



## ACCOUNT OPENING FORM

Client Name	_____
Trading Account Number	_____
UIN	_____
CDC Sub-Account Number	_____
CDC Investor Account	_____

### SWITCH Securities (Private) Limited

TREC Holder: Pakistan Stock Exchange Limited

SECP Broker Registration Code: **BRL-16**

PSX Registration Number: **338**

#### Corporate Office:

FNE House, 179-B, Abu Bakar Block,  
New Garden Town, Lahore  
Phone: (042) 35843721-727  
E-mail: [info@switch.com.pk](mailto:info@switch.com.pk)  
web: [www.switch.com.pk](http://www.switch.com.pk)

#### Head Office:

Room No. 417, 4<sup>th</sup> Floor, Stock  
Exchange Building, Lahore  
Phone: (042) 36300641-42  
E-mail: [info@switch.com.pk](mailto:info@switch.com.pk)  
web: [www.switch.com.pk](http://www.switch.com.pk)

## Check List for Applicants

Please attach following documents with your application.

Sr.	Particulars	Single	Joint A/c	Corporate
1	Attached copy(ies) of your CNIC (s)			N.A.
2	Attached copy of your Nominee's CNIC			N.A.
3	Zakat declaration form duly attested			N.A.
4	Attested copy (ies) of Passport (s) (NR – Only)			N.A.
5	Letter of Authorization			N.A.
1	Attested copy of Incorporation Certificated	N.A.	N.A.	
2	Copy of Resolution of Board of Directors	N.A.	N.A.	
3	Copy of Form "A"	N.A.	N.A.	
4	Copy of Form "29"	N.A.	N.A.	
5	Copy of Memorandum & Articles of Association	N.A.	N.A.	
6	Attested copy of CNIC of Authorized person	N.A.	N.A.	

### For Office Use Only

Particulars	Status Date		
Client Id / Trading Account			
UIN			
Name / Title of Account			
CNIC			
CNIC Expiry			
Father / Husband's Name			
Type of Account	Single	Joint	Corporate
CDC Sub Account			
CDC Investor Account			
Authorized Person			
Introduced by			
Date A/c Opened			



Broker, Pakistan Stock Exchange

Room No,417,4th Floor, Stock Exchange Building, Lahore

Ph: (042) 36300641-42

web: www.switch.com.pk

E-mail: info@switch.com.pk

Broker Registration No. P-338

ACCOUNT OPENING FORM

NOTE 1: EACH AND EVERY COLUMN MUST BE FILLED IN
NOTE 2: EACH PAGE OF THIS FORM WILL BE DULY SIGNED BY THE ACCOUNT HOLDER(S) AND THE BROKER

Table with columns for NATURE OF ACCOUNT, SINGLE, JOINT, COMPANY, FIRM, CLIENT ID / ACCOUNT NO., and CDC ACCOUNT NO.

Main form divided into ACCOUNT HOLDER and JOINT ACCOUNT HOLDER sections, including fields for name, address, contact info, and identification details.

Declaration of Solvency

The Account Holder hereby declares that:

- a) It has not applied to be adjudicated as an insolvent...
b) It is not un-discharged insolvent; and
c) It has not been declared defaulter in repayment of loan of a bank/financial institutions.


Account Holder [Signature]

Joint Account Holder

Broker

**Name of Authorized Persons to operate the account**

The account shall be operated by the following:

	<b><u>Names</u></b>	<b><u>Specimen Signature</u></b>	<b><u>Singly/Jointly</u></b>
(a)	_____	_____ 	_____
(b)	_____	_____	_____
(c)	_____	_____	_____

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.

**MARGIN DEPOSIT**

The Account Holder(s) hereby undertakes to deposit and maintain \_\_\_\_ % margin against his/her/their outstanding trades/exposure 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.

**CLIENT BANK DETAILS (OPTIONAL):**

**ACCOUNT(S) WITH OTHER BROKER(S) (OPTIONAL)**

NAME OF THE BANK: \_\_\_\_\_  
 SAVINGS/CURRENT A/C NO.: \_\_\_\_\_  
 BRANCH ADDRESS: \_\_\_\_\_

<b>NAME OF THE BROKER(S)</b>	<b>BROKER EXCHANGE</b>	<b>CLIENT ID/ACCOUNT</b>

**NOMINATION:**

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

Name of Nominee: \_\_\_\_\_ Surname: \_\_\_\_\_  
 NIC Number: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ (DD/MM/YYYY)  
 Postal Address: \_\_\_\_\_  
 Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_

**SPECIAL TERMS AND CONDITIONS**

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

- 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.
- (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.
- 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.
- (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.

\_\_\_\_\_  \_\_\_\_\_  
 Account Holder Joint Account Holder Broker

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 (a) 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 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).
- (b) 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.

\_\_\_\_\_  
Account Holder 

\_\_\_\_\_  
Joint Account Holder

\_\_\_\_\_  
Broker




# SWITCH SECURITIES (PVT) LIMITED

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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.
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 authorize the Broker to verify any information mentioned above.

\_\_\_\_\_  
Signature of Broker

\_\_\_\_\_  
Signature of Account Holder 

\_\_\_\_\_  
Signature of Joint Account Holder

**WITNESSES:**

1. \_\_\_\_\_ (I. D. Card No. \_\_\_\_\_)
2. \_\_\_\_\_ (I. D. Card No. \_\_\_\_\_)
3. Opened by: \_\_\_\_\_ Checked by: \_\_\_\_\_

Date: \_\_\_\_\_

**Enclosures (for individuals):**

1. Attested copies of National Identity Card of the applicant.
2. Attested copies of National Identity Card of the Joint Holders and or Nominee(s) (if applicable)
3. Attested copies of passports of the applicant, Joint Holders and or Nominee(s) (in case of non-residents)
4. Copy of the letter of authorization from the Account Holder(s) of the person authorized to trade in my/our accounts (if other than the account holder).
5. A list of Transaction fee, Commission to be charged by the Broker and other CDC charges to be levied.

**Enclosures (for corporate entities):**

1. Certified true copy of Board Resolution (specimen provided as per Annexure-A below).
2. Certified true copies of Memorandum & Articles of Association.
3. List of authorized signatories.
4. List of nominated persons allowed placing orders.

\_\_\_\_\_  
  
Account Holder

\_\_\_\_\_  
Joint Account Holder

\_\_\_\_\_  
Broker

## IMPORTANT

Please read and understand the Terms and Condition before signing and executing this form

### **TERMS AND CONDITIONS FOR ONLINE TRADING**

These terms and conditons are in addition to the other terms and conditions of this Account Opening Form and or applicable only in case of Online Trading:

- a) Online trading will be permitted through an online trading system of the Broker, which will act for the purpose of buying and selling securities including Leverage Product at the Stock Exchange (Online Exchange).
- b) A password or (personal identification number) PIN will be issued to the Account Holder(s) by the Broker to enable the Account Holder(s) to have an access to and use this Account for online trading. The Password / PIN may be communicated through email or through may courier to the Account Holder(s) at his/her/their/its own risk. The Account Holder(s) shall not disclose the Password / PIN by to any person and shall take every reasonable recaution to prevent discoery of the Password / PIN by any other person. The Account Holder(s) shall immediately change the password / PIN as soon as it is received from the Broker.
- c) Broker may electronically transfer delivery of confirmation, statments and other notices in connection with Electronic/Online Trading. It shall be the responsiblity of the Account Holder(s) to review, upon receipt of E-mails, confirmation statment, notice, margin and maintenance calls whether delivered by mail, e-mail or electronic terminal at the descretion of the Broker. It the Password / PIN is disclosed to any third party the Account Holder(s) should immediatly notify the same to Broker. The Account Holder(s) will immediatley notify of any loss, theft or unauthorized use of his/her/their/its account number and Password / PIN. The Account Holder(s) shall immediately notify and change his/her/their/its email or other address as mentioned in the Account Opening Form.
- d) All risks connected and involved with Electronic/Online Trading will be assumed fully by the Account Holder(s). Neither the Broker nor any of its directors or officers would be responsible or liable in any manner for any losses or damages that may be suffered by the Account Holder(s) including those due the the misuse of the Account Holder(s) Password or PIN, hacking of lines outages and slow down in the internet connection and piracy of Account Holder(s) information and affairs by unscrupulus persons.
- e) The Broker may at any time and from time to time require additional margin in the Account (in cash or Securities ) before executing any Orders or undertaking any Transaction through Online Trading Facility on account of the Account Holder(s). The amount and timing may vary depending on factors solely at Broker's discreton Broker shall have the right to liquidate the Account Holder(s) Trading position(s) if the Account margin is insufficient at any time.
- f) The Broker may at its discretion elect with or without notice to squre off the Account Holder(s) account and make obligatons in the account immediately due and payable be the Account Holder(s) without assigning any reason.
- g) All other term and conditions including Special Terms and Conditions and CDC Terms and Conditions of this Account Opening Form shall be equally applicable to Online Trading Account(s).

\_\_\_\_\_  
Account Holder



\_\_\_\_\_  
Joint Account Holder

\_\_\_\_\_  
Broker



**Annexure-A**

**Board Resolution**

**"RESOLVED** that an application be made on behalf of \_\_\_\_\_ (name of entity) to \_\_\_\_\_ ("broker") for opening an Account and for the afore-said purpose the Account Opening Form including Terms and Conditions as set out herein be executed on behalf of \_\_\_\_\_ (name of entity).

**FURTHER RESOLVED** that Mr. /Ms. \_\_\_\_\_ and Mr. /Ms. \_\_\_\_\_ be and are hereby authorized and empowered, either singly/jointly for and on behalf of \_\_\_\_\_ (name of entity) to sign and execute and deliver this Account Opening Form and Terms & Conditions and other documents in connection therewith, and to do any other act, deed or thing for and on behalf of \_\_\_\_\_ (name of entity) in respect of company's application for opening an Account.

**FURTHER RESOLVED** that Mr./Ms. \_\_\_\_\_ and Mr./Ms. \_\_\_\_\_ be and are hereby authorized and empowered, either singly/jointly to represent to the broker on all matters pertaining to the maintenance and operation of the Account, to deal, liase and correspond with broker and give instructions to fulfill all the responsibilities and obligations to broker under the Law, Rules and Regulations and the Terms & Conditions in relation to the Account from time to time, and to deal with other incidental and ancillary acts, things and deeds".

Signatures of the Directors

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

Date of Resolution: \_\_\_\_\_





**LETTER OF AUTHORIZATION**

**(STAMP PAPER)**

Annexure-B

To,  
Switch Securities (Pvt) Limited  
Room No. 417, 4th Floor, Stock  
Exchange Building, Lahore  
Phone: (042) 36300641-42

Re: **Authorization for trading in Securities and operation of Account with Switch Securities (Pvt) Limited**

With reference to my/our equities trading Account No. \_\_\_\_\_  
opened with you and pursuant to clause 10 of the Special Terms and Conditions contained in your Account  
Opening Form, I/we hereby jointly/severally authorize (1) Mr./Ms./Mrs.

\_\_\_\_\_  
Son/daughter/wife of Mr. \_\_\_\_\_  
holding CNIC No. \_\_\_\_\_ and (1) Mr./Ms./Mrs.

\_\_\_\_\_  
Son/daughter/wife of Mr. \_\_\_\_\_

holding CNIC No. \_\_\_\_\_, to operate my/our above account with Switch  
Securities (Pvt) Limited (SSPL), with full power to buy, sell and trade in above account with Switch  
Securities (Pvt) Limited (SSPL), with full power to buy, sell and trade in Securities (as defined in SSPL's  
Account Opening Form) on my/our behalf and issue instructions for sale and purchase of securities and for  
trading in securities from time to time, to receive payments on my/our behalf against securities sold by  
me/us or on my/our account by the authorized Person (s), through SSPL, to deliver the Securities to SSPL  
sold on my/our account, to make payment of securities purchased by the authorized person(s) on my  
account, through SSPL and to generally represent me/us to SSPL and to deal with SSPL on my/our behalf in  
all matters pertaining to the sale, purchase and trading in securities and/or maintenance and operation of  
the said account with SSPL.

I/we shall accept all transactions that may be effectuated by the said authorized person(s) jointly/severally  
without raising any disputes or issues and shall be fully responsible and liable for all actions, acts, things  
and deeds done or effectuated in this regard, by the said authorized person(s).

The specimen signatures of the authorized person(s) are as follows:

Sr.	Name of Authorized Person	CNIC Number	Specimen Signature
	_____	_____	_____
Witness:			
1.	_____	_____	_____
2.	_____	_____	_____

Account Holder Signature:

1. \_\_\_\_\_ 2. \_\_\_\_\_

Annexure-C

**FORMAT OF ZAKAT DECLARATION FORM (CZ – 50)**

**AS PER ZAKAT & USHER ORDINANCE 1980 [TO BE MADE ON A STAMP PAPER OF RS. 20/-]**

Under the provision of Sub Section (3) of section 1 of Zakat and Ushr ord. 1980 (XVIII of 1980) and Rule 20 of Zakat (Collection & Refund) rules 1980, Sworn on Oath before I/We

\_\_\_\_\_ Son of \_\_\_\_\_ Aged \_\_\_\_\_ years, residing at \_\_\_\_\_ do here by solemnly swear by Allah that:

- a) I am/We are Muslim(s) and follow FIQH \_\_\_\_\_
- b) According to my/our faith and above said fiqh, I am /we are not obliged to pay Zakat on the following types of Assets to any extent as laid down in Zakat & Usher Ordinance, 1980.

**1) GOLD & SILVER**

Ornaments or silver which is not in the form of coins.

**2) PAPER CURRENCY**

**3) LIFE INSURANCE POLICIES**

**4) BANK ACCOUNTS**

All types including Saving Bank, Current Deposit, Notice Deposit, Fixed Deposit and similar account by whatever name described with the banks, Post Office, National Savings centers and financial institutions etc.

**5) SECURITIES**

All types including Shares, Debentures, N.I.T. Units, ICP Mutual Funds, Defense Saving, Special Saving Certificates and account thereof Prize Bonds, Government Securities etc.)

**6) FUNDS**

Provident Fund, Gratuity, Annuity, etc. LOANS given to other and ALL OTHER INVESTMENTS etc.)

Place: \_\_\_\_\_

Date: \_\_\_\_\_ Deponent(s)

**WITNESSES**

We,

1) \_\_\_\_\_ son of \_\_\_\_\_ resident of \_\_\_\_\_

2) \_\_\_\_\_ son of \_\_\_\_\_ resident of \_\_\_\_\_

solemnly declare and affirm that we know the above deponent(s) and identify him/them as the same person(s) as described above.

1) \_\_\_\_\_ Signature 2) \_\_\_\_\_ Signature

1) CNIC No. \_\_\_\_\_ 2) CNIC No. \_\_\_\_\_

The above declaration has been solemnly on oath before me on this \_\_\_\_\_, 2016 by the above deponent(s) in presence of witnesses and identified the above deponent(s).



**SWITCH SECURITIES (PVT) LIMITED**

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## SWITCH Securities (Private) Limited

Room No,417,4th, Floor, Lahore Stock Exchange Building, Lahore  
Ph: (042) 36300641-42

web: [www.switch.com.pk](http://www.switch.com.pk)  
E-mail: [info@switch.com.pk](mailto:info@switch.com.pk)



A Member Company of \_\_\_\_\_ Group \_\_\_\_\_