



**FORM A — IPS Account Opening Letter**  
**Branch Manager**  
**MCB Islamic Bank Limited**

Dated: .....

Dear Sir / Madam,

**INVESTOR PORTFOLIO SECURITIES ACCOUNT (IPS) Opening Request**

You are requested to open an IPS account for placement of Government of Pakistan (GOP) securities i.e. Ijarah Sukuks security issued by the State Bank of Pakistan from time to time on behalf of the Government of Pakistan.

My / our particulars are as follow:

Customer Name	
Account Title	
Account Number/ IBAN	
Type of Customer	
Account Maintaining Branch	
Account Maintaining Branch Code	
Customer Mailing Address	
PTCL Number	
Mobile Number	
Email address	
NTN	

Please note that all debit / credit transactions meant for IPS will be routed through our above mentioned account on purchase / sale or encashment on maturity or coupon payments.

I / We have read and understood the

Regards,

1. Customer Name.....Signature.....

2. Customer Name.....Signature .....

**For Official Use Only**

I certify to have verified the identity and credentials of the customer(s). I also confirm that an updated KYC of the customer has been conducted by me and maintained in the branch records.

Authorized Signatory ..... IBS/AS.....Signature .....

Authorized Signatory ..... IBS/AS..... Signature .....



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### **Terms & Conditions:**

1. I / We hereby agree and undertake to comply with the State Bank of Pakistan Regulations relating to the investor Portfolio Security Accounts (IPS) at all times.
2. I / We agree and undertake that your participation in the auction on my / our behalf, buy or sale securities i.e. Government of Pakistan Ijarah Sukuks of any tenor or any other such security issued by the State Bank of Pakistan from time to time on behalf of the Government of Pakistan through your bank will be at my / our sole cost and responsibility.
3. I / We agree and undertake to furnish all required documentation and payment at least two working days prior to the announced Auction Date. Further agree and undertake to furnish all required documentation and payment through respective branch or bank's hub branches / offices before 11.00 am on deal date on buy / sell of securities from your bank.
4. I / We agree and undertake to furnish all required documentation through respective branch or bank's hub branches / offices before 11.00 am on movement of my / our securities from IPS Account to another bank or from another bank to our IPS A/c. with you.
5. I / We will be responsible for all taxes that are payable arising out of the investment agreement, subject to the then prevailing Government Regulations. Further we undertake to provide NTN number of the beneficiary of the security at the time of opening of IPS Account failing which deductible tax will be deposited in to Miscellaneous account as per FBR practice without any liability on the part of MCB Islamic Bank Limited.
6. I/We agree to submit valid tax exemption certificate, if any, at-least five days before maturity of securities or profit coupons failing which MCB Islamic Bank Limited shall not be held responsible in any manner if they submitted claims with the State Bank of Pakistan on maturity of securities or profit coupons.
7. I / We acknowledge the fact that the investment requested by me / us for placement in the IPS A/c. will be made available to me at the sole discretion of MCB Islamic Bank Limited and State Bank of Pakistan.
8. I would be liable to pay applicable charges as outlined in the Schedule of Bank Charges, which may be revised from time to time.
9. MCB Islamic Bank Limited shall not be held responsible in any manner whatsoever to any person(s), including but not limited to, the customer(s), beneficiary or any third party, with respect to my investment



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10. I / We hereby agree that profit rate on my investment will be announced by State Bank of Pakistan on their discretion.

11. I / We hereby agree that my investment will be held in scrip-less form and I will not be issued any certificate against my investment amount.

12. I / We hereby agree that my investment bears profit / Profit-rate risk, due to which any changes in policy rates may affect the value of my investment prior to maturity.

13. I / We hereby agree that in the event I request for my investment to be liquidated prior to maturity, my encashment value may be less than my initial invested principal.

14. I / We hereby agree that the bank will not entertain my / our request for encashment or transfer of securities during shut period before maturity of securities or profit coupons.

15. I/We hereby agree that in case my application & payment is not received by the authorized staff of MCB Islamic Bank within the stipulated time, my application will be returned to me without any liability on the part of MCB Islamic Bank Limited.

16. I/We agree that all the information provided by me/us in the Application Form is equal in importance, will be integral part of my agreement with MCB Islamic that in case MCB Islamic processes this application, it will be doing so on the basis and replying upon all the information provided by me in this application form. Also that in case any information provided turns out to be omitted, or inaccurate or materially inaccurate, I would be liable for any losses

borne by MCB Islamic Bank Limited acting on my instructions.

## **DECLARATION**

I / We certify that I/We have carefully read and understood the terms and conditions and will abide by the same

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**Customer's Signatures:**

1: Name..... Date & Signature.....

2: Name..... Date & Signature .....

**LIST OF DOCUMENTATION REQUIRED FOR IPS ACCOUNT OPENING**

**FOR COMPANY**

- Board Resolution under Company Seal (Attested Copy)
- List of Authorized Signatories & their CNICs
- Tax Exemption Certificate, if applicable

**FOR TRUST**

- List of Authorized Signatories
- Tax Exemption Certificate, if applicable
- Resolution duly approved by the Trustees

**FOR PARTNERSHIP:**

- List of authorized signatories
- Tax Exemption Certificate, if applicable

**FOR PROPRIETORSHIP:**

- Attested copy of CNIC
- List of Authorized Signatories

**FOR INDIVIDUALS:**

- Request letter for IPS account opening
- Copy of CNIC & NTN number / certificate



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**FORM B - Requisition to Execute Outright Secondary Market Transactions**

**The Manager  
MCB Islamic Bank Limited**

Date.....

**Outright Buy of GoP Securities**

With reference to our telephonic deal I email dated..... in respect of the aforesaid subject,  
I / We hereby confirm the Purchase of following Security:

Customer Entity Name	
Customer Bank Account Number	
Customer IPS Account Number	
Customer IPS Account Name	
Deal Date	
Settlement Date	
Face Value	
Name of Security	
Issue Date	
Maturity Date	
Yield	
Price	
Amount	

You are authorized to:-

**In case of Purchase:**

- I. Place this security in my / our IPS A/c maintained with your Bank;
- II. Debit my / our Account Number as specified in IPS Account Opening Request for the deal amount and applicable bank charges.

Regards,

**Customer(s)' Signatures:**

1: Name .....

2: Name .....

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Branch Operations Manager Name .....

Date & Signature .....

**Authorized By:**

Branch Manager Name .....

Date & Signature .....



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**FORM C - Requisition to Execute Outright Secondary Market Transactions**

**The Manager  
MCB Islamic Bank Limited**

Date.....

**Outright Sale of GoP Securities**

With reference to our telephonic deal I email dated ..... in respect of the aforesaid subject,  
I / We hereby confirm the Sale of following Security:

Customer Entity Name	
Customer Bank Account Number	
Customer IPS Account Number	
Customer IPS Account Name	
Deal Date	
Settlement Date	
Face Value	
Name of Security	
Issue Date	
Maturity Date	
Yield	
Price	
Amount	

You are authorized to:-

**In case of Sale:**

- I. Receive security from my / our IPS A/c with you;
- II. Credit my/ our Account Number as specified in IPS Account Opening Request for the deal amount after deducting applicable bank charges.

Regards,

**Customer(s)' Signatures:**

1: Name .....

2: Name .....

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Branch Operations Manager Name .....

Date & Signature .....

**Authorized By:**

Branch Manager Name .....

Date & Signature .....



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**Form-F Transfer Of GoP Securities To Another Bank**

**Treasury Department  
MCB Islamic Bank Limited**

**FORM FOR TRANSFER OF GOP SECURITIES TO ANOTHER BANK**

**Dated:** .....

**GOP Security Type – Ijarah Sukuk**

IPS Account Title	
IPS Account No.	
CNIC No. (for individuals)	

I/ We .....request you for transfer of the following GOP Securities which are held in my/our Investment Portfolios Securities (IPS) Account No. .... maintained with as per details hereunder:

Security Type	Tenor (Years)	Issue Date	Face Value Amount	Transfer to Bank

**Customer's Signature:** \_\_\_\_\_

**For Office Use Only.**

Signature verified by	Securities Balances in IPS Account Verified by	Maturity Amount Payable (Net of Tax)	RBV F15-Number or RTGS Transaction Ref.

\* RTGS Charges will be applicable as per Schedule of Bank Charges



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**Form-G Transfer Of GoP Securities From Other Bank  
Treasury Department  
MCB Islamic Bank Limited**

**FORM FOR TRANSFER OF GOP SECURITIES FROM OTHER BANK**

**Dated:** .....

**GOP Security Type – Ijarah Sukuk**

IPS Account Title	
IPS Account No.	
CNIC No. (for individuals)	

I/ We ..... request you to kindly accept following Securities transfer from my (IPS) Account No \_\_\_\_\_ maintained with \_\_\_\_\_ in my/our Investment Portfolios Securities (IPS) Account No. .... maintained with MIB as per details hereunder:

Security Type	Tenor (Years)	Issue Date	Face Value Amount	Transfer From Bank

**Customer's Signature:** \_\_\_\_\_

**For Office Use Only.**

Signature verified by	Securities Balances in IPS Account Verified by	Maturity Amount Payable (Net of Tax)	RBV F15-Number or RTGS Transaction Ref.

\* RTGS Charges will be applicable as per Schedule of Bank Charges