



No. EMD/Website-Reg/74/2011-85

February 1, 2019

**CIRCULAR NO. 02 of 2019**





**Subject: Placement of SECP's ("SDMS") logo on website of public companies**

Through its earlier notification S.R.O. 634(I)/2014 dated July 10, 2014, the Securities and Exchange Commission of Pakistan (the "SECP") directed all public companies to maintain a functional website with effect from August 31, 2014. In this regard, guidelines were also issued on December 02, 2014 to facilitate the companies in understanding and implementing requirements of the aforesaid notification.

2. Subsequently, SECP vide S.R.O. 684(I)/2015 dated July 15, 2015 and S.R.O. 1222 (I)/2015, dated December 10, 2015 required all public companies to display the web-link and logo of SECP's investor education portal "*Jamapunji*" at prominent place on homepage of their websites and to maintain the required information on their websites in Urdu language along with English language.

3. In continuation of the aforesaid notifications and in supersession of Circular No. 31 dated November 30, 2017, SECP, in exercise of its powers conferred under section 510 of the Companies Act, 2017 (XIX of 2017), is pleased to direct all the public companies to place information of their own complaint handling cell and contact person prominently on their respective websites' homepage as a primary point of contact. Moreover, public companies are also advised to place the SECP Service Desk Managements System's ("SDMS") updated logo along with the disclaimer **only in investor related section of the website as a secondary point of contact.**

The format of the complaint handling information in the investor section of the website must appear as follows without any alterations:

COMPANY'S OWN COMPLAINT HANDLING INFORMATION	
<p><b>DISCLAIMER:</b> <i>"In case your complaint has not been properly redressed by us, you may lodge your complaint with Securities and Exchange Commission of Pakistan (the "SECP"). However, please note that SECP will entertain only those complaints which were at first directly requested to be redressed by the company and the company has failed to redress the same. Further, the complaints that are not relevant to SECP's regulatory domain/competence shall not be entertained by the SECP."</i></p>	
	<p>For Investor Complaints (only)</p> <p><b>SECURITIES &amp; EXCHANGE COMMISSION OF PAKISTAN</b></p> <p>Toll Free (From Landline only) <b>0800-88008</b></p> <p>To file your complaint and queries online Click Here: <a href="http://sdms.secp.gov.pk">http://sdms.secp.gov.pk</a></p>   <p>Available on the </p>



SECURITIES & EXCHANGE COMMISSION OF PAKISTAN  
Corporate Supervision Department  
Company Law Division

Continuation Sheet - I -

The above logo may be copied from <https://www.secp.gov.pk/document/revise-ds-dms-ldo/?wpdmdl=33577&ind=DQoNCg0KDQoNCg0KDQoNCg0KDQoNCiAgICAgICAgICAgICBSZXZpc2VkIFNETVMgbG9nbyAoSIBFRykuanBn>

All entities are required to download the image using the above link, then link it with the following URL (<https://sdms.secp.gov.pk/>) and place it only in investor related section of their website as a secondary point of contact, as instructed above.

4. All public companies shall ensure compliance within 30 days of issuance of the circular.

**Abid Hussain**  
Executive Director  
Corporate Supervision Department

Distribution to;

1. Pakistan Stock Exchange
2. Institute of Chartered Accountants of Pakistan
3. Institute of Cost and Management Accountant of Pakistan
4. All public companies