
Entity Self-Certification Form for tax purposes

Account Title _____

Account No.

Tax regulations require Habib Metropolitan Financial Services Limited (hereinafter the 'HMFS') to collect certain information about each account holder's tax residency status. The data collected may be transmitted by the HMFS to the Pakistan Federal Board of Revenue, Revenue Division, for transfer to the tax authority of another jurisdiction.

A glossary of terms used in this form may be found in section 4 below. If you have any questions about how to complete this form, please contact your tax advisor.

If your organisation is resident in the United States or dual resident, you should additionally complete the Form 'U.S. Tax Status Declaration for Entities' and provide a completed, signed and dated **IRS Form W-9**.

Entity Details

Name of Entity _____

Permanent residence address: Street / No. _____

ZIP code/Town _____

Country of incorporation _____

Country of operations (*complete only if different from 'Country of incorporation'*) _____

1. Tax residence

If the account holding Entity is a tax resident of Pakistan, the Tax Identification Number (TIN) is the National Tax Number (NTN), issued by the Federal Board of Revenue, Revenue Division. If the account holding Entity is a registered trust and resident for tax purposes in Pakistan, the Tax Identification Number is the Free Tax Number (FTN).

If a TIN is unavailable, please provide the appropriate reason A, B or C:

Reason A – The jurisdiction where the account holder is a resident for tax purposes does not issue TINs to its residents.

Reason B – The account holder is unable to obtain a TIN. Explain why the account holder is unable to obtain a TIN if you have selected this reason.

Reason C – TIN is not required. Select this reason only if the authorities of the jurisdiction of residence do not require the TIN to be disclosed.

If the account holding Entity is not a tax resident in any jurisdiction due to the fact that it is fiscally transparent, please indicate the jurisdiction in which its place of effective management is situated.

1.1 Please state the country in which the account holding Entity is resident for tax purposes:

1.2 Please state its tax identification number (TIN, NTN or FTN) in the country stated in section 1.1 above or indicate the reason why a TIN is unavailable (see *above* reason A, B or C; if reason B, then please explain why):

1.3 If the Entity is tax resident in more than one jurisdiction, please complete the following section as appropriate:

Country: _____

TIN: _____

If a TIN is unavailable, please indicate the reason here (see *above* reason A, B or C; if reason B, then please explain why):

2. Your classification under applicable tax regulations

Please tick *one box only* in this section to indicate the Entity's classification:

2.1 Financial Institution other than an Investment Entity (either a Depository Institution, a Custodial institution or a Specified Insurance Company)

Please indicate your GIIN here: _____

2.2 Investment Entity Financial Institution (an Investment Entity not managed by another Financial Institution)

Please indicate your GIIN, if available: _____

2.3 Investment Entity managed by another Financial Institution (see also below 'Note')

Please indicate the managing Financial Institution's GIIN, if available: _____

2.4 None of the above

Please complete this sub-section only if you have ticked section 2.4 above.

Please tick *one box only* in this section, with reference to the tax residence stated above in section 1, to indicate the Entity's classification:

2.5 Active Non-Financial Entity

2.6 Passive Non-Financial Entity (see also 'Note' below)

Note- for Investment Entities managed by another Financial Institution (section 2.3 above) and Passive Non-Financial Entities (section 2.6 above) only:

Under the OECD CRS, Investment Entities having their residence in non-participating jurisdictions are treated as Passive Non-Financial Entities if they are professionally managed by other Financial Institutions. In these circumstances, the HMFS is required to identify the Controlling Persons by looking through the Investment Entities located in non-participating jurisdictions and managed by other Financial Institutions.

If the account holding Entity is an Investment Entity managed by another Financial Institution or a Passive Non-Financial Entity, please complete the table below and list all the Controlling Persons of the Entity.

Name	Address	Country of Tax Residence(s) <i>(List all)</i>	TIN(s)/NTN(s)/FTN(s) <i>(Provide all)</i> <small>(If a TIN/NTN/FTN is unavailable, please indicate the reason)</small>	Role (shareholder; senior managing official; settlor; trustee; protector; beneficiary; other) <i>(List all)</i>	Place of Birth (City/Town & Country), Date of Birth (DD/MM/YYYY)

Name	Address	Country of Tax Residence(s) <i>(List all)</i>	TIN(s)/NTN(s)/FTN(s) <i>(Provide all)</i> (If a TIN/NTN/FTN is unavailable, please indicate the reason)	Role (shareholder; senior managing official; settlor; trustee; protector; beneficiary; other) <i>(List all)</i>	Place of Birth (City/Town & Country), Date of Birth (DD/MM/YYYY)

3. Declarations and Undertakings

1. I acknowledge and agree that (a) the information contained in this form is collected and may be kept by the HMFS for the purpose of automatic exchange of financial account information, and (b) such information and information regarding the account holder and any reportable account(s) may be reported by the HMFS to the Pakistan Federal Board of Revenue and exchanged with the tax authorities of another jurisdiction or jurisdictions in which the account holder may be resident for tax purposes, pursuant to and in accordance with section 237 of the Income Tax Ordinance, 2001 (XLIX of 2001).
2. I understand and acknowledge that the HMFS may provide, directly or indirectly, a copy of this form and information regarding income paid or credited to or for the benefit of the account(s) set out above to: (i) any person that has control, receipt, or custody of income to which this form relates; (ii) any person that can disburse or make payments of income to which this form relates; or (iii) any party authorised to audit or conduct a similar control of aforementioned persons for tax purposes.
3. I certify that I am authorized to sign for the account holder of all the account(s) to which this form relates.
4. I undertake to advise the HMFS of any change in circumstances which affects the tax residency status of the individual identified in Part 1 of this form or causes the information contained herein to become incorrect, and to provide the HMFS with a suitably updated self-certification form within 30 days of such change in circumstances. Furthermore, I understand and acknowledge that reporting and/or disclosure consequences may occur, if I fail to comply with my obligations to submit the necessary forms and/or documentation following a change in circumstances.
5. **I declare that all statements made in this Declaration are, to the best of my knowledge and belief, true, correct and complete.**

Place and Date

Signature of individual authorised to sign for the Account Holder

Place and Date

Signature of individual authorised to sign for the Account Holder

4. Glossary

Account Holder: The term 'Account Holder' means the person listed or identified as the holder of a Financial Account by the Financial Institution that maintains the account. A person, other than a Financial Institution, holding a Financial Account for the benefit or account of another person as agent, custodian, nominee, signatory, investment advisor, or intermediary, is not treated as holding the account, and such other person is treated as holding the account.

Active Non-Financial Entity and Passive Non-Financial Entity: An 'Active Non-Financial Entity' means any Entity that is not a Financial Institution (a 'NFE') that meets one of the following criteria:

(i) Less than 50% of the NFE's gross income for the preceding calendar year or other appropriate reporting period is passive income (such as dividends, interest, royalties, annuities and rent) and less than 50% of the assets held by the NFE during the preceding calendar year or other appropriate reporting period are assets that produce or are held for the production of passive income;

(ii) The stock of the NFE is regularly traded on an established securities market or the NFE is a Related Entity of an Entity, the stock of which is traded on an established securities market;

(iii) The NFE is a government, a political subdivision of such government, or a public body performing a function of such government or a political subdivision thereof, or an Entity wholly owned by one or more of the foregoing;

(iv) Substantially all of the activities of the NFE consist of holding (in whole or in part) the outstanding stock of, or providing financing and services to, one or more subsidiaries that engage in trades or businesses other than the business of a Financial Institution. However, the Entity will not qualify as an Active NFE if it functions (or holds itself out to be) an investment fund, such as a private equity fund, venture capital fund, leveraged buyout fund or any investment vehicle whose purpose is to acquire or fund companies and then hold interests in those companies as capital assets for investment purposes. In these circumstances the Entity will be a Passive NFE (see below);

(v) The NFE is not yet operating a business and has no prior operating history, but is investing capital into assets with the intent to operate a business other than that of a Financial Institution; provided that the NFE shall not qualify for this exception after the date that is 24 months after the date of the initial organisation of the NFE;

(vi) The NFE was not a Financial Institution in the past five years, and is in the process of liquidating its assets, or is reorganising with the intent to continue or recommence operations in a business other than that of a Financial Institution;

(vii) The NFE primarily engages in financing and hedging transactions with, or for Related Entities that are not Financial Institutions, and does not provide financing or hedging services to any Entity that is not a Related Entity, provided that the group of any such Related Entities is primarily engaged in a business other than that of a Financial Institution; or

(viii) The NFE is a Non-Profit Organisation, meeting all of the following criteria:

(a) It is established and operated in its jurisdiction of residence exclusively for religious, charitable, scientific, artistic, cultural, athletic, or educational purposes; or it is established and operated in its jurisdiction of residence and it is a professional organisation, business league, chamber of commerce, labour organisation, agricultural or horticultural organisation, civic league or an organisation operated exclusively for the promotion of social welfare;

(b) It is exempt from income tax in its country of residence;

(c) It has no shareholders or members who have a proprietary or beneficial interest in its income or assets;

(d) The applicable laws of the Entity's country of residence or the Entity's formation documents do not permit any income or assets of the Entity to be distributed to, or applied for the benefit of, a private person or non-charitable Entity other than pursuant to the conduct of the Entity's charitable activities, or as payment of reasonable compensation for services rendered, or as payment representing the fair market value of property which the Entity has purchased; and

(e) The applicable laws of the Entity's country of residence or the Entity's formation documents require that, upon the Entity's liquidation or dissolution, all of its assets be distributed to a governmental Entity or other non-profit organisation, or escheat to the government of the Entity's country of residence or any political subdivision thereof.

A 'Passive NFE' is any NFE that is not an Active NFE.

Country of tax residence: Generally, an Entity is resident for tax purposes in a country if, under the laws of that country (including tax conventions), it pays or should be paying tax in that country by reason of its domicile, residence, place of management or incorporation, or any other criterion of a similar nature (i.e. full tax liability), and not only from sources in that jurisdiction.

Each country has its own rules for defining tax residence and countries provided information on how to determine whether an entity is resident for tax purposes in the jurisdiction for inclusion on the OECD AEOI Portal (<http://www.oecd.org/tax/automatic-exchange/>).

If the Account Holder is not resident for tax purposes in any country (e.g., because it is fiscally transparent), please indicate its place of effective management or jurisdiction in which its principal office is located. Trusts are typically resident for OECD CRS purposes in the residence of their trustee(s).

Controlling Persons: This term means the natural persons who exercise control over an Entity. In the case of a legal person, such term means an individual who has a controlling ownership interest of 25% or more of the issued share capital or an individual who exercises control / is entitled to exercise control through other means (i.e. not less than 25% of the voting rights, close family ties or by other factual means). Where no natural person is identified as exercising control over the Entity (for example where no underlying person has control of greater than 25% of the Entity), then an individual that exercises ultimate control over the management of the Entity can be considered as the Controlling Person.

In the case of a trust, such term means the settlor, the trustees, the protector (if any), the beneficiaries or class of beneficiaries, and any other natural person exercising ultimate effective control over the trust, and in the case of a legal arrangement other than a trust, such term means persons in equivalent or similar positions. The term 'Controlling Persons' must be interpreted in a manner consistent with the Financial Action Task Force Recommendations.

Entity: This term means a legal person or a legal arrangement such as a corporation, partnership, trust or foundation.

Financial Account: The term 'Financial Account' means an account maintained by a Financial Institution, and includes a Depository Account, a Custodial Account, each as defined under the OECD CRS.

Financial Institution: means a Custodial Institution, a Depository Institution, an Investment Entity, or a Specified Insurance Company.

Investment Entity: means any Entity:

a) that primarily conducts as a business one or more of the following activities or operations for or on behalf of a customer:

(i) trading in money market instruments (cheques, bills, certificates of deposit, derivatives, etc.); foreign exchange; exchange, interest rate and index instruments; transferable securities; or commodity futures trading;

(ii) individual and collective portfolio management; or

(iii) otherwise investing, administering, or managing Financial Assets or money on behalf of other persons; or

b) the gross income of which is primarily attributable to investing, reinvesting, or trading in Financial Assets, if the Entity is managed by another Entity that is a Depository Institution, a Custodial Institution, a Specified Insurance Company, or an Investment Entity described in subparagraph (a).

An Entity is treated as primarily conducting as a business one or more of the activities described in subparagraph (a), or an Entity's gross income is primarily attributable to investing, reinvesting, or trading in Financial Assets for purposes of subparagraph (b), if the Entity's gross income attributable to the relevant activities equals or exceeds 50 percent of the Entity's gross income during the shorter of: (i) the three-year period ending on 31 December of the year preceding the year in which the determination is made; or (ii) the period during which the Entity has been in existence.

OECD CRS: This term means the OECD Model Competent Authority Agreement and Common Reporting Standard, as amended from time to time.

Participating Jurisdiction: The term Participating Jurisdiction means a country/jurisdiction with which Pakistan has an agreement in place pursuant to which Pakistan is obliged to provide financial account information about the residents of that country / jurisdiction and their accounts.

Related Entity: This term means a Related Entity as defined in the OECD CRS.