



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN
(COMPANY LAW DIVISION)
REGISTRATION DEPARTMENT
NIC BUILDING, 63-JINNAH AVENUE
ISLAMABAD

www.secp.gov.pk

No. CLD/RD/602/29/2007 - 2062

Nov. 03, 2010

Subject: Filing of Annual Returns by Companies:

Dear Sir,

Securities and Exchange Commission of Pakistan (SECP) has always facilitated the business community to make compliance with the regulatory regime, mostly through the auspicious platform of your Chamber.

2. In this connection, it is informed that the deadlines for filing of annual returns by the companies with the registrars concerned and the Commission are now due, which *inter alia*, include the following:-

- Particulars of Directors and Officers including Chief Executive, Managing Agent, Secretary, Chief Accountant, Auditors and Legal Adviser are to be filed on Forms 29 within 14 days of any change/election/appointment made in Annual General Meetings (AGMs). The last date of filing of this return for companies which closes their accounts on 30th June, 2010, would be 13th and 14th November, 2010, falling on Saturday and Sunday. Therefore, the Company Registration Offices (CROs) of the SECP shall remain open on both these dates, to facilitate the corporate sector.
- Companies are required to file annual returns on Forms A/ B within 45 days, in case of listed companies and 30 days in case of other companies, of holding of AGMs. Last date for most of the companies would be 30th November, 2010.

- Annual audited accounts are also required to be filed within 30 days of holding of AGMs.

3. It would not be out of place to mention that companies may also file their returns and accounts by using eServices, being hassle free and easy mode of submission. Fees for online submission are quite lower as compared to physical submission, to encourage online filing.


4. Moreover, the schemes namely Companies Regularization Scheme (CRS) and Companies Easy Exit Scheme (CEES) launched by the SECP has further been extended for another month upto 30th Nov., 2010 vide SECP's Circular No 25 of 2010, upon receiving huge demand from relevant quarter for further extension. Now, companies can avail the benefits of regularization of their defaults under the CRS or easy dissolution facility under the CEES, within the extended time.

5. Previously, your Chamber has remained quite helpful by extending its full support and co-operation towards the initiatives of the SECP. It would be appreciated that the Chamber advises its corporate members to make compliance with the aforementioned filing requirements, within the due deadlines. It is also requested to encourage companies to use eServices for online filing, due to the benefits it offers. Further, since the extended time of schemes is in progress, companies may again be advised to take immediate benefits of the schemes.

6. In order to create awareness among your corporate members, it is also requested to publish a notice in your magazine/ newsletter. In addition, a notice as attached may also be placed on your notice board disseminating the above information, to encourage compliance by companies within your ambit.

7. An early action in this regard shall be highly appreciated. It is also requested to send a confirmation after taking the required action. SECP is thankful to the Chamber for its continuous co-operation and look forward to your support in future as well.

With Best Regards


(Nazir Ahmed Shaheen)
Executive Director (Regn.)

All Registered Companies
Make Compliance!

with the Companies Ordinance, 1984

Filing of **Form 29** is due within 14 Days of any change/appointment of Directors and Officers including Chief Executive, Managing agent, Secretary, Chief Accountant, Auditors and Legal Adviser, made in Annual General Meetings (AGM). Mostly it would be **13,14 November, 2010**, which fall on Saturday & Sunday, therefore the Company Registration Offices shall remain open on both these days for collection of returns/accounts.

ANNUAL ACCOUNTS & RETURNS

Filing of:

- Annual returns within 45 days, in case of listed companies and 30 days in case of other companies, of holding of AGMs.
- Annual Audited Accounts within 30 days of holding of AGMs.

Note: All companies are advised to mention their email address/Tel No./Fax No. on Form A/B.



Companies are encouraged to
file through eServices
being

• HASSLE FREE • LESS FEES

eServices Helpline: 051-9206052, 9206006



**SECURITIES AND
EXCHANGE COMMISSION
OF PAKISTAN**

Date
extended
upto

30th November 2010 for

CRS

(Companies Regularization Scheme)

Filing of overdue returns

CEES

(Companies Easy Exit Scheme)

Easy dissolution scheme

- All defaulter companies may take immediate benefit to regularize their overdue returns or dissolve through easy way.
- Detailed requirements of both schemes are provided in Circular No. 25 of 2010, placed on the Commission's website: <http://www.secp.gov.pk/circulars.asp>

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