

# NATIONAL CLEARING COMPANY OF PAKISTAN LIMITED

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## NCSS USERS ESTABLISHMENT FORM

(Asset Management Company (AMC) & Trustee on behalf of a Debt Market Clearing Member)

(Please see page No 2 for guidelines)

1. Debt Market Clearing Member Name \_\_\_\_\_

3. Users Access Policy option

[Tick the appropriate option]

OPTION

I

OPTION

II

4. Users Details

Users	AMC (✓)	Trustee (✓)
User No. 1		
User No. 2		
User No. 3		
User No. 4		
User No. 5		
User No. 6		
User No. 7		
User No. 8		

5. Requested By:

Name of Signatory \_\_\_\_\_ Dated \_\_\_\_\_

Title \_\_\_\_\_ Place \_\_\_\_\_

Signature \_\_\_\_\_ For & on behalf of (...Asset Management Company...)

Name of Signatory \_\_\_\_\_ Dated \_\_\_\_\_

Title \_\_\_\_\_ Place \_\_\_\_\_

Signature \_\_\_\_\_ For & on behalf of (...Trustee.....)

Encl: NCSS External Excess Policy for Asset Management Company and Trustee on behalf of Fund/Trust as Debt Market Clearing Member.

**Guidelines:**

1. Please be prudent while selecting the option, it would not be easy to switch over from one option to another.
2. Users Access Policy options are mentioned below. Please select one option in consideration with your organizational and operational structure. In accordance with the design of the NCSS it is intended that the NCSS users may have the following profiles.

**USER ACCESS POLICY OPTIONS**

<b>OPTION I</b>	
➤ <b>Asset Management Company</b>	<b>Authority in NCSS</b>
<ul style="list-style-type: none"> <li>• User No. 1</li> <li>• User No. 2</li> <li>• User No. 3</li> </ul>	<b>SAVE and POST</b> <b>Post</b> <b>SAVE</b>
➤ <b>Trustee</b>	<b>Authority in NCSS</b>
<ul style="list-style-type: none"> <li>• User No. 4</li> <li>• User No. 5</li> <li>• User No. 6</li> </ul>	SAVE and POST POST SAVE
<b>OPTION II</b>	
➤ <b>Asset Management Company</b>	<b>Authority in NCSS</b>
<ul style="list-style-type: none"> <li>• User No. 1</li> <li>• User No. 2</li> <li>• User No. 3</li> <li>• User No. 4</li> </ul>	POST POST SAVE SAVE
➤ <b>Trustee</b>	<b>Authority in NCSS</b>
<ul style="list-style-type: none"> <li>• User No. 5</li> <li>• User No. 6</li> <li>• User No. 7</li> <li>• User No. 8</li> </ul>	POST POST SAVE SAVE

3. **SAVE** functionality means to preserve the data into the NCSS application with the intention to execute the transaction at the suitable time within the Designated Time. Data preserved in **SAVE** mode could be modified, updated or deleted before **POSTING**.
4. **POST** functionality means to execute the transaction. Once a transaction is **POSTED** it would be out of the reach and could not be rectified at the end of executor.
5. **VIEW / PRINT** options are available to all the Users according to their authority in NCSS.
6. Please make sure that the signature on this form should be in line with the authorized signatures provided / communicated on the Authorized Signatory Card submitted with Debt Market **Clearing Member Admission Form** to the Company.