

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
<b>1. Individuals/Sole Proprietorships</b>		<b>2. Partnerships</b>	<b>3. Institutions/Corporate</b>
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
<b>4. Trusts</b>		<b>5. Clubs Societies and Associations</b>	<b>6. Executors/Administrators</b>
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**

