



Documents Required for Registration of Branch Head / Branch office

S. No.	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)
	<p>Eligibility Criteria for the person to be appointed as Branch Head as following:</p> <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)
8	Affidavit on a non-judicial stamp paper of Rs. 100/- in the specified format by Branch Head (23.4)
9	Board Resolution for the opening of the branch (23.7)

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