

Global Securities Pakistan Limited  
KYC/CDD Procedures

**GLOBAL SECURITIES  
PAKSITN LIMITED**

**Know Your Customer (KYC) / Customer  
Due Diligence (CDD) PROCEDURES**

#### KYC – Know your customer Procedure

Prior to the opening of client account, KYC procedure shall be carried out for every individual customer. KYC Procedure includes the following verifications

- Sections pertaining to client information of the KYC form must be duly filled by the concerned staff.
- Client occupation should be verified by taking his business card or any other proof of employment or business.
- Bank Account verification of the customer must be done prior to the account opening.
- Physical appearance of client must be ensured by asking client to visit office before registration with NCCPL. Except clients residing outside Pakistan.
- Client resident status must be verified by keeping NIC or NICOP.
- Handling of payments with client must be done as per the guidelines issued by the Karachi Stock Exchange and Securities and Exchange Commission of Pakistan.
- Investors own named payment instruments are accepted, written authorization letter must be taken in case if payment made on behalf of the actual customer. The same shall be applied while issuing payment to client. Client CNIC or Bank account No. must be mentioned on the cheque issued to clients.
- Complete documents must be obtained in case of financial institutions as prescribed by the Karachi Stock Exchange. Documents and account opening forms must be signed by the authorized signatories.