

KYC / CDD Checklist

AL Habib Capital Markets Pvt Ltd

Corporate TREC Holder: Pakistan Stock Exchange Ltd

Name Of Client: _____

CDC Participant I.D.	06502
Client Trading A/c #	
Client Sub A/c #	
CDC Investor A/c #	
Date:	

SECTION A:

Minimum Information / Documents to be provided by Investor

1. Individuals/Sole Proprietorships		3. Institutions/Corporates		5. Club Societies and Associations	
CNIC of Principal and Joint Holders/Passport for Foreign Nationals/NICOP for non-resident Pakistanis		CNIC/NICOP of Authorized Signatories and Directors		Certified Copy of Certificate of Registration	
		List of Directors and Officers		List of Members	
Proof of Employment / Business		NTN Certificate		CNIC/ NICOP of members of Governing Board	
NTN Certificate, where available		Documentary evidence of Tax Exemption (if applicable)		Certified copy of bye laws/rules and regulations	
2. Partnerships		Certificate of Incorporation		Board / Governing Body Resolution	
		Certificate of Commencement of Business		Copy of Latest Financials of Society/Association	
CNIC/NICOP of all partners, as applicable		Certified copy of Board Resolution		6. Executors / Administrators	
Partnership Deed		Audited Accounts of the Company			
Latest Financial Statements		Memorandum & Articles of Association / Bye Laws / Trust Deed		CNICs of all Executors / Administrators	
Certificate of Registration (in case of registered partnership firm)		4. Trusts		Certified copy of Letter of Administration	
NTN Certificate					
		CNIC's of all trustees			
		Certified Copy of the Trust Deed			
		Latest financials of the trust			
		Documentary evidence of Tax Exemption (if applicable)			
		Trustee / Governing Body Resolution			

If documents /information is complete, proceed to section B

List any missing documents/information below:

1.

2.

If ANY documents is missing, proceed to Section G.4

SECTION B

Assessment of information provided in section A

Based on information provided in Section A

1. Is the investor also the ultimate beneficiary of the funds to be invested If No, joint account should be opened or power of attorney be provided by ultimate beneficiary with relevant documentary details of the beneficiary	YES	NO
2. In case the Investor is a Private Company , IS the latest shareholders list available	YES	NO
3. In case of Government Accounts , Mark YES if the account is <u>not</u> in the personal name of the government official A resolution / authority letter (duly endorsed by the Ministry of Finance or Finance Department of concerned government) is available, which authorizes the opening and opening of this account by an officer of federal / provisional / local government in his / her official capacity	YES	NO

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

SECTION C

Risk Category of Investor

1. Government of 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-Governmental 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(NBFI)

Is the unlisted private financial institution domiciled in Pakistan and is regulated by the SECP/State Bank of Pakistan (SBP) OR Is it domiciled in FATF member country that is satisfactorily following the FATF recommendations and is supervised by a regulatory body	YES	NO
	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 Investments/transactions.	YES	NO
3 . Is the person involved in dealing in high value items (<i>based on declared occupation</i>)	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 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 customer	YES	NO
If the response to any question (1-7) above was YES proceed to 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 , also proceed to Section G.1		

SECTION F

Politically Exposed Person / Foreign National / Holders of High Profile Position		
Is the brokerage account relationship with this high risk category person including politically exposed person / foreign national / holder of high profile position, approved by the Nominee Director, CEO / COO of the brokerage house(<i>approval shall be provided by management through signing the respective Account Opening Form</i>)	YES	NO
If YES, proceed to Section G.3	If NO, proceed to Section G.4	

SECTION G

Investor Risk Profile		
G.1	LOW RISK	Reduced KYC Requirements 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	<p>Enhance KYC Requirements shall be applicable:</p> <p>Investor account can be opened once information / documents mentioned in Section A have been provided.</p> <p>Transactions shall be monitored to ensure that the funds used for investments 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</p>
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:	Name of Sales Person / Agent	Signature	Date:

Checked by:	Name of Compliance Person	Signature	Date: