

PCS/KYC/2014-15/006

Date: 04.12.2014

To
All Branches / Sub-Brokers/ Employees

Sub: Mandate form for trading on behalf of client– Reg

This is to inform you that as per our internal policy mandate form is mandatory for trading on behalf of the client, we request you to collect mandate form from existing and new clients to avoid de-activation of the trading codes.

Most of the new application forms and dormant re-activation formats are lodged without mandate letter, while phone confirmation we came to know that most of the clients are unaware of the trades and there is no proper response from clients regarding the transactions as most of the orders are placed by one of the family members.

Mandate holder should be a family member of the client and the mandate holder should be either Father/Son/ Wife /Daughter.

KYC / Data modification / Brokerage change formats should be duly filled and signed by the client. Ensure that no blank and incomplete formats are sent to HO otherwise forms will not be processed and the same will be rejected.

The above process will be effective from 04/12/2014 onwards and applications without mandate formats will not be accepted.

Thanking you,

PCS Securities Ltd.
KYC