

General Guidelines to open IAS A/c with CDC

Applicable to Company or Other Body Corporate

1. Following documents are required for opening a corporate IAS Account:
 - a). Original Account Opening Form (AOF) duly filled in, stamped and signed by the authorized signatories as per the designated authorities specified in Board Resolution or Power of Attorney (if applicable). The authorized signatory(ies) need to sign all pages of AOF if downloaded from the CDC website or photo copied.
 - b). Certified true copy of the board resolution on letterhead or Power of Attorney (if applicable) as per the prescribed format.
 - c). Certified true copy of Memorandum and Articles of Association/Byelaws/Charter/any other constitutive document, as applicable.
 - d). Certified true copy of Certificate of Incorporation / Registration, as applicable.
 - e). Incase of Trust certified true copy of Trust Deed and Supplement Trust Deed, as applicable preferably the registered version whereon the registered number is reflected. Incase Trust Deed is not registered, true certified copy of registration letter of income tax authorities or tax exemption certificate.
 - f). Certified True Copy of Corporate Universal Identification Number (CUIN) issued by SECP.
 - g). Specimen signature of authorized signatory (ies) on signature card with corporate stamp as per signing instructions as given in Board Resolution.
 - h). Copy of NTN Certificate.
 - i). Certificate true copies of valid CNIC/NICOP/Passport of authorized signatory(ies).
 - j). Duly certified list of Director / Trustees.
 - k). Incase of a foreign entity, all documents are required as admissible incase of a local entity.
 - l). Any other documents that CDC may require.
2. True certification / attestation of documents must be done in the following manner:
 - (i) Incase of local companies by the company secretary or by two directors jointly or by CEO
 - (ii) Incase of local trust by two trustees jointly.
 - (iii) Incase of foreign entities, by the nearest consulate office of pakistan or notary Public of the respective Country.
3. Annual fee PKR. 2000 plus applicable Sales tax in cash /cheque/payorder/demand draft to be submitted at the time of opening an account.
4. Incase of Repatriable Accounts, all the documents required by State Bank of Pakistan shall be submitted directly by the IAS Account Holder(s) to the respective issue or R/TA.

Note: A sole Proprietorship or a Partnership cannot open IAS account.

*Format are enclosed with the account opening package and also Available at Customer Support counters and CDC Corporate Website www.cdcpakistan.com

After opening of IAS Account with CDC, you may also avail the benefits of **CDC access**, a value-added service that enables you to access your Account information through multiple channels with complete access and mobility. The **CDC access** portfolio comprises of:

- **CDC access IVR** is a round-the-clock Interactive Voice Response System Supported by a state-of-the-art call center & dedicated staff, enabling you to listen to your Account information over the phone.
- **CDC access web** allows you to access your Account information anytime from anywhere through www.cdcaccess.com.pk
- **CDC access SMS** & eAlerts provide you updated information about activities in your Investor Account through alerts on your local cell number and email address (subscription of SMS and/or eAlerts is mandatory)
- **CDC access** eStatement enables you to receive periodical (Monthly/Quarterly) Account balance statements on registered email address.
- **CDC access** Online Transaction through which you can move your securities from your Investor Account to your Sub Account on real time basis as portfolio transfer.
- **CDC access** DSS allows you to control your securities and funds, as custody and settlement will be done by CDC.

For further details or queries, you may call our Customer Support Services on our toll free number 0800-CDCPL (23275) or email us at info@cdcpak.com.