

Basic Documents Required for Accounts Opening

S. No.	Type of Customer	Documents required
		<p><u>A. General Requirements</u></p> <p>1. Copy of applicable identity (ID) document. *</p> <p style="padding-left: 40px;">* “Identity Document” means the following documents for identification of natural persons as applicable:</p> <p style="padding-left: 80px;">i. Valid CNIC/ SNIC/ NICOP/ SNICOP for Pakistani citizens;</p> <p style="padding-left: 80px;">ii. Valid Passport for foreign citizens;</p> <p style="padding-left: 80px;">iii. Valid POC for persons having Pakistani origin;</p> <p style="padding-left: 80px;">iv. Valid ARC for registered Aliens in Pakistan;</p> <p style="padding-left: 80px;">v. Valid POR Card for Afghan refugees residing in Pakistan; and</p> <p style="padding-left: 80px;">vi. Valid Form-B/ Juvenile Card for Pakistani citizens who are minors.</p> <p>2. Proof of profession / Source of income.</p>
1.	Partnership	<p>1. Copy of the applicable valid identity document of all partners and authorized signatories.</p> <p>2. All of the following documents:</p> <p style="padding-left: 40px;">i. Attested copy of ‘Partnership Deed’* duly signed by all partners of the firm.</p> <p style="padding-left: 80px;">* In case of amendment, Form D (in punjab region)/Revised Form- H (in KPK region) required along with amended deed.</p> <p style="padding-left: 40px;">ii. Attested copy of Registration Certificate with Registrar of Firms. In case the partnership is unregistered, this fact shall be clearly mentioned on the Account Opening Form and the approval from the respective Area Manager on a specified format of A-6 will be required.</p> <p style="padding-left: 40px;">iii. Authority letter, in original, signed by all partners for opening and operating the account.</p>

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2.	Limited Liability Partnership (LLP)	<ol style="list-style-type: none"> 1. Copy of the applicable valid identity document of all partners and authorized signatories. 2. Certified copies of all of the following documents: <ol style="list-style-type: none"> i. Limited Liability Partnership Deed/ Agreement' ii. LLP-Form-III having detail of partners/ designated partner in case of newly incorporated LLP. iii. LLP-Form-V regarding change in partners/ designated partner in case of already incorporated LLP. 3. Authority letter signed by all partners, authorizing the person(s) to operate LLP account.
3.	Limited Companies / Corporations	<ol style="list-style-type: none"> i. Copy of the applicable valid identity document of all directors and authorized signatories ii. Certified copies all of the following documents: iii. Resolution of Board of Directors for opening of account specifying the person(s) authorized to open and operate the account; iv. Memorandum and Articles of Association; v. Certified copy of Latest 'Form-A/Form-B' vi. Incorporate Form II/ Form IV, in case of newly incorporated company and Form A/ Form C whichever is applicable; and Form 29 in already incorporated companies. vii. Declaration – Limited Companies/ Corporations. (Form A-7 as per bank format) carrying information of major stakeholder as per the following rule: <ul style="list-style-type: none"> - Identify & verify the natural person holding 25% or above stake in an entity. - In case a legal person holds share of 25% or above, identify & verify the natural person holding 25% or above stake in an entity. - Identify & verify the identity of the relevant natural persons who hold the position of senior management as defined in note no. 10 below, in case no natural person holds the shares as per the specified threshold. - Obtain Ultimate Beneficial Ownership register of the SECP registered companies as specified in Companies Act as amended (2020). This is only applicable for companies registered with SECP. viii. For guidance regarding the Beneficial Ownership/ Major Shareholder's requirement, please refer to Note 10,11 & 12 in the Notes Section below.

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		<p>ix. SECP registered declaration for commencement of business as required under Companies Act 2017 or Conversion Certificate. (as applicable); and</p> <p>x. Original List of Directors on company's letter head.</p> <p>Note:</p> <p>xi. <i>List of directors can be obtained from Companies in the form of Form A/ Form B. Changes in directorship after submission of Form A/ Form B to SECP are reflected in Form-29.</i></p> <p>xii. <i>In case, company is newly incorporated and Annual Return (i.e. Form A/ Form B) was not submitted to SECP, branches shall obtain Annexure IV of Companies (Incorporation) Regulations, 2017 for list of directors.</i></p>
4.	Club/Society/Association/ Trust Accounts	<ol style="list-style-type: none"> 1. Copy of the applicable valid identity document of: <ol style="list-style-type: none"> i. All members of Governing Body/ Board of Directors/ Trustees/ Executive Committee, if it is ultimate governing body, all authorized signatories, 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. (Declaration Form A-8) 3. Certified copies all of the following documents: <ol style="list-style-type: none"> i. Certificate of Registration/ Instrument of Trust ii. By-laws/ Rules & Regulations iii. 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 4. Approval of Area Manager & Regional Manager on the format A-9. 5. Original List of Executive Members / Management Committee / Management Board etc. with their s and designations. 6. Undertaking signed by all authorized signatories on behalf of the institution mentioning that Bank will be informed immediately about any changes in management committee/ Authorized persons. 7. Undertaking from all members confirming that all authorized signatories and members of governing body are not affiliated with any proscribed/banned entity, whether under the same name or a different name. 8. Undertaking from all authorized signatories confirming that before advertisements through newspapers or any other medium for collecting donations in bank account then they will inform bank. 9. Profile of Trustees on letter head

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		10. PEP approval, wherever applicable.
5.	NGOs/ NPOs/ Charities / Similar Accounts	<ol style="list-style-type: none"> 1. Photocopy (after original seen) of the applicable identity documents of all members of Governing Body/ Board of Directors/ Trustees/ Executive Committee, if it is ultimate governing body, and authorized signatories. 2. Certified copies all of the following documents: 3. All relevant Registration documents/ Certificate of Incorporation/ license issued by SECP, as applicable 4. Memorandum & Article of Association 5. Incorporation Form II in case of newly incorporated company and Form B-29 in case of already incorporated company 6. 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. 7. Declaration from Governing Body/ Board of Trustees/ Executive Committee/sponsors on ultimate control, purpose and source of funds etc. (Declaration Form A-8) 8. Approval of Area Manager & Regional Manager on the format A-9. 9. Annual accounts/ financial statements or disclosures in any form, which may help to ascertain the detail of its activities, sources and usage of funds in order to assess the risk profile of the prospective customer. 10. Ministry of Interior approval in case of International NGO (INGO).
6.	Branch Office or Liaison Office of Foreign Companies	<ol style="list-style-type: none"> 1. Copy of the applicable valid identity document of senior official and/ or authorized signatories as in serial no. 1. A above. 2. Copy of permission letter from relevant authority i.e. Board of Investment 3. List of directors on company letterhead or prescribed format under relevant laws/regulations. 4. Certified copies all of the following documents: <ol style="list-style-type: none"> i. Form II about particulars of directors, Principal Officer etc. in case of newly registered branch or liaison office of a foreign company ii. Form III about change in directors, principal officers etc. in already registered foreign companies branch or liaison office of a foreign company

S. No.	Type of Customer	Documents required
		11. Letter from Principal Officer of the entity authorizing the person(s) to open and operate the account. 12. Filing certificate from SECP with attested documents 13. Photocopies of valid passports of all the signatories of account. 14. Legal opinion 15. HO approval
7.	Agents Accounts	1. Copy of the applicable valid identity document of the agent and principal as in serial number 1. A above. 2. Certified copy of 'Power of Attorney' or 'Agency Agreement' 3. The relevant documents/ papers as required for legal person account, if agent or the principal is not a natural person.
8.	Executors and Administrators	1. Copy of the applicable valid identity document of the Executor/ Administrator as in serial number 1. A above. 2. Certified copy of Letter of Administration or Probate
9.	Consulate/ Embassy Accounts	1. Letter from Embassy signed by the Ambassador/Honorary Consulate to open account. 2. President of Pakistan issues a Certificate mentioning appointment of Ambassador/Consulate in Pakistan duly attested by Foreign affairs. 3. Letter from M/O Foreign Affairs of concerned country mentioning appointment of Consulate and mentioning powers to open and operate bank account attested by Consulate General. 4. Country Operations Approval

Notes:

1. Additional documents will be required in case of the following customer types:

- For entities belonging to the Health services such as Hospitals, medical centers, clinics etc., Registration certificate/Affiliation/Approval from Ministry of Health will be required.
- For Housing society / Commercial & Residential Projects, the Registration Document by Local Land Development Authority will be required along with the Country Operations/ROM approval.
- For Government Contractor involved in Construction related work, Pakistan Engineering Councils Certificate or NOC or any other certification/ license from relevant Land Department Authority will be required.
- For Education Institute (School, College, Academy), Registration certificate by Department of Education or affiliation with any educational regulatory body like HEC, PMDC, UHS, EDU, BISE etc.
- For Security/Guard Services, Approval from Ministry of Interior.
- For Hajj and Umrah Operations Account, Valid License/ Approval from Ministry of Religious Affairs (MORA) & 2. ROM/ Country Operations Approval.
- For Mudarabah & Window Takaful Company, SECP's Approval/ Registration Certificate for Mudarabah operations & Approval from Shariah Compliance Department (SCD).

- For Arms & Ammunition, License issued by Ministry of Interior.
- 2. For Account Opening of Mudarabah or Takaful Companies, the approval from Shariah Compliance will be required.
- 3. Branch may ask additional documents to fulfill Customer Due Diligence (CDD) requirements.
- 4. For Accounts other than mentioned above, Branches are advised to refer to ROM.
- 5. The photocopies of identity documents shall invariably be attested by Gazetted officer/ Nazim/ Administrator or an officer of the Bank after original seen; or retaining copy of NADRA Verisys or Biometric Verification, for (hard or digital as proof of obtaining identity from customer)
- 6. In case of expired CNIC, account may be opened or process of permanent customer relationship may be initiated on the basis of attested copies of NADRA receipt/ token and expired CNIC subject to condition that copy of renewed CNIC of such customer shall be obtained within 03 months of the opening of account. In this regard, the customer will provide the undertaking.
- 7. Signature acceptance undertaking, (incase, if customer`s signature on identity document differs from AOF & SSC).
- 8. The condition of obtaining photocopies of identity documents of directors of Limited Companies/Corporations is relaxed in case of Government/Semi Government entities, where banks/DFIs should obtain photocopies of identity documents of only those directors and persons who are authorized to open and operate the account. However, banks/DFIs shall validate identity information including CNIC numbers of other directors from certified copies of relevant list(s) required to be filed under Companies Act, 2017 and verify their particulars through NADRA Verisys (as applicable). The Verisys reports should be retained on record in lieu of photocopies of identity documents.
- 9. The requirement of obtaining NTN depends upon availability/issuance of NTN by tax authorities. The requirement of NTN should not be the reason for refusal of banking services to the customers, especially, where bank account is a prerequisite for obtaining NTN as per FBR`s criteria. All branches should facilitate customers in opening bank accounts and subsequently obtain NTN when issued by the FBR.
- 10. For Serial No. 3 to 8, branches are required to obtain the name and CNIC/ Passport of Senior Management Position if not already taken in lieu of documents mentioned above.
- 11. The term Senior Management Position means the natural person(s) who exercises executive control over the daily or regular affairs of the legal person through a senior management position, such as a chief executive officer (CEO), chief financial officer (CFO), managing or executive director, or president. The natural person(s) who has significant authority over a legal person`s financial relationships (including with financial institutions that hold accounts on behalf of a legal person) and the ongoing financial affairs of the legal person. Further, Directors/Partners/Trustees/Members of Governing Body of the legal person and legal arrangement are also included in the

definition of senior management position as these persons are responsible for strategic decisions that fundamentally affect the business practices or general direction of the entity. (Para 33 (e) & (f) of FATF Guidance on Transparency and Beneficial Ownership).

12. Ultimate Beneficial Owner

Branch shall be required to identify beneficial owner at the time of establishing and after establishment of relationship with the customer as per the prevailing guidelines. Some of the salient features of the guidelines cover the following:

- a) For natural person, the primary indicator of the existence of a beneficial owner will be the consistency of CDD transaction parameters with the source of income document(s). For cases where customer does not have proper source of document or the provided document does not conform to the transaction parameters defined in CDD form, the branches and CAO needs to evaluate the request and document for identification/unwrapping of Ultimate Beneficial Owner (UBO). In such cases, the branch shall:
 - Identify the beneficial owner by obtaining ID documents (CNIC etc.)
 - Capture beneficial owner details in T-24. Details of Beneficial Owner should be fed in T24 i.e. Full Name as per CNIC, Father Name, CNIC, Address, Date of Birth to ensure screening through Accuity Compliance Link.
 - Conduct Nadra Verisys
 - This also includes Asaan Account customers as well.
 - Conduct name screening through Accuity Compliance link
- b) For legal persons (company accounts), the beneficial owner shall be unwrapped as per the following rule:
 - Identify & verify the natural person holding 25% or above stake in an entity
 - In case a legal person holds share of 25% or above, identify & verify the natural person holding 25% or above stake in an entity.
 - Identify & verify the identity of the relevant natural persons who hold the position of senior management positions, in case no natural person holds the shares as per the specified threshold.
 - Obtain Ultimate Beneficial Ownership register of the SECP registered companies as specified in Companies Act as amended (2020). This is only applicable for companies registered with SECP.
- c) Branches shall ensure screening of beneficial owners through Accuity Compliance Link and attach duly signed screening evidence with the Account Opening documents.