

# FORM-A

## Annual Return of a Company

[Pursuant to Sections 130(1), 130(2), 424(5) of the Companies Act, 2017  
read with Regulations 30 & 62 of the Companies Regulations, 2024]



### PART-I

(To be filled by All Companies)

(Please complete in typescript or in bold block capitals)

1.1 CUIN (Corporate Unique Identification Number)

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1.2 Name of the Company

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1.3 Fee Payment Details

1.3.1 Challan No

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1.3.2 Challan Amount

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1.4 Particulars of—		Please tick the relevant box
Part-II	Annual Return of a company other than inactive company	
Part-III	Annual Return of Inactive Company	

### PART-II

(To be filled by a company other than inactive company)

2.1 Annual General Meeting held on

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2.2 Form-A made up to (Applicable in case no AGM was held/concluded during the year)

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2.3 Registered office address

2.4 Email Address

2.5 Office Tel. No.

2.6 Mobile No. (Preferably whatsapp enabled number) of authorized officer (Chief Executive / Director / Company Secretary / Chief Financial Officer)

2.7 **Authorized Share Capital:**  
*(Applicable in case of companies having share capital)*

Classes and kinds of Shares	No. of Shares	Amount	Face Value
Ordinary Shares			

2.8 **Paid up Share Capital:**  
*(Applicable in case of companies having share capital)*

Classes and kinds of Shares	No. of Shares	Amount	Face Value
Ordinary Shares			

2.9 Annual Turnover

2.10 Number of employees

2.11 **Particulars of Officer(s) including, legal advisor, auditor & Share Registrar:**

Sr. No.	Name(s)	Designation	CNIC/NICOP / Passport No./ Registration No.	Address
1		Chief Executive		
2		Company Secretary		
3		Chief Financial Officer		
4		Legal Advisor		
5		Auditor		
6		Any Other Officer		
7		Share Registrar (if applicable)		

**2.12 List of Directors as on the date up to which this Form is made.**

Sr. No.	Name(s)	Residential Address	Nationality	CNIC No./NICOP No./- Passport No., as applicable	Date of appointment or election	Name of member or creditor nominating or appointing the director
1						
2						

**2.13 List of members/shareholders & debenture holders on the date up to which this Form is made.**

Sr. No.	Folio # (If any)	Name(s)*	Address	Nationality	Kind & Class of share(s) <i>(Applicable in case of companies having share capital)</i>	No. of shares / debentures held <i>(Applicable in case of companies having share capital)</i>	Percentage of shareholding of member having 25% or more shareholding <i>(Applicable in case of companies having share capital)</i>	CNIC No. for Pakistanis, or NICOP No. for Overseas Pakistanis, or Passport No. for foreigners, or Registration No. for body corporate
Shareholders/Members								
Debenture holders								

\* In case the member or debenture holder is holding shares or debentures on behalf of other person(s), the name of such other person(s) shall be mentioned in parentheses along with the name of the member or debenture holder.

\* In case the member or debenture holder is holding interest or exercising voting or control rights in the company on behalf of other person(s), the name of such other person(s) shall be mentioned in parentheses along with the name of the member or debenture holder.

**2.14 Transfer of shares/ debentures since last Form-A was made (Applicable for companies having share capital)**

Sr. No.	Name(s) of Transferor	CNIC/NICOP /Passport /Registration No. of Transferor	Name(s) of Transferee (s)	CNIC/NICOP /Passport /Registration No. of Transferee	Nationality of Transferee(s)	Correspondence Address of Transferee (s)	Number of shares transferred	Kind & Class of shares	Date of registration of transfer
	Shareholders								
	Debenture holders								

**Part-III**

**(To be filled by an Inactive Company)**

3.1 Correspondence Address

3.2 Contact Details

**3.3 List of Directors and members as on the date this Form is made.**

Sr. No.	Name(s)	Designation (Director and/or Shareholder)	Residential Address	Nationality	No. of shares held (if any)	CNIC No. for Pakistanis, or NICOP No. for Overseas Pakistanis, or Passport No. for foreigners	Date of becoming member/director	Name of member or creditor nominating/appointing the director
1								
2								
3								

- 3.4 Confirmation about inactive status of Company
- It is hereby stated and confirmed that the Company has:
- (i) not carried out any business or operation since grant of status as an inactive company;
  - (ii) no substantial assets;
  - (iii) not made any significant accounting transaction during the last two financial years;

**Declaration:**

3.5 I do hereby solemnly and sincerely declare that the information provided in the form and the enclosures is:

- (i) true and correct to the best of my knowledge, in consonance with the record as maintained by the company and nothing has been concealed; and
- (ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

3.6 Name of Authorized Officer with designation/Authorized Intermediary (if appointed)

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3.7 Signatures

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3.8 Registration No of Authorized Intermediary, if applicable

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3.9 Date

DD	MM	YYYY								
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**INSTRUCTIONS FOR FILLING THIS FORM**

1. This Form shall be made up to the date of AGM of the Company or the last date of the calendar year where no AGM is held/concluded during the year.
2. If shares are of different classes the columns should be subdivided, so that the number of each class held, is shown separately against S. No. 2.7 and 2.8
3. If space provided is insufficient, the required information should be listed in a separate sheet attached to this return which should also be signed.
4. This form is to be filed within 30 days of the date indicated in S.No. 2.1 or 2.2 (as the case may be). If the form is filed after 30 days, additional fee as per section 468 shall be applicable.
5. An inactive company or a company which held its AGM but the same was not concluded shall file Form-A within a period of 30 days from the close of calendar year.

6. This form is not applicable on single member companies & private companies having paid-up capital not exceeding 3.0 million in case there is no change of particulars since last annual return filed with the registrar.
7. A company, other than a single member company or a private company having paid up capital of not more than three million rupees, shall inform the registrar on Form-24 that there is no change of particulars in the last annual return filed with the registrar.
8. In Serial No. 2.11, mention registration number of auditor & legal advisor that is body corporate registered with relevant authority.
9. Original challan or other evidence of payment of fee specified in Seventh Schedule of the Act will be submitted with this form (not applicable in case of online filing)