

ACCOUNT OPENING INSTRUCTIONS

1. GENERAL INSTRUCTIONS FOR ACCOUNT OPENING FORM

- a) Please read carefully, the Terms and Conditions appearing under forms before filling in the applicable blanks / boxes and signing the forms.
- b) Each and every space must be filled in Block Letters.
- c) Spaces which are not applicable should be marked "N/A".
- d) Each page of the Habib Ullah Sheikh (Pvt) Ltd. Account Opening Form should be duly signed by the Account Holder(s) and the Broker (Habib Ullah Sheikh (Pvt) Ltd.).
- e) Please tick relevant boxes where applicable.
- f) The duly filled and signed Habib Ullah Sheikh (Pvt) Ltd Form along with the necessary documents may please be submitted or mailed to Habib Ullah Sheikh (Pvt) Ltd. Corporate Member: Lahore Stock Exchange (Guarantee) Ltd. Office located at Room No. 213, 2nd Floor, Stock Exchange Building 19-Khayaban-e-aiwan-e-Iqbal, Lahore.
- g) After receiving Account Opening Form, cheque and relevant documents, the account opening process will be initiated. Confirmation of Account Opening will be provided within 5 working days (assuming all documentation is in order).
- h) The Account Opening confirmation will include your Account number, Charges, CDC Sub-Account number and relevant contact numbers.

2. DOCUMENTS REQUIRED FROM INDIVIDUALS

- a) Attested copies of Computerized National Identity Card (CNIC) of the Account Holder(s), Nominee and Authorized person (if any).
- b) Attested copies of passports(s) of the Account Holder, Nominee and Authorized person (for foreign nationals & non-residents only).
- c) Letter of Authorization from the Account Holder(s) for the person authorized to trade in the account.

3. DOCUMENTS REQUIRED FROM COMPANIES & FIRMS

- a) Board Resolution as per Annexure 'A' & 'B'.
- b) Attested copies of the constituent documents of the applicant (Memorandum and Articles of Association/Act/Charter /Statue By laws/ Trust Deeds/ Rules & Regulations, etc.)
- c) Attested copies of Certificate of Incorporation and Certificate of Commencement of Business.
- d) Specimen signatures of the persons authorized to operate this Account.
- e) Attested copies of Computerized National Identity Card (CNIC) of the authorized persons to operate the account.
- f) A tested Copy of NTN Certificate.
- g) A certified copy of Form 29.

HABIB ULLAH SHEIKH (PVT) LTD.

Corporate Member: Lahore Stock Exchange (Guarantee) Ltd.

Room No.213 2nd Floor, Stock Exchange Building,
19-Khayaban-e-Aiwan-e-Iqbal, Lahore.

Tel: 042-6311383-7 Fax: 042-6368220

E-mail: 064@lahorestock.com Website: www.pakstocks.com.pk

SECP Registration

BRL-20

LSE Member Code

064

CDC Participant

07302

BROKERAGE ACCOUNT OPENING FORM

NATURE OF ACCOUNT Single Joint Company Firm

ACCOUNT TYPE: Regular Online A/C:

MAILING ADDRESS:

[To be used for all correspondence between HABIB ULLAH SHEIKH(PVT)LTD and teh account holder(s)]

PART-A PARTICULARS OF ACCOUNT HOLDER

NAME:

FATHER'S/HUSBAND'S NAME

OCCUPATION:

NATIONALITY:

GENDER Male: Female

STATUS: Resident: Non-Resident

CNIC#:

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PASSPORT#

(In case of Non-Resident)

NTN#
(Optional)

DATE OF BIRTH:

PERMANENT ADDRESS:

OFFICE #

OFFICE #

FAX #

MOBILE #

HOME #

E-MAIL #

PART-B PARTICULARS OF JOINT ACCOUNT HOLDER

NAME:

FATHER'S/HUSBAND'S NAME

OCCUPATION:

NATIONALITY:

GENDER: Male: Female

STATUS: Resident: Non-Resident

CNIC#:

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PASSPORT#

(In case of Non-Resident)

NTN#
(Optional)

DATE OF BIRTH:

PERMANENT ADDRESS:

OFFICE #

OFFICE #

FAX #

MOBILE #

HOME #

E-MAIL #

PART-C FOR FIRMS/COMPANIES ONLY

A/C TITLE:	CONTACT PERSON:
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COMPANY REGISTRATION NO:	STATUS: <input type="checkbox"/> Resident: <input type="checkbox"/> Non-Resident:
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MAILING ADDRESS:

REGISTERED ADDRESS:

OFFICE #	<input type="text"/>	OFFICE #	<input type="text"/>	UAN #	<input type="text"/>
FAX #	<input type="text"/>	MOBILE #	<input type="text"/>	E-MAIL #	<input type="text"/>

Board Resolution dated: _____ attached as Annexure "A" (Copy Enclosed)

DECLARATION OF SOLVENCY

The company i.e (the Account Holder) hereby declares that:

- a) It has not applied to be adjudicated as an insolvent and that it has not suspended payment and that it has not compounded with its creditors,
- b) It is not un-discharged insolvent; and
- c) It has not been declared defaulter in repayment of loan(s) of a banks/financial institutions.

ATHORIZED PERSONS TO OPERATE THE ACCOUNT

The account shall be operated by the following:

NAME	DESIGNATION	SINGLY/JOINTLY	SPECIMEN SIGNATURE	OTHER INSTRUCTIONS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The authority of the person(s) authorized to operate the account will be clearly spelled out in the letter of authorization from the account holder.

For & on behalf of
HABIB ULLAH SHEIKH(PVT)LTD

Signature of Joint Account Holder (if applicable)

Signature of Account Holder

PART-D CDC SUB-ACCOUNT INFORMATION

Do you wish to open a CDC sub-account with HABIB ULLAH SHEIKH (PVT)LTD? YES NO

If you have ticked "Yes" above, Please provide the following details:

ZAKAT STATUS:

Muslim [Zakat payable] Muslim [Zakat non-payable] Non-pakistani [Zakat non-payable] Non-Muslim [Non-applicable]

[Zakat non-payable - provide copy of CZ-50 for Habib Ullah Sheikh(Pvt)Ltd record]

DIVIDEND MANDATE:

Please tick "Yes" if you wish to have any dividends credited directly to your bank account YES NO

If you ticked "yes" to the Dividend Mandate, Please provide the information of your bank account. If you ticked "No" to the Dividend Mandate, Please move to next section:

BANK A/C TITLE	BANK A/C#	BANK NAME & BRANCH
<input type="text"/>	<input type="text"/>	<input type="text"/>

PART-E NOMINEE DETAILS (FOR INDIVIDUALS ONLY)

In the event of death of the Account Holder, the Nominee shall be entitled to receive the securities/cash available in the account of the Account Holder after set-off against losses/liabilities in the account.

NAME OF NOMINEE:	DATE OF BIRTH:
RELATIONSHIP TO A/C HOLDER:	CONTACT TELEPHONE(S):
CNIC#: <input type="text"/>	

(Please provide a copy of CNIC)

PERMANENT ADDRESS:

PART-F ADDITIONAL INFORMATION

[TO BE PROVIDED BY A/C HOLDER(S)]

ACCOUNT HOLDER'S BANK DETAILS		ACCOUNTS WITH OTHER BROKERS		
NAME & ADDRESS OF BANK(S)	SAVING/CURRENT A/C#	NAME OF BROKER(S)	EXCHANGE	CLIENT ID/ACCON#
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PART-G MARGIN DEPOSIT

DELIVERY Vs PAYMENT ACCOUNT

MARGIN TRADING ACCOUNT

If it's a margin trading account, the Account Holder(s) hereby undertake to deposit and maintain 100% margin against his/her/their outstanding trades /exposures for the purpose of trading in his/her/their Account. The Broker shall notify the Account Holder(s) about any change in the above margin requirements for the already executed trades at least 3-days prior to the implementation of the revised margin requirements.

PART-H INSTRUCTION TO BROKER

(Please crossout whichever is not applicable)

1 The Account Holder shall operate the Account and execute Transactions himself.

OR

The Account Holder authorizes Mr./Mrs./Ms. _____

CNIC # (Hereinafter referred to as the "Authorized Representative") to transact in the Account. All Transactions executed by the Authorized Representative shall be binding upon the Account Holder. Revocation of this authority of the Authorized Representative shall be recorded in writing by letter signed by the Account Holder and delivered by hand or by courier service or registered post. All Orders executed and Transactions made up to the time of the receipt of the revocation letter by the Broker shall be binding on the Account Holder. (Please attach a Power of Attorney of the Account Holder in Favor of the Authorized Representative)

2 For Joint Accounts Only (Only applicable if Authorized Representative has NOT been designated in 1. (above)): The Account Holder shall operate the Account jointly or severally and the instructions issued either jointly or severally shall be binding on the Account Holders as well as upon the Broker in respect of the Joint Account.

OR

The Account shall be operated only by _____ (Name of either Account Holder or Joint Account Holder) who shall be deemed as the Authorized Representative for operating the Joint Account or issuing any instructions relating thereto.

3. The Broker shall be authorized to act on the verbal instructions of the Account Holder.

OR

The Account Holder shall give written instructions for the sale/purchase of Securities to the Broker. The Account Holder shall not give any verbal/oral instructions.

4. The Broker shall provide a written confirmation of the executed Transactions as required under rule 4 (4) of the Securities and Exchange Rules, 1971, and all such Transactions recorded by the Broker in its books shall be conclusive and binding upon the Account Holder, which shall not be questioned by him/her/them, subject to clause V below.

5. The Broker shall provide the confirmation of the executed Transactions to the Account Holder at the above stated address by means of acceptable mode of communication or by hand subject to acknowledgement receipt as noted in clause 13 of the Special Terms and Conditions.

NAME(S) & SPECIMEN SIGNATURE(S) OF PERSON(S) AUTHORIZED TO OPERATE THE ACCOUNT:

STATUS	NAME	SPECIMEN SIGNATURE
ACCOUNT HOLDER	<input type="text"/>	<input type="text"/>
JOINT ACCOUNT HOLDER	<input type="text"/>	<input type="text"/>
AUTHORIZED REPRESENTATIVE	<input type="text"/>	<input type="text"/>

In case of joint account, signature requirements (please tick the one which is applicable):

Joint

Either or survivor

SPECIAL TERMS AND CONDITIONS

The terms and conditions set herein below shall be equally binding on the Broker and the Account Holder(s).

1. All transactions between the parties shall be subject to the Articles, Rules and Regulations of the Exchange, revised policies, Board Directions and new regulations to be framed in pursuance of Section 34 of the Securities & Exchange Ordinance, 1969. Moreover, all applicable provisions of the Securities & Exchange Ordinance, 1969 read with the Securities & Exchange Commission of Pakistan Act, 1997, Brokers and Agents Registration Rules, 2001, Securities and Exchange Rules 1971 and all directions/directives passed from time to time to regulate the trades between the parties and to regulate Brokers conduct and the Central Depository Companies of Pakistan Act, 1997, Rules framed there under and the National Clearing and Settlement System Regulations and any other law for the time being in force. The Broker shall ensure provisions of copies of all the above Laws, Rules and Regulations at his office for access to the Account Holder(s) during working hours.
- 1 (a) In case any dispute in connection with the trade or transaction between the Broker and the Account Holder is Not settled amicably, either party may refer the same to arbitration in accordance with the provisions of PSX Regulations, which shall be binding on both the parties. The Account Holder hereby agrees that he would have no objection if his name and other relevant particulars are placed on Exchange's database accessible by Brokers of the Exchange if he fails or refuses to abide by or carryout any arbitration award passed against him In his dispute with the Broker.
2. The amount deposited as security margin by the Account Holder(s) with the Broker shall only be used for the purposes of dealing in securities, such as trading and/or settlement of deliveries of securities on behalf of the Account Holder(s). The Broker shall not use such amounts for his own use.
- 2(a). The credit amount of the Account Holder(s) shall be kept by the Broker in a separate bank account titled "Account Holder/Client Account" and shall not be used by the broker for his own business.
3. The Broker shall be authorized to act on the verbal instructions of the Account Holder(s). The Broker shall provide a written confirmation of the executed transactions as required under rule 4(4) of the Securities & Exchange Rules, 1971, and all such transactions recorded by the Broker in his books shall be conclusive and binding upon the Account Holder(s), which shall not be questioned by him/her/them, subject to clause 5 below.

Or

The Account Holder(s) shall give written instructions for the sale/purchase of securities to the Broker. The Account Holder(s) shall not give any verbal/oral instructions. The Broker shall provide a written confirmation of the executed transactions as required under rule 4(4) of the Securities & Exchange Rules, 1971, and all such transactions recorded by the Broker in his books shall be conclusive and binding upon the Account Holder(s), which shall not be questioned by him/her/them, subject to clause 5 below.
4. The Broker shall provide the confirmation of the executed transactions to the _____ (Name of Account Holder) at the above stated address by means of acceptable mode of communication or by hand subject to acknowledgement receipt.
5. In case there are any error(s) in the daily confirmation statement, the Account Holder(s) shall report the same to the Broker within one-business day of the receipt of confirmation. In case the Account Holder(s) do not respond within one business day of the receipt of the said daily confirmation statement, the confirmation statement shall be deemed conclusively accepted by the Account Holder(s).
6. In the event that the Account Holder(s) fail(s) to deposit additional cash or securities as margin within one business day of the margin call (in writing), the Broker shall have absolute discretion to and, without further notice to Account Holder(s), liquidate the Account Holder(s) outstanding positions, including the securities purchased and carried in such account, so that the margin is maintained at the required level.
7. The Broker shall be responsible to ensure delivery of CDC eligible securities in the CDC account of the Account Holder(s) subject to full payment by the Account Holder(s). In case of companies which are not on the CDS, the Broker shall ensure delivery of physical shares along with verified transfer deeds against payments, to the Account Holder(s). Further, the Broker shall be responsible for the payment of any credit cash balance available

Signature of Account Holder

in the account of the Account Holder preferably in form of A/c Payee cross cheque only within 1 business day of the request of the Account Holder(s) (subject to the maintenance of the margin requirements).

- 7(a). In the event of non-receipt of payment from the Account Holder on settlement day against securities bought on account of the Account Holder, the Broker may transfer such securities to his Collateral Account under intimation to the Exchange, after complying with the requirements as mentioned in relevant clause of this Chapter.
8. The Broker shall accept from the Account Holder(s) payments through "A/c Payee Only" crossed cheque, bank drafts, pay orders or other crossed banking instruments in case of amounts in excess of Rs. 25,000/-. Electronic transfer of funds to the Broker through banks would be regarded as good as cheque. The Broker shall be responsible to provide the receipt to the Account Holder(s) in the name of the Account Holder(s) duly signed by authorized agents/employee of the Broker and the Account Holder(s) shall be responsible to obtain the receipt thereof. In case of cash dealings, proper receipt will be taken and given to the Account Holder(s), specifically mentioning if payment is for margin or the purchase of securities. The broker shall immediately deposit in its bank account all cash received in whole i.e. no payments shall be made from the cash received from clients. However, in exceptional circumstances, where it becomes necessary for Broker to accept cash in excess of Rs.25,000/-, the Broker shall immediately report within one business day such instances with rationale thereof to the Exchange in accordance with the mechanism prescribed by the Exchange.
9. The Brokers shall make all the payments of Rs.25,000/- and above, through crossed cheques / bank drafts / pay orders or any other crossed banking instruments showing payment of amount from their business bank account. Copies of these payment instruments including cheques, pay orders, demand drafts and online instructions shall be kept in record for a minimum period of five years.
10. The Account Holder(s) shall have a right to obtain a copy of his/her or their ledger statement under official seal and signature of the Broker or his authorized representative on a periodic basis. In case of any discrepancy in the ledger statement, the Account Holder(s) shall inform the Broker within 1 day of receipt of the ledger statement to remove such discrepancy.
11. The Account Holder(s) shall operate the account and execute transactions himself/herself/themselves unless the Account Holder(s) authorize Mr. /Ms. / _____ I. D. No. _____ to transact in the account. All transactions executed by the authorized person shall be binding upon the Account Holder(s).
12. **For Joint Account Holder(s) only:**
- We, the Account Holders shall operate the account jointly or severally and the instructions issued either jointly or severally shall be binding on us as well as upon the Broker in respect of the joint titled account.
- Or
- Our titled account shall be operated only by _____ who shall be deemed as the authorized person for operating the joint account or issuing any instructions relating thereto.
13. The Broker shall be responsible to append a list of his authorized agents/traders and designated employees, who can deal with the Account Holder(s), with this account opening form and a copy of both the opening form and the list will be provided to the Account Holder(s). Any change therein shall be intimated in writing to the Account Holder(s) with immediate effect.
14. The Broker shall debit the account of the Account Holder(s) for the commission charges or any other charges in connection with the brokerage services rendered, which shall be clearly detailed in the ledger statement/daily confirmations.
15. The Broker shall not disclose the information of the transactions of the Account Holders to any third party and shall maintain the confidentiality of this information. However, in case the Exchange or the Commission, as the case may be, requires any such information, the Broker shall be obliged to disclose the same for which the Account Holder(s) shall not raise any objection whatsoever.
16. In case a Broker converts his individual brokership rights to corporate brokership and vice versa the agreement and conditions laid down herein above shall remain effective unless otherwise agreed by the parties.
17. Acceptable mode of communication between the Account Holder(s) and the Broker shall be through letter (courier/registered post/fax/E-mail) or by hand subject to receipt/acknowledgment. The onus of proving that the e-mail has been received by the recipient shall be on the sender sending the e-mail. Confirmation of orders to clients made through fax or e-mail will have a time record.

Signature of Account Holder

18. All orders received telephonically and placed on Trading System shall be supported by recording on dedicated telephonic lines, preferably connected with a computerized taping system so as the orders could possibly be sorted on UIN basis and made user friendly.
19. In case of change of address or contact numbers of either party, the concerned party shall immediately notify the other party of the changes in writing.
20. I/We, the Account Holder(s) acknowledge receipt of this account opening form (signed here by me/us in duplicate) along with the copies of all the annexures and I/we, the Account Holder(s) also undertake that I/we have understood all the above terms and conditions of this agreement which are acceptable to me/us.
21. I/We, the Account Holder(s) understand that the shares trading business carries risk and subject to the due diligence on part of the broker. I/We may incur losses for which I/we, the Account Holder(s) shall not hold the Broker responsible.
22. I/We, the Account Holder(s) further confirm that all information given in this application is true and complete and hereby

Signature of Broker

Signature of Account Holder

Signature of Joint Account Holder

WITNESSES:

Name:----- 1. ----- (I.D. Card No. -----)
 ----- 2. ----- (I.D. Card No. -----)

Opened by: -----

Checked by: -----

- 1- Attested copies of NIC of Account Holder(s) (Attached)
- 2- Attested copies of Passport (non-resident only) (Attached)
- 3- Copy of the "Letter of Authorization" (Attached)

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Undertaking for Arbitration

I _____ s/o, d/o, w/o, _____,

resident of, _____, hereby

undertake as under:

1. That I shall abide by all the Rules and Regulations of Lahore Stock Exchange (G) Limited in force for Arbitration as well as direction of the Arbitrator(s), Arbitration Committee, Board Committee appointed/constituted for the purpose in the matter of dispute with M/s Habib Ullah Sheikh (Pvt.) Ltd., Corporate Member, Lahore Stock Exchange (G) Limited.
2. That I shall abide by the decision/award of the said Arbitrator(s), Arbitration Committee, Board Committee appointed/constituted under the "General Rules and Regulations" of the Lahore Stock Exchange (G) Limited.

Witnesses:

1. _____

Name: _____

CNIC: _____

Signature of Account Holder(s)

2 _____

Name: _____

CNIC _____

FOR GENERAL / TRADING INFORMATION:-

1. Mr. ADNAN ARSHAD 304
2. Mr. WASEEM YOUSAF 305
3. Mr. KHALIL AHMAD 303
4. Mr. ALI RAZA

FOR PAYMENTS / RECEIPTS:-

1. Mr. RUMAN ZAHID 303

FOR SHARES, SETTELEMENT, AND CDC:-

1. Mr. WASEEM YOUSAF 305
2. Mr. USMAN ALI 302

MIS HEAD

1. Mr. HAROON-UR- RASHID 302

Mode of Confirmation

This pertains to Clause (3) of Standardized Account Opening Form (SAOF), under which Habib Ullah Sheikh (Pvt.) Ltd. shall provide a written Confirmation of the executed transactions as required under Rules 4(4) of the Securities and Exchange Rules 1971. The clause (16) of SAOF pertaining to mode of confirmation is reproduced here for ready reference.

“Acceptable mode of communication between the Account Holder(s) and Habib Ullah Sheikh (Pvt.) Ltd. shall be through letter (courier/registered post/fax or E-mail) or by hand subject to receipt/acknowledgement. The onus of proving that the recipient has received the E-mail shall be on the sender, sending the E-mail.”

I hereby unconditionally and irrevocably direct Habib Ullah Sheikh (Pvt.) Ltd. to send Confirmation on my following E-mail address._____.

Habib Ullah Sheikh (Pvt.) Ltd. will only be responsible for sending the confirmation at the above mentioned E-mail Address. It will be the responsibility of Account Holder(s) to check confirmation received and keep his E-mail Account operational on a daily basis.

However this does not preclude Habib Ullah Sheikh (Pvt.) Ltd. from sending Confirmations, notices or any other communication through other means of communications i.e. Fax, courier/Registered mail. I hereby authorize Habib Ullah Sheikh (Pvt.) Ltd. To deduct/debit my Account against the cost (deemed appropriate) for any correspondence.

A/C #

Name-----

Signature: -----

Schedule Of Charges Of Habib Ullah Sheikh (Pvt) Ltd.

Commission Structure

Commission Slab (S1) Per Transaction Per Share

Value	Lahore		Karachi	
	Delivery	Trading	Delivery	Trading
00-09.99	0.05	0.045	0.10	0.10
10-29.99	0.075	0.06	0.10	0.10
30-59.99	0.11	0.08	0.15	0.15
60-99.99	0.16	0.10	0.15	0.15
100-199.999	0.20	0.15	0.20	0.20
200-299.999	0.25	0.16	0.20	0.20
300-399.999	0.30	0.18	0.25	0.25
400-499.99	0.35	0.20	0.30	0.30
500-999.999	0.60	0.30	0.35	0.35

Federal Excise Duty @ 16% on Commission.

C.V.T @ 0.01% on Purchase value of shares.

All other Government Charges applicable to the Clients from time to time will be charged separately.

SCHEDULE OF CHARGES

- Account Opening Charges Rs: 1000/- (Non-Refundable).
- Annual Account Maintenance Charges (Non-Refundable) Rs.1000/- per calendar year.
- Initial cash deposit minimum Rs. 100,000/-, through crossed cheque.
- Minimum Cash balance of Rs 5000/- is required to be maintained at all time.
- If cash balance falls below Rs 5000/- at any time during a month Rs 50/- will be charged per month
- If there is no trading activity in a Client's account in a quarter (3 months) Rs 100/- Inactivity Charges will be debited to his/her account.
- Monthly C.D.C fee for Custody of shares will be charged at actual subject to a minimum of Rs.25
- Transaction Charges (on share movement to or from CDC sub account) as per actual charged by CDC
- C.D.C initial deposit charges 25 Paise per share + Shares Transfer Stamps+ Courier charges (Subject to a minimum of Rs: 50/-per deposit).
- Postal charges for Confirmation/Ledger Statements will be charged to the Client but email will be sent free of cost.
- In case a Client's cheque is dishonored for any reason Rs: 200/- plus Bank Charges will be charged.
- Over Due Payment Charges 40 Rupees per day per 100,000 Rupees will be charged.
- Commission structure is exclusive of any current or future Government levies on the client.

Signature of A/C Holder