



ZAHID LATIF KHAN SECURITIES (PVT) LTD
Corporate Member Islamabad Stock Exchange Guarantee Ltd

GUIDELINES TO FILL ACCOUNT OPENING FORM-INDIVIDUAL (FOR STOCKS TRADING):

There are two portions of Account Opening Form: In first portion you have to provide details to open your back office account with us and in the second portion you have to provide details to open CDC Sub-Account.

1. **Single:** In case you want to open single account, you will provide detail of Main account holder and your Nominee details in account opening form.
2. **Joints:** In case you want to open joint account, you will also have to provide details of your joint account holder in account opening form.
(Non-resident Pakistani can not be joint with a resident of Pakistani.)
3. **Signatures:** Yours' and as well as your Joint Account(s) Signatures should **match with** the signature on your and their **CNIC/NICOP**.
4. **Name:** Your name as well as name(s) of your Joint Account holder(s) should be **as per your/their CNIC/NICOP**.
5. **Contact Details:** Your complete Permanent address and Mailing address should be provided along with Contact number. **Office** or business address is **not allowed** as **Permanent address**. Joint Holders are only needed to provide their permanent address and contact number.
6. **Expiry date of CNIC/ NICOP:** Your CNIC/NICOP or CNIC of your Joint Account Holder(s) or Nominee **must not be expired**. Expiry date of CNIC/ NICOP must be provided wherever required.
7. **Details of Contact Person:** Contact Person can be person no other than you or your Joint Account holder(s) on CDC sub Account form (except incase of Person who has Power of Attorney).
8. **Occupation details:** Yours' Occupation and that of your Joint Holder(s) should be marked on CDC Sub Account form.
9. **Dividend Mandate:** Fill your information pertaining to Dividend Mandate. If you mark it **YES**, then write your complete your Bank information that so you're your dividend could directly be credited in your Bank account by concerned Registrar/company. If you mark it **NO**, then your dividend warrant will be delivered at your mailing address by concerned Registrar/ Company.
10. **Residential Status:** Your residential status must be ticked on: **Resident**

Pakistani (for account holders having local CNIC only) and **Non-Resident Pakistani** (for account holders having NICOP (overseas CNIC)).

11. **Zakat status:** Zakat status must be marked as Muslim Zakat Payable or Muslim Zakat Non-payable. Zakat Declaration CZ-50 form has to be provided in case of Muslim Zakat Non-payable is selected.
12. **Nominee:** Nominee is optional (not allowed if you have Joint Account Holders) and can only be your blood relative or spouse.
13. **CDC SMS/ IVR/ WEB SERVICES:** Write down your **Mobile Number** if you wish to avail **SMS facility** or sign in the space (part d) if you do not want to avail the SMS facility. (This facility is for local residents only)
If you opt to subscribe to **free of cost IVR or WEB Service** then please provide **complete information** including your Date of Birth (DD/MM/YY), Mother's Maiden Name and email address.
14. **Sub Account Operating Instructions:** It is the most important part of form where you specify your account operating person(s). Write your **name** and name of your Joint Account Holder(s) along with your and their **signatures**.
Select any box of **either (Singly) or Survivor (For Single Account)**
Select any one box of **either (Singly) or Survivor or Jointly. (For Joint Account holders)**
15. **Bank Verification;** Provide information of your Bank Account along with your signature and get it verify from your Bank along with the name, email address, contact number, signature and Rubber stamp of Bank Manager/ Authorized Officer.
16. **Declaration & undertaking:** Provide yours' and your Joint Account(s) names and signatures in declaration and undertaking section along with any two witnesses' names, CNICs and signatures.
17. **CNIC(s) Enclosure:** Provide attested and readable copies of CNIC(s)/NICOP(s) of Main Account Holder, Joint Holder(s) and Nominee. Photograph and signature on copies of CNIC(s)/NICOP(s) should be visible.