# Bridge Securities Pvt. Ltd

TRE Certificate No. 308 BRL No. 137



Account Title : \_\_\_\_\_

Account Code : \_\_\_\_\_

CDC Sub Account :

OFFICE No. 214, 2 nd FLOOR, LSE PLAZA, 19-KHAYABAN-E-AIWAN-E-IQBAL, LAHORE Phone: 042-36280884-86

Email: bridgesecurities110@hotmail.com http://www.bspl.com.pk



TREC Holder, Pakistan Stock Exchange Limited OFFICE NO. 214, 2ND FLOOR LSE PLAZA, LAHORE. Phone:042-36280884-86 Email: bridgesecurities110@hotmail.com www.bspl.com.pk TREC No. 308 BRL-137

#### ACCOUNT OPENING FORM

**Note. 1:** EACH AND EVERY COLUMN MUST BE FILLED IN **Note. 2:** EACH PAGE OF THIS FORM WILL BE DULY SIGNED BY THE ACCOUNT HOLDER(S) AND THE BROKER.

JOINT

#### NATURE OF ACCOUNT: -

| SINGLE: |
|---------|
|---------|

COMPANY:

| FIRM |  |
|------|--|

Client ID/Account No.

CDC-Sub Account No.

# Account Holder Account Title/Name: Address: Tel: \_\_\_\_\_ E-Mail:\_\_\_\_\_ Fax No. Permanent/Registered Address: For Individuals Only: -Date of Birth: Nationality: Status: Resident Non-Resident Gender: Male Female Father's/Husband Name: National Identity Card No. (In Case of Non-Resident Passport No.)\_\_\_\_\_ Occupation: For Companies or Firm Only: Company registration No. Status: \_\_\_\_\_ Resident \_\_\_\_ Non-Resident

#### Joint Account Holder

Account Title/Name: \_\_\_\_\_

Address:

Tel:\_\_\_\_\_

E-Mail:\_\_\_\_\_

Fax No.

Permanent/Registered Address:

#### Date Of Birth:

| Status:     | Resident           | Non-Resident    |
|-------------|--------------------|-----------------|
| Gender:     | Male               | Female          |
| Father's/Hu | sband Name:        |                 |
| National Id | entity Card No. (1 | In Case of Non- |
| Resident Pa | ussport No.)       |                 |
| Occupation  | :                  |                 |

#### **Declaration of Solvency: -**

The Account holder hereby declares that: -

- a) It has not applied to be adjudicated as an insolvent and that it has not suspended payment and that we have not compounded with our creditors;
- b) It is not un-discharged insolvent; and
- c) It has not been declared defaulter in repayments of loan of a bank/financial institution.

#### Name Of Authorized Persons To Operate The Account: -

The Account shall be operated by the following: -

| Names | Specimen Signature | Singly/Jointly |
|-------|--------------------|----------------|
| (a)   |                    |                |
| (b)   |                    |                |
| (6)   |                    |                |

The authority of the person(s) authorized to operate the account will be spelled out in the letter authorized from the account holder.

#### MARGIN DEPOSIT: -

The authority holder(s) hereby undertakes to deposit and maintain\_\_\_% margin against his/her/their outstanding trades/exposure for the purpose of trading in his/her/their account. The broker shall notify the Account Holder(s) about any change in the above margin requirements for the already executed at least 3 days prior to the implementation of revised margin requirements.

| Client bank details (Optional): | Account(s) with other Broker(s) (Optional): |                    |                      |  |  |  |  |  |
|---------------------------------|---|--------------------|----------------------|--|--|--|--|--|
| Name of the Bank:               | NAME OF THE<br>BROKER(S)                    | MEMBER<br>EXCHANGE | CLIENT<br>ID/ACCOUNT |  |  |  |  |  |
| Savings/Current A/C No.:        |   |                    |                      |  |  |  |  |  |
| Branch Address:                 |   |                    |                      |  |  |  |  |  |

#### **NOMINATION: -**

(In the event of death of the Account Holder, The nominee shall be entitled to receive securities/cash available in the account of the Account holder after set-off against losses / liabilities in the account.)

Name Of The nominee:\_\_\_\_\_

CNIC Number: \_\_\_\_\_

| Date of Birth: |  |  |
|----------------|--|--|
| =              |  |  |

Postal Address:

 Telephone #:\_\_\_\_\_
 Mobile #:\_\_\_\_\_

Surname:

(DD/MM/YYYY)

E-mail:

#### SPECIAL TERMS AND CONDITIONS

The terms and conditions set herein below shall be equally binding on the Broker and the Account Holder(s).

- 1. All transactions between the parities shall be subject to the Articles, Rules and Regulations of the Exchange, revised policies, Board Directions and new regulations to be framed in pursuance of Section 34 of the Securities & Exchange Ordinance, 1969. Moreover, all applicable provisions of the Securities & Exchange Ordinance 1969 read with the Securities & Exchange Commission of Pakistan Act 1997, Brokers and Agents registrations Rules, 2001, Securities & Exchange Rules 1971 and all directions/ directions passed from time to time to regulate the trades between the parties and to regulate Brokers conduct and Central Depository Company Of Pakistan Limited Act, 1997, Rules framed there under and the National Clearing and Settlement System Regulations and any other law for the time being in force. The Broker shall ensure provisions of copies of all the above Laws, Rules and Regulations at his office for access to the Account Holder(s) during working hours.
- (a): In case any dispute in connection with the trade or transactions between the Broker and the Account Holder is not settled amicably, either party may refer the same to arbitration in accordance with the provision of general regulation of the Exchange, which shall be binding on both the parties. The Account Holder hereby agrees that he would have no objection if his name and other relevant particulars are placed on Exchange's database accessible by member of the Exchange if he fails or refuses to abide by or carryout any arbitration award passed against him in his dispute with the Broker.
- 2 The amount deposited as security margin by the Account Holder(s) with the Broker shall only be used for the purposes of dealing is securities, such as trading and/or settlement of deliveries of securities on behalf of the Account Holder (s). The Broker shall not use such amount for his own use.
- 2. (a): The credit amount of the Account Holder(s) shall be kept by the broker in a separate bank account titled "Account Holder/Client account" and shall not be used by the broker for his own business".
- 3. The Brokers shall be authorized to act on the verbal instructions of the Account Holder(s). The Brokers shall provide a written confirmation of the executed transaction as required under rules 4(4) of the Securities & Exchange Rules, 1971, and all such transaction recorded by the Brokers in his books shall be conclusive and binding upon the Account Holder(s), which shall not be questioned by his/her/them, subject to Clause 5 below.

#### Or

The Account Holder(s) shall give written instruction for the sale/purchase of securities to the broker. The Account Holder(s) shall not give any verbal/oral instruction. The Broker shall provide a written confirmation of the executed transaction as required under rule 4(4) of the Securities and Exchange Rules 1971 and all such transactions recorded by the broker in his books shall be conclusive and binding upon the Account Holder(s), which shall not be questioned by him/her/them, subject to clause 5below.

- 4. The Broker shall provide the confirmation of the executed transaction to the \_\_\_\_\_\_(Name Of The Account Holder) at the above stated address by means of acceptable mode of communication or by hand subject to acknowledgement receipt as noted in clause 16.
- 5. In case there are any error(s) in the daily confirmation statement, the Account Holder(s) shall report the same to the Broker within one-business day of the receipt of conformation. In case the Account Holder(s) do not respond within one business day of the receipt of the said daily confirmation statement, the confirmation statement shall be deemed conclusively accepted by the Account Holder(s).
- 6. In the event that the Account Holder(s) fail(s) to deposit additional cash or securities as margin within one business day of the margin call (in writing), the Broker shall have absolute discretion to and, without further notice to Account Holder(s), liquidate the Account Holder(s) outstanding positions, including the securities purchased and carried in such account, so that the margin is maintained at the required level.
- 7. (a) The Broker shall be responsible to ensure delivery of CDC eligible securities in the CDC account of Account Holder(s) subject to full payments by the Account Holder(s). In case of companies which are not on the CDS, the Brokers shall ensure delivery of physical shares along with verified transfer Deeds against payments, to the Account Holder(s). Further, the Broker shall be responsible for the payment of any credit cash balance available in the account of the Account Holder(s) preferably in form of A/C payee cress cheque only within 1 business day of the request of the Account Holder(s) (subject to the maintenance of the margin requirement).

# (b) In the event of non-receipt of payment from the Account Holder on settlement day against securities bought on account of the Account Holder, the Broker may transfer such securities to his Collateral Account under intimation to the Exchange, after complying with the requirements as mentioned in relevant clause of this chapter.

- 8. The Broker shall accept from the Account Holder(s) payments through "A/C Payee Only" cross cheque, **bank drafts, pay order or other crossed banking instruments** in case of amount in excess of Rs. **25,000**/-. **Electronic transfer of funds to the Broker through banks would be regarded also good as cheque**. The Broker shall be responsible to provide the receipt to the Account Holder(s) in the Name of the Account Holder(s) duly signed by the authorized agents/employee of the Broker and the Account Holder(s) shall be responsible to obtain the receipt thereof. In case of cash dealings, proper receipt will be taken and given to the Account Holder(s), specifically mentioning if payments is for margin or the purchase of securities. The broker shall immediately deposit in its bank account all cash received in whole i.e. no payment shall be made from the cash received from clients. However, in exceptional circumstance, where it becomes necessary for Broker to accept cash in excess of Rs. **25,000**/- the Broker shall immediately report within one business day such instances with rationale thereof to the Exchange in accordance with the mechanism prescribed by the Exchange.
- 9. The Broker shall make all payments of 25,000/- and above; through crossed cheque/ bank draft/pay orders or any other crossed banking instruments showing payments of amount from their business bank account. Copies of these payment instruments including cheques, pay order, demand drafts and online instructions shall be kept in record for a minimum period of five years.
- 10. The Account Holder(s) shall have a right to obtain a copy of his/her or their ledger statement under official seal and signature of the Broker or his authorized reprehensive on a periodic basis. In case of any discrepancy in the ledger statement, the Account Holder(s) shall inform the Broker within 1 day of receipt of the ledger statement to remove such discrepancy.
- 11. The Account Holder(s) shall operate the account and execute transaction himself/herself/themselves unless the Account Holder(s) authorized Mr./Ms.\_\_\_\_\_\_, I.D No.\_\_\_\_\_\_, to transact in the account. All transactions executed by the authorized person shall be binding upon the Account Holder(s).
- For Joint Account Holder(s) Only: We, the Account Holders shall operate the account jointly or severally and the instructions issued either jointly or severely shall be binding on us as well as upon the broker in respect of the joint titled account.
   Or

Our titled account shall be operated only by \_\_\_\_\_\_who shall be deemed as the authorized person for operating the joint account or issuing any instructions relating thereto.

13. The Broker shall be responsible to append a list of his authorized agents/traders and designated employees, who can deal with the Account Holder(s), with this account opening form and a copy of both the opening form and the list will be provide to the Account Holder(s). Any change therein shall be intimated in writing to the Account Holder(s) with immediate effect.

- 14. The Broker shall not disclose the information of the transactions of the Account Holder(s) for the commission charges or any other charges in connection with the brokerage services rendered, which shall be clearly detailed in the ledger statement/daily confirmations.
- 15. The Broker shall not disclose the information of the transactions of the Account Holder(s) to any third party and shall maintain the confidentiality of this information. However, in case the Exchange or the Commission, as the case may be requires any such information, the Broker shall be obliged to disclose the same for which the Accounts Holder(s) shall not raise any objection whatsoever.
- 16. In case a Broker convert his individual membership rights to corporate membership and *vice versa*, the agreement and conditions laid down herein above shall remain effective unless otherwise agreed by the parties.
- 17. Acceptable mode of communication between the Account Holder(s) and the Broker shall be through letter (Courier/Registered Post/Fax/E-mail) or by hand subject to receipt/acknowledgement. The onus of proving that the e-mail has been received by the recipient shall be on the sender sending the E-mail. Confirmation of order to clients made through fax or E-mail will have a time record.
- 18. All orders received telephonically an placed on Computerized Trading System shall be supported by recording on dedicated telephonic lines, preferably connected with a computerized taping system so as the order could be stored on UIN basis and made user friendly.
- 19. In case of change of address or contact numbers of either party, the concerned party shall immediately notify the other party of the changes in writing.
- 20. I/We, the Account Holder(s) acknowledge receipt of this account opening form (signed here by me/us in duplicate) along with the copies of all the annexure and I/We, the Account Holder(s) also undertakes that I/We have understood all the above terms and conditions of this agreement which are acceptable to me/us.
- 21. I/We, the Account Holder(s) understand that the shares trading business carries risk and subject to the due diligence on part of the broker, I/We may incur losses for which, I/We, the Account Holder(s) shall not hold the Broker responsible.
- 22. I/We, the Account Holder(s) further confirm that all information given in this application is true and complete and hereby authorize the Broker to verify any information mentioned above.

| Signature Of B   | Broker          |                                 | Signature of Account Holder    |
|------------------|-----------------|---------------------------------|--------------------------------|
| First Joint Hold | der (Signature) | Second Joint Holder (Signature) | Third Joint Holder (Signature) |
| Witnesses:       | 1               | (I.D. Card No                   | )                              |
|                  | 2               | (I.D. Card No                   | )                              |
| Opened By:       |                 | Checked By:                     |                                |
| Date:            |                 |                                 |                                |

#### **Enclosures (For Individuals): -**

- 1. Attested copies of National Identity Card of the applicant.
- 2. Attested copies of National Identity Card of the Joint Holders and or Nominee(s) (if Applicable).
- 3. Attested copies of Passports of the applicant, joint Holders and or Nominee(s) (In Case of Non-Residents)
- 4. Copy of the letter of authorization form the Account Holder(s) of the person authorized to trade in my/our accounts (if other than the account holder).
- 5. A list of Transaction Fee, Commission to be charged by the Broker and other CDC charges to be levied.

#### **Enclosures (For Corporate Entities): -**

- Certified true copy of Board Resolution (specimen provided as per Annexure 'A'). 1.
- 2. Certified true copies of Memorandum & Articles of Association.
- 3. List of Authorized Signatories.
- 4. List of nominated persons allowed placing order.

<u>Annexure – 'A'</u> "RESOLVED" that an application be made on behalf of \_\_\_\_\_\_ (name of entity) to \_\_\_\_\_\_ ("Broker") for opening an Account and for the aforesaid purpose the Account Opening Form including Terms and Conditions as set out herein be executed on behalf of (name of entity).

 FURTHER RESOLVED that Mr./Ms.
 and Mr./Ms.
 be and are hereby

 authorized and empowered, either singly/jointly for and on behalf of
 (name of entity) to sign and

 execute and deliver this Account Opening Form and Terms & Conditions and other documents in connection therewith, and to do any other act, deed or thing for and on behalf of \_\_\_\_\_ (name of entity) in respect of company's application for opening an Account.

and Mr./Ms. \_\_\_\_\_be and are hereby FURTHER RESOLVED that Mr./Ms. authorized and empowered, either singly/jointly to represent to the broker on all matters pertaining to the maintenance and operation of the Account, to deal, liase and correspond with broker and give instructions to fulfill all the responsibilities and obligations to broker under the Law, Rules and Regulations and the Terms and Conditions in relation to the Account form time to time, and to deal with other incidental and ancillary acts, things and deeds.

#### Signature of Directors: -

2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_ 1. \_\_\_\_\_

5.

Date of Resolution:



TREC Holder, Pakistan Stock Exchange Limited OFFICE NO. 214, 2ND FLOOR LSE PLAZA, LAHORE. Phone:042-36280884-86 Email: bridgesecurities110@hotmail.com www.bspl.com.pk TREC No. 308 BRL-137

#### **Schedule of Charges**

| Minimum cash balance in                                 | 5000/-              |                           |                                     |
|---|---------------------|---------------------------|-------------------------------------|
| <u>Detail of Charges</u><br>CDS initial Deposit Charges | <u>Rate</u><br>0.50 | <u>Basis</u><br>Per Share | <u>Collection</u><br><u>Mode</u> on |
| Courier Charges   | Variable            | Depending on Const        | ignment                             |
| Sub A/C CDC Maintenance Charges Annual                  | 500/-               | Rupee                     | In Advance Annually                 |
| Account Opening/Closing Charges                         | 1000/-              | Rupee                     | at the time of Opening /            |

Closing of Account.

# **COMMISSION SLAB**

| TRADING          | SLAB | DELIVERY |
|------------------|------|----------|
| 0.0019.99        |      |          |
| 10.0049.99       |      |          |
| 50.0099.99       |      |          |
| 100.00199.99     |      |          |
| 200.00299.99     |      |          |
| 300.00399.99     |      |          |
| 400.00499.99     |      |          |
| 500.00599.99     |      |          |
| 600.00699.99     |      |          |
| 700.00799.99     |      |          |
| 800.00 and above |      |          |
|                  |      |          |

Capital Value tax @0.01 on sale/purchase Value of shares

FED@\_\_\_\_% on Gross Commission in respect of Purchase & Sale of shares

#### **Commission slab for CFS**

Note:- overdue charges subject to variation of interest rates / market Condition. As when application all Government excise duties/ taxes, stamp duties etc., are for costumers account and will be charged in addition to the brokerage firm tariff. All incidental

expenses will be recovered in addition to the above stated charges. Brokerage firm may very charges depending on the business volume / Market sentiment as per pre-arrangement.

Name Client.

A/C # \_\_\_\_\_

| BRIDGE SECURITIES (PVT) LIMITED For official use of the Participa  |                                    |                  |                  |           |       |               |                 |       |              |                | ticipant o                  | only            |          |             |          |  |  |
|--|------------------------------------|------------------|------------------|-----------|-------|---------------|-----------------|-------|--------------|----------------|-----------------------------|-----------------|----------|-------------|----------|--|--|
| TREC Holder, Pakistan Stock Exch   |                                    |                  |                  |           |       |               |                 |       |              | Ap             | plication                   | ion Form No:    |          |             |          |  |  |
| OFFICE NO. 214, 2ND FLOOR LSE  |                                    |                  |                  | •         |       |               |                 |       |              |                | S Partic                    | -               | ):       |             |          |  |  |
| Phone:042-36280884-86  |                                    |                  |                  |           |       |               |                 |       |              |                | b-Accou                     |                 |          |             |          |  |  |
| Email: bridgesecurities110@hotmail.c<br>www.bspl.com.pk  | 20111                              |                  |                  |           |       |               |                 |       |              |                | ading Ac<br><i>applicab</i> |                 | 0:       |             |          |  |  |
| GREC No. 308 BRL-137   |                                    |                  |                  |           |       |               |                 |       |              |                |                             |                 |          |             |          |  |  |
| CDC Sub Account Opening Form For Individuals   |                                    |                  |                  |           |       |               |                 |       |              |                |                             |                 |          |             |          |  |  |
| (Sub-Accounts are opened and maintained by Participants in accordance with the CDC Regulations made pursuant to Section 4 of the             |                                    |                  |                  |           |       |               |                 |       |              |                |                             |                 |          |             |          |  |  |
| Central Depositories Act, 1997)  |                                    |                  |                  |           |       |               |                 |       |              |                |                             |                 |          |             |          |  |  |
| Nature of Account Single Joint   | (1                                 | Please u         | se BLO           | CK LET    | TEK   | RS to fill th | he fori         | m)    |              |                |                             |                 |          |             |          |  |  |
| I/We hereby apply for opening of my/our Sub-Account under the Account Family of BRIDGE SECURITIESZ (PVT) LIMITED (hereinafter referred to as |                                    |                  |                  |           |       |               |                 |       |              |                |                             |                 |          |             |          |  |  |
| "Participant") maintained in the Central Depos   | itory Sys                          | stem (" <b>C</b> | C <b>DS</b> ") o | f the Cer | ntral | Deposito      | ry Co           | mpan  | y of Pakist  | an Limi        | ted ("C                     | <b>DC")</b> . I | My/our   | particu     | lars are |  |  |
| given as under:  |                                    |                  |                  |           |       |               |                 |       |              |                |                             |                 |          |             |          |  |  |
| A. REGISTRATION (AND OTHER) DETAIL   | ILS OF                             | MAIN A           | APPLIC           | CANT      |       |               |                 |       |              |                |                             |                 |          |             |          |  |  |
| 1. Full name of Applicant (As per CNIC / NIC   | COP / P                            | assport)         | ) MR. / ]        | MRS. / I  | MS.   |               |                 |       |              |                |                             |                 |          |             |          |  |  |
| 2. Father's / Husband's Name:  |                                    |                  |                  |           |       |               |                 |       |              |                |                             |                 |          |             |          |  |  |
| 3. Contact Details of Main Applicant:  |                                    |                  |                  |           |       |               |                 |       |              |                |                             |                 |          |             |          |  |  |
| (a) Permanent Address:<br>(Address should be different from Participan   | nt's husir                         | ness add         | ress)            |           |       |               |                 |       |              |                |                             |                 |          |             |          |  |  |
| (interest should be able en from 1 and part  |                                    |                  |                  |           |       |               |                 |       |              |                |                             |                 |          |             |          |  |  |
| (b) Mailing Address:   |                                    |                  |                  |           |       |               |                 |       |              |                |                             |                 |          |             |          |  |  |
| (c) Contact No:  |                                    |                  |                  |           |       |               |                 |       |              |                |                             |                 |          |             |          |  |  |
| • Land Line No.:   | (d) F                              | ax: (opti        | ional)           |           |       |               |                 | (6    | e) Email: (* | )              |                             |                 |          |             |          |  |  |
| Local Mobile No.(*)      Computerized National Identity Card No:   |                                    |                  |                  |           |       |               |                 | +     |              |                |                             |                 |          | Т           |          |  |  |
| (For resident Pakistani)   |                                    |                  |                  |           |       | -             |                 |       |              |                |                             |                 |          | -           |          |  |  |
| 5. Expiry date of CNIC:<br>6. NICOP No:  |                                    |                  |                  |           |       |               | 1               |       |              | 1              | <u> </u>                    | <u> </u>        |          | <del></del> |          |  |  |
| 6. NICOP No:<br>(For non-resident Pakistani)   |                                    |                  |                  |           |       | -             |                 |       |              |                |                             |                 |          | -           |          |  |  |
| 7. Expiry date of NICOP:   |                                    |                  |                  |           |       |               |                 |       |              |                |                             |                 |          |             |          |  |  |
| 8. Passport details:   | Pa                                 | issport N        | Number:          |           |       |               |                 |       | Place of I   | Issue:         |                             |                 |          |             |          |  |  |
| (For a foreigner or a Pakistani origin)  | D                                  | ate of Iss       | sue:             |           |       |               | Date of Expiry: |       |              |                |                             |                 |          |             |          |  |  |
| 9. Details of Contact Person: [Note: Contact F   | Person sh                          | all not l        | be the pe        | erson oth | er ti | han the M     | ain Ap          | plica | nt, any one  | of the J       | oint Ap                     | plicant         | or their | Attorn      | ey.      |  |  |
| Where Contact Person is the Main Applicant or  | any of t                           | he Joint         | Applica          | nt, pleas | e on  | ıly provide   | e the n         | ame l | below. In ca | ise of Ai      | torney,                     | please          | provide  | e details   | in       |  |  |
| (a) to (h) below]  |                                    |                  |                  |           |       |               |                 |       |              |                |                             |                 |          |             |          |  |  |
| (a) Name: MR. / MRS. / MS.   |                                    |                  |                  |           |       |               |                 |       |              |                |                             |                 |          |             |          |  |  |
| (b) Relationship/ association of the Attorney with   | th the M                           | ain App          | licant:          |           |       |               |                 |       |              |                |                             |                 |          |             |          |  |  |
| (c) Address:   |                                    |                  |                  |           |       |               |                 |       |              |                |                             |                 |          |             |          |  |  |
| (d) Computerized National Identity Card No:  |                                    |                  |                  |           |       | -             |                 |       |              |                |                             |                 |          | -           |          |  |  |
| (e) Expiry date of CNIC:   |                                    |                  |                  |           |       |               |                 |       |              |                |                             |                 |          |             |          |  |  |
| <ul><li>(f) Contact No:</li><li>Land Line No.:</li><li>Local Mobile No.(*)</li></ul>   | (g) Fax: (optional) (h) Email: (*) |                  |                  |           |       |               |                 |       |              |                |                             |                 |          |             |          |  |  |
| 10. Share holder's Category:   |                                    |                  |                  | IND       | DIVI  | IDUAL         |                 |       |              |                |                             |                 |          |             |          |  |  |
|  | A                                  | GRICUL           | LTURIS'          | Т         |       | BUSINES       | SS              |       | HOUSEW       | VIFE           |                             |                 | HOUS     | SEHOLI      | D        |  |  |
| <b>11. (a) Occupation:</b> [Please tick ( $\checkmark$ ) the appropriate box]  | RI                                 | ETIRED           | PERSC            | 0N        |       | STUDEN        | Т               |       | BUSINES      | SS EXE         | <u>C</u> .                  |                 | INDU     | STRIAI      | LIST     |  |  |
|  |                                    | ROFESS           |                  |           |       | SERVICE       |                 |       | OTHERS       | HERS (specify) |                             |                 |          |             |          |  |  |
| (b) Name of Employer / Business:   |                                    |                  |                  |           | -     | (c) Job Ti    |                 | esign | ation:       |                |                             | 1               |          |             |          |  |  |
| (d) Address of Employer / Business:  |                                    |                  |                  |           |       |               |                 |       |              |                |                             |                 |          |             |          |  |  |
| *At least one field must be mandatorily filled.  |                                    |                  |                  |           |       |               |                 |       |              |                |                             |                 |          |             |          |  |  |
| Signatures:<br>Main Applicant I Joint Applicant 2 Joint Applicant 3 Participant  |                                    |                  |                  |           |       |               |                 |       |              |                |                             |                 |          |             |          |  |  |

| B. REGISTRATION (AND OTHER) DETAILS OF THE JOINT APPLICANT(S)  |         |  |         |         |         |         |          |                |           |                  |                 |     |              |             |   |               |       |      |
|--|---------|--|---------|---------|---------|---------|----------|----------------|-----------|------------------|-----------------|-----|--------------|-------------|---|---------------|-------|------|
| PERSONAL INFORMATION – JOINT APPLICANT NO. 1   |         |  |         |         |         |         |          |                |           |                  |                 |     |              |             |   |               |       |      |
| 1. Full name of Applicant (As per CNIC / NICOP / Passport) MR. / MRS. / MS.  |         |  |         |         |         |         |          |                |           |                  |                 |     |              |             |   |               |       |      |
| 2. Father's / Husband's Name:  |         |  |         |         |         |         |          |                |           |                  |                 |     |              |             |   |               |       |      |
| 3. Permanent Address:<br>(Address should be different from Participation)  | nt's bu | isines   | s addr  | ess)    |         |         |          |                |           |                  |                 |     |              |             |   |               |       |      |
| 4. (a) Contact No: Land Line No.   | Local   | Mob  | ile No. |         |         | (b) F   | 'ax:     | : (optio       | nal)      |                  |                 | (   | c) Em        | ail:        |   |               |       |      |
| 5. Computerized National Identity Card No<br>(For resident Pakistani)  | :       |  |         |         |         |         |          | -              |           |                  |                 |     |              |             |   |               | -     |      |
| 6. Expiry date of CNIC:  |         | ,,   |         |         |         |         |          |                |           |                  |                 |     |              |             |   | -             | -     |      |
| 7. NICOP No:<br>(For non-resident Pakistani)   |         |  |         |         |         |         |          | -              |           |                  |                 |     |              |             |   |               | -     |      |
| 8. Expiry date of NICOP:   |         |  |         |         |         |         |          |                |           |                  |                 |     |              |             |   |               |       |      |
| Passport details:     Passport Number:     Place of Issue:       For a Foreigner or a Pakistani origin)     Date of Issue:     Date of Expiry: |         |  |         |         |         |         |          |                |           |                  |                 |     |              |             |   |               |       |      |
| (For a Foreigner of a Fakisiani origin)  |         |  |         |         |         | :       | Б        | LIGDIE         |           |                  | HOU             |     | 1            | iry:        |   | HOUS          | EHOL  | D    |
| 10. (a) Occupation:  |         |  |         |         |         |         |          | USINE          |           |                  |                 |     | SS EX        | FC          | _ |               | STRIA |      |
| [Please tick ( $\checkmark$ ) the appropriate box]   |         |  |         | PERS    |         |         |          | TUDEI<br>ERVIC |           |                  |                 |     | S (spec      |             | - |               | SIRA  |      |
| (b) Name of Employer / Business:   |         | FK   | OFESS   | NONA    |         |         |          | c) Job T       |           | Design           |                 |     | - <u>(~p</u> | <u></u>     |   |               |       |      |
| (d) Address of Employer / Business:  |         |  |         |         |         |         | (0       | .) 300 1       |           | Jesigna          | ation.          |     |              |             |   |               |       |      |
|  | PER     | SON  | AL IN   | FORM    | 1471(   | )N – J( | OIN      | NT API         | PLICA     | NT N             | 0.2             |     |              |             |   |               |       |      |
| 1. Full name of Applicant (As per CNIC / N   |         |  |         |         |         |         | <u> </u> |                |           |                  | 0               |     |              |             |   |               |       |      |
| 2. Father's / Husband's Name:  |         | /1 a   | sport)  | WIK. /  | WING.   | 7 1415. |          |                |           |                  |                 |     |              |             |   |               |       |      |
| 3. Permanent Address:  |         |  |         |         |         |         |          |                |           |                  |                 |     |              |             |   |               |       |      |
| (Address should be different from Participat   | nt's bu | isines   | s addr  | ess)    |         | 1       |          |                |           |                  |                 |     |              |             |   |               |       |      |
|  |         | Mob  | ile No. |         | -       | (b) F   | 'ax:     | : (optio       | nal)      | r                |                 | (   | c) Em        | ail:        | 1 | -             |       |      |
| 5. Computerized National Identity Card No<br>(For resident Pakistani)  | :       |  |         |         |         |         |          | -              |           |                  |                 |     |              |             |   |               | -     |      |
| 6. Expiry date of CNIC:  |         |  |         |         |         |         |          |                |           | 1                |                 |     |              |             |   |               |       |      |
| 7. NICOP No:<br>(For non- resident Pakistani)  |         |  |         |         |         |         |          | -              |           |                  |                 |     |              |             |   |               | -     |      |
| 8. Expiry date of NICOP:   |         |  |         |         |         |         |          |                |           |                  |                 |     |              |             |   |               |       |      |
| 9. Passport details:   |         |  |         | Passpo  | rt Nun  | nber:   |          |                |           |                  | Pl              | ace | of Issu      | ie:         |   |               |       |      |
| (For a Foreigner or a Pakistani origin)  |         |  |         | Date of | f Issue | :       |          |                |           |                  | Date of Expiry: |     |              |             |   |               |       |      |
|  |         | AG   | RICUI   | LTURI   | ST      |         | В        | USINE          | ESS       |                  | HOUSEWIFE       |     |              |             |   | HOUSEHOLD     |       |      |
| <b>10. (a) Occupation:</b><br>[Please tick ( $\checkmark$ ) the appropriate box]   |         | RE   | TIRED   | PERS    | ON      |         | S        | TUDE           | NT        |                  | BUS             | INE | SS EX        | <u>EC</u> . |   | INDUSTRIALIST |       |      |
|  |         | PR   | OFESS   | SIONA   | L       |         | SERVICE  |                |           | OTHERS (specify) |                 |     |              |             |   |               |       |      |
| (b) Name of Employer / Business:   |         |  |         |         |         |         | (0       | c) Job T       | Title / D | Designa          | ation:          |     |              |             |   |               |       |      |
| (d) Address of Employer / Business:  |         |  |         |         |         |         |          |                |           |                  |                 |     |              |             |   |               |       |      |
|  | PER     | SON  | AL IN   | FORM    | IATIO   | )N – J  | OIN      | NT API         | PLICA     | NT N             | 0.3             |     |              |             |   |               |       |      |
| 1. Full name of Applicant (As per CNIC / N   | ICOP    | / Pas  | sport)  | MR. /   | MRS.    | / MS.   |          |                |           |                  |                 |     |              |             |   |               |       |      |
| 2. Father's / Husband's Name:  |         |  |         |         |         |         |          |                |           |                  |                 |     |              |             |   |               |       |      |
| 3. Permanent Address:<br>(Address should be different from Participation)  | nt's bu | isines   | s addr  | ess)    |         |         |          |                |           |                  |                 |     |              |             |   |               |       |      |
|  |         | ocal Mobile No. (b) Fax: (optional) (c) Email: |         |         |         |         |          |                |           |                  |                 |     |              |             |   |               |       |      |
| 5. Computerized National Identity Card No<br>(For resident Pakistani)  | :       |  |         |         |         |         |          | -              |           |                  |                 |     |              |             |   |               | -     |      |
| 6. Expiry date of CNIC:  |         |  |         |         |         |         |          |                |           |                  |                 |     |              |             |   |               |       |      |
| 7. NICOP No:<br>(For non- resident Pakistani)  |         |  |         |         |         |         |          | -              |           |                  |                 |     |              |             |   |               | -     |      |
| 8. Expiry date of NICOP:   |         |  |         |         |         |         |          |                |           | 1                |                 |     |              |             |   | 1             |       |      |
| 9. Passport details:   |         |  |         | Passpo  | rt Nun  | nber:   |          |                |           |                  | Pl              | ace | of Issu      | ie:         |   |               |       |      |
| (For a Foreigner or a Pakistani origin) Date of Issue: Date of Expiry:   |         |  |         |         |         |         |          |                |           |                  |                 |     |              |             |   |               |       |      |
|  |         | AG   | RICUI   | LTURI   | ST      |         | В        | USINE          | ESS       |                  | HOU             |     |              |             |   |               | SEHOL |      |
| <b>10. (a) Occupation:</b><br>[Please tick ( $\checkmark$ ) the appropriate box]   |         | RE   | TIRED   | PERS    | ON      |         | S        | TUDE           | NT        |                  |                 |     | SS EX        |             |   | INDU          | STRIA | LIST |
|  |         | PR   | OFESS   | SIONA   | L       |         | S        | ERVIC          | ΈE        |                  | <u>OTH</u>      | ERS | S (spec      | ify)        |   |               |       |      |
| (b) Name of Employer / Business:   |         |  |         |         |         |         | (0       | c) Job T       | Title / D | Designa          | ation:          |     |              |             |   |               |       |      |
| (d) Address of Employer / Business:  |         |  |         |         |         |         |          |                |           |                  |                 |     |              |             |   |               |       |      |
| Signatures:  |         |  |         |         |         |         |          |                |           |                  |                 |     |              |             |   |               |       |      |

| Main Applicant |
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| C. OTHER INFORMATION  |                    |  |               |               |  |           |          |         |                 |              |           |          |                           |         |        |                         |         |              |            |
|---|--------------------|--|---------------|---------------|--|-----------|----------|---------|-----------------|--------------|-----------|----------|---------------------------|---------|--------|-------------------------|---------|--------------|------------|
| 1. Dividend Mandate [Please tick ( ) th   | e approp           | riate box]   |               |               | Yes  | Γ         |          | No      | If              | yes,         | please p  | orovide  | rovide following details: |         |        |                         |         |              |            |
| (a) Account Title:  |                    |  |               |               |  |           |          |         | (t              | o) Acc       | count N   | 0:       |                           |         |        |                         |         |              |            |
| (c) Name of Bank:   |                    |  |               |               |  |           |          |         | (d              | l) Bra       | nch:      |          |                           |         |        |                         |         |              |            |
| (e) Address:  |                    |  |               |               |  |           |          |         |                 |              |           |          |                           |         |        |                         |         |              |            |
| 2. National Tax No: (Optional)  |                    |  |               |               |  |           |          |         |                 |              |           |          |                           |         |        |                         |         |              |            |
| <ul> <li>3. Nationality:</li> <li>4. Residential Status [Please tick ( ✓) the</li> </ul>                              |                    | iata harl  |               |               |  | Reside    |          |         | Non             | -Resid       | dont      |          | Repati                    | riabla  |        | Non-R                   | anatria | bla          |            |
| 4. Residential Status [1 lease lick (* ) like   | e uppropr          | Pakistani  |               |               |  | Reside    | 1        |         | NON             | -nesu        | иет       | 1        | (Tepuil                   | luble   |        | NON-K                   | epunt   |              |            |
|   |                    | Pakistani  |               |               | -  |           | <u> </u> | _       |                 |              |           |          |                           | -       | _      |                         |         | <u></u><br>7 |            |
|   |                    | Foreign N  |               |               | -  |           |          | -       |                 |              |           |          |                           | ╡       | +      |                         |         | <u>_</u>     |            |
| 5. If you are maintaining any Special   |                    | -  | Account 1     | No:           |  |           |          | (h      | ) Ban           | k Nar        | ne.       |          |                           |         |        |                         |         |              |            |
| Convertible Rupee Account ("SCRA"),<br>provide details in (a) to (c):   | , please           | (c) Branc  |               |               | (b) Bank Name:                                   |           |          |         |                 |              |           |          |                           |         |        |                         |         |              |            |
|   |                    | (c) Braile   | n Detuns.     |               | Please tick ( $\checkmark$ ) the appropriate box |           |          |         |                 |              |           |          |                           |         |        |                         |         |              |            |
|   |                    |  |               |               |  |           |          |         |                 | Muali        |           |          | -                         | ) ine u | pprop  |                         |         |              |            |
| 6. Zakat Status:  |                    |  |               |               |  |           |          |         | =               |              | m Zaka    |          |                           |         |        |                         |         |              |            |
| (If, according to the Fiqh of the Applicant<br>on prescribed format shall be submitted w                              |                    |  |               |               |  | t Decla   | ration   | Ļ       | =               |              | m Zaka    |          | payabl                    | e       |        |                         |         |              |            |
| on presented jerniar shan ee suonnied n   |                    |  |               | e i unicipui  | .,   |           |          |         |                 | Non-l        | Muslim    |          |                           |         |        |                         |         |              |            |
|   |                    |  |               |               |  |           |          |         | ]               | Not A        | Applicat  | ole      |                           |         |        |                         |         |              |            |
|   | (a) Nar            | ne of Nomin  | nee:          |               |  |           |          |         |                 |              |           |          |                           |         |        |                         |         |              |            |
|   | (b) Fat            | her's/Husba  | nd's Name     | :             |  |           |          |         |                 |              | _         |          |                           |         |        | _                       |         |              |            |
|   |                    |  |               |               |  |           |          | Spous   | Spouse          |              |           | Father   |                           |         | Mother |                         |         |              |            |
| 7. Particulars of nominee (Optional [Plea   |                    | Relationship with Main Applicant:<br>lease tick ( ) appropriate box] |               |               |  |           |          |         | Broth           | er           |           |          | Sister                    |         |        | Son*                    |         |              |            |
| but if desired, nomination should<br>only be made in case of sole   |                    |  |               |               |  |           |          |         | Daug            | hter*        |           |          |                           | :       | * Inc  | luding                  | step or | adop         | oted child |
| individual and not joint account)   | (d) Add            | (d) Address:   |               |               |  |           |          |         |                 |              |           |          |                           |         |        |                         |         |              |            |
| [In case of death of Sub-Account  | (e) CN<br>(in case | IC No:<br>e of a reside  | ent Pakistar  | ni)           |  |           |          |         |                 | -            |           |          |                           |         |        |                         |         |              | -          |
| Holder: Nomination may be made in<br>terms of requirements of Section 80 of   |                    | iry date of C  |               | ,             | I  |           | 1 1      |         |                 | 1            |           |          |                           |         |        |                         |         |              |            |
| the Companies Ordinance, 1984, which inter alia requires that person  |                    | COP No:<br>e of a non-re   | esident Pal   | kistani)      |  |           |          |         |                 | -            |           |          |                           |         |        |                         |         |              | -          |
| nominated as aforesaid shall not be a person other than the following   |                    | (h) Expiry date of NICOP:  |               |               |  |           |          |         |                 |              |           |          |                           |         |        |                         |         |              |            |
| relatives of the Sub-Account Holder,<br>namely: a spouse, father, mother,   |                    | Pas  |               |               |  |           |          | asspo   | port Number:    |              |           |          |                           |         |        |                         |         |              |            |
| brother, sister and son or daughter,<br>including a step or adopted child.]   |                    |  |               |               |  | Plac      |          |         |                 | of Issue:    |           |          |                           |         |        |                         |         |              |            |
|   |                    | sport details<br>e of a foreig                                       |               | akistani oriş | gin)   | i) Date o |          |         |                 | of Issue:    |           |          |                           |         |        |                         |         |              |            |
|   |                    |  |               |               |  |           |          |         |                 | e of Expiry: |           |          |                           |         |        |                         |         |              |            |
|   | (i) Con            | tact No:   |               |               |  |           | _        |         | rax: (optional) |              |           |          |                           |         |        |                         |         |              |            |
|   |                    | ail: (optiona  | al)           |               |  |           | ,        |         |                 | ,            |           |          |                           |         |        |                         |         |              |            |
| D. CDC SMS / IVR/ WEB SERVICES  |                    | •••  |               |               |  |           |          |         |                 |              |           |          |                           |         |        |                         |         |              |            |
| CDC provides FREE OF COST services  |                    |  | hereby sub    | o-account he  | olders ca  | in have   | real tin | ne acc  | ess to          | their        | account   | t relate | d info                    | rmatio  | n.     |                         |         |              |            |
| 1(a). SMS or eAlert/eStatement is a mand<br>balance statement will be electror<br>also subscribe to both the service: | nically tra        |  |               |               |  |           |          |         |                 |              |           |          |                           |         |        |                         |         |              |            |
| Short Messaging Service (SMS)   |                    |  |               |               | Mot  | oile No.  | (†)      |         |                 |              |           |          | + of                      | Conto   | ot Do  | <b>r</b> 00 <b>n</b> 00 | provid  | adin         | Part A     |
| eAlert / eStatement Service   |                    |  |               |               | Ema  | uil Addı  | ress (†) |         |                 |              |           |          |                           |         |        |                         |         |              | may be.    |
| 1(b). If you have subscribed for eStateme<br>eStatement: [Please tick (✓) the d                                       |                    |  | frequency     | of            |  | Month     | ly       |         |                 |              | 7         |          |                           | Quart   | erly   |                         |         |              | 1          |
| 2. Do you wish to subscribe to free of co   |                    |  | ease tick ( , | ) the approp  | oriate bo  | ox]       |          |         |                 | Π            | <br>}     | Yes      | Π                         |         |        |                         | No      |              | _          |
| 3. Do you wish to subscribe to free of co   | ost Web S          | Service? [Pl   | ease tick (   | ) the appr    | opriate  | box]      |          |         |                 |              | Y         | Yes      |                           | =       |        |                         | No      |              |            |
| 4. If you are subscribing to IVR and/or   | Web Ser            | vice, please   | e provide f   | ollowing de   | tails of   | your C    | ontact   | Perso   | on:             |              |           |          |                           |         |        |                         |         |              | _          |
| (a) Date of Birth (DD / MM / YYYY)  |                    |  |               | /             |  |           |          | /       |                 |              |           |          |                           |         |        |                         |         |              |            |
| (b) Mother's Maiden Name:   |                    |  | I             |               |  |           |          |         |                 | Conta        | ct Perso  | n as pr  | ovide                     | d in Pa | irt A  | or Part                 | B of th | is Fo        | orm, as    |
| Signatures:   |                    |  |               |               |  | the       | case ma  | iy be): |                 |              |           |          |                           |         |        |                         |         |              |            |
| Main Applicant Joi  | nt Applica         | ant 1  |               | Joint Ap      | plicant  | 2         |          |         | Joir            | nt App       | olicant 3 | 3        |                           |         | Pa     | articipa                | nt      |              |            |

| E. SUB-ACCOUNT OPERATIN   | IG INSTRUCTIONS  |  |  |   |  |
|---|--|--|--|---|--|
| 1. Signatory(ies) to give instructi   | on to the  |  | Names of Signatory(ies)  |   | Specimen Signatures  |
| Participant pertaining to the ope   |  | (a)  |  |   |  |
| (Please specify sub- account opera  | ating instructions in the  | (b)  |  |   |  |
| relevant column along with names  |  | (c)  |  |   |  |
| authorised signatories)   |  | (d)  |  |   |  |
| 2. Sub-Account Operating Instru   | ictions:   |  | Either (Singly) or Survivor  |   | Attorney   |
| [Please (✓) appropriate box]  |  |  | Jointly [any]  |   | Any other  |
|   |  |  |  | Pleas   | e specify:   |
| F. BANK VERIFICATION  |  |  |  |   |  |
| The following information is requi  | red to be verified by the Bank M   | Manager o  | only where the Main Applicant is maintaining   | bank a  | account:   |
| Particulars of Main Applicant:  |  |  |  |   |  |
| Bank Account Title:   |  | CNIC N   | Io: -  |   | -  |
| Bank Account No:  |  |  |  |   |  |
| Address of Applicant:   |  |  |  |   |  |
| Signature of Applicant:   |  |  |  |   |  |
| We do hereby verify the above par   | ticulars and signature of our ab   | ove accou  | nt holder:   |   |  |
| Particulars of Bank Manager / A   | uthorized Officer:   |  |  |   |  |
| Name:   |  |  | Contact No(s):   |   |  |
| E-mail:   |  |  | Signature & Rubber Stamp:<br>OF THE CDC ACT EXCLUSIVE  |   |  |
| Securities beneficially owned by n<br>for the following purposes:<br>a. For the settlement of an<br>b. For pledge securities tra-<br>to be settled through the<br>ba. For, where applicable, p<br>Exchange for meeting a<br>the Participant;<br>c. For the recovery of pay<br>d. Movement by me/us fr<br>Participant to my/our S<br>Account which is under<br>e. Securities transactions<br>the CDC Regulations fn<br>f. Securities transactions<br>Regulations;<br>g. For the recovery of any<br>h. Delivery Transaction m<br>uthority on each occasion shall be g<br>permitted under the applicable law | ECOVERY OF CHARGES A<br>press authority to the Participan<br>ne/us and entered in my/our Sub<br>any underlying market transaction<br>ansactions with any Stock Exch<br>e Clearing Company from time<br>ledging of my/our securities or<br>any shortfall in the margin and/-<br>ment against any underlying ma<br>om time to time of my/our Boo<br>Sub-Account under another Ma<br>r the control of another Participar<br>which has been made by way o<br>rom time to time;<br>pertaining to any lending or<br>charges or losses against any or<br>ade by me/us for any other purp<br>given by me/us to the Participar<br>as and regulations. | t under So<br>b-Account<br>ns (trades)<br>lange or a<br>to time;<br>aly with a<br>or mark-to<br>arket purc<br>k-entry So<br>ant or to n<br>f a gift of<br>borrowin<br>r all of the<br>poses as p<br>nt for hanc<br>the Partic<br>vith the Partic | ection 12 and Section 24 of the Central Depo<br>maintained with the Participant for securitie<br>including off market transactions made by m<br>Clearing Company relating to any of my/our<br>Stock Exchange in accordance with the rec<br>o-market losses requirements of the Participa<br>hase transactions made by me/us from time to<br>ecurities from my/our Sub-Account under the<br>nut under the control of the Participant or to<br>my/our Investor Account;<br>Securities by me/us to my/our Family Memb<br>g of Securities made by me/us from time to<br>eabove transactions carried out by me/us or s<br>rescribed by the Commission from time to tim<br>dling of Book-entry Securities beneficially o | s transa<br>ne/us fr<br>underl<br>uuireme<br>nt and/<br>o time;<br>e Main<br>o my/or<br>oers or<br>to time<br>services<br>ne.<br>wned b | actions that are exclusively meant<br>om time to time;<br>lying market transactions (trades)<br>ents of regulations of such Stock<br>(or other Sub-Account Holders of<br>Account under the control of the<br>ur Sub-Account under any Main<br>other persons in accordance with<br>he in accordance with the CDC<br>s availed; and/or<br>by me/us for all other purposes as<br> |
| Signatures:<br>Main Applicant J   | oint Applicant 1   | Joint Ar   | pplicant 2 Joint Applicant 3   |   | Participant  |

Joint Applicant 1

Joint Applicant 2

Joint Applicant 3

#### **IMPORTANT**

#### Please read and understand the Terms and Conditions before signing and executing this form

#### TERMS AND CONDITIONS

The Terms and Conditions set herein below shall govern the Sub-Account forming part of the Account Family of the CDS Participant Account of the Participant, which shall be binding on the Sub-Account Holder as well as the Participant:

- Provisions of the Central Depositories Act, 1997 ("the Act") and the Central Depository Company of Pakistan Limited Regulations ("the Regulations") as amended from time to time and the CDC's Operating Manual/Operating Instructions developed and issued pursuant thereto from time to time and any other by-laws, directives of the Securities and Exchange Commission of Pakistan issued from time to time, shall govern the opening, maintenance and operations of the Sub-Account.
- 2. Each page of this form should be duly signed by the Applicant (and joint Applicants if any) and the Participant or any authorized person of the Participant.
- The Participant shall ensure provision of copies of all the relevant laws, rules and regulations at his office for access to the Sub-Account Holder(s) during working hours.
- 4. The Participant shall provide a list of his authorized agents/traders and designated employees, who can deal with the Sub-Account Holder(s) from time to time. Any change(s) therein shall forthwith be intimated in writing to the Sub-Account Holder(s).
- 5. The Registration Details and such other information specified by the Applicant in this form for opening of the Sub-Account appear in the Sub-Account to be established by the Participant in the Central Depository System who shall ensure the correctness and completeness of the same. Any change therein notified by the Sub-Account Holder from time to time in writing to the Participant shall reflect in the Sub-Account of such Sub-Account Holder.
- 6. The Book-entry Securities owned by the Sub-Account Holder shall be exclusively entered in the Sub-Account of such Sub-Account Holder.
- 7. Transfer, Pledge and Withdrawal of Book-entry Securities entered in the Sub-Account of the Sub-Account Holder shall only be made from time to time in accordance with the authorization given by the Sub-Account Holder to the Participant in Part (G) above pursuant to Section 12 and 24 of the Act. Such authorization shall constitutes the congregated / entire authorizations by the Sub-Account Holder(s) in favour of the Participant and supersedes and cancels all prior authorizations (oral, written or electronic) including any different, conflicting or additional terms which appear on any agreement or form the Sub-Account Holder(s) has executed in favour of the Participant.
- Participant shall be liable to give due and timely effect to the instructions of the Sub-Account Holder given in terms of the above-referred authorization with respect to transfer, pledge and withdrawal of Book-entry Securities entered in his Sub-Account under the control of the Participant. Such instructions, among other matters, may include closing of Sub-Account.
- 9. Participant shall send within 10 days of end of each quarter Account Balance statement to the Sub-Account Holder without any fee or charge showing the number of every Book-entry Security entered in his Sub-Account as of the end of the preceding quarter. Such Account Balance statement shall be generated from the CDS. Further, the Sub-Account Holder may request for such statement (including Account Activity reports) from the Participant at any time on payment of a fee on cost basis as prescribed by the Participant. The Participant shall be liable to provide such report/statement to the Sub-Account Holder within 3 Business Days from the date of receipt of such request, with or without charges.
- 10. In consideration for the facilities and services provided to the Sub-Account Holder by the Participant, the Sub-Account Holder shall pay fees and charges to the Participant as applicable for availing such facilities and services under the Act, the Regulations and these Terms & Conditions. In case of outstanding payment against any underlying market purchase transaction, charges and/or losses against the Sub-Account Holder, the Participant shall have the right, subject to Clause 7 above and under prior intimation to the Sub-Account Holder to clear the payment, charges and/or losses (including any shortfall in margin requirements) within the reasonable time prescribed by the Participant, the dispose off the necessary number of Book-entry Securities of the Sub-Account Holder and apply the net proceeds thereof towards the adjustment of such outstanding payment, charges and/or losses, provided that the Participant shall report the disposal of such Securities to the relevant Stock Exchange as an off-market transaction where the Securities are transferred from the Sub-Account to the House Account of the Participant.
- 11. Participant shall have the right, subject to 20 Business Days prior written notice to the Sub-Account Holder to close the Sub-Account if it becomes dormant with no holding balances. No Sub-Account shall be treated as dormant unless there is no activity for continuous six months.
- 12. Where admission of Participant to the CDS is suspended or terminated by the CDC, the Sub-Account Holder shall have the right, subject to the Regulations and the Procedures made thereunder, to request CDC to change his Controlling Account Holder and Participant shall extend full cooperation to the Sub-Account Holder in every regard, without prejudice to his right of recovery of any dues or receivable from the Sub-AccountHolder.
- 13. In case of a Joint Account, all obligations and liabilities in relation to this Sub-Account or under these Terms and Conditions shall be joint and several.
- 14. These Terms and Conditions shall be binding on the Participant's nominee, legal representative, successors in interest and/or permitted assigns.
- 15. In the event of any conflict between these Terms and Conditions and the terms and conditions contained in Trading Account Opening Form or any other forms/authorizations prescribed by the Participant or otherwise, the Terms and Conditions contained herein shall prevail, insofar as it is related to the custodial services to be provided by the Participant under the legal framework of CDC.
- 16. The provision of services as provided for hereunder shall not constitute Participant as trustee and the Participant shall have no trust or other obligation in respect of the Book-entry Securities except as agreed by the Participant separately in writing.
- 17. The Participant is not acting under this application form as Investment Manager or Investment Advisor to the Sub-Account Holder(s).
- 18. The Participant should ensure due protection to the Sub-Account Holder regarding rights to dividend, rights or bonus shares etc. in respect of transactions routed through him and not do anything which is likely to harm the interest of the Sub-Account Holder with/from whom it may have had transactions in securities.
- 19. Subject to Section 21 of the Act, Participant shall maintain complete confidentiality of any information or document that is in his knowledge or possession or control relating to the affairs of the Sub-Account Holder(s), and in particular, relating to their Sub-Account(s), and shall not give, divulge, reveal or otherwise disclose such information or document to any other person.
- 20. These Terms and Conditions shall be deemed to have been amended, altered and/or modified if rights and duties of the parties hereto are altered by virtue of change in law, rules, regulations etc. of SECP and/or articles, rules, regulations of the Stock Exchanges and/or the Act, CDC Regulations, CDC's Operating Manual/Operating Procedures and/or any circular, directive or direction issued therein, such changes shall be deemed to have been incorporated and modified the rights and duties of the parties hereto.

21. The Participant shall ensure that duly filled in and signed copy of this form along with the acknowledgement receipt is provided to the Sub-Account Holder.

Signatures

| Main Applicant | Joint Applicant 1 | Joint Applicant 2 | Joint Applicant 3 | Participant |
|----------------|-------------------|-------------------|-------------------|-------------|
|                |                   |                   |                   |             |

I/We, the undersigned, hereby declare that:

- a) I/We am/are not minor(s);
- b) I/We am/are of sound mind;
- c) I/We have not applied to be adjudicated as an insolvent and that I/We have not suspended payment and that I/We have not compounded with my/our creditors;
   d) I/We am/are not an undischarged insolvent;
- e) L/We confirm having read and understood the above Terms and Conditions and L/We hereby unconditionally and irrevocably agree and undertake to be bound by and to comply with the above Terms and Conditions and any other terms and conditions which may be notified from time to time with the approval of the concerned authorities modifying or substituting all or any of the above Terms and Conditions in connection with the opening, maintenance and operation of the Sub-Account;
- f) I/We, being the Applicant(s), hereby further confirm that all the information contained in this form is true and correct to the best of my/our knowledge as on the date of making this application;
- g) I/We further agree that any false/misleading information by me/us or suspension of any material fact will render my/our Sub-Account liable for termination and further action under the law; and
- h) I/We hereby now apply for opening, maintaining, operation of Sub-Account forming part of the Account Family of CDS Participant Account of Participant.

#### DISCLAIMER FOR CDC ACCESS

The main objective of providing information, reports and account maintenance services through the Interactive Voice Response System, Internet /Web access and Short Messaging Service ("SMS") or any other value added service is to facilitate the Sub-Account Holders ("Users") with a more modern way to access their information. CDC makes no other warranty of the IVR, Internet /Web access, SMS or any other value added services and Users hereby unconditionally agree that they shall make use of the internet/web access subject to all hazards and circumstances as exist with the use of the internet. CDC shall not be liable to any Users for providing and making available such services and for failure or delay in the provision of SMS to Users and all Users, who use the IVR, internet access, SMS or any other value added services, shall be deemed to have indemnified CDC, its directors, officers and employees for the time being in office and held them harmless from and against any losses, damages, costs and expenses incurred or suffered by them as a consequence of use of the IVR system, internet/web access, SMS or any other value added services.

All Users hereby warrant and agree that their access of the internet /web by the use of a User-ID and login is an advanced electronic signature and upon issuance of such User-ID to the user, they hereby waive any right to raise any objection to the compliance of the User-ID and login with the criteria of an advance electronic signature.

All Users shall by signing this Form and by their conduct of accessing the IVR, internet/Web access, SMS or any other value added services agree to all the terms and conditions and terms of use as shall appear on the CDC website at <u>www.cdcaccess.com.pk</u> which shall be deemed to have been read and agreed to by the Users before signing this form.

| Name of Applicant:  | Name of Applicant: |                   | Date:<br>Place:        |                       |                    |                  |         | Signature: |          |           |        |          |           |           |      |
|---|--------------------|-------------------|------------------------|-----------------------|--------------------|------------------|---------|------------|----------|-----------|--------|----------|-----------|-----------|------|
| Name of Joint Applicant No 1:   |                    |                   |                        | Date:<br>Place        |                    |                  |         |            |          | Signatu   | re:    |          |           |           |      |
| Name of Joint Applicant No 2:   |                    |                   |                        | Date:<br>Place        | :                  |                  |         |            |          | Signatu   | re:    |          |           |           |      |
| Name of Joint Applicant No 3:   |                    |                   |                        | Date:<br>Place:       |                    | Signature:       |         |            |          |           |        |          |           |           |      |
| <b>For and on behalf of</b><br>(In case if signed by the Attorney on b          | pehalf of the App  | licant(s)         | )                      |                       |                    |                  |         |            |          |           |        |          |           |           |      |
| I/we hereby agree to admit the Applic<br>abide by the same in respect of openin | ant(s) as the Sub  | -Accou<br>and ope | nt Holder<br>ration of | r(s) in te<br>such Su | erms of<br>1b-Acco | the abo<br>ount. | ve Tern | ns and C   | Conditio | ons as ar | nended | from tin | ne to tin | ne and sh | nall |
| Name of Participant:  |                    |                   |                        |                       |                    | Date:            |         |            |          |           |        |          |           |           |      |
| Participant's Seal & Signature:   |                    |                   |                        |                       |                    |                  |         |            |          |           |        |          |           |           |      |
| Witnesses:  |                    |                   |                        |                       |                    |                  |         |            |          |           |        |          |           |           |      |
| 1. Name:  |                    |                   |                        |                       |                    |                  |         |            |          |           |        |          |           |           |      |
| Signature:  | CNIC No:           |                   |                        |                       |                    |                  | -       |            |          |           |        |          |           | -         |      |
| 2. Name:  |                    |                   |                        |                       |                    |                  |         |            |          |           |        |          |           |           |      |
| Signature:  | CNIC No:           |                   |                        |                       |                    |                  | -       |            |          |           |        |          |           | -         |      |

**Enclosures:** 

1. Attested copy of CNIC / NICOP / Passport of the Applicants / Joint Applicants / nominee(s) (as the case may be).

2. Duly notarised Power of Attorney\* (if applicable).

3. Zakat Declaration of the Applicant and the Joint Applicant (if applicable).

4. Attested copy of NTN Certificate (if applicable).

\* Where the Applicant is a non-resident or foreigner, duly consularized copy of Power of Attorney by the Consul General of Pakistan having jurisdiction over the Applicant(s) should be submitted.

| H. FOR THE USE OF PARTICIPANT ONLY                    |   |          |  |          |   |   |  |  |  |
|---|---|----------|--|----------|---|---|--|--|--|
| Particulars of Sub-Account Opening Form verified by : |   |          |  |          |   |   |  |  |  |
|   |   |          |  |          | Stamp:                                  |   |  |  |  |
| Application:  |   | Approved |  | Rejected | Signature: (Authorized signatory) Date: |   |  |  |  |
| Sub-Account no. issued:                               |   |          |  |          |   |   |  |  |  |
| Account opened by                                     | : |          |  |          |   |   |  |  |  |
| Saved by:   |   |          |  |          | Posted by:                              |   |  |  |  |
| Signature: Date:                                      |   |          |  |          | Signature:                              | 2 |  |  |  |
| Remarks: ( <i>if any</i> )                            |   |          |  |          |   |   |  |  |  |

| ACKNOWLEDGEMENT RECEIPT  |   |  |  |  |  |  |
|--|---|--|--|--|--|--|
| Application No:  | Date of receipt:                                  |  |  |  |  |  |
| I/We hereby confirm and acknowledge the receipt of duly filled and signed Sub-Ac | ccount Opening Form from the following Applicant: |  |  |  |  |  |
| [Insert Name of Applicant(s)]  | Participant's Seal & Signature:                   |  |  |  |  |  |
| 1.   |   |  |  |  |  |  |
| 2.   |   |  |  |  |  |  |
| 3.   |   |  |  |  |  |  |
| 4.   |   |  |  |  |  |  |



TREC Holder, Pakistan Stock Exchange Limited OFFICE NO. 214, 2ND FLOOR LSE PLAZA, LAHORE. Phone:042-36280884-86 Email: bridgesecurities110@hotmail.com www.bspl.com.pk TREC No. 308 BRL-137

# **Agreement for Online Internet Trading Terminal**

I/We, S\o

holder of CNIC # agree that Bridge Securities (Pvt) Ltd will not be held responsible in case of any delay or failure of connection due to whatsoever reasons.

I/We. further indemnify that Bridge Securities (Pvt) Ltd, TREC holder Pakistan Stock Exchange Limited will not be held responsible in case of any delay in order submission, cancellation or change of an order, trade confirmation, reports, or any trading activity and / or viewing of market activity and any other consequential loss or losses due to whatsoever reasons. All trades originating from this Online Internet Trading Terminal will be solely my / our responsibility to settle.

I further confirm that I will maintain\_\_\_\_% margin at all times.

#### **Terms and Conditions of Agreement**

- Online trading will be permitted through an online trading system of PSX (KITS), which will act as a) the Broker for the purpose of buying and selling securities, including COT, DFC (Deliverable Future Contract), and MTS (Margin Trading System) at the Stock Exchange (Online Exchange) and wherever the term MoneyLineSecurities (Pvt) Ltd is used in the Terms and conditions for online trading, it shall deem to mean the Broker.
- Bridge Securities (Pvt) Ltd will request the PSX to generate user name, password and PIN (personal b) identification number) and send the same to Account Holder(s) at his/her/their/its email ID,to enable the Account Holder(s) to have an access to and use this Account for online trading. The Password/PIN may be communicated through e-mailto the Account Holder(s) at his/her/their/its own risk. The Account Holder(s) shall not disclose the password/ PIN to any person and shall take every reasonable precaution to prevent discovery of the Password/ PIN by any other person. The Account Holder(s) shall immediately change the password/PIN as soon as it is received from PSX. Bridge Securities (Pvt) Ltd may electronically transfer delivery of confirmation, statements and other notices in connection with Electronic/Online Trading. It shall be the responsibility of the Account Holder(s) to review, upon receipt of e-mails, confirmation statement, notices, margin and maintenance calls whether delivered by mail, e-mail or electronic terminal at the discretion of Bridge Securities (Pvt) Ltd. If the Password/ PIN is disclosed to any third party the Account Holder(s) should immediately notify the same to Bridge Securities (Pvt) Ltd. The Account Holder(s) will immediately notify of any loss, theft or unauthorized use of his/her/their/its account number and Password/ PIN. The Account Holder(s) shall immediately notify and change his/her/its/their e-mail or other address as mentioned in the Application Form.
- All risks connected and involved with Electronic/Online Trading will be assumed fully by the c) Account Holder(s). Neither the Bridge Securities (Pvt) Ltd nor any of its directors or officers would be responsible or liable in any manner for any losses or damages that may be suffered by the Account Holder(s) including those due to the misuse of the Account Holder(s) Password or PIN, hacking of lines, outages and slowdowns in the internet connection and piracy of Account Holder(s) information and affairs by unscrupulous persons.

- d) Bridge Securities (Pvt) Ltd may at any time and from time to time require additional margin in the Account (in cash or Securities) before executing any Orders or undertaking any Transactions through Online Facility on account of the Account Holder(s). The amount and timing may vary depending on factor solely at Bridge Securities (Pvt) Ltd discretion. Bridge Securities (Pvt) Ltd shall have the right to liquidate the Account Holder(s) Trading position(s) if the Account margin is insufficient at any time.
- e) Bridge Securities (Pvt) Ltd may at its discretion elect with or without notice to square off the Account Holder(s) Account and make obligations in the Account immediately due and payable by the Account Holder(s) without assigning any reason.

#### **DECLARATIONS:**

- 1. The Account Holder(s) understand(s) that the share trading business carries risk and subject to the due diligence on part of the Broker may incur losses for which, the Account Holder(s) shall not hold the broker responsible. The Account Holder(s) further acknowledge(s) that the prices of the Securities do fluctuate abruptly and instantly and investments in Securities may experience abrupt upward and downward movements and may even become valueless. The Broker shall not be liable for any fluctuations in the prices of Securities due to purchase and sale on the day of the Transaction and the net price mentioned in confirmation shall be accepted as concluded final price and shall be binding upon the Account Holder(s) and the Broker.
- 2. The Account Holder(s) acknowledge receipt of this Account Opening Form(signed here by me/us in duplicate) along with the copies of all the annexure and the Account Holder(s) also undertake to have understood and accepted all the above additional Terms and Conditions.
- 3. The Account Holder(s) further confirm that all the information given in Account Opening Form is true and complete and hereby authorize the Broker to verify any information mentioned above from any sources deemed appropriate by the Broker.

Account No.

Account Title : \_\_\_\_\_

Signature of Account Holder(s)

For & on behalf of Bridge Securities (Pvt) Ltd

Dated \_\_\_\_\_



TREC Holder, Pakistan Stock Exchange Limited OFFICE NO. 214, 2ND FLOOR LSE PLAZA, LAHORE. Phone:042-36280884-86 Email: bridgesecurities110@hotmail.com www.bspl.com.pk TREC No. 308 BRL-137

#### LATTER OF AITHORITY

Dear Sir,

| I want to inform you that I | maintain a Sub Account No              | under your participant                |
|-----------------------------|--|---------------------------------------|
| Account No                  | for custody of my shares. I am often b | busy and cannot instruct you directly |
| on the telephone or otherw  | vise.                                  |                                       |
| I, here for, authorize Mr   |  |                                       |
| S/o                         | CNIC No                                |                                       |
| Address                     |  |                                       |

To convey my instruction to you among on the following matters:

- 1. To place order for purchase/sale of shares of various companies at various rates.
- 2. To sing confirmation statement of various trades carried out my behalf during the period.
- 3. To issue written instruction to you, for receipt/transfer of shares( though normal trade into/out of my C.D.C Sub Account)
- 4. To receive A/c payee cheques in my name from you and make payment on my behalf in cash or by cheques.
- 5. To receive original/copies of bills, proceeds an difference Bill and copies of Account Statements on my behalf.

You will be fully indemnified, for all acts and omission done, on behalf of my authorized person whose instruction shall be deemed as my instruction.

| Yours sincerely | /,                |                   |                   |             |
|-----------------|-------------------|-------------------|-------------------|-------------|
| Name:           |                   | sig               | nature:           |             |
| Address:        |                   |                   |                   |             |
| Date:           |                   |                   |                   |             |
| Signatures:     |                   |                   |                   |             |
|                 |                   |                   |                   |             |
| Main applicant  | Joint applicant 1 | Joint applicant 2 | Joint applicant 3 | Participant |

## **Undertaking For Foreign Account Tax Compliance Act (FATCA)**

| Name:  |                  |       |  |
|--|------------------|-------|--|
| Country of Residence:  |                  |       |  |
| Country of Birth:  |                  |       |  |
| Please confirm the following   | Yes              | No    |  |
| Are you U.S.A Residence  |                  |       |  |
| Are you U.S Citizen  |                  |       |  |
| Do you hold a U.S Permanent Resident Card (Green Card)   |                  |       |  |
| Are you a Resident/Citizen of other country (please specify<br>Are you Dual National (Please specify what nationality do you hold) |                  |       |  |
| Are you a Resident of any country other than Pakistan (Please specify)   |                  |       |  |
| Do you have any tax obligation in a country other than Pakistan  |                  |       |  |
| {Note: If "yes" then please specify the list of countries along with its re-   | espective tax nu | ımber |  |
| Social seturities number, or Local equivalent}   | -                |       |  |
| Are you a U.S OWNED Entity/ony other country (please Specify)  |                  |       |  |

I/We her Confirm the information provided above its true, accurate and complete.

I/we hereby provided my/our contact to Bridge securities (Pvt) Ltd or any associates/affiliates including branches (COLLECTIVELY "THE Broker") to disclose and furnish and hare information pertaining to my/our account to domestic overseas regulators or tax authorities where necessary to establish our tax liability in any jurisdiction.

I/WE also authorize the Broker to deduct withholding tax from my/our account when required to do so by domestic or overseas regulator or tax authorities or payout. From my/our account(s) such amounts as may be required according to Applicable Laws, Rules, and Regulation, Agreements with regulator or authorities and directive (Both local and international).

I/we shall indemnify and hold the Broker harmless against any claim, Damages, Costs, expenses and other direct and/or indirect consequence of the Broker disclosing, furnishing and Haring any information pertaining to my/our

trading account with any domestic or overseas regulators or tax authorities .

I/we agree and undertake to notify the Broker within thirty (30) calendar days if there is a change in any information which we here provided to the Broker."

Customer Signature



TREC Holder, Pakistan Stock Exchange Limited OFFICE NO. 214, 2ND FLOOR LSE PLAZA, LAHORE. Phone:042-36280884-86 Email: bridgesecurities110@hotmail.com www.bspl.com.pk TREC No. 308 BRL-137

# **Application Form for Online Internet Trading Terminal**

Bridge Securities (Pvt) Ltd TREC Holder, Pakistan Stock Exchange, Room # 214, 2<sup>nd</sup> Floor, LSE Plaza, 19-Khayaban-e-Aiwan-e-Iqbal, Lahore.

Dear Sir,

I/We,\_\_\_\_\_\_S\o\_\_\_\_\_

Holder of CNIC #\_\_\_\_\_\_would like to apply for Online Internet Trading Terminal. (OITT)

Kindly send Online Internet Trading Terminal Login ID and Password at the following email ID:

A/C # with Bridge Securities (Pvt) Limited:

Signature:

Date:

| Awareness<br>Program  | ہدایات برائے سرمایہ ک   |
|---|---|
| پارلری کمپنی آف پاکستان اور نیشنل کلینرنگ کمپنی آف پاکستان .<br>شیئرز کی خریدوفروخت، منتقلی اور حوالگی میں پر ممکن سہولت اور  | لاہور سٹاک ایکسچینچ بشمول دوسرے متعلقہ ادارے یعنی سینڈرل ڈی<br>اس چیز کو یقینی بٹالےمیں کوشان ہیں کہ ہماری مارکیت کےادارے ،<br>تحفظ قراہم ک   |
|   | مسرماب کاری کے متنامب تحفظ کے لیے الای بے کہ مسیرماس<br>اسس سیلط مسیوں افراسیلازی زور دیا مب تالب کر دوم  |
| ابین UIN افزایت مسین بوشاها سیوگری کا مستابه گرت ک<br>لی NCCPL کاریب سالندی NCCPL کا NIN Information System کا کا کا میں<br>ہات مسالی کا ساتھا کا کاریہ۔  | م کی بحدد از تاباس کے ساتھ کام مشد و تاریخے میں اسس باس گردانی<br>اور ایک بلان کی رامسٹر بیشن اور مارکیسف مسیوں اسس کی سساتھ کے تفسیق<br>تسب دین ایکن د   |
| <ul> <li>البتاريد الرئي كدور تسبب تراريز تسبك بلال تسال تدريد تاديل المحاد م<br/>كوكي وسعرت NUN (Interactive Voice Response) CDC محاكم المحاجة المحاكم المحاجة المحاكم المحاجة المحاحة المحاح</li></ul> | مدوکر کے پاس کاروی کا ان کے مسلوات نے تابیط Standardized Account ہے جبط ایک تابیل کا اس یہ اسین داریل کا بلیل<br>تصبیعات (کاروکر کا بایلی طسیریا پر مسیل اور مسیمیں اور اسس یہ اسین داریل کی<br>تصبیعات (کاروکر کا ویک کالی مسل کری جس کا تری سے کاری تو میں کا مند رایم کری<br>اور 100 من طور دوری ہوں۔ ایپ دوست والی مسل کری جس کا تی کا میں والی کا کا<br>ایپ کا کا است مسلم والست والی والی کا مسلوا کی۔ اسس مند ایم کا والی کا<br>ایپ کا کا است مسلم والی والی مسل کری جس کا میں داری کا کا کا کا<br>ایپ کا کا است مسلم والی والی مسلول کی مسلوا کی۔ اسس مند ایم کا والی کا<br>ایپ کاروکر کا دو کا مسلول کا کی مسلول کی۔ اسس مند ایم کا والی کا<br>تاری ایک داریل کا دوست کا کا کی مسلول کی۔ اسس مند ایم کا داریل کا<br>تاری ایک داریل کا دوست میں دوست داری داریل کری جس کا داریل کا کا دولاد |
| ۲۰ کی گرد، از کی اسس کی مطر مشده آمدان (Fixed Return) کے لیچی میں<br>رکوانی کا گذاری طریب دفت اونی ہے۔<br>۹ امیر شد کین دین دو ارک دہمستارا د طمت ہے جس بی کرتے اور اوا اسیک کی دمسیو خرہ   | تصبیبا سف ۸۰ CDC Sub- Account، سیده می هون دن ۲۵ د.<br>۹ است سرماسیدگی تمسل گرانی او طنسانست سکسالی CDC کی Investor*<br>۲۰۰۰ Account Service فسیل دیکن کوابیست دی.  |
| وحول کرتے۔<br>۴ تسب تر اسیکسر مسل Gain Tax کا CVT ، Capital Gain Tax کا مسی میں میں مسلحہ میں میں میں میں میں میں<br>۳ تعدید کو تکورہ کردن کی سندر ماسیوں ڈی جنسیں کر مکار دیسیا کرنے ہوں۔ کر د موکاری او س   | ا امینده کر کردید CDC گردشت SMS- مسیردس که همال<br>کوچسیلی بیت تکرید اطمینان کرلی که آنکامینانکانست مسیری بور خدار برلی دن<br>به اسس کی SMS اور Email باست میدگی سے مومول بودی چید شیند می<br>Statement کردیاست موت کوکی چینی بیت تکید  |
| بور وی می دو برای و حصر با عنی دی اجمع تر عبد این مرحد و برموادی به<br>مستلاط برا روالل مسیوم طویت این می توشیم مصلی دیکارا مسیوم آسید کردایتان<br>۱۹ سس چهیز کو تشییلی این این کو تشسم مصلی دیکارا مسیوم آسید کردایتان<br>۱۹ سس تصلیحا سف مود این روالل مسیوم کی کو تشبه فی کو مورسف مسیو<br>۱۹ سر کان دان کردیکی د  | یسٹس کمیستر تھے تمسینی آشید پاکستان (NCCP) کی مسروف سے میدادی<br>کمید میداری المصلومی سشتانتی تسیسر Unique Identification Number<br>کمید میداری است کر زید ایک المست وی پاکستانی کے لیے اسس کامشتانی کارا<br>تسیسری سے UIN او جمعید.  |
| شکوک رو به گربارےمیں قوراً لاهور-ناک ایکس چینج .<br>نگ کمپنی آف پاکستان کو درج ذیل رابطوں پر اطلاع کریں۔  |   |

LSE Corporate Communications Department/2013



# INVESTOR PROTECTION GUIDELINES

Lahore Stock Exchange and all other capital market entities, i.e. Central Depository Company (CDC) and National Clearing Company (NCCPL) are engaged in ensuring that our market apparatus provides the best possible security and safety in the trading, transmission and custody of investors' securities.

An essential element of adequate investors' protection apparatus is the duty of due care and appropriate oversight by the investors themselves over their trading and custodial arrangements. Investors are encouraged to ensure the following in this respect:

- Check and verify the reputation of the broker and the registration status of his branch office concerned and agents before establishing client relationship with any brokerage house.
- While opening a trading account with a broker, read and understand the contents of the "Standardized Account Opening Form" and provide all contact details (mailing address, email, telephone, and mobile number etc.) on this form. Get a copy of the same duly indicating your trading ID number and UIN. Don't give unnecessary authorization to anyone to trade on your behalf.
- Have a "CDC Sub-Account" opened through your broker. Read the Sub Account Opening Form carefully and ask your broker to give you a copy, duly mentioning your complete contact details and the Sub Account Number.
- For absolute custody and protection of your portfolio, consider opening an account with CDC's "Investor Account Service (IAS)".
- Also enroll for free of cost e-alerts, estatements and SMS alert services of CDC. Ask your broker to activate them, and ensure that you receive an email and/or SMS against any activity in your account as well as an estatement on a monthly basis.
- Have a valid Unique Identification Number (UIN) issued from NCCPL. UIN for individual resident Pakistanis is the CNIC number.
- Regularly access NCCPL's website to check "UIN Information System" to monitor all

activities carried out against your UIN by the broker.

- Ask the broker to place your orders through your respective UIN only, and strictly ask him to not aggregate your orders with other UINs as the same is non-transparent.
- In case of non registration for the IVR (Interactive Voice Response) or e-statement services of CDC, you must regularly obtain physical statement from the broker and also obtain a free of cost CDC Sub-Account statement from any CDC office. Ensure that both statements match each other and securities balances given are correct as per your record.
- Do not place funds with any broker on fixed return basis as the same is illegal.
- Always make payments/deliveries in the official name of the brokerage and always obtain receipt for every payment made.
- All transactions and capital gains taxes are payable on the prescribed rates of the Government of Pakistan. No broker can offer any relaxation in the prescribed rates of these taxes. A broker offering discounted rates against these taxes may be involved in deceptive and wrongful practices.
- In case of any change in your contact details, immediately update the same on all relevant record items such as the UIN database, your trading Account with the broker and your CDC Sub-Account etc.

In case of any discrepancy in the statements or suspicion of wrongful conduct of your broker, immediately contact Lahore Stock Exchange, CDC and/or NCCPL at their following given contacts:



Ph: +92-42-3636-8000 Fax: +92-42-3636-8485 Email: info@lse.com.pk Web: www.lse.com.pk



Ph:+92-21-111-111-500 Fas:+92-21-3432 6031 Email:info@edcpak.com www.cdcpakistan.com



Ph: +92-21-32460811-19 Fax: +92-21-3246 0827 Email:info@nccpl.com.pk Web: www.nccpl.com.pk

LSE Corporate Communications Department/2013

#### **CLIENT RELATIONSHIP FORM**

KYC-CHECK LIST

#### YOUR PERSONAL INFORMATION (to be filled by the client)

| Name:<br>Father's / Husband's Name:   |  | Mother's   | s maiden Name:                    |   |                        |
|---|--|--|-----------------------------------|---|------------------------|
|   |  | (7) 1  |                                   |   |                        |
| Date of birth:  | Place                                  | of Birth   | 1                                 | Nationality:  |                        |
| New NIC No:   | Old N                                  | NIC No:  | I                                 | Passport No:  |                        |
| Permanent Address:  |  |  |                                   |   |                        |
| Your Current Residence is:<br>Type of Accommodation:<br>Residing Since:   |  | Rented Mort<br>Apartment Port  | gaged Parents<br>ion Other        | Company P   | rovided                |
| Gender: Alle<br>Qualification Metric<br>Source if Fund a Invested in Sto<br>YOUR OCCUPATICIONAL E<br>Name of Company: | c/O' level Inter/<br>ock Exchange Coll | Marital Status:<br>A'S level<br>Loaned/Borrowed<br>ective Investment<br>ent) | Single Mar<br>Bacheld<br>Own Inve | Master & abov   |                        |
| Tel:  | Fax:                                   | Cell:  | -                                 | Email (office)  |                        |
| Nature of Occupation: Salari<br>Nature of Business (Please Spec   |  | Busin <b>;</b> man   | Sel_Em                            | ployed Professional                                   |                        |
| Business/Employment tenure:   | Years                                  | 3:   | Month:                            |   |                        |
| Your Monthly Income: Gross In   | ncome (Rs.) Net I                      | ncome (Rs.)  | Other Incon                       | ne (Rs.)  |                        |
| YOUR REFERENCE<br>Name:   | Relationship:                          |  | New NIC N                         | 0.  |                        |
| Address Resident:   |  |  |                                   |   |                        |
| Tel (Res)   | Tel (Office)                           |  | (                                 | Cell No.  |                        |
| CONTACT DETAIL<br>Land Line No:<br>Address Res:<br>Nationality:<br>REMARKS  |  | CNIC No:<br>Address Off:<br>] Email Address:                                 |                                   | Cell Number<br>Passport in o<br>Obtain Business Card: | :<br>case of foreigner |
| SIGNATURES:   |  |  |                                   |   |                        |
| Main Applicant  | Joint Applicant 1                      | Joint Applicant  | 2 Joint App                       | licant 3 Part   | ticipant               |
|   |  |  |                                   |   |                        |

#### Annexure A

#### BRIDGE SECURITIES (PVT) LIMITED. FOR INTERNAL USE ONLY KYC/CDD CHECKLIST

|   | KIC/CDD CHECKLIST                                | -                                    |
|---|--|--------------------------------------|
| Date  | Account  | Account/UIN #                        |
| SECTION A   |  |                                      |
| Minimum Information/Documents to                    | be Provided by Investor                          |                                      |
|   | Pls  | pls                                  |
| Pls   |  | -                                    |
|   | tick   | tick                                 |
| tick  |  |                                      |
| 1. Individuals/Sole                                 | 2. partnerships                                  | 3. Institution/Corporat              |
| Proprietorships                                     |  | ion                                  |
| CNIC of principal and Joint Holders/                | CNICS/NICOP of all partners, as                  | CNIC/NICOP of Authorized             |
| passport for Foreign Nationals / NICOP              | applicable                                       | Signatories and Directors            |
| for non-resident Pakistan                           | Doute outline Dood                               | List of Directors and Officers       |
| Proof of Employment/Business                        | Partnership Deed                                 | List of Directors and Officers       |
| NTN Certificate, where available                    | Latest financial statements                      | NTN certificate                      |
|   |  |                                      |
|   | Certificate of Registration (in case             | Documentary evidence of tax          |
|   | of registration partnership firm)                | Exemption (if applicable)            |
|   | NTN Certificate                                  | Certificate of Incorporation         |
|   |  | Certificate of Commencement of       |
|   |  | Business                             |
|   |  | Certified Copy of Board Resolution   |
|   |  | Memorandum& Articles of association/ |
|   |  | Bye Laws/ Trust Deed                 |
|   |  | Audited Accounts of the company      |
| 4. Trusts   | 5. Clubs societies                               | 6. Executors/                        |
|   | and Associations                                 | Administrators                       |
| CNICs of all trustees                               | Certificate copy of certificate                  | CNICs of all                         |
|   | of Registration                                  | Executors/Administrators             |
| Certified copy of the Trust Deed                    | List of Members                                  | Certified copy of Latter of          |
| 1,5   |  | Administration                       |
| Latest financial of the trust                       | CNIC/NICOP of Members of                         |                                      |
|   | Governing Board                                  |                                      |
|   |  |                                      |
| Documentary Evidence of Tax                         | Certified copy of bylaws/rules                   |                                      |
| •   | Certified copy of bylaws/rules<br>and regulation |                                      |
| Exemption (if applicable)                           | and regulation                                   |                                      |
| Exemption (if applicable)<br>Trustee/Governing Body | and regulation<br>Copy of latest financials of   |                                      |
|   | and regulation                                   |                                      |

List any missing documents/information below:

#### If any document or information is missing, proceed to Section G4.

#### Annexure-A

| SECTION B   |             |     |
|---|-------------|-----|
| Assessment of Information provided in section A,  |             |     |
| Based on information provided in A,   |             |     |
| 1. Is the investor also the ultimate beneficiary of the funds to be invested  | Yes         | No  |
| If No, joint account should be opened or power of attorney be provided by ultimate<br>Beneficiary with relevant documentary detail of the beneficiary   |             |     |
| 2. In case the investor is a private company, IS the latest shareholders' list available  | Yes         | No  |
| <ul> <li>3. In case of Government Accounts,</li> <li>Mark YES if the account is <u>not</u> in the personal name of the government official</li> <li>A resolution/authority latter (duly endorsed by Ministry of finance or finance Department of concerned government) is available, which authorizes the opening and operating of this account by an officer of federal/provincial/local government in his /her official capacity</li> </ul> | Yes         | No  |
| If the answer to any of the above question was 'NO', go to sec<br>Otherwise go to section C   | tion G.3 or | G.4 |

| Section C                            |             |                   |
|--------------------------------------|-------------|-------------------|
| Risk Category of Investor            | please tick |                   |
|                                      | Box         |                   |
| 1. Government Department/Entity      | LOW RISK    | Go to Section G.1 |
| 2. Public listed Company             | LOW RISK    | Go to Section G.1 |
| 3. Private limited company           | MEDIUM RISK | Go to Section G.2 |
| 4. Non-Government Organization (NGO) | HIGH RISK   | Go to Section G.3 |
| 5. Trust/Charity                     | HIGH RISK   | Go to Section G.3 |
| 6. Unlisted Financial institution    |             | Go to Section D   |
| 7. Individual                        |             | Go to Section E   |

| SECTION D   |                               |                |          |
|---|-------------------------------|----------------|----------|
| Unlisted Private Financial Institution (NBFI)   |                               |                |          |
| Is the unlisted private financial institution domiciled i<br>SECP/State Bank of Pakistan (SBP)<br>Is it domiciled in a FATF member country that is satis<br>Recommendation and is supervised by a regulatory bo | sfactorily following the FATF | YES<br>YES     | NO<br>NO |
| If YES, proceed to Section G.1  | If No, Proceed                | l to Section G | i.3      |

#### **SECTION E**

| Individual   |               |          |
|--|---------------|----------|
| 1. Is the person a non-resident Pakistani  | YES           | NO       |
| 2. Is the person a high net worth individual with no identifiable source of income or  |               |          |
| His/her profile/source of income doesn't match with size & quantum of investments/   | YES           | NO       |
| 3. Is the person involved in dealing in high value item (based on declared occupation)   | YES           | NO       |
| 4. Is the person a foreign national  | YES           | NO       |
| 5. Does the person appear to have links or money transfer to/from offshore tax havens<br>Or belong to country (s) where KYC/CDD and anti money laundering regulation are<br>lax (in term of not sufficiently applying FATF recommendation) | YES           | NO       |
| 6. Is there any reason to believe that the person has been refused account opening by<br>Another financial institution/brokerage house   | YES           | NO       |
| 7. Is the person opening the brokerage account on a non-face-to-face basis/on-line   | YES           | NO       |
| If the response to any question (1-7) above was 'YES', proSection G.3  | oceed to      |          |
| 8. Is the person a holder of senior level public (government) office i.e. a politically Exposed person (PEP) or family member of PEP.  | YES           | NO       |
| 9. Is the person a holder of high profile position (e.g. senior politically)   | YES           | NO       |
| If the response to any question (8-9) above was 'YES', p<br>else proceed to Section G.1  | proceed to Se | ction F, |

#### **SECTION F**

| Politically Exposed Person/ Foreign National/Holder   | r of High Profile Position                                      |               |        |
|---|---|---------------|--------|
| Is the brokerage account relationship with this high risk<br>politically exposed person/foreign national/holder of high<br>the Nominee Director, CEO/COO of the brokerage hou<br>by management through signing the respective Account | gh profile position, approved by se (approval shall be provided | Yes           | No     |
| If YES, proceed to Section G.3  | If NO, proc   | eed to Sectio | on G.4 |

| SEC  | FION G              |   |
|------|---------------------|---|
|      | tor Risk Profile    |   |
| mvce | Risk Classification | KYC Requirements  |
| G.1  | LOW RISK            | Reduced KYC Requirement shall be applicable:<br>Investor account can be opened once information/documents<br>mentioned in section A have been provided.   |
| G.2  | MEDIUM RISK         | Greater care required and documents listed in section A should be obtained before opening of account.   |
| G.3  | HIGH RISK           | <ul> <li>Enhanced KYC Requirements shall be applicable:</li> <li>Investor account can be opened once information/documents mentioned in section A have been provided.</li> <li>Transaction shall be monitored to ensure that the funds used for investments are from an account under the investor's own name in a financial institution (e. g bank) subject to high due diligence standards and the amount and frequency of investments are not unusual given the nature and financial strength of the Investor</li> </ul> |
| G.4  | HIGH RISK           | Account cannot be opened as KYC Requirements have not been Fulfilled.   |

| CONFIRMATION of physical presence of customer when opening account | YES | NO |
|--|-----|----|
|--|-----|----|

#### **Other Comments**

| Completed by:                         |                            |           |      |
|---------------------------------------|----------------------------|-----------|------|
| I I I I I I I I I I I I I I I I I I I |                            |           |      |
|                                       | Name of sales person/Agent | Signature | Date |

| Checked by: |                           |           |      |
|-------------|---------------------------|-----------|------|
|             | Name of compliance person | Signature | Date |



PAKISTAN STOCK EXCHANGE LIMITED

# INVESTOR AWARENESS GUIDE

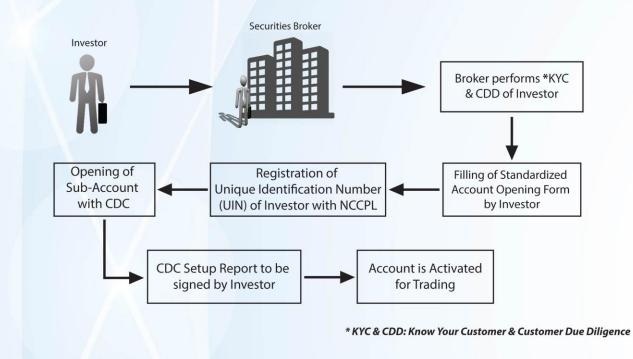
PAKISTAN STOCK EXCHANGE LIMITED Regulatory Affairs Division



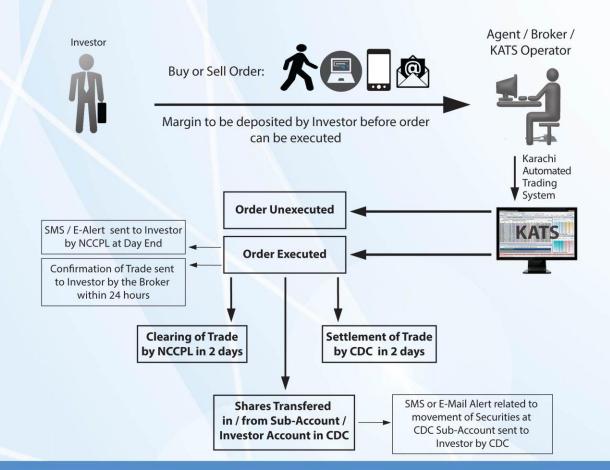
The Pakistan Stock Exchange Limited (PSX) is issuing this 'Investor Awareness Guide' to edUCAte the investing PUBlic about their rights and obligations and Guide them to take pruDent approach while trading in shares or futures contracts. This Guide explains some significant provisions regarding shares trading and settlement as well as investors' protection.

DISCLAIMER: Investors should not construe this Guide as comprehensive and interpretive of all applicable rEGUlatory provisions. Investors are further advised in their own interests to read and Understand the applicable securities rules and rEGUlations as framed by Securities and Exchange Commission of Pakistan (SECP), PSX, Central Depository Company of Pakistan Limited (CDC) and National Clearing Company of Pakistan Limited (NCCPL) to obtain complete Understanding of their rights and obligations.

#### ACCOUNT OPENING PROCESS FLOW



#### **TRADING FLOW**





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#### 1. KNOW YOUR BROKERS/AGENTS AND THEIR REGISTERED BRANCHES:

The Securities Brokers (Licensing and Operations) Regulations, 2016 framed under Securities Act, 2015 require a broker to be licensed and registered as Securities Broker (hereinafter eferred to as SX Froker") with SECP in order to perform the functions of a PSX Broker. Scillarly, the egents of PSX Broker must also be registered with SECP to perform the functions

01

To verify the registration details of PSX Brokers and their agents is the first prudent step all investors should take to ensure that they trade through a duly registered person and at a registered place. Therefore, investors should seek from PSX Brokers/agents the information relating to their registration numbers and other related details prior to commencing business with them and match the same with their registration details including details relating to their registered branch offices available on PSX website: <u>www.psx.com.pk</u> and Jamapunji: <u>www.jamapunji.pk</u>.

The above verification is very crucial, because if you do business with an unregistered PSX Broker or agent that later embezzles your money and/or securities or goes out of business, there may be no way for you to recover your money or even lodge complaint with SECP or other capital market institutions i.e. PSX, CDC and NCCPL. Therefore, it is strongly advised to all investors to make sure that they deal through the registered PSX Broker and/or it agents and at their registered branches/offices.

#### 2. OPENING OF ACCOUNT IN OWN NAME:

Customers are advised in their own interest to open trading account with PSX Brokers in their own name and are encouraged to operate the account themselves. However, in case Customer wishes to authorize a trustworthy person to operate the trading account, he/she should furnish written authorization for the same with PSX Broker while opening the account. The customer must retain a copy of such authorization for record purpose.

Customers must note that they will be responsible and liable for any consequences including but not limited to losses and claims that may arise or incurred by virtue of transactions executed in their account on the instructions of their authorized persons. Please keep in mind that such authorization carries risk of misuse of authority and may lead to fraud. Therefore, Customers need to be mindful of any bogus activity in their account and carefully select a person being authorized to operate their account in order to ensure that all trades executed in their account remain in their knowledge.

#### 3. FILLING OF STANDARDIZED ACCOUNT OPENING FORM:

The PSX Brokers are required to adopt Standardized Account Opening Form (SAOF) for each of their Customers. The SAOF is a primary source of contractual agreement that contains minimum Terms and Conditions binding on the PSX Broker and its Customers equally.



#### Account Opening Form Checklist

Annex-A

- Nature of Account
- Complete particulars of account holder
- Declaration of Solvency
- Particulars of Authorized Person(s) to operate the account
- Letter of authorization from the Account Holder to operate the account by Authorized Person (s)
- Detail of Margin Deposit
- Details of Client banks (optional)
- Complete particulars of Account(s) with other broker(s) (optional)
- Complete particulars of Nominee
- Acknowledgement of Special Terms and Conditions as specified by the exchange
- Signature of Broker
- Signature of Account Holder
- Signature of Joint Account Holder (if applicable)
- Complete particulars of two witnesses with CNIC details

#### Enclosures (for individuals):

- Attested copies of National Identity Card of the applicant
- Attested copies of National Identity Card of the Joint Holders and or Nominee(s) (if applicable)
- Attested copies of passports of the applicant, Joint Holders and or Nominee(s) (in case of non-residents)
  - Copy of the letter of authorization from the Account Holder(s) of the person authorized to
- trade in my/our accounts
   (if other than the account holder)
- List of Transaction fee, Commission to be charged by the Broker and other CDC charges to be levied

#### Enclosures (for corporate entities:

- Certified true copy of Board Resolution (as per specimen provided by PSX)
- Certified true copies of Memorandum & Articles of Association
- List of authorized signatories
- List of nominated persons allowed placing orders

#### **Compliance Officer**

Room No 214, 2<sup>nd</sup> Floor, Stock Exchange Building, 19-Khayaban-e-Awan-e-Iqbal Lahore. TELEPHONE+92 42 36280884, +92 42 36280885, 36280886 EMAIL: bridgesecurities110@hotmail.com, URL: www.bspl.com.pk



#### KYC/CDD Checklist

#### For Individual/ Sole proprietorship

- Copy of CNIC of Principal and Joint holders/ NICOP for Non-Residential Pakistanis
- Passport for Foreign Nationals
- Business/ Employment Proof
- NTN Certificate (If available)
- Nominee details (Not in case of Joint holders)
- Present and permanent address details with supports (where possible)
- Email address of the customer

#### For Partnership

- Name of Partnership and Partners
- Copy of CNIC/NICOP of all Partners
- Partnership Deed
- Copy of Latest Financials
- Certificate of Registration (If registered partnership firm)
- NTN Certificate
- Address of place of business
- Authorized partner to operate the account
- Mobile number and email address of the authorized person

#### For Institutions/ Corporates

- Name of Directors and Officers
- Registered Address
- Copy of CNIC/NICOP of all Directors and Authorized Signatories
- Certificate of Incorporation
- Certificate of Commencement of Business
- NTN Certificate
- Tax exemption certificate where applicable
- Certified copy of Board Resolution
- Memorandum & Articles of Association/ ByeLaws/ Trust Deed
- Audited Accounts of the Institutions/ Corporate

Annex-

В





#### For Trust

- Copy of CNIC of all Trustees
- Certified copy of Trust Deed
- Copy of Latest Financials of the Trust
- Document Evidence of Tax Exemption (If any)
- Trustee/ Governing Body Resolution

#### For Club Societies and Associations

- List of Members of Governing Body
- Copy of CNIC/ NICOP of Members of Governing Body
- Certified Copy of Certificate of Registration
- Certified Copy of by-laws/Rules and Regulations
- Copy of Latest Financials of Society/Association
- Resolution of Board/Governing Body

#### For Executors/ Administrations

- Copy of CNIC of all Executors/Administrators
- Certified Copy of Letter of Administration

**Compliance Officer** 

|  | <br> |  |
|--|------|--|
|  |      |  |
|  |      |  |
|  |      |  |
|  |      |  |
|  |      |  |
|  |      |  |
|  |      |  |
|  |      |  |
|  |      |  |



The Compliance Officer,

Bridge Securities (Pvt.) Limited

Lahore

Dear Sir/Madam

Subject: ACKNOWLEDGEMENT OF DOCUMENTS

I hereby acknowledge the receipt of the following documents.

- COPY OF COMPLETE SET OF ACCOUNT OPENING FORM
- COPY OF THE UIN POST REPORT
- CDC SETUP REPORT

Thanking you, we remain, Yours truly,

Customer Name: \_\_\_\_\_

| Account No | : |  |
|------------|---|--|
|            |   |  |

CDC No :\_\_\_\_\_

Signature :\_\_\_\_\_



#### Annex-D

#### **Account Closing Checklist**

#### At the time of Account Closure

- Settlement of outstanding balance in the client's regular bank account (money and shares/securities held on client's behalf);
- Criteria for account closing date; whether after settlement or the date of application of account closing.

#### At the time of Account Closure

- There is no balance/ securities outstanding against the customers;
- Customer's money has been transferred/ settled;
- No transaction is carried out subsequent to account closing date;
- Requisite certifications and clearances as prescribed under the applicable regulatory
- framework have been obtained for closing the account.

Account(s) have been closed after the settlement if there is any transaction is in process.

**Compliance Officer**