



Broker Registration No. 15

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

NATURE OF ACCOUNT:			
SINGLE: <input type="checkbox"/>	JOINT: <input type="checkbox"/>	CLIENT ID / ACCOUNT NO.	
COMPANY: <input type="checkbox"/>	FIRM: <input type="checkbox"/>	CDC ACCOUNT NO.	

ACCOUNT HOLDER	JOINT ACCOUNT HOLDER
ACCOUNT TITLE/NAME: _____	ACCOUNT TITLE/NAME: _____
ADDRESS: _____ _____	ADDRESS: _____ _____
TEL: _____	TEL: _____
E-MAIL: _____	E-MAIL: _____
FAX NO: _____	FAX NO: _____
PERMANENT / REGISTERED ADDRESS: _____ _____	PERMANENT / REGISTERED ADDRESS: _____ _____
<u>For individuals only:</u>	
DATE OF BIRTH: _____	DATE OF BIRTH: _____
NATIONALITY: _____	NATIONALITY: _____
STATUS: _____ RESIDENT _____ NON-RESIDENT	STATUS: _____ RESIDENT _____ NON-RESIDENT
GENDER: _____ MALE _____ FEMALE	GENDER: _____ MALE _____ FEMALE
FATHER'S / HUSBAND'S NAME: _____ _____	FATHER'S / HUSBAND'S NAME: _____ _____
NATIONAL IDENTITY CARD NO. (IN CASE OF NON RESIDENT PASSPORT NO.) _____	NATIONAL IDENTITY CARD NO. (IN CASE OF NON RESIDENT PASSPORT NO.) _____
OCCUPATION: _____ _____	OCCUPATION: _____ _____
<u>For Companies or Firms only:</u>	
Company Registration No. _____ _____	
STATUS: _____ RESIDENT _____ NON-RESIDENT	

Signature of Broker

Signature of Account Holder

Signature of Joint Account Holder

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 repayment of loan of a bank/financial institutions.

Name of Authorized Persons to operate the account

The account shall be operated by the following:

	<u>Names</u>	<u>Specimen Signature</u>	<u>Singly/Jointly</u>
(a)	_____	_____✓	_____
(b)	_____	_____	_____
(c)	_____	_____	_____

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

MARGIN DEPOSIT

The Account 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 trades at least 3 days prior to the implementation of the revised margin requirements.

ACCOUNT(S) WITH OTHER BROKER(S) (OPTIONAL):

NAME OF THE BROKER(S)	MEMBER EXCHANGE	CLIENT ID / ACCOUNT

CLIENT BANK DETAILS (OPTIONAL):

NAME OF THE BANK: _____

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 Nominee: _____ Surname: _____

NIC Number: _____ Date of Birth: _____ (DD/MM/YYYY)

Postal Address: _____

Tel: _____ E-mail: _____

✓

_____	_____	_____
Signature of Broker	Signature of Account Holder	Signature of Joint Account Holder

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 parties 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 Registration Rules, 2001, Securities and Exchange Rules 1971 and all directions/directives passed from time to time to regulate the trades between the parties and to regulate Brokers conduct and the Central Depository Companies of Pakistan 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.
- 1(a). In case any dispute in connection with the trade or transaction between the Broker and the Account Holder is not settled amicably, either party may refer the same to arbitration in accordance with the provisions of General Regulations 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 members 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 in securities, such as trading and/or settlement of deliveries of securities on behalf of the Account Holder(s). The Broker shall not use such amounts 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 Broker shall be authorized to act on the verbal instructions of the Account Holder(s). The Broker shall provide a written confirmation of the executed transactions as required under rule 4(4) of the Securities & 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 5 below.

Or

The Account Holder(s) shall give written instructions for the sale/purchase of securities to the Broker. The Account Holder(s) shall not give any verbal/oral instructions. The Broker shall provide a written confirmation of the executed transactions as required under rule 4(4) of the Securities & 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 5 below.
4. The Broker shall provide the confirmation of the executed transactions to the _____ (Name of Account Holder) at the above stated address by means of acceptable mode of communication or by hand subject to acknowledgment 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 confirmation. 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.

Signature of Broker

Signature of Account Holder

Signature of Joint Account Holder

- 7 (a) The Broker shall be responsible to ensure delivery of CDC eligible securities in the CDC account of the Account Holder(s) subject to full payment by the Account Holder(s). In case of companies which are not on the CDS, the Broker 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 preferably in form of A/c Payee cross cheque only within 1 business day of the request of the Account Holder(s) (subject to the maintenance of the margin requirements).
- (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 the General Regulations of the Exchange.
8. The Broker shall accept from the Account Holder(s) payments through "A/c Payee Only" crossed cheque, bank drafts, pay orders or other crossed banking instruments in case of amounts in excess of Rs. 25,000/-. Electronic transfer of funds to the Broker through banks would be regarded as 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 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 payment 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 payments shall be made from the cash received from clients. However, in exceptional circumstances, 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 members shall make all the payments of Rs. 25,000/- and above, through crossed cheques / bank drafts / pay orders or any other crossed banking instruments showing payment of amount from their business bank account. Copies of these payment instruments including cheques, pay orders, 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 representative 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 transactions himself/herself/themselves unless the Account Holder(s) authorize 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).
12. **For Joint Account Holder(s) only:**
 We, the Account Holders shall operate the account jointly or severally and the instructions issued either jointly or severally shall be binding on us as well as upon the broker in respect of the joint title 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 provided 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 debit the account 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.

 Signature of Broker

 Signature of Account Holder

 Signature of Joint Account Holder

15. The Broker shall not disclose the information of the transactions of the Account Holders 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 Account Holder(s) shall not raise any objection whatsoever.
16. In case a Broker converts 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/acknowledgment. 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 orders to clients made through fax or e-mail will have a time record.
18. All orders received telephonically and placed on KATS shall be supported by recording on dedicated telephonic lines, preferably connected with a computerized taping system so as the orders could possibly be sorted 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 undertake 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 Broker

Signature of Account Holder

Signature of Joint Account Holder

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 from 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):

1. Certified true copy of Board Resolution (specimen provided as per Annexure 'A').
2. Certified true copies of Memorandum & Articles of Association.
3. List of authorized signatories.
4. List of nominated persons allowed to place order.

Signature of Broker

Signature of Account Holder

Signature of Joint Account Holder

Annexure -'A'

Board Resolution

"RESOLVED" that an application be made on behalf of _____ (name of entity) to _____ ("broker") for opening an Account and for the afore-said 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.

FURTHER RESOLVED that Mr./Ms. _____ and Mr./Ms. _____ be and are hereby 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 from time to time, and to deal with other incidental and ancillary acts, things and deeds".

Signatures of the Directors

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | |

Date of Resolution: _____

Signature of Broker

Signature of Account Holder

Signature of Joint Account Holder

CLIENT RELATIONSHIP FORM
KYC-CHECKLIST

YOUR PERSONAL INFORMATION (TO BE FILLED BY THE CLIENT)

Name: _____

Father's / Husband's Name: _____ Mother's Maiden Name: _____

Date of Birth: _____ Place of Birth: _____ Nationality: _____

New NIC No. _____ Old NIC No. _____ Passport No. _____

Permanent Address: _____

Your Current Residence is: Owned Rented Mortgaged Parents Company
Provided

Type of Accommodation: House Apartment Portion Other

Residing Since: Tel (Res) : Email: _____

Gender: Male Female

Qualification: Matric Inter/A' Levels Bachelors Master & Above

Source if Funds invested in stock Market:
Loaned/Borrowed Own Investment

Collective Investment Inherited Savings

YOUR OCCUPATIONAL DETAILS (TO BE FILLED BY THE CLIENT)

Name of Company: _____ Designation _____

Tel: _____ Fax: _____ Cell: _____ Email (office) _____

Nature of Occupation: Salaried Businessman Self Employed Professional

Nature of Business (please specify) _____

Business / Employment tenure: _____ Years: _____ Months: _____

Your Monthly Income: Gross Income (Rs.) Net Income (Rs.) Other income (Rs.)

YOUR REFERENCE

Name: _____ Relationship: _____ New NIC No. _____

Address Residence: _____

Tel (Res.) _____ Tel (Office) _____ Cell No: _____

CONTACT DETAILS

Land Line No CNIC No Cell Number

Address Res Address off Passport in case of foreigner

Nationality Email Address Obtain Business Card

REMARKS _____

Account Holder

Joint Account Holder

Reviewed By

The Chief Executive
Rahat Securities Limited,
Stock Exchange Building,
Lahore.

SUB: AUTHORIZATION UNDER SECTION 12 & 24 OF THE CENTRAL DEPOSITARY ACT
1997

Dear Sir,

I/We the undersigned is maintaining Sub Account NO. _____ do hereby irrevocably and unconditionally authorize Rahat Securities Limited TREC Holder Pakistan Stock Exchange Limited Code # 275/00513 to open my electronic Securities for book entry system and:

1 To deliver/transfer/depose off the securities lying with my sub account at any time without any notice to me and to apply the net proceed thereof towards the adjustment of any outstanding directly or indirectly to Rahat Securities Limited TREC Holder Pakistan Stock Exchange Limited Code # 275/00513 including against my losses, I/we shall remain liable thereafter for any shortfall.

2 To receive securities and credit them in my sub-account any outstanding clearing purchase subject to receipt of payment from me (if any)

3 I/we further authorized to Rahat Securities Limited TREC Holder Pakistan Stock Exchange Limited Code # 275/00513 to move shares from my sub account to their house account at any time for their own use.

4 I/we further hereby unconditionally and irrevocably authorize to Rahat Securities Limited TREC Holder Pakistan Stock Exchange Limited Code # 275/00513 to move my book entries to main account and to pledge my book entry securities in favour of any eligible pledge (s) including Pakistan Stock Exchange limited or any bank to extent of my margin commitment to meet my exposures on trading.

5 To pledge and loan my securities lying with my Sub Account as and when required Rahat Securities Limited REC Holder Pakistan Stock Exchange Limited. For their own use, with any eligible pledge

6 This authority is valid till I/we am/are maintaining my account in the brakeage house.

All acts done by Rahat Securities Limited TREC Holder Pakistan Stock Exchange Limited on my/our behalf as CDC participant under this authority shall be deemed to have been done by my/our own self and I hereby agree to confirm. Ratify and accept the same as done by myself/ourselves..... Rahat Securities Limited TREC Holder Pakistan Stock Exchange Limited shall be absolved from all liabilities under CDC Act, SECP Ordinance any Rules & Regulations thereof particularly under section 12, 24 & 28 of the Central Depositary Act 1997.

I/we certify that I/we have Read any comprehended the above conditions and also that the above information provided is correct to the best of my knowledge.

Signature _____ ✓

Signature _____

UNDERTAKING BY THE CLIENT(S)

I/we hereby request the member to act as my agent. I also authorize the member to:

- a. Maintain my account in its books for all transition of sale and purchase of shares
- b. Debit my account for the value of shares purchase by me through the member
- c. Credit my account for the sale proceeds of shares sold by me through the member

Debit my account for all commission, brokerage and other charges that are normally applicable including those otherwise fixed by the Pakistan Stock Exchange Limited.

I hereby accept your standard terms and condition for the sale and purchase of shares and securities and for maintaining my account, those terms and conditions have been read and under stood by me and signed by me in acceptance thereof. I/we undertake to abide by all these terms and conditions and to fulfil and discharge my contractual and legal obligations reflected or envisaged therein whether expressed or implied.

A copy of terms and condition duly signed by me/us as annexed to this application and shell constitute a binding contract upon acceptance by the Member.

(Signature)

✓

(Signature)

Name: _____

Name: _____

Account: _____

Account: _____

1. Witness: -

2. Witness: -

Name: _____

Name: _____

Address: _____

Address: _____

Rahat Securities Limited.

TREC HOLDER: PAKISTAN STOCK EXCHANGE LTD.

UNIVERSAL MEMBER: PAKISTAN MERCANTILE EXCHANGE LTD.

Head Office: Room # 617 & 618, S.E. Building, Lahore.

Tel: 042-36303876-78, 36316208 & 10

Fax: 042-36314253

Website: www.rahatonline.com

Dear Account Holder,

This is to inform you that Rahat Securities Limited is enhancing its vision towards betterment and for this reason we are enhancing our services.

We are now sending daily confirmation of your orders execution through regular mail and for this reason we will charge @ Rs. 75/= per mail. We will debit your account with this amount after every regular mail

Just for your convenience Rahat Securities Limited now offering you another option that you provide us your correct email address in the area mentioned below with your signature and we will send your daily confirmation to your email without any charges.

Yours truly,

*For and on Behalf of
Rahat Securities Limited*



Ch Irshad Ahmed

If you want email confirmation, please fill this form and return to us within 3 days after receiving, else daily confirmation report will be send through regular mail to you.

To,
Chief Executive
Rahat Securities Limited
S.E. Building, Lahore.

Sir,

I confirm that _____ is my active email address and
_____ is my account with Rahat Securities Limited, please send my
daily confirmation report on above mentioned email address.

Thanking you,

(SIGNATURE)

(SIGNATURE)

Lahore Cantt Office:

Tel: 042-36652615-16, 36655888



"ANNEXURE A"

**RISK DISCLOSURE DOCUMENT
(TO BE GIVEN BY THE BROKERS TO THEIR CUSTOMERS)**

This Risk Disclosure document is prescribed by the Pakistan Stock Exchange Limited (PSX) under Clause 13(1) of the Securities Broker (Licensing and Operations) Regulations, 2016.

This document contains important information relating to various types of risks associated with trading and investment in financial products (equity securities, fixed income instruments, derivatives contracts etc.) being traded at PSX. The customers should carefully read this document before opening trading account with a broker.

In case a customer suffers negative consequences or losses as a result of trading/investment, he/she shall be solely responsible for the same and PSX or Securities and Exchange Commission of Pakistan (SECP) shall not be held responsible/liable, in any manner whatsoever, for such negative consequences or losses.

The customers must acknowledge and accept that there can be no guaranteed profit or guaranteed return on their invested capital and under no circumstances a broker can provide customers such guarantee or fixed return on their investment in view of the fact that the prices of securities and futures contract can fall as well as rise depending on the market conditions and performance of the companies. Customers must understand that past performance is not a guide to future performance of the securities, contracts or market as a whole. In case the customers have any doubt or are unclear as to the risks/information disclosed in this document, PSX strongly recommends that such customer should seek an independent legal or financial advice in advance.

PSX neither singly or jointly and expressly nor impliedly guarantee nor make any representation concerning the completeness, accuracy and adequacy of the information contained in this document as this document discloses the risks and other significant aspects of trading /investment at the minimum level. PSX does not provide or purport to provide any advice and shall not be liable to any person who enters into a business relationship with a broker based on any information contained in this document. Any information contained in this document must not be construed as business/investment advice in any manner whatsoever.

THE CUSTOMERS MUST BE AWARE OF AND ACQUAINTED WITH THE FOLLOWING:

1. BASIC RISKS INVOLVED IN TRADING IN SECURITIES MARKET:

1.1 VOLATILITY RISK:

Volatility risk is the risk of changes in the value of financial product in any direction. High volatility generally means that the values of securities/contracts can undergo dramatic upswings and/or downswings during a short period. Such a high volatility can be expected relatively more in illiquid or less frequently traded securities/contracts than in liquid or more frequently traded one. Due to volatility, the order of a customer may not be executed or only partially executed due to rapid change in the market prices. Such volatility can also cause price uncertainty of the market orders as the price at which the order is executed can be substantially different from the last available market price or may change significantly thereafter, resulting in a real or notional loss.

1.2 LIQUIDITY RISK:

refers to the ability of market participants to buy and/or sell securities expeditiously at a competitive price and with minimal price difference. Generally, it is assumed that more the numbers of orders

available in a market, greater is the liquidity. Liquidity is important because with greater liquidity, it is easier for customers to buy and/or sell securities swiftly and with minimal price difference and, as a result, customers are more likely to pay or receive a competitive price for their executed trades. Generally, lower liquidity can be expected in thinly traded instruments than in liquid or more frequently traded ones. As a result, order of customer may only be partially executed, or may be executed with relatively greater price difference or may not be executed at all. Under certain market conditions, it may be difficult or impossible for the customers to liquidate a position in the market at a reasonable price, when there are no outstanding orders either on the buy side or on the sell side, or if trading is halted in a security/contract due to any reason.

1.3 SPECULATIVE TRADING RISK:

Speculation involves trading of a security/contract with the expectation that it will become more valuable in a very near future. These transactions are attempted to make profit from fluctuations in the market value of securities, rather than fundamental value of a security and/or underlying attributes embodied in the securities such as dividends, bonus or any other factor(s) materially affecting the price.

Speculative trading results in an uncertain degree of gain or loss. Almost all investment activities involve speculative risks to some extent, as a customer has no idea whether an investment will be a blazing success or an utter failure.

Day trading strategy is a common example of speculative trading in which customers buy and sell the same security/derivative within the same day, such that all obligations are netted off and closed and no settlement obligations stand. The customer indulging in a day-trading strategy needs to be more vigilant and informed than the customers investing for a longer period, as market may not move during the day as the day-trader originally anticipated, resulting in a loss to them.

1.4 RISK OF WIDER SPREAD:

The Bid-Ask spread is the difference between the offer price and bid price of a security/contract quoted by the Market Makers or trading parties. The size of spread is affected by a number of factors such as liquidity, volatility, free float (the total number of shares outstanding that are readily available for trading) etc. Generally, low liquidity, high volatility and low free float levels of a security may result in relatively wider Bid-Ask Spread. The higher Bid-Ask spread can result in greater cost to customers.

1.5 RISK PERTAINING TO THE PRICE FLUCTUATIONS DUE TO CORPORATE ANNOUNCEMENT:

The corporate announcements by the issuers for the corporate actions or any other material information may affect the price of the securities. These announcements combined with relatively lower liquidity of the security may result in significant price volatility. The customers, while making any investment decision in such securities/contracts, are advised to take into account such announcements. Moreover, the customers should be cautious and vigilant in case fake rumors are circulating in the market. The Customers are advised to refrain from acting purely based on such rumors rather take well informed investment decision in light of all facts and circumstances associated with such securities and their issuers.

1.6 RISK REDUCING ORDERS:

The customers can place orders for limiting the losses to certain amounts, such as Limit Orders, Stop Loss Orders, and Market Orders etc. Customers must ask their brokers for detailed understanding of these order types. Customers must acknowledge that placement of such orders for limiting losses to certain extent may not always be an effective tool due to rapid movements in the prices of securities and, as a result, such orders may not be executed.

1.7 SYSTEM RISK:

High volume trading will frequently occur at the market opening and before market close. Such high volumes may also occur at any point in the day causing delay in order execution or confirmation. During periods of volatility, on account of market participants continuously modifying their order quantity or prices or placing fresh orders, there may be delays in order execution and its confirmations.

1.8 SYSTEMIC RISK:

Systemic risk arises in exceptional circumstances and is the risk that the inability of one or more market participants to perform as expected will cause other participants to be unable to meet their obligations when due, thereby affecting the entire capital market.

1.9 SYSTEM AND NETWORKING RISK:

Trading on the PSX is done electronically, based on satellite/leased line based communications, combination of technologies and computer systems to place and route orders. All these facilities and systems are vulnerable to temporary disruption or failure, or any such other problem/glitch, which may lead to failure to establish access to the trading system/network. Such limitation may result in delay in processing or processing of buy or sell orders in part only or non-processing of orders at all. As with any financial transaction, the customer may experience losses if orders cannot be executed normally due to systems failures on the part of exchange or broker. The losses may be greater if the broker having customers' position does not have adequate back-up systems or procedures. Accordingly, the Customers are cautioned to note that although these problems may be temporary in nature, but when the customers have outstanding open positions or unexecuted orders, these limitations represent a risk because of obligations to settle all executed transactions.

1.10 RISK OF ONLINE SERVICES:

The customers who trade or intend to trade online should fully understand the potential risks associated with online trading. Online trading may not be completely secure and reliable and may cause delay in transmitting information, execution of instructions due to technological barriers. Moreover, the customer acknowledges and fully understands that he/she shall be solely responsible for any consequences arising from disclosure of the access codes and/or passwords to any third person or any unauthorized use of the access codes and/or passwords.

1.11 REGULATORY/LEGAL RISK:

Government policies, rules, regulations, and procedures governing trading on the exchange are updated from time to time. Such regulatory actions and changes in the legal/regulatory ecosystem including but not limited to changes in tax/levies may alter the potential profit of an investment. Some policies of the government may be focused more on some sectors than others thereby affecting the risk and return profile of the investment of the customers in those sectors.

2. RISKS IN DERIVATIVE AND LEVERAGE PRODUCTS:

Derivative and leveraged trades enable the customer to take larger exposure with smaller amount of investment as margin. Such trades carry high level of risk and the customers should carefully consider whether the trading in the derivative and leveraged products is suitable for them, as it may not be suitable for all customers. The higher the degree of leverage, the greater the possibility of profit or loss it can generate in comparison with the investment involving full amount. Therefore, the customers should trade in the derivative and leveraged products in light of their experiences, objectives, financial resources and other relevant circumstances.

Derivative product namely Deliverable Futures Contract, Cash Settled Futures Contract, Stock Index Futures Contract and Index Options Contracts and leveraged products namely Margin Trading System, Margin Financing and Securities Lending and Borrowing are available for trading at stock exchange.

The customer transacting in the derivative and leveraged markets needs to carefully review the agreement provided by the brokers and also thoroughly read and understand the specifications, terms and conditions which may include markup rate, risk disclosures etc. There are a number of additional risks that all customers need to consider while entering into derivative and leveraged market transactions. These risks include the following:

- (a) Trading in the derivative and leveraged markets involves risk and may result in potentially unlimited losses that are greater than the amount deposited with the broker. As with any high risk financial product, the customer should not risk any funds that the customer cannot afford to lose, such as retirement savings, medical and other emergency funds, funds set aside for purposes such as education or home ownership, proceeds from student loans or mortgages, or funds required to meet living expenses.
- (b) All derivative and leveraged trading involves risk, and there is no trading strategy that can eliminate it. Strategies using combinations of positions, such as spreads, may be as risky as outright long or short positions. Trading in equity futures contracts requires knowledge of both the securities and the futures markets.
- (C) The customer needs to be cautious of claims of large profits from trading in such products. Although the high degree of leverage can result in large and immediate gains, it can also result in large and immediate losses.

- (d) Because of the leverage involved and the nature of equity futures contract transactions, customer may feel the effects of his/her losses immediately. The amount of initial margin is small relative to the value of the futures contract so that transactions are 'leveraged' or 'geared'. A relatively small market movement will have a proportionately larger impact on the funds the customer has deposited or will have to deposit. This may work against customer as well as for him/her. Customer may sustain a total loss of initial margin funds and any additional funds deposited with the broker to maintain his/her position. If the market moves against his/her position or margin levels are increased, customer may be called upon to pay substantial additional funds on short notice to maintain his/her position. If the customer fails to comply with a request/call for additional funds within the time specified, his/her position may be liquidated/squared-up at a loss, and customer will be liable for the loss, if any, in his/her account.
- (e) The customer may find it difficult or impossible to liquidate/square-up a position due to certain market conditions. Generally, the customer enters into an offsetting transaction in order to liquidate/square-up a position in a derivative or leverage contract or to limit the risk. If the customers cannot liquidate position, they may not be able to realize a gain in the value on position or prevent losses from increasing. This inability to liquidate could occur, for example, if trading is halted due to some emergency or unusual event in either the equity futures contract or the underlying security, no trading due to imposition of circuit breaker or system failure occurs on the part of exchange or at the broker carrying customers' position. Even if customers can liquidate position, they may be forced to do so at a price that involves a large loss.
- (f) Under certain market conditions, the prices of derivative contracts may not maintain their customary or anticipated relationships to the prices of the underlying security. These pricing disparities could occur, for example, when the market for the equity futures contract is illiquid, when the primary market for the underlying security is closed, or when the reporting of transactions in the underlying security has been delayed.
- (g) The customer may be required to settle certain futures contracts with physical delivery of the underlying security. If the customer hold position in a physically settled equity futures contract until the end of the last trading day prior to expiration, the customer shall be obligated to make or take delivery of the underlying securities, which could involve additional costs. The customer should carefully review the settlement and delivery conditions before entering into an equity futures contract.
- (h) Day trading strategies involving equity futures contracts and other products pose special risks. As with any financial product, customers who seek to purchase and sell the same equity futures in the course of a day to profit from intra-day price movements ("day traders") face a number of special risks, including substantial commissions, exposure to leverage, and competition with professional traders. The customer should thoroughly understand these risks and have appropriate experience before engaging in day trading. The customer should obtain a clear explanation of all commission, fees and other charges for which he/she will be liable. These charges will affect net profit (if any) or increase loss.

3. GENERAL:

3.1 ASSETS HELD WITH BROKERS:

The customer should familiarize him/herself with the measures available for protecting from the risk of misappropriation or misuse of cash and securities held with the brokers. For such purpose, he/she may opt for UIN Information System (UIS) provided by National Clearing Company of Pakistan Limited (NCCPL). The Customer should also provide correct mobile number/email address in order to receive SMS/e-Alerts services being provided by the NCCPL and Central Depository Company of Pakistan Limited (CDC) on each trade and movement of their securities.

Moreover, the customers should be aware of the protections given to money and securities deposited with the Brokers, particularly in the event of a default by such broker or the broker's insolvency or bankruptcy. The customer recognizes that in such default/insolvency/bankruptcy scenario, the customer may recover his/her money and/or property to such extent as may be governed by relevant PSX Regulations and/or local laws in force from time to time.

3.2 CUSTOMERS RIGHTS AND OBLIGATIONS:

The customer must understand their rights and obligations as well as the rights and obligations of the brokers specified under the PSX Regulations and the Standardized Account Opening Form, Know Your Client Form, Standardized Sub-Account Opening Form of CDC, and Agreement(s) of Leveraged

Products (Margin Trading System, Margin Financing and Securities Lending and Borrowing), where applicable, and any other applicable Rules, Regulations, Guidelines, Circulars etc. as may be issued by SECP and PSX from time to time.

- (a) The customers should ensure that they deal through the registered branch and with the registered Agents/Traders/Representatives of the broker. The customer shall also verify such details from the website of PSX and Jamapunji (www.jamapunji.pk);**
- (b) Customer at the time of establishing relationship with the brokers, should obtain a clear explanation of all brokerage, commission, fees and other charges for which customer will be liable to pay and these charges will affect net cash inflow or outflow;**
- (c) It is obligatory for the brokers to issue contract note, in either electronic form or hard copy, by next working Day of trading. The contract note shall contain all information relating to trade execution including commission and charges applicable on the customers. In case contract note is not issued, customer should inquire with broker immediately and in case the matter is not resolved, the same should be reported to the PSX;**
- (d) The customers should match the information as per the contract notes with the SMS/e-Alert received from CDC and/or NCCPL and may also verify from the UIS facility from the website of NCCPL.**

UNDERTAKING

I, he customer, hereby acknowledge that I have received this Risk Disclosure Document and have read and understood the nature of all risks and other contents and information provided in this document.

Date:

Signature of Broker

Signature of Account Holder

Signature of Joint Account Holder

Rahat Securities Limited (Clients)

COMMISSION SLAB (C)

RANGE	DELIVERY	DIFFERENCE (INTRA-DAY)
	RATE	RATE (BOTH SIDE)
0-05	0.0350	0.020
05.01-10	0.0450	0.050
10.01-20	0.0600	0.055
20.01-50	0.0600	0.065
50.01-80	0.1000	0.100
80.01-100	0.1000	0.100
100.01-150	0.1500	0.140
150.01-200	0.2000	0.150
200.01-250	0.2000	0.200
250.01-300	0.2200	0.200
300.01-350	0.2500	0.250
350.01-400	0.2500	0.250
400.01-450	0.3500	0.300
450.01-500	0.4000	0.300
500.01-600	0.4000	0.350
600.01- 650	0.4500	0.350
650.01-MAX	0.5000	0.350

CVT @ 0.01% on Buy Amount i.e. Rs 10/= on Rs 100,000/=

FED @ 16% on Commission Value

CDC Sub A/C & UIN Charges First Time Rs. 1,000/= and Rs. 700/= Renewal Charges every year. Account closing Charges Rs. 1,200/=

Signature _____ ✓

Signature _____



Rahat Securities Limited.

TREC Holder Pakistan Stock Exchange Limited
Room No.617 & 618, Stock Exchange Building,
19-Khayaban-e-Aiwan-e-Iqbal, Lahore – Pakistan

Ph: 36303876-78
36316208 & 10
Fax: 36314253

Remote Terminal Request Form

Please fill all the requested fields given below:

Date of request: _____

Account #:			
Full Name:			
Correspondence Address:			
Email:			
Telephone:	Land Line:		
	Mobile:		
Type of Remote Terminal	<input type="checkbox"/> OPEN (Trading)	<input type="checkbox"/>	View Only
Reference (if any):			
Comments (if any):			

Remote Terminal User Agreement:

READ THE SUBSCRIBER AGREEMENT AND TERMS OF USE BELOW.

This Subscriber Agreement and Terms of Use govern your use of Rahat Securities Limited Remote Trading Terminal, and, unless other terms and conditions expressly govern, any other electronic services from The RAHAT SECURITIES LIMITED that may be made available from time to time.

If you agree to be bound by the terms of this Agreement, you should tick (✓) on the "I AGREE" at the end of this Agreement, after ticking (✓) "I AGREE," you are hereby notified that your continued use of a Service is subject to many of the terms and conditions of this Agreement as explained below.

- 1. Changes to Subscriber Agreement.** *We may change the terms of this Agreement at any time by notifying you of the change in writing or electronically. The changes also will appear in this document, which you can access at any time by going to the Help section of a Service. You signify that you agree to be bound by such changes by using a Service after changes are made to this Agreement.*
- 2. Fees and Payments.** *You agree to pay the subscription fees and any other charges incurred in connection with your user name and password for a Service (including any applicable taxes) at the rates in effect when the charges were incurred.*
- 3. Renewal.** *Your subscription will renew automatically, unless we terminate it or you notify us by telephone, mail, or e-mail.*
- 4. Limitations on Use.**
 - a)** *Only one individual may access a Service at the same time using the same user name or password, unless we agree otherwise.*
 - b)** *You agree not to use the Services for any unlawful purpose. We reserve the right to terminate or restrict your access to a Service if, in our opinion, your use of the Service may violate any laws, regulations or rulings, infringe upon another person's rights or violate the terms of this Agreement. Also, we may refuse to grant you a user name that impersonates someone else, is protected by trademark or other proprietary right law, or is vulgar or otherwise offensive.*

☐

I AGREE

☐

I DISAGREE

Signature:

✓

For office Use Only:

Approved: _____ **Not Approved:** _____ **Reason for rejection:** _____

Date of approval: _____

Approved by: _____

Terminal Assigned: _____



Broker Pakistan Stock Exchange. Code 275 Broker Registration BRK-15

FATCA Form - Individual / Joint / Sale Proprietor Account

The Foreign Account Tax Compliance Act (FATCA) is U.S. legislation enacted by US Congress to prevent offshore tax abuses by U.S. persons (including individuals and corporate). It is aimed at US persons from holding financial accounts outside U.S. to evade U.S tax liabilities. To enforce compliance FATCA requires foreign financial institutions (FFIs) like RAHAT SECURITIES LIMITED to report directly to the IRS information about financial account held by U.S taxpayers (even if they hold only non-U.S assets), or held by foreign entities in which U.S. taxpayers hold a substantial ownership interest.

To compel foreign financial institutions to disclose information about the foreign accounts of U.S, tax payers, FATCA imposes a penalty on non-compliant foreign financial institutions of 30% withholding tax applied to payments of U.S source income gross proceeds of sales of property that could produce U.S. income and passthru payments.

RAHAT SECURITIES LIMITED is required by applicable law to request certain taxpayer information from certain persons who maintain an account with it (whether such persons are U.S. taxpayers or not). Information collected will only be used for fulfil Rahat Securities Limited. requirements under applicable law and will not be used for any other purpose.

Section A

This section must be completed by any individual who wishes to open or maintain an account. **RAHAT SECURITIES LIMITED** Please Complete this form Separately for each individual of a Joint Account.

Name: _____

Country of tax residence: (Pakistan) ☐ (USA) ☐ (Other) ☐ Country and City of Birth: _____

Please tick (✓) to appropriate check box		Documentation Required
1. Are you a U.S. Resident	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, please provide Form W-9
2. Are you a U.S Citizen	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Do you hold a U.S. Permanent Resident Card (Green Card)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Were you born in U.S.A.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none">If yes,Please provide from w-9, orIn case you claim to be Non US Person: please fill section B of this form and provide Non-US passport and certificate of loss of Nationality (i.e. form 1-407)
5. Are there any standing instructions to transfer to a US account	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none">if yesPlease provide form w-9, orIn case you claim to be a No-US Person please fill section B of this form supported by other documentary evidence establishing the non-US status.
6. Do you have any Power of Attorney/Authorized Signatory/Mandate holder having US Address	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Do you have US residence/mailling/Sole care of address ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none">if yesPlease provide form w-9, orIn case you claim to be a No-US Person please fill section B of this form and provide non-US Passport and other documentary evidence establishing the non-US status.
8. Do you have a US telephone number	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9. do you have any tax obligation in a country other than Pakistan	<input type="checkbox"/> Yes <input type="checkbox"/> No	

- I hereby confirm the information provided above is true, accurate and complete.
- I hereby provide my/our consent to TREC Holder or any of its associates/affiliates including branches (collectively "the Broker") to disclose and furnish and share information pertaining to my/our account to domestic or overseas regulators or tax authorities where necessary to establish our tax liability in any jurisdiction.
- I also authorize to Broker to deduct withholding tax from my/our account when required to do so by domestic or overseas regulators or tax authorities or pay out, from my/our account(s) such amounts as may be required according to applicable laws, rules, regulations, agreements with regulations or authorities and directives (both local and international).
- I 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 sharing any information pertaining to my/our trading account with any domestic or overseas regulators or tax authorities.
- I agree and undertake to notify the broker within thirty (30) day calendar day if there is a change in any information which I have provided to the Broker.

Customer Signature _____ Date _____

US Taxpayer Identification Number (if any) in case of U.S Person: _____

پاکستان اسٹاک ایکس چینج، بشمول سٹاک مارکیٹ سے متعلق دوسرے ادارے یعنی سینٹرل ڈیپازٹری کمپنی آف پاکستان اور نیشنل کلیئرنگ کمپنی آف پاکستان، اس چیز کو یقینی بنانے میں کوشاں ہیں کہ ہماری مارکیٹ کے ادارے شیئرز کی خرید و فروخت، منتقلی اور حوالگی میں ہر ممکن سہولت اور تحفظ فراہم کرنے والے ہوں۔

سرمایہ کاری کے مناسب تحفظ کے لیے لازمی ہے کہ سرمایہ کار خود بھی اپنے سرمائے کی حفاظت کے اقدامات کرے۔ اس سلسلے میں انویسٹرز پر زور دیا جاتا ہے کہ وہ مندرجہ ذیل اقدامات پر مکمل طور پر عمل کریں:

- « کسی بھی بروکر کیج ہاؤس کے ساتھ کام شروع کرنے سے پہلے اس ہاؤس کی برانچ اور ایجنٹوں کی رجسٹریشن اور مارکیٹ میں اس کی سہولت کے متعلق تصدیق کر لیں۔
- « بروکر کے پاس کاروباری اکاؤنٹ کھلوانے سے پہلے Standardized Account Opening Form کو اچھی طرح پڑھیں اور اس پر اپنے رابطے کی تفصیلات (خط و کتابت کا پتہ، ای میل، فون اور موبائل وغیرہ) مندرجہ کریں اور بروکر سے اس منارم کی فوٹوکاپی حاصل کریں جس پر آپ کا ریڈنگ آئی ڈی اور UIN وضع طور پر درج ہوں۔ نیز اس منارم پر کسی بھی شخص کو غیر ضروری طور پر اپنے اکاؤنٹ سے حسرید و منروخت کی اجازت نہ دیں۔
- « اپنے بروکر کے ذریعے CDC Sub-Account کھلوائیں۔ اس منارم کو احتیاط سے پڑھیں اور بروکر سے اس کی کاپی حاصل کریں جس پر آپ کے رابطے کی تفصیلات اور CDC Sub-Account نمبر وضع طور پر درج ہوں۔
- « اپنے سرمایہ کی مکمل نگرانی اور حفاظت کے لیے CDC کی "Investor Account Service" فعال رکھنے کو اہمیت دیں۔
- « اپنے بروکر کے ذریعے CDC کی مفت SMS اور e-Statement سروس کے حصول کو یقینی بنائیں اور اطمینان کر لیں کہ آپ کو اپنے اکاؤنٹ میں ہونے والے ہر لین دین پر اس کی SMS اور Email باقاعدگی سے موصول ہو رہی ہیں۔ نیز e-Statement کی مابانہ وصولی کو بھی یقینی بنائیں۔
- « نیشنل کلیئرنگ کمپنی آف پاکستان (NCCP) کی طرف سے جاری کیا جانے والا مخصوص شناختی نمبر Unique Identification Number (UIN) حاصل کریں۔ ایک انفرادی پاکستانی کے لیے اس کا شناختی کارڈ نمبر ہی اس کا UIN ہوتا ہے۔
- « اپنے UIN اکاؤنٹ میں ہونے والی سرگرمی کا مشاہدہ کرنے کے لیے NCCPL
- « اگرچہ CDC کی IVR اور ویب کی سہولت حاصل کرنا بہتر ہے تاہم اگر آپ یہ سہولت استعمال نہیں کر رہے تو پھر بھی اپنے بروکر سے اپنی Account Statement باقاعدگی سے حاصل کریں اور CDC کے کسی بھی دفتر سے اپنی Sub-Account Statement بھی حاصل کریں۔ اس چیز کا اطمینان کریں کہ بروکر اور CDC کی Statement آپس میں مطابقت رکھتی ہیں اور آپ کے اپنے حساب کتاب کے مطابق درست ہیں۔
- « کسی بھی بروکر کے پاس کسی طے شدہ آمدن (Fixed Return) کے لیے پیسہ نہ رکھوائیں کیونکہ یہ قطعاً غیر منصفیانہ ہے۔
- « ہمیشہ لین دین بروکر کے رجسٹرڈ دفتر کے نام پر ہی کریں اور ہر ادائیگی کی رسید ضرور وصول کریں۔
- « تمام ٹریڈسز مثلاً Capital Gain Tax، CVT، Advance Withholding Tax وغیرہ حکومت پاکستان کی مقرر کردہ شرح پر واجب الادا ہوتے ہیں اور کوئی بھی بروکر ان کی شرح میں نرمی نہیں کر سکتا۔ ایسا کرنے والا بروکر دھوکا دہی اور غلط طور پر ریڈنگ میں ملوث ہو سکتا ہے۔
- « اس چیز کو یقینی بنائیں کہ تمام متعلقہ ریکارڈز میں آپ کے رابطے کی درست تفصیلات موجود ہوں۔ رابطے میں کسی بھی تبدیلی کی صورت میں بروکر کے پاس آپ کا اکاؤنٹ، UIN اور CDC Sub-Account میں فی الفور اس کا اندراج کرائیں۔

اپنے اکاؤنٹ میں کسی بھی قسم کے فرق یا بروکر کے مشکوک رویہ کے بارے میں فوراً پاکستان اسٹاک ایکس چینج، سینٹرل ڈیپازٹری کمپنی آف پاکستان یا نیشنل کلیئرنگ کمپنی آف پاکستان کو درج ذیل رابطوں پر اطلاع کریں۔



Ph: +92-42-36316973
Fax: +92-42-3636-8485
Email: info@psx.com.pk
Web: www.psx.com.pk



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



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

(SIGNATURE)

(SIGNATURE)

Pakistan 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 trading Account with broker read and understand the contents of the "Standardized Account Opening Form" and provide all contact details (mailing address, e-mail, 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, e-Statements 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 and an e-Statement 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 UIN, as any transmission of orders without that is fraught with problems beside being non-transparent.
- » Though it is more advisable to get IVR and web facility offered by CDC, however if not registered as yet you should regularly obtain physical statement from the broker and also obtain a free of cost CDC Sub-Account statement from any CDC office. Ensure both statements match each other and securities balances given are correct as per your record.
- » Do not place funds with broker on fixed return as it is illegal.
- » Always make payments/deliveries in the official name of the brokerage and always obtain receipts for every payment made.
- » All transactions and capital gains taxes are payable on the prescribed rates of the Govt. of Pakistan and no broker can offer any relaxation in the rates of these taxes. A broker offering discounted rates against these taxes may be involved in deceptive and wrongful practices.
- » Make sure that you immediately update your contact details, in case of any change, on all relevant record items such as the UIN database, your trading Account with 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 Pakistan Stock Exchange, CDC and/or NCCPL at their following given contacts:



Ph: +92-42-36316974
Fax: +92-42-3636-8485
Email: info@psx.com.pk
Web: www.psx.com.pk



Ph: +92-21-111-111-500
Fax: +92-21-3432 6031
Email: info@cdcpak.com
Web: www.cdcpakistan.com



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

(SIGNATURE)

(SIGNATURE)



TREC Holder Pakistan Stock Exchange Limited
Room No.617 & 618, Stock Exchange Building,
19-Khayaban-e-Aiwan-e-Iqbal, Lahore – Pakistan

Ph: 36303876-78
36316208 & 10
Fax: 36314253

Annexure A
FOR INTERNAL USE ONLY
KYC / CDD Checklist

Date:	Account Title:	Account/UID No:
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SECTION A

Minimum Information / Documents to be provided by Investor			
Please Tick		Please Tick	
1. Individuals/Sole Proprietorships		2. Partnerships	
CNIC of Principal and Joint Holders / Passport for Foreign Nationals / NICOP for non-resident Pakistanis		CNICs/NICOP of all partners, as applicable	
Proof of Employment/Business		Partnership Deed	
NTN Certificate, where available		Latest financial statements	
		Certificate of Registration (in case of registered partnership firm)	
		NTN Certificate	
		Documentary evidence of Tax Exemption(if applicable)	
		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 and Associations	
CNICs of all trustees		Certified copy of certificate of Registration	
Certified copy of the Trust Deed		List of members	
Latest financials of the trust		CNIC/NICOP of members of Governing Board	
Documentary Evidence of Tax Exemption (if applicable)		Certified copy of bylaws/rules and regulations	
Trustee/Governing Body Resolution		Copy of latest financials of Society/Association	
		Board/Governing Body Resolution	
If documents / information is complete, proceed to Section B			
List any missing documents / information below:			
1			
2			
If any document or information is missing, proceed to Section G.4			

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 beneficiary with relevant documentary details of the beneficiary		
2. In case the Investor is a private company , IS the latest shareholders' list available	Yes	No
3. In case of Government Accounts , Mark YES if the account is not in the personal name of the government official A resolution / authority letter (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 federh/ provincial / local government in his / her official capacity	Yes	No
If the answer to any of the above questions was 'NO', go to section G.3 or G.4, otherwise go to Section C		

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- Governmental 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 in Pakistan and is regulated by the SECP/State Bank of Pakistan(SBP)	Yes	No
OR Is it domiciled in a FATF member country that is satisfactorily following the FATF recommendations and is supervised by a regulatory body	Yes	No
If YES, proceed to Section G.1		If NO, proceed to Section G.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 items (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 or belongs to country(s) where KYC/CDD and anti money laundering regulations are lax (in terms of not sufficiently applying FATF recommendations)	Yes	No
6. Is there any reason to believe that the person has been refused account opening by another financial institution / brokerage house	Yes	No
7. Is the person opening the brokerage account on a no face-to-face basis/online	Yes	No
If the response to any question (1-7) above was 'YES', proceed to Section G.3		Yes No
8. Is the person a holder of a senior level public (government) office i.e. a politically exposed person (PEP) or a family member of PEP.	Yes	No
9. Is the person a holder of high profile position (e.g. senior politician)	Yes	No

If the response to any question (8-9) above was 'YES', proceed to Section F, else proceed to Section G.1

SAECTION F

Politically Exposed Person / Foreign National / Holders of High Profile Position		
Is the brokerage account relationship with this high risk category person including politically exposed person/foreign national/holder of high profile position, approved by the Nominee Director, CEO/COO of the brokerage house (<i>approval shall be provided by management through signing the respective Account Opening Form</i>)	Yes	No
If YES, proceed to Section G.3		If NO, proceed to Section G.4

SECTION G

Investor Risk Profile		
Risk Classification		KYC Requirements
G.1	LOW RISK	Reduced KYC Requirements shall be applicable: Invest or account can be opened once information/documents 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	Enhanced KYC Requirements shall be applicable: Investor account can be opened once information/documents mentioned in section A have been provided. Transactions 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
G.4	HIGH RISK	Account cannot be opened as KYC Requirements have not been fulfilled.

CONFIRMATION of physical presence of customer when opening of account	Yes	No
Other Comments		

Checked by:	Name of Sales Person/Agent	Signature	Date:
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Completed by:	Name of Compliance Person	Signature	Date:
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