

FORM-16

NOTICE TO ¹⁵⁷ **EVERY MEMBER** FOR PROVIDING PARTICULARS OF ULTIMATE BENEFICIAL OWNERS

[Pursuant to Sections 123A(1) of the Companies Act, 2017 read with Regulations 30, 48(1) of the Companies Regulations, 2024]



<<Insert Date>>

[By post/email]

To: Name and address of member

Date:

Subject: Notice under regulation 48 of the Companies Regulations, 2024 (“the Regulations”)

¹⁵⁸1. Take notice that sub-regulation (2) of Regulation 48 of the Regulations requires every member of the company to submit a declaration to the company on Form 17.

¹⁵⁹2.[...].

3. Sub-section (3) of section 123A of the Companies Act, 2017 (the “Act”) provides, *inter-alia*, that any contravention or default in complying with requirement of the said section shall be liable in case of a director or officer of the company or any other person, to a penalty which may extend to one million rupees.

¹⁶⁰4. In case you do not hold beneficial interest in the shares or voting rights in the Company yourself, please submit the following information on Form-17 about the person (s) on whose behalf you are holding such shares or interest, within fourteen days of the date of this notice in accordance with regulation 48(2) of the Regulations, failing which the company will proceed in the matter without further notice as per the provisions of the Act and the Regulations*:

1. Name
2. Father’s Name/Spouse’s Name

¹⁵⁷ Substitute the word “MEMBERS”, vide S.R.O. 1355(I)/2025 dated 25th July, 2025.

¹⁵⁸ Substituted paragraph (1) vide S.R.O. 1355(I)/2025 dated 25th July, 2025.

¹⁵⁹ Omitted paragraph (2) vide S.R.O. 1355(I)/2025 dated 25th July, 2025.

¹⁶⁰ Substituted paragraph (4) vide S.R.O. 1355(I)/2025 dated 25th July, 2025.

3. CNIC/NICOP/Passport no. alongwith date of issue and expiry (attach copy)
4. Date of Birth
5. Gender
6. Nationality
7. Country of origin (in case of foreign national or dual national)
8. Address of UBO as per CNIC/NICOP/Passport
9. Usual residential address (in case different than given in CNIC/NICOP/Passport)
10. Email address
11. Date on which shareholding, control or interest acquired in the company
12. Date on which shareholding, control or interest acquired in the company from former ultimate beneficial owner;
13. In case of indirect shareholding, control or interest being exercised through intermediary companies, entities or other legal persons or legal arrangements in the chain of ownership or control, following additional particulars to be provided:

Name	Legal form (Company/LLP/ Partnership Firm/ Trust/Any other body corporate (to be specified))	Date of incorporation/ registration	Name of registering authority	Business Address	Country	Email address	Percentage of shareholding , control or interest of UBO in the legal person or legal arrangement	Percentage of shareholding , control or interest of legal person or legal arrangement in the Company	Identity of Natural Person who ultimately owns or controls the legal person or arrangement
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)

14. Any other information incidental to or relevant to enable the company to evaluate the matter.

Name & signature

(Person authorized to issue notice on behalf of the company)

** In case the government or any company or body corporate owned or controlled by it is a member of a company, the particulars required vide this para shall be provided in respect of the senior management official(s) nominated by the said government on the board of directors or governing body of the said company or body corporate, to the extent of investment of the government in the company.*