

Client Name	
Client ID/Account No.	
Client's CDC Sub Account No.	

Customer Due Diligence Checklist – AHM Securities

	Risk Classification	KYC requirements
G.1	Low Risk	Reduced KYC requirements shall be applicable.
G.2	Medium risk	Greater care required and documents should be obtained before opening of account.
G.3	High risk	Enhanced KYC Requirements shall be applicable.
G.4	High risk	Account cannot be opened as KYC requirements have not been fulfilled.
1.	Minimum Information / Documents to be provided by Investor	
a.	Individuals/Sole Proprietorships	CNIC of Principal and Joint Holders/ Passport for Foreign Nationals /NICOP for non-resident Pakistanis
		Proof of Employment/Business
		NTN Certificate, where available
b.	Partnerships	CNICs/NICOP of all partners, as Applicable
		Partnership Deed
		Latest financial statements
		Certificate of Registration (in case of registered partnership firm)
		NTN Certificate
c.	Institutions/Corporate	CNIC / NICOP of Authorized Signatories and Directors
		List of Directors and Officers
		NTN Certificate
		Documentary evidence of Tax Exemption (if applicable)
		Certificate of Incorporation
		Certificate of Commencement of Business
		Certified Copy of Board Resolution
		Memorandum & Articles of Association/ Bye Laws/ Trust Deed
		Audited Accounts of the Company
d.	Trusts	CNICs of all trustees
		Certified copy of the Trust Deed
		Latest financials of the trust
		Documentary Evidence of Tax Exemption (if applicable)
		Trustee/Governing Body Resolution
e.	Clubs Societies and Associations	Certified copy of certificate of Registration
		List of members
		CNIC/NICOP of members of Governing Board
		Certified copy of bylaws/rules and regulations
		Board/Governing Body Resolution
f.	Executors/Administrators	CNICs of all Executors/Administrators
		Certified copy of Letter of Administration
2.	Is the investor provided all the documents mentioned above in 1. as per his/her category	
	☐ Yes Low Risk (G1) ☐ No High Risk (G4)	
3.	CNIC of Principal and Joint Holders / Passport for foreign Nationals / NICOP for Non Resident Pakistanis	
	☐ Yes Low Risk ☐ No High Risk (G4)	

4.	Proof of Employment / Business	☐ Yes	Low Risk (G1)
		☐ No	High Risk (G4)
5.	NTN certificate, where applicable	☐ Yes	Low Risk (G1)
		☐ No	High Risk (G4)
6.	Is the person a Non Resident?	☐ Yes	High Risk (G3)
		☐ No	Low Risk (G1)
7.	Is the person a high net worth individual with no identifiable source of income or his/her profile source of income doesn't match with size and quantum of investments	☐ Yes	High Risk (G3)
		☐ No	Low Risk (G1)
8.	Is the person involved in dealing in high value items (based on declared occupation)	☐ Yes	High Risk (G3)
		☐ No	Low Risk (G1)
9.	Is the person a foreign National	☐ Yes	High Risk (G3)
		☐ No	Low Risk (G1)
10.	Does the person appear to have links or money transfer to / from offshore tax heavens or belongs to country (s) where KYC / CDD and anti money laundering regulations are lax (in terms of not sufficiency applying FATF recommendations)	☐ Yes	High Risk (G3)
		☐ No	Low Risk (G1)
11.	Is there any reason to believe that the person has been refused account opening by another financial institution / Brokerage House	☐ Yes	High Risk (G3)
		☐ No	Low Risk (G1)
12.	Is the person opening the brokerage account on a non Face to face basis / Online	☐ Yes	High Risk (G3)
		☐ No	Low Risk (G1)
13.	Is the investor also the ultimate beneficiary of the funds to be invested	☐ No	High Risk (G3)
		☐ Yes	Low Risk (G1)
14.	In case of Government Accounts, the account is not in the personal name of the government official.	☐ Yes	Low Risk (G1)
		☐ No	High Risk (G3)
15.	In case the Investor is a private company, Is the latest shareholders' list available?	☐ No	High Risk (G3)
		☐ Yes	Low Risk (G1)
16.	Is the person a holder a holder of a senior level public (Government) office i.e. Politically exposed person (PEP) of a family member of PEP	☐ Yes	
		☐ No	Low Risk (G1)
17.	Is the person a holder of high Profile position (e.g. Senior politician)	☐ Yes	
		☐ No	Low Risk (G1)
18.	If the response to any question (16-17) above was Yes then, Is the brokerage account relationship with this high risk category person including politically 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	High Risk (G3)
		☐ No	High Risk (G4)
19.	Overall Risk Classification	☐ Low Risk (G1) ☐ Medium Risk (G2) ☐ High Risk (G3) ☐ High Risk (G4)	
20.	Accounts opening Application status	☐ Approved on the basis of G1, G2, G3 ☐ Rejected on the basis of G4	
21.	If rejected then reason of rejection		
22.	Completed by:	<i>Name of Sales person / Agent</i>	<i>Signature</i> <i>Date</i>
23.	Checked by:	<i>Name of compliance person</i>	<i>Signature</i> <i>Date</i>