



# Accounts Opening Check-list

A.	GENERAL DOCUMENTATION OF NATURAL PERSON REQUIRED FOR ACCOUNT OPENING
1	<p>A photocopy of any one of the following valid identity documents duly attested by Gazetted Officer/ Chairman/ administrator or an Officer of the Branch after original seen.</p> <ul style="list-style-type: none"> <li>i. CNIC / SNIC / NICOP / SNICOP / POC / ARC / POR Card for Afghan refugees / Valid Form-B or Juvenile Card for Pakistani citizens who are minors.</li> <li>ii. Passport, having valid visa on it or any other proof of legal stay along with passport (Foreign National Individuals Only).</li> </ul> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. In case of Alien Registration Card (ARC), it must be ensured that the copy of ARC is attested / verified by NADRA mandatorily. If customer does not have the same, he / she may politely be advised to have the same attested from NADRA office. Further, on receipt of the attested / verified copy of ARC, the concerned branch staff shall affix original seen stamp in such a way as not to obstruct the attestation; and upload the same on workflow as per the process.</li> <li>2. For Non-resident Pakistanis, copy of valid Passport, Exit Stamp, Entry Stamp, Valid Visa / Resident Permit, etc. shall be obtained along with applicable ID documents.</li> <li>3. For joint accounts, separate documents required as listed above (wherever applicable).</li> </ol>
2	<p>In case of expired ID documents (as per Para '1' above), account may be opened on basis of following documents (all together):</p> <ul style="list-style-type: none"> <li>i. Copy of NADRA receipt/token issued for renewal of CNIC/NICOP*/SNIC/SNICO*P/POC/ARC/POR/Juvenile Card (Original seen by BM/OM).</li> <li>ii. Copy of expired CNIC/NICOP/SNIC/SNICOP/POC/ARC/POR/Juvenile Card (Original seen by BM/OM).</li> <li>iii. Undertaking signed by customer in presence of bank officer that renewed ID Document will be submitted to the bank within 3 months from the date of Account Opening</li> </ul>
3	<p>Biometric Verification / Nadra Verisys</p> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. POC (Pakistan Origin Card) to be verified via NADRA Verisys Report.</li> <li>2. Bio Verisys for all the Authorized Signatories, empowered to open and operate account, is mandatory.</li> </ol>
4	<p>CDD / KYC Form</p> <p><b>Note:</b> In the case of joint accounts, KYC/CDD measures on all of the joint account holders shall be performed as if each of them is individual customer of the bank.</p>
5	<p>FATCA Declaration Form</p>
6	<p>CRS Self-Certification Form</p>
7	<p>Screening against following information should be performed</p> <ul style="list-style-type: none"> <li>• Name and CNIC numbers of individuals including Directors/ Partners / Trustees/ Management Committee/ Executive Committee, etc. (as applicable)</li> <li>• Name of the Entity (where applicable)</li> <li>• Names &amp; CNIC numbers of all Authorized Signatories</li> <li>• Names &amp; CNIC numbers of all Ultimate Beneficial Owners (where applicable).</li> </ul> <p><b>Note: For legal persons holding shares equal to 5% or above in an entity, screening of individuals (natural person) holding shares of that legal person is mandatory.</b></p>
9	<p>NTN Certificate / NTN shall be obtained (wherever applicable) from customers.</p> <ul style="list-style-type: none"> <li>i. Online Verification of Customer given NTN/CNIC Number through FBR Website.</li> <li>ii. Print out of NTN's on-line verification shall be attached with the account opening documents and the officer who conducted the verification would be required to sign the same along with branch stamp</li> </ul> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. As per the regulatory requirement NTN availability depends on issuance from FBR and should not be a reason for refusal of account especially in cases where having an account is a prerequisite for obtaining NTN from FBR.</li> <li>2. For Legal Persons/ Legal Arrangements, requirement of obtaining National Tax Number (NTN) is mandatory.</li> </ol>
10	<p>Obtain duly signed Key Fact Statement (KFS)</p> <p><a href="https://intranet.albaraka.com.pk/DirectoryPortal/Documents.aspx?Department=Product+Development">https://intranet.albaraka.com.pk/DirectoryPortal/Documents.aspx?Department=Product+Development</a></p>
B.	FURTHER DOCUMENTATION / REQUIREMENTS AS PER NATURE OF ACCOUNT

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<b>SALARIED INDIVIDUAL</b>	
1	Further to documents mentioned as per <b>General Documentation Section A</b> , following additional documents are also required.
2	<p>Evidence/Proof of Service (any one of the following)</p> <ul style="list-style-type: none"> <li>i. Attested &amp; Valid Employee/Job Card, OR</li> <li>ii. Employer/ Job Certificate or Letter, OR</li> <li>iii. Latest Salary Slip, OR</li> <li>iv. Salary Certificate.</li> <li>v. Retired Persons, a copy of Retirement Letter/ Proof of Retirement/ Conclusion of services letter from last company.</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>1. Employer/Job Certificate or Letter must not be more than 3 months old.</li> <li>2. In case of Computer generated Salary Slip, covering email from employer and/or the same attested by the employer/employer's HR Department shall also be obtained.</li> <li>3. Attested copy of service card, Latest salary slip, or any other acceptable evidence of service.</li> </ul>
3	For Non-Resident Pakistani customers, Iqama / proper salary evidence required issued by employer or competent authorities (Govt. authorities/Labor or Manpower Ministries etc.).
<b>BUSINESS INDIVIDUAL/SELF EMPLOYED, SMALL BUSINESSES AND PROFESSION INCLUDING FREELANCE PROFESSIONALS</b>	
1	Further to documents mentioned as per <b>General Documentation Section A</b> , following additional documents are also required.
2	<p>Any one of the following documents (a to d):</p> <ul style="list-style-type: none"> <li>a. Registration certificate for registered concerns.</li> <li>b. Sales tax registration or NTN certificate, wherever applicable.</li> <li>c. Certificate or proof of membership of trade bodies etc., wherever applicable.</li> <li>d. Proof of source of funds/ income. <ul style="list-style-type: none"> <li>▪ Account Opening Request /Undertaking on proper business letter head, <b>OR</b></li> <li>▪ Receipt of Payment against the Work, <b>OR</b></li> <li>▪ For Partners working in a registered partnership, the partnership deed along with the Registration Certificate (with updated changes/amendments) of concerned Register will be obtained along with the said Undertaking, <b>OR</b></li> <li>▪ For Public &amp; Private Limited Company directors who are also shareholders a disclosure of shareholder from the company secretary will suffice.</li> <li>▪ For I.T freelancers an online registration or account detail of the relevant website or portal or a statement of account or any other acceptable proof can be accepted.</li> </ul> </li> </ul> <p><b>Note:</b> Business/visiting cards would not constitute as an evidence of service.</p>
3	Copy of NTN certificate (If available, online verification of NTN through FBR website to be done by the branch staff)
4	<p>Visit report on Annexure AO - CVR of the customer's disclosed business, minimally covering all the aspects stipulated in the prescribed format, should be prepared whilst opening of the account to safeguard Bank's interest from AML/CFT/CPF perspective as per SBP Regulation/ including Photo of business and evidence will be kept with AOF document. Original signed copy of Visit report will be forwarded along with the set of documents to RSD for account opening in such categories.</p> <p>Except for I.T Freelancers.</p> <p>NOTE: Picture shall capture the place including any name of business display is mandatory. Picture of business will be sent to RSD along with other Account Opening Documents.</p>
<b>MINOR ACCOUNT</b>	
1	Further to documents mentioned as per <b>General Documentation Section A</b> , following additional documents are also required.
2	Guardian Biometric Verification
3	Documentary Evidence of Source of Income/employment proof of Guardian.
4	Certified Copy of Court order must be obtained in case legal guardian (to be reviewed by our Bank's legal department prior to opening of account). Where the guardian is a natural guardian i.e. parent (father or mother) of the minor, Form B or Birth Certificate may be obtained evidencing such relationship.

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	<b>Note:</b> Date of birth & date of majority of minor to be recorded on AOF & SSC (18 Years in case Guardian is a natural person & 21 Years if Guardian is appointed by Court of Law).
5	Photocopy of valid Form -B/Birth Certificate/Juvenile Card issued by NADARA or Student ID Card (as appropriate should be obtained from minor).
<b>ILLITERATE/PHOTO ACCOUNTS/SHAKY/IMMATURE SIGNATURE</b>	
1	Further to documents mentioned as per <b>General Documentation Section A</b> , following additional documents are also required.
2	Documentary Evidence of Source of Income/employment proof
3	Undertaking for Illiterate Accounts (Annexure AOI) on bond paper
4	Affixation of left & right Thumb impression on Account Opening Form, Terms and condition, SS Card and all other related documents with "LTI & RTI affixed in my presence" notation by OM/BM.
5	3 Photographs with partial signatures of officer & bank stamp besides taking account holder's right hand thumb impression (RTI) and left hand thumb impression (LTI) on SS Card and on the reverse of the passport size photograph of the applicant.
<b>BLIND/VISUALLY IMPAIRED PERSON ACCOUNTS</b>	
1	Further to documents mentioned as per <b>General Documentation Section A</b> , following additional documents are also required.
2	Documentary Evidence of Source of Income/employment proof
3	Account of Illiterates visually impaired/blind persons may be opened with same formalities as required for Photo Accounts. Customer's both thumbs (LHT & RHT) impressions to be obtained on the AOF, S. S. Card and legal indemnity ( <b>Annexure AOZ1</b> ) on bond paper and on the reverse of a passport size photograph of the applicant.
4	3 Photographs (On each SSC & AOF) with partial signatures of officer & bank stamp besides taking account holder's right and left hand thumb impression on SS Card and on the reverse of the passport size photograph of the applicant. The mark will be witnessed by 2 persons who may be person of good standing or bank employees (OM & BM). The witness should also attest on the reverse of the applicant's photograph and append their signatures below the thumb impression and mark.
5	All such Customer Account shall be clearly marked as "Visually impaired/Blind Person Account".
6	It is obligatory that account should be opened in physical presence of all applicants whereas blind person has to put his/her left and right thumb impressions in presence of bank officer.
7	Opening of joint account including with persons (who is /are visually impaired /blind shall be allowed. Minimum documentation requirements under related regulations shall also be applicable to all such accounts in Braille script.
8	<b>Illiterate visually impaired/blind person:</b> It shall be verbally informed to them that Illiterate visually impaired/blind person shall operate the bank account in the presence of a witness. The bank will not be responsible for any losses, claims, demands and consequences that may arise out of a witness.
9	<b>Literate visually impaired/blind person:</b> In case visually impaired /blind person is a literate, the condition of presence of witness may not be required on providing duly witnessed undertaking ( <b>Annexure AOZ</b> ). Undertaking required on stamp paper of appropriate value as per Provisional Stamp Act as per prescribed format.
10	Visually impaired/blind customer, if desires, may be allowed to appoint a person / persons as Power of Attorney or Mandate Holder to operate his / her bank account. This appointment will be duly witnessed by a person known to the concerned visually impaired person in the presence of BM / OM.
11	<b>Literate visually impaired/blind person:</b> Debit card may be issued to Literate Visually Impaired/Blind account holders, In addition to the other required documents Undertaking as per the format attached as ( <b>Annexure - G</b> )
<b>ACCOUNTS OF PARDA NASHEEN LADIES/CUSTOMERS HAVING CNIC WITHOUT PHOTOGRAPHS</b>	
1	Further to documents mentioned as per <b>General Documentation Section A</b> , following additional documents are also required.
2	Valid copy of Identity documents of fund provider is required if applicable.
3	Documentary Evidence of Source of Income/employment proof or Source of Income / Funds document of the fund provider.

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4	A duly attested copy of either driving license, or service card, or Nikkah Nama, birth certificate, Educational degree / certificate, pension book, Insurance certificate.
5	A photograph duly attested by gazetted officer / Nazim / Administrator/bank officer.
6	A confirmation in writing to the effect that they have no other document bearing their photograph.
7	Name & CNIC Number of fund provider should be screened out through Screening system. The screening results in the form of printout should be attached with AOF.
8	<b>ILLITERATE FEMALE CUSTOMER WHOSE CNIC DOES NOT CARRY A PHOTOGRAPH:</b> An indemnity on Rs. 100/- Stamp/Bond Paper for illiterate/photo account holder.
<b>STAFF ACCOUNTS</b>	
1	Further to documents mentioned as per <b>General Documentation Section A</b> , following additional documents are also required.
2	Copy of evidence as staff i.e. Employee Card, Employment Letter etc.
<b>SOLE PROPRIETORSHIP ACCOUNTS</b>	
1	Further to documents mentioned as per <b>General Documentation Section A</b> , following additional documents are also required.
2	Sole Proprietorship declaration of on business letterhead.
3	Sales tax registration or NTN certificate (wherever applicable), online verification of NTN through FBR website to be done by the branch staff with sign and stamp.
4	Attested copy of Registration/Membership with any trade body, trade license etc. (wherever applicable),
5	Visit report on Annexure AO - CVR of the customer's disclosed business, minimally covering all the aspects stipulated in the prescribed format, should be prepared whilst opening of the account to safeguard Bank's interest from AML/CFT/CPF perspective as per SBP Regulation, including Photo of business and evidence will be kept with AOF document. Original signed copy of same will be forwarded along with the set of documents to RSD for account opening in such categories. NOTE: Picture shall capture the place including any name of business display is mandatory. Picture of business will be sent to RSD along with other Account Opening Documents.
6	Declaration / Indemnity for Non - Submission of NTN for Self Employed / Business Individual, on a bond paper of Rs. 50 duly notarized. Annexure AO - NTN
7	Registration certificate for registered concerns.
<b>Note:</b> Business/visiting cards would not constitute as an evidence of service/business.	
<b>HOUSEWIFE/HOUSE HOLD/WIDOW/UN-EMPLYED/STUDENT ACCOUNTS</b>	
1	Further to documents mentioned as per <b>General Documentation Section A</b> , following additional documents are also required.
2	Valid copy of Identity documents of fund provider.
3	Self-declaration (of the customer) regarding his/ her source and beneficial ownership of the funds duly approved by BM/OM to ensure compliance of the relevant regulatory requirements in true spirit.
4	Source of Income / Funds document of the fund provider as applicable
5	Name & CNIC Number of fund provider should be screened out through Screening system. The screening results in the form of printout should be attached with AOF.
<b>LANDLORD/AGRICULCURIST ACCOUNTS</b>	
1	Further to documents mentioned as per <b>General Documentation Section A</b> , following additional documents are also required.
2	Landlord/ Agriculturalist Customers Self-declaration of the customer (i.e. Landlord/ Agriculturalist) regarding his/ her source and beneficial ownership of the funds duly approved by OM/ BM.
3	In case of Landlord/Agriculturist, obtain appropriate proof of land holding e.g. passbook, Land revenue receipt or any other acceptable land holding evidence/ verifiable information (as much as possible) should also be obtained..

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<b>PENSIONERS ACCOUNTS</b>	
1	Further to documents mentioned as per <b>General Documentation Section A</b> , following additional documents are also required.
2	Option form (Annexure - A) for direct disbursement of pension duly approved by BM/OM
3	Proof of pension i.e. copy of pension book or copy of retirement letter or any other acceptable document detailing pension amount payable to the pensioner.
4	Copy of PPO
5	Non-Marriage Certificate (In case of family pension, from the widow/widower, unmarried daughter or sister as the case)
6	<b>Note:</b> i. Account opened by the pensioners shall not be a joint account ii. Purpose of bank account must be clearly mentioned as Pension in KYC/CDD & AOF.
<b>NRP ACCOUNTS</b>	
1	Further to documents mentioned as per <b>General Documentation Section A</b> , following additional documents are also required.
2	Proof of Profession and Source of income/funds (e.g. scanned copy of Iqama, job certificate, tax return, salary slip, business proof etc.)
3	Plain paper undertaking declaring the sources and beneficial ownership of funds.
4	Copy of Passport with entry/exit stamp pages to establish identity with NRP status.
<b>ACCOUNTS OF ARMS AND AMMUNITION DEALERS</b>	
1	Further to documents mentioned as per <b>General Documentation Section A</b> , following additional documents are also required.
2	Valid Copy of Identity documents as per <b>General Documentation Section</b> , is required.
3	Valid arms dealership license issued by provincial home department, in case of dealers located in that province; or Ministry of Interior, in case of dealers, located in Islamabad Capital Territory must be obtained.
<b>PARTNERSHIP ACCOUNTS</b>	
1	Further to documents mentioned as per <b>General Documentation Section A</b> of all the partners and authorized signatories, following additional documents are also required.
2	copy of Partnership deed duly signed by all partners of the firm original seen by bank officer
3	Attested copy of Registration certificate with Registrar of firms (In case of registered partnership). In case, Partnership is unregistered this fact shall be clearly marked/mentioned on the AOF.
4	Authority letter from all partners, in original, authorizing the person(s) to open and operate firm's account on partnership Firm's letter head.
5	Undertaking signed by all partners that any change takes place in the particular of partnership Deed, bank will be informed accordingly on partnership Firm's letter head.
6	Rubber stamp (as per title of A/c & Letter head) of the Business required to be affixed on SSC/AOFs (where signature of customer is affixed).
7	Customer Verification Report (Annexure AO - CVR)
8	NTN certificate (where available) in the name of Partnership along with online verification of NTN through FBR website by the branch staff with sign and stamp.
<b>TRUSTS/CLUBS/SOCIETIES/ASSOCIATIONS ACCOUNTS</b>	
1	Copy of the documents as per <b>General Documentation Section A</b> of a. All members of Governing Body/ Board of Directors/ Trustees/ Executive Committee, if it is ultimate governing body, b. All authorized signatories c. Settlor, the trustee(s), the protector (if any), and the beneficiaries
2	Declaration from Governing Body/ Board of Trustees/ Executive Committee/ sponsors on ultimate control, purpose and source of funds etc.
3	Certified copies all of the following documents: a. Certificate of Registration/ Instrument of Trust b. By-laws/ Rules & Regulations c. Resolution/ Documentation of the Governing Body/ Board of Trustees/ Executive Committee, if it is ultimate governing body, authorizing any person(s) to open and operate the account

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4	<p><b>For Organization registered within Pakistan:</b> Attested copy of valid MOU signed off with the Economic Affair Division Government of Pakistan. (where Trust, Clubs, Societies, Association receives or intended to receive foreign funding) <b>Note:</b> In case Trust, Clubs, Societies, Association, does not receive or intend to receive foreign funding, a declaration from ultimate governing body to this effect is required.</p>
5	<p><b>For Organization registered outside Pakistan:</b> a. Valid copy of Registration with Ministry of Interior Government of Pakistan b. Attested Copy of valid MOU signed off with the Economic Affair Division Government of Pakistan.</p>
6	<p>Any other documents as deemed necessary including disclosures in any form which may help to ascertain the details of its activity(s), sources and usage of funds in order to assess the risk profile of the prospective customer. <b>Note:</b> this requirement is applicable on Trust Accounts or accounts of clubs, associations and Societies which are involve in charitable work.</p>
7	List of management committee / governing body / trustees along with the CNIC copies of all members / trustees
8	Ensure that individuals who are authorized to operate these accounts, the settlor, the protector, the beneficiaries and members of their governing body are not affiliated with any proscribed entity, whether under the same name or a different name. Individual names, CNIC and other details, including entity name and details should be checked through Screening system. The screening result in the form of printout should be attached with AOF.
9	<p><b>In case of Trust Accounts or Accounts of Clubs, Societies and Associations involved in charities/ charitable work</b></p> <ul style="list-style-type: none"> <li>□ Obtain Prior approval from Respective Business Head</li> <li>□ Obtain consent from Chief Compliance Officer.</li> <li>□ Head Regulatory Compliance.</li> <li>□ Upon receipt of approval from Business &amp; Compliance, obtain Legal opinion from ABPL Legal Department from legal perspectives.</li> </ul>
10	Brief profile of all Members of Board of Trustees/ Governing Body & Authorized signatories (e.g. Profession/ Occupation, background, Source of Income, market reputation, etc.) is required
11	Comprehensive Visit report confirming the physical existence, genuineness, financial worthiness, market reputation, source & utilization of funds of the Entity, is required
12	Rubber stamp (as per title of A/c & Letter head) of the Business required to be affixed on SSC/AOFs (where signature of customer is affixed).
13	<p><b>Additional Information in case of "Trusts", wherever applicable:</b></p> <ul style="list-style-type: none"> <li>a. Whether the Trust is a Public Trust or Private Trust including foreign and national trust</li> <li>b. Trust Deed whereby the Trust has been created;</li> <li>c. Details of Settlor (this will also be available in the Trust Deed);</li> <li>d. Objects of the trust (this will also be available in the Trust Deed);</li> <li>e. Trustee of the trust (whether trustee is associated person of the settlor);</li> <li>f. Description of each class or type of beneficiary (this information may also be checked from Trust Deed);</li> <li>g. Details of any possibility of influence of any other person on trustee regarding management and control of trust property;</li> <li>h. In the case of "Private Trust" if the beneficiary of a trust is also the beneficial owner of the trust, identification and verification of the beneficiary is required otherwise the name and CNIC of each beneficiary of a trust should be obtained.</li> </ul>
<b>ACCOUNTS OF NGOs/ NPOs/ CHARITIES ORGANIZATIONS</b>	
1	Copy of the documents as per <b>General Documentation Section A</b> of the authorized person(s) and of the members of Governing Body/Board of Directors / Trustees /Executive Committee, if it is ultimate governing body.
2	<p>Certified copies of all of the following documents:</p> <ul style="list-style-type: none"> <li>a. All relevant Registration document (such as by-laws / rules &amp; regulations etc,)/ Certificate of Incorporation / license issued by SECP, as applicable</li> <li>b. Memorandum &amp; Article of Association</li> <li>c. Incorporation Form II in case of newly incorporated company and Form B-29 in case of already incorporated company</li> </ul>

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	d. Resolution of the Governing Body/ Board of Directors/ Trustees/ Executive Committee, if it is ultimate governing body, for opening of account authorizing the person(s) to operate the account.
3	<b>If registered in Pakistan:</b> Attested copy of valid MOU signed off with the Economic Affair Division Government of Pakistan.(where NGOs, NPOs, Charities Organizations, etc. receives or intended to receive foreign funding) <b>Note:</b> In case NGOs, NPOs, Charities Organizations, etc., does not receive or intend to receive foreign funding, a declaration from ultimate governing body is required.
4	<b>If registered outside Pakistan, (INGO/INPO):</b> a. Valid copy of Registration with Ministry of Interior Government of Pakistan b. ii) Attested copy of valid MOU signed off with the Economic Affair Division Government of Pakistan.
5	Any other documents as deemed necessary including its annual accounts/financial statements or disclosures in any form which may help to ascertain the details of its activity(s), sources and usage of funds in order to assess the risk profile of the prospective customer.
6	Ensure that individuals who are authorized to operate these accounts and members of their governing body / Managing Committee etc. are not affiliated with any proscribed entity, whether under the same name or a different name. Individual names, CNIC and other details, including entity name and details should be checked through Screening system. The screening result in the form of printout should be attached with AOF.
7	Obtain Declaration from the Governing Body/ Board of Trustees/ Management Committee/ Sponsors on ultimate control, purpose and source of funds, etc.
8	Obtain Legal opinion from ABPL Legal Department from legal perspectives.
9	Senior Management Approval as per Account Opening Approval Matrix
10	Brief profile of all Members of Board of Directors / Trustees/ Executive Committee / Governing Body & Authorized signatories (e.g. Profession/ Occupation, background, Source of Income, market reputation, etc.) is required
11	Comprehensive Visit report confirming the physical existence, genuineness, financial worthiness, market reputation, source & utilization of funds of the Entity, is required
12	An undertaking signed by all the authorized persons on behalf of the entity mentioning that when any change takes place in the persons authorized to operate the account, the banker will be informed immediately
13	Rubber stamp (as per title of A/c & Letter head) of the Business required to be affixed on SSC/AODs (where signature of Customer is affixed).
<b>PUBLIC/PRIVATE LIMITED COMPANY ACCOUNTS</b>	
1	Copy of the documents as per <b>General Documentation Section A</b> of all the directors and persons authorized to open and operate the account.
<b>NEWLY INCORPORATED COMPANIES:</b>	
2	Certified copies of: a. Resolution of Board of directors for opening the account specifying the person(s) authorized to open and operate the company account to be obtained on company letter-head. (Not applicable for Single Member Company). b. Certificate of incorporation. c. Memorandum and Article of Association d. Incorporate Form II and Form A/ Form C whichever is applicable. <b>Note: Form A will be issued to the newly incorporated companies after the conduct of Annual General Meeting (within sixteen months from the date of its incorporation).</b>
<b>EXISTING COMPANIES:</b>	
3	Certified copies of: a. Resolution of Board of directors for opening the account specifying the person(s) authorized to open and operate the company account to be obtained on company letter-head. (Not applicable for Single Member Company). b. Certificate of incorporation c. Memorandum and Article of Association d. Certified copy of Latest Form-A / Form-B & and Form-29



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<b>Note:</b>	
a. Articles of Association will be required unless the company has adopted the Table/Annexure A of the First Schedule to the Act. In case of later, SECP Certified Copy of Annexure IV / Inc. Form II (Application for Company Incorporation) (as applicable) to Companies (Incorporation) Regulations, 2017 will need to be obtained.	
b. Validity of SECP Certification shall be applicable as per below:	
1. For Certificate of Incorporation, Memorandum and Article of Association, certification shall remain valid if the same is undertaken by Company Secretary that the provided documents are currently applicable and any changes in future, will be notified to the bank.	
2. Validity of Certification for Form-A and Form- B (as applicable), shall remain applicable till the expiry of document i.e. 1 year plus grace period of 60 days.	
Validity of Certification of Form-29, shall remain applicable until any change is made in the same.	
3	For legal persons holding shares equal to 25% or above in an entity, identification and verification of individual (natural person) shareholders holding shares directly or indirectly of that legal, copy of CNICs & NADRA verification (in case of Foreign National copy of Passport) of such natural person is required.  <b>Note:</b> For the purpose of above identification of Ultimate Beneficial Owners, branch can obtain declaration of Ultimate Beneficial Owners maintained by company under SECP rules for Limited Companies.
4	Rubber stamp (as per title of A/c & Letter head) of the Business required to be affixed on SSC/AODs (where signature of customer is affixed) if required by the customer and is not to be mandatorily obtained.
5	NTN certificate in the name of Company along with online verification of NTN through FBR website by the branch staff with sign and stamp (where applicable)
6	List of Directors having complete details on Company's Letter Head, signed and stamped by the CEO/Company Secretary ( <b>Only required In case list is different from Form-A/B supported by updated Form 29</b> )
<b>JOINT VENTURE COMPANIES</b>	
1	Copy of the documents as per <b>General Documentation Section A</b> of all the directors and persons authorized to open and operate the account.
2	Joint venture agreement duly signed by all parties.
3	Power of attorney in favor of authorized signatories representing the JV parties.
4	Authority letter in favor of person authorized to operate the account.
5	Complete documents of all parties forming joint-venture.(With respect to their entities)
6	NTN certificate along with online verification of NTN through FBR website by the branch staff with sign and stamp
<b>AGENTS ACCOUNTS</b>	
1	Copy of the documents as per <b>General Documentation Section A</b> of all the directors and persons authorized to open and operate the account.
2	Certified copy of 'Power of Attorney' or Agency Agreement
3	Incase agent/Principal is not a natural person, relevant documents/papers required as per respective entity (e.g. Sole Proprietorship/Partnership/Limited Companies or Corporations/ Trust, Clubs, Societies, Association/NGO,NPO)
<b>EXECUTOR/ADMINISTRATOR/LIQUIDATOR</b>	
1	Copy of the documents as per <b>General Documentation Section A</b> of all the directors and persons authorized to open and operate the account.
2	Certified copy of letter of administration or Probate (to be reviewed by Bank's legal advisor)
<b>ACCOUNT OF GOVERNMENT (i.e. LOCAL/PROVINVIAL/FEDERAL GOVT)/SEMI GOVT BODIES</b>	
1	After Implementation of Cash Management & Treasury Single Account Rule 2020, Commercial Banks shall not open account of Federal Government Offices (i.e. Government Ministry, Division, Department/ Attached Departments and Subordinate Offices and other offices(s) or department(s) declared as such by Federal Government. The list of all such entities falling in the above mentioned categories is available at the Finance Division's website. <a href="http://www.finance.gov.pk/budget/F_1_01_TSA_2020_12082020.pdf">http://www.finance.gov.pk/budget/F_1_01_TSA_2020_12082020.pdf</a>
2	Government Accounts, which is to be operated by officer of the federal/ provincial/ local government (in his/her official capacity) should be opened only on production of especial

# Accounts Opening Check-list

	resolution/ authority from the concerned administrative department duly endorsed by the ministry of Finance OR finance Department of the concerned Government. Note: Government accounts shall not be opened in the personal names of the government official(s).
3	Gazette / Certified copy of bylaws should be obtained.
4	Notification of appointment should be obtained from a person holding a senior post than the signing authorities of the account.
5	Identity Documents of Authorized Persons (for opening/ operating the Account), as mentioned in General Documentation for account opening are required.
6	Rubber stamp (as per title of A/c & Letter head) is required to be affixed on SSC/AODs (where signatures of authorized signatories are affixed)
<b>AUTONOMOUS BODIES/ENTITIES</b>	
1	Copy of the documents as per <b>General Documentation Section A</b> Section of all the directors and persons authorized to open and operate the account.
2	In case of autonomous bodies incorporated under an act of Parliament or the Companies Act 2017, obtain necessary approval/ resolution from their respective board/ governing bodies for opening and operation of account.  For autonomous bodies, constituted through a cabinet resolution/ notification of Federal or a Provincial Government, obtaining a No Objection Certificate (NOC) issued by the Finance Division or relevant finance departments of the province, as the case may be, for opening and operation of account.
3	Also take into account any rules, regulations or procedures prescribed in the governing laws of such entities relating to opening and maintaining of their bank account. (if applicable)
<b>ARMED FORCES</b>	
1	Copy of the documents as per <b>General Documentation Section A</b> Section of all Authorized Persons authorized to open and operate the account.
1	In case of armed forces including their allied offices, account can be opened on the basis of especial authority from the concerned administrative department duly endorsed by their respective unit of finance.
2	Legal opinion on legal standing of the entity/ its constituent documents & instructions on opening & operating the account have been obtained from the Legal Department.
3	Also take into account any rules, regulations or procedures prescribed in the governing laws of such entities relating to opening and maintaining of their bank account. (if applicable)
<b>EXCHANGE COMPANIES/AUTHORIZED MONEY CHANGERS</b>	
1	Copy of the documents as per <b>General Documentation Section A</b> of all the directors and persons authorized to open and operate the account.
2	Certified Copy of license of exchange Company issued by SBP
3	Certified copy of Certificate of incorporation
4	Certified copy of Certificate of commencement of business , (wherever applicable) and OR SECP Registered Declaration for Commencement of business (For Public Limited Companies)
5	Certified copy of Resolution of Board of directors for opening the account specifying the person(s) authorized to open and operate the company account to be obtained on company letter-head. (Not applicable for Single Member Company)
6	NTN certificate in the name of Company along with online verification of NTN through FBR website by the branch staff with sign and stamp.
7	Certified copy of Complete Memorandum
8	Article of Association or SECP Certified Copy of Annexure IV/ Inc. Form II (Application For Company Incorporation) (as applicable). Note: Articles of Association will be required unless the company has adopted the Table/Annexure A of the First Schedule to the Act. In case of later, SECP Certified Copy of Annexure IV / Inc. Form II (Application For Company Incorporation) (as applicable) to Companies (Incorporation) Regulations, 2017 will need to be obtained.
9	List of Directors which required to be filed Under Companies Act 2017, as applicable or/Form-29 /or any other Statutory document as per prevailing SECP requirement having complete list of document (Whichever is applicable)

# Accounts Opening Check-list

10	For legal persons holding shares equal in an entity, identification and verification of individual (natural person) shareholders holding shares directly or indirectly of that legal persons copy of CNICs & NADRA verification of such natural person is required
11	Copy of the AML/CFT Policy of the Exchange Company A description of following controls in Exchange Company: <ul style="list-style-type: none"> <li>□ Identification and verification of Identification controls</li> <li>□ Sanction Screening systems and controls</li> <li>□ Transaction Monitoring systems and controls</li> <li>□ Record Keeping and retrieval policy and controls</li> </ul>
12	Rubber stamp (as per title of A/c & Letter head) of the Business required to be affixed on SSC/AODs (where signature of customer is affixed) if required by the customer and is not to be mandatorily obtained.
13	Comprehensive Visit report confirming the physical existence, genuineness, financial worthiness, market reputation, source & utilization of funds of the Entity, is required
14	Senior Management Approval as per Account Opening approval Matrix.
15	Obtain the clearance from FID & AML Review Unit for opening of account
16	List of Directors having complete details on Company's Letter Head, signed and stamped by the CEO/Company Secretary
<b>ACCOUNTS OF PROVIDENT/GRATUITY/PENSION FUNDS</b>	
1	Copy of the documents as per <b>General Documentation Section A</b> of all the directors and persons authorized to open and operate the account.
2	Authority Letter/ Board Resolution for Opening & operating the PF/GF/Pension Fund Account, as applicable from relevant constituent documents)
3	Income tax recognition certificate
4	In case if the provident/ Gratuity fund is created under a Trust, also obtain certified copy of the following: <ol style="list-style-type: none"> <li>a. Certificate of Registration/Instrument of Trust/ income tax recognition certificate</li> <li>b. By-laws/Rules &amp; Regulations</li> <li>c. Latest list of board of Trustees</li> </ol>
5	Rubber stamp (as per title of A/c & Letter head) of the Business required to be affixed on SSC/AOFs (where signature of customer is affixed)
6	Obtain satisfactory clearance from Legal.
<b>ACCOUNTS OF DHA or SIMILAR AUTHORITIES</b>	
1	Certified Copy of The Pakistan Defense Housing Authority Order, 1980 (Presidential Order 7 of 1980)
2	Copies of Valid identity documents of all the members of Governing and Executive Bodies /Administrator and Authorized Signatories of DHA as per requirement of General Documentation Section above.  <b>OR</b> Delegation of Power to Administrator under section(7) & (8) of the Pakistan Defense Housing Authority Order, 1980 and accept copy of CNIC of Administrator as well as authorized signatories for the purpose of opening accounts of DHA or similar other authorities subject to compliance of other requirement.
<b>EMBASSY/CONSULATE ACCOUNTS</b>	
1	Copy of the documents as per <b>General Documentation Section A</b> of all the members of Governing and Executive Bodies and Authorized Signatories
2	Power of Attorney/any integral document having provisioning of opening of Bank Account by the Embassy/ Consulate (If available otherwise seek Legal Opinion being non availability of this document)
3	Account opening request on embassy/Consulate letterhead duly signed by the Ambassador/ Consul General mentioning authorized signatories' details and mode of Operation of account.
4	Letter/Notification of appointment of Ambassador/Consul General
5	Copy of ambassador/Consulate official cards issued from Ministry of Foreign Affairs Government of Pakistan, attested by the foreign office of Pakistan original seen by OM/BM.
6	Copy of valid passport of ambassador/ Consul General and other authorized signatories. (Original seen by OM/BM)
7	Legal Opinion duly provided by Bank's Legal Division

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8	Senior Management Approval as per Account Opening approval Matrix.
<b>MENTALLY DISORDERED PERSON ACCOUNT</b>	
1	Copy of the documents as per <b>General Documentation Section A</b> for both person's mentally disordered person and court appointed manager under the applicable laws related to mental health.
2	Certified true copy of court order for appointment of manager for mentally disordered person
3	Verification of court order from the concerned court (to be obtained by bank).
4	Account would be opened in the name of mentally disordered person and the same will be operated by the court appointed manager.
5	In case of change of manager by the court, the CDD will be conducted for the new appointed manager by the bank afresh.
<b>LIMITED LIABILITY PARTNERSHIP (LLP)</b>	
1	Further to documents mentioned as per <b>General Documentation Section A</b> , of all partners and authorized signatories following additional documents are also required.
2	<p>a. Certified Copies of:</p> <ul style="list-style-type: none"> <li>i. 'Limited Liability Partnership Deed/ Agreement'</li> <li>ii. LLP-Form-III having detail of partners/designated partner in case of newly incorporated LLP.</li> <li>iii. LLP-Form-V regarding change in partners/designated partner in case of already incorporated LLP.</li> </ul> <p>b. Authority letter signed by all partners, authorizing the person(s) to operate LLP account.</p> <p><b>Note:</b> For legal and Natural persons holding shares of 25% or above stake in the entity, identity and verification of natural person's shareholders holding 25% or above ownership of that legal person directly and indirectly. For the purpose of above identification of Ultimate Beneficial owners (UBOs), branch can obtain declaration of UBO maintained by company under SECP rules for Limited Companies and LLPs.</p>
<b>BRANCH OFFICE OR LIAISON OFFICE OF FOREIGN COMPANIES</b>	
1	Further to documents mentioned as per <b>General Documentation Section A</b> , of Senior Official and/ or authorized signatories following additional documents are also required.
2	<ul style="list-style-type: none"> <li>a. Copy of permission letter from relevant authority i.e. Board of Investment</li> <li>b. List of directors on company letterhead or prescribed format under relevant laws/ regulations.</li> <li>c. Certified copies all of the following documents: <ul style="list-style-type: none"> <li>i. Form II about particulars of directors, Principal Officer Etc. in case of newly registered branch or liaison office of a foreign company.</li> <li>ii. Form III about change in directors, principal officers etc. in already registered foreign companies branch or liaison office of a foreign company.</li> </ul> </li> <li>d. Letter from Principal Officer of the entity authorizing the person(s) to open and operate the account.</li> </ul>

HIGH RISK CUSTOMERS		
Types	Approval Required (in addition to above)	Measures of EDD Required
Political Figures or Parties (Politically Exposed Persons - PEPs)	<p>Obtaining approvals of “Senior Management” to commence or continue the business relationship.</p> <p>“Senior Management” means chief executive officer, managing director, deputy managing director, chief operating officer, company secretary, chief financial officer, chief compliance officer, chief regulatory officer and any holder of such Positions by whatever name called.</p>	<p>(a) Obtaining additional information on the customer (e.g. occupation, volume of assets, information available through public databases, internet, etc.), and updating more regularly the identification data of customer and beneficial ownership.</p> <p>(b) Obtaining additional information on the intended nature of the business relationship/ transactions.</p> <p>(c) Obtaining information on the source of funds or source of wealth of the customer.</p> <p>(d) Obtaining additional information on the reasons for intended or performed transactions and purpose of transaction.</p> <p>(e) Taking reasonable measures to establish the source of funds and wealth involved in the transaction or business relationship to be satisfied that they do not constitute the proceeds from/ for crime.</p> <p>(f) Obtaining the approval of senior management to commence or continue the business relationship or execute the high-risk financial transaction by SBP REs.</p> <p>(g) Where applicable, conducting enhanced monitoring of the business relationship by reviewing its nature and frequency of controls applied and selecting patterns of transactions that need further examination.</p> <p>(h) Where available, requiring the first payment to be deposited through an account in the customer’s name with a bank subject to similar CDD standards.</p>
Close Associates and Family Members of PEP		
Exchange Companies and their Principals		
Arms Dealers and Manufacturers		
NGOs, NPOs, Trusts, Societies, Clubs, Welfare/ Charitable/ Religious Organization		
Foreign Nationals/ Nonresident Customers		
Proprietorships and self-employed individuals/ professionals of		
i. Precious metals dealer		
ii. Antique dealer		
iii. Old auto spare parts		
iv. Scrap dealer		
Housewives, House Holds, Widows, Unemployed individuals, Students		
Landlords		
Business relationships and transactions with natural and legal persons from countries mentioned in Counter Measures for High Risk Jurisdictions Rules, 2020.		
Business relationships and transactions with natural and legal persons when the Risks are higher.		
When establishing or continuing correspondent relationship with banks/ financial institutions, pertaining to high risk countries as mentioned in the Counter Measures for High Risk Jurisdictions Rules, 2020.		