

Display of Important Information for Clients

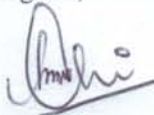
All brokers are hereby informed that the Securities & Exchange Commission of Pakistan (SECP), has required all brokers to prominently display the following standardized information at all their offices, branches and places of business including their official website and all social media platforms:

- Membership/valid license details
- Information regarding prohibition of dealing in cash, deposit taking, promise of fixed return and sharing of User ID/Password
- Important instructions for their clients, such as Do's and Don'ts etc.
- Information relating to Direct Fund Model
- Information for lodging complaint with PMEX in case the broker is unable to resolve the issue satisfactorily

All brokers are advised to ensure immediate compliance of this circular in letter and spirit.

For further information and assistance, please feel free to contact our Customer Support Services by phone on 111-11-PMEX (7639) or by email at support@pmex.com.pk.

Best regards,



Syed Mumtaz Ali
Chief Regulatory Officer



PAKISTAN
MERCANTILE
EXCHANGE

Direct Funds Model

User Manual



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1. ACCOUNT CREATION OF NEW CLIENT

Step 1: The Client will fill out the Account Opening Form (AOF) and submit it to the respective Broker.


Step 2: On the basis of AOF, the Broker will log onto TAMS, click on the following **UIN Entry** tab, insert the Client information as provided in the account opening form and submit it for onwards UIN approval.

The screenshot displays the 'UIN Entry' form within the 'For Testing NCEL Trader Account Management System' interface. The browser address bar shows 'https://demotrade.pmx.com.pk/tams/TraderManagement/UINEntry.aspx'. The user is logged in as 'MEM9960000' with the role of 'Member'. A sidebar on the left contains links for 'UIN Management', 'Trader Management', and 'User Management'. The main form area is titled 'UIN Entry' and contains the following fields:

- Trader Account*: TRD996
- Commodity Type: Futures (dropdown)
- Trader Type: Individual (dropdown)
- Primary Name*: (text input)
- Account Title: (text input)
- CNIC/NICOP*: (text input)
- In case of Corporate kindly ignore CNIC Issuance Date and Expiry Date.
- CNIC Issuance Date*: (date picker)
- CNIC Expiry Date*: (date picker) with a 'Lifetime' checkbox.
- In case of Individual kindly ignore CUIIN/Reg No./PP.
- CUIIN/Reg No./PP*: (text input)
- DOB/ Incorporation Date*: (date picker)
- Gender: ☒ Male ☐ Female
- Address*: (text input)
- Country: Pakistan (dropdown)
- State: Sindh (dropdown)
- City: Karachi (dropdown)
- ☐ Joint Account
- Save button

Step 2: Once UIN is approved by NCCPL, the Broker will get the confirmation for UIN approval on registered email.

Step 3: The Broker will log onto TAMS, click the following **Add Trader** tab, and insert the relevant information of new Client and save it into the system.



PMEX
Trader Account Management System

User: MEM9960000 Type: Member
Logout

UIN Management
Trader Management
User Management

Add Trader

Primary Account
Nominee

Primary Account

Trader Account*
TRD9960642

Trader Type
Individual

Commodity Type
Futures

Primary Trader Name*
TRDY770038

Account Title
TRDY770038

UIN/CNIC/NICOP*
4220100000362

In case of Corporate and Foreigner kindly ignore CNIC Issuance Date and Expiry Date.

CNIC Issuance Date*
Date:

CNIC Expiry Date*
Date:
☐ Lifetime

CNIC Expiry Date*
Date:
☐ Lifetime

Father Name

Husband Name

DOB/ Incorporation Date*
Date: 03-Nov-1981

Gender
☒ Male ☐ Female

Residential Status
Resident

Nationality

Address*
Karachi

Country
Pakistan

State
Sindh

City
Karachi

Phone

Mobile*

Email*

Fax

Bank Name*
ABL Allied Bank Ltd.

Bank IBAN Number*
IBAN number must start with PK
PK

Mobile*

Email*

Fax

Bank Name*
ABL Allied Bank Ltd.

Bank IBAN Number*
IBAN number must start with PK
PK

NTN

Client Portal Access
☒

CDC Account

Terminal Name(s)
META5

User
MEM9960000

KSE Client Code

Use Default Margin
☐

Commodities

Available

Selected

1KG0EURUSD
1KG0GBPUSD
1KG0USDJPY
5KG0EURUSD

>>
<<

Default Margin Option defines contract margins exceptions only for new clients against assigned commodities.


Save

Note: The Brokers are instructed to ensure correct and updated data entry of Clients' personal details including client's own bank account number (IBAN).

Step 4: Once the Broker has successfully entered the Client's information in TAMS, the Client will receive system generated email containing login credentials of Client Portal. The Client will also be notified through system generated email and SMS to check and approve the account profile through Client Portal.

2. INFORMATION UPDATE OF EXISTING CLIENT

In order to update account information of existing Clients, the Broker will log onto TAMS, click the following **Edit Trader** tab, insert the required information by ensuring correct entry of Client's IBAN and save the information into the system.



PMEX

Trader Account Management System

User: MEM9960000 Type: Member
Logout

[UIN Management](#)
[Trader Management](#)
[User Management](#)

Edit Trader

Primary Account
Nominee

Primary Account

Trader ID*

TRD9960000

Trader Type

Individual

Commodity Type

Futures

Primary Trader Name*

MT5 TEST TRADER

Account Title

MT5 TEST TRADER

UIN/CNIC/NICOP*

5454564564654

In case of Corporate and Foreigner kindly ignore CNIC Issuance Date and Expiry Date.

CNIC Issuance Date*

Date:

CNIC Expiry Date*

Date:

☐ Lifetime

Father Name

habib

Husband Name

DOB/ Incorporation Date*

Date: 13-Oct-1998

Gender

☒ Male ☐ Female

Residential Status

Resident

Nationality

Pakistan

Address*

House no. 222 Street no. 55 ABC Colony Ka

Country

Pakistan

State

Sindh

City

Karachi

Phone

0214585858

Mobile*

03004567890

Email*

waqas.moin200@pmex.com.pk

Fax

Bank Name*

MCB Muslim Commercial Bank Ltd.

Bank IBAN Number*

IBAN number must start with PK
PK1234567890123456789012

NTN

CDC Account

State

Sindh

City

Karachi

Phone

0214585858

Mobile*

03004567890

Email*

waqas.moin200@pmex.com.pk

Fax

Bank Name*

MCB Muslim Commercial Bank Ltd.

Bank IBAN Number*

IBAN number must start with PK
PK1234567890123456789012

NTN

CDC Account

Use Default Margin

☐

Commodities

Available

CORN

CWHEAT

GOLDTEST

GOLDTEST1

Selected

1KG0EURUSD

1KG0GBPUSD

1KG0USDJPY

5KG0EURUSD

Default Margin Option defines contract margins exceptions only for new clients against assigned commodities.

Save

3. APPROVAL OF ACCOUNT PROFILE BY CLIENT

Step 1: Once the Broker has successfully entered the Client's information in TAMS, the Client will log onto Client Portal, click the following **Client Profile Approval** tab. If the information entered by the Broker is correct, then Client will approve the profile. In case of any ambiguity or incorrect information, the Client will intimate the broker to enter correct information for subsequent approval of account profile

Note: If the Client does not approve account profile in the Client Portal, funds allocation and withdrawal requests will not be initiated from the Portal. Once the information is approved by the Client, the Broker shall only be allowed to amend Client's information subject to authorization by the Client in the Portal.

PMEX CSR Client Portal System

User: TRD9960000 Type: Trader Logout

Reports Profile and Funds Transfer Admin

Client Profile Approval

TraderID TRD9960000

Personal Information

Primary Trader Name MT5 TEST TRADER

Account Title MT5 TEST TRADER

Trader Type I

UIN 5454564564654

Phone

Mobile 03004567890

Email support@pmex.com.pk

DOB/Incorporation Date 10/13/1998

Address House no. 222 Street no. 55 ABC Colony Karachi

Bank Information

IBAN 123456789123456789123456

Bank Name ABL

Step 2: Once the Client approve his profile, his trader account gets activated.

4. CLIENT FUNDS DEPOSIT

Step 1: The Client will deposit funds in the following PMEX's designated bank account through online banking (IBFT) or cheque.

Bank	Meezan Bank Limited
Account Title	Pakistan Mercantile Exchange Ltd.
Account No.	0103648355
IBAN	PK08MEZN0001070103648355
Beneficiary email (if available)	funds@pmex.com.pk

Note: Transaction ID or cheque number will be required at the time of initiating funds allocation request. In case of any banking instrument, scanned copy of the instrument along with the deposit slip shall be emailed to the Exchange at funds@pmex.com.pk from Client's registered email address. Fund deposit through cash, cheque and online transfer from non-designated bank account is strictly prohibited. In case of such deposits, reversal may take substantial time.

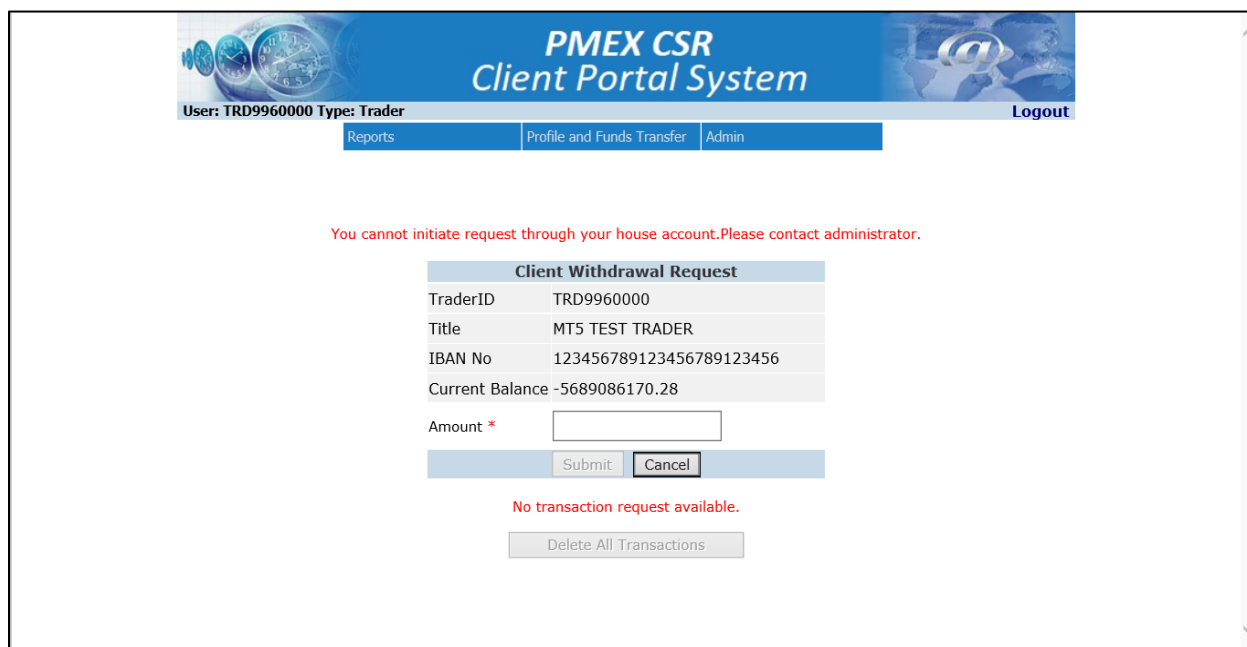
Step 2: Once funds are deposited in PMEX bank account, the Client will place funds allocation request in the Client Portal by clicking the following **Trader Funds Details** tab. The Client's Broker will also be notified through email about the initiation of funds allocation request by the Client.

The screenshot displays the PMEX CSR Client Portal System interface. At the top, the header includes the PMEX logo and the text "PMEX CSR Client Portal System". Below the header, the user information "User: TRD9960000 Type: Trader" is shown, along with a "Logout" link. A navigation bar contains three tabs: "Reports", "Profile and Funds Transfer", and "Admin". The "Profile and Funds Transfer" tab is active, showing the "Trader Funds Details" form. The form contains the following fields: "TraderID" (TRD9960000), "Trader Name*" (MT5 TEST TRADER), "Bank ID*" (ABB), "Account No.*" (empty), "Instrument Type*" (Cheque No), "Instrument No.*" (empty), "Amount*" (empty), and "Transaction Date*" (empty). At the bottom of the form are three buttons: "Submit", "Cancel", and "Delete All Transactions". Below the form, a red message states "No transaction request available."

Step 3: Once requested funds are approved by the Exchange, the funds allocation request will be posted in the PMEX Electronic Trading Systems (MT5 and NEXT). The Client and respective Broker will be notified of the approval or rejection of funds allocation request by the Exchange through email.

CLIENT FUNDS WITHDRAWAL

Step 1: The Client will initiate a withdrawal request through Client Portal and the same will be sent to Broker for onwards approval. Please note that Client can only place the request if its bank account is verified and account profile is approved. If a request remains pending for more than one day, the Client must contact his Broker.



The screenshot displays the PMEX CSR Client Portal System interface. At the top, the header includes the system name and a user profile for 'User: TRD9960000 Type: Trader'. Navigation tabs for 'Reports', 'Profile and Funds Transfer', and 'Admin' are visible, along with a 'Logout' link. A red error message states: 'You cannot initiate request through your house account. Please contact administrator.' Below this, a 'Client Withdrawal Request' form is shown with the following details:

Client Withdrawal Request	
TraderID	TRD9960000
Title	MTS TEST TRADER
IBAN No	123456789123456789123456
Current Balance	-5689086170.28
Amount *	<input type="text"/>

Below the form are 'Submit' and 'Cancel' buttons. A second red error message reads: 'No transaction request available.' At the bottom, there is a 'Delete All Transactions' button.

Step 2: Successfully validated requests will be directly credited into Clients designated bank account within two banking days.

Note: If a withdrawal request remains pending for more than one day, the Client must contact his Broker.

5. BROKER COMMISSION DEDUCTION

Brokers can initiate commission deduction request through **EBooks** and **Commission Upload** through file in CSR. The commission deduction requests will be credited into Brokers' clearing deposit in CSR after End of Day (EOD) validation.

6. REPORTS

Comprehensive reports are available in Client Portal and client can view bank transaction and funds status by clicking the following Report tab.



The screenshot displays the PMEX CSR Client Portal System interface. At the top, there is a blue header with the text "PMEX CSR Client Portal System" and a "Logout" link. Below the header, a navigation bar shows the user "User: TRD9960000 Typ" and three tabs: "Reports", "Profile and Funds Transfer", and "Admin". The "Reports" tab is active. The main content area shows a "Direct Fund Report" form. The form includes the following fields: "Trader ID *" with the value "TRD9960000", "Status" with a dropdown menu showing "Rejected", "From Date *" with the value "29-Apr-2019", and "TO Date *" with the value "29-Apr-2019". At the bottom of the form, there are three buttons: "Search", "Refresh", and "Download".