

# IGI

Securities



## Commodity Futures Trading Account Opening Form

**IGI FINEX SECURITIES LIMITED**

# 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 account opening form of IGI Finex Securities Ltd. (also referred to as IGI Securities Ltd.) should be duly signed by the Account Holder(s) and the Broker (IGI Finex Securities Ltd.).
- e) Please tick relevant boxes where applicable.
- f) The duly filled and signed IGI Finex Securities Form along with the necessary documents may please be submitted or mailed to IGI Finex Securities Ltd. Office located at 7th Floor, Nacon House, MDM Wafai Road, Karachi, Pakistan.
- 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. ENCLOSURE - FOR INDIVIDUALS

- a) Attested copies of Computerized National Identity Card of the applicant.
- b) Attested copies of Computerized National Identity Cards of the Nominee(s)(if applicable)
- c) Attested copies of passports of the applicant, or Nominee(s)(in case of non-residents)
- d) Copy of the letter of authorization from the Account Holder(s) of the person authorized to trade in the Account (if other than the account holder).
- e) A list of Transaction fee, Commission to be charged by the Broker and other charges to be levied.
- f) Copy of Income tax return

## 3. ENCLOSURE - FOR COMPANIES

- a) Attested copies of Memorandum and Articles of Association/ Partnership Deed and Certificate of Incorporation.
- b) Board of Directors' Resolution.
- c) List of Authorized Directors/Officers/Partners, who would operate the Account with attested copies of their CNICs.
- d) Specimen Signature Cards.
- e) Details of promoters/partners/key manager personnel of the company/ firm
- f) Copies of annual report of last 3 years
- g) Net worth (certified) as DD-MM-YY

### **IGI FINEX SECURITIES LIMITED**

#### **REGISTERED OFFICE:**

7th Floor, Nacon House, MDM Wafai Road,  
Karachi-74200  
Ph: 021-5687494 Fax: 021-5684087

#### **CORPORATE MEMBER:**

**Karachi Stock Exchange (Guarantee) Limited**  
KSE CODE#: 044, SECP BROKER REGISTRATION#: BRK-019  
**Lahore Stock Exchange (Guarantee) Limited**  
LSE CODE#: 007, SECP BROKER REGISTRATION#: BRK-019  
**National Commodity Exchange Limited**  
MEMBER CODE#: 023.

# ACCOUNT OPENING FORM

## NATURE OF ACCOUNT:

Single

Company

Firm

I/We, request you to open a Commodity Futures Trading Account with the \_\_\_\_\_ office of \_\_\_\_\_ NCEL Broker) for purchase and sale of futures contracts, in accordance with the Terms and Conditions attached herewith. My/our account details are as under:

## MAILING ADDRESS:

[To be used for all correspondence between IGI Finex SECURITIES LIMITED and the account holder(s)]

## PARTICULARS OF ACCOUNT HOLDER

NAME:

FATHER'S / HUSBAND'S NAME:

OCCUPATION:

NATIONALITY:

GENDER:

Male

Female

STATUS:

Resident

Non-Resident

CNIC #:

PASSPORT#

(in case of Non-Resident)

ANNUAL INCOME IN LAST 3yrs: Rs.

DATE OF BIRTH:

PERMANENT ADDRESS:

OFFICE #

OFFICE #

FAX #

MOBILE #

HOME #

E-MAIL

# ACCOUNT OPENING FORM

## FOR COMPANIES, INSTITUTIONS AND FIRMS ONLY

COMPANY REGISTRATION NO: STATUS: Resident Non-Resident

ADDRESS:

BOARD RESOLUTION DATED ATTACHED AS ANNEXURE 'A': Yes No  
(Copy Enclosed)

CERTIFICATE OF INCORPORATION ATTACHED AS ANNEXURE "B" Yes No  
(Copy Enclosed)

DATE OF BUSINESS COMMENCEMENT: NATIONAL TAX NUMBER:  
(DD/MM/YY)

SALES TAX REGISTRATION NUMBER:

OFFICE # OFFICE # FAX #  
MOBILE # HOME # E-MAIL

## AUTHORIZED PERSON

Name of authorized person to instruct, place, deal (buy or sell) and settle transactions and orders.

NAME: FATHER'S / HUSBAND'S NAME:

RELATIONSHIP TO A/C HOLDER: NATURE OF ACCOUNT: Single Joint

CNIC #:  SIGNATURE:

ADDRESS:

OFFICE # OFFICE # FAX #  
MOBILE # HOME # E-MAIL

Power of Attorney is required for the above, in case the authorized person is other than the account holder

## DECLARATION OF SOLVENCY

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

- It/he/she 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,
- It/he/she is not un-discharged insolvent; and
- It/he/she has not been declared defaulter in repayment of loan(s) of a banks/ financial institutions.

## SEGREGATED BANK ACCOUNTS

All funds deposited by the Account Holder(s) with their Broker will be held in a segregated bank account, "Client Group Account", set up by the Broker with the Exchange approved Clearing Bank(s) (the "Bank").

The Account Holder(s) shall not be entitled to give any instruction to the Bank in relation to any of the funds held by the Bank in that particular segregated account and shall have no privacy of contract with such Bank.

## MARGIN DEPOSIT

Margin deposits: The Account Holder(s) shall pay to the Broker such amount as a margin deposit as decided by the Broker subject to the minimum margin determined by the Exchange. The margin deposit shall be subject to increase at the discretion of the Broker upon 1 (one) business day written notice.

## INSTRUCTIONS

Tick the appropriate box [Please see clause 17 of the Special Terms and Conditions].

Verbal:                      Option for written instructions:

## CONFIRMATION OF TRADE AND DELIVERY OF MAIL & ACCESS TO NCEL PORTAL

OFFICE ADDRESS VIA POSTAL MAIL/ COURIER:

RESIDENTIAL ADDRESS VIA POSTAL MAIL/ COURIER:

EMAIL ADDRESS:

FAX NUMBER:

DIRECT ACCESS TO NCEL PORTAL:      Yes              No

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

NAME OF BROKER(S):

ACCOUNT HOLDER(S) ID:

EXCHANGE:

Karachi

Lahore

Islamabad

NAME OF BROKER(S):

ACCOUNT HOLDER(S) ID:

EXCHANGE:

Karachi

Lahore

Islamabad



# 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 trades, transactions and contracts between the parties shall be subject to the Securities & Exchange Ordinance, 1969 read with the Securities & Exchange Commission of Pakistan Act, 1997, Commodity Exchange and Future Contract Rules, 2005, General Regulations of the Exchange, Notices and Circulars. The Broker shall ensure provisions of copies of all the above Rules, Regulations, Notices and Circulars at his office for access to the Account Holder(s) during working hours.
2. In the event of the death or insolvency of the Account Holder(s) or his otherwise becoming incapable of receiving and paying for or delivering or transferring commodities which the Account Holder(s) has ordered to be bought or sold, the Broker may with the approval of the Exchange, close out the transaction of the Account Holder(s) and the Account Holder(s) or his legal heirs/representatives shall be liable for any losses, costs, damages including statutory / regulatory charges, if any and be entitled to any surplus/profits which may result there from. Provided however, in case of any disputes among the legal heirs or legal representatives, the Broker shall have the right to require them to obtain succession certificate or other mandate from an appropriate court or lawful authority.
3. Payment of Margins: Variation Margin will be collected in cash only. The Account Holder(s) further order will add to the open positions only if the balance of the initial margin deposit is adequate to meet the initial margin required on such new positions. The Account Holder(s) shall not be permitted to create any new open positions, until receipt of such additional initial margin, as may be demanded by the Broker.
4. All positions (brought forward, created during the day, closed out during the day) in Commodity Futures Contracts, at the close of trading hours on a day, shall be marked to market at the Daily Settlement Price (for Daily Mark to Market Settlement) and settled.
5. Variation Margin calls resulting due to daily Mark to Market settlement in respect of admitted deals in Commodity Futures Contracts shall be cash settled, only.
6. Mark to market settlement resulting in losses: Losses incurred at the end of the trading day will be first deducted from the respective funds available with the Exchange in the form of Margin deposits, after covering up the minimum margin required at the end of the trading day. If the balance available to the credit of the Account Holder(s) is not adequate to cover the loss incurred by the Broker or Account Holder(s) a variation margin call will be generated to cover the amount of loss. Variation Margin call amount will be collected from each Account Holder(s). The Account Holder(s) will be required to pay to the Exchange 100% of the amount of Variation Margin Call in cash. Variation Margin Calls (Losses) at the end of each day will be paid to the Clearing House latest by the Exchange determined cutoff time on the same trading day.
7. In case an Account Holder(s) fail(s) to deposit the amount of Variation Margin Call during the timings specified by the Exchange his trading account(s) and the rights arising in connection thereto will be suspended.
8. In Case of Profits: Profit earned at the end of the trading day will be added / credited to the respective funds available with the Exchange in the form of Margin deposits. The amount will increase the balance available at the end of trading day, to take further positions.
9. On expiry date of a Commodity Futures Contracts, all Account Holder(s) with open positions, will be matched for delivery in respect of all positions individually.
10. A detailed report containing all matched and unmatched requests will be provided to Account Holder(s) before the end of the day on expiration of the Commodity Futures Contract.

# SPECIAL TERMS AND CONDITIONS

11. The Account Holder(s) acknowledge(s) that all contracts culminating in delivery, which are not squared off, would be transactions for purchase and sale between the Account Holder(s), and the Account Holder(s) would be personally liable to each other through the contract. The relationship between the Account Holder(s) inter se is and will be governed and regulated by the Regulations of the Exchange.
12. Deliveries: The Account Holder(s) will be responsible for providing information for the purposes of giving/ taking delivery against his Open Position along-with information necessary for giving / taking delivery within stipulated period as determined by the Exchange. The Broker shall be responsible for the collection of such information from the Account Holder(s) and to submit the same to the Exchange.
13. The Exchange at the end of the stipulated period shall match the information provided by the Broker against Net Open Positions of the Account Holder(s) and shall confirm the Delivery/Receipt to be effected against Delivery information submitted by the Broker.
14. The Account Holder(s) shall co-ordinate with the Broker to ensure that all requirements for giving/taking delivery are fulfilled. The Account Holder(s) shall also ensure that all statutory requirements laid down regarding Sale / Purchase of goods including payment of taxes, local levies and other statutory/regulatory charges as prescribed under applicable laws from time to time are complied with.
15. The Account Holder(s) shall submit Invoices any and all such other documents as required under the prevalent laws and forward the same to the Clearing House within stipulated period as specified by the Exchange from time to time.
16. Account Holder(s) shall authorize the Broker to buy, sell or close out any part or all of the contracts held in the Account Holder(s) account with the Broker. The Account Holder(s) will reimburse the Broker for any and all such incidental expense as may be incurred by the Broker for an on account of the Account Holder(s).
17. 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 the Regulations and all such transactions recorded by the Broker in his books shall be conclusive and binding upon the Account Holder(s).
18. While the Broker shall make every effort to carry out the instructions of the Account Holder(s), within the limits of the prices instructed by the Account Holder(s), and to execute the instructions in full, the Broker does not in any manner, express or implied, guarantee, promise, warrant, represent or assure that the instructions of the Account Holder(s) will be implemented fully or even partially and/or within the limits notified by the Account Holder(s). The Account Holder(s) agree(s) that it/they shall not be entitled to make any claim against the Broker and the Broker shall not be responsible for any loss arising out of instructions not implemented fully or partially, due to oversight or reasons not attributable to the Broker or reasons beyond the Broker's control, unless the loss to the Account Holder(s) has arisen out of the gross negligence or oversight of the Broker.
19. All purchases and sales of commodity shall be executed by the Broker during the trading hours of the Exchange. Unless the Account Holder(s) give(s) specific instructions to the Broker to the contrary, the Account Holder(s) acknowledge(s) that all orders shall be good for the pertinent day only and shall lapse at the end of the official trading day of the Exchange.
20. The Broker may, from time to time at the request of the Account Holder(s) or of its own volition, provide to the Account Holder(s) information relating to investment opportunities in the market and/or of finances/economic nature. The Broker however does not guarantee the accuracy/veracity/ reliability of such information and the Account Holder(s) acknowledge(s) that any steps or instructions issued in reliance of such information shall be deemed to have been unilaterally taken/ issued by the Account Holders at his/her/their sole risk and responsibility in respect of the consequences emanating there from.

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It is agreed and understood that the decision to sell or purchase any commodities or to make any investments or disinvestments, shall be deemed to have been made only by the Account Holder(s) based on his/her/ their own acumen and judgment, without any representation or assurance from the Broker as to its profitability or viability.

21. The Broker is entitled to assume the correctness and validity of any instructions given by or which appear to have been duly authorized by the Account Holder(s) and his Authorized Person and any action taken by the Broker shall be valid and binding upon the Account Holder(s).
22. The Broker shall provide the trade confirmation of the executed transactions to the Account Holder(s) at the above stated address by means of acceptable mode of communication or by hand subject to acknowledgment receipt as noted in Clause 17.
23. In case there are any error(s) in the trade 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). Provided however, the Broker's decision as to whether or not there has been any error in the daily confirmation statement, shall be conclusive and binding upon the Account Holder(s).
24. Provisions in case of Default: In the event of a default of a Broker on his own account, the Account Holder(s) money shall not be utilized to meet the Broker's liabilities. In such cases, the Account Holder(s)' positions shall be either transferred to another solvent Broker or closed-out as per the Regulations of the Exchange. The loss, if any, caused to the Account Holder(s) because of such action would be recoverable by the Account Holder(s) from the Broker. In the event of failure of the Account Holder(s) to fulfill his obligations to the Broker, the Exchange or the Clearing House, the Account Holder(s)'s position may be closed out and the money, if any, of the Account Holder(s) available with the Broker or with any other Broker or the Exchange, may be adjusted against the Account Holder(s)' liabilities / obligations. In case there being no money available with the Broker or the Exchange, the Account Holder(s) shall continue to be liable to settle the Account Holder(s)' liabilities to the Broker.
25. In case of any amount due from the Account Holder(s) has not been paid within the period specified, the Broker shall have the right to settle the outstanding amounts by closing out the contract. The Account Holder(s) shall further be liable for all losses, damages, costs and expenses, which the Broker may suffer or sustain due to non-payment by the Account Holder(s).
26. The Account Holder(s) shall have a right to obtain a copy of his/her/their ledger statement under official seal and signature of the Broker or his authorized representative on a monthly basis and otherwise as and when required by the Account Holder(s)' at a reasonable cost to the Account Holder(s). In case of any discrepancy in the ledger statement, the Account Holder(s) shall inform the Broker within 1 (one) day of receipt of the ledger statement to remove such discrepancy.
27. 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. \_\_\_\_\_ (Authorized Person) to transact in the account in which event the transactions shall be Executed by the Authorized Person on behalf of the Account Holder(s). All transactions executed by the Authorized Person shall be binding upon the Account Holder(s) and shall not be questioned by the Account Holder(s) under any circumstances. The Broker shall, upon receipt of instructions from the Account Holder(s) or the Authorized Person is entitled to purchase or sell, the commodities and deal in and engage in transactions in commodities at the risk and cost of the Account Holder(s) upon the instructions of the Account Holder(s) and/or his/her/their Authorized Persons, as provided in Clause 17 herein above.
28. The Broker shall be responsible to append a list of his authorized traders and designated employees, who can deal with the Account Holder(s), with this Account Opening Form and a copy of both the Account Opening Form and the list will be

## SPECIAL TERMS AND CONDITIONS

provided to the Account Holder(s). Any change therein shall be intimated in writing to the Account Holder(s) with immediate effect. The Account Holder(s) shall not deal with any person at the Broker's office, except with the Broker's key personnel, as name in the list mentioned above. The names of the authorized traders and designated employees may be removed and/or substituted at the discretion of the Broker, provided the Broker shall immediately notify the names of those authorized traders and designated employees who are removed with names of the substituted authorized traders and designated employees. The Broker shall not be responsible for any dealings between the Account Holder(s) and any unauthorized person.

29. The Account Holder(s) shall pay such commission at such rates and on such basis as the Broker may from time to time advise to the Account Holder(s), either verbally or in writing, in accordance with prescribed rates stipulated by the Exchange or at such rates as the Broker may decide within the limits stipulated by the Exchange. Besides, the Account Holder(s) shall be liable to pay and the Broker shall be authorized to collect any levies, charges, taxes, rates, duties, including central excise duties, sales tax, etc. on each transaction as may be levied by the Federal, Provincial or Local Government(s), the Commission and/or the Exchange. In case any withholding tax is applicable on payments to be made to the Account Holder(s), the same shall be withheld in accordance with the pertinent regulations.
30. The Broker shall not disclose the information of the transactions of the Account Holder(s) to any third party and shall maintain confidentiality of the information. However, in case any appropriate Court, Tribunal, Exchange, the Commission, the State Bank, the Investigating Agencies (such as NAB, FIA, ANF, etc.) or the Federal or Provincial or Local Government(s) as the case may be, in exercise of its/their powers under the law require(s) any such information, the Broker shall be obliged to disclose the same for which the Account Holder(s) shall not raise any objection whatsoever.

Provided however that the Broker shall be allowed to share the details of the Account Holder(s) as mentioned in the Account Holder(s) registration form or any other information pertaining to the Account Holder(s) with parties / entities other than when required under law with the express permission of the Account Holder(s).

31. In case a Broker converts his individual membership rights to corporate membership and vice versa, or in case of merger of the Broker's corporate membership with another entity, subject to the condition that the beneficial ownership remain the same, the agreement and conditions laid down herein above shall remain effective, unless otherwise mutually agreed by the parties.
32. Acceptable mode of communication between the Account Holder(s) and the Broker shall be through letter (courier/registered post/fax/Email) or by hand subject to receipt/ acknowledgment, as per the medium chosen by the Account Holder(s) in the title page of this Account Opening Form. The onus of proving that the e-mail has been received by the recipient shall be on the sender sending the mail. The Broker may, however, at its discretion, insist upon a particular mode of receiving instructions from the Account Holder(s) in one of the above mentioned modes of communication and shall be further at a liberty to record, tape or in any other manner store such instructions. Any voice recording made by the Broker shall constitute evidence of the communication so recorded for such instructions.
33. 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. The Account Holder(s) further undertake(s) to promptly notify the Broker in writing of any change in the List of Authorized Person(s), as set out in this Account Opening Form. No change thereto shall be effective and the Broker shall be entitled to rely on the information pertaining to the Authorized Person(s) and the particulars, as recorded with the Broker without incurring any liability for doing so, until such time that the Broker is so notified in writing along with the credentials and specimen signature(s) of the replacement Authorized Person(s).
34. In the event of failure or refusal to effect the delivery against purchase contract by any Broker of the pertinent Exchange through whom the Broker may have purchased the commodities or refusal to accept delivery against any sales contract by

## SPECIAL TERMS AND CONDITIONS

any broker of the said Exchange through whom the Broker may have sold the commodities, the Broker shall not be liable for any damages, costs or legal expenses which the Account Holder(s) may suffer or sustain and, in any such event, Regulations of the Exchange shall at all times prevail and shall be binding upon the parties.

35. The Broker shall not be liable for any fraud, forgery, mis-declaration or any other act or omission on the part of any Account Holder(s) and the contracts shall be purchased or sold at the sole risk of the Account Holder(s) with no obligation on part of the Broker.
36. Trade Obligations: The Account Holder(s) shall accept all trades executed, irrespective of the fact that the order is executed partially or in full, on the Exchange.
37. Account Holder(s) shall be liable to pay all taxes as may be applicable under the Federal and/or Provincial tax laws including sales tax, if applicable, in connection with deliveries and purchase of commodities against the open positions at the expiration of contracts.
38. The Account Holder(s) acknowledge(s) that the Broker has a general right of set-off in respect of any and all monies or sums of the Account Holder(s) lying with the Broker or indicated in any account maintained by the Broker as being to the credit of the Account Holder(s) and that such right may be exercised at the discretion of the Broker upon non-payment or other default on part of the Account Holder(s) and in such manner as the Broker deems appropriate. The Account Holder(s) agrees and acknowledges that the Broker may dispose of any commodities or any other property of the Account Holder(s) lying with the Broker at such time and prices as deemed appropriate by the Broker in its sole and unfettered discretion in order to recover amounts due to the Broker. The Account Holder(s) hereby authorizes the Broker to make such dispositions on its behalf and from the proceeds thereof to deduct/settle/ adjust/ realize all sums that are or may become due and/or payable to the Broker from time to time. In case of shortfall, the Account Holder(s) shall continue to be liable.
39. In case the Account Holder(s) is/are Foreigner Resident, Foreigner Non-Resident and Non-Resident Pakistani, permission from the Government of Pakistan and/or the State Bank of Pakistan shall be obtained by the Account Holder(s), if required under any laws, rules or regulations.
40. The Account can be closed by mutual consent, upon at least one month prior written notice to the by one party to the other. Upon service of such notice, no further transactions of commodities will be executed by the Broker on Account of the Account Holder(s), except that all pending orders shall be executed and all settlements shall be made. This is without prejudice to the right of the Broker to close the Account and to square off the Account Holder(s)' position and recover all out standings, dues, losses, etc. without any prior notice in event of non-payment or breach of any of the terms and conditions of this Agreement by the Account Holder(s). The Account Holder(s) shall continue to be liable for any shortfall.
41. Whenever any difference arises between Broker and his Account Holder(s) on the other hand or between Brokers and their Authorized Representatives, or between any Broker's Authorized Representative and the Broker's Account Holder(s) in connection with the trade or transaction or contracts on the Exchange, or anything incidental hereto, it should be referred to Arbitration in accordance with the Regulations of the Exchange.
42. The Account Holder(s) acknowledge and confirm having read the Risk Disclosure Document appended hereto and understand the trading and risks involved in the trading of these instruments and am/are fully responsible for my/our dealings in these instruments.
43. The Account Holder(s) shall not, either acting alone or in concern with others, directly or indirectly, hold and control excess number of permitted contracts as fixed from time to time by the Exchange.

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44. The Account Holder(s) shall not exercise a long or short position where, acting alone or in concert with others, directly or indirectly. The Account Holder(s) will have exercised in excess of the commodity wise Position Limits of permitted commodity futures contracts as may be fixed from time to time by the Exchange with the approval of the Commission.
45. 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 annexure 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.
46. 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 from any sources deemed appropriate by the Broker.

**I/We, the Account Holder(s), have read/ understood all the terms and conditions mentioned above and agree upon them. Therefore, all the Terms and Conditions mentioned above are accepted by me/us.**

## SIGNATURE OF ACCOUNT HOLDER(S)

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## SIGNATURE OF ACCOUNT HOLDER(S)

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ DESIGNATION: \_\_\_\_\_

### WITNESS 1

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

CNIC #:  -

(Copy Enclosed)

### WITNESS 2

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

CNIC #:           -

(Copy Enclosed)

# INTERNAL CODE OF ETHICS

IGI Finex Securities Limited (IGI Finex Securities) is one of the leading stock brokerage house in the Country which serves local as well as offshore institutional as well as individual clients. We are grateful to you for reposing confidence in IGI Finex Securities by opening an equity trading account with us.

IGI Finex Securities reiterates its commitment to delivering highest level of quality, exceptional experience, and innovative services to its clients, substantiating its strategic objective to be recognized as one of the leading brokerage firms. This distinction is punctuated by its corporate culture, which is depicted by its client-centric approach, flexibility and innovation while maintaining the highest level of ethical and legal standards.

IGI Finex Securities is dedicated to maintain its exemplary reputation for trustworthiness and integrity. IGI Finex Securities sees its business as a sum of relationships with its retail investors, high net worth clients and reputable institutions. In reciprocation, IGI Finex Securities' clients are expected to assign due importance to the culture of honesty, integrity and respect – these being the most critical success factors in our achievement. IGI Finex Securities is confident that its clients would appreciate and acknowledge these business practices by following IGI Finex Securities' internal Code of ethics while investing and dealing with IGI Securities which are as under:

1. Please refrain from offering gifts and gratuities or other favors, including entertainment and cash gifts, neither for employees nor for associated third parties in the course of your dealing with our staff. (If considered necessary then gifts and gratuities must remain within customary limits and be within the barriers of usual business conduct and of nominal value In case of any doubts, clearance should be obtained from the Chief Executive of IGI Finex Securities.).
2. IGI Finex Securities' employees are forbidden to offer or receive any payment (or percentage in profit) which is or may be construed as an inducement or incentive, bribe, profit sharing or any other consideration whatsoever. In case this condition is breached by the client, IGI Finex Securities would be justified in severing its relationship with such clients.
3. Clients shall not receive/make any payments directly to employees in any form. All clients should make payments by Crossed Cheques/ Demand Drafts / Pay Orders payable to "IGI Finex Securities Limited" only. In case any cheque is drawn by or on a bank account of a third party for payment on account of a client, written confirmation from such third party drawing such cheque shall be submitted to the effect that the payment be credited to the account of the pertinent client.
4. Upon each payment through any mode, client shall obtain payment receipt from IGI Finex Securities Limited.
5. In case of depositing physical shares, client shall ensure to fill out relevant Deposit Form available at the pertinent Branch of IGI Finex Securities. Do not forget to take receipt for the same.
6. IGI Finex Securities is a brokerage services firm and does not offer any Fixed Return Instrument; or guaranteed return on the clients' investments. Therefore, kindly ensure the availability of sufficient funds in your account with IGI Finex Securities before investing or placing any orders for purchase of any securities.
7. Your trade confirmations are sent out to you each day of any trading activity in your account through agreed mode of communication as mentioned in your Account Opening Form with IGI Finex Securities. These trade confirmations are targeted to highlight ambiguities, if any which must be notified to IGI Finex Securities in writing within next 24 hours.
8. Clients are requested not to show any discrimination against any other employee, especially with regard to origin, religion, gender or handicap. IGI Finex Securities also believes in this principle vis-à-vis its clients.
9. Clients are requested to deal and communicate only with those dealer(s), trader(s) or officer(s) of IGI Finex Securities who are designated by IGI Finex Securities for the pertinent clients

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10. IGI Finex Securities shall endeavour to protect the confidentiality of client information at all times to the best of its efforts, except when required by law or by a directive of a lawful authority to disclose it. The dissemination of information is handled by authorized persons only.

11. To report any illusory/ambiguous/disingenuous concern in relation to misdealing from IGI employee, clients are encouraged to contact line manager or contact Services & Quality department at 08002 34 34 or email at for guidance.

We would like to thank you for your continued patronage and assure you of our highest professional services at all times. We are confident that we will get sincere support and encouragement from our esteemed clients like yourself/yourselves towards our dedicated goal of making these business practices a standard across the industry. Please feel free to contact us in case of any assistance.

In the end, we would like to clarify that the above Code is based on our internal policy for ensuing clean business practices at IGI Finex Securities and is supplemental to and not in derogation or novation of statutory codes of ethics applicable to us as broker and member of stock exchanges or any law for the time being in force or the terms and conditions of our Account Opening Forms or other Agreements executed with our clients, which shall continue to remain in full force and effect.

Kindly confirm the acceptance of the Code by signing and returning to us the enclosed copy.

**FOR OFFICE USE ONLY**

**REFERRED BY:**

NAME:

DESIGNATION:

DATE:

SIGNATURE:

CLIENT ACCOUNT NO:

CDC SUB-ACCOUNT NO:

TRADER NAME:

CLIENT'S UIN:

TRADER CODE:

DATE:

**A/C OPENING ADMINISTRATOR**

**RISK MANAGER**

**HEAD OF OPERATIONS**

# IGI

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# Securities

## IGI FINEX SECURITIES LIMITED

### Registered Office

7th Floor Nacon House, MDM Wafai Road.

Phone: (+92-21) 5687494 Fax: (+92-21) 5684087



A Packages Group Company

### Karachi

7th Floor, The Forum,  
Suite 701-713, G-20, Block 9,  
Khayaban-e-Jami, Clifton.  
Phone: (+92-21) 111-234-234  
Fax: (+92-21) 111-567-567,  
5301729

### Karachi - KSE

Room # 70, 1st Floor KSE  
Bldg., Stock Exchange Road.  
Phone: (+92-21) 2429601-06  
Fax: (+92-21) 242-9607

### Lahore - DHA

75-T, Phase 2, DHA,  
(Near Lalak Chowk).  
Phone: (+92-42) 5707411-33  
Fax: (+92-42) 5748935

### Lahore - LSE

Room # 302, LSE Bldg.  
19 Khayaban-e-Aiwan-Iqbal.  
Phone: (+92-42) 6300082-84  
Fax: (+92-42) 6311179

### Multan

C-2, 1st floor, Hassan Arcade,  
Multan Cantt.  
Phonc: (+92-61) 4784401-02  
Fax: (+92-61) 4784403

### Gujranwala

Nasir Plaza, Main GT road.  
(Adjacent to New Railway Station).  
Phonc: (+92-55) 3841346-48  
Fax: (+92-55) 3257453

### Islamabad

Mezzanine Floor Razia Sharif  
Plaza, 90 - Blue Area G-7.  
Phonc: (+92-51) 2802241-3  
(+92-51) 111-234-234  
Fax : (+92-51)2802244

### Faisalabad

9th Floor,  
State Life Building  
Phonc: (+92-42) 2540845-43  
Fax: (+92-42) 2540815

### Peshawar

Mall Tower, 2nd floor, 35.  
The Mall, Peshawar  
Phone: (+92-91) 5253980-88  
Fax: (+92-91) 5253989

### Sialkot

Room # 206, Sialkot Trading floor, Cantt  
Plaza, Sialkot Cantt.  
Phone: (+92-52) 4566032-36  
Fax: (+92-52) 4566035

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