



**CENTRALIZED ACCOUNT OPENING
OPERATIONS GROUP**

Comprehensive Check-list for Opening of Accounts	
S. No	General Documentation of Natural Person required for Account Opening
1.	<p>A photocopy of any one of the following valid identity documents duly attested by Gazetted Officer/ Chairman/ administrator or an Officer of the Branch after original seen.</p> <ul style="list-style-type: none"> a) CNIC/NICOP/SNIC/SNICOP/SNICOP/POC/ARC/POR/Juvenile Card issued by NADRA/ CRC/Form B etc. b) Passport, having valid visa on it or any other proof of legal stay along with passport (Foreign National Individuals Only). <p>Note:</p> <ul style="list-style-type: none"> 1) ARC is restricted to only local currency accounts only 2) In case of Alien Registration Card (ARC), it must be ensured that the copy of ARC is attested / verified by NADRA mandatorily. If customer does not have the same, he / she may politely be advised to have the same attested from NADRA office. Further, on receipt of the attested / verified copy of ARC, the concerned branch staff shall affix original seen stamp in such a way as not to obstruct the attestation; and upload the same on workflow as per the process. 3) For Non-resident Pakistanis (other than Roshan Digital Account), copy of valid Passport, Exit Stamp, valid Visa / Resident Permit, etc. shall be obtained along with applicable ID documents. 4) For joint accounts, separate documents required as listed above (wherever applicable).
2.	<p>In case of expired ID documents (as per Para 'a' above), account may be opened on basis of following documents (all together):</p> <ul style="list-style-type: none"> a) Copy of NADRA receipt/token issued for renewal of CNIC/NICOP*/SNIC/SNICO*P/POC/ARC/POR/Juvenile Card (Original seen by BM/OM). b) Copy of expired CNIC/NICOP/SNIC/SNICOP/POC/ARC/POR/Juvenile Card (Original seen by BM/OM). c) Undertaking signed by customer in presence of bank officer that renewed ID Document will be submitted to the bank within 3 months from the date of Account Opening
3.	Signature specimen cards duly approved by BM/OM.
4.	<p>Valid Verisys report / Bio verisys (Incase customer has provided CNIC, NICOP, SNIC, POC/SNICOP/POR/Juvenile Card).</p> <p>Note:</p> <ul style="list-style-type: none"> 1) POC (Pakistan Origin Card) to be verified via NADRA Verisys Report. 2) Bio Verisys for all the Authorized Signatories, empowered to open and operate account, is mandatory.
5.	Signature acceptance undertaking, (incase, if customer`s signature on identity document differs from AOF & SSC) to be obtained on prescribed format.
6.	<p>KYC Forms along with the signatures of BM/ OM.</p> <p>Note: In the case of joint accounts, CDD measures on all of the joint account holders shall be performed as if each of them is individual customer of the bank.</p>

<p>7.</p>	<p>In case of customers falling in a High Risk Segment such as PEP, NGO/NPO/Charity or Designated Non-Financial Businesses and Professions etc. branch will ensure to obtain and place on record the relevant approval of the competent authority as per the Bank's Compliance Operations Manual (updated from time to time).</p> <p>In case of High risk customers, the EDD should be performed as per guidelines provided by Compliance.</p> <p>Note: Refer AML/CFT/CPF Policy for detail list of Designated Non-Financial Businesses and Professions (DNFBPs).</p>
<p>8.</p>	<p>Screening against following information should be performed through Alfalah Screening System against all available screening lists with a view to ensure that the relationship doesn't involve any sanction/ proscribed element OR to ensure identification of the PEPs in the relationships. The screening results in the form of printout should be attached with AODs.</p> <ul style="list-style-type: none"> • Name and CNIC numbers of individuals • Name of the Entity (where applicable) • Names & CNIC numbers of all Ultimate Beneficial Owners (where applicable): <ul style="list-style-type: none"> ○ For individuals/ natural persons i.e. Directors/ Partners / Trustees/ Management Committee/ Executive Committee, etc. (as applicable) ○ For legal persons holding shares equal to 25% or above in an entity, screening of individuals (natural person) shareholders holding shares equal to 25% or above of that legal person is mandatory ○ Names & CNIC numbers of all Authorized Signatories <p>Note: For Foreign Nationals and Non Resident Pakistanis (except for Roshan Digital Accounts), CDD Department Review and Approval should be obtained prior to account opening.</p>
<p>9.</p>	<p>NTN Certificate / NTN shall be obtained (wherever applicable) from customers.</p> <ol style="list-style-type: none"> a) Online Verification of Customer given NTN/CNIC Number through FBR Website. b) In case customers do not have printed NTN Certificate but have NTN or printed copy of NTN online verification, the same may be accepted by branches, after its on-line verification. c) Print out of NTN's on-line verification shall be attached with the account opening documents and the officer who conducted the verification would be required to sign the same along with branch stamp <p>Note: For Legal Persons/ Legal Arrangements, requirement of obtaining National Tax Number (NTN) is mandatory.</p> <p>As per the regulatory requirement NTN availability depends on issuance from FBR and should not be a reason for refusal of account especially in cases where having an account is a prerequisite for obtaining NTN from FBR.</p>

S. No	Further Documentation/ requirements as per nature of Account
Salaried Individual	
1	<p>Evidence/Proof of Service (any one of the following)</p> <ul style="list-style-type: none"> • Valid Employee/Job Card, OR • Employer/ Job Certificate or Letter*, OR • Latest Salary Slip**, OR • Salary Certificate, OR • Account Statement*** • For Retired Persons, a copy of Retirement Letter/ Proof of Retirement <p>* Employer/Job Certificate or Letter must not be more than 3 months old. ** In case of Computer generated Salary Slip, covering email from employer and/or the same attested by the employer/employer's HR Department shall also be obtained. *** Account statement should reflect the credit of salary along with Employer name or a Certificate/Letter from respective bank confirming that salary is being credited from said employer.</p>
2	Original seen stamp (BM/OM) required with branch name duly signed in evidence of service/proof of employment (wherever applicable).
3	For Non-Resident Pakistani customers, Iqama / proper salary evidence required issued by employer or competent authorities (Govt. authorities/Labor or Manpower Ministries etc.).
Sole Proprietorship	
1	<p>Any one of the following documents</p> <ul style="list-style-type: none"> • Customer`s request for opening of proprietorship account required (on business letter head). • Proprietorship declaration required as per prescribed format on business letter head. • Registration certificate required for registered concerns, (wherever applicable). • Sales Tax registration or NTN Certificate of Proprietor along with online verification of NTN through FBR website by the branch staff with sign and stamp (wherever applicable). • Certificate or proof of membership of trade bodies etc. (wherever applicable) <p>Note: NTN/Sales Tax Registration, is not a mandatory requirement for opening of account but pertains to operation only for the purposes of appropriate/applicable tax withholding.</p>
2	Visit report of the customer's disclosed business, minimally covering all the aspects stipulated in the prescribed format should be prepared whilst opening of the account to safeguard Bank's interest from AML/CFT perspective; original signed copy of same will be forwarded along with the set of documents to CAO for account opening in such categories & also uploaded on the DMS.
3	Rubber stamp (as per title of A/c & Letter head) of the Business required to be affixed on SSC/AODs (where signature of customer is affixed) if required by the customer and is not to be mandatorily obtained.

Business Individual/ Self Employed, Small businesses and professions including freelance professionals	
1	Valid copy of Identity documents of customer as per General Documentation Section is required,
2.	<p>Any one of the following documents (a to d):</p> <p>a) Registration certificate for registered concerns.</p> <p>b) Sales tax registration or NTN certificate, wherever applicable.</p> <p>c) Certificate or proof of membership of trade bodies etc., wherever applicable.</p> <p>d) Proof of source of funds/ income</p> <ul style="list-style-type: none"> • Undertaking on proper business letter head. However, in case of customers, where business letter head is not available, self-declaration (of customer) for source and beneficial ownership of funds duly approved by BM/OM is required OR • Receipt of Payment against the Work, OR • For freelancers an online registration or account detail of the relevant website or portal or a statement of account or any other acceptable proof can be accepted, OR • For Partners working in a registered partnership, the partnership deed along with the Registration Certificate (with updated changes/amendments) of concerned Register will be obtained along with the said Undertaking, OR • For Public & Private Limited Company directors who are also shareholders a disclosure of shareholder from the company secretary will suffice, OR • Any other Document evidencing Source of Fund/ Income
3.	Visit report of the customer's disclosed business, minimally covering all the aspects stipulated in the prescribed format, should be prepared whilst opening of the account to safeguard Bank's interest from AML/CFT perspective as per SBP Regulation; original signed copy of same will be forwarded along with the set of documents to CAO for account opening in such categories except for IT Freelancers.
Housewife/ House Hold/ Widow/Un-employed/ Student etc.	
1	Valid copy of Identity documents of customer and fund provider as per General Documentation Section is required,
2	Self-declaration (of the customer) regarding his/ her source and beneficial ownership of the funds duly approved by BM/OM to ensure compliance of the relevant regulatory requirements in true spirit.
3	Source of Income / Funds document of the fund provider as applicable
4	Name & CNIC Number (for Pakistani Nationals Only) of the Customer (i.e. Housewife/ House Hold/ Widow/Un-employed/ /Student etc.) & his/ her fund provider should be screened out through Alfalah Screening system against all available screening lists and ensure that the relationship doesn't involve any sanctions / Designated / Proscribed element. The screening results in the form of printout should be attached with AODs
Landlord Accounts/NRP Customer	
1	Valid Copy of Identity documents as per General Documentation Section, is required,
2	Landlord/ Agriculturalist / NRP Customers Self-declaration of the customer (i.e. Landlord/ Agriculturalist/ NRP) regarding his/ her source and beneficial ownership of the funds duly approved by OM/ BM.

3	In case of Landlord/Agriculturist, obtain appropriate proof of land holding e.g. passbook, Land revenue receipt, Property documents or any other acceptable land holding evidence/ verifiable information (as much as possible) should also be obtained, in addition to point-1 above after original seen.
4	For NRP customers, plain paper undertaking declaring the sources and beneficial ownership of funds along with proper residence proof i.e. valid visa required for residing country.
For Pensioners Account	
1	Valid Copy of Identity documents as per General Documentation Section, is required,
2	Purpose of bank account must be clearly mentioned as Pension in KYC.
3	Option form for direct disbursement of pension duly approved by BM/OM
4	Proof of pension i.e. copy of pension book or any other acceptable document detailing pension amount payable to the pensioner.
5	Copy of retirement letter (stamped as original seen and signed)
6	Copy of PPO / Option Form A
7	Indemnity bond as per prescribed format
8	Non-Marriage Certificate (In case of family pension, from the widow/widower, unmarried daughter or sister as the case)
(Note: Account opened by the pensioners shall not be a joint account)	
S. no	Additional documents required as per nature of accounts
For Resident Foreign Currency Value Account	
1	Affidavit for Declaration of Assets Held Abroad as per prescribed format OR
2	Wealth Statement declared in latest Tax Return with Federal Board of Revenue (FBR) showing his/her Foreign Assets abroad
For accounts of Arms and Ammunition Dealers	
1	Valid arms dealership license issued by provincial home department, in case of dealers located in that province; or Ministry of Interior, in case of dealers, located in Islamabad Capital Territory must be obtained.
For Minor accounts	
1	Copy of Valid Identity documents as per General Documentation Section for guardian and minor.
2	Certified Copy of Court order must be obtained in case legal guardian (to be reviewed by our Bank's legal advisor prior to opening of account). Where the guardian is a natural guardian, e.g. any parent of the minor, Form B or Birth Certificate may be obtained evidencing such relationship.
3	Date of birth & date of majority of minor to be recorded on AOF & SSC (18 Years in case Guardian is a natural person & 21 Years if Guardian is appointed by Court of Law).
4	Account to be titled as "Minor account" on AOF & flagged in system.
For Illiterate accounts/Shaky/Immature signature.	
1	Illiterate/ shaky/immature signatures undertaking as per prescribed format.
2	3 Photographs (One each on SSC & AOF) with partial signatures of officer & bank stamp besides taking account holder's right hand thumb impression (RTI) and left hand thumb impression (LTI) on SS Card and on the reverse of the passport size photograph of the applicant.
3	"LTI & RTI affixed in my presence" should be stamped also mention LTI/RTI with respective thumb impressions (AOF, SSC and all other related documents).

For Blind / visually impaired person accounts.	
1	Visually impaired/blind person can open an individual a/c with same formalities as required for photo a/c.
2	All such Customer Account shall be clearly marked as "Visually impaired/Blind Person Account".
3	It is obligatory that account should be opened in physical presence of all applicants whereas blind person has to put his/her left and right thumb impressions in presence of bank officer.
4	Opening of joint account including with persons (who is /are visually impaired /blind shall be allowed. Minimum documentation requirements under related regulations shall also be applicable to all such accounts in Braille script.
5	It shall be verbally informed to them that Illiterate visually impaired/blind person shall operate the bank account in the presence of a witness. The bank will not be responsible for any losses, claims, demands and consequences that may arise out of a witness.
6	In case visually impaired /blind person is a literate, the condition of presence of witness may not be required on providing duly witnessed undertaking. Undertaking required on On stamp paper of appropriate value as per Provisional Stamp Act as per prescribed format.
7	Visually impaired/blind customer, if desires, may be allowed to appoint a person / persons as Power of Attorney or Mandate Holder to operate his / her bank account. This appointment will be duly witnessed by a person known to the concerned visually impaired person in the presence of BM / OM.
8	Account of Illiterates visually impaired/blind persons may be opened with same formalities as required for Photo Accounts. Customer's both thumbs (LHT & RHT) impressions to be obtained on the AOF, S. S. Card and legal indemnity on bond paper and on the reverse of a passport size photograph of the applicant.
9	3 Photographs (On each SSC & AOF) with partial signatures of officer & bank stamp besides taking account holder's right and left hand thumb impression on SS Card and on the reverse of the passport size photograph of the applicant. The mark will be witnessed by 2 persons who may be person of good standing or bank employees (OM & BM). The witness should also attest on the reverse of the applicant's photograph and append their signatures below the thumb impression and mark.
S. No.	Documentation required for Account Opening of Roshan Digital Account
Documentation for Roshan Digital Account (RDA)	
1.	Original Scanned Valid NICOP/SNICOP/POC or Original Scanned CNIC/SNIC and Passport (first 2 pages along with entry/exit stamp pages to establish identity with NRP status)
2.	Proof of Profession and Source of income/funds (e.g. scanned copy of job certificate, tax return, rent agreement, salary slip, etc.)
3.	Live Photo of the customer/s
4.	FATCA (Respective Forms as applicable)
5.	CRS form
6.	Zakat Exemption Form CZ-50 for PKR Savings Account (if applicable)
Documentation for Proof of Profession and Source of income/funds	
For Salaried Individual :	
1.	<p>a) For Proof of Profession* (Any one of the following documents should suffice)</p> <ul style="list-style-type: none"> • Valid Job/ Employee Card, OR • Employer/ Job Certificate, OR • Employment Contract, OR • Employer Letter, OR • Iqama/ Work Permit showing Profession/ Employment Details, OR

	<ul style="list-style-type: none"> • For Retired Persons, a copy of Retirement Letter/ Proof of Retirement, OR • Any other Document evidencing the Profession <p>b) Source of Income/ Funds* (Any one of the following documents should suffice)</p> <ul style="list-style-type: none"> • Latest Salary Slip, OR • Salary Certificate, OR • Payment Slips/ Record, OR • Account Statement, OR • Tax Statement/ Return/ Certificate, OR • For Retired Persons, an evidence of Terminal Benefits/ Pension Book etc., OR • Any other Document evidencing Source of Income <p>Note: A single document showing the Proof of Profession and Source of Income/ Funds may also suffice both the requirements.</p>
Self-employed/ Non-Salaried / Unemployed Persons:	
1.	<p>a) For Proof of Business/ Work* (Any one of the following documents should suffice)</p> <ul style="list-style-type: none"> • Business Registration Document, OR • Business/ Proprietor Letter Head; or any other Proof of Self Employment (e.g. Lawyer/ Doctor/ Consultant/ Freelancers/ Grocery Store/ Medical Store/ Labor Work etc.), OR • Partnership/ Business Deed, OR • Housewives – Declaration, OR • Student ID Card/ Letter from Educational Institute, OR • Iqama/ Work Permit showing Business/ Nature of Work etc., OR • Any other Document evidencing the Profession <p>b) Source of Income/ Funds* (Any one of the following documents should suffice)</p> <ul style="list-style-type: none"> • Receipt of Payment against the Work, OR • Account Statement, OR • Particulars of Income/ Funds Providers (e.g. Family Members/ Guardian/ Stipends/ Social Benefits etc.), OR • Tax Statement/ Return/ Certificate, OR • Any other Document evidencing Source of Income <p>Note: A single document showing the Proof of Profession and Source of Income/ Funds may also suffice both the requirements.</p>
Miscellaneous/ Others	
	<ul style="list-style-type: none"> • Inheritance, OR • Agriculture income, OR • Investment in securities, bonds, shares, etc., OR • Investment in property, OR • Interest income <p>Note: Both Salaried/ Non-Salaried/ Self-employed/ unemployed may derive their income funds from these sources as well.</p>

Comprehensive Check-list for Opening of Entity Accounts

Subsequent documents required as per nature of accounts

S. no	For Partnership accounts (All of the following documents)
1	Copies of valid identity documents as per General Documentation Section above, of all the partners and authorized signatories.
2	copy of Partnership deed duly signed by all partners of the firm original seen by bank officer
3	Attested copy of Registration certificate with Registrar of firms (In case of registered partnership). In case, Partnership is unregistered this fact shall be clearly marked/mentioned on the AOF.
4	Authority letter from all partners, in original, authorizing the person(s) to open and operate firm's account and any change takes place in the particular of partnership Deed, bank will be informed accordingly on partnership Firm's letter head as per prescribed format
5	Rubber stamp (as per title of A/c & Letter head) of the Business required to be affixed on SSC/AODs (where signature of customer is affixed) if required by the customer and is not to be mandatorily obtained.
S. No.	For Limited Liability Partnership accounts
1	Copies of valid identity documents of all the partners and authorized signatories as per General Documentation Section.
2	Certified Copies by issuing office: 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.
4	For legal and Natural persons holding shares of 25% or above stake in the entity, identity and verification of natural persons shareholders holding 25% or above ownership of that legal person directly and indirectly. Note: For the purpose of above identification of Ultimate Beneficial owners (UBOs), branch can obtain declaration of UBO maintained by company under SECP rules for Limited Companies and LLPs.
S. No	For Limited Companies/ Corporations
1	Copies of valid identity documents as per General Documentation Section above or NADRA Verisys in place of copies of ID documents, of all the directors and persons authorized to open and operate the account.
2	Certified copies of: a) Certificate of incorporation (for Companies incorporated prior to Companies Act 2017) b) Resolution of Board of directors for opening the account specifying the person(s) authorized to open and operate the company account to be obtained on company letter-head. (Not applicable for Single Member Company. c) Memorandum and Article of Association d) Certified copy of Latest 'Form-A/Form-B' e) Incorporate Form II in case of newly incorporated company and Form A/ Form C whichever is applicable; and Form 29 in already incorporated companies Note: Articles of Association will be required unless the company has adopted the

	<p>Table/Annexure A of the First Schedule to the Act. In case of later, SECP Certified Copy of Annexure IV / Inc. Form II (Application For Company Incorporation) (as applicable) to Companies (Incorporation) Regulations, 2017 will need to be obtained.</p> <p>Note: Validity of SECP Certification shall be applicable as per below;</p> <ul style="list-style-type: none"> For Certificate of Incorporation, Memorandum and Article of Association, certification shall remain valid if the same is undertaken by Company Secretary that the provided documents are currently applicable and any changes in future, will be notified to the bank. Validity of Certification for Form-A and Form- B (as applicable), shall remain applicable till the expiry of document i.e. 1 year plus grace period of 60 days. Validity of Certification of Form-29, shall remain applicable until any change is made in the same.
3	<p>For Natural Persons or legal persons holding shares equal to 25% or above in an entity, identification and verification of individual (natural person) shareholders holding shares equal to 25% or above directly or indirectly of that legal, copy of CNICs & NADRA verification (in case of Foreign National copy of Passport) of such natural person is required.</p> <p>Note: For the purpose of above identification of Ultimate Beneficial owners (UBOs), branch can obtain declaration of UBO maintained by company under SECP rules for Limited Companies and LLPs.</p>
4	Rubber stamp (as per title of A/c & Letter head) of the Business required to be affixed on SSC/AODs (where signature of customer is affixed) if required by the customer and is not to be mandatorily obtained
5	NTN certificate in the name of Company along with online verification of NTN through FBR website by the branch staff with sign and stamp (where applicable)
6	List of Directors having complete details on Company's Letter Head, signed and stamped by the CEO/Company Secretary (In case different from Form-29)
7	<p>In case of dividend Warrant Account, below documents shall be obtained in addition of above listed documents;</p> <ul style="list-style-type: none"> Specimen of the Dividend Warrant having MICR feature therein Specimen Signature Card containing authorized signature(s). Dividend Warrant Series (From –To). Commencement and closing dates for payment of Dividend warrant Dividend Warrant Series to be uploaded by the leading branch (where account opened) through relevant module in Core Banking System
S. No	For Joint Venture companies
1	Joint venture agreement duly signed by all parties.
2	Power of attorney in favor of authorized signatories representing the JV parties.
3	Authority letter in favor of person authorized to operate the account.
4	Complete documents of all parties forming joint-venture.(With respect to their entities)
5	NTN certificate along with online verification of NTN through FBR website by the branch staff with sign and stamp
S. No	For Branch Office or Liaison Office of Foreign Companies (All of the following documents)
1	Copies of valid ID document of all the signatories and Senior Officials of the account/identity documents as mentioned in General Documentation Section above.
2	A copy of permission letter from relevant authority i.e. Board of Investment.

3	Certified copies all of the following documents: 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
4	List of Directors required on letter head or prescribed format under relevant laws/regulations.
5	A letter from Principal Office of the entity authorizing the person(s) to open and operate the account.
S. No	For accounts of Trusts, Clubs, Societies, Associations
1.	Copy of the applicable valid identity document of (as per general documentation section): a) all members of Governing Body/ Board of Directors/ Trustees/ Executive Committee, if it is ultimate governing body, b) all authorized signatories c) 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.
3.	Certified copies all of the following documents: a) Certificate of Registration/ Instrument of Trust b) By-laws/ Rules & Regulations c) 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.	For Organization registered within Pakistan, Attested copy of valid MOU signed off with the Economic Affair Division Government of Pakistan. (where Trust, Clubs, Societies, Association receives or intended to receive foreign funding) Note: In case Trust, Clubs, Societies, Association, does not receive or intend to receive foreign funding, a declaration from ultimate governing body to this effect is required.
5.	For Organization registered outside Pakistan, i) Valid copy of Registration with Ministry of Interior Government of Pakistan ii) Attested Copy of valid MOU signed off with the Economic Affair Division Government of Pakistan.
6.	Any other documents as deemed necessary including its annual accounts/financial statements or disclosures in any form which may help to ascertain the details of its activity(s), sources and usage of funds in order to assess the risk profile of the prospective customer Note: this requirement is applicable on Trust Accounts or accounts of clubs, associations and Societies which are involve in charitable work
7.	The accounts should be opened in the name of relevant Entity, as per title given in its constituent documents of the entity.
8.	Ensure that individuals who are authorized to operate these accounts, the settlor, the protector, the beneficiaries and members of their governing body are not affiliated with any proscribed entity, whether under the same name or a different name. Individual names, CNIC and other details, including entity name and details should be checked through Alfalah Screening system. The screening result in the form of printout should be retained in the record
9.	In case of trust Accounts or Accounts of Clubs, Societies and Associations involved in charities/ charitable work <ul style="list-style-type: none"> • Obtain Prior approval from Respective Regional Business Head • Obtain consent from Head- CDD Department • AML advisory from AML Review Unit- Compliance Division • Upon receipt of AML Advisory, obtain Legal opinion from BAFL`s Legal Division from legal perspectives along with Senior Management approval from Company Secretary

10.	Brief profile of all Members of Board of Trustees/ Governing Body & Authorized signatories (e.g. Profession/ Occupation, background, Source of Income, market reputation, etc.) is required
11.	Filled & duly signed EDD Form of the Entity is required
12.	Comprehensive Visit report confirming the physical existence, genuineness, financial worthiness, market reputation, source & utilization of funds of the Entity, is required
13.	Perform CDD and obtain duly filled CDD form required for all authorized signatories and all members their governing body
14.	Rubber stamp (as per title of A/c & Letter head) of the Business required to be affixed on SSC/AODs (where signature of customer is affixed) if required by the customer and is not to be mandatorily obtained
15.	Additional Information in case of "Trusts", wherever applicable; <ul style="list-style-type: none"> • Whether the Trust is a Public Trust or Private Trust including foreign and national trust • Trust Deed whereby the Trust has been created; • Details of Settlor (this will also be available in the Trust Deed); • Objects of the trust (this will also be available in the Trust Deed); • Trustee of the trust (whether trustee is associated person of the settlor); • Description of each class or type of beneficiary (this information may also be checked from Trust Deed); • Details of any possibility of influence of any other person on trustee regarding management and control of trust property; • In the case of "Private Trust" if the beneficiary of a trust is also the beneficial owner of the trust, identification and verification of the beneficiary is required otherwise the name and CNIC of each beneficiary of a trust should be obtained.
S. No	For accounts of NGOs, NPOs, Charities Organizations, etc.
1.	Copies of valid identity document as per general documentation section of checklist, of the authorized person(s) and of the members of Governing Body/Board of Directors / Trustees /Executive Committee, if it is ultimate governing body.
2.	Certified copies of all of the following documents: <ul style="list-style-type: none"> a) All relevant Registration document (such as by-laws / rules & regulations etc,)/ Certificate of Incorporation / license issued by SECP, as applicable b) Memorandum & Article of Association c) Incorporation Form II in case of newly incorporated company and Form B-29 in case of already incorporated company d) 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
3.	If registered in Pakistan, Attested copy of valid MOU signed off with the Economic Affair Division Government of Pakistan. (where NGOs, NPOs, Charities Organizations, etc. receives or intended to receive foreign funding) Note: In case NGOs, NPOs, Charities Organizations, etc., does not receive or intend to receive foreign funding, a declaration from ultimate governing body is required.
4.	If registered outside Pakistan, (INGO/INPO), <ul style="list-style-type: none"> i) Valid copy of Registration with Ministry of Interior Government of Pakistan ii) Attested copy of valid MOU signed off with the Economic Affair Division Government of Pakistan.
5.	Any other documents as deemed necessary including its annual accounts/financial statements or disclosures in any form which may help to ascertain the details of its activity(s), sources and usage of funds in order to assess the risk profile of the prospective customer

6.	The accounts should be opened in the name of relevant NGO/NPO as per title given in its constituent documents of the entity.
7.	Ensure that individuals who are authorized to operate these accounts and members of their governing body / Managing Committee etc are not affiliated with any proscribed entity, whether under the same name or a different name. Individual names , CNIC and other details, including entity name and details should be checked through Alfalah Screening system. The screening result in the form of printout should be retained in the record
8.	Obtain Declaration from the Governing Body/ Board of Trustees/ Management Committee/ Sponsors on ultimate control, purpose and source of funds, etc.
9.	Obtain consent from Head- CDD Department
10.	AML Advisory from AML Review Unit- Compliance Division
11.	Upon receipt of AML Advisory, obtain Legal opinion from BAFL`s Legal Division from legal perspectives along with Senior Management approval from Company Secretary
12.	Brief profile of all Members of Board of Directors / Trustees/ Executive Committee / Governing Body & Authorized signatories (e.g. Profession/ Occupation, background, Source of Income, market reputation, etc.) is required
13.	Filled & duly signed EDD Form of the Entity is required
14.	Comprehensive Visit report confirming the physical existence, genuineness, financial worthiness, market reputation, source & utilization of funds of the Entity, is required
15.	An undertaking signed by all the authorized persons on behalf of the entity mentioning that when any change takes place in the persons authorized to operate the account, the banker will be informed immediately
16.	Rubber stamp (as per title of A/c & Letter head) of the Business required to be affixed on SSC/AODs (where signature of Customer is affixed) if required by the customer and is not to be mandatorily obtained
17.	perform CDD and obtain duly filled CDD form required for all authorized signatories and all members their governing body
S. No	For Agent accounts
1	Copies of valid identity documents required of Agent and Principal as mentioned in General Documentation Section above.
2	Certified copy of 'Power of Attorney' or Agency Agreement
3	Incase agent/Principal is not a natural person, relevant documents/papers required as per respective entity (e.g. Sole Proprietorship/Partnership/Limited Companies or Corporations/Branch office or Liaison Office of Foreign Companies/Trust, Clubs, Societies, Association/NGO,NPO and charities etc.)
S. No	Documents required for Account of Executor/ Administrator/ Liquidator
1	Certified copy of letter of administration or Probate (to be reviewed by Bank's legal advisor)
2	Copy of valid Identity documents of Executors / Administrators required, as mentioned in General Documentation Section above.

S. No	Documents required for Accounts of Government (i.e. Local/ Provincial/ Federal Govt.) /Semi Govt. Bodies
1.	Government accounts shall not be opened in the personal names of the Government official(s). Under the existing statutory and legal framework, no Government Ministry, Division, Department/ Attached Departments and Subordinate Offices can operate its bank accounts other than the principal account of the Federal/Provincial Government residing at the SBP. The list of all such entities falling in the above mentioned categories is available at the Finance Division's website.
S. No	For Autonomous bodies / entities
1	In case of autonomous bodies incorporated under an act of Parliament or the Companies Act 2017, obtain necessary approval/ resolution from their respective board/ governing bodies for opening and operation of account. For autonomous bodies, constituted through a cabinet resolution/ notification of Federal or a Provincial Government, obtaining a No Objection Certificate (NOC) issued by the Finance Division or relevant finance departments of the province, as the case may be, for opening and operation of account.
2	Also take into account any rules, regulations or procedures prescribed in the governing laws of such entities relating to opening and maintaining of their bank account. (if applicable)
3	Copy of valid Identity Documents of Authorized Persons (for opening/ operating the Account), as mentioned in General Documentation section above.
S. No	For accounts of Armed Forces
1	In case of armed forces including their allied offices, account can be opened on the basis of especial authority from the concerned administrative department duly endorsed by their respective unit of finance.
2	Approval from respective Cluster Operations Head (COH)
3	Legal opinion on legal standing of the entity/ its constituent documents & instructions on opening & operating the account have been obtained from the BAFL's Legal Division
4	Also take into account any rules, regulations or procedures prescribed in the governing laws of such entities relating to opening and maintaining of their bank account. (if applicable)
5	Copy of valid Identity Documents of Authorized Persons (for opening/ operating the Account), as mentioned in General Documentation section above.
S. No	For Exchange Companies / Authorized Money Changers
1	Copies of valid identity documents as per General Documentation Section above, of all the directors and persons authorized to open and operate the account.
2	Certified Copy of license of exchange Company issued by SBP
3	Certified copy of Certificate of incorporation
4	Certified copy of Certificate of commencement of business , (wherever applicable) and OR SECP Registered Declaration for Commencement of business (For Public Limited Companies)
5	Certified copy of Resolution of Board of directors for opening the account specifying the person(s) authorized to open and operate the company account to be obtained on company letter-head. (Not applicable for Single Member Company)
6	NTN certificate in the name of Company along with online verification of NTN through FBR website by the branch staff with sign and stamp.
7	Certified copy of Complete Memorandum
8	Article of Association or SECP Certified Copy of Annexure IV/ Inc. Form II (Application For Company Incorporation) (as applicable). Note: Articles of Association will be required unless the company has adopted the Table/Annexure A of the First Schedule to the Act. In case of later, SECP Certified Copy of Annexure IV / Inc. Form II (Application For Company Incorporation) (as applicable) to Companies (Incorporation) Regulations, 2017 will need to be obtained.

9	List of Directors which required to be filed Under Companies Act 2017, as applicable or/Form-29 /or any other Statutory document as per prevailing SECP requirement having complete list of document (Whichever is applicable)
10	For Natural person or legal persons holding shares equal to 25% or above in an entity, identification and verification of individual (natural person) shareholders holding shares equal to 25% or above directly or indirectly of that legal persons copy of CNICs & NADRA verification of such natural person is required
11	Copy of the AML/CFT Policy of the Exchange Company A description of following controls in Exchange Company: <ul style="list-style-type: none"> - Identification and verification of Identification controls - Sanction Screening systems and controls - Transaction Monitoring systems and controls - Record Keeping and retrieval policy and controls
12	Rubber stamp (as per title of A/c & Letter head) of the Business required to be affixed on SSC/AODs (where signature of customer is affixed) if required by the customer and is not to be mandatorily obtained.
13	Comprehensive Visit report confirming the physical existence, genuineness, financial worthiness, market reputation, source & utilization of funds of the Entity, is required
14	Prior approval for opening the account is required to be obtained from respective Regional Business Head
15	Obtain the clearance from FID & AML Review Unit for opening of account
16	List of Directors having complete details on Company's Letter Head, signed and stamped by the CEO/Company Secretary
S. No	For Account of Provident/Gratuity/Pension Fund
1	Copy of valid Identity documents of Authorized persons and/or Trustees, as per requirement of General Documentation Section above.
2	Authority Letter/ Board Resolution for Opening & operating the PF/GF/Pension Fund Account, as applicable from relevant constituent documents)
3	Income tax recognition certificate
4	In case if the provident/ Gratuity fund is created under a Trust, also obtain certified copy of the following: <ol style="list-style-type: none"> a) Certificate of Registration/Instrument of Trust/ income tax recognition certificate b) By-laws/Rules & Regulations c) Latest list of board of Trustees
5	Rubber stamp (as per title of A/c & Letter head) of the Business required to be affixed on SSC/AODs (where signature of customer is affixed) if required by the customer and is not to be mandatorily obtained.
6	Obtain satisfactory clearance from Legal. (However these accounts will be exempt from High Risk Marking due to their corporate trust nature)
S. No	For Account of DHA Or Similar Authorities
1	Copies of Valid identity documents of all the members of Governing and Executive Bodies and Authorized Signatories of DHA as per requirement of General Documentation Section above.
2	OR Delegation of Power to Administrator under section(7) & (8) of the Pakistan Defense Housing Authority Order, 1980 and accept copy of CNIC of Administrator as well as authorized signatories for the purpose of opening accounts of DHA or similar other authorities subject to compliance of other requirement
S. No	For Trade Settlement Account (TSA) and Special FCY Exporter's Account (SEA)
1	Documents required for Sole Proprietor account for Trade Settlement Account and Special FCY Exporter's Account

	<ul style="list-style-type: none"> a) Request on official letterhead along with T&Cs related to Trade Settlement Account and / or Special Exporter's FCY Account (as applicable), duly signed by the authorized signatories; b) KYC Forms, completely filled-in and signed by the BM / OM (Individual / Joint / Sole-Proprietor). c) CRS d) Copy of valid identity documents of the Sole-proprietor / mandate holders (if any). e) Valid Bio Verisys of all the persons authorized to open / operate the account f) Visit report of the customer's disclosed business, minimally covering all the aspects stipulated in the prescribed format of Visit Report should be prepared whilst opening of the account to safeguard Bank's interest from AML / CFT perspective as per SBP Regulation; original signed copy of same will be forwarded along with the set of documents to CAO for account opening in such categories. g) BAFL Screening of Company Name, Sole-Proprietor, and authorized signatory(ies) if in addition to or other than Sole Proprietor. h) CDDs of authorized signatory (if required).
2	<p><u>Documents required for Trade Settlement Account and Special FCY Exporter's Account Partnership Account</u></p> <ul style="list-style-type: none"> a) Request on official letterhead along with T&Cs related to Trade Settlement Account and / or Special Exporter's FCY Account (as applicable), duly signed by the authorized signatories. b) Authority letter from all partners, in original, authorizing the person(s) to operate TSA/SEA account and any change takes place in the particular of partnership Deed, bank will be informed accordingly on partnership Firm's letterhead (as per the prescribed format) c) Valid Bio Verisys of all partners / authorized signatories (Incase customer has provided CNIC, NICOP, SNIC, POC). Note: POC (Pakistan Origin Card) to be verified via NADRA Verisys Report. d) Copies of valid identity documents of all the Partners / authorized signatories. e) CRS f) BAFL Screening of Company Name and all partners along with authorized signatories. g) KYC Forms along with the signatures of BM / OM h) CDDs of all authorized signatories (if required).
3	<p><u>Documents required for Trade Settlement Account and Special FCY Exporter's Account - Limited Companies/ Corporations</u></p> <ul style="list-style-type: none"> a) Request letter along with T&Cs related to Trade Settlement Account and / or Special Exporter's FCY Account (as applicable), duly signed by the authorized signatories. b) Resolution of Board of directors for opening the Trade Settlement Account and / or Special FCY Exporter's account specifying the person(s) authorized to open and operate the company account to be obtained on company letter-head. (Not applicable for Single Member Company. c) Valid Bio Verisys of all personnel authorized to open and operate account (in case customer has provided CNIC, NICOP, SNIC, POC). Note: POC (Pakistan Origin Card) to be verified via NADRA Verisys Report. d) Copies of valid identity documents of all the Directors / authorized signatories. e) CRS f) BAFL Screening of Company Name and all Directors along with authorized signatories. g) KYC Forms along with the signatures of BM / OM

	h) CDDs of all authorized signatories (if required).
4	<p><u>Documents required for Trade Settlement Account and Special FCY Exporter's Account - Single Member Company</u></p> <p>a) Request on official letterhead along with T&Cs related to Trade Settlement Account and / or Special Exporter's FCY Account (as applicable), duly signed by the authorized signatories.</p> <p>b) Valid Bio Verisys of all partners / authorized signatories (In case customer has provided CNIC, NICOP*, SNIC, POC). Note: POC (Pakistan Origin Card) to be verified via NADRA Verisys Report</p> <p>c) BAFL Screening of Company Name and all Directors along with authorized signatories.</p> <p>d) Copies of valid identity documents of the authorized signatory (ies).</p> <p>e) CRS</p> <p>f) BAFL Screening of Company Name and all Directors along with authorized signatories.</p> <p>g) KYC Form along with the signatures of BM / OM (Partnership / Joint-Stock Companies - Corporate Accounts)</p> <p>h) CDDs of all authorized signatories (if required).</p>
S. No	For Embassy / Consulate Accounts
1	Power of Attorney/any integral document having provisioning of opening of Bank Account by the Embassy/ Consulate (If available otherwise seek Legal Opinion being non availability of this document)
2	Account opening request on embassy/Consulate letterhead duly signed by the Ambassador/ Consul General mentioning authorized signatories' details and mode of Operation of account.
3	Letter/Notification of appointment of Ambassador/Consul General
4	Copy of ambassador/Consulate official cards issued from Ministry of Foreign Affairs Government of Pakistan, attested by the foreign office of Pakistan. (attestation of the same to be got done by the embassy itself from foreign office of Pakistan)
5	Copy of valid passport of ambassador/ Consul General and other authorized signatories. (Original seen by Bank staff)
6	Legal Opinion duly provided by Bank's Legal Division
	Obtain AML Advisory along with Senior Management Approval from Chief Compliance Officer
7	Account being high risk, EDD to be performed, having prior approval from respective Business Head/General Manager.

Comprehensive Check-list for Opening of Accounts	
CHECKLIST FOR ZAKAT EXEMPTION	
S. No	Documents
AS PER RELEVANT FIQAH (CZ-50)	
1.	CZ-50 form must be on standard format and on stamp of appropriate value as per provincial stamp duty act.
2.	Fiqah should be clearly mentioned (Sunni/Shia is not a Fiqah) Like Fiqah Jafferi / Hanfia etc.
3.	In case of photocopy original seen stamp required with branch name duly signed required and the same shall be attested by Notary Public
4.	Name, Father's /husband name & CNIC number of deponent must be mentioned.
5.	Signatures of deponent(s) must be verified
6.	Witness section must be properly filled (i.e. Signature of both witness, Address & CNIC No.)
7.	CZ-50 must be notarized by the notary public or oath commissioner
8.	Date of issuance of CZ-50 Required with vendor stamp.
9.	In case of joint account holders, separate zakat exemption certificate required from all applicants respectively.
FOR NON-MUSLIM	
1	Plain paper undertaking required for zakat exemption.
FOR CORPORATE ACCOUNTS	
1	Zakat exemption certificate required from the Directorate of Zakat & Usher duly stamped original seen.
NOTE: Needless To Mention That Exemption Of Zakat Should Be Marked In System By Caod	
CHECKLIST FOR HOLDMAIL ACCOUNTS	
1	Undertaking for Hold Mail account must be filled/completed in all respects, on stamp paper of amount as per prevailing stamp act of the province. (As per Prescribed Format)
4	Reason of Hold Mail required in undertaking.
5	For Newly opened accounts, "HOLD MAIL FACILITY" section in AOF must be signed by the account holder and duly approved by the Branch Manager, under his/ her signature/Attorney.
CHECKLIST FOR THIRD PARTY MANDATE	
1	Mandate form is applicable to individual/joint & sole proprietorship accounts only.
2	Mandate must be signed by all signatories of the account.
3	In joint accounts, specific operating instructions must be obtained in reference to the inducted person
4	Mandate must clearly pronounce the powers conferred upon the third person.
5	Name and Id number of mandatee/authorized signatories/associates must be checked / screened through Alfalah Screening System from UNSC/OFAC list
6	Valid Verisys / Bio verisys report of the mandatee
7	Mandate form must be completely filled duly signed by all the signatories & the mandatee
8	Signatures of account holders must be verified.
9	Signatures of mandatee must be admitted.
10	Send the upper portion of mandate card to CAO for record and keep the lower portion with SSC.
11	In the event of death of the account holder(s), all mandates will immediately stand revoked.
12	Request for cancellation/revocation of mandate will only be acceptable in writing from all the signatories.
13	Mandate cannot be allowed in photo accounts.
14	For Sole Propertiership Accounts, No need to obtain proprietorship stamp provided request/authoORIZATION is signed by proprietor on letterhead, unless required by the customer/proprietor himself/herself. If customer/proprietor himself/herself places stamp then same shall be acceptable also