

Annexure A
FOR INTERNAL USE ONLY
KYC / CDD Checklist

Date:	Account Title:	Account/UID No:
--------------	-----------------------	------------------------

SECTION A

Minimum Information / Documents to be provided by Investor

1. Individuals/Sole Proprietorships	2. Partnerships	3. Institutions/Corporates
CNIC of Principal and Joint Holders / Passport for Foreign Nationals / NICOP for non-resident Pakistanis	CNICs/NICOP of all partners, as applicable	CNIC / NICOP of Authorized Signatories and Directors
Proof of Employment/Business	Partnership Deed	List of Directors and Officers
NTN Certificate, where available	Latest financial statements	NTN Certificate
	Certificate of Registration (in case of registered partnership firm)	Documentary evidence of Tax Exemption (if applicable)
	NTN Certificate	Certificate of Incorporation
		Certificate of Commencement of Business
		Certified Copy of Board Resolution
		Memorandum & Articles of Association/ Bye Laws/ Trust Deed
		Audited Accounts of the Company
4. Trusts	5. Clubs Societies and Associations	6. Executors/Administrators
CNICs of all trustees	Certified copy of certificate of Registration	CNICs of all Executors/Administrators
Certified copy of the Trust Deed	List of members	Certified copy of Letter of Administration
Latest financials of the trust	CNIC/NICOP of members of Governing Board	
Documentary Evidence of Tax Exemption (if applicable)	Certified copy of bylaws/rules and regulations	
Trustee/Governing Body Resolution	Copy of latest financials of Society/Association	
	Board/Governing Body Resolution	

If documents / information is complete, proceed to Section B

List any missing documents / information below:

1

2

If any document or information is missing, proceed to Section G.4

SECTION B

Assessment of information provided in section A		
Based on information provided in A,		
1. Is the investor also the ultimate beneficiary of the funds to be invested If NO, joint account should be opened or power of attorney be provided by ultimate beneficiary with relevant documentary details of the beneficiary	Yes	No
2. In case the Investor is a private company , IS the latest shareholders' list available	Yes	No
3. In case of Government Accounts , Mark YES if the account is not in the personal name of the government official A resolution / authority letter (duly endorsed by Ministry of Finance or Finance Department of concerned government) is available, which authorizes the opening and operating of this account by an officer of federal / provincial / local government in his / her official capacity	Yes	No
If the answer to any of the above questions was 'NO', go to section G.3 or G.4, otherwise go to Section C		

SECTION C

Risk Category of Investor	Please tick Box		
1. Government Department/Entity		LOW RISK	<i>Go to Section G.1</i>
2. Public listed company		LOW RISK	<i>Go to Section G.1</i>
3. Private limited company		MEDIUM RISK	<i>Go to Section G.2</i>
4. Non-Governmental Organization(NGO)		HIGH RISK	<i>Go to Section G.3</i>
5. Trust/Charity		HIGH RISK	<i>Go to Section G.3</i>
6. Unlisted Financial institution			<i>Go to Section D</i>
7. Individual			<i>Go to Section E</i>

SECTION D

Unlisted Private Financial Institution (NBFI)		
Is the unlisted private financial institution domiciled in Pakistan and is regulated by the SECP/State Bank of Pakistan(SBP)	Yes	No
OR Is it domiciled in a FATF member country that is satisfactorily following the FATF recommendations and is supervised by a regulatory body	Yes	No
If YES, proceed to Section G.1	If NO, proceed to Section G.3	

SECTION E

Individual		
1. Is the person a non-resident Pakistani	Yes	No
2. Is the person a high net worth individual with no identifiable source of income or his/her profile/source of income doesn't match with size & quantum of investments	Yes	No
3. Is the person involved in dealing in high value items <i>(based on declared occupation)</i>	Yes	No
4. Is the person a foreign national	Yes	No
5. Does the person appear to have links or money transfer to/from offshore tax havens or belongs to country(s) where KYC/CDD and anti money laundering regulations are lax (in terms of not sufficiently applying FATF recommendations)	Yes	No
6. Is there any reason to believe that the person has been refused account opening by another financial institution / brokerage house	Yes	No
7. Is the person opening the brokerage account on a non-face-to-face basis/on-line	Yes	No
If the response to any question (1-7) above was 'YES', proceed to Section G.3	Yes	No
8. Is the person a holder of a senior level public (government) office i.e. a politically exposed person (PEP) or a family member of PEP.	Yes	No
9. Is the person a holder of high profile position (e.g. senior politician)	Yes	No

If the response to any question (8-9) above was 'YES', proceed to Section F, else proceed to Section G.1

SECTION F

Politically Exposed Person / Foreign National / Holders of High Profile Position

Is the brokerage account relationship with this high risk category person including politically exposed person/foreign national/holder of high profile position, approved by the Nominee Director, CEO/COO of the brokerage house (approval shall be provided by management through signing the respective Account Opening Form)	Yes	No
If YES, proceed to Section G.3	If NO, proceed to Section G.4	

SECTION G

Investor Risk Profile		
Risk Classification	KYC Requirements	
G.1	LOW RISK	Reduced KYC Requirements shall be applicable: Invest or account can be opened once information/documents mentioned in section A have been provided
G.2	MEDIUM RISK	Greater care required and documents listed in Section A should be obtained before opening of account.
G.3	HIGH RISK	<p>Enhanced KYC Requirements shall be applicable: Investor account can be opened once information/documents mentioned in section A have been provided.</p> <p>Transactions shall be monitored to ensure that the funds used for investments are from an account under the Investor's own name in a financial institution (e.g. bank) subject to high due diligence standards and the amount and frequency of investments are not unusual given the nature and financial strength of the Investor</p>
G.4	HIGH RISK	Account cannot be opened as KYC Requirements have not been fulfilled.

CONFIRMATION of physical presence of customer when opening of account	Yes	No
Other Comments		

Checked by:	Name of Sales Person/Agent	Signature	Date:
--------------------	-----------------------------------	------------------	--------------

Completed by:	Name of Compliance Person	Signature	Date:
----------------------	----------------------------------	------------------	--------------