

INSTRUCTIONS

Please read these instructions before completing the CRS Entity Tax Residency Self-Certification Form. References (1, 2, 3, etc.), appearing in the superscripts of certain terms below, pertain to definitions of those terms in the Appendix.

Why should you complete this form?

Regulations based on the Organization for Economic Co-operation and Development (OECD) Common Reporting Standard (CRS) require Bank AL Habib to collect and report certain information about an account holder's¹ tax residence and their financial accounts with the Bank.

If your tax residence (usually where you are liable to pay corporate income taxes) is located outside Pakistan, we may be legally obliged to pass on the information in this form and other financial information with respect to your financial account(s) to the Federal Board of Revenue (FBR), and they may exchange this information with tax authorities of another jurisdiction or jurisdictions pursuant to the Multilateral Competent Authority Agreement (MCAA) on Automatic Exchange of Financial Account Information and Chapter XIIA on the Common Reporting Standard in the Income Tax Rules, 2002.

Completing this form will ensure that we hold accurate and up to date information about your tax residency.

This form will remain valid unless there is a change in circumstances relating to the account holder's tax status or other mandatory fields included in this form. You are required to notify us within 30 days if there is a change in circumstances that renders this form incorrect or incomplete, and provide an updated self-certification within 30 days of such change in circumstances.

Who should complete this form?

Please complete this form where you need to self-certify on behalf of an entity⁸ i.e. a partnership, company, financial institution, Government, foreign organization, trust/ club/ association/ society/ NGO, foundation, etc.

Do not use this form if you are an individual account holder, sole-trader or sole-proprietor. In that case you will need to complete the "CRS Individual/ Proprietorship Tax Residency Self-Certification Form."

In case of multiple accounts, please provide the account numbers on this form for all accounts held.

Even if you have already provided information in relation to the United States Government's Foreign Account Tax Compliance Act (FATCA)⁷, you may still need to provide additional information for the CRS as this is a separate regulation.

Where the Account Holder is a Passive Non-Financial Entity (Passive NFE¹⁷), or an Investment Entity located in a Non-Participating Jurisdiction managed by another Financial Institution¹¹

Please provide information on the natural person(s) who exercise control over the Account Holder (individuals referred to as "Controlling Person(s)") by completing a "Controlling Person Tax Residency Self-Certification Form" for each Controlling Person. This information should be provided by all Investment Entities located in a Non-Participating Jurisdiction and managed by another Financial Institution.

Please indicate the capacity in which you are signing in Part 4. For example, you may be completing the form under a signatory authority or power of attorney.

For more information:

The OECD has developed the rules to be used by all governments participating in the CRS and in the case of Pakistan the text adopted by the FBR can be found on the website: <http://www.fbr.gov.pk/>

Please note, as a financial institution⁹, we are not allowed to give tax advice.

If you have any questions on defining your tax residency status, please visit the OECD website or consult your tax adviser or FBR.

You can find a list of definitions in the Appendix.

[illegible]

IDENTIFICATION OF ACCOUNT HOLDER

A	Legal Name of Entity/ Branch*:
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B	Country of Incorporation or Organisation*:
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C	Current Residence Address	☐ Registered Address	☐ Head Office / Principal Office Address
House/ Apt Number, Street*			
Town/ City*		County/ Province/ State*	
Postal Code/ Zip Code*		Country*	

Country*

Country

ENTITY TYPE

1. (a) Financial Institution⁹

- (b) Financial Institution⁹ – Depository Institution⁶, Custodial Institution⁵ or Specified Insurance Company²⁴

- If you have ticked (c), please provide the name and location of the established securities market on which the corporation is regularly traded:*

If you are a Related Entity¹⁸ of a regularly traded corporation, please provide the name of the regularly traded corporation that the Entity in (c) is a Related Entity of:

- If you have ticked **1(a) (i)** or **1(h)** above, then please:

- (a) **Indicate the name** of the Controlling Person(s)⁴ of the Account Holder:*
- Control over an Entity is generally exercised by the natural person(s) who ultimately has/ have a controlling ownership interest of 20% or more in the Entity.*

	Name of the Controlling Person(s) ⁴	Shareholding %
1		
2		
3		
4		
5		

- (b) **Complete** “CRS Controlling Person Tax Residency Self-Certification Form” for each Controlling Person.*

Note: If there are no natural person(s) who exercise control³ of the Entity, then the name(s) of the natural person(s) who hold(s) the position of senior managing official(s) in the Controlling Entity will be considered to be the Controlling Person(s), whose details will have to be provided in section 2(a).

PART 3**COUNTRY/ COUNTRIES OF RESIDENCE FOR TAX PURPOSES AND RELATED TAXPAYER IDENTIFICATION NUMBER OR FUNCTIONAL EQUIVALENT* (TIN/ NTN)²⁵ FOR THE ENTITY**

Please complete the following table indicating:

- (i) where the Account Holder is tax resident; and
- (ii) the Account Holder's TIN/ NTN for each country indicated.

If the Account Holder is not tax resident in any jurisdiction, please mention this in the space given below, and provide the name of the country in which its head office / principal office is located.

Note: If you are not tax resident in any jurisdiction, you are not required to fill Table 1 & 2.

If a TIN/ NTN is unavailable please provide the appropriate reason A, B or C where appropriate:

Reason A The country where the Account Holder is liable to pay tax does not issue TIN/ NTNs to its residents

Reason B The Account Holder is unable to obtain a TIN/ NTN or equivalent tax number
(Please explain why you are unable to obtain a TIN/ NTN in **Table 2** if you have selected this reason)

Reason C No TIN/ NTN is required. (Note: Only select this reason if the authorities of the country of tax residence entered below do not require the TIN/ NTN to be disclosed)

Table 1.

	Country/ Countries of Tax Residence	TIN/ NTN	If no TIN/ NTN available, enter Reason A, B or C
1			
2			
3			

Please explain in the following table why you are unable to obtain a TIN/ NTN if you selected **Reason B** above for any country/ countries of tax residence.

Table 2.

	Country/ Countries of Tax Residence	Explanation
1		
2		
3		

PART 4**DECLARATIONS AND SIGNATURE(S)***

I/ We understand that the information supplied by me/ us is covered by the full provisions of the terms and conditions governing the Account Holder's relationship with Bank AL Habib Limited setting out how Bank AL Habib Limited may use and share the information supplied by me/ us.

I/ We acknowledge that the information contained in this form and information regarding the Account Holder and any Reportable Account¹⁹(s) may be reported to the Federal Board of Revenue and exchanged with tax authorities of another country or countries in which the Account Holder may be tax resident pursuant to intergovernmental agreements to exchange financial account information.

I/ We certify that where I/ we am/ are required to provide information regarding any person or persons to which this form relates that I/ we have, prior to signing this form, notified those persons that I/ we will be providing such information to Bank AL Habib Limited and that such information may be provided to the Federal Board of Revenue and exchanged with tax authorities of another country or countries in which such person(s) may be tax resident pursuant to intergovernmental agreements to exchange financial account information.

I/ We declare that all statements made in this declaration are, to the best of my/ our knowledge and belief, correct and complete.

I/ We undertake to advise Bank AL Habib Limited within 30 days of any change in circumstances which affects the tax residency status of the Account Holder identified in Part 1 of this form or causes any of the information contained herein to be rendered incorrect or incomplete (including any changes to the information on controlling persons identified in Part 2 question 2a), and to provide Bank AL Habib Limited with an appropriately updated self-certification and Declaration within 30 days of such change in circumstances.

Authorized Signatory 1

Signature*

Name*

Date*

Note: Please indicate the capacity in which you are signing the form (for example 'Authorized Officer'). If signing under a power of attorney please also attach a certified copy of the power of attorney.

Capacity*

Authorized Signatory 2

Signature*

Name*

Date*

Capacity*

BRANCH MANAGER / OPERATIONS MANAGER APPROVAL

I declare that the information in this form is consistent with the Entity's constitutive documents

Name

Designation

Signature with Sig. No.

Date

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APPENDIX - SUMMARY DESCRIPTIONS OF SELECTED DEFINED TERMS

Note: These are selected summaries of defined terms provided to assist you with the completion of this form. Further details can be found within the OECD Common Reporting Standard for Automatic Exchange of Financial Account Information (the CRS), the associated Commentary to the CRS, and local (country) guidance. This can be found at the OECD automatic exchange of information portal <http://www.oecd.org/tax/transparency/automaticexchangeofinformation.htm>

If you have any questions, please contact your tax adviser or FBR.

1. **"Account Holder"** The Account Holder is the person listed or identified as the holder of a Financial Account by the Financial Institution that maintains the account. Thus, for example, if a trust or an estate is listed as the holder or owner of a Financial Account, the trust or estate is the Account Holder, rather than the trustee or the trust's owners or beneficiaries. Similarly, if a partnership is listed as the holder or owner of a Financial Account, the partnership is the Account Holder, rather than the partners in the partnership.
 2. **"Active NFE"** An entity will be classified as an Active NFE if it meets any of the following criteria:
 - a) **Active NFEs by reason of income and assets:** Less than 50% of the NFE's gross income for the preceding calendar year is passive income, and less than 50% of the assets held by the NFE during the preceding calendar year are assets that produce or are held for the production of passive income.

Partnerships, private limited companies, public unlisted companies, single member companies, clubs, societies, associations, foundations and trusts may fall in this category of Active NFEs if less than 50% of their gross income is passive income, and less than 50% of their assets produce or are held for the production of passive income.
 - b) **Publicly traded NFEs:** The stock of the NFE is regularly traded on an established securities market, or the NFE is a Related Entity of an Entity the stock of which is regularly traded on an established securities market
 - c) The NFE is a Governmental Entity, an International Organisation, a Central Bank, or an Entity wholly owned by one or more of the foregoing
 - d) **Holding NFEs that are members of a nonfinancial group:** Substantially all of the activities of the NFE consist of holding (in whole or in part) the outstanding stock of, or providing financing and services to, one or more subsidiaries that engage in trades or businesses other than the business of a Financial Institution, except that an Entity does not qualify for this status if the Entity functions (or holds itself out) as an investment fund, such as a private equity fund, venture capital fund, leveraged buyout fund, or any investment vehicle whose purpose is to acquire or fund companies and then hold interests in those companies as capital assets for investment purposes
 - e) **Start-up NFEs:** The NFE is not yet operating a business and has no prior operating history, (a "start-up NFE") but is investing capital into assets with the intent to operate a business other than that of a Financial Institution, provided that the NFE does not qualify for this exception after the date that is 24 months after the date of the initial organisation of the NFE
 - f) **NFEs that are liquidating or emerging from bankruptcy:** The NFE was not a Financial Institution in the past five years, and is in the process of liquidating its assets or is reorganising with the intent to continue; or recommence operations in a business other than that of a Financial Institution
 - g) **Treasury centres that are members of a nonfinancial group:** The NFE primarily engages in financing and hedging transactions with, or for, Related Entities that are not Financial Institutions, and does not provide financing or hedging services to any Entity that is not a Related Entity, provided that the group of any such Related Entities is primarily engaged in a business other than that of a Financial Institution; **or**
 - h) **Non-profit NFEs:** The NFE must meet **ALL** of the following requirements to be classified as a non-profit NFE:
 - i) it is established and operated in its jurisdiction of residence exclusively for religious, charitable, scientific, artistic, cultural, athletic, or educational purposes; or it is established and operated in its jurisdiction of residence, and it is a professional organisation, business league, chamber of commerce, labour organisation, agricultural or horticultural organisation, civic league or an organisation operated exclusively for the promotion of social welfare;
 - ii) it is exempt from income tax in its jurisdiction of residence;
 - iii) it has no shareholders or members who have a proprietary or beneficial interest in its income or assets;
 - iv) the applicable laws of the NFE's jurisdiction of residence or the NFE's formation documents do not permit any income or assets of the NFE to be distributed to, or applied for the benefit of, a private person or non-charitable Entity other than pursuant to the conduct of the NFE's charitable activities, or as payment of reasonable compensation for services rendered, or as payment representing the fair market value of property which the NFE has purchased; and
 - v) the applicable laws of the NFE's jurisdiction of residence or the NFE's formation documents require that, upon the NFE's liquidation or dissolution, all of its assets be distributed to a Governmental Entity or other non-profit organization, or escheat to the government of the NFE's jurisdiction of residence or any political subdivision.
- Partnerships, private limited companies, public unlisted companies, single member companies, clubs, societies, associations, foundations and trusts that meet all the above-mentioned requirements may be classified as Non-profit NFEs.
- Note:** Certain entities may qualify for Active NFE status under FATCA but not Active NFE status under the CRS.
3. **"Control"** over an Entity is generally exercised by the natural person(s) who ultimately has a controlling ownership interest of 20% or more in the Entity. Where control of the Entity is exercised by another Entity, the Controlling Person of the Entity account holder is deemed to be the natural person who holds the position of senior managing official in the Controlling Entity.
 4. **"Controlling Person(s)"** Controlling Persons are the natural person(s) who exercise control over an entity. Where that entity is treated as a Passive Non-Financial Entity ("Passive NFE") then the Bank is required to determine whether or not these Controlling Persons are Reportable Persons. The term "Controlling Persons" must be interpreted in a manner consistent with the Financial Action Task Force Recommendations.
- In the case of a trust, the Controlling Person(s) are the settlor(s), the trustee(s), the protector(s) (if any), the beneficiary(ies) or class(es) of beneficiaries, or any other natural person(s) exercising ultimate effective control over the trust (including through a chain of control or ownership). **Under the CRS the settlor(s), the trustee(s), the**

protector(s) (if any), and the beneficiary(ies) or class(es) of beneficiaries, are always treated as Controlling Persons of a trust, regardless of whether or not any of them exercises control over the activities of the trust.

Where the settlor(s) of a trust is an Entity then the CRS requires Financial Institutions to also identify the Controlling Persons of the settlor(s) and when required report them as Controlling Persons of the trust.

In the case of a legal arrangement other than a trust, Controlling Person(s) means persons in equivalent or similar positions.

5. **"Custodial Institution"** Means any Entity that holds, as a substantial portion of its business, Financial Assets for the account of others. This is where the Entity's gross income attributable to the holding of Financial Assets and related financial services equals or exceeds 20% of the Entity's gross income during the shorter of: (i) the three-year period that ends on 31 December (or the final day of a non-calendar year accounting period) prior to the year in which the determination is being made; or (ii) the period during which the Entity has been in existence.
6. **"Depository Institution"** Means any Entity that accepts deposits in the ordinary course of a banking or similar business.
7. **"FATCA"** FATCA stands for the U.S. provisions commonly known as the Foreign Account Tax Compliance Act, which were enacted into U.S. law as part of the Hiring Incentives to Restore Employment (HIRE) Act on March 18, 2010. FATCA creates a new information reporting and withholding regime for payments made to certain non-U.S. financial institutions and other non-U.S. entities.
8. **"Entity"** Means a legal person or a legal arrangement, such as a corporation, organization, partnership, trust or foundation. This term covers any person other than an individual (i.e. a natural person).
9. **"Financial Institution"** Means a "Custodial Institution", a "Depository Institution", an "Investment Entity", or a "Specified Insurance Company".
10. **"Investment Entity"** The term Investment Entity includes two types of Entities:
 - (i) An Entity that primarily conducts as a business one or more of the following activities or operations for or on behalf of a customer:
 - a) Trading in money market instruments (cheques, bills, certificates of deposit, derivatives, etc.); foreign exchange; exchange, interest rate and index instruments; transferable securities; or commodity futures trading;
 - b) Individual and collective portfolio management; or
 - c) Otherwise investing, administering, or managing Financial Assets or money on behalf of other persons.
 - (ii) The second type of Investment Entity ("Investment Entity managed by another Financial Institution") is any Entity the gross income of which is primarily attributable to investing, reinvesting, or trading in Financial Assets where the Entity is managed by another Entity that is a Depository Institution, a Custodial Institution, a Specified Insurance Company, or the Investment Entity described in sub-clause (i).

An Entity is treated as primarily conducting as a business one or more of the activities described in sub-clause (i), or an Entity's gross income is primarily attributable to investing, reinvesting or trading in Financial Assets for purposes of sub-clause (ii), if the Entity's gross income attributable to the relevant activities equals or exceeds 50% of the Entity's gross income during the shorter of: (i) the three-year period that ends on 31 December

prior to the year in which the determination is being made; or (ii) the period during which the Entity has been in existence.

The term "Investment Entity" does not include the following since these are classified as Active NFEs:

- a) Holding NFEs that are members of a nonfinancial group
- b) Start-up NFEs
- c) NFEs that are liquidating or emerging from bankruptcy
- d) Treasury centers that are members of a nonfinancial group

11. **"Investment Entity located in a Non-Participating Jurisdiction and managed by another Financial Institution"** The term Investment Entity located in a Non-Participating Jurisdiction and managed by another Financial Institution means any Entity the gross income of which is primarily attributable to investing, reinvesting, or trading in Financial Assets if the Entity is (i) managed by a Financial Institution and (ii) not a Participating Jurisdiction Financial Institution¹⁶.
12. **"Investment Entity managed by another Financial Institution"** An Entity is "managed by" another Entity if the managing Entity performs, either directly or through another service provider on behalf of the managed Entity, any of the activities or operations described in clause (i) above in the definition of Investment Entity.

An Entity only manages another Entity if it has discretionary authority to manage the other Entity's assets (either in whole or part). Where an Entity is managed by a mix of Financial Institutions, NFEs or individuals, the Entity is considered to be managed by another Entity that is a Depository Institution, a Custodial Institution, a Specified Insurance Company, or the type defined in sub-clause (i) of Investment Entity, if any of the managing entities is such another Entity.
13. **"NFE"** An "NFE" is any Entity that is not a Financial Institution.
14. **"Non-Reporting Financial Institution"** A Non-Reporting Financial Institution means any Financial Institution that is:
 - a) A Governmental Entity, International Organization or Central Bank, other than with respect to a payment that is derived from an obligation held in connection with a commercial financial activity of a type engaged in by a Specified Insurance Company, Custodial Institution, or Depository Institution;
 - b) A Broad Participation Retirement Fund; a Narrow Participation Retirement Fund; a Pension Fund of a Governmental Entity, International Organization or Central Bank; or a Qualified Credit Card Issuer;
 - c) Any other Entity that presents a low risk of being used to evade tax, has substantially similar characteristics to any of the Entities described in sub-clauses (i) and (ii) and included in the list to be published by Federal Board of Revenue and made available on its web portal, on recommendations of the State Bank of Pakistan and the Securities Exchange Commission of Pakistan, as the case may be, as a Non-Reporting Financial Institution, provided that the status of such Entity as a Non-Reporting Financial Institution does not frustrate the purposes of these rules
 - d) An Exempt Collective Investment Vehicle; or
 - e) A Trustee-Documented Trust: a trust where the trustee of the trust is a Reporting Financial Institution and reports all information required to be reported with respect to all Reportable Accounts of the trust.
15. **"Participating Jurisdiction"** A Participating Jurisdiction means a jurisdiction with which an agreement is in place pursuant to which it will provide the information set out in the CRS and that is identified in a published list to be made available of FBR's web portal.
16. **"Participating Jurisdiction Financial Institution"** Means (i) any