

Date: _____

Summit Capital (Private) Limited (SUMCAP)
701 – 702, 7th Floor,
Business & Finance Centre
Opposite State Bank of Pakistan
I.I Chundrigar Road
Karachi.

SUB: ACCEPTANCE OF SHARES

Dear Sir,

Please transfer following shares, received by SUMCAP, in my sub account number 06700-_____.

Serial #	Security Name	Symbol	Quantity	From Account #	Title of Account
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Sincerely yours,

For office use only

Signature: _____

Approved by: _____

Name: _____

Transfer by: _____

Trading Account #: _____

Date: _____

Date: _____

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SUB: APPLICATION FOR CONVERSION OF PHYSICAL SHARES INTO CDC

Dear Sir,

Please find following shares of M/s _____ . The total quantity of these shares is _____ according to the detail mentioned below.

Certificate #	Distinctive # From	Distinctive # To	Volume

Please convert the following shares into my CDC sub account # 06700-_____.

Thanking you,

Sincerely yours,

Signature: _____

Name: _____

Trading Account #: _____

Date: _____

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SUB: **CHANGE OF CONTACT NUMBER**

Dear Sir,

I am having a trading account # _____ with SUMCAP. I would like to change my contact number for further correspondence.

My new contact number is _____.

It is requested to please update the above mentioned contact number in your official record.

Thanking you,

Sincerely yours,

Signature: _____

Name: _____

Trading Account #: _____

Date: _____

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SUB: **CHANGE OF EMAIL ADDRESS**

Dear Sir,

I am having a trading account # _____ with SUMCAP. I would like to change my email address for further correspondence.

My new email id is _____.

It is requested to please update the above mentioned email address in your official record.

Thanking you,

Sincerely yours,

Signature: _____

Name: _____

Trading Account #: _____

Date: _____

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SUB: CHANGE OF MAILING ADDRESS

Dear Sir,

I am having a trading account # _____ and sub account # _____ at SUMCAP. I would like to change my mailing address for further correspondence.

My new mailing address is as follows:

It is requested to please update the above mentioned address in your official record.

Thanking you,

Sincerely yours,

Signature: _____

Name: _____

Trading Account #: _____

Date: _____

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SUB: **REQUEST TO CLOSE ACCOUNT AT SUMMIT CAPITAL**

Dear Sir,

Please close my trading account # _____ and sub account # _____.

I do not want to continue trading in this account any more.

Thanking you,

Sincerely yours,

Signature: _____

Name: _____

Trading Account #: _____

For office use only

Sub Ledger Balance: _____

Open position: _____

Trader's Signature: _____

Date: _____

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SUB: **RE-GENERATION OF PASSWORD**

Dear Sir,

I am having a trading account number _____. I would like to re-generate my
online terminal / web terminal password for further correspondence.

Thanking you,

Sincerely yours,

Signature: _____

Name: _____

Trading Account #: _____

User ID: _____

Date: _____

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Karachi.

SUB: **ZAKAT DECLARATION**

Dear Sir,

I am maintaining trading Account number _____ with SUMCAP.

Please find enclosed zakat declaration and please change my zakat status from payable to non-payable.

Thanking you,

Sincerely yours,

Signature: _____

Name: _____

Trading Account #: _____

Date: _____

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SUB: TRANSFER OF SHARES TO MY CDC INVESTOR ACCOUNT

Dear Sir,

Please transfer the following shares from my sub account _____ to CDC investor Account # _____

CDC City Code: _____

A/c Title: _____

Detail of shares is described as under;

Serial #	Security Name	Symbol	Volume

Kindly transfer above mentioned shares in my aforementioned investor account.

Thanking you,

Sincerely yours,

Signature: _____

Name: _____

Trading Account #: _____

For office use only

Sub Ledger Balance: _____

Trader's approval: _____

Open Position: _____

Date: _____

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SUB: TRANSFER OF SHARES TO OTHER PARTICIPANT ACCOUNT

Dear Sir,

Please transfer the following shares from my sub account _____ to CDC
Participant ID # _____ Sub A/c # _____

Participant Name: _____

Title of Account: _____

Detail of shares is described as under;

Serial #	Security Name	Symbol	Volume

Kindly transfer above mentioned shares in my aforementioned sub account.

Thanking you,

Sincerely yours,

Signature: _____

Name: _____

Trading Account #: _____

For office use only

Sub Ledger Balance: _____

Trader's approval: _____

Open Position: _____

Date: _____

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SUB: **WITHDRAWAL OF FUNDS**

Dear Sir,

I am maintaining a trading Account number _____ with SUMCAP. Kindly issue me a cheque in my favor amounting to Rs. _____ against my available credit balance.

Thanking you,

Sincerely yours,

Signature: _____

Name: _____

Trading Account #: _____

For office use only

Available balance: _____

Open FUT/PROV/CFS Position: _____

Trader Approval: _____

Date: _____

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SUB: **ONLINE/DIRECT DEPOSIT IN SUMMIT CAPITAL
BANK ACCOUNT IN SUMMIT KSE/LSE/ISE/FSD BRANCH**

Dear Sir,

I am maintaining a trading Account number _____ with SUMCAP. Kindly credit Rs. _____ in my sub ledger account against online/direct deposit in your bank account # _____ maintained with Summit Bank _____ branch.

Please find enclosed the deposit slip and copy of cheque for your record.

Thanking you,

Sincerely yours,

Signature: _____

Name: _____

Trading Account #: _____

For office use only

Trader Approval: _____

Accounts Department: _____

Date: _____

Date: _____

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SUB: ISSUANCE OF ONLINE TRADING TERMINAL ID

Dear Sir,

I am maintaining a trading Account number _____ with SUMCAP. Kindly issue me login id and password for using online trading terminal as per your agreed terms & conditions.

Kindly send email my user id and password at my registered email address.

For office use only

Signature: _____

Trader Approval: _____

Name: _____

User ID: _____

Trading Account #: _____

Date: _____

Date: _____

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SUB: **ISSUANCE OF VIEW ONLY TERMINAL ID**

Dear Sir,

I am maintaining a trading Account number _____ with SUMCAP. Kindly issue me login id and password for using view only trading terminal as per your agreed terms & conditions.

Kindly send email my user id and password at my registered email address.

Signature: _____

Name: _____

Trading Account #: _____

For office use only

Trader Approval: _____

User ID: _____

Date: _____

Date: _____

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SUB: RIGHT SHARES SUBSCRIPTION REQUEST

Dear Sir,

I am maintaining a trading account with SUMCAP.

I/We request you to kindly issue the Right shares subscription form for the subscription of the following shares and courier/email at my address.

<u>Details</u>		
Account Title / Name : _____		
Account No. _____	CDC Sub Account No. _____	
Company Name : _____		
Number of Right Shares to be subscribed: _____		
-----	-----	-----
Account Holder Signature	Joint A/c Holder (1)	Joint A/c Holder (2)

For office use only

Trader Approval: _____

Head of Sales : _____

Custody Position: _____

Debit/ Credit : _____

Date: _____

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SUB: DEPOSIT OF THIRD PARTY CHEQUE

Dear Sir,

I _____ S/o / W/o D/o _____ having CNIC # _____
_____ issuing a cheque # _____, _____
Bank amounting to Rs. _____/- in favor of _____, for trading
account no. _____ at SUMCAP.

Kindly deposit my cheque in the above said account. My CNIC copy is also enclosed for your record.

Thanking you,

Third Party Signature

For office use only

Account Holder Signature: _____ Trader Approval: _____

Name: _____ User ID: _____

Trading Account #: _____ Date: _____

Date: _____

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SUB: **DEPOSIT OF THIRD PARTY CHEQUE**

Dear Sir,

I am maintaining a trading Account number _____ with SUMCAP. Kindly
deposit cheque # _____, Bank _____, in the name of
_____ for Rs. _____ in my trading account.

Signature: _____

Name: _____

Trading Account #: _____

For office use only

Trader Approval: _____

User ID: _____

Date: _____