

Member: Karachi, Lahore, Islamabad Stock Exchanges and Pakistan Mercantile Exchange (formerly known as National Commodity Exchange Limited)
Office: Arif Habib Centre, 23, M.T. Khan Road, Karachi-74000
Phone: +92 21 32415213, 32460717-19 Fax: +92 21 32429653, 32416072
Broker: Registration No: BRI-67

ACCOUNT OPENING FORM

NOTE 1: EACH AND EVERY COLUMN MUST BE FILLED IN
NOTE 2: EACH PAGE OF THIS FORM WILL BE DULY SIGNED BY THE ACCOUNT HOLDER(S) AND THE BROKER
NOTE 3: COLUMNS WHICH ARE NOT APPLICABLE SHOULD BE MARKED "NA" AND ALSO INITIALED

NATURE OF ACCOUNT

Single: Joint: Client ID / Account No: _____
 Company: Firm: CDC Sub / Investor Account No: _____ / _____

ONLINE TRADING

Yes: No:

ACCOUNT HOLDER	JOINT ACCOUNT HOLDER
Account Title / Name:	Account Title / Name:
Mailing Address:	Mailing Address:
.....
.....
Tel (Res): Tel (Off):	Tel (Res): Tel (Off):
Cell:	Cell:
Email:	Email:
Fax:	Fax:
Permanent / Registered Address:	Permanent / Registered Address:
.....
.....
Account Holder..... Joint Account Holder..... Broker.....	

FOR INDIVIDUALS ONLY

Date Of Birth:	Date Of Birth:
Nationality:	Nationality:
Status: Resident Non-Resident	Status: Resident Non-Resident
Gender: Male..... Female	Gender: Male..... Female
Father / Husband Name:	Father / Husband Name:
CNIC (Passport No , In Case Of Non-Resident)	CNIC (Passport No , In Case Of Non-Resident)
Occupation:	Occupation:

FOR COMPANIES OR FIRMS ONLY

Company Registration:	Status: Resident Non-Resident
Board Resolution Dated Attached As Annexure "A"	

DECLARATION OF SOLVENCY

The Account Holder hereby declares that:

- a) It has not applied to be adjudicated as an insolvent and that it has not suspended payment and that it has not compounded with our creditors;
- b) It is not un-discharged insolvent; and
- c) It has not been declared defaulter in repayment of loan of a bank / financial institutions

AUTHORIZED PERSONS TO OPERATE THE ACCOUNT

The account shall be operated by the following;

	<u>Names</u>	<u>Specimen Signature</u>	<u>Singly / Jointly</u>
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____
d.	_____	_____	_____

The authority of the person(s) authorized to operate the account will be clearly spelled out in the letter of authorization from the Account Holder.

Account Holder..... Joint Account Holder..... Broker.....

MARGIN DEPOSIT

The Account Holder(s) hereby undertakes to deposit and maintain _____% margin against his/her/their outstanding trades/exposure for the purpose of trading in his/her/their account. The broker shall notify the Account Holder(s) about any change in the above margin requirements for the already executed trades at least 3 days prior to the implementation of the revised margin requirements.

CLIENT BANK DETAILS (OPTIONAL)

Name of the Bank: _____ Account Title: _____

Account No. : _____ Account Type: Saving / Current

Branch Address: _____

ACCOUNT(S) WITH OTHER BROKERS(S), IF ANY (OPTIONAL)

Name of the Broker(s)	Member Exchange	Client ID/Account

NOMINATION(S)

(In the event of death of the account holder, the nominee shall be entitled to receive securities / cash available in the account of the account holder after set-off against losses/liabilities in the account.)

Name of Nominee: _____ Family Name: _____

Relationship with the Applicant: _____ CNIC: _____

Date of Birth: _____ (dd/mm/yyyy) Email: _____

Postal Address: _____ Tel: _____

_____ Cell: _____

Account Holder..... Joint Account Holder..... Broker.....

SPECIAL TERMS AND CONDITIONS

The Terms and Conditions set herein below shall be equally binding, on the Broker and the Account Holder(s).

1. All transactions between the parties shall be subject to the Articles, Rules and Regulations of the Exchange, revised policies, Board Directions and new regulations to be framed in pursuance of Section 34 of the Securities and Exchange Ordinance, 1969. Moreover, all applicable provisions of the Securities & Exchange Ordinance, 1969 read with the Securities and Exchange Commission of Pakistan Act, 1997, Brokers and Agents Registration Rules, 2001, Securities and Exchange Rules, 1971, and all directions/directives passed from time to time to regulate the trades between the parties and to regulate Brokers conduct and the Central Depository Companies of Pakistan Act, 1997, rules framed there under and the National Clearing and Settlement System Regulations and any other law for the time being in force. The Broker shall ensure provisions of copies of all the above Laws, Rules and Regulations at his office for access to Account Holder(s) during working hours.
2. In case any dispute in connection with the trade of transaction between the Broker and the Account Holder is not settled amicably, either party may refer the same to arbitration in accordance with the provisions of General Regulations of the Exchange, which shall be binding on both the parties. The Account Holder hereby agrees that he would have no objection if his name and other relevant particulars are placed on Exchange's database accessible by members of the Exchange if he fails or refuses to abide by or carryout any arbitration award passed against him in his dispute with the Broker.
3. The amount deposited as security margin by the Account Holder(s) with the Broker shall only be used for the purposes of dealings in securities, such as trading and/or settlement of deliveries of securities on behalf of the Account Holder(s). The Broker shall not use such amounts for his own use.
4. In the event of non-receipt of payment from the Account Holder on settlement day against securities bought in account of the Account Holder, the Broker may transfer such securities to his Collateral Account under intimation to the Exchange, after complying with the requirements as mentioned in General Regulations of the Exchange.
5. The Broker shall be authorized to act on the verbal instructions of the Account Holder(s). The Broker shall provide a written confirmation and/or email as instructed by the Client below of the executed transactions as required under rule 4 (4) of the Securities and Exchange Rules, 1971, and all such transactions recorded by the Broker in his books shall be conclusive and binding upon the Account Holder(s), which shall not be questioned by him/her/them, subject to clause 8 below.

OR

The Account Holder(s) shall give written instructions for the sale/purchase of Securities to the Broker. The Account Holder(s) shall not give any verbal/oral instructions. The Broker shall provide a written confirmation and/or email as instructed by the Client below of the executed transactions as required under rule 4 (4) of the Securities and Exchange Rules, 1971 and all such transaction recorded by the Broker in his books shall be conclusive and binding upon the Account Holder(s), which shall not be questioned by him/her /them, subject to clause 5 below.
6. In case there are any error(s) in the daily confirmation statement, the Account Holder(s) shall report the same to the Broker within one-business day of the receipt of confirmation. In case the Account Holder(s) do not respond within one business day of the receipt of the said daily confirmation statement, the confirmation statement shall be deemed conclusively accepted by the Account Holder(s).
7. The Broker shall provide the confirmation of the executed transactions to the _____ (Name of Account Holder) at the above stated address by means of acceptable mode of communication or by hand subject to acknowledgement receipt as noted in clause 16.
8. In the event that the Account Holder(s) fail(s) to deposit additional cash or securities as margin within one business day of the margin call (in writing), the broker shall have absolute discretion to and, without further notice to Account Holder(s), liquidate the Account Holder(s) outstanding positions, including the Securities purchased and carried in such account, so that the margin is maintained at the required level.
9. The Broker shall be responsible to ensure delivery of CDC eligible securities in the CDC account of the Account Holder(s) subject to full payment by the Account Holder(s). In case of companies which are not on the CDS, the Broker shall ensure delivery of physical shares along with verified transfer deeds against payments, to the account Holder(s). Further, the Broker shall be responsible for the payment of any credit cash balance available in the account of the Account Holder preferable in form of A/c Payee cross cheque only within 1 business day of the request of the Account Holder(s) (subject to the maintenance of the margin requirements).
10. The Broker shall encourage the Account Holder(s) to make payments to the Broker by "A/c Payee Only" cross cheque (in case of amounts in excess of Rs. 50,000/-) and "A/c Payee only" cheque or cash (for amounts below Rs. 50,000). The Broker shall be responsible to provide the receipt to the Account Holder(s) in the name of the Account Holder(s) duly signed by authorized agents/employee of the Broker and the Account Holder(s) shall be responsible to obtain the receipt thereof. In case of cash dealings, proper receipt will be taken and given to the Account Holder(s), specifically mentioning if payment is for margin or the purchase of securities. The broker shall immediately deposit in its bank account all cash received in whole i.e. no payments shall be made from the cash received from clients.
11. The members shall make all the payments of Rs. 25,000/- and above, through crossed cheques/bank drafts/pay orders or any other crossed banking instruments showing payments of amount from their business bank account. Copies of these payment instruments including cheques, pay orders, demand drafts and online instructions shall be kept in record for a minimum period of five years.
12. The credit amount of the Account Holder(s) shall be kept by the broker in a separate bank account titled "Account Holder/Client Account" and shall not be used by the broker for his own business.
13. The Account Holder(s) shall have a right to obtain a copy of his/her or their ledger statement under official seal and signature of the Broker or his authorized representative on a periodic basis. In case of any discrepancy in the ledger statement, the Account Holder(s) shall inform the Broker within 1 day of receipt of the ledger statement to remove such discrepancy.

TRADE CONFIRMATION: EMAIL MAIL BOTH

Account Holder..... Joint Account Holder..... Broker.....

14. The Account Holder(s) shall operate the account and execute transaction himself/herself/themselves unless the Account Holder(s) authorize Mr. /Ms. _____ CNIC _____ to transact in the account. All transaction executed by the authorized person shall be binding upon the Account Holder(s).
15. **For Joint Account Holder(s) only:**
We, the Account Holder(s) shall operate the account jointly or severally and the instructions issued either jointly or severally shall be binding on us as well as upon the broker in respect of the joint titled account.

OR

Our titled account shall be operated only by _____ who shall be deemed as the authorized person for operating the joint account or issuing any instructions relating thereto.
16. The Broker shall be responsible to append a list to his authorized agents/traders and designated employees, who can deal with the Account Holder(s), with this account opening form and a copy of both the opening form and the list will be provided to the Account Holder(s). Any change therein shall be intimated in writing to the Account Holder(s) with immediate effect.
17. The Broker shall debit the Account of the Account Holder(s) for commission charges or any other charges in connection with the brokerage serviced rendered, which shall be clearly detailed in the ledger statement/daily confirmations.
18. The Broker shall not disclose the information of the transaction of the Account Holder(s) to any third party and shall maintain the confidentiality of this information. However, in case the Exchange or the Commission, as the case may be, requires any such information; the Broker shall be obliged to disclose the same for which the Account Holder(s) shall not raise any objection whatsoever.
19. In case a Broker converts his individual membership rights to corporate membership and vice versa the agreement and condition laid down herein above shall remain effective unless otherwise agreed by the parties.
20. Acceptable mode of communication between the Account Holder(s) and the Broker shall be through letter (courier / registered post / fax / e-mail) or by hand subject to receipt / acknowledgement. The onus of proving that the e-mail has been received by the recipient shall be on the sender sending the e-mail. Confirmation of orders to clients made through fax or e-mail will have a time record.
21. All orders received telephonically and placed on KATS shall be supported by recording on dedicated telephonic line, preferably connected with a computerized taping system so as the orders could possibly be sorted on UIN basis and made user friendly
22. In case of change of address or contact numbers of either party, the concerned party shall immediately notify the other party of the changes in writing.
23. **Special Terms and Conditions for Online Trading:**
In case the Account Holder(s) is/are allowed the Online Trading Facility, the following additional Terms and Conditions will become applicable:
 - (a) AHL shall be authorized to act on the instructions of the Account Holder(s) received through the trading Terminal. The Broker shall provide confirmation of the executed transactions as specified in clause 6.
 - (b) All other Terms and Conditions including Special Terms and Conditions and CDC Terms and Conditions of this Account Opening Form shall be equally applicable to Online Trading Account(s).
 - (c) A Password or PIN (Personal Identification Number) will be issued to the Account Holder(s) by AHL as the Account Holder personal identification Number or Code to enable the Account holder(s) to have an access to and use this Account for Online Trading. The Password/PIN may be communicated through E-mail or through any courier to the Account Holder(s) at his/her/their/its own risk. The Account Holder(s) shall not disclose the Password/PIN to any person and shall take every reasonable precaution to prevent discovery of the Password/PIN by any other person.
 - (d) AHL may electronically transfer delivery of confirmation, statements and other notices in connection with Electronic/Online Trading. It shall be the responsibility of the Account Holder(s) to review, upon receipt of emails, confirmation statements, notices margin and maintenance calls whether delivered by mail, email or electronic terminals at its own discretion. The Account Holder(s) will immediately notify AHL of any loss, theft or unauthorized use of his/her/their/its account number and Password/PIN. The Account Holder(s) shall immediately notify any change in his/her/their/its email or other address as mentioned in the Application form.
 - (e) All risks connected and involved with Electronic/Online Trading will be assumed fully by the Account Holder(s). Neither the Broker (AHL) nor any directors or Officers would be responsible or liable in any manner for any losses or damages that may be suffered by the Account Holder(s), including those due to the misuse of the Account Holder(s)' Password/PIN, hacking of line, outages and slowdowns in the internet connection, breakdown of broker system and other third-party service breakdown and system errors whether software-related or hardware-related and piracy of the Account Holder(s) information and affairs by unscrupulous persons.
 - (f) AHL may at any time and from time to time require Additional Margin in the Account (in cash or Securities) before executing any Orders or undertaking any transaction through online Trading Facility on account of the Account Holder(s). The amount and timing may vary depending on factors solely at AHL's discretion. AHL shall have the right to liquidate the Account Holder(s)' trading position(s) if the Account Margin is insufficient at anytime.
 - (g) AHL may at its discretion elect with or without notice to square off the Account Holder(s) Account and make all obligations in the Account immediately due and payable by the Account Holder(s) without assigning any reason.
 - (h) In case of any other instructions including (i) change of postal address, (ii) email address and/or (iii) PIN Code, written request along with signature of Account Holder and joint Account Holder (if any) are mandatory.

Account Holder..... Joint Account Holder..... Broker.....

24. I/we, the Account Holder(s) acknowledge receipt of this account opening form (signed here by me/us in duplicate) along with copies of all the annexure and I/we, the Account Holder(s) also undertake that I/we have understood all the above terms and conditions of this agreement, which are acceptable to me/us.
25. I/we, the Account Holder(s) understand that the shares trading business carries risk and subject to the due diligence on part of the broker, I/we may incur losses for which I/we, the Account Holder(s) shall not hold the Broker responsible.
26. I/We, the Account Holder(s) further confirm that all information given in this application is true and complete and thereby authorize the Broker to verify any information mentioned above
27. **ADDITIONAL TERMS AND CONDITION:**
The Account Holder(s) unconditionally and irrevocably authorize the Broker for handling of and pledge over Book Entry Securities entered in its Sub/Group Account. This includes the authorization to move shares/securities from Sub/Group Account from time to time for settlement purposes with the right to dispose them off any time without any notice and to apply the net proceeds thereof towards the adjustment of outstanding that may be due directly and indirectly including against all losses and shall continue to be liable of any short-falls. This also constitutes irrevocable authorization to the Broker for the purpose of section 12 and 24 of the Central Depositories Act, 1997.

I/WE AGREE AND UNDERSTOOD THE ABOVE TERMS AND CONDITIONS.

Signature of Account Holder

Signature of Broker

Signature of Joint Account Holder

WITNESSES

1. _____

CNIC No. : _____

2. _____

CNIC No. : _____

Additional information required by CDC for Opening of Sub Account:**DIVIDEND MANDATE**Yes No

If yes, please give details

Account Title: _____ Branch: _____

Account No. : _____ Address: _____

Name of Bank: _____

ZAKAT STATUS

If, according to the fiqh of the applicant, Zakat deduction is not applicable, then relevant Declaration on prescribed format shall be submitted

 Muslim Zakat Payable Muslim Zakat non-Payable Non-Muslim Not Applicable

Account Holder..... Joint Account Holder..... Broker.....

FOR OFFICE USE ONLY**ACCOUNT REFFERAL DETAILS:**

Account Referred By: _____ Date: _____

Designation: _____ Signature: _____

ACCOUNT OPNEING AND FORM RECEIVING DATE

Received by Settlement Department : _____ Received by Compliance Department : _____

Account Opened By: _____ Form Checked By: _____

Date: _____ Date: _____

PARTIULARS OF ACCOUNT OPENING FORM:Application Status: Approved Rejected**COMMENTS:**

--

BOARD RESOLUTION

"RESOLVED that an application be made on behalf of.....
(Name of entity) to..... (Broker) for opening an Account and
for the afore-said purpose the Account Opening form including Terms and Conditions as set out herein be executed
on behalf of..... (Name of entity).

FURTHER RESOLVED that Mr. /Ms. and Mr. /Ms.....
be and are hereby authorized and empowered, either singly / jointly for and on behalf
of..... (name of entity) to sign and execute and deliver this Account
Opening Form and Terms & Conditions and other documents in connection therewith, and to do any other act, deed
or thing for and on behalf of (Name of entity) in respect of company's
application for opening an Account.

FURTHER RESOLVED that Mr./Ms. and Mr./Ms.
..... be and are hereby authorized empowered, either singly / jointly to represent
to the Broker on all matters pertaining to the maintenance and operation of the Account, to deal, lease and
correspond with Broker and give instruction to fulfill all the responsibilities and obligations to Broker under the Law,
Rules and Regulations and the Terms and Conditions in relation to the Account from time to time, and to deal with
other incidental and ancillary acts, things and deeds".

SIGNATURES OF THE DIRECTORS

1.

2.

3.

4.

Date of Resolution:

LETTER OF AUTHORIZATION

To:
 Arif Habib Limited,
 Arif Habib Centre, Second floor, M.T. Khan Road,
 Karachi.

Re: Authorization for Trading in Securities and Operation of Account with Arif Habib Limited

With reference to my/our Equities Trading Account no _____ and CDC Sub-Account no. _____ opened with you and pursuant to clause 14 of the Special terms and conditions contained in your Account Opening Form, I/we hereby jointly/severally authorize

1. Mr. /Ms/Mrs. _____ s/o, d/o, w/o of Mr. _____ holding CNIC _____ AND;

2. Mr. /Ms/Mrs. _____ s/o, d/o, w/o of Mr. _____ holding CNIC _____ to transact in my/our above account with AHL.

I/We shall accept all instructions that may be effectuated by the said authorized person(s) jointly/severally without raising any disputes or issues and shall be fully responsible and liable for all actions, acts, things and deeds done or effectuated by the said authorized person(s).

I/We undertake that in event of termination/withdrawal of this authority, the AHL shall be notified immediately and promptly in writing. However all the transaction executed before the delivery of said notice to the broker shall be binding on Account Holder(s) in all respects.

SPECIMEN SIGNATURES OF THE AUTHORIZED PERSON(S) TO OPERATE THE ACCOUNT:

	<u>Names</u>	<u>Specimen Signature</u>	<u>CNIC</u>
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____

SIGNATURES OF THE ACCOUNT HOLDER(S):

	<u>Names</u>	<u>Specimen Signature</u>	<u>CNIC</u>
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____

SIGNATURES OF WITNESSES:

	<u>Names</u>	<u>Specimen Signature</u>	<u>CNIC</u>
a.	_____	_____	_____
b.	_____	_____	_____

ENCLOSURES - FOR INDIVIDUALS

1. Attested copies of National Identity Card of the applicant
2. Attested copies of the National Identify Card of the Joint Holder and or Nominee(s) (if applicable)
3. Attested copies of Passports of the applicant, Joint Holder and or Nominee(s) (in case of non-residents)
4. Copy of the letter of authorization from the Account Holder(s) of the person authorized to trade in my/our accounts (if other than the account holder)
5. A list of Transaction fee, Commission to be charged by the Broker and other CDC charges to be levied.

Note: Where the applicant is a non-resident or foreigner, duly consularized copy of Power of Attorney by the Consulate General of Pakistan having jurisdiction over the Applicant(s) should be submitted.

ENCLOSURES - FOR CORPORATED ENTITIES

1. Board Resolution on the letter head of the Company (specimen provided as per Annexure "A");
2. Certified true copies of constituent documents of applicant (Memorandum & Articles of Association, Act/Charter/Statute/By laws/Rules & Regulations etc.);
3. Trust Deed in case of Mutual Funds;
4. List of authorized signatories with NIC photo copies or Passport photo copies in case of foreigner;
5. List of nominated persons allowed to place orders;
6. List of Directors with NIC photo copies.

Note: All documents to be signed and stamped by Company secretary; Where the applicant is a non-resident or foreigner, duly consularized copy of Power of Attorney by the Consulate General of Pakistan having jurisdiction over the Applicant(s) should be submitted.

KNOW YOUR CUSTOMER (KYC) FORM
PERSONAL INFORMATION
For Account Holder
For Joint Account Holder

Mother's Maiden Name: _____

Mother's Maiden Name: _____

Address: _____

Address: _____

 CNIC No: _____
Passport No In Case Of Non-Resident

 CNIC No: _____
Passport No In Case Of Non-Resident

Bank: _____

Bank: _____

Account No: _____

Account No: _____

Tel (Res): _____ Tel (Off): _____

Tel (Res): _____ Tel (Off): _____

Cell: _____

Cell: _____

Marital Status:

 Married Single

Marital Status:

 Married Single

Qualification: _____

Qualification: _____

Source of Funds:

 Savings Inheritance/Gift

Source of Funds:

 Savings Inheritance/Gift

 Borrowed Other Income _____
Please Specify
 Borrowed Other Income _____
Please Specify
OCCUPATIONAL DETAILS
For Account Holder
For Joint Account Holder

Name Of Company: _____

Name Of Company: _____

Designation: _____

Designation: _____

 Salaried Businessman Self Employed

 Salaried Businessman Self Employed

Nature of Business: _____

Nature of Business: _____

Monthly Income (Rs): _____

Monthly Income (Rs): _____