

List of Document for Individual Accounts

For All Accountholders	Documents to be obtained
For all Individuals / Sole Proprietors	- Record of Valid Identification Document “Identification Document” means the following documents for identification of natural persons as applicable: - Valid CNIC / SNIC / NICOP / SNICOP for Pakistani citizens; - Valid Passport for foreign citizens; - Valid POC for persons of Pakistani origin; - Valid ARC for registered Aliens in Pakistan; - Valid POR Card for Afghan refugees; and - Valid Form-B / Juvenile Card for Pakistani citizens who are minors - NADRA token in case where Identity Document is expired; along with copy of expired Identity Document (In three months, copy of original document to be obtained) - Evidence of non-resident status e.g. scanned copy of POC, visa, entry / exit stamps, etc. (for non-residents only) - In case of U.S. Person / US Indicia Form W-9 / W-8 BEN is required as applicable along with either of the following: - Copy of Social Security Number Card (SSN) / Or any other document evidencing that provided Social Security Number is in favor of prospective customer. (Not applicable for W-8 BEN) - In case of Indicia other than US & Pakistan CRS-I declaration to be obtained along with either of the following: - Tax Identification Number (TIN) card or NTN / Tax Document. - Any other identification number such as foreign passport or citizenship number of declared tax jurisdiction in case of non-availability of TIN - Undertaking from the customer in case of different specimen signature for account operation (where necessary)
Nature of Account *	Additional Documentations based on Source of Income
Self - employed / Non-Salaried / Unemployed Persons	- Proof of Business / Work* (Any one of the following documents should suffice) - Business Registration Document, OR - 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 - Partnership / Business Deed, OR - Student ID Card / Letter from Educational Institute / Fee Voucher, OR - Valid Iqama / Work Permit showing Business / Nature of Work etc., OR - Any other Document evidencing the Profession - Source of Income / Funds* (Any one of the following documents should suffice) - Receipt of Payment against the Work, OR

	b. Account Statement, OR c. Particulars of Income / Funds Providers (e.g. Family Members / Guardian / Stipends / Social Benefits etc.), OR d. Tax Statement / Return / Certificate, OR e. Any other Document evidencing Source of Income Note: - A single document showing “Proof of Profession and Source of Income / Funds may also suffice both the requirement. - Physical verification is mandatory to obtain for all Businesses / Self-Employed Individuals / Sole Proprietor accounts, including photographs of business. Furthermore, verification through CBC will also be made. - The Source of Income documentary evidence of Fund Provider (in case of unemployed, housewife and student) is also required.
Employed / Salaried Persons	1. Proof of Profession* (Any one of the following documents should suffice) a. Valid Job / Employee Card (Validity will be determined with Validity date), OR b. Employer / Job Certificate (Issued in last 3 months), OR c. Employment Contract in last year, OR d. Employer Letter, OR e. Iqama / Work Permit showing Profession / Employment Details, OR f. For Retired Persons, a copy of Retirement Letter / Proof of Retirement, OR g. Any other Document evidencing the Profession 2. Source of Income / Funds* (Any one of the following documents should suffice) a. Latest Salary Slip (Not older than last 3 months), OR b. Salary Certificate, OR c. Payment Slips / Record, OR d. Account Statement, OR e. Tax Statement / Return / Certificate (Of Last Tax Return tenure), OR f. For Retired Persons, an evidence of Terminal Benefits / Pension Book etc., OR g. Any other Document evidencing Source of Income Note: A single document showing “Proof of Profession and Source of Income / Funds may also suffice both the requirement.
Others / Miscellaneous	Both Salaried / Non-Salaried / Self-employed / unemployed may derive their income funds from these sources as well, where following proofs shall be obtained: a. Inheritance (Gift Deed, Succession Certificate, Court Order etc.), OR b. Agriculture income (Documentary evidence in case of landlords e.g. passbook of Landholding records will be required or in the absence of Passbook, additional documents form 7, or form 2 or “Dhal” receipt or Haqdarane-Zameen or Fard Malkiat or Khasra-e-gardwari / Khatooni Form, or Land Agreement OR c. Investment in securities, bonds, shares, etc. (DSCs / SSCs / Shares / Dividends etc.), OR

	d. Investment in property, rental income (Sale Deed / Valid Rent Agreement) OR e. Interest income (Term Deposit Certificate / DSC) f. Trading Sheet (Stock Investor)
Professions where a formal documentary evidence may not be available, such as Labor / daily wages, unemployed, student, housewife, farmer / agriculturist, self-employed (non-DNFBPs) etc.	UBL Asaan Account shall be opened for customers who; a. Falls under “low risk” category b. Has low expected account turnover c. Belongs to professions where a formal documentary evidence may not be available, such as labor / daily wages, unemployed, student, housewife, farmer / agriculturist, self-employed (non DNFBPs) etc. A standardized self-declaration shall also be obtained from the customer.
Sole Proprietorship	Any one of the following documents: a. Sales tax registration or NTN certificate, wherever applicable b. Certificate or proof of membership of trade bodies etc., wherever applicable c. Declaration of sole proprietorship on business letterhead d. Account / wallet opening requisition on business letterhead The bank may further obtain following document(s) for additional controls (if required): a. Rental Agreement or Lease document of business place or any utility bill that confirms the name of the owner / business along with its physical address or 6 months’ bank statement or any other credible third-party document evidencing name & physical address for e.g. ▪ NTN Certificate with same business address OR ▪ Chamber of commerce or any other trade / business body certificate with same address OR ▪ Market association letter / payment slip of any dues of market or association confirming address and business / proprietor name OR ▪ Account maintenance certificate or Bank account statement without six-month condition OR b. Payment Slip of Good Will property in the name of proprietor. c. Valid certificate / license / agreement for authorized dealers, where applicable such as Arms Ammunition, Liquor shops, Telco Franchise, Petrol Pump, Travel Agency, Car Dealer, or any other cash intrinsic business Note: Physical verification is mandatory to obtain for all Sole Proprietor accounts, including photographs of business. Furthermore, verification through CBC will also be made.
Small businesses and professions including freelance professionals	Any one of the following documents: a. Registration certificate for registered concerns b. Sales tax registration or NTN certificate, wherever applicable c. Certificate or proof of membership of trade bodies etc., wherever applicable d. Proof of source of funds / income

	e. PSEB Certificate for IT Exporters, opening an ESFCA (Also necessary for tax exemption as per Income Tax Ordinance) Note: - <i>The Individuals Freelancers may open account on self-declaration, in case where underlying contracts / export agreement is unavailable.</i> - <i>Physical verification is mandatory to be conducted for all Businesses / Self-Employed Individuals / Sole Proprietor accounts, including photographs of business. Furthermore verification through CBC will also be made.</i>
Minor Accounts	1. Photocopy of Valid ID Documents of the parent / court appointed guardian. 2. Source of funds of guardian and relationship with the guardian to be obtained Note: Indemnity bond is required in case the guardian is mother or certified copy of the Court order is required in case of court appointed guardian.
Mentally Disordered Person	1. Valid identity documents of the mentally disordered person. 2. Valid identity documents of the court-appointed manager. 3. Certified true copy of the court order appointing the manager for the mentally disordered person, duly verified from the concerned court 4. Biometric verification via NADRA for both the mentally disordered person and the manager. 5. The account must be opened in the name of the mentally disordered person, but operated by the court-appointed manager. 6. All customer due diligence (KYC) requirements for both individuals (the mentally disordered person and the manager). 7. In case of change of manager by the court, CDD must be done for the newly appointed manager. 8. Indemnity as per bank prescribed format on e-stamp paper duly signed by the newly court appointed manager. 9. The Bank reserves the right to close or freeze the account if the court-appointed manager is changed, removed, or found in breach of fiduciary duty, until new CDD and indemnity are completed

Other Requirements:

- *For DNFBPs (Designated Non-Financial Businesses and Professions), registration will be required as per applicable laws and regulations.
- Attested Printed Photo (only for Photo Accounts)
- The bank may obtain additional documents (if required)

Notes:

1. The requirement of obtaining NTN depends upon availability / issuance of NTN by tax authorities. The requirement of NTN should not be the reason for refusal of financial services to the customers, especially, where account is a prerequisite for obtaining NTN as per FBR's criteria.
2. Physical verification is mandatory to be conducted for all Businesses accounts, including photographs of business. Furthermore, verification through CBC will also be made.
3. In case of executors'/ administrators' accounts, certified copy of Letter of Administration or Probate (Documents may vary case to case basis)

4. In case of agent's accounts, certified copy of 'Power of Attorney' or 'Agency Agreement' is required (Documents may vary case to case basis)
5. In case of US-based or operated, FATCA to be followed. FATCA forms required for entities are listed below:
 - **Form W-8BEN E**, Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities).
 - **Form W-9**, Request for Taxpayer Identification Number (TIN) and certification. Any other identification number such as foreign passport or citizen ship number of declared tax jurisdiction in case of non-availability of TIN
6. This document list is indicative and subject to applicable SBP regulations and internal UBL policies. The Bank reserves the right to request additional documents or decline account opening if verification is unsatisfactory. Acceptance of documents shall not constitute waiver of UBL's rights under law or regulatory directives.

List of Documents for Entity Accounts

For All Accountholders	Documents to be obtained
Natural Person associated with Entities	- Record of Valid Identification Document of all associated natural person with the entity including but not limited to: all members of the ultimate governing body e.g. Board of Directors / Trustees / Partners (registered) / Executive Committee, etc. All authorized signatories / Senior officials / Settlor / the trustee(s) / the protector (if any) / beneficiaries etc. (as applicable). “Identification Document” means the following documents for identification of natural persons as applicable: - Valid CNIC / SNIC / NICOP / SNICOP for Pakistani citizens; - Valid Passport for foreign citizens; - Valid POC for persons of Pakistani origin; - Valid ARC for registered Aliens in Pakistan; - Valid POR Card for Afghan refugees; and - NADRA token in case where Identity Document is expired; along with copy of expired Identity Document (In three months, copy of original document to be obtained) - Evidence of non-resident status e.g. scanned copy of POC, visa, entry / exit stamps, etc. (for non-residents only) - Customer Information Form (CIF) for each natural person associated with the entity - In case of U.S. Person / US Indicia Form W-9 / W-8 BEN is required as applicable along with either of the following: - Copy of Social Security Number Card (SSN) / Or any other document evidencing that provided Social Security Number is in favor of prospective customer. (Not applicable for W-8 BEN) - In case of Indicia other than US & Pakistan CRS-I declaration to be obtained along with either of the following: - Tax Identification Number (TIN) card or NTN / Tax Document. - Any other identification number such as foreign passport or citizenship number of declared tax jurisdiction in case of non-availability of TIN - Undertaking from the customer in case of different specimen signature for account operation (where necessary)
Type of Customers	Documents / papers to be obtained
Partnership	- Copy of the applicable valid identity document of all partners and authorized signatories - All of the following documents: - Attested copy of ‘Partnership Deed’ duly signed by all partners of the firm - Attested copy of Registration Certificate with Registrar of Firms. In case, the partnership is unregistered, this fact shall be clearly mentioned on the Account / wallet Opening Form.

For All Accountholders	Documents to be obtained
	c. Authority letter, in original, signed by all partners for opening and operating the account. d. Membership Certificate -Chamber of Commerce “Where Applicable”
Limited Liability Partnership (LLP)	1. Certified Copies of: a. Limited Liability Partnership (LLP) Deed / Agreement b. LLP-Form-III having detail of partners / designated partner in case of newly incorporated LLP c. Registration Certificate issued by SECP d. LLP-Form-V regarding change in partners / designated partner in case of already incorporated LLP 2. Authority letter signed by all partners, authorizing the person (s) to operate LLP account.
Private / Public Limited Companies / Corporations	1. Certified copy of Resolution of Board of Directors for opening of account specifying the person(s) authorized to open and operate the company account. 2. Certified copy of Memorandum and Articles of Association 3. Certificate of commencement of business, wherever applicable. 4. Certificate of Incorporation 5. Certified copy of Latest ‘Form - A’ 6. Certified copy of Form 1 in case of newly incorporated company and Form A and Form 9 in case of already incorporated companies. 7. List of all directors required on company letterhead. Note: - Form A & Form 9 / Form 1 if complete details are available for UBO i.e. 20% & above. In case it is not established then shareholding of the company should be obtained on company letter head duly signed by the Company Secretary, director, CEO or CFO of the company. - For individual (natural person) shareholders holding 20% or above stake in an entity, identity and verification of all such natural persons. - For legal persons holding shares equal to 20% or above in the entity, identification and verification of individual (natural person) shareholders holding shares equal to 20% or above of that legal person (In case of accounts requiring Enhanced Due Diligence (EDD), beneficial ownership of 10% or more) either directly or through intermediary legal entities)
Government / Provincial / Local Government / Armed Forces (Including Allied Accounts)	1. Fund allocation letter issued by concerned authority 2. In case of Federal Government / Provincial / Local Government: ○ Resolution / Authority letter from concerned department duly endorsed by Ministry of Finance or Finance Department of the concerned government for opening of Treasury Single Account (TSA). ○ Approval from Ministry of Finance through SBP. List of all such entities falling in the category of TSA is available at the Finance Division’s website. 3. In case of Armed Forces including their allied accounts: ○ Resolution / Authority letter from concerned department duly endorsed by the concerned unit of Finance or higher grade officer other than signatory. ○ Authenticated list of authorized individuals who will maintain and operate the account along with the gazette notification.

For All Accountholders	Documents to be obtained
	4. In case of Government Autonomous Body: ○ Resolution / Authority letter from concerned department duly endorsed by Ministry of Finance or Finance Department of the concerned government ○ Gazette of institution. ○ No Objection Certificate (NOC) issued by the Finance Division or relevant finance departments of the province Note: Copies of identity documents of directors who are authorized to open and operate the account are required.
Trust, Clubs, Societies and Associations etc.	1. Certified copies of all of the following documents: - a . Certificate of Registration / Instrument of Trust - b . By-laws / Rules & Regulations. - c . Resolution / Documentation of the Governing Body / Board of Trustees / Executive Committee, if it is ultimate governing body, authorizing any person(s) to open and operate the account. 2. List of trustees / members / governing body on letterhead / settlor / protector (if any) 3. Declaration form for Trust, Clubs, Societies and Associations signed by all Ultimate Governing Body / Board of Trustees / Executive Committee / sponsors on ultimate control, purpose and source of funds. 4. Latest financial statement including audit report, for new entity or club / societies / associations, any other documents, as deemed necessary, or disclosure in any form such as customer undertaking, tax return etc. (if applicable) 5. Any Organization desirous of receiving foreign contribution needs to have prior registration with the Economic Affairs Division EAD or as per prevailing regulator guidance. As a result, copy of permission letter issued by EAD is required. 6. Source of Fund / proof of income of the Governing Body / Board of Trustees / Executive Committee / Controlling Persons and signatories to be obtained and retained for record purposes 7. Declaration statement / questionnaire for Enhanced Due Diligence
INGOs / NGOs / NPOs / Charities	1. Certified copies of all of the following documents: a. Relevant Registration documents, Certificate of Incorporation or license issued by relevant authority, e.g. SECP, where applicable b. Memorandum & Article of Association / By – Laws / Rules and Regulations c. Incorporation Form 1 in case of newly incorporated company and Form 9 in case of already incorporated company, where applicable d. Resolution of the ultimate governing body for opening of account, authorizing the person(s) to operate the account 2. Annual accounts / financial statements or disclosures in any form (if applicable) 3. Declaration statement / questionnaire for Enhanced Due Diligence 4. List of members of Governing Body / Board of Directors / Trustees / Executive Committee (if it is ultimate governing body)

For All Accountholders	Documents to be obtained
	6. In case of INGO (that are registered and listed with Ministry of Interior) approved Memorandum of Understanding (MOU) is required from Ministry of Interior, Government of Pakistan 7. Any organization desirous of receiving foreign contribution needs to have prior registration with Economic Affairs Division (EAD). As a result, copy of permission letter issued by EAD is required.
Branch Office or Liaison Office of Foreign Companies	- Copy of permission letter from relevant authority i.e. Board of Investment - List of directors on company letterhead or prescribed format under relevant laws / regulations - Certified copies of all of the following documents: - Form 2 – Registration of Document of Foreign Company - Form 5- Registration of Alterations in the documents or details of a foreign company - Letter from Principal Officer of the entity authorizing the person(s) to open and operate the account. - Certificate of Incorporation (as applicable)
Foreign Companies having no Liaison or Branch Office in Pakistan	Following documents / requests should be duly attested / endorsed by Foreign Office / Pakistan Embassy – Ministry of Foreign Affairs, Government of Pakistan. Signature could be admitted based on Pakistan's Embassy endorsement. In case of absence of Pakistan Embassy, the same could be verified through the following: - In case of entity, verification of the documents can be performed from company registration authority's website / portal (if available) - In case of entity, services of a third party 'Company registration' verification agency can be obtained for verification of documentation from registrar of companies / issuing authority - For document verification purpose, these can also be notarized and supported by the company secretary or equivalent confirmation in writing through a letter that the said documents are genuine / true copies of the originals which are presently applicable - A letter from Principal Office of the entity authorizing the person(s) to open and operate the account - List of Directors on company letter head or prescribed format under relevant law / regulation - For Foreign Organizations registered outside Pakistan, - Valid copy of Registration / incorporation or any other equivalent document - Valid Constitution or any other equivalent document etc. of respective country Note: Notarized copy of translated document(s) if written in other than English.
Joint Ventures	- Account opening request for opening of joint venture account on company's letterhead - Attested copy of 'Joint Venture Agreement' duly signed by all individuals involved in the agreement

For All Accountholders	Documents to be obtained
	3. All relevant documents according to the Customer Category of the / Entities involved in the agreement

Notes:

1. The requirement of obtaining NTN depends upon availability / issuance of NTN by tax authorities. The requirement of NTN should not be the reason for refusal of financial services to the customers, especially, where account is a prerequisite for obtaining NTN as per FBR's criteria.
2. Physical verification is mandatory to be conducted for all Businesses accounts, including photographs of business. Furthermore, verification through CBC will also be made.
3. Rubber stamp along with company secretary signature to be affixed on all documents apart from the Account Opening Form and Specimen Signature Card.
4. In case of executors' / administrators' accounts, copy of applicable valid identity document, certified copy of Letter of Administration or Probate (Documents may vary case to case basis).
5. In case of agent's accounts, copy of applicable valid identity document, certified copy of 'Power of Attorney' or 'Agency Agreement' is required (Documents may vary case to case basis)
6. In case of DNFBPs, registration will be required as per applicable laws and regulations.
7. In case of documents which are made available by the relevant authority, e.g. Securities & Exchange Commission of Pakistan (SECP), directly to bank through their portals, banks are not required to obtain the same documents from the customers again.
8. In case of entity accounts that falls under high risk or require Enhanced Due Diligence (EDD), identification and verification of individual (natural person) shareholders or beneficial owners holding 10% or more either directly or through intermediary legal entities will be required.
9. Self-Certification Form for entities CRS-E / FATCA for Non-Financial Entities (NFE), where applicable should be obtained for Non-US operating company.
10. In cases where a customer declares foreign tax residency, the Tax Identification Number (TIN) or an equivalent foreign identification number shall be obtained.
11. In case of US-based or operated, FATCA to be followed. FATCA forms required for entities are listed below:
 - **Form W-8BEN E**, Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities).
 - **Form W-9**, Request for Taxpayer Identification Number (TIN) and certification. Any other identification number such as foreign passport or citizen ship number of declared tax jurisdiction in case of non-availability of TIN.
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