

Post Incorporation Guide For SECP Registered Companies



I-thrive, Icap Building, Near
Teen Talwar, Karachi



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Post Incorporation Requirements

Congratulations on your new company!

After registration with SECP and FBR, certain legal and tax requirements must be completed.

This guide highlights the essential steps, timelines, and filings to keep your company compliant and penalty-free.



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Company Compliance (Companies Act, 2017)

Event	Timeline	Form / Action
Appointment of First CEO (If Applicable)	Within 14 days	Form-9
Appointment of First Auditor (If Applicable)	Within 90 days	Form-9 (if required)
First AGM (accounts, auditor, directors)	Within 16 months from the date of incorporation	Form-A, Form-9, Annual Accounts, Form-19 (UBO)
Subsequent CEO Appointment (If Applicable)	Within 14 days	Form-9
Change in Registered Office (If Applicable)	15 days from the date of change	Form-21, Form-26
Increase in Authorized Capital (If Applicable)	After resolution	Form-7, Form-26
Further Allotment of Shares (If Applicable)	Within 45 days	Form-3, Circular Form-12
Annual Corporate Return/ Subsequent AGM	28th October each year	Form-A, Form-9, AGM Minutes
Election of Initial Directors	Within 16 months from the date of incorporation	
Subsequent Election of Directors	After Every three Years	



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Tax Compliance (Income Tax Ordinance, 2001 & Sales Tax Act, 1990)

Event	Timeline	Filing Method
Obtain NTN	Immediately	FBR e-portal
Sales Tax Registration (if applicable)	If applicable	FBR e-portal
E-enrollment	After NTN	FBR e-portal
Quarterly Withholding Tax Statements	15th of following month	FBR e-portal
Monthly Sales Tax Statements	Monthly	FBR e-portal
Annual Withholding Tax Statements	30th September	FBR e-portal
Annual Sales Tax Statements	Annually	FBR e-portal
Annual Income Tax Return	31st December	FBR e-portal



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Why Us?

Expert Guidance: Trust our experienced team for accurate tax advice and business services.

Comprehensive Solutions: We offer a wide range of services, from tax filing to company registration.

Innovative Tech: Access informative videos and real-time support through our app.

Transparent Pricing: We provide clear, competitive pricing with no hidden fees.

Responsive Support: Count on us for reliable, attentive customer service.

Trusted Partner: Join our satisfied clients who've benefited from our services.

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Get in touch!



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