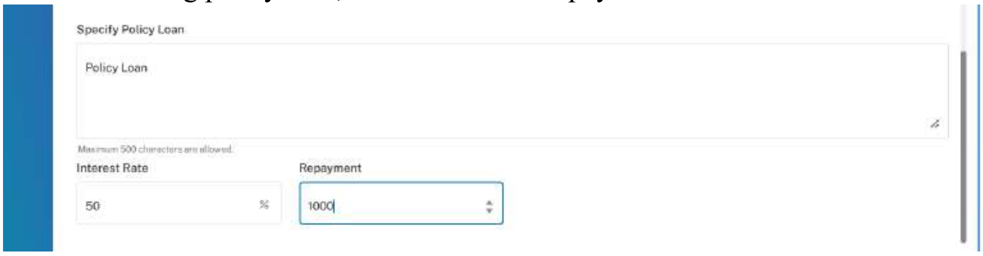


a. If the applicant selects 'Yes' for Bonus Distribution, the applicant then selects from a check list which one applies.

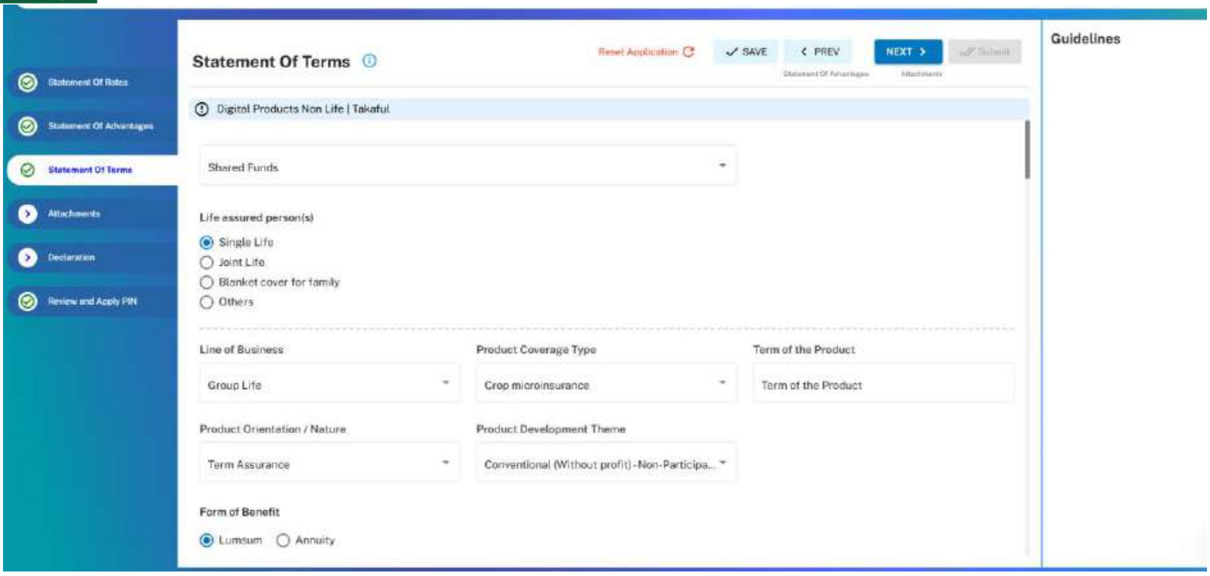


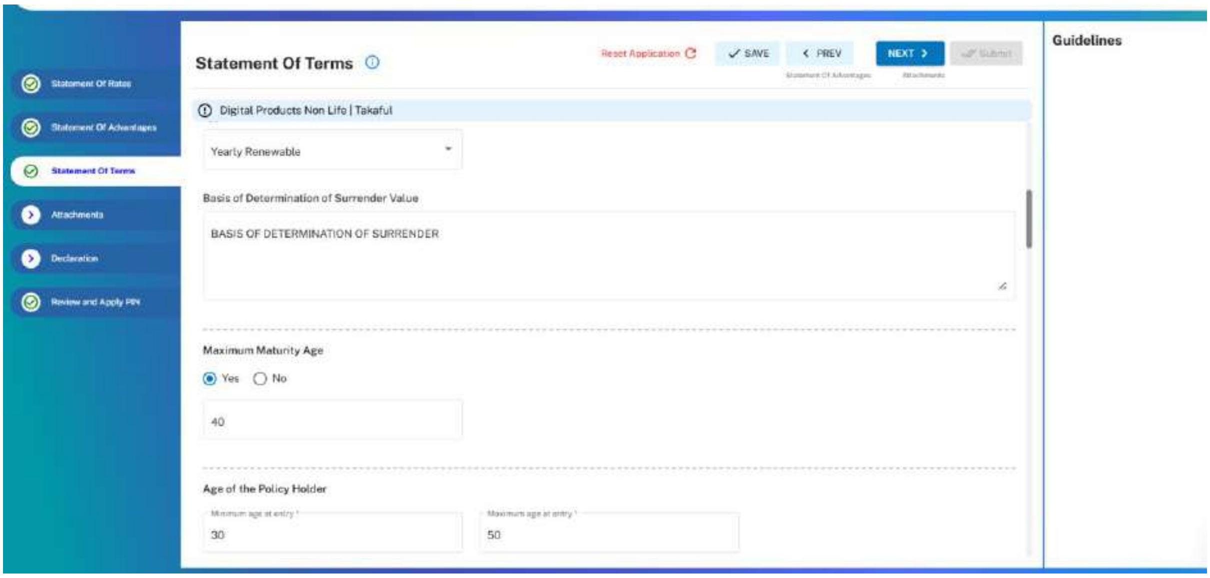
b. If the applicant selects 'Yes' for Policy Loan, the applicant then needs to fill the details including policy loan, interest rate and repayment.

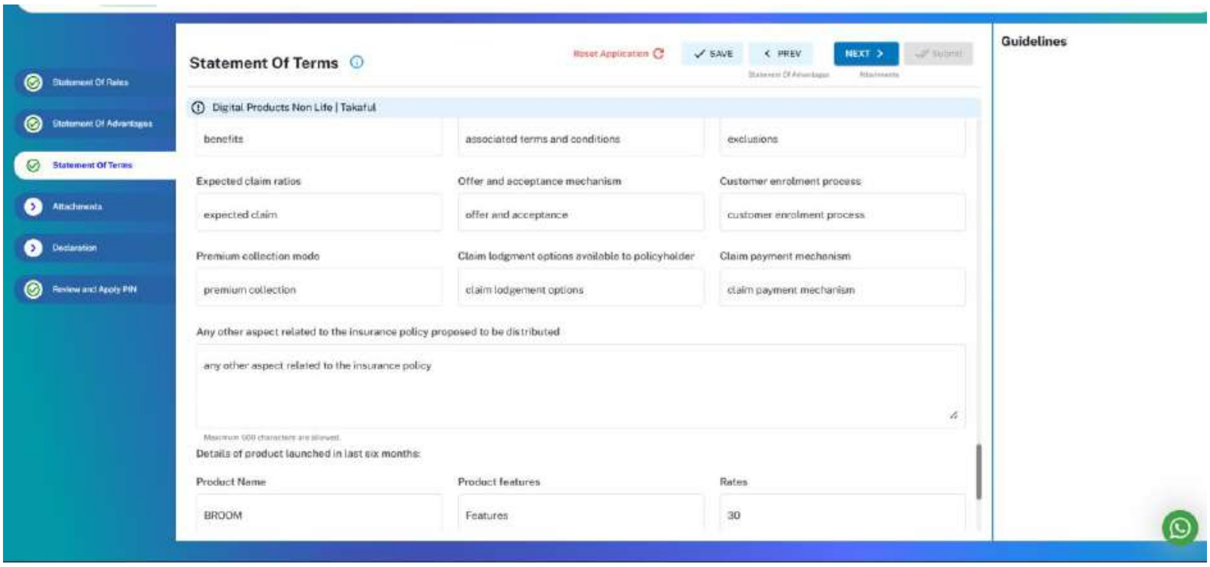


Statement of Terms

8. Next section is the 'Statement of Terms. Applicant selects the Statutory fund to which the policies under the product shall be referable from a dropdown. If the applicant selects 'others', the applicant then needs to specify other statutory fund. Applicant also fills the details including life assured person(s), line of business, product coverage type, term of the product, product orientation/nature, product development theme, form of benefit, basic plan or rider, type of premium, basis of determination of surrender value, maximum maturity age, age of the policy holder, premium, automatic non-forfeiture options, are there any settlement options for claim, surrender or maturity proceeds, distribution channel(applicant can add multiple distribution channels by clicking on the add button), financial protection component, indexation, standard approach, reinsurance arrangement applicable to the product and long term investment policy of the relevant statutory fund. Applicant also enters details of products launched in last six months. Applicant adds details and clicks on 'Next' button.

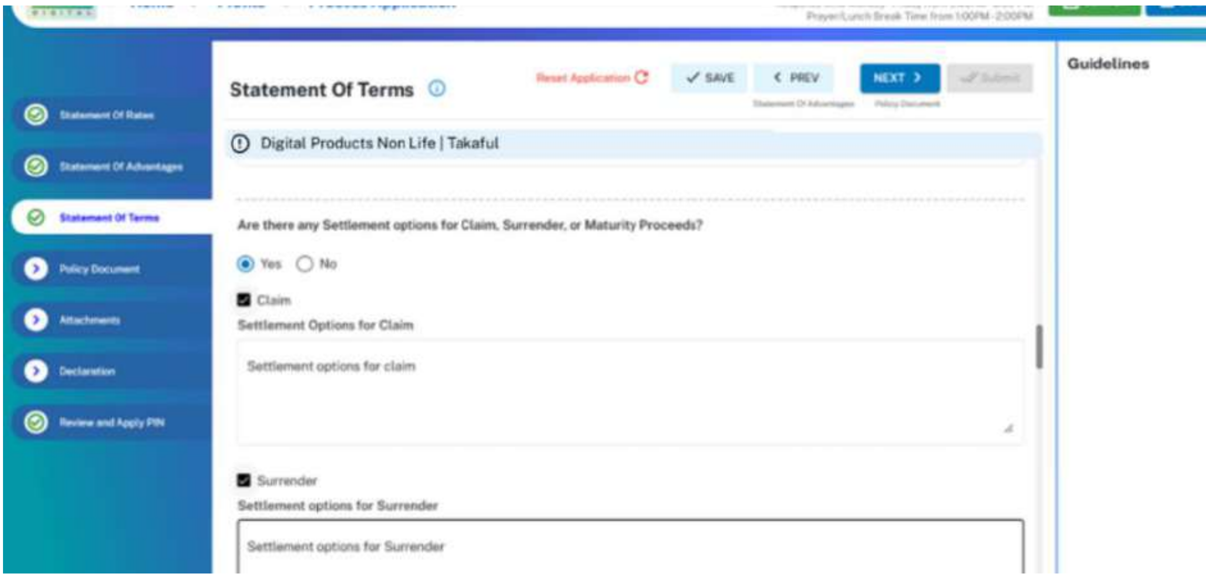

Statement Of Rates
Statement Of Advantages
Statement Of Terms
Attachments
Declaration
Review and Apply PIN
Statement Of Terms
Reset Application
SAVE
PREV
NEXT
Submit
Guidelines
Digital Products Non Life | Takaful
Shared Funds
Life assured person(s)
Single Life
Joint Life
Blanket cover for family
Others
Line of Business
Group Life
Product Coverage Type
Crop microinsurance
Term of the Product
Term of the Product
Product Orientation / Nature
Term Assurance
Product Development Theme
Conventional (Without profit)-Non-Participa...
Form of Benefit
Lumsum
Annuity


Statement Of Rates
Statement Of Advantages
Statement Of Terms
Attachments
Declaration
Review and Apply PIN
Statement Of Terms
Reset Application
SAVE
PREV
NEXT
Submit
Guidelines
Digital Products Non Life | Takaful
Yearly Renewable
Basis of Determination of Surrender Value
BASIS OF DETERMINATION OF SURRENDER
Maximum Maturity Age
Yes
No
40
Age of the Policy Holder
Minimum age at entry *
30
Maximum age at entry *
50

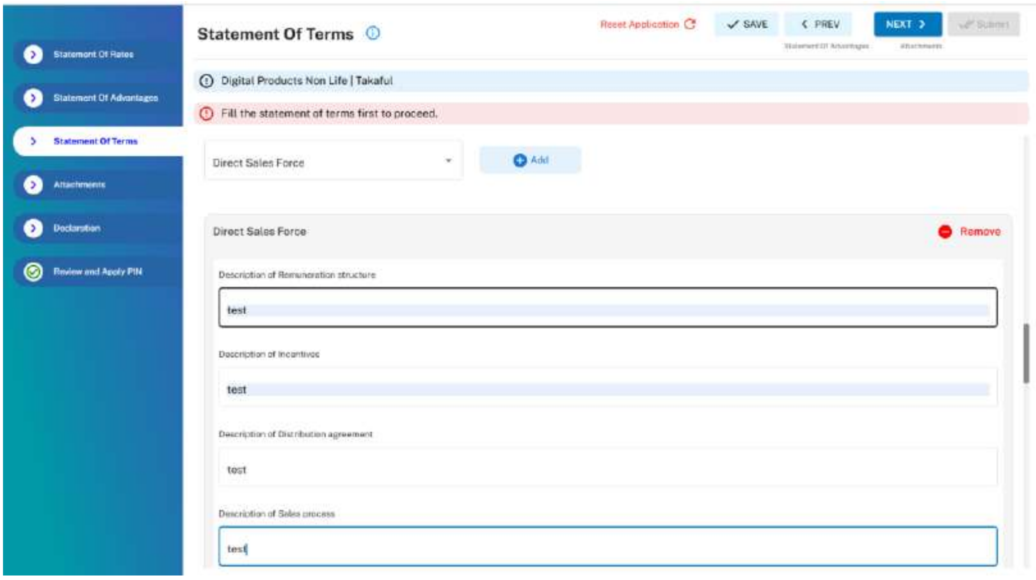

Statement Of Rates
Statement Of Advantages
Statement Of Terms
Attachments
Declaration
Review and Apply PIN
Statement Of Terms
Reset Application
SAVE
PREV
NEXT
Submit
Guidelines
Digital Products Non Life | Takaful
benefits
associated terms and conditions
exclusions
Expected claim ratios
expected claim
Offer and acceptance mechanism
offer and acceptance
Customer enrolment process
customer enrolment process
Premium collection mode
premium collection
Claim lodgment options available to policyholder
claim lodgement options
Claim payment mechanism
claim payment mechanism
Any other aspect related to the insurance policy proposed to be distributed
any other aspect related to the insurance policy
Details of product launched in last six months:
Product Name
BROOM
Product features
Features
Rates
30

a. If the applicant selects ‘Yes’ for Automatic Non-Forfeiture Options, the applicant shall specify the non-forfeiture options.

b. If the applicant selects ‘Yes’ for ‘Are there any Settlement options for Claim, Surrender, or Maturity Proceeds, the system shall display a check list and for each check box the applicant needs to add the settlement options for that selected check box.



c. For distribution channel, the applicant needs to select the distribution channel from a dropdown and check click on the add button which displays fields for the applicant input.



d. If the applicant selects ‘Yes’ for financial protection component, the applicant needs to add minimum and maximum value for it.

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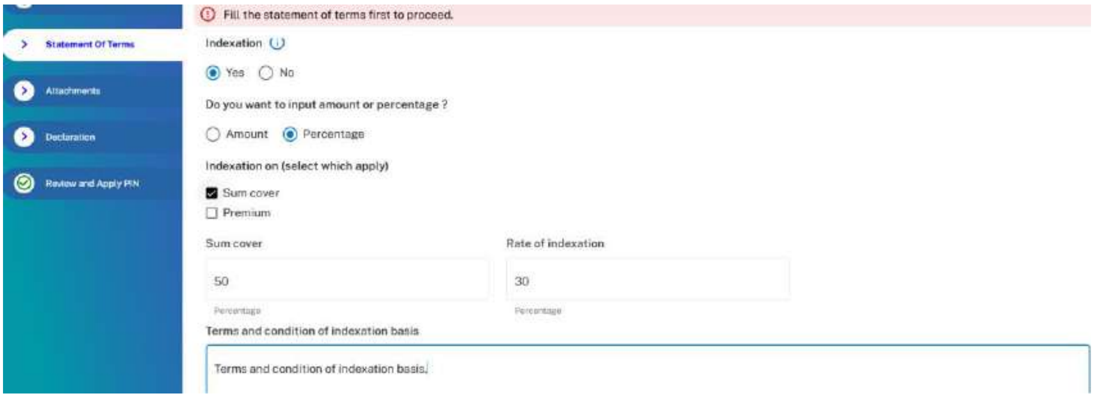

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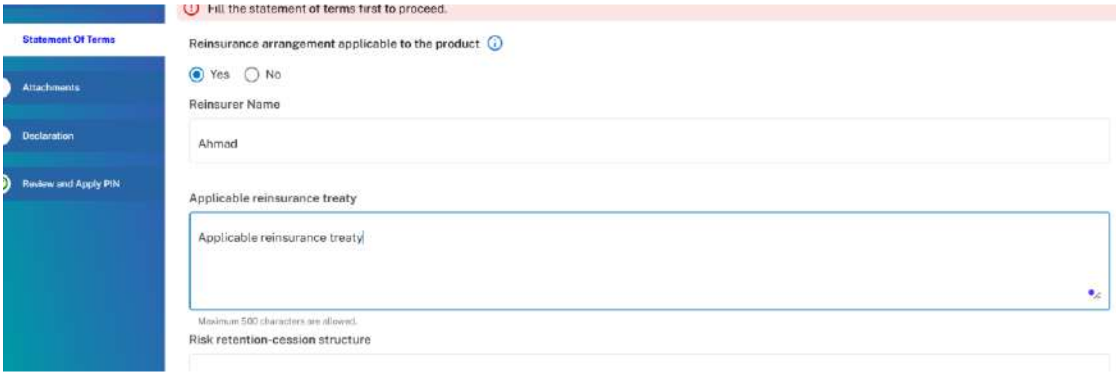

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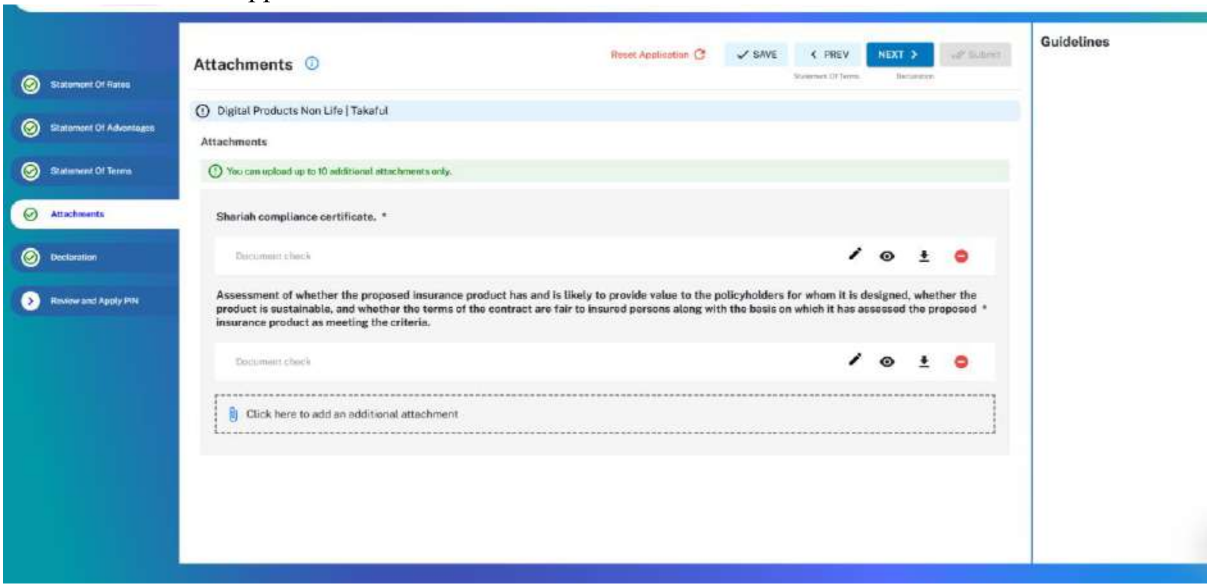
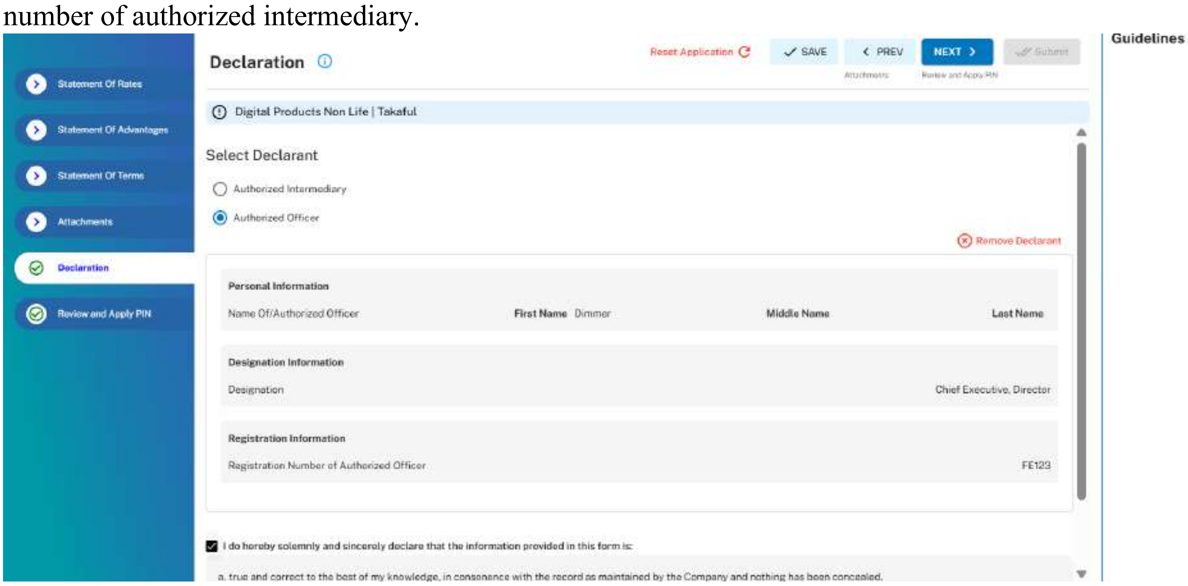
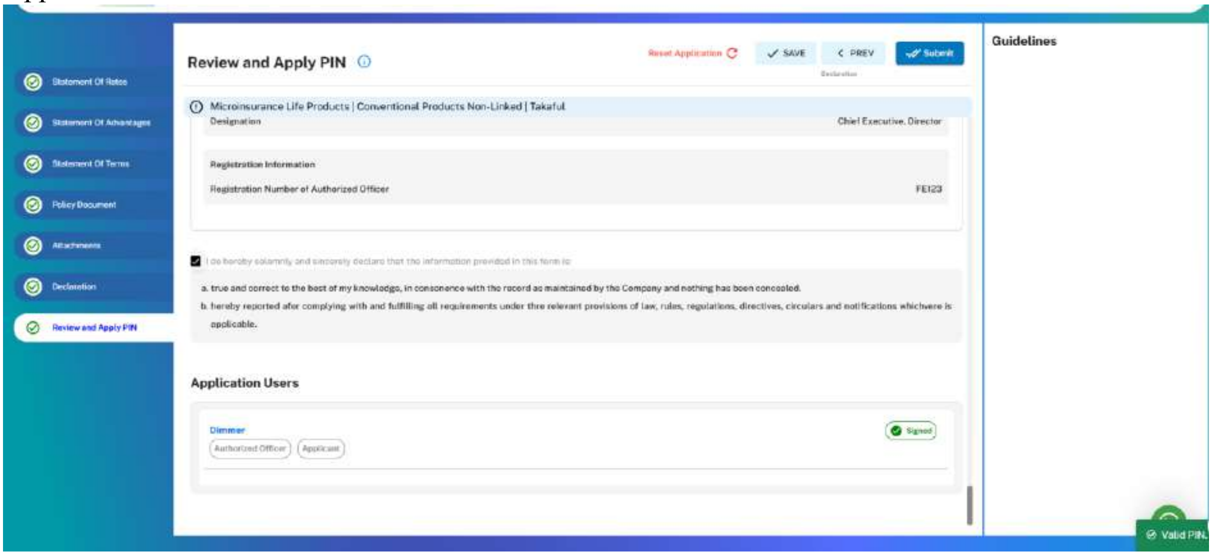


10. Next is the declaration section. If the applicant clicks on 'Authorized officer' under 'Declarant Profession/Designation' and an authorized officer exists for the company, the system will display declarant name and CNIC/NICOP/Passport No. If the applicant clicks on 'Authorized Intermediary' under 'Declarant Profession/Designation' and an authorized intermediary exists for the company, the system will display declarant name and registration number of authorized intermediary.

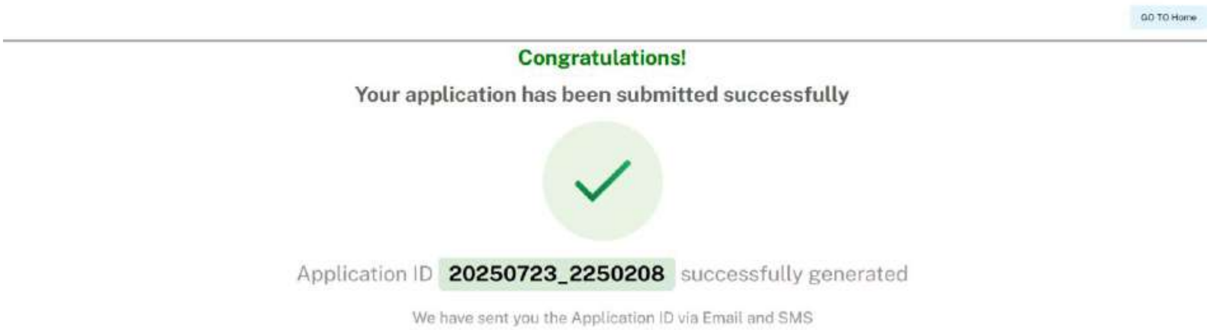


11. Authorized Officer/Authorized Intermediary applies the pin.

12. Applicant clicks on ‘Submit’ button.

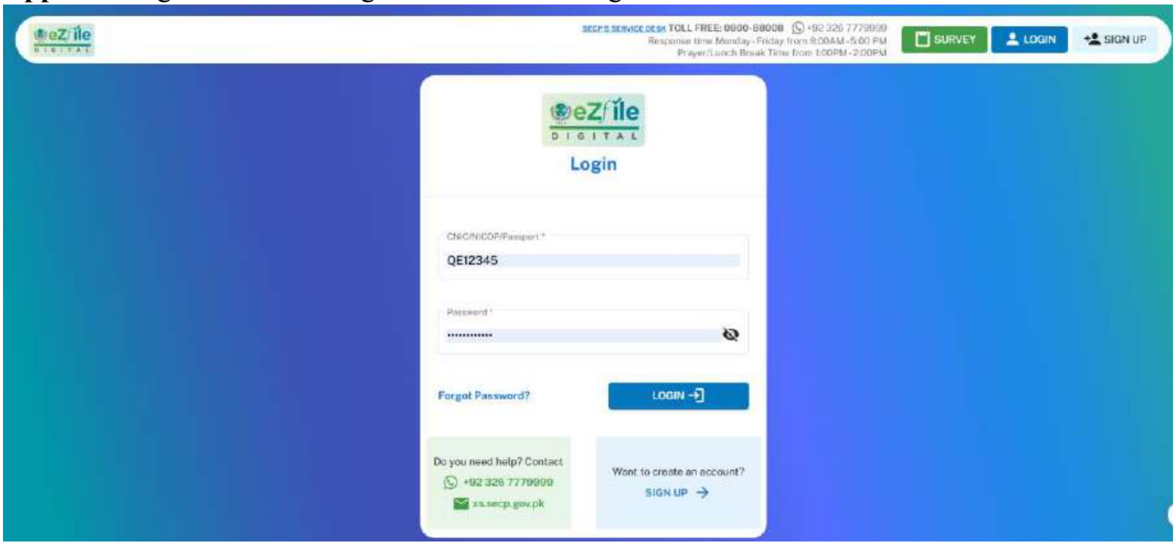


13. System displays the success screen. Applicant clicks on ‘Go to Home’ button.

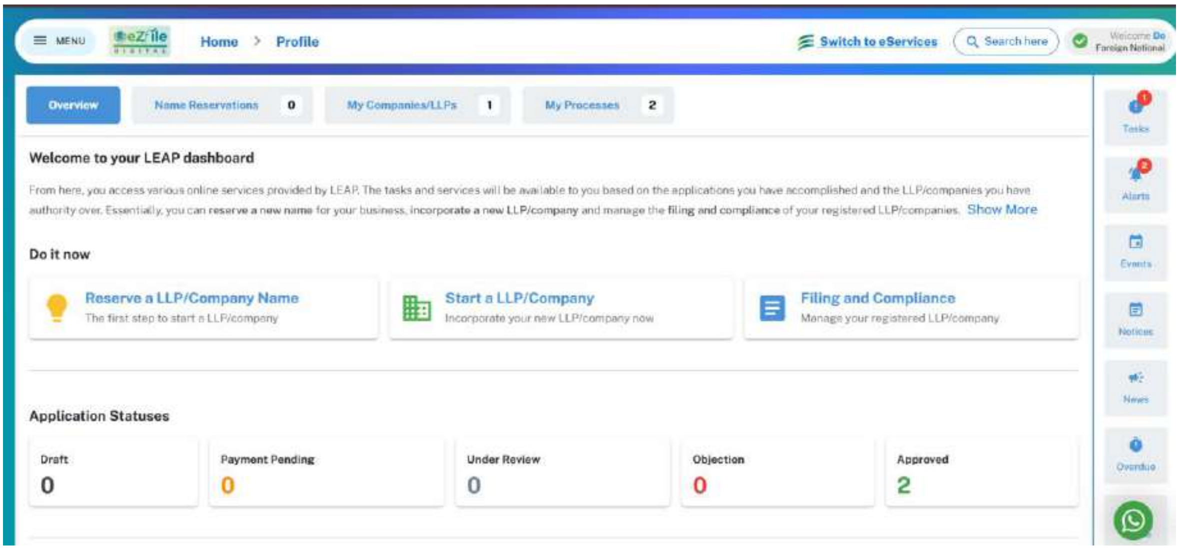


16.Product Registration -Digital Life Products

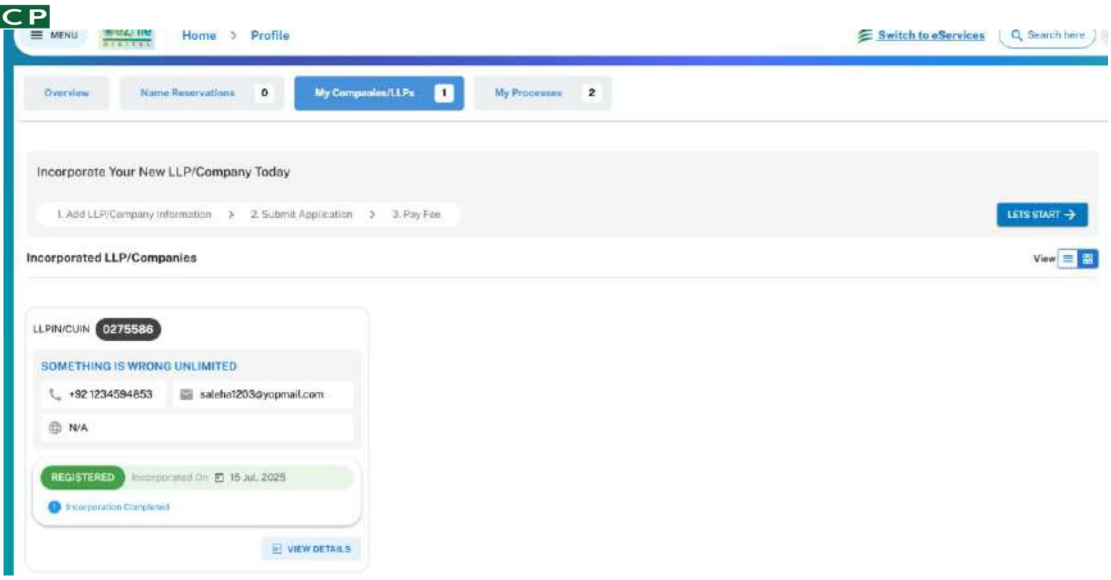
15. **Applicant** logs in to his/her registered account using valid credentials.



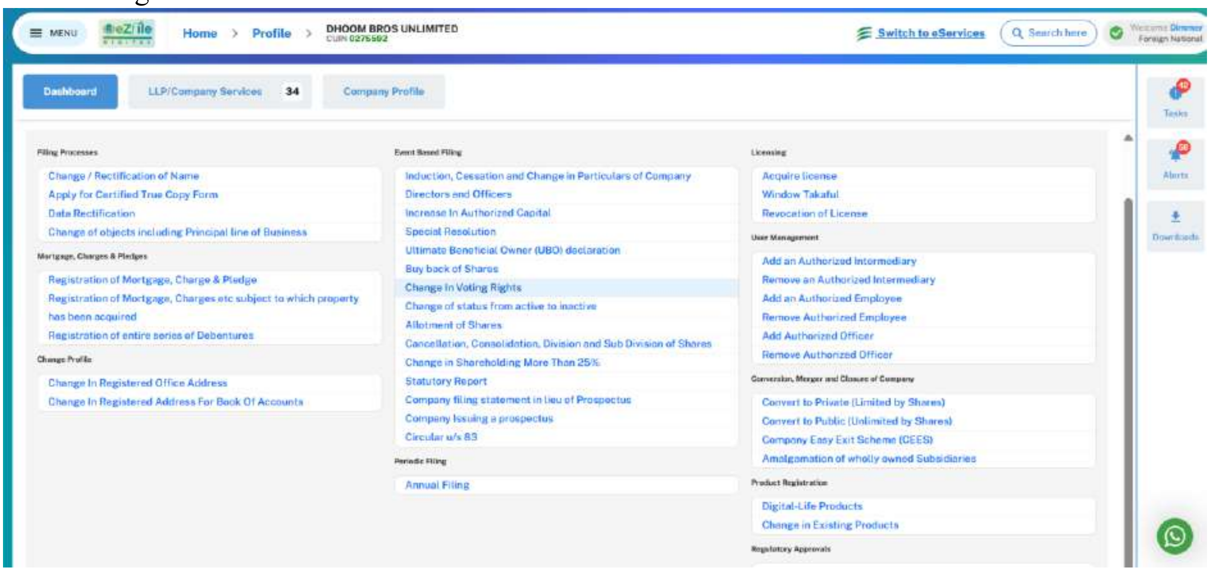
16. The Applicant will land on his/her landing page.



17. From My Companies/LLPs, applicant clicks on ‘View Details’ button on the company card.



18. From the company dashboard, the applicant clicks on 'Digital-Life Products' under the Product Registration section.

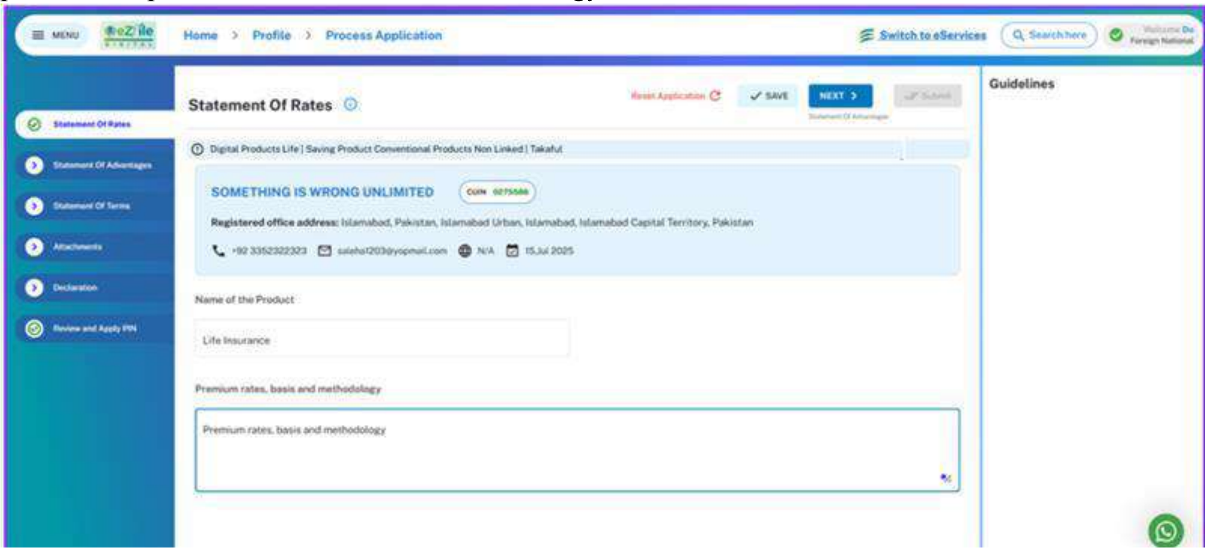


19. Applicant selects the product details and clicks on 'Proceed' button.

Statement of Rates

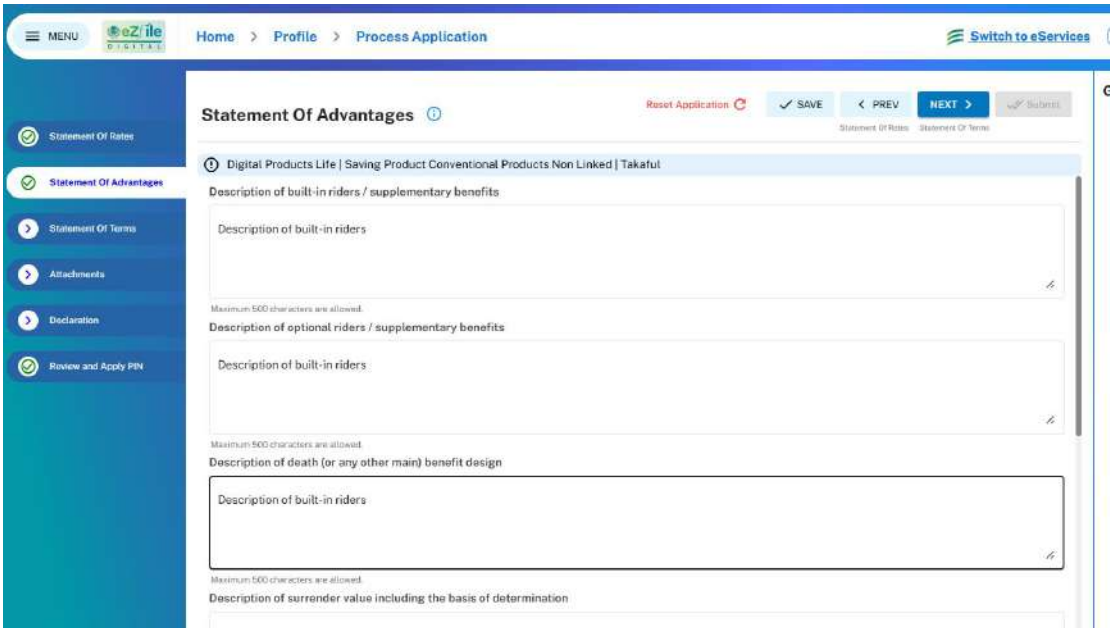
20. Applicant can view the first section of the application which is 'Statement of Rates'. In this section the applicant can view the company information as well as add the name of the

product and premium rates, basis and methodology and clicks on the ‘Next’ button.

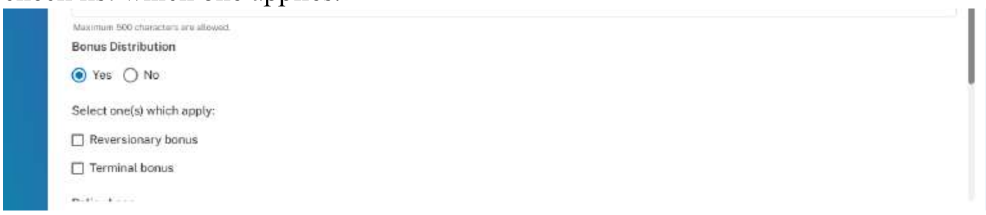


Statement of Advantages

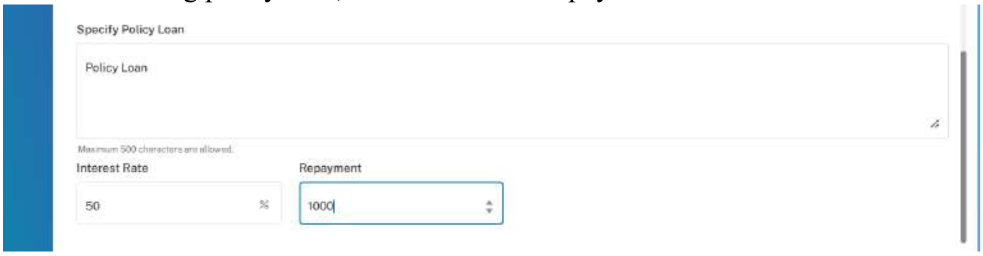
21. Next section is ‘Statement of Advantages’. In this section, the applicant fills the description of built-in riders/supplementary benefits, description of optional riders/supplementary benefits, description of death (or any other main) benefit design, description of surrender value including the basis of determination and description of maturity benefits. Applicant also selects a Yes or No radio button for Bonus Distribution and for Policy Loan and then clicks on ‘Next’ button.



a. If the applicant selects ‘Yes’ for Bonus Distribution, the applicant then selects from a check list which one applies.

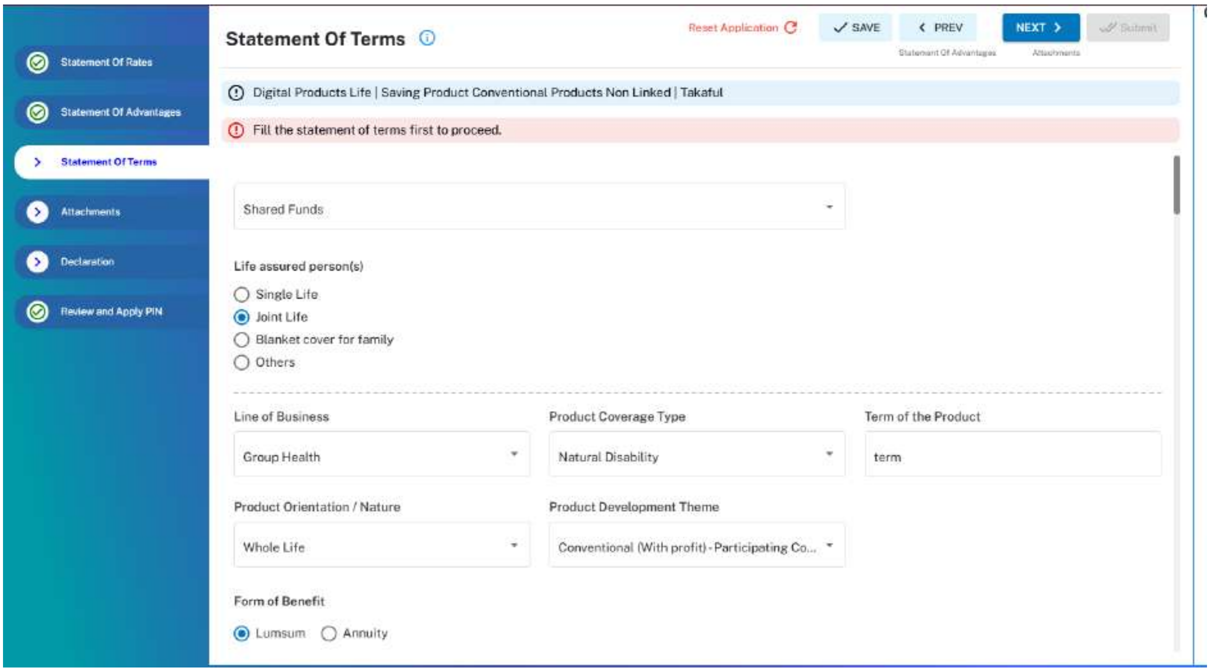


b. If the applicant selects ‘Yes’ for Policy Loan, the applicant then needs to fill the details including policy loan, interest rate and repayment.

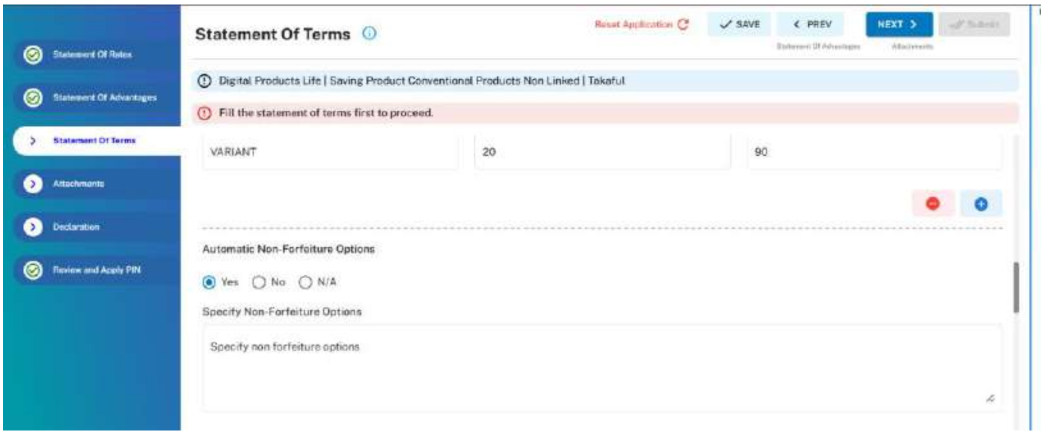


Statement of Terms

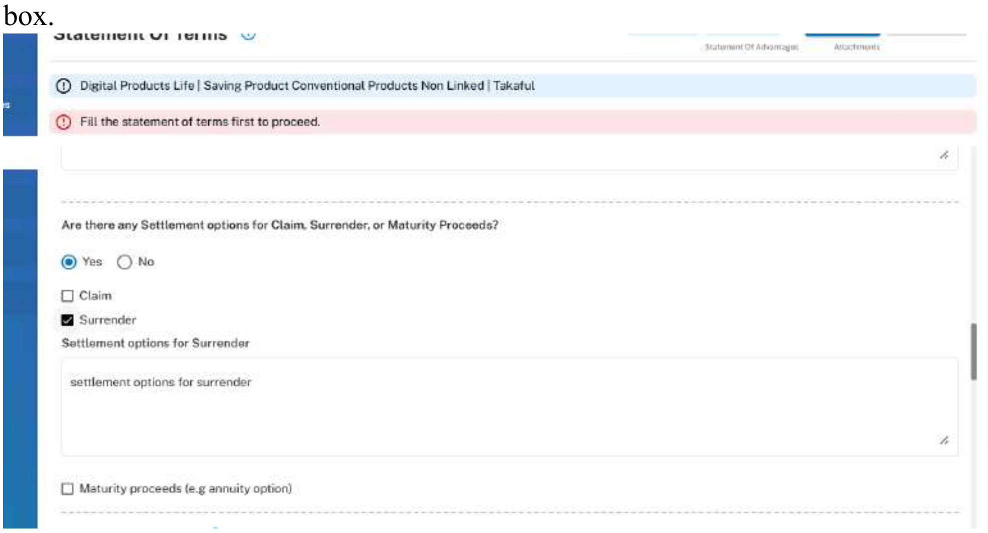
22. Next section is the ‘Statement of Terms. Applicant selects the Statutory fund to which the policies under the product shall be referable from a dropdown. If the applicant selects ‘others’, the applicant then needs to specify other statutory fund. Applicant also fills the details including life assured person(s), line of business, product coverage type, term of the product, product orientation/nature, product development theme, form of benefit, basic plan or rider, type of premium, basis of determination of surrender value, maximum maturity age, age of the policy holder, premium, automatic non-forfeiture options, are there any settlement options for claim, surrender or maturity proceeds, distribution channel(applicant can add multiple distribution channels by clicking on the add button), financial protection component, indexation, standard approach, reinsurance arrangement applicable to the product and long term investment policy of the relevant statutory fund. Applicant adds details and clicks on ‘Next’ button.



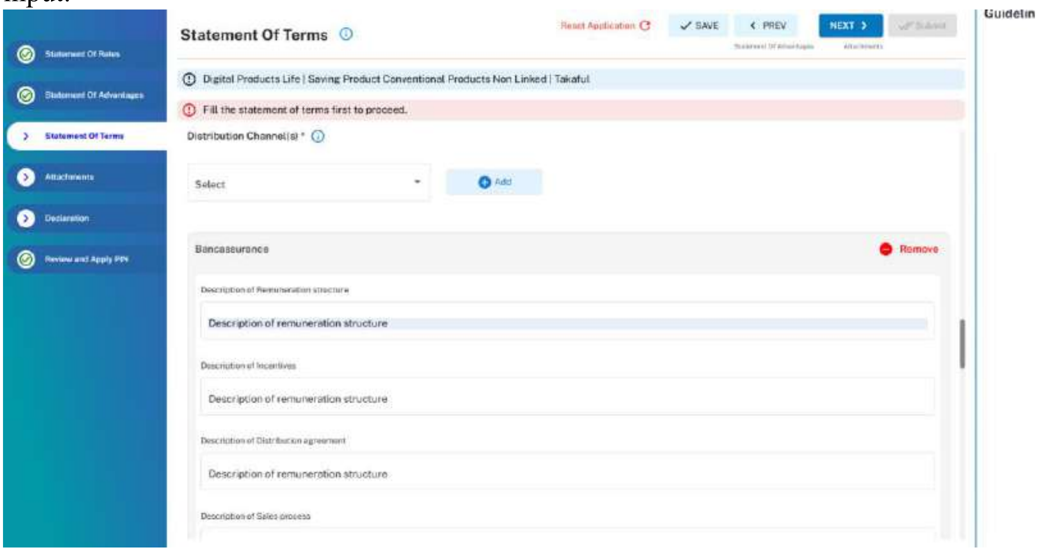
a. If the applicant selects ‘Yes’ for Automatic Non-Forfeiture Options, the applicant shall specify the non-forfeiture options.



b. If the applicant selects 'Yes' for 'Are there any Settlement options for Claim, Surrender, or Maturity Proceeds, the system shall display a check list and for each check box the applicant needs to add the settlement options for that selected check box.

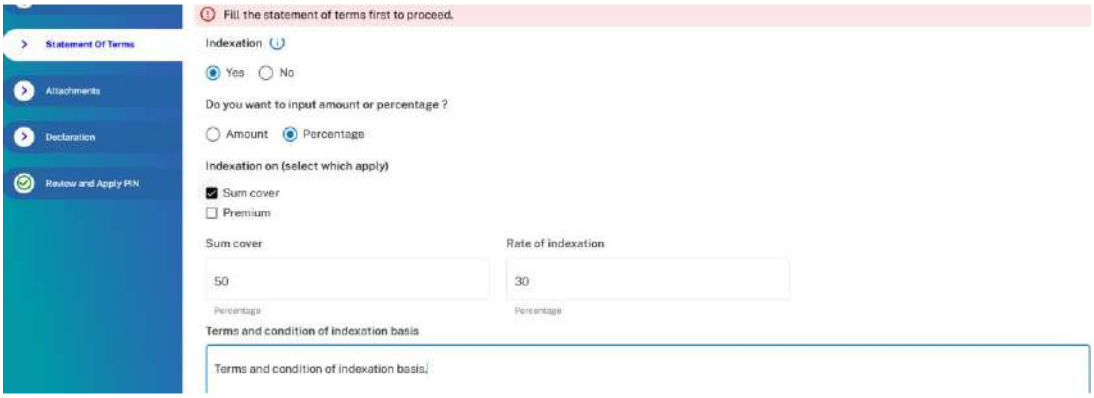


c. For distribution channel, the applicant needs to select the distribution channel from a dropdown and check click on the add button which displays fields for the applicant input.

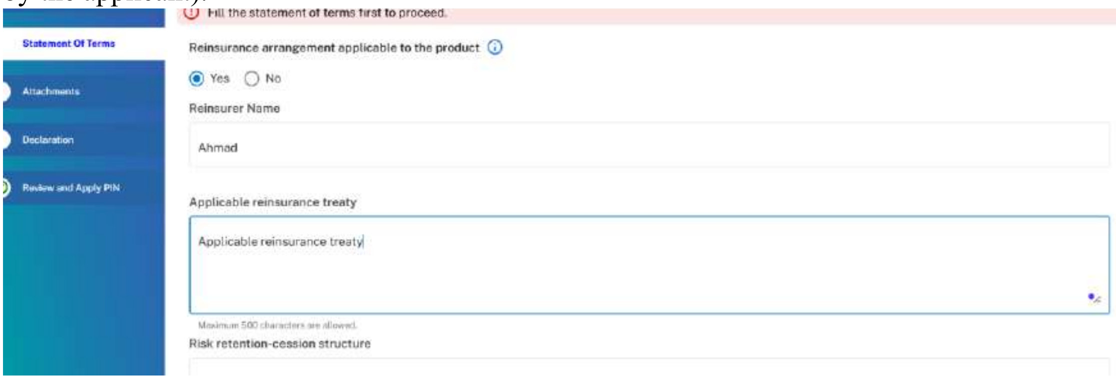


d. If the applicant selects 'Yes' for financial protection component, the applicant needs to add minimum and maximum value for it.

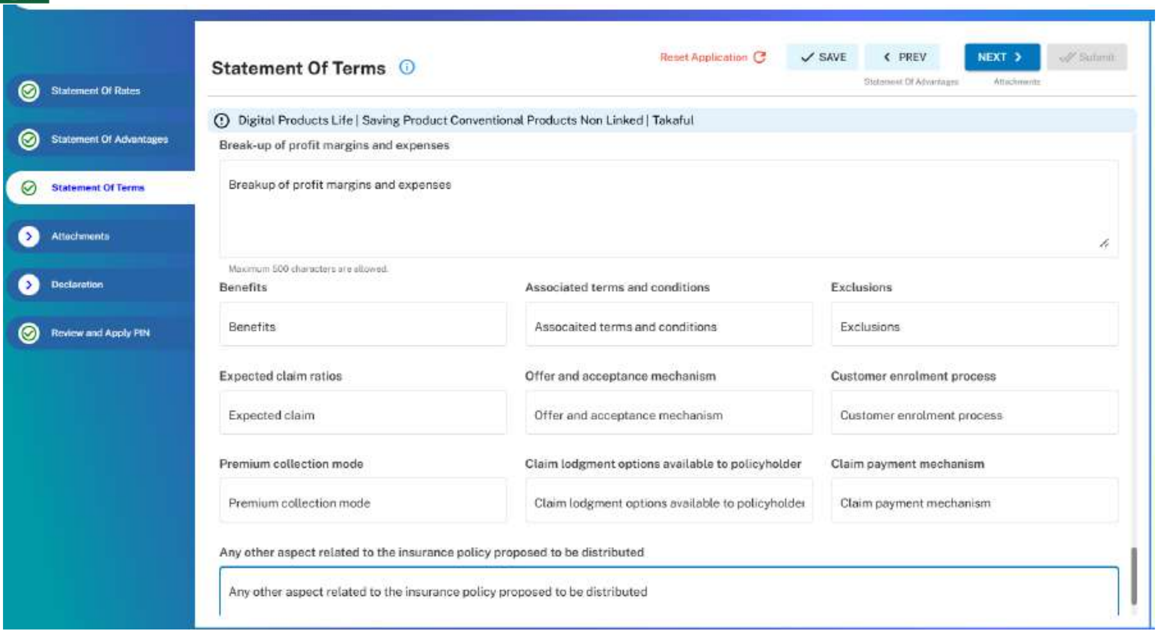
e. If the applicant selects ‘Yes’ for Indexation, the applicant needs to add Do you want to input amount or percentage, indexation on, rate of indexation and terms and condition of indexation basis.



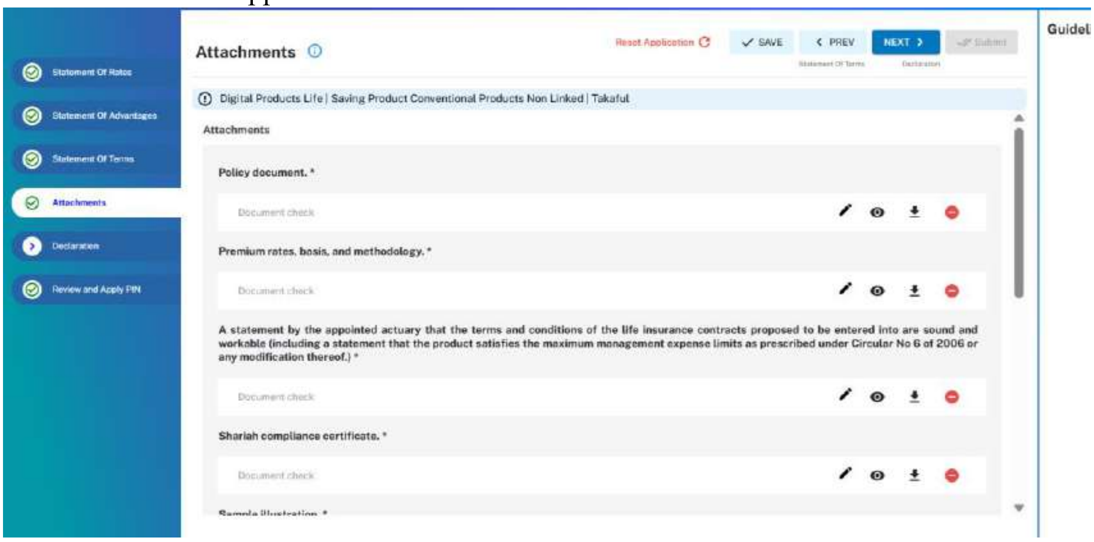
f. If the applicant selects ‘Yes’ for Reinsurance arrangement applicable to the product, the applicant needs to fill details including reinsurer name, applicable reinsurance treaty, risk retention-cessation structure and special terms negotiated with the reinsurer (Few fields may be added or removed based on the product details provided by the applicant).



23. Applicant also enters breakup of profit margins and expenses, benefits, associated terms and condition, exclusions, expected claim ratios, offer and acceptance mechanism, customer enrolment process, premium collection mode, claim lodgment options available to policyholder, claim payment mechanism and any other aspect related to the insurance policy proposed to be distributed.

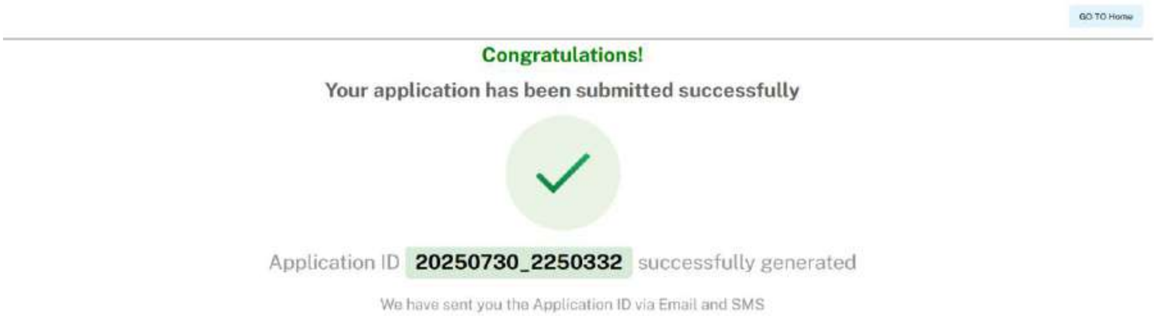


24. Next section is the 'Attachments' section. Here applicant adds all the mandatory and optional attachments for the application and clicks on 'Next' button.



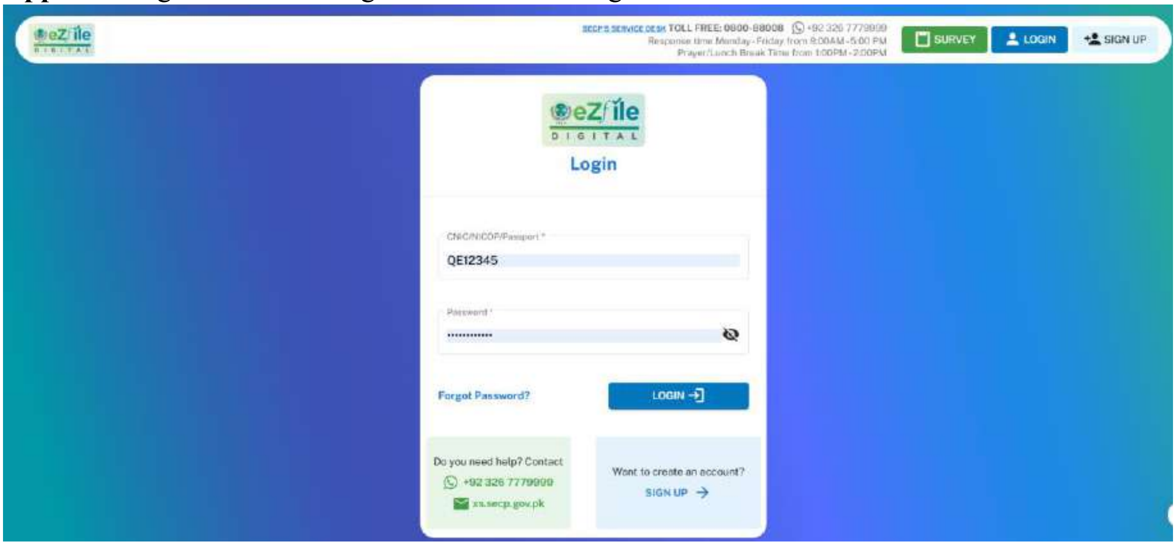
25. Next is the declaration section. If the applicant clicks on 'Authorized officer' under 'Declarant Profession/Designation' and an authorized officer exists for the company, the system will display declarant name and CNIC/NICOP/Passport No. If the applicant clicks on 'Authorized Intermediary' under 'Declarant Profession/Designation' and an authorized intermediary exists for the company, the system will display declarant name and registration number of authorized intermediary.

26. Authorized Officer/Authorized Intermediary applies the pin.
27. Applicant clicks on ‘Submit’ button.
28. System displays the success screen. Applicant clicks on ‘Go to Home’ button.

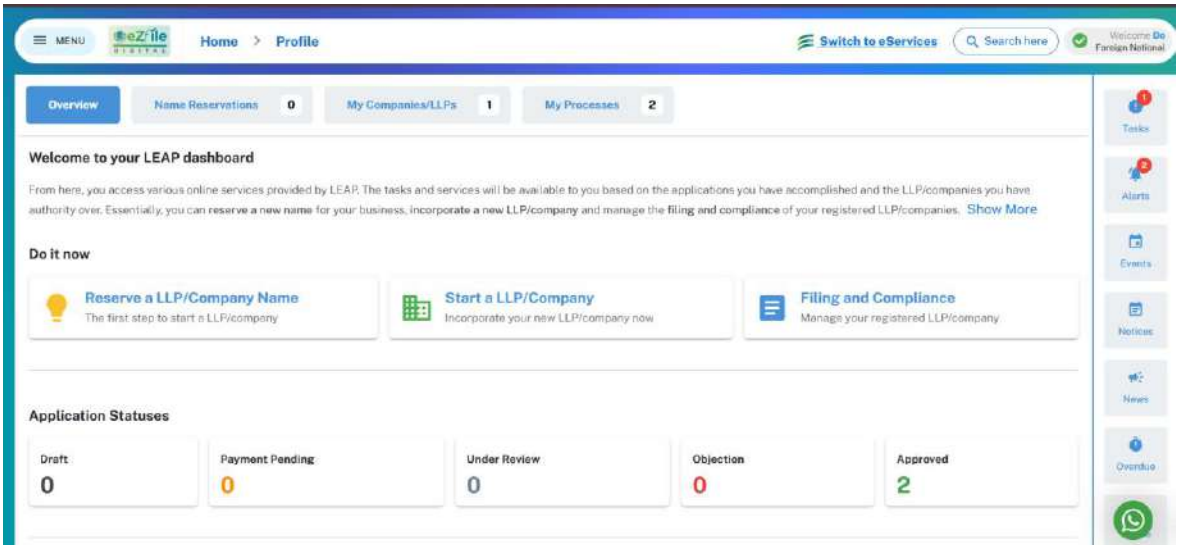


17.Product Registration -Change in Existing Products

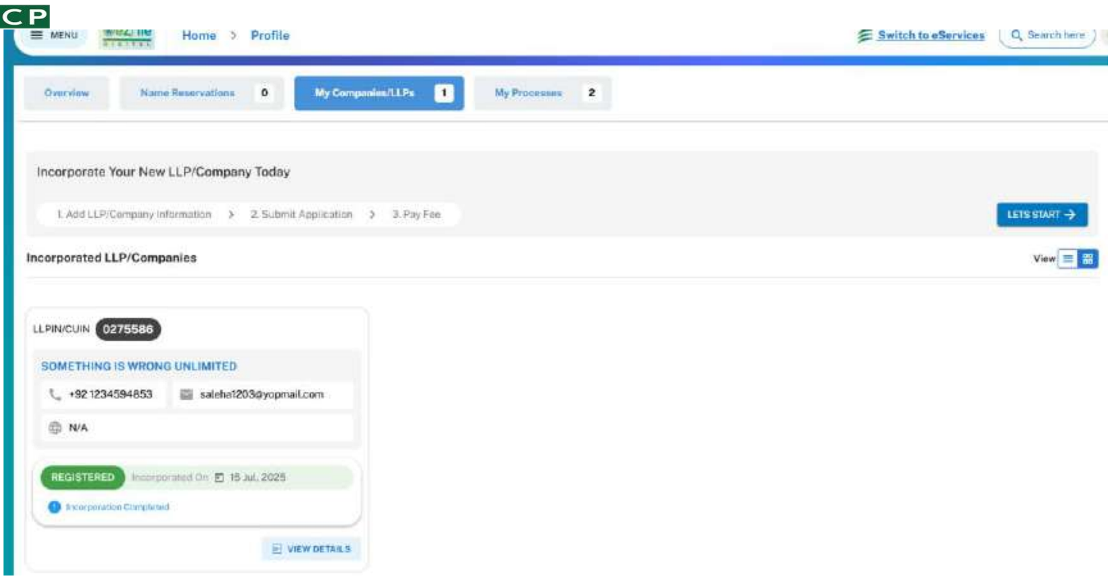
1. **Applicant** logs in to his/her registered account using valid credentials.



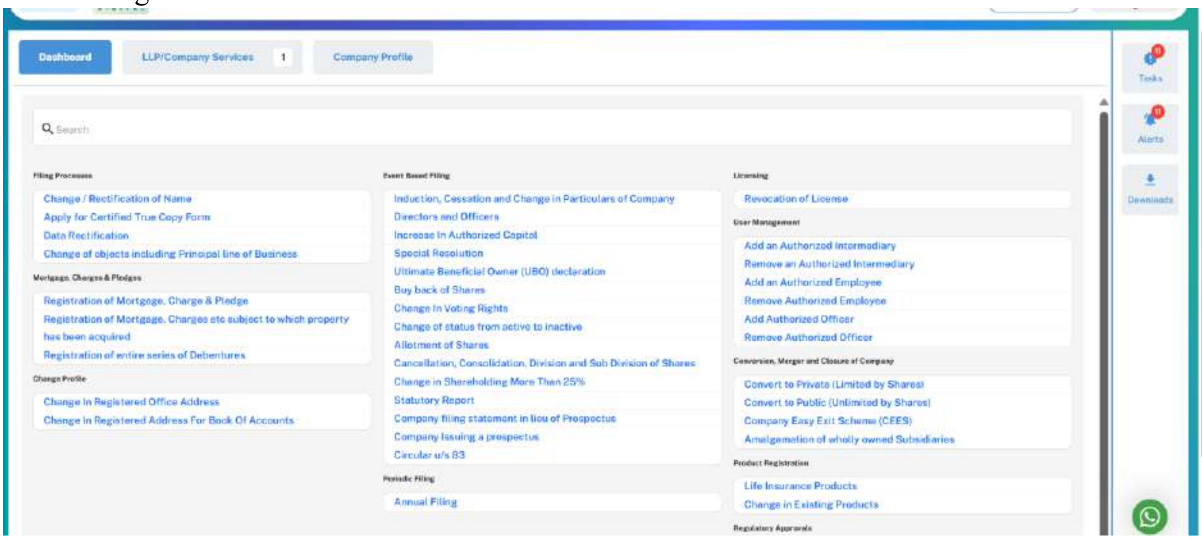
2. The Applicant will land on his/her landing page.



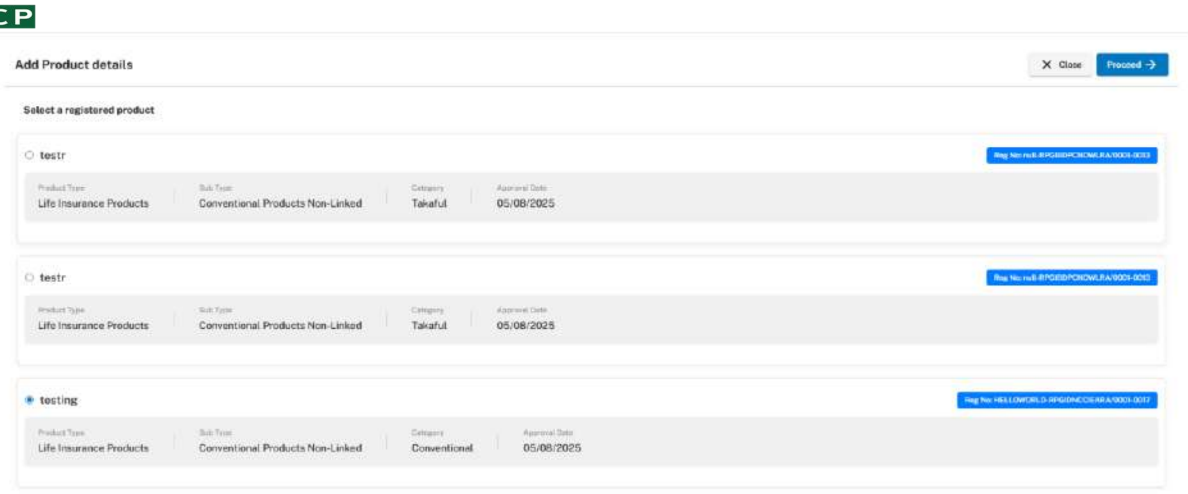
3. From My Companies/LLPs, applicant clicks on ‘View Details’ button on the company card.



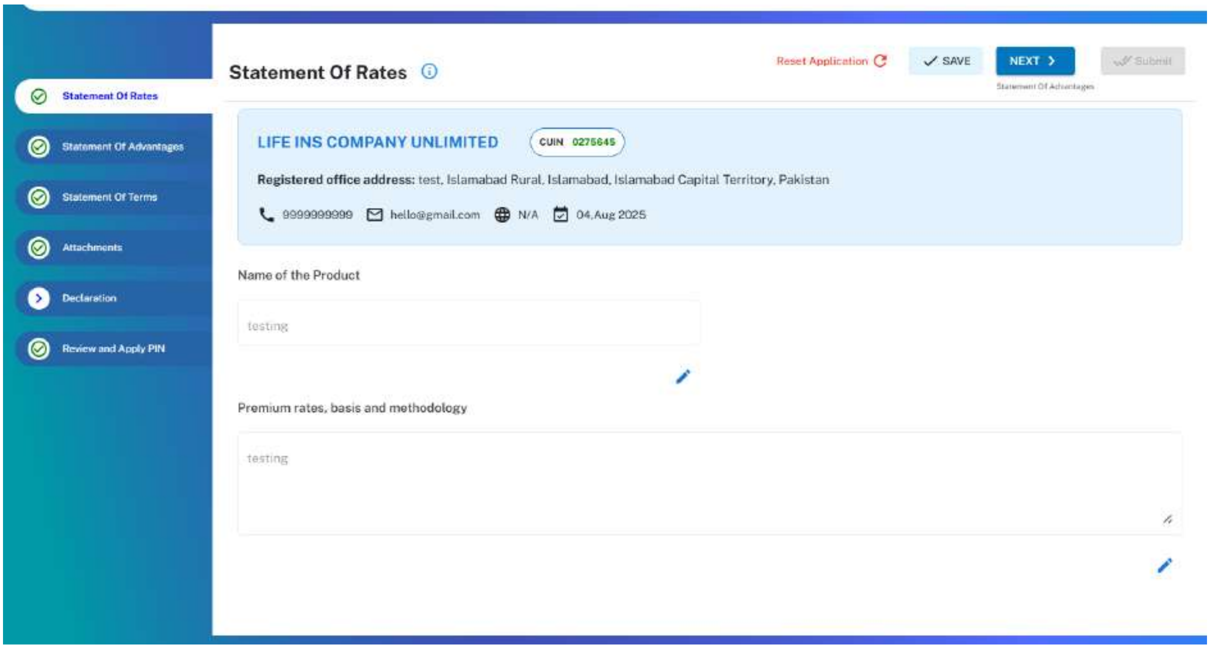
4. From the company dashboard, the applicant clicks on ‘Change in Existing Products’ under the Product Registration section.

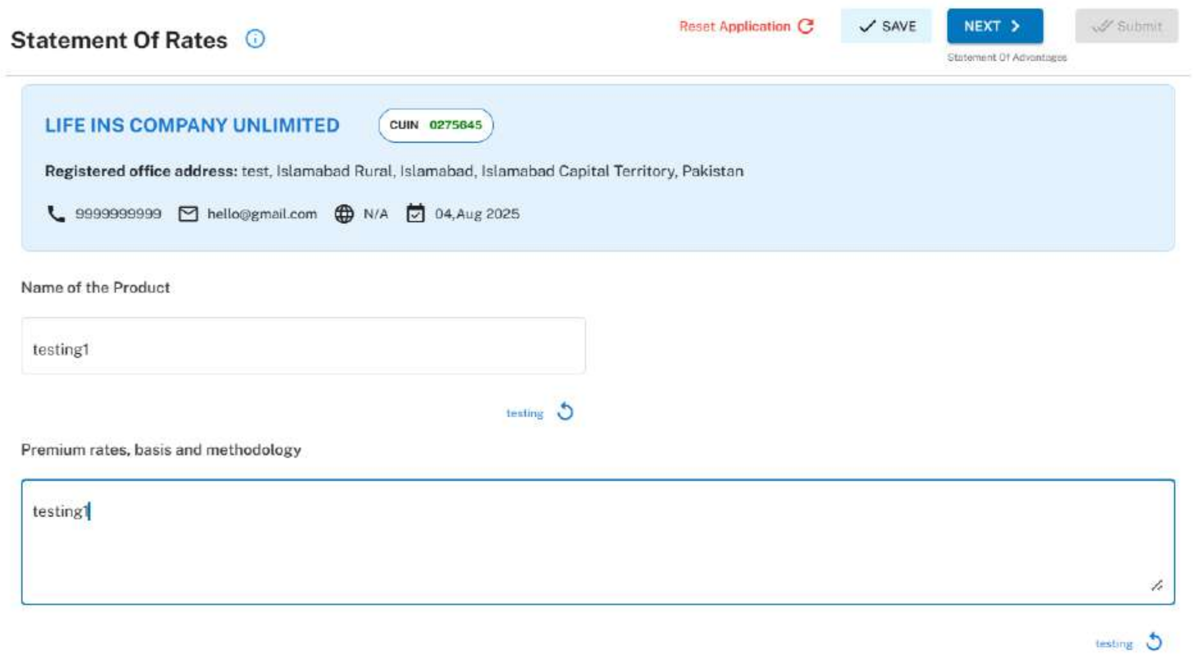


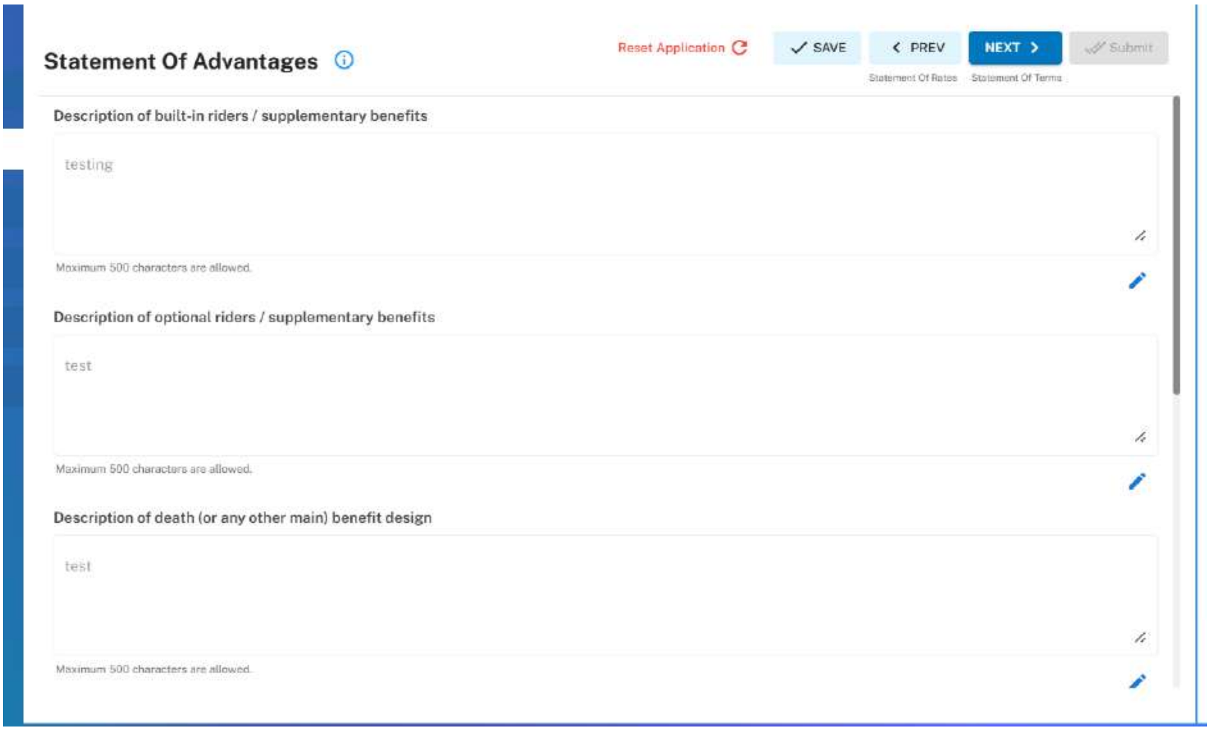
5. List of registered products will be displayed from which applicant selects a product and clicks on ‘Proceed’ button.

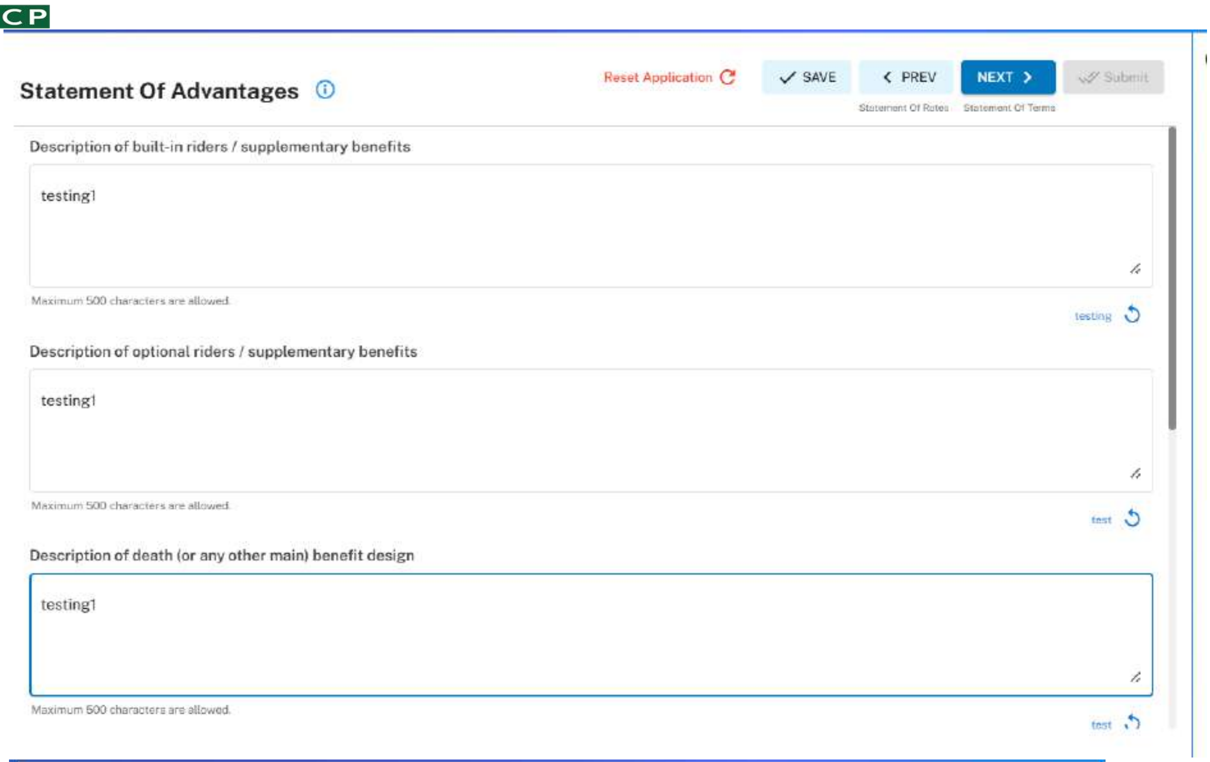


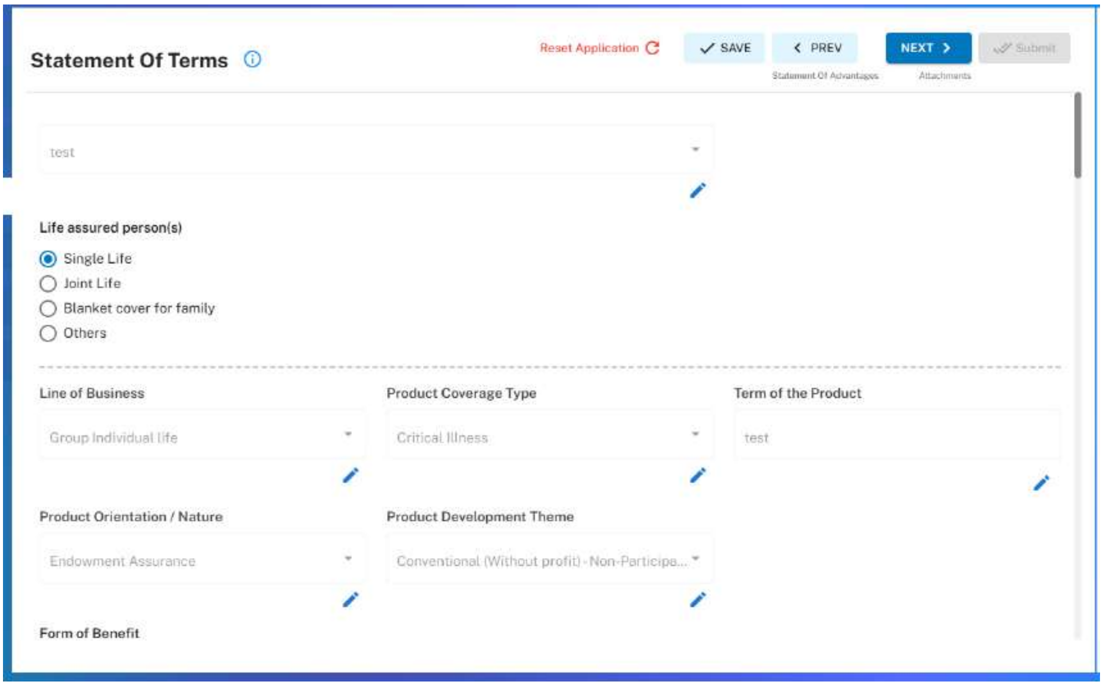
6. The applicant can make changes to desired field(s) by clicking on "Edit" button. Below each field is a Edit button, which when clicked makes the corresponding field editable. Once the applicant edits a field, its old value will be displayed beneath the field that is updated.

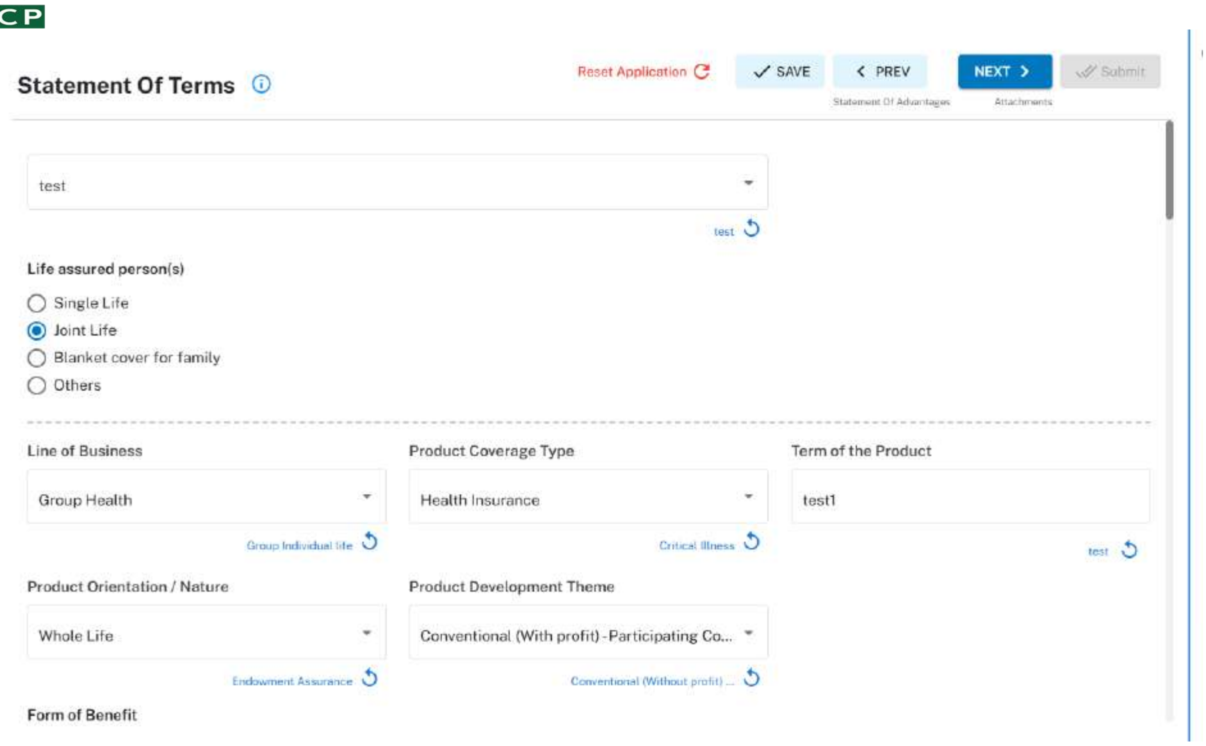



Statement Of Rates
Reset Application
SAVE
NEXT
Submit
Statement Of Advantages
LIFE INS COMPANY UNLIMITED
CUIN 0275645
Registered office address: test, Islamabad Rural, Islamabad, Islamabad Capital Territory, Pakistan
9999999999
hello@gmail.com
N/A
04,Aug 2025
Name of the Product
testing1
testing
Premium rates, basis and methodology
testing1
testing

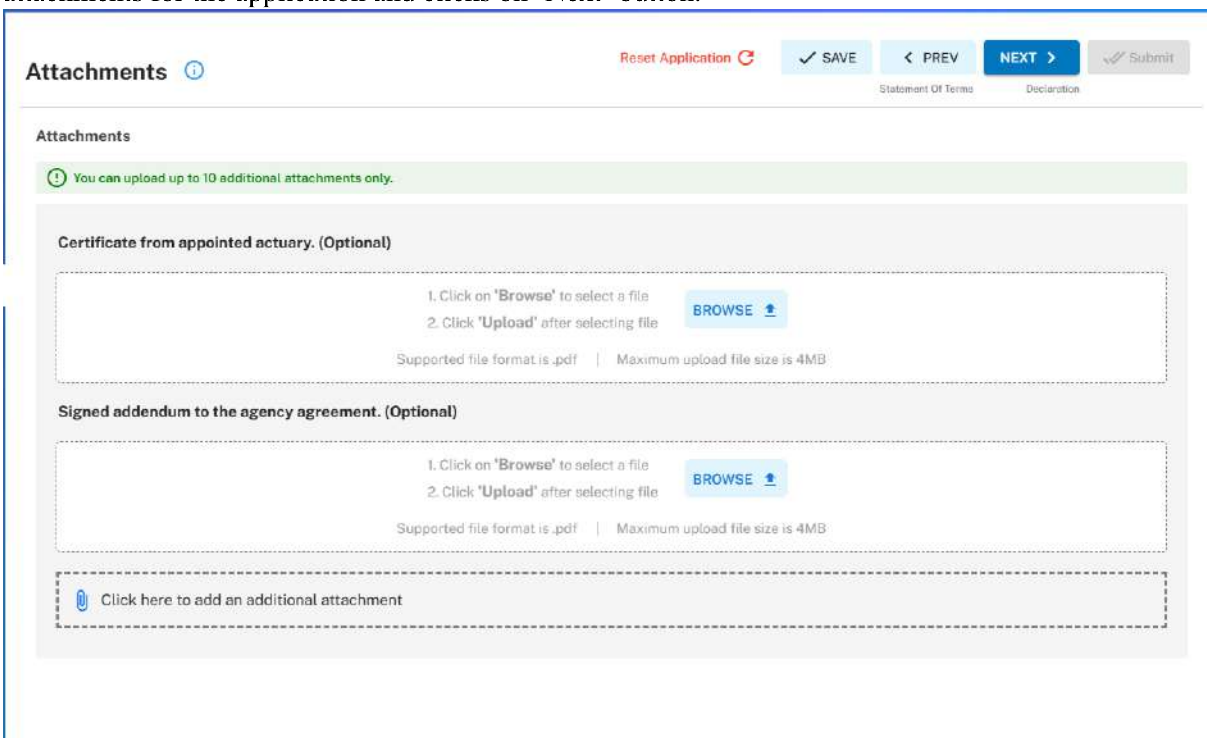

Statement Of Advantages
Reset Application
SAVE
PREV
NEXT
Submit
Statement Of Rates
Statement Of Terms
Description of built-in riders / supplementary benefits
testing
Maximum 500 characters are allowed.
Description of optional riders / supplementary benefits
test
Maximum 500 characters are allowed.
Description of death (or any other main) benefit design
test
Maximum 500 characters are allowed.


Statement Of Advantages
Reset Application
SAVE
PREV
NEXT
Submit
Statement Of Rates
Statement Of Terms
Description of built-in riders / supplementary benefits
testing1
Maximum 500 characters are allowed.
testing
Description of optional riders / supplementary benefits
testing1
Maximum 500 characters are allowed.
test
Description of death (or any other main) benefit design
testing1
Maximum 500 characters are allowed.
test


Statement Of Terms
Reset Application
SAVE
PREV
NEXT
Submit
Statement Of Advantages
Attachments
test
Life assured person(s)
Single Life
Joint Life
Blanket cover for family
Others
Line of Business
Group Individual life
Product Coverage Type
Critical Illness
Term of the Product
test
Product Orientation / Nature
Endowment Assurance
Product Development Theme
Conventional (Without profit) - Non-Participa...
Form of Benefit

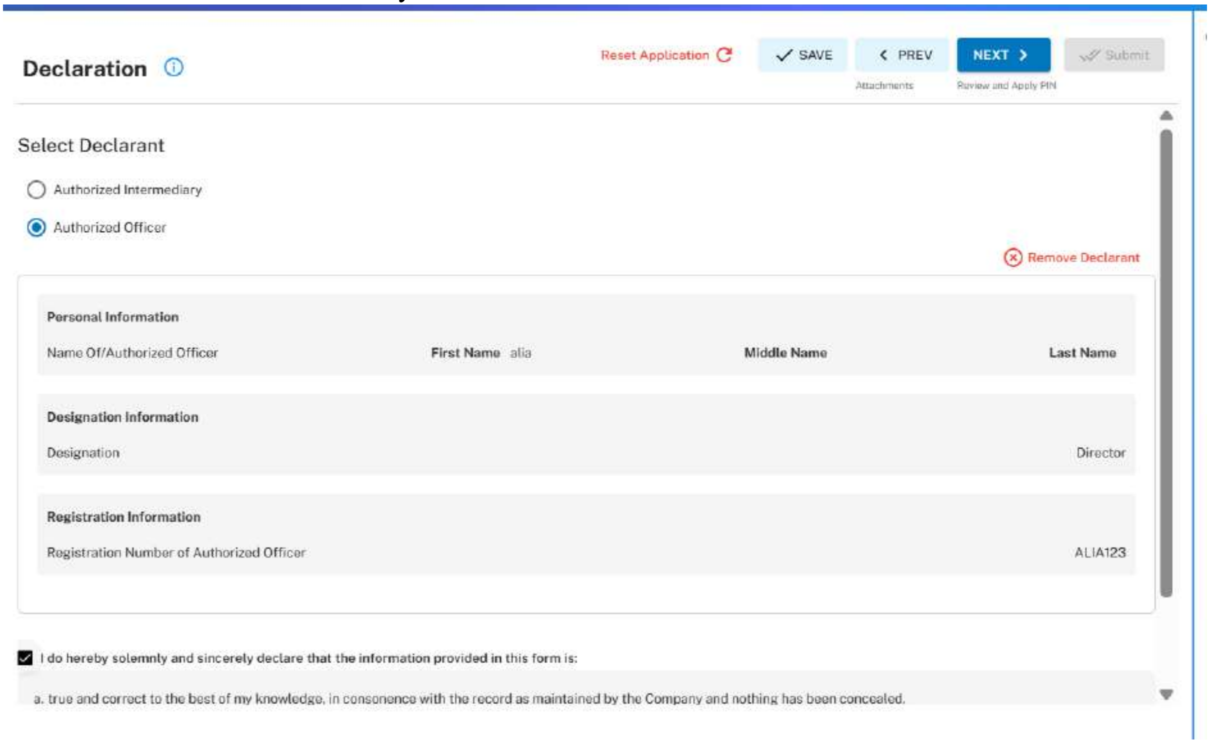


7. Next section is the 'Attachments' section. Here applicant adds all the mandatory and optional attachments for the application and clicks on 'Next' button.

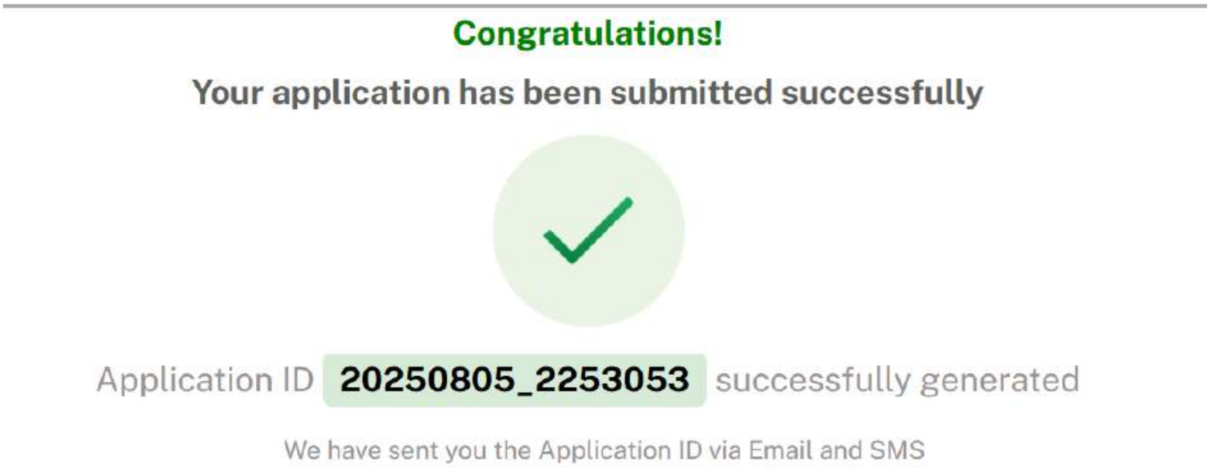


8. Next is the declaration section. If the applicant clicks on 'Authorized officer' under 'Declarant Profession/Designation' and an authorized officer exists for the company, the system will display declarant name and CNIC/NICOP/Passport No. If the applicant clicks on 'Authorized Intermediary' under 'Declarant Profession/Designation' and an authorized

intermediary exists for the company, the system will display declarant name and registration number of authorized intermediary.

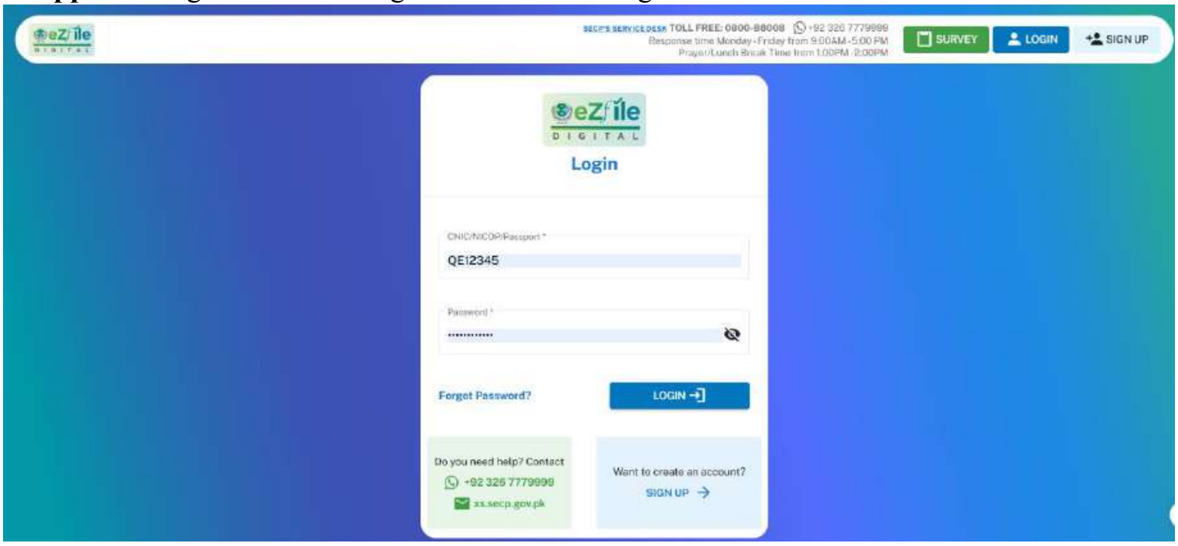


9. Authorized Officer/Authorized Intermediary applies the pin.
10. Applicant clicks on ‘Submit’ button.
11. System displays the success screen. Applicant clicks on ‘Go to Home’ button.

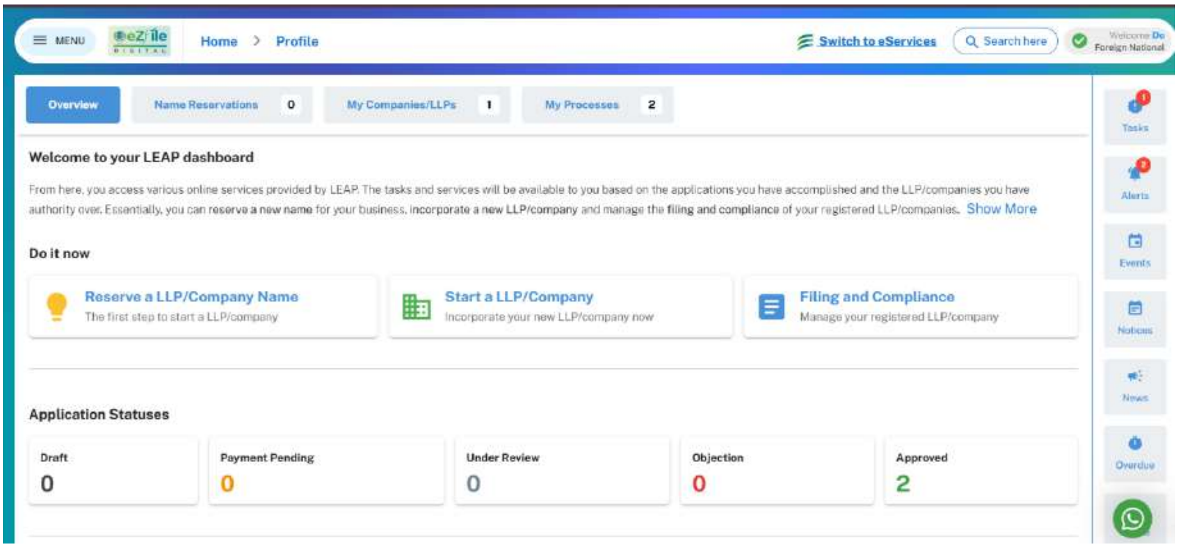


18.Induction, Cessation and Change in Particulars and Fit & Proper of CEOs/Directors-combined

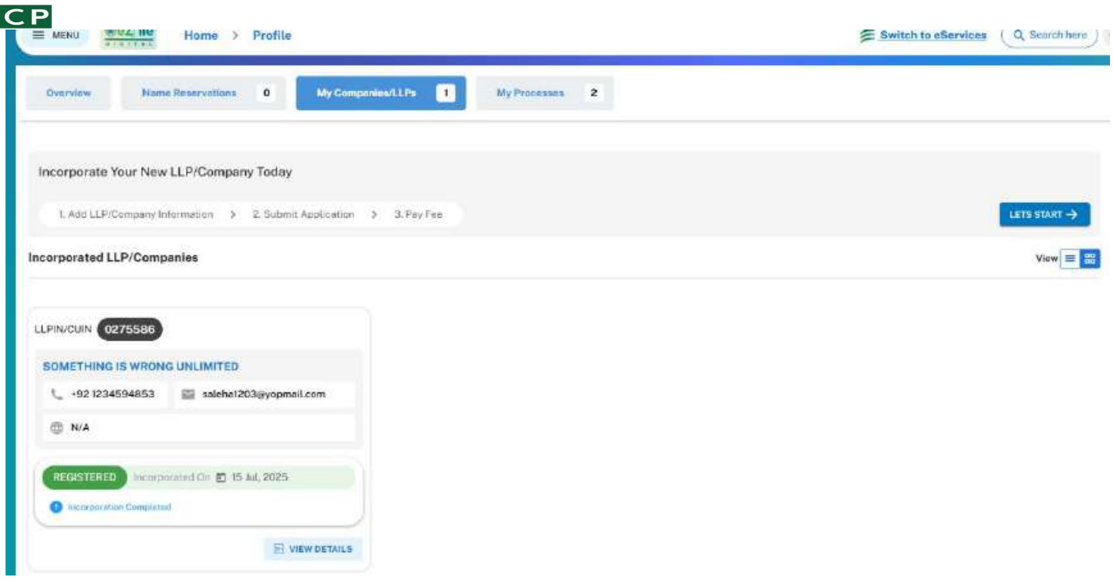
1. 1. **Applicant** logs in to his/her registered account using valid credentials.



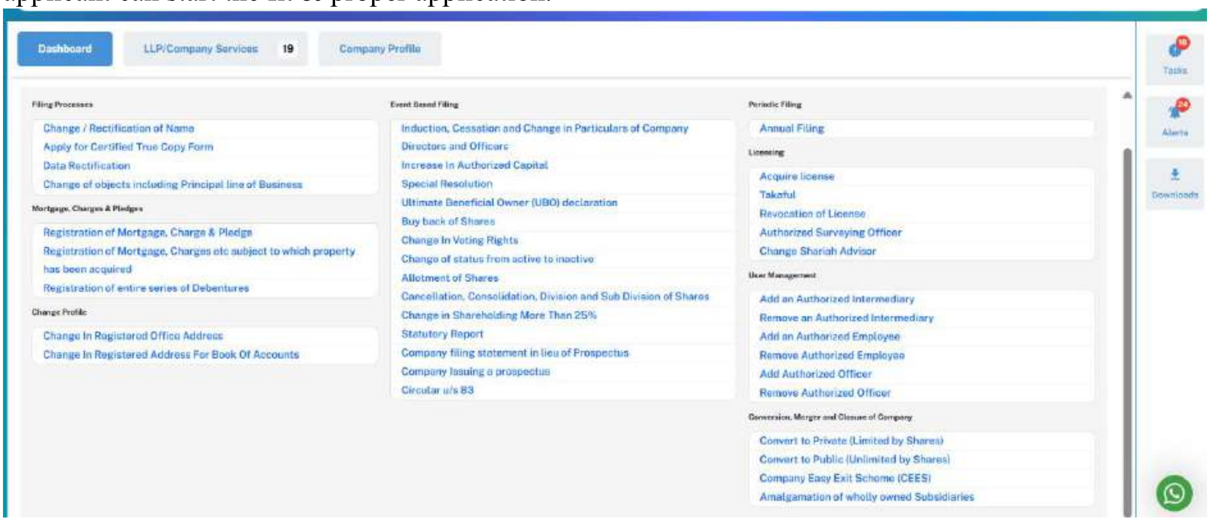
2. The Applicant will land on his/her landing page.



3. From My Companies/LLPs, applicant clicks on ‘View Details’ button on the company card.

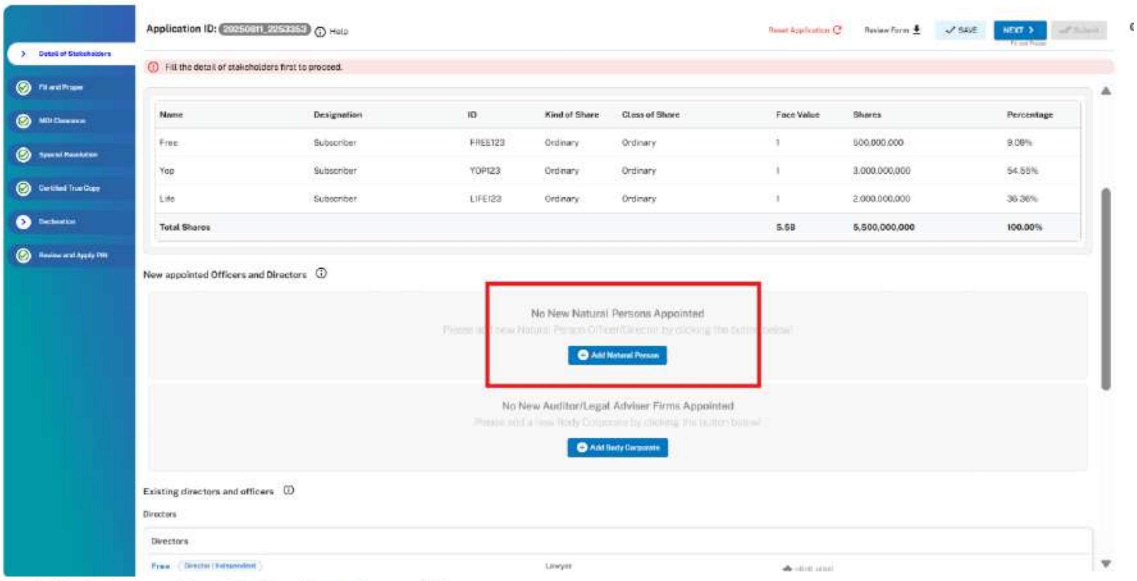


4. From the company dashboard, the applicant clicks the 'Induction, Cessation and Change in Particulars of Company' under the Event Based Filing. If the company has a license, the applicant can start the fit & proper application.

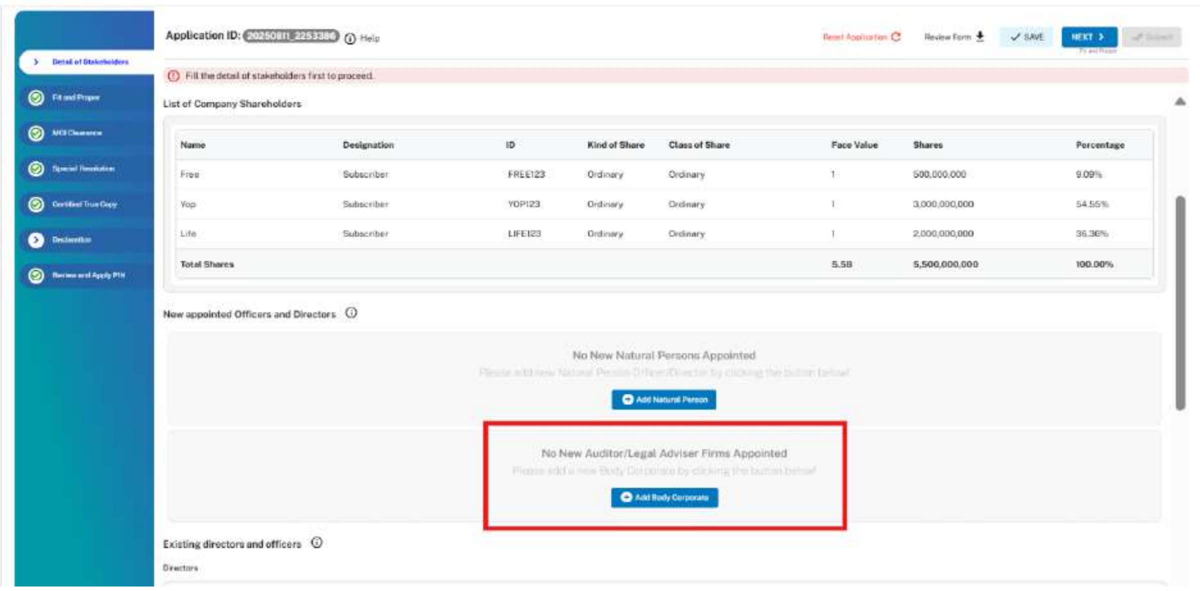


5. First section of the application is the 'Detail of stakeholders 'section. In this section, the applicant can view the company information, view the information of all officers/CEOs of the company, click the add button to add a natural person or click the add button to add a body corporate.

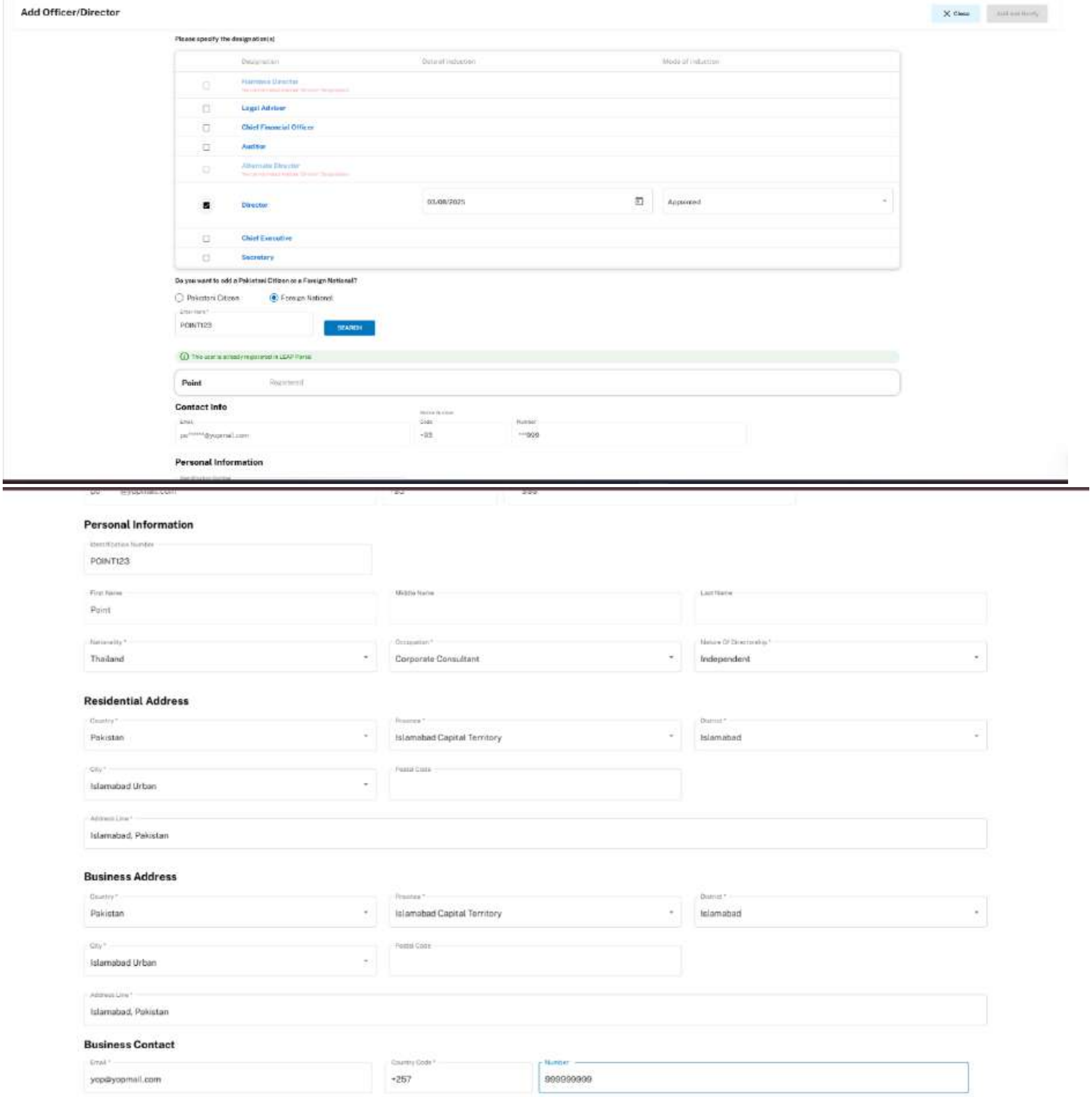
Filing for Induction, Cessation and Change in Particulars of Company Directors and Officers



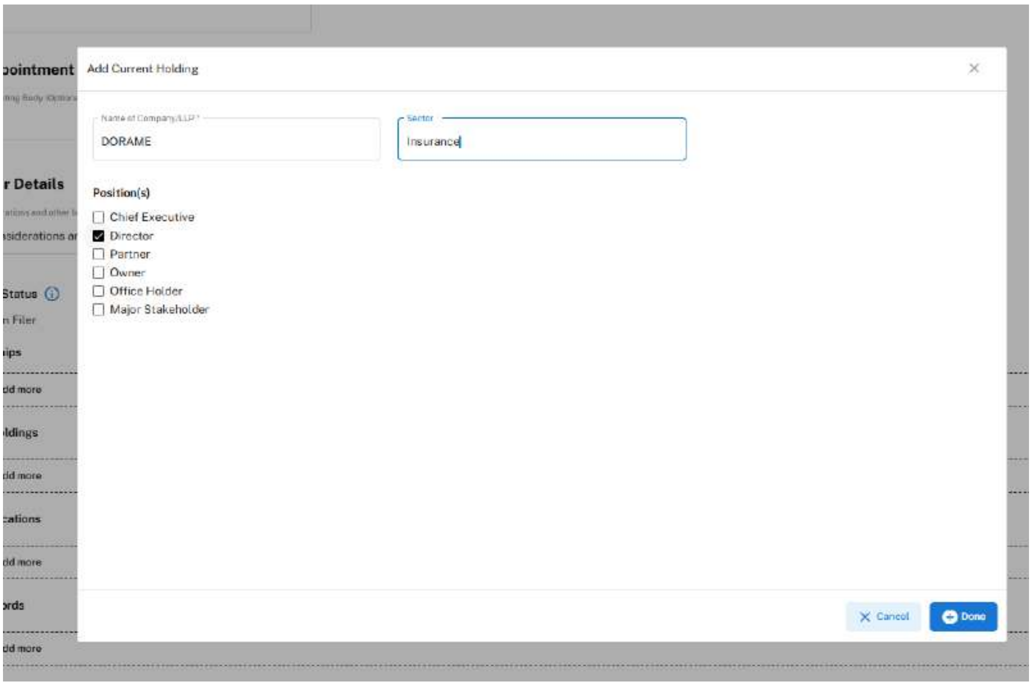
Filing for Induction, Cessation and Change in Particulars of Company Directors and Officers



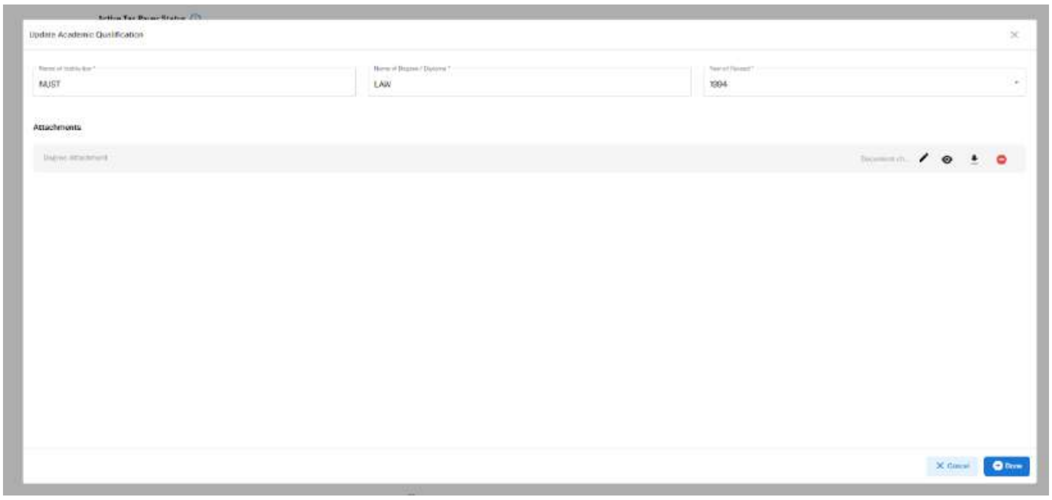
6. If the applicant clicks the ‘Add Natural Person’ button, the applicant needs to add the details of the officer/director that is being adding including choosing the designation of officer/director with date and mode of induction, personal information, current office holdings, academic and professional qualifications, employment records, past office holdings etc.



a. If the applicant clicks on add current office holding, the applicant needs to fill the details including name of company/LLP, sector and position(s). If the employer is registered with SECP the system will verify the entered current office holdings.

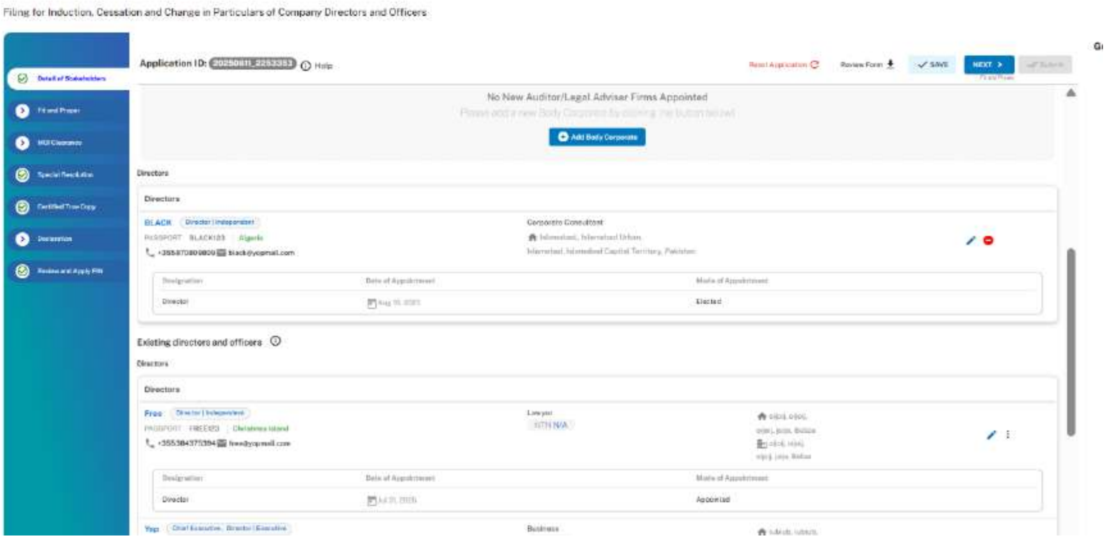


b. If the applicant clicks on add academic and professional qualifications, the applicant needs to add name of institution, name of degree/diploma, year of passed and degree as an attachment.

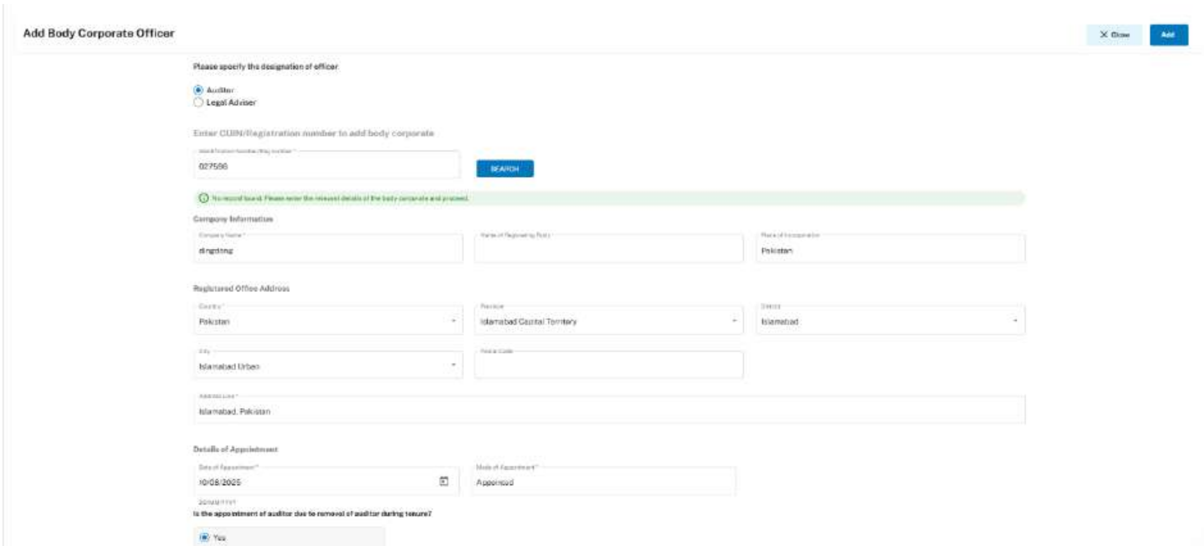


c. If the applicant clicks on add employment record, the applicant needs to add the employment details.

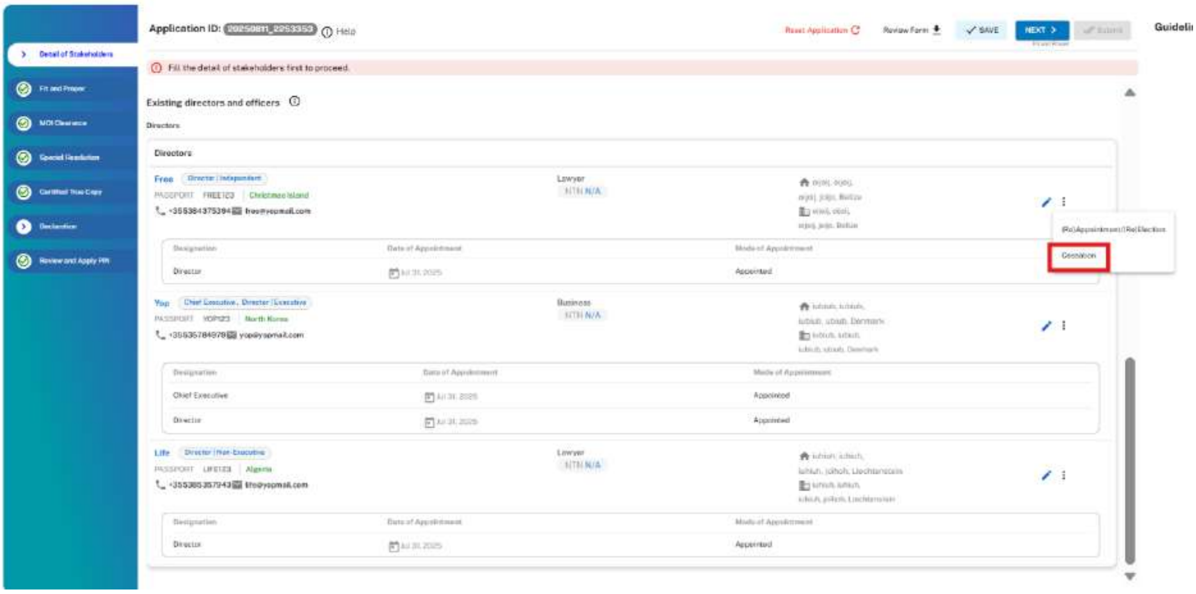
d. After adding all the details, the applicant can view the added officer/director as a separate information card.



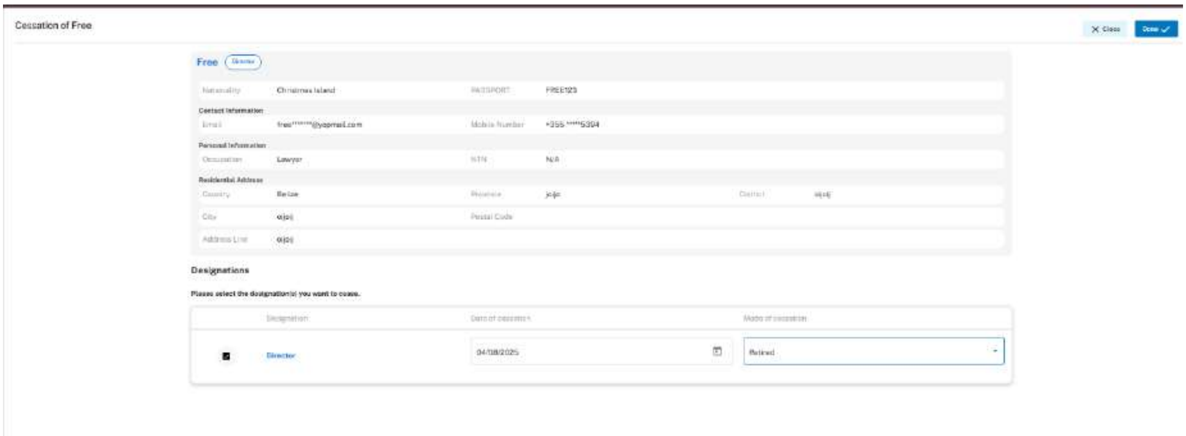
7. If the applicant clicks on 'Add body corporate' button, the applicant first specifies the designation of officer which can either be Auditor or legal Advisor. Then the applicant needs to add the registration number and click on search button. If the company is found, the system prefills the details and if the company is not found the applicant needs to add the details of the company. After adding the details and attaching the documents, the applicant clicks on 'Add' button.



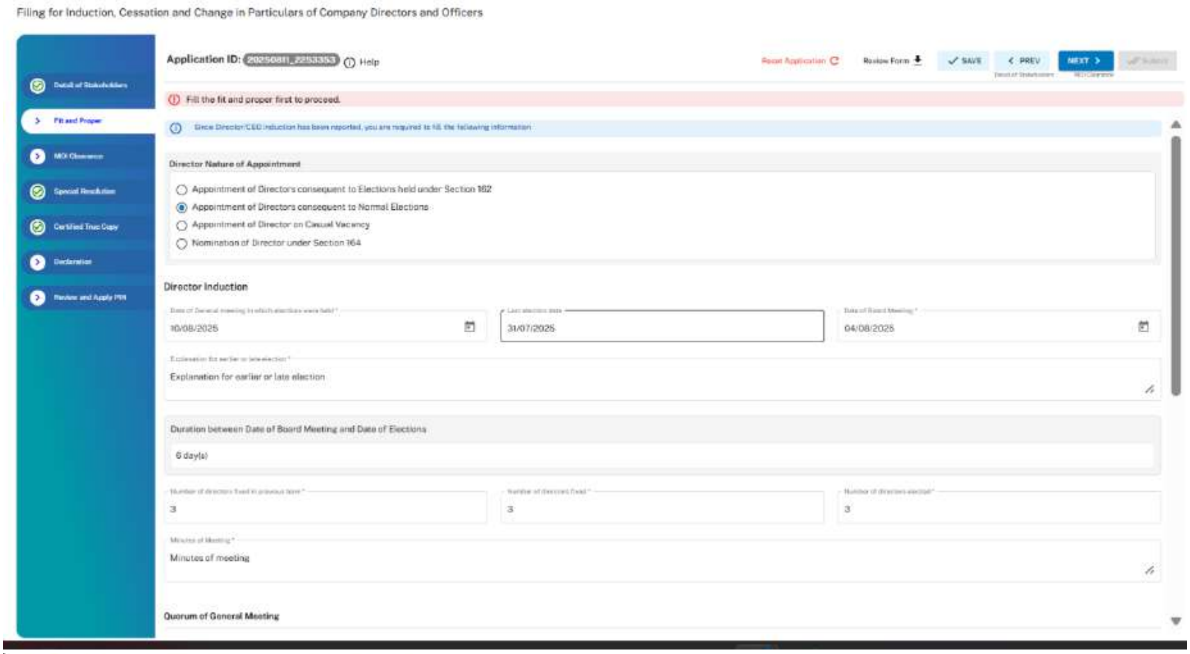
8. If the applicant wants to cease an officer/director, applicant can click the kebab option on the officer/director information card and then chose 'Cessation'.

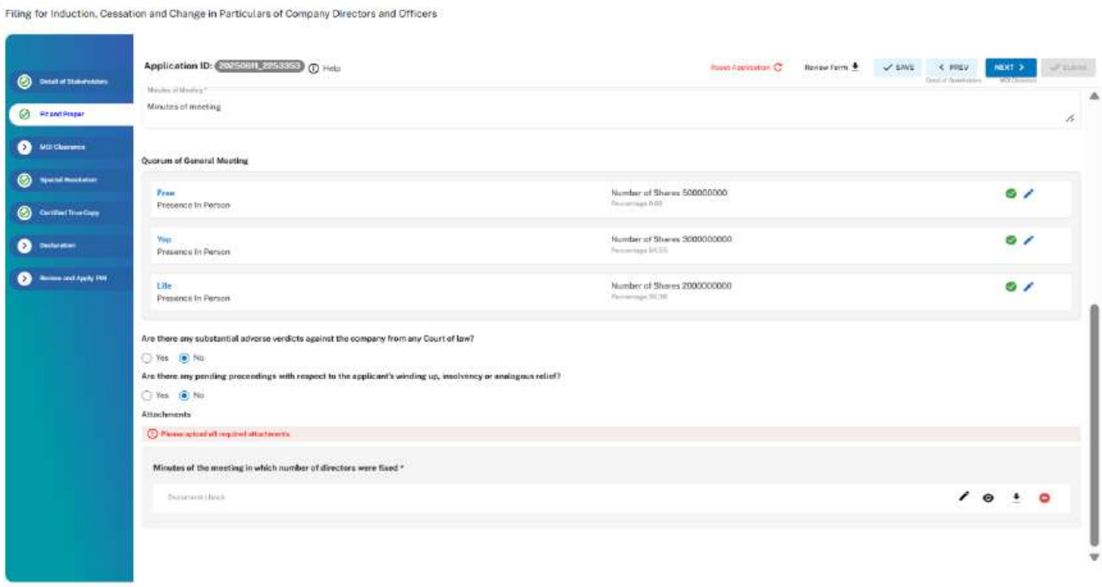


9. Applicant can view the prefilled information of the officer/director and select the designation for which the applicant wants to cease the officer/director and then add the date of cessation and mode of cessation and then click the done button.

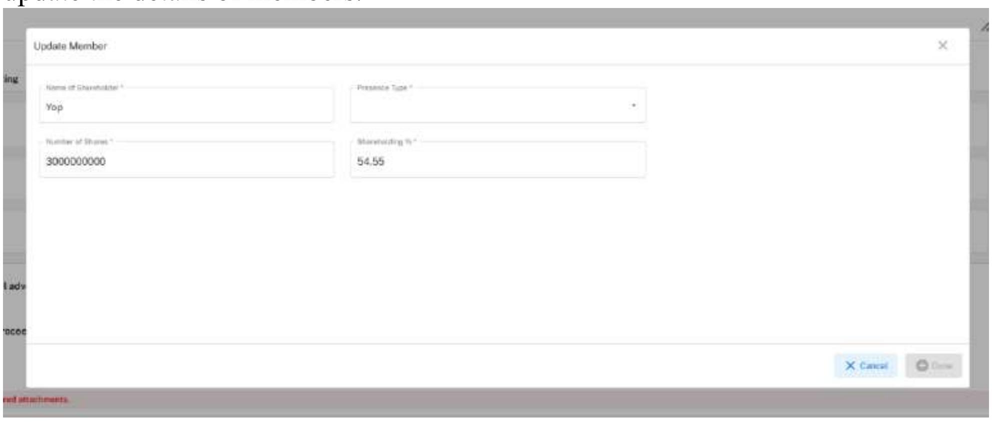


10. Next section is the ‘Fit and Proper’ section. In case of induction, applicant selects the Director Nature of Appointment. Based on the radio button selected by the applicant, the applicant needs to fill the relevant details including director induction, quorum of general meeting etc.

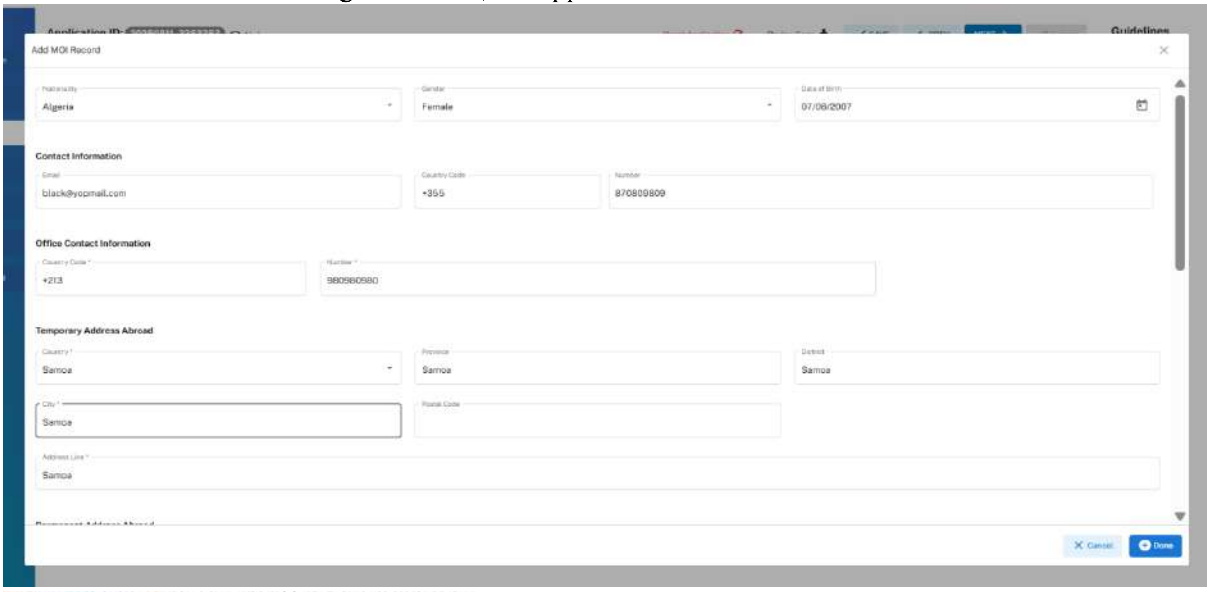




a. For quorum of general meeting, the system shall display the names of the officers/directors of the company with an edit icon. Applicant clicks the edit icon to update the details of members.



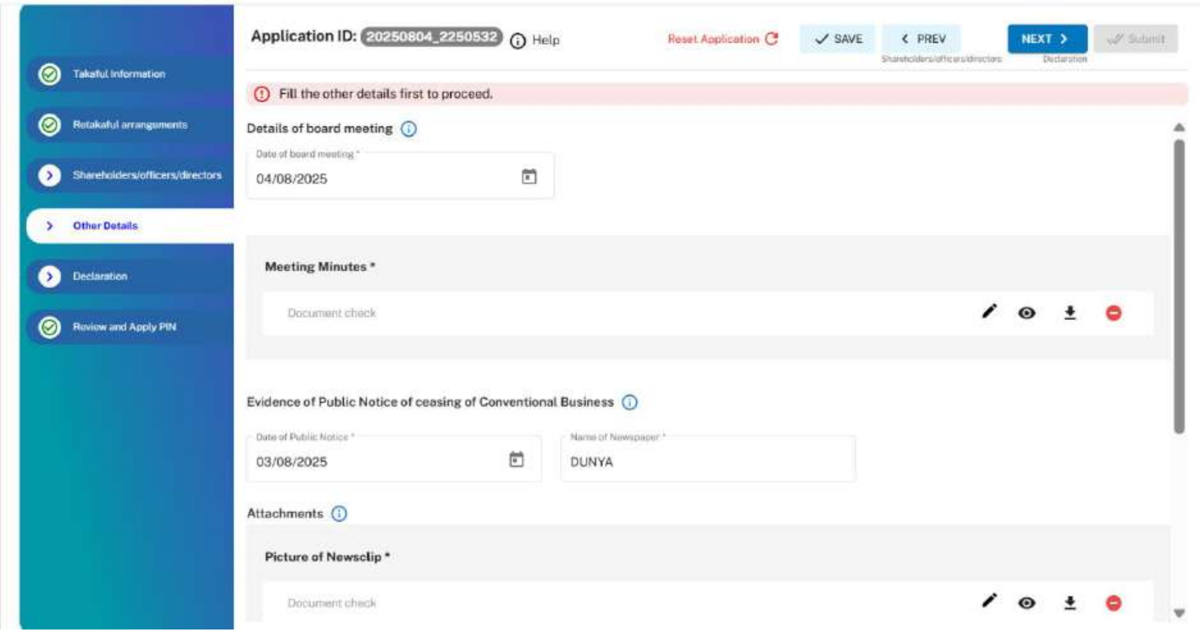
11. In case the added officer/director is a foreign national, the applicant needs to fill an additional section of MOI Clearance which includes nationality, gender, date of birth, contact information, office contact information, temporary address abroad, permanent address abroad, firm address etc. After adding the details, the applicant clicks on ‘Done’ button.



12. If CTC is required, the applicant checks the checkbox.

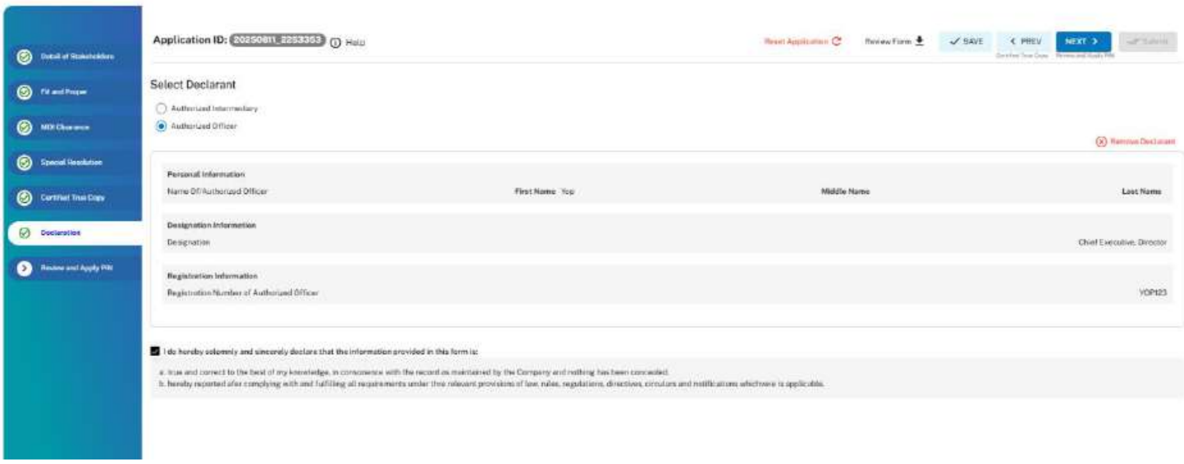
13. Next section is ‘Other details’ section. In this section the applicant adds details including details of board meeting, evidence of public notice of ceasing of conventional business and other attachments.

Filing for Transformation of Non-Life to Takaful General

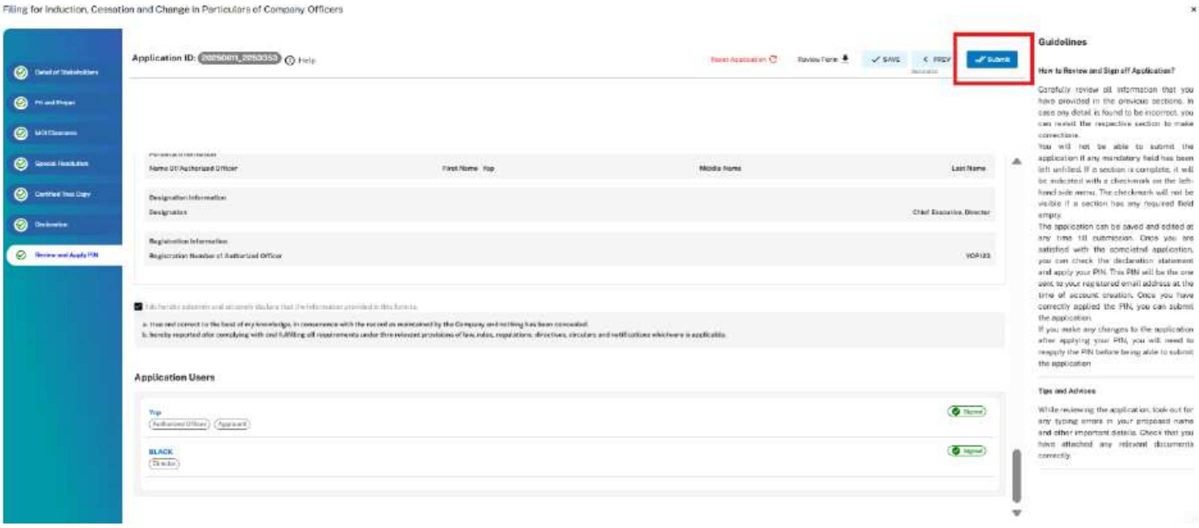


14. Next is the declaration section. If the applicant clicks on ‘Authorized officer’ under ‘Declarant Profession/Designation’ and an authorized officer exists for the company, the system will display declarant name and CNIC/NICOP/Passport No. If the applicant clicks on ‘Authorized Intermediary’ under ‘Declarant Profession/Designation’ and an authorized intermediary exists for the company, the system will display declarant name and registration number of authorized intermediary.

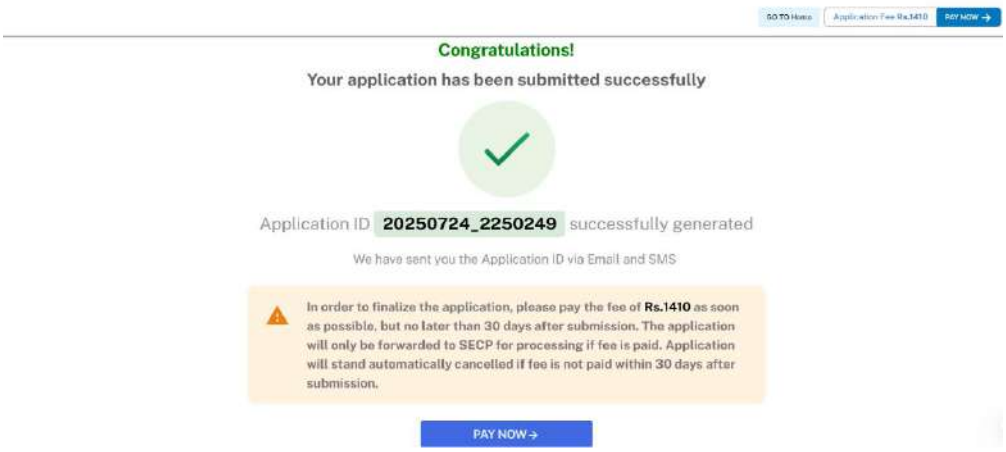
Filing for Induction, Cessation and Change in Particulars of Company Directors and Officers



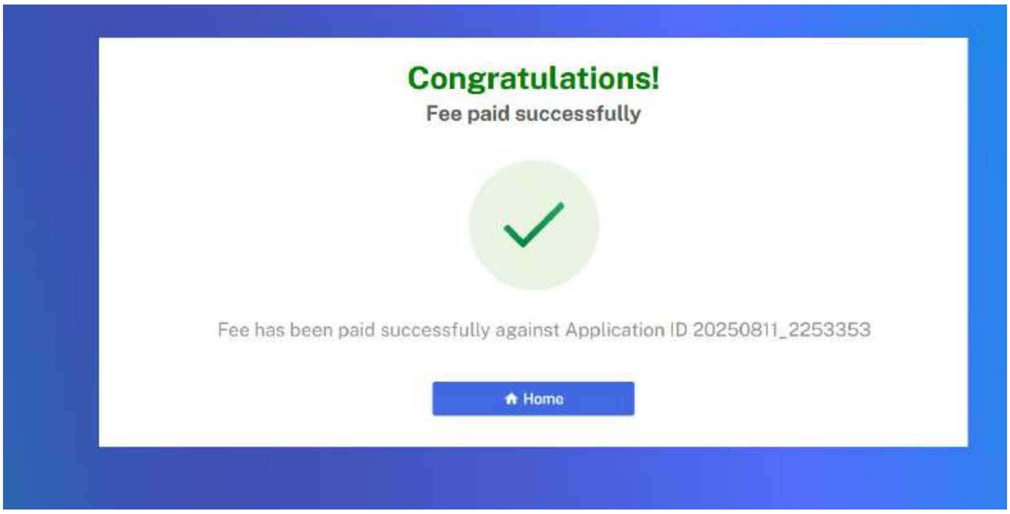
15. Authorized Officer/Authorized Intermediary applies the pin.
16. Applicant clicks on ‘Submit’ button.



17. Applicant clicks on ‘Pay Now’ button.

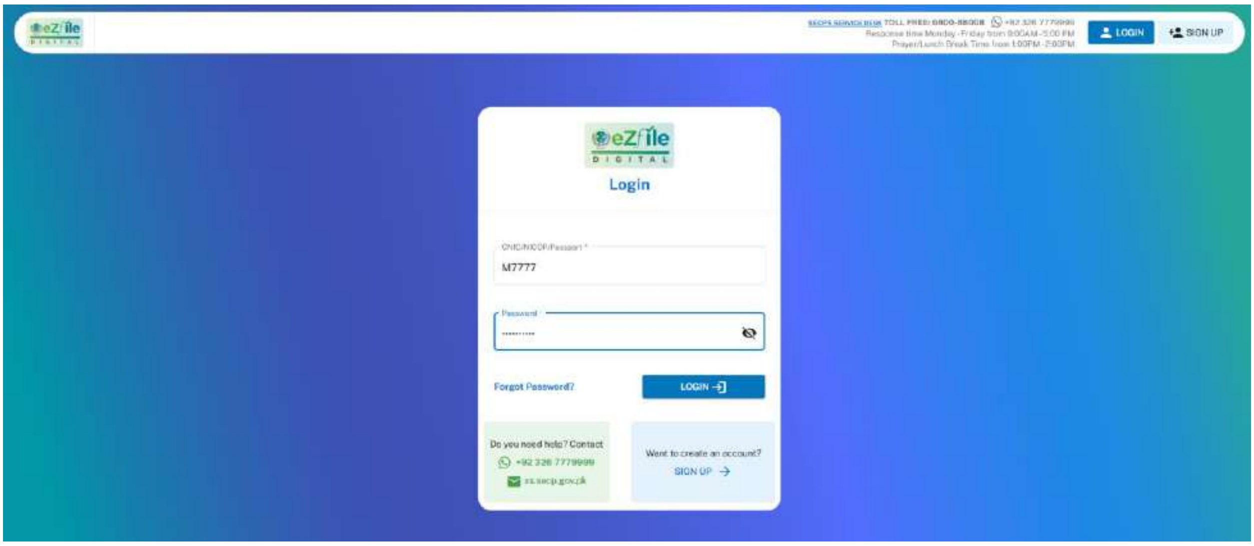


18. System displays the success screen. Applicant clicks on ‘Go to Home’ button.

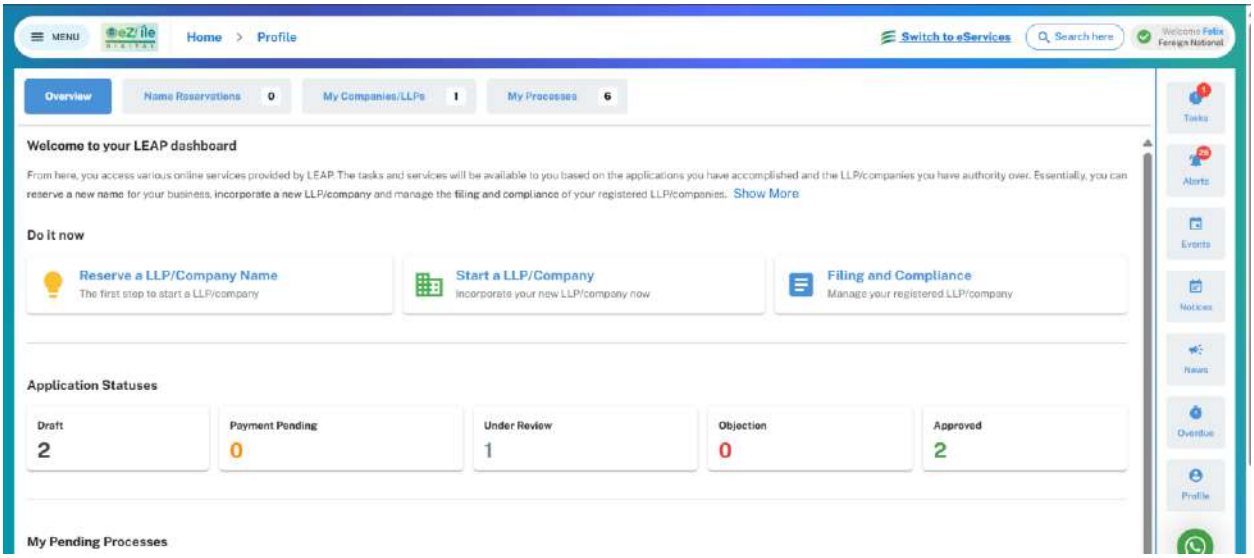


19. Approval and Transfer in Shareholding of more than 10% of shares (Unlisted)

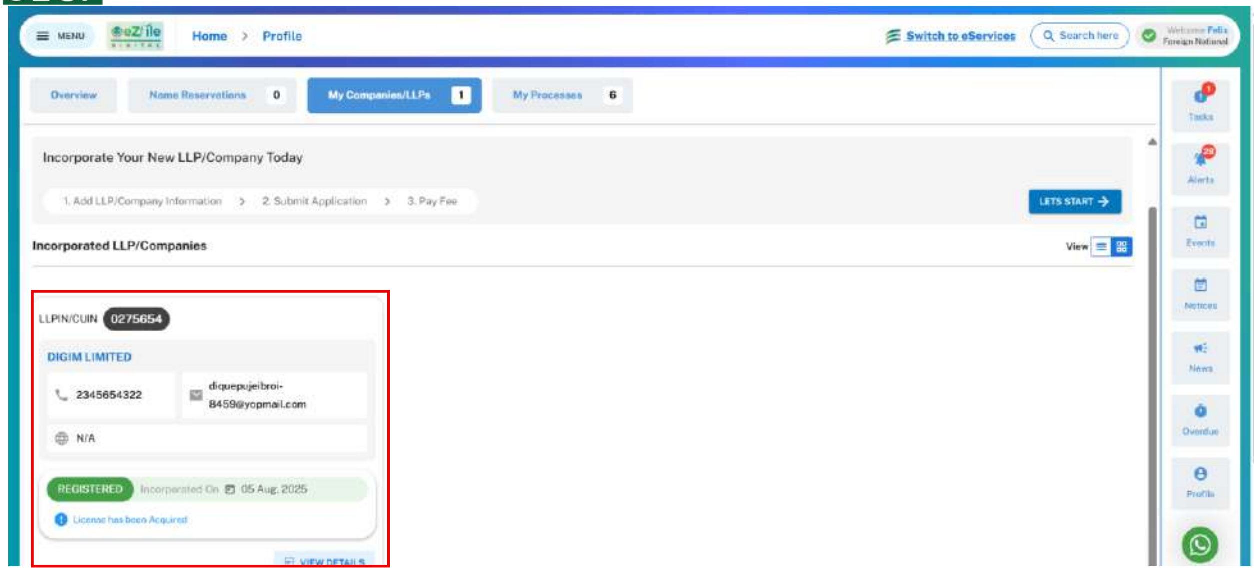
1- **Applicant** logs in to his/her registered account using valid credentials.



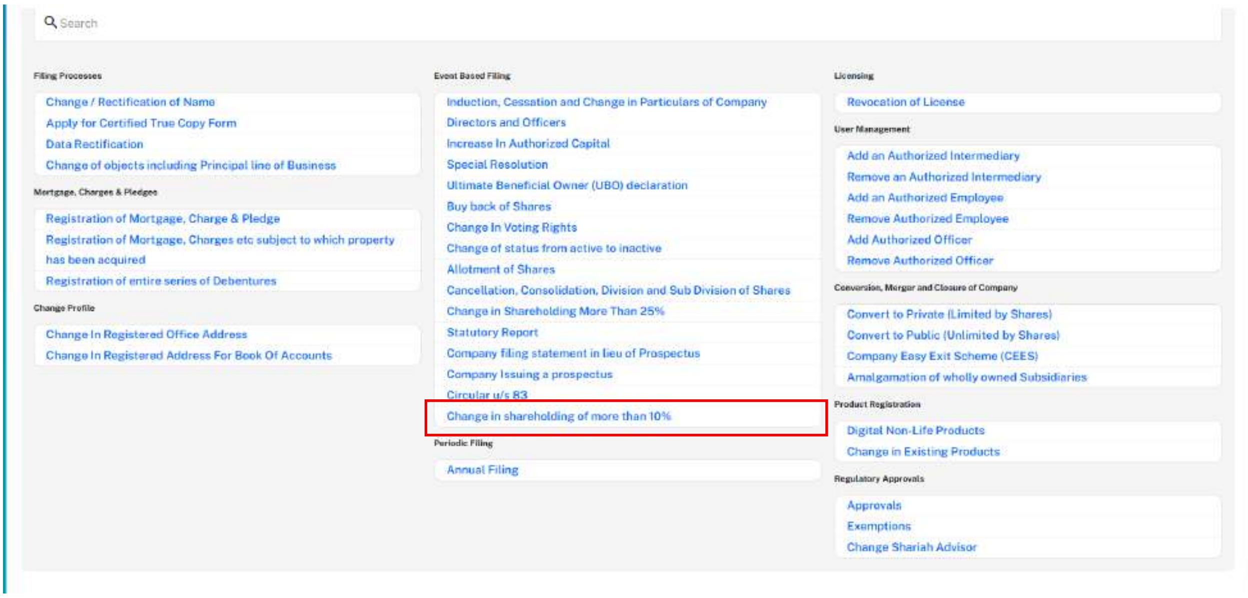
2- The applicant will land on his/her landing page:



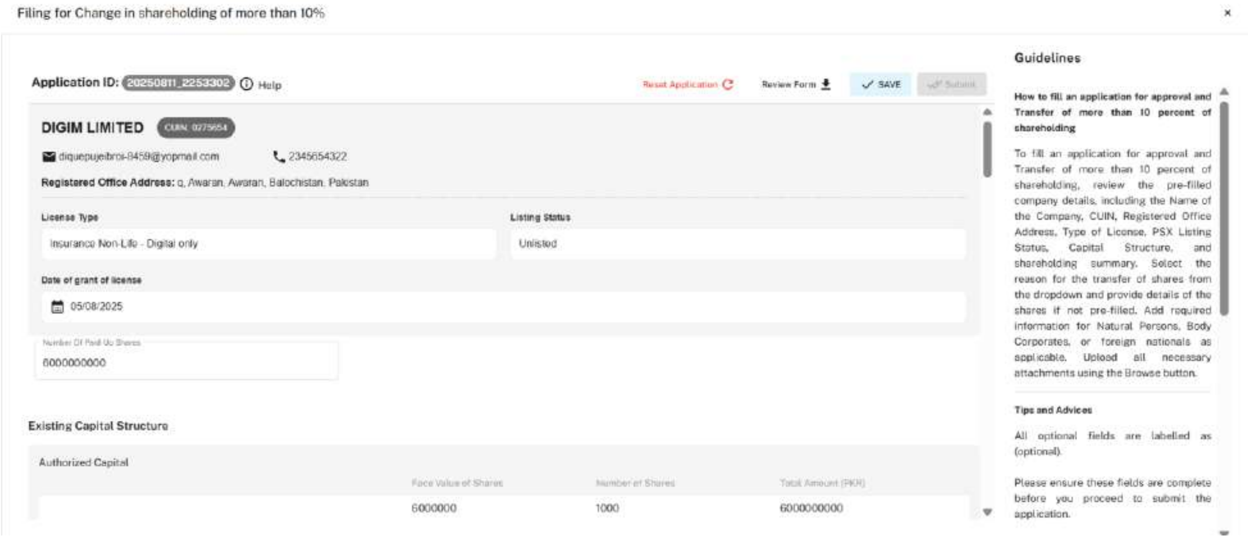
3. From My Companies/LLPs, applicant clicks on ‘View Details’ button on the company card.



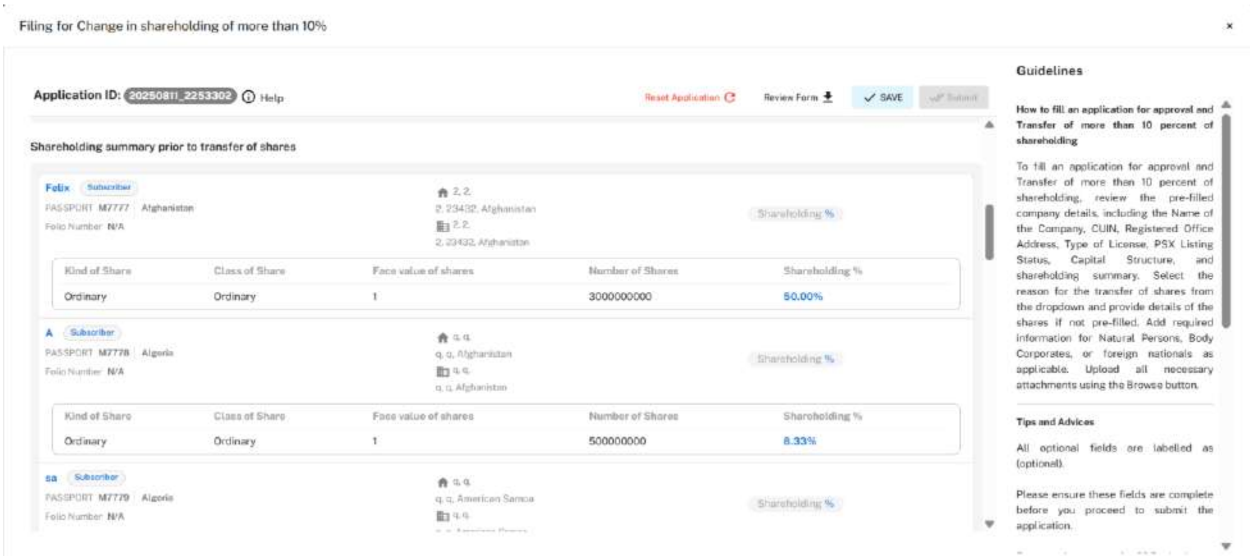
4. From the company dashboard, the applicant clicks on ‘Change in Shareholding of more than 10%’ under the ‘**Event Based Filing** section (for unlisted companies only):



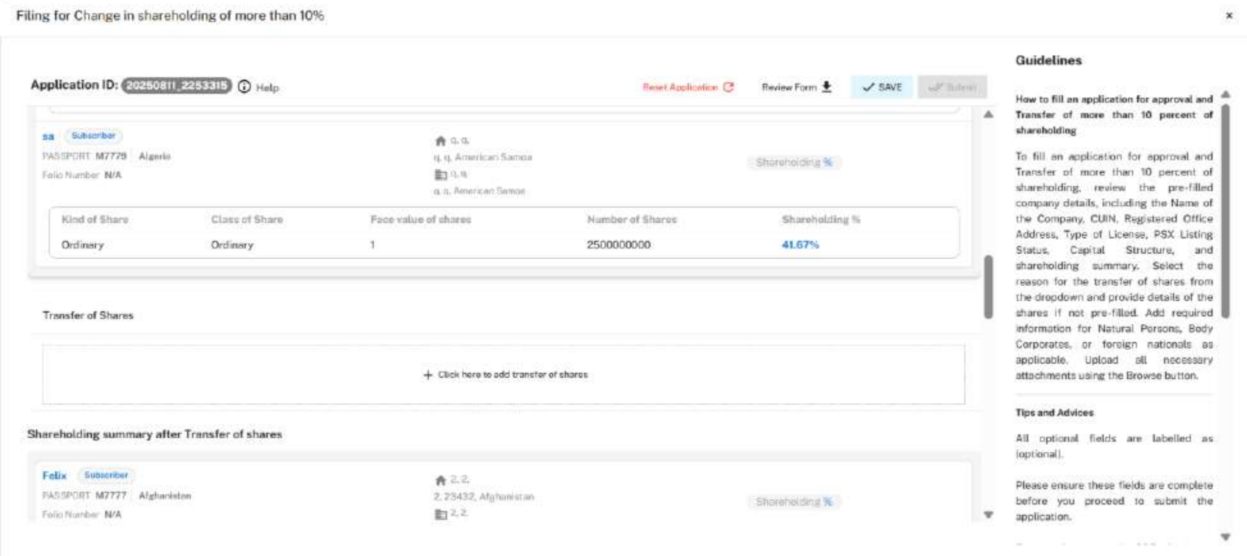
5- The following page opens where the applicant can view the company details along with the type of license:



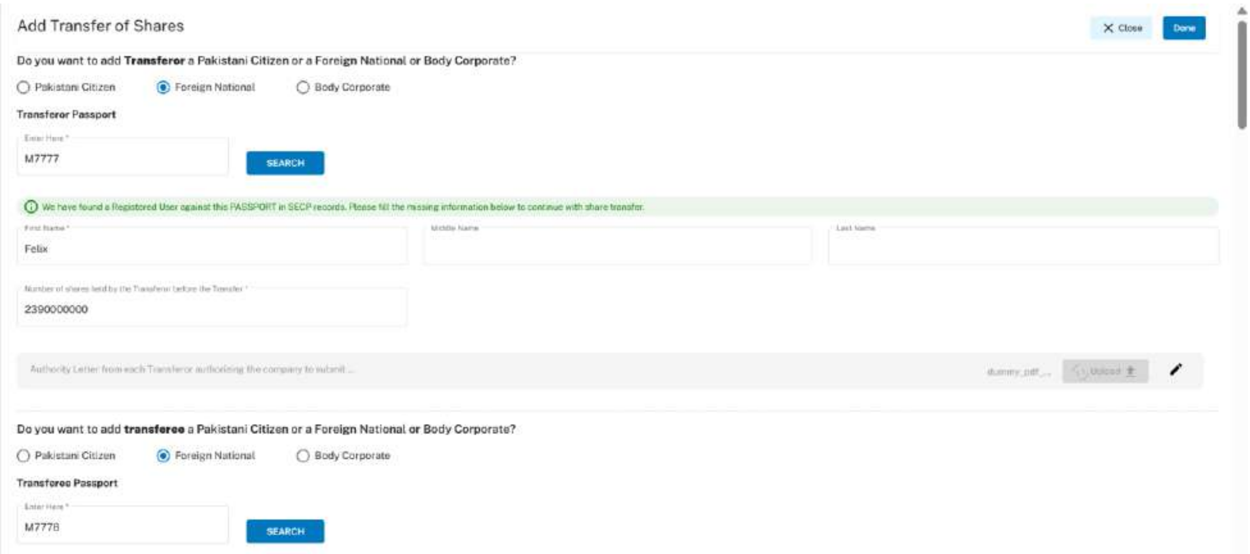
6. The applicant reviews the shareholding summary prior to transfer of shares details as below:



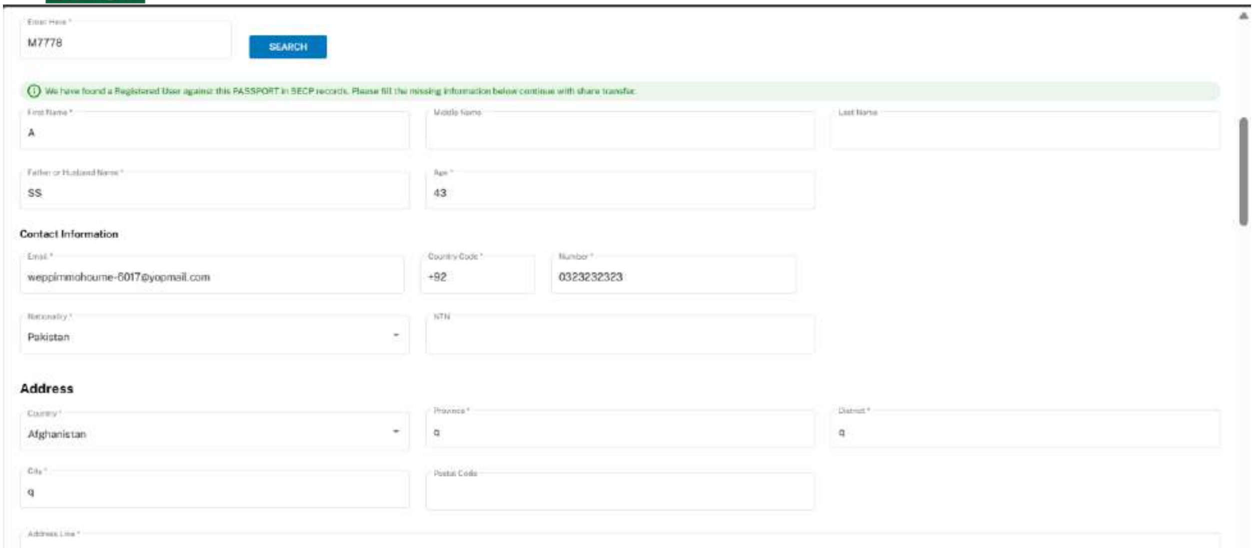
7. Applicant clicks on the '**Click here to add transfer of shares**' button as below:



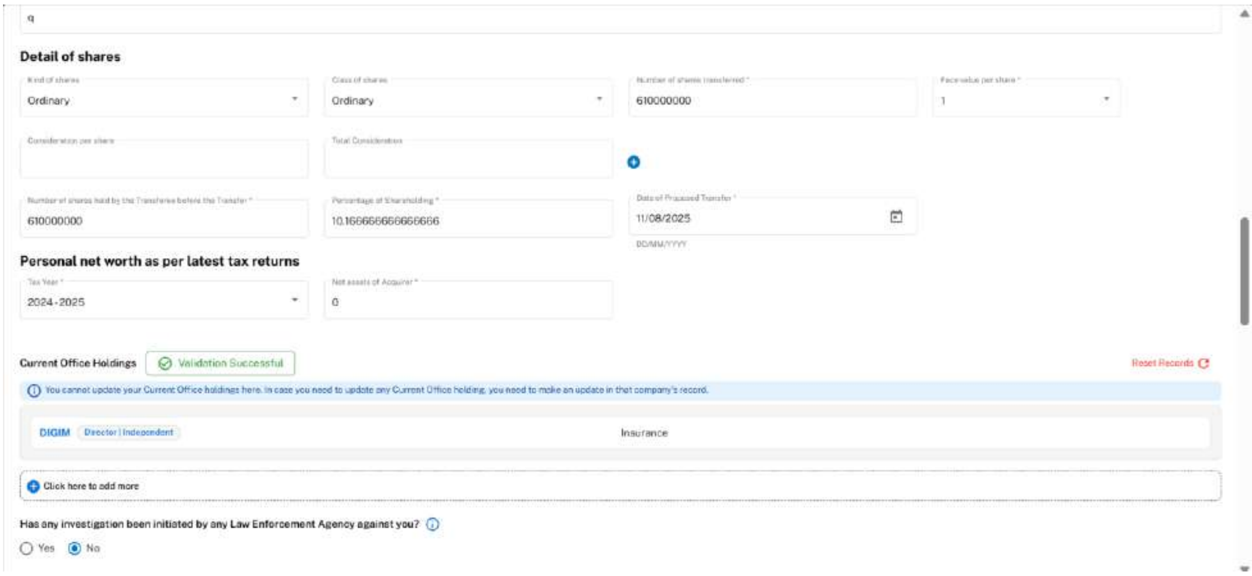
8. Applicant proceeds to fill in the details for Add Transfer of Shares, adds a transferor:



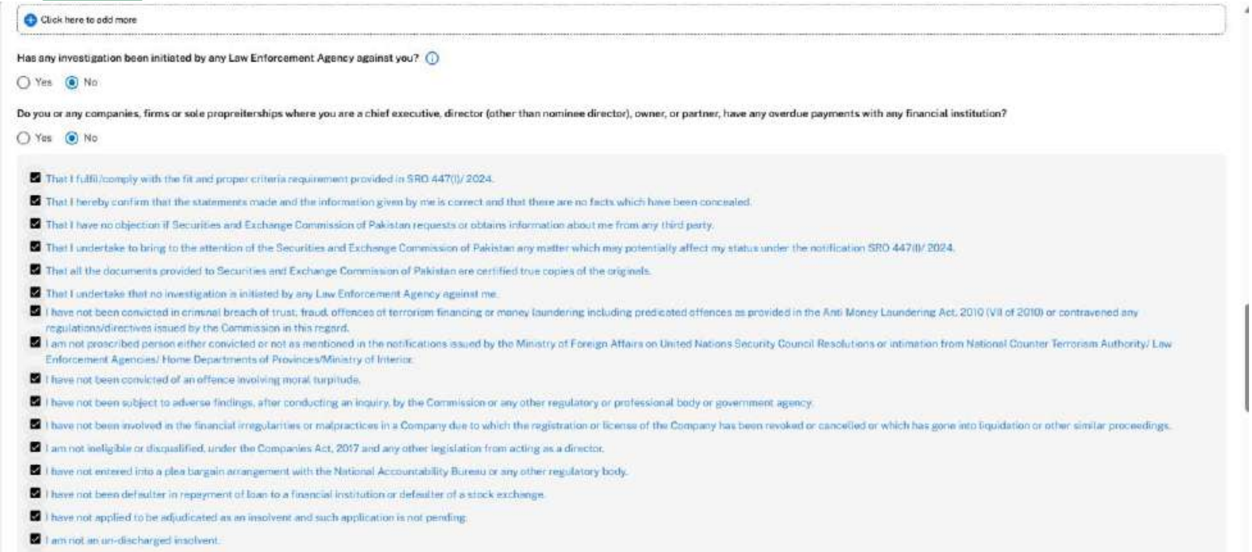
9. Applicant adds the details of the transferee using the CNIC/Passport number:



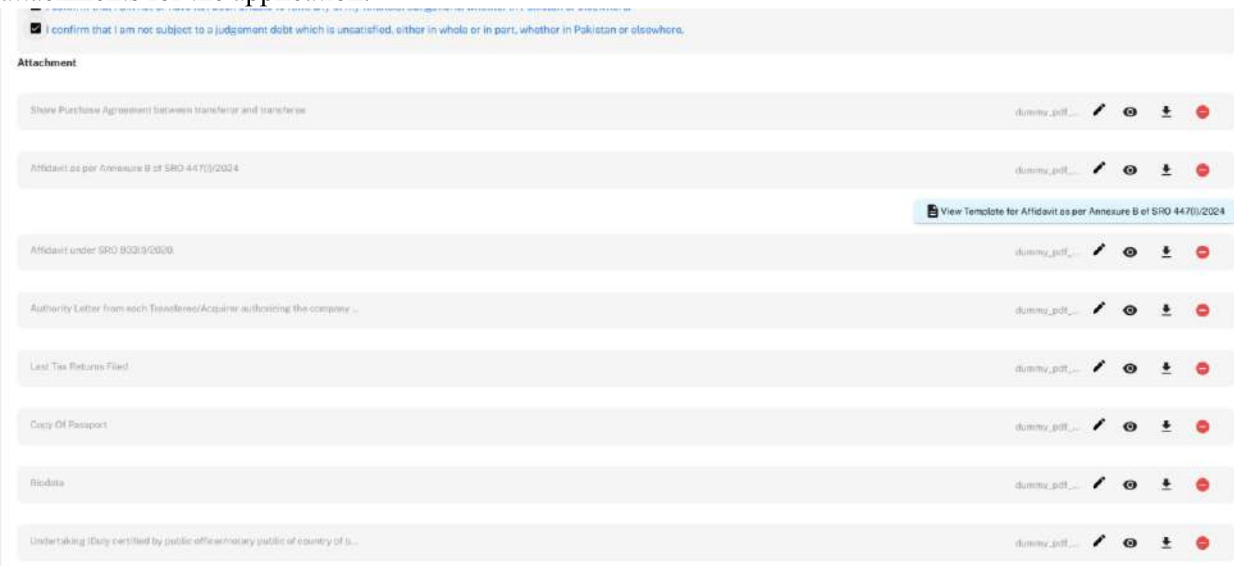
10. Applicant then specifies the details of transfers to be allotted to the transferee and validates the current office holdings information. Once the information is validated, a green tick-mark will appear next to the Current Office Holdings section as seen in the image below:



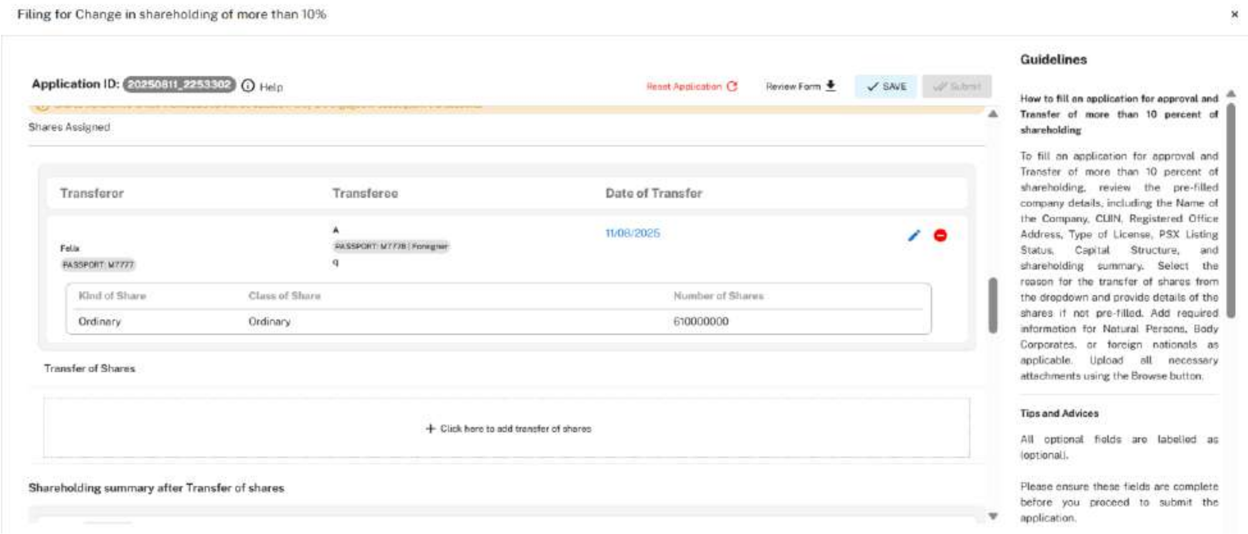
11. Next, the applicant proceeds to answer the questions related to Law Enforcements with options Yes or No. And checks the boxes for declarations:



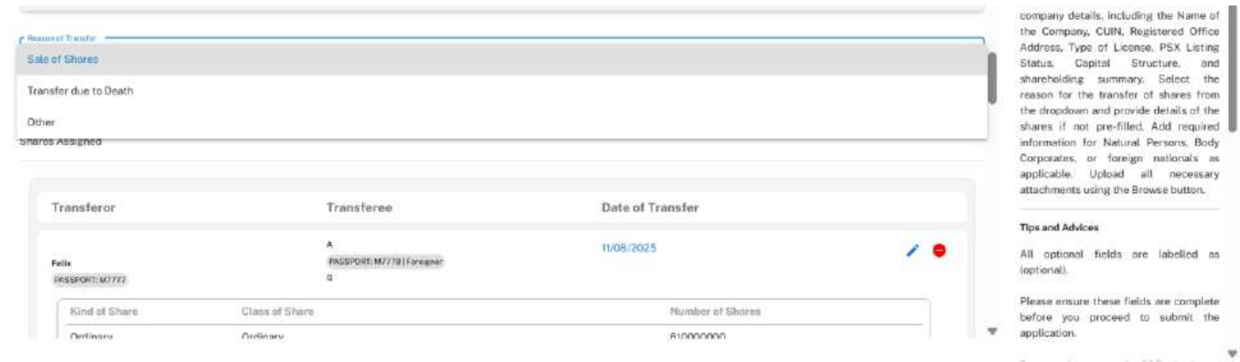
12. Next section is the ‘Attachments’ section. Here applicant adds all the mandatory and optional attachments for the application:



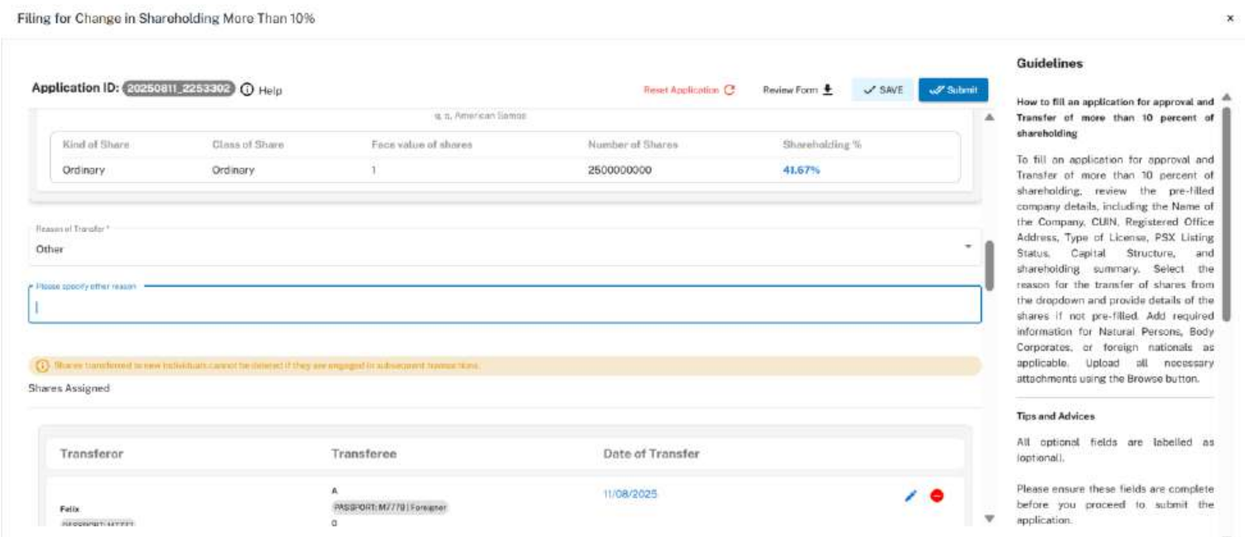
13. After the Add Transfer of Shares section is added, system will display the details in the Shares Assigned section:

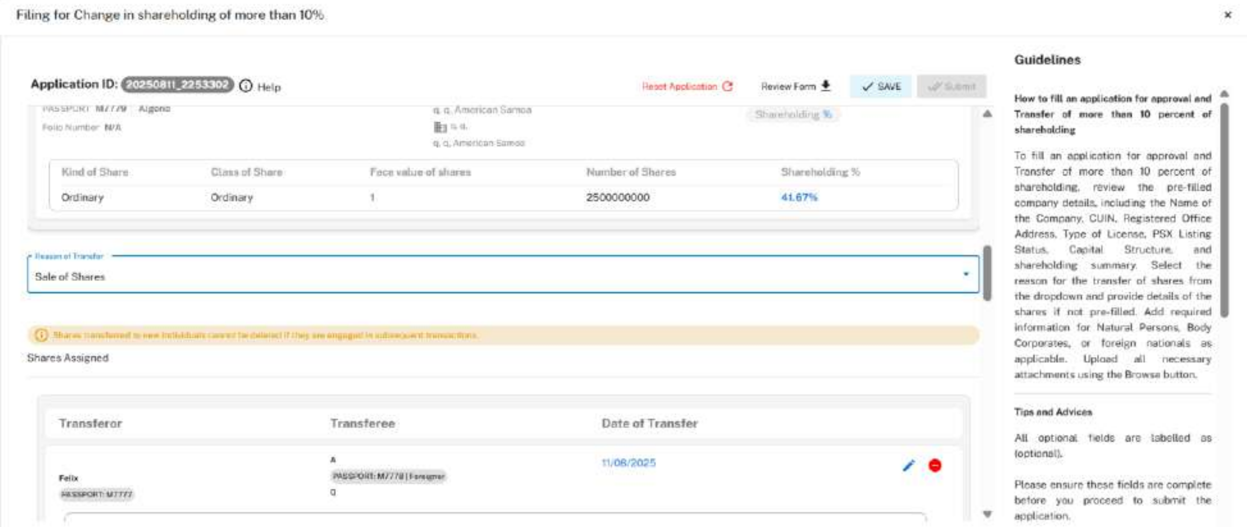


14. System will ask the applicant to specify the reason for shares transfer, the applicant will be required to select from the options; **Sales of shares**, **Transfer due to Death** and **Others**:

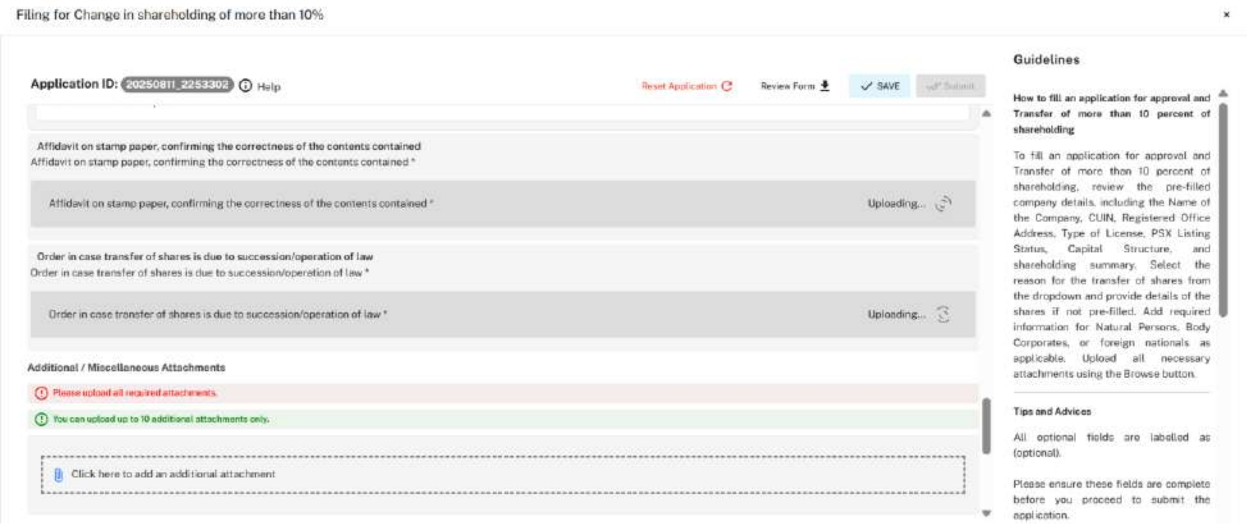


15. In case the applicant selects 'Others', a text field will appear where applicant can mention the reason:

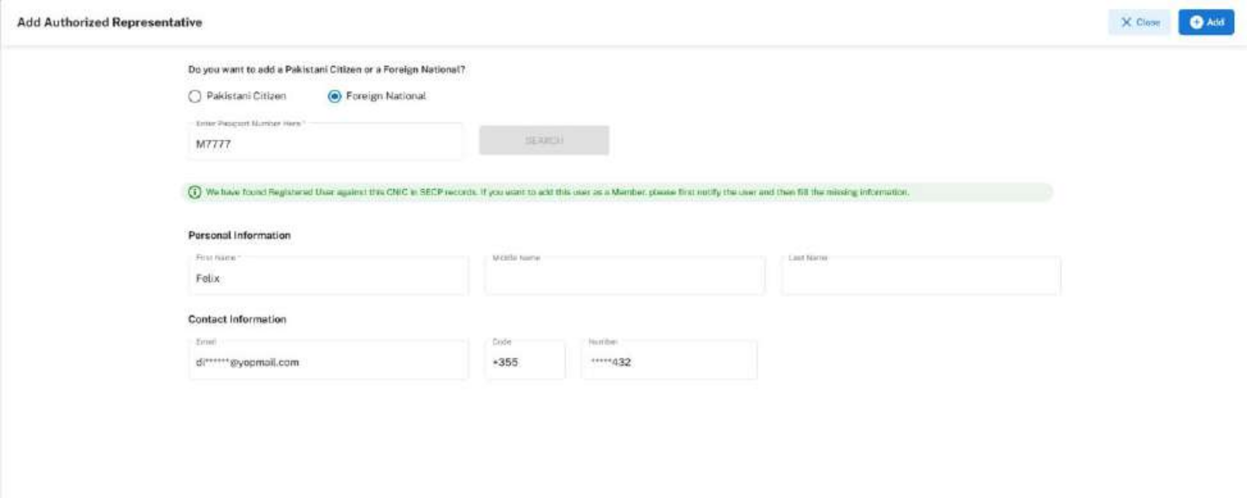




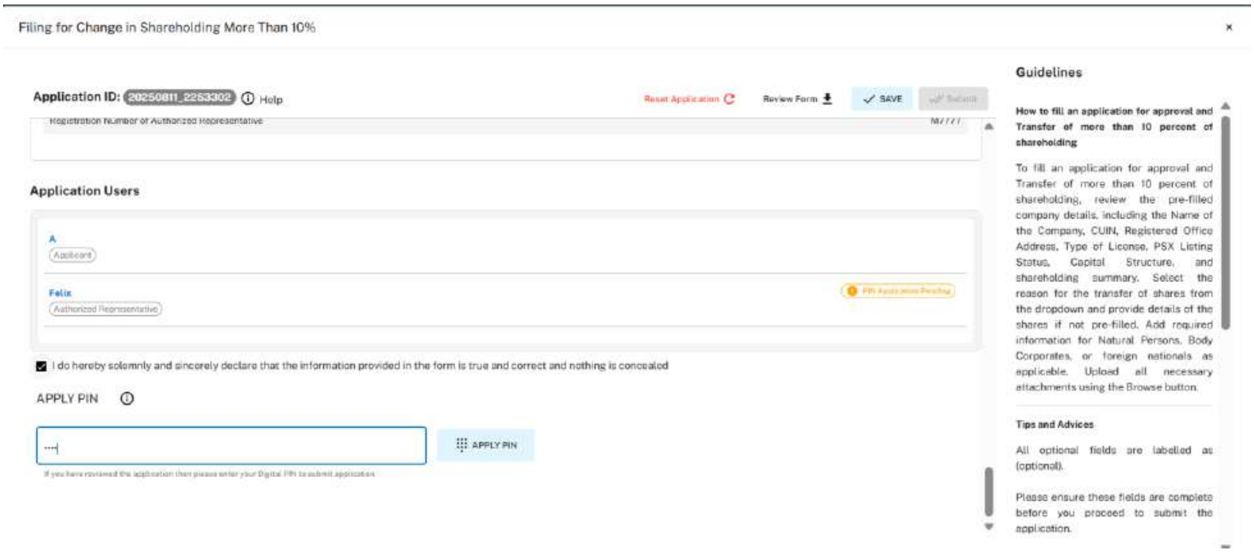
16. Next, the applicant will attach all the mandatory attachments confirming the correctness of contents and succession/operation of law:



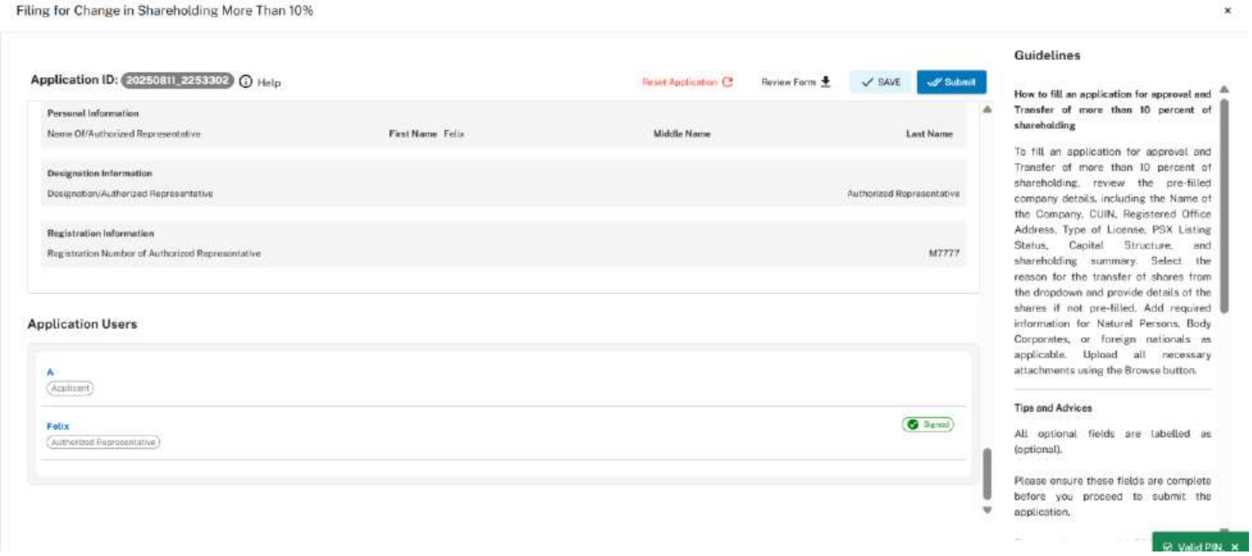
17. The applicant will then select an Authorized Intermediary/Authorized Officer by entering the CNIC/Passport number, if the person exists in the system, it will display a message that a person is found against that CNIC/Passport number, otherwise the applicant will be required to add a valid CNIC/Passport number:



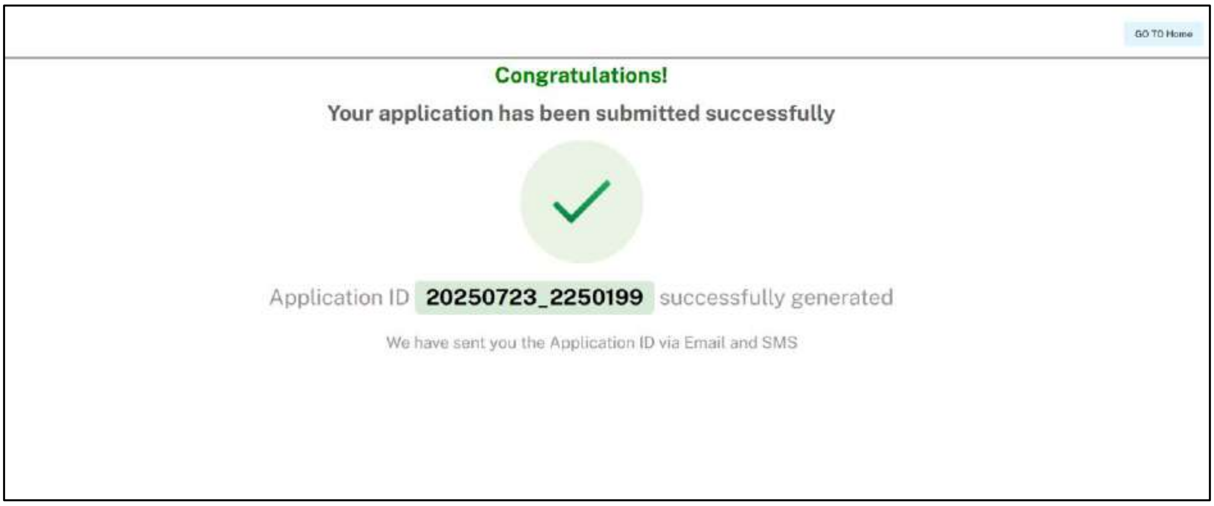
18. After completing the details, applicant reviews the application and applies PIN:



19. Applicant clicks on the Submit button:

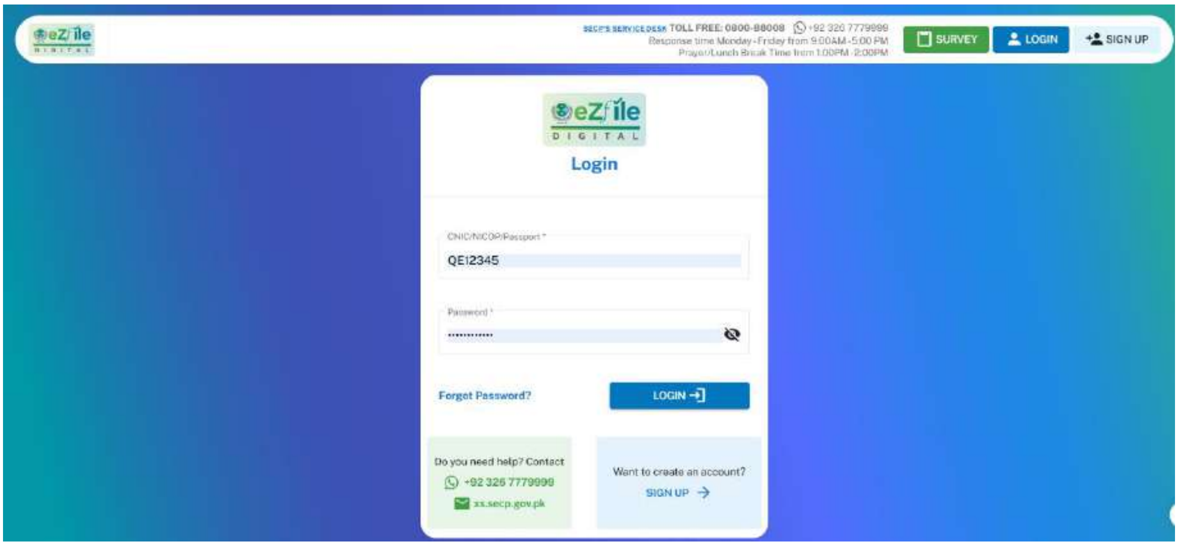


20. Authorized Officer/Authorized Intermediary applies the PIN.
21. Applicant clicks on ‘Submit’ button.
22. System displays the success screen. Applicant clicks on ‘Go to Home’ button.

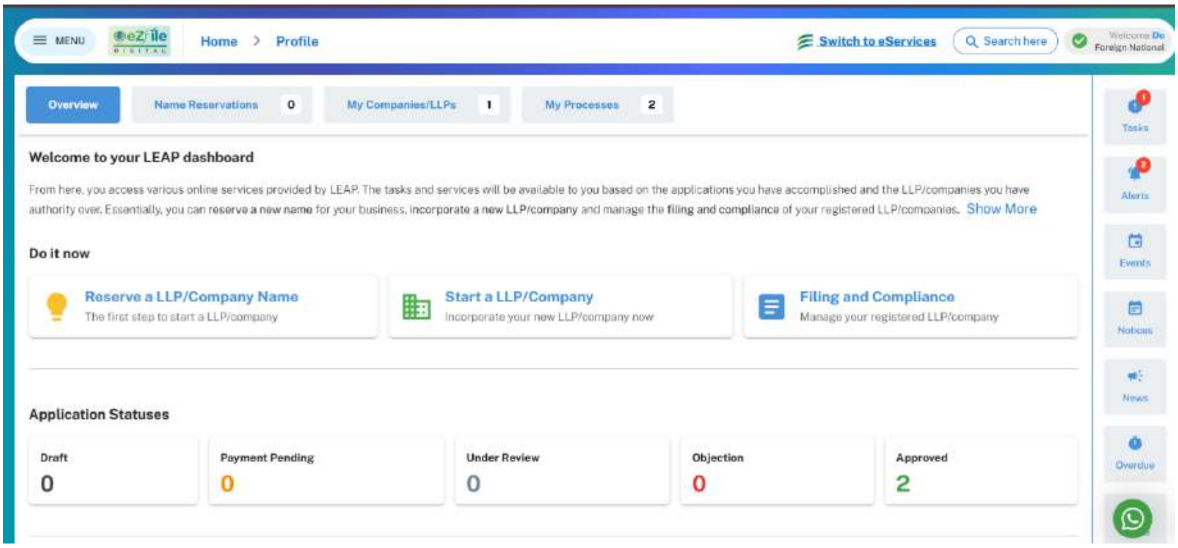


20.Facultative Re-insurance

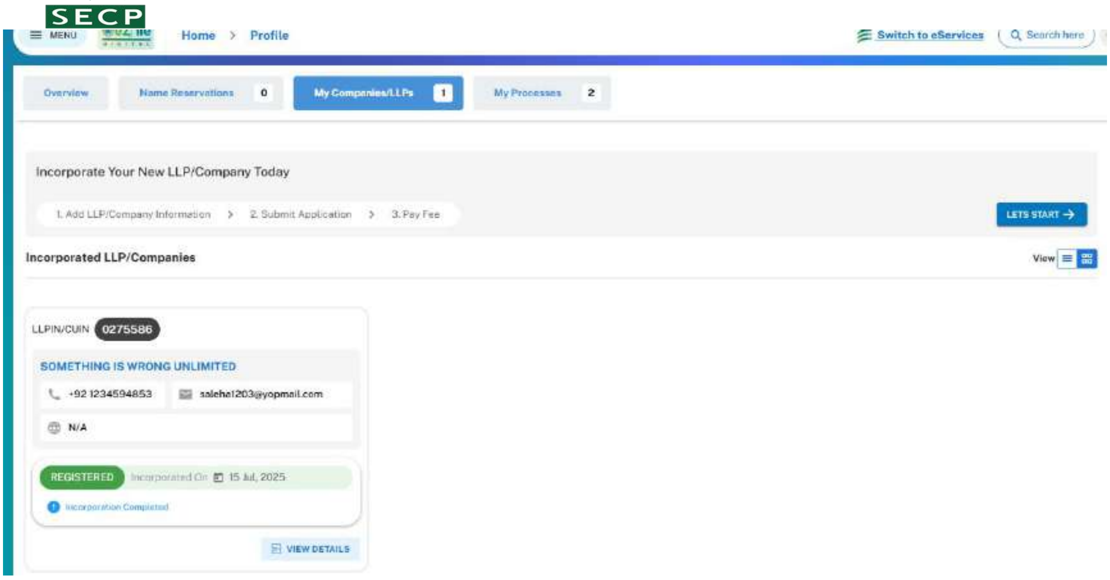
19. **Applicant** logs in to his/her registered account using valid credentials.



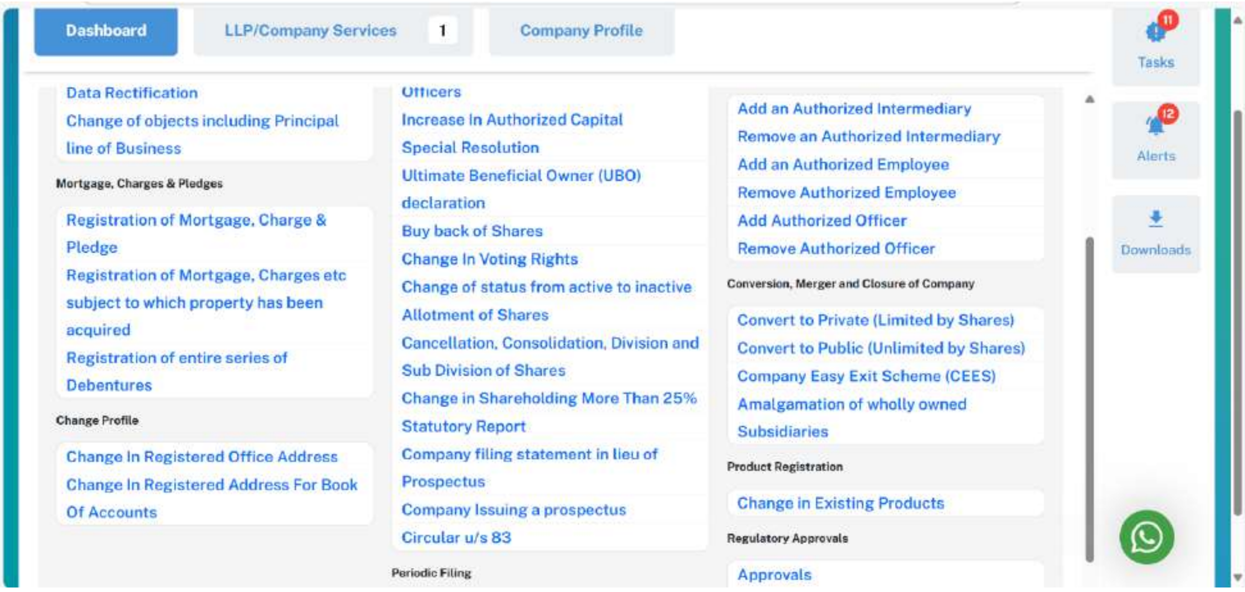
20. The Applicant will land on his/her landing page.



21. From My Companies/LLPs, applicant clicks on 'View Details' button on the company card.



22. From the company dashboard, the applicant clicks on ‘Approvals’ under the Regulatory Approvals section.

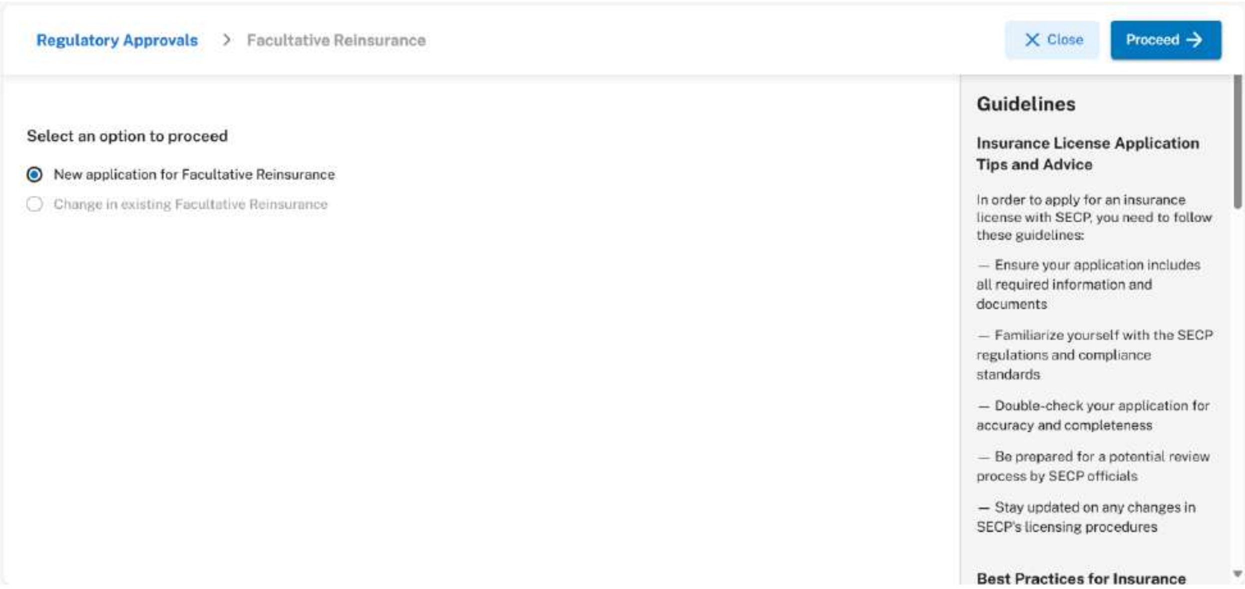


23. Applicant selects Facultative Reinsurance from the Approvals and clicks on Proceed

24. An instruction "Select an option to proceed" will be displayed with two radio buttons:

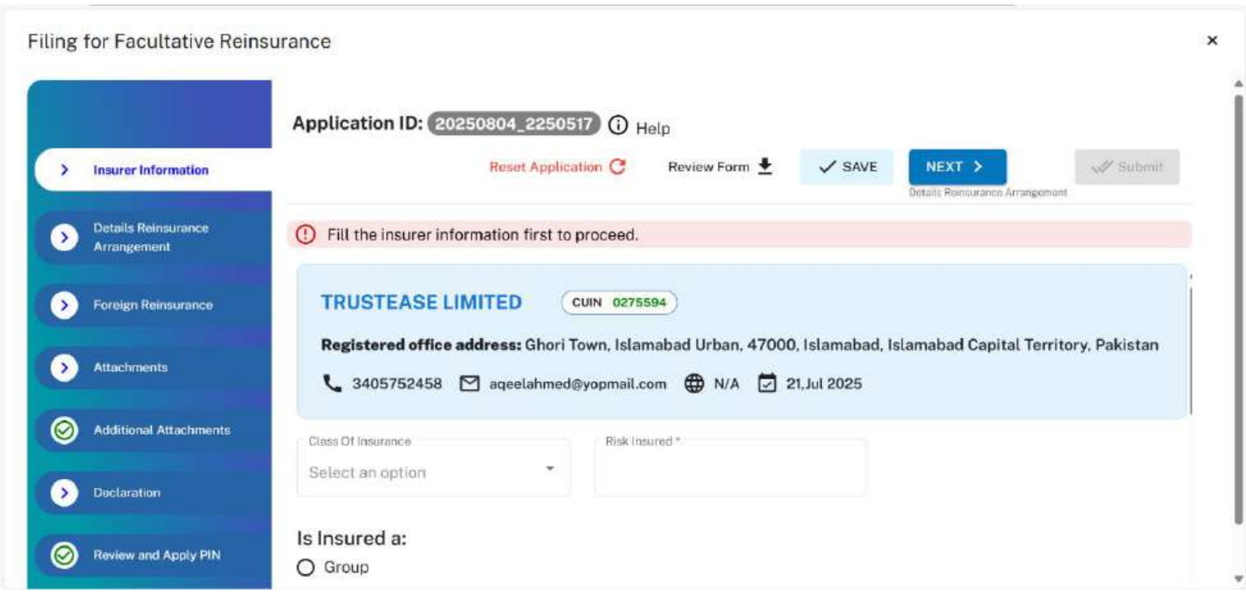
- New application for Facultative Reinsurance
- Change in existing Facultative Reinsurance

From which the applicant selects **New application for Facultative Reinsurance** and clicks on Proceed

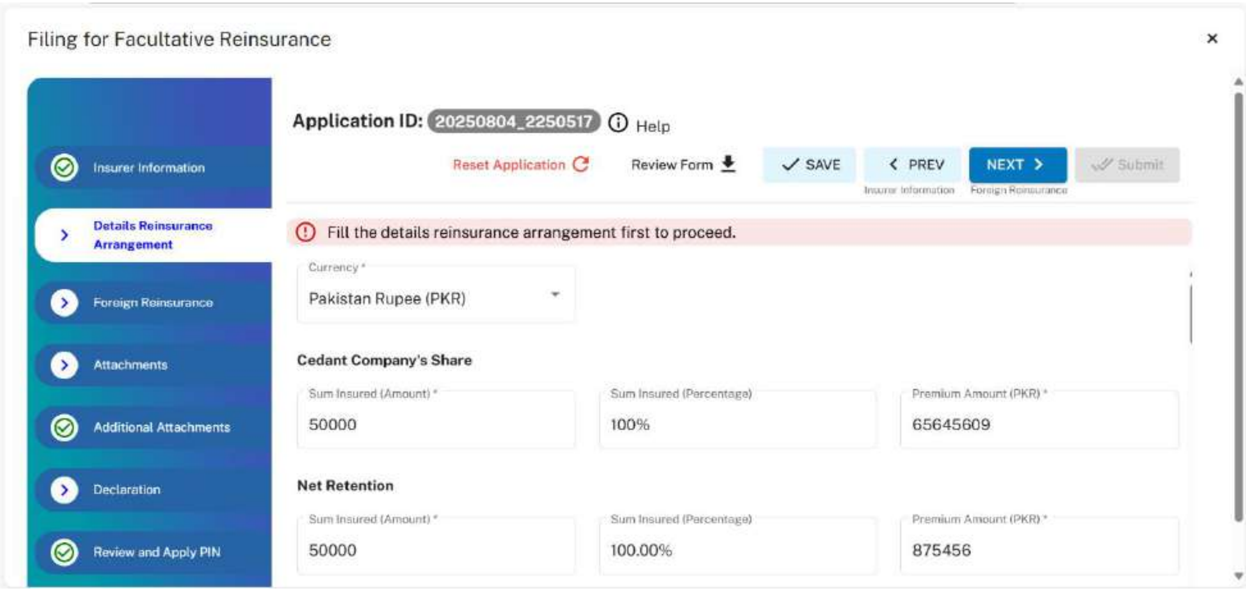


25. Applicant can view the first section of the application which is 'Insurer Information'.In this section, the applicant must select whether the insured is a Group or Non-Group using radio buttons. If "Group" is selected, applicant can enter multiple companies. The applicant must choose the company name from a dropdown list. If "Others" is selected, an open input field appears. Similarly, the occupation of the company is selected from a dropdown, with an input field shown if "Others" is chosen. The class of insurance must be typed manually. For reinsurance period, the applicant enters start and end dates in DD/MM/YYYY format.

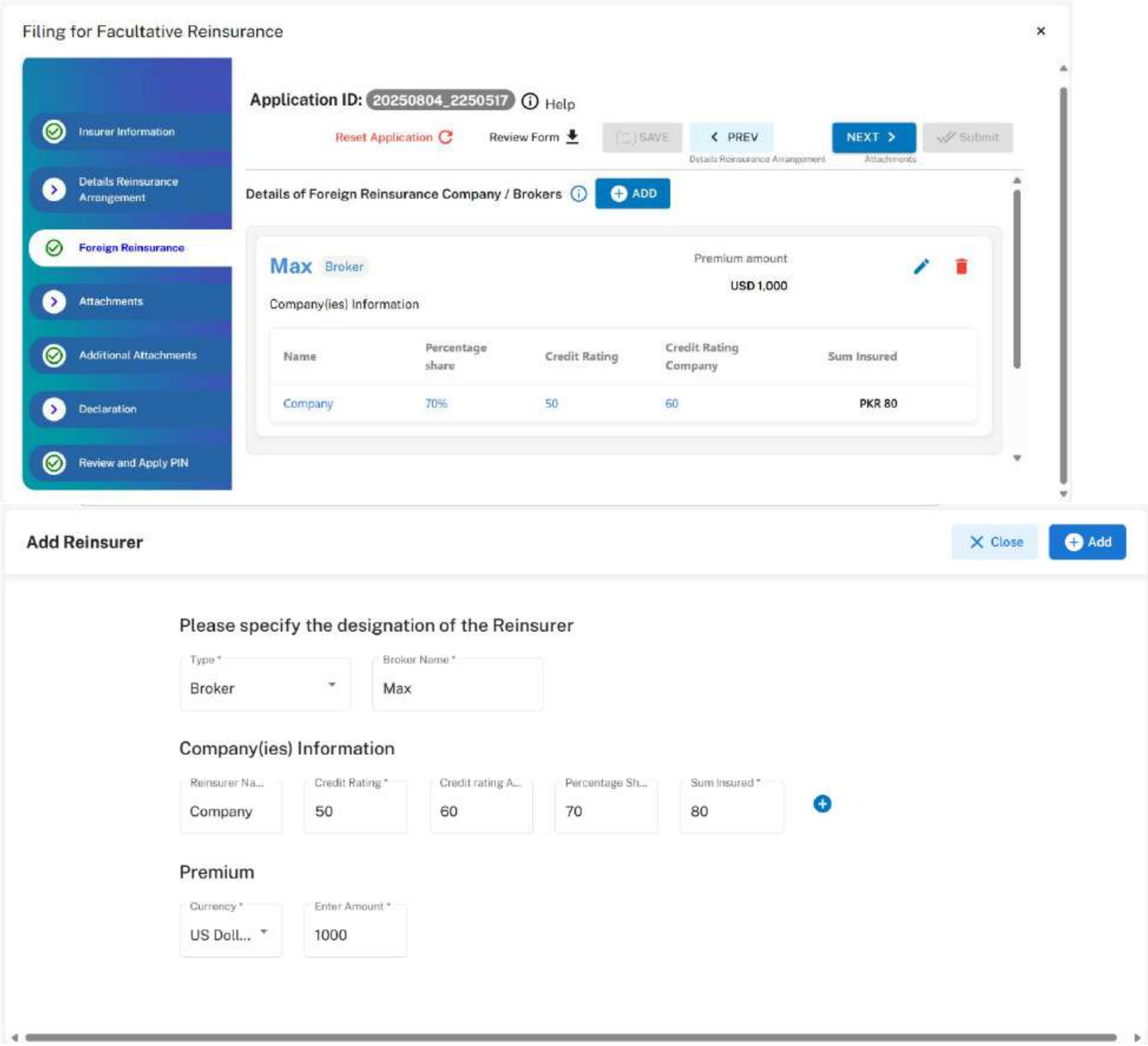
Finally, the applicant selects Yes or No for coinsurance. If “Yes” is selected, fields appear for company name, sum insured, premium amount, and percentage share.



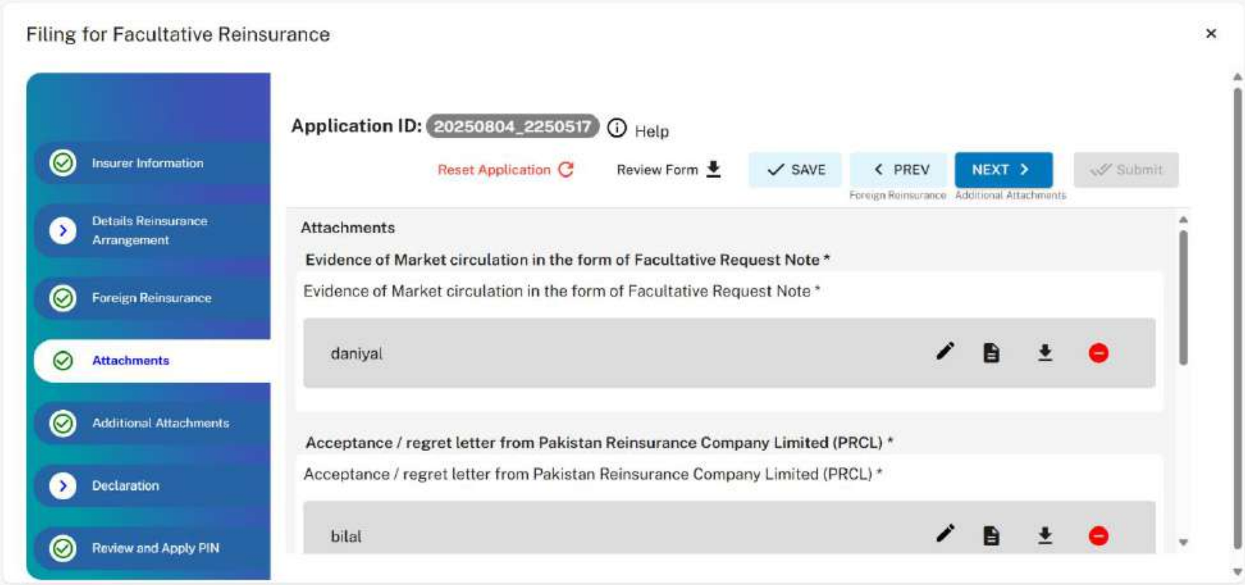
26. In Details of Reinsurance Arrangements Section After selecting the currency (PKR or USD), all monetary entries in this section will reflect that currency. The applicant fills out the fields including Cedant share, Net retention, Underwriting capacity, Ceded to treaty, PRCL acceptance, Local market acceptance, and Foreign facultative amounts. Some fields are auto-calculated, such as percentages and total, while others require applicant input.

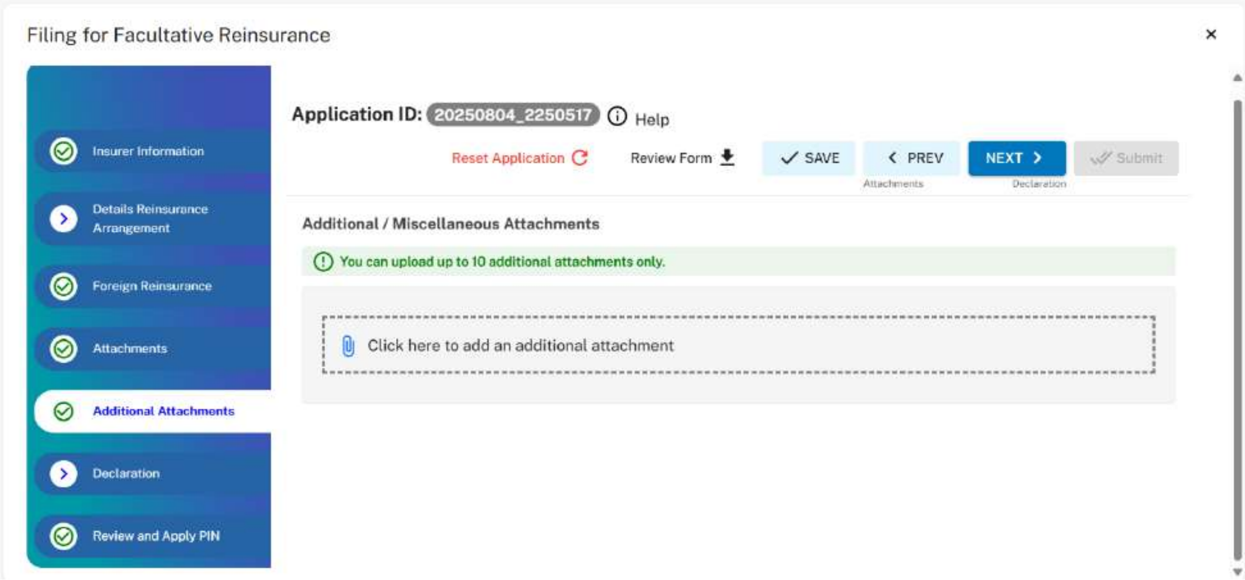


27. In Foreign Reinsurance section applicants provide details of foreign reinsurers or brokers by clicking on Add Button. For each, the applicant must enter the reinsurer name, Broker, broker's name. They must also enter the percentage share, sum insured, premium amount, credit rating, and the rating agency. Multiple entries can be added.

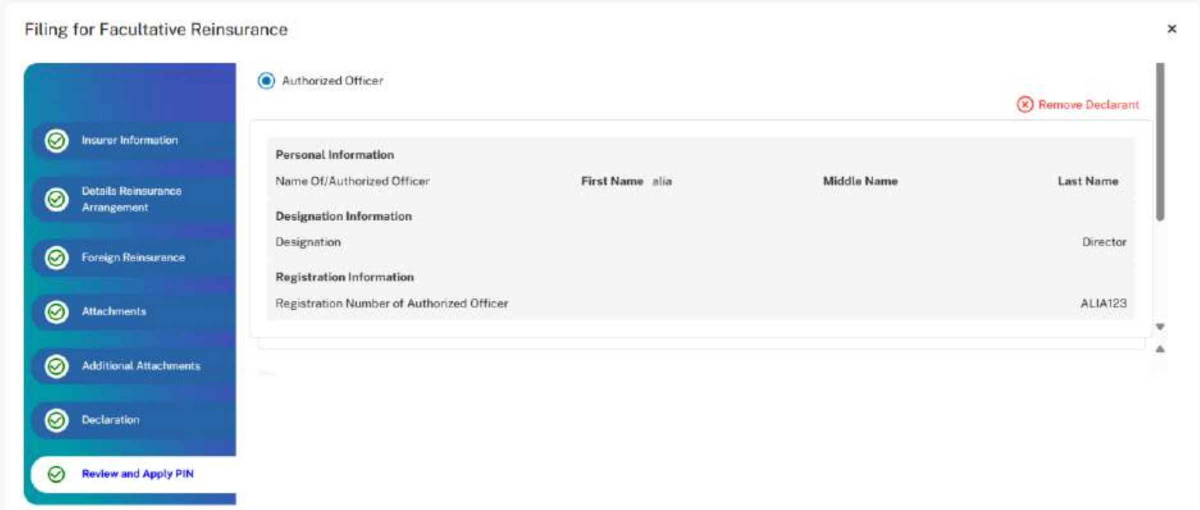


28. Next section is the ‘Attachments’ section. Here applicant adds all the mandatory and optional attachments for the application and clicks on ‘Next’ button.

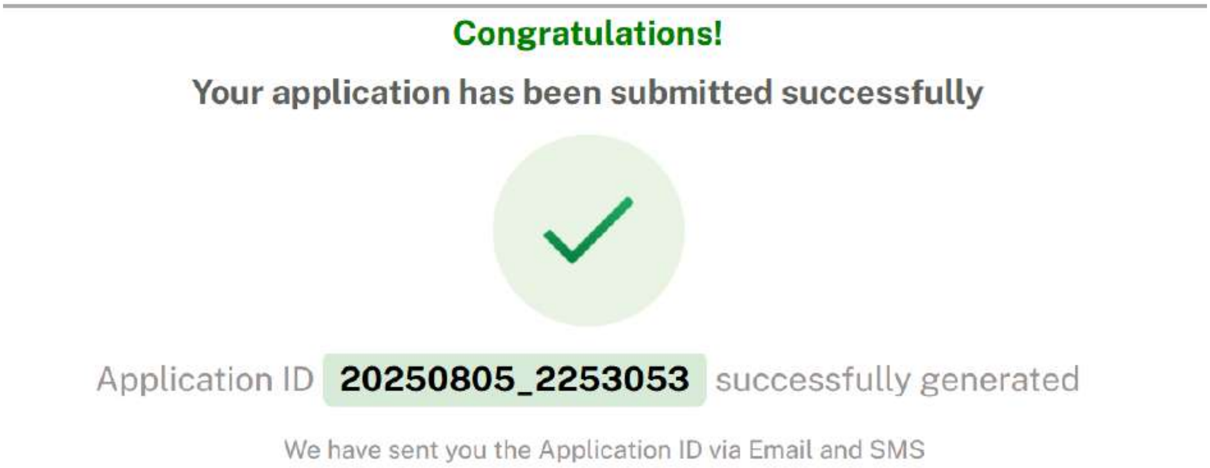




29. Next is the declaration section. If the applicant clicks on ‘Authorized officer’ under ‘Declarant Profession/Designation’ and an authorized officer exists for the company, the system will display declarant name and CNIC/NICOP/Passport No. If the applicant clicks on ‘Authorized Intermediary’ under ‘Declarant Profession/Designation’ and an authorized intermediary exists for the company, the system will display declarant name and registration number of authorized intermediary.

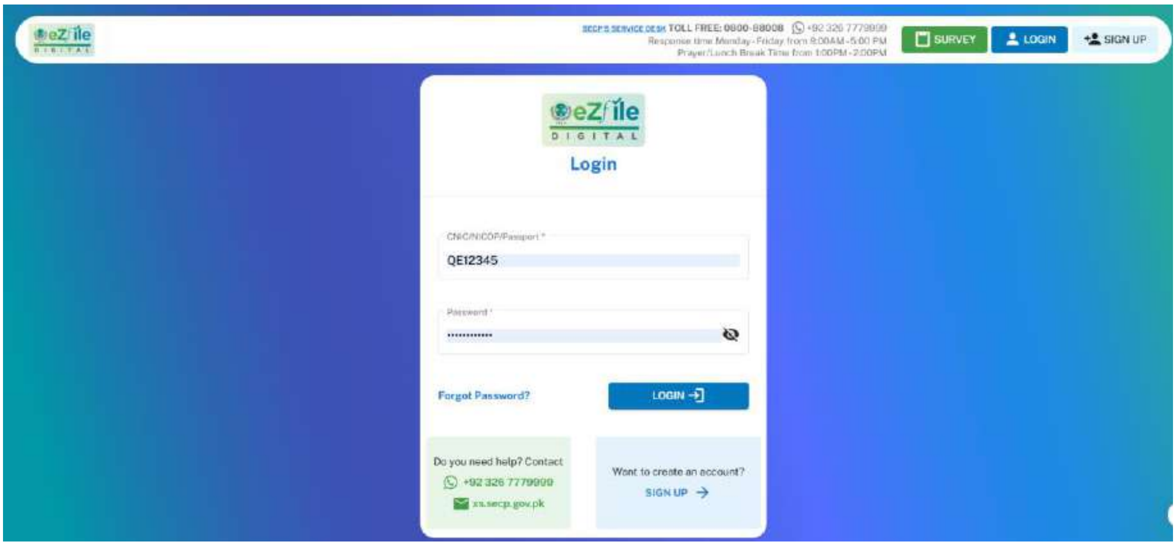


30. Authorized Officer/Authorized Intermediary logs in from their account and apply the PIN. Only the declarant will be able to submit the application, not the applicant.
31. Applicant clicks on ‘Submit’ button.
32. System displays the success screen. Applicant clicks on ‘Go to Home’ button.

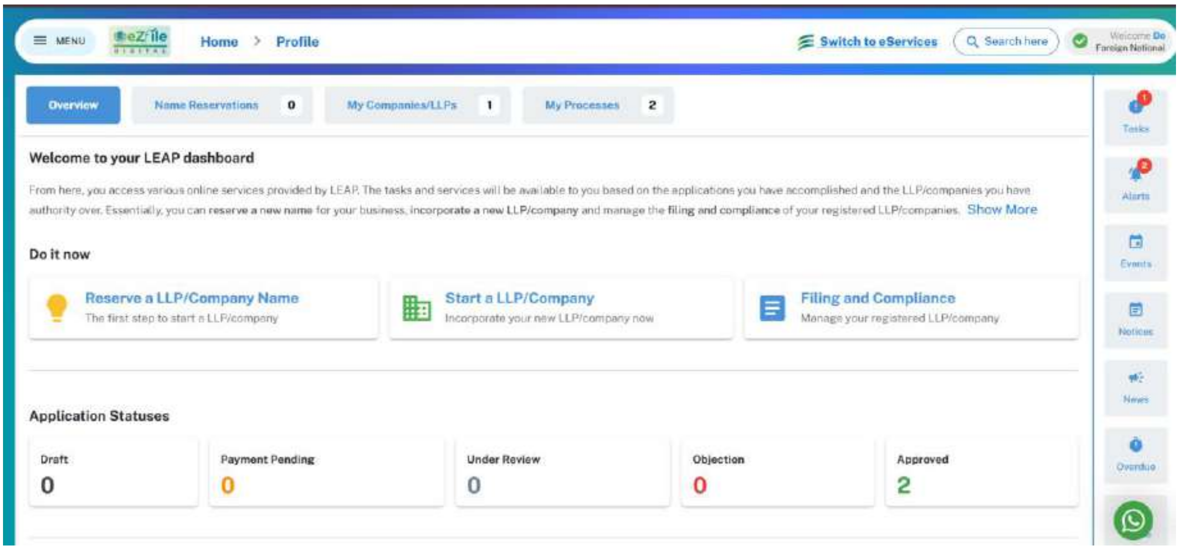


21.Reporting date other than 31st of December

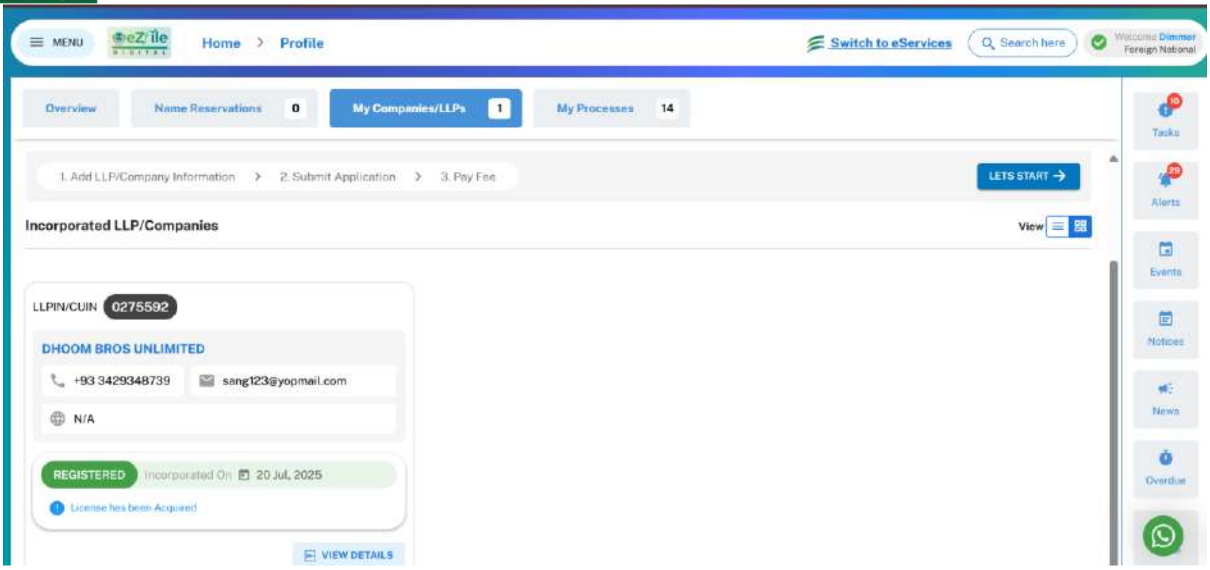
12. **Applicant** logs in to his/her registered account using valid credentials.



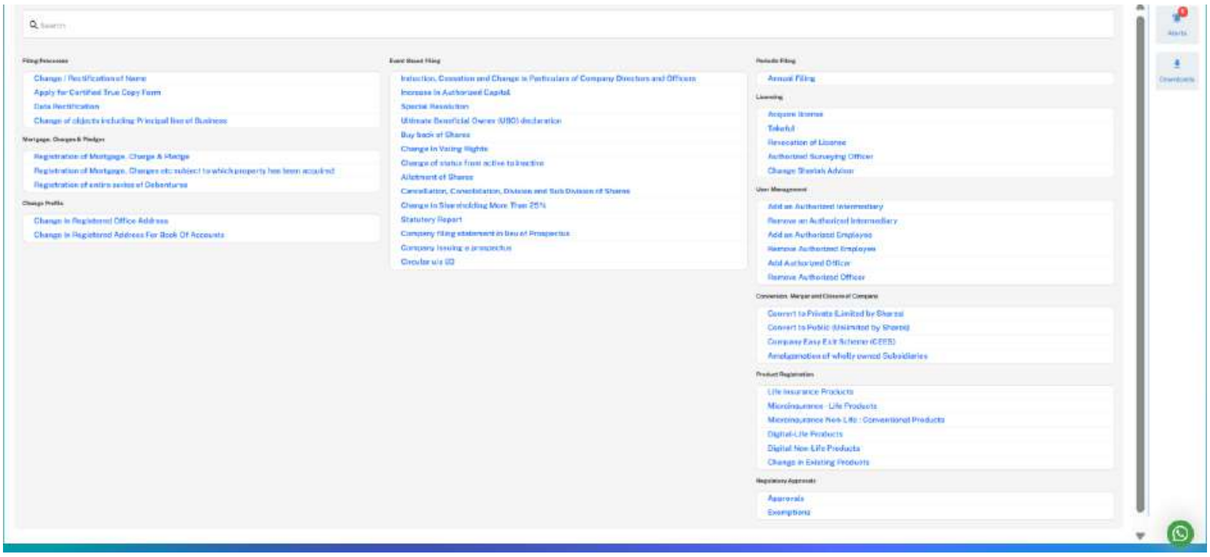
13. The Applicant will land on his/her landing page.



14. From My Companies/LLPs, applicant clicks on ‘View Details’ button on the company card.

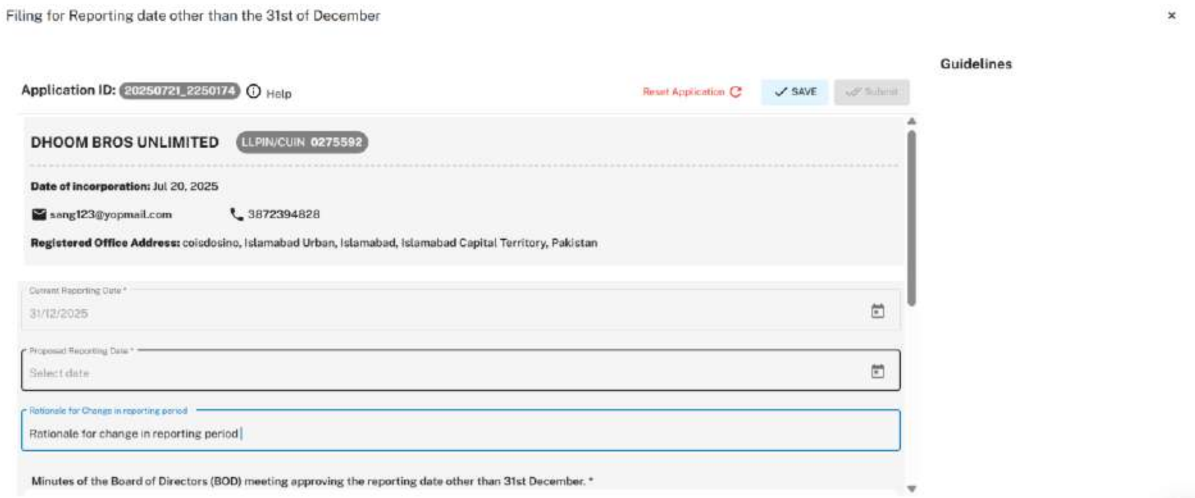


15. From the company dashboard, the applicant clicks on ‘Approvals’ under the Regulatory Approvals section.



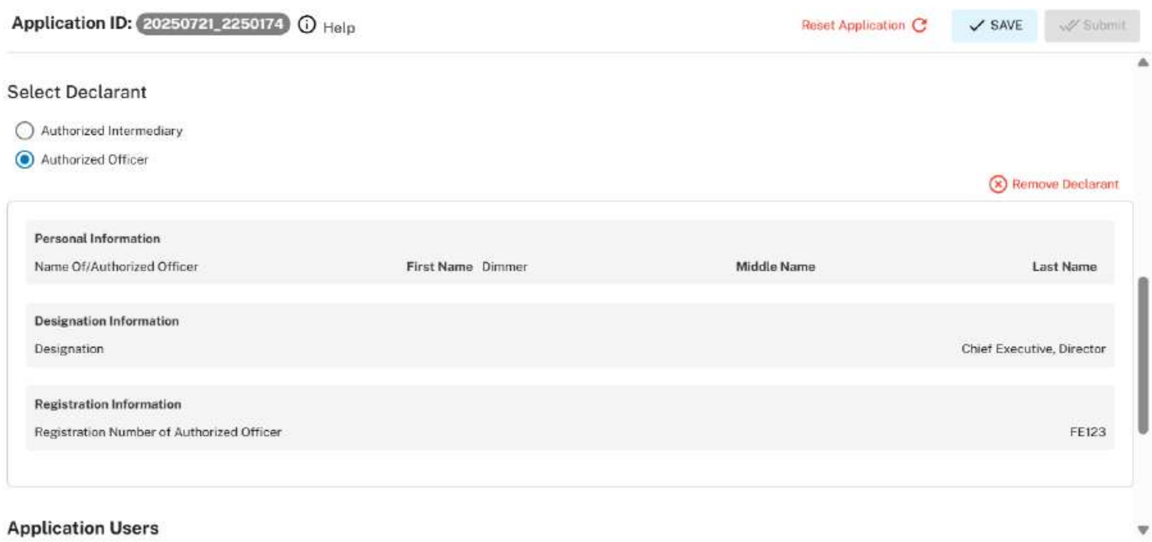
16. From the radio buttons, the applicant selects ‘Reporting date other than 31st of December’ and clicks on ‘Proceed’ button.

17. Applicant can view the company information, fill the mandatory information and upload the required documents.



18. Next is the declaration. If the applicant clicks on ‘Authorized officer’ under ‘Declarant Profession/Designation’ and an authorized officer exists for the company, the system will display declarant name and CNIC/NICOP/Passport No. If the applicant clicks on ‘Authorized Intermediary’ under ‘Declarant Profession/Designation’ and an authorized intermediary exists for the company, the system will display declarant name and registration number of authorized intermediary.

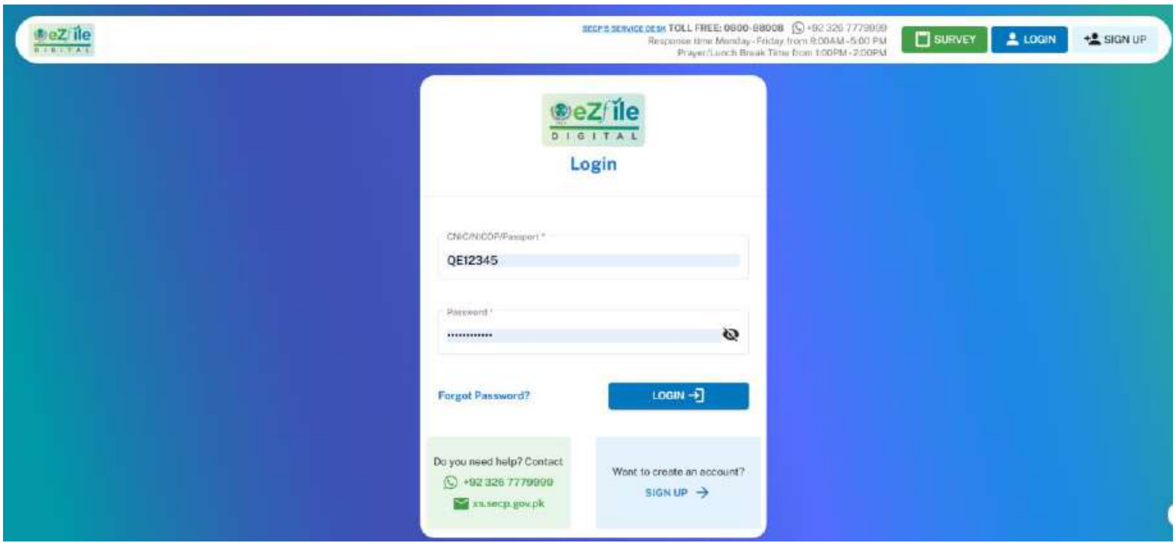
Filing for Reporting date other than the 31st of December



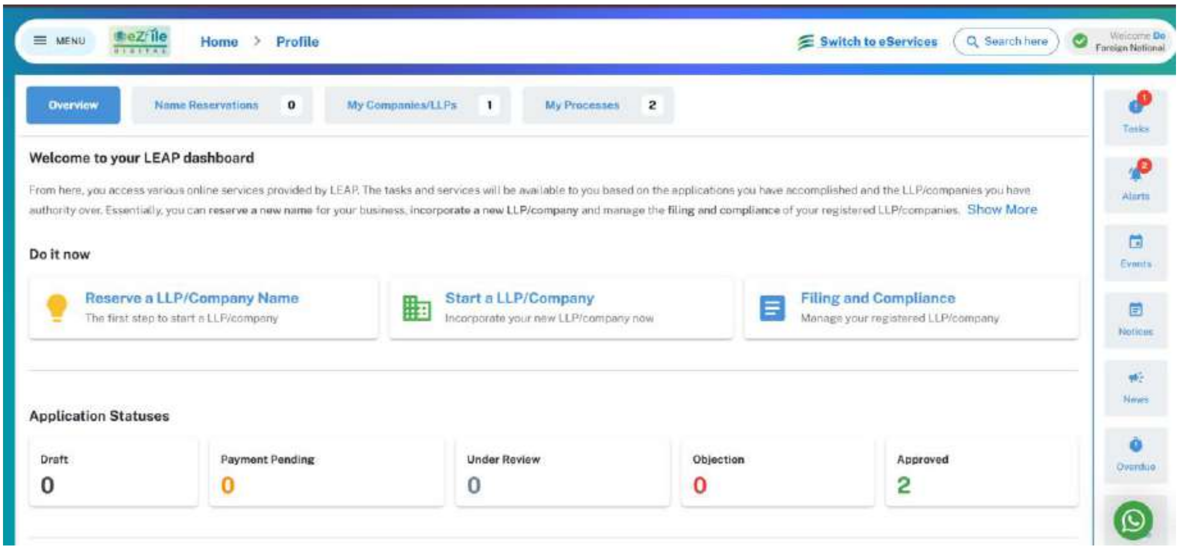
19. Authorized Officer/Authorized Intermediary logs in from their account and apply the PIN. Only the declarant will be able to submit the application, not the applicant.
20. Applicant clicks on ‘Submit’ button.
21. System displays the success screen. Applicant clicks on ‘Go to Home Screen’ button.

22. Manners by which Matters are Recorded and Stored

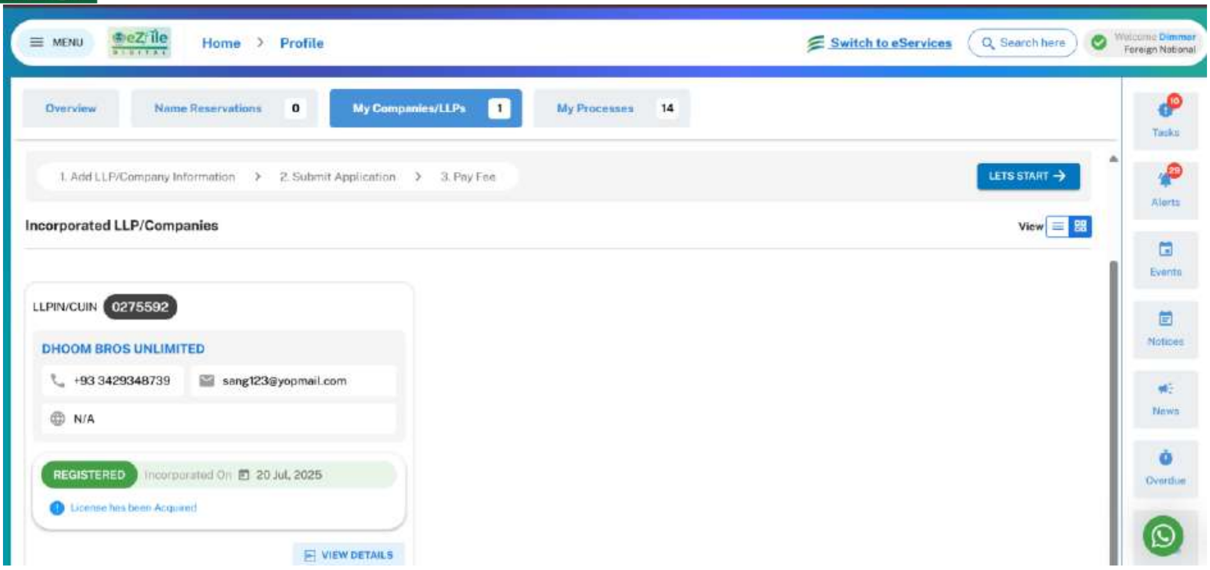
1. **Applicant** logs in to his/her registered account using valid credentials.



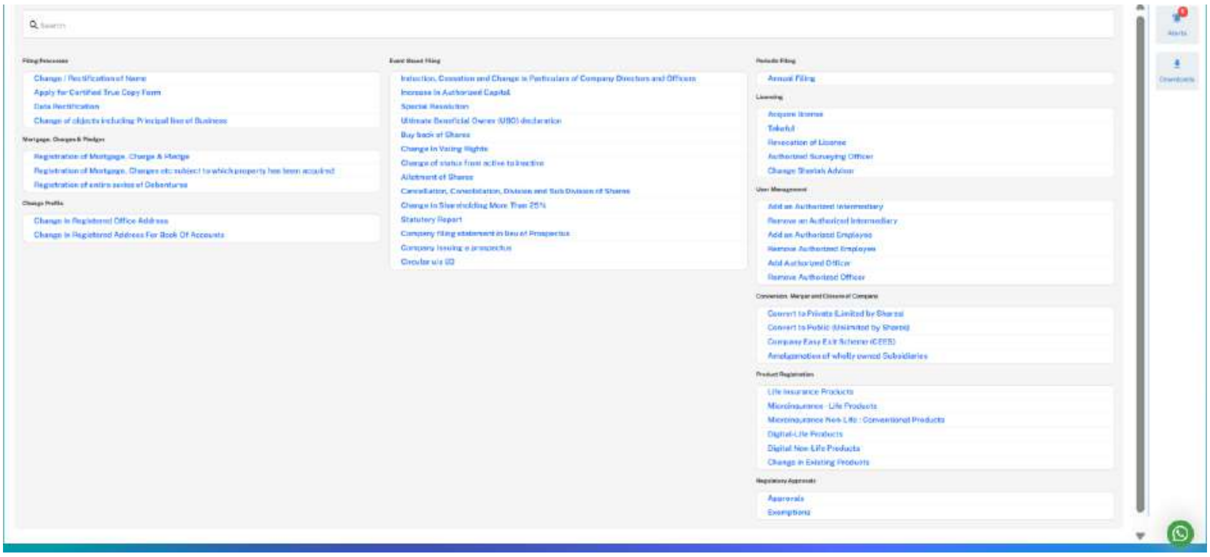
2. The Applicant will land on his/her landing page.



3. From My Companies/LLPs, applicant clicks on 'View Details' button on the company card.

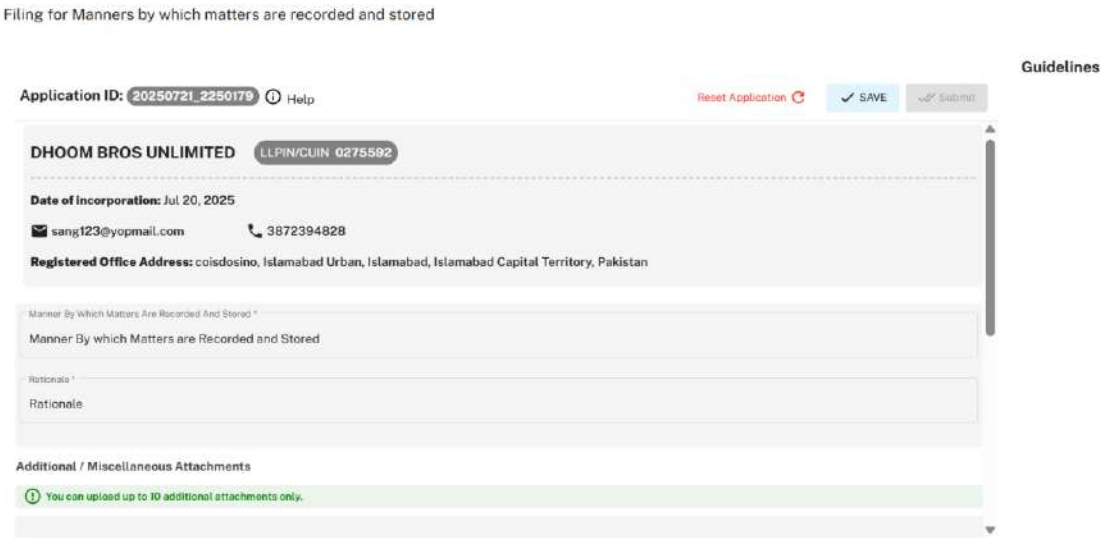


4. From the company dashboard, the applicant clicks on 'Approvals' under the Regulatory Approvals section.

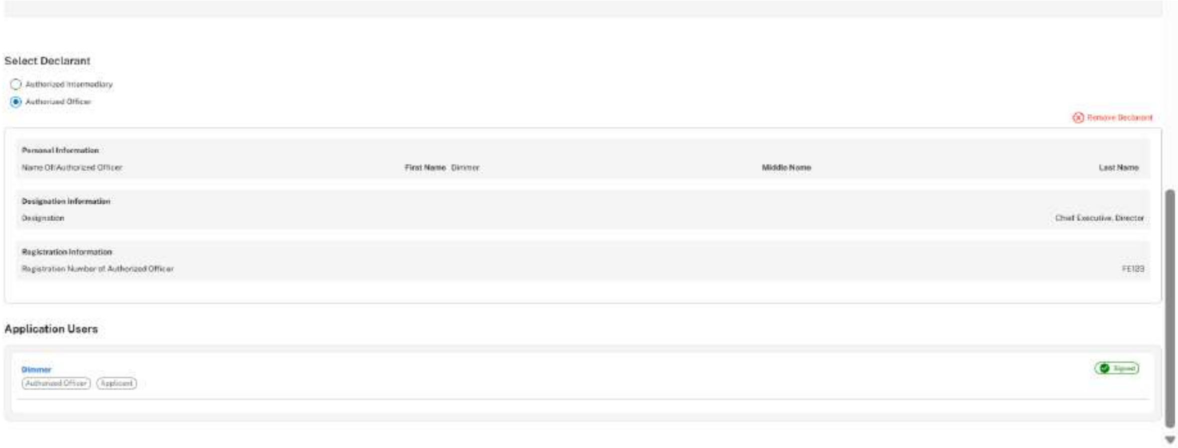


5. From the radio buttons, the applicant selects 'Manners by which matters are recorded and stored' and clicks on 'Proceed' button.

6. Applicant can view the company information, fill the mandatory information and upload the required documents.



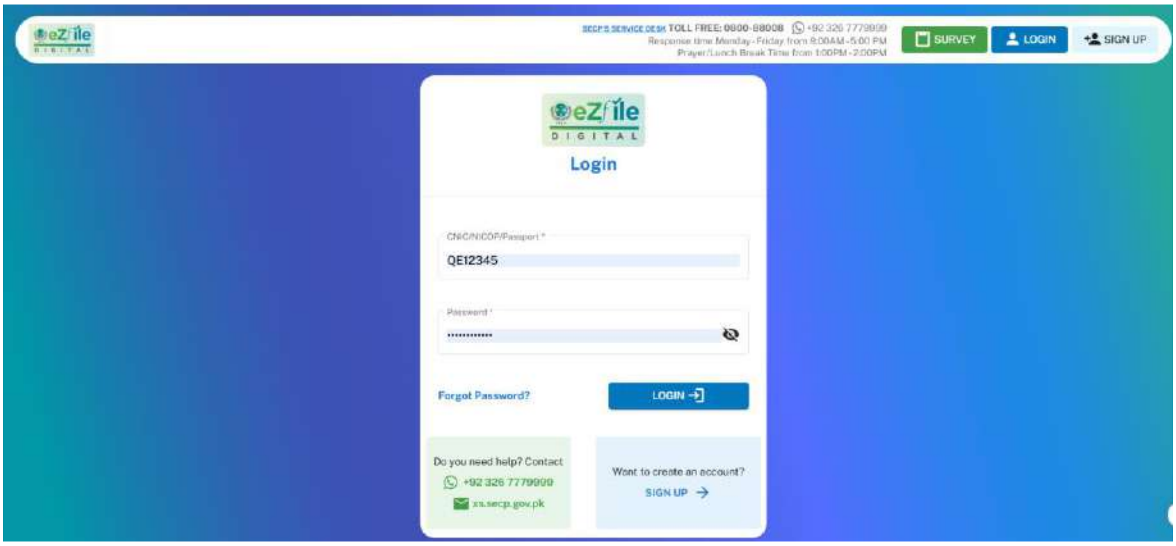
7. Next is the declaration. If the applicant clicks on 'Authorized officer' under 'Declarant Profession/Designation' and an authorized officer exists for the company, the system will display declarant name and CNIC/NICOP/Passport No. If the applicant clicks on 'Authorized Intermediary' under 'Declarant Profession/Designation' and an authorized intermediary exists for the company, the system will display declarant name and registration number of authorized intermediary.



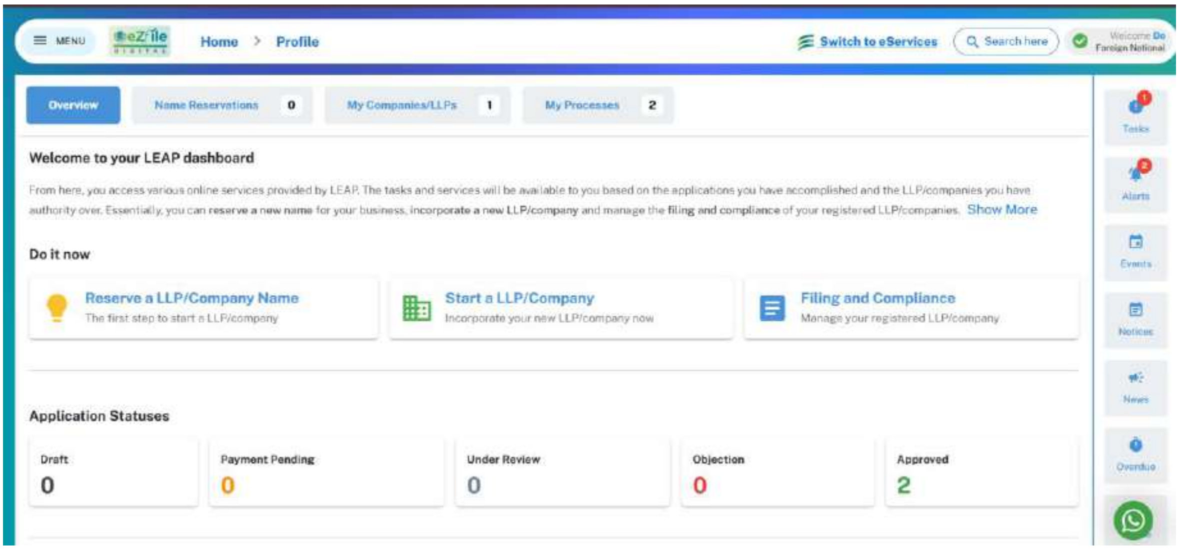
8. Authorized Officer/Authorized Intermediary logs in from their account and apply the PIN. Only the declarant will be able to submit the application, not the applicant.
9. Applicant clicks on ‘Submit’ button.
10. System displays the success screen. Applicant clicks on ‘Go to Home Screen’ button.

23.NOC for Rotation of Auditors

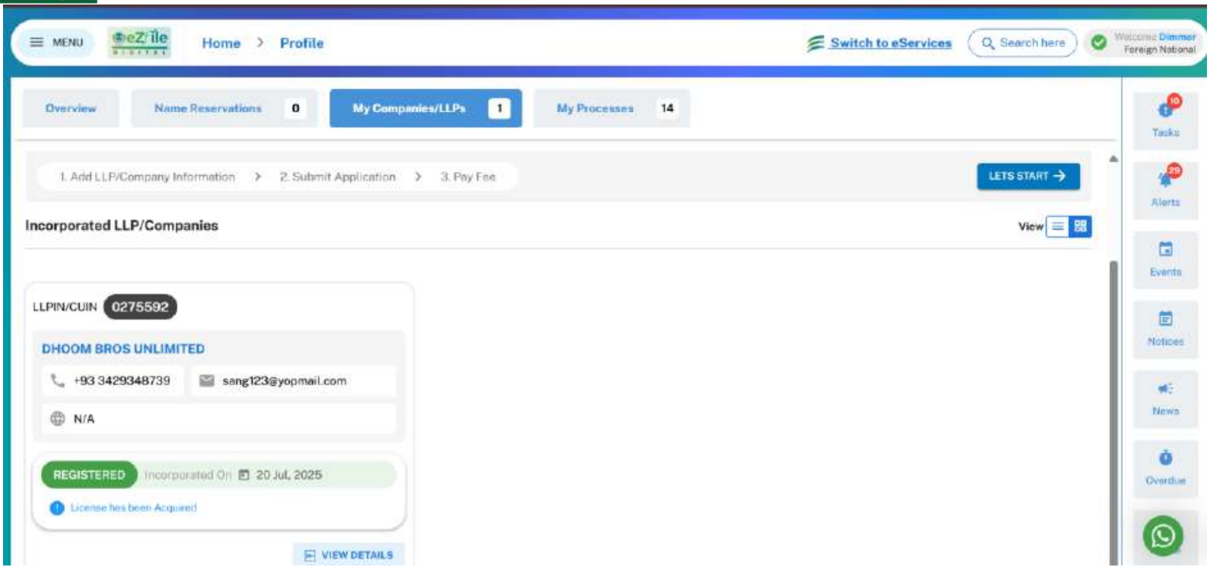
1. **Applicant** logs in to his/her registered account using valid credentials.



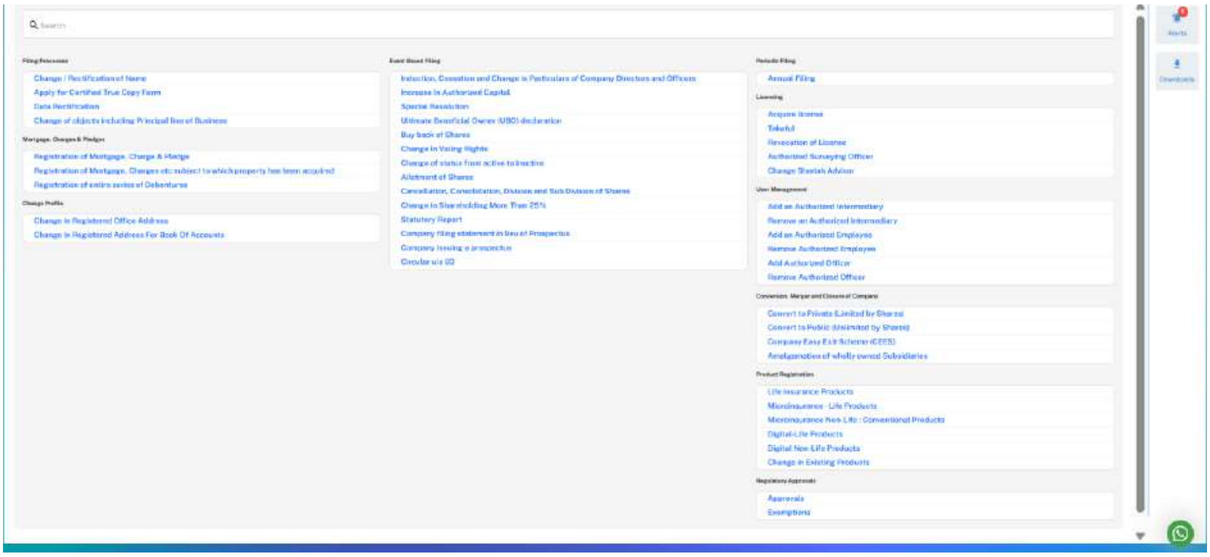
2. The Applicant will land on his/her landing page.



3. From My Companies/LLPs, applicant clicks on ‘View Details’ button on the company card.

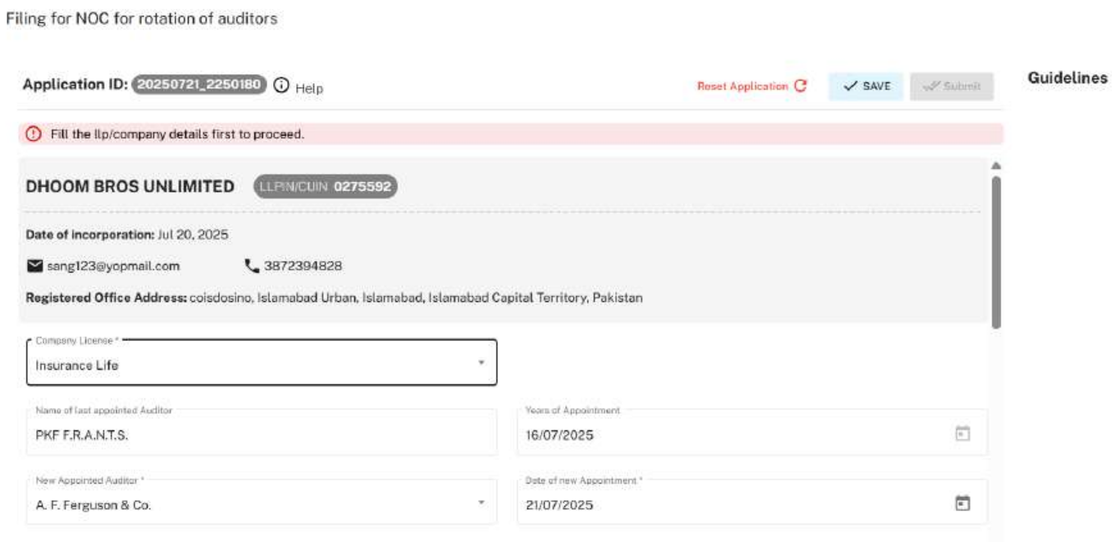


4. From the company dashboard, the applicant clicks on 'Approvals' under the Regulatory Approvals section.

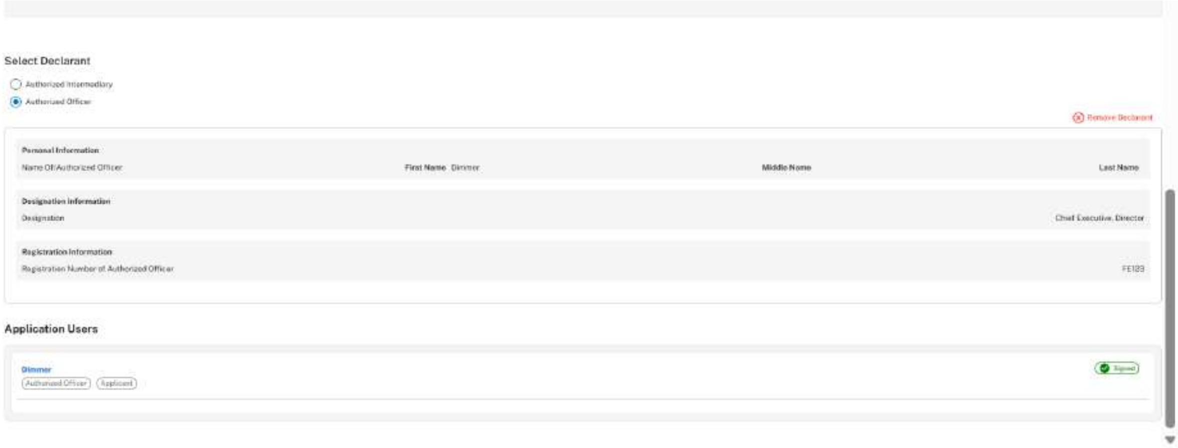


5. From the radio buttons, the applicant selects 'NOC for Rotation of Auditors' and clicks on 'Proceed' button.

6. Applicant can view the company information, fill the mandatory information and upload the required documents.



7. Next is the declaration. If the applicant clicks on ‘Authorized officer’ under ‘Declarant Profession/Designation’ and an authorized officer exists for the company, the system will display declarant name and CNIC/NICOP/Passport No. If the applicant clicks on ‘Authorized Intermediary’ under ‘Declarant Profession/Designation’ and an authorized intermediary exists for the company, the system will display declarant name and registration number of authorized intermediary.



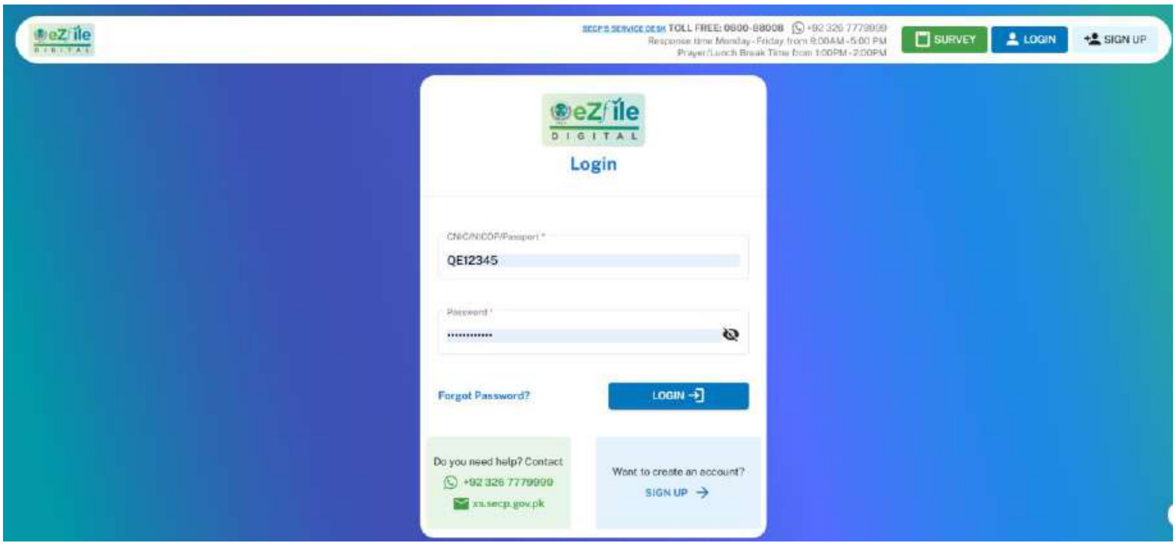
8. Authorized Officer/Authorized Intermediary logs in from their account and apply the PIN. Only the declarant will be able to submit the application, not the applicant.

9. Applicant clicks on ‘Submit’ button.

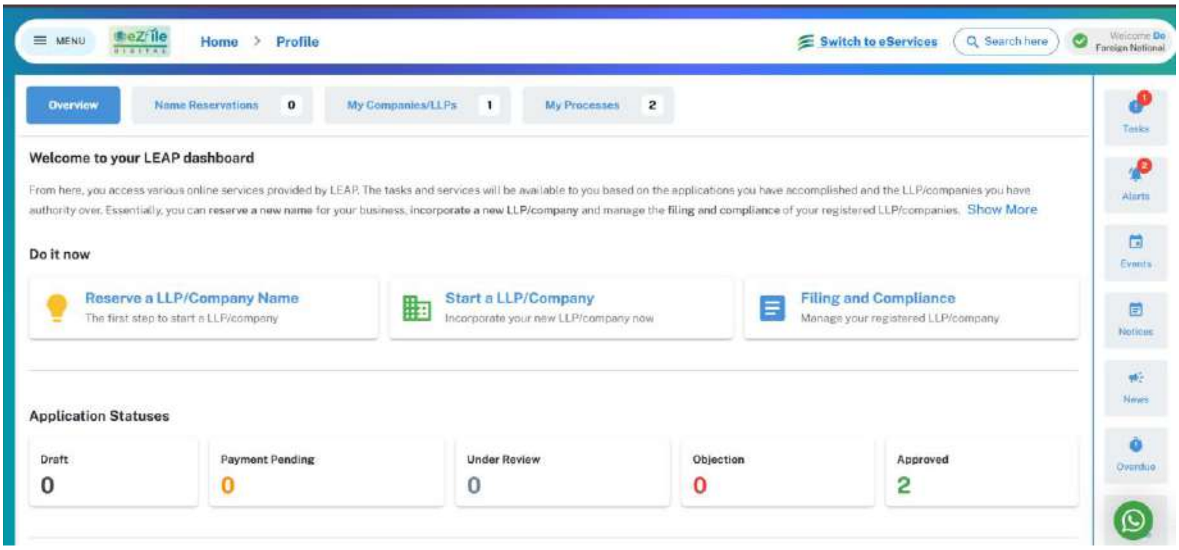
10. System displays the success screen. Applicant clicks on ‘Go to Home Screen’ button.

24. Maintain the solvency margin in its shareholders funds and statutory funds in aggregate

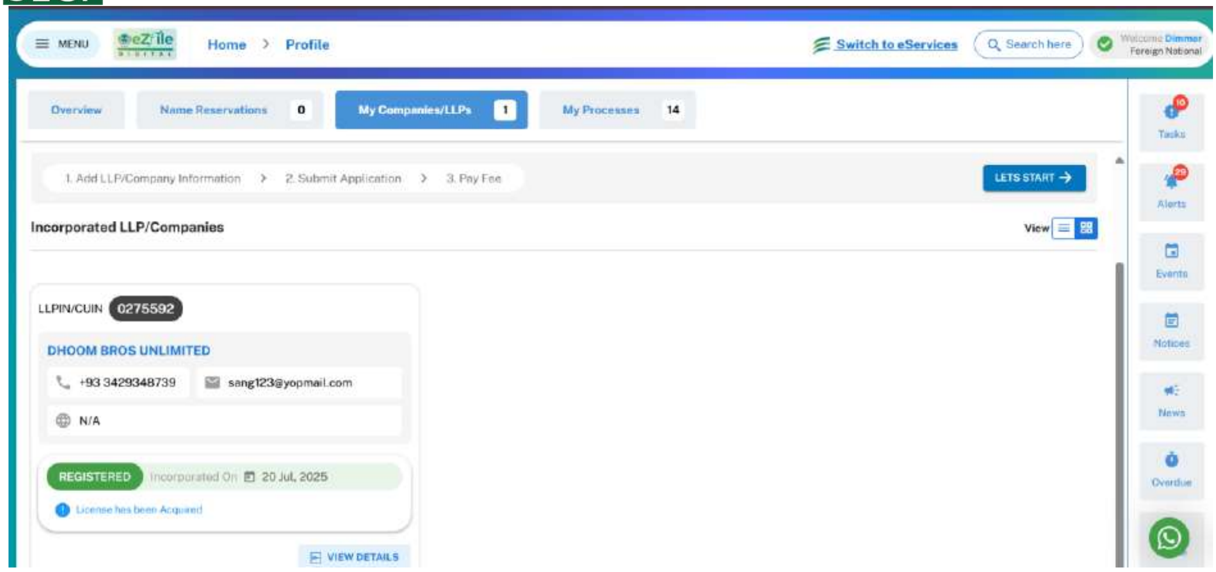
1. **Applicant** logs in to his/her registered account using valid credentials.



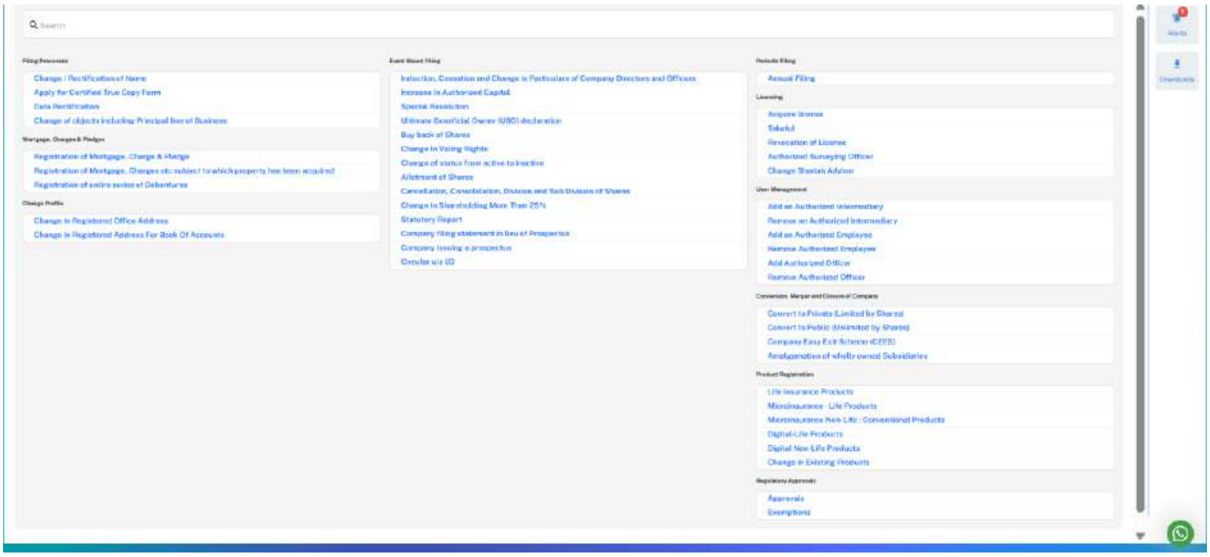
2. The Applicant will land on his/her landing page.



3. From My Companies/LLPs, applicant clicks on ‘View Details’ button on the company card.

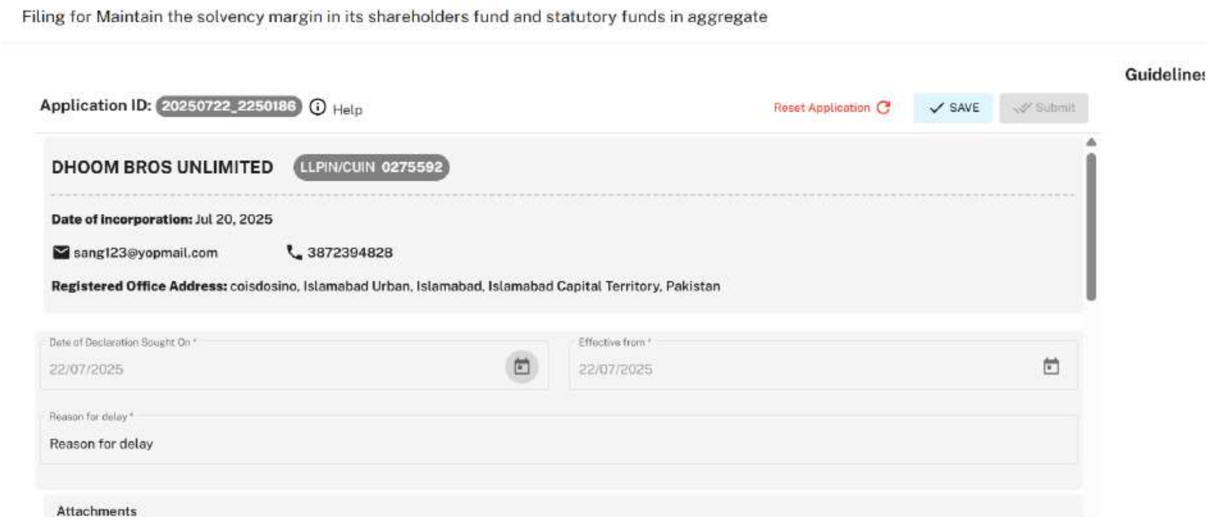


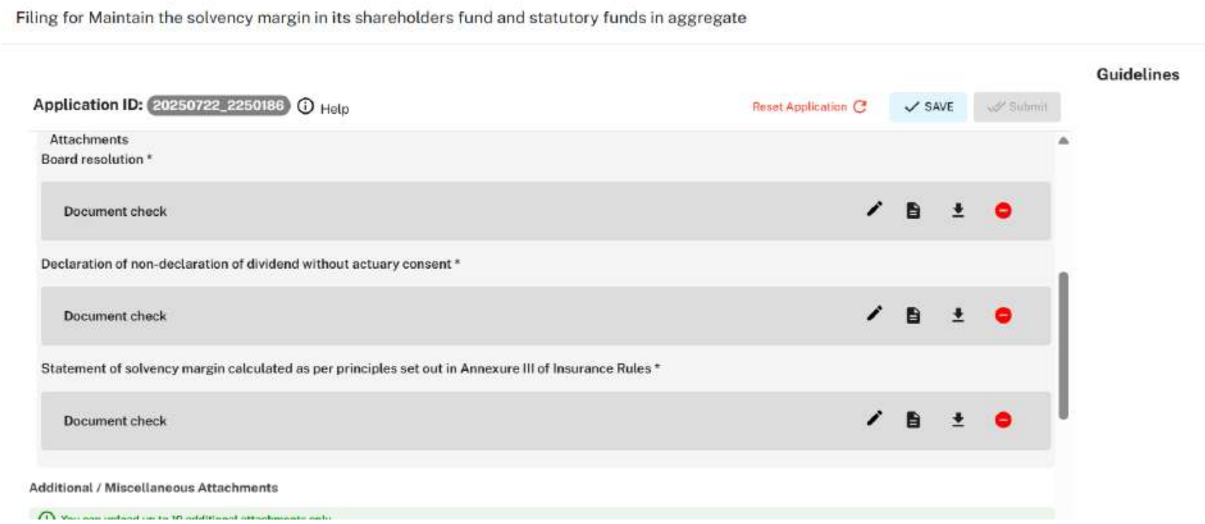
4. From the company dashboard, the applicant clicks on ‘Approvals’ under the Regulatory Approvals section.



5. From the radio buttons, the applicant selects ‘Maintain the solvency margin in its shareholders fund and statutory funds in aggregate’ and clicks on ‘Proceed’ button.

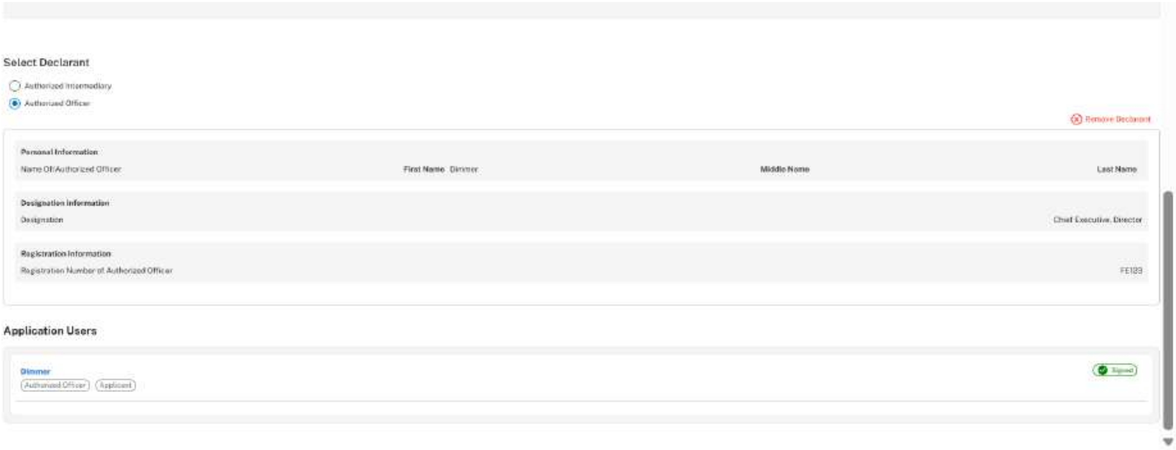
6. Applicant can view the company information, fill the mandatory information and upload the required documents.





7. Next is the declaration. If the applicant clicks on ‘Authorized officer’ under ‘Declarant Profession/Designation’ and an authorized officer exists for the company, the system will display declarant name and CNIC/NICOP/Passport No. If the applicant clicks on ‘Authorized Intermediary’ under ‘Declarant Profession/Designation’ and an authorized intermediary exists

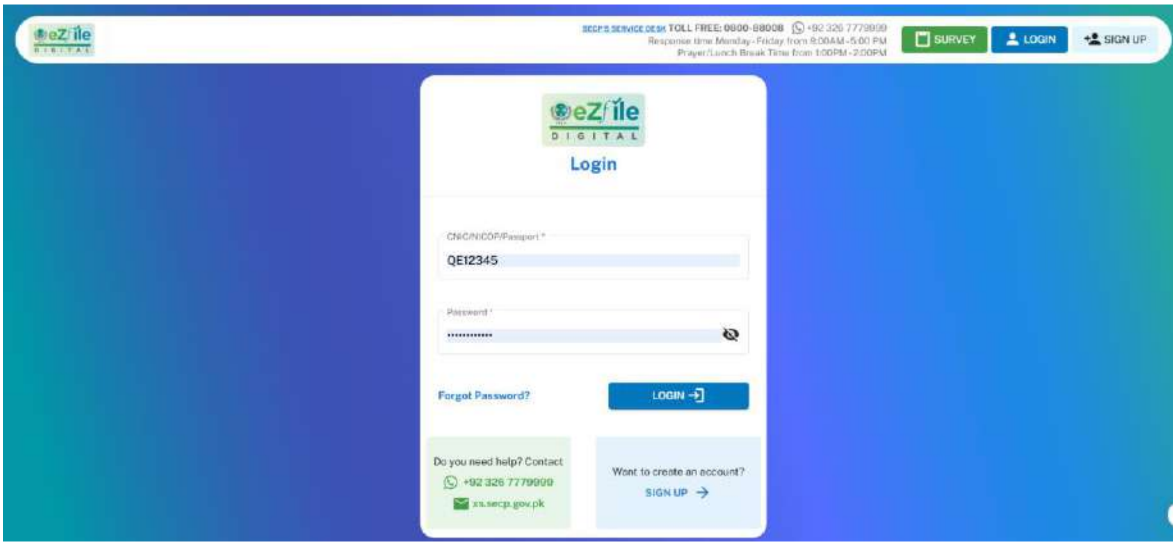
for the company, the system will display declarant name and registration number of authorized intermediary.



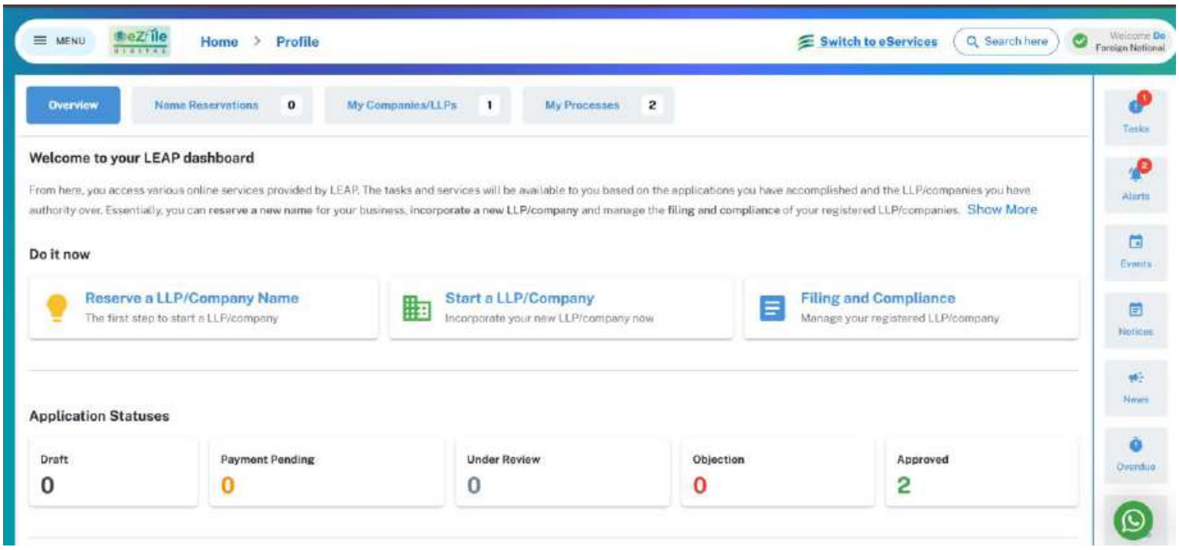
8. Authorized Officer/Authorized Intermediary logs in from their account and apply the PIN. Only the declarant will be able to submit the application, not the applicant.
9. Applicant clicks on 'Submit' button.
10. System displays the success screen. Applicant clicks on 'Go to Home Screen' button.

25.Division or Amalgamation of Statutory funds

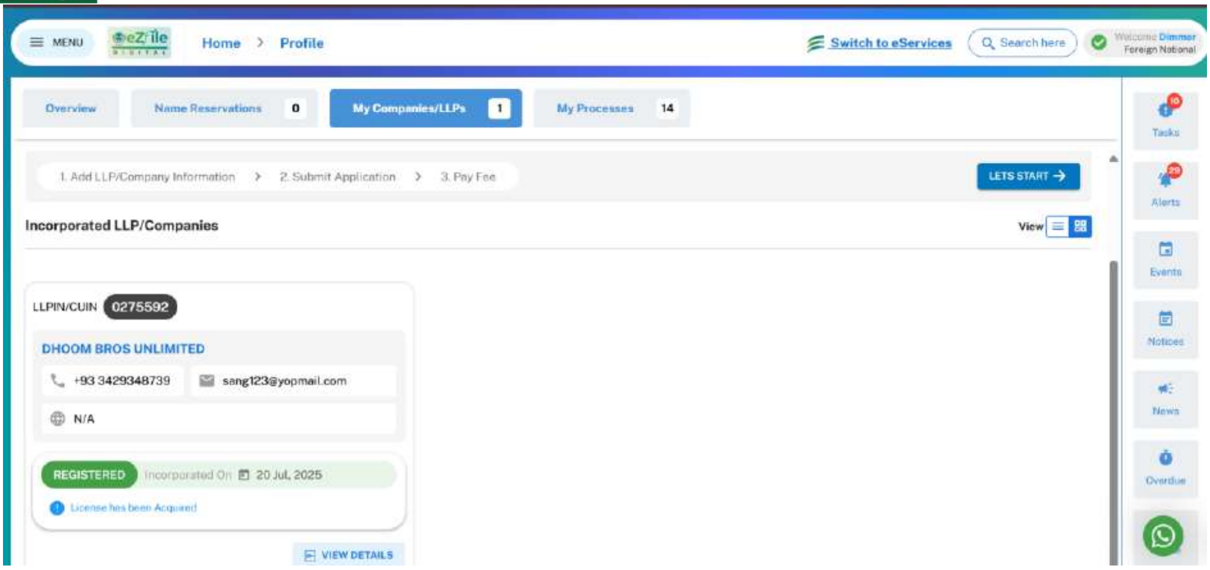
1. **Applicant** logs in to his/her registered account using valid credentials.



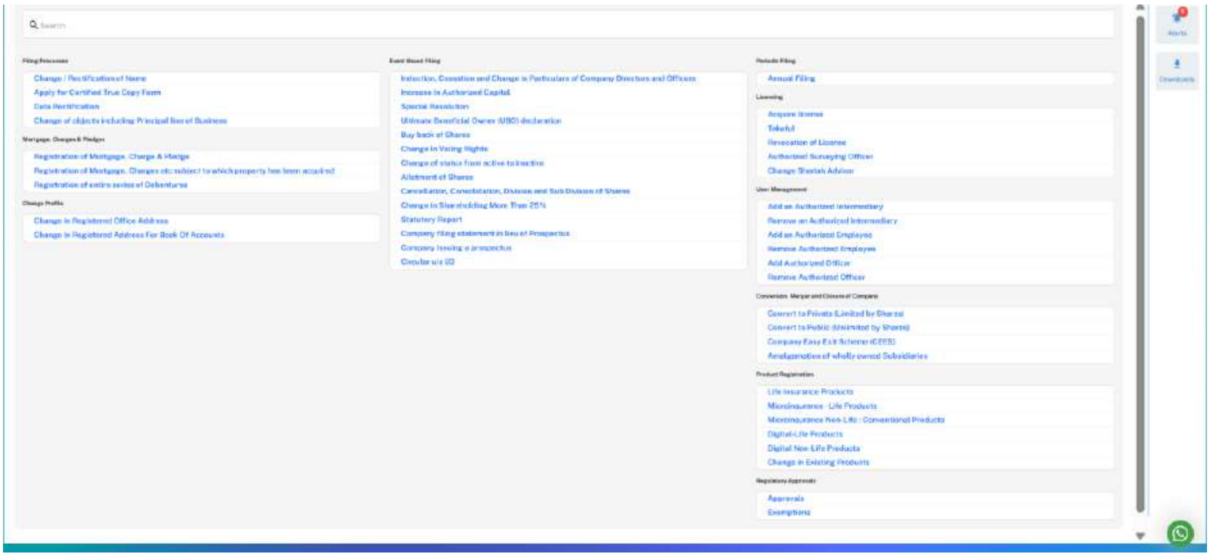
2. The Applicant will land on his/her landing page.



3. From My Companies/LLPs, applicant clicks on ‘View Details’ button on the company card.

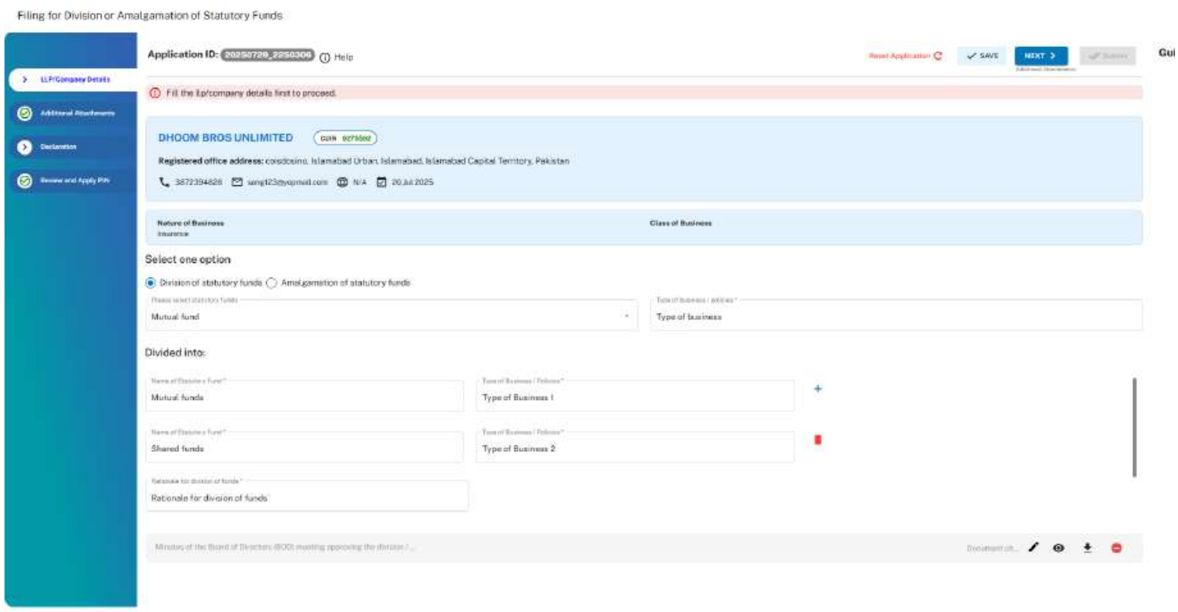


4. From the company dashboard, the applicant clicks on ‘Approvals’ under the Regulatory Approvals section.

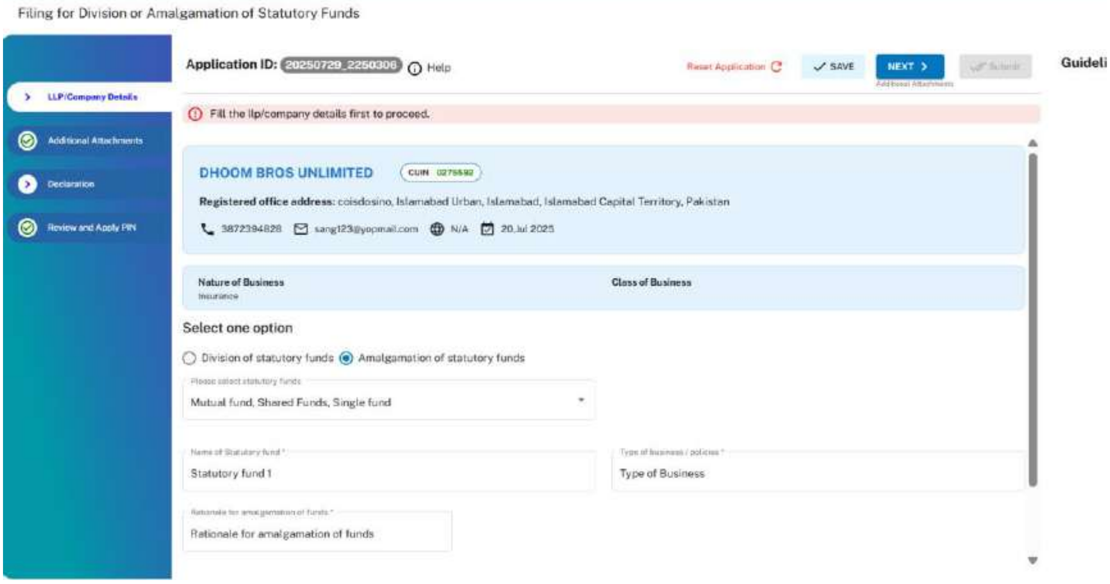


5. From the radio buttons, the applicant selects ‘Division or Amalgamation of Statutory funds’ and clicks on ‘Proceed’ button.

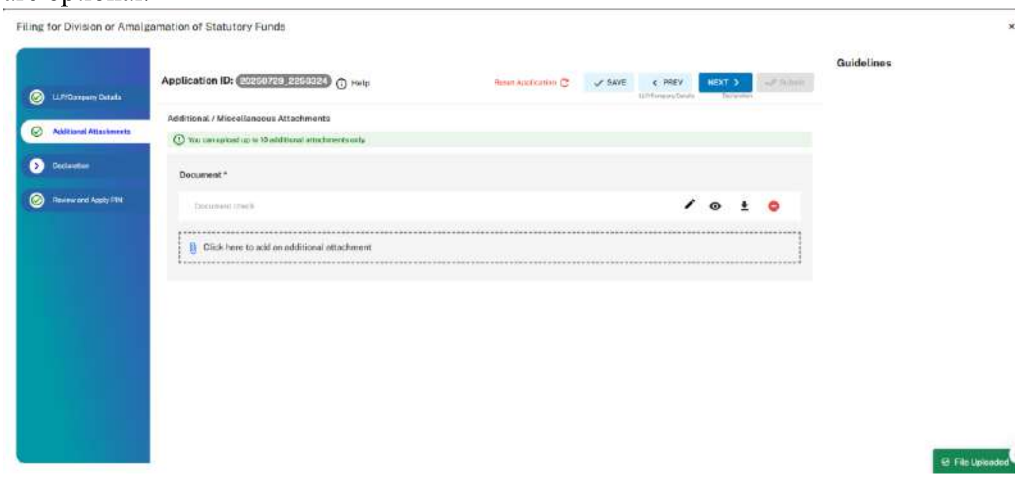
6. **6.** Applicant can view the company information and select one option.
   a. If the applicant selects 'Division of statutory funds', the applicant selects the statutory funds and enters the type of business/policies. Applicant also enters the details for divided into for which the applicant can add multiple rows. Applicant also attaches the document for minutes of BOD meeting.



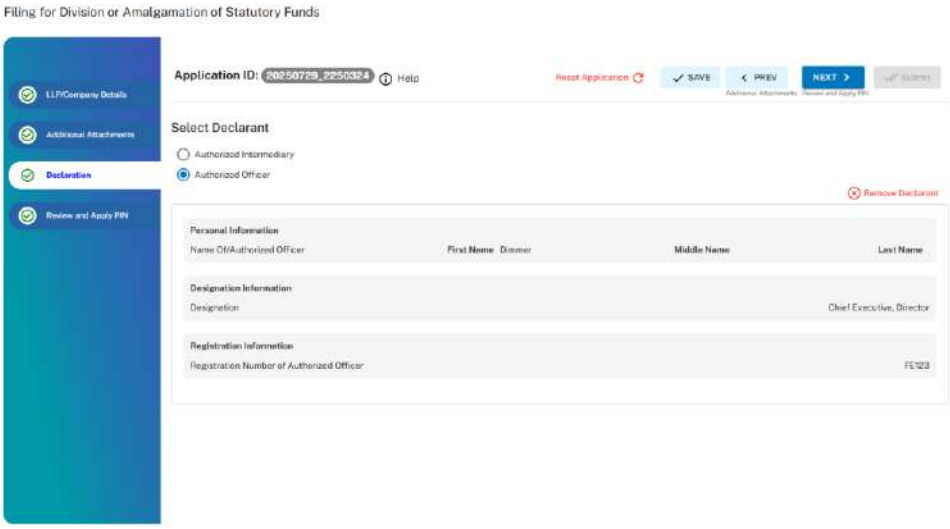
   b. If the applicant selects 'Amalgamation of statutory funds', the applicant selects the statutory funds from a checklist, enters the details of amalgamated funds and attaches the document for minutes of BOD meeting.



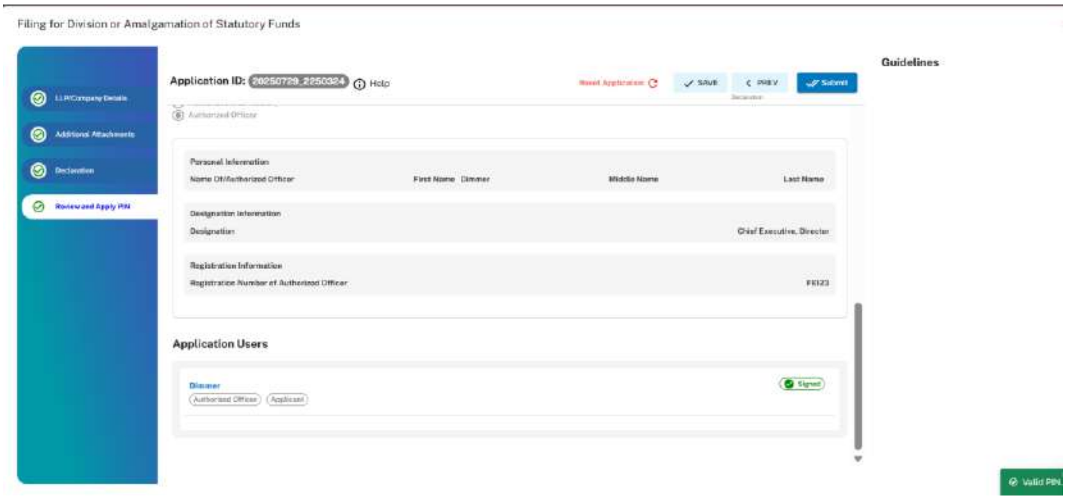
7. Next section is the 'Attachments' section. Applicant can add 10 supporting documents which are optional.



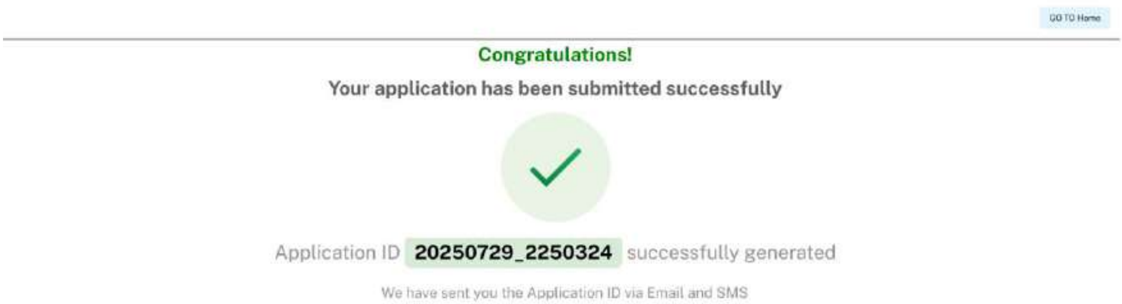
8. Next is the declaration section. If the applicant clicks on 'Authorized officer' under 'Declarant Profession/Designation' and an authorized officer exists for the company, the system will display declarant name and CNIC/NICOP/Passport No. If the applicant clicks on 'Authorized Intermediary' under 'Declarant Profession/Designation' and an authorized intermediary exists for the company, the system will display declarant name and registration number of authorized intermediary.



9. Authorized Officer/Authorized Intermediary logs in from their account and apply the PIN. Only the declarant will be able to submit the application, not the applicant.

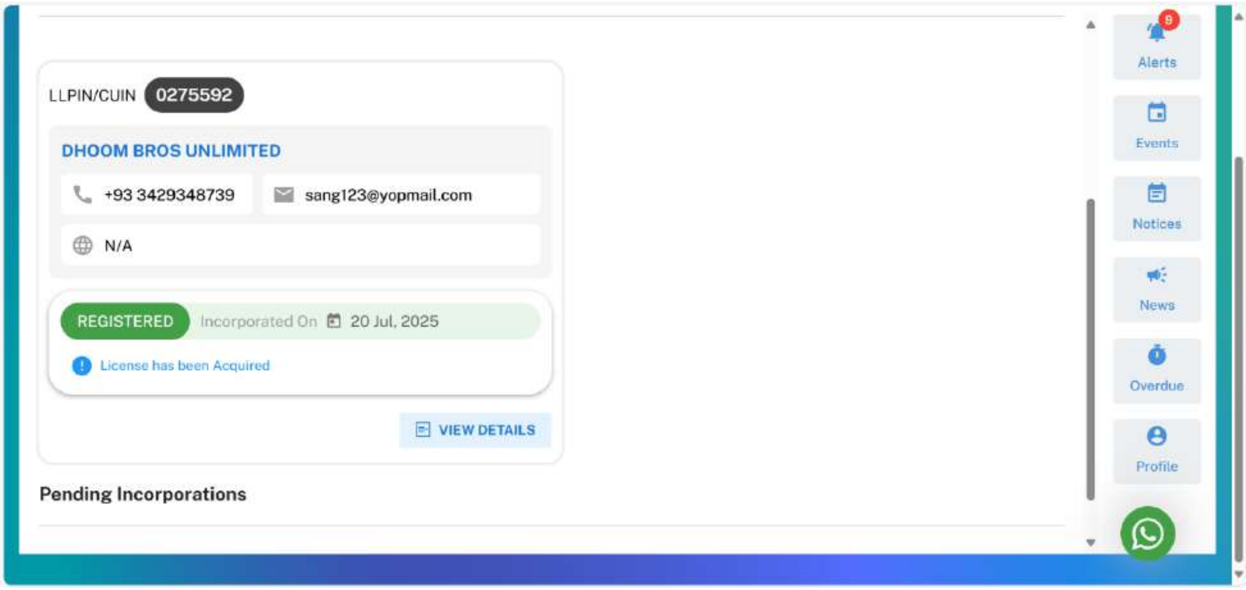


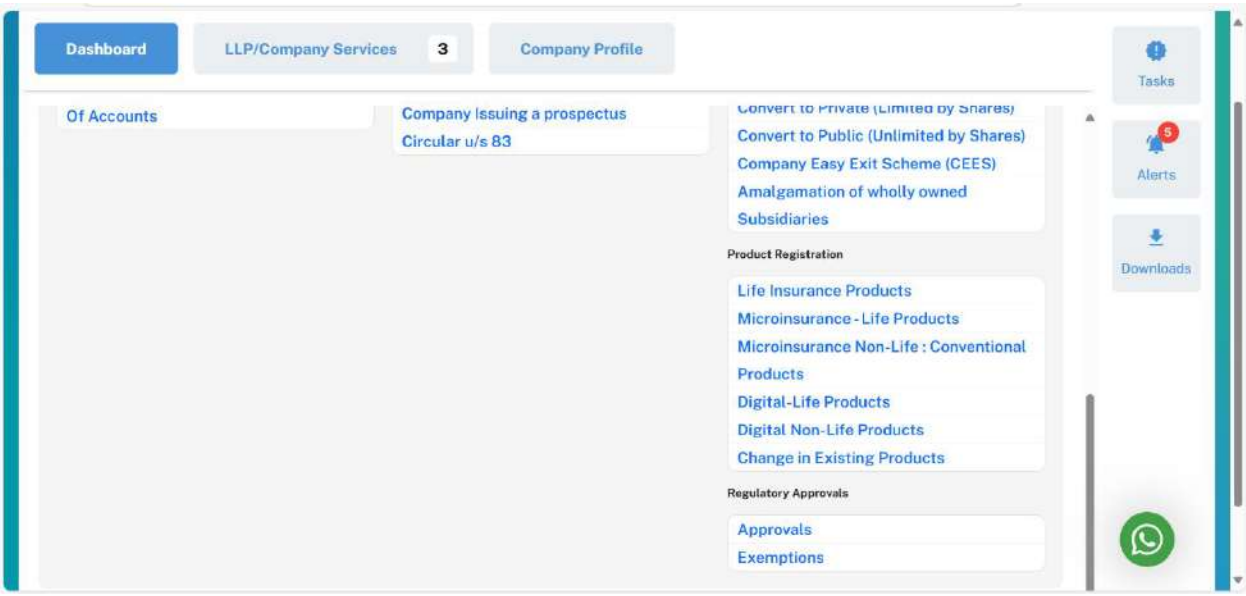
10. Applicant clicks on 'Submit' button.
11. System displays the success screen. Applicant clicks on 'Go to Home Screen' button.



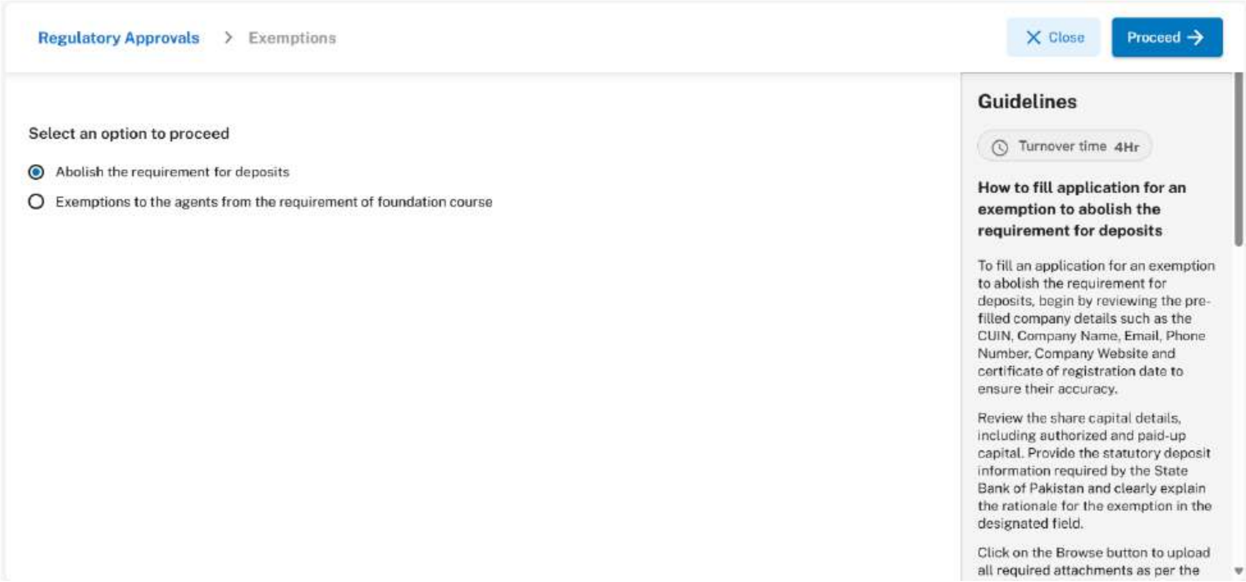
26. Abolish the Requirements for Deposits

1. Applicant logs in to his/her registered account. The applicant lands on his/her landing page and navigates to 'My Companies/ LLPs' tab. The applicant selects the company for which license has been acquired and moves to the company dashboard. From the dashboard, the applicant selects 'Exemptions' under the 'Regulatory Approvals' section.

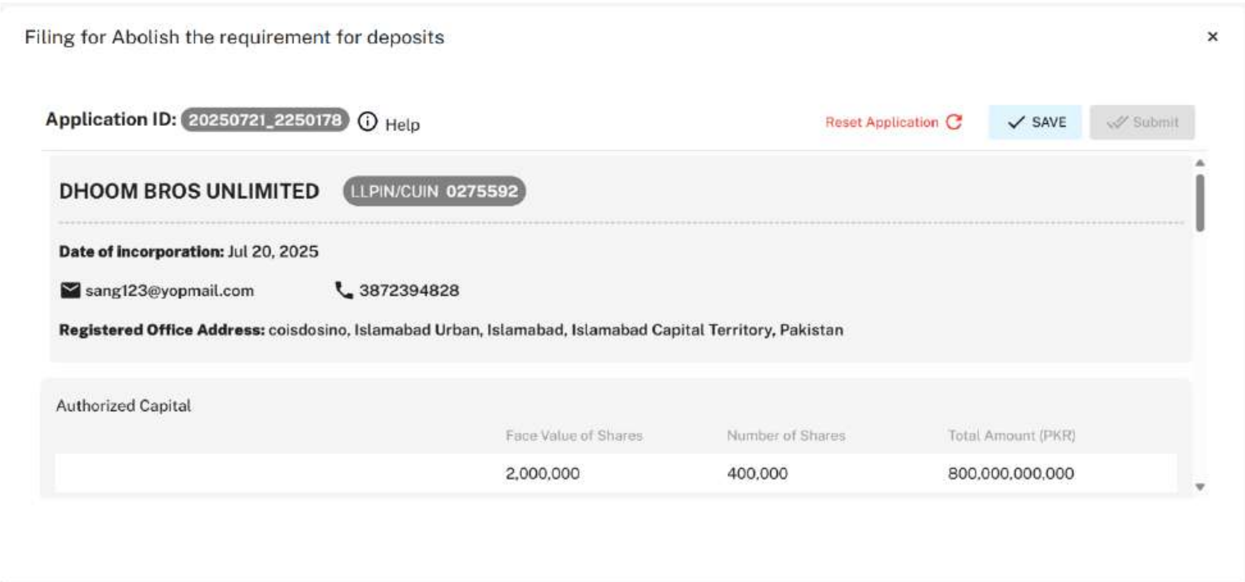


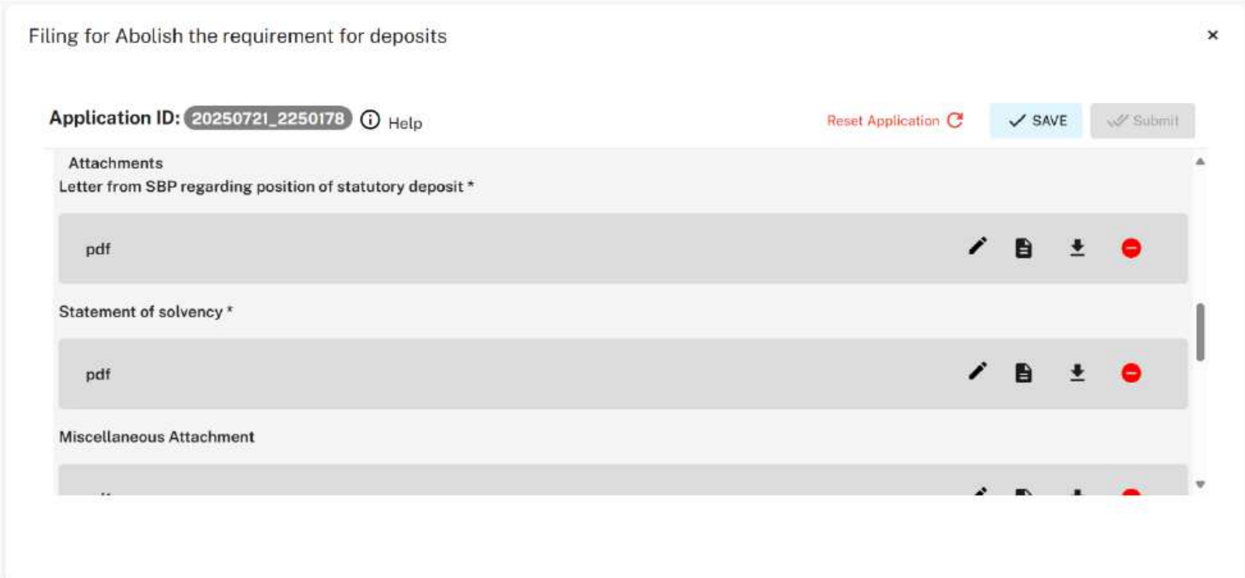


2. The applicant selects 'Abolish the Requirement for Deposits' and clicks on 'Proceed'.

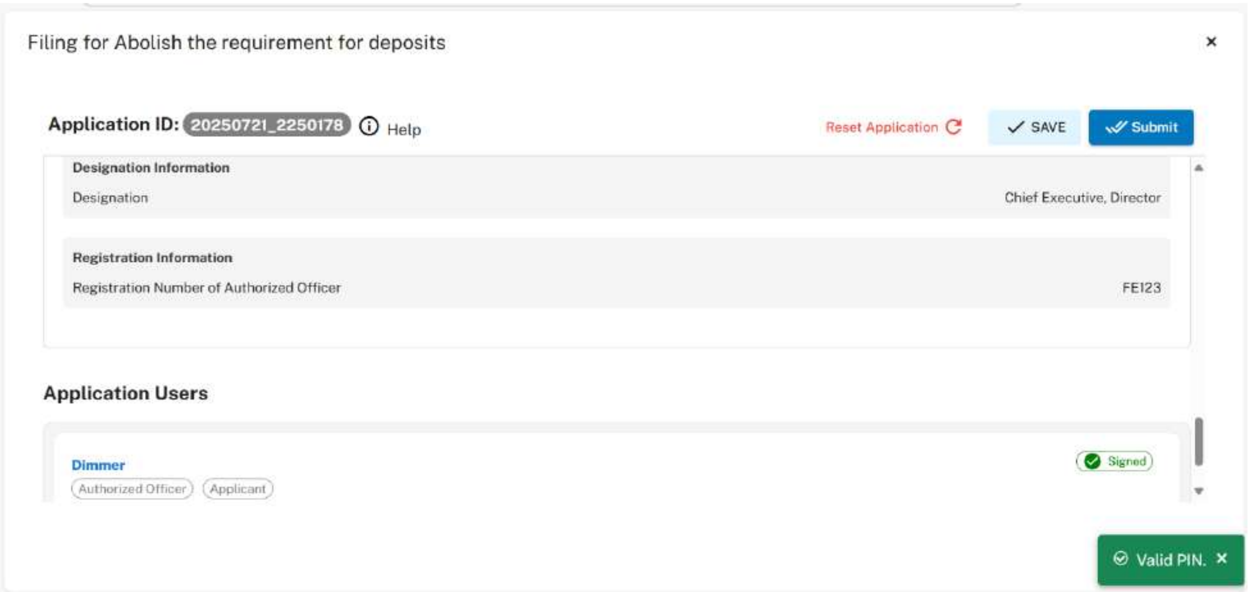


3. The system opens the complete application form for entering relevant details for abolishing the requirement for deposits. It displays the Company Card/ Profile, a prefilled section for Authorized and Paid-up Capitals, requires inputs for Statutory deposit to state bank of Pakistan, Rationale for Exemptions and supporting attachments.





4. The applicant fills in the required inputs and moves to the ‘Declaration’ section where the applicant can select an “Authorized Intermediary” or an “Authorized Officer” as declarant. If the applicant clicks on ‘Authorized officer’ under ‘Select Declarant’ and an authorized officer exists for the company, the system will display declarant name and CNIC/NICOP/Passport No and provides field to apply pin. If the applicant clicks on ‘Authorized Intermediary’ under ‘Select Declarant’ and an authorized intermediary exists for the company, the system will display declarant name and registration number of authorized intermediary and provides field to apply pin. The declarant applies the PIN; in case of valid PIN, the system enables the “Submit” button. Declarant clicks on ‘Submit’ button.



5. Applicant clicks on ‘Go to Home Screen’ button and can view the status of their application on their home page.

GO TO Home

Congratulations!

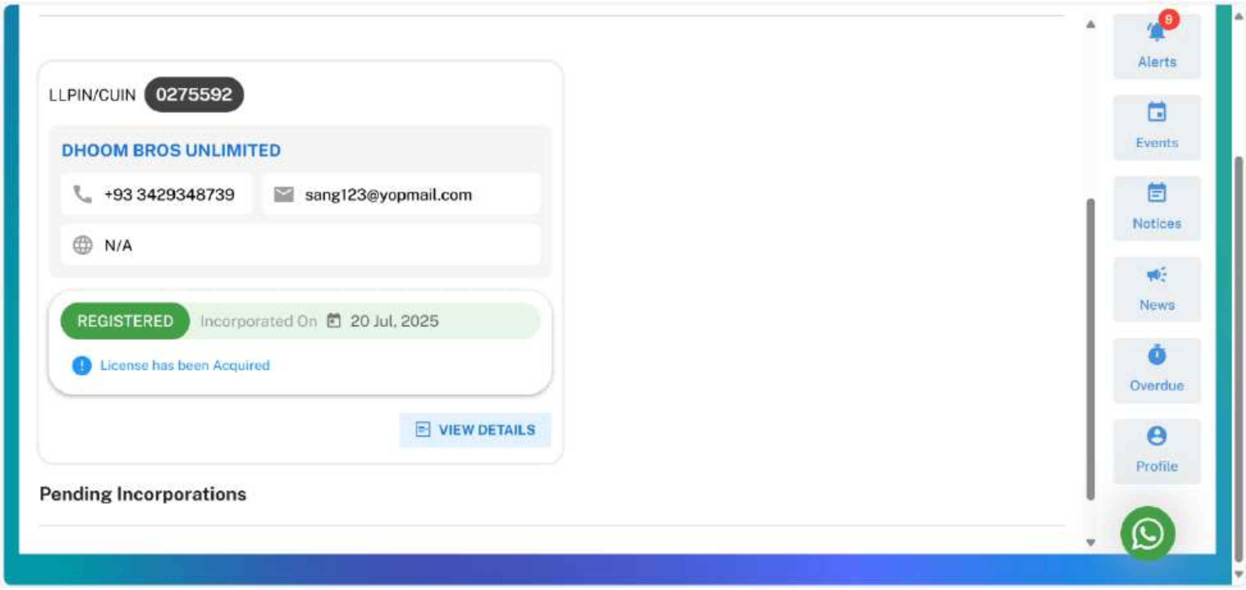
Your application has been submitted successfully

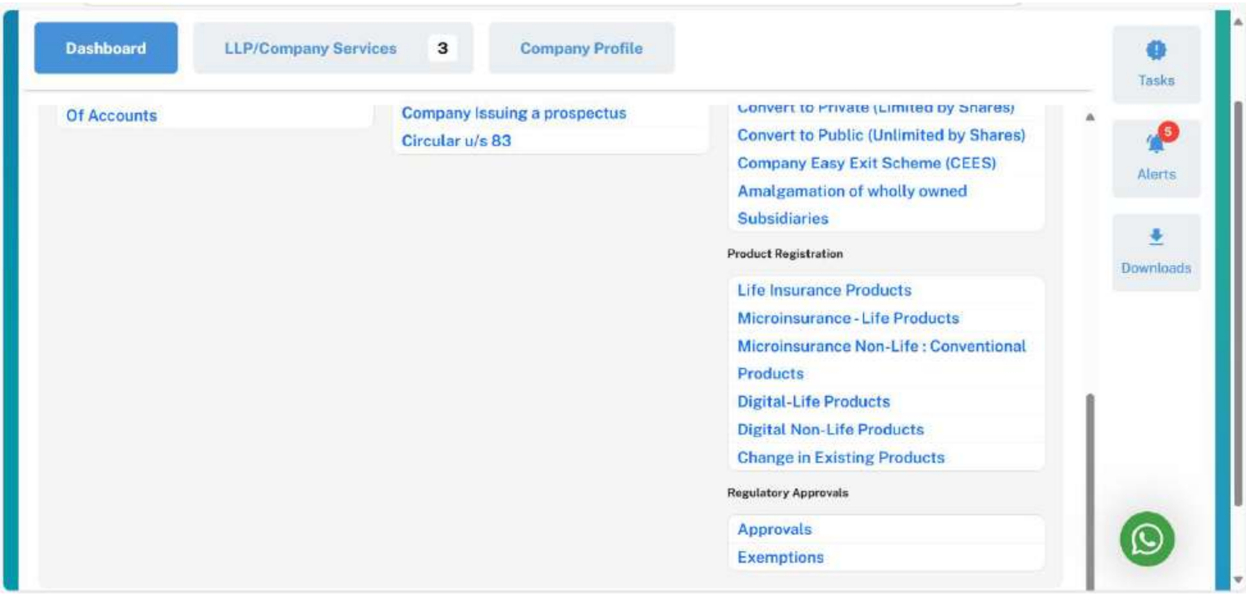
Application ID **20250721_2250175** successfully generated

We have sent you the Application ID via Email and SMS

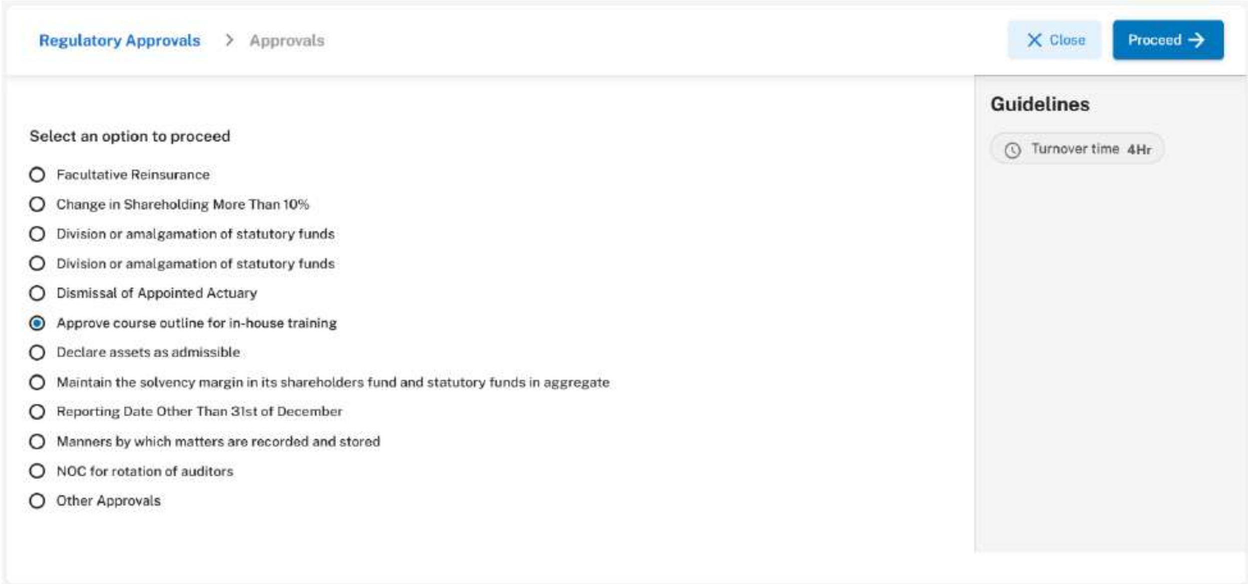
27. Approve Course Outline for In-house Training

1. Applicant logs in to his/her registered account. The applicant lands on his/her landing page and navigates to ‘My Companies/ LLPs’ tab. The applicant selects the company for which license has been acquired and moves to the company dashboard. From the dashboard, the applicant selects ‘Approvals’ under the ‘Regulatory Approvals’ section.

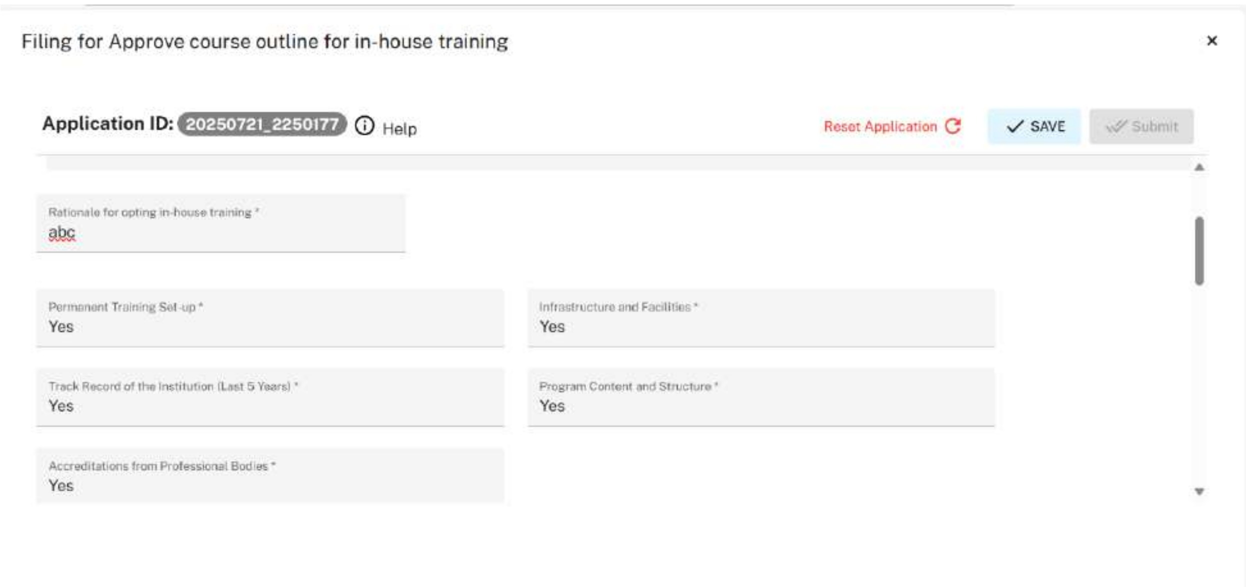




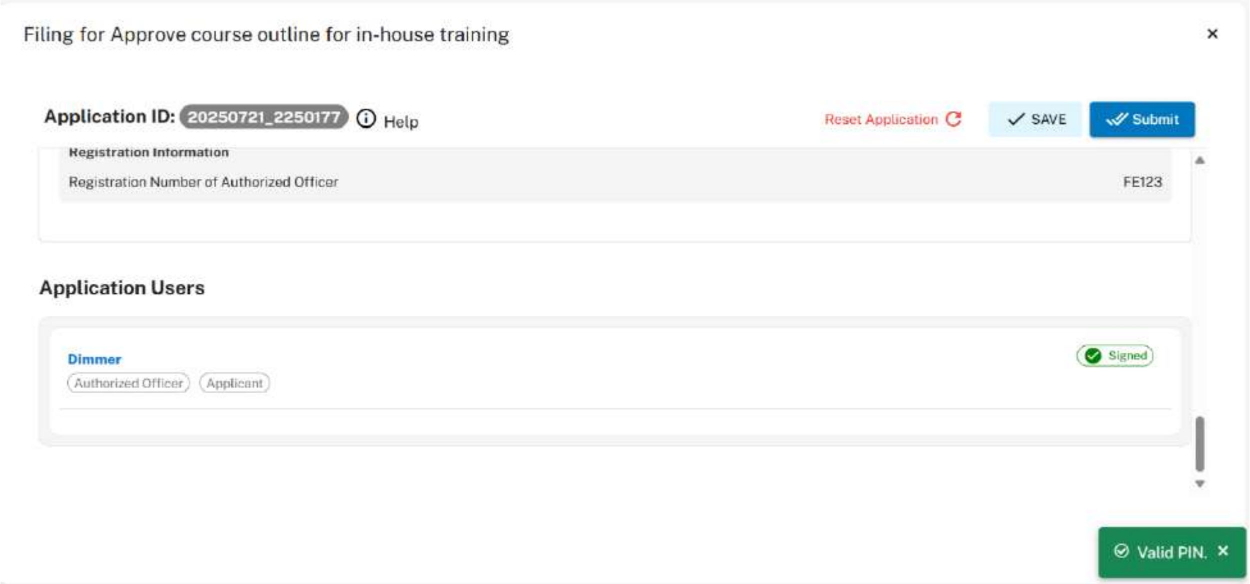
2. The applicant selects ‘Approve Course outline of in-house Training’ and clicks on ‘Proceed’.



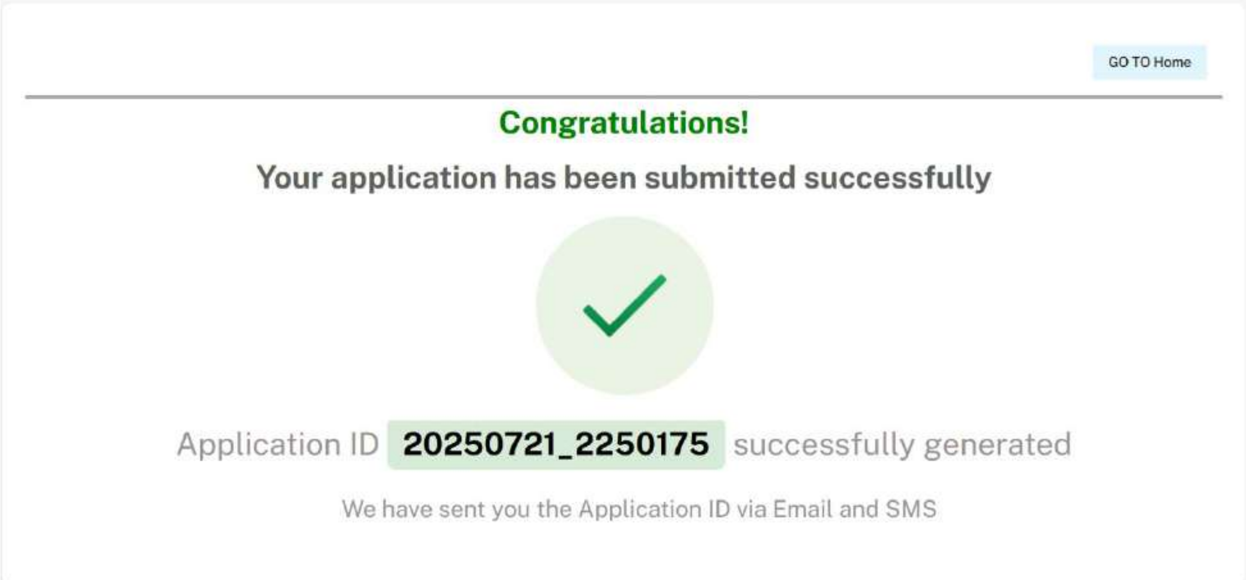
3. The system opens the complete application form for entering relevant details for approving course outline for in-house training. It displays the Company Card/ Profile, requires input for: Rationale for opting in-house training, Criteria, Key resource (faculty) profile/CV, and relevant attachments.



4. The applicant fills in the required inputs and moves to the ‘Declaration’ section where the applicant can select an “Authorized Intermediary” or an “Authorized Officer” as declarant. If the applicant clicks on ‘Authorized officer’ under ‘Select Declarant’ and an authorized officer exists for the company, the system will display declarant name and CNIC/NICOP/Passport No and provides field to apply pin. If the applicant clicks on ‘Authorized Intermediary’ under ‘Select Declarant’ and an authorized intermediary exists for the company, the system will display declarant name and registration number of authorized intermediary and provides field to apply pin. The declarant applies the PIN; in case of valid PIN, the system enables the “Submit” button. Declarant clicks on ‘Submit’ button.

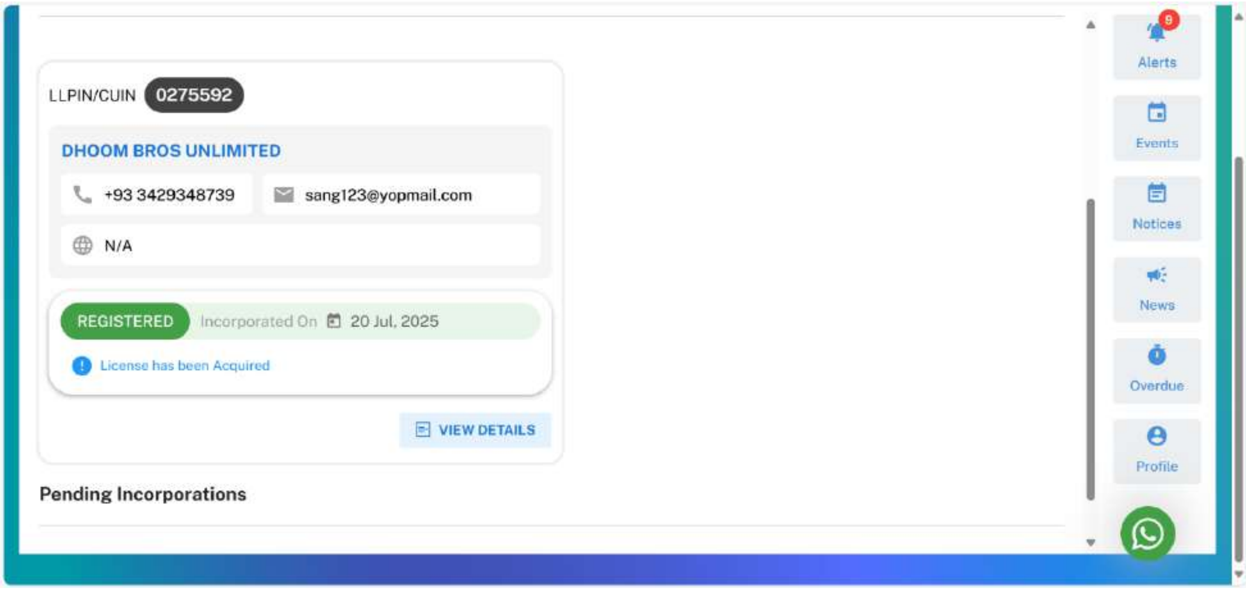


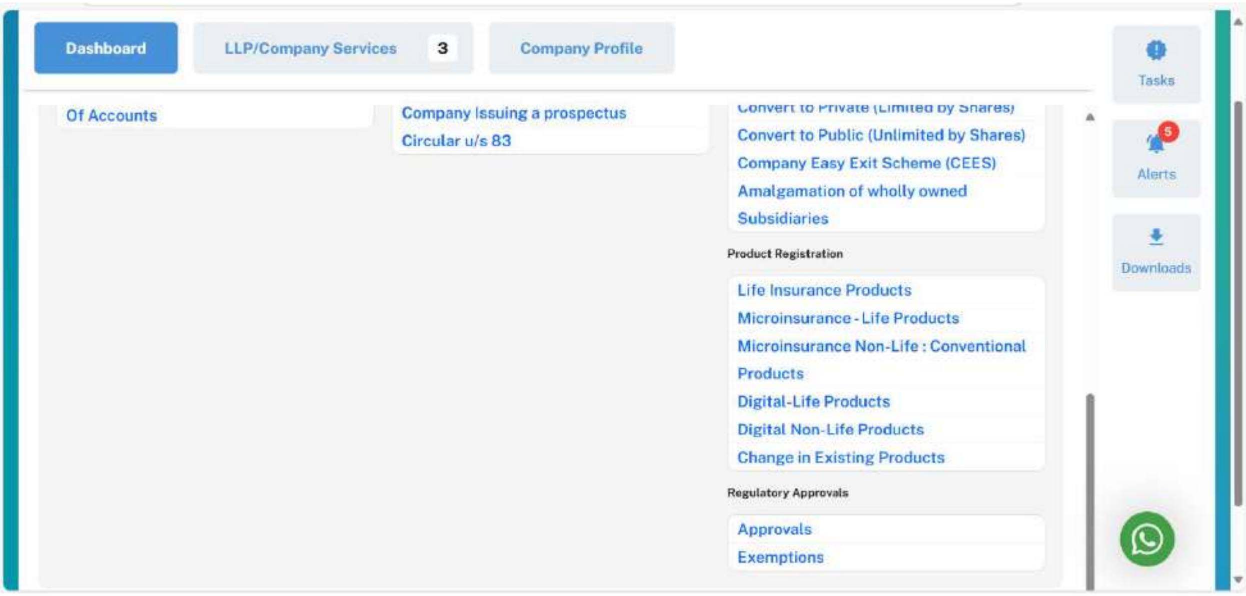
5. Applicant clicks on ‘Go to Home Screen’ button and can view the status of their application on their home page.



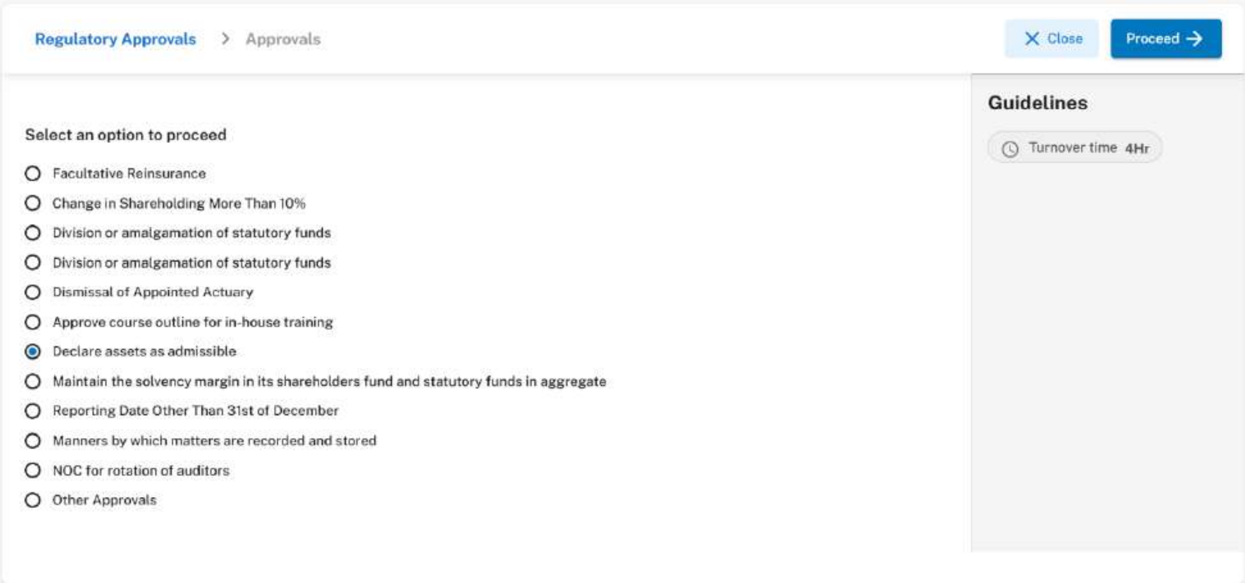
28. Declare Assets as Admissible

1. Applicant logs in to his/her registered account. The applicant lands on his/her landing page and navigates to ‘My Companies/ LLPs’ tab. The applicant selects the company for which license has been acquired and moves to the company dashboard. From the dashboard, the applicant selects ‘Approvals’ under the ‘Regulatory Approvals’ section.

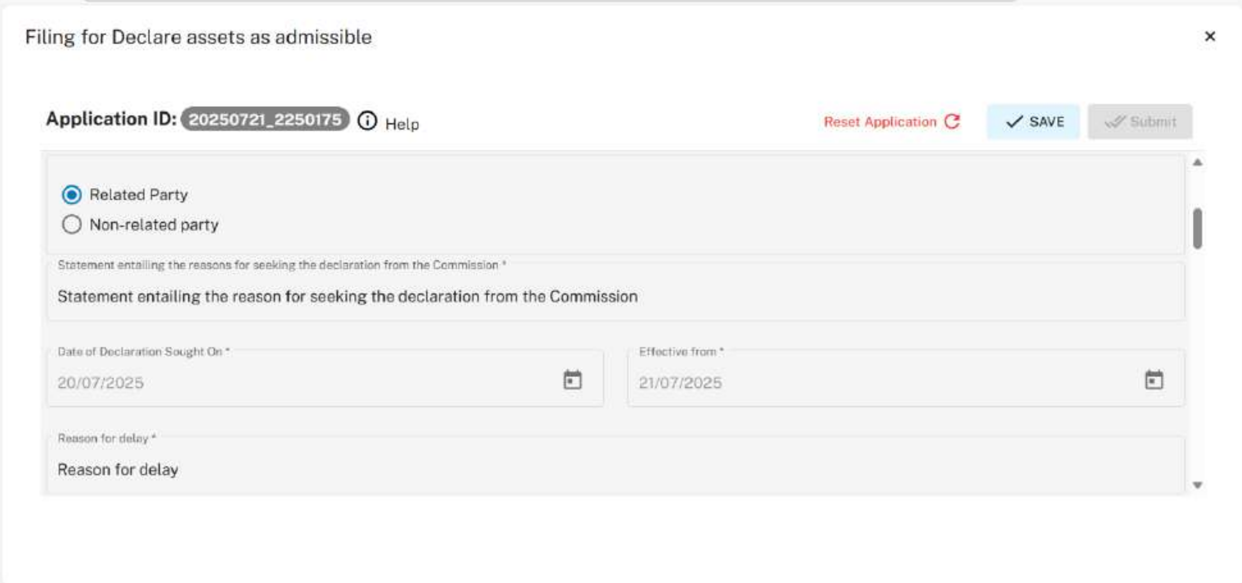


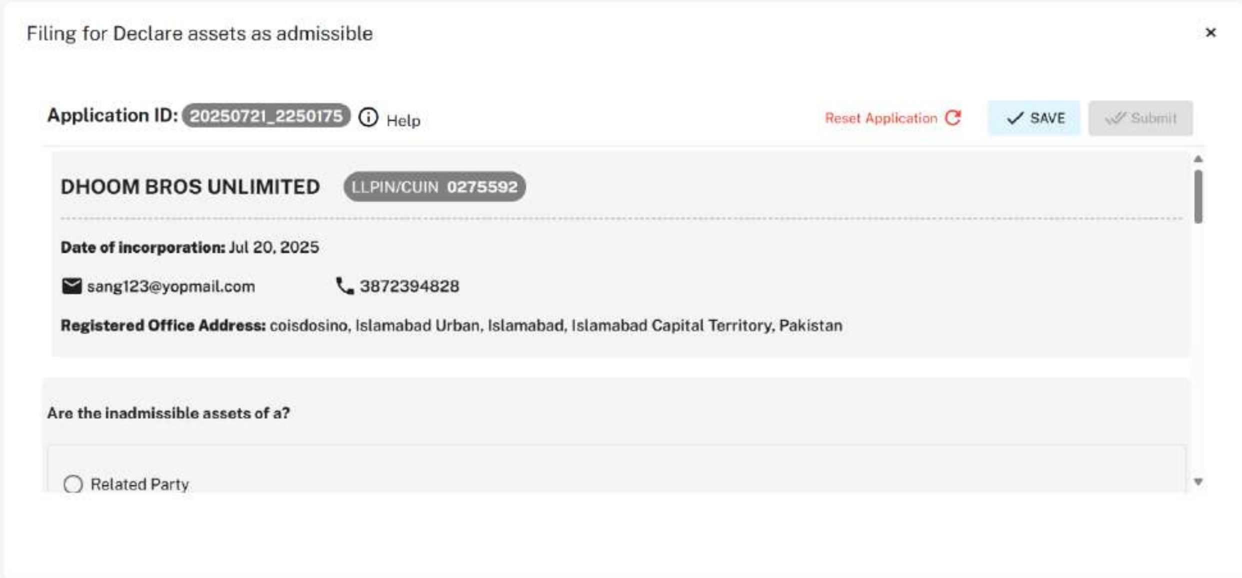


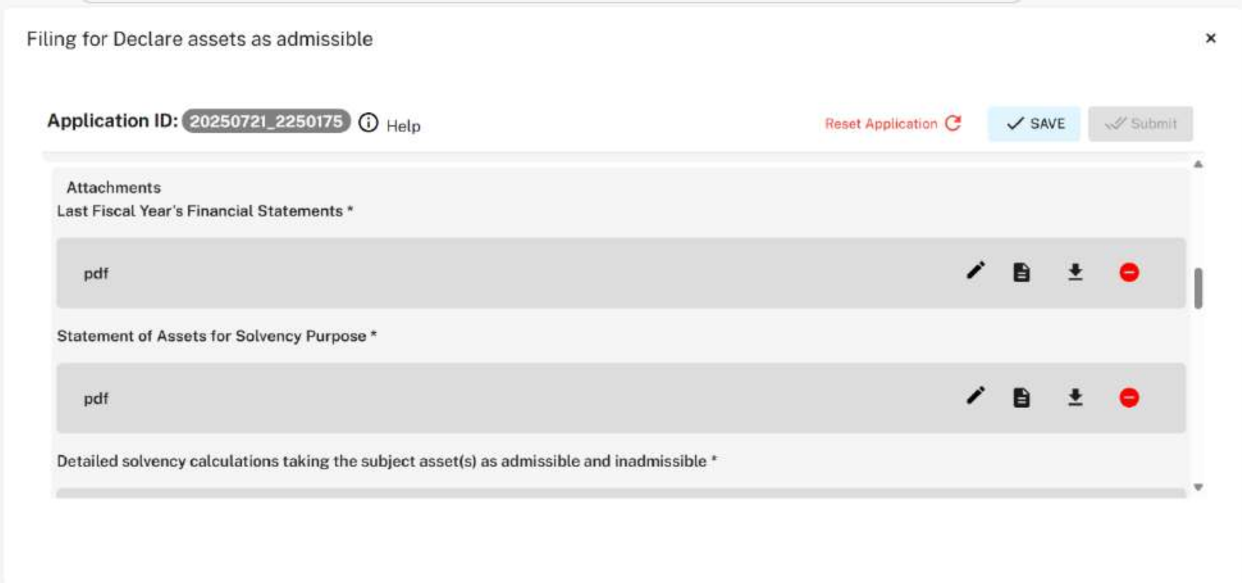
2. The applicant selects 'Declare Assets as Admissible’ and clicks on ‘Proceed’.



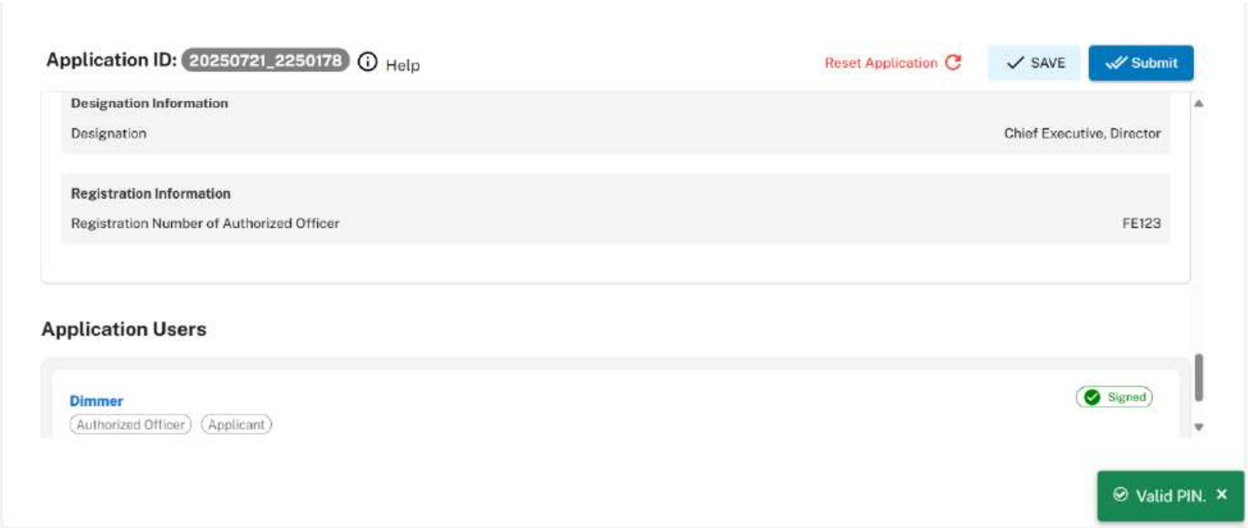
3. The system opens the complete application form for entering relevant details for declaring assets as admissible. It displays the Company Card/ Profile, takes input whether the inadmissible assets belong to a “Related Party” or a “Non-related Party”, “Statement entailing the reasons for seeking the declaration from the Commission”, “Date of Declaration sought on”, “Effective date”, and in case effective date is less than 90 days from date of declaration sought on, “Reason for Delay” is also required. The applicant also attaches the required documents.


Filing for Declare assets as admissible
Application ID: 20250721_2250175 Help
Reset Application
SAVE
Submit
Related Party
Non-related party
Statement entailing the reasons for seeking the declaration from the Commission *
Statement entailing the reason for seeking the declaration from the Commission
Date of Declaration Sought On *
20/07/2025
Effective from *
21/07/2025
Reason for delay *
Reason for delay

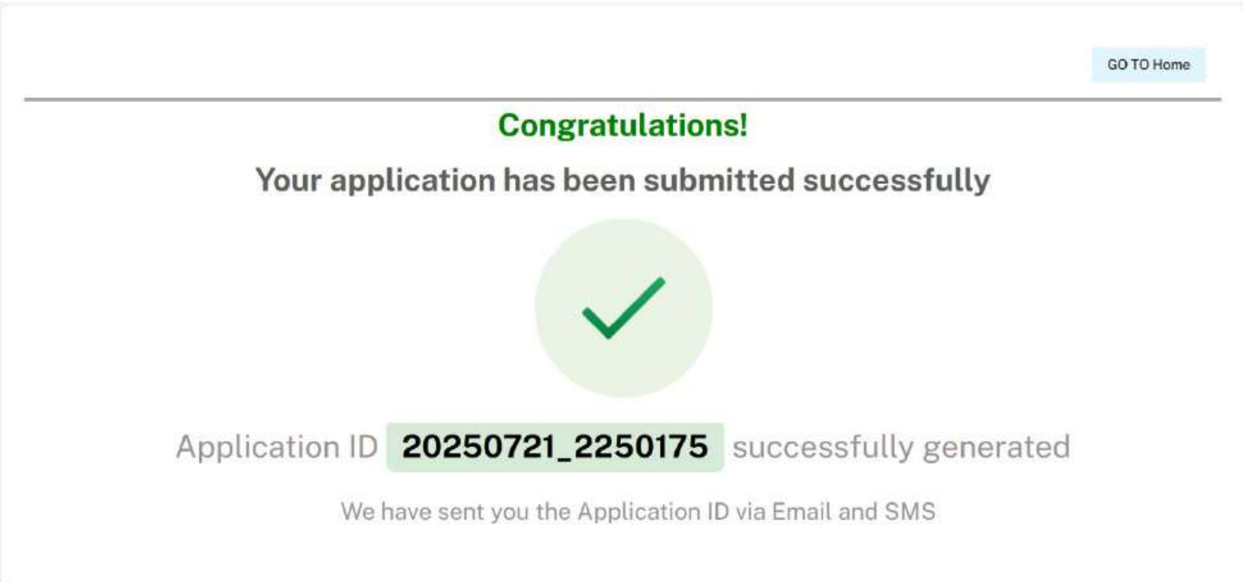

Filing for Declare assets as admissible
Application ID: 20250721_2250175 Help
Reset Application
SAVE
Submit
DHOOM BROS UNLIMITED
LLPIN/CUIN 0275592
Date of incorporation: Jul 20, 2025
sang123@yopmail.com
3872394828
Registered Office Address: coisdosino, Islamabad Urban, Islamabad, Islamabad Capital Territory, Pakistan
Are the inadmissible assets of a?
Related Party


Filing for Declare assets as admissible
Application ID: 20250721_2250175 Help
Reset Application
SAVE
Submit
Attachments
Last Fiscal Year's Financial Statements *
pdf
Statement of Assets for Solvency Purpose *
pdf
Detailed solvency calculations taking the subject asset(s) as admissible and inadmissible *

4. The applicant fills in the required inputs and moves to the 'Declaration' section where the applicant can select an "Authorized Intermediary" or an "Authorized Officer" as declarant. If the applicant clicks on 'Authorized officer' under 'Select Declarant' and an authorized officer exists for the company, the system will display declarant name and CNIC/NICOP/Passport No and provides field to apply pin. If the applicant clicks on 'Authorized Intermediary' under 'Select Declarant' and an authorized intermediary exists for the company, the system will display declarant name and registration number of authorized intermediary and provides field to apply pin. The declarant applies the PIN; in case of valid PIN, the system enables the "Submit" button. Declarant clicks on 'Submit' button.

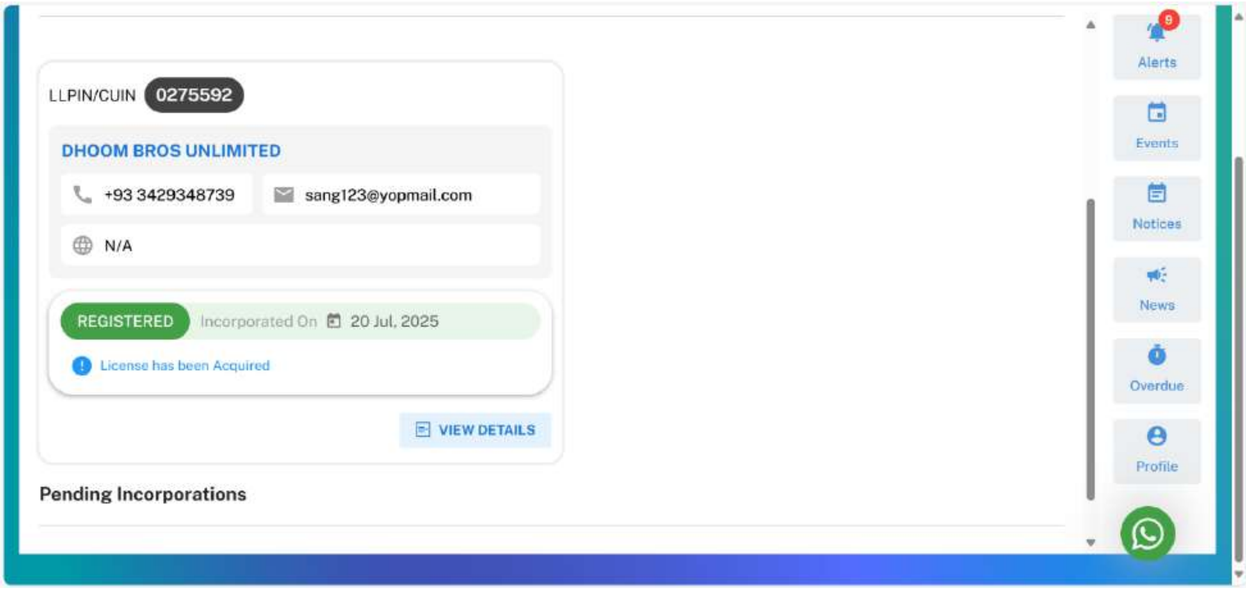


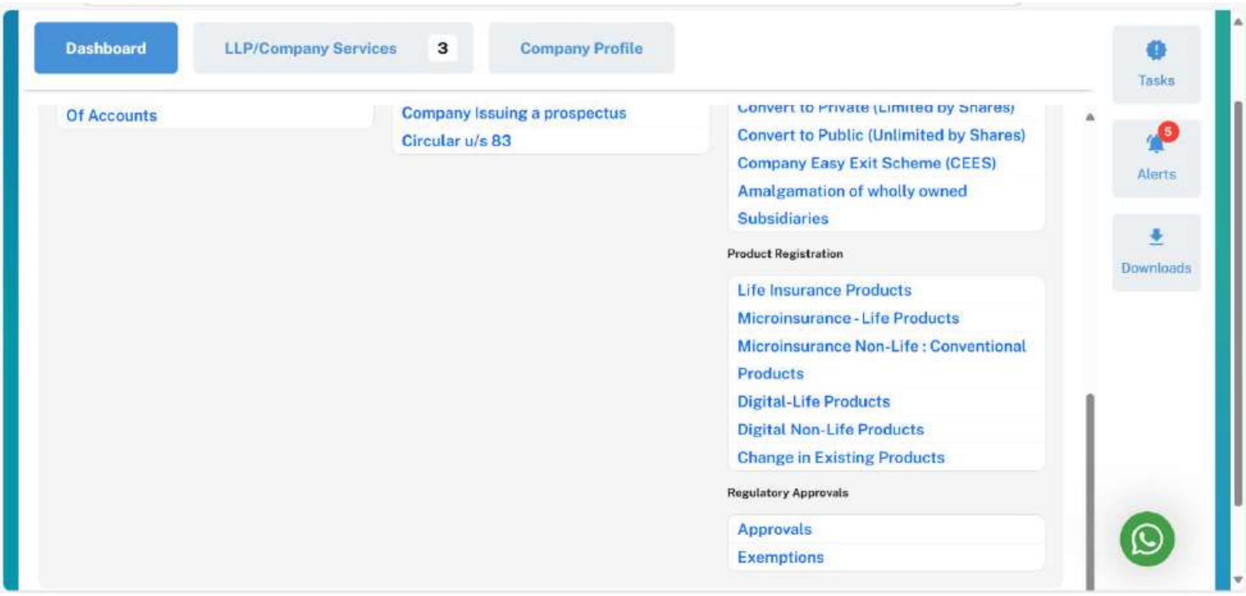
5. Applicant clicks on 'Go to Home Screen' button and can view the status of their application on their home page.



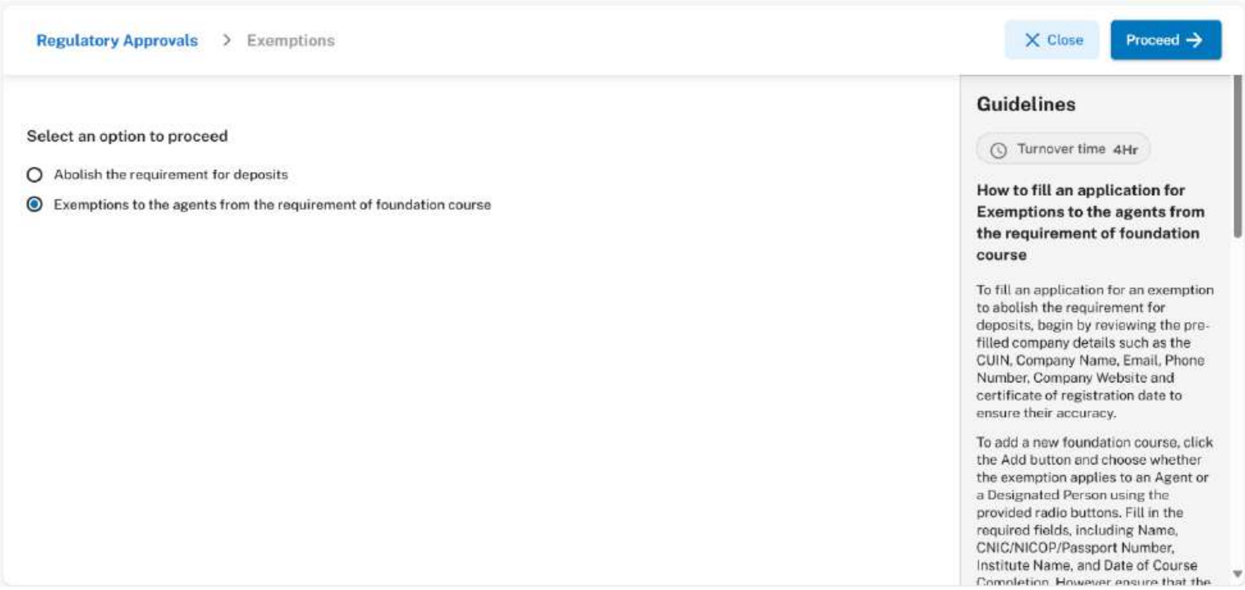
29.Exemptions to the Agents from the Requirements of Foundation Course

1. Applicant logs in to his/her registered account. The applicant lands on his/her landing page and navigates to ‘My Companies/ LLPs’ tab. The applicant selects the company for which license has been acquired and moves to the company dashboard. From the dashboard, the applicant selects ‘Exemptions’ under the ‘Regulatory Approvals’ section.

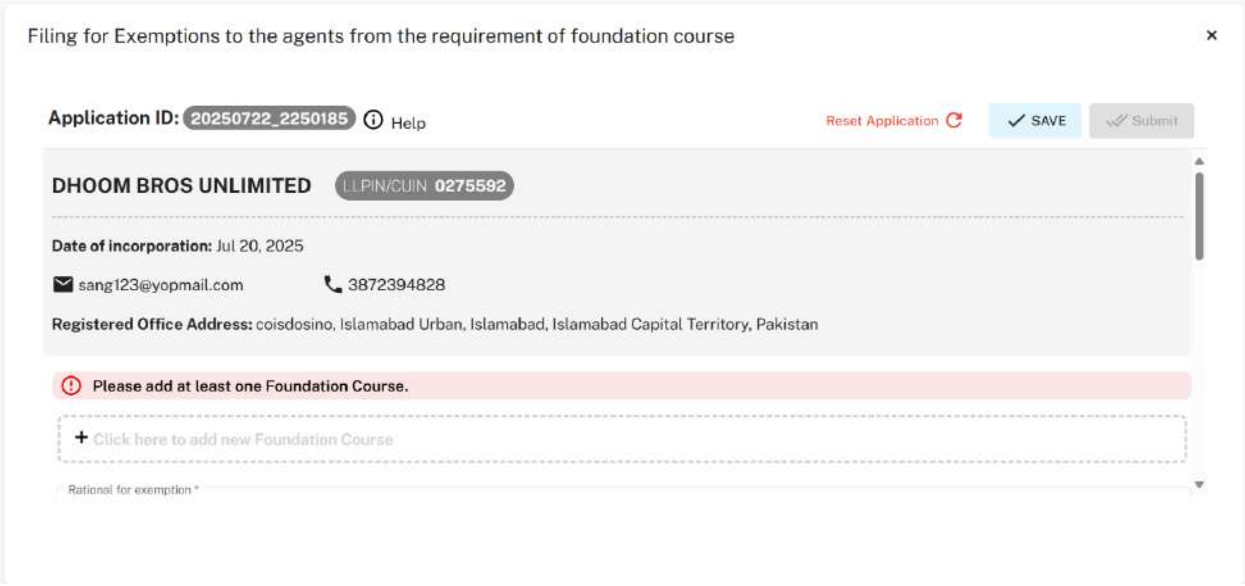


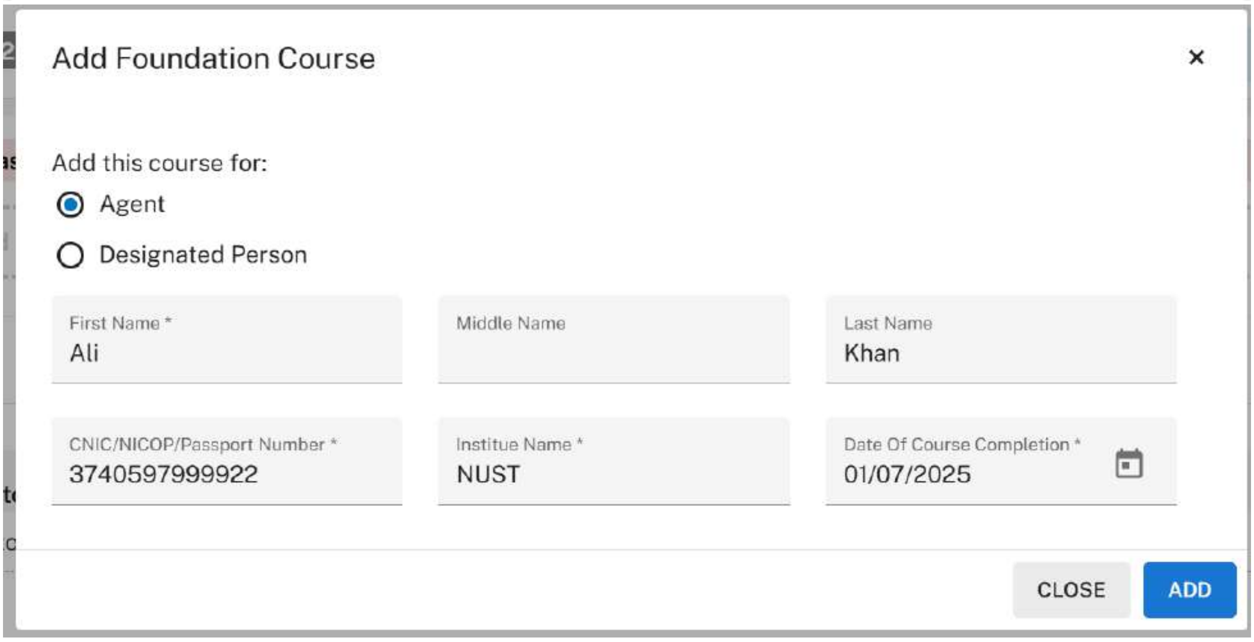


2. The applicant selects ‘Exemptions to the agents from the requirement of foundation course’ and clicks on ‘Proceed’.

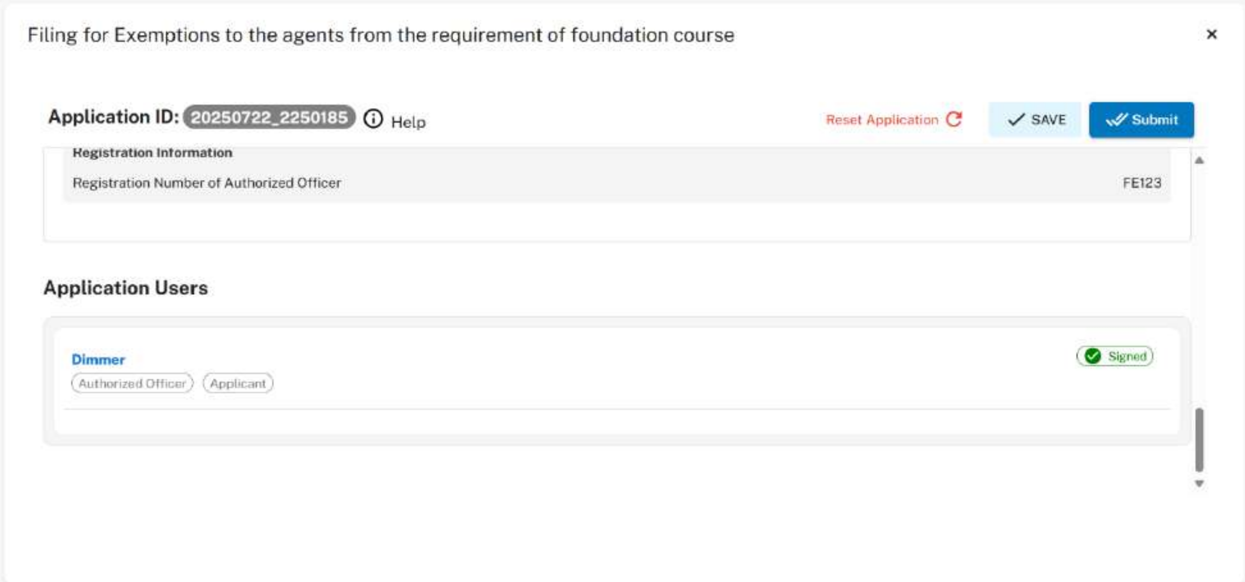


3. The system opens the complete application form for entering relevant details for exemptions to the agents from the requirement of foundation course. It displays the Company Card/ Profile, the applicant will have to click on the button for adding a new Foundation Course and the system will open a form for adding the foundation course, Rationale for Exemption' will also be required, the relevant attachments as well.

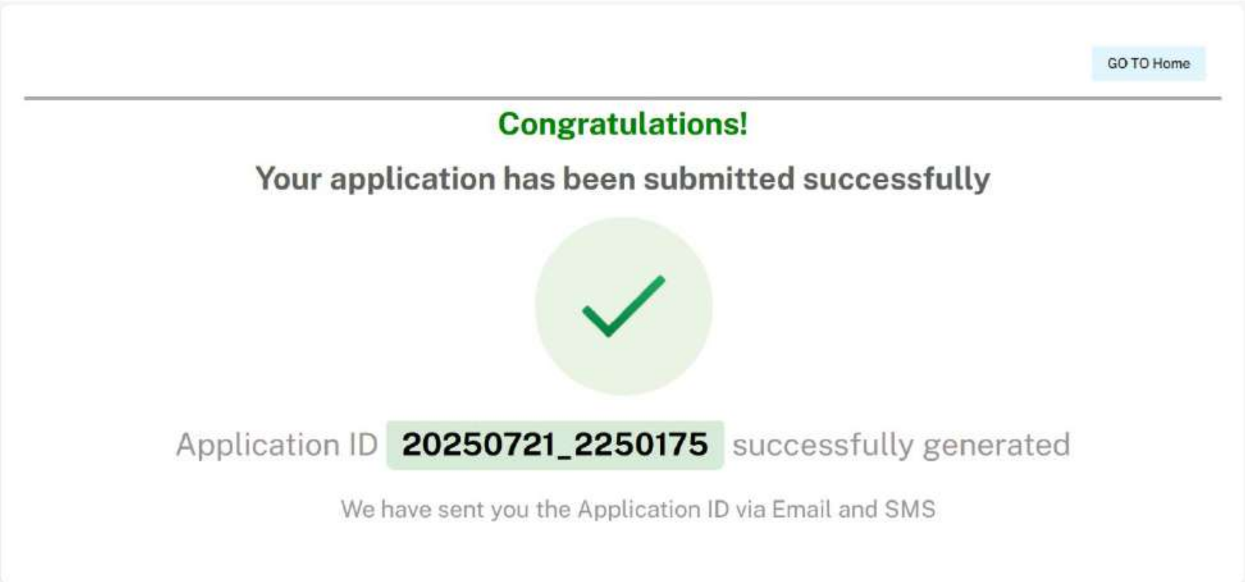




4. The applicant fills in the required inputs and moves to the 'Declaration' section where the applicant can select an "Authorized Intermediary" or an "Authorized Officer" as declarant. If the applicant clicks on 'Authorized officer' under 'Select Declarant' and an authorized officer exists for the company, the system will display declarant name and CNIC/NICOP/Passport No and provides field to apply pin. If the applicant clicks on 'Authorized Intermediary' under 'Select Declarant' and an authorized intermediary exists for the company, the system will display declarant name and registration number of authorized intermediary and provides field to apply pin. The declarant applies the PIN; in case of valid PIN, the system enables the "Submit" button. Declarant clicks on 'Submit' button.

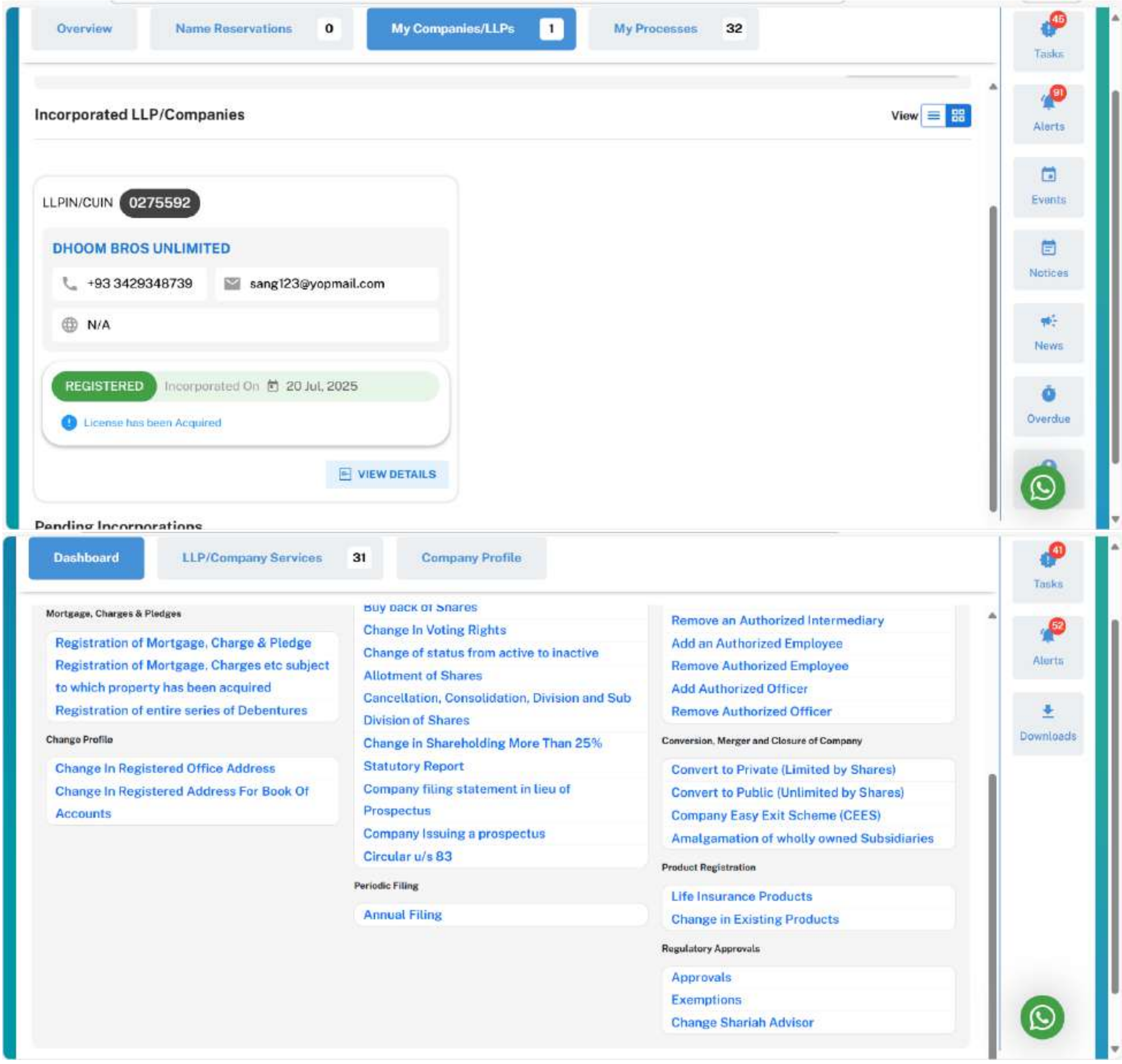


5. Applicant clicks on ‘Go to Home Screen’ button and can view the status of their application on their home page.

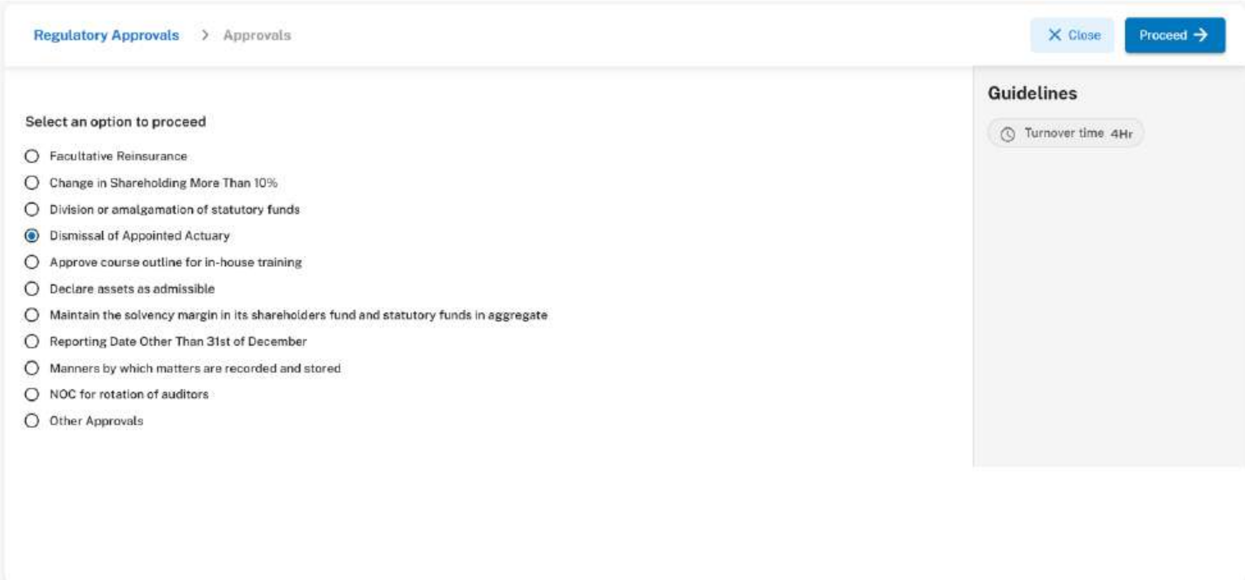


30.Dismissal of Appointed Actuary

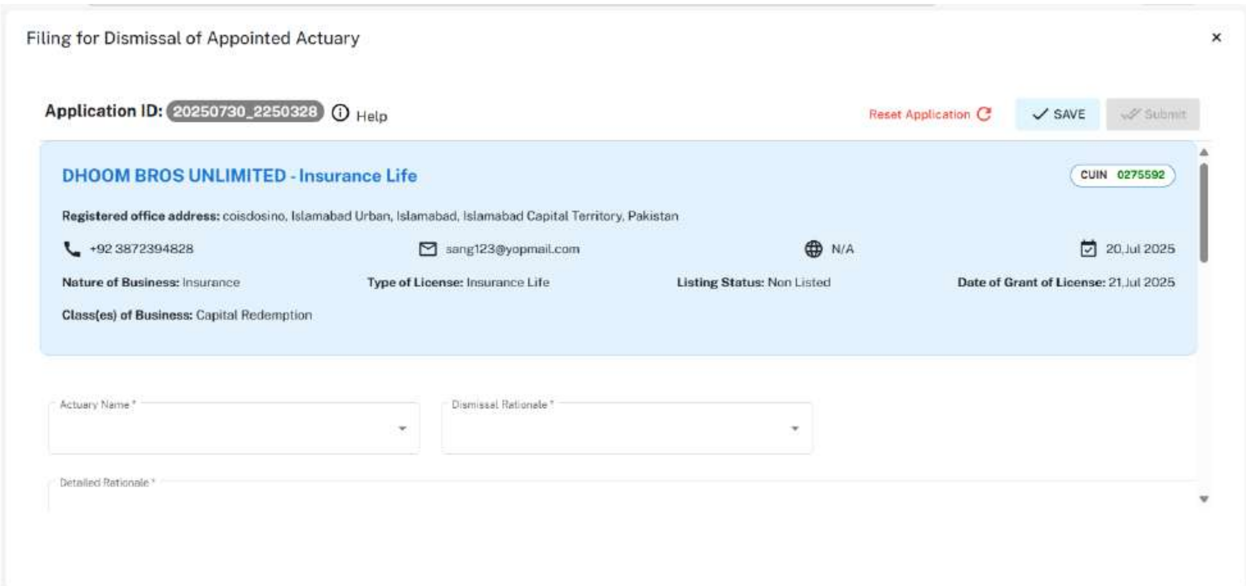
1. Applicant logs in to his/her registered account. The applicant lands on his/her landing page and navigates to ‘My Companies/ LLPs’ tab. The applicant selects the company for which license has been acquired and moves to the company dashboard. From the dashboard, the applicant selects ‘Approvals’ under the ‘Regulatory Approvals’ section.



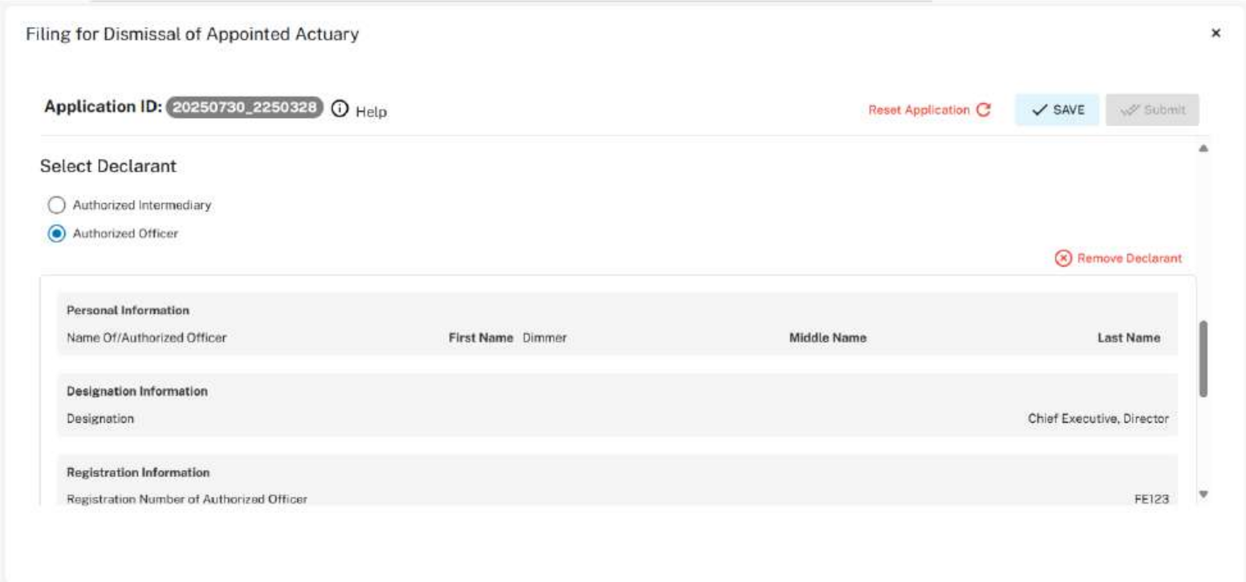
2. The applicant selects ‘Dismissal of Appointed Actuary’ and clicks on ‘Proceed’.

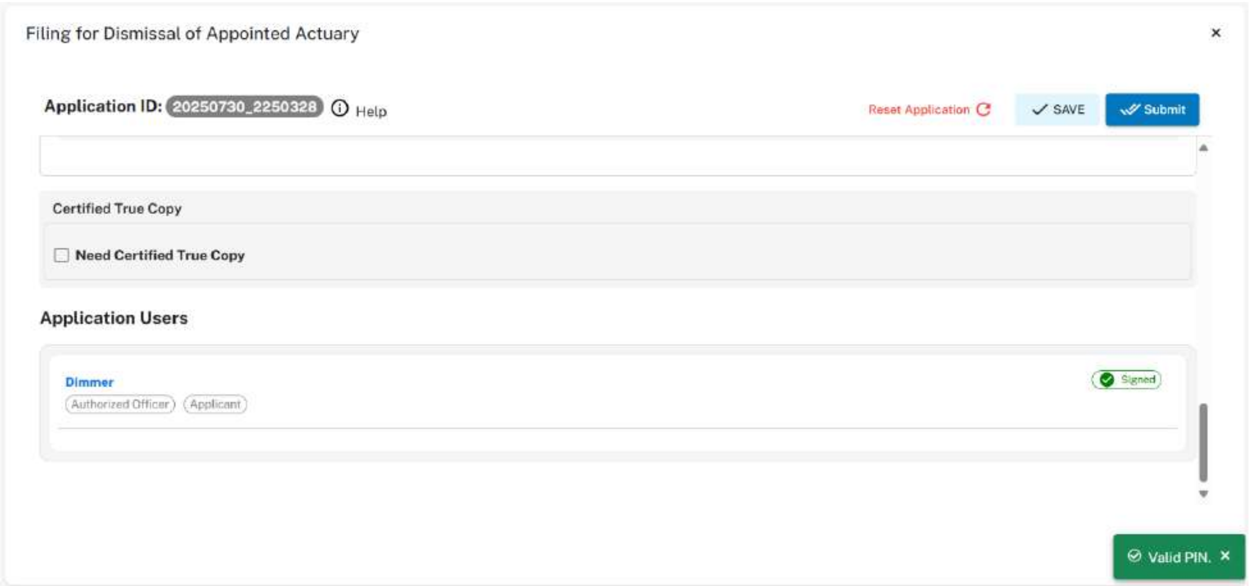


3. The system opens the complete application form for entering relevant details for dismissal of appointed actuary. It displays the Company Card/ Profile, the applicant will have to select an Actuary, give the Rationale for Dismissal, select date of BOD Meeting, give inputs for Quorum of the Meeting, and provide relevant attachments.



4. The applicant fills in the required inputs and moves to the 'Declaration' section where the applicant can select an "Authorized Intermediary" or an "Authorized Officer" as declarant. If the applicant clicks on 'Authorized officer' under 'Select Declarant' and an authorized officer exists for the company, the system will display declarant name and CNIC/NICOP/Passport No and provides field to apply pin. If the applicant clicks on 'Authorized Intermediary' under 'Select Declarant' and an authorized intermediary exists for the company, the system will display declarant name and registration number of authorized intermediary and provides field to apply pin. The declarant applies the PIN; in case of valid PIN, the system enables the "Submit" button. Declarant clicks on 'Submit' button.





5. Applicant clicks on ‘Go to Home Screen’ button and can view the status of their application on their home page.

GO TO Home

Congratulations!

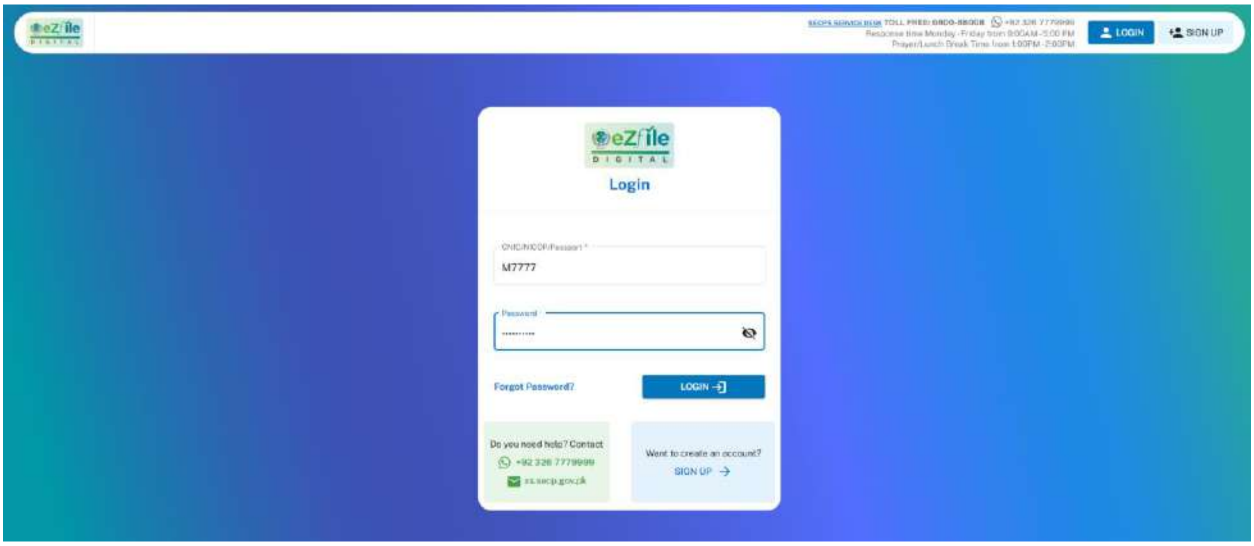
Your application has been submitted successfully

Application ID **20250721_2250175** successfully generated

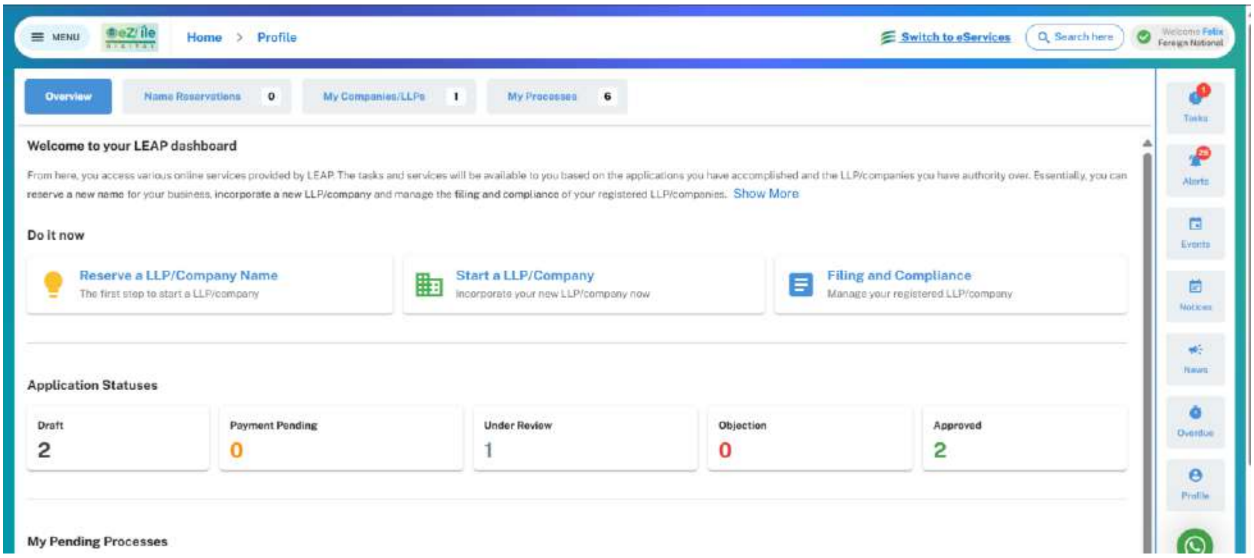
We have sent you the Application ID via Email and SMS

31.Change in Shariah Advisor

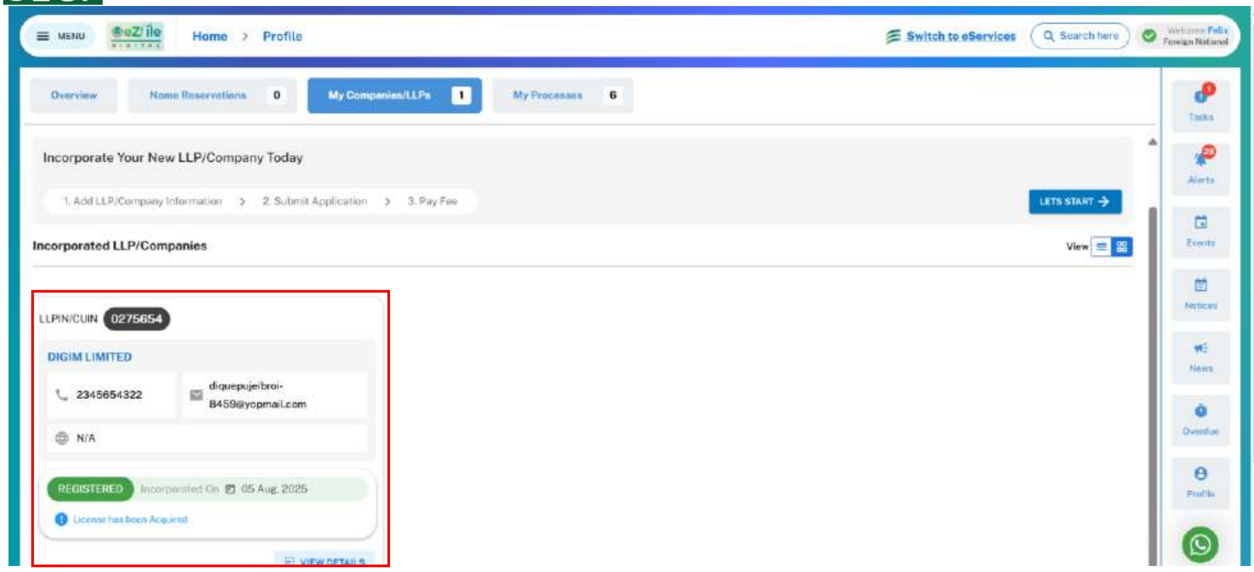
3- **Applicant** logs in to his/her registered account using valid credentials.



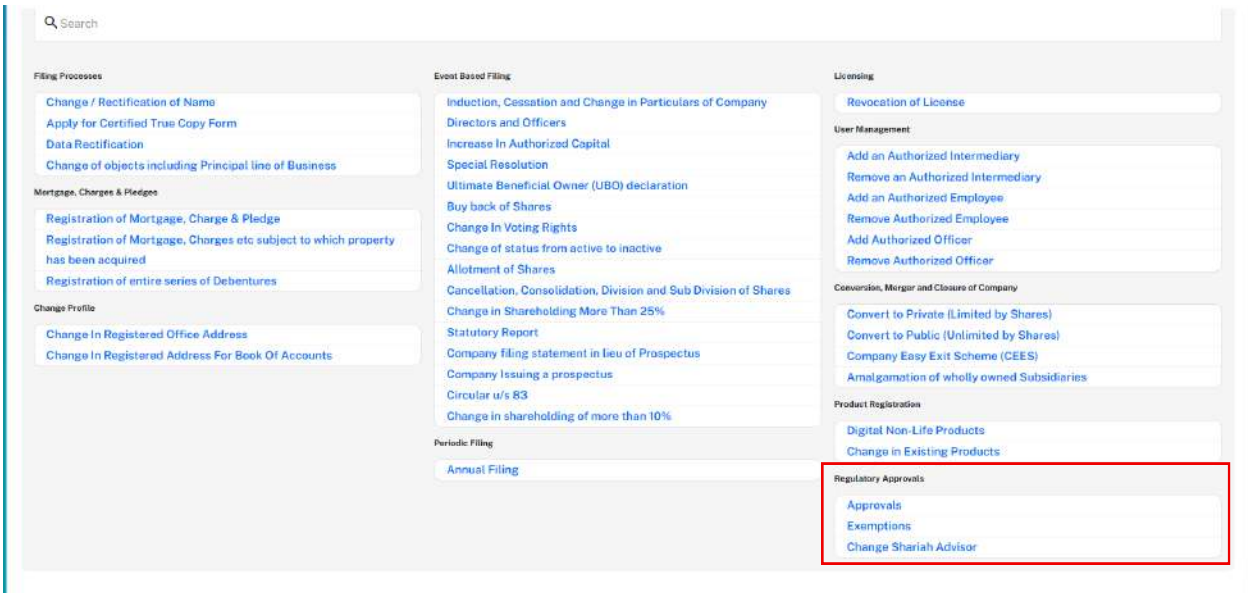
4- The applicant will land on his/her landing page:



1. From My Companies/LLPs, applicant clicks on ‘View Details’ button on the company card.

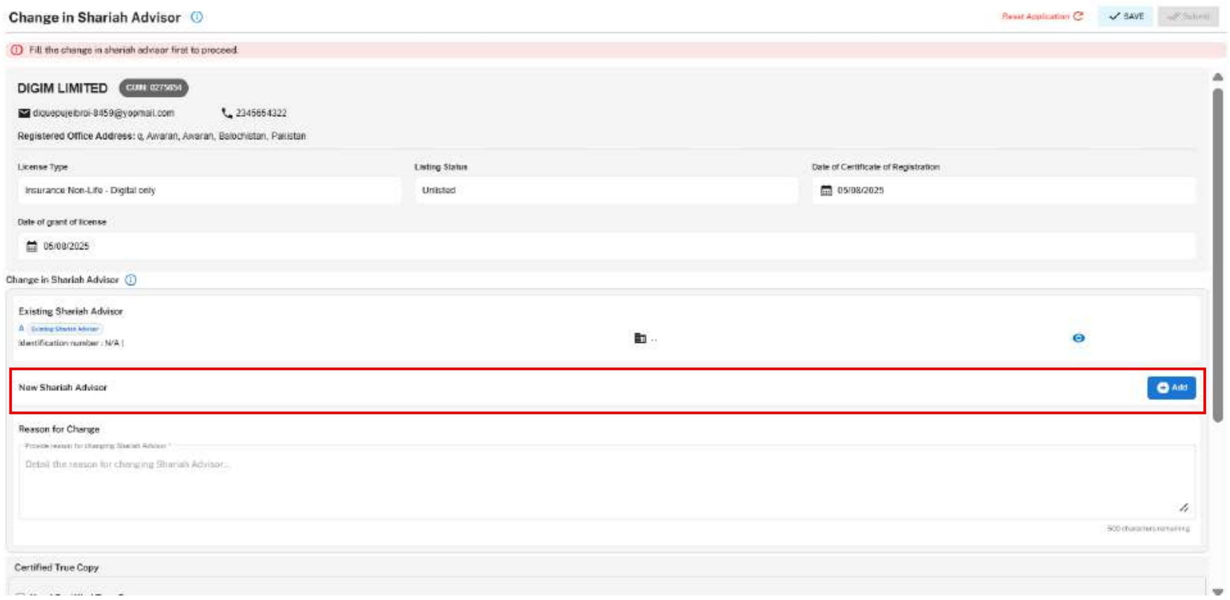


2. From the company dashboard, the applicant clicks on ‘Change Shariah Advisor’ under the ‘**Regulatory Approvals’** section.

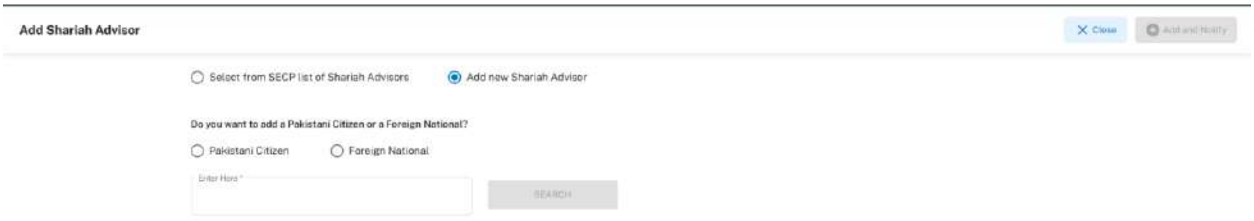


5- The following page opens where the applicant can view the company details along with the type of license:

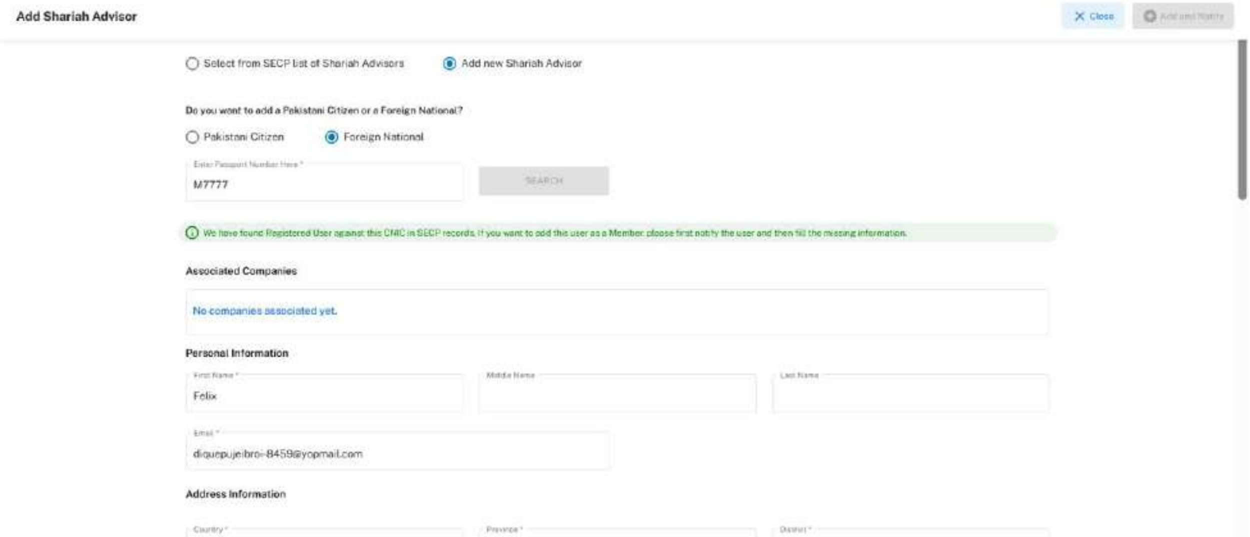
6- The applicant reviews the company details and clicks on the ‘**+Add**’ button to add the new Shariah Advisor:



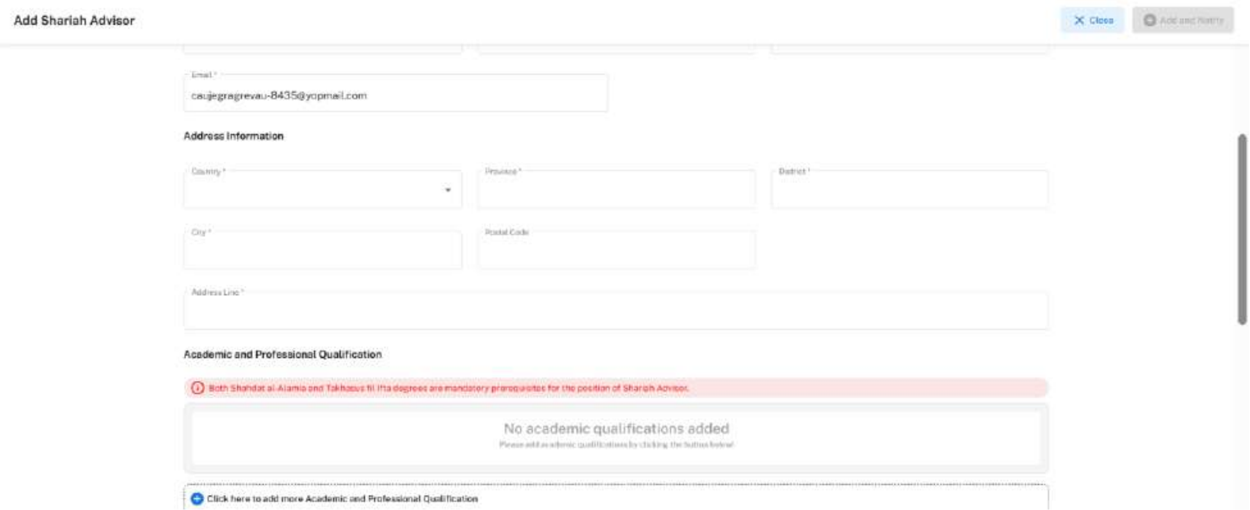
7- The applicant is allowed to select from a list of SECP Shariah Advisors or Add a new one:

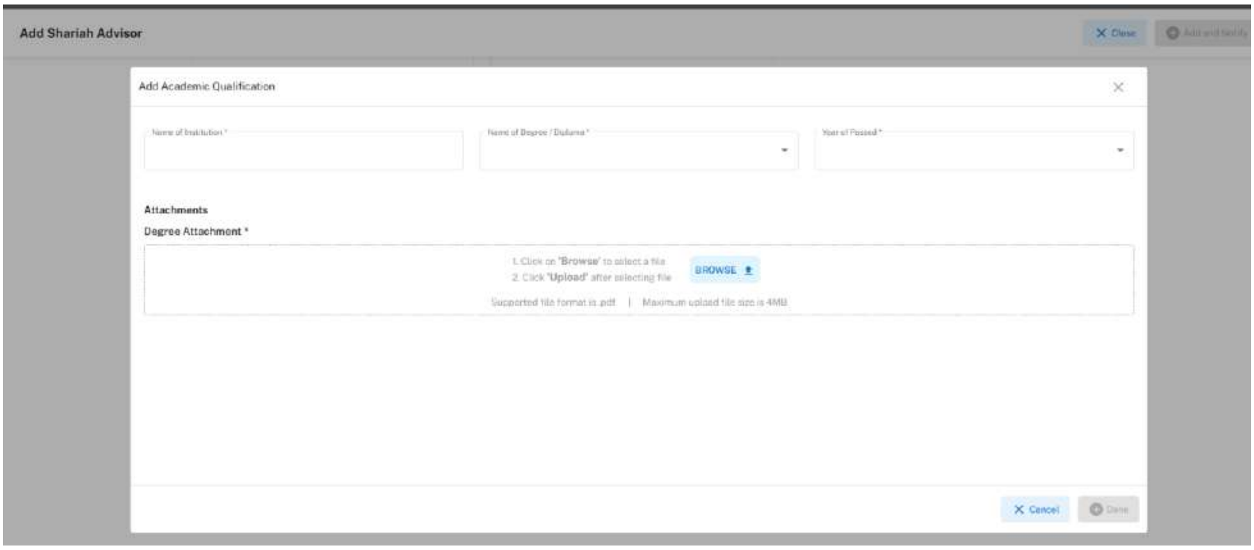


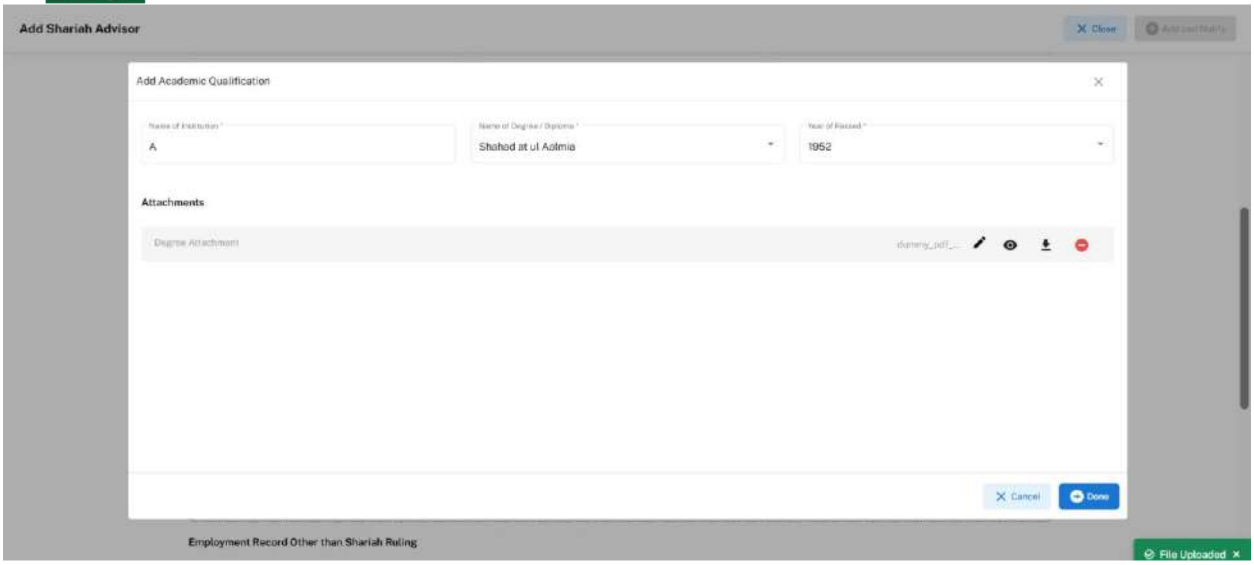
8- The applicant fills the details such as the CNIC number for Pakistani Nationals /Passport Number for Foreign Nationals; the system validates the ID and lets the applicant proceed further in case there is exists a record against that CNIC/Passport Number:



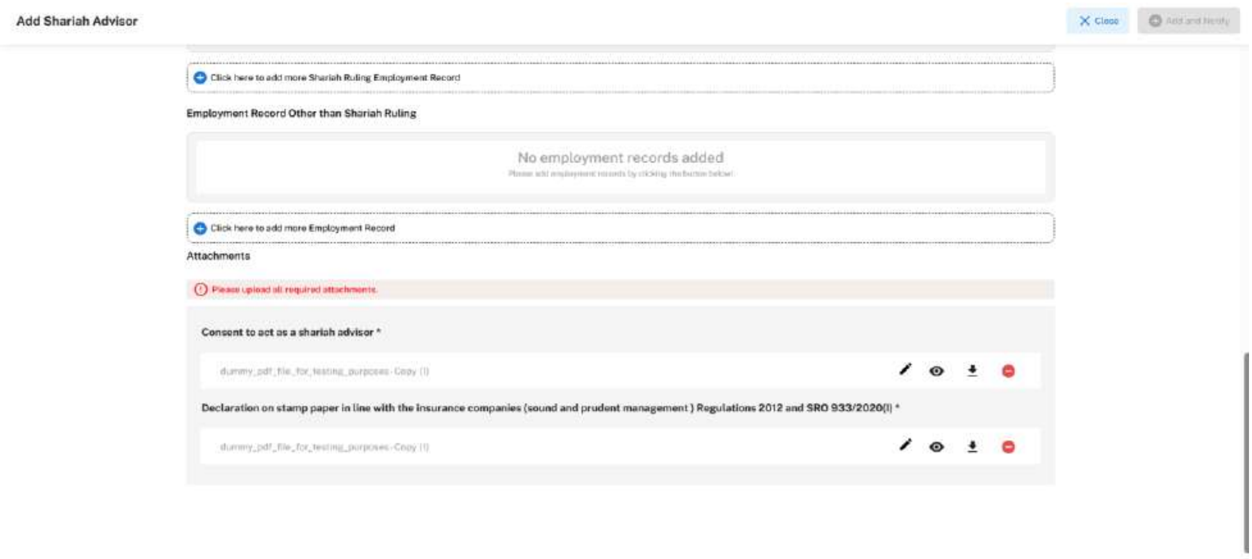
9- The applicant completes the Address details and the **Professional Qualification** record for the new Shariah Advisor:

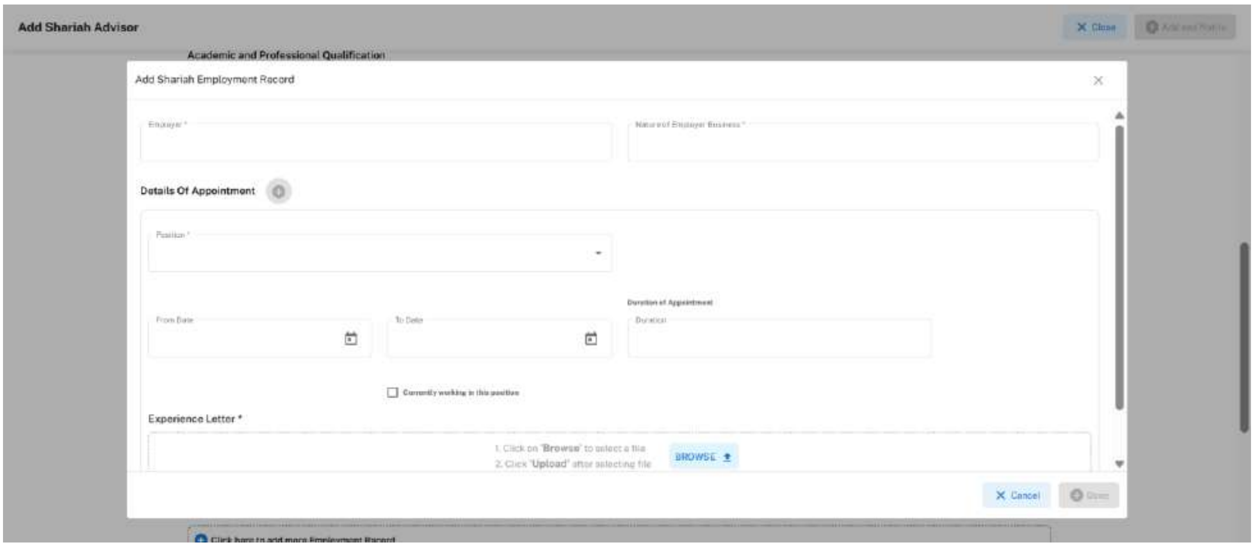


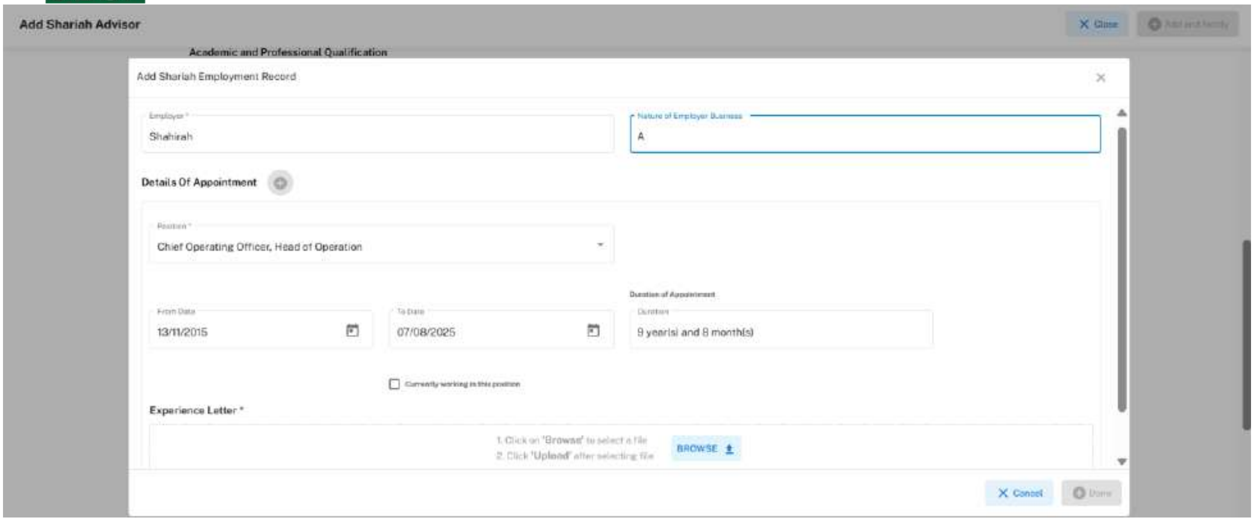




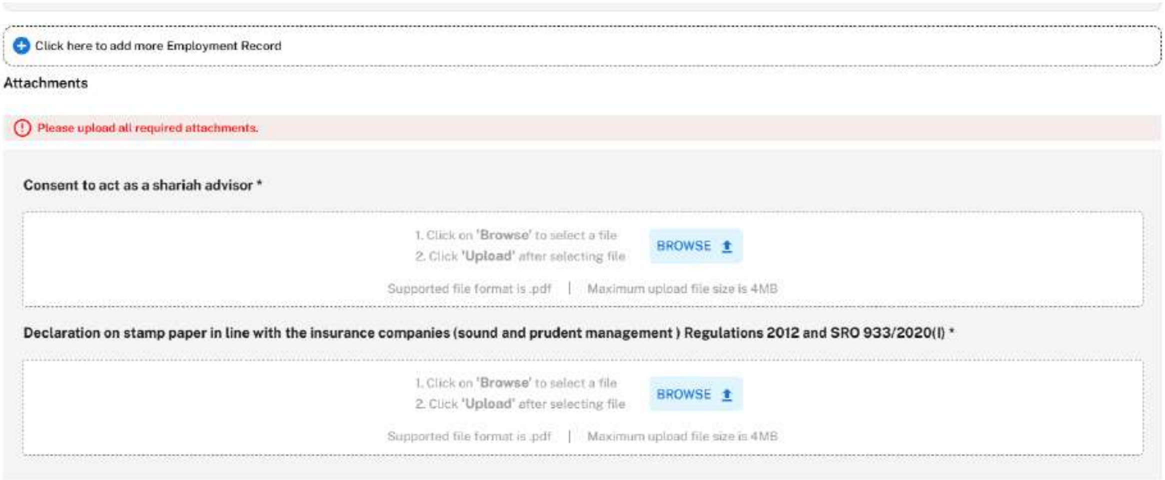
10- The applicant then proceeds to add the **Shariah Ruling Employment Record** as below:



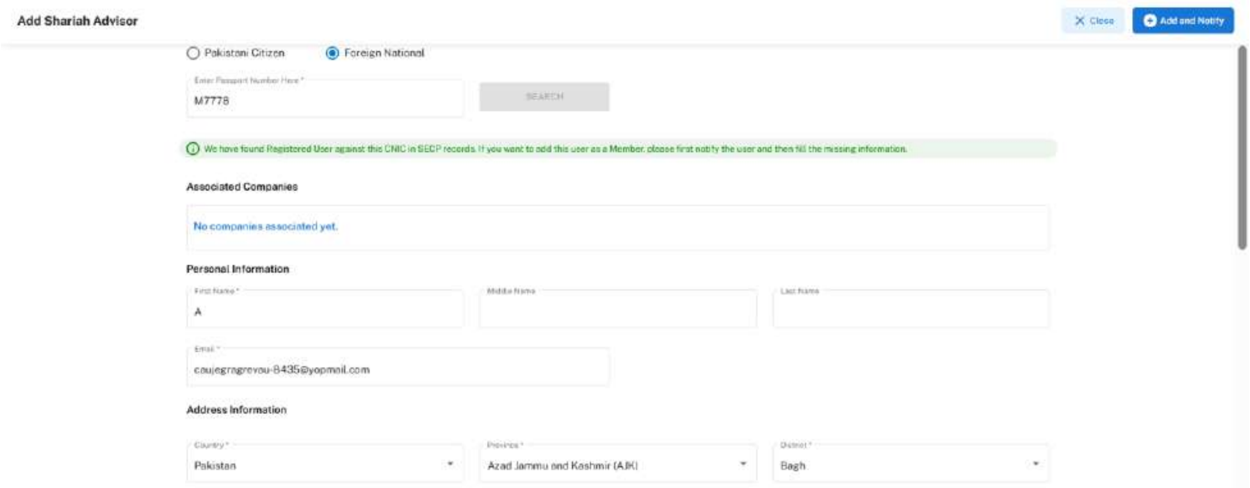




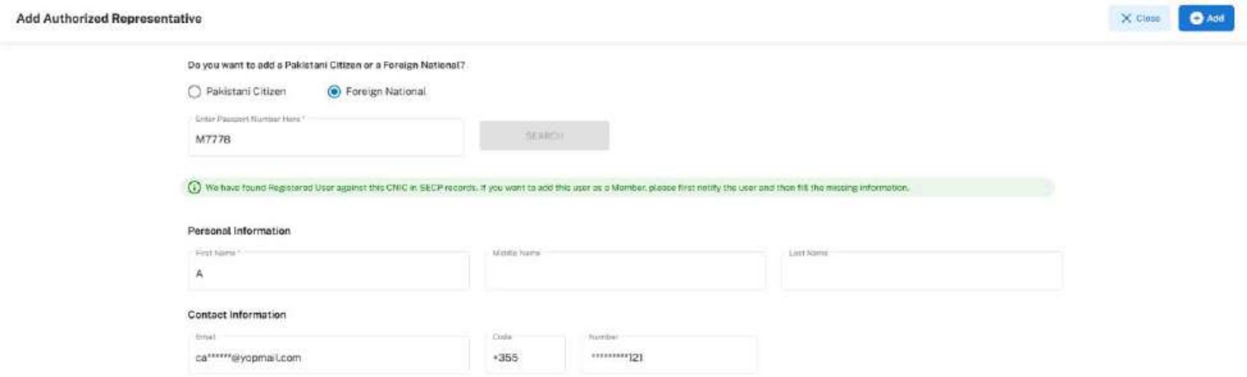
11- The applicant uploads the mandatory attachments to Add the Shariah Advisor:



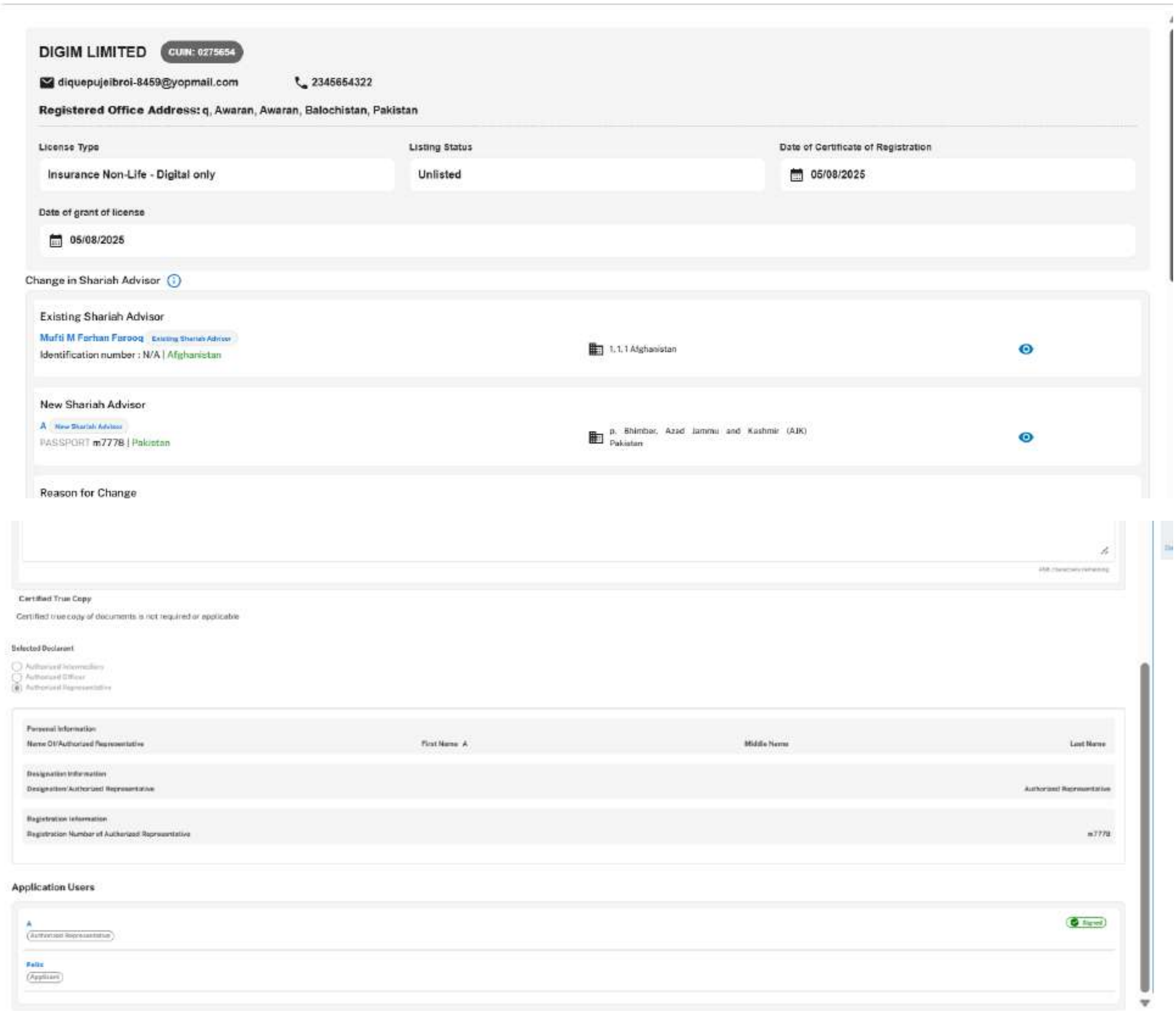
12- After completing the '**Add Shariah Advisor'** details, the applicant clicks on '**Add and Notify**' button to proceed with the application:



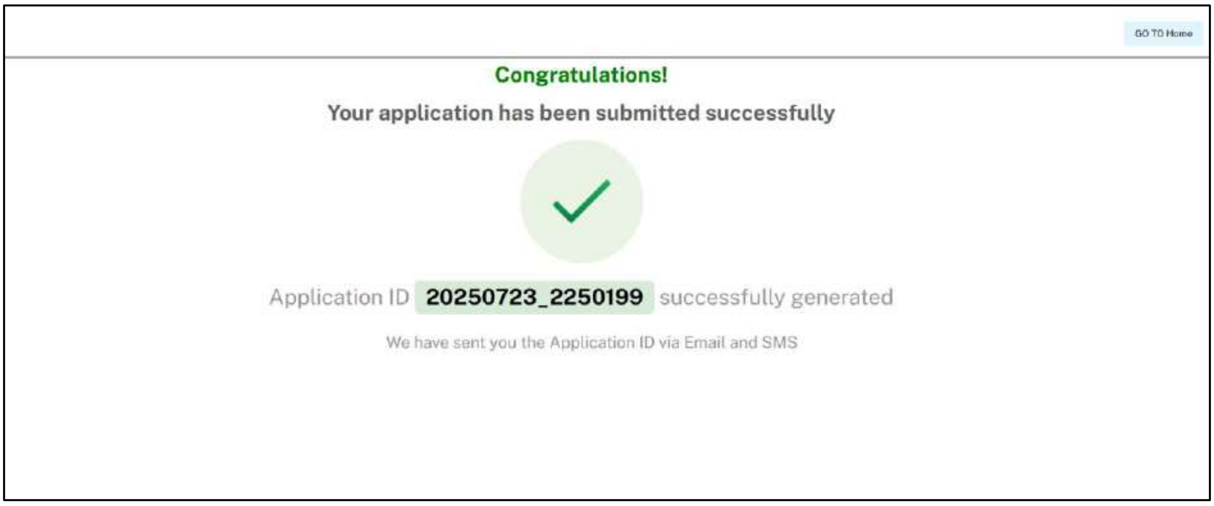
13- Applicant adds an Authorized Officer/Authorized Intermediary:



14- After completing the details, applicant reviews the application and applies PIN:

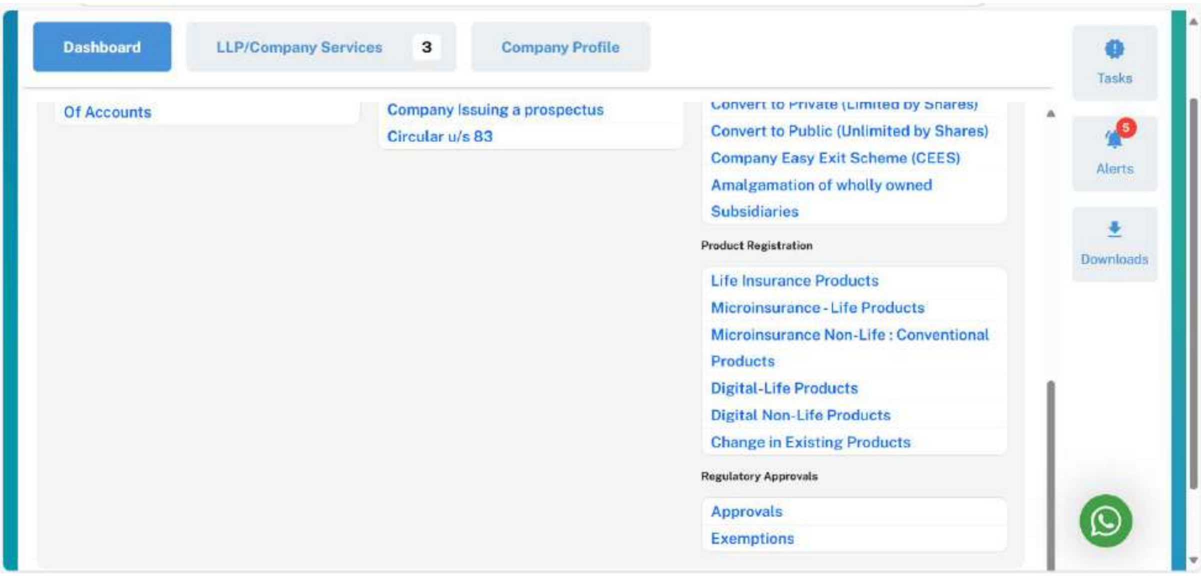


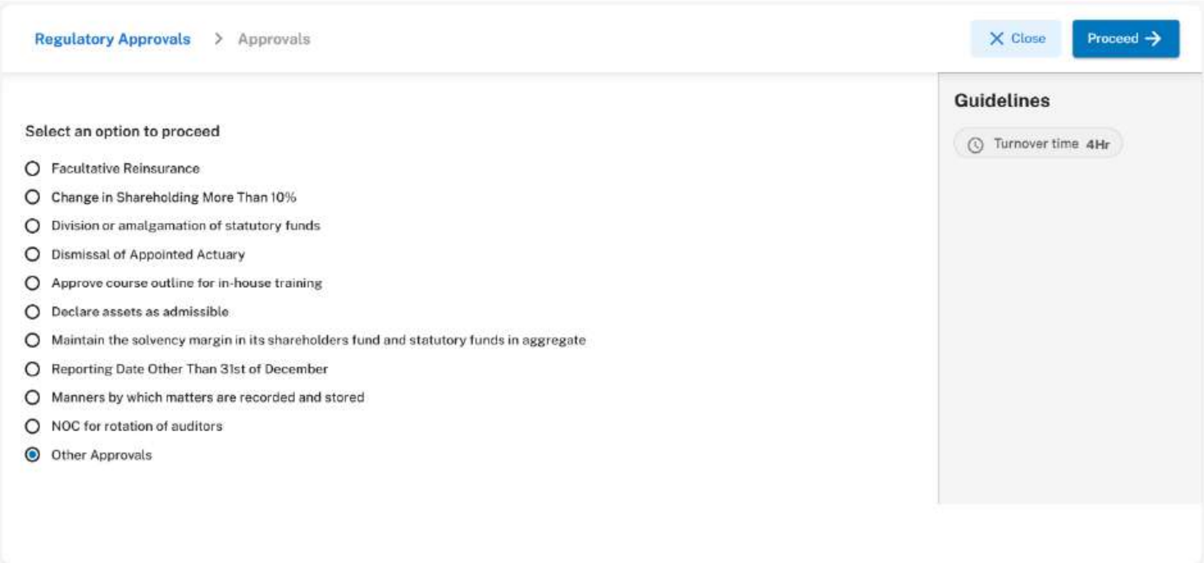
15. Authorized Officer/Authorized Intermediary applies the PIN.
16. Applicant clicks on ‘Submit’ button.
17. System displays the success screen. Applicant clicks on ‘Go to Home’ button.



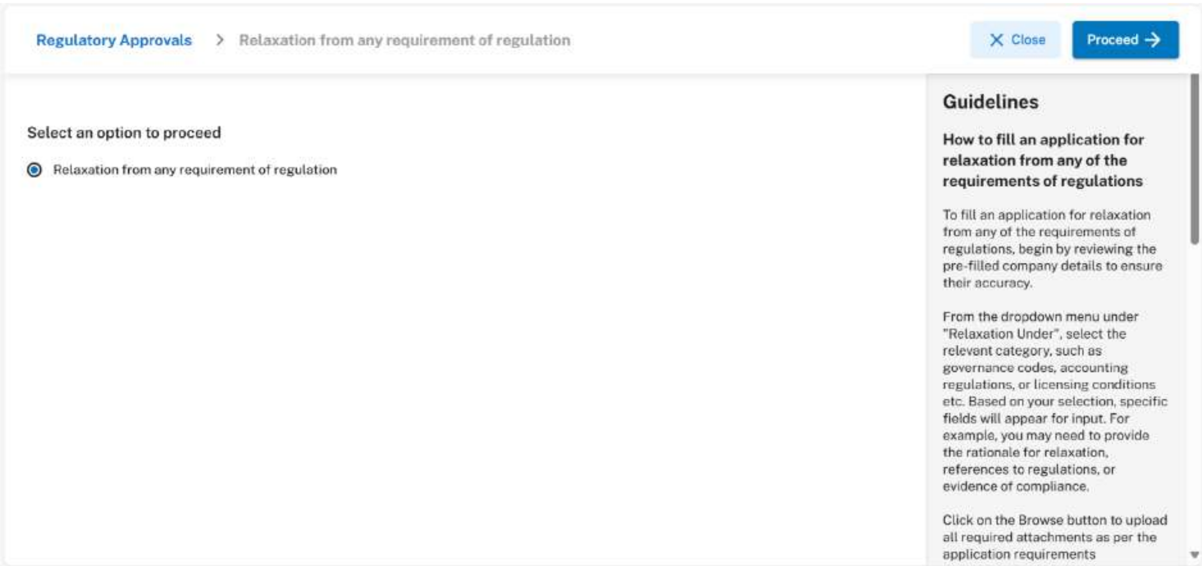
32.Relaxation from any of the requirements of regulations

1. Applicant logs in to his/her registered account. The applicant lands on his/her landing page and navigates to ‘My Companies/ LLPs’ tab. The applicant selects the company for which license has been acquired and moves to the company dashboard. From the dashboard, the applicant selects ‘Approvals’ under the ‘Regulatory Approvals’ section. From the Regulatory Approvals section, the applicant clicks “Other Approvals”.

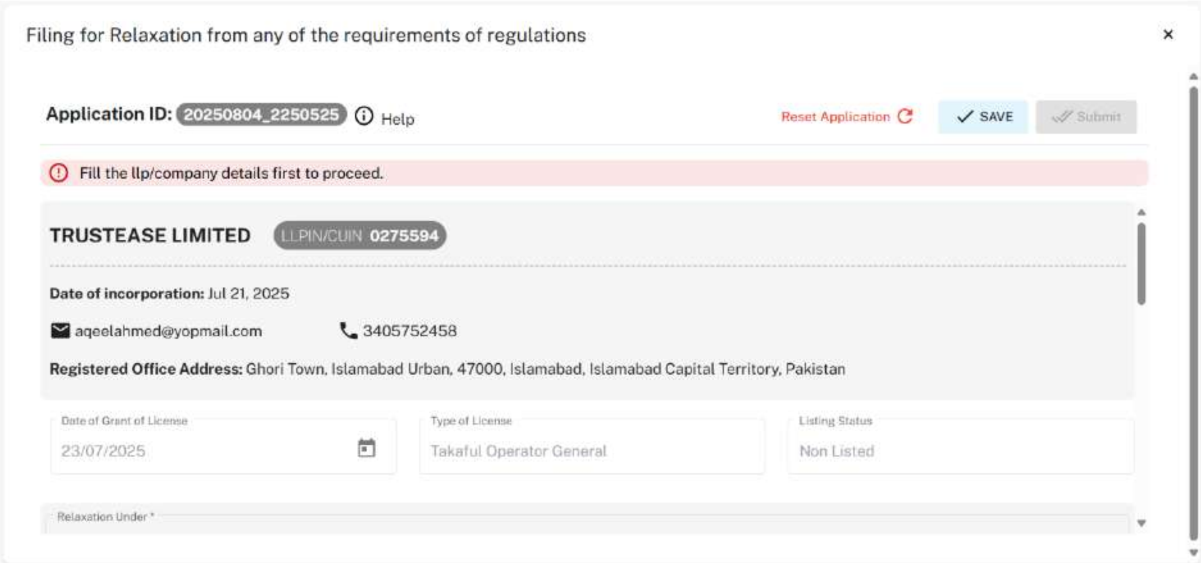




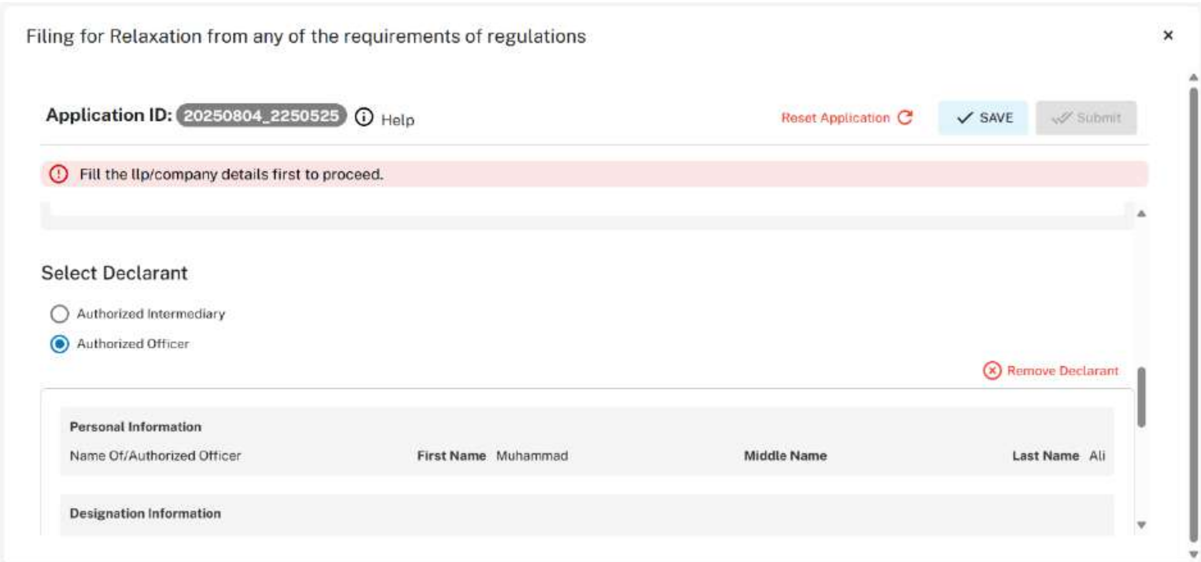
2. The system opens a form with a radio button which is already prefilled, selecting the Relaxations option.

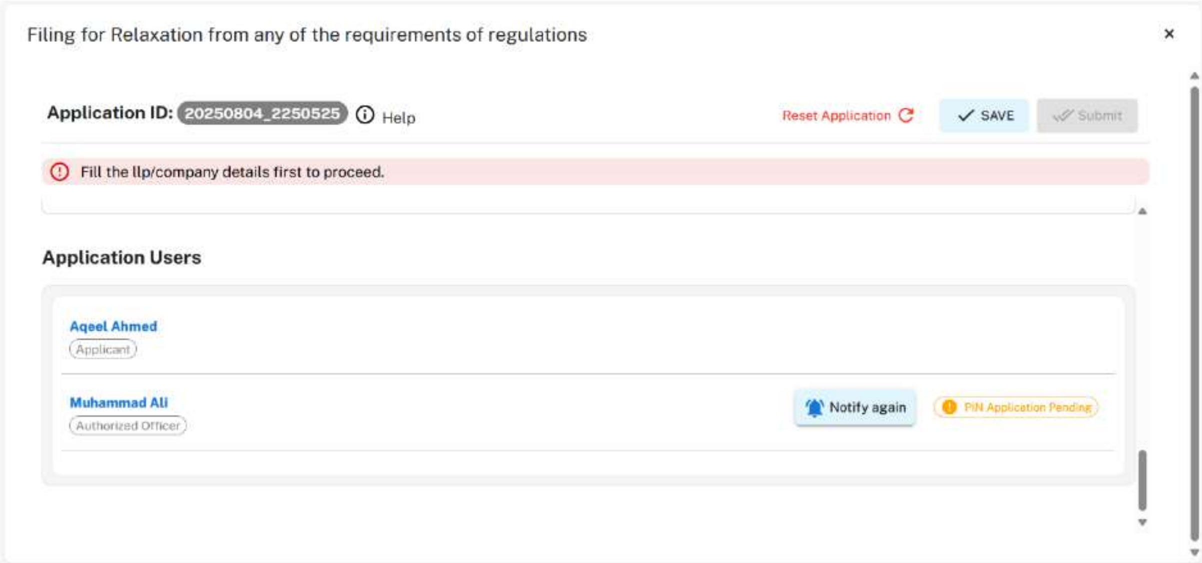


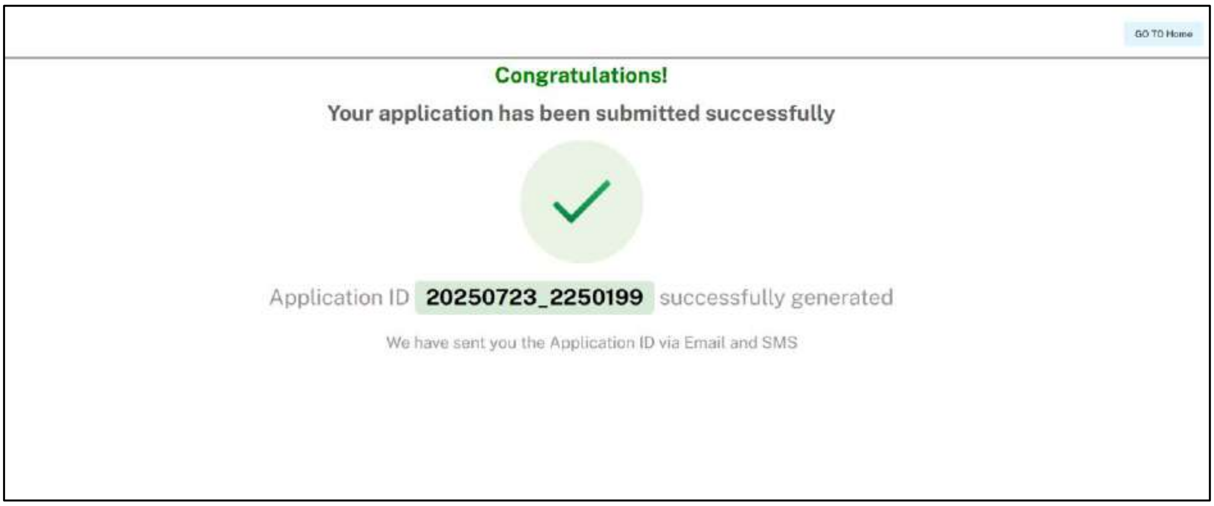
3. The system opens the form for Relaxations where the applicant can view the Company Card/ Profile, Date of Grant of License, Type of License, Listing Status and can select the type of Relaxations from a dropdown.



4. The applicant fills in the required inputs and moves to the ‘Declaration’ section where the applicant can select an “Authorized Intermediary” or an “Authorized Officer” as declarant. If the applicant clicks on ‘Authorized officer’ under ‘Select Declarant’ and an authorized officer exists for the company, the system will display declarant name and CNIC/NICOP/Passport No and provides field to apply pin. If the applicant clicks on ‘Authorized Intermediary’ under ‘Select Declarant’ and an authorized intermediary exists for the company, the system will display declarant name and registration number of authorized intermediary and provides field to apply pin. The declarant applies the PIN; in case of valid PIN, the system enables the “Submit” button. Applicant clicks on ‘Submit’ button.

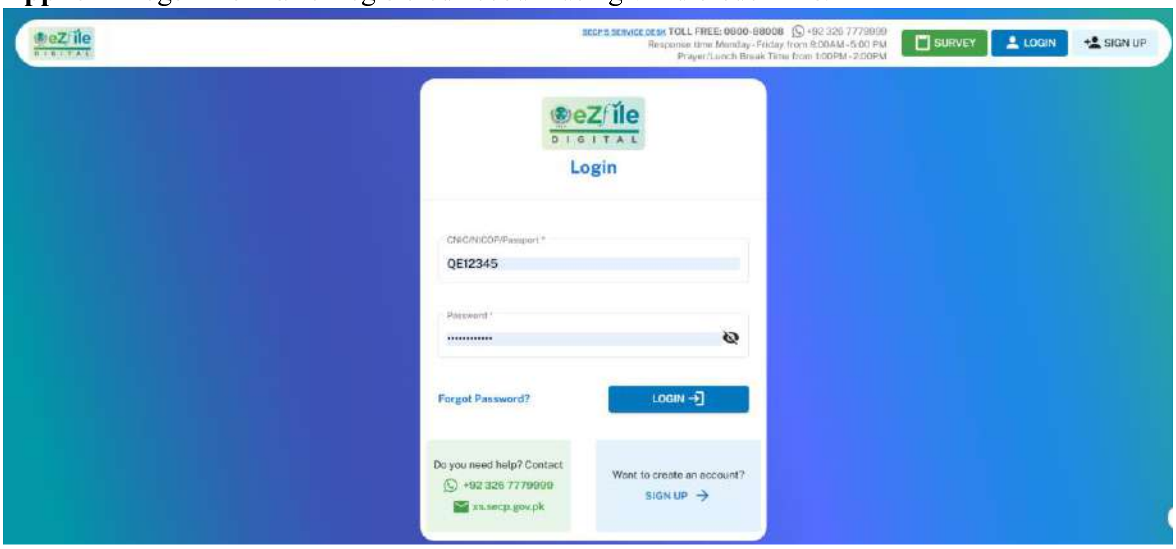




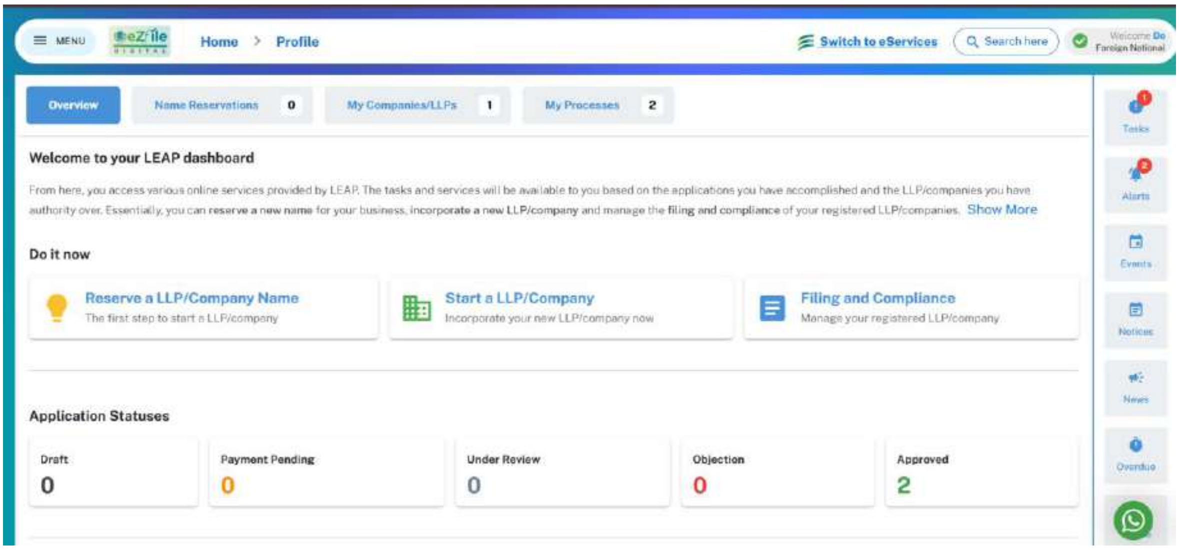


33. Transformation of Non-Life to Takaful General

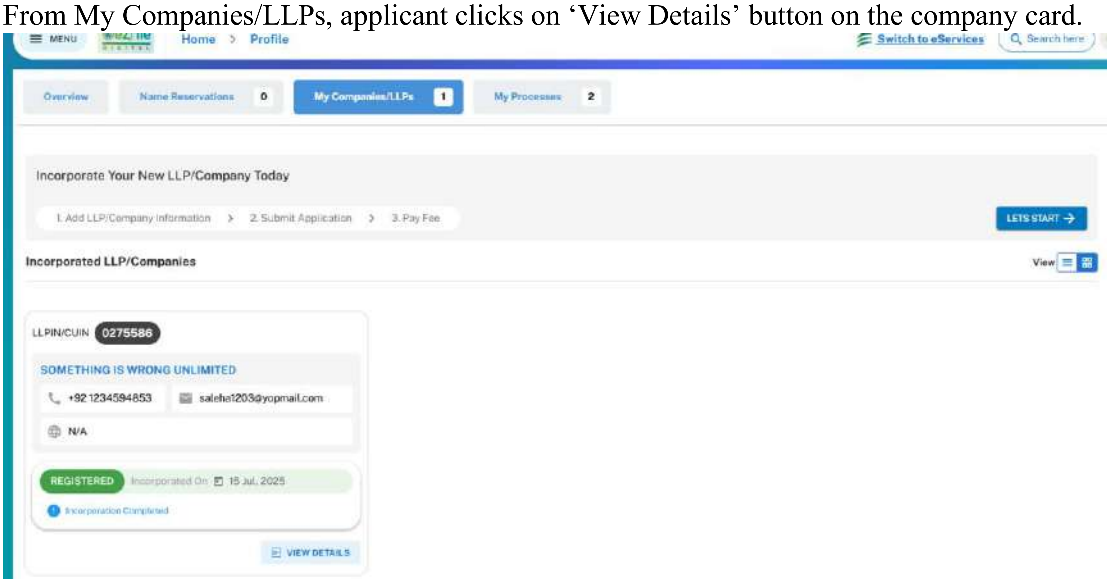
1. **Applicant** logs in to his/her registered account using valid credentials.



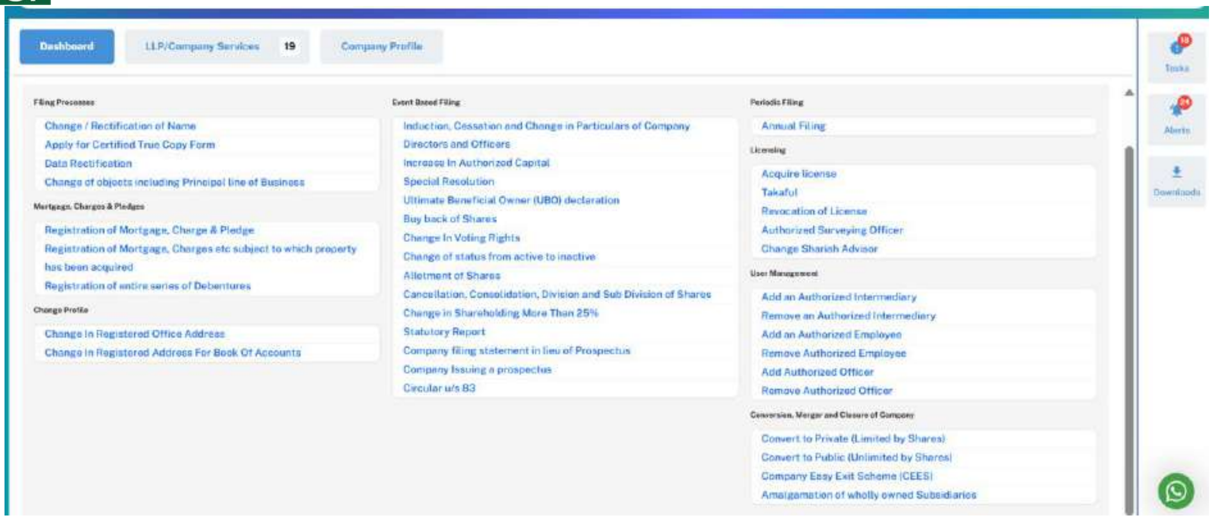
2. The Applicant will land on his/her landing page.



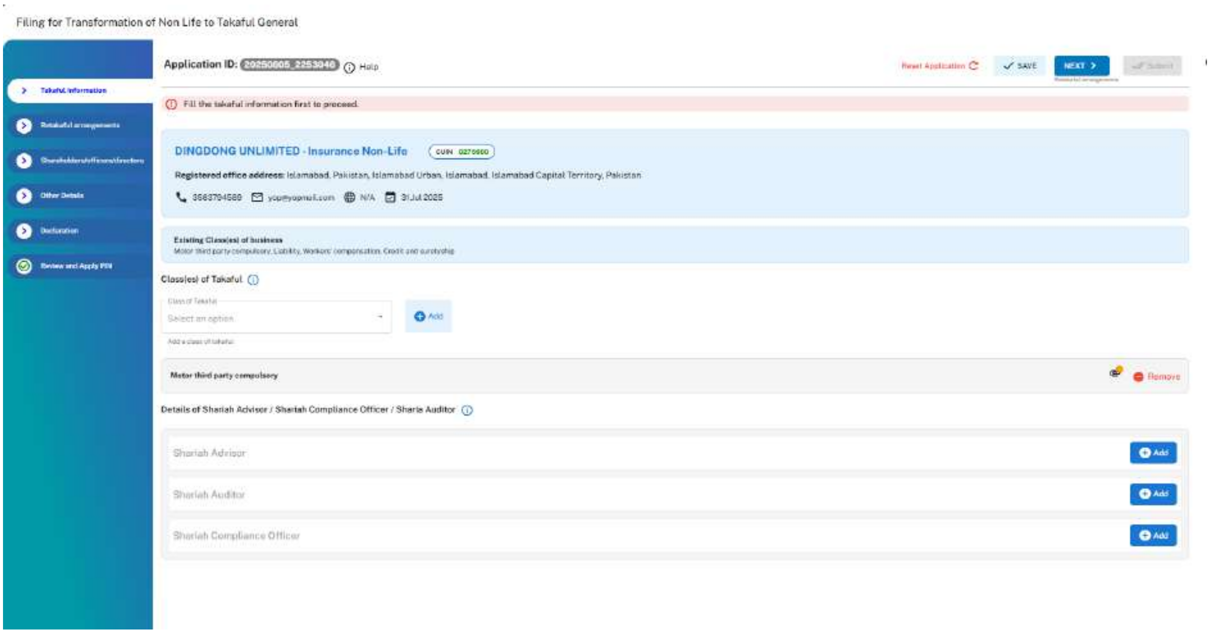
3. From My Companies/LLPs, applicant clicks on 'View Details' button on the company card.



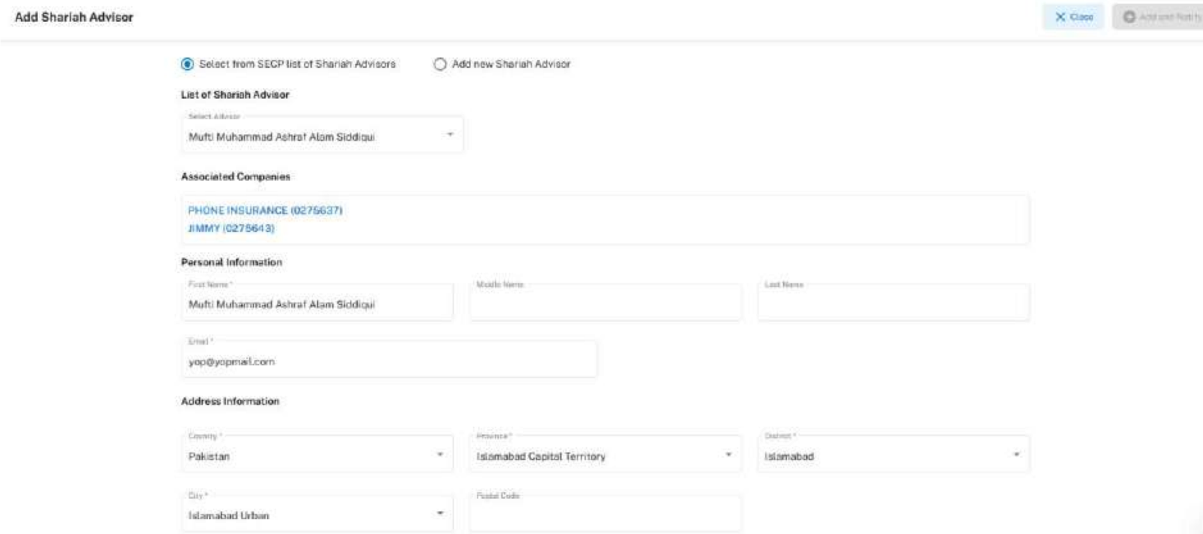
4. If the company has a license for insurance non-life, the 'Transformation of Non-life to Takaful General' will be visible on the dashboard. From the company dashboard, the applicant clicks on 'Transformation of Non-life to Takaful General' under the Licensing section.



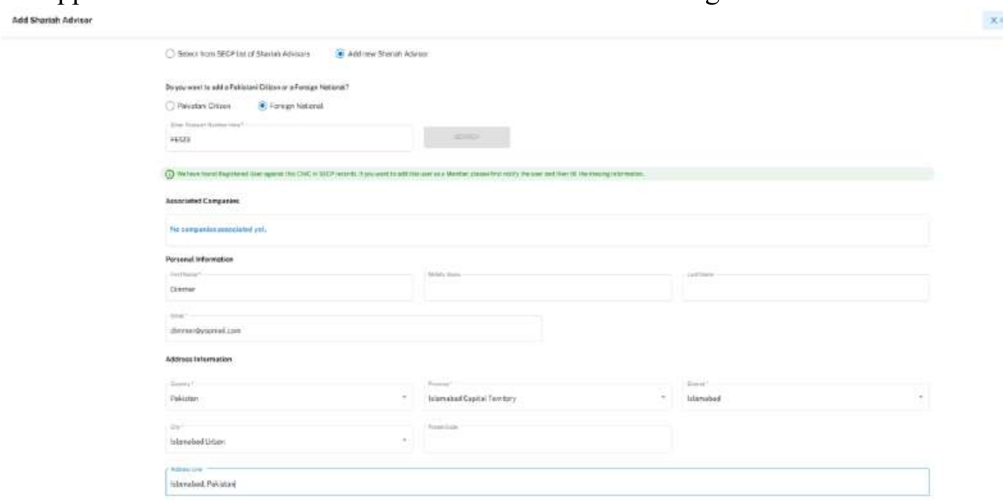
5. First section is the Takaful Information. In this section, the applicant can view the company information, add the classes of takaful by clicking on the Add button and add details of shariah advisor/ Shariah Compliance Officer/ Shariah Auditor by clicking on the respective 'Add' buttons.



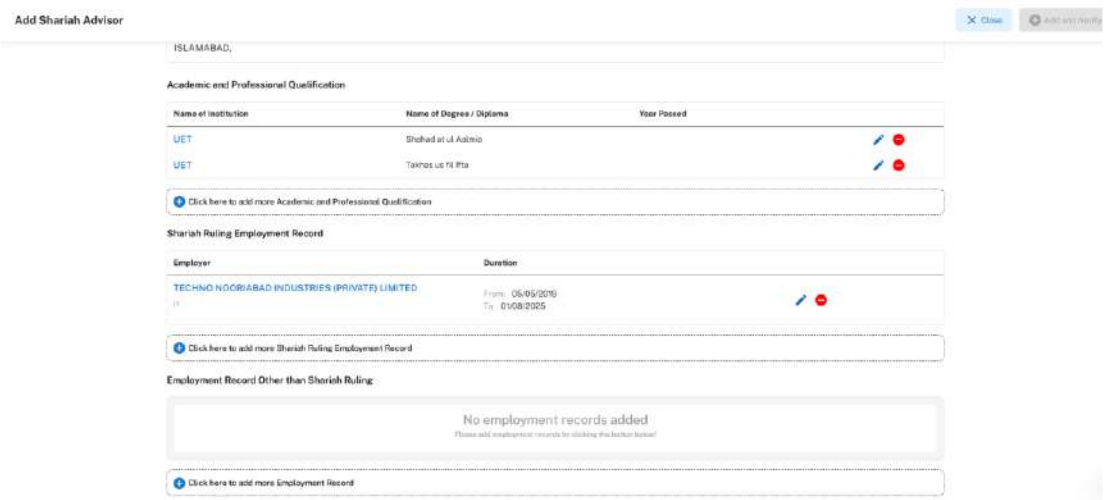
6. When the applicant clicks the Add button against Shariah Advisor, the applicant will fill a form displayed to add the Shariah Advisor which contains the fields for selecting whether the shariah advisor being added is from the SECP list or needs to add a new Shariah Advisor, Academic and Professional Qualifications, Shariah Ruling Employment Records, Other than Shariah Ruling Employment Records and related attachments.
    a. If applicant selects to add Shariah Advisor from the SECP's list, then the applicant will select the Shariah Advisor from a dropdown list.



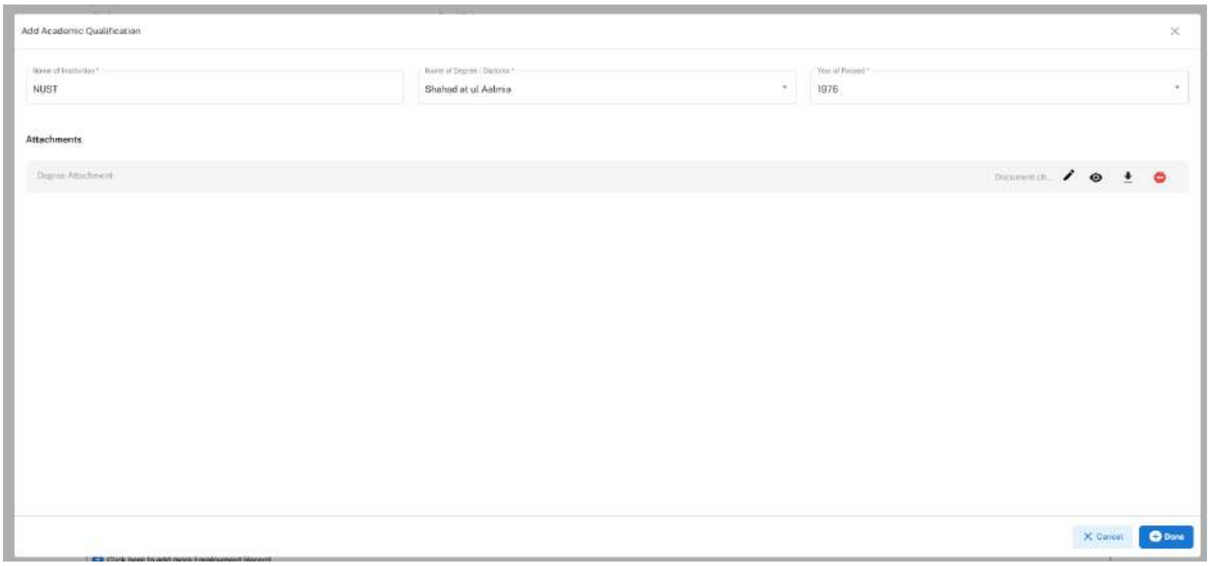
b. If the applicant selects ‘Add new Shariah Advisor’, then the applicant choses whether the applicant wants to add a CNIC/NICOP holder or a Foreign national.



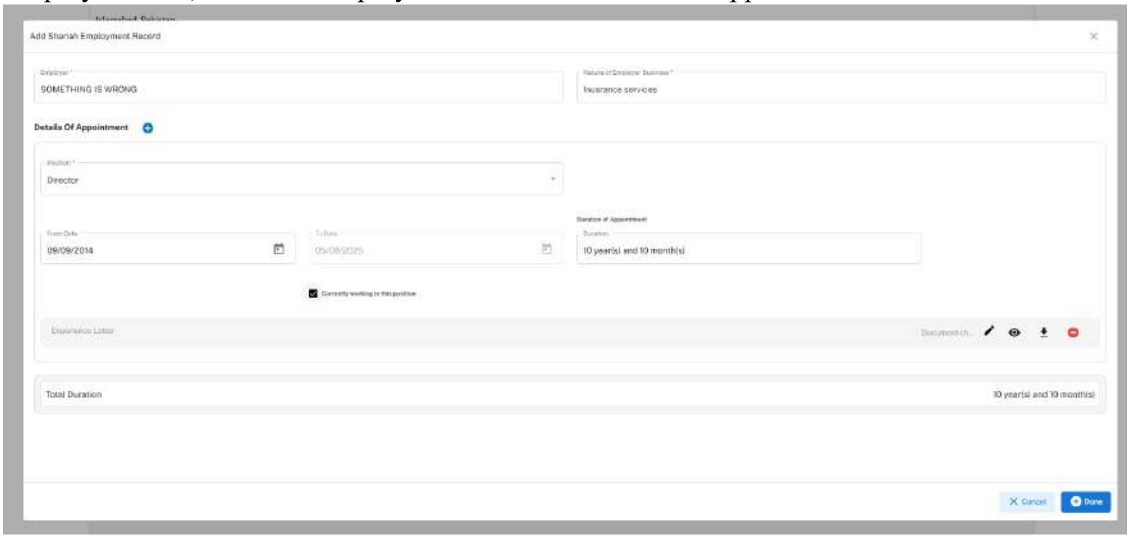
c. If applicant selects a person from the dropdown list, the academic and professional qualification and employment record for that person will be displayed. The applicant can also add the academic and professional qualification record by clicking the add more Academic and Professional Qualification and the applicant can add the employment record by clicking the add more Employment record button.



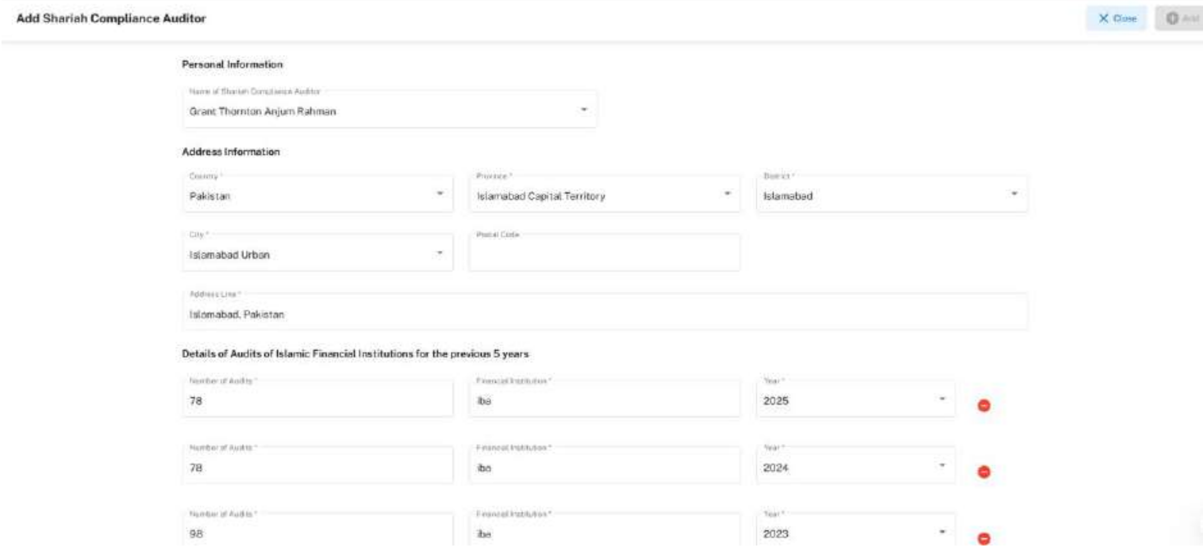
d. If applicant clicks the ‘Add more Academic and Professional Qualification’, then the applicant fills in the name of institution, name of degree/ diploma, year of passed and attachment to attach the degree.



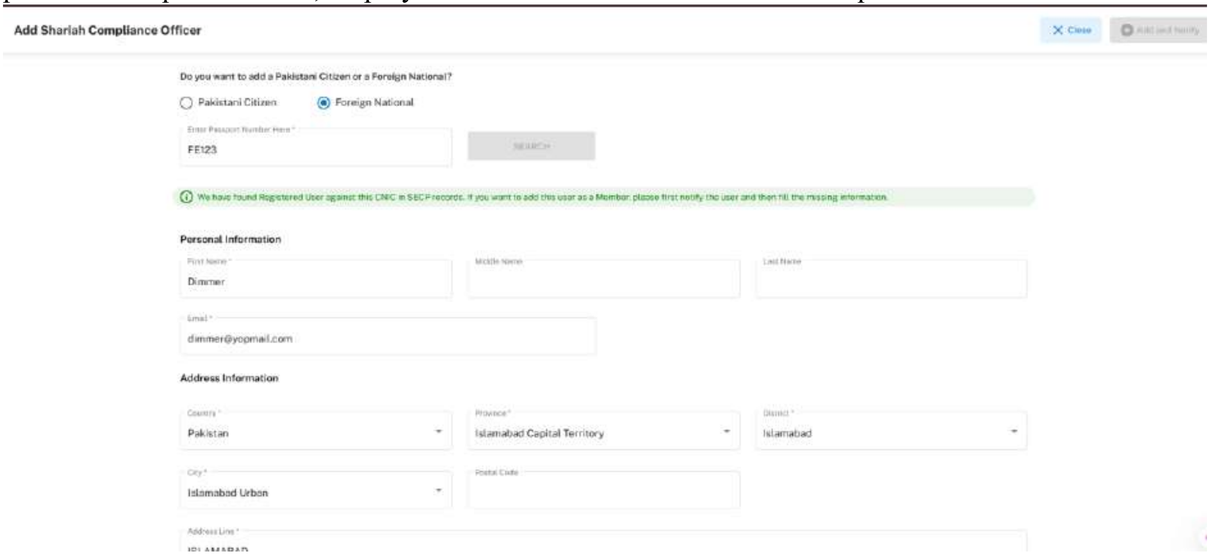
e. If applicant clicks the ‘Add more Employment Record’, then the applicant fills the Employer name, nature of Employer Business and details of appointment.



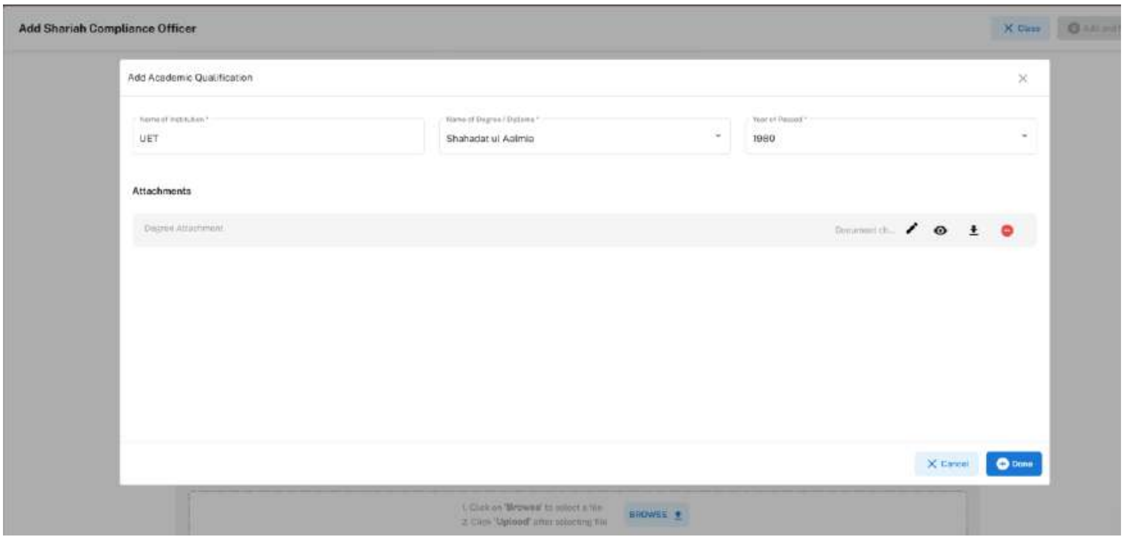
7. When the applicant clicks the Add button against Shariah Auditor, the applicant will fill a form which includes Personal information, address, details of audits of Islamic Financial Institutions for the previous 5 years and attachments to be uploaded by the applicant. After adding the details, the applicant clicks the ‘Add’ button.



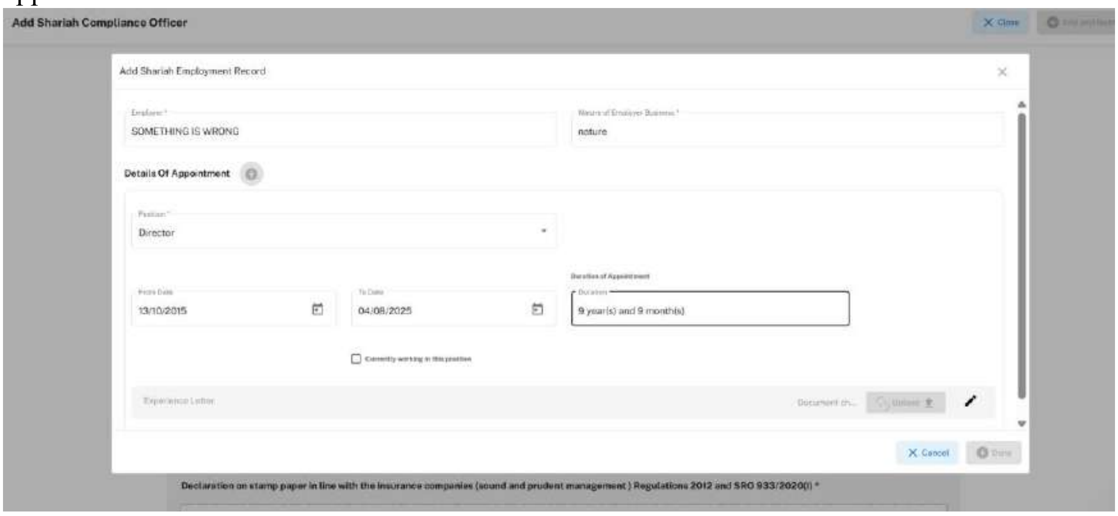
8. When the applicant clicks the Add button against Shariah Compliance Officer, the applicant first selects whether the applicant wants to add a Pakistani Citizen or Foreign National. Applicant enters the CNIC/NICOP/Passport No. If that user is registered with SECP, the system will display the data available in the system. Then applicant adds the academic and professional qualifications, employment record and other attaches the required attachments.



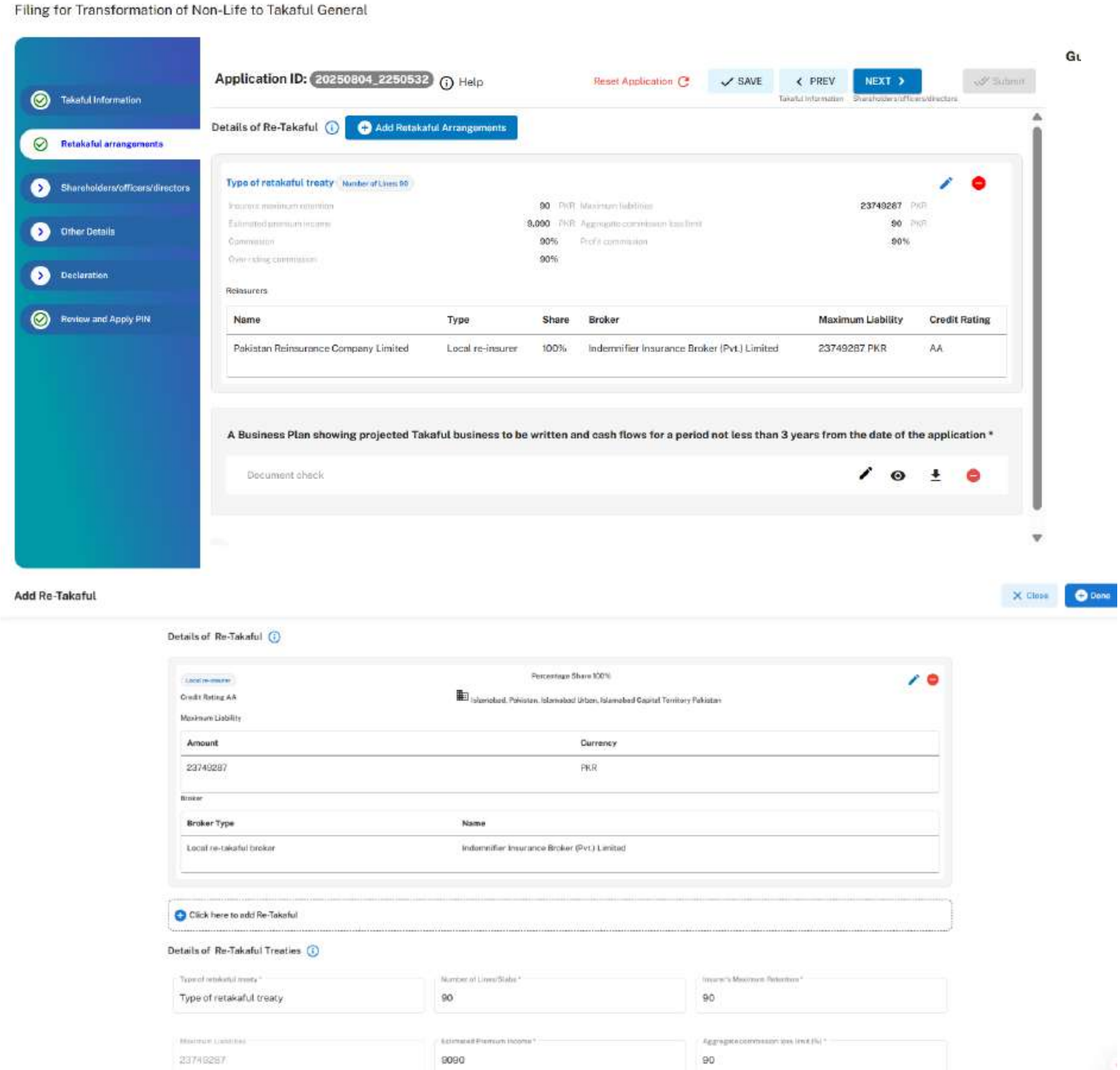
   a. If applicant clicks the add more Academic qualification then the applicant fills the details including Name of institution, name of degree/ diploma, year of passed and attachment to attach the degree.



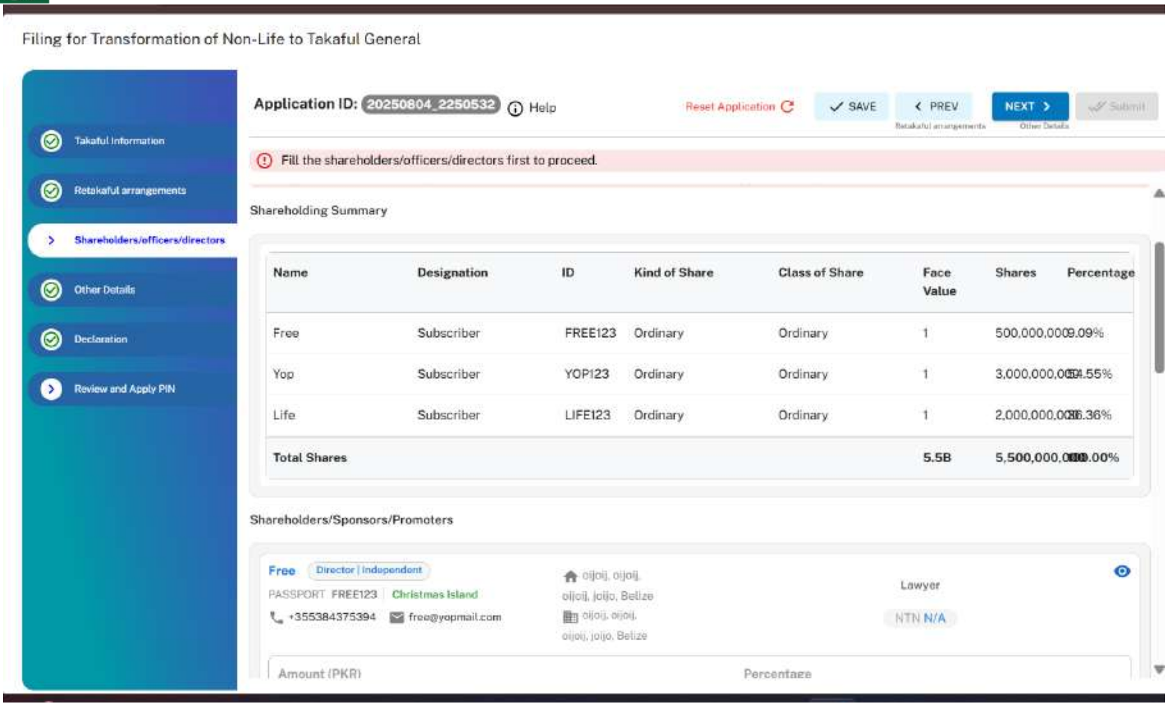
b. If applicant clicks add more Employment record button, then the applicant fills the details including Employer name, nature of Employer Business and details of appointment.



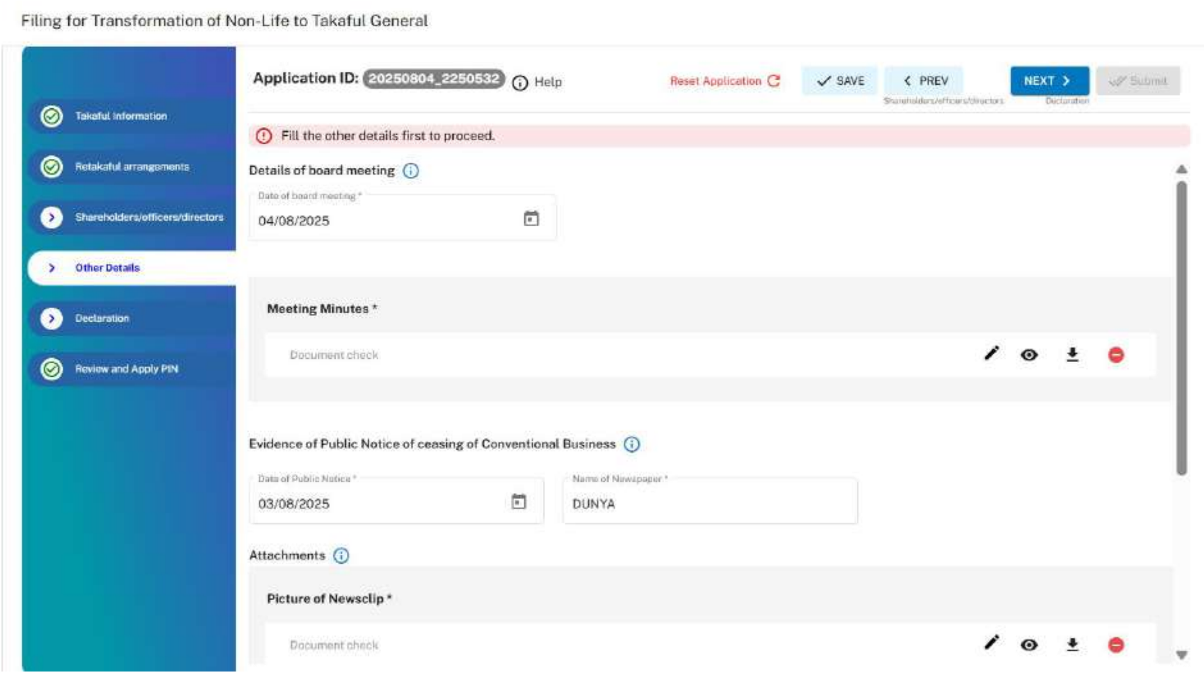
9. Next section is the ‘Retakaful arrangements’ section. Applicant clicks the ‘Add Retakaful Arrangements’ button to add details including details of re-takaful, details of re-takaful treaties, and related attachments.



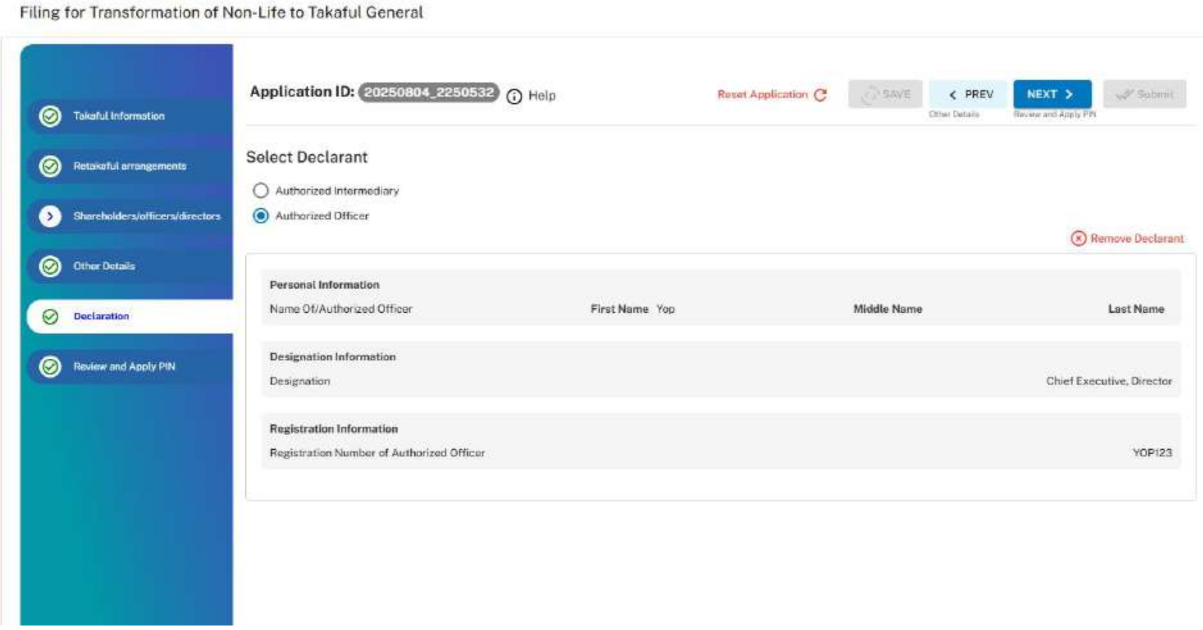
10. Next section is the Shareholders/Officers/Directors section. Here the applicant can view the details of shareholders/officers/directors that were added while acquiring the license of insurance non-life.



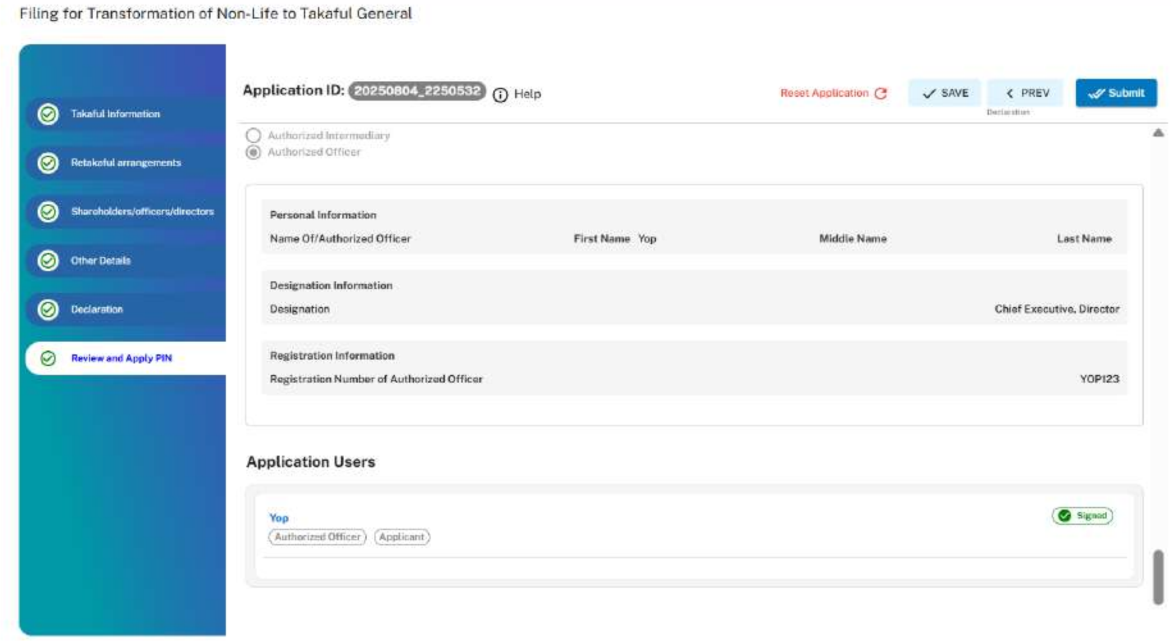
11. Next section is ‘Other details’ section. In this section the applicant adds details including details of board meeting, evidence of public notice of ceasing of conventional business and other attachments.



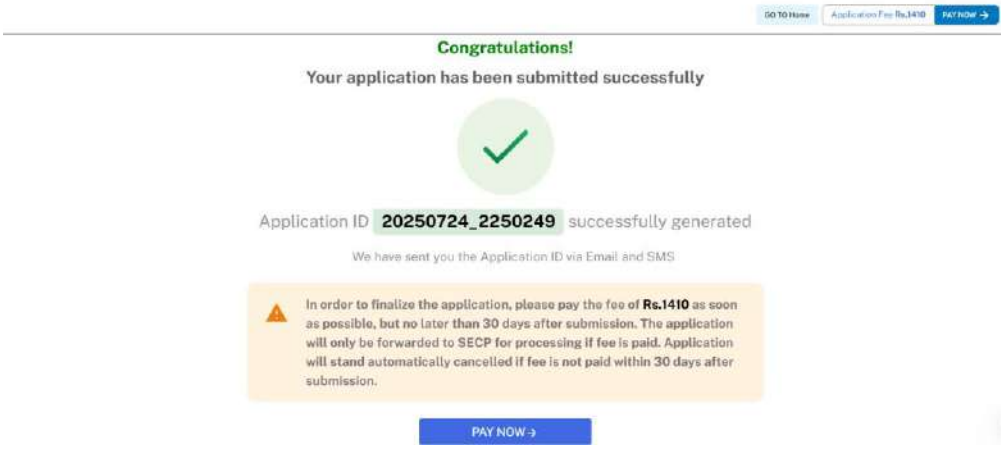
12. Next is the declaration section. If the applicant clicks on ‘Authorized officer’ under ‘Declarant Profession/Designation’ and an authorized officer exists for the company, the system will display declarant name and CNIC/NICOP/Passport No. If the applicant clicks on ‘Authorized Intermediary’ under ‘Declarant Profession/Designation’ and an authorized intermediary exists for the company, the system will display declarant name and registration number of authorized intermediary.



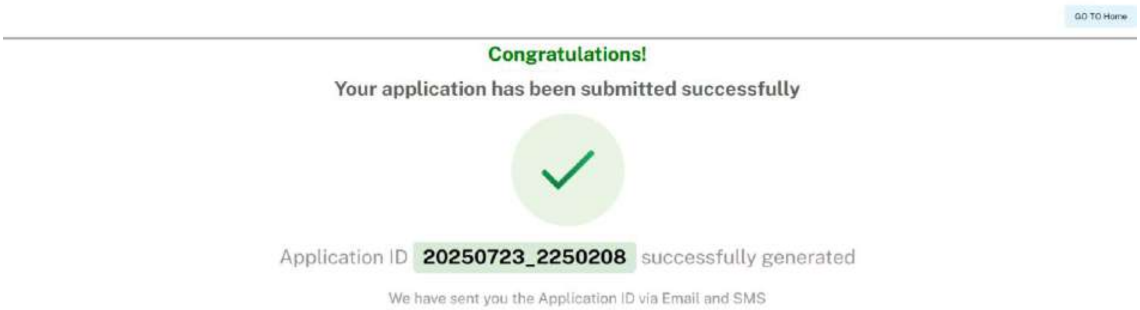
13. Authorized Officer/Authorized Intermediary applies the pin.
14. Applicant clicks on ‘Submit’ button.



15. Applicant clicks on ‘Pay Now’ button.

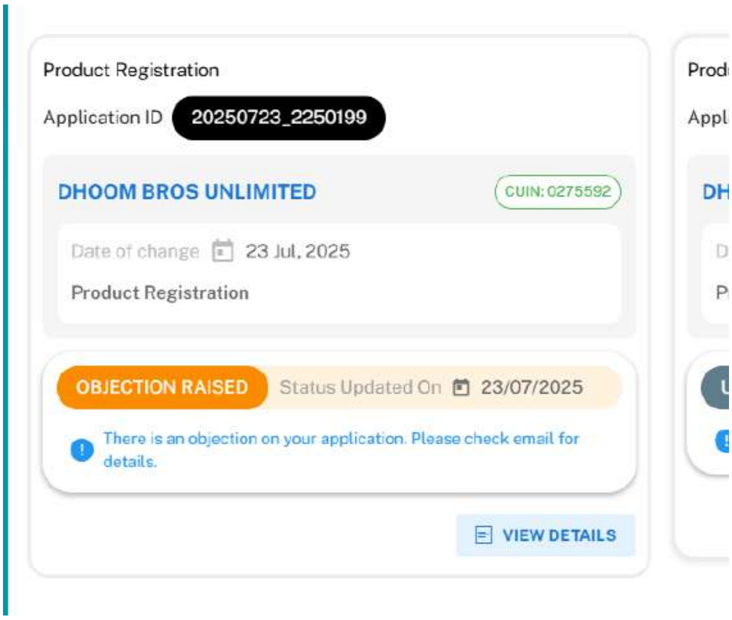


16. System displays the success screen. Applicant clicks on ‘Go to Home’ button.

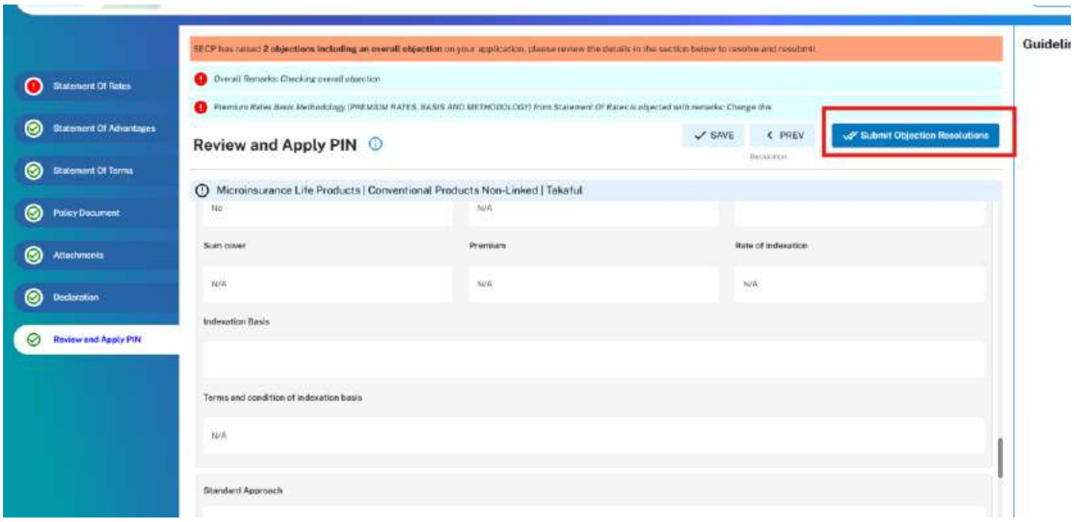


Generic Flow of Objection Resolution

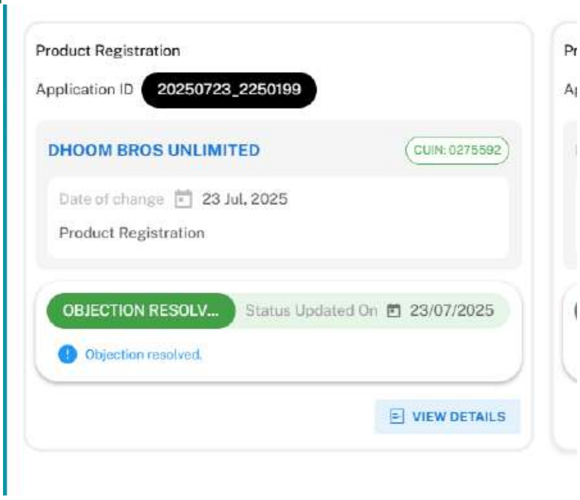
1. The applicant can login to his/her account and then from the application card, applicant can view the 'Objection Raised' status and open the application to resolve the objections.



2. Applicant makes the required changes in the application and click the 'Submit Objection Resolution' button after applying the pin by declarant. Only the sections on which objection is raised willl be editable, the remaining application will not be editable.



3. Status of the application will be changed to 'Objection Resolved' after it is verified by the Internal SECP user


Product Registration
Application ID 20250723_2250199
DHOOM BROS UNLIMITED
CUIN: 0275592
Date of change 23 Jul, 2025
Product Registration
OBJECTION RESOLV...
Status Updated On 23/07/2025
Objection resolved.
VIEW DETAILS