



Investor Portfolio Services (IPS) Account Opening Form

<b>(Other than Individuals)</b>		Date:
<b>PART-A PARTICULARS OF APPLICANT</b>		<b>ACCOUNT #/Code:</b>
Account Title		<b>CONTACT DETAILS</b>
Contact Person <small>(for the purpose of correspondence)</small>		Office-1
Mailing Address:		Office-2
Registered Address:		Mobile
NTN:	Registration #	Fax
<b>PART-B RESIDENTIAL STATUS</b> Mark Tl [v] (in appropriate box)		
<input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident/Foreign Entity <small>(in case of non-resident/foreign entity) please specify above</small>		
<b>PART-C CUSTOMER CATEGORY</b> Mark Tl [v] (in appropriate box)		
<input type="checkbox"/> Insurance Company <input type="checkbox"/> Asset Management Company <input type="checkbox"/> NGOs/Charitable Institution <input type="checkbox"/> Corporate <input type="checkbox"/> Funds/Trusts/Clubs & Societies etc.      Others _____		
<b>PART-D UNDERSTANDING &amp; DECLARATION</b>		
<p>I/we hereby acknowledge having read, understood and accepted the terms and conditions ("Terms &amp; Conditions") that shall govern my/our opening of the account and transactions there-under. I/we further agree to abide by these Terms &amp; Conditions which the Company may at its discretion amend by giving notice of reasonable period to me/us.</p>		
Name	Signature	Date
Name	Signature	Date
Name	Signature	Date
Name	Signature	Date
<small>(Rubber of company required)</small>		
<b>FOR OFFICE USE ONLY</b>		
Remarks (if any)		
Signature of Treasury Representative _____		
Name:	Date	Signature of Treasury Back Office

**UNDERTAKING & DECLARATION**

1. I/We have read, understand, accepted and agreed to be bound by the Terms and Conditions for Investor Portfolio Services Account.
2. I/We further declare that all the information contained in this form is true and correct
3. In case of erroneous or unauthorized transfer or credit of book-entry securities into my/our IPS Account. I/We hereby irrevocably and unconditionally authorize Pak Oman Investment Company Limited (POICL) to rectify such entries.
4. I/We the undersigned, hereby declare that:
  - a) I am an Adult.
  - b) I am of sound mind.
  - c) I have not applied to be adjudicated as an insolvent.
- d) I have not, before making this application for opening of IPS Account with POICL, been convicted of an offence involving moral turpitude or a non-cognizable offence against any law in connection with business, professional or commercial activities.
- e) In case of either (singly) or survivor operation. I or any joint holder of the account can notify POICL for change in address or closing of account.



**TERMS AND CONDITIONS FOR IPS ACCOUNTS**

**1. Opening of an Investor Account:**

- a) The IPS Account holder shall complete, sign and submit the IPS Account Opening Form to POICL for the opening of the IPS Account. The IPS Form shall be accompanied with such document as are listed there, POICL shall have the right not accept, without assigning any reasons whatsoever, any request for opening of the IPS Account.
- b) POICL shall have the right to close the IPS Account, if the details, particulars and other information set out in the IPS Account Opening Form relating to such IPS Account are found to be incorrect.

**2. Delivery in:**

The IPS Account shall be credited with any Book-Entry Securities that are:

- a) Deposited.
- b) Transferred from any other account, including an IPS Account (where permissible under the Regulations)

**3. Delivery Out:**

- a) The IPS Account shall be debited with any Book-Entry Securities that are transferred to any other account including an IPS Account holder.
- b) For the purpose of delivery-out, the IPS Account holder shall submit the written instruction to POICL. Incomplete or unsigned instruction or any orders covering any book-entry securities which are excess of the credit balance in the IPS Account Holder will not be accepted or acted upon.

**4. No Liability of POICL:**

- a) Neither POICL nor any of its directors, officers, employees or agents shall be liable for any loss or damage that may be suffered or sustained by the IPS Account holder in opening and maintaining the IPS Account.
- b) Neither POICL nor its directors, officers, employees or agents shall be liable for any loss or damage that may be suffered or sustained by the IPS account holder due to any negligence, inaction, fraud or failure to fulfil any legal obligation by any IPS account holder.
- c) Neither POICL nor its director, officers, employees or agents shall, if acting in good faith and without having committed any negligent or wrongful act, be liable for any loss, destruction or misdelivery of any book-entry securities, or for any action taken or omitted or purported to be taken or omitted, in good faith, by any of them under or in connection with the Terms and Conditions, or if they are prevented or delayed by law or any circumstances beyond their control in performing POICL obligations under the Terms and Conditions.
- d) POICL shall be free of any and all liabilities for any loss of the book-entry securities in the IPS Account due to any Government act, orders, decrees, regulations, political disputes, laws, tax, embargo, moratorium, exchange control restrictions, expropriation, war, hostilities, civil disobedience, or any other cause beyond the control of POICL.

**5. IPS Account holder's Liability:**

- a) The IPS Account holder represents and warrants to POICL that the registration details and other information set out in the IPS Account Opening Form or in any other document, form, instruction or communication submitted by the IPS Account holder to POICL in terms of the Terms and Conditions shall be true and correct. The IPS Account holders shall indemnify POICL for any losses, damages, costs or expenses that may be suffered, incurred or sustained by POICL as a result of any inaccuracy or mis-statement contained in the IPS Account Opening Form or any other document, form, instruction or communication, as referred to above, submitted by the IPS Account holder to POICL.
- b) The IPS Account holder shall, during the subsistence of the IPS Account, comply with all applicable laws, rules and regulations including the Terms and Conditions.
- c) The IPS Account holder shall keep all information pertaining to POICL's affairs which may come to the knowledge in strict confidence.
- d) In case the IPS Account is a joint account, the liability of the joint IPS account holders of such IPS account shall be joint and several.

**6. Suspension and Closing of IPS Account**

- a) POICL may close the IPS account at any time by giving fifteen (15) Business Days' prior written notice to the IPS Account holder. The IPS Account holder may make representation against such notice within ten (10) days of receipt of the notice. The POICL's decision on such representation shall be final and binding.
- b) Notwithstanding any other provisions. POICL shall have the right, subject to prior written notice of reasonable period, to the IPS Account holder to suspend the IPS Account at any time with such condition as to the closure of IPS Account, if the IPS account holder commits a breach of any of the terms and conditions contained herein or any applicable laws, rules or regulations and such breach or violation, if capable of being rectified, is not rectified within the period of the written notice of POICL.
- c) The IPS Account holder may at any time close IPS Account by submitting an Account Closing Request to POICL. Upon receiving such a request, POICL shall close the IPS Account as soon as practically possible.



**7. Joint Accounts:**

- a) If the IPS Account is in the name of two or more persons, the balance to the credit of such IPS Account shall belong to the IPS accountholders or the surviving IPS Accountholder(s) as joint holder.
- b) A joint IPS Account shall be allowed by POICL to be operated strictly in accordance with the instructions as regards operation of such IPS account contained in the IPS Account Opening Form.
- c) In the case of the death of the Joint IPS Accountholders, the survivor or survivors, as the case may be constitute the IPS accountholder(s) hereunder and subject to the law, may be allowed by POICL at its discretion, to continue to maintain and operate the IPS account.
- d) Whether or not the death of any or all of the IPS-accountholders shall have intervened, POICL may continue to act from time to time in reliance upon any signing authority conveyed until POICL shall have received notice in writing from or on behalf of any of them that such signing authority has been terminated or revoked by operation of law or otherwise.
- e) POICL is authorized to treat all the joint IPS accountholders as being alive unless a death certificate issued by a competent public functionary, or evidence satisfactory to POICL has been provided to POICL.
- f) If prior to acting on instructions received from one signatory, where the Joint IPS account is operated with single signing authority, POICL received contradictory instructions from another signatory, POICL shall immediately thereafter only act on the mandate of all the joint IPS accountholders or their authorized signatories.

**8. Amendment to the Terms and Conditions:**

- a) I/we hereby acknowledge that the POICL shall have the right at any time to amend, modify or substitute the Terms and Conditions. Any such amendment, modification or substitution shall be binding on me/us. The Company undertakes that such amendment, modification or substitution shall be placed on Company's Notice Board and also on its website.

**ENCLOSURES**

**Individuals / Joint Accounts:**

1. Attested / certified copy(ies) of CNIC(s) /NICOP/Passport
2. Attested / certified copy of Business Identity Card / Salary Slip
3. Power of Attorney (on Rs.200/- non-judicial stamp paper, if applicable)
4. Affidavit for nomination[s] ( if applicable)

**Companies:**

1. List of Directors (Form 29 duly certified by SECP)
2. Attested / Certified copies of CNICs/NICOP/Passports of Directors
3. List of Authorized Signatories
4. Attested / Certified Copies of CNICs/Passports of Authorized Signatories
5. Signature Card
6. Board Resolution
7. Copy of Certificate of Incorporation / Commencement of Business (duly certified by SECP)
8. Copy of Articles & Memorandum of Association (duly certified by SECP)

**Partnership:**

1. Attested / Certified Copy of partnership deed
2. Attested / Certified Copy of CNICs/NICOP/Passports of all the partners
3. Authority Letter in original in favor of the persons authorized to open and operate the account of the firm.
4. List of Authorized Signatories (on business letter head)
5. Specimen Signature of the Authorized Signatories (on business letter head)
6. Power of Attorney (as per enclosed format on Rs.200/- non-judicial stamp paper, if applicable)
7. Affidavit for nomination[s] ( if applicable)
8. Attested / certified copy of Registration Certificate (in case of register firm)

**Clubs & Societies:**

1. Attested / Certified Copy of registration certificate
2. Attested / Certified copy of CNICs/NICOP/Passports of the governing body / all the trustees
3. Bylaws / Rule & Regulations
4. Resolution of the Government Body / Executive Committee authorizing named persons to open and operate the account
5. List of Authorized Signatories (on clubs' / societies' letter head)
6. Specimen Signature of the Authorized Signatories (on clubs' / societies' letter head)
7. Power of Attorney (as per enclosed format on Rs.200/- non-judicial stamp paper, if applicable)
8. An undertaking signed by all the authorized persons on behalf of the club/society mentioning that when any change takes place in



Investor Portfolio Services (IPS) Account Opening Form

**Trust / Funds etc:**

1. Attested / Certified Copy of the trust deed duly certificate
2. Attested / Certified copy of CNICs/NICOP/Passports of all trustees
3. Resolution of the Board of Trustees authorizing named persons to open and operate the account.
4. Specimen Signatures of the Authorized Signatories (on trust's letter head)
5. Power of Attorney (on Rs.200/- non-judicial stamp paper, if applicable)

**Proprietorship / Business Individuals:**

1. Attested / certified copy(ies) of CNIC(s) /NICOP/Passport
2. Request for opening of account on Business Letter head
3. Power of Attorney (on Rs.200/- non-judicial stamp paper, if applicable)
4. Affidavit for nomination[s] ( if applicable)