



[On the letterhead of the company]

Dated: _____

The General Manager
Trading & TREC Affairs
Pakistan Stock Exchange Limited
Karachi.

Sub: **FINAL STATEMENT FOR CLOSURE OF BRANCH OFFICE SITUATED AT [Branch Address]**

As required by PSX Regulation #22.9(vi), we hereby declare that we have already: -

- intimated the PSX & our clients, 90 days' prior notice along with the specific reason and informed about future correspondence address/mechanism, name and contact details of relevant contact person(s) and transfer of their relevant records to head office.
- displayed visible Notice for closure of our branch office at respective location.
- published advertisement for closure of our branch office in two newspapers (English and Urdu) and submitted newspaper's cutting to the Pakistan Stock Exchange and SECP.

We would like to inform you that we have fulfilled all regulations clauses as per requirement of branch closure.

You're requested to please complete the procedure as we have fulfilled all the requirements for closure of branch office.

Your faithfully,

Name & Signature of CEO