

Muhammad Tariq Moti Securities (Pvt) Limited

BRK # 117, TREC Holder Code 186, TREC Holder / Broker: Karachi Stock Exchange Limited.
1st Floor, Room no. 36, Karachi Stock Exchange Building, Stock Exchange Road, Karachi.
Phone no. +9221 32421624, 32413024, 32410835, Fax no. +9221 32460688, Email id: tariqmoti186@gmail.com.

Date: 01-07-2015

RESOLUTION OF BOARD OF DIRECTORS PASSED ON. 1 JULY 2015

The following resolution was passed at a meeting of the Board of Directors of Muhammad Tariq Moti Securities Pvt Ltd on the 1st July 2015 It was resolved that :-

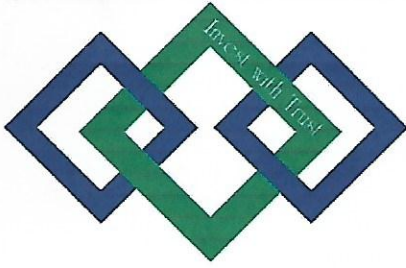
***To incorporate the KYC/CDD rules and regulations as highlighted by the Karachi Stock Exchange**

CERTIFIED TRUE COPY

**Muhammad Tariq Moti
Chief Executive Office**



**Muhammad Mustafa Tariq
Director**



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Know Your Customer (KYC) and Customer Due Diligence (CDD) Policy

KEY AREAS OF THE POLICIES ARE AS FOLLOWS:

1. CUSTOMER IDENTIFICATION

2. RISK ASSESSMENT OF CUSTOMER

3. ENHANCED DUE DILIGENCE

4. ON-GOING DUE DILIGENCE

5. COMPLIANCE FUNCTION

6. DATA RETENTION

1. Customer Identification:

* It is a basic tenet to know the customers background. The key point is that the company should not open anonymous or obviously fictitious accounts. In this respect minimum set of documents as prescribed by the SECP need to be obtained at the time of opening the account. Following standard procedures shall be performed to achieve the objective:

* Identify customers with care when opening new accounts.

* Ensuring payments made to clients are only through cross cheques to their payees account.

* Ensuring payments to the company above Rs.25, 000 are made through cross cheques payable to MTM Securities Pvt Ltd.

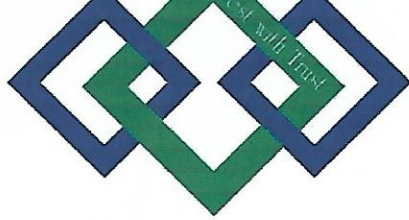
* Making sure that bank verification is done prior to opening an account

* Ensuring NADRA Verification is done for each individual account opened with the company.

Muhammad Tariq



M. Tariq



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* Ensuring that prior to account opening the KYC checklist has been filled and attached with the account opening form.

* Reporting any suspicious transactions.

* KYC should remain a process by which the company identifies the customer and at the same time keeps the required information up to date. It should remain a continuing process till such time as the relationship ends. Knowing ones customer and their business transaction is important in order to be able to recognize unusual transactions that may fall within the ambit of being suspicious.

2. Risk Assessment of Customer:

The risk assessment should be based on the customer's identity, nature of income, source of funding, location/ domicile of customer, etc. Properly filled KYC Check List shall indicate the risk category of the customers' i.e. Low, Medium and High. SECP has provided the following broad outline of factors that will categorize the customer into HIGH RISK CATEGORY.

3. Enhanced Due Diligence

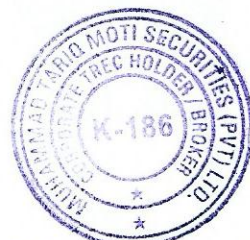
Once a customer or transaction that has been identified as suspicious and not justifiable it should be categorized as HIGH RISK and should be reported to the followings: The Head of Settlements and Compliance. Karachi Stock Exchange under the head of suspicious transactions.

4. On-Going Due Diligence

* It shall be ensured that on-going Due Diligence on the customer relationship and scrutiny of transactions is undertaken to ensure that the transactions executed in a particular account are consistent with the company's knowledge of the customer, its business and risk profile, historical pattern of transactions and the pattern and source of funding of the account.

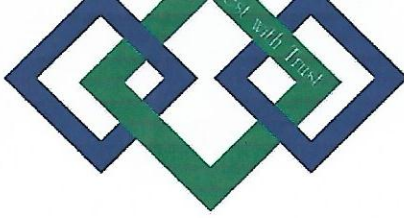
* It shall be ensured that the customers' records are updated at regular intervals and sufficient information is obtained regarding any significant change in the customers' profiles.

Motil



01 JUL 2015

Motil



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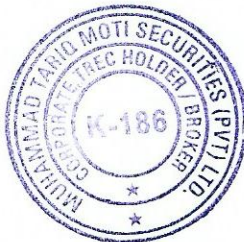
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5. Compliance Function

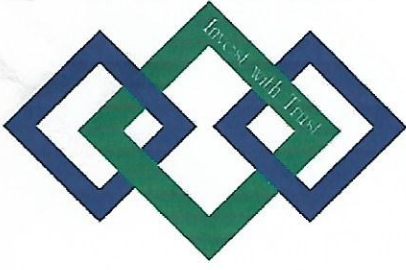
The standard account opening form must be submitted only after it has been signed off by the respective sales person/employee who has introduced the client. It must be ensured that the account opening form is duly signed by the client on each page as required along with the necessary particulars needed. In addition the standard KYC form must also be attached with each account opening form and in case the prospective account holder is employed proof of the same must be obtained. The CNIC copy of the account holder must be verified from NADRA prior to opening of the account and the same should be attached with the respective account opening form. To ensure the genuineness of the new account holder bank verification must be obtained on the account opening form. In addition to the same a letter of thanks should be sent to the account holder address. Once an account has been opened and is operative, the Head of Settlements and Compliance must ensure that each time a transaction is done the contracts for the same are being delivered to the clients at the mailing address mentioned in the form. In the case that contracts are returned due to incorrect address the account should be frozen till such time as the client provides his/her new address to the company in writing In case of a discrepancy whilst obtaining bank verification / CNIC verification the same should be brought to the attention of the management and the Exchange. If a potential individual customer is unwilling to provide the necessary information as required, establishment of a relationship should not be considered. A change if any in the customers' profile (such as change of address, change in business, change in phone numbers etc) and their source of funds are recorded to update the knowledge of the customer and their source of funds.

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6. Data Retention

All Data relating to KYC/ CDD guidelines and procedures have to be maintained for a minimum period of five years, including identity of the customers, account files and correspondence exchanged with the customers. Updating the policy document has been approved by the Board of directors of the company.

Approved by:

Muhammad Tariq Moti
Chief Executive Officer



01 JUL 2015

Muhammad Mustafa Tariq
Compliance Officer