

Account Information: (TO BE FILLED IN BLOCK LETTERS)

Applicant Name: (As in CNIC)

First Name:

Last Name:

For NIFT Use Only

Please Tick one Fast Track Normal Track

NIFT Application ID _____

NIFT Finance Reference number _____

IMPORTANTNOTE: Please break your complete name as per CNIC into TWO parts i.e. First name and Last Name.

E-mail Address:

(NOTE: Please provide only corporate or ISP based "POP3" E-mail address e.g. abc@nift.com.pk, xyz@brain.net.pk. E-mail addresses obtained through public e-mail services such as Hotmail, Yahoo or Gmail etc. are not "POP3" and hence not acceptable for security reasons.)

Job Title:

Organization Name:

Business Address: Street Address: (Line 1)

Street Address: (Line 2)

City:

Province:

Telephone Number: (Office land line)

Passport Number: (Only for Foreign Nationals)

CNIC Number: (Only for Pakistani Nationals)

Cell Number:

SECP User ID:

SECP Corporate Unique Identification Number (Registration Number):

NEW

National Tax Number:

- Undertaking:**
- I, the undersigned declare that to the best of my knowledge and belief the information given above is correct and complete. I understand that if the information is found to be false I can be penalized legally and the certificate issued to me will be revoked.
 - By signing this certificate request form I agree and consent to all the terms and conditions as laid down in the CP (Certificate Policy) and CPS (Certificate Practice Statement) and Client ID Subscriber Agreement published on www.nifttrust.com (which I have been given notice of) and which may include any subsequent modification as made from time to time and informed to me through email by NIFT.
 - I declare that the requested Certificate will be used only for the purpose of electronic communication with SECP as indicated above.
 - I agree that on the advice of SECP (Securities & Exchange Commission of Pakistan), NIFT may revoke my certificate without any notice and no refund / replacement would be applicable or made in this regard.
 - I do not have any objection in NIFT verifying my documents and/ or particulars from NADRA or SECP.
 - In case of new company registration with SECP, I agree to provide attested copy of SECP registration Certificate issued to my company from SECP within three months from the date of Certificate Request Form submission, otherwise NIFT may revoke my certificate without any notice and no refund / replacement would be applicable or made in this regard.

Please PASTE recent passport size colored Photograph and get it attested on front.

FOR NON-PAKISTANI NATIONALS ONLY

Pay Order/ Demand Draft Number:

Issue Date:

For NIFT Use Only:

NIFT Branch Office Reference #	
Authentication Officer Details	Receiving Information
Name: _____	<input type="radio"/> Courier – Name: _____ Tracking # : _____
Signature: _____ Date: _____	<input type="radio"/> In Person : Mr./ Ms. _____
	<input type="radio"/> NIFT Center : _____

Applicant's Signature & Date

○
○

STEPS TO ACQUIRE DIGITAL CERTIFICATE FOR SECP eSERVICES

1. Make sure that you have enrolled for SECP eServices and obtained the SECP User ID and Password. If not, then please do so by visiting the website <https://eservices.secp.gov.pk/eServices>.
2. Enroll for a SECP eServices Digital Certificate by filling out page 1 of this form and gathering all required supporting documents listed below*. Note that one form must be completed for each applicant of a Certificate.
3. Additional forms may be downloaded and printed by clicking on [https://secp.niftetrust.com/download/NIFT_CertificateRequestForm \(OLD\).pdf](https://secp.niftetrust.com/download/NIFT_CertificateRequestForm (OLD).pdf) or by visiting any of the NIFT Offices listed overleaf.
4. **IMPORTANT:** Retain a photocopy of page 1 of this form for your records; you will need this later in the process for downloading the Certificate over the Internet.
5. Place the completed form(s) and the required supporting documents including Pay Order or Demand Draft in an envelope marked **"SECP eServices Digital Certificate Request"** and send to NIFT either:
 - a. By mail or courier to:

SECP Digital Certificate Request
NIFT Pvt. Ltd.
5th Floor, AWT Plaza, I. I. Chundrigar Road,
Karachi - 74200, Pakistan.
 - OR
 - b. By personally delivering the envelope to any of the NIFT Offices listed overleaf.
6. Normally, your application will be processed in 2-3 working days after which you will receive an e-mail from secp-info@niftetrust.com on the address you provided on the Certificate Request Form; the e-mail will contain a Passcode. Please ensure that all e-mails from the address secp-info@niftetrust.com are not diverted into your Junk mail folder.
7. Follow the instructions provided in the e-mail to download, install and make a back-up copy of your Certificate.

***REQUIRED SUPPORTING DOCUMENTS**

A. Pay Order or Demand Draft in favor of **NIFT (Pvt.) LTD.**

SECP					
Applicant Change/ New Digital Signature Certificate			Renewal of Digital Signature Certificate for Same Applicant		
	Normal	Urgent		Normal	Urgent
Certificate Charges	Rs. 837	Rs. 837	Certificate Charges	Rs. 837	Rs. 837
Sales Tax @ 19.5%	Rs. 163	Rs. 163	Sales Tax @ 19.5%	Rs. 163	Rs. 163
Validation charges	Rs. 500	Rs. 500	Validation charges	Rs. 0	Rs. 0
Fast Tack / Urgent Processing Fee	Rs. 0	Rs. 300	Fast Tack / Urgent Processing Fee	Rs. 0	Rs. 300
Total Charges with Fast Track Fee	Rs. 1500	Rs. 1800	Total Charges with Fast Track Fee	Rs. 1000	Rs. 1300

B. ATTESTED** copies of:

1) For Pakistani Nationals:

- a) Valid Computerized National Identification Card.
- b) Company's Name Reservation Document issued by SECP.

2) For non-Pakistani Nationals:

- a) Valid Passport.
- b) One passport sized color photograph, taken within the last 6 months.
- c) Company's Name Reservation Document issued by SECP.

****ATTESTATION REQUIREMENTS**

- Document(s) should be attested by a Notary Public / Government officer of grade 17 and above.
- Attestation must show:
 - √ The words "**Certified True Copy**".
 - √ Signature of Attester.
 - √ Official seal of the Signatory and/or Organization.

HOW TO CONTACT NIFT NATIONWIDE

For Complete support Call us Toll free number **0800 - 06438**

OR

Email: customerservices@niftetrust.com

OR

Visit NIFT Offices in the following cities

NIFT Head Office

5th Floor AWT Plaza,

I. I. Chundrigar Road,

Karachi – 74000.

Timing(s): **9:00 am - 4:30 pm** (Monday to Thursday), **9:00 am - 1:30 pm & 3.30pm - 4.30** (Friday) and **9:00 am - 1:00 pm** (Saturday)

NIFT OFFICES

<p>Islamabad & Rawalpindi Centre: Plot # 1-E, Bazar # 4-A, Class III Shopping Centre, Sector I-8/2, Islamabad, PAKISTAN tel: 92-51-2876414-6 fax: 92-51-2270879</p>	<p>Lahore Centre: 4th floor, Al-Malik Plaza, 19 Davis Road, Lahore, PAKISTAN Tel: 92-42-6317152-4</p>	<p>Sialkot Centre: 2nd Floor, 13 IBEL Plaza, Narget Street, Sialkot, PAKISTAN Tel: 92-52-4598956</p>
<p>Faisalabad Centre: 4th floor, State Life Building, 2 Liaquat Road Faisalabad, PAKISTAN Tel: 92-41-2619101-3</p>	<p>Peshawar Centre: 1st floor, Jasmine Arcade Trade Centre, Fakhar-e-Alam Road, Peshawar Cantt. PAKISTAN Tel: 92-91-287657-8</p>	<p>Bahawalpur Centre: 3rd Floor, Al-Karim Plaza, Circular Road, Bahawalpur. PAKISTAN Tel: 92-62-2731401</p>
<p>Hyderabad Centre: 3rd floor, State Life Building, Thandi Sarak Hyderabad, PAKISTAN Tel: 92-22-2784452-3</p>	<p>Quetta Centre: 2nd Floor, Usman Complex Hali Road , Model Town Quetta Cantt. Tel: 92-81-2834851, 2834962</p>	<p>D. I. Khan Centre: 1st Floor, State Life Building, East Circular Road, Dera Ismail Khan. Tel: 92-96-6730192</p>
<p>Multan Centre: Ground Floor, State life Building, Chowk Nawan Shaheer, Abdali Road Multan. PAKISTAN Tel: 92-61-9201372-73</p>	<p>Abbotabad Centre : 2nd Floor, Pir Khan Plaza, Manshera Road Near Muqdas Tower, Mandian Abboatabad. Tel: 0992-381051, 0992-380944</p>	<p>Larkana Center: 3rd Floor, State Life Building, Quaid-E- Azam Road, Larkana.</p>
<p>Gujranwala Centre: 1st Floor, Trust Plaza, J Block, G.T.Road, Gujranwala. Tel: 92-55-3256164</p>	<p>Sukkur Centre: 1st Floor, State Life Building Hussaini Road, Sukkur. Tel: 92-71-5619020</p>	<p>Sahiwal Center: 2nd Floor, House/ Shop # 557 Bi Jinnah Road, (High Street) Tehsil & District Sahiwal Tel: 92-040-4225829/ 4225830</p>
<p>Sargodha Center: 1st Floor, Solo Center / Hotel, Railway Road Sargodha District Sargodha. Tel: 92-048-3768270 / 3768271 / 3768272</p>	<p>JHELUM: (28 Satellite Branches) 3rd Floor, Mehfooz Plaza, Kazim Kamal Road, Jhelum Cantt, Jhelum. Tel: 0544-627911, 629711, 622811 FAX: 0544-621311 khalidkhan@nift.com.pk</p>	<p>MUZAFFARABAD Ground Floor, Irfan House, Ghari pur, Chowk PM House Road, Jalalabad, Muzzafarabad. Tel: 92-058810-47206, 92-058810-47591 FAX: 92-05822-447591 abdulkhaliq@nift.com.pk</p>
<p>RAHIM YAR KHAN 1st Floor, 25/A, Model Town, Al-Saeed Plaza, Near Al-Falah Bank. Tel: 068-5870621-3 FAX: 068-5870624 ryk@nift.com.pk</p>		