

CHANGE OF COMPANY NAME – ON LINE PROCESSING NOTES:

INTRODUCTION

Company Name can be modified anytime after the completion of its incorporation process. In this regard, the reason upon which the decision took place, the new name proposal and the details of a formal resolution event in the presence of board members are required to be provided.

NOTE: For a change in company name, *a new name is required to be reserved initially (For details please see “Company Name Reservation”)*. Upon successful reservation of a new name, the change of name application is submitted.

Following description discusses the Change of Company Name process in detail as well as gives a brief step by step guidance for its compliance. Description sections are;

- Process in Detail
- Process in Brief

PROCESS IN DETAIL

An applicant/client has to follow certain steps in order to modify the name of his/her company. The steps are;

- Log on
- Enter Data
- Attach Documents/Company Credentials
- Sign documents with Digital Certificates
- Check for Update

LOG ON

The client will connect to eServices and log on to his/her account. After getting connected to the internet, a *Client/User* will enter <https://eservices.secp.gov.pk/eServices/> in the address bar of any internet explorer as shown in the figure.

ENTER DATA

- A successful logon to eServices will open up a Process Listing / Home page as shown in figure.
- Select requisite process.
- The reservation of a new name will make available the “Change of Company Name” option to the client.
- Change of Company Name link is clicked to open its detailed input form.

FORM DETAILS

A few important fields in this form are described below;

COMPANY INFORMATION

Data in these fields will be automatically generated and the Company name (current) along with its incorporation number and date will be displayed.

PAYMENT DETAILS

A designated bank branch is selected where a challan fee for the said process is submitted.

RESOLUTION DETAILS

The details of the resolution event as a result of which the decision of company name modification took place are provided in this section. These details include Date of the notice and its final decision, proposed name for the company and the reason for name change.

MEMBER DETAILS

The description of directors who participated in decision making, their share representation in the company and their vote count in favor and against the motion are provided in this section.

MEETING ADDRESS

- The description of the venue where the management meeting took place for the commencement of the decision of change of company name is provided for record keeping purpose.
- Data is entered in the application form and a signatory is selected either from the provided list or specified especially in case of an entry other than already registered with eServices application.
- “Continue” button is clicked to complete the data entry phase of change of company name process.

ATTACH DOCUMENTS/COMPANY CREDENTIALS

- A successful and complete information entry at Change of Company name Form will lead the client to a new page. This page includes a list of Client’s filled/unfilled documents, New Challan and Statutory forms required along with this application.
- A successful data entry and document attachment leads the client towards the actual submission of his/her application.
- The link “Start Process” is clicked to submit the company name change application to the designated CRO along with the attached documents and challan copy.
- Client’s application regarding a Change of Company Name for his/her already incorporated company is sent to the CRO. An Auto receipt by the eServices application is sent to the client.

SIGN DOCUMENT WITH DIGITAL CERTIFICATE

After a complete data entry and Challan attachment, the legal/statutory return document is required to be signed with the help of a digital certificate.

CHECK FOR UPDATE

Company compliance update is posted to client’s eServices accounts regularly. Therefore, it is a good practice to check for response/update from SECP offices by logging in the user accounts regularly.

PROCESS IN BRIEF

Guide steps described below can be surfed through for a quick reference to Change of Company Name process at eServices.

- Connection to eServices
- Logging on to the User account or Signing Up
- Reservation of a new Company name
- Data Entry at Change of Company Name application
- Company credentials and Statutory document attachment
- Filling in and Saving the new Challan Form
- Printing out of four Challan copies
- Process Initiation by clicking at the “Start Process” link
- Submission of three Challan copies along with fee at the Designated bank branch