



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

NIC Building, 63 Jinnah Avenue, Blue Area, Islamabad

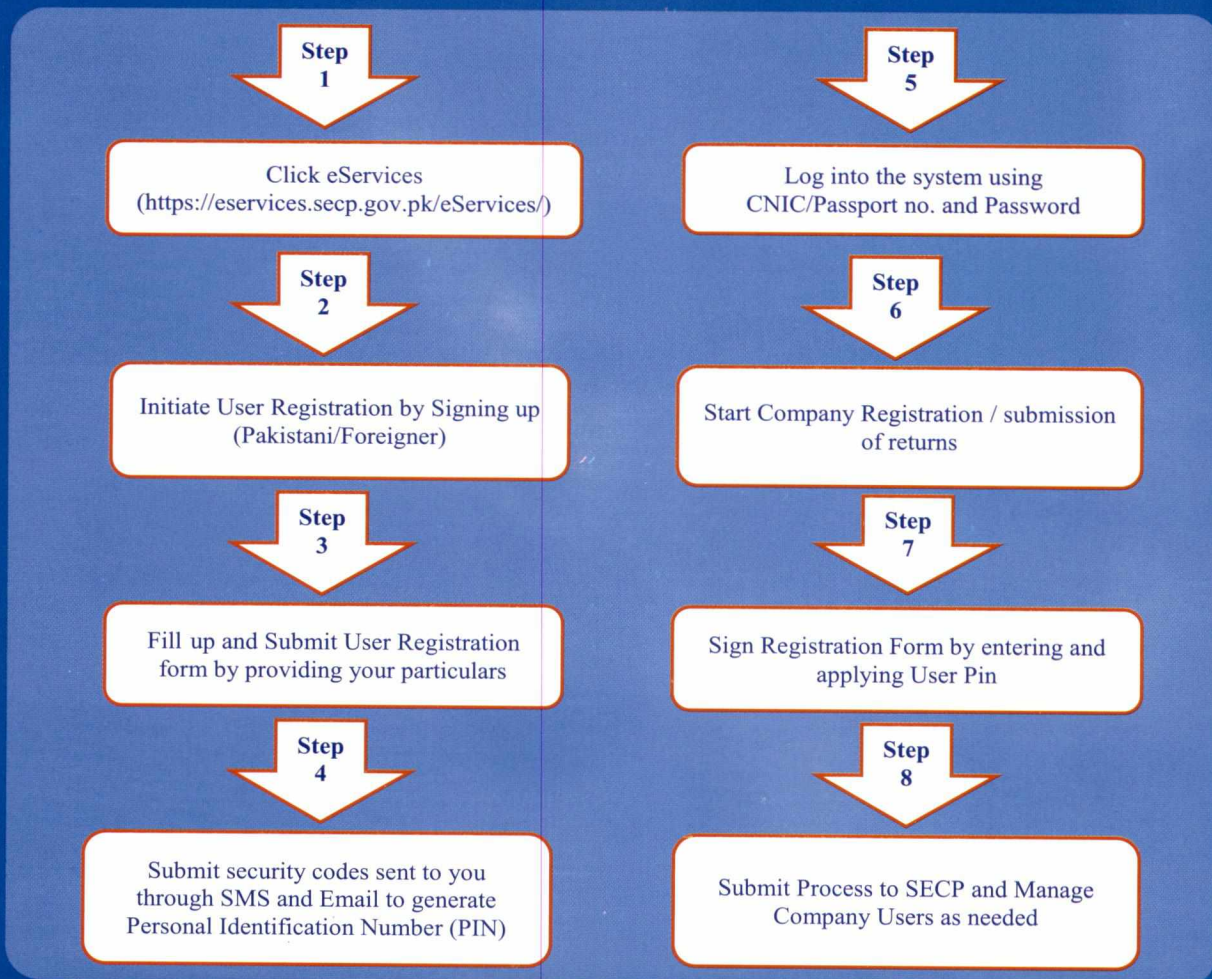
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STEP WISE PROCEDURE FOR USER REGISTRATION IN E-SERVICES

Whether you are a new or existing user of eServices for company registration and post incorporation activities, you will be able to get yourself registered as a user (whether as a Pakistani or Foreign national) by just visiting the SECP website.

Now, any Pakistani national who want to interact electronically with SECP can do so by generating a User ID and Password through the system if he/she has a valid national identity card, mobile number and email address. Whereas, in case of foreign national, he/she must have a valid passport, photograph, mobile number and email address. Once the person has the User ID and Password, he can select the process to be submitted, enter the relevant data in a data entry screen, generate the statutory form for the process, sign the form with his/her unique PIN, and submit it to SECP.

The following flowchart illustrate the newly launched User Registration Process for eServices.



Please also note the following while proceeding further:

- Your CNIC/NICOP/POC No. will be verified from NADRA.
- CNIC/NICOP/Passport number for company users will be the Login ID.
- Password provided at the time of e-user registration will be used as Password for login.
- Recovery of PASSWORD option is available. (Forgot Password case).
- Option for change of PIN is available.
- You can sign up for multiple companies with same user ID.
- An amount of Rs. 100/- will be charged as user registration fee on first process submission after obtaining the PIN.

If you have any enquiries on user registration, you may watch User Registration Video OR refer to User Registration Guide both available at SECP's website, Twitter Account, or may contact the Helpdesk at (+92) (51) (111-117-327) or email helpdesk@secp.gov.pk.