**Inc. Form-II**

**COMPANIES (INCORPORATION) REGULATIONS, 2017**

**[See Section 16 of the Act and Regulation 5]**

**APPLICATION FOR COMPANY INCORPORATION**

**PART-I**

|  |
| --- |
| *(To be completed by the applicant in block letters)* |

|  |  |  |
| --- | --- | --- |
| 1.1 | Name of the Company |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1.2 | Fee Payment Details | 1.2.1 | Challan No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | 1.2.2 | Challan Amount (Rs.) |  |

**PART-II**

**Section – A - Company information**

|  |  |  |
| --- | --- | --- |
| 2.1\* | Correspondence Address |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | City |  | District |  | Province |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Telephone Number |  | Email Address | - |

|  |  |
| --- | --- |
|  Mobile Number |  |

\*Information regarding Correspondence address is to be provided only if the company does not have a place as its registered office at the time of Incorporation of company.

|  |  |  |
| --- | --- | --- |
| 2.2 | Registered office Address, if any |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | City |  | District |  | Province |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Telephone Number |  | Website(if any) |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Mobile Number |  |  | Email Address |  |

|  |  |  |
| --- | --- | --- |
| 2.3 | Principal line of business (Brief objects as per clause 3 (i) of the Memorandum may be mentioned) |  |

**Section – B – Capital Structure**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Class/ Kind | Face Value | Number of shares | Total Amount |
| 2.4 | Authorized Capital |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2.5 | Paid Up Capital |  |  |  |  |
|  |  |  |  |  |  |

**Section – C – Special business information\***

(Applicable in case of Banking Company, Non-banking Finance Company, Insurance company, Modaraba management company, Stock Brokerage business, forex, managing agency, business of providing the services of security guards and any other business restricted under any other law or as may be notified by the Commission)

|  |  |  |
| --- | --- | --- |
| 2.6 | Nature of business in case of specialized business requiring license / permission / approval (please specify and also attach NOC / approval of the relevant authority) |  |

*\*(Additional documents will be required by the registrar)*

**Section – D – Company subscribers, directors, chief executive officer, and in case of single member company, nominee**

**2.7 State Number of directors fixed by subscribers:**

*[Please note that as per law a company must have minimum director as follows:]*

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |  |
| --- | --- | --- |
| ***Kind of Company*** | **Minimum number of directors required by law** | **No. of proposed directors** |
| *Single Member Company* |  |  |
| *Private Limited Company* |  |  |
| *Public Limited Company* |  |  |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2.8 Details of subscribers, directors and chief executive officer \***

|  |  |  |
| --- | --- | --- |
| Name and surname (presentand former) in full |  |  |
| Fathers/Husbands Name in full |  |  |
| NIC/NICOP (in case of Pakistani national) or Passport No (in case of foreigner) |  |  |
| \*\* Incorporation/ Registration No. |  |  |
| Nationality (with former nationality and nationality of the origin, if different) |  |  |
| \*\*\*Occupation |  |  |
| Residential address/ registered office address or principal office (in case of a Subscriber other than a natural person) |  |  |
| NTN (in case of director, whereapplicable) |  |  |
| Designation (Director/Subscriber/ CEO) Please specify |  |  |
| Nature of directorship (appointed, nominee/ independent/ other) |  |  |
| Name of entity nominating the director |  |  |
| No. of shares subscribed (for subscriber) |  |  |
| \*\*\*\*Signatures |  |  |

 |

\* Add details as applicable

\*\* Applicable on subscribers other than natural persons

\*\*\* Please also mention names of other companies where directorship is held.

\*\*\*\* Signature of subscribers and consent to act as director or chief executive as the case may be. In case of online submission, the document will be signed electronically.

**2.9 Details of Nominee** (only in case of single member company - Nominee shall not be a person other than relatives of the member- namely, a spouse, father, mother, brother, sister and son or daughter)

|  |  |
| --- | --- |
| Name of Nominee |  |

|  |  |
| --- | --- |
| NIC of Nominee |  |

|  |  |
| --- | --- |
| Residential address of Nominee |  |

|  |  |
| --- | --- |
| Telephone number of Nominee |  |

|  |  |
| --- | --- |
| Email address of Nominee |  |

|  |  |
| --- | --- |
| Relationship of Nominee with subscriber |  |

|  |  |
| --- | --- |
| Signature of Nominee  |  |

**Section – E- If the company limited by shares intends to adopt tables contained in First Schedule to the Act, tick the relevant table.**

 Table A- Part I (Articles of association of company limited by shares)

           Table A- Part-II (Articles of association of single member company limited by shares)

**Section – F- The company limited by shares in case it has not adopted articles of association contained in First Schedule to the Act , company limited by guarantee and unlimited company shall attach the articles of association.**

**PART-III**

**Declaration under section 16**

|  |  |  |
| --- | --- | --- |
| 3.1 | Declarant Name |  |

|  |  |  |
| --- | --- | --- |
| 3.2 | Declarant Profession / Designation*(Please check relevant box)* | * Authorized Intermediary
* a person named in the articles as Director of the proposed company
 |
| 3.3 | Declaration | I do hereby solemnly and sincerely declare that: 1. I have been authorized as declarant by the subscribers;
2. all the requirements of the Companies Act, 2017, and the regulations made there under in respect of matters precedent to the registration of the said Company and incidental thereto have been complied with
3. necessary information about the ultimate beneficial owners of the proposed company, if any, as specified in regulation 9, has been obtained and is available on record.
4. I make this solemn declaration conscientiously believing the same to be true.
 |

|  |  |  |
| --- | --- | --- |
| 3.4 | Declarant Signature  |  |

|  |  |  |
| --- | --- | --- |
| 3.5 | Registration No of authorized intermediary, if applicable  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | Day |  | Month |  | Year |
| 3.6 | Date  |  |  |  |  |  |  |  |  |  |  |
| **Enclosures**: |
| 1. Original paid bank challan evidencing payment of fee;
2. Memorandum of Association;
3. Articles of Association, where applicable;
4. Copies of valid NIC/NICOP of the subscribers/directors/chief executive officer or copy of Passport in case of a foreigner;
5. Copy of valid NIC/NICOP of Nominee only in case of single member company or copy of Passport in case of a foreigner;
6. Copy of valid NIC of witness in case of physical filing;
7. NOC/Letter of Intent/ License (if any) of the relevant regulatory authority in case of specialized business;
8. Authority letter for filing of documents for the proposed company as per requirement of clause (vi) of sub-regulation (2) of regulation 5;
9. Copy of valid NIC/Passport of person duly authorized by the Board of directors of a body corporate which is a subscriber along with copy of Board resolution and attendance sheet. In case of a subscriber which is a limited liability partnership, copy of valid NIC/ Passport of designated partner empowered to act as such, along with copy of instrument empowering him;
10. In case the subscriber is a foreign company or a foreign body corporate, the profile of the company, detail of its directors, their nationality and country of origin, certified copy of its charter, statute or memorandum and articles etc.
11. In case of foreign subscriber/ officer, an undertaking on stamp paper of requisite value duly signed, notarized and witnessed to the effect that in case name of subscriber/officer is not security cleared by MoI, the subscriber/officer and the company, shall take immediate steps for replacement and shall transfer shares if any, held by the subscriber.
 |

Witness to above signatures: *(For the documents submitted in physical form)*

|  |  |
| --- | --- |
| Signatures  |  |
| Full Name (in Block Letters)  |  |
| Father‘s/ Husband‘s name  |  |
| Nationality  |  |
| CNIC No.  |  |
| Usual residential address  |  |