



ALL LISTED COMPANIES AND ISSUERS OF LISTED SECURITIES

Reproduced hereunder letter No. SMD(BO)-Pol-2/2012 dated August 19, 2013 received from Securities & Exchange Commission of Pakistan for information and compliance.



SECURITIES & EXCHANGE COMMISSION OF PAKISTAN
Securities Market Division
Market Supervision and Registration Department

No. SMD(BO)-Pol-2/2012

Islamabad, August 19, 2013

The Chief Executives,
Listed Companies

Subject: Order under Section 246 of the Companies Ordinance, 1984

Dear Sir,

This is with reference to Order No. SMD(BO)-Pol-2/2012 dated 26/07/2013, copy enclosed for ready reference and compliance.

2. It is pointed out that presently, every listed company pursuant to S.R.O 763(1)/85 dated August 07, 1985 and S.R.O 1014(1)/86 dated November 12, 1986 and Circular No. 4 of 1992 is required to submit hard copy of Form A and prescribed additional information regarding pattern of shareholding within forty-five days of holding of annual general meeting to the Commission. In this regard, I am directed to intimate that in order to facilitate the listed companies and improve efficiency and effectiveness of the business processes, the Commission has decided as under:-

- a) the requirement of physical filing of the aforesaid documents will be discontinued with effect from September 30, 2013 and;
- b) thereafter the listed companies will be required for online filing of the information prescribed in the Order, under Section 246 of the Companies Ordinance, 1984.

3. Thus, pursuant to the aforementioned Order, every listed company shall prepare with effect from October 01, 2013 the information specified in the Order and file the same with the Commission, through eServices Process of the Commission titled as "*Annual Return by Listed Companies-SMD-BO-246*", within the prescribed time limit.

4. In this regard, it is intimated that the listed companies which are already using eServices project for filing of their statutory returns will use their existing User Identification (ID) and password for filing of aforementioned information. While, the companies which are not using eServices project will first obtain User ID and password for login to eServices. For obtaining an eServices User ID and Password, the company shall apply in writing, on the company letterhead, duly signed by the Chief Executive and any one of the following persons, along with a copy of their CNICs:

- Company Secretary
- Chief Financial Officer
- Director of the company