

FOR INTERNAL USE ONLY
KYC / CDD Checklist

Date	Account Title	Account / UIN #
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SECTION A

Minimum Information / Documents to be provided by Investor

	Pls tick	Pls tick		Pls tick
1. Individuals/Sole Proprietorships		2. Partnerships		3. Institutions/Corporate
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