Private Limited Company Registration Checklist – Pakistan (2025)

1. Pre-Registration Preparation

- **Choose a Unique Company Name**
    - Check availability on the SECP website (Company Name Search Portal).
    - Ensure it doesn't conflict with existing names or restricted words.
- **Decide Business Type**
    - Select **Private Limited Company (Pvt Ltd)** under the Companies Act, 2017.
- **Determine Shareholding Structure**
    - Minimum **2 directors/shareholders** required.
    - Decide **capital distribution** (share percentages).
- **Prepare Basic Information**
    - Company address
    - Contact details
    - Nature of business (principal activity)

2. Required Documents

- **CNICs or Passports** of all directors/shareholders.
- **NTN (if available)** of directors.
- **Memorandum & Articles of Association (MoA & AoA)** — can be generated through SECP templates.
- **Form I** (Declaration of compliance).
- **Form 21** (Registered office address).

- **Form 29** (Particulars of directors, secretary, etc.).
- **Bank letter (optional)** if depositing paid-up capital later.

3. SECP Online Registration (via eServices Portal)

- Create an account on SECP eServices.
- Reserve company name online.
- Fill out incorporation forms and attach documents.
- Pay the **registration fee** (varies by capital amount).
- Digitally sign the forms (using **NIFT digital signature** if required).

4. Post-Incorporation Tasks

- Receive **Certificate of Incorporation** from SECP.
- Apply for **National Tax Number (NTN)** at FBR Iris Portal.
- Register for **Sales Tax (if applicable)**.
- Open a **Business Bank Account** in company name.
- Get **Challan Form 21** for paid-up capital (if not deposited earlier).
- Register with **EOBI** and **Social Security** (if you hire employees).
- Apply for **Professional Tax Registration** (Provincial Excise Dept.).

5. Compliance & Maintenance

- Maintain **statutory registers** (shareholders, directors, etc.).
- File **annual returns** with SECP.
- File **annual income tax return** with FBR.
- Hold **annual general meetings (AGM)**.
- Keep **financial records** for at least 10 years.

Bonus Tip

You can simplify the entire registration through **Waystax**, which helps businesses register, file taxes, and stay compliant in Pakistan.