



# **JOINT PROCEDURES FOR ONBOARDING OF INVESTORS THROUGH THE CENTRALIZED GATEWAY PORTAL**



(A company set up under Section 42 of Companies Act, 2017)

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## 1 PREAMBLE

The Centralized Gateway Portal (CGP) will function as a single centralized solution facilitating digital on-boarding of investors for all Asset Classes falling under SECP Regulatory ambit such as Stock Market, Mutual Fund (including VPS), Insurance/Takaful and other Asset Classes added from time to time. CGP will capture and maintain investor profile information and documents in a standardized format as mandated by SECP vide “Circular No. 06 of 2023” dated April 19, 2023. CGP will incorporate advanced verification tools to perform investor Know Your Customer (KYC), Customer Due Diligence (CDD) and liveness checks, as well as conduct basic level risk profiling to generate a provisional risk rating that will facilitate intermediaries connected with CGP with their AML/CFT requirements.

These Joint Procedures (hereafter referred to as “Procedures”) govern investors’ profile creation and on-boarding journey, transmission of investor profile information, and the processes at Intermediary end (Asset Management Companies, Distributors, etc.), through the Centralized Gateway Portal for the Mutual Fund Asset Class.

## 2 ELIGIBILITY

### **Eligible Investors**

CGP facilitation will be available for on-boarding of **“Individual Resident Pakistanis”**.

### **Eligible Intermediaries**

To be able to provide on-boarding services through CGP, intermediary will establish connectivity through suitable mechanism.

Intermediary will be required to sign an Intermediary Induction Form (Exhibit A), submitting the requisite induction related details. In addition, intermediary would be required to enter into an agreement with CDC.

## 3 REGULATORY COVERAGE

These procedures have been made pursuant to SECP Circular “No. 06 of 2023” **“Centralized Digital Onboarding Mechanism for all Asset Classes”** and also have coverage of CDC Regulations, NBFC Rules and Regulations, and any circular/directions issued from time to time.

## **4 NEW INVESTOR PROFILE CREATION JOURNEY ON CGP**

### **4.1 INVESTOR ACCESS GATEWAY PORTAL**

- 1) New investor shall access the Gateway Portal by signing-up through a simple process requiring basic information. Investor will be authenticated through security measures such as OTP process and Captcha.
- 2) Subsequent to sign up, and successful login, investor will start profile creation journey. Guidelines on the process to be followed will be available to the investor on the portal.
- 3) As a first step, investor will be given option to create a “Normal Profile” or a “Sahulat/Asaan Profile” type. In Sahulat/Asaan Profile case, the information and documentary requirements will be less than for Normal Profile type. The profile type selected will determine the account type investor can apply for with their selected intermediary during the on-boarding process.
- 4) Next step in the profile creation process entails establishing investor identification and performing liveness detection by utilizing “NADRA Biometric Verification Services”. After filling in some basic information required to initiate the process, CGP will guide customers on how to obtain the CDC Access Mobile App to perform contactless biometric verification.

### **4.2 INVESTOR MOBILE APP JOURNEY**

Mobile app journey will be as follows:

- 1) On accessing the mobile app, investor’s Geo Location is tracked. Further progress will be blocked if the investor’s location is other than Pakistan.
- 2) Mobile app will guide investor on steps to be followed to complete the biometric verification process.
- 3) On unsuccessful verification, investor will be prompted to try again (defined number of retries allowed).
- 4) On successful verification, investor is informed to continue the profile creation journey on the CGP web portal.

### **4.3 CGP KYC TOOLS**

On the web portal, GGP will obtain additional information to perform further identity checks such as:

- 1) Investor email and mobile number will be verified through OTP (applicable if investor changes email address and/or mobile number provided at time of signup).
- 2) CNIC–Mobile Number authentication through PMD\*.

*\*Mobile number should be registered in investor's name. Investor may also provide mobile number of close family member or mobile number issued by employer, subject to provision of relevant documentary evidence or authorization. In case of close family member, PMD verification of the close family member CNIC-Mobile Number will also be performed.*

- 3) CNIC-IBAN pair validation through the SBP RAAST system.

#### 4.4 PROFILE CREATION PROCESS

- 1) After successful verifications, Investor will proceed to complete all profile related information and provide all documentary evidences required as specified under the SECP Circular (indicative field and document list in “**Exhibit D**”). Respective fields will be auto filled based on information fetched from NADRA during contactless biometric verification. For the purpose of Sahulat/Asaan profile in compliance with applicable regulations, no documentary evidence is required except to obtain identification document.
- 2) Investor will also fill a standardized risk questionnaire and provide relevant disclosures (such as FATCA). Based on the risk profile information, CGP will generate a provisional “Investor Investment Appetite Indicator” which will help intermediaries gauge investor risk/return expectations (Low, Medium, High etc.).
- 3) There will be no involvement/requirement of any physical/paper based document/authentication from the investor in the entire process (Digital declarations depicted in “**Exhibit B**”).
- 4) Upon successful submission of the profile, investor will be routed to the on-boarding page.

#### 4.5 INVESTOR ON-BOARDING PROCESS

On the on-boarding page, if the investor selects Mutual Fund as Asset Class:

- 1) A dropdown will display list of Mutual Fund intermediaries connected to the CGP.
- 2) Investor will select the intermediary with whom he/she wishes to open account.
- 3) Investor may add information of Joint Applicants for opening Joint Account with the selected intermediary (ref. Section 4.8 for Joint Applicant process).
- 4) Investor will add additional information related to Mutual Fund asset class (such as providing account operating instructions).
- 5) Investor will read and accept Terms & Conditions for Mutual Fund investment.
- 6) Investor will give consent to CGP to forward his/her profile information on CGP to the selected intermediary\*.

*\*CGP will transmit investor profile data and documents to the selected intermediary only if profile has been cleared by the Gateway team.*

## 4.6 CGP VERIFICATION PROCESS

- 1) Upon profile submission, investor information and documents will be scrutinized by CGP team.
- 2) In addition to scrutiny of information/documents, CGP team will perform screening of the investor as follows:
  - (a) Ensure screening of investors by availing the services of third party. Investor profile may be screened against the consolidated list notified by the respective UNSC Sanctions Committee, consolidated list of National Counter Terrorism Authority (NACTA), Notifications or SROs issued by Law Enforcement Agencies, FIA Redbook, OFAC (or other lists as may be applicable), in accordance with the manner shown as “**Exhibit C**”.
  - (b) Investor profile information and screening results, will be utilized by CGP’s in-house developed algorithm (approved by SECP) to generate a provisional risk rating. The risk rating will be assigned on a best effort judgmental basis\*.

*\* The risk rating provided by CGP is Provisional and should be considered as indicative only. Under no circumstances will CDC be held liable for generating a provisional rating, since Provisional risk rating is solely for the purpose of facilitating intermediary in performing its duties under the AML Act, AML Regulations, guidelines and circulars issued from time to time. Intermediary may carry out their own risk assessment based on the KYC/CDD details provided by CDC. The risk rating formula comprises of four underlying factors; Geographical Risk, Customer Risk, Delivery Channel and Product Sector Risk.*
  - (c) For identification of Politically Exposed Persons (PEP), CGP will avail the services of third party. Details of confirmed and potential match will be provided to the intermediary for their onward Enhanced Due Diligence.
  - (d) CGP will re-run the screening by availing services of a third party on a periodic basis on all investor profiles in CGP and transmit the information to respective intermediary in case of any change in their provisional risk rating.
- 3) CGP team will have the option to accept, reject, or mark discrepancy on the investor profile information and/or documents.
- 4) The investor will be required to rectify the discrepancy and resubmit the same. The process will continue till all discrepancies are resolved.
- 5) On final clearance from the CGP team, investor profile information and documents will be stored on CGP and transmitted to the selected intermediary for processing the investor’s on-boarding request.

#### **4.7 UPDATE OF PROFILE INFORMATION ON CGP**

Even after approval of profile from the CGP team, investor may at any later stage update their profile information and documents. The profile may also be updated if CGP team and/or intermediary identifies discrepancy in the information and documents provided and investor subsequently rectifies and resubmit the profile. The following conditions will apply on update:

- 1) Update of profile information and/or documents by the investor on the CGP will be verified by the CGP verification tools and the CGP team (as per process detailed in Section 4.3 to 4.6) and subsequently updated information will be communicated to the intermediaries that have opened (or are in process of opening) investor's account through the CGP for their facilitation.
- 2) In case of any update in the profile which may have an impact on the provisional risk rating, the screening/ algorithm would be re-run, as the case may be, and the revised provisional risk rating would be transmitted to the respective intermediaries.

#### **4.8 JOINT APPLICANT PROCESS**

- 1) Investor may add up to three joint applicants' CNIC/SNIC to the on-boarding request for the purpose of opening Joint Account with an intermediary (as allowed under relevant rules and regulations).
- 2) The selected joint applicant(s) must have an existing CGP verified and approved profile on the CGP.
- 3) Alert (via email, SMS or WhatsApp) will be sent to the selected joint applicant(s) to give their consent on the on-boarding request initiated by the principal applicant.
- 4) The joint applicant may provide consent by logging into the CGP portal.
- 5) The on-boarding request with joint applicant(s) will only be forwarded to the selected Intermediary if all selected joint applicant(s) have provided their consent. If one of the joint applicant(s) decline, the on-boarding request will be auto rejected. The Principal may initiate a new request, if desired.
- 6) The on-boarding request will auto expire after 30 days on no action from joint applicant(s).

## **5 PROCESSING OF INVESTOR ON-BOARDING REQUEST**

- 1) CGP will electronically transmit the investor profile information and documents to intermediary (via API and/or available on CGP Intermediary module).
- 2) Upon receiving the information and documents the intermediary will perform internal review. As per SECP Circular intermediaries shall review the on-boarding request and respond back within a maximum turnaround time (TAT) of three working days.
- 3) Based on investor profile information, CGP will also provide an “Investor Investment Appetite Indicator” which will help intermediaries to gauge investor investment expectations.
- 4) During the review process if any discrepancy is identified or any information and/or document is missing, the Intermediary will mark the information and/or documents as discrepant with reason. The discrepancies will be visible to the investor on the CGP and the investor informed through alerts.
- 5) Investor will review the highlighted discrepancy and Intermediary comments, rectify the discrepancy, and resubmit the request.
- 6) The profile with updated information and/or documents will be reviewed and cleared by CGP team before being routed back to the Intermediary.
- 7) Intermediary can reject investor request if it does not meet the basic on-boarding and KYC requirements and provide rejection status with reason. The rejection status and reason will be communicated to the investor through CGP and through alerts.
- 8) If all information and documents are as per requirements and the investor is not marked as “EDD Recommended”\* by CGP, intermediary may accept the investors’ on-boarding request.  
*\*Possible provisional risk ratings from CGP can be “Low”, “Standard” and “EDD Recommended”.*
- 9) If the investor is marked as “EDD Recommended”, intermediaries would be required perform the EDD, and ensure compliance against all requirements of AML/CFT regulations issued by SECP from time to time.
- 10) Irrespective of the indicative rating provided by CGP, Intermediaries may take their own on-boarding decision based on their assessment. However, in that case intermediaries will be responsible for the AML/CFT obligations associated with the on-boarding decision.
- 11) Intermediary and CGP will subsequently send confirmation of account opening and folio details to investor on the web portal and via alerts.



## **6 INTERMEDIARY OBLIGATIONS**

The Intermediary connected with CGP shall be responsible for:

### **6.1 CYBER SECURITY**

- 1) Implement appropriate cyber security measures and systems including adopting technologies, processes, procedures, and controls that are designed to protect information technology systems, operational technology systems, networks, internet-enabled applications or devices and the data contained within such systems from loss or unauthorised destruction, alteration, disclosure of, access to, or control of a digital environment for the purpose of CGP and otherwise use reasonable endeavours to maintain its cyber security.
- 2) Have in place appropriate plans and procedures to allow it to respond efficiently and effectively to a cyber security Incident, and protect CDC and its systems from any cyber security Incident.
- 3) Regularly review its cyber security arrangements to verify its application in practice and maintain and keep records evidencing the same.
- 4) Promptly notify the CDC if it becomes aware of a cyber security Incident which affects or is likely to affect CDC's Cyber Security.

### **6.2 LEGALITY**

- 1) Intermediary undertakes irrevocably and unconditionally to hold and keep CDC and its officers, members, directors and or employees (each an "Indemnified Persons") harmless and to indemnify each Indemnified Persons forthwith upon such Indemnified Person's demand, against any legal action, dispute, legal proceedings, penalty, loss or damage, detriments claims, demands, liabilities, charges, expenses (including legal counsel fees), action or causes of action, whether ascertained or to be ascertained which may be asserted or brought against any of the Indemnified Persons, or direct or indirect, physical or monetary loss, that may be caused to any of the Indemnified Persons, including without limitation, any monies that are or become payable by CDC in the form of penalty or any other charges, as a result of or in connection with the CGP. The Indemnity contained herein shall be in full force and remain in effect as a continuing Indemnity indefeasible by any future events.
- 2) The expenses in lieu to undertake verification of the on-boarding client shall be recovered/collected by CDC from the Intermediaries at actual cost and the Intermediaries shall be responsible to reimburse the same in timely manner as invoiced by the CDC.

- 3) Intermediaries acknowledge that access to and use of the CGP may be suspended for the duration of any scheduled or unscheduled downtime or unavailability of any portion or all of the CGP for any reason, including as a result of power outages, system failures or other interruptions, or any other acts, omissions or failures on the part of the CDC. CDC reserves the right, to, at any time, suspend for any duration any or all of the CGP offered by CDC, [with prior notice] to the Intermediaries/ Participant.
- 4) Non-compliance of any requirement or condition pertinent to CGP as stipulated in respective Circulars/ Notifications/ Directions and these Procedures will be dealt with existing legal framework.
- 5) The risk rating provided by CGP is provisional and should be considered as indicative only. Under no circumstances will CDC be held liable for generating a provisional rating, since the provisional risk rating is solely for the purpose of facilitating intermediary in performing its duties under the AML Act, AML Regulations, guidelines and circulars issued from time to time. Intermediary may carry out their own risk assessment based on the KYC/CDD details provided by CDC, at the time of on-boarding and onward basis. The risk rating formula comprises of four underlying factors; Geographical Risk, Customer Risk, Delivery Channel and Product Sector Risk.
- 6) Under AML Regulations, CGP does not absolve regulated intermediary from keeping and storing data, however, no restriction in regulations is in place regarding the mode of keeping the record i.e. physical or electronic form. CGP will maintain custody of documents and provide complete access of CGP in terms of customer's documents which would suffice to intermediaries to meet their legal obligations.
- 7) CDC has been notified as Third Party for the purposes of Regulation 24 of SECP AML/CFT Regulations vide S.R.O. 490(I)/2023. Hence, intermediary can rely on CDD/KYC performed by CGP. However, the regulated intermediary shall ultimately remain responsible for its AML/CFT obligation including generating STRs and shall carry out ongoing monitoring of the customer and/or any other requirements as per the obligations of AML/CFT Regulations.
- 8) CGP will neither be performing any monitoring on transactional data nor ongoing customer due diligence as prescribed under AML Regulations. The Intermediary is therefore required as per its responsibility under AML regulatory framework to undertake Customer Due Diligence on ongoing basis after on-boarding of customer.

- 9) Intermediaries shall comply with all requirements of AML/CFT regulations issued by SECP from time to time. Moreover, it shall be the responsibility of the Intermediaries to ensure compliance with all legal, regulatory and compliance requirements as may be applicable upon opening of and maintaining the customer accounts.
- 10) Subsequent to on-boarding, ensuring that investor profile information and documents are up to date will be the responsibility of the Intermediaries. CGP will facilitate Intermediaries in this respect through timely intimations to both investor and the Intermediary.

# “Exhibit A”

## INTERMEDIARY INDUCTION FORM

	<b>CENTRAL DEPOSITORY COMPANY OF PAKISTAN LIMITED</b> CDC House, 99-B, Block – B, S.M.C.H.S, Main Shahrah-e-Faisal, Karachi-74400 Tel: (+92-21) 111-111-500, Customer Support Services: 0800-CDCPL (23275)			
	<b>Intermediary Induction Form</b> [For Centralized Gateway Portal ("CGP")]			
				For CDC use Only Form No:
<b>1. Nature of Regulated Intermediary:</b> <i>(Please tick the appropriate box)</i>				
<input type="checkbox"/> Stock Broker	<input type="checkbox"/> AMC	<input type="checkbox"/> Insurance Company	<input type="checkbox"/> Others Intermediary (please specify)	
<b>(A) REGISTRATION AND OTHER DETAILS</b>				
1. Full Name of Applicant:				
2. Registration Number / Unique Identification Number ("UIN"):				
3. Registered Office / Head Office Address:				
4. Contact Person's Details:				
(a) Name:			(b) Designation:	
(c) Contact #:			(d) Email:	
(e) Mobile:			(f) Mailing Address: (For correspondence)	
<b>CONNECTIVITY WITH CGP</b>				
<input type="checkbox"/> Intermediary Portal				<input type="checkbox"/> Intermediary Portal + API
<b>CGP USERS ESTABLISHMENT INFORMATION</b>				
User Access in CGP	Save Mode	Post Mode	Save & Post Mode	Total Users
No. of users required:				
<b>UNDERTAKING</b>				
I/We, the undersigned, hereby undertake that the Applicant shall abide with the CDC Regulations, SECP Circular No. 06 of 2023 "Centralized Digital Onboarding Mechanism for all Asset Classes" ("Circular"), the Procedures made pursuant to the Circular and any other rules/ regulations/ circulars/ directions/ notices and their amendments therein from time to time (where applicable) in the capacity of an Intermediary for the purpose of CGP .				
I/ We, the undersigned, further undertake that Applicant will carry out our its obligations in connection with the CGP efficiently, honestly and fairly in accordance with CDC Regulations, the Circular and procedures made therunder and any other rules/ regulations/ circulars/ directions/ notices and their amendments therein from time to time (where applicable).				
I/We hereby further undertake and confirm that we shall be responsible to reimburse expenses in lieu to verification of the on-boarding client at actual cost in timely manner as invoiced by the CDC.				
I/ We, being the Applicant, hereby further undertake and confirm that all the information contained in this form is true and correct to the best of my/ our knowledge.				
<b>AUTHORIZED SIGNATORY(IES)</b>				
Name:			Name:	
Designation:			Designation:	
Signature:			Signature:	
Stamp:			Date:	

## “Exhibit B”

### **AUTHORIZATION\DECLARATION FOR THE PURPOSE OF PROVISION OF MOBILE NUMBER OF CLOSE FAMILY MEMBER**

I, Mr./Mrs./Ms. <\_\_\_\_\_> **(Name of Investor)**, resident of Pakistan bearing CNIC# <\_\_\_\_\_> submit this authorization\declaration that the provided mobile number \_\_\_\_\_ belongs to my <\_\_\_\_\_> **(Father, Mother, Son, Daughter, Husband)** bearing CNIC# \_\_\_\_\_. It is hereby submitted that please allow the above mentioned mobile number in my profile on CGP, enabling you to transmit the same to any related and/ or selected entity(ies), including but not limited to NCCPL, and my selected intermediary(ies) from time to time for the purpose of onboarding.

CGP reserves the right to block my Profile incase my \_\_\_\_\_ **(Father, Mother, Son, Daughter, Husband)** number is not verified by Pakistan Mobile Database (PMD), and transmit the same to CDC, NCCPL and my selected intermediary(ies) for their respective actions under the relevant laws/rules/regulations on account(s) opened/policy issued with this information.

I solemnly declare that all the aforementioned information is complete and accurate and I am liable for any misinformation arising thereafter.

This authorization\declaration is issued under and in terms of the CDC Regulations, the CKO Regulation, and any other rules/regulations/circulars/directions/notices and their amendments therein from time to time.

### **DECLARATION OF SOURCE OF INCOME FOR HOUSE WIFE / HOUSE HOLD/ STUDENT**

I,<**Name of the customer**> D/O W/O S/O <**Name of Father / Husband**> holding CNIC number <**CNIC # Provided**> confirm that I am a <**house wife/ household/ student**> and would use funds received from <**Relation of the Fund Provider**> being the fund provider. Therefore, you are requested to create my profile on Centralized Gateway Portal on the basis of above mentioned information.

## “Exhibit C”

### Preamble

#### UN Sanctions

United Nations Security Council Act, 1948 (XIV of 1948) Chapter VII resolutions of the UN Security Council are implemented in Pakistan through the United Nations (Security Council) Act, 1948 (XIV of 1948) (Annex VII). The Act empowers the Federal Government to apply measures to give effect to the decisions of the UN Security Council. The Ministry of Foreign Affairs, on behalf of Federal Government, issues Statutory Regulatory Orders (S.R.Os) under UNSC Act 1948. The SROs provide the full legal basis for the implementation of all aspects of the sanctions measures. Moreover, the mechanism for implementing asset freezing under the SROs is explained under UNSC Act 1948 (Assets Freezing and Seizure Order 2019).

#### NACTA Sanction List:

NACTA derives its mandate from Article 4 of NACTA Act 2013, whereby Article 4 of NACTA Act spells out its functions which includes to receive and collate data or information, or intelligence and disseminate and coordinate between all relevant stakeholders to formulate threat assessments with periodical reviews to be presented to the Federal Government for making adequate and timely efforts to counter terrorism and extremism.

### Process for implementation of Sanctions Measures

CDC, for the purpose of Centralized Gateway Portal will avail the services of third party for screening of its CGP related database on the sanctioned lists.

### Monitoring of Individuals placed at UNSC and NACTA sanction list

#### For New Clients:

- CDC will run a check on real time basis for all clients who are onboarding through Centralized Gateway Portal (CGP). CDC will send the relevant information to the third party vendor to verify whether such individuals, are designated in the sanctioned list.

- In case, there is a positive match, CDC will not allow such clients to onboard through CGP.
- In case the search in the databases leads not to a positive match but a potential match, CDC team will not allow the client to onboard through CGP and convey this information to SECP for onward sharing with the focal point at the Ministry of Interior (MoI) for verification.

**For Existing Clients:**

- For the purpose of ongoing monitoring, CDC will run a check on periodic basis for all clients who are onboarded through Centralized Gateway Portal (CGP). CDC will send the relevant information to the third party vendor to verify whether such individuals, are designated in the sanctioned list.
- In case, there is a positive match, CDC will immediately block such client from performing any activity/ updation on CGP Portal vis-à-vis intimate all such intermediaries who are maintaining relationship with such client for necessary action at their end.
- The search criteria will be applied on all persons i.e. Main Account Holder or Joint Account Holder and also include nominee/next of kin.
- In case the search in the databases leads not to a positive match but a potential match CDC team will immediately restrict such client from performing any activity/ updation on CGP. Moreover, CDC will convey this information to the concerned intermediary/ies for onward reporting to respective regulator.
- Unblocking of client on CGP or intermediary will be subject to removal of his/her name from the sanction list. CDC will inform the respective intermediary/ies if clients name is removed from the list of designated person.

**“Exhibit D”**

<b>(PART – A)</b>				
<b>(Standardized Customer Information Fields – Normal Account &amp; Sahulat / Asaan Account)</b>				
<b>Sr. no.</b>	<b>Description</b>	<b>Normal Account</b>	<b>Sahulat / Asaan Account</b>	<b>Mandatory / Optional</b>
1	Full Name as per CNIC / SNIC, etc.	YES	YES	Mandatory
2	Father/ Spouse Name	YES	YES	-do-
3	CNIC/ SNIC Identification Number	YES	YES	-do-
4	Date of issuance and expiry	YES	YES	-do-
5	Date of Birth	YES	YES	-do-
6	Mother’s Maiden Name	YES	YES	-do-
7	Place of birth	YES	NO	-do-
8	Gender	YES	YES	-do-
9	Mobile Number registered in his/ her name	YES	YES	-do-
10	Landline Office/Residential	YES	NO	Optional
11	Email Address	YES	YES	Mandatory
12	Current mailing address - City, Province & Country	YES	YES	Mandatory
13	Profession / Occupation / Source of Earnings/ Income	YES	YES	-do-
14	Permanent address - City, Province and Country	YES	NO	-do-
15	Bank/ E-Wallet/ IBAN Number	YES	YES	-do-
16	Details of nominee/ next of kin	YES	YES	Optional
17	Marital Status	YES	NO	-do-
18	Zakat Status	YES	YES	-do-
19	Name of Employer/ Business along with details	YES	YES	-do-
20	Gross income (annual)	YES	YES	-do-
21	Beneficial ownership of funds	YES	NO	-do-
<b>(PART – B)</b>				
<b>(Standardized Documents for Account Opening)</b>				
1	Copy of identification document i.e. CNIC, SNIC, etc.			
2	Copy of Nominee/Next of Kin identification documents i.e. CNIC, SNIC, etc.			
3	Proof of business/work and source of income/funds of the customer, etc.			
4	Proof of Address if Current and/or Mailing Address different from CNIC.			
5	Zakat Declaration In case of Non-Muslim / non-deduction of Zakat, relevant Declaration on prescribed format or an affidavit is required.			
6	Signature Card			



Following is an indicative list of documents to assess the “Profession and Source of Income / Fund”:

Self-employed/ Non-Salaried / Unemployed Persons		Employed/ Salaried Persons	
Proof of Business/ Work* (Any one of the following documents should suffice)	Source of Income/ Funds* (Any one of the following documents should suffice)	Proof of Profession* (Any one of the following documents should suffice)	Source of Income/ Funds* (Any one of the following documents should suffice)
<ul style="list-style-type: none"> <li>• 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</li> <li>• Partnership/ Business Deed, OR</li> <li>• Housewives - Declaration, OR</li> <li>• Student ID Card/ Letter from Educational Institute, OR</li> <li>• Work Permit showing Business/ Nature of Work etc., OR</li> <li>• Any other Document evidencing the Profession</li> </ul>	<ul style="list-style-type: none"> <li>• Receipt of Payment against the Work, OR</li> <li>• Account Statement, OR</li> <li>• Particulars of Income/ Funds Providers (e.g. Family Members/ Guardian/ Stipends/ Social Benefits etc.), OR</li> <li>• Tax Statement/ Return/ Certificate, OR</li> <li>• Any other Document evidencing Source of Income</li> </ul>	<ul style="list-style-type: none"> <li>• Valid Job/ Employee Card, OR</li> <li>• Employer/ Job Certificate, OR</li> <li>• Employment Contract, OR</li> <li>• Employer Letter, OR</li> <li>• Iqama/ Work Permit showing Profession/ Employment Details, OR</li> <li>• For Retired Persons, a copy of Retirement Letter/ Proof of Retirement, OR</li> <li>• Any other Document evidencing the Profession</li> </ul>	<ul style="list-style-type: none"> <li>• Latest Salary Slip, OR</li> <li>• Salary Certificate, OR</li> <li>• Payment Slips/ Record, OR</li> <li>• Account Statement, OR</li> <li>• Tax Statement/ Return/ Certificate, OR</li> <li>• For Retired Persons, an evidence of Terminal Benefits/ Pension Book etc., OR</li> <li>• Any other Document evidencing Source of Income</li> </ul>
<b>Miscellaneous/ Others**</b>		<b>Source of Income/ Funds**</b>	
<ul style="list-style-type: none"> <li>• Inheritance, OR</li> <li>• Agriculture income, OR</li> <li>• Investment in securities, bonds, shares, etc., OR</li> <li>• Investment in property, OR</li> <li>• Interest income</li> </ul>		Both Salaried/ Non-Salaried/ Self-employed/ unemployed may derive their income funds from these sources as well.	

\* Single document showing “Proof of Profession and Source of Income/ Funds” may also suffice both the requirements

\*\* Where nature of income is such that no supporting documentation is available (for e.g. Agricultural Income) Bank Statement or any other document evidencing inflow & outflow of income / investments’ may be obtained as specified in the Guidelines on Anti-Money Laundering, Countering Financing of Terrorism, and Proliferation Financing.