

## Roshan Digital Account – Constituent Documents

Sr. No	Type of Customers	<u>Notarized / Consularized Documents</u>
1)	Limited Liability Partnership (LLP)	(i) Account Opening Request on official letterhead duly signed by each partner (ii) Limited Liability Partnership Deed/ Agreement (iii) LLP-Registration Certificate issued by competent authority in home jurisdiction (iv) Document having details of partners/ designated partners (v) Authority letter signed by all partners, authorizing the person(s) to open and operate LLP account
2)	Limited Companies/ Corporations	(i) Memorandum of Association (ii) Articles of Association (iii) Certificate of Incorporation (iv) Certificate of Commencement of Business (wherever applicable) (v) Resolution of Board of Directors for opening of account specifying the person(s) authorized to open and operate the account (not applicable for Single Member Company)
3)	Trusts, Societies, Associations, etc.	(i) Certificate of Registration/ Instrument of Trust (ii) By-laws/ Rules & Regulations, if applicable (iii) Declaration from Governing Body/ Board of Trustees/ Executive Committee/ sponsors on ultimate control, purpose and source of funds etc. (iv) Resolution/ Documentation of the Governing Body/ Board of Trustees/ Executive Committee, if it is ultimate governing body, authorizing the person(s) to open and operate the account.
4)	NGOs/ NPOs/ Charities	(i) All relevant Incorporation/ Registration documents as per Sr. No. 2 or Sr. No. 3 depending on legal structure of NGO/ NPO/ Charity (ii) Valid registration with relevant authority in Pakistan (Ministry of Interior, Economic Affairs Division, etc.) as per applicable law, rules or policy. (iii) 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.

### Notes:

- The Bank may assess the ML/TF risks posed by the customer and document the same in the customer profile.
- The Bank may verify the information/ constituent documents (including license, if applicable) of the customer from reliable sources, i.e., directly through online portal/ website of competent issuing authority, public register, etc.
- Equivalent documents may be obtained depending on jurisdiction of customer's incorporation / registration
- One document may satisfy multiple requirements
- In case Bank is unable to verify the information/ constituent documents of the customer as provided above, the Bank shall obtain notarized/ consularized copies of the documents through the website/ application.
- The Bank may seek any additional information and/or documents from customers depending on their risk profile and intended use of account, while establishing the relationship or as part of ongoing monitoring and customer due diligence.