

# ACCOUNT OPENING FORM

For Partnerships, Companies, Trusts,  
Clubs, Societies & Associations



Bank AL Habib Limited

Branch: \_\_\_\_\_ Date: DD MM YY YY

Account Number: (For Bank Use Only) \_\_\_\_\_

IBAN No.: (For Bank Use Only) PK92 B A H L \_\_\_\_\_

Title of Account: \_\_\_\_\_

\*Mailing Address: \_\_\_\_\_  
 City/ District: \_\_\_\_\_ Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

\*Registered Office: \_\_\_\_\_  
 City/ District: \_\_\_\_\_ Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

\*Head Office: \_\_\_\_\_  
 City/ District: \_\_\_\_\_ Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_ Registered Office: \_\_\_\_\_ Head Office: \_\_\_\_\_ Fax: \_\_\_\_\_ Other: \_\_\_\_\_

Nature of Business/ Activity: ☐ Services ☐ Manufacturing ☐ Trade ☐ Retail ☐ Trust/ NGO ☐ Other (specify) \_\_\_\_\_

Details of Business/ Activity: \_\_\_\_\_ Other Companies of the Group: \_\_\_\_\_

Type of Entity: ☐ Registered Partnership ☐ Unregistered Partnership ☐ Private Ltd. Co. ☐ Public Ltd. Co. ☐ Society/Association  
☐ Club ☐ Trust ☐ Educational Institute ☐ Other (specify) \_\_\_\_\_

Date & Place of Incorporation/Reg.: DD MM YY YY NTN No.: \_\_\_\_\_ Sales Tax Reg. No.: \_\_\_\_\_

Residence Status: ☐ Resident ☐ Non-Resident (country) \_\_\_\_\_ (If U.S. Citizen/ Resident Please Provide Copy of W8 or W9 Form)

Type of Account: ☐ Current ☐ Current Plus ☐ Savings ☐ Other (specify) \_\_\_\_\_

Currency of Account: ☐ Pak. Rupees ☐ US Dollars ☐ GBP ☐ Euro ☐ Other (specify) \_\_\_\_\_

List of Directors/Partners/Trustees and/or Members of Governing Body/Executive Committee	Official Position/ Status
*Mr./Mrs./Ms. CNIC / Passport No.: _____	_____
*Mr./Mrs./Ms. CNIC / Passport No.: _____	_____
*Mr./Mrs./Ms. CNIC / Passport No.: _____	_____
*Mr./Mrs./Ms. CNIC / Passport No.: _____	_____
*Mr./Mrs./Ms. CNIC / Passport No.: _____	_____
*Mr./Mrs./Ms. CNIC / Passport No.: _____	_____
*Mr./Mrs./Ms. CNIC / Passport No.: _____	_____

Note: Please provide copy of W8 or W9 Form if any of the above is U.S. Citizen/Resident.  
 \*Please Use Capital Letters

## E-STATEMENT REQUEST

**E-mail Address:** \_\_\_\_\_  
(Please provide "Official Email Address" only and specify Underscore "\_" or Dash "-" as and where necessary)

We also request that all statements of account be sent to our above email address on the following frequency:

☐ Monthly ☐ Quarterly ☐ Half Yearly ☐ Other \_\_\_\_\_

Please ☐ send ☐ do not send hard copy statements of account to our address &

We undertake to inform the Bank immediately if our email address mentioned is changed or in any way compromised.

### Internet Banking Required

☐ Yes

☐ No

### Cheque Book Required

☐ Yes

☐ No

**Cheque Book Undertaking:** We understand that this cheque book, if not collected personally or through authorized representative within 60 days from the date of issuance, may be destroyed and charges will be collected as per Bank Policy

## ACCOUNT INTRODUCTION

**Introducer's Name:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_ **Bank:** \_\_\_\_\_ **Branch:** \_\_\_\_\_

**CNIC / SNIC Number:**

**Telephone Number:**

**Introducer's Signature:** \_\_\_\_\_

**Introducer's signature verified by:**

**FOR BANK USE ONLY**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **S. No.:** \_\_\_\_\_

## OPERATIONAL INSTRUCTIONS

**Signing Authority:**

Authority Letter to operate the account as per Partnership Deed/ Board's Resolution/ Trust Deed/ Bye-laws/ Rules & Regulations (as the case may be) duly signed by all the partners/ directors/ trustees/ members (as the case may be) is attached. Corporates are required to affix stamp where applicable.

**Zakat Exemption:**

☐ Yes (enclose affidavit/declaration on bond paper)

☐ No

**With Holding Tax Exemption:**

☐ Yes (enclose valid Tax Exemption Certificate)

☐ No

**Hold Mail:**

☐ Yes (Indemnity enclosed)

☐ No

## EXISTING RELATIONSHIP WITH BANK AL HABIB LIMITED / RELATIONSHIPS WITH OTHER BANKS

**Title of Account:**

**Bank/Branch Name:**

**Account Number:**

_____	_____	_____
_____	_____	_____
_____	_____	_____

## DECLARATION (Must be Signed by all Authorized Signatories)

We request you to open an account(s) with Bank AL Habib Limited ("the Bank") as per details provided above, which we confirm are true and correct in all respects. We agree to provide any document(s) required by the Bank according to the type of account(s) requested and to abide by the current rules and policies of the Bank for the conduct of such account(s). We have received a copy of the Account Opening Form and Rules/ Terms & Conditions of Account, which have been read and signed by us. We agree with these Rules/ Terms & Conditions and also agree to be bound by them as amended by you from time to time. We agree to inform you of any changes in the information provided in this Form or in related documents.

This request when accepted by the Bank will be deemed to be an agreement between the Bank and ourselves and the completed sections of this Form shall be treated as an integral and indivisible part of the same. It is understood that this account will be used for bona fide business transactions. We agree to be liable for any Finances or debts due to you which you may permit on this account or any other account in our name.

We solemnly declare that we have not been refused banking facilities by any other bank before approaching you for opening of our account.

**Signatures:**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_ 7. \_\_\_\_\_

Official  
Stamp

## FOR BANK USE ONLY

### CHECKLIST OF REQUIRED DOCUMENTS – To be completed by Account Opening Officer

	Check (✓) If Not Applicable	Check (✓) If Complied
<b>1. In case of Partnership account</b>		
• Attested copy of identity document of all Partners and authorized signatories .....	<input type="checkbox"/>	<input type="checkbox"/>
• Copy of 'Partnership Deed' duly signed by all the Partners of the firm, attested by Notary Public on appropriate Value Stamp Paper having 'Account Operating' and 'Dissolution' clause .....	<input type="checkbox"/>	<input type="checkbox"/>
• Attested copy of Registration Certificate with Registrar of Firms. Incase the partnership is unregistered, this fact shall be clearly mentioned on the Account Opening Form .....	<input type="checkbox"/>	<input type="checkbox"/>
• Authority letter from all partners, in original, authorizing the person(s) to operate firm's account .....	<input type="checkbox"/>	<input type="checkbox"/>
• Attested copy of CNIC of person, other than the Partners, who is authorized to operate the account .....	<input type="checkbox"/>	<input type="checkbox"/>
• Partnership Deed Vetted by Legal Division .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. In case of Limited Company account</b>		
Certified copies from Company Secretary / Notary Public of:		
• Resolution of Board of Directors for opening of account specifying the person(s) authorized to open and operate the company's account .....	<input type="checkbox"/>	<input type="checkbox"/>
• Memorandum and Articles of Association .....	<input type="checkbox"/>	<input type="checkbox"/>
• Certificate of Incorporation .....	<input type="checkbox"/>	<input type="checkbox"/>
• Certificate of Commencement of Business, wherever applicable .....	<input type="checkbox"/>	<input type="checkbox"/>
• Attested Photocopies of identity document of all Directors and persons authorized to open and operate the account .....	<input type="checkbox"/>	<input type="checkbox"/>
• List of Directors on 'Form-A/ Form-B' issued under Companies Ordinance 1984, as applicable .....	<input type="checkbox"/>	<input type="checkbox"/>
• List of Directors on Form 29 certified by SECP/ Registrar Joint Stock Company. (should match with List of Directors mentioned on 'Form-A/Form-B') .....	<input type="checkbox"/>	<input type="checkbox"/>
• For individual (natural person) shareholders holding 20% or above stake (10% or above in case of EDD) in an entity, identification and verification of such natural persons; .....	<input type="checkbox"/>	<input type="checkbox"/>
and		
• For legal persons holding shares equal to 20% or above in an entity, identification and verification of individual (natural person) shareholders holding shares equal to 20% or above of that legal person .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Incase of Club, Society or Association account</b>		
• Certified copies of		
a. Certificate of Registration .....	<input type="checkbox"/>	<input type="checkbox"/>
b. By-laws/ Rules & Regulations .....	<input type="checkbox"/>	<input type="checkbox"/>
• List of Office Bearers .....	<input type="checkbox"/>	<input type="checkbox"/>
• Certified copy of Resolution of the Governing Body/ Executive Committee, if it is ultimate governing body, for opening of account authorizing the person(s) to operate the account .....	<input type="checkbox"/>	<input type="checkbox"/>
• Attested photocopy of identity document of the authorized person(s) and of the members of Governing Body/ Executive Committee, if it is ultimate governing body .....	<input type="checkbox"/>	<input type="checkbox"/>
• An undertaking signed by all the authorized person(s) on behalf of the institution mentioning that when any change takes place in the person(s) authorized to operate on the account, the Bank will be informed immediately .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. In case of Trust account</b>		
• Resolution of Board of Trustees .....	<input type="checkbox"/>	<input type="checkbox"/>
• Attested copy of Certificate of Registration .....	<input type="checkbox"/>	<input type="checkbox"/>
• Attested copies of identity document of all the Trustees .....	<input type="checkbox"/>	<input type="checkbox"/>
• List of Trustees duly signed by all the Trustees .....	<input type="checkbox"/>	<input type="checkbox"/>
• Certified copy of the 'Registered Instrument of Trust/ Trust Deed' .....	<input type="checkbox"/>	<input type="checkbox"/>
• Operating Instructions as per Trust Deed .....	<input type="checkbox"/>	<input type="checkbox"/>
• Submission of attested copy of registered instrument of Trust/ Deed shall meet all the requirements .....	<input type="checkbox"/>	<input type="checkbox"/>
• Incase of Provident, Gratuity and Pension Funds, evidence of registration with any Government authority .....	<input type="checkbox"/>	<input type="checkbox"/>
• Trust Deed Vetted by Legal Division .....	<input type="checkbox"/>	<input type="checkbox"/>
• Approval of Zonal Head Obtained .....	<input type="checkbox"/>	<input type="checkbox"/>
• Identification of Settlor and Beneficiaries (If applicable) .....	<input type="checkbox"/>	<input type="checkbox"/>

## FOR BANK USE ONLY

### CHECKLIST OF REQUIRED DOCUMENTS – To be completed by Account Opening Officer

	Check (✓) If Not Applicable	Check (✓) If Complied
<b>5. In case of NGOs / NPOs / Charities</b>		
• Certified copies of		
a. Registration documents / certificates .....	<input type="checkbox"/>	<input type="checkbox"/>
b. By-laws/ Rules & Regulations .....	<input type="checkbox"/>	<input type="checkbox"/>
• Certified copy of Resolution of the Governing Body/Board of Trustees/Executive Committee, if it is ultimate governing body, for opening of account authorizing the person(s) to operate the account .....	<input type="checkbox"/>	<input type="checkbox"/>
• Attested photocopy of identity document of the authorized person(s) and of the members of Governing Body/ Board of Trustees/ Executive Committee, if it is ultimate governing body .....	<input type="checkbox"/>	<input type="checkbox"/>
• Any other documents as deemed necessary including its annual accounts / financial statements or disclosures in any form which may help to ascertain the detail of its activities, sources and usage of funds in order to assess the risk profile of the prospective customer .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. In case of Branch/ Liaison Office of Foreign Companies</b>		
• Attested copy of permission letter from relevant authority i-e Board of Investment .....	<input type="checkbox"/>	<input type="checkbox"/>
• Attested copies of valid passports of all the signatories of account .....	<input type="checkbox"/>	<input type="checkbox"/>
• List of directors on company letter head or prescribed format under relevant laws/ regulations .....	<input type="checkbox"/>	<input type="checkbox"/>
• A Letter from Principal Office of the entity authorizing the person(s) to open and operate the account .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. In case of Agent's account</b>		
• Certified copy of 'Power of Attorney' or Agency Agreement .....	<input type="checkbox"/>	<input type="checkbox"/>
• Attested photocopies of identity document of the agent and principal .....	<input type="checkbox"/>	<input type="checkbox"/>
• The relevant documents/papers, if agent or the principal is not a natural person .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>8. In case of Executors &amp; Administrators' account</b>		
• Certified copy of Letter of Administration/ Probate .....	<input type="checkbox"/>	<input type="checkbox"/>
• Attested copy of identity document of the Executor/Administrator .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>9. In case the Power of Attorney given to another person</b>		
• Attested photocopies of identity document of the mandatee, original seen .....	<input type="checkbox"/>	<input type="checkbox"/>
• Original "Mandate/Power of Attorney" is obtained .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>10. In case of Hold Mail Account, duly executed Hold Mail Indemnity</b>		
<input type="checkbox"/>		
<b>11. In case of exemption from Zakat, duly execute affidavit/ declaration</b>		
<input type="checkbox"/>		
<b>12. Specimen Signature Cards for authorized signatories</b>		
<input type="checkbox"/>		
<b>13. Rules/ Terms &amp; Conditions of Account, duly signed</b>		
<input type="checkbox"/>		
<b>14. Ownership Information Obtained</b>		
<input type="checkbox"/>		
<b>15. Copy of identification document should be matched with the original as checked through VERISYS, dated, marked "Certified – Original Sighted", and signed by the relevant bank officer</b>		
<input type="checkbox"/>		

**Account Opening Officer's Certificate:**

**SBP Code:**

**FATCA Code:**  
(If Required)

I have checked this Account Opening Form and the required documents and certify that these are in order. I also certify having verified the signatures, identity and credentials of the Applicant(s).

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ S. No. \_\_\_\_\_

**Manager's Approval:**

*I have checked the names of partners/ office bearers/ directors/ trustees/ members/ authorized signatories from the debarred list as per Circular INST/107 dated 09th October 2008, and having visited place of business and collected some reasonable information from the market and personally met all the partners/officials*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ S. No. \_\_\_\_\_

Branch Manager to satisfy himself about reason for Hold Mail accounts.

## TO BE COMPLETED BY CPU

Received at CPU on: \_\_\_\_\_

Processed by: \_\_\_\_\_

Authorized by: \_\_\_\_\_

Scanned by: \_\_\_\_\_