## **CLOSURE OF BRANCH OFFICE**

#### **PSX REGULATION NO. 22.9**

# 22.9. SUSPENSION OR SHIFTING/CLOSURE OF OFFICE(S)/BRANCH OFFICE(S) BY THE SECURITIES BROKERS:

The Securities Broker may temporarily suspend trading facility at the Office(s)/Branch Office(s) with a one-month prior notice in writing to the Exchange and all its clients. However, the Securities Broker will ensure that the Office(s)/Branch Office(s) remain open for a period of at least one month thereafter for disposal of pending matters.

#### **CHECKLIST/DOCUMENTS:**

- 1. Inform **all clients** in writing 90 days' prior notice for closure of Office/Branch Office along with the specific reason (email attached), report to the **Exchange** & **THIMS portal** on the same date
- 2. Visibly display notice for closure of its Office/Branch Office at the respective location at least 30 days prior to closure of such Office/Branch Office.
- 3. Inform its clients in writing about future correspondence address/mechanism, names and contact details of relevant contact person(s) and transfer of their relevant record to their Head Office or nearest Office/Branch Office as deemed appropriate.
- 4. Surrender Original Office/Branch Certificate previously issued by PSX
- 5. Publish Notice of closure, at least 30 days prior to closure of Office/Branch Office, in two (English and Urdu) newspapers having wide circulation in the province(s) where its Head Office, Main Office and branch Office(s) is situated. (format attached)
- 6. Submit copy of the published notices of closure to the Exchange and the Commission within two days of their publication.
- 7. Submit a final statement at least 15 days prior to the closure of Office/Branch Office to the Exchange (format attached).

#### [ON THE LETTERHEAD OF THE COMPANY]

February 7, 2024

#### **The General Manager**

Trading & TREC Affairs
Pakistan Stock Exchange Limited
Karachi.

#### FINAL STATEMENT FOR CLOSURE OF BRANCH OFFICE SITUATED AT

Branch Address ]

Dear Sir,

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

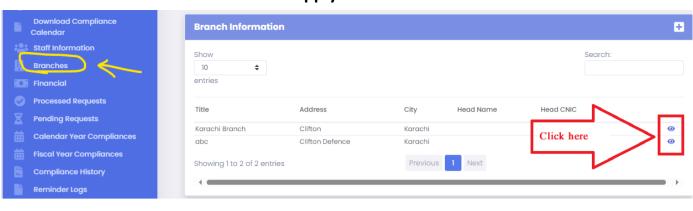
- ✓ Intimated the PSX and our clients with 90 days' prior notice, along with the specific reason, and informed them about future correspondence addresses and mechanisms, names, and contact details of relevant contact persons, and the transfer of their relevant records to the head office.
- ✓ Displayed visible Notice for the closure of our branch office at the respective location.
- ✓ Published advertisements for the closure of our branch office in two newspapers (English and Urdu) and submitted the newspaper's cutting to the Pakistan Stock Exchange and SECP.
- ✓ Surrender Original Office/Branch Certificate previously issued by PSX

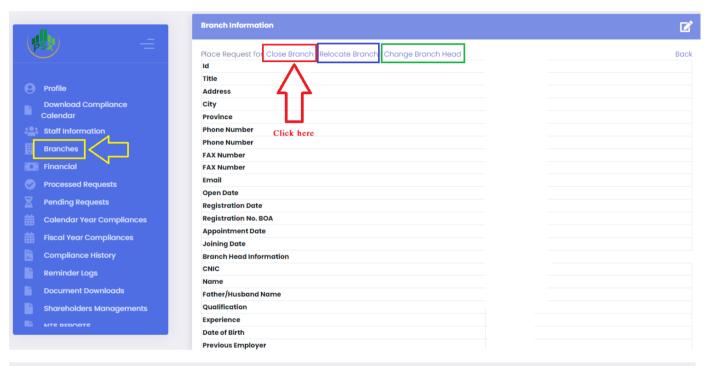
You're therefore, requested to please complete the procedure, as we have fulfilled all regulatory clauses as per the requirements for the closure of the branch office.

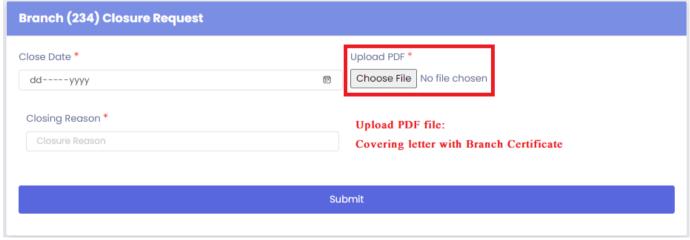
Your faithfully,

Name & Signature of CEO

### How to apply on THIMS Portal







# **Closer of Branch Office**

# برارچ آفس کی بندش

تمام متعلقہ افراد کومطلع کیا جاتا ہے کہ (سیکوریٹیز بروکر کانام \_\_\_\_ # TREC) کی برایج آفس (برایج ایڈریس) مور خه (تاریخ) کومستقل طور پر بند کر دی جائیگی اس سلسلے میں تمام متعلقه کلائنٹس اورپی ایس ایکس کوپہلے ہی مطلع کیا جاچاہے جبکہ مذکورہ تاریخ سے برانچ کے تمام کلا ننٹس کو ہمارے ہیڈ آفس یا برانچ آفس (ایڈریس) سے بدستورخدمات جاري رکھي جائينگي۔ مزید تفصیلات کے لئے نیچے دیئے گئے ایگزیکٹیوسے رابطہ کریں: نام بمعه عهده (ایڈریس)

فون نمبر

ای میل

نوٹ: په نوٹس بی ایس ایکس ریگولیشن نمبر (iii)(22.9(a) تعمیل میں شائع کیا جار ہاہے۔

CLOSU	RE OF	BRAN	CH OFFIC	CE

			Stock	that the Branc Exchange will I	Limited	(TREC	#		_)		cate at
			•	peen informed					Head	l Office / Bra	anch
For any query, please contact our below mentioned executive: -											
Contact /	Mobile	nation: No									
		Note: This	s notice is b	eing served in o	compliance o	f PSX Regula	tion # 2	2.9(a)(iii	i).		