

MANDATORY KYC DOCUMENTATION FOR BOOKING OF MUTUAL FUNDS FOR NON-INDIVIDUAL INVESTORS		
S.No	Particulars	Supporting KYC Documents
1.	Clubs, Societies and Associations	<ul style="list-style-type: none"> • Certified copies of Trust Deed/ Certificate of Registration; or By-laws/ Rules & Regulations; • Resolution of the Governing Body/ Board of Trustees/ Executive Committee if it is ultimate governing body, for opening of account and authorizing the person(s) to operate the account. • Photocopy of identity document as per Sr. No 1 above of the authorized person(s) and of the members of governing body/board of trustees/executive committee if it is ultimate governing body and copy of the identity card of the authorized person(s). • Financial Statement and bank statement of last 3 months • Registered address/ Business address where applicable.
2.	Trust Accounts	<ul style="list-style-type: none"> • Certified copies of Trust Deed/Certificate of Registration; or By-laws/ Rules & Regulations; • Copies of NIC of all the trustees and signatories; • Resolution of the Governing Body/Board of Trustees/ Executive Committee if it is ultimate governing body for opening of account and authorizing the person(s) to operate the account; and • Photocopy of identity document as per Sr. No 1 above of the authorized person(s) and of the members of governing body/board of trustees/executive committee if it is ultimate governing body. • Financial Statements and bank statement of last 3 months • Registered address/ business address where applicable.
3.	NPO/NGOs and Charities	<ul style="list-style-type: none"> • Certified copies of By-Laws / Rules & Regulations / Trust Deeds / Registration • Resolution of the Governing Body/ Executive Committee/board of trustees if it is ultimate governing body for opening of account and authorizing the person(s) to operate the account and copy of the identity card of the authorized person(s) to operate the account; and • Financial statements and bank statement of last 3 months • Photocopy of identity documents as per Sr.1 above of the authorized persons and of the members of governing body/board of trustees / executive committee if it ultimate governing body. • Any other documents as deemed necessary including its annual accounts/ financial statements or disclosures in any form which may help to ascertain.

4.	Limited Companies	<ul style="list-style-type: none"> • Certified copies of: <ul style="list-style-type: none"> (a) Extract of Resolution of Board of Directors for opening of account specifying the person(s) authorized to operate the company account duly signed by the company secretary; (b) Resolution of Board of Directors for opening of account specifying the person(s) authorized to open and operate the account; (c) Memorandum and Articles of Association; (d) Certificate of Incorporation; (e) Certificate of Commencement of Business, wherever applicable; (f) List of Directors on 'Form-A/Form-B' issued under Companies Act, 2017, as applicable; and (g) Form-29, wherever applicable. (h) Photocopies of identity documents as per Sr. No. 1 above of all the directors and persons authorized to open and operate the account;
5.	Branch Office or Liaison Office of Foreign Companies	<ul style="list-style-type: none"> (i) A copy of permission letter from relevant authority i-e Board of Investment. (ii) Photocopies of valid passports of all the signatories of account. (iii) List of directors on company letter head or prescribed format under relevant laws/regulations. (iv) A Letter from Principal Office of the entity authorizing the person(s) to open and operate the account. (v) Branch/Liaison office address.
6.	Agents	<p>The detail of its activities, sources and usage of funds in order to assess the risk profile of the prospective customer.</p> <ul style="list-style-type: none"> v) Registered address/ Business address. (i) Certified copy of 'Power of Attorney' or 'Agency Agreement'. (ii) Photocopy of identity document as per Sr. No. 1 above of the agent and principal. (iii) The relevant documents/papers from Sr. No. 2 to 7, if agent or the principal is not a natural person. (iv) Registered/ Business address.
7.	Executors and Administrators	<ul style="list-style-type: none"> (i) Photocopy of identity document as per Sr. No. 1 above of the Executor/Administrator. (ii) A certified copy of Letter of Administration or Probate. (iii) Registered address/ Business address
8.	Partnership	<ul style="list-style-type: none"> (i) Photocopies of identity documents as per Sr. No. 1 above of all the partners and authorized signatories. (ii) Attested copy of 'Partnership Deed'. (iii) Attested copy of Registration Certificate with Registrar of Firms. In case the partnership is unregistered, this fact shall be clearly mentioned on the Account Opening Form. (iv) Authority letter from all partners, in original, authorizing the person(s) to operate firm's account. (v) Registered/ Business address.

Note:

- Copies of CNIC wherever obtained are required to be invariably verified before opening of the accounts by utilizing online facility of NADRA.
- Initial screening of all directors/ trustees/ partners against UN Sanction List, Anti-Terrorist Act and any other proscribed list shall be carried out at the time account opening.