

Checklist for Change of Branch Office:

| Sl. No. | Particulars |
|----------------|---|
| 1. | Application to CSE in Company Letterhead |
| 2. | Board resolution in respect of change of Branch office |
| 3 | Evidence of connection of utilities i.e., demand notes, receipts/bills from concerned authorities (In case of both transfer and new connection). |
| 4. | Copy of declaration regarding compliances of Branch office as per SEC's directive 29 July, 2008 mentioning use of existing trading workstations at least two, reinstall of back office software, maintenance of books of accounts, transfer of branch Manager, Compliance officer and two Authorized representatives. |
| 5. | Copy of Appointment Letter, CV and Registration Certificate of Branch Manager, Compliance Officer & Authorized Representatives (if not existing) |
| 6 | Notice to the clients before 3 (three) days regarding changes of office address (as per SEC directive No. SEC/CMRRCD/2002-90/34 dated July 29, 2008.) |
| 7 | Copy of Tenancy/Lease Agreement in case of rented space for accommodation of the said office for minimum period of 2 years with renewable clause or copy of the payment of land revenue tax/holding tax for owned premises. |

Company Letterhead

Dated:,

The Chief Regulatory Officer
Chitavgong Stock Exchange Ltd.
CSE Building
1080, Sk. Mujib Road
Agrabad, Chitavgong

Sub: Request for permission for change/shift of Branch office

Dear Sir:

We refer to the above and would like to inform you that we have decided to shift our branch office ofto due to following reasons:

- To accommodate increase client based
- More convenient location
- Expiry of tenancy agreement
- Other reasons (please specify)

We enclose herewith the application and relevant papers/documents for your needful.

Thanking you.

Yours faithfully,

Name
Designation

Company Letterhead

Dated:

The Chief Regulatory Officer
Chitong Stock Exchange Ltd.
CSE Building
1080, Sk. Mujib Road
Agrabad, Chitong

Sub: Declaration

Dear Sir:

We do hereby declare/certify that all the requisite logistics, staff resources and other prerequisites of the Stock Broker will be available as per SEC Directive No. SEC/CMRRCD/2002-90/34 dated July 29, 2008 at our office...

We also declare that the followings will be available at our branch office before starting our trading operations:

- 1) Maintenance of necessary Books and Accounts.
- 2) Re install of Back Office Software.
- 3) At least two Trading Workstations.
- 4) Transfer/New appointment of Branch Manager, Compliance Officer and Authorized Representatives.

With kind regard,

Yours faithfully,

Name
Designation

Date:

Notice

The Management of Ltd has decided to shift/change of its Branch from from....., to

Therefore, honorable clients ofLtd ,Branch are requested to operate their trading activities and other transactions from its new branch office at

Authorized Signatory

**Declaration regarding closing of operational activities from
existing branch office**

With reference to the above, we would like to declare that, we will close all operational activities of our existing branch office located at, immediately after changing/shifting of our branch office to the new location at

Name
Designation

**Declaration regarding settlement of claims of Investors due to
Changing/Shifting of branch office to new location and
settlement of transactions**

With reference to the above, we would like to declare hereby that, if any claim arises from the investors due to change of our branch office, we will settle the same from our proposed relocated branch office.

In this connection, we further declare that the daily settlement of transactions will be conducted from the new location at our branch/head office at

Name
Designation

Date:

The Chief Regulatory Officer
Chittagong Stock Exchange Ltd
52-53, Dilkusha Commercial Area
Dhaka-1000.

Subject: Shifting of TWS & Server

With reference to the above , we would like to inform you that the management has decided to shift its branch office fro existing location atto

In this connection, we would like to request your good office to take necessary actions to transfer the following Trading Work Station (TWS) at our new location from the old location:

| SI No. | Trading Work Station (TWS) | User Name (AR) |
|--------|----------------------------|-----------------|
| | | |
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| | | |
| | | |

We further request you to shift our server and direct network connectivity from our existing branch office to the new premises mentioned above.

Thank You.

Sincerely,

Name
Designation