



SECURITIES & EXCHANGE COMMISSION OF PAKISTAN  
COMPANY LAW DIVISION  
CORPORATIZATION & COMPLIANCE DEPARTMENT

CLD/CCD/PR(11)2019

Islamabad, April 14, 2020

**CIRCULAR NO. 13 /2020**

Subject: **Preventive Measures against Coronavirus Disease (COVID-19)**

The current outbreak of coronavirus disease (COVID-19) in a substantial number of countries and the evolving situation in Pakistan has posed significant threat to workforce involved in public dealing. In order to protect well-being of employees of the Securities and Exchange Commission of Pakistan deputed at the Company Registration Offices (CROs) and facilitation centers, preventive measures have been taken as detailed herein below:

- (i) The Company Registration Offices (CROs) and facilitation centers shall remain closed, as per advice of the local authorities for public dealing, until further instruction.
- (ii) Inspection of documents/record of companies as provided in regulation 19 of the Company (Registration Offices) Regulations, 2018, has been stopped. However, in dire need only online inspection may be allowed by respective CROs Incharges on case to case basis.
- (iii) As the companies are facing difficulties in responding to the queries/letters of Companies Registration Offices (CROs), the time limit of response has been enhanced to 30 days.

**Mubasher Saeed Saddozai**  
Registrar of Companies/HOD(CROs)

**Distribution:**

1. All CROs.
2. The Federation of Pakistan Chambers of Commerce and Industry.
3. The Pakistan Bar Council.
4. The Institute of Chartered Accountants of Pakistan.
5. The Institute of Cost and Management Accountants of Pakistan.
6. The Federation of Pakistan Chambers of Commerce and Industry.
7. Notice Board of all CROs.
8. Office copy.