

## Applicable to Company or Other Body Corporate

S No	Customer Type	Minimum Documents required for CDD
1	Individuals	<p>A photocopy of any one of the following attested valid identity documents:</p> <ol style="list-style-type: none"> <li>1) Computerized National Identity Card (CNIC)/Smart National Identity Card (SNIC) issued by NADRA.</li> <li>2) National Identity Card for Overseas Pakistani (NICOP/SNICOP) issued by NADRA.</li> <li>3) Form-B/Juvenile card issued by NADRA to children under the age of 18 years.</li> <li>4) Pakistan Origin Card (POC) issued by NADRA.</li> <li>5) Alien Registration Card (ARC) issued by National Aliens Registration Authority (NARA), Ministry of Interior (local currency account only). Valid Proof of Registration (POR) Card issued by NADRA</li> <li>6) Passport; having valid visa on it or any other proof of legal stay along with passport (foreign national individuals only).</li> </ol>
2	Body Corporate	<ol style="list-style-type: none"> <li>1) Certified copies of:               <ol style="list-style-type: none"> <li>a) Latest authority resolution on letterhead as per the prescribed format for account relationship specifying the person(s) authorized to open and operate the account;</li> <li>b) Memorandum and Articles of Association or Trust Deed / any other constitutive documents</li> </ol> </li> <li>2) Certificate of incorporation and commencement of business, where applicable</li> <li>3) Certified copy of Latest 'Form-A/Form-B/ Form-C, whichever is applicable</li> <li>4) Latest form 29 filed with the Commission.</li> <li>5) Certified true copy of latest list of Directors/ Trustees on corporate letterhead.</li> <li>6) Specimen signatures of authorized signatory (ies) on letter head with corporate stamp as per signing instructions as given in Authority Resolution.</li> <li>7) Certified true copy of latest Form 43 and Form 45 or Ultimate Beneficial Owner(s) Register, where applicable</li> <li>8) Photocopies of identity documents as per Sr. No. 1 above of all the directors and persons authorized to open and operate the account;</li> <li>9) Photocopies of identity documents as per Sr. No. 1 above of all Ultimate Beneficiary Owner(s), who own 25% of the share capital / voting right, directly or indirectly in Company, where applicable</li> <li>10) Latest Audited Financial Statement, where applicable</li> <li>11) Any license issued / approval granted by a regulatory bodies, where applicable</li> <li>12) Copy of NTN Certificate</li> <li>13) Registered address/ Business address with proof of address.</li> </ol>

### Note:

- 1) Original Account Opening Form (AOF) duly filled in, stamped and signed by the authorized Signatories as per the designated authorities specified in Authority Resolution / letter. The authorized signatory (ies) need to sign all pages of AOF.
- 2) The UBO register should at least includes full name, father's / spouse's name, CNIC/NICOP/Passport number and date of issue, nationality, country of origin (in case of foreign national or dual national), email address/contact number (if available), residential address, date of birth, Status/ Position in Company (if applicable), date on which shareholding, control or interest acquired in the company, date on which shareholding, control or interest acquired in the company from former ultimate beneficial owner and percentage of shares and/or rights).
- 3) True certification / attestation of documents, must be performed by the Company secretary or by two directors/trustees/members of the governing body jointly. however in case such authority of attestation is specifically assigned to a certain designation in the relevant constitutive documents as may be the case, the attestation should be done by such designation, the attestation should be done by such designation.
- 4) Proof of address i.e. latest paid utility bills or rental agreement of the business place or financial statements or bank statement, for verification of registered address/ business address
- 5) List of documents mentioned above is not exhaustive, Foundation Securities reserves the right to waive off any document or ask for all documents simultaneously and may also ask for additional documents if it is not satisfied with the provided documents.