

CDC Sub Account Opening Form

Please make sure that all the fields of the New Standardized CDC Sub Account Opening Form (SAOF) are properly filled as per the following instructions:

Section A: REGISTRATION (AND OTHER DETAILS OF MAIN APPLICANT (Page # 1))

- i. The Name of the Main Applicant should be as per his/her CNIC/NICOP/Passport.
- ii. Permanent Address is mandatory and should not be any Business Address.
- iii. If the Mailing Address is same as Permanent Address, you may write "Same as above" in the Mailing Address.
- iv. Mention the Expiry Dates of the CNIC/NICOP/Passport.
- v. Contact Person should only be the Main Applicant or Joint Applicant and please do not fill the sub clauses (b – h) of point # 9.

Section B: REGISTRATION (AND OTHER DETAILS OF JOINT APPLICANT (Page # 2))

- i. The Name of the Joint Applicant should be as per his/her CNIC/NICOP/Passport.
- ii. Permanent Address is mandatory and should not be any Business Address.
- iii. Mention the Expiry Dates of the CNIC/NICOP/Passport.
- iv. Affix Signatures of the Main Applicant at the end of Page # 2 of the SAOF even there isn't any Joint Applicant.
- v. Joint Applicant No. 2 and 3 should not be filled.

Section C: OTHER INFORMATION (Page # 3)

- i. If you want your dividends to be directly credited into your bank account, then kindly provide the complete details of your bank account.
- ii. If you are holding an ordinary CNIC then mark your Residential Status as "Pakistani Resident" or "Pakistani Non-Resident" for a NICOP.
Note: In case of a Joint Account, both the Main Applicant as well as the Joint Applicant must have the same Residential Status.
- iii. Duly filled and Notarized Zakat Declaration (CZ – 50) on Rs 20 Stamp Paper is required for Zakat Exemption on Dividends.
- iv. The name of the Nominee should be as per his/her CNIC/NICOP/Passport.
- v. Nominee can only be a blood relative as appended on the SAOF and it should be the same as nominated by

you in your AKD Trade account.

- vi. Nominee Details should not be filled in case of a Joint Account.

Section D: CDC SMS / IVR / WEB SERVICES (“CDC access”) (Page # 3)

- i. Local Mobile Number, Date of Birth, Mother’s Maiden Name and Email Address of the Contact Person are required.
- ii. If you do not wish to subscribe to SMS Service then please affix your signatures in front of point # 1 (b).

Section E: SUB-ACCOUNT OPERATING INSTRUCTIONS (Page # 4)

- i. Mention the Names of the Main Applicant and Joint Applicant (if applicable) as Signatories, affix the Signatures right next to the names and select the option: Either (Singly) or Survivor.

Section F: BANK VERIFICATION (Page # 4)

- i. Provide the required bank account details of the Main Applicant (including Signatures) and get it verified from the Manager / Authorized Officer of the Bank, where the Main Applicant is maintaining the account.
- ii. If you have a NICOP/POC and living outside Pakistan then you have the option of providing verified documents (duly attested by the Pakistan Embassy/Consulate) instead of bank verifications.

DISCLAIMER FOR CDC ACCESS (Page # 6)

- i. Mention the names of the Main Applicant and Joint Applicant (if applicable), Date, Place and affix the Signatures.
- ii. Do not write anything in the Name of Participant or in the Participant’s Seal & Signature as it is for office use only.
- iii. Get the Signatures of Two witnesses along with their Names and CNIC numbers.

GENERAL GUIDELINES

- i. Affix the Signatures of the Main Applicant and Joint Applicant (if applicable) at the end of every page of the SAOF i.e. from Page # 1 to 5, at every specific instance (wherever required) and also on corrections/over writings (if any).
- ii. Do not write any thing on page # 7 of the SAOF as it is for office use only.
- iii. Attach the attested copies of the CNIC’s/NICOP’s/Passport of the Main Applicant and Joint Applicant/Nominee (whichever is applicable).
- iv. If any of the CNIC/NICOP/Passport is expired then please submit an attested copy of the updated document

(as and when received).