



Fairtrade Capital Securities (Pvt) Ltd.

TREC HOLDER: The Karachi Stock Exchange Limited

Annexure A

Fairtrade Capital Securities (Pvt.) Limited

KYC / CDD Checklist

Date	Account Title	Account / UIN #

SECTION A

Minimum Information / Documents to be provided by Investor					
1. Individual / Sole Proprietorships	Pls tick	2. Partnership	Pls tick	3. Institutions / Corporates	Pls tick
CNIC of Principal and Joint Holders/ Nominee / Passport for Foreign Nationals / NICOP for non –resident Pakistanis		CNICs / NICOP of all Partners, as applicable		CNIC / NICOP of authorized signatories & Directors	
Proof of Employment / Business		Partnership Deed		List of Directors & Officers	
NTN Certificate, where available		Latest Financial Statements		NTN Certificate	
		Certificate of Registration (in case of registered partnership)		Documentary evidence of tax exemption (if applicable)	
		NTN Certificate		Certificate of incorporation	
				Certificate of Commencement of Business	
				Certified copy of board resolution	
				Memorandum & articles of association	
				Audited accounts of the company	

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4. Trusts	5. Clubs Societies and Associations	6. Executors / Administrators
CNICs of all trustees	Certified copy of certificate of Registration	CNIC of all executors / administrators
Certified Copy of trust Deed	List of Members	Certified copy of letter of administration
Latest Financials of the trust	CNIC / NICOP of members of Governing Board	
Documentary evidence of Tax exemption (if applicable)	Certified copy of bylaws / rules & regulations	
Trustee / Governing Body Resolution	Copy of latest financials of society / association Board Resolution	
If Documents / information is complete, Proceeds to Section B		
List any missing documents / Information below:		
1		
2		
If Any documents or information is missing, proceed to Section G.4		

SECTION B

Assessment of information provided in section A (Based on information provided in A)		
1. Is the investor also the ultimate beneficiary of the funds to be invested. If No, Joint account should be opened or power of attorney be provided by ultimate beneficiary with relevant documentary details of the beneficiary.	YES	NO
2. In case the investor is a private company, Is the latest shareholders' list available	YES	NO
3. In case of Government Account . Mark YES if the account is not in the personal name of the government officials. A resolution / authority letter (duly endorsed by Ministry of Finance or Finance Dept. of concerned Government) is available, which authorizes the opening and operating of this account by an officer of federal /provincial /local government in his/her official capacity.	YES	NO
If the answer to any of the above questions was "NO", go to section G.3 or G.4 otherwise go to section C		

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SECTION C

Risk Category of Investor		Please tick box	
1. Government Dept. / Entity		LOW RISK	Go to Section G.1
2. Public listed Company		LOW RISK	Go to Section G.1
3. Private Limited Company		MEDIUM RISK	Go to Section G.2
4. Non-Govt. Organization (NGO)		HIGH RISK	Go to Section G.3
5. Trust / Charity		HIGH RISK	Go to Section G.3
6. Unlisted Financial Institutions			Go to Section D
7. Individual			Go to Section E

SECTION D

Unlisted Private Financial Institution (NBFI)		
Is the unlisted private financial institution domiciled in Pakistan and is regulated by the SECP / State Bank of Pakistan (SBP) OR Is it domiciled in a FATF member country that is satisfactorily following the FATF recommendations and is supervised by a regulatory body	YES	NO
	YES	NO
If YES, Proceed to Section G.1		If NO, Proceed to Section G.3

SECTION E

Individual		
1. Is the person a non-resident Pakistan	YES	NO
2. Is the person a high net worth individual with no identifiable source of income or his/her source of income doesn't match with size & quantum of investments	YES	NO
3. Is the person involved in dealing in high value items (based on declared occupation)	YES	NO
4. Is the person a foreign national	YES	NO
5. Does the person appear to have links or money transfer to /from offshore tax heavens or belongs to country where KYC/CDD and anti money Laundering	YES	NO

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regulations are lax (in terms of not sufficiently applying FATF recommendations)		
6. Is there any reason to believe that the person has been refused account opening by another financial institution / brokerage house.	YES	NO
7. Is the person opening the brokerage account on a non-face-to-face basis/on-line.	YES	NO
If the response to any question (1-7) above was "YES", proceed to Section G.3		
8. Is the person a holder of a senior level public (Govt.) office. i.e. a politically exposed person (PEP) or a family member of PEP.	YES	NO
9. Is the person a holder of high profile position (e.g. senior politician)	YES	NO
If the response to any question (8-9) above was "YES", proceed to Section F, else Proceed to Section G.1		

SECTION F

Politically Exposed Person / Foreign National / Holders of High Profile Position		
Is the brokerage account relationship with this high risk category person including politically exposed person / foreign national / holder of high profile position, approved by the Nominee Director, CEO / COO of the brokerage house (approval shall be provided by management through signing the respective Account Opening Form)	YES	NO
If YES, proceed to Section G.3	If NO, proceed to Section G.4	

SECTION G

Investor Risk Profile		
	Risk Classification	KYC Requirements
G.1	LOW RISK	Reduced KYC Requirements shall be applicable: Investor Account can be opened once information / documents mentioned in section A have been provided.
G.2	MEDIUM RISK	Greater care required and documents listed in Section A should be obtained before opening of account.
G.3	HIGH RISK	Enhanced KYC Requirements shall be applicable: Investor account can be opened once information / documents mentioned in Section A have been provided. Transaction shall be monitored to ensure that the funds used for investments are from an account under the investor's own name in a

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		financial institution (e.g. bank) subject to high due diligence standards and the amount and frequency of investments are not unusual given the nature and financial strength of the investor.
G.4	HIGH RISK	Account cannot be opened a KYC Requirements have not been fulfilled
CONFIRMATION of physical presence of customer when opening account		YES NO

Other Comments

Account Title	Name of Account Holder I confirm that the information provided by me as asked by Compliance Officer is based on truth and I will be responsible for any false statement provided by me.	Signature	Date
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Completed by:	Name of Sales Person / Agent	Signature	Date
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Checked by:	Name of Compliance Person	Signature	Date
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Mohammad Hussain Adhi

Chief Executive

M. Hussain Adhi

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