



Documents Required for De-Registration of Branch (Permanent Closure)

S. No.	Documents
1	Ninety (90) days prior notice to the Exchange and all its customers for closure of Branch Office along with the specific reason thereof
2	Evidence of visibly displaying thirty (30) days' notices for closure of its Branch Office at the respective location prior to closure of such Branch Office
3	Evidence of publishing of closure notice at least 30 days prior to closure of Branch Office in two (English and Urdu) newspapers having wide circulation in the province(s) where its Head Office and Branch Office(s) is situated; submit copy of the published notices of closure to the Exchange and the Commission within two days of their publication
4	Proof of informing its customers 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 Branch Office as deemed appropriate
5	Application for De-Registration 90 days prior to Closure
6	Original Certificate of Branch Registration
7	NOC of the Broker issued to the Branch Head as per format
8	Undertaking for De-Registration as per format

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