

CORPORATE CENTRO (SMC-PVT) LTD



arsalan@corporate-centropvt.ltd



0333-5242599



To: Client
[Client Email](#)

Subject: Proposal for Professional Services

Dear Sir,

With reference to the need of incorporation of NPO, we can offer you suite of services that are required by an NPO after incorporation of NPO.

Thank you for giving us this opportunity. Based on our understanding, below is the scope of work and details and related rate for the service required of us.

1. SCOPE OF WORK

Corporate Centro (SMC-PVT) Ltd shall provide the following service:

a) Incorporation of NPO under section 42 of Companies Act 2017

Incorporation of NPO under SECP provides national recognition to operate in a country without any NOC from provincial Authority. SECP portal facilitates for making annual compliance & is easy, quick and user friendly unlike other registration bodies for NPO.

Firstly, it involves the process the of name reservation and then submission of required documents in hard with requisite fee and this process takes time of around 5 to 7 Months in maximum and minimum 2 to 3 months' time. The Time Duration depends on the prompt response from our side as SECP normally give response in short and due time.

In following Steps, NPO incorporation shall be done:-

- 1- **Registration** of Id Password of the person
- 2- **Name reservation** application in which three name shall be proposed.
- 3- **Prepare Documentation for Licence:** Gather required documents, which typically include:
 - a. **Memorandum of Association (MoA)*:** Outlines the company's objectives.
 - b. **Articles of Association (AoA)*:** Contains the company's internal regulations.
 - c. **Forms and Appendices are required including affidavits**
 - d. **Letter of intent*:** in relation to Start Up donation by members
 - e. **Member's Latest degrees**
 - f. **Members Experience Certificate**
 - g. ****CNIC/Passport copies:** For all directors, subscribers, and officers.
 - h. **Address and Proof of Address:** For the registered office of the company.
 - i. **Special Power of Attorney** (if applicable): Allows someone to act on behalf of the founders during the incorporation process.
 - j. **Pay the Challan:** 150,000/-

4- File for Company Incorporation:

- a. For applying for NPO incorporation, you can navigate to the “My Companies/LLPs” tab and click on ‘Start LLP/Company Incorporation’ button.
- b. After reviewing the proposed name details, and Business Objects, add Company info like address and contact info.
- c. Fill the information of details of Directors.
- d. Attach Articles of Association and Memorandum of Association. Indicate Certified True Copy is required in the relevant section.
- e. Third party information for Registration with external organizations such as FBR.
- f. Once you have completed the application, each member needs to apply valid PINs individually from their respective accounts to activate the “Submit” option and complete the application process.
- g. Pay the incorporation fee online of around 31000 may be less or more by few thousands, which varies based on the company type and capital structure.

5- After Incorporation, Corporate Centro shall provide requisite documents to open bank account and operate.

2. RESPONSIBILITIES OF CLIENT AND OTHER PROPOSED MEMBERS

- Client will be responsible for providing complete and accurate information and necessary support to Corporate Centro (SMC-PVT) Ltd in order to undertake the activities specified under the scope of work.

3. CONTACT PERSON AND DETAILS

The following persons shall be the focal persons for the purposes of this engagement

On behalf of Corporate Centro (SMC-PVT) Ltd	On behalf of the Contracting Authority
Mr. Arsalan Abbasi Email: arsalan@corporate-centropvt.ltd Contact No.: +92-346-3216457	Client Email: Contact No.

4. DURATION OF THE CONTRACT

The contract period will be dependent on completion of task which normally depends on submission of required documents in SECP.

5. PAYMENTS

Fee for the aforementioned services

Services	Amount
Incorporation of NPO under section 42 (SECP): This includes aforementioned service (50% Advance at start & 50% remaining after Incorporation)	Rs. 150,000
SECP fee of around Rs. 150,000 before submission of documents and fee of around Rs. 31,000 after licence U/s 42 shall be payable by Client and is not included in our fee of Rs. 150,000	

6. CONFIDENTIALITY AND NON-DISCLOSURE

Corporate Centro (SMC-PVT) Ltd has the mandatory obligation to keep strictly confidential any and all information that s/he may receive in the course of work pursuant to this engagement.

As part of the obligation to keep any and all information confidential, Corporate Centro (SMC-PVT) Ltd shall not, at any time or for any reason, unless written consent is given by Client, disclose or reveal to any person or entity any information related to his work pursuant to this engagement and report. The information is solely the property of Client and will not be disclosed without written consent and approval.

7. INDEMNITY AND AUTHORIZATION

Corporate Centro (SMC-PVT) Ltd shall be authorized to provide relevant data to regulatory authorities on behalf of Client, based on the information and data provided to Corporate Centro (SMC-PVT) Ltd. Corporate Centro (SMC-PVT) Ltd shall exert all due diligence in reviewing the information and only in cases of unavoidable human error or oversight will be indemnified against any action undertaken by him on behalf of Client.

8. AMENDMENTS OR TERMINATION OF THE CONTRACT

Both parties may change and or alter the contract through mutual written consent to this effect. Either party may terminate the contract at any time by giving forty-five days' prior written notice.

ABOUT US:

An accounting and advisory firm seek to provide a full suite of services in the requisite field to meet the needs of its clients by fostering an environment of personal and professional growth. Delivering timely and quality professional service remains at the core of the organization.

Corporate Centro (SMC-PVT) LTD's expert team has vast experience in helping our clients meet their goals. We excel at helping the clients grow and reach their best position which is why we have a robust client base of non-profit organizations. Our specialties include audit, tax, accounting, and risk advisory, but we also consult with our clients on all types of financial matters.

Thanks and regards

M.Arsalan Abbasi
Chief Executive Officer
CORPORATE CENTRO (SMC-PVT) LTD