# CRITERIA FOR CHANGE OF BRANCH HEAD / MANAGER

### **PSX REGULATION NO. 22.4.**

ELIGIBILITY FOR THE PERSON TO BE APPOINTED AS BRANCH HEAD OF THE SECURITIES BROKER'S OFFICE/BRANCH OFFICE:

The person to be appointed as Branch Head of the Office/Branch Office shall fulfill the following conditions:

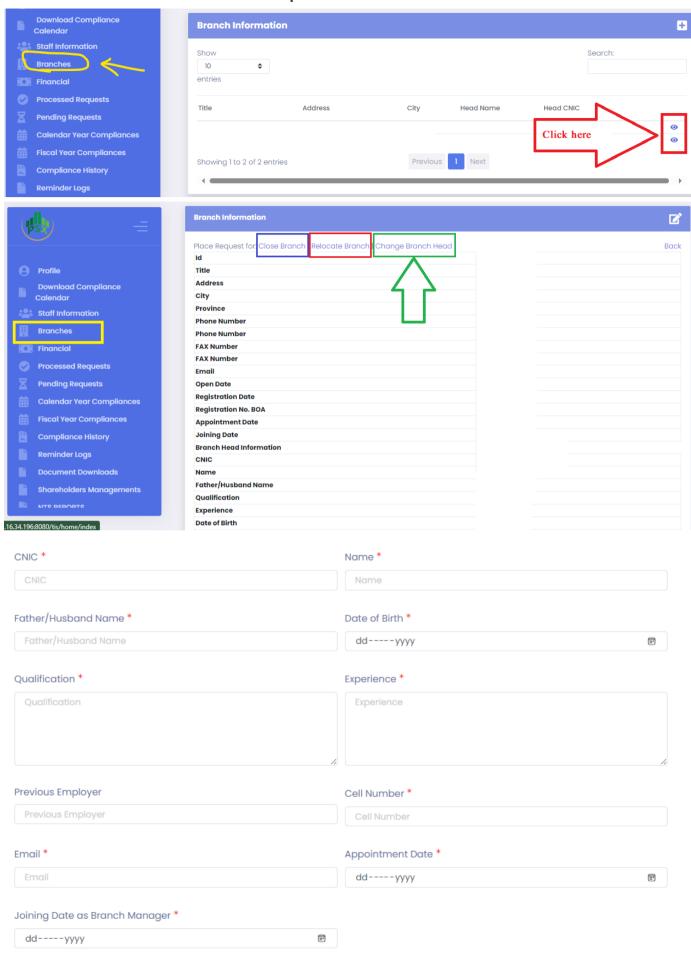
- a) he is not less than 21 years of age.
- b) he has not been convicted of any offense, involving fraud or breach of trust.
- c) he has passed at least graduation examination and possesses at least three years' experience in the capital markets or one year's experience as trader with a Securities Broker.
- d) he has not been adjudicated as insolvent or has suspended payments or has compounded with his creditors.
- e) NOC from his previous employer.

Provided that the above conditions shall not be applicable on the Chief Executive Officer of the Broker supervising the Securities Broker's Main Office.

#### **Checklist:**

- Surrender Original Office Authorization Certificate to the Exchange.
- Detailed profile and specimen signature of proposed Branch Manager with copy of CNIC + UIN database.
- Two Latest Photographs (white/blue background)
- Copy of Graduation degree
- Copy of Stock Market Experience Certificate (one year as a Trader with a Securities Broker OR at least 3 years in the capital market).
- NOC from previous employer
- Updated list of employees of said Office / Branch along with copies of CNIC and UIN report.
- Publish a public notice in two (English and Urdu) newspapers having wide circulation in the
  province(s) where registered office and Branch Office(s) is situated. The said notice should
  also be displayed at visible place in Office(s)/Branch Office. (format attached)

## **How to update on THIMS Portal**



# اطلاععام

تمام متعلقہ افراد کومطلع کیاجاتاہے کہ (سیکوریٹیز بروکر کانام) نے جناب (نام بمعہ ولدیت، شاختی کارڈ نمبر) کو جناب (نام بمعہ ولدیت، شاختی کارڈ نمبر) کی جگہ اپنی برانچ (برانچ ایڈریس) کامجاز شخص مقرر کیاہے۔

نوٹ: يەنوٹس پى ايس اىكس رىگولىش نمبر 22.6.5 كى تقىل مىں شائع كياجار ہاہے۔

PUBLIC NOTICE								
	nereby informed							
(TREC No) has appointed Mr. S/o								
as	authorized	person	of	their	Branch	Office	situated	at
in place of Mr		S/o					·	
	This	notice is being	served i	n complian	ce of PSX Regu	llation # 22.6	.5.	

## UNDERTAKING

(Non-Judicial Stamp Paper of Rs.100)

I	S/o. D/o bearing							
	No appointed as a Branch Head/Manager at							
of M/s	s							
	eby state on oath and solemn affirmation that I :-							
a)	am not less than 21 years of age.							
b)	have not been convicted of any offense, involving fraud or breach of trust.							
c)	have passed at least graduation examination and possesses at least three years' experience in the capital markets OR one year's experience as <b>Trader</b> with a Securities Broker.							
d)	have not been adjudicated as insolvent or has suspended payments or has compounded with my creditors.							
That w	hatever is stated above is true to best of knowledge and nothing is concealed.							
	Name and Signature of Branch Manager							