



Documents Required for Registration of Branch Head / Branch office

SN	Documents
1.	Application on letterhead for Registration of Branch Head/Branch Office in the specified format (23.3 (a))
2.	Undertaking by Broker on a non-judicial stamp paper of Rs. 100/- in the specified format (23.3 (b))
3.	Pay Oder/Demand Draft/Cheque/Deposit Slip for payment of Branch Registration Fee of Rs 25,000/- (23.3 (e))
4.	Documents evidencing ownership/tenancy of the branch office with the owner (23.3 (f))
5.	Attested copy of CNIC, profile, residential & permanent address and two latest photographs and attested copy of education certificate of Branch Head (23.3 (g))
6.	List of employees at the Branch Office with their addresses along with their attested CNIC copies (23.3 (h))
7.	Application received by PMEX 30 days before the opening of Branch (23.3)
8.	Eligibility Criteria for the person to be appointed as Branch Head as following: <ul style="list-style-type: none"> • Age of Branch Head should not be less than 21 years (23.4 (a)) • At least passed graduation or equivalent examination (23.4 (c)) • Possesses at least three years' experience in the capital markets or one year's experiences trader in a brokerage house (23.4 (c)) • NOC required from his previous employer (23.4 (e)) • Copy of Appointment letter issued by the broker to Branch Head (23.4)
9.	Affidavit on a non-judicial stamp paper of Rs. 100/- in the specified format by Branch Head (23.4)
10.	Board Resolution for the opening of the branch (23.7)
11.	Checklist filled and signed by PMEX officer visiting the Branch (23.5)

For further information and assistance, please feel free to contact our Customer Support Services by phone on 021-111-11-7639 or by email at support@pmex.com.pk