
GUIDELINES TO FILL UP CDC SUB ACCOUNT OPENING FORM:

- 1 Signatures of Account holder(s) and both witnesses should match with the record of CNIC/NICOP and should be affixed wherever required in CDC sub A/C form.
- 2 The name of Main Account holder and Joint Account holder(s) should be as per his/her CNIC/NICOP/Passport.
- 3 **Registration and other Details of Main applicant:** Complete Permanent address and Mailing address should be provided along with contact no. Mailing and Permanent address can be same, however office/business address should not be mention in **Permanent address** option.
- 4 **Expiry date of CNIC/ NICOP** must be provided wherever required. **CNIC must not be EXPIRED including Account Holder, Joint Account Holder(s) if applicable, Nominee (if applicable) and 2 witnesses.**
- 5 **Details of Contact Person** can be Account holder or Joint Account holder (if applicable) on page no.1 of CDC sub Account form.
- 6 **Occupation details** of Main Account holder should be provided on Page no.1
- 7 **Registration and other Details of the Joint applicants:** Permanent address is mandatory along with contact no. and should not be office/business address.
- 8 **Occupational details** of Joint Account holder(s) should be provided on Page No.2
- 9 **Dividend Mandate:** Information pertaining to **Dividend Mandate** of Main Applicant must be filled in. In case if it is marked **YES**, then complete Bank information is required so that dividend could directly be credited in the Bank account of Main applicant by concerned Registrar/ company. If marked **NO**, then dividend warrant will be delivered at your mailing address by concerned Registrar/ Company.
- 10 **Residential Status** must be checked on **Resident Pakistani** (for account holders having local CNIC only) and **Non-Resident Pakistani**

Non Repatriable (for account holders having NICOP (overseas CNIC) on Page no. 3

- 11 **Zakat status** must be marked as Muslim Zakat Payable or Muslim Zakat Non-payable (Duly filled and Notarized Zakat Declaration (CZ - 50) on Rs 20 Stamp Paper is required for Zakat Exemption on Dividends.
- 12 **Nominee** is optional and can only be blood relative or spouse of Account Holder **(Not applicable in case of Joint Account)**
- 13 **CDC SMS/ IVR/ WEB SERVICES :Local mobile number** is required if you wish to avail SMS facility or sign in the space provided if you do not want to avail SMS facility. **(Overseas mobile number is not allowed)** on Page No. 3
- 14 Select any one for subscription to **free of cost IVR/ Web service** in CDC. If **YES**, then please provide relevant information for instance, Date of Birth (DD/MM/YY), Mother's Maiden Name and email address (Provide email address which is registered with your BIPL Direct account)
- 15 **Sub Account Operating Instructions** on page no.4 must be filled in. Write Account Holder Name and Joint Account Holders Name (if applicable) along with their signatures.
- 16 Select any box of **either (Singly) or Survivor (For Single Account)**
- 17 Select any one box of **either (Singly) or Survivor or Jointly. (For Joint Account holders)**
- 18 **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.
- 19 **DECLARATION & UNDERTAKING**: Account Holder & Joint Account Holder(s) name and signature along with both Witnesses information and signature should be provided on Page No. 6.

Documents Required:

1. Valid and attested CNIC/ NICOP copy of Account holder and Joint Account holder (if applicable) required.

2. Valid and attested CNIC copy of Nominee (Not applicable in case of Joint account). Only Blood relative and spouse can be Nominee.
3. Valid and attested NICOP & passport copies of Account Holder/ Joint account holders (for non resident customers)
4. Valid and attested CNIC Copies of 2 witnesses required
5. Duly filled and Notarized Zakat Declaration Certificate (CZ - 50) on Rs 20 Stamp Paper is required for Zakat Exemption on Dividends (If applicable)

Note:

1. All CNIC / NICOP and passport copies must not be EXPIRED.
2. Witness might either be two male witnesses or a male and two female witnesses or four female witnesses.
3. A nominee cannot be a witness.
4. The signature of the account holder/Joint Account holder(s) /nominee/ both witnesses must match with the signature on CNIC/NICOP/Passport.
5. Account Title Name and Joint Account Title Names cannot be changed or removed.