

KYC / CDD Checklist

for internal use only

DATE	ACCOUNT TITLE	ACCOUNT / UIN #
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SECTION - A

Minimum information / documents to be provided by Investor			
	<small>please tick</small>		<small>please tick</small>
1. Individuals / Sole Proprietorship		2. Partnerships	
CNIC of Principal and Joint Holders / Passport for Foreign Nationals / NICOP for non-residents Pakistanis		CNICs / NICOP of all partners, as applicable	
Proof of Employment / Business		Partnership Deed	
NTN Certificate, where available		Latest financial statements	
		Certificate of Registration (in case of registered partnership firm)	
		NTN Certificate	
		Documentary evidence of Tax Exemption (if applicable)	
		Certificate of Incorporation	
		Certificate of Commencement of Business	
		Certificate of Board Resolution	
		Memorandum & Articles of Association / Bye Laws / Trust Deed	
		Audited Accounts of the Company	
4. Trusts		5. Clubs Societies and Associations	
CNICs of all trustees		Certified copy of certificate of Registration	
Certified copy of the Trust Deed		List of members	
Latest financials of the trust		CNICs / 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 of missing documents / information below:

- 1.
- 2.

in ANY document or information is missing, proceed to Section - G.4

SECTION - B

Assessment of information provided in Section - A		
<small>Based on information provided in A.</small>		
1. Is the investor also the ultimate beneficiary of the funds to be invested <small>IF NO, joint account should be opened or power of attorney be provided by ultimate beneficiary with relevant documentary details of the beneficiary.</small>	YES	NO
2. In case the Investor is a private company, IS the 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 <small>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 his account by an officer of federal / provincial / local government in his / her official capacity.</small>	YES	NO

If the answer to any of the above question was NO, go to Section - G.3 or G.4, otherwise go to Section - C

SECTION - C

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

SECTION - D

Unlisted Private Financial Institution (NBF1)		
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 investment/	YES	NO
3. Is the person involved in dealing in high value items (based on declared occupation)	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		
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

Investor Risk Profile		
	Risk Classification	
G.1	LOW RISK	Reduced KYC requirement shall be applicable: Investor 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	Enhanced KYC requirements shall be applicable: Investor account can be opened once information / documents mentioned in Section - A have been provided. Transaction shall be monitored to ensure that the funds used for investment 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.
G.4	HIGH RISK	Account cannot be opened as KYC requirements have not been fulfilled.

CONFIRMATION of physical presence of customer when opening account	YES	NO
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Other Comments

Completed by			
	<i>Name of Sales Person / Agent</i>	<i>Signature</i>	<i>Date</i>

Checked by			
	<i>Name of Sales Person / Agent</i>	<i>Signature</i>	<i>Date</i>