

AL Habib
MONTHLY SAVER
 ACCOUNT OPENING FORM



Bank AL Habib Limited

Branch Code

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Account Number (For Bank Use Only)

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Branch: _____

Date _____

Title of Account: _____

Mailing Address: _____

City/District : _____ Postal Code : _____ Country : _____

- Nature of Account:** Individual (Single) Joint Photo Minor
- Type of Account:** Savings **Currency of Account:** Pak. Rupees
- Profession:** Service Self Employed Retired Other (specify) _____

Date of Attaining Majority

Date	Month	Year

Attested copy of CRC attached

Details of Business: _____ NTN (Optional) _____

PERSONAL INFORMATION

	Applicant 1	Applicant 2
Full Name (as per CNIC)		
CNIC Number		
NICOP/POC/Alien Reg. Number		
Date of Birth		
Mother's Maiden Name		
Passport Number	Date of Issue	Place of Issue
Nationality		
Residence Status	<input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident (Country) _____	<input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident (Country) _____
Permanent Residential Address		
Business/Profession	<input type="checkbox"/> Salaried <input type="checkbox"/> Business/Self-Employed <input type="checkbox"/> Housewife <input type="checkbox"/> Other (specify)	<input type="checkbox"/> Salaried <input type="checkbox"/> Business/Self-Employed <input type="checkbox"/> Housewife <input type="checkbox"/> Other (specify)
Name/Address of Employer/ Business		
Telephone Number(s)	Office: Mobile:	Office: Mobile:
E-mail		
	Applicant 3	Applicant 4
Full Name (as per CNIC)		
CNIC Number		
NICOP/POC/Alien Reg. Number		
Date of Birth		
Mother's Maiden Name		
Passport Number	Date of Issue	Place of Issue
Nationality		
Residence Status	<input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident (Country) _____	<input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident (Country) _____
Permanent Residential Address		
Business/Profession	<input type="checkbox"/> Salaried <input type="checkbox"/> Business/Self-Employed <input type="checkbox"/> Housewife <input type="checkbox"/> Other (specify)	<input type="checkbox"/> Salaried <input type="checkbox"/> Business/Self-Employed <input type="checkbox"/> Housewife <input type="checkbox"/> Other (specify)
Name/Address of Employer/ Business		
Telephone Number(s)	Office: Mobile:	Office: Mobile:
E-mail		

Zakat Exemption: Yes (enclose affidavit/declaration on bond paper) No Non Muslim Initial Deposit: _____

OTHER SERVICES

I/We also require the following facilities: ATM/Debit Card Internet Banking (Use separate Sheet for Joint Accounts)

Name to appear on card

I/We also opt for all other free electronic enhancements that are introduced by the Bank from time to time and I/We agree to read, accept and be bound by all rules relating to these and future products, as posted on the Banks Website. Signature: _____

I/We do not require the following facilities: ATM/Debit Card Internet Banking Signature: _____

NEXT OF KIN

Name and address of the person/next of kin to be contacted for ascertaining my/our whereabouts.

Name: _____ Relationship with Applicant(s): _____

Address: _____

CNIC Number: (optional)

Telephone Number: (optional) _____ Signature: _____

ACCOUNT INTRODUCTION

Introducer's Name: _____ Telephone Number: (optional) _____

Account Number: _____ Bank/Branch: _____

CNIC Number: (optional) Introducer's Signature: _____

Introducer's signature verified by:	FOR BANK USE ONLY
Name: _____	Signature: _____ P. A. No: _____

OPERATIONAL INSTRUCTIONS

Signing Authority: Singly (Either or Survivor) Jointly Other (specify) _____

Third Party Mandate: Yes (enclose Third Party Mandate) No **Hold Mail:** Yes (Hold Mail Indemnity enclosed) No

E-STATEMENT REQUEST

I/We also request that all statements of account be sent to my email address _____ on the following frequency

Monthly Quarterly Half Yearly Other (specify) _____

I undertake to inform the Bank immediately if my email address is changed or in any way compromised. E-mail indemnity enclosed _____ Signature

EXISTING RELATIONSHIP WITH BANK AL HABIB LIMITED (if applicable)

Title of Account

Branch Name

Account Number

RELATIONSHIPS WITH OTHER BANKS

Title of Account

Bank/Branch Name

Account Number

DECLARATION - Must be Signed by All Applicants

I/We request you to open an account(s) with Bank AL Habib Limited ("the Bank") as per details provided above, which I/we confirm are true and correct in all respects. I/We agree to provide any document(s) required by the Bank according to the type of account(s) requested and to abide by the current rules and policies of the Bank for the conduct of such account(s). I/We have received a copy of the Account Opening Form and Rules of Account, which have been read and signed by me/us. I/We agree with these Rules and also agree to be bound by them as amended by you from time to time. I/We agree to inform you of any changes in the information provided in this Form or in related documents.

This request when accepted by the Bank will be deemed to be an agreement between the Bank and me/ourselves and the completed sections of this Form shall be treated as an integral and indivisible part of the same. It is understood that this account will be used for *bona fide* personal transactions. I/We agree to be liable for any finances or debts due to you which you may permit on this or any other account in my/our name.

I/We solemnly declare that I/we have not been refused banking facilities by any other bank before approaching you for opening of my/our account.

Applicable to Joint Account We, the undersigned, request you to open a Joint Account in our names and authorize you, until any one of us shall give you notice in writing to the contrary, to honour and pay to the debit of such account all cheques, drafts and orders, all bills accepted and all notes made when signed/endorsed as specified above under "Operational Instructions", whether such account is for the time being in credit or overdrawn or becomes overdrawn by reason of such payment, we being jointly and severally responsible for the repayment of any finance with return, profit and mark-up. You are also authorized to pay or deliver to or to the order of the survivor(s) of us any monies, securities or property standing to the credit of our Joint Account or held by you for us.

Applicable to Minor's Account I shall represent the Minor in all future transactions of any description in the above account till the said Minor attains majority. I hereby fully indemnify the Bank against any claim of the above Minor for any withdrawal/transactions made by me in the account.

Relationship with the Minor: Father Mother By Court Order Other (specify) _____

Signature(s): _____

Name(s): _____

(To be signed by all Applicants, or by Guardian if Applicant is a Minor)

FOR BANK USE ONLY

Special Category Account	<input type="checkbox"/> Bank Staff	<input type="checkbox"/> Minor	<input type="checkbox"/> Photo Account	<input type="checkbox"/> Shaky Signature (<i>Indemnity Attached</i>)	<input type="checkbox"/> Parda Nasheen
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- | | Check (✓)
if Applicable | Check (✓)
if Complied |
|---|----------------------------|--------------------------|
| 1. Attested copy of CNIC or valid passport (with valid visa) | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. In case CNIC does not contain a photograph, attested copy of any other document such as driving license that contains a photograph, in addition to CNIC | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. In case of a salaried person, attested copy of service card, or any other acceptable evidence of service including, but not limited to a certificate from the employer | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. In case an individual is unable to sign or has shaky signature, two passport size photographs | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. In case of Foreign Citizen residing in Pakistan, attested copy of passport bearing valid visa or work permit. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. In case of Minor's account: | | |
| • Title of Account to include the word "MINOR" | <input type="checkbox"/> | <input type="checkbox"/> |
| • Attested copy of Minor's birth certificate and CRC (<i>Issued by NADRA</i>) | <input type="checkbox"/> | <input type="checkbox"/> |
| • Attested copy of Guardian's CNIC | <input type="checkbox"/> | <input type="checkbox"/> |
| • Proof of Guardian's relationship with Minor (attested copy of birth certificate, CRC, or court order) | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. In case of Hold Mail account, duly executed Hold Mail Indemnity | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. In case of Third Party Mandatee, duly executed Third Party Mandate and attested copy of CNIC | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. In case of exemption from Zakat, Zakat declaration on Bond Paper or attested copy of duly executed affidavit | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. In case of Non Muslim Zakat declaration should be on plain paper | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Specimen Signature Cards for Applicant(s)/Guardian and Third Party Mandatee | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Rules of Account, duly signed | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Original identification document(s) seen by Account Opening Officer..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Letter of thanks sent by CPU (<i>postal/courier receipt to be attached on return by company</i>) | <input type="checkbox"/> | <input type="checkbox"/> |

Account Opening Officer's Certificate	SBP Code	
<p>I have checked this Account Opening Form and the required documents and certify that these are in order. I also certify having verified the identity and credentials of the Applicant(s) and, where applicable, the identity of Third Party Mandatee and Guardian after having seen the original identification document(s).</p> <p>Name: _____ Signature: _____ P.A. No. _____</p> <p>Manager's Approval:</p> <p>Name: _____ Signature: _____ P.A. No. _____</p>		
		Photograph of person unable to properly sign or with shaky signature / Photo Account

Branch Manager to satisfy himself about reason for Hold Mail accounts and, where applicable, to establish/verify the identity of Third Party Mandatee and Ultimate Beneficiary.

TO BE COMPLETED BY CPU

Received at CPU on: _____	Processed by: _____
Authorized by: _____	Scanned by: _____

RULES OF ACCOUNT

General

1. Any person(s) opening or operating an account with Bank AL Habib Limited (Bank) will be deemed to have read, understood and accepted each of the Rules of Account [set forth herein] and the applicable Schedule of Bank Charges as issued and amended from time to time by the Bank in connection with the provision of its banking services.
2. No account shall be opened by the Bank unless it is either properly introduced or a satisfactory bank reference is provided and is acceptable to the Bank.
3. The person will also be required to provide proper identification in the form of valid Computerized National Identity Card (CNIC) and/or his/her Passport.
4. All accounts maintained with the Bank are governed by and subject to the policies of the Bank in force from time to time and all applicable circulars, orders, directives, rules, regulations, decrees and restrictions issued by the State Bank of Pakistan and other competent governmental and regulatory authorities in Pakistan.
5. The account holder should immediately advise the Bank as soon as he/she leaves the country for residence abroad. On receipt of such information the account will be re-designated as a non-resident account and all deposits and withdrawals will be subject to the State Bank of Pakistan rules and regulations applicable from time to time with regard to non-resident accounts.
6. In the absence of a contract to the contrary, the credit balance in any joint account, in the names of two or more persons will in the event of death of any one or more of the account-holders, become payable to the survivor or survivors in terms of the mandate of the account without reference to the heirs of the deceased person or persons.
7. In case of death of an individual account holder, any withdrawal/payment will be effected to the legal heir(s) in terms of a valid succession certificate/letters of probate/administration issued by a competent court of law.
8. In case of any dispute between joint account holders or upon receiving conflicting instructions from any joint account holders, the Bank upon receiving any such intimation/conflicting instructions, shall be entitled to stop all transactions in the joint account(s) entirely at the risk and responsibility of the account holders.
9. The Bank may from time to time prescribe a minimum deposit/account balance which the customer shall maintain in the account at all times, which shall be subject to penalty for violating the prescribed minimum balance.
10. A distinctive number will be allotted by the Bank to each account which shall be quoted in all correspondence relating to the account and at the time of making deposits or withdrawals. The Bank reserves the right not to act on instructions which do not quote the said number.
11. Any change in the address of the account-holder should immediately be communicated to the Bank in writing. The Bank shall not be liable to the account holder for any direct or indirect loss or damage caused as a result of the failure of the account holder to send an intimation in writing of a change in address. The post office and other agents for delivery shall be considered agents of the account-holder for all deliveries of statements of account, letters, advices etc., and no responsibility whatsoever, shall be accepted by the Bank for delay, non-delivery, etc.
12. The account holder shall be liable to pay commission, penalty and all other applicable costs and charges as required and determined by the Bank from time to time. The Bank reserves the right without prior notice to the account-holder to debit the account for any expenses, fees, commission, markup/interest, zakat, withholding tax, stamp duty, excise duty or any other costs, charges, expenses, tax or duty arising out of any transactions or operations in the account or dealings with the Bank or payable to the provincial or federal government as may be levied from time to time.
13. The Bank reserves the right to amend these rules from time to time and amendments to these rules of account shall be intimated to the account holder(s) by means of a written notice or by display in the premises of the Bank's branch maintaining the account. The amended rules shall be deemed to have been accepted by the account holder(s) upon such display of the written notice containing the amendments. The Bank reserves the right to close any account at its discretion without assigning any reason.
14. The Bank is authorized to make such disclosures in respect of the accounts as may be required by any court order or competent authority or agency under the provisions of applicable laws and/or otherwise to safeguard the interests of the Bank.
15. If the Bank should retain advocates/lawyers to enforce any of its rights or take other steps concerning the account, the account holder shall pay to the Bank all costs, charges, fees and expenses incidental thereto on a full indemnity basis and the Bank shall be entitled to debit the account for such costs, charges, fees and expenses.
16. The Bank shall issue periodical statements of accounts to the concerned account-holder. The account-holder will notify the Bank in writing of any error, irregularities or omissions that may be discovered, among other things, improper debits and instruments that are altered, that have missing signatures and/or bear forged or unauthorized signatures within 30 days of the Bank mailing the statement. Failure to notify the Bank and upon expiry of such 30 days period, it will be finally and conclusively accepted between the Bank and the account-holder(s) that:
 - a) the amount of the balance shown in the statement is true and correct
 - b) all instruments paid from the account are genuine, duly authorized and properly signed
 - c) all amounts that have been charged to the account are properly chargeable (including among other things all mark-up and service charges, even if the statement does not disclose how any mark-up or charges are calculated)
 - d) the account holder is not entitled to be credited with any amount that is not shown on the statement, and

RULES OF ACCOUNT

- e) the account holder releases the Bank, its officers, employees and agents from all claims in connection with the statement and any items reflected in the statement
- f) Accounts on which no transaction is done are marked Dormant as follows: Current Accounts - 1 Year, Saving Accounts - 2 Years
- g) Those accounts that remain inoperative for a period of ten years shall be classified as "unclaimed" and surrendered to SBP as per the provisions of the Banking Companies Ordinance.
- h) If the account shows a zero balance for six months it will be closed without notice.

17. Preparation of instruments and internal supervision:-

The account-holder will either have in place or will immediately put in place, systems, procedures and controls effective to prevent and/or detect thefts of, and forgeries and frauds involving instruments. The account-holder will immediately report to the Bank any loss or theft of instruments or any other circumstances from which one may reasonably infer that a fraud may be perpetrated. Failure to notify the Bank, will automatically discharge the Bank from all liabilities.

18. The Bank's liability for forged or unauthorized instruments:-

The Bank will have no liability for any loss due to a forged or unauthorized signature upon or any alteration of an instrument even if notified to the Bank within the 30 days period as specified above.

19. Monitoring and functioning of communications facilities.:-

The Bank will use reasonable efforts to monitor its telephone and fax facilities to determine if it has received any instructions or information from the account-holder, provided that the Bank is authorised by the account holder to act upon telephone and fax instructions received from the account holder. The Bank's ability to act upon telephone and fax instructions depends upon the normal functioning of the various communication facilities used by the Bank. The Bank is not responsible for any delay or failure to receive telephone or fax instructions or information.

20. Liability of the Bank:-

The Bank will not be responsible for any liability, damages, demands or expenses that an account-holder may incur due to the Bank acting or failing to act upon instructions or information received. The Bank will not in any event be liable for any incidental, consequential or indirect damages, or for loss of profit.

21. Indemnity:-

The account holder will indemnify and save the Bank harmless at all times and from time to time from and against all losses, liabilities, damages, demands, actions, suits, proceedings, accounts, claims, costs, charges, fees and expenses that the Bank may incur, sustain or be put to including without limitation, legal fees and disbursements reasonably incurred by the Bank, arising from the Bank acting or declining to act upon any instruction or information given to the Bank in accordance with these Rules. This indemnity will be in addition to any other indemnity or assurance against loss that the account-holder may provide to the Bank.

22. Severability:-

If any clause of these Rules is found by a Court or any other competent governmental/regulatory authority to be void or unenforceable, that clause will be severed without effecting any other provisions of these Rules.

23. The Bank may at any time(s) in its discretion and without notice assert a lien and/or exercise a right of set off on any balance outstanding to the credit of the account and apply any part thereof to reduce any indebtedness of whatsoever nature that may be owing to the Bank.

24. The Bank does not act as a trustee at any time.

25. The Bank shall determine from time to time the rate of interest/return/profit payable on the account/deposit in accordance with the prevailing rules and regulations of the State Bank of Pakistan and the policies of the Bank which are subject to change and the account holder agrees to accept such rate of interest/return/profit.

Common Rules for CD/SB PLS Saving Bank Accounts

26. All sums to the credit of an account should be accompanied by a pay-in-slip showing the name and number of the account to be credited. The entry of the transactions will be verified by the initials/signatures of an official of the Bank on the counter-foil of the pay-in-slip. The depositor should satisfy himself that the transaction is so verified on the counter foil of the pay-in-slip.

27. (a) The Bank reserves the right to issue cheque books and/or fresh cheque forms only to persons properly introduced or known to the Bank who continue to conduct their accounts satisfactorily and maintain required minimum balances in their accounts at all times.

(b) When not in use, cheque books/forms should be kept under lock and key. Loss of a cheque book or any of the cheque forms should immediately be notified to the Bank in writing. The Bank shall take all reasonable steps to comply with timely requests for stop payment of cheques but the Bank disclaims any and all liability arising out of or in connection with presentation/payment of such stolen and/or lost cheques.

RULES OF ACCOUNT

- (c) An account holder can only withdraw sums from his account by means of cheques issued to him by the Bank for that particular account and ATM Cards issued by the Bank. Deposits are payable only at the branch of the Bank, where such deposits are made. Online withdrawal are allowed as per rules, but may be withdrawn at any time without notice. The account, however, will be debited for any levies paid to the Government of Pakistan.
- (d) Cheques should be signed as per the specimen signature supplied to the Bank and any alterations in the cheque must be authenticated by the drawer's full signature.
- (e) Post dated and stale cheques shall not be paid and or accepted for collection.
28. The Bank may only accept for collection cheques and other instruments payable to the account holder himself at his risk. All cheques and other instruments should be crossed before they are paid in for credit to an account. Uncleared items though credited in the account shall not be drawn against until proceeds realized. Further, even if such items are credited and/or allowed to be drawn against, the Bank shall have the right to debit the customer's account if these are not realized.
29. An account holder wishing to close an account must return any unused cheques to the Bank for cancellation after withdrawal of the balance in the account.
30. The Bank reserves the right to close, without prior notice, any account which in its opinion is not being satisfactorily conducted/operated upon, or for any other reason whatsoever, which the Bank shall not be obliged to disclose to the account holder.
31. The Bank would be within its rights to make investment of the credit balances/deposits in such accounts held by it in any manner at its sole discretion and to make use of the funds to the best of its judgement in the banking business under the PLS system.
32. The profit/loss earned/incurred on such accounts will be credited /debited as determined by the Bank at its sole discretion on the basis of its net working results at the end of each half-year within a reasonable time from the date of the close of half-yearly/yearly books of accounts of the Bank under intimation to the account-holders. In case no profit is declared by the Bank then none shall be payable to the account holder. In the event of the Bank declaring a loss, the account holder shall share in the loss pro rata.
33. The account-holder will reimburse the Bank with any claims in respect of losses/charges on the basis of half yearly/yearly closing of the Bank's books of accounts as applicable to such accounts. The Bank would be within its rights to debit the account for the amount(s) of such claim/charges in settlement of the business accounts of the Bank.
34. The method of calculating Return/Profit on Profit & Loss Saving Accounts will be made for each calendar month between the close of business on the 5th and the last day of the month based on minimum balance of the month in the account.
35. Profit on AL Habib Monthly Saver's PLS Savings Accounts will be paid on the first working day of each following month.
36. An account may be transferred free of charge from one branch to another branch of the Bank on the customer's request, without affecting the profit/loss accruing position of the account as the concerned accumulated products on credit balances in such PLS accounts for the unaccounted period would also be transferred to the recipient branch alongwith the credit balance on the date of transfer.

Specific Rules for Monthly Saver's Accounts

37. The profit will be paid on the first working day of the following month. The method of calculating return/profit on PLS Saving Account under Monthly Saver's will be made for each calendar month between the close of business on the 5th and last day of the month based on minimum balance of the month in the account.

Copy Received and Accepted
Signature of Account Holder(s)