

Guidelines and Documents required for Registration and Uploading on “Financial Portal for Unlisted Companies”

The Company applying for registration on Financial Portal for Unlisted Companies (“Portal”) shall be required to follow the below mentioned procedure:

Agreement with PSX

In order to register on the Portal, companies are required to sign an agreement (with stamp duty of PKR 500 and above) with PSX. A downloadable version of agreement has been placed on the website. A company applying for registration on the Portal is required to share **hardcopy of the agreement signed by the authorized signatory(s) of the company** (mentioned in the Board Resolution) along with **a certified true copy of the Board Resolution** and a **covering letter requesting PSX to provide access to the Portal**. Standard sample of the Board Resolution is placed on the website. Copy of CNIC of the authorized person must also be annexed with the agreement.

Particulars of the Company and the Person authorized to Upload

Particulars of the Company and the User(s) dedicated to upload the information on the Portal should be submitted on the letterhead of the Company, signed by the person(s) authorized in the Board Resolution.

Login for the Portal

Once the requirement is completed by the Company, PSX shall, after the due processes required at its end, admit the Company and its dedicated User(s) on the Portal. The User(s) will get an email from PSX mentioning the User credentials. User(s) will be required to login using the credentials and link mentioned in the email. It may be noted that after the first login, user will be required to change the default password and re-login while using the updated new password.

Uploading the Information/Documents

In order to upload the document, User(s) will click on “+” button on the home screen. After selecting the required report type and period, a PDF document can be uploaded.

It is to be noted that access to the Portal shall only be provided once the required information / documentation has been completed by the Company. PSX, may ask for further information in this regard.