

# FIKREE'S (PVT) LIMITED

CORPORATE TRE CERTIFICATE HOLDER

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## KNOW YOUR CUSTOMERS POLICIES (KYC)

### KNOW YOUR CUSTOMER (KYC)

Know your customer (KYC) is most closely related with the fight against commission of fraud and money laundering.

The State Bank of Pakistan has provided much elaborated guidelines to set KYC Policy and procedures and is contained in the prudential regulations issued in this regard.

### GUIDELINES FOR KYC POLICY AND PROCEDURES:

The Banking Policy Department of the State Bank of Pakistan has issued guidelines from time to time for customer due diligence.

KYC/Customer due diligence is an on-going process for prudent exchange business practices, therefore the company has:-

- (1) Appoint a compliance officer.
- (2) Updated customer information and records, if any, at reasonable intervals.
- (3) Installed an effective System to monitor the track of the customer's activities.
- (4) Chalked out plan of imparting suitable training to the staff of the company periodically.
- (5) Maintain proper records of customer identifications and clearly indicate, in writing, if any exception is made in fulfilling the due diligence procedure.
- (6) Monitor and check unusually large cash transactions, especially those, which are out of character/inconsistent with the history, pattern etc. of the individual account (s).

**FIKREE'S (PVT.) LTD.**