



Documents Required for Conversion from Individual to Corporate

S. N	Documents from Individual Member
1	Request for conversion of Membership/TRE Certificate on letterhead duly signed by the Member
2	Undertaking in prescribed format on Member's letterhead signed by the Member
3	Original TRE Certificate issued to the Member
4	New TRE Certificate fee Rs: 10,000/- (Cheque/ Pay order/ Demand Draft are acceptable only)
5	Cheque/ Pay order/ Demand Draft in case of outstanding dues of individual, where applicable
6	Admission documents of Corporate Entity

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

List of Admission Documents of Corporate Entity

1. Completed TREC application form duly signed and stamped (Annexure A)
2. Attested copy of: <ol style="list-style-type: none"> a) Memorandum and Articles of Association with PMEX related clause b) Certificate of Incorporation c) Latest Forms A (Not applicable for new company) d) All Forms 28 and 29 subsequent to latest Form A e) Form 3 (where applicable)
3 Financial statements of last three years audited by an Auditor from a list maintained by ICAP on its official website (https://icap.org.pk/) having satisfactory QCR rating. Net worth should not be less than Rs. 10 million, latest unaudited quarterly accounts and unaudited half yearly accounts.
4. Latest filed income tax return of company, (Not applicable for new company)
5. Following documents of sponsors, directors and senior management officers: <ol style="list-style-type: none"> a) CV in prescribed format (attached) (Annexure B) b) Attested copies of educational certificates c) Attested copies of experience certificates d) Two recent colored photographs e) Attested copy of CNIC/Passport f) Evidence of name on Active Taxpayers List (ATL) g) Undertaking on prescribed format stamp paper (attached) (Annexure C) h) Copy of FCM and PMR Certificates, issued by IFMP to CEO i) Undertaking of CEO on letterhead (attached) (Annexure D)
6. Information of sponsors, major shareholders, directors and Senior Management Officer format (attached) (Annexure E)
7. Certified copy of Board Resolution authorizing Chief Executive to apply for PMEX TREC (Annexure F)
8. Reference letter from principal bank
9. Company profile
10. Pay Order / Demand Draft Payable to “Pakistan Mercantile Exchange Limited” <ol style="list-style-type: none"> a) Rs. 10,000/- (New TREC) b) Rs. 100,000 (1st year annual subscription fee on pro-rata basis) c) Rs. 7,50,000 (Security Deposit, if applicable)

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