

Credit Management Group, Head Office, I.I. Chundrigar Road, Karachi-74000, Pakistan

Phone # 021-99220015

| 1    | Name of Organization   |                       |                       |                     |   |
|------|--|-----------------------|-----------------------|---------------------|---|
| 2    | Address  | a) Registered Ad      | dress                 |                     |   |
|      |  |                       |                       |                     |   |
|      |  |                       |                       |                     |   |
|      |  |                       |                       |                     |   |
|      |  |                       |                       |                     |   |
|      |  | b) E-mail Addres      | is.                   |                     |   |
| 3    | Telephone(s) & Fax No.(s)  |                       |                       |                     |   |
|      |  |                       |                       |                     |   |
| 4    | Name of the Contact Person   |                       |                       |                     |   |
| 5    | Contact Person Details   | Tel#                  |                       | Mobile              |   |
|      |  | Emial Address         |                       |                     |   |
| 6    | Name of Alternate Contact Person   |                       |                       |                     |   |
| -    |  |                       |                       |                     |   |
| 7    | Alternate Contact Person Details   | Tel#<br>Emial Address |                       | Mobile              |   |
| 8    | National Tax No. of the  | Lilliai Address       |                       |                     |   |
| 8    | Organization, (also provide copy)  |                       |                       |                     |   |
| _    | Corporate Status (Public Limited   |                       |                       |                     |   |
| 9    | /Private Ltd)  |                       |                       |                     |   |
| 10   | Company Registration #   |                       |                       |                     |   |
| 11   | Date of Establishment (DD/MM/YY)   |                       |                       |                     |   |
|      |  |                       |                       | <del></del>         |   |
| 12   | Business Commencement Date (DD/MM/YY)  |                       |                       |                     |   |
| 12   | Business Premises:   | i) Self Owned         | ii) Rented            | —<br>If Rented, Mon | thly Pont Ps  |
|      | Busines Network  | •                     | rating offices Nation |                     | tilly Kent Ks.  |
|      | i  |                       | <b>3</b>              | vi                  |   |
|      | ii   |                       |                       | vii                 | -   |
|      | iii  |                       |                       | viii                |   |
|      | iv   |                       |                       | iX                  |   |
|      | V  |                       |                       | x                   |   |
| 15   | Enlistment with other Banks  |                       |                       | vi                  |   |
|      | i  |                       |                       | vi<br>vii           |   |
|      | <br>III  |                       |                       | viii                |   |
|      | iv   | -                     |                       | iX                  |   |
|      | V  |                       |                       | X                   |   |
|      |  |                       |                       |                     |   |
| 16   | Net worth of the Company **  |                       |                       |                     |   |
| 17   | Capacity to handle the stock:<br>a) Volume   |                       |                       | b) Value            |   |
| 18   | Director's Information   |                       |                       | b) value            |   |
| 10   | (Annexure -A)  |                       |                       |                     |   |
| 19   | Systems & Controls (Annexure - B)  |                       |                       |                     |   |
| 20   | Reputation & Past History (Annexure - C)   |                       |                       |                     |   |
| 21   | Details of Warehouse Available   |                       |                       |                     |   |
|      | (Annexure - D) Details of Godown Keepers &   |                       |                       |                     |   |
| 22   | Supervisors (Annexure - E)   |                       |                       |                     |   |
| neve | aration:  I/we hereby confirm  I/we hereby confirm  I/se to the entire satisfaction of Banks/I | he Banks/DFIs fro     |                       | -                   | ur knowledge and belief and have<br>ther panel and are also discharging |
|      |  |                       |                       |                     | IONATURES I   |
|      |  |                       |                       |                     | IGNATURES WITH SEAL   |
|      |  |                       |                       |                     |   |
| **   | Net Worth= Total Assets - Total Liabilities  |                       |                       |                     |   |



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|           | Qualification of Directors/CEO/Senior Management |                            |              |      |                     |             |               |  |   |   |                            |
|-----------|--|----------------------------|--------------|------|---------------------|-------------|---------------|--|---|---|----------------------------|
| Sr.<br>No | Name   | Name of Father/<br>Husband | C.N.I.C. No. | NTN# | Residential Address | Designation | Qualification | Total<br>Cummulative<br>Experience<br>(Yrs)* | Total Experience with a Muccaddam Company (Yrs)** | Name of other Business<br>Concerns where the<br>person has interest as<br>Proprietor/Partner/Dire<br>ctor | % Share in the<br>Business |
|           |  |                            |              |      |                     |             |               |  |   |   |                            |
|           |  |                            |              |      |                     |             |               |  |   |   |                            |
|           |  |                            |              |      |                     |             |               |  |   |   |                            |
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|           |  |                            |              |      |                     |             |               |  |   |   |                            |
|           |  |                            |              |      |                     |             |               |  |   |   |                            |
|           |  |                            |              |      |                     |             |               |  |   |   |                            |
|           |  |                            |              |      |                     |             |               |  |   |   |                            |

| * Experience including other than Muccaddam companies also (e.g. clearing & fwd agent etc). |   |                      |                        |                       |                            |
|---|---|----------------------|------------------------|-----------------------|----------------------------|
|   | * | Evnerience including | r other than Muccaddan | n companies also le a | clearing & fund agent etc) |

|  | ** | Experience gained | only with | Muccaddam | companies |
|--|----|-------------------|-----------|-----------|-----------|
|--|----|-------------------|-----------|-----------|-----------|

AUTHORISED SIGNATURES WITH SEAL

| Name: | <br> |
|-------|------|
| Date: | <br> |



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|   |          | Sys   | tem & Contro            | ols                    |                   |
|---|----------|---|-------------------------|------------------------|-------------------|
| 1 | Liet o   | Il the defined Policies and Procedures a                        | eross the organization  | n*                     |                   |
|   |          | the defined Policies and Procedures a                           | 6                       | 11.                    |                   |
|   |          | 2   | 7                       |                        |                   |
|   |          | 3   | 8                       |                        |                   |
|   |          | 1   | 9                       |                        |                   |
|   |          | 5   | 10                      |                        |                   |
| 2 | List t   | he Process through which the Policy an                          | d Procedures are cou    | nter checked**         |                   |
| _ |          |   |                         |                        |                   |
|   | :        | 1   |                         |                        |                   |
|   |          |   |                         |                        |                   |
|   | :        | 2   |                         |                        |                   |
|   |          |   |                         |                        |                   |
|   |          | 3   |                         |                        |                   |
| 3 | 3.1      | Total No. of Godown Keepers                                     |                         |                        |                   |
|   | 3.2      | Total No. of Godown Keepers ha                                  | ving                    |                        |                   |
|   |          | experience of more than 5 years                                 |                         |                        |                   |
|   | 3.3      | Total No. of Godown Keepers ha                                  | iving                   |                        |                   |
|   |          | experience of more than 3 years  Total No. of Godown Keepers ha | wing                    |                        |                   |
|   | 3.4      | experience of more than 1 years                                 | IVIIIg                  |                        |                   |
|   |          | Total No. of Godown Keepers ha                                  | ving                    |                        |                   |
|   | 3.5      | experience of less than 1 year                                  | W 118                   |                        |                   |
|   | Miles    | ,   | - bb                    | la cata d CITEC and Us |                   |
| 4 | wne      | ther the maintenance of Data including                          | g but not limited to al | YES / NO               | iman Resource is: |
|   | 4.1      | Computerized***   |                         | 1237 110               |                   |
|   | 4.2      | Partially Computerized****                                      |                         |                        |                   |
|   | 4.3      | Manual  |                         |                        |                   |
| 5 | Num      | ber of Total SITES  |                         |                        |                   |
|   |          |   |                         |                        |                   |
| 6 |          | ber of Total Supervisors  |                         |                        |                   |
| 7 |          | age Supervisor to Site ratio (T<br>/Total Supervisors)          | Total                   |                        |                   |
|   |          | ber of staff employed & their rele                              | vant                    |                        |                   |
| 8 |          | rience****  | varie                   |                        |                   |
| 9 | Deta     | ils of stocks & Sites presently under supe                      | ervision                |                        |                   |
|   | Sr       | Details/Type of Stocks  |                         |                        |                   |
|   | No.      | Details/Type of Stocks  | Value                   | e of Stocks            | Name of the bank  |
|   |          |   |                         |                        |                   |
|   |          |   |                         |                        |                   |
|   |          |   |                         |                        |                   |
|   | -        |   |                         |                        |                   |
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|   |          |   |                         |                        |                   |
|   |          |   |                         |                        |                   |
|   |          |   |                         |                        |                   |
|   |          |   | *                       |                        |                   |
|   |          |   |                         |                        |                   |

- For example Recruitment & Firing of Human Resource Policy, Operations Policy, Compliance Policy
- Mention the counter cheking process (eg. Log & diary method, maintain register etc)
- \*\*\* Complete database of each & everything is maintained
  \*\*\*\* Data is there but not fully computerized
- \*\*\*\*\* Please attach list

| Name: | <br> |  |
|-------|------|--|
| Date: |      |  |



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# **Reputation & Past History**

| Shortages   |  |
|---|--|
| Sr. No.   |  |
| List all the shortages reported in sites allocated during the | last one year (Business History with NBP)    |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
| List all the shortages reported in sites allocated during the | e last one year with other banks / companies |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
| Legal Disputes  |  |
| Sr. No.   |  |
| 2   |  |
| List all the legal disputes that have arisen with NBP during  | the last one year                            |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
| List all the legal disputes that have arisen with other banks | s/companies during the last one year         |
|   |  |
|   |  |
|   |  |
|   |  |
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|   |  |
|   |  |
|   | AUTHORISED SIGNATURES WITH SEAL              |
|   | AUTHORISED SIGNATURES WITH SEAL              |
|   | Name:  |
|   | Date:  |
|   |  |



## Credit Management Group, Head Office, I.I. Chundrigar Road, Karachi-74000, Pakistan Phone # 021-99220015

|        | Details of Warehouse(s) Available |      |  |                         |                                |  |  |  |  |
|--------|-----------------------------------|------|--|-------------------------|--------------------------------|--|--|--|--|
| Sr.No. | Location/City                     | Area | Construction of Warehouse<br>(boundary wall (with/without<br>Roof top) | Self Owned<br>or Rented | If Rented, Monthly<br>Rent Rs. |  |  |  |  |
|        |                                   |      |  |                         |                                |  |  |  |  |
|        |                                   |      |  |                         |                                |  |  |  |  |
|        |                                   |      |  |                         |                                |  |  |  |  |
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|        |                                   |      |  |                         |                                |  |  |  |  |
|        |                                   |      |  |                         |                                |  |  |  |  |
|        |                                   |      |  |                         |                                |  |  |  |  |

| Bankers |                     |                    |                        |
|---------|---------------------|--------------------|------------------------|
| Sr No.  | Name of the bank(s) | Name of the branch | Date of Account opened |
|         |                     |                    |                        |
|         |                     |                    |                        |
|         |                     |                    |                        |
|         |                     |                    |                        |

| Credit Facilities from banks |                    |                                   |                    |                                       |                      |
|------------------------------|--------------------|-----------------------------------|--------------------|---------------------------------------|----------------------|
| Name of the bank(s)          | Name of the branch | Amount of Credit facility availed | Outstanding Amount | Date when first time facility availed | Date of Limit Expiry |
|                              |                    |                                   |                    |                                       |                      |
|                              |                    |                                   |                    |                                       |                      |
|                              |                    |                                   |                    |                                       |                      |
|                              |                    |                                   |                    |                                       |                      |
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| AUTHORISED SIGNATURES WITH SEAL |
|---------------------------------|
| Name:                           |
| Date:                           |



#### National Bank of Pakistan Credit Management Group, Head Office, I.I. Chundrigar Road, Karachi-74000, Pakistan Phone # 021-99220015

Annexure E

### **Details of Godown Keepers & Supervisors**

| Name of the Godown<br>Keeper | Present Place of Posting<br>(Name & Address of Site) | ID card # | Date of appointment in Muccaddam Company | Qualification<br>(Last<br>Qualification) | Experience<br>(in yrs) | Name of Last<br>Employer | Name of Godown<br>Keeper's Supervisor | Experience<br>(in yrs) | Id card # of the supervisor                      |
|------------------------------|--|-----------|--|--|------------------------|--------------------------|---------------------------------------|------------------------|--|
|                              |  |           |  |  |                        |                          |                                       |                        |  |
|                              |  |           |  |  |                        |                          |                                       |                        |  |
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AUTHORISED SIGNATURES WITH SEAL

Name:\_\_\_\_\_
Date: \_\_\_\_\_