

Private Limited Company Registration

(Other than Licensed entity)

Requirements:

- ✓ Three Names of the proposed company
- ✓ Neat and Clear Scanned copies of CNIC's of all the proposed Directors / subscribers
- ✓ Registered address / correspondence address of the proposed Company
- ✓ The principal business of the proposed company
- ✓ Nature of the business activity
- ✓ Authorized Capital
- ✓ Paid up Capital
- ✓ Value per share e.g.Rs. 10, Rs. 50 or Rs. 100 etc
- ✓ A combination of Shares agreed TO be subscribed BY EACH director/subscriber
- ✓ Name of the Chief Executive of the Proposed Company
- ✓ Telephone numbers and email ID of all the proposed directors
- ✓ SECP login details of the proposed directors / subscribers(if any)

Single Member Company Registration

(Other than Licensed entity)

Requirements:

- ✓ Three Names of the proposed company
- ✓ Neat and Clear Scanned copies of CNIC's of all the proposed Directors / subscribers and Nominee
- ✓ Registered address / correspondence address of the proposed Company
- ✓ The principal business of the proposed company
- ✓ Nature of the business activity
- ✓ Authorized Capital
- ✓ Paid up Capital
- ✓ Value per share e.g.Rs. 10, Rs. 50 or Rs. 100 etc
- ✓ Telephone numbers and email ID of all the proposed directors of the Company and Nominee
- ✓ SECP login details of the proposed directors / subscribers(if any)

Limited Liability Partnership Registration (LLP)

Requirements:

- ✓ Three NAMES of the proposed LLP
- ✓ Neat AND Clear Scanned copies of CNICs of ALL the proposed Partners
- ✓ FBR Credentials of the proposed partners
- ✓ Registered address/correspondence address of the proposed LLP
- ✓ The principal business of the proposed LLP
- ✓ Nature of the business activity
- ✓ A combination of Shares agreed TO be subscribed BY EACH partner
- ✓ Telephone numbers AND email IDs of ALL the proposed partners of the LLP
- ✓ SECP login details of the proposed partners (IF ANY)

Partnership or AOP Registration

(Services available only in Karachi, Hyderabad, Sukkur, Whole Punjab, Islamabad)

Requirements:

- ✓ Neat AND Clear Scanned copies of CNICs of ALL the proposed Partners
- ✓ Nature of the business activity
- ✓ Registered address/correspondence address of the AOP
- ✓ Letterhead of the AOP
- ✓ Rent agreement/ownership docs of Office premises (FOR OUT of Karachi AOP only)
- ✓ Latest paid electricity bill (FOR OUT of Karachi AOP only)
- ✓ Phone Numbers of ALL partners
- ✓ Email address of ALL partners

NPO Registration with SECP

Requirements:

- ✓ Color copy of CNICs of members
- ✓ CVs of ALL members
- ✓ Objects/ Services of NPO
- ✓ Registered address/correspondence address of the NPO
- ✓ NAME of proposed CEO
- ✓ Telephone numbers AND email IDs of ALL the proposed members
- ✓ SECP login details of the proposed members (IF ANY)

NPO Registration with Registrar

(Provincial- Karachi & Sukkur only)

Requirements:

- ✓ Color copy of CNICs of members
- ✓ CVs of all members
- ✓ Objects/ Services of NPO
- ✓ Registered address/correspondence address of the NPO
- ✓ Name of proposed CEO/Authorized officer
- ✓ Telephone numbers and email IDs of all the proposed members

TRUST Registration with Registrar

(Provincial- Karachi & Sukkur only)

Requirements:

- ✓ Color copy of CNICs of Trustees
- ✓ CVs of all Trustees
- ✓ Objects of the Trust
- ✓ Registered address/correspondence address of the Trust
- ✓ Name of proposed Authorized officer
- ✓ Telephone numbers and email IDs of all the proposed Trustees

Registration of NPOs/ Charities/ Trusts with Sindh Charity Commission

(Provincial- Karachi & Sukkur only)

Requirements:

- ✓ Color copy of CNICs of Trustees
- ✓ CVs of all Trustees
- ✓ Objects of the Trust
- ✓ Registered address/correspondence address of the Trust
- ✓ Name of proposed Authorized officer
- ✓ Telephone numbers and email IDs of all the proposed Trustees

Facilitation of Certification from Pakistan Centre of Philanthropy

(Advisory and preparation of documents only- Limited scope)

Requirements:

- ✓ List of members of Governing Body/BoD/BoT etc. including names, CNICs, term of office, contact, qualification, and professional profile.
- ✓ License copy, Incorporation, and FBR documents of the entity
- ✓ Purpose for which certification is required from PCP?
- ✓ Programs and Beneficiaries (Vision, Mission and Objectives)
- ✓ List of all Bank Accounts of NPO including title and name of Bank Account
- ✓ Pakistan based Audited Accounts of the organization for the evaluation period signed and stamped by the external auditor
- ✓ Other Documents as may be specified

FBR NPO Approval

(Karachi only)

Requirements:

- ✓ Constitutive documents of the NPO
- ✓ Color copy of CNICs of members
- ✓ Registered address/correspondence address of the Trust
- ✓ Name of proposed Authorized officer
- ✓ Telephone numbers and email IDs of all the proposed Trustees
- ✓ PCP certificate/ Approval from Commissioner
- ✓ Other Documents as may be specified

Registration of Provident Fund

(Provincial- Karachi & Sukkur only)

Requirements:

- ✓ Color copy of CNICs of members
- ✓ Registered address/correspondence address of the Trust
- ✓ Name of proposed Authorized officer
- ✓ Telephone numbers and email IDs of all the proposed Trustees

Registration of Gratuity Fund

(Provincial- Karachi & Sukkur only)

Requirements:

- ✓ Trust Deed with Rules /NTN
- ✓ Color copy of CNICs of members
- ✓ Registered address/correspondence address of the Trust
- ✓ Name of proposed Authorized officer
- ✓ Telephone numbers and email IDs of all the proposed Trustees
- ✓ Other Documents as may be specified

Recognition of Provident Fund / Gratuity Fund with FBR

(Karachi & Sukkur only)

Requirements:

- ✓ Color copy of CNICs of members
- ✓ Trust Deed with Rules and NTN
- ✓ Registered address/correspondence address of the Trust
- ✓ Name of proposed Authorized officer
- ✓ Telephone numbers and email IDs of all the proposed Trustees
- ✓ Other Documents as may be specified