

## Payment of Fees in the Head of Accounts Securities and Exchange Commission of Pakistan.

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*August 31, 1999*

Circular No. 15

Reference No. 3(1)F&A/SECP/99

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I am directed to refer to HQ Office Circular No. 470(1)RCP/90 (C.No.12/99) dated 12th June, 1999 on the subject noted above and to say that the Securities and Exchange Commission of Pakistan has opened its accounts in twenty branches of Habib Bank Limited (list attached) where the companies and other persons can deposit fees under the Companies Ordinance, 1984, the Securities and Exchange Ordinance, 1969, Modaraba Companies and Modarabas (Floatation and Control) Ordinance, 1980 and other laws administered by the Commission.

2. The fees may be deposited through challans available at the counters of the relevant bank branches. However, it has been decided that bank drafts and pay orders submitted alongwith the documents/returns may also be accepted for the purpose of deposit of fees. The documents intended to be filed by the companies/consultants alongwith bank drafts/pay orders would be received at R&I branch. The R&I branch shall record the particulars of Bank draft or pay order i.e. D.D./P.O.No, Date and Name of the Bank and branch on which such instrument is drawn in a register at the time of receipt.

3. After recording the above particulars, the bank draft/pay order shall be detached and handed over to the accountant. The diary clerk shall mention the above particulars of D.D./P.O. on the covering letter, which shall be countersigned as token of receipt by the accountant.

4. The accountant shall record the particulars of bank draft/pay order in a register on the format specified in Appendix. He will also prepare the Challans for deposit of bank draft/pay order. On receipt of the paid challan by the accountant, he will enter the challan no. and date and initial the action so taken in the relevant columns of receipt register. The paid challan meant for CRO will be handed over to the concerned official and receipt shall be taken in the relevant column as token of delivery of the said challan. The copy of challan meant for the company/depositor alongwith an attested copy of the challan duly attested by the DR/JR will be kept in a folder in chronological order of the D.D./P.O. register. Whenever a company representative or the depositor demand copy of the challan, the challan will be handed over to him and receipt/acknowledgment of such delivery will be taken on the attested copy of the challan for record purposes. All D.D's & P.O's will be automatically reflected in the scrolls and no separate action shall be required

by the accounts branch to record the said receipt in the Cash Book. Action regarding HQ's receipts will be taken by the General Branch (R&I), HQ.

(Muhammad Yunus Khan)  
Registrar of Companies (HQ)

**Distribution:-**

1. All CROs.
2. All Officers of SECP
3. R&I Section, General Branch, SECP (HQ)