

# SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

巴基斯坦证券交易委员会

## Incorporation Guide

公司注册指南

(Your stepwise welcome guide for registration of new company)

UNDER THE COMPANIES ACT, 2017

(新公司注册欢迎指南)

根据 2017 年《公司法》

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## Foreword

### 前言

The Securities and Exchange Commission of Pakistan (SECP), as a frontline regulator of the corporate sector, is actively working towards creating an enabling business ecosystem and encouraging entrepreneurship culture in Pakistan.

巴基斯坦证券交易委员会(SECP)作为企业部门的一线监管机构，正在积极努力创建一个有利的商业生态系统，鼓励巴基斯坦的创业文化。

Corporatization and adoption of sound corporate governance framework is an integral part of creating a formalized and well-structured economy. To promote this segment, the SECP has revamped the incorporation process through simplification of requirements, reduction of costs and digitalization to increase efficiency and ensure standardization. Moreover, the process has been further streamlined through integration with Federal Board of Revenue, Employees' Old-Age Benefits Institution and business registration portals in the province of Sindh and Punjab, greatly reducing the time and hassle of setting up a new company in Pakistan.

公司化和采用健全的公司治理框架是创造一个正式和结构良好的经济的组成部分。为了促进这一领域的发展，SECP 通过简化需求、降低成本和数字化来改进合并过程，以提高效率并确保标准化。此外，通过整合信德省和旁遮普省的联邦税收委员会、雇员养老福利机构和商业登记门户，该流程已经进一步简化，大大减少了在巴基斯坦设立新公司的时间和麻烦。

Lack of proper awareness and guidance has been the foremost reason for low rate of registration of businesses in Pakistan, and the SECP, with a view to increase outreach and create awareness about the recently launched initiatives for ease of starting a business has developed a comprehensive guide for the benefit of entrepreneurs and the general public. This guide provides a complete overview of the legal framework, the fee structure and run-through of the application process, designed to greatly improve the user experience.

缺乏适当的认识和指导是巴基斯坦企业注册率低的最主要原因，证交会为了扩大宣传和提高对最近发起的便利创业举措的认识，为企业家和公众制定了一份综合指南。本指南提供了一个完整的法律框架，收费结构和应用程序的运行通过的概述，旨在大大提高用户体验。

Aamir Khan  
Chairman

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## **1. Introduction**

Starting and registering a company is an exciting event. This guide will walk you through the simple stepwise procedure of setting up a new company, the details of which are provided in the Companies (Incorporation) Regulations, 2017. This guide includes:

建立和注册公司是令人兴奋的。本指南将带领您逐步了解建立一个新公司的流程以及《2017年公司法》规定的相关具体内容。

1. Legal framework for company incorporation  
建立公司的法律框架
2. Types of Companies under the Companies Act, 2017

基于 2017 年《公司法》的公司种类

3. Words used in company name that require prior approval/license  
公司名称预先核准
4. Procedures for filing of applications for name reservation and Incorporation:  
填报预定公司名称申请表和注册的流程
  - a. Physical submission of application  
现场提交申请
  - b. Online submission of application including:  
线上提交申请
    - How to obtain user registration
    - How to fill online name reservation and incorporation application
    - How to make fee payments.  
如何获得用户注册

如何进行线上填报预定公司名称申请表和注册公司

如何付费

## **2. Legal framework for company incorporation:** 建立公司的法律框架

The Company incorporation is regulated under various provisions of the Companies Act, 2017 (the Act) read with the Companies (incorporation) Regulations, 2017 (the Regulations). The Regulations provide detailed provisions regarding name reservation, company incorporation and additional requirements for single member company, association not for profit and foreign subscribers and their security clearance. It also provides specimen of name reservation and incorporation application.

成立公司应依据 2017 年《公司法》以及 2017 年《成立公司的管理规定》的有关规定实施。这些法律法规对单一成员公司、非营利组织和外国用户的名称保留、公司设立和附加要求及其安全许可作了详细规定。同时，还提供了预定公司名称和申请成立公司的范例。

## **3. Types of Companies under the Companies Act, 2017:** 基于 2017 年《公司法》的公司种类

Following three types of companies may be incorporated under the Companies Act, 2017:

- A company limited by shares
- A company limited by guarantee
- An unlimited company

依据 2017 年《公司法》，可成立以下三类公司：

股份有限公司

有限责任公司

无限责任公司

### **3.1 Company limited by shares:**

股份有限公司

Company limited by shares means a company having the liability of its members limited by the memorandum to the extent of amount, if any, remaining unpaid on the shares respectively held by them. 股份有限公司是指公司的股东责任负有受在公司章程限制下数额有限的责任，对于债务股东按所持股份比例分别承担责任；

A company limited by share may be incorporated having following forms:

- Single member company
- Private limited company
- Public limited company
- 股份有限公司具有以下几种形式：
- 单一会员公司
- 私营有限公司
- 公共有限公司

- **Single Member Company:**

- 单一会员公司

A single member company (SMC) also known as one-man company can be registered with only one member/director. Therefore, one person may form a SMC by complying with the legal requirements. The subscriber to the memorandum of SMC is required to nominate his relative (spouse, father, mother, brother, sister, son or daughter) as nominee in terms of section 14 of the Companies Act, 2017 (The “Act”) who in the event of death of the sole member shall be responsible for-

- (i) transfer the shares to the legal heirs of the deceased subject to succession to be determined under the Islamic law of inheritance and in case of a non-muslim members, as per their respective laws; and
- (ii) manage the affairs of the company as a trustee, till such time the title of shares are transferred:

However, where transfer is made to more than one legal heir, the company shall cease to be a single member company and shall comply with the provisions of section 47 of the Act for conversion of SMC to private limited company.

单一会员公司也称为一人公司，即仅以一个成员/董事注册。在符合法律规定的条件下，可以注册单一会员公司。根据 2017 年公司法第十四章之规定，单一公司发起人需

要在公司章程中，指定其亲属，如配偶，父亲，兄弟，姐妹，儿子或女儿作为负责人，在发起人因故死亡后，承担以下责任：

- 1、 依据《穆斯林继承法》向法定继承人转移股权，当公司为非穆斯林成员公司，股权移交按照相应的法律执行；
- 2、 已受托人身份处理安排公司事务，直到股权转让完成为止。

然而，当股权转让给多于一名的法定继承人时，该公司的单一股东公司身份终止，并依据《公司法》第 47 章的规定，转变为私营有限公司。

- **Private and Public limited Company:**
- 私营有限公司和公共有限公司

Any two or more persons associated for lawful purpose may, by subscribing their names to a Memorandum of Association and complying with the requirements of the Act in respect of registration may form a private company and any three or more persons so associated may, in like manner, form a public company. A private limited company is characterized by:

- (a) limits number of shareholders to 50;
- (b) restricts right to transfer of shares; and
- (c) prohibits any invitation to the public to subscribe for the shares.

However, no such restrictions are imposed on public limited companies.

两个或多于两个人出于合法目的，联名签署公司章程，并且符合《公司法》关于注册私营公司的相关规定，可以成立私营公司；于此相似，三个或多于三个人可成立上市。

私营有限公司应具有以下主要特征：

- (a) 股东人数在 50 个以内；
- (b) 限制股权转让权；
- (c) 禁止邀请公众认购股份。

上市有限公司则无上述限制。

### **3.2 A company limited by guarantee:**

担保有限责任公司

A 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 thereby undertake to contribute to the assets of the company in the event of its being wound up. It includes NPOs registered under section 42 of the Act and other companies incorporated as limited by guarantee. NPOs u/s 42 of the Act are regulated through Association with Charitable and Not for Profit Objects Regulations, 2018 accessible at [link:https://www.secp.gov.pk/document/association-with-charitable-and-not-for-profit-objects-regulations-2018/?wpdmdl=31768&refresh=60227aa491fed1612872356](https://www.secp.gov.pk/document/association-with-charitable-and-not-for-profit-objects-regulations-2018/?wpdmdl=31768&refresh=60227aa491fed1612872356)

担保责任有限公司是指在发生破产的情况下，股东的责任以在公司章程中做出的保证中所提供的财产为限，它包括依据《公司法》第 42 章注册的 NPOs 以及其他具有责任担保性质的公司。根据《公司法》第 42 章注册的 NPO 通过慈善和非营利性组织条例（2018）协会管理，详情登录 <https://www.secp.gov.pk/document/association-with-charitable-and-not-for-profit-objects-regulations-2018/?wpdmdl=31768&refresh=60227aa491fed1612872356>

### 3.3. An Unlimited Company:

#### 无限责任公司

Unlimited company means a company not having any limit on the liability of its members. The law provides that companies with unlimited liability may be incorporated.

无限责任公司是指公司的股东所承担的责任是无限的。本《公司法》允许成立无限责任公司

### 4. Words used in company name that require prior approval/license:

#### 预定公司名称的核准

Some company names and business activities are restricted and require prior approval of relevant Ministries / Departments. The table below provides information in respect of name of relevant ministry/department to be approached for prior approval in some cases for reference:

有些公司名称和经营范围是受到限制的并需要相关部门的预先核准。以下表格提供了与公司名称预先核准相关的部门信息，仅供参考

Sr.No	Principal line of business/sector	Relevant Ministry / Department
1	a) A Banking Company b) A money exchange company	The State Bank of Pakistan.
2	a) A Non-Banking Finance Company b) Corporate Restructuring Company	Specialized Companies Division (SECP)
3	a) A Security Guard Services b) Marriage Bureau Service	Ministry of Interior (MOI)
4	An association not for profit u/s 42 of the Companies Act, 2017	Corporatization and Compliance Department (SECP)
5	A Trade Organization	License from Ministry of Commerce
6	An Insurance Company	Insurance Division (SECP)

序号	主要业务领域	相关部门
1	a) 银行公司	巴基斯坦国家银行
	b) 货币兑换公司	



2	a)非银行金融公司	证券交易委员会专业公司部
	b) 企业重组公司	
3	a)安保服务公司	巴基斯坦内政部
	b)婚姻事务服务所	
4	非营利性协会 (依据 2017 年《公司法》第 42 章)	证券交易委员会公司化及合规部
5	贸易组织	巴基斯坦商务部 (发放执照)
6	保险公司	证券交易委员会保险业务部

#### **4.1 Prohibited words:**

In addition to the above, there are certain names which are prohibited provided in the below link.  
<https://www.secp.gov.pk/document/prohibited-words/?wpdmdl=13903>  
 禁用词汇

在上述内容基础上，规定了一些禁用词汇，详情请登录查询：

#### **5. Procedures for filing of applications for name reservation and Incorporation:**

##### **6. 填写预定公司名称和注册流程**

Any person desirous of forming a company shall have following two options to file the application either:

- Physical submission of application as per Companies (Incorporation) Regulations, 2017 or;
- Online submission of application through e-service available at <https://eservices.secp.gov.pk/eServices>
- 可采取以下两种方式之一成立公司：
  - (1) 依据2017年《公司注册细则》的规定，现场提交申请；
  - (2) 登录<https://eservices.secp.gov.pk/eServices> 线上提交申请。

#### **5.1 Physical Submission of application:**

##### **现场提交申请**

Stepwise procedure for physical submission of application is as follows:

##### **Step 1: Name availability application:**

1. Download and fill the Inc-Form-1 of Regulations. Availability of name application may be accessed at link <https://www.secp.gov.pk/company-formation/formsapplications-schedule-of-filling-of-returns/applications/>
2. Generate and fill Manual Challan from link <http://challan.secp.gov.pk/manualChalnGenrator/main.faces>. Take print of challan and deposit fee is designated bank branch. Name availability fee is Rs.500/.
3. Submit filled Inc-Form-1 alongwith original paid bank challan with the registrar at any of our Company Registration Offices, located at nine different cities available at <https://www.secp.gov.pk/contact-us/>.

The registrar, if satisfied shall issue name availability letter and reserve the name for a period of sixty days from the date of issuance of the name availability letter.

## **Step 2: Incorporation application:**

1. The applicant after obtaining name availability letter can apply for incorporation of a company on Inc-Form-II of the Regulations. Company incorporation form may be accessed at link <https://www.secp.gov.pk/company-formation/formsapplications-schedule-of-filling-of-returns/applications/>.
2. Generate and fill Manual Challan from link <http://challan.secp.gov.pk/manualChalnGenrator/main.faces>. Take print of challan and deposit fee is designated bank branch. Fee may be calculated from ‘fee calculator’ given at link <https://www.secp.gov.pk/company-formation/fee-calculator/company-incorporation-fee-calculator/>
3. Duly filled Inc-Form-II alongwith original paid bank challan and following supporting documents may be filed with the registrar at any of our Company Registration Offices, located at nine different cities:
  - 3.1 Memorandum of Association (Sample available on SECP website);
  - 3.2 Articles of Association, where required (Sample available on SECP website).
  - 3.3 Copies of CNIC/NICOP of the subscribers/directors/chief executive officer/witness/Nominee or copy of Passport in case of a foreigner;
  - 3.4 authority letter on stamp paper of requisite value in favour of any one of the subscribers or registered intermediary.
  - 3.5 NOC/Letter of Intent/ License (if any) of the relevant regulatory authority in case of specialized business;
  - 3.6 Name Availability Letter

现场提交申请的步骤如下：  
 第一步：名称可用性申请：  
 1、下载并填写 “the Inc-Form-1 of Regulations” ， 名称可用性查询可登录：  
<https://www.secp.gov.pk/company-formation/formsapplications-schedule-of-filling-of-returns/applications/>  
 2、登录 <http://challan.secp.gov.pk/manualChalnGenrator/main.faces>. 下载打印并填写 “Manual Challan” 。持打填好的 “Challan” 到指定银行存款。所需费用根据 <https://www.secp.gov.pk/company-formation/fee-calculator/company-incorporation-fee-calculator/>提供的 “费用计算系统” 确定。

3、将填好的“Inc-Form-II”、银行存款原始凭证以及下列支持文件到任何一个“公司注册办事处”进行备案存档（在9个不同城市均设有办事处）：

3.1 备忘录（登录巴基斯坦证券交易委员会网站查询样板）

3.2 公司章程（登录巴基斯坦证券交易委员会网站查询样板）

3.3 电子身份证和旅居国外巴籍人员居住证明复印件，包括公司签字人、董事，CEO，证明人和指定人（subscribers/directors/chief executive officer/witness/Nominee），如果是外籍人员，提供护照复印件；

3.4 对签字人和中介加盖有效印章的授权书；

3.5 如果属于特殊行业，需提供 NOC，意向书或相关部门批准的执照（如有）

3.6 名称可用性结果函。

## **5.2 Online submission of application for Name Availability and Incorporation of the Company:**

线上提交核名申请和成立公司

Stepwise procedure for online submission of application is as follows:

线上提交申请的流程如下：

### **5.2.1 Step 1: User Registration**

Before processing online application for seeking name availability and incorporation, Personal Identification Number (PIN) is required to be obtained for registration of user through following procedure:

1. Click <https://eservices.secp.gov.pk/eServices/>
2. Click Sign up for National or Foreign/POC holder for the new user
3. Fill the form by providing the required information

在进行线上核名和成立公司之前，需要通过以下步骤填报个人身份证号：

- 1、点击 <https://eservices.secp.gov.pk/eServices/>
- 2、点击“Sign up for National or Foreign/POC holder”进行新用户注册
- 3、按要求填写信息

Upon successful completion of the form, user will receive a 4 digits PIN code on the provided email address and cell phone number. The PIN code received by the user shall be used to electronically sign the processes/forms.

*Note 1: - Please also note that the CNIC/passport number and password provided at the time of signup will be the user ID and the password for subsequent use.*

*Note 2: - If a company is having more than one subscriber, then each subscriber shall create his separate User ID and password in the same manner for digitally signing the incorporation form.*

在完成上述填写之后，用户将在所提供的邮箱和手机上收到 4 位数密码，把密码输入 “processes/forms” 中

备注：电子身份证号或护照号以及在进行注册时所用的密码，将分别是以后使用的用户名和密码；

当公司有两个以上签字人时，应分别设立用户名和密码以备在电子签名表中使用。

After obtaining PIN, the following list of available processes will appear.

- i. Company Name Reservation
- ii. Name reservation and incorporation (combined)
- iii. LLP Name reservation
- iv. Name reservation and incorporation LLP.

***Note:** User can choose the option for name reservation and incorporation (combined process) wherein process for name reservation and incorporation can simultaneously be submitted. However, this facility is not available to the foreign companies and the companies where prior approval of the Commission/Other authority is required.*

在获得密码后，将会出现下列内容：

- (1) 公司名称预定
- (2) 公司名称预定和注册公司（合并注册）
- (3) LLP 名称预定
- (4) 名称预定和成立 LLP

备注：

用户可以选择预定名称和合并注册，以便同时提交。此程序不适合外国公司，外国公司的审批由证交委或其他部门审批。

### **5.2.2. Step 2: Fill online Name Reservation and Company Incorporation application**

线上填报核名和公司注册申请

#### **(i) Name reservation:** **名称预定**

For name reservation or name reservation and incorporation (combined), in data input page, provide three proposed names of company, its significance along with company kind and principal line of business in drop down menu. Select the desired kind of company and ensure that the information is correctly entered.

*(Principal Line of business will always commensurate with the name of the company as per section 26(i) of the Companies Act, 2017)*

Select the mode of payment from the drop down option to make payment through:

- bank challan
- credit card

- ADC ePayment (1link member banks, easy paisa, mobile banking, ATM and internet banking)

输入三个备选名称，他们的含义应与公司的种类和主要业务领域（在下拉的菜单中）符合。选择希望的公司类型并确保输入正确。（业务领域应与 2017 年《公司法》第 26 章关于公司名称的规定保持一致）

- 在表中选择付款方式：
- 银行柜台付款
- 信用卡付款
- ADC 电子支付（会员银行支付，easy paisa，移动银行，ATM 机，网上银行）

In case you choose “bank challan”, then click on “locate bank”, select “bank name”, enter “city name”, click “search button” and select the bank branch from the available branches of MCB Bank Limited or United Bank Limited.

如果您选择“银行柜台”，然后单击“定位银行”，选择“银行名称”，输入“城市名称”，单击“搜索按钮”，并从 MCB 银行有限公司或联合银行有限公司的可用分支机构中选择银行分行。

(ii) **Company information:**

公司信息

In this section enter company information such as registered office/correspondence address, telephone number, email address and principal line of business.

输入办公地点，电话号码，电子邮箱和业务领域

(iii) **Authorized & Paid up Capital:**

授权资本和实缴资本

Authorized capital means such capital as is authorized by the memorandum of the company to be the maximum amount of share capital of the company. A company cannot raise more capital than authorized by its memorandum. A company can be registered with the minimum authorized capital of Rs. 100,000 (on which minimum fee shall be charged).

授权资本是指公司备忘录授权为公司最大股本的资本。公司不能筹集超过其备忘录授权的资金。公司可以注册最低授权资本为十万 RS。

Paid up capital means an amount of capital which is actually taken up by the members and subscribers of the company.

实缴资本是指公司的成员实际占用的资本

(iv) **Subscriber / Director/ chief executive details:**

签字人，董事，首席执行官信息

Enter the particulars of subscribers, directors, chief executive in this section, to create and remove rows in the data entry form “add” and “remove” buttons have been provided in the system.

在本节中输入签字人、董事、首席执行官的详细信息，以便在系统中提供的数据输入

表单“添加”和“删除”按钮中创建和删除行。

(v) **Applicant/ Declarant Details:**

In this section enter name, address, telephone number, email address, CNIC/passport number of signatory.

申请人申报明细

在此填入相关姓名，电话号码，电子邮箱，电子身份证号或签字人的护照号

(vi) **Press Continue Button:**

按继续键

After entering the data provided at serial number (i) to (vi) above and by pressing continue button, process document listing page will be displayed containing the following hyperlinks:

在输入上面序列号(I)至(VI)提供的数据并按“继续”按钮后，将显示包含以下超链接的过程文档列表页面：

**a. Update Form(s) Data:**

更新表格数据

Applicant can edit/update the already entered data by clicking this link.

申请人可以在此链接下编辑和更新已输入的数据

**b. View Forms:**

阅览表格

Applicant can review the form generated automatically by using this link. It is pertinent to mention that this page is not editable and only available for review.

申请人审阅自动呈现的相关数据，这里只用于审阅，不能编辑

**c. Fill New Attachment and incorporation Form:**

填写新的附件和成立公司表格

By clicking this link, applicant can attach the documents in PDF format such as copy of CNIC, name availability letter, etc. (in case of combined incorporation process, separate attachment of name availability letter is not required).

通过单击此链接，申请人可以以PDF格式附上文件，如CNIC副本、姓名可用性信函等。（在合并注册过程中，不需要单独附上名称提供函）。

**e. Fill New Attachment Form Articles of Association:**

填写新的公司章程附件

By clicking this link, applicant can attach the Articles of Association in PDF format. However, if Table-A has been opted at the time of entry in the data input form, attachment of article is not required and in case of combined process, articles of association is auto-generated.

通过单击此链接，申请人可以PDF格式附加公司章程。然而，如果在输入数据时选择了Table-A，则不需要文章的附件，并且在合并注册过程中，章程是自动生成的。

**f. Fill New Attachment Form Memorandum of Association:**

附加新的备忘录表格

By clicking this link, applicant can attach the Memorandum of Association in PDF format.

In case of combined incorporation process memorandum of association is auto-generated on selection of principal line of business/sector.

通过单击此链接，申请人可以PDF格式附加备忘录文件。在合并注册过程中，备忘录是在选择主要业务/部门时自动生成的。

*Note: Please note that all the above mentioned PDF file names should be short, without spaces, and should not contain any special characters.*

备注：以上所述PDF文件的名称必须简短，没有空格和特殊符号

**g. Fill New Bank Challan:**

填写新的银行凭证

By clicking this link, bank challan will be displayed. Bank Challan is automatically populated with prescribed fee and other information by the eServices application on the basis of authorized capital and filing fee. Then Press Save Form button to save challan form.

**Please note that do not print and pay challan before submitting the process/form.**

点击此链接，银行凭证将自动显示。电子系统将根据授权资本和实缴费用自动生成指定的费用和其他信息，

**h. Sign Forms using PIN:**

Forms are signed using the Personal Identification Number (PIN). Please note that every subscriber needs to sign the documents by logging in user ID and entering their respective PIN. After all subscribers have signed forms with their respective PIN, “Submit to SECP” button will become active. By click this button, all the documents will be submitted to the SECP and a process reference number will be displayed. Please keep this reference number for any future correspondence, if required.

表格使用个人身份证号码(PIN)签署。请注意，每个签字人都需要通过登录用户ID并输入各自的PIN来签署文档。在所有订阅者与各自的PIN签署表格后，“提交给SECP”按钮将变得活跃。通过单击此按钮，所有文档将提交给SECP，并显示流程参考编号。如有需要，请保留此参考号码以备日后来往信件。

**5.3 Step 3: Make fee Payment:**

付费

There are following two modes through which applicant can make fee payments:

申请人可以通过以下两种方式支付费用：

- **Payments through manual Bank Challan**
- 通过银行柜台付款
  
- **Payments through Online modes:**
- 线上付款
  - Through credit card
  - Through ADC ePayments (1Link banking network)
  - Through MCB online fund transfer.信用卡支付  
通过ADC电子银行支付



## 通过MCB转账

- **Payment through manual Bank Challan:**

过银行柜台付款

Click on Submitted Processes link. Documents submitted along with bank challan will be displayed. Click and open challan and then press Print. Four copies will automatically be printed as original copy, applicant copy, bank copy and branch copy. The fee shall be deposited in the Bank branch selected by the applicant from the designated branches of MCB Bank Limited/United Bank Limited. On payment, the bank shall retain the branch and bank copies and return remaining two copies (original and applicant copy) to the client. 点击提交处理链接。提交的文件连同银行开托收凭证将显示。点击并开托收凭证，然后按打印。四份将自动打印为正本、申请人副本、银行副本和分行副本。费用应存入申请人从MCB银行有限公司/联合银行有限公司指定分行选择的银行分行。付款时，银行应保留分行和银行副本，并将剩余两份（原件和申请人副本）退还给用户。

- **Payments through Online modes:**

**线上支付**

- **Through Credit Card**

通过信用卡支付

To facilitate investors and speed up processing time of transactions in eServices, SECP has introduced online payment of fee through Credit Cards. This facility is only available to depositors/applicants using eServices online submission option of SECP and transact through eServices portal. To make payment through Credit Card, click on “Online Payment” link, then select the relevant check box under “Make Payment” and follow procedure.

为了方便投资者，加快电子服务交易的处理时间，证交会采用了通过信用卡在线支付费用的方式。此设施仅适用于使用SECP的电子服务在线提交选项并通过电子服务门户进行交易的储户/申请人。若要通过信用卡付款，请单击“在线付款”链接，然后在“付款”下选择相关复选框并遵循程序。

For obtaining further information regarding payment of fee through Credit Cards, please visit SECP website and see Online Payment Guide available on the eServices page at <https://www.secp.gov.pk/document/eservices-online-payment-guide/?wpdmdl=17369> 有关通过信用卡支付费用的进一步资料，请浏览SECP网站，并参阅电子服务网页上的网上支付指南

<https://www.secp.gov.pk/document/eservices-online-payment-guide/?wpdmdl=17369>

- **Through ADC ePayments (1LINK Banking Network)**

通过ADC电子银行支付（ADC ePayments (1LINK Banking Network)）

In order to further facilitate the SECP has enhanced the payment option by introducing 1link payment facility. Now fee can be paid through internet banking, mobile banking, ATM, easy paisa using 1LINK network. The applicant has to select SECP as a biller after login to internet banking or after login to ATM machine.

为了进一步促进设备有效使用，SECP通过引入1链接支付设施来增强支付选项。现在，费用可以通过网上银行、手机银行、自动取款机、使用1LINK网络的简易Paisha支付。申请人在登录网上银行或登录ATM机后，必须选择SECP作为计费器



○ **Payment through MCB Online Fund Transfer.**  
**使用MCB线上转账**

The SECP has also arranged with MCB Bank Limited an “On-line Fund Transfer (OFT)” facility to pay SECP fee directly into SECP’s bank account in MCB through on-line fund transfer from applicant’s MCB Bank account, without the need to visit a branch for physically depositing the amounts. This facility is only available to depositors/applicants using eServices online submission option of SECP and transact through eServices portal. 证交会还与MCB银行有限公司安排了一个“在线资金转移”设施，通过从申请人的MCB银行账户上的在线资金转移，直接向证交会在MCB的银行账户支付证交会的费用，而不需要访问分行进行实际存款。此设施仅适用于使用SECP的电子服务在线提交选项并通过电子服务门户进行交易的储户/申请人。

For obtaining further information regarding MCB OFT Facility, please visit SECP website and see Online Fund Transfer Facility Guidelines available on the main page.

有关MCB OFT设施的进一步信息，请访问SECP网站，并参阅主页上的在线资金转移设施指南。

For more information about eServices, please visit the website at <https://eservices.secp.gov.pk/eServices/>

有关电子服务的更多信息，请访问网站 <https://eservices.secp.gov.pk/eServices/>

**7. Additional documents in case of foreign national as director /subscriber:**

**有关外国董事和公司签字人的附加文件**

In case a foreign national individual or a foreign entity is a shareholder in proposed company following additional documents are required for security clearance.

如果外国国籍个人或外国实体是拟议公司的股东，则需要补充文件进行安全审查。

1. An undertaking on a prescribed format available on SECP website (in original) stating that in case security clearance is not provided by the concerned department the member shall transfer shares.  
关于证交会网站上规定格式的承诺（原件），声明如果有关部门没有提供安全许可，该成员应转让股份。
2. Five copies of CV/bio data of all foreigners (including nationality, country of origin, local and foreign address, local and foreign contact number, Father’s Name) along with passport size photographs.  
五份所有外国人的简历/简历数据（包括国籍、原籍国、本地和外国地址、本地和外国联系电话、父亲姓名）以及护照尺寸照片。
3. Profile of foreign company, list of its directors (along with their nationality and country of origin) & certified copies of its statute and certificate of incorporation.  
外国公司简介、董事名单（及其国籍和原籍国）以及注册章程和注册证书的核证副本
4. BOD resolution of the foreign company specifying its intention to incorporate a company in Pakistan with proposed shareholding and nomination of a person who will represent the foreign company.

外国公司的 BOD 决议，具体说明其打算在巴基斯坦注册一家公司，并提议持股和提名一名代表该外国公司的人。

**8. Certificate of incorporation:**

公司注册证书:

On successful submission of process and payment of requisite fee, the documents are processed by the relevant Company Registration Office (CRO) and online certificate of incorporation shall be issued through email.

在成功提交流程和支付所需费用时，文件由相关公司注册办事处(CRO)处理，并通过电子邮件签发在线注册证书。

**9. One window facility for company incorporation and NTN registration**

一个窗口设施，用于公司注册和国税（NTN）注册

Data collected by the SECP is shared with FBR for registration of free NTN. User ID password and PIN generated by FBR is sent on the email address and cell number of Chief Executive of the company as soon as the registration is completed at FBR.

证交会收集的数据与 FBR 共享，以便注册免费的 NTN。在 FBR 注册完成后，由 FBR 生成的用户 ID 密码和 PIN 就会发送到公司首席执行官的电子邮箱和手机上。

**10. Fee Schedule:**

费用表

The registration and filing fee payable by a company under the Act is available at the following link <https://www.secp.gov.pk/company-formation/fee-calculator/schedule-of-feesixth-schedule/>

公司根据该法支付的注册和备案费可在以下链接查阅

<https://www.secp.gov.pk/company-formation/fee-calculator/schedule-of-feesixth-schedule/>

**11. Fee Calculator:**

计费器

In order to facilitate the corporate sector and the public, Fee calculator has been provided on <https://www.secp.gov.pk/company-formation/fee-calculator/company-incorporation-fee-calculator/> for instant calculation of the registration fee as well as fee for enhancement of authorized capital.

为了方便公司和公众，<https://www.secp.gov.pk/company-formation/fee-calculator/company-incorporation-fee-calculator/>提供了即时计算注册费和增加授权资本费的收费计算器。

**DISCLAIMER**

免责声明

This guide has been developed, merely, with intent to create awareness of the concept of the relevant matters. If the reader is in doubt in dealing with any specific condition, it is suggested to refer to the Act and allied laws and consult a professional consultant for seeking advice. The Commission gives no guarantee and assumes no liability for any error or omissions of the information and no one can use the information for any claim, demand or cause of action.

本指南只是为了使人们认识到有关事项的概念。如果读者在处理任何具体条件时有疑问，建议参考该法和相关法律，并咨询专业顾问寻求建议。委员会不提供任何保证，对任何错误或遗漏的信息不承担任何责任，任何人不得将该信息用于任何索赔、要求或诉讼原因。

#### **List of Company Registration Offices / Facilitation Centers:**

公司注册办事处/便利中心名单:

##### **Karachi**

1. **Company Registration Office,  
4th Floor, State Life Building No.2, I.I. Chundrigar  
Road, Karachi.  
Phone: 021-99213272, Fax 021-99213279  
Email: crokarachi@secp.gov.pk**

##### **Lahore**

2. **Company Registration Office,  
3rd & 4th Floors, Associated House,  
7-Egerton Road, Lahore.  
Phone: 042- 99200274, Fax 042-99202044  
Email: crolahore@secp.gov.pk**

##### **Islamabad**

3. **Company Registration Office,  
State Life Building, 7-Blue Area, Islamabad  
Phone: 051-9208740, Fax 051-9206893  
Email: croislamabad@secp.gov.pk**

##### **Peshawar**

4. **Company Registration Office,  
1st Floor, State Life Building,  
The Mall, Peshawar Cantt.  
Phone: 091-9213178, Fax 091-9213686  
Email: cropeshawar@secp.gov.pk**

##### **Multan**

5. **Company Registration Office,  
63-A, Nawa-i-Waqt Building, Abdali Road, Multan.  
Phone: 061-9200530 Fax 061-9200530  
Email: cromultan@secp.gov.pk**

##### **Faisalabad**

6. **Company Registration Office,  
356-A, Al-Jamil Plaza,  
1st Floor, Peoples Colony, Small D Ground,  
Faisalabad.  
Phone: 041-9220284 Fax: 041-9220152  
Email: crofsb@secp.gov.pk**

<b>Quetta</b>	
7.	<b>Company Registration Office,  382/3, (IDBP House), Shahrah-e-Hali, <u>Quetta Cantt.</u>  Ph: 081-2844136 Fax: 081-2899134  Email: croqta@qta.paknet.com.pk</b>
<b>Sukkur</b>	
8.	<b>Company Registration Office,  House # 28, Hamdard Housing Society,  Airport Road, <u>Sukkur.</u>  Ph: 071-5633757 Fax: 071-5630517  Email: croskr@hotmail.com</b>
<b>Gilgit</b>	
9.	<b>Company Registration Office:  House No. 2, Ayub Colony,  Near Apna Bank,  Jutiyal, Gilgit  Phone No: 05811-922572  Email: ghulam.shabir@secp.gov.pk</b>
<b>Business Centre (Islamabad):</b>	
10.	<b>Mezzanine Floor, NIC Building, Jinnah Avenue, Blue  Area Islamabad  Phone, 051-9100076-78  Email. business.centre@secp.gov.pk</b>
<b>Facilitation Center Sialkot</b>	
11.	<b>Email: aasghar@secp.gov.pk  Cell number: 0323-4544443</b>