Date_________________

IGI General Insurance Limited
Know Your Customer (KYC)/ Customer Due Diligence Form (CDD)
(Business/Legal Entities)

Customer Information:

Customer Name: ____

Address: ____

____Telephone:_______________

Cell: ____________________ Email: __________________________ NTN: _____________________

Legal Structure / Status:

Sole Proprietorship ☐ (Refer to Section A) **Partnership** (Refer to Section B) ☐

Limited Companies / Corporations (Refer to Section C) ☐ **Branch Office or Liaison Office of Foreign Companies** (Refer to Section D) ☐ **Trust, Clubs, Societies & Associations** (Refer to Section E) ☐

NGOs / NPOs / Charities (Refer to Section F) ☐ **Agents** (Refer to Section G) ☐

Executors and Administrators (Refer to Section H) **Limited Liability Partnership (LLP)** (Refer to Section I) ☐

Other (specify) _____________________________

Company Information:

Incorporation or registration number (as applicable): _________________________________

Date of Incorporation / Registration: _____________ Nature of Business: ________________

Registered or Business Address: ____

Geographies involved in business: ____

Expected Type of counterparties (if applicable): _____________________________________

Purpose and intended nature of Business Relationship with IGI: ______________________________

____

Source of Income: Business ☐ Charity/Donation ☐

Please review the definition provided below & tick, if applicable, for any of your Owners / Promoters / Partners / Directors / Trustees: Politically Exposed Person (PEP) ☐

Related to / close associate of a Politically Exposed Person (PEP) ☐

If "Yes", please specify ____

Identity Information of all Directors / Partners / Trustees etc.

Name	Identification Document (CNIC/SNIC/NICOP /PASSPORT)	Document No.	Issuance Date (DD/MM/YYYY)	Expiry date (DD/MM/YYYY)

Particulars of Your Entity's Shareholders (both individual & companies) having more than 10% holding

Name	% of shares held	CNIC No. / Passport No.

I/We hereby give my/our irrevocable and unconditional consent to IGI General Insurance to verify, as and when required at the sole discretion of the Company, our credentials as a Corporate Entity from relevant regulators and my/our CNICs from the NADRA Online Verification Service. I/We also declare that the details furnished above are true and correct to the best of my/our knowledge and belief and further we undertake that any change in this regard will be duly communicated to the Company for updation of their records, failing which, we will indemnify the Company for any loss resulting from our failure to honor the afore-stated undertaking.

______________________________ _______________________________________

Customer's Authorized Signatory Name Customer's Authorized Signatory Designation / Title

______________________________________ ____________________________________

Customer's Authorized Signature & Company Stamp IGI General Insurance – Relationship Manager

Definition of Politically Exposed Person (PEP): "Politically exposed persons" or "PEPs" includes-
(i) foreign PEPs, individuals who are or have been entrusted with prominent public functions by a foreign country, for example Heads of State or of government, senior politicians, senior government, judicial or military officials, senior executives of state owned corporations, important political party officials; **(ii)** domestic PEPs, individuals who are or have been entrusted domestically with prominent public functions, for example Heads of State or of government, senior politicians, senior government, judicial or military officials, senior executives of state owned corporations, important political party officials; **(iii)** persons who are or have been entrusted with a prominent function by an international organization, means members of senior management and members of the board or equivalent functions: Provided that middle ranking or more junior individuals in the above referred categories are not included in the definition of PEPs.

For Section relevant to your Entity please attach the documents mentioned below:

Legal Structure / Status	Sr. #	Documents Required	Check list
Section A - Sole Proprietorship	1	A copy of any one of the following valid identity documents:	
		(i) Computerized National Identity Card (CNIC)/Smart National Identity Card (SNIC) issued by NADRA	
		(ii) National Identity Card for Overseas Pakistani (NICOP/SNICOP) issued by NADRA	
		(iii) Form-B/Juvenile card/Child Registration Certificate(CRC) issued by NADRA to children under the age of 18 years	
		(iv) Pakistan Origin Card (POC) issued by NADRA.	
		(v) Alien Registration Card (ARC) issued by National Aliens Registration Authority (NARA), Ministry of Interior (local currency account only).	
		(vi) Proof of Registration (POR) Card issued by NADRA	
		(vii) Passport; having valid visa on it or any other proof of legal stay along with passport **(foreign national individuals only)**.	
	2	Attested copy of registration certificate for registered concerns.	
	3	Sales tax registration or NTN, wherever applicable.	
	4	Account opening requisition on business letter head.	
	5	Registered/ Business address.	
	6	Certificate or proof of membership of trade bodies etc., if any.	
Section B - Partnerships	1	Copies of identity documents (as per Sr. No. 1 of Section A) of all the partners and authorized signatories.	
	2	Attested copy of 'Partnership Deed'.	
	3	Attested copy of Registration Certificate with Registrar of Firms. In case the partnership is unregistered, this fact shall be clearly mentioned on the Account Opening Form.	
	4	Authority letter from all partners, in original, authorizing the person(s) to operate firm's account.	
	5	Registered/ Business address.	

Legal Structure / Status	Sr. #	Documents Required	Check list
Section C - Limited Companies/ Corporations	1	**Certified Copies of:**	
		(a) Resolution of Board of Directors for opening of account specifying the person(s) authorized to open and operate the account.*	
		(b) Memorandum and Articles of Association.	
	2	**Certified copy** of Latest 'Form-A/Form-B.	
	3	Incorporation Form II in case of newly incorporated company and Form A / Form C whichever is applicable; and Form 29 in already incorporated companies.	
	4	Copies of identity documents (as per Sr. No. 1 of Section A) of all the directors and persons authorized to open and operate the account.	
	5	Copies of identity documents (as per Sr. No. 1 above of Section A) of the beneficial owners.	
Section D - Branch Office or Liaison Office of Foreign Companies	1	Copy of permission letter from relevant authority i-e Board of Investment.	
	2	Copies of valid passports of all the signatories of account.	
	3	List of directors on company letter head or prescribed format under relevant laws/regulations.	
	4	**Certified copies of** Form II about particulars of directors, Principal Officer etc. in case of newly registered branch or liaison office of a foreign company.	
	5	**Certified copies of** Form III about change in directors, principal officers etc. in already registered foreign company's branch or liaison office of a foreign company.	
	6	A Letter from Principal Office of the entity authorizing the person(s) to open and operate the account.	
	7	Branch/Liaison office address.	
Section E - Trust, Clubs, Societies and Associations etc.	1	**Certified Copies of:**	
		(a) Certificate of Registration/Instrument of Trust.	
		(b) By-laws/Rules & Regulations.	
	2	Resolution of the Governing Body/Board of Trustees/Executive Committee, if it is ultimate governing body, for opening of account authorizing the person(s) to operate the account.	
	3	Copy of identity document (as per Sr. No. 1 above of Section A) of the authorized person(s) and of the members of Governing Body/Board of Trustees /Executive Committee, if it is ultimate governing body.	
	4	Registered address/ Business address where applicable.	

Legal Structure / Status	Sr. #	Documents Required	Check list
Section F - NGOs/NPOs /Charities	1	**Certified Copies of:**	
		(a) Registration documents certificate.	
		(b) By-laws/Rules & Regulations.	
	2	Resolution of the Governing Body/Board of Trustees/Executive Committee, if it is ultimate governing body, for opening of account authorizing the person(s) to operate the account.	
	3	Copy of identity document (as per Sr. No. 1 above of Section A) of the authorized person(s) and of the members of Governing Body/Board of Trustees /Executive Committee, if it is ultimate governing body.	
	4	A copy of latest annual accounts/ financial statements.	
	5	Registered address/ Business address.	
Section G - Agents	1	Certified Copy of 'Power of Attorney' or 'Agency Agreement'.	
	2	Copy of identity document (as per Sr. No. 1 above of Section A) of the agent and principal.	
	3	If the agent or the principal is not a natural person, then all the relevant documents in the above sections depending on the nature and legal status of agent / principal.	
	4	Registered address/ Business address.	
Section H - Executors and Administrators	1	Copy of identity document (as per Sr. No. 1 above of Section A) of the Executor/Administrator.	
	2	A certified copy of Letter of Administration or Probate.	
	3	Registered/ Business address.	
Section I - Limited Liability Partnership (LLP)	1	Copies of identity document (as per Sr. No. 1 above of Section A) of all the partners and authorized signatories.	
	2	**Certified Copies of:**	
		(a) Limited Liability Partnership Deed/Agreement	
		(b) LLP-Form-III having detail of partners/designated partner in case of newly incorporated LLP.	
		(c) LLP-Form-V regarding change in partners/designated partner in case of already incorporated LLP.	
	3	Authority letter signed by all partners, authorizing the person(s) to operate LLP account.	

* The condition of obtaining Board Resolution is not necessary for foreign companies/entities belonging to countries where said requirements are not enforced under their laws/regulations. However, such foreign companies will have to furnish Power of Attorney from the competent authority for establishing Business Relationship.