

## Buying and selling procedure

### **If you want to sell your valuable papers what is it that you need to do?**

You can give your orders for selling directly to Holder Broker at its seat in Podgorica, Malo brdo N3/N4, or you can submit them to all post offices in Montenegro, as well as to all branch offices of Montenegrobanka stock company Podgorica which possess a signed contract on business cooperation with Holder Broker.

#### **Phase I:**

- You need to prove your identity personally by procuring your ID or a similar document (passport, etc.) for inspection, together with 2 photocopies of your ID.
- You conclude a contract with Holder Broker for mediation in selling of valuable papers.
- Then you give to Holder Broker your orders for selling your valuable papers, deciding about their amount (number), type and price (fixed, in a determined span, or market price).
- At the same time, you open a bank account and present to us the document proving that you have opened a bank account to which the money obtained from the selling of your valuable papers will be transferred.
- Also, you give a warrant to Holder Broker to open an account with the Central Depository Agency for the transfer of your valuable papers.

#### **Phase II:**

- Holder Broker introduces your orders for selling into the stock market system.
- Upon completed stock selling, Holder Broker submits to you an account of the business done.
- On the third day from the completed trade a transfer of the ownership over the valuable papers is made from you to the buyer at the Central Depository Agency, concurrently with the payment of the funds obtained from selling of the valuable papers to a separate account of the Holder Broker.
- The same day Holder Broker transfers the money to your bank account from which you can withdraw the money.

## **If you want to buy certain valuable papers what is it that you need to do?**

You can give your orders for buying directly to Holder Broker at its seat in Podgorica, Malo brdo N3/N4, or you can submit them to all post offices in Montenegro, as well as to all branch offices of Montenegrobanka stock company Podgorica which possess a signed contract on business cooperation with Holder Broker.

### **Phase I:**

- As a buyer of valuable papers, you need to prove your identity personally by procuring your ID or a similar document (passport, etc.) for inspection, together with 2 photocopies of your ID.
- You conclude a contract with Holder Broker for mediation in the purchase of valuable papers.
- Then you submit to Holder Broker your orders for buying certain valuable papers, deciding about their amount (number), type and price (fixed, in a determined span, or market price).
- You need to make a payment for purchasing the valuable papers on a separate bank account of Holder Broker: No: 55100-762-0-16109.
- Holder Broker opens for you a depot account for the valuable papers with the Central Depository Agency.

### **Phase II:**

- Holder Broker introduces your orders for buying into the stock market system.
- Upon completed stock purchase, Holder Broker submits to you an account of the business done.
- On the third day from the completed trade a transfer of the ownership over the valuable papers is made from the seller to you at the Central Depository Agency, concurrently with the payment of the funds to a separate account of the broker seller.
- Holder Broker performs the transfer of the purchased valuable papers from the depot account to your valuable papers account in the register of the Central Depository Agency.

In order to simplify the procedure as much as possible and facilitate timely notification of our clients about the trading procedure, and in order to make the work more efficient and the interests and demands of our clients satisfied as swiftly as possible, Holder Broker has produced standard forms of the contract with a seller and a buyer, standard forms of the orders the clients give to our broker house, and forms to prove the receipt of the orders. All these forms have been gathered and integrated into a unique form, and you can have yourself one immediately.