

SBP required Information for Freelancer and IT Entities.

Segment	In-Branch Account Onboarding		
	Documents	Process	TAT
Account Opening for Freelancers	<ol style="list-style-type: none"> 1. Valid ID Document 2. Any one of the following documents: <ol style="list-style-type: none"> a. Registration certificate for registered concerns. b. Sales tax registration or NTN certificate, wherever applicable. c. Certificate or proof of membership of trade bodies etc., wherever applicable. d. Proof of source of funds/ income 2. Internal Documents: <ol style="list-style-type: none"> a. Self-employed declaration b. Account Opening Form c. CDD form d. Key Fact Sheet e. Account T&C f. Annexure-A (in case of sign differ from ID document) 3. Utility Bill (in case of correspondence address differ from ID document) 4. FATCA/CRS (in cases where indicia is applicable) 	<ol style="list-style-type: none"> 1. Customer Verification 2. Individual CIF creation and account opening through system 3. Case received at Back Office for activation 4. Case is activated subject to completion of document and information. 5. In case if any discrepancy found, case is rejected 6. Branch resolves the discrepancy and submit to back office for further action. 7. Case is activated subject to completion of document and information. 	The Turn Around Time TAT is 02 working days from the day of submission of application to open or decline an application.
Account opening for IT Entities	<p>Following documents are required:</p> <p><u>Single Member Company:</u></p> <ol style="list-style-type: none"> 1) ID Document of all directors and authorized signatories 2) Certified copies of the Resolution of private limited company for opening of an account specifying the person(s) are authorized to open and operate the account. 3) Certified Copies Of: (OR can be verified from SECP portal through COPC) <ol style="list-style-type: none"> a) Memorandum and Articles of Association b) Certificate of Incorporation 	<ol style="list-style-type: none"> 1. Directors and signatories Verification 2. Directors and signatories CIF creation through system 3. Entity CIF creation and account opening through system 4. Case received at Back Office for activation 5. Case is activated subject to completion of document and information. 6. In case if any discrepancy found, case is rejected 7. Branch resolves the discrepancy and submit to back office for further action. 	The Turn Around Time TAT is 02 working days from the day of submission of application to open or decline an application.

	<p>c) Incorporate Form II (In case of newly incorporated company and Form A / Form-C whichever is applicable; and Form 29 in already incorporated companies)</p> <p>4) Account opening request (must be signed by authorized person)</p> <p>5) List of directors (must be signed by company secretary/ CEO/ Two directors)</p> <p>6) Shareholding pattern required of legal entity. (Verified documentation for identifying and verifying UBOs for 25% and above)</p> <p>7) Key Fact Sheet (As Per Account Type)</p> <p>8) Annexure A Required (Change of signature request if signatures differs from CNIC)</p> <p>9) Account opening form signed by all partners with business stamp.</p> <p>10) CRS of Entity.</p> <p>11) FATCA form (where applicable)</p> <p><u>Partnership Firm:</u></p> <p>1) ID Documents of all partners and authorized signatories</p> <p>2) Attested copy of 'Partnership Deed' duly signed by all partners of the firm.</p> <p>3) Copy of Registration Certificate with original seen stamp by branch. In case the partnership is unregistered, this fact shall be clearly mentioned on the Account Opening Form</p> <p>4) Authority letter, in original, signed by all partners for opening and operating the account.</p> <p>5) Relevant Form as per the province requirement in case of amendment deed. If there is any change in (previous deed and present deed) in registered partnership</p> <p>6) CD-62 Form - Internal Form</p> <p>7) Certified Copies of LLP-Form-V regarding change in partners/designated partner in case of already incorporated LLP.</p>	<p>8. Case is activated subject to completion of document and information.</p>	
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	<p>8) Authority letter signed by all partners, authorizing the person(s) to operate account.</p> <p>9) Certified Copies of 'Limited Liability Partnership Deed/ Agreement'.</p> <p>10) Certified Copies of LLP-Form-III having detail of partners/designated partner in case of newly incorporated LLP.</p> <p>11) Consent of designated partner LLP Form- IV</p> <p>12) LLP Form CD 62 (Annexure II)</p> <p>13) LLP Form VIII (issued by SECP) regarding change in limited liability partnership agreement.</p> <p>14) NTN certificate (if available)</p> <p>15) Registration certificate for registered concerned business in un-registered partnership</p> <p>16) Certificate of Incorporation (in case of LLP)</p> <p>17) Key Fact Sheet (As Per Account Type)</p> <p>18) Annexure A Required (Change of signature request if signatures differs from CNIC)</p> <p>19) Account opening form signed by all partners with business stamp.</p> <p>20) CRS of Entity.</p> <p>21) FATCA form (where applicable)</p> <p><u>Public Ltd Co.:</u></p> <p>1) ID Document of all directors and authorized signatories</p> <p>2) Certified copies of the Resolution of unlisted public limited for opening of an account specifying the person(s) are authorized to open and operate the account.</p> <p>3) Certified Copies Of: (OR can be verified from SECP portal through COPC)</p> <p> a) Memorandum and Articles of Association</p> <p> b) Certificate of Incorporation</p>		
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	<p>c) Incorporate Form II (In case of newly incorporated company and Form A / Form-C whichever is applicable; and Form 29 in already incorporated companies)</p> <p>4) Account opening request (must be signed by Company Secretary / CEO / Directors / Competent Authority)</p> <p>5) List of directors (must be signed by company secretary / CEO)</p> <p>6) Shareholding pattern required of legal entity. (Verified documentation for identifying and verifying UBOs for 25% and above)</p> <p>7) Key Fact Sheet (As Per Account Type)</p> <p>8) Annexure A Required (Change of signature request if signatures differs from CNIC)</p> <p>9) Account opening form signed by all partners with business stamp.</p> <p>10) CRS of Entity.</p> <p>11) FATCA form (where applicable)</p>		
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**Documents requirement might change in case of any revision in SBP Regulations / Requirement and bank may ask for additional documents