

FORM A- ANNUAL RETURN OF COMPANY HAVING SHARE CAPITAL

1	Registration No.			
2	Name of the Company			
3	Form A made upto (Day/Month/Year)			
4	Date of AGM (Day/Month/Year)			

PART-A

5	Registered office address:			
6	Email Address:			
7	Office Tel. No.:			
8	Office Fax No.:			
9	Nature of Business:			

10	Authorized Share Capital			
	Type of Shares	No. of Shares	Amount	Face Value
	Ordinary Shares			

11	Paid up Share Capital			
	Type of Shares	No. of Shares	Amount	Issue Price
	Ordinary Shares			

12	Amount of indebtedness on the date upto which Form A is made in respect of all	
	Mortgages/Charges	

13	Particulars of the holding company	
	Name	
	Registration No.	% Shares Held

14	Chief Executive			
	Name		NIC	
	Address			

15	Chief Accountant			
	Name		NIC	
	Address			

16	Secretary			
	Name		NIC	
	Address			

17	Legal Adviser			
	Name			
	Address			

18	Auditors			
	Name			
	Address			

19 **List of Directors on the date of Form-A**

Name	Address	Nationality	NIC (Passport No. if Foreigner)				Appointment Date			
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										

PART-B

20. List of members & debenture holders on the date upto which this Form A is made

Folio	Name	Address	Nationality	No. of Shares	NIC (Passport No. if foreigner)			
	Members							
	Debenture holders							

Use separate sheet, if necessary

21. Transfer of shares (debentures) since last Form A was made

Name of Transferor	Name of Transferee	Number of shares transferred	Date of registration of transfer
Members			

	<u>Debenture holders</u>			

Use separate sheet, if necessary

22. I certify that this return and the accompanying statements state the facts correctly and completely as on the date upto which this Form-A is made

	Day	Month	Year		Signature	
Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Designation (Please tick)					Chief Executive/Secretary	

INSTRUCTIONS FOR FILLING FORM-A

1. The Form shall be made upto the date of last AGM of the Company or the last date of the year where no AGM is held during the year.
2. Under nature of business, please give precisely the specific nature of business in which the company is engaged.
3. Under S. No. 20 above, the aggregate number of shares held by each member should be stated, and the aggregates must be added up so as to agree with the number of shares stated against No. 11.
4. When the shares are of different classes the columns should be subdivided so that the number of each class held, or transferred, is shown separately against S. Nos. 10,11,20 and 21.
5. If the space provided in the Form is insufficient, the required particulars should be listed in a separate statement attached to this return, which should be similarly certified and signed.
6. The return and any statement attached hereto shall be signed by the chief executive or the secretary.
7. In case a body corporate is a member, NIC number may be omitted to be given.
8. In case of foreign nationals, indicate "passport number" in the space provided for "NIC No." Pakistani nationals will only indicate "NIC No."
9. This form is to be filed within 30 days (45 days in case of listed company) of the date indicated in S.No. 3 above.