

STEP WISE PROCEDURE FOR ON LINE SUBMITTING FORM 22:-

The process to be followed by the companies for the submission of the statutory returns is hereunder:-

(1) Log on to eServices.

- Connect to <https://eservices.secp.gov.pk/eServices>, for signing up.
- Enter User Id and password already obtained from SECP
- Click **login** button

(2) Enter Information.

- Process Listing Page will appear containing the list of available processes
- Click **Filing of Statutory Return**
- List of documents containing all the statutory returns will appear.

(3) Click Form 22 to submit.

(4) Enter the required information on page.

Click the Continue button, the process document listing page is displayed, containing the following links:

a. Update Form:-

- Click link if you want to update the data.
- After completing the update click continue button process document listing page will be displayed.

b. View Form:-

- Click link and view the automatically filled form based on your input.
- By clicking continue button process document listing page will be displayed.

c. Fill New Attachment Form:-

- Click link and an attachment form window will be displayed.
- Attach document, if any, and click **Save Form** button. Please note that only PDF files are allowed for attachment. Size of the file must not exceed 2 MB.
- Process document listing page will be displayed.

d. Fill New Bank Challan:-

- Click link – auto filled bank challan will be displayed.
- Click **Print Form** button and four copies namely original, bank copy, SECP copy and depositor copy will be printed.
- After printing, click **Save Form** button at the bottom of the page.
- Deposit fee in the selected branch of MCB
- The bank shall retain the SECP and bank copies and return remaining two copies (original and customer copy) to the customer.
- Process document listing page will be displayed.

The link “View Bank Challan Form” is clicked to view its detailed page and the calculated amount. The Challan page is saved after a quick review of the return calculations. Figure provides a view of a Challan form.

e. Sign Forms:-

- Click on **Sign Forms** link.
- Digital signature pad window will appear.

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- Select all the forms/option available for signature by clicking the check boxes.
- Select the required signatures from the drop down menu.
- Click *Sign* button (After signing submit to SECP button will be enabled).
- Click *Submit to SECP* button.
- All the documents will be automatically submitted to the SECP.
- The process of SECP will be initiated as soon as it receives the verification of deposit of fee from the Bank.