

## Requirements for Account Opening through MCB Bank Branches

### Individual Accounts

Occupation/Nature	Documents
General	<ul style="list-style-type: none"> <li>• Duly filled individual AOF w.r.t signatories CNIC and other information.</li> <li>• Attach, updated Identity document which could be;               <ol style="list-style-type: none"> <li>I. Computerized National Identity Card (CNIC)/Smart National Identity Card (SNIC) issued by NADRA.</li> <li>II. National Identity Card for Overseas Pakistani (NICOP/SNICOP) issued by NADRA.</li> <li>III. Form-B/Juvenile card issued by NADRA to children under the age of 18 years.</li> <li>IV. Court appointed Guardian, Court order must be obtained</li> <li>V. Pakistan Origin Card (POC) issued by NADRA.</li> <li>VI. Alien Registration Card (ARC) issued by National Aliens Registration Authority (NARA), Ministry of Interior (local currency account only).</li> <li>VII. Valid Proof of Registration (POR) Card issued by NADRA</li> <li>VIII. Passport; having valid visa on it or any other proof of legal stay along with passport (foreign national individuals only).</li> </ol> </li> <li>• CRS individual form for Non Resident/Foreign Nationals considering the laws of relevant country In case of US National/any association with United States, W-9/W-8BEN should be obtained</li> <li>• Terms and condition form required according to nature of account</li> <li>• Documentary proof required for mailing address verification, if differed from CNIC or Undertaking from customer with Two witnesses.</li> <li>• Signature differ indemnity in case of signature difference from CNIC.</li> <li>• In case of expired CNIC; Customer NADRA token, copy of expired CNIC along with undertaking for submission of renewed CNIC copy within 3 months.</li> <li>• Valid proof for Source of income.</li> </ul>
Salaried Class	<ul style="list-style-type: none"> <li>• Last month Salary Slip/ Service Card /Certificate from the employer.</li> </ul>
House wife	<ul style="list-style-type: none"> <li>• Housewife declaration.</li> <li>• Sponsor Source of Income /occupation and supporting letter.</li> </ul>
Self Employed	<ul style="list-style-type: none"> <li>• Proof of Business</li> </ul>
Student	<ul style="list-style-type: none"> <li>• Student declaration</li> <li>• Sponsor Source of Income /occupation and supporting letter</li> </ul>
Agriculturist	<ul style="list-style-type: none"> <li>• Passbook of Land holding records, Dehe Form or Fard-e-maliqiat.</li> <li>• An Undertaking from customer mentioning the purpose of account opening</li> </ul>
Pensioner Account	<ul style="list-style-type: none"> <li>• 'Life Certificate' in case of self-pensioner.</li> <li>• 'Non-Marriage Certificate' in case of unmarried daughter/ sister/ widower/ widow.</li> <li>• Option form.</li> <li>• Indemnity bond on Non-Judicial Stamp Paper of PKR 20.</li> <li>• Proof of pension (Pension book/ letter from employer).</li> </ul>
Photo Account	<ul style="list-style-type: none"> <li>• Passport size Photograph should be affixed on the AOF on specified place and admitted by BM/BOM. (Cross photo attestation with branch stamp &amp; sign)</li> <li>• Valid proof for Source of income.</li> </ul>
Unemployed Individuals	<ul style="list-style-type: none"> <li>• Sponsor Source of Income /occupation and supporting letter</li> </ul>
Parida Nasheen	<p>In case the CNIC does not contain a photograph,</p> <ul style="list-style-type: none"> <li>• A duly attested copy of either driving license, service card, Nikkah Nama, birth certificate, Educational degree/certificate, pension book, insurance certificate.</li> <li>• A copy of CNIC without photograph duly attested by the same person who attested the photograph.</li> </ul>
Non Resident/Foreign National	<ul style="list-style-type: none"> <li>• Copy of 1st 4 pages of valid Passport.</li> <li>• Copy of the page of the passport where last-entry into Pakistan was stamped.</li> <li>• Copy of Valid Visa of Pakistan for foreigners.</li> <li>• Copy of Valid Visa of the relevant country for Non-Resident Pakistanis.</li> <li>• Copy of "Work Permit" or "Employer Certificate" or "Employer Card".</li> <li>• Form Q.A.22 (For opening a Resident account of Foreign National)</li> <li>• Written request to open an account which clearly states that he/she is a foreign national and purposes of account opening.</li> </ul>

Occupation/Nature	Documents
Foreign Currency Accounts	<ul style="list-style-type: none"> <li>• Purpose /undertaking of account opening from customer.</li> <li>• Source of Income required as per occupation.</li> </ul>
Afghan Refugees	<ul style="list-style-type: none"> <li>• Purpose of account opening from customer.</li> <li>• Source of Income required as per occupation.</li> <li>• Original seen endorsed Proof of Registration (POR) copy.</li> <li>• Valid Biometric copy required.</li> </ul>
Special Convertible Rupee Account (SCRA)	<ul style="list-style-type: none"> <li>• Copy of First 4 pages of passport.</li> <li>• Copy of valid visa of Pakistan for foreigners only.</li> <li>• Copy of valid visa of relevant country for Non-Resident Pakistanis.</li> <li>• Source of income such as work permit/employer certificate or card.</li> <li>• If customer donot visit branch personally (non face to face) All above 4 should be notarized and subsequently certified by the Pakistan Embassy/High Commission in that country and finally verified by Foreign office of Pakistan.</li> <li>• Copy of the page of the passport where last-entry into Pakistan was stamped (only for face to face customers).</li> <li>• Account opening request in which Customer clearly declares his or her resident status and purpose of account opening.</li> <li>• In case customer intends to invest in commodities market, Pakistan Mercantile Exchanges' certification or any other document as an evidence of the trading relationship is required.</li> </ul> <p>Note: In above case SBP approval required prior to account opening.</p> <ul style="list-style-type: none"> <li>• In case of non-face to face customer, where transactions will be executed through fax or email; it's mandatory to achieve same from customer. Customer will also sign the indemnity and undertaking with attached along with terms and conditions.</li> <li>• Facsimile and Email indemnity for SCRA account required.</li> <li>• WCR and BH approval required prior to account opening.</li> <li>• Along with CRS/FATCA (Annexure A), W 8 BEN or W9; if required.</li> </ul> <p>Note: These accounts will be opened after obtaining proper review from CCG. For Reference Circular # OPS/BPMD/2017-40</p>

### Individual Accounts

Occupation/Nature	Documents
General Requirements	<ul style="list-style-type: none"> <li>• Duly filled Entity/Business AOF w.r.t signatories CNIC and Constituent documents of entity.</li> <li>• NTN required, in absence NTN undertaking (For Sole proprietor accounts only) or Tax exemption certificate issued by Commissioner of Income Tax</li> <li>• Product terms &amp; conditions form. (Except Foreign Currency accounts)</li> <li>• Documentary proof required for mailing address verification for registered or business address (as necessary).</li> <li>• Signature indemnity in case of signature difference from CNIC.</li> <li>• Registration/License/ membership certificate require from concerned administrative authorities if need to run such business.</li> <li>• Entity Official rubber stamp required on AOF and all documents where signatory(s) endorsed or Undertaking on business letterhead, if not available.</li> <li>• In case of expired CNIC; Customer NADRA token, copy of expired CNIC along with undertaking for submission of renew CNIC copy within 3 months.</li> <li>• Duly filled FATCA Entity Addendum. (Annexure B)</li> <li>• Duly filled W8 BEN E (2017).</li> <li>• Duly filled CRS Entity Form/ (Annexure C).</li> </ul>
Sole Proprietor Account	<ul style="list-style-type: none"> <li>• CRS individual form/sole proprietor (Annexure A).</li> <li>• Account opening request on Business letter head.</li> <li>• Sole proprietor declaration on Business letterhead seperately.</li> <li>• Registration certificate for registered concerns.</li> <li>• Certificate or proof of membership of trade bodies etc. (wherever applicable)</li> </ul>
Partnership Account (Partnership Act 1932)	<ul style="list-style-type: none"> <li>• All partners and authorized signatories CNIC, Verisys/Biometric (signatories).</li> <li>• Notarized 'Partnership Deed' duly signed by all partners of the firm and witnesses.</li> <li>• Attested copy of Registration Certificate with Registrar of Firms, if registered partnership.</li> <li>• Authority letter from all partners, in original, authorizing the person(s) to open and operate firm's account as per provided partnership deed.</li> <li>• All previous deeds required, if any.</li> </ul>
Limited Liability Partnership/LLP (Partnership Act, 2017)	<ul style="list-style-type: none"> <li>• All partners and authorized signatories CNIC</li> <li>• SECP certified ' LLP Agreement' duly signed by all partners of the firm and witnesses.</li> <li>• Certified true copy of Certificate of Incorporation.</li> <li>• Authority letter from all partners, in original, authorizing the person(s) to open and operate firm's account as per provided partnership deed.</li> </ul>

Occupation/Nature	Documents
Joint Stock Account (Private/Public Limited) (Companies Act 1913/ 1984 / 2017)	<ul style="list-style-type: none"> <li>• Board Resolution of Directors for opening of account specifying the person(s) authorized to open and operate the account. Resolution will carry company embossed/ common seal and should be governed w.r.t seal clause of Articles of Association.</li> <li>• Certified true copy of Memorandum &amp; Article of Association.</li> <li>• Certified true copy of Certificate of Incorporation.</li> <li>• SECP registered declaration for commencement of business/ Certified true Copy of Certificate of Commencement. (In case of public limited)</li> <li>• Certified and updated Form 29 where applicable / Annexure-IV.</li> <li>• Certified copy of Form II for newly incorporated company under companies act 2017</li> <li>• Certified and updated Form A/B, where applicable.</li> <li>• 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.</li> <li>• 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.</li> <li>• All Directors and authorized signatories CNIC</li> <li>• Certified copy of name of change of certificate, where applicable.</li> <li>• For the purpose of identifying shareholders, latest Annual/Half Yearly/Quarterly Report of Company, Form 34 or any other evidence as appropriate to the company shall be referred to by Branch /Field Office. (for Public Limited)</li> </ul>
Joint Stock Account (Single Member Company)	<ul style="list-style-type: none"> <li>• Account opening request required on company's letter head.</li> <li>• Certified true copy of Memorandum &amp; Article of Association. (where applicable)</li> <li>• Certified true copy of Certificate of Incorporation.</li> <li>• Certified and updated Form 29 where applicable.</li> <li>• As per Form II, nominee CDD required.</li> <li>• Certified copy of name of change of certificate, where applicable.</li> <li>• Certified copy of change of status certificate , where applicable.</li> </ul>
Trust Account (Act 1882)	<ul style="list-style-type: none"> <li>• Certified copy of Registered 'Instrument of Trust' OR 'Trust Deed' or 'Letter of Administration'.</li> <li>• Resolution duly passed by the Trustees regarding opening and operation of Account in the Bank in the name of Trust. It must be ensured that mandate for operation of account given in the resolution is not in violation of the provision of Trust Deed.</li> <li>• List of Trustees duly certified at least by two Trustees should be obtained.</li> <li>• NGO/NPO declaration required</li> <li>• Undertaking required that if any change occurs in account operating instructions, branch will be informed immediately.</li> <li>• Agreement of funding (if any) National/International or undertaking of denial</li> <li>• List of Major donors (if any) National/International or Undertaking of denial</li> <li>• In case of International Funding in trust, approval must be obtained from EAD (Economic affairs Division) OR undertaking of denial.</li> </ul>
Clubs, Societies & Associations • Simple Society Act 1860 • Corporative Society Act 1925 • Welfare Society Act 1961	<ul style="list-style-type: none"> <li>• Certified copies of Certificate of Registration/Instrument of Trust.</li> <li>• Certified copies of By-laws/Rules &amp; Regulations.</li> <li>• 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. (It must be ensured that the mandate for operations of account given in the resolution is not in violation of the provision of bylaws/memorandum &amp; articles of associations)</li> <li>• Complete CDD of the authorized person(s) and of the members of Governing Body/Board of Trustees /Executive Committee, if it is ultimate governing body.</li> <li>• List of the members of the managing committee duly certified by the relevant registration authority.</li> <li>• NGO/NPO declaration required</li> <li>• Undertaking required that if any change occurs in account operating instructions, branch will be informed immediately.</li> <li>• Agreement of funding (if any) National/International or undertaking of denial</li> <li>• List of Major donors (if any) National/International or Undertaking of denial</li> <li>• In case of Corporative Society registered under Act 1925 &amp; 1961, NOC required from registrar of firm for open account.</li> </ul>

Occupation/Nature	Documents
NGOs/ NPOs/Charities	<ul style="list-style-type: none"> <li>• Certified copies of Registration documents/certificate.</li> <li>• Certified copies of By-laws/Rules &amp; Regulations</li> <li>• A valid copy of license for those entities which are registered under section 42 of Companies Act 2017 where applicable.</li> <li>• 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.</li> <li>• Annual accounts/ financial statements or disclosures discover the detail of its activities, sources and usage of funds in order to assess the risk profile of the prospective customer.</li> <li>• List of the members of the managing committee duly certified by the relevant registration authority.</li> <li>• NGO/NPO declaration required (Annexure 3).</li> <li>• Undertaking required that if any change occurs in account operating instructions, branch will be informed immediately.</li> <li>• Agreement of funding (if any) National/International or undertaking of denial</li> <li>• List of Major donors (if any) National/International or Undertaking of denial</li> <li>• In case of International Funding in trust/NGO/NPO, approval must be obtained from EAD (Economic affairs Division) OR undertaking of denial.</li> </ul>
Government Accountst	<ul style="list-style-type: none"> <li>• A special resolution/authority from the concerned administrative department duly endorsed by the Ministry of Finance or Finance Department of the concerned provincial or Local Government in the favor of signatories.</li> <li>• Rules, regulations or procedures prescribed in the governing laws of such entities relating to opening and maintaining of their bank accounts.</li> <li>• Notification/Placement order of Authorized signatories required.</li> <li>• Gazette enchanted by parliament required, if any.</li> <li>• Undertaking required that if any change occurs in account operating instructions, branch will be informed immediately.</li> </ul>
Agents Accounts	<ul style="list-style-type: none"> <li>• Certified copy of 'Power of Attorney' or 'Agency Agreement' / MOU</li> <li>• Complete constitutional documents of the agent and principal (either natural person or entity).</li> </ul>
Executors and Administration	<ul style="list-style-type: none"> <li>• Certified copy of letter of administration or probate.</li> </ul>
Autonomous Bodiect	<ul style="list-style-type: none"> <li>• In case of autonomous entities and Armed Forces including their allied offices, bank accounts may be opened on the basis of special resolution/authority from the concerned administrative department or highest executive committee/management committee of that entity duly endorsed by their respective unit of finance.</li> <li>• Any rules, regulations or procedures prescribed in the governing laws of such entities relating to opening and maintaining of their bank accounts.</li> <li>• Notification/Placement order of Authorized signatories required.</li> <li>• Gazette enchanted by parliament required, if any.</li> </ul>
Political Party Account	<ul style="list-style-type: none"> <li>• Certified copy of Certificate of Registration/ Notification /affiliation from relevant authority (Election Commission of Pakistan).</li> <li>• Certified copy of By-laws/Rules &amp; Regulations.</li> <li>• 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.</li> <li>• 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.(Ref Revised AML/CFT Regulations pg. No 17, Sr. No 06)</li> <li>• An undertaking signed by all the authorized persons on behalf of the institution mentioning that when any change takes place in the persons authorized to operate on the account, the banker will be informed immediately.</li> <li>• Declaration required from Governing Body on ultimate control, purpose, and source of funds, etc.</li> <li>• WCR is required of authorized signatories and all members of BOD.</li> <li>• 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.</li> <li>• Agreement of funding (if any) National/International or undertaking of denial</li> <li>• List of Major donors (if any) National/International or Undertaking of denial</li> <li>• In case of International Funding , approval must be obtained from EAD (Economic affairs Division) OR undertaking of denial.</li> </ul>

Occupation/Nature	Documents
Joint Venture or Consortium	<ul style="list-style-type: none"> <li>• Joint venture/ consortium agreement.</li> <li>• Purpose and source of funds should be clearly defined for formation of joint venture/ consortium.</li> <li>• Separate resolution required from each joint venture/ consortium partner along with signatures of the person(s), to who mandate has been delegated by the entity.</li> <li>• Account opening request required on letter head along with signatures of the person(s), to whom mandate has been delegated in joint venture/consortium agreement for opening and operation of account.</li> <li>• Complete set of documents from each joint venture/ consortium partner (partner can be individual, sole proprietor, partnership firm, joint stock company etc.).</li> <li>• Valid CNIC copies of all signatories and non signatories with original Seen Stamp.</li> <li>• Biometric of All Signatories.</li> <li>• VERISYS of All non-signatories.</li> <li>• Undertaking required that if any change occurs in account operating instructions, branch will be informed immediately.</li> </ul>
Madarssah Account	<ul style="list-style-type: none"> <li>• Details of Settlers and Protectors of the Madrasa.</li> <li>• All authorized signatories individual KYC forms and Individual Risk Rating sheets required.</li> <li>• All trustees/Board of Directors/trustees Individual KYC forms and Individual Risk Rating sheets required.</li> <li>• Account Opening request required on letterhead</li> <li>• 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 required on letterhead</li> <li>• All authorized signatories CNIC copies required along with Biometric report.</li> <li>• Photocopy of identity document (CNIC Copies) authorized person(s) and of the members of Governing Body/Board of Trustees/Executive Committee.</li> <li>• All CNIC's and all attached company document must be Original seen by the branch along with IBS/AS no.</li> <li>• Declaration required from Governing Body on ultimate control, purpose, and source of funds, etc.</li> <li>• NTN/ Exemption certificate required.</li> <li>• Certified copies of: Certificate of Registration.</li> <li>• Certified copies of: By-laws/Rules &amp; Regulations.</li> <li>• Valid certified copy of affiliation certificate from respective school of thought.</li> <li>• List of the members of the Managing Committee duly certified by the registrar of co-operative societies should be obtained.</li> <li>• An undertaking signed by all the authorized persons on behalf of the institution mentioning that when any change takes place in the persons authorized to operate on the account, the banker will be informed immediately.</li> <li>• 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.</li> </ul>
Imprest Accountt	<ul style="list-style-type: none"> <li>• Title of account must contain Imprest account with company name.</li> <li>• All authorized signatories CNIC , Biometric</li> <li>• All regulatory requirements of company as per its type.</li> <li>• All members/directors CNIC copies, Nadra verisys,</li> </ul>
Branch Office or Liaison Office of Foreign Companies	<ul style="list-style-type: none"> <li>• A copy of permission letter from relevant authority i-e Board of Investment.</li> <li>• Photocopies of valid passports of all the signatories /Directors of account.</li> <li>• Valid visa copies of all the signatories of account.</li> <li>• List of directors on company letter head or prescribed format under relevant laws/regulations.</li> <li>• A Letter /Power of Attorney from Principal Office of the entity authorizing the person(s) to open and operate the account.</li> <li>• QA 22 Form (if account is in PKR).</li> <li>• Certified copy of certificate of Registration required, issued from SECP under companies Act 2017.</li> <li>• Certified copies of latest Form 38 to Form 43 required, issued by SECP under companies act 2017 for identification of shareholders/ Beneficial owners of the Foreign company</li> <li>• 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.</li> <li>• WCR required for all signatories/Directors/Beneficial owner(s)</li> </ul>
Exporter Foreign Account	<ul style="list-style-type: none"> <li>• All authorized signatories CNIC , Biometric .</li> <li>• All regulatory requirements of company as per its type.</li> <li>• Only entities (having genuine Export business license from EPB) are allowed to open EFA accounts.</li> <li>• Chamber of commerce document proof required. If available</li> </ul>



Occupation/Nature	Documents
School Management Committee (SMC)	<ul style="list-style-type: none"> <li>Title must be complete School management Committee GBPS and school name.</li> <li>All authorized signatories CNIC , Biometric.</li> <li>Operating instructions will be treated as jointly.</li> <li>SMC Resolution should be endorsed by ADO (Primary School)/DO (Secondary School).</li> <li>List of SMC members required.</li> <li>Placement/ job proof required for signatories.</li> <li>All SMC members CNIC copies, Nadra verisys.</li> </ul>
Parents Teacher Council (PTC)	<ul style="list-style-type: none"> <li>Title must be complete Parents Teacher Council GBPS and school name.</li> <li>All authorized signatories CNIC, Nadra.</li> <li>Operating instructions will be treated as jointly ( one should be from teacher and other from parents)</li> <li>PTC Resolution should be endorsed by ADO (Primary School)/DO (Secondary School).</li> <li>List of PTC members required.</li> <li>All PTC members CNIC copies, Nadra verisys.</li> <li>tPlacement/ job proof required for signatories.</li> </ul>
Non Salary Budgets Accounts (NSB)	<ul style="list-style-type: none"> <li>Title must be complete Non Salary Budgets Accounts GBPS and school name.</li> <li>All authorized signatories CNIC , Biometric.</li> <li>Operating instructions will be treated as jointly.</li> <li>NSB Resolution should be endorsed by ADO (Primary School)/DO (Secondary School).</li> <li>List of SMC members required.</li> <li>Placement/ job proof required for signatories.</li> </ul>
News Paper/Agency Account	<p>In addition to CDD/KYC of entity and regulatory documentation as per entity type. Following documents should also be obtained;</p> <ul style="list-style-type: none"> <li>Certificate of Registration of newspaper required issued by Press Registrar to the publisher. Refer to Sec 41 of Newspaper Ordinance 2002.</li> <li>Certified/verified copy of declaration "From A/B/C" should be obtained from District Coordination Officer.</li> <li>An undertaking from the account holder /owner of the newspaper that he will submit a periodical statement regarding this newspaper that his allotment has not been cancelled and if any adverse order is passed by the Government of the Punjab and License of allotment is cancelled due to any reason , the Bank will be intimated immediately.</li> </ul>
Financial Institutions Account	<ul style="list-style-type: none"> <li>SBP License in favour of Financial Institution.</li> <li>FID approval is required before opening the account from bank concerned department.</li> </ul>
Exchange Company's Account	<ul style="list-style-type: none"> <li>SBP License in favour of Exchange company.</li> </ul>
Franchisee Exchange Company's Account	<ul style="list-style-type: none"> <li>SBP License in favour of Exchange company.</li> <li>MOU/Affiliation of Franchisee with the Authorized Exchange Company.</li> </ul>
Local/District Zakat & Usher Committee Account	<ul style="list-style-type: none"> <li>Registration Certificate of LZC duly notify from District Zakat Committee.</li> <li>Constitution/Bye Laws of LZC duly attested from Registration Authority.</li> <li>List of Managing Committee duly attested from Registration Authority.</li> <li>Resolution duly passed by LZC on specified format of LZ-01 to open a Current Account with title Local Zakat Fund</li> <li>After the said resolution has been passed, the Chairman of the LZC will write on Form LZ - 02 to the bank manager concerned, requesting to open a current account in terms of the LZC resolution.</li> </ul>
Local Bodies Account	<ul style="list-style-type: none"> <li>Resolution passed by the local authority through its governing body/managing committee in accordance with its constitution/Rules/Bye Laws.</li> <li>Any statutory rules, regulations/ Bye laws prescribed for opening &amp; operations of Local Body accounts.</li> </ul>