

INSTRUCTION GUIDE

HOW TO CREATE AN ACCOUNT WITH PMEX

Instruction manual by **Floret Commodities**
(Corporate Member of Pakistan Mercantile Exchange)

www.floretcommodities.com

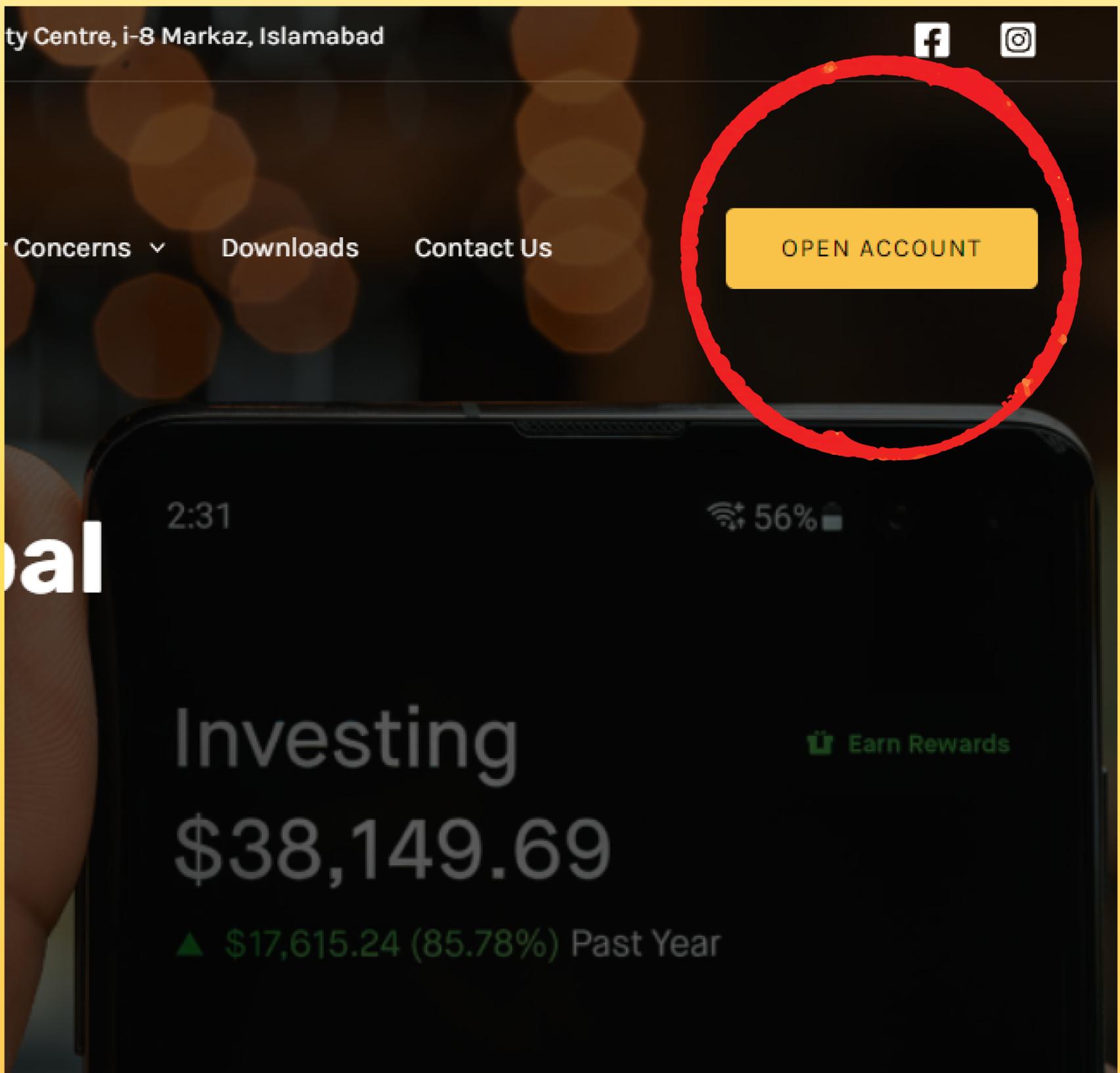


Office no 25 26, Pakland City Center I-8
Markaz, Islamabad, Pakistan.

03-111-000-183

Step 1

Go to www.floretcommodities.com and select **Open Account** from the top right corner.



Step 2

On the next page click on **Register Now** button from the bottom of your screen.

FLORET COMMODITIES (PRIVATE) LIMITED
Digital Account Opening Portal - PMEX

Userid / Email

Your registered email address with us

Password

Password

Login

Don't have account?

Register Now

Verification email not recieved or Forgot Password?

Click Here

Step 3

On the next page you'll get **Online Account Opening Registration** form, fill in the required credentials and proceed by clicking **Create Account**.

MAIL * RESIDENTIAL STATUS

RESIDENT ▼

out hyphen "-") * ID ISSUE DATE

DD/MM/YYYY

* NIC BACK

Choose File No file chosen

* MOBILE NUMBER IS REGISTERED UNDER

▼

* PROOF OF IBAN (pic. of cheque etc)

Choose File No file chosen

* I AM HUMAN (Please type letters, only small letters and numbers)

Create Account

Step 4

You will receive a confirmation message informing about receiving an email on the provided email address.

Open the email within **24 hours** and complete the registration process.

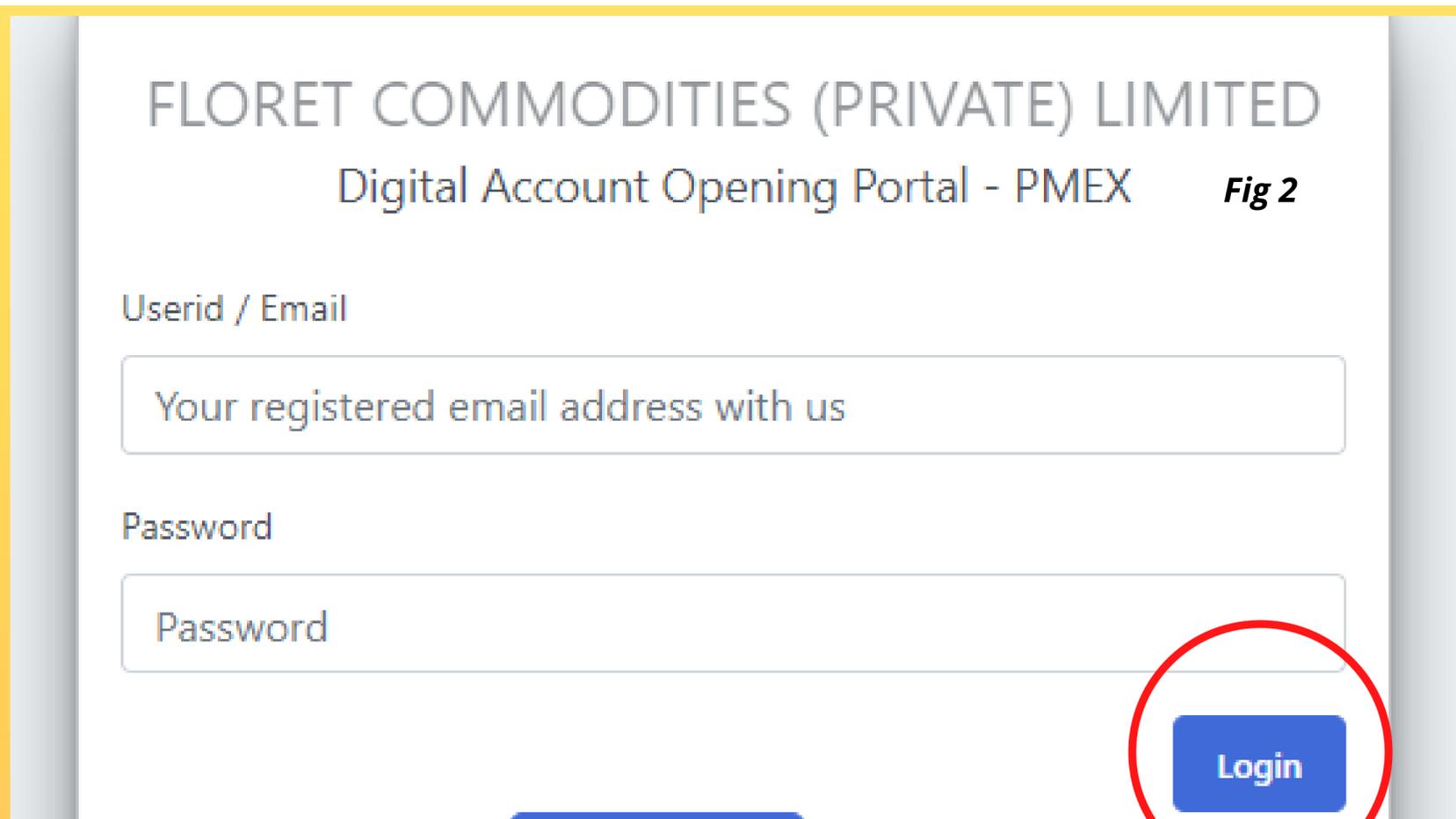
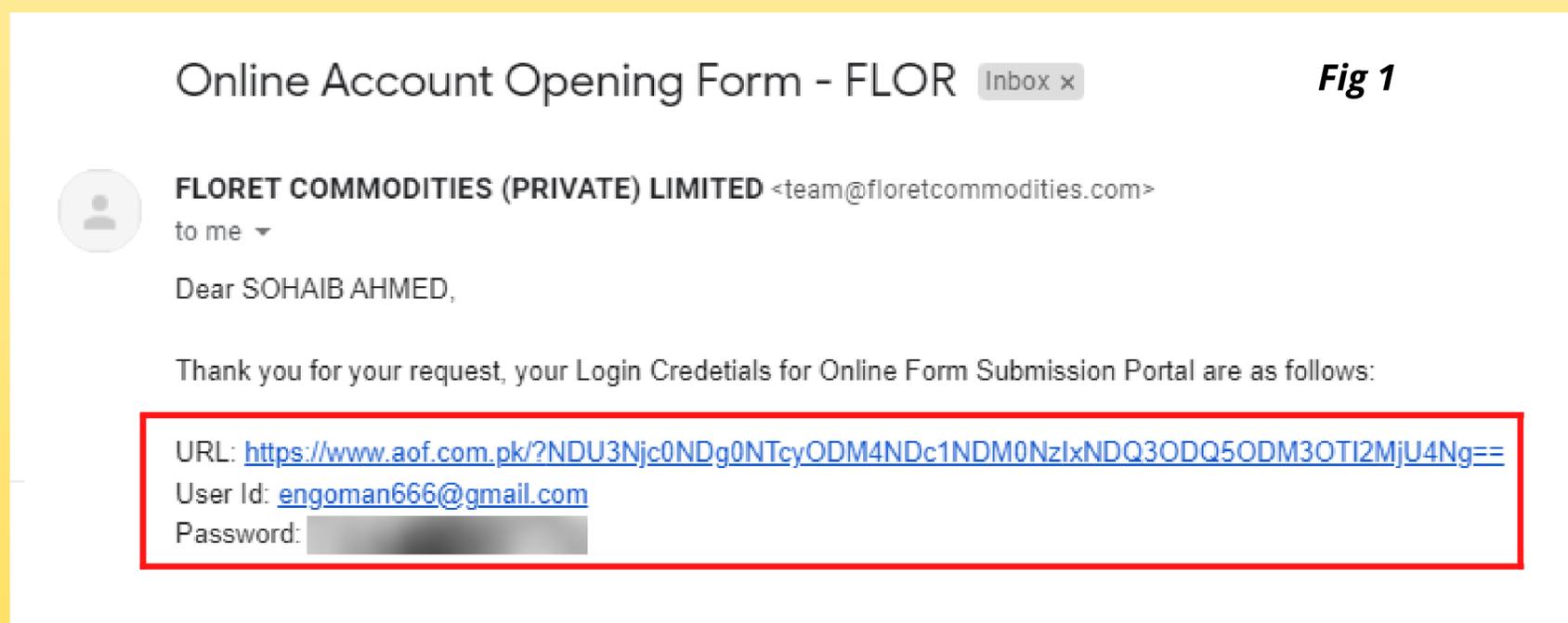


Thank you for registration. You will receive email with your login credentials (check SPAM folder as well). If you don't login in next 24 hours your registration will be cancelled.

[Login Screen](#)

Step 5

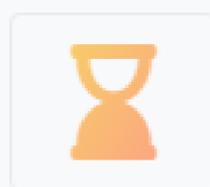
Click on the **URL** provided in the received email (**Fig 1**) and you will be redirected to login page (**Fig 2**), put in the **User Id and Password** received in the email and select **login**.



Step 6

Once you press login a message will appear as shown below, stating **your email has been verified successfully** & your data will be sent to **NCCPL** for verification.

Then within 48 hours you will receive an **OTP (One Time Password)** via SMS.

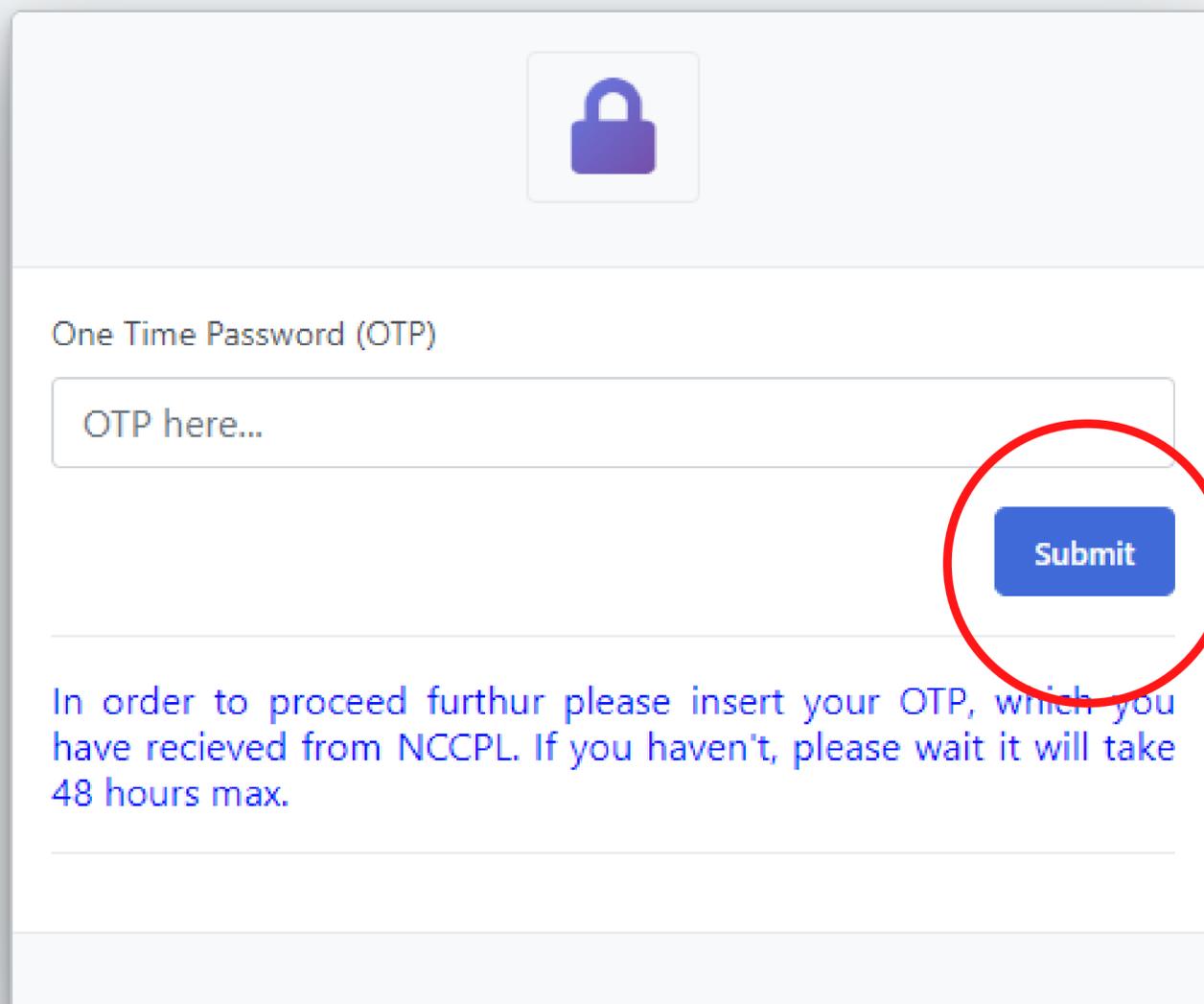


Your email address has been verified successfully. You will be notified, once your data is verified and sent to NCCPL for further processing.

Login Screen

Step 7

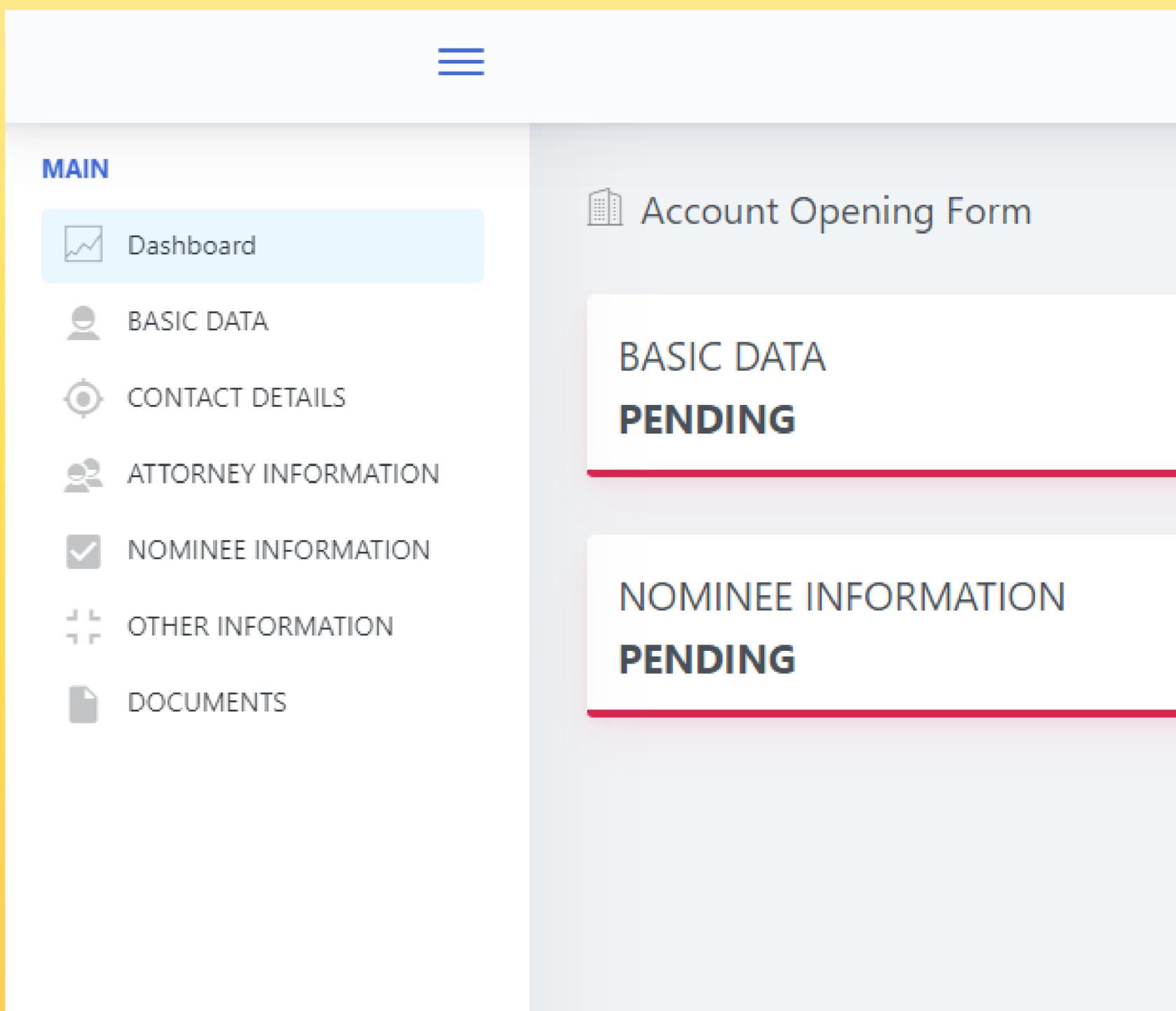
After receiving the **OTP** go to the login screen and login with the **User name and Password** provided in the email earlier, A box will appear as shown below asking for the **OTP** received, put in **OTP** and press **submit**. You can do this with in **168 hours** of receiving the one time password.



The screenshot shows a white modal window with a purple padlock icon at the top center. Below the icon, the text "One Time Password (OTP)" is displayed. Underneath is a text input field containing the placeholder "OTP here...". To the right of the input field is a blue "Submit" button, which is circled in red. At the bottom of the modal, there is a blue instruction: "In order to proceed further please insert your OTP, which you have received from NCCPL. If you haven't, please wait it will take 48 hours max."

Step 8

You'll be redirected to your account **dashboard** upon entering OTP and submitting it. Your dashboard would preview the pending details required for your account completion. Navigate towards pending forms from left side of the page under **MAIN**.



Step 9

Click on **Basic Data** under the dashboard and fill in the required details and **submit**.

MAIN

- Dashboard
- BASIC DATA**
- CONTACT DETAILS
- ATTORNEY INFORMATION
- NOMINEE INFORMATION
- OTHER INFORMATION
- DOCUMENTS

UIN TYPE: CNIC

UIN: [REDACTED]

NAME: Mr

FATHER / HUSBAND NAME: FATHER

MOTHER MAIDEN NAME: Nilofar

NATIONALITY: PAKISTAN

MARITAL STATUS: SINGLE

CNIC LIFE TIME EXPIRY / CNIC EXPIRY DATE: NO LIFE TIME EXPI ✓

DATE OF BIRTH: 17/02/1998

PLACE OF BIRTH: COUNTRY: PAKISTAN

Submit

Step 10

Click on **Contact details** under the Basic Data and fill in the required details and click **submit**.

MAIN

- Dashboard
- BASIC DATA
- CONTACT DETAILS**
- ATTORNEY INFORMATION
- NOMINEE INFORMATION
- OTHER INFORMATION
- DOCUMENTS

CONTACT

MOBILE NUMBER

MAILING ADDRESS 1

MAILING ADDRESS 2

MAILING ADDRESS 3

MAILING COUNTRY

MAILING PROVINCE

MAILING CITY

PHONE NO

PAKISTAN

SELECT MAILING PROVINCE

A.J.K.

SELECT MAILING CITY

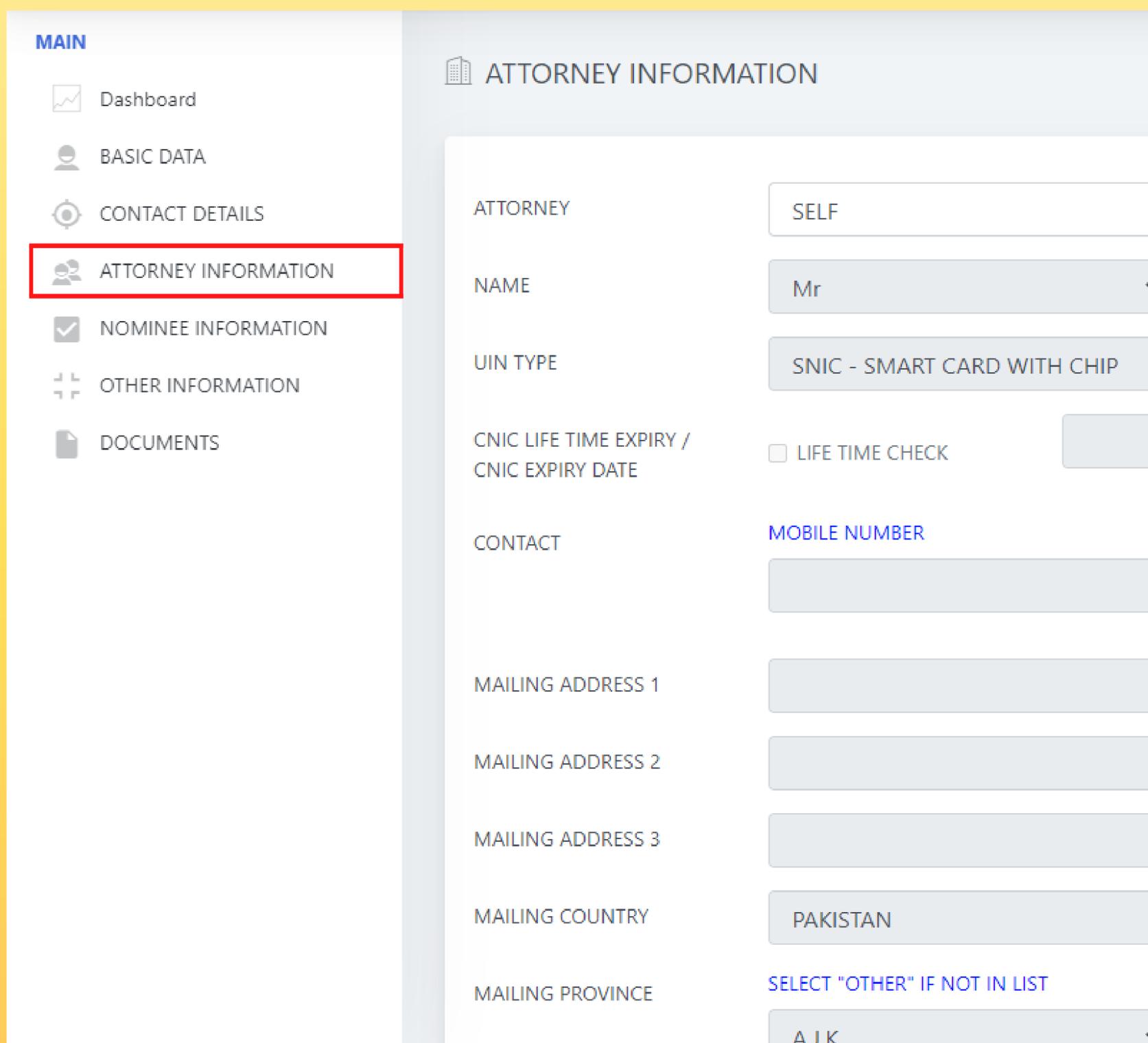
BAGH

OFFICE

IF YOUR MAILING DETAILS ARE SAME A

Step 11

Click on **Attorney information** under the Contact details and fill in the required details and submit. If you **don't have attorney information or inapplicable** then simply press **submit** without filling anything.



The screenshot shows a web application interface with a sidebar on the left and a main content area on the right. The sidebar, titled "MAIN", contains several menu items: "Dashboard", "BASIC DATA", "CONTACT DETAILS", "ATTORNEY INFORMATION" (highlighted with a red box), "NOMINEE INFORMATION", "OTHER INFORMATION", and "DOCUMENTS". The main content area is titled "ATTORNEY INFORMATION" and contains a form with the following fields:

- ATTORNEY: SELF
- NAME: Mr
- UIN TYPE: SNIC - SMART CARD WITH CHIP
- CNIC LIFE TIME EXPIRY / CNIC EXPIRY DATE: LIFE TIME CHECK
- CONTACT: MOBILE NUMBER (with an empty input field)
- MAILING ADDRESS 1: (with an empty input field)
- MAILING ADDRESS 2: (with an empty input field)
- MAILING ADDRESS 3: (with an empty input field)
- MAILING COUNTRY: PAKISTAN
- MAILING PROVINCE: SELECT "OTHER" IF NOT IN LIST (with a dropdown menu showing "A.J.K.")

Step 12

Click on **Nominee information** under the Attorney information and fill in the required details and submit. If you **don't** have the nominee information or you are inapplicable then simply press **submit** without filling anything.

MAIN

- Dashboard
- BASIC DATA
- CONTACT DETAILS
- ATTORNEY INFORMATION
- NOMINEE INFORMATION**
- OTHER INFORMATION
- DOCUMENTS

NOMINEE INFORMATION

Do you have a Nominee?

NO

NOMINEE RELATION & NAME: FATHER

UIN TYPE: SNIC - SMART CARD WITH CHIP

MOBILE: [Empty field]

ADDRESS: [Empty field]

CNIC LIFE TIME EXPIRY / CNIC EXPIRY DATE: LIFE TIME CHECK 00/00/00

NOMINEE NIC FRONT: Choose File No file chosen

NOMINEE NIC BACK: Choose File No file chosen

Submit

Step 13

Click on **Other Information** under the Nominee information and fill in the required details and **submit**.

MAIN

- Dashboard
- BASIC DATA
- CONTACT DETAILS
- ATTORNEY INFORMATION
- NOMINEE INFORMATION
- OTHER INFORMATION**
- DOCUMENTS

OTHER INFORMATION

ACCOUNT DETAILS	GROSS ANNUAL INCOME SLAB
	UP TO 100,000
OCCUPATION	SELECT "OTHER" IF NOT IN LIST
	OTHERS
JOB DETAILS	JOB TITLE / DESIGNATION
	Self Employed
EMPLOYER DETAILS	EMPLOYER NAME / BUSINESS
	Self Employed
BANK NAME	TELENOR MICROFINANCE BAN
REMITTANCE BASIS	RESIDENT PAKISTANI

Submit

Step 14

Click on **Documents** under the other information section and upload the required documents asked to be provided and click **submit**.

MAIN

- Dashboard
- BASIC DATA
- CONTACT DETAILS
- ATTORNEY INFORMATION
- NOMINEE INFORMATION
- OTHER INFORMATION
- DOCUMENTS**

DOCUMENTS INFORMATION

PROOF OF ADDRESS No file chosen

INCOME PROOF WITH EMPLOYER ADDRESS No file chosen

SPECIMEN SIGNATURE No file chosen

[PLEASE PROVIDE CLEAR SCANNED COPY OF SIGNATURE](#)

Whatever information is provided, is correct to the

Step 15

After submitting everything a message will appear as shown below saying **"You have successfully completed all prerequisite of opening an account"** and you'll need to wait for them to get back to you.

👏 COMPLETED



COMPLETED

You have successfully completed all prerequisite of opening an account, Now wait we will get back to you

