

## STEP WISE PROCEDURE FOR ON LINE SUBMITTING FORM 7:-

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 7 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.
- 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.