

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).

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

Download Compliance Calendar

Staff Information

Branches

Financial

Processed Requests

Pending Requests

Calendar Year Compliances

Fiscal Year Compliances

Compliance History

Reminder Logs

Branch Information

Show 10 entries

Title	Address	City	Head Name	Head CNIC
Karachi Branch	Clifton	Karachi		
abc	Clifton Defence	Karachi		

Showing 1 to 2 of 2 entries

Previous 1 Next

Click here

Profile

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Staff Information

Branches

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Calendar Year Compliances

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Compliance History

Reminder Logs

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Shareholders Managements

WTE REPORT

Branch Information

Place Request for

Close Branch

Relocate Branch

Change Branch Head

Back

Id	
Title	
Address	
City	
Province	
Phone Number	
Phone Number	
FAX Number	
FAX Number	
Email	
Open Date	
Registration Date	
Registration No. BOA	
Appointment Date	
Joining Date	
Branch Head Information	
CNIC	
Name	
Father/Husband Name	
Qualification	
Experience	
Date of Birth	
Previous Employer	

Click here

Branch (234) Closure Request

Close Date *

dd----yyyy

Upload PDF *

Choose File No file chosen

Closing Reason *

Closure Reason

Upload PDF file:
Covering letter with Branch Certificate

Submit

Closer of Branch Office

برانچ آفس کی بندش

تمام متعلقہ افراد کو مطلع کیا جاتا ہے کہ (سیکورٹیز بروکر کا نام _____ TREC # _____) کی برانچ آفس (برانچ ایڈریس) مورخہ (تاریخ) کو مستقل طور پر بند کر دی جائیگی اس سلسلے میں تمام متعلقہ کلائنٹس اور پی ایس ایکس کو پہلے ہی مطلع کیا جا چکا ہے جبکہ مذکورہ تاریخ سے برانچ کے تمام کلائنٹس کو ہمارے ہیڈ آفس یا برانچ آفس (ایڈریس) سے بدستور خدمات جاری رکھی جائیگی۔

مزید تفصیلات کے لئے نیچے دیئے گئے ایگزیکٹو سے رابطہ کریں:

نام بمعہ عہدہ (ایڈریس)

فون نمبر

ای میل

نوٹ: یہ نوٹس پی ایس ایکس ریگولیشن نمبر 22.9(a)(iii) کی تعمیل میں شائع کیا جا رہا ہے۔

CLOSURE OF BRANCH OFFICE

It is hereby informed to all concerned that the Branch Office of M/s. _____, TRE Certificate Holder of Pakistan Stock Exchange Limited (TREC # _____) situated at _____ will be closed permanently w.e.f. _____.

All related clients and PSX has already been informed; our services will be continued from Head Office / Branch Office situated at _____ to the concerned clients.

For any query, please contact our below mentioned executive: -

Name with Designation: _____

Contact / Mobile No. _____

Email: _____

Note: This notice is being served in compliance of PSX Regulation # 22.9(a)(iii).