



# FCIL First Capital Investments Limited

## Know Your Customer (KYC) /Customer Due Diligence (CDD) Form

Date (DD-MM-YYYY): \_\_\_\_\_

This form is meant and adopted to obtain information/set of documents to establish the identity of the client, as required by applicable laws.

INFORMATION ABOUT THE PRINCIPLE ACCOUNT HOLDER (FILL IN BLOCK LETTERS)	
Applicant's status	<input type="checkbox"/> Individual <input type="checkbox"/> Company <input type="checkbox"/> Pension Fund <input type="checkbox"/> Provident Fund <input type="checkbox"/> Insurance Company <input type="checkbox"/> Commercial Bank <input type="checkbox"/> Modaraba <input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> NBFC

Name of Applicant: \_\_\_\_\_

Registered Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Registration No.: \_\_\_\_\_ National Tax No.: \_\_\_\_\_ CNIC / Passport No.: \_\_\_\_\_

City: \_\_\_\_\_ Country: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Details of Contact Person:**

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**To be filled by individuals only**

Father's / Husband's Name: \_\_\_\_\_ Mother's Name: \_\_\_\_\_

Nationality: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender:  Male  Female Marital Status: \_\_\_\_\_

Name of Guardian (for minor application): \_\_\_\_\_ Relationship with Minor: \_\_\_\_\_

No. Of Dependents : \_\_\_\_\_ Highest Education : \_\_\_\_\_

Nationality  Pakistani  others (please specify) \_\_\_\_\_

Source of Income  Salary  Home Remittance  Inheritance  Stocks/Investments  
 Self owned/Family Business (pleasespecify) \_\_\_\_\_  Others (please specify) \_\_\_\_\_

Occupation  Service  Self Employment  House Wife  Others (please specify) \_\_\_\_\_

Client's Risk Profile  High  Moderate  Low

Monthly Income  under Rs.100,000  Under Rs.500,000  Under Rs.1,000,000  Over Rs.1,000,000

Expected Investment  under Rs.100,000  Under Rs.500,000  Under Rs.1,000,000  Over Rs.1,000,000

a) Has any Financial Institution ever refused to open your account (For both Individual & Institutional Clients)?

Yes  No

b) Do you hold a position in any political party/public office or hold a high profile position?

Yes  No

c) Do you agree to submit source of wealth/funds to FCIL on regular basis (only applicable to clients specified in b) above)?

Yes  No

d) Do you have any business relationship or transactions in/from offshore Tax Haven countries (for both Individual & Institutional Clients)?

Yes  No

e) Do you deal in high value items i.e. Gold, Silver, and Diamonds etc.?

Yes  No



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- f) Are you opening an account with FCIL on behalf of any other person (third party account with FCIL cannot be opened)?  
 Yes    No
- g) Do you belong to countries where Anti Money Laundering regulations are ignored?  
 Yes    No

**DECLARATION AND MANDATORY DOCUMENTS**

I/We ratify that the information provided in the form is correct and true. I/We have read and understood the guidelines stated and provided unaltered copies of documents required for opening of my account with FCIL.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

FOR OFFICE USE ONLY					
Distributor/Facilitator Name/Code	Signature of Distributor/Facilitator	Date & Time	Form Received on (Date & Time)	Particulars verified By Name & Signature	Data Input By



# **FCIL** First Capital Investments Limited

## **GUIDELINES**

### **Individuals:**

1. Copy of CNIC/ passport or attested copy of B form in case of minor
2. CDS account activity report and broker's purchase note
3. Details of Business/ Employment Proof
4. Zakat Exemption Certificate (if Applicable)
5. Guardian Certificate (if Applicable)

### **Partnership**

1. Copy of CNIC/ Passport of all partners
2. Copy of CNIC of authorized signatories
3. List of Authorized signatories along with power of attorney
4. Resolution authorizing investments
5. Copy of latest financials of partnership

### **Companies (Institutional and Corporate)**

1. Copy of CNIC/ Passport of all Directors
2. Audited Accounts of the Company
3. Memorandum and Article of Association
4. Board Resolution authorizing investments
5. Certificate of incorporation/ commencement of business
6. List of Authorized signatories along with copy of CNICs and power of attorneys

### **Clubs, Societies and Associations**

1. Board/ Governing Body resolution for investment
2. Certified copy of by-laws/ rules and regulations
3. Copy of CNIC of Board members
4. Certified copy of certificate of Regulation
5. List of Authorized Signatories along with the copy of CNICs and power of attorney
6. Copy of latest financials

### **Trust (including, but not limited to, provident fund, gratuity fund, pension fund, mutual fund etc.)**

1. Copy of CNIC of all Trustees
2. Certified copy of trust deed
3. Trustee/ Governing body resolution for investment
4. Copy of latest financials of the Trust
5. List of Authorized Signatories along with copy of CNICs and power of attorney

### **Executors and Administrators**

1. Copy of CNIC of Executor/ Administrator

2. Certified copy of the letter of Administration

**Government Entities**

1. A Special Resolution/ authority endorsed by the ministry of Finance or Finance Department from concerned
2. List of Authorized Signatories
3. Copy of CNCI of authorized officer(s)
4. Resolution authorizing investment

**If you need any assistance or require additional information, Please contact our representative:**

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