

**APPLICATION FOR RENEWAL OF LICENCE  
UNDER SECTION 42 OF THE COMPANIES ORDINANCE, 1984**

The Commission's Circular No.02/2015 dated 1.1.2015 requires that all those associations which were issued licence under section 42 of the Companies Ordinance, 1984 and have already completed five (5) years from the date of issue of licence (or in other words, which were incorporated on or before 31.12.2008), shall make an application for renewal of licence to the Commission.

The application shall be made by a responsible officer of the association (a chief executive, director or company secretary) with the subject: "Application for Renewal of Licence under Section 42 to M/s. ....", and addressed to:

The Commissioner (Company Law),  
Securities and Exchange Commission of Pakistan,  
63-Jinnah Avenue,  
NIC Building, Blue Area,  
Islamabad

The following information/documents shall be submitted alongwith the application:

- (a) Original Bank challan of Rs.25,000/-, paid as application fee, in the authorized branches of MCB Bank Limited
- (b) Copies of annual audited accounts for the last five (5) years.
- (c) Certificate from concerned Registrar (Company Registration Office) regarding compliance with provisions of the Ordinance and the Rules.
- (d) Attested copy of latest annual return/Form-B filed with the concerned Registrar.
- (e) List and complete profile (Resume) of existing Chief Executive and Directors of the company. (Annex-I)
- (f) Affidavit by Chief Executive and all directors affirming that they are not defaulters of loans, etc. (Annex-II)
- (g) List of existing members with their occupations, residential addresses, contact numbers and copies of their CNICs.
- (h) Brief statement of the work done by the association during the last three years;
- (i) Details of the amount of donations and grants received during last five (5) years duly certified by the Chartered Accountants that funds/donations was/were received through banking channel, and details of the donors.
- (j) A detailed report with regard to the performance of the association for achieving its aims and objects during the preceding four years, preceding the date on which application is made, duly evaluated and certified by Pakistan Centre for Philanthropy (a company set up under section 42 of the Ordinance).
- (k) Affidavit of the responsible officer (who has signed the application) affirming correctness of contents of the Application (Annex-III)

The Commission on being satisfied about the past corporate behaviour of the company, after such enquiry and obtaining such further information, as it may consider necessary, that it shall be in the public interest so to do, may renew the licence for further period of five years, subject to such conditions as it may deem fit to impose.

**RESUME**

**[To be used in application for Renewal of licence under section 42 of the Companies Ordinance, 1984]**

Director/CEO's Name: \_\_\_\_\_  
Nationality: \_\_\_\_\_  
NIC (Computerized)/  
Passport No. (in case of  
foreigner) \_\_\_\_\_  
Old NIC No. \_\_\_\_\_  
National Tax Number: \_\_\_\_\_  
Date of Birth / Age: \_\_\_\_\_  
Father's/Husband's Name: \_\_\_\_\_  
  
Postal Address: \_\_\_\_\_  
\_\_\_\_\_  
  
Permanent Address: \_\_\_\_\_  
\_\_\_\_\_  
  
Email / Telephone / Fax No. \_\_\_\_\_  
\_\_\_\_\_

**Educational Qualifications:** \_\_\_\_\_  
\_\_\_\_\_

**Experience Details** (with reference dates, period/length of experience, organizations, nature of projects/work responsibilities regarding each of the office held/job performed below):

A. Now working as (describing offices held at the moment and related work responsibilities):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Previous Experience relating to Main Objects of the Association:  
1. \_\_\_\_\_  
\_\_\_\_\_  
2. \_\_\_\_\_  
\_\_\_\_\_  
3. \_\_\_\_\_  
\_\_\_\_\_

C. Other Experience:  
1. \_\_\_\_\_  
\_\_\_\_\_  
2. \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_

*[To be signed by the Director/CEO himself /herself or the authorized person presenting documents]*

**Note:** If needed, the space for experience detail may be expanded or extra pages annexed.

**AFFIDAVIT**

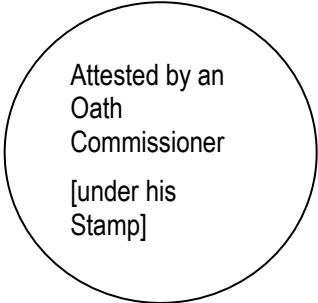
I, Mr. \_\_\_\_\_ son of \_\_\_\_\_ resident of \_\_\_\_\_, am Director/CEO of \_\_\_\_\_, and do hereby, solemnly affirm and testify that the contents of the application for Renewal of licence under section 42 of the Companies Ordinance, 1984 to the proposed Association are true and correct to the best of my knowledge and belief and declare that:

- (a) I have not been associated with any money laundering or terrorist financing activities and neither have approved receipt of nor received such monies and likewise neither have approved disbursement of nor disbursed such monies in any manner for money laundering or terrorist financing purposes;
- (b) I have not been associated with any illegal banking business, deposit taking or financial dealings;
- (c) I and the companies in which I am director or major shareholder have no over-due loans or installments exceeding Rs.300,000/- outstanding towards banks or other financial institutions;
- (d) neither I nor companies in which I am a director or major shareholder have defaulted in paying taxes as on the date of application;
- (e) I have not been a sponsor, director or chief executive of a defaulting cooperative finance society or finance company;
- (f) I have never been convicted of fraud or breach of trust or of an offence involving moral turpitude or removed from services for misconduct;
- (g) I have neither been adjudged an insolvent nor have defaulted in making payments to my creditors; and
- (h) the funds raised /received by the association shall be spent only for objects of the association and for other lawful purposes.

DEPONENT

\_\_\_\_\_  
(Signature)

Dated: \_\_\_\_\_



***[To be filed on stamp paper of requisite value duly verified by an Oath Commissioner]***

**AFFIDAVIT**

*[under Rule 30 of the Companies (General Provisions and Forms) Rules, 1985]*

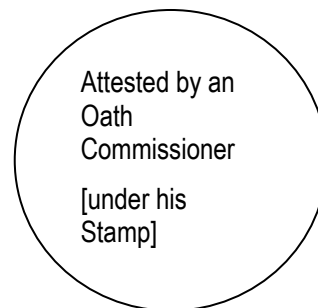
I, Mr. \_\_\_\_\_ son of \_\_\_\_\_ resident of \_\_\_\_\_ and do hereby, solemnly affirm and testify that the contents of the application for renewal of licence under section 42 of the Companies Ordinance, 1984 and annexed documents are true and correct to the best of my knowledge and belief and declare that:

1. I am director/chief executive/company secretary of M/s. \_\_\_\_\_ (the 'Company') and fully aware of the affairs of the Company particularly its application for renewal of licence under section 42 of the Companies Ordinance, 1984.
2. Whatsoever stated in the application and accompanied documents is true and nothing has been concealed in the application.

DEPONENT

\_\_\_\_\_  
(Signature)

Dated: \_\_\_\_\_



***[To be filed on stamp paper of requisite value duly verified by an Oath Commissioner]***