



# LEAP

Leading Efficiency through Automation Prowess



SECP

[WWW.SECP.GOV.PK](http://WWW.SECP.GOV.PK)



# Digitalization Journey

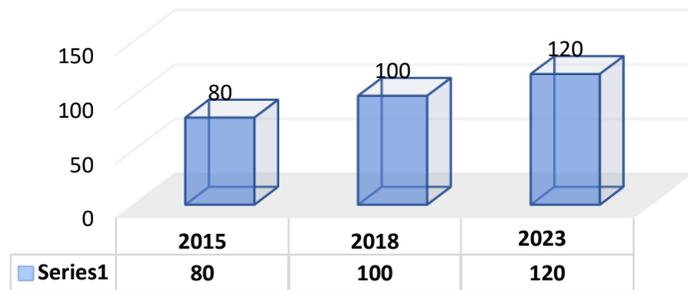
# Digitalization Journey



The digitization journey at SECP commenced in the year **2000** with the implementation of **Corporate Registration and Compliance System (CRCS)**.

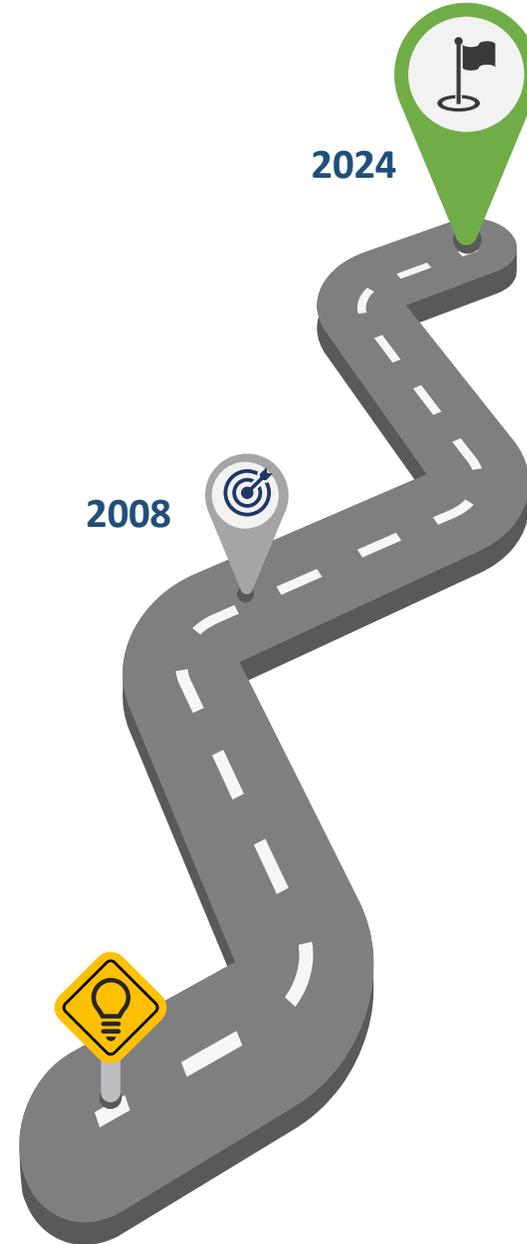
In the year **2008**, a significant milestone was achieved with the launch of the **eServices project**. This initiative enables the online submission and acceptance of various processes such as name availability, company incorporation and e-filing of statutory returns.

The count of automated business processes increased from 35 in 2008 to over 120 in 2023.



eServices Business processes

2000



# SECP Digital Transformation Journey



**2000-2007**

Corporate Registration & Compliance System  
(CRCS)



**2008 -2023**

Business Process Automation –eServices  
Digital Payments, ERP, SDMS  
Jamapunji Portal etc.

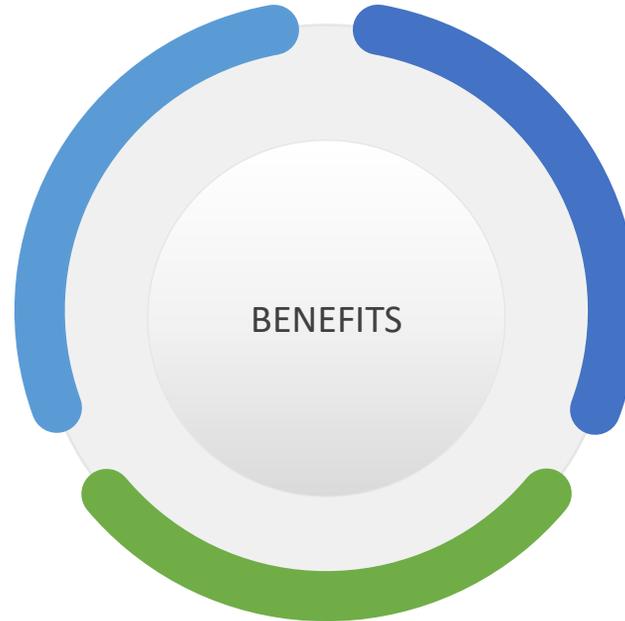
# LEAP - Need for transformation



# LEAP Benefits

## USER EXPERIENCE

- Multiple submission modes
- User centric design
- end-to-end digitized system
- Content Personalization
- 360-degree view of a company
- Reduced turnaround time



## ANALYTICS & MONITORING

- Dashboards
- Business Intelligence
- Enhanced data visualization
- Business data analytics
- Process monitoring
- Alerts



# LEAP Journey

# LEAP Journey – Four Distinct Phases

## Phase 1a - LLP Registry

Already launched on June 22, 2023



**Phase 1b - Company Formation  
& Selective Post Incorporation  
Processes**

**Phase 2a – Mortgage/Charges ,  
foreign companies, CEES, winding  
up, Regulatory approvals etc,**



**Phase 2b – Adjudication,  
Supervision, Litigation and  
other enforcement processes**

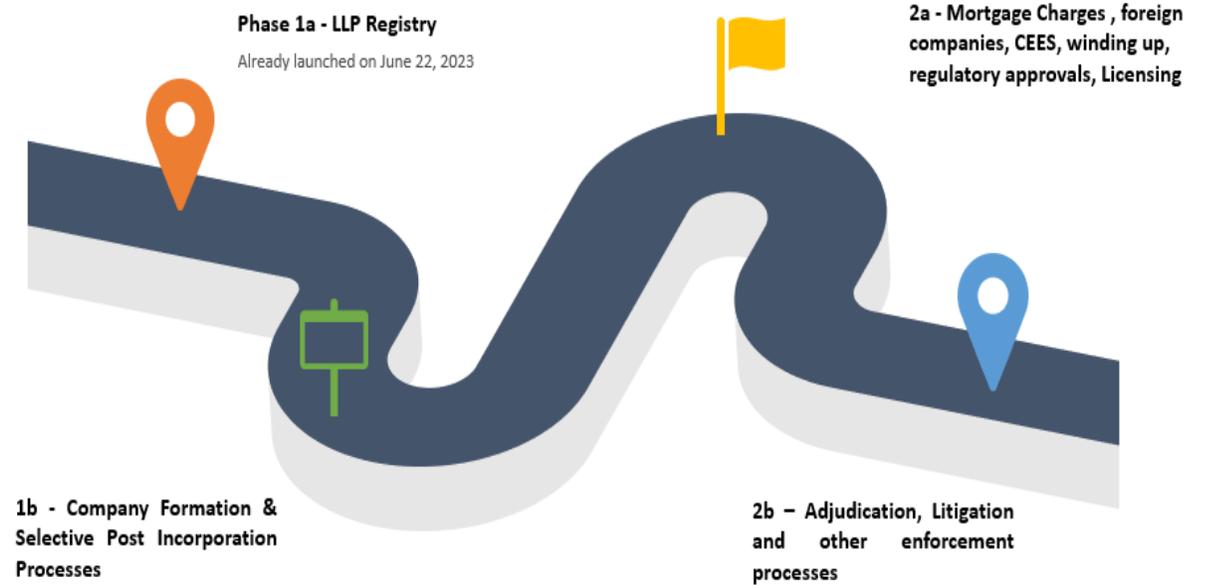
*\*The corporate registry part of LEAP i.e. eZfile consists of three phases i.e. Phase 1a, Phase-1b & Phase-2a.*



# Phase 1a – LLP Registry



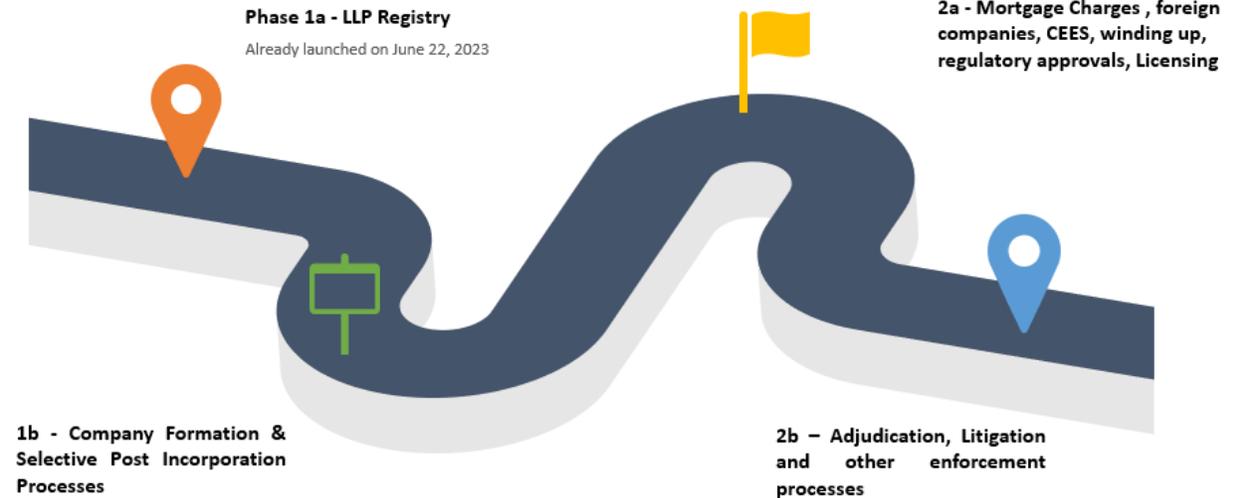
- ▶ LLP Name Reservation and Incorporation
- ▶ Filing of Consent to Act as Partner / Designated Partner
- ▶ Notice of Induction and Cessation of Partners and Designated Partners
- ▶ Change of Registered Office
- ▶ Change in LLP Agreement
- ▶ UBO declaration



# Phase 1b – Company Formation & Selective Post Incorporation Processes



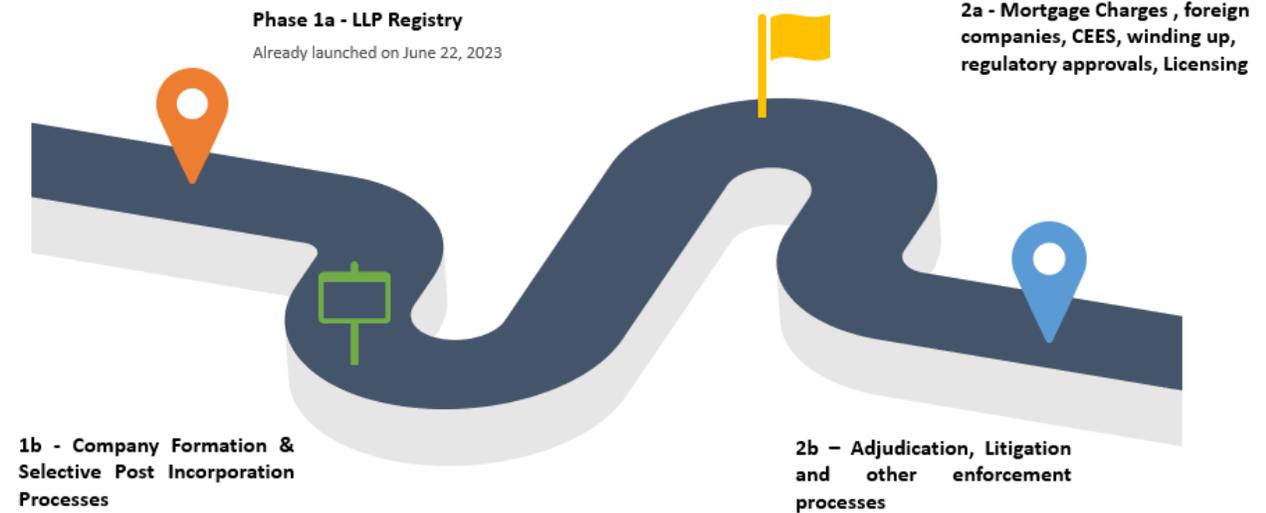
- Name Reservation and Company Incorporation
- Change of name of a Company
- Change in Registered office address
- Change of Address - For books of accounts
- Annual filing of company
- Submission of Quarterly accounts
- Submission of annual accounts u/s 223 by listed companies
- Induction, Cessation and change in particulars of directors and officers, including the chief executive, secretary, chief financial officer, auditors & legal adviser
- Special Resolution
- Increase in Authorized Capital
- Cancellation, Consolidation, or Division / Sub-division of shares
- Allotment of shares
- Change in shareholding / Voting rights / membership, of more than 25%
- User Management
- Manual Challan Generation including payment process
- Apply for digital certified true copy



# Phase 2a



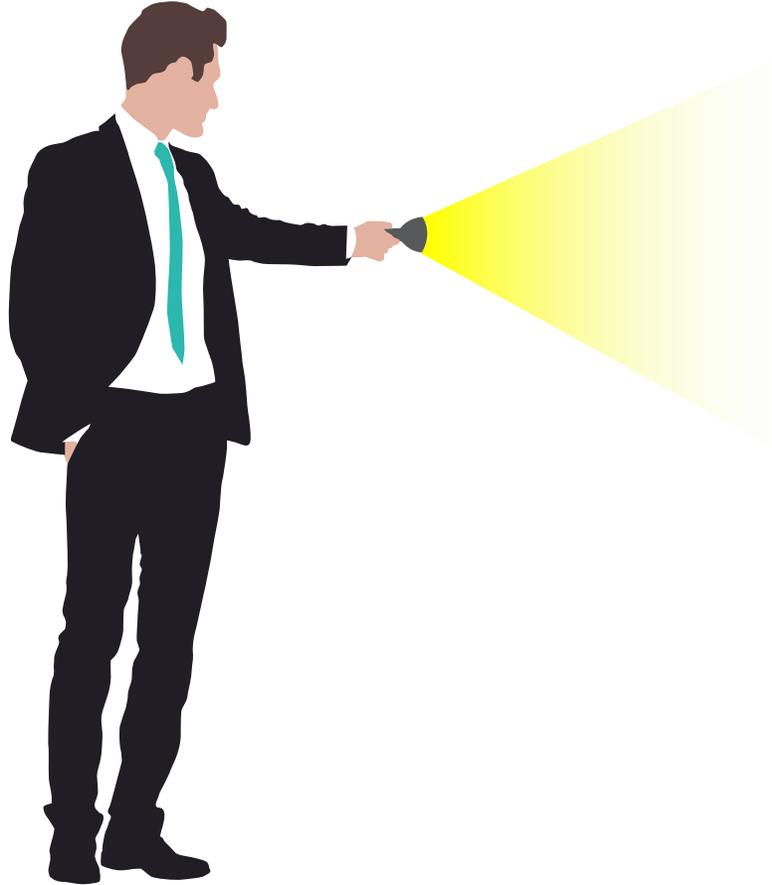
- Mortgage Charges
- Foreign companies
- Company Easy Exit
- Winding up
- Regulatory approvals, Licensing
- Mergers and amalgamations





**eZfile**

# Distinguished features of eZfile



## Help me decide tool

eZfile contains **help me decide tool**, this tool is designed to help first time users in figuring out the type of company they want to register.

## Guiding material, built-in checks and pop-up messages

eZfile contains **guiding material**, **built-in checks** and **pop-up messages** that guides users and companies about the filing method and helps to understand the requirement of law while filing statutory returns

## Communication Features

eZfile involves **communication features**, allowing users and companies to receive updates, notifications and announcements pertaining to filing / registration matters.

## Type of Entities Covered

- Limited Liability Partnerships
- Private Companies
- Public Companies
- Trade Organizations
- Companies formed u/s. 42 and 45 of the Companies Act, 2017

## Increased Security Measures

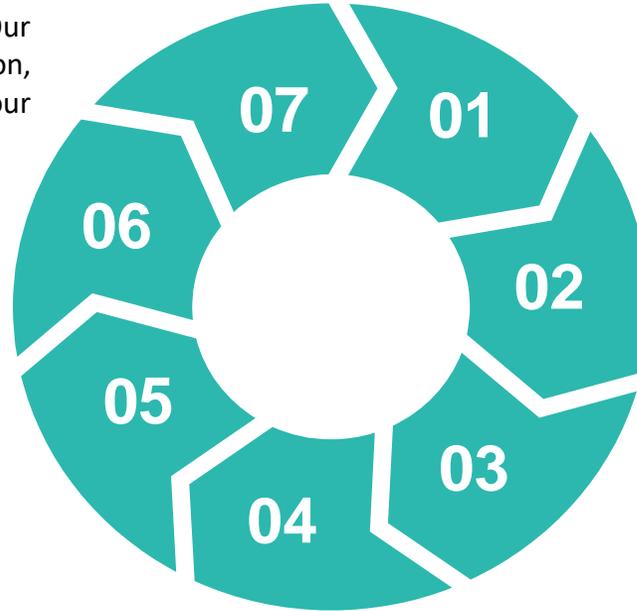
Rest easy knowing that your data is in safe hands. Our enhanced security measures protect your information, ensuring confidentiality and integrity throughout your interactions with the portal.

## Digital Document Submission

Embrace a paperless future with our online document submission feature.

## User-Friendly Interface

Our redesigned interface prioritizes user experience. With an intuitive design, navigating the portal becomes a breeze, making it easy for you to find and manage the information you need.



## Real-Time Updates

Stay informed with real-time updates on your corporate records. The portal ensures that you have the latest and most accurate information at your fingertips, empowering you with timely insights.

## Streamlined Processes

eZfile simplifies and streamlines previously intricate processes. Say goodbye to paperwork and hello to a more efficient and user-friendly experience.

## Faster Processing

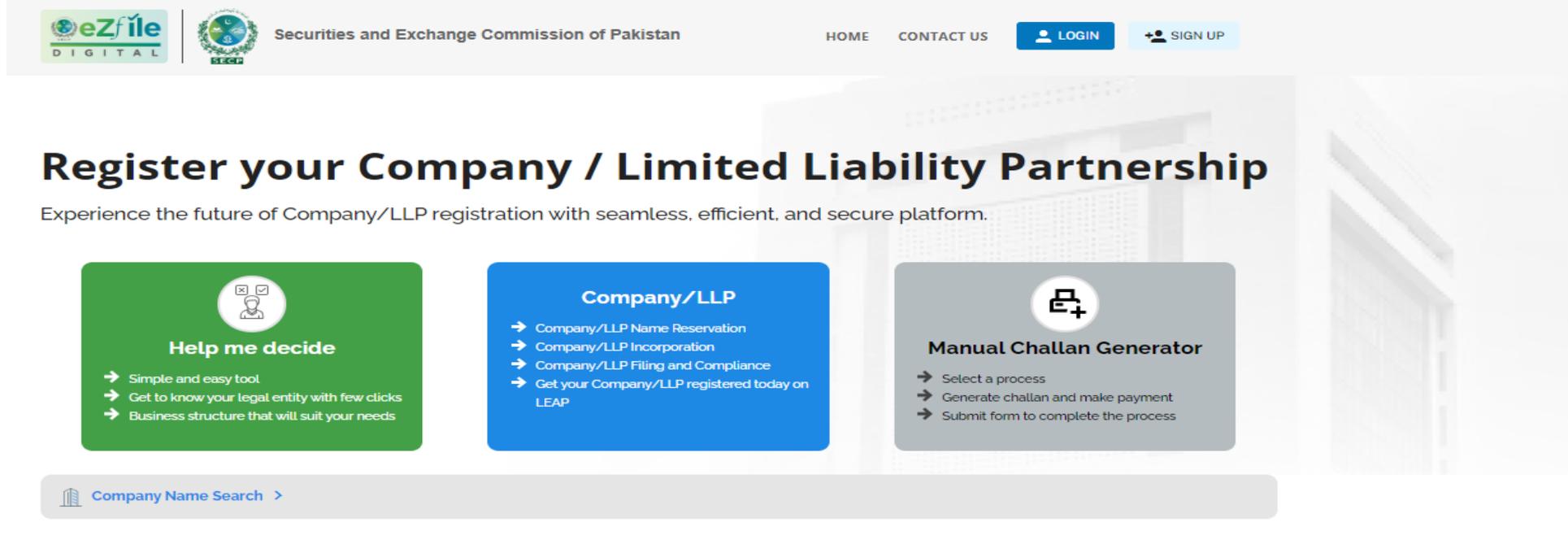
Experience unprecedented speed in interactions with the corporate registry. The new system ensures quicker processing times, reducing the time it takes to complete various transactions.

## Enhanced Accessibility

eZfile is designed to be accessible 24/7, from anywhere in the world allowing to manage your corporate affairs at your convenience, breaking free from the constraints of traditional office hours.



**How to Access *eZfile***  
**User Registration Process**  
**Log on to SECP Website**  
**[www.Lean.secp.gov.pk](http://www.Lean.secp.gov.pk)**



The screenshot shows the SECP eZfile portal with the following elements:

- Header: eZfile Digital logo, SECP logo, "Securities and Exchange Commission of Pakistan", navigation links for HOME, CONTACT US, LOGIN, and SIGN UP.
- Main Title: "Register your Company / Limited Liability Partnership"
- Subtext: "Experience the future of Company/LLP registration with seamless, efficient, and secure platform."
- Three main service cards:
  - Help me decide** (Green card):
    - Simple and easy tool
    - Get to know your legal entity with few clicks
    - Business structure that will suit your needs
  - Company/LLP** (Blue card):
    - Company/LLP Name Reservation
    - Company/LLP Incorporation
    - Company/LLP Filing and Compliance
    - Get your Company/LLP registered today on LEAP
  - Manual Challan Generator** (Grey card):
    - Select a process
    - Generate challan and make payment
    - Submit form to complete the process
- Search bar: "Company Name Search >"

## Register yourself on LEAP

The transition smoothly from eServices to LEAP and register your LLP/company using the new system, follow these steps. First, Visit the LEAP Login Page if you're coming from eServices. If you are new to LEAP, sign up by creating an account. Next, create a new password specifically for your LEAP account. Ensure it is secure and unique. Once you have your account set up, log in to LEAP and start the LLP/company registration process. Follow the on-screen instructions to provide the necessary details and complete the registration. If you have any question and encounter any difficulties, don't hesitate to reach out to our support team. They are ready to assist you throughout the process.

01  
Visit LEAP Login Page

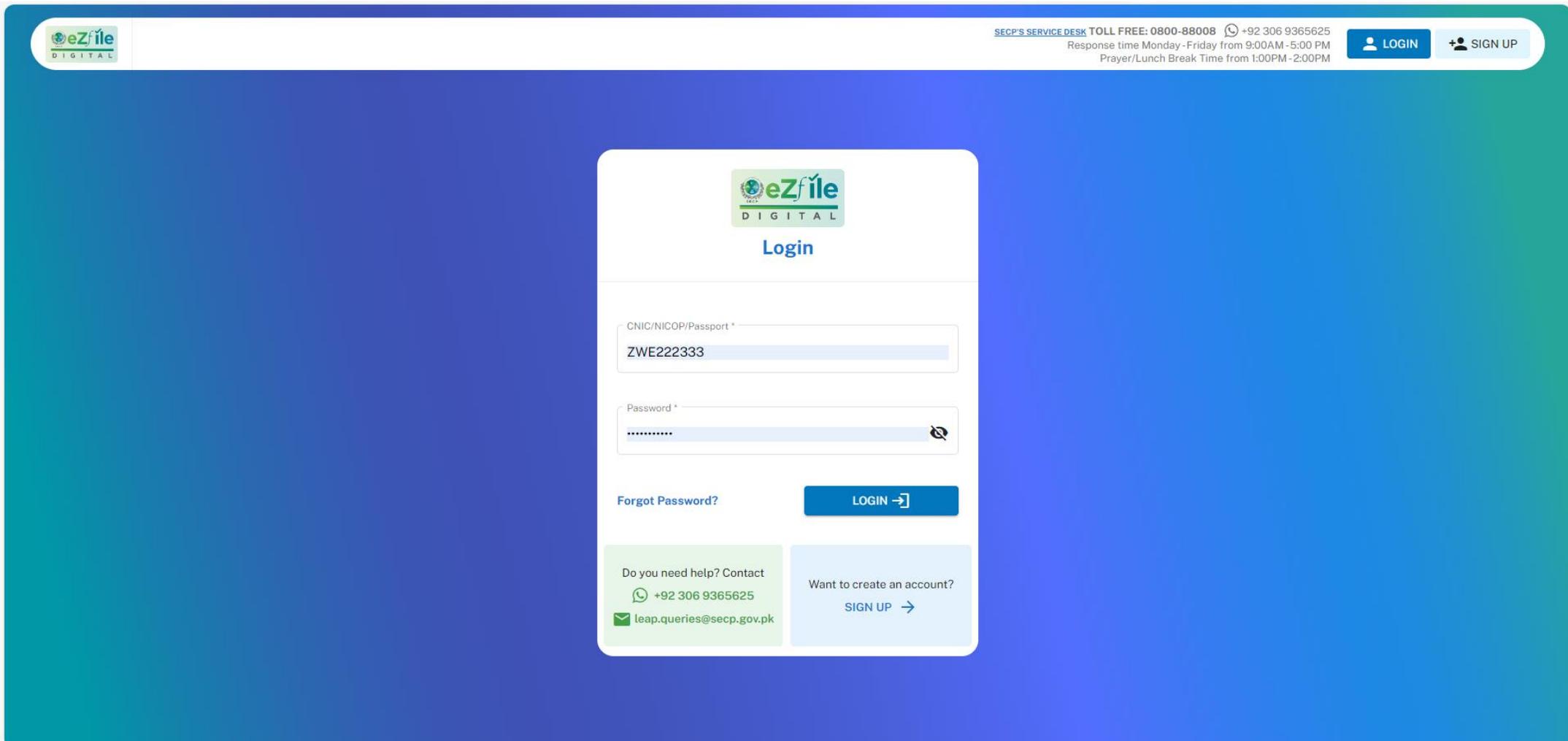
02  
If you are new to LEAP Sign up

03  
Start registering and managing your Company/LLP

01

Before applying for Incorporation or Post Incorporation processes, users must register themselves with SECP by signing up on the eZfile Portal. For registration, user opens the SECP eZfile portal and home page displays the login and sign up options.

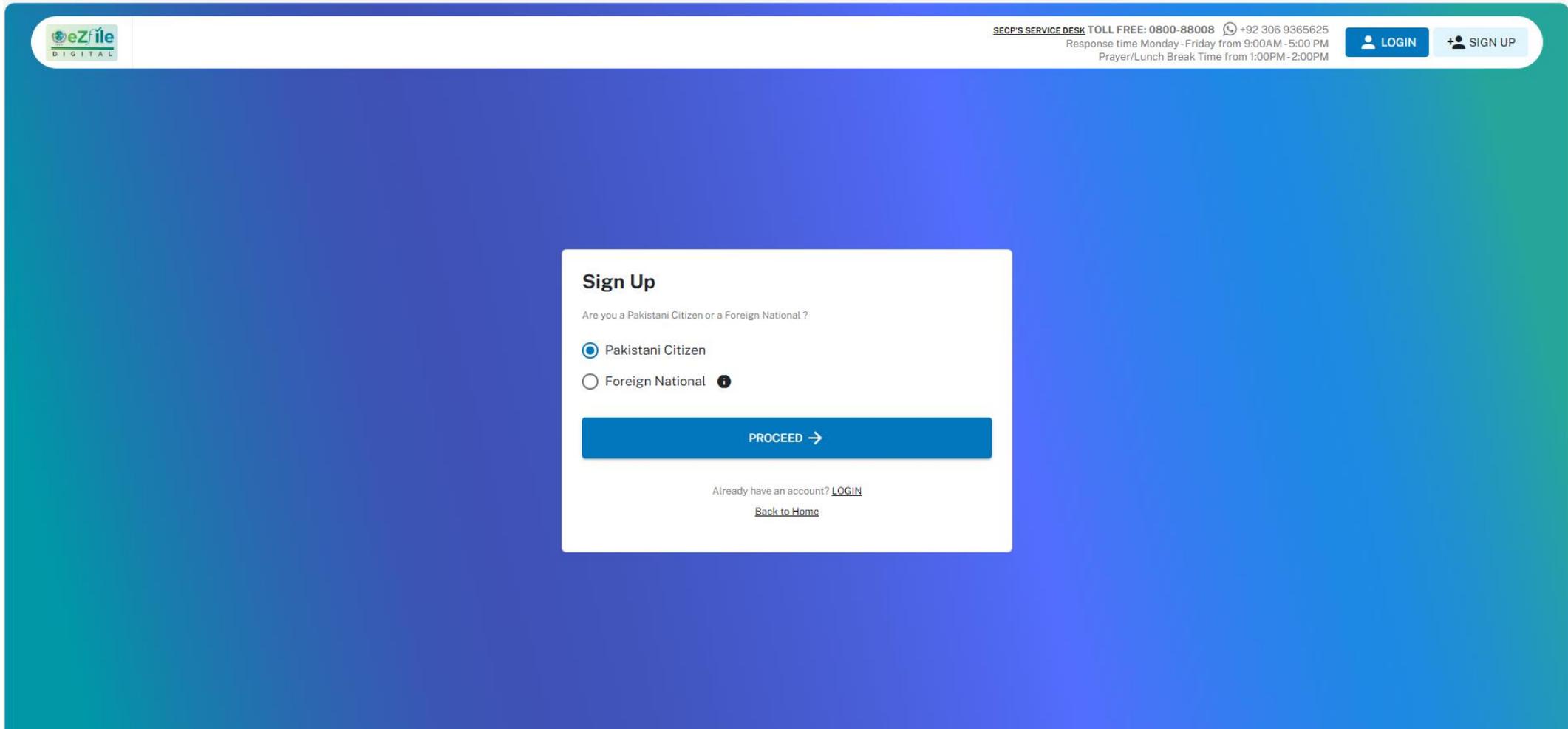
# User Registration Process



The screenshot shows the eZfile Digital login interface. At the top right, there is a header with the text: "SECP'S SERVICE DESK TOLL FREE: 0800-88008 +92 306 9365625 Response time Monday - Friday from 9:00AM - 5:00 PM Prayer/Lunch Break Time from 1:00PM - 2:00PM". Below this are "LOGIN" and "SIGN UP" buttons. The main content area features a white login card with the eZfile Digital logo and the word "Login" in blue. The card contains two input fields: "CNIC/NICOP/Passport \*" with the value "ZWE222333" and "Password \*" with masked characters. Below the fields are links for "Forgot Password?" and a "LOGIN →" button. At the bottom of the card, there are two sections: "Do you need help? Contact" with phone number "+92 306 9365625" and email "leap.queries@secp.gov.pk", and "Want to create an account?" with a "SIGN UP →" button.

02

Existing eservices user can login to eZfile with their existing eservices login credentials and new users can register themselves by clicking on the sign-up button.



The screenshot shows the 'Sign Up' page of the eZfile system. At the top left is the eZfile Digital logo. At the top right, there is contact information for the SEC's Service Desk: TOLL FREE: 0800-88008, +92 306 9365625, and response times (Monday-Friday 9:00AM-5:00 PM, Prayer/Lunch Break 1:00PM-2:00PM). There are 'LOGIN' and 'SIGN UP' buttons. The main content area is a white box with the title 'Sign Up' and the question 'Are you a Pakistani Citizen or a Foreign National?'. Two radio buttons are present: 'Pakistani Citizen' (selected) and 'Foreign National' (with an information icon). Below the radio buttons is a blue 'PROCEED →' button. At the bottom of the box, there are links for 'Already have an account? LOGIN' and 'Back to Home'.

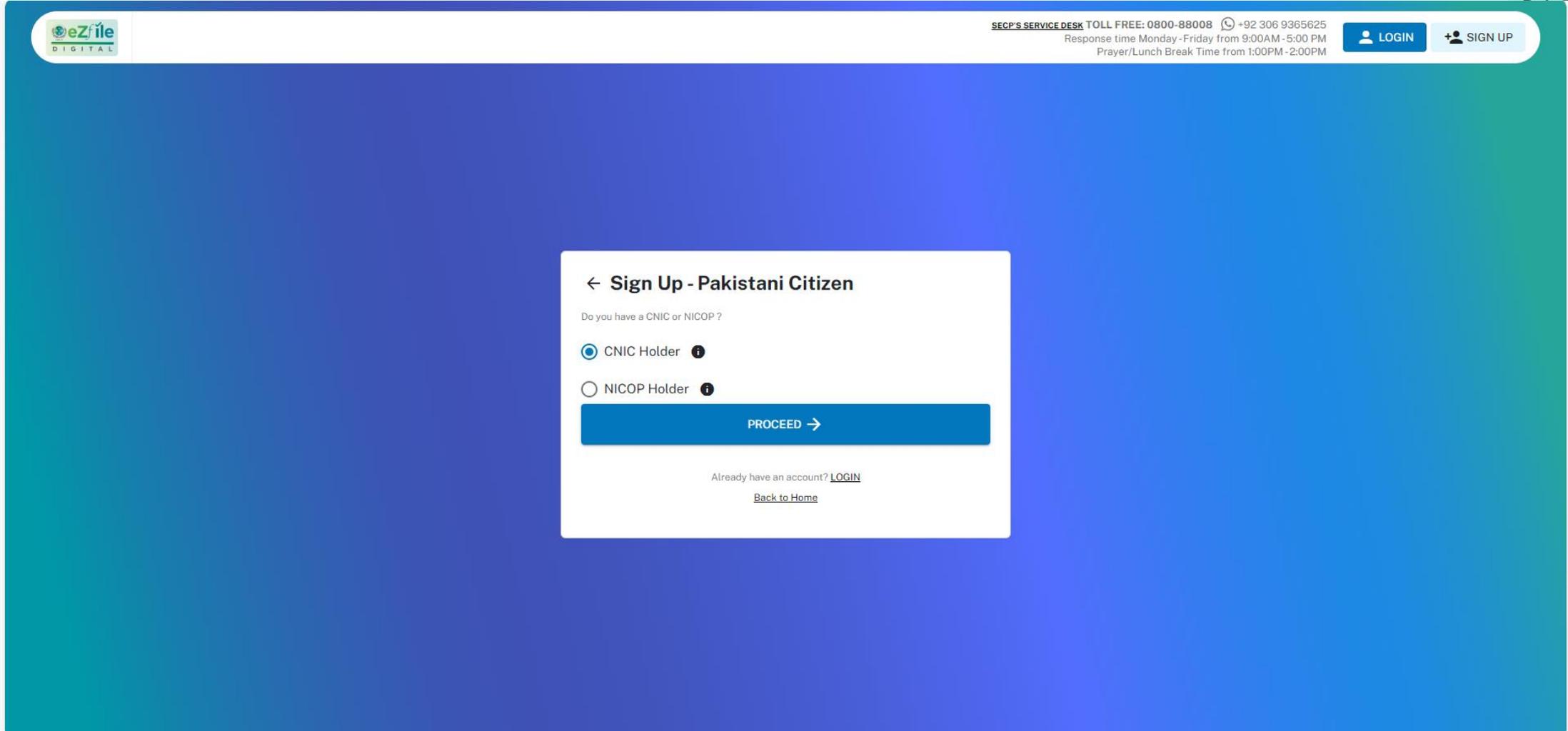
03

New users can register themselves in eZfile by following the below method;

- a. After clicking sign up button, user will be asked to select if user is a Pakistani citizen or a foreign national.



## User Registration Process – Sign up *Pakistani Citizen*



← Sign Up - Pakistani Citizen

Do you have a CNIC or NICOP?

CNIC Holder ⓘ

NICOP Holder ⓘ

PROCEED →

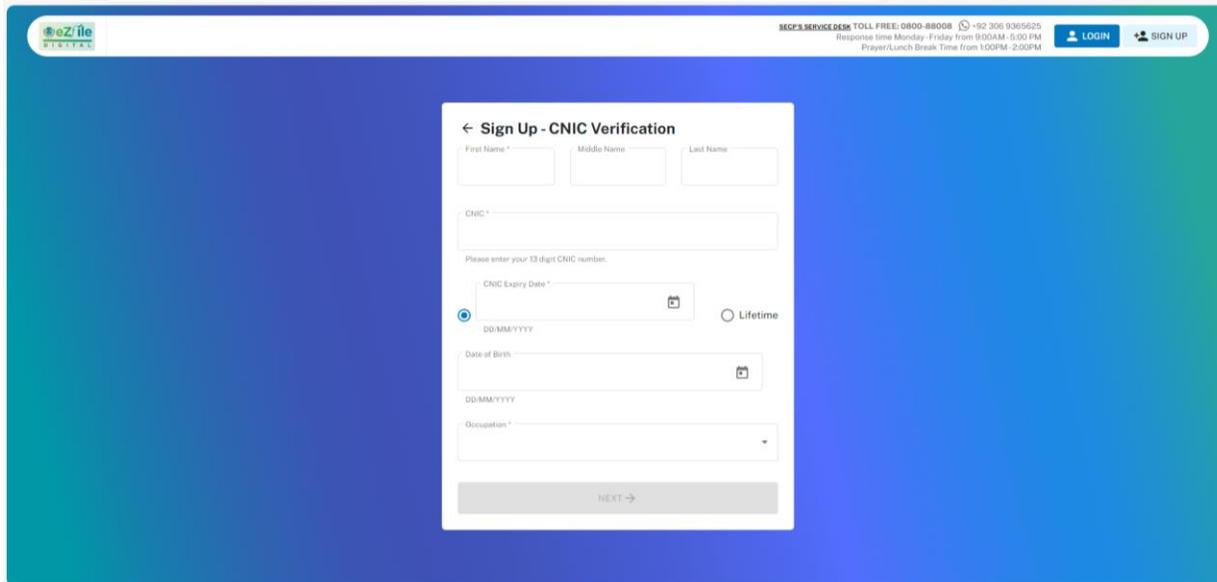
Already have an account? [LOGIN](#)

[Back to Home](#)

## Sign Up-Pakistani Citizen

a. User selects Pakistani Citizen and clicks Proceed. System will ask Pakistani Citizen with the question “Do you have a CNIC or a NICOP?” Pakistani citizen will select CNIC or NICOP, as the case may be.

# User Registration Process – Sign up *Pakistani Citizen*



← Sign Up - CNIC Verification

First Name \* Middle Name \* Last Name \*

CNIC \*

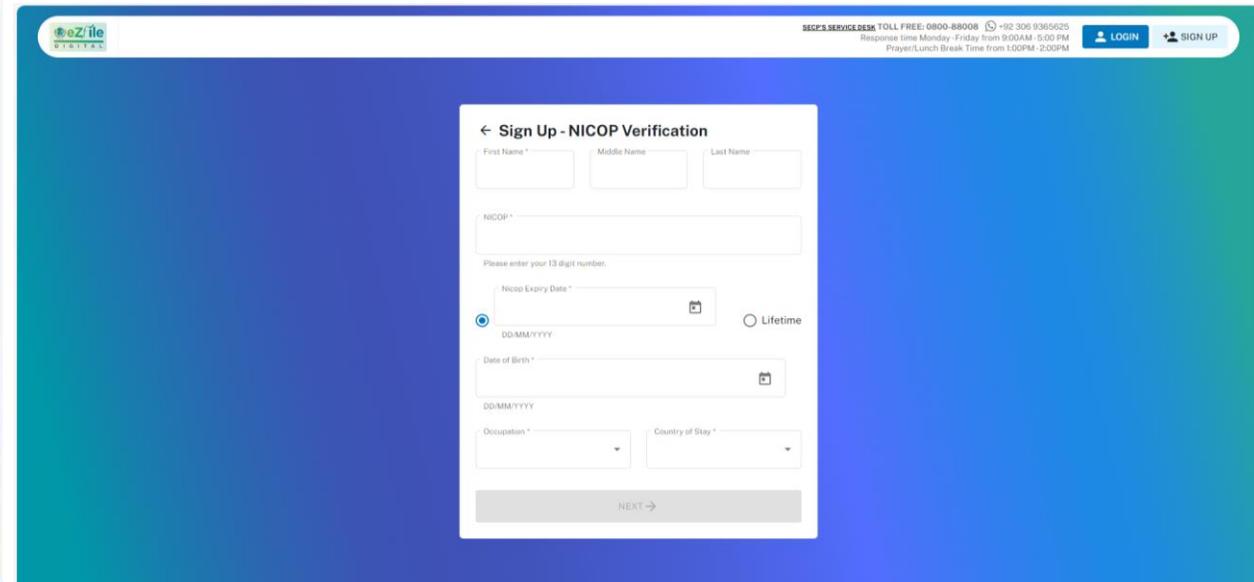
Please enter your 13 digit CNIC number:

CNIC Expiry Date \*    DD/MM/YYYY  Lifetime

Date of Birth \*   DD/MM/YYYY

Occupation \*

NEXT →



← Sign Up - NICOP Verification

First Name \* Middle Name \* Last Name \*

NICOP \*

Please enter your 13 digit number:

Nicop Expiry Date \*    DD/MM/YYYY  Lifetime

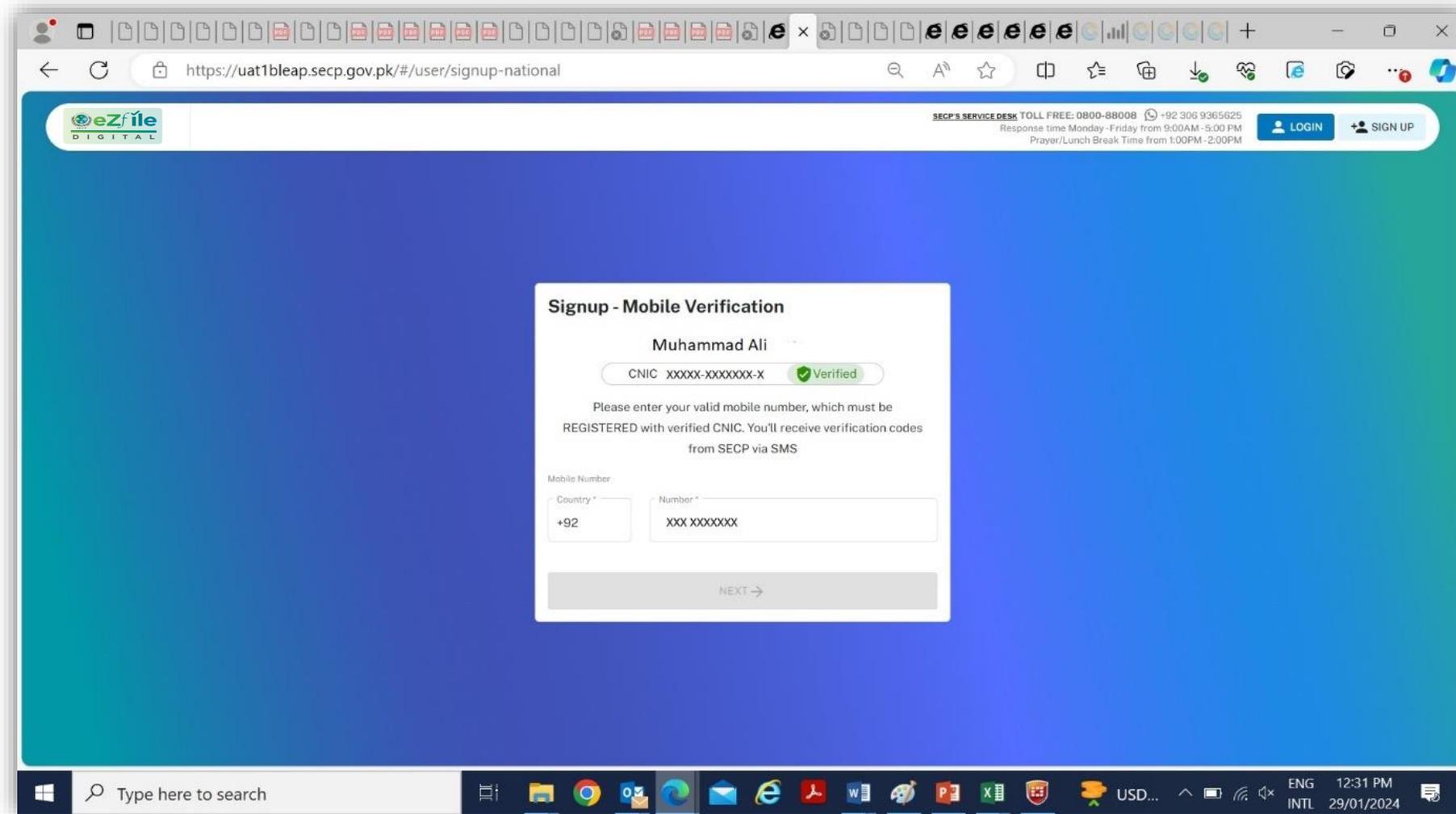
Date of Birth \*   DD/MM/YYYY

Occupation \* Country of Stay \*

NEXT →

b. System displays the Sign-Up-CNIC / NICOP Verification form where user is required to enter their personal details as per CNIC/ NICOP, as shown in the image

# User Registration Process – Sign up *Pakistani Citizen*



**Signup - Mobile Verification**

Muhammad Ali

CNIC XXXXX-XXXXXXX-X Verified

Please enter your valid mobile number, which must be REGISTERED with verified CNIC. You'll receive verification codes from SECP via SMS

Mobile Number:

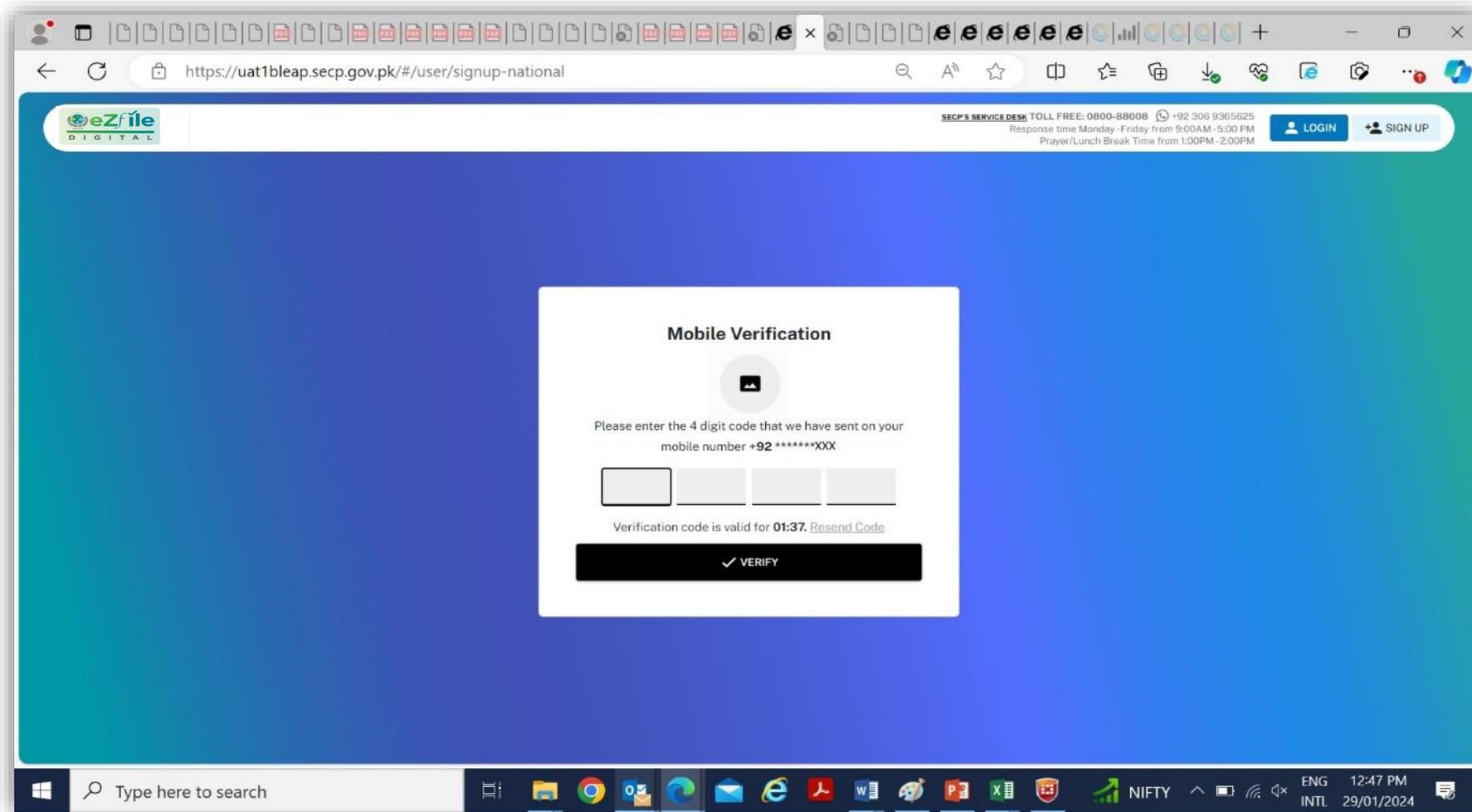
Country \* +92

Number \* XXX XXXXXXX

NEXT →

c. After entering the details, click on the next button. If you have entered correct details of your CNIC/NICOP, your CNIC/NICOP will be verified from NADRA and system displays the field to enter mobile number. User will enter the mobile number that is registered with the verified CNIC/NICOP.

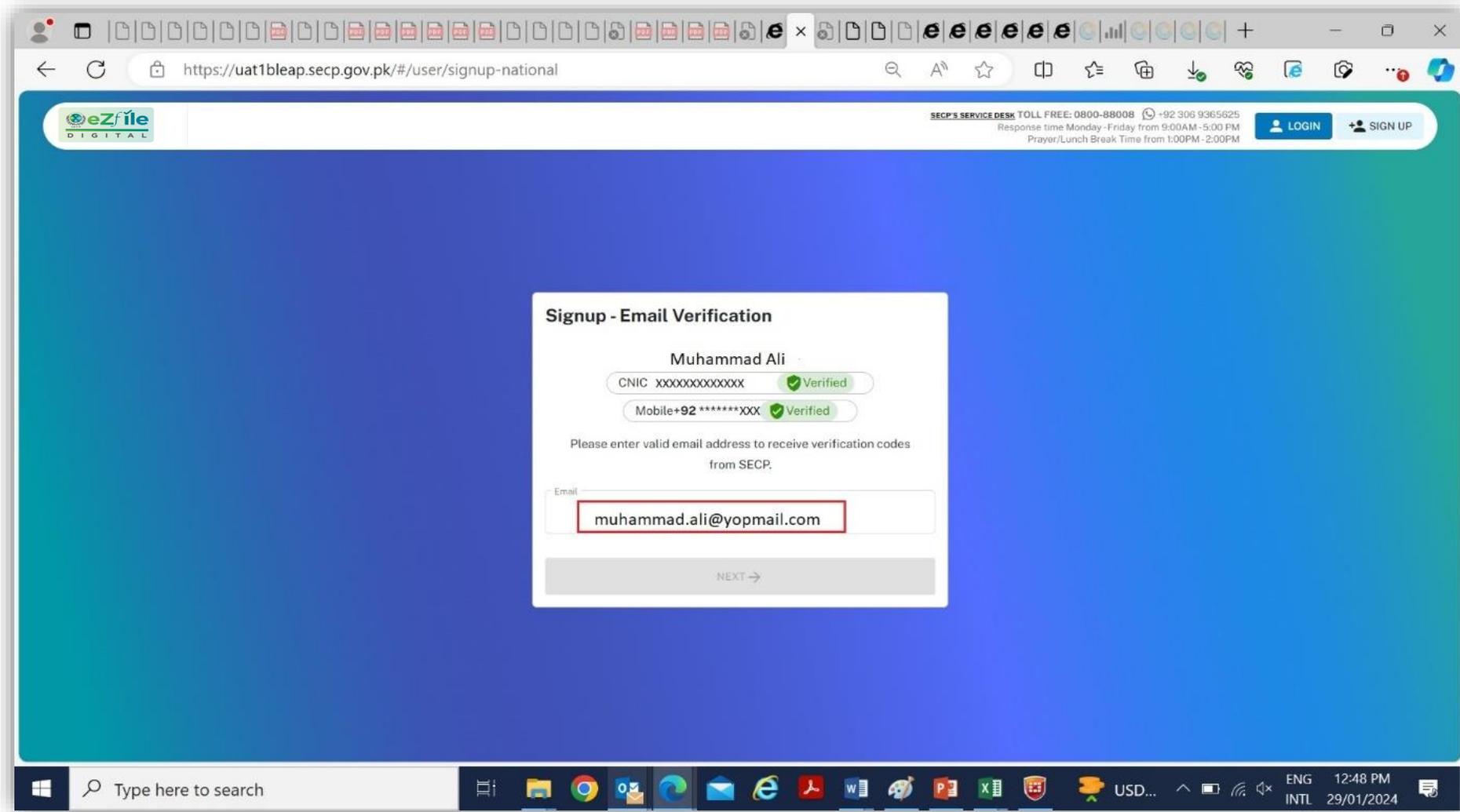
## User Registration Process – Sign up *Pakistani Citizen*



The screenshot shows a web browser window with the URL <https://uat1bleap.secp.gov.pk/#/user/signup-national>. The page features the eZfile DIGITAL logo in the top left and a service desk contact in the top right. The main content is a white box titled "Mobile Verification" with a camera icon, a text prompt "Please enter the 4 digit code that we have sent on your mobile number +92 \*\*\*\*\*XXX", four input fields for the code, a timer "Verification code is valid for 01:37. [Resend Code](#)", and a black "VERIFY" button with a checkmark.

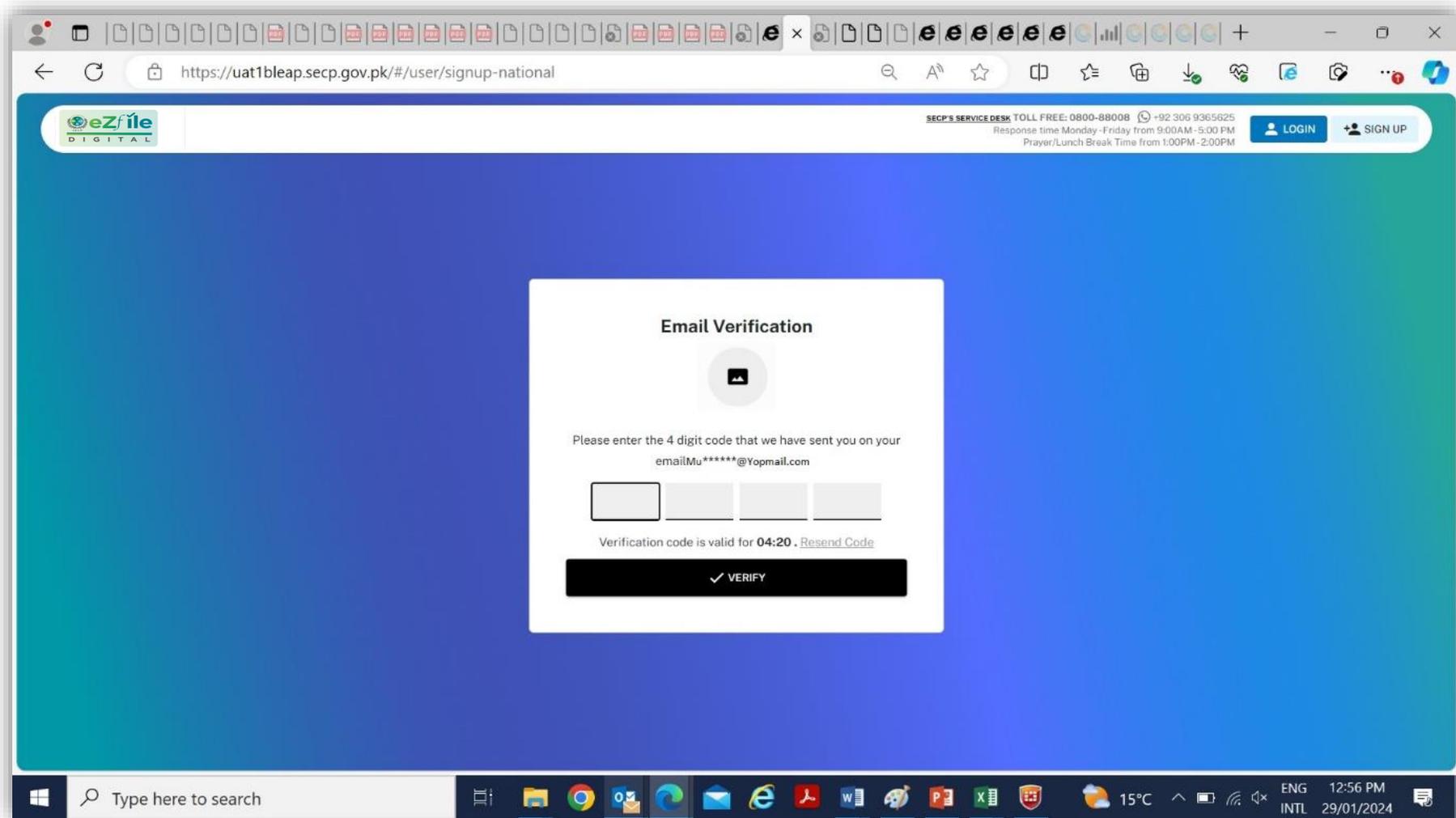
d. Applicant provides a mobile number, the mobile number will be verified through PMD. After successful verification from PMD for Pakistani Mobile Number, system sends 4 digit OTP to the Applicant's mobile. The OTP remains valid for 2 minutes. If the user enters an incorrect OTP 3 times in a row, the 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 / NICOP after a lapse of 30 minutes.

# User Registration Process – Sign up *Pakistani Citizen*



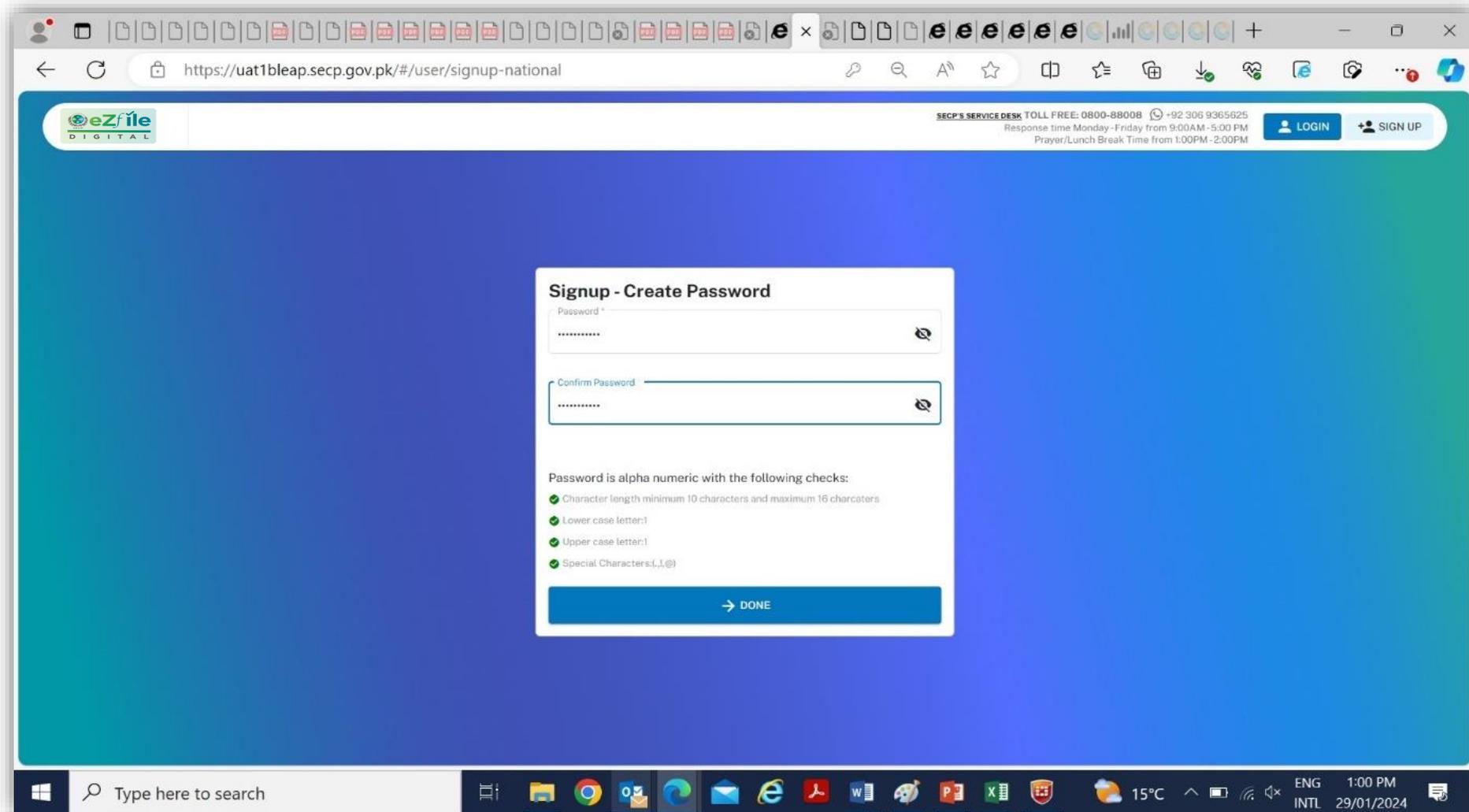
e. After mobile number and OTP verification, user will enter valid email address. The verified statuses of both CNIC / NICOP and Mobile number are shown on top.

# User Registration Process – Sign up *Pakistani Citizen*



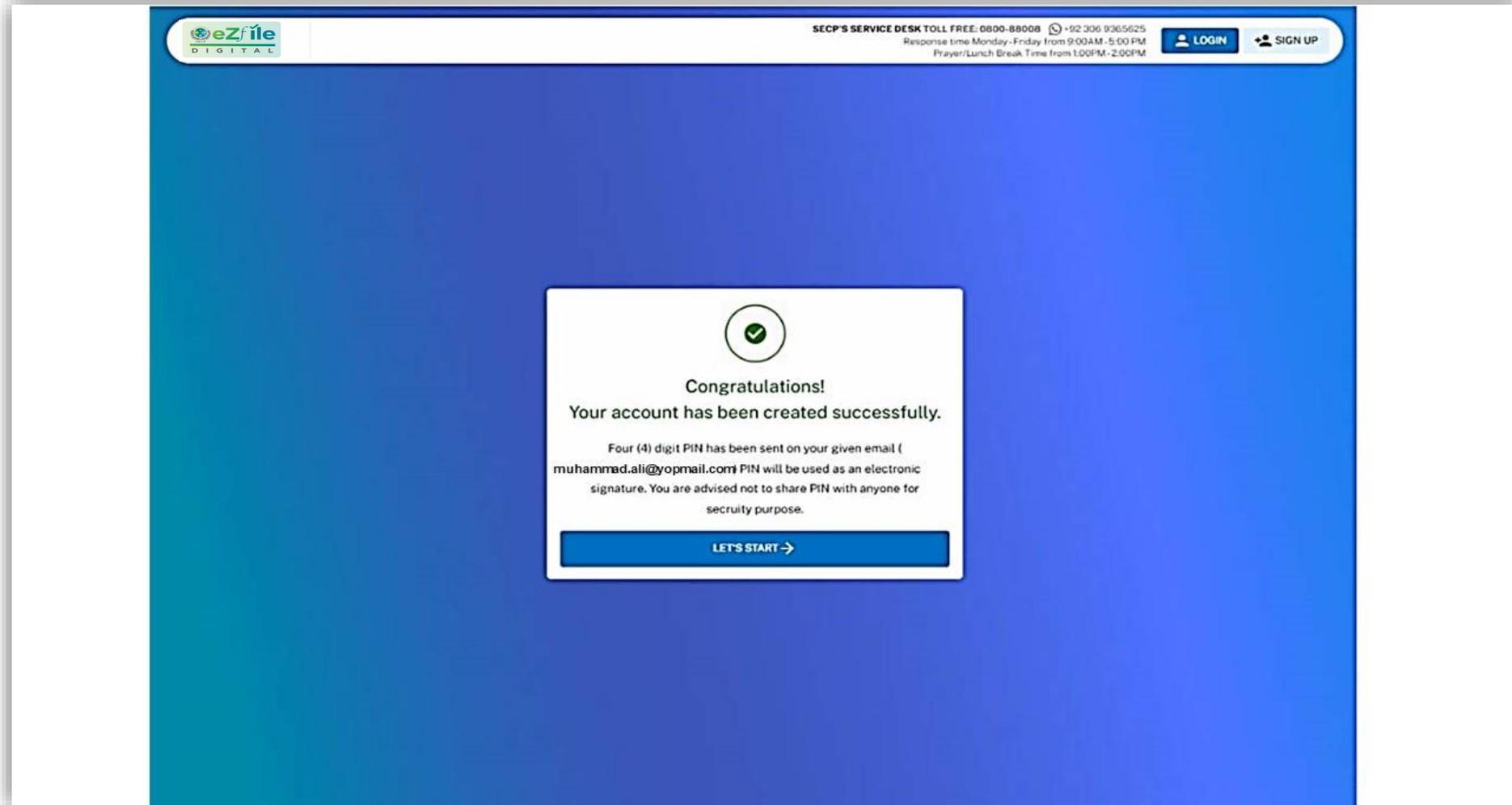
f. System sends the OTP on the email. This OTP remains valid for 5 minutes, after which the Resend Code button becomes enabled. Applicant will enter verification code received on the email address.

# User Registration Process – Sign up *Pakistani Citizen*



**g.** After entering verification code, system displays the screen to create and confirm password. The password selected should be as per the prescribed criteria. When these requirements are met, a green checkmark will be 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.

## User Registration Process – Sign up *Pakistani Citizen*

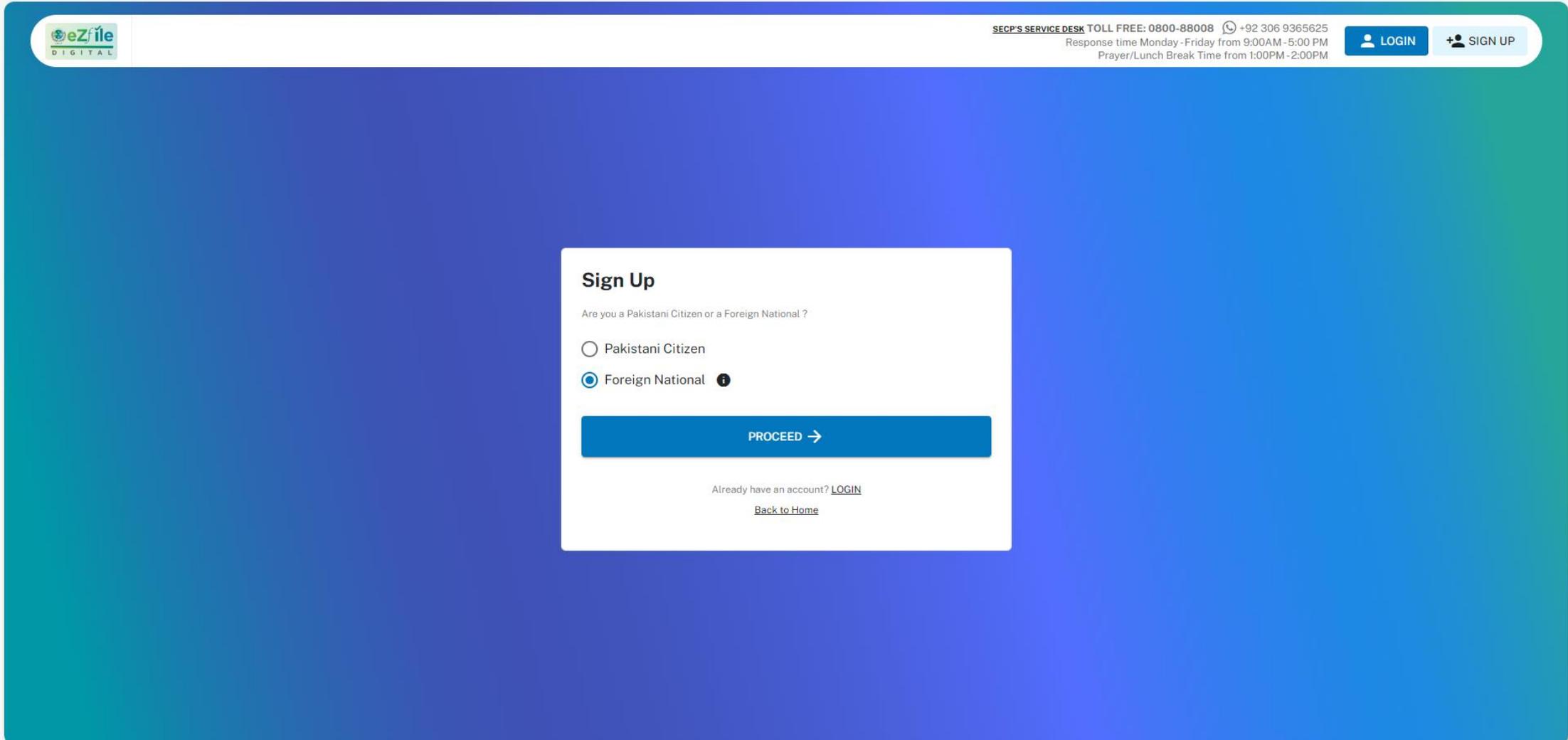


**h.** Once the password has been created, system will send successful user creation alert and PIN to the applicant on provided email. User will now be able to login to eZfile.



## User Registration Process - Sign up *Foreign National*

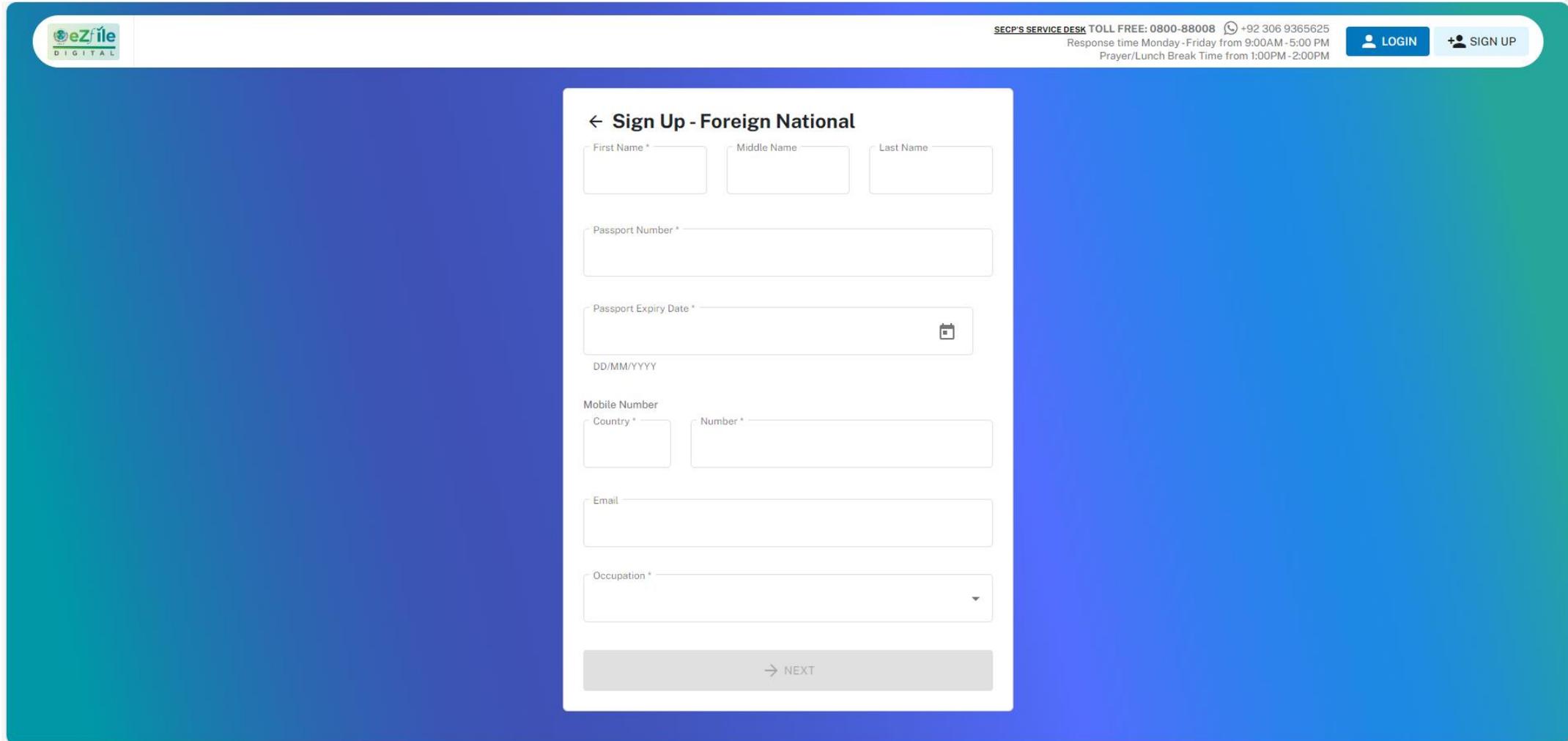
# User Registration Process – Sign up *Foreign National*



The screenshot shows the eZfile registration interface. At the top left is the eZfile Digital logo. At the top right, there is contact information for SECP's Service Desk: TOLL FREE: 0800-88008, +92 306 9365625, and response times. Below this are 'LOGIN' and 'SIGN UP' buttons. The main content area features a 'Sign Up' form with the question 'Are you a Pakistani Citizen or a Foreign National?'. Two radio buttons are present: 'Pakistani Citizen' (unselected) and 'Foreign National' (selected). An information icon is next to the 'Foreign National' option. Below the radio buttons is a blue 'PROCEED →' button. At the bottom of the form, there are links for 'Already have an account? LOGIN' and 'Back to Home'.

a. User selects Foreign National and clicks Proceed

# User Registration Process – Sign up *Foreign National*



← Sign Up - Foreign National

First Name \* Middle Name Last Name

Passport Number \*

Passport Expiry Date \*   
DD/MM/YYYY

Mobile Number

Country \* Number \*

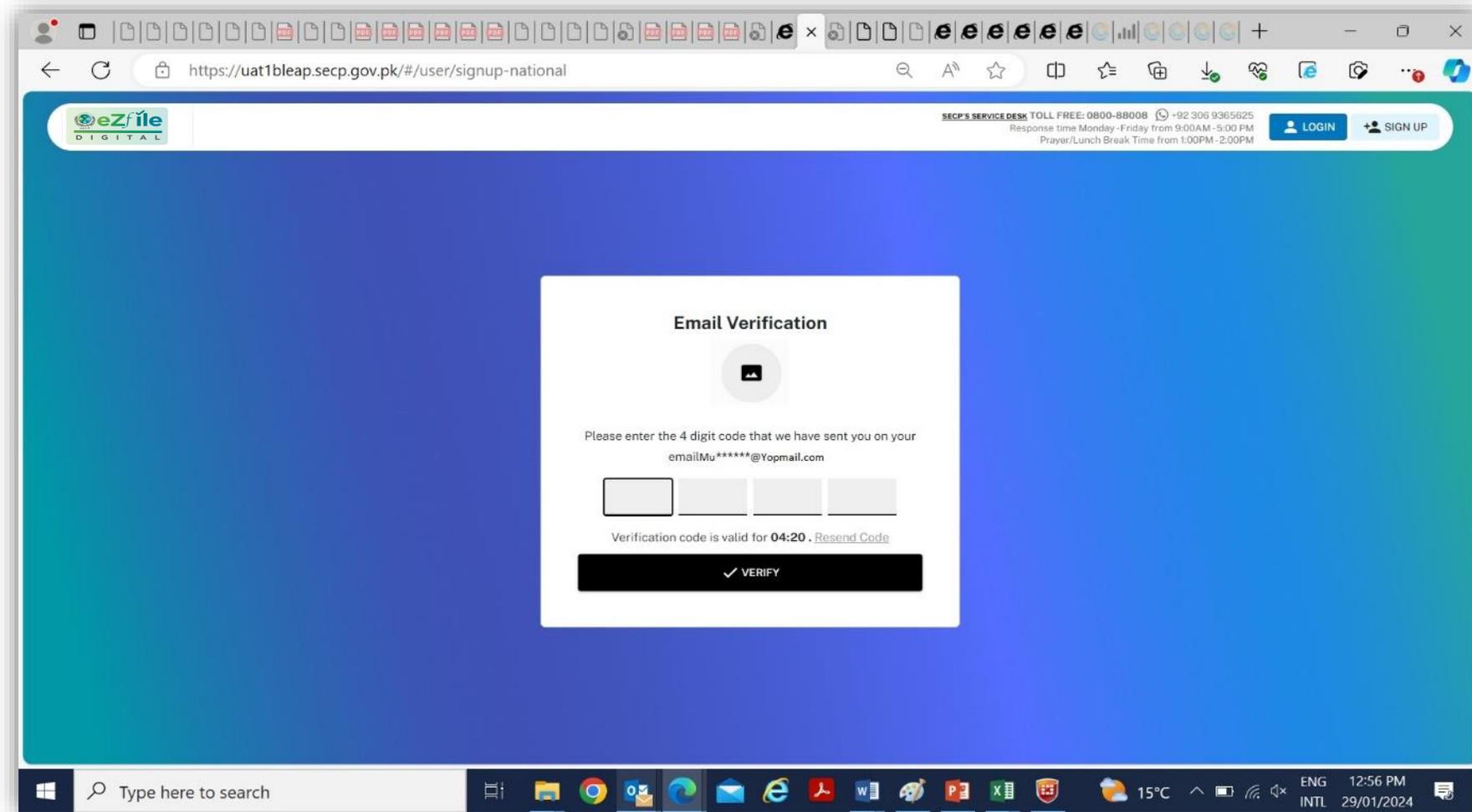
Email

Occupation \*

→ NEXT

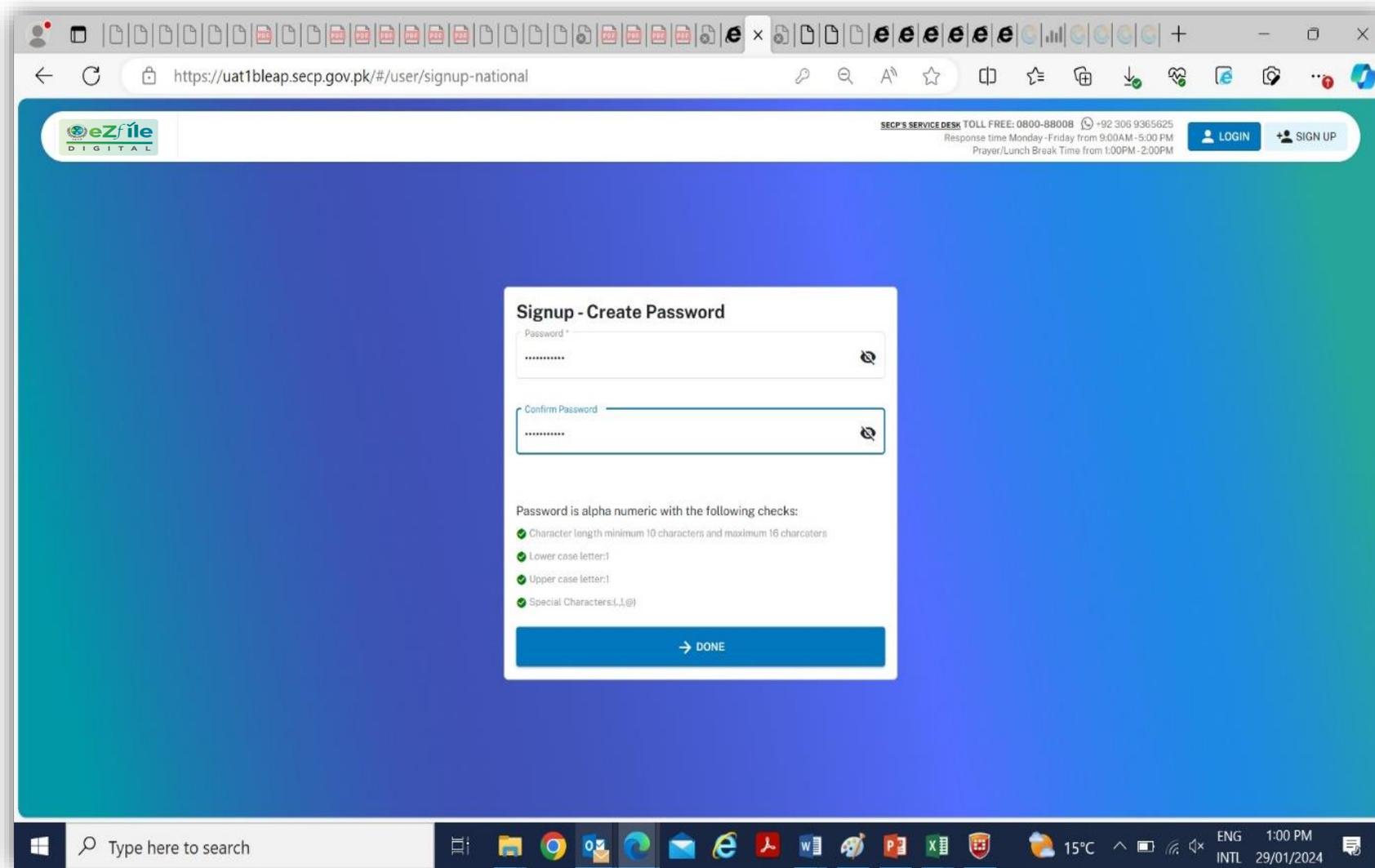
b. System displays Sign-Up-Foreign National form where user needs to enter the personal details.

## User Registration Process – Sign up *Foreign National*



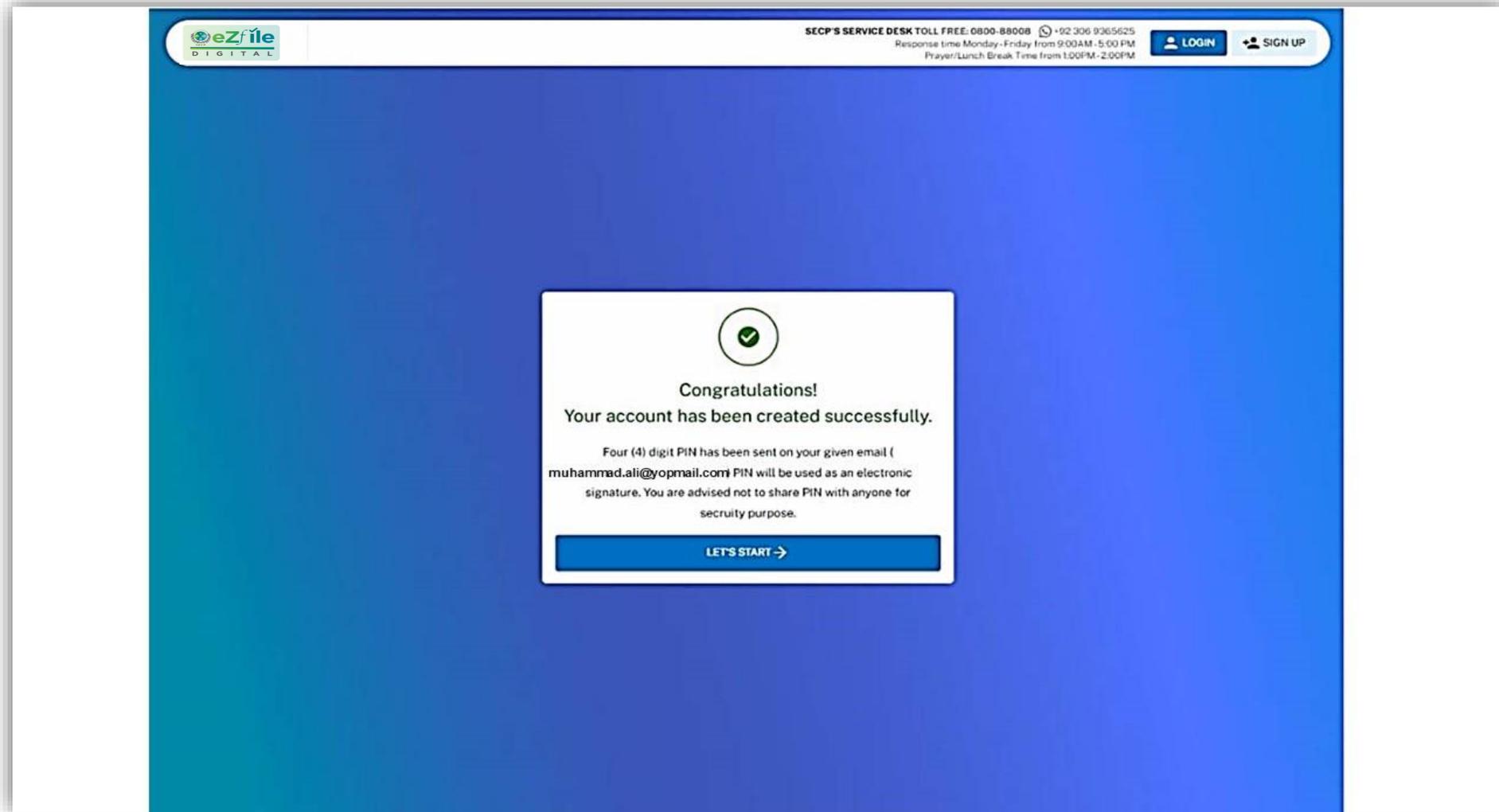
c. After entering personal details and upon clicking next button, user will receive OTP on the provided email. This OTP remains valid for 5 minutes, after which the Resend Code button becomes enabled. User will enter the OTP and clicks on verify button.

## User Registration Process – Sign up *Foreign National*



d. After entering verification code, system displays the screen to create and confirm password. The password selected should be as per the prescribed criteria. When these requirements are met, a green checkmark will be 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.

## User Registration Process – Sign up *Foreign National*

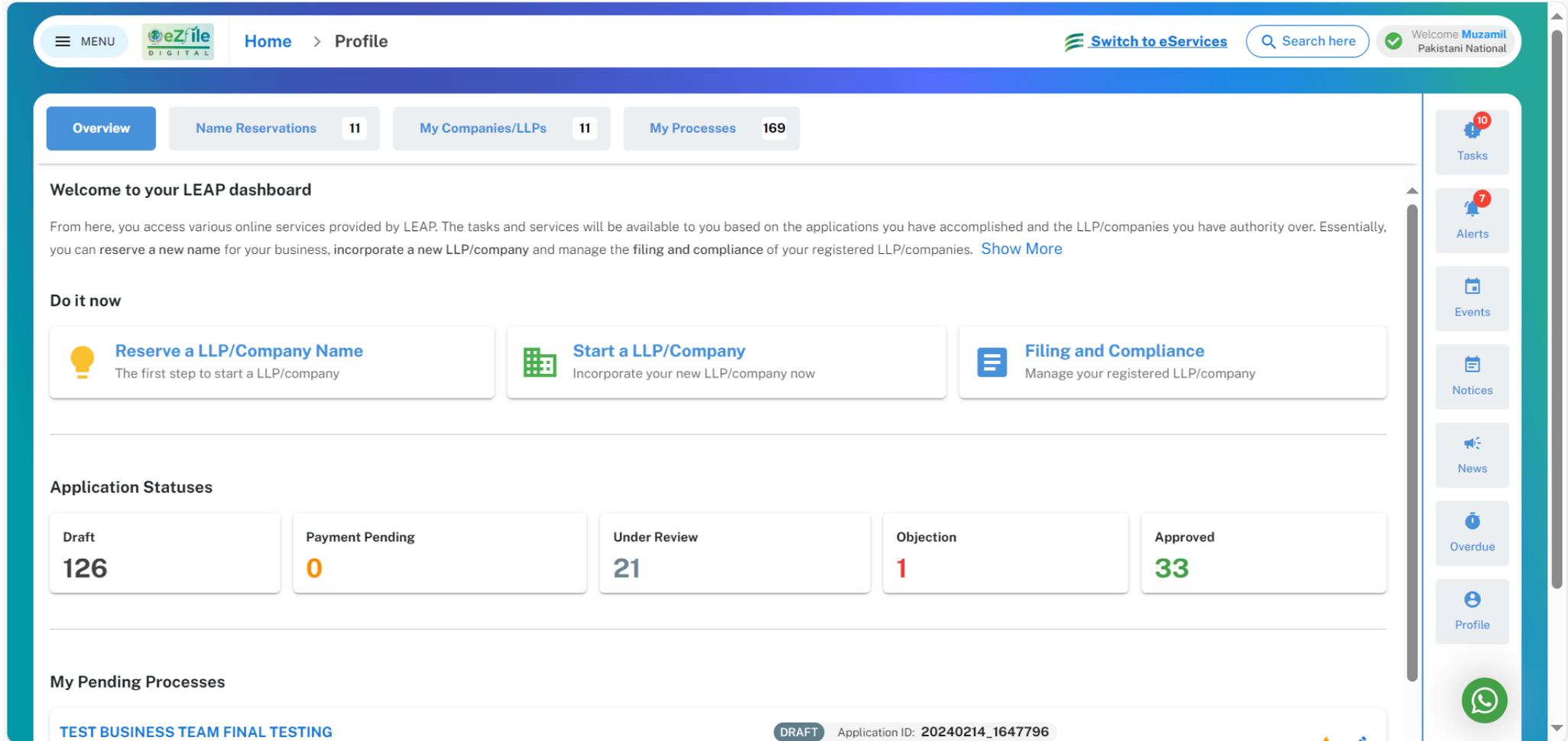


e. Once the password has been created system will generate an Email to applicant regarding PIN generation. User will now able to login to eZfile.



**Login to *eZfile***

# User Registration Process – After Login



The screenshot shows the eZfile user dashboard. At the top, there is a navigation bar with a menu icon, the eZfile logo, and the text 'Home > Profile'. On the right side of the navigation bar, there is a 'Switch to eServices' button, a search bar with the text 'Search here', and a welcome message: 'Welcome Muzamil Pakistani National'.

Below the navigation bar, there are three tabs: 'Overview' (selected), 'Name Reservations 11', and 'My Companies/LLPs 11'. To the right of these tabs is a 'My Processes 169' tab.

The main content area starts with a 'Welcome to your LEAP dashboard' message, followed by a paragraph explaining the services available. Below this is a 'Do it now' section with three cards: 'Reserve a LLP/Company Name', 'Start a LLP/Company', and 'Filing and Compliance'.

The 'Application Statuses' section displays five categories with their respective counts: Draft (126), Payment Pending (0), Under Review (21), Objection (1), and Approved (33).

The 'My Pending Processes' section shows a single process: 'TEST BUSINESS TEAM FINAL TESTING' with a status of 'DRAFT' and an application ID of '20240214\_1647796'.

On the right side of the dashboard, there is a vertical sidebar with several icons: Tasks (10), Alerts (7), Events, Notices, News, Overdue, and Profile. At the bottom of the sidebar is a WhatsApp icon.



After login, user will land on to eZfile homepage, which gives a 360 degree view of processes associated with the user profile.



## 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. Since certain processes for the company (part of next phase) and processes for Foreign Companies will not be available on LEAP in Phase 1-b, the Help Me Decide tool is also accompanied by a façade layer to direct the incoming Applicant to either LEAP or e-Services portals.

## Register your Company / Limited Liability Partnership

Experience the future of Company/LLP registration with seamless, efficient, and secure platform.



### Help me decide

- Simple and easy tool
- Get to know your legal entity with few clicks
- Business structure that will suit your needs

### Company/LLP

- Company/LLP Name Reservation
- Company/LLP Incorporation
- Company/LLP Filing and Compliance
- Get your Company/LLP registered today on LEAP



### Manual Challan Generator

- Select a process
- Generate challan and make payment
- Submit form to complete the process

[Company Name Search >](#)

## Register yourself on LEAP

The transition smoothly from eServices to LEAP and register your LLP/company using the new system, follow these steps. First, Visit the LEAP Login Page if you're coming from eServices. If you are new to LEAP, sign up by creating an account. Next, create a new password specifically for your LEAP account. Ensure it is secure and unique. Once

01  
Visit LEAP Login Page

02  
If you are new to LEAP Sign up



01

You will land on eZfile main page

## Register your Company / Limited Liability Partnership

Experience the future of Company/LLP registration with seamless, efficient, and secure platform.

Help Me Decide

×

### Welcome to Help Me Decide Tool

SECP LEAP program pivots customer experience by streamlining it through a user-friendly journey, equipping with help/guidance tools and simple LLP/company registration procedure. Help Me Decide Tool would services to aid the customer obscured thinking about starting a business, or already have one however require help to associated LLP/company registration information. This tool can help you work out the following:

The business structure that will best suit your needs

Lets Start →

 [Company Name Search >](#)

## Register yourself on LEAP

The transition smoothly from eServices to LEAP and register your LLP/company using the new system. follow these steps. First, Visit the LEAP Login Page if you're coming from eServices. If you are new to LEAP, sign up by creating an account. Next, create a new password specifically for your LEAP account. Ensure it is secure and unique. Once

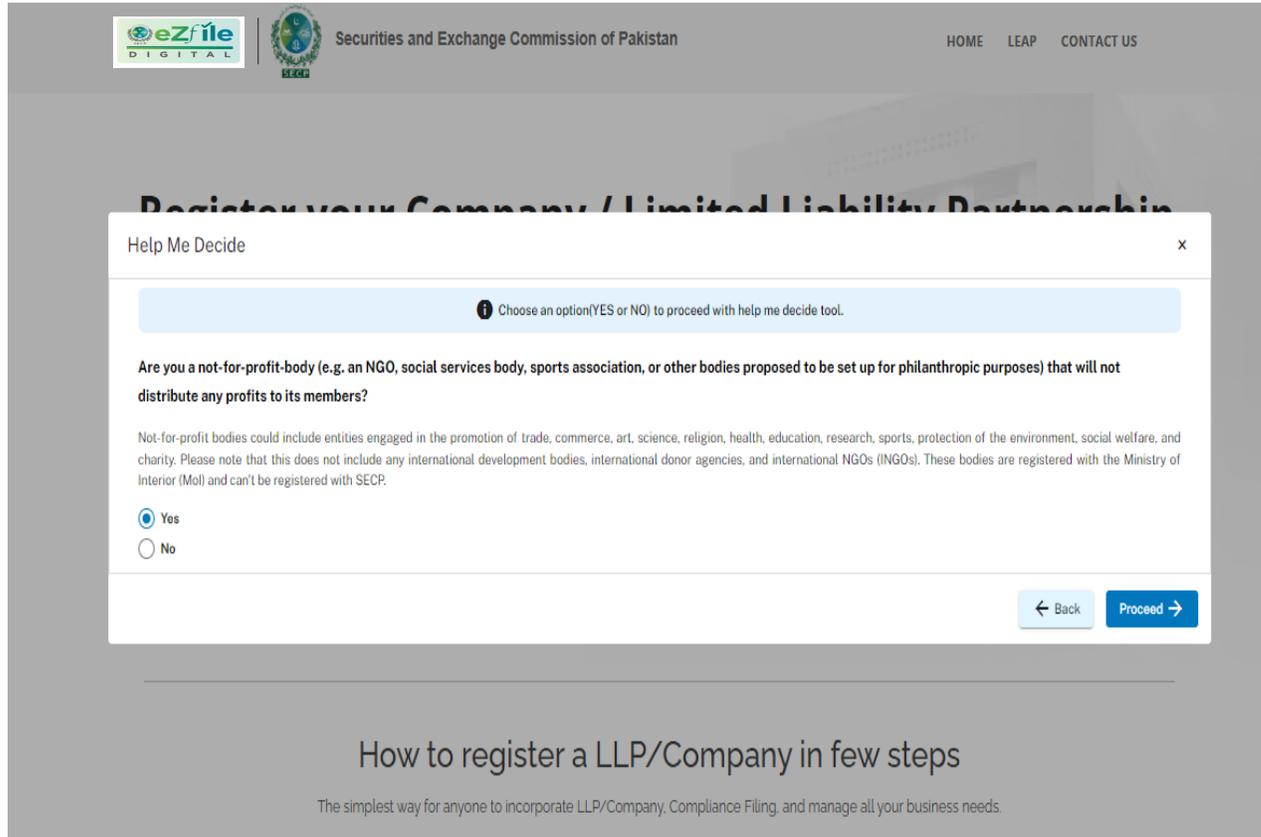
01  
Visit LEAP Login Page

02  
If you are new to LEAP Sign up



02

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



Help Me Decide

Choose an option(YES or NO) to proceed with help me decide tool.

Are you a not-for-profit-body (e.g. an NGO, social services body, sports association, or other bodies proposed to be set up for philanthropic purposes) that will not distribute any profits to its members?

Not-for-profit bodies could include entities engaged in the promotion of trade, commerce, art, science, religion, health, education, research, sports, protection of the environment, social welfare, and charity. Please note that this does not include any international development bodies, international donor agencies, and international NGOs (INGOs). These bodies are registered with the Ministry of Interior (MoI) and can't be registered with SECP.

Yes  
 No

← Back Proceed →

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.

03

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 close the Help Me Decide tool using the close(x) button on the top right of the window.

04

Once 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 to previous questions and explore other questions and Company Types in the Help Me Decide tools by clicking on the Back button.

# Step by step procedure for name reservation and incorporation In eZfile





Securities and Exchange Commission of Pakistan

HOME LEAP CONTACT US

## Register your Company / Limited Liability Partnership

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

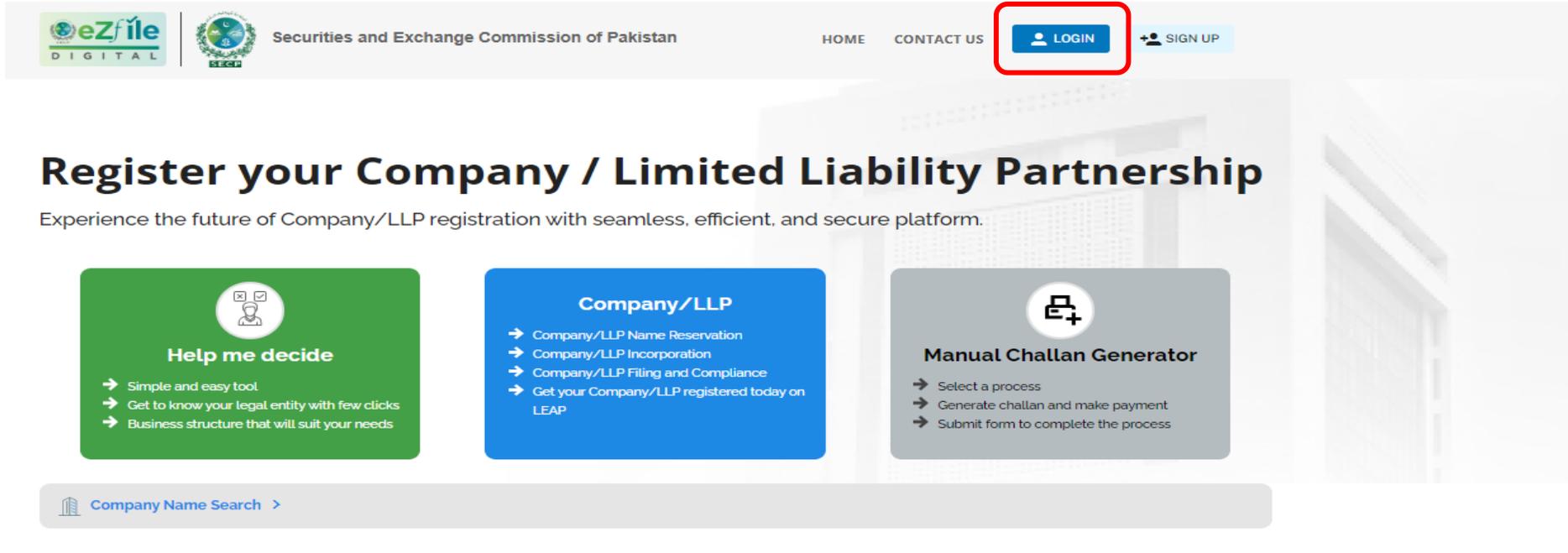
The simplest way for anyone to incorporate LLP/Company, Compliance Filing, and manage all your business needs.





**Step by step procedure for Name reservation and  
LLP/Company Incorporation in *eZfile*.**

# Step by step procedure for name reservation and incorporation in eZfile



The screenshot shows the top navigation bar of the eZfile website. It includes the eZfile logo, the Securities and Exchange Commission of Pakistan (SECP) logo, and navigation links for HOME, CONTACT US, LOGIN (highlighted with a red box), and SIGN UP. Below the navigation bar is a large banner with the heading "Register your Company / Limited Liability Partnership" and a sub-heading "Experience the future of Company/LLP registration with seamless, efficient, and secure platform." Three main service cards are displayed: "Help me decide" (green), "Company/LLP" (blue), and "Manual Challan Generator" (grey). Each card lists specific services and steps. At the bottom of the banner is a "Company Name Search" button.

## Register yourself on LEAP

The transition smoothly from eServices to LEAP and register your LLP/company using the new system, follow these steps. First, Visit the LEAP Login Page if you're coming from eServices. If you are new to LEAP, sign up by creating an account. Next, create a new password specifically for your LEAP account. Ensure it is secure and unique. Once you have your account set up, log in to LEAP and start the LLP/company registration process. Follow the on-screen instructions to provide the necessary details and complete the registration. If you have any question and encounter any difficulties, don't hesitate to reach out to our support team. They are ready to assist you throughout the process.

01  
Visit LEAP Login Page

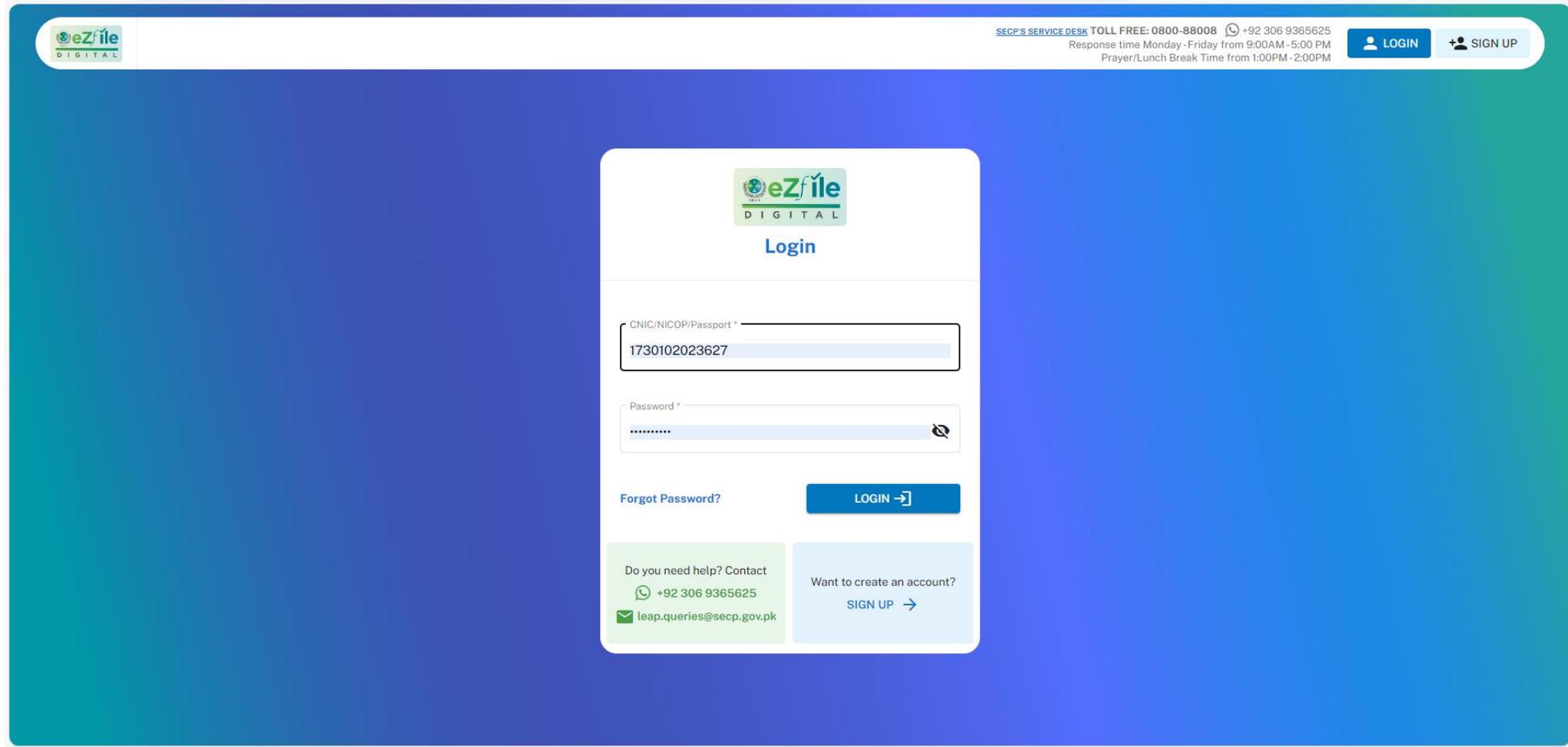
02  
If you are new to LEAP Sign up

03  
Start registering and managing your Company/LLP



You will land on eZfile main page, click on sign up tab

# Step by step procedure for name reservation and incorporation in eZfile



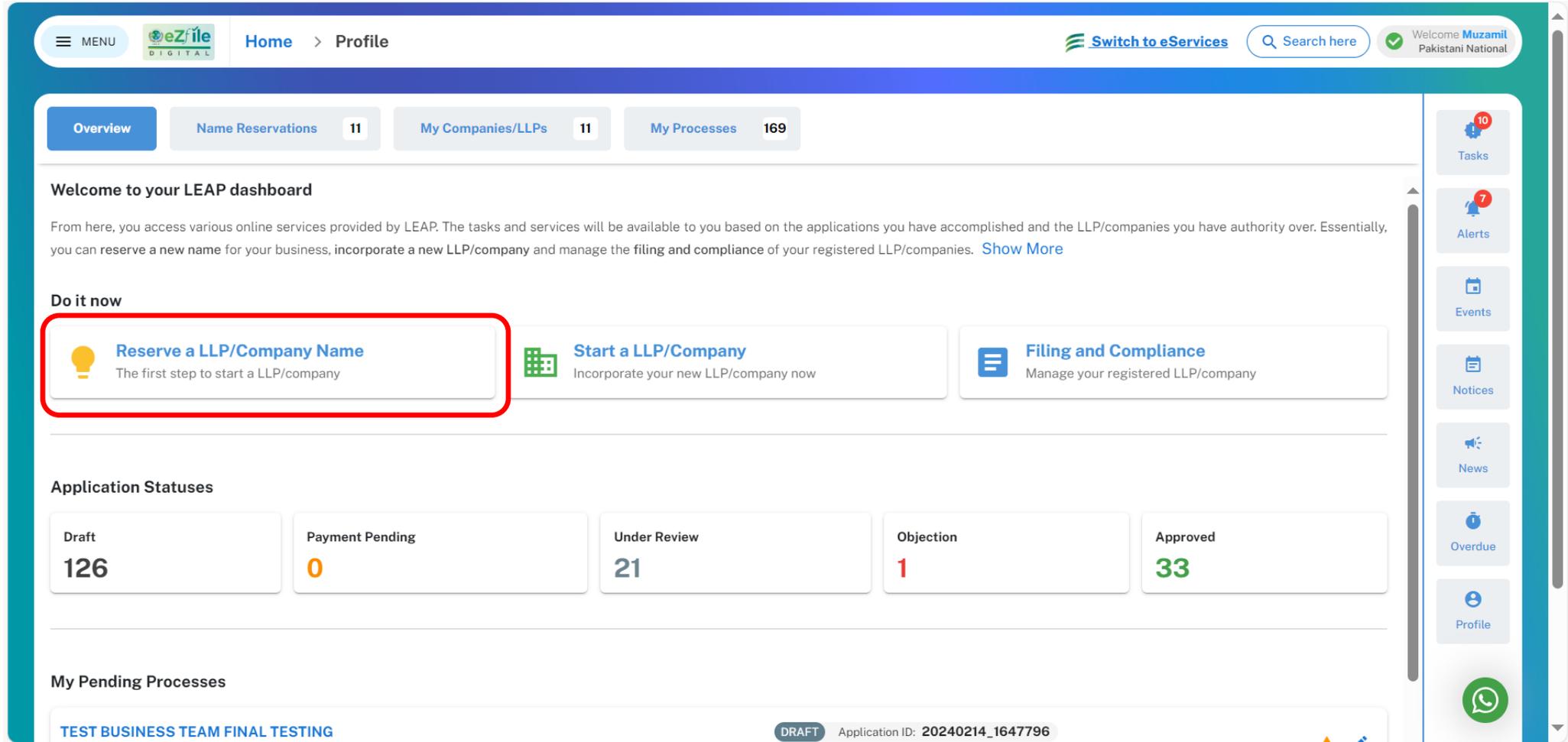
The screenshot shows the eZfile Digital login interface. At the top left is the eZfile Digital logo. At the top right, there is contact information for SECP's Service Desk: TOLL FREE: 0800-88008, +92 306 9365625, and response times. Below this are 'LOGIN' and 'SIGN UP' buttons. The main content area features a 'Login' form with the eZfile Digital logo and the title 'Login'. The form includes a text input for 'CNIC/NICOP/Passport \*' containing '1730102023627', a password input field with a toggle for visibility, a 'Forgot Password?' link, and a 'LOGIN →' button. At the bottom, there are two sections: 'Do you need help? Contact' with phone number '+92 306 9365625' and email 'leap.queries@secp.gov.pk', and 'Want to create an account?' with a 'SIGN UP →' button.



Step-3

Create user account by clicking sign up if you are a new user or login to LEAP using your CNIC/passport number and password, if you are already registered.

# Step by step procedure for name reservation and incorporation in eZfile



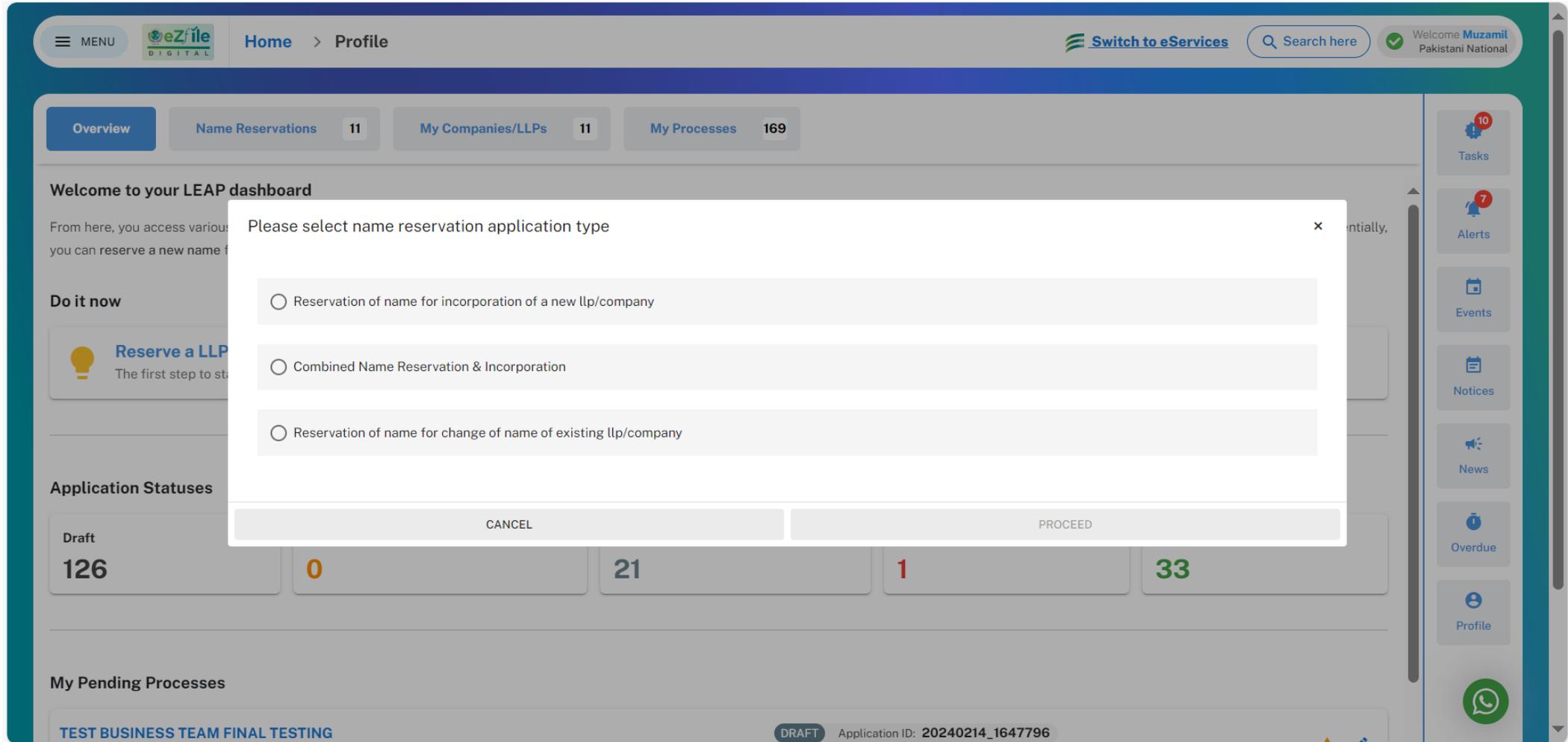
The screenshot shows the LEAP dashboard interface. At the top, there is a navigation bar with a menu icon, the eZfile logo, and the text 'Home > Profile'. On the right side of the navigation bar, there is a 'Switch to eServices' button, a search bar with the text 'Search here', and a welcome message 'Welcome Muzamil Pakistani National'. Below the navigation bar, there are three tabs: 'Overview', 'Name Reservations 11', and 'My Companies/LLPs 11'. The main content area starts with a 'Welcome to your LEAP dashboard' message, followed by a paragraph explaining the services available. Below this, there is a 'Do it now' section with three cards: 'Reserve a LLP/Company Name' (highlighted with a red box), 'Start a LLP/Company', and 'Filing and Compliance'. The 'Application Statuses' section shows five categories: Draft (126), Payment Pending (0), Under Review (21), Objection (1), and Approved (33). The 'My Pending Processes' section shows a single entry: 'TEST BUSINESS TEAM FINAL TESTING' with a 'DRAFT' status and 'Application ID: 20240214\_1647796'. On the right side, there is a vertical sidebar with icons for Tasks (10), Alerts (7), Events, Notices, News, Overdue, and Profile, along with a WhatsApp icon at the bottom.



Upon successful login, you will be able to see your LEAP dashboard

Click "Reserve a LLP/company name" click start a LLP/company, if you have already reserved a name

# Step by step procedure for name reservation and incorporation in eZfile



The screenshot shows the eZfile dashboard with a modal window open. The modal title is "Please select name reservation application type". It contains three radio button options:

- Reservation of name for incorporation of a new llp/company
- Combined Name Reservation & Incorporation
- Reservation of name for change of name of existing llp/company

At the bottom of the modal are two buttons: "CANCEL" and "PROCEED".

The background dashboard shows the user is logged in as Muzamil Pakistani National. The navigation bar includes "Home > Profile", "Switch to eServices", and a search bar. The main dashboard area has tabs for "Overview", "Name Reservations (11)", "My Companies/LLPs (11)", and "My Processes (169)". A "Welcome to your LEAP dashboard" message is visible. Below this, there are sections for "Do it now" (Reserve a LLP), "Application Statuses" (Draft: 126, 0, 21, 1, 33), and "My Pending Processes" (TEST BUSINESS TEAM FINAL TESTING, DRAFT, Application ID: 20240214\_1647796).

Step-5

Select either "Reservation of name for incorporation of a new LLP/company" or Combined Name Reservation & Incorporation, and click proceed.

# Step by step procedure for name reservation and incorporation in eZfile



New Name Reservation > [Select LLP/Company Type](#) x

<b>Limited Liability Partnership</b> <p>Two or more persons associated for carrying on a lawful business with a view to profit may form an LLP by subscribing their names to incorporation documents.</p> <p><b>SELECT</b></p>	<b>Single Member Company</b> <p>One person may form a single member company by complying with the requirements in respect of registration of a private company and such other requirement as may be specified.</p> <p><b>SELECT</b></p>	<b>Private Company</b> <p>Two or more persons so associated may form a private limited company by complying with the requirements in respect of registration of a private company and such other requirement as may be specified.</p> <p><b>SELECT</b></p>	<b>Public Company</b> <p>Three or more persons associated for any lawful purpose may, by subscribing their names to a memorandum of association and complying with the requirements of this Act in respect of registration, form a public company.</p> <p><b>SELECT</b></p>
<b>Section 42</b> <p>A brief description of Companies under section 42 is required for this page.</p>	<b>Trade Organization</b> <p>A brief description of a Trade Organization is required for this page.</p>	<b>Company under section 45 of Companies Act 2017</b> <p>A brief description of Companies under section 45 is required for this page.</p>	<b>Foreign Company</b> <p>A brief description of Foreign Company is required for this page.</p>

ENG 9:10 am

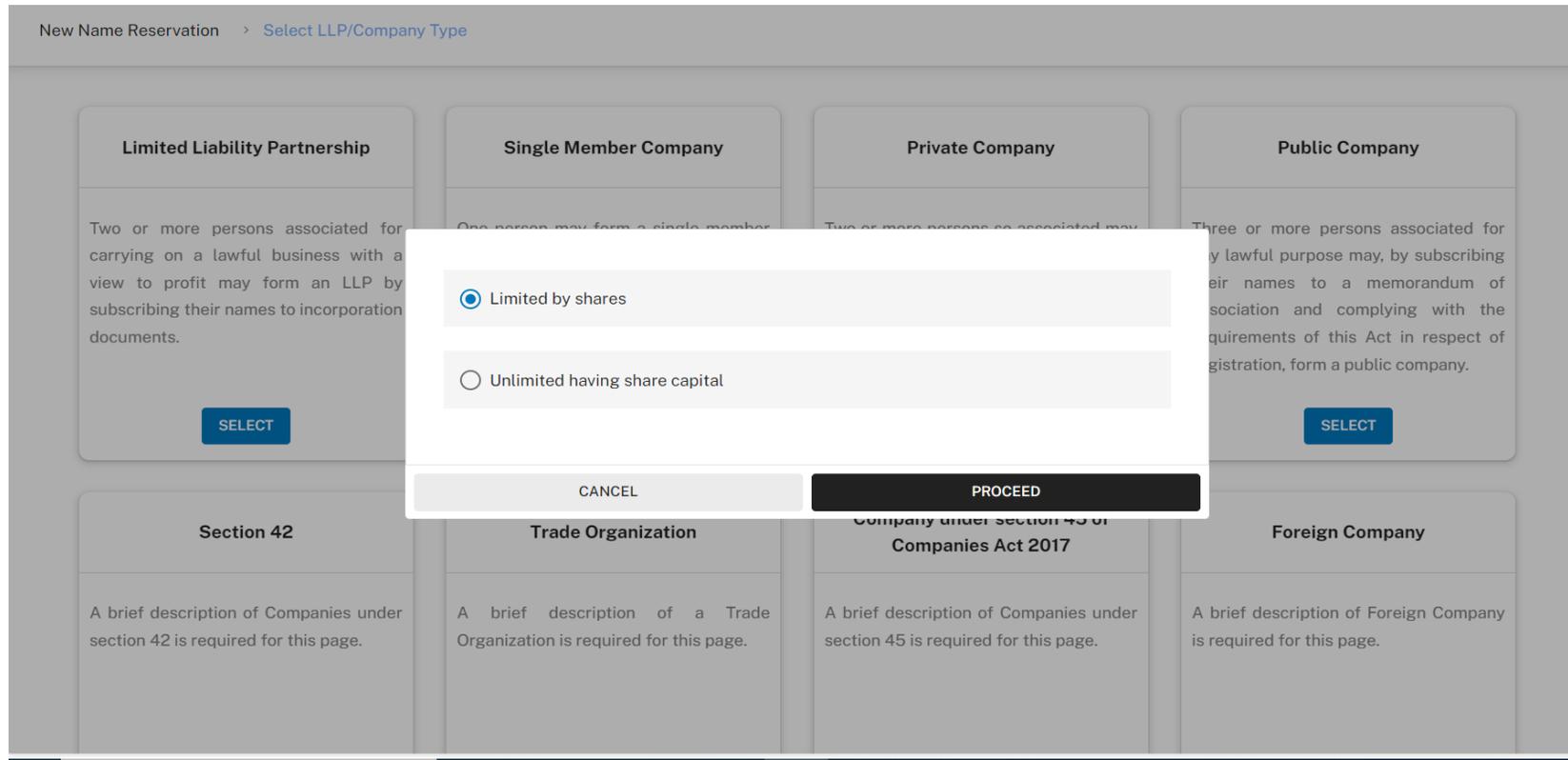


Step-6

Select the type of company that you want to incorporate.



# Step by step procedure for name reservation and incorporation in eZfile



Step-7

Then select any one from the drop box 1. company limited by shares or 2. unlimited company having share capital and click to proceed.

Please note limited by share means liability of member is limited whereas in unlimited company liability of member is unlimited.

# Step by step procedure for name reservation and incorporation in eZfile

Private Company (PVT) > Propose Company Names

← Back Proceed →

You can propose at least one Company/LLP Name. However you can propose Two more Company/LLP Names as an alternative

Enter your proposed name \*

A+ASSOCIATES

85 Similar Names found. You can try another name or proceed with results!

A+ASSOCIATES (PRIVATE) LIMITED

The mentioned similarity is only for information purpose and the registrar shall decide the case in accordance with the provision of law.

Low similarity Medium similarity High similarity

KB ASSOCIATES (PRIVATE) LIMITED	Organization	Similarity Found
RAO ASSOCIATES (PVT.) LIMITED	Organization	Similarity Found
NMZ ASSOCIATES (PRIVATE) LIMITED	Organization	Similarity Found
HUMAN ASSOCIATES (PVT.) LIMITED	Organization	Similarity Found

### How to Propose a Company/LLP Name?

Please ensure that the proposed name meet the criteria given in Section 6 of Limited Liability Act, 2017 and regulation 4 of Limited Liability Partnership Regulations, 2018. You may propose up to 3 LLP/company names of your choice in order of priority. Enter your proposed name to check its availability. You will not be allowed to propose a name matching 100% with the name of an existing LLP/company.

To increase the chances of name approval by SECP, please make sure that the proposed name does not contain:

- inappropriate/undesirable/deceptive words including those designed to exploit or offend religious susceptibilities and the words prohibited under regulation 4 of Limited Liability Regulations, 2018
- prohibited/restricted words under Section 10 of the Act and Regulation 4 of the Companies (Incorporation) Regulations, 2017

You have the option to provide the Meaning and Significance of your proposed LLP Name.

Private Company (PVT) > Propose Company Names

← Back

You can propose at least one Company/LLP Name. However you can propose Two more Company/LLP Names as an alternative

First company name has been proposed successfully

Enter your proposed name

### First Proposed Name (Mandatory)

1 A+ASSOCIATES (PRIVATE) LIMITED

Significance

You can propose Two more Company names as alternative

2 ADD PROPOSED NAME

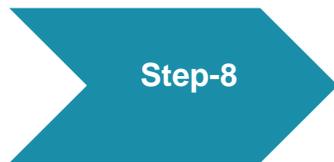
### How to Propose a Company/LLP Name?

Please ensure that the proposed name meet the criteria given in Section 6 of Limited Liability Act, 2017 and regulation 4 of Limited Liability Partnership Regulations, 2018. You may propose up to 3 LLP/company names of your choice in order of priority. Enter your proposed name to check its availability. You will not be allowed to propose a name matching 100% with the name of an existing LLP/company.

To increase the chances of name approval by SECP, please make sure that the proposed name does not contain:

- inappropriate/undesirable/deceptive words including those designed to exploit or offend religious susceptibilities and the words prohibited under regulation 4 of Limited Liability Regulations, 2018
- prohibited/restricted words under Section 10 of the Act and Regulation 4 of the Companies (Incorporation) Regulations, 2017

You have the option to provide the Meaning and Significance of your proposed LLP Name.



Enter your propose company name, one name is mandatory. Optionally, you can provide two more name and attach documentary evidence and meaning and significance of propose name of company. Click on the "Propose" button and click proceed.

# Step by step procedure for name reservation and incorporation in eZfile

Private Company (PVT) > Business Objects ← Back Proceed →

### Business Objects

Sector \*  
Auto and Allied

Principal line of Business  
Automobile Accessories

Business Object Clause\* Automobile Accessories ⓘ

The principal line of business of the company shall be to carry on the business of all sorts of engineering goods and machinery and equipment whether locally manufactured or not and to carry on trading, fabrication, manufacturing, import, export, indenting and to act as contractors, agents, dealers of all sorts of engineering goods, automobile accessories and parts of all sort of vehicles and machinery and equipments as ancillary to the said business and which may seem to the Company capable of being carried on in connection with the said business and to establish and maintain workshops and testing laboratories.

[Change](#)

ⓘ You can add up to three Additional Object Clauses

Additional Object Clauses ⓘ

Line of Business

### How to Propose an LLP Name?

Please ensure that the proposed name meet the criteria given in Section 6 of Limited Liability Act, 2017 and regulation 4 of Limited Liability Partnership Regulations, 2018. You may propose up to 3 LLP/company names of your choice in order of priority. Enter your proposed name to check its availability. You will not be allowed to propose a name matching 100% with the name of an existing LLP/company.

To increase the chances of name approval by SECP, please make sure that the proposed name does not contain:

1. inappropriate/undesirable/deceptive words including those designed to exploit or offend religious susceptibilities and the words prohibited under regulation 4 of Limited Liability Regulations, 2018
2. prohibited/restricted words under Section 10 of the Act and Regulation 4 of the Companies (Incorporation) Regulations, 2017

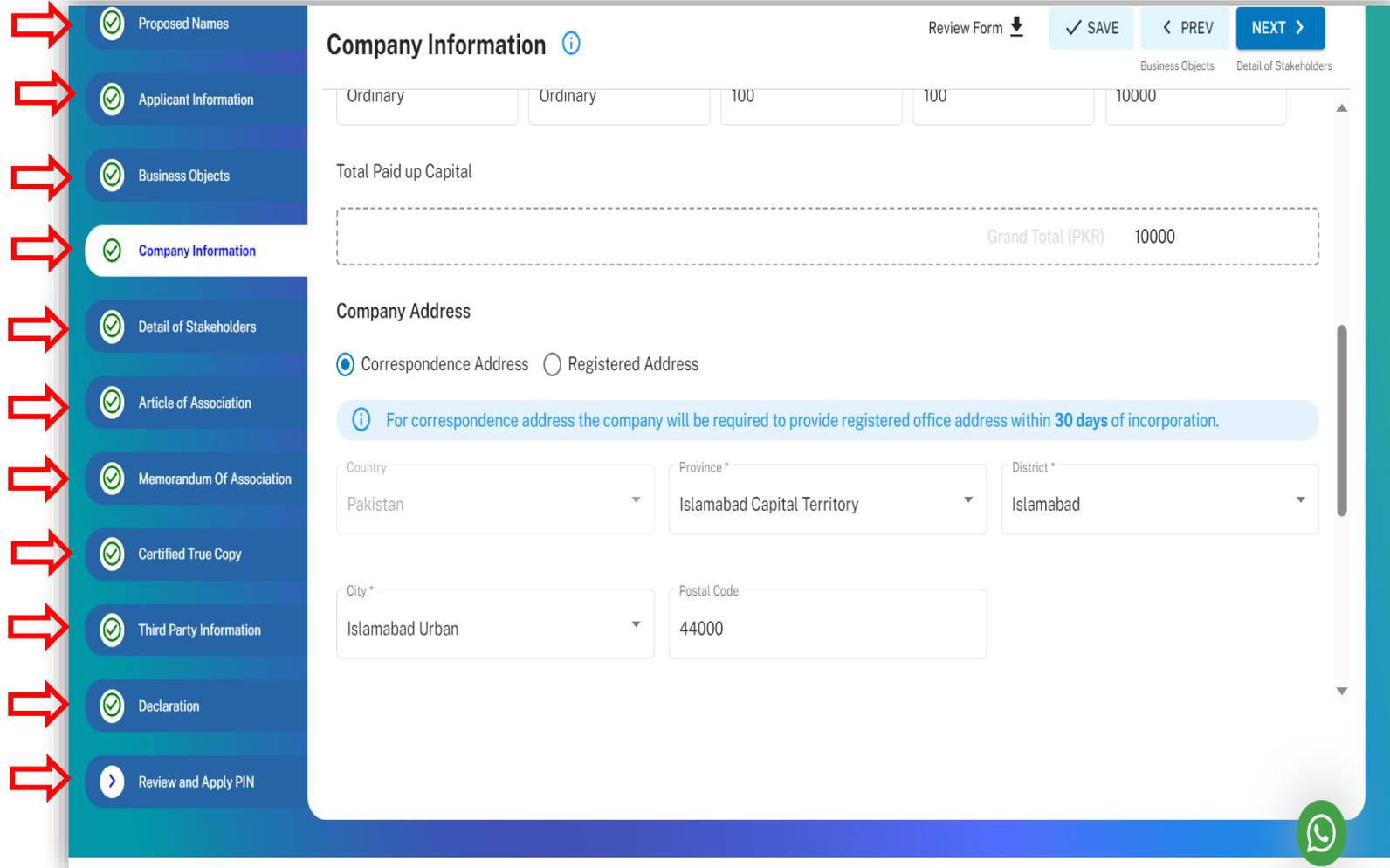
You have the option to provide the Meaning and Significance of your proposed LLP Name.



Step-9

Select business objects and principal line of business, principal line of business should commensurate with the name of company. You can amend the principal line of business, if required. After selecting principal line of business, click proceed.

# Step by step procedure for name reservation and incorporation In eZfile



**Company Information** ⓘ

Review Form ↓  SAVE

Business Objects Detail of Stakeholders

Ordinary	Ordinary	100	100	10000
----------	----------	-----	-----	-------

Total Paid up Capital

Grand Total (PKR) 10000

**Company Address**

Correspondence Address  Registered Address

*For correspondence address the company will be required to provide registered office address within 30 days of incorporation.*

Country	Province *	District *
Pakistan	Islamabad Capital Territory	Islamabad

City *	Postal Code
Islamabad Urban	44000

## Step-10

Now, fill the application by providing following information: Please click the tabs and fill-in the required information. Please note that Memorandum and Articles of association are auto generated.

- ✓ Proposed names
- ✓ Applicant information
- ✓ Business objects
- ✓ Company Information
- ✓ Detail of stakeholders
- ✓ Article of Association
- ✓ Memorandum of Association
- ✓ Certified true copy
- ✓ Third Party Information
- ✓ Declaration
- ✓ Review and apply PIN

You can move to next tab by clicking next button or by direct clicking the requisite tab. Make sure that all tabs are checked out (✓)

# Step by step procedure for name reservation and incorporation In eZfile



**Review and Apply PIN** ⓘ

Review Form ⌵ ✓ SAVE < PREV Submit

Declaration

⚠ Review and Apply PIN first to proceed.

**Muhammad Qasim** ⓘ PIN Application Pending  
CEO, Director, and Subscriber Declarant Applicant

**Raheem** ⓘ Notify again PIN Application Pending  
Nominee

I do hereby solemnly and sincerely declare that the information provided in the form is true and correct and nothing is concealed

**APPLY PIN** ⓘ

Enter your digital signature PIN APPLY PIN

If you have reviewed the application then please enter your Digital PIN to submit application

[Review and Apply PIN](#)



Review of the entire application, and make sure that correct information has been entered. You can amend the application if required. Apply the user(s) pin of all proposed directors/subscribers and submit the application.



# Step by step procedure for name reservation and incorporation In LEAP

Payment for Combined Name Reservation & Incorporation **Process ID 20231226\_1108587**

**Payment Method**

Credit/Debit Card

**LINK**  
1 Bill

Total Payable Amount **Rs. 12081**

Fee Summary

Head of Accounts	Amount
Name Reservation	200
Registration Fee for New Incorporation	10000
Certified True Copy	450
Filing Fee	1000
epos	431
<b>Total Amount</b>	<b>Rs 12081</b>

**PROCEED TO PAY →**



Step-12

Make the requisite payment by selecting the desired mode of payment.

Your application shall be processed after receipt of fee payment and certificate of incorporation shall be issued electronically.



## Post Incorporation filing procedure in *eZfile*

# Step by step procedure for Post Incorporation filing In *eZfile*



SECP'S SERVICE DESK TOLL FREE: 0800-88008 +92 306 9365625  
Response time Monday - Friday from 9:00AM - 5:00 PM  
Prayer/Lunch Break Time from 1:00PM - 2:00PM

**LOGIN** **SIGN UP**

### Login

CNIC/NICOP/Passport \*  
1730102023627

Password \*  
.....

[Forgot Password?](#) **LOGIN →**

Do you need help? Contact  
+92 306 9365625  
leap.queries@secp.gov.pk

Want to create an account?  
**SIGN UP →**



First of all you have to login to *eZfile* by applying your credentials.



# Step by step procedure for Post Incorporation filing In eZfile



**Navigation:** MENU | Home > Profile | Switch to eServices | Search here | Welcome Muzamil Pakistani National

**Dashboard Tabs:** Overview | Name Reservations (11) | My Companies/LLPs (11) | My Processes (169)

**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 LLP/companies you have authority over. Essentially, you can reserve a new name for your business, incorporate a new LLP/company and manage the filing and compliance of your registered LLP/companies. [Show More](#)

**Do it now**

- 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	Payment Pending	Under Review	Objection	Approved
126	0	21	1	33

**My Pending Processes**

TEST BUSINESS TEAM FINAL TESTING | DRAFT | Application ID: 20240214\_1647796

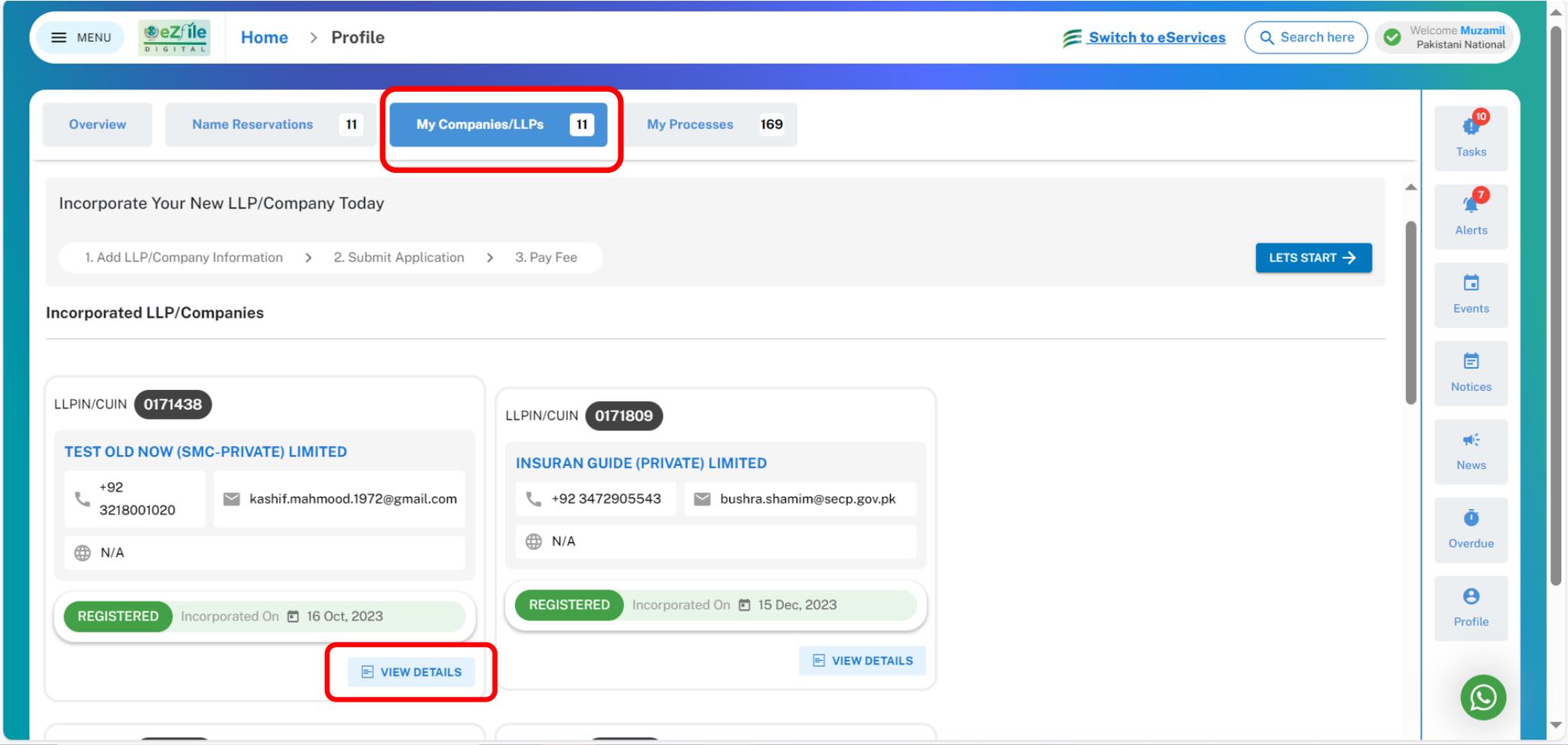
**Right Sidebar:** Tasks (10), Alerts (7), Events, Notices, News, Overdue, Profile, WhatsApp



After login user will land on the landing page displaying 360 degree view of the companies associated with the user.



# Step by step procedure for Post Incorporation filing In eZfile

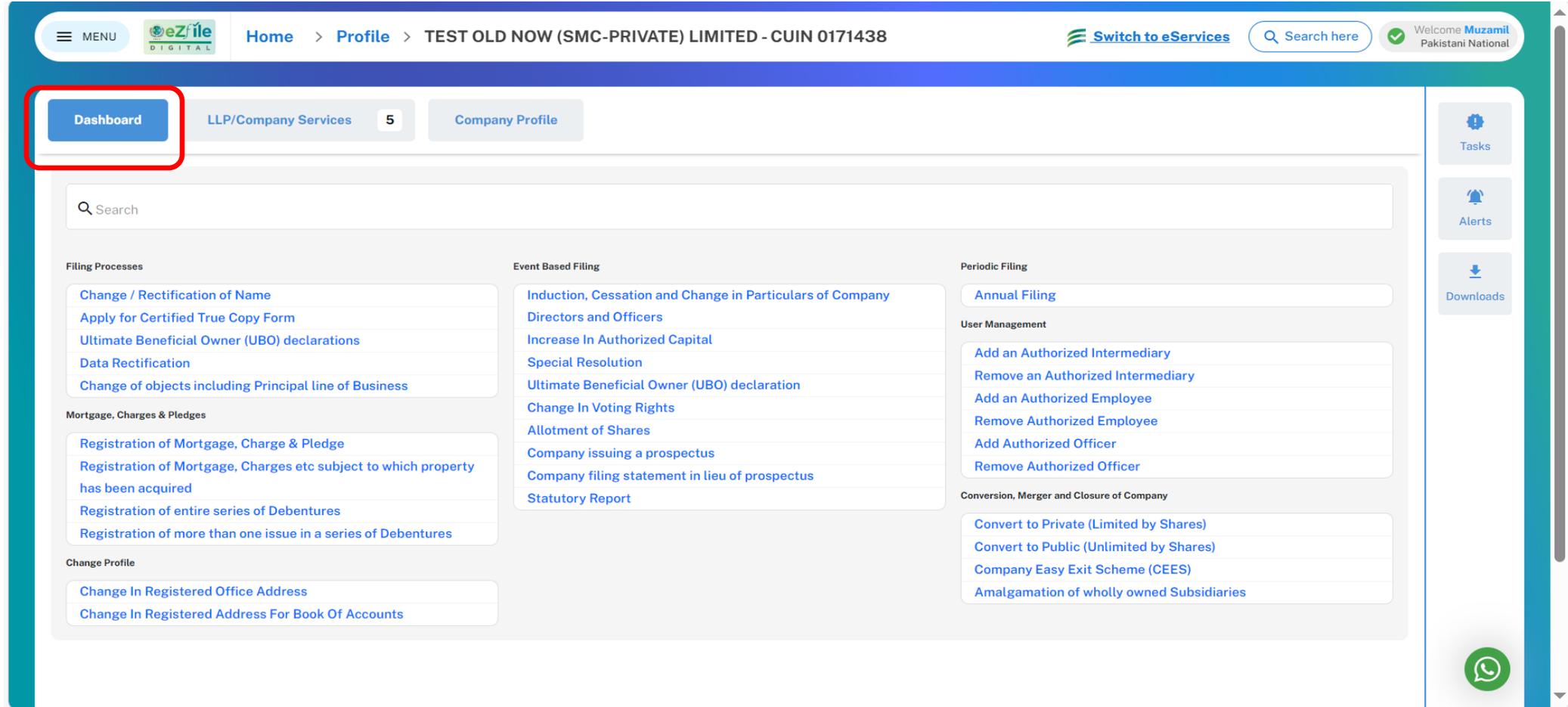


The screenshot shows the eZfile user interface. At the top, there is a navigation bar with a menu icon, the eZfile logo, and the text 'Home > Profile'. On the right side of the navigation bar, there is a 'Switch to eServices' button, a search bar, and a welcome message for 'Muzamil Pakistani National'. Below the navigation bar, there are four tabs: 'Overview', 'Name Reservations 11', 'My Companies/LLPs 11' (highlighted with a red box), and 'My Processes 169'. Below the tabs, there is a section titled 'Incorporate Your New LLP/Company Today' with a progress bar showing three steps: '1. Add LLP/Company Information', '2. Submit Application', and '3. Pay Fee'. A 'LETS START' button is located to the right of the progress bar. Below this section, there is a heading 'Incorporated LLP/Companies'. Two company cards are displayed. The first card is for 'TEST OLD NOW (SMC-PRIVATE) LIMITED' with LLPIN/CUIN 0171438, contact number +92 3218001020, and email kashif.mahmood.1972@gmail.com. It is registered and incorporated on 16 Oct, 2023. The second card is for 'INSURAN GUIDE (PRIVATE) LIMITED' with LLPIN/CUIN 0171809, contact number +92 3472905543, and email bushra.shamim@secp.gov.pk. It is also registered and incorporated on 15 Dec, 2023. Both cards have a 'VIEW DETAILS' button. The 'VIEW DETAILS' button for the first company is highlighted with a red box. On the right side of the page, there is a vertical sidebar with icons for 'Tasks 10', 'Alerts 7', 'Events', 'Notices', 'News', 'Overdue', 'Profile', and a WhatsApp icon.



On clicking My companies / LLPs tab, all incorporated companies associated with your user will be displayed here.

# Step by step procedure for Post Incorporation filing In *eZfile*



**Dashboard** | LLP/Company Services 5 | Company Profile

Search

**Filing Processes**

- Change / Rectification of Name
- Apply for Certified True Copy Form
- Ultimate Beneficial Owner (UBO) declarations
- Data Rectification
- Change of objects including Principal line of Business

**Mortgage, Charges & Pledges**

- Registration of Mortgage, Charge & Pledge
- Registration of Mortgage, Charges etc subject to which property has been acquired
- Registration of entire series of Debentures
- Registration of more than one issue in a series of Debentures

**Change Profile**

- Change In Registered Office Address
- Change In Registered Address For Book Of Accounts

**Event Based Filing**

- Induction, Cessation and Change in Particulars of Company
- Directors and Officers
- Increase In Authorized Capital
- Special Resolution
- Ultimate Beneficial Owner (UBO) declaration
- Change In Voting Rights
- Allotment of Shares
- Company issuing a prospectus
- Company filing statement in lieu of prospectus
- Statutory Report

**Periodic Filing**

- Annual Filing

**User Management**

- Add an Authorized Intermediary
- Remove an Authorized Intermediary
- Add an Authorized Employee
- Remove Authorized Employee
- Add Authorized Officer
- Remove Authorized Officer

**Conversion, Merger and Closure of Company**

- Convert to Private (Limited by Shares)
- Convert to Public (Unlimited by Shares)
- Company Easy Exit Scheme (CEES)
- Amalgamation of wholly owned Subsidiaries

Tasks | Alerts | Downloads

WhatsApp

Dashboard

Dashboard will show all the available processes, and you can select any process to start in *eZfile*



# Introduction to Companies Regulations, 2024

# Regulations

## The Companies Regulations, 2024

- ▶ Companies (Incorporation) Regulations, 2017
- ▶ Foreign Companies Regulations, 2018
- ▶ Companies (Registration Offices) Regulations, 2018
- ▶ Companies (Further Issue of Shares) Regulations, 2020
- ▶ Companies (Easy Exit) Regulations, 2014
- ▶ Companies (General Provision and Forms) Regulations, 2018
- ▶ Unlisted Companies (Buy Back of Shares) Regulations, 2023
- ▶ Group Companies Registration Regulations, 2008
- ▶ Intermediaries (Registration) Regulations, 2017
- ▶ The Associations with Charitable and Not for Profit Objects Regulations, 2018



# Salient Features of Companies Regulations, 2024

01

All important definitions have been included at a single place for ease of reference



03

Existing Applications and Annexures have also been reduced from 13 to 6 applications only.

05

Regulation and Form numbers of UBO related forms have been changed in the regulations.

07

In the regulations, regulation clauses have also been reduced from 175 to 148.

02

The number of existing forms i.e. 75 as previously specified in different regulations have been reduced to 28 only (Form-1 to 27 & Form-A).

04

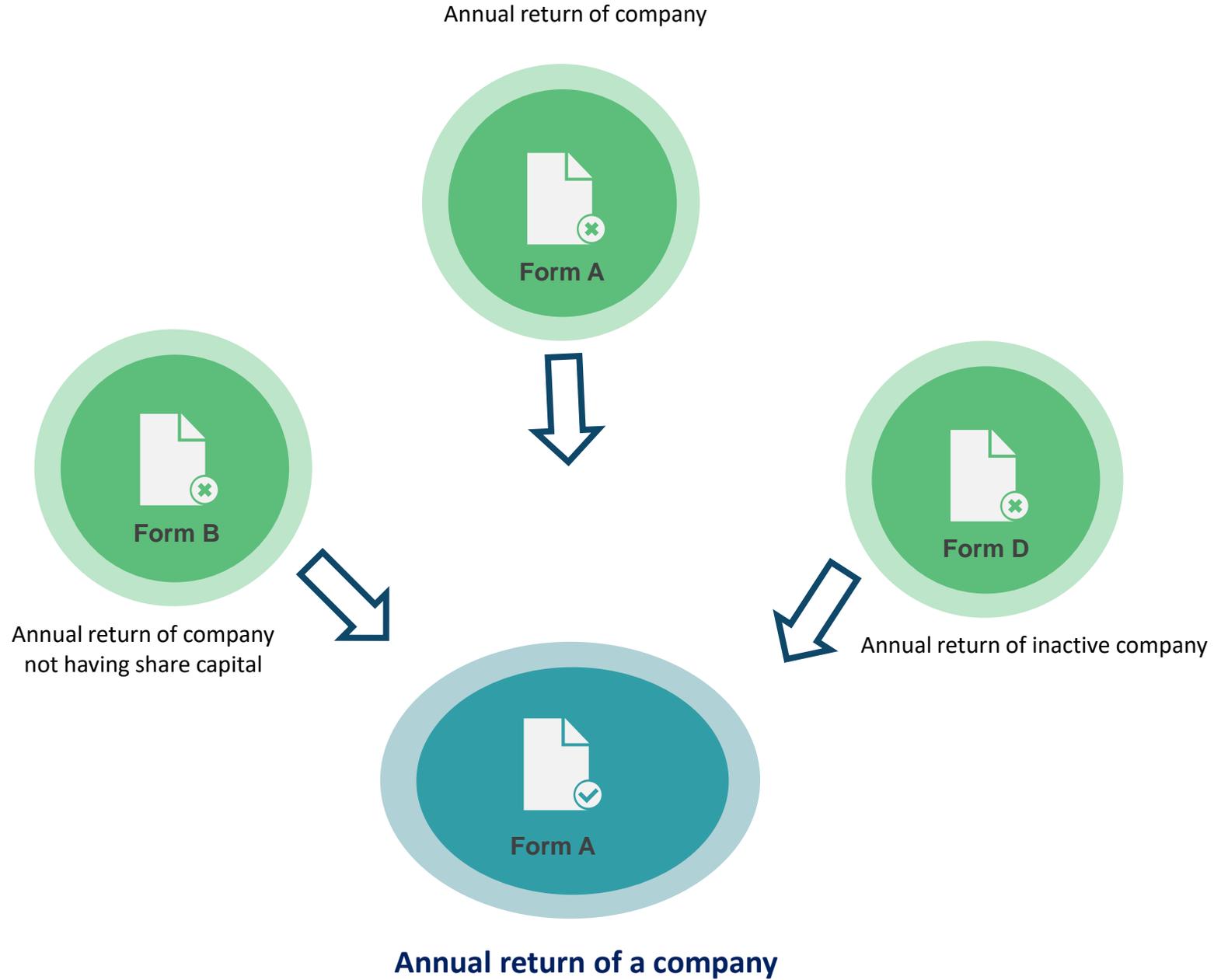
For convenience of end users, various forms pertaining to same subject i.e. Forms-10/11/16/17, Forms-13/14, Forms-6/7, Forms-15/29, Forms-31/32 etc. have been merged as a single Form.

06

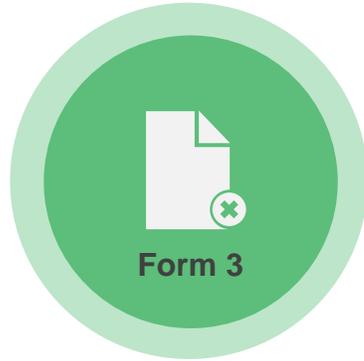
Contents of different forms have been made part of the text of the regulations where the Act does not require different formats of Forms to be specified



# Companies Regulations, 2024

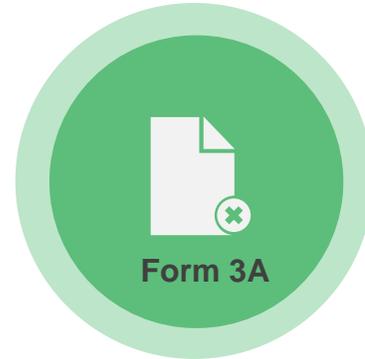


# Companies Regulations, 2024



Form 3

*Return of allotment of shares*



Form 3A

*Change of more than twenty-five percent in shareholding or membership or voting rights*



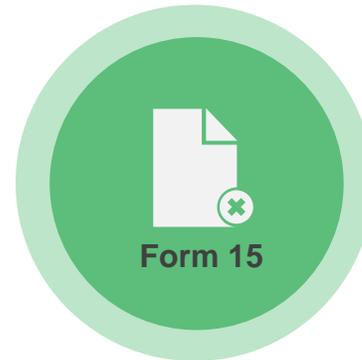
Form 3

*Return of allotment of shares & Change of more than twenty-five percent in shareholding or membership or voting rights*



Form 29

*Particulars of directors and officers or of any change therein*



Form 15

*Notice of appointment or change of nominee or change in his particulars (for single member company only)*



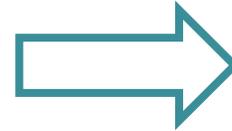
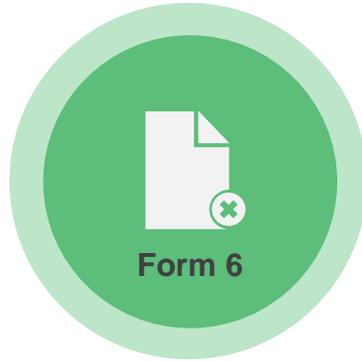
Form 9

*Particulars of directors and officers, including the chief executive, secretary, chief financial officer, auditors, legal adviser or nominee of Single Member Company*

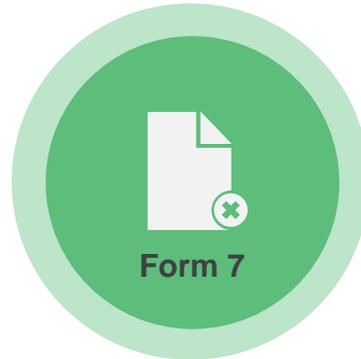


# Companies Regulations, 2024

Notice of consolidation, division or sub-division of shares, or the cancellation of shares



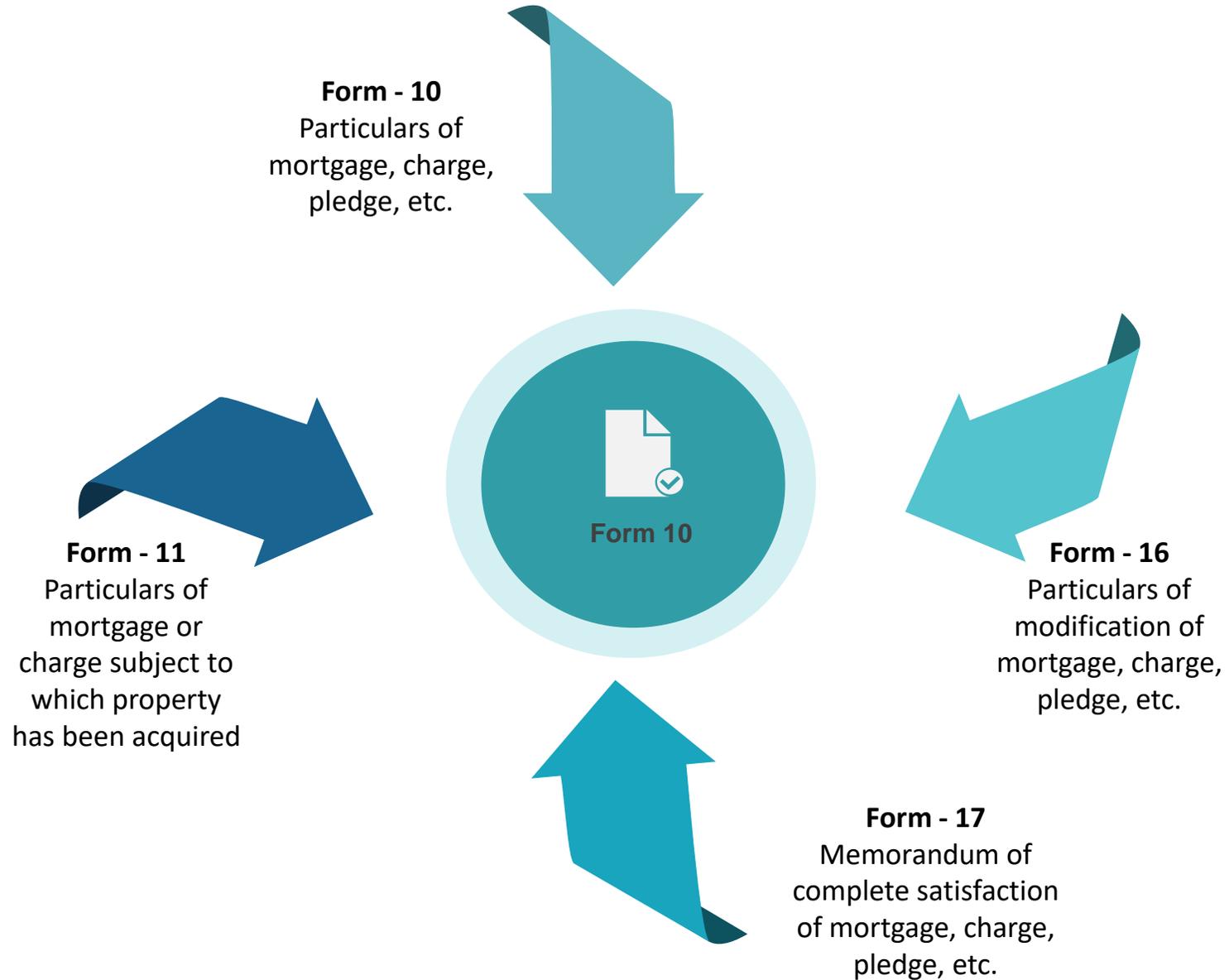
Notice of alteration in share capital



Notice of alteration in share capital

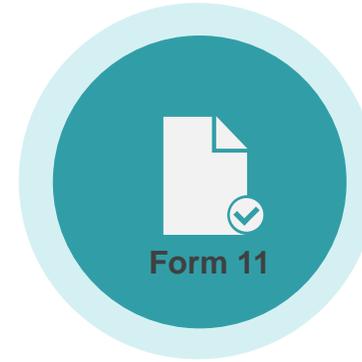
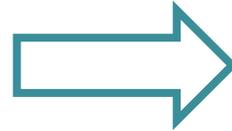
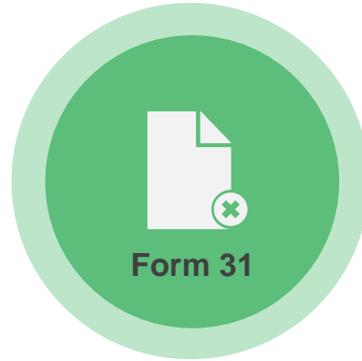


# Companies Regulations, 2024



# Companies Regulations, 2024

Return containing particulars of substantial shareholder/officers for companies' global register of beneficial ownership

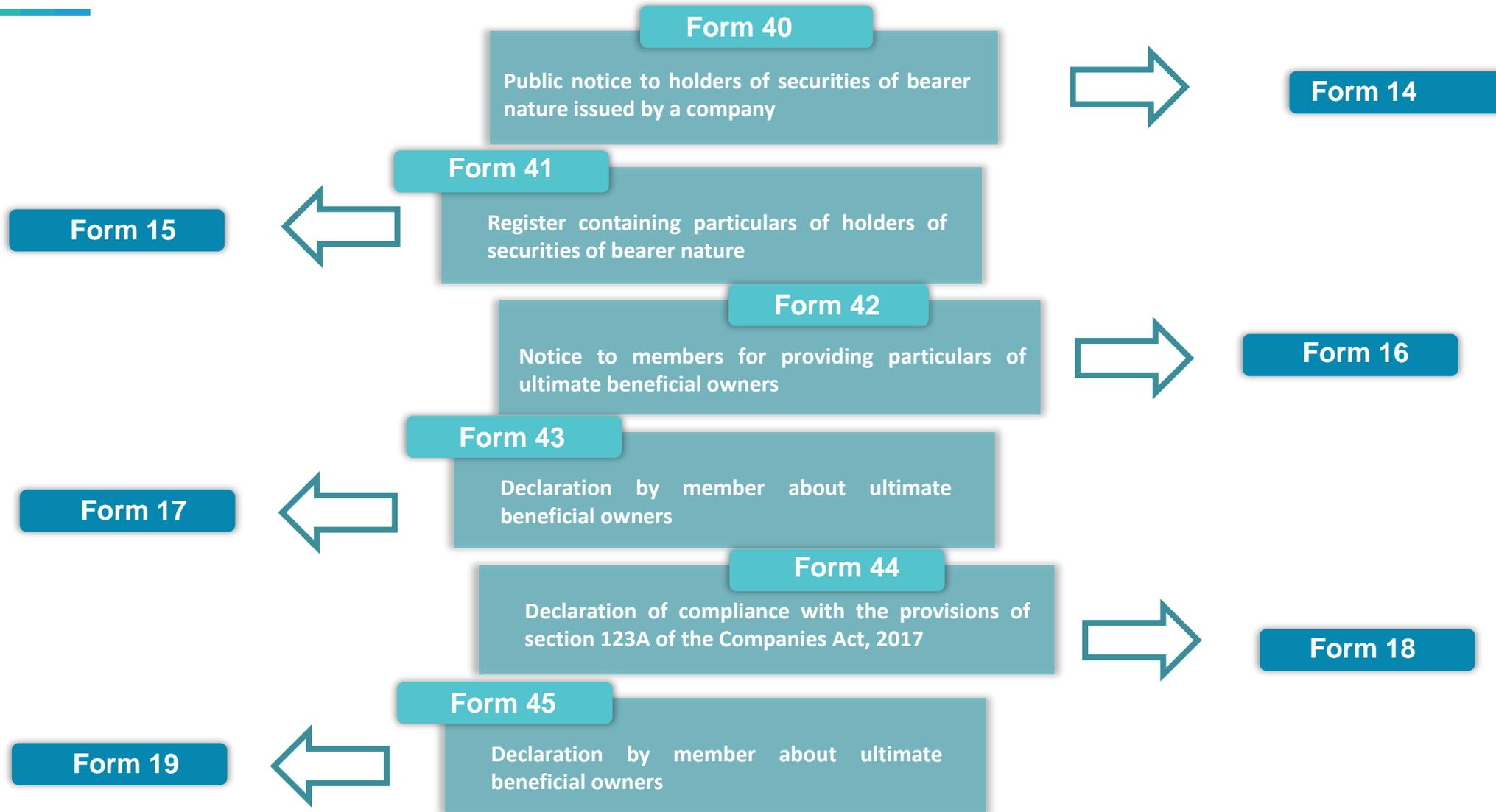


Return containing particulars of substantial shareholder/officers and Companies, for companies' global register of beneficial ownership

Return containing particulars of companies for companies' global register of beneficial ownership



# Companies Regulations, 2024



## Comparison of Existing and New Forms Under Different Regulations as well as its mode of submission

Sr. No.	Existing Form No.	New Form No. in Companies Regulations, 2024	Remarks	After launch of Phase-1b, Mode of Filing (eZfile / eServices / Manual)	
				Under LEAP	eServices
1	<b>Form-A</b> (Annual return of company having share capital)	<b>Form A</b> (Annual return of a company)	A Combined Form has been developed for existing Form-A, Form-B & Form-D.	<b>eZfile</b>	<b>Nil</b>
2	<b>Form B</b> (Annual return of company not having share capital)	<b>Abolished</b>	Merged into Form-A	<b>Nil</b>	<b>Nil</b>
3	<b>Form-D</b> (Annual return of inactive company)	<b>Abolished</b>	Merged into Form-A	<b>Nil</b>	<b>Nil</b>
4	<b>Form-C</b> (Annual return of companies in case there is no change of particulars since last annual return filed with the registrar)	<b>Form 24</b> (Annual return of companies in case there is no change of particulars since last Annual Return filed with the Registrar)	Form Number has been changed.	<b>eZfile</b>	<b>Nil</b>
5	<b>Form 1 with Appendix</b> (Receipt of subscription money)	<b>Abolished</b>	Form 1 regarding receipt of subscription money has been abolished after amendments in Companies Act.	<b>Nil</b>	<b>Nil</b>



## Comparison of Existing and New Forms Under Different Regulations as well as its mode of submission

Sr. No.	Existing Form No.	New Form No. in Companies Regulations, 2024	Remarks	Mode of Filing (eZfile / eServices / Manual)	
				Under LEAP	Under eServices
6	<b>Form 2</b> (Application for conversion of status of company)	<b>Abolished</b>	<b>Abolished</b>	Relevant Forms to be filed for conversion of status i.e. Form-26, Form-3, Form-9 as applicable shall be filed under eZfile.	<b>Nil</b>
7	<b>Form 2A</b> (Filing of altered memorandum and articles of association after approval of the commission for conversion of status of a Company) of a Company)	<b>Abolished</b>	<b>Abolished</b>	Altered Memorandum & articles of Association shall be filed as an attachment to Form-26 under eZfile.	<b>Nil</b>
8	<b>Form-3 with Appendix</b> (Return of allotment of shares)	<b>Form 3</b> (Return of allotment of shares & Change of more than twenty-five percent in shareholding or membership or voting rights)	Existing Form 3 and Form 3A have been merged.	<b>eZfile</b>	<b>Nil</b>
9	<b>Form-3 A</b> (Change of more than twenty-five percent in shareholding or membership or voting rights)	<b>Abolished</b>	Merged into Form 3	<b>Nil</b>	<b>Nil</b>



## Comparison of Existing and New Forms Under Different Regulations as well as its mode of submission

Sr. No.	Existing Form No.	New Form No. in Companies Regulations, 2024	Remarks	Mode of Filing (eZfile / eServices / Manual)	
				Under LEAP	Under eServices
10	<b>Form 4</b> (Intimation about Principal line of business or change therein)	<b>Form 4</b> (Intimation about Principal line of business or change therein)	No change	<b>Manual</b>	<b>Nil</b>
11	<b>Form-5</b> (Petition for alteration in Memorandum of Association)	<b>Abolished</b>	<b>Abolished</b>	<b>Nil</b>	<b>Nil</b>
12	<b>Form-6</b> (Notice of consolidation, division or sub-division of shares, specifying the shares so consolidated, divided or sub-divided or the cancellation of shares)	<b>Abolished</b>	<b>Merged in Form 7</b>	<b>Nil</b>	<b>Nil</b>
13	<b>Form-7</b> (Notice of alteration in share capital)	<b>Form 7</b> (Notice of alteration in share capital)	A combined Form has been developed for existing Form-6 & Form-7.	<b>eZfile</b>	<b>Nil</b>
14	<b>Form-8</b> (Application for Change of Name of a company)	<b>Abolished</b>	The company may file an application with relevant information contained therein.	<b>eZfile</b>	<b>Nil</b>



# Comparison of Existing and New Forms Under Different Regulations as well as its mode of submission

Sr. No.	Existing Form No.	New Form No. in Companies Regulations, 2024	Remarks	Mode of Filing (eZfile / eServices / Manual)	
				Under LEAP	Under eServices
15	<b>Form-9</b> (Notice of the court's order disallowing / confirming the variations of the rights of holders of/ special class of shares)	<b>Abolished</b>	No more required as the company will forward a copy of the order of the High Court to the registrar pursuant to Section 59(4) of the Companies Act.	Nil	Nil
16	<b>Form-10</b> (Particulars of mortgage, charge, pledge, etc.)	<b>Form 10</b> (Particulars of registration/modification/satisfaction of mortgage, charge, pledge, etc.)/ Mortgage or charge subject to which property has been acquired	A combined Form has been developed for existing Form 10, Form 11, Form 16 & Form 17.	Nil	eServices <i>(Form-10 shall be filed as per existing format till launch of next phase by using the same interface of LEAP)</i>
17	<b>Form-11</b> (Particulars of mortgage or charge subject to which property has been acquired)	<b>Abolished</b>	<b>Merged into Form 10</b>	Nil	eServices <i>(Form-11 shall be filed as per existing format till launch of next phase by using the same interface of LEAP)</i>
18	<b>Form-12</b> (Register of mortgages, charges, pledge etc., to be maintained by a company)	<b>Abolished</b>	Converted as Register R-5	Nil	-



# Comparison of Existing and New Forms Under Different Regulations as well as its mode of submission

Sr. No.	Existing Form No.	New Form No. in Companies Regulations, 2024	Remarks	Mode of Filing (eZfile / eServices / Manual)	
				Under LEAP	Under eServices
19	<b>Form-13</b> (Registration of entire series of debentures/ redeemable capital)	<b>Form 13</b> Registration of entire series of debentures or redeemable capital / Particular of an issue of redeemable capital/debenture in a series when more than one issue in the series is made.	A combined Form has been developed for existing Form 13 & Form 14.	Nil	<b>eServices</b> <i>(Form-13 shall be filed as per existing format till launch of next phase by using the same interface of LEAP)</i>
20	<b>Form-14</b> (Particulars of an issue of redeemable capital / debentures in a series when more than one issue in the series is made)	<b>Abolished</b>	<b>Merged in Form 13</b>	Nil	<b>eServices</b> <i>(Form-14 shall be filed as per existing format till launch of next phase by using the same interface of LEAP)</i>
21	<b>Form-15</b> (Notice of appointment or change of nominee or change in his particulars (for single member company only)	<b>Abolished</b>	<b>Merged in Form 9</b>	eZfile	Nil
22	<b>Form-16</b> (Particulars of modification of mortgage, charge, pledge, etc.)	<b>Abolished</b>	<b>Merged in Form 10</b>	Nil	<b>eServices</b> <i>(Form-16 shall be filed as per existing format till launch of next phase by using the same interface of LEAP)</i>



## Comparison of Existing and New Forms Under Different Regulations as well as its mode of submission

Sr. No.	Existing Form No.	New Form No. in Companies Regulations, 2024	Remarks	Mode of Filing (eZfile / eServices / Manual)	
				Under LEAP	Under eServices
23	<b>Form-17</b> (Memorandum of complete satisfaction of mortgage, charge, pledge, etc.)	<b>Abolished</b>	<b>Merged in Form 10</b>	Nil	<b>eServices</b> <i>(Form-17 shall be filed as per existing format till launch of next phase by using the same interface of LEAP)</i>
24	<b>Form-18</b> (Notice of appointment/ cessation of receiver or manager to be given by the person who obtained an order for appointment of / appointed a receiver or manager)	<b>Abolished</b>	Abolished. It was just filing of notice of appointment of receiver or manager with the registrar. The company shall furnish the said information manually with concerned CRO.	Nil	Nil
25	<b>Form-19</b> (Notice to be given by receiver /manager on ceasing to act as such)	<b>Abolished</b>	Abolished. It was just filing of notice to be given by receiver /manager on ceasing to act as such. The company shall furnish the said information manually with concerned CRO.	Nil	Nil
26	<b>Form-20</b> (Receiver or manager's abstract of receipts and payments)	<b>Abolished</b>	Abolished as it was filing of receiver's abstract of Receipt and Payment account with registrar. The company shall furnish the said information manually with concerned CRO.	Nil	Nil



## Comparison of Existing and New Forms Under Different Regulations as well as its mode of submission

Sr. No.	Existing Form No.	New Form No. in Companies Regulations, 2024	Remarks	Mode of Filing (eZfile / eServices / Manual)	
				Under LEAP	Under eServices
27	<b>Form-21</b> (Notice of situation of registered office address or any change therein)	<b>Form 21</b> (Notice of situation of registered office address or any change therein / Notice of address where books of accounts are maintained)	A combined form has been developed for existing Form 21 and Form 33.	<b>eZfile</b>	<b>Nil</b>
28	<b>Form-22</b> (Declaration regarding compliance with the conditions of section 19 of the Companies Act, 2017 before commencing business in case of a company issuing prospectus)	<b>Form 22</b> (Declaration by a public company before commencing business)	A combined form has been developed for existing Form 22 & form 23 merged	<b>Manual</b>	<b>Manual</b>
29	<b>Form-23</b> (Declaration before commencing business in case of a company filing statement in lieu of prospectus)	<b>Abolished</b>	<b>Merged into Form 22</b>	<b>Nil</b>	<b>Nil</b>
30	<b>Form-24</b> (Notice of rectification of register of members/ directors)	<b>Abolished</b>	The form has been abolished. However, it has become part of the regulation and to be filed with necessary information as provided in Regulation-50. The company shall furnish the said information	<b>Nil</b>	<b>Nil</b>



## Comparison of Existing and New Forms Under Different Regulations as well as its mode of submission

Sr. No.	Existing Form No.	New Form No. in Companies Regulations, 2024	Remarks	Mode of Filing (eZfile / eServices / Manual)	
				Under LEAP	Under eServices
31	<b>Form-25</b> (Statutory Report)	<b>Form 25</b> (Statutory Report)	Same Form	<b>Manual</b>	<b>Manual</b>
32	<b>Form-26</b> (Special Resolution)	<b>Form 26</b> (Special Resolution)	Same Form	<b>eZfile</b>	<b>Nil</b>
33	<b>Form-27</b> (Declaration to be submitted to the court by provisional manager/official liquidator)	<b>Abolished</b>	To be filed as prescribed under the Court Rules. The company shall furnish the said information manually with concerned CRO.	<b>Nil</b>	<b>Nil</b>
34	<b>Form-28</b> (Consent to act as director / chief executive)	<b>Abolished</b>	It has become an Appendix to Form 9.	<b>Nil</b>	<b>Nil</b>
35	<b>Form-29</b> (Particulars of directors and officers, including the chief executive, secretary, chief financial officer, auditors and legal adviser or of any change therein)	<b>Form 9</b> (Particulars of directors and officers, including the chief executive, secretary, chief financial officer, auditors, legal adviser or nominee of Single Member Company)	A combined Form has been developed for existing Form 15 and Form 29.	<b>eZfile</b>	<b>Nil</b>



## Comparison of Existing and New Forms Under Different Regulations as well as its mode of submission

Sr. No.	Existing Form No.	New Form No. in Companies Regulations, 2024	Remarks	Mode of Filing (eZfile / eServices / Manual)	
				Under LEAP	Under eServices
36	<b>Form-30</b> (Notification of particulars of beneficial ownership to the company)	<b>Abolished</b>	It has become part of the regulation. The officers/shareholders are required to submit necessary information as provided under regulation 63 to the company.	<b>Nil</b>	<b>Nil</b>
37	<b>Form-31</b> (Return containing particulars of substantial shareholder/officers for companies' global register of beneficial ownership)	<b>Form 11</b> (Return containing particulars of substantial shareholder/officers and Companies, for companies' global register of beneficial ownership)	A combined form has been developed for existing Form 31 & 32.	<b>eZfile</b>	<b>Nil</b>
38	<b>Form-32</b> (Return containing particulars of companies for companies' global register of beneficial ownership)	<b>Abolished</b>	<b>Merged in to Form 11</b>	<b>Nil</b>	<b>Nil</b>
39	<b>Form-33</b> (Notice of address where books of accounts are maintained)	<b>Abolished</b>	Merged into Form-21	<b>Nil</b>	<b>Nil</b>



## Comparison of Existing and New Forms Under Different Regulations as well as its mode of submission

Sr. No.	Existing Form No.	New Form No. in Companies Regulations, 2024	Remarks	Mode of Filing (eZfile / eServices / Manual)	
				Under LEAP	Under eServices
40	<b>Form-34</b> (Pattern of Shareholding)	<b>Form 20</b> (Pattern of Shareholding)	Form Number has been changed	<b>Manual</b>	<b>Manual</b>
41	<b>Form-35</b> (Filing of copy of scheme of amalgamation)	<b>Form-8</b> (Filing of copy of scheme of amalgamation)	Form Number has been changed	<b>Manual</b>	<b>Manual</b>
42	<b>Form-36</b> (Notice of Dissenting Shareholders)	<b>Abolished</b>	It has become part of the regulation-59. The company shall furnish the said information manually with concerned CRO.	<b>Nil</b>	<b>Nil</b>
43	<b>Form-37</b> (Information to be furnished in relation to any offer of a scheme or contract involving the transfer of shares or any class of shares in the transferor company to the transferee company)	<b>Form 23</b> (Information to be furnished in relation to any offer of a scheme or contract involving the transfer of shares or any class of shares in the transferor company to the transferee company)	Form Number has been changed	<b>Manual</b>	<b>Manual</b>



## Comparison of Existing and New Forms Under Different Regulations as well as its mode of submission

Sr. No.	Existing Form No.	New Form No. in Companies Regulations, 2024	Remarks	Mode of Filing (eZfile / eServices / Manual)	
				Under LEAP	Under eServices
44	<b>Form-38</b> (Application for obtaining status of inactive company)	<b>Abolished</b>	Converted as an application App-2	<b>Manual</b>	<b>Manual</b>
45	<b>Form-39</b> (Application for conversion of status from inactive to active company)	<b>Abolished</b>	Converted as an application App-2	<b>Manual</b>	<b>Manual</b>
46	<b>Form-40</b> (Public notice to holders of securities of bearer nature issued by a company)	<b>Form 14</b> (Public notice to holders of securities of bearer nature issued by a company)	Form number changed. No change in the particulars of the existing Form 40.	<b>Nil</b>	<b>Nil</b>
47	<b>Form-41</b> (Register containing particulars of holders of securities of bearer nature and particulars of such securities surrendered or cancelled)	<b>Form 15</b> (Register containing particulars of holders of securities of bearer nature and particulars of such securities surrendered or cancelled)	Form number changed, No change in the particulars of the existing Form 41.	<b>Nil</b>	<b>Nil</b>



## Comparison of Existing and New Forms Under Different Regulations as well as its mode of submission

Sr. No.	Existing Form No.	New Form No. in Companies Regulations, 2024	Remarks	Mode of Filing (eZfile / eServices / Manual)	
				Under LEAP	Under eServices
48	<b>Form-42</b> (Notice to members for providing particulars of ultimate beneficial owners)	<b>Form 16</b> (Notice to members for providing particulars of ultimate beneficial owners)	Form number changed, No change in the particulars of the existing Form 42.	Nil	Nil
49	<b>Form-43</b> (Declaration by member about ultimate beneficial owners)	<b>Form 17</b> (Declaration by member about ultimate beneficial owners)	Form number changed, No change in the particulars of the existing Form 43.	Nil	Nil
50	<b>Form-44</b> (Declaration by member about change of ultimate beneficial owners or particulars thereof.)	<b>Form 18</b> (Declaration by member about change of ultimate beneficial owners or particulars thereof.)	Form number changed, No change in the particulars of the existing Form 44.	Nil	Nil
51	<b>Form-45</b> (Declaration of compliance with the provisions of section 123A of the Companies Act, 2017)	<b>Form 19</b> (Declaration of compliance with the provisions of section 123A of the Companies Act, 2017)	Form number changed, No change in the particulars of the existing Form 45	eZfile	Nil



# Comparison of Existing and New Forms Under Different Regulations as well as its mode of submission

Sr. No.	Existing Form No.	New Form No. in Companies Regulations, 2024	Remarks	Mode of Filing (eZfile / eServices / Manual)	
				Under LEAP	Under eServices
52	<b>Inc. Form-I</b> (Application for reservation of name)	<b>App-1 (Application for reservation of Name for new incorporation or change of name)</b>	Converted as Application App-1.	<b>eZfile</b>	<b>Nil</b>
53	<b>Inc. Form-II</b> (Application for company incorporation)	<b>Form 1</b> (Application for company in corporation)	Form Number has been changed	<b>eZfile</b>	<b>Nil</b>
54	<b>Fnc. Form-I</b> (Application for reservation of name)	<b>App-1 (Application for reservation of Name for new incorporation or change of name)</b>	Converted as Application App-1.	<b>Nil</b>	eServices <i>(Fnc. Form-I shall be filed as per existing format till launch of next phase)</i>
55	<b>Fnc. Form-II</b> (Registration of documents of a foreign company)	<b>Form 2</b> (Registration of documents of a foreign company)	Form Number has been changed	<b>Nil</b>	eServices <i>(Fnc. Form-II shall be filed as per existing format till launch of next phase)</i>
56	<b>Fnc. Form-III</b> (Registration of alterations in documents Or details of foreign company)	<b>Form 5</b> (Registration of alterations in documents or details of foreign company)	Form Number has been changed	<b>Nil</b>	eServices <i>(Fnc. Form-III shall be filed as per existing format till launch of next phase)</i>



## Comparison of Existing and New Forms Under Different Regulations as well as its mode of submission

Sr. No.	Existing Form No.	New Form No. in Companies Regulations, 2024	Remarks	Mode of Filing (eZfile / eServices / Manual)	
				Under LEAP	Under eServices
57	<b>Fnc. Form -IV</b> (Application for change of name)	<b>Abolished</b>	<b>Abolished</b>	<b>Nil</b>	eServices <i>(Fnc. Form-IV shall be filed as per existing format till launch of next phase)</i>
58	<b>Fnc. Form-V</b> (Filing of accounts and related information)	<b>Abolished</b>	<b>Abolished</b>	<b>Nil</b>	eServices <i>(Fnc. Form-V shall be filed as per existing format till launch of next phase)</i>
59	<b>Fnc. Form-VI</b> (Notice by a foreign company on ceasing to have any Place of business in Pakistan)	<b>Form 6</b> (Notice by a foreign company on ceasing to have any place of business in Pakistan)	Form number has been changed	<b>Nil</b>	eServices <i>(Fnc. Form-VI shall be filed as per existing format till launch of next phase)</i>



## Companies (Further Issue of Shares) Regulations, 2020

Sr. No.	Existing Form No.	New Form No. in Companies Regulations, 2024	Remarks	Mode of Filing (eZfile / eServices / Manual)	
				Under LEAP	Under Services
60	Schedule I to the Companies (Further Issue of Shares) Regulations, 2020	<b>Form 12</b> (Circular to be sent to the Members along-with the Offer letter)	New Form developed	<b>Manual</b>	-

## Unlisted companies (Buy-Back of shares) Regulations, 2023

Sr. No.	Existing Form No.	New Form No. in Companies Regulations, 2024	Remarks	Mode of Filing (eZfile / eServices / Manual)	
				Under LEAP	Under eServices
61	No Form	<b>Form 27</b> (Final return for buy-back of shares of unlisted companies)	New Form developed	<b>Manual</b>	-





# Thank You

Do you need help? Contact

 +92 306 9365625

 [leap.queries@secp.gov.pk](mailto:leap.queries@secp.gov.pk)