

CDC – INVESTOR ACCOUNT SERVICES (IAS)
GENERAL GUIDELINES TO OPEN SIMPLIFIED INVESTOR ACCOUNT WITH CDC
(CORPORATE)

A. Guidelines to fill out Investor Account Opening Form (AOF):

1. It is mandatory for all local and foreign entities to provide email address.
2. It is recommended to provide both local mobile number and email address of contact person for subscription of Web Access / Online Transactions and receipt of eStatement on monthly basis.
3. It is recommended that contact person shall be the one who looks after the maintenance of Investor Account.
4. International Bank Account Number (IBAN) and bank details are required of a bank account maintained within Pakistan. It is mandatory that Bank Title should match with the name of corporate entity. In case of mismatch, proof of maintaining bank account, such as copy of cheque, bank statement, bank maintenance certificate etc. will be required.
5. Documentary proof is required to validate the mailing and registered address of corporate entity.
6. Name and spelling of entity in AOF must be identical as per the constitutive documents.
7. Authorized signatory(ies) should be same as specified in the board resolution.
8. Witnesses are required to be signed by two adult males.

B. Documents for submission of AOF:

1. Original AOF duly filled, stamped and signed by the authorized signatories as specified in the Board Resolution. The authorized signatory(ies) need to sign all pages of AOF, if downloaded from the CDC website or photocopied.
2. Certified true copy of the board resolution on letterhead as per the prescribed format.
3. Certified true copy of Certificate of Incorporation / Registration, as applicable.
4. Certified true copy of Memorandum and Articles of Association / Act/Charter / Bylaws / Rules & Regulations / Prospectus for Modaraba / license issued by regulatory bodies / any other relevant document.

5. In case of Trust certified true copy of Trust Deed preferably the registered version whereon the registered number is reflected. In case Trust Deed is not registered, true certified copy of registration letter of income tax authorities or tax exemption certificate or National Tax Number (NTN) certificate.
6. Specimen signature card having signatures of all the authorized signatories along with corporate stamp.
7. Certified true copy of NTN Certificate.
8. Certified true copies of valid CNIC/ SNIC/ NICOP/ ARC/ Passport/ POC of Board of Directors and authorized signatories.
9. Certified true copy of list of Director / Trustees / Form 29.
10. In case of a foreign entity, all documents are required as admissible in case of a local corporate entity.
11. Any other documents that CDC may require.
12. Certification / attestation requirements of the documents:
 - In case of local companies by the company secretary or CEO or by two directors jointly.
 - In case of local trust by two trustees jointly.
 - In case of foreign entities, by the nearest consulate office of Pakistan or notary Public of the respective Country.
13. Annual Fee / Tariff for Investor Account Services shall be levied as per the applicable tariff/ charges including any applicable levy, taxes etc. Payment can be made through cash/ cheque/ pay order/ demand draft. In case of payment through cheque, Account Opening process shall be initiated after the clearance of cheque. For details, kindly refer to IAS Payment Guidelines available on www.cdcpakistan.com

NOTE:

1. Investor Account shall be opened after completion of all requirements and formalities.
2. Foreign entities do not possess IBAN/ NTN, shall contact CDC – Investor Account Services for documentation and seeking exemption from these mandatory requirements.

For further details or queries, you may call our Customer Support Services on our toll free number 0800-CDCPL (23275) or email us at info@cdcpak.com