

# **AITEMAAD CALL DEPOSIT RECEIPT**

Manual Version 1.0 / 2023

**National Bank Of Pakistan**

**Aitemaad - Islamic Banking Group**

**NBP**

National Bank of Pakistan

# Aitemaad اعتماد

**ISLAMIC BANKING**

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**Note:** The signatories have given their concurrence to this document as far as it relates to their area of responsibility. The manual and its related documents will be available on intranet for utilization by authorized Islamic Banking Branches of NBP Aitemaad or/and other authorized desks / windows permitted from time to time.



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### ABBREVIATIONS

S. No.	Full Form	Short Form
1.	Aitemaad Call Deposit Receipt	ACDR
2.	Anti-Money Laundering	AML
3.	Authorized Signature Number	ASN
4.	Branch Manager	BM
5.	Computerized National Identity Card	CNIC
6.	Executive Committee	ExCom
7.	Federal Excise Duty	FED
8.	First Information Report	FIR
9.	Inter Office Memo	IOM
10.	Know Your Customer	KYC
11.	National Database & Registration Authority	NADRA
12.	National Bank of Pakistan (Aitemaad Islamic Banking Group)	NBP Aitemaad / AIBG
13.	Operations Manager	OM
14.	Product Development Wing	PDW
15.	Pakistani Rupee	PKR
16.	Regional Business Development Manager	RBDM
17.	Regional Compliance & Control Head	RCCH
18.	Regional Manager - Operations	RM – Ops.
19.	Regional Management Team	RMT
20.	Resident Shariah Board Member	RSBM
21.	Shariah Board	SB
22.	Schedule of Charges	SOCs



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## THE MANUAL

### Objective

The purpose of this manual is to provide product structure, criteria, process flows, accounting, documentation, terms and conditions of Aitemaad Call Deposit Receipt (ACDR) in compliance with the regulatory, legal, business, system and Shariah requirements.

### Validity

The manual will be deemed as 'valid' during the revision period. The revision period does not mean expiry and thus, due date does not make the manual 'invalid' and will remain intact and deem to be applicable unless any change is recommended.

### Custodian and Access

The custody of manual shall primarily rest centralized with the Product Development Wing (PDW), AIBG. However, scanned copy of manual and its related documents shall be available on intranet for reference / compliance and it shall be the responsibility of stakeholders to ensure its complete security and secrecy.

### Proposed Amendments

Request for changes from all the stakeholders are welcome. They may propose changes for any section of this manual. The person / department who proposes the changes shall give due justification for such change(s). He / she will submit the proposal to his / her immediate in-charge / head of the department for onward submission to the Head Office who will mark it to the PDW for necessary assessment and appraisal as to the need for the desired change(s).

### Review and implementation of Amendments

- 1) The manual shall be reviewed and updated, at least once in three (3) years.
- 2) The review and update of this manual shall be an ongoing process to ensure continuous alignment of the business with the Bank's strategy and the internal and external dynamics in which the Bank operates. Such factors may include developments, changes and trends whether required by law or by generally accepted risk management or business practices within the banking industry.
- 3) The manual will be approved by the Executive Committee (ExCom) or any other relevant authorized committee and Shariah Board (SB)
- 4) In case of any necessary amendment (i.e. addition / deletion / modification) is required in the manual then Inter Office Memo (IOM) shall be issued by PDW subject to the approval of ExCom or any other relevant authorized committee and SB. Further, it is imperative to mention that any change / amendment required by virtue of law / regulation / SB's resolution would automatically become effective.
- 5) All respective IOMs shall be a part of this manual until the issuance of revised version. It is responsibility of PDW to incorporate all IOMs in revised / upgraded version of this manual. After obtaining approval from all the relevant stakeholders, an updated copy shall be uploaded on intranet or may be circulated to all the stakeholders for reference and compliance.

## INTRODUCTION

Call Deposit Receipt (CDR) is a kind of deposit wherein funds are meant to be kept in a Bank's payable account for a specific period, the Bank can invest these funds in its normal course of business. This deposit does not offer any income or profit to the depositors. CDR is treated as non-negotiable and non-transferable instrument which is issued from the customer account usually in the name of beneficiary including government, semi-government, institutions, corporations, autonomous bodies, individuals, etc. CDR is payable / encashable to beneficiary on proper discharge through collection /clearing /internal transfer.

NBP Aitemaad Islamic Banking has devised this manual in order to streamline the existing processes of 'Aitemaad Call Deposit Receipt (ACDR)' as per business, regulatory, Shariah requirements and industry practices so that issuance / cancellation / encashment of ACDRs can be processed by the field functionaries with adequate internal and system controls.

## SHARIAH COMPLIANT STRUCTURE

- 1) The underlying Islamic contract of ACDR is Qardh.
- 2) No profit / loss will be applicable to ACDR due to the nature of current account.
- 3) Customer will agree hereby to the unfettered use of the deposited funds by the Bank at the Bank's discretion and the customer will not claim any return in any form whatsoever.
- 4) ACDR will not be issued, if application is not in conformity with the Shariah principles as pronounced by the Shariah Board.

## ELIGIBILITY CRITERIA

- 1) ACDR will be issued in Pakistani Rupees (PKR) only.
- 2) ACDR will be issued from customer account and will not be settled against cash.
- 3) ACDR will not be issued for non-account holder / walk-in customer.
- 4) ACDR will be treated as non-negotiable and non-transferable instrument.
- 5) ACDR will be issued in favour of federal government, provincial government, semi government, autonomous bodies and individuals upon the customer request. However, ACDR may be offered to other segment subject to the approval of Head of Compliance (AIBG), RSBM and either two of the Divisional Head - Operations (AIBG), Divisional Head - Retail & Branch Banking (AIBG) or Divisional Head - Product (AIBG).
- 6) ACDR can be encashed whenever a party (beneficiary / customer) intends to do so anytime by depositing the original ACDR.
  - a) If ACDR is not encashed within 03 years period, ACDR will be marked as 'stale instrument'. A stale ACDR cannot be encashed unless the same is marked as 'Revalidated'. Only issuing branch is authorized to revalidate the ACDR. The genuineness of ACDR will be verified by the designated officer by comparing the details of ACDR submitted by the customer (attached as annexure C) with the details appearing in the system and submitted application form (attached as annexure A).

- b) After period of 10 years in case of non-encashment of ACDR, amount will be transferred to unclaimed deposit. Please refer to Instruction Circular No. 214/2022 dated October 18, 2022 for instructions regarding transfer of Unclaimed Deposit Accounts / Instruments and may be updated from time to time.

## PROCESS FLOW

### 1) Issuance of ACDR

- a) Customer will request the branch through Application Form (attached as Annexure 'A') for issuance of ACDR.
- b) Application Form must be properly filled and signed by the customer in view of the mandatory fields and terms & conditions. In case of a company account, application form must be signed by the authorized signatories with company stamp.
- c) ACDR will not be issued without opening of an account and completion of all formalities with regard to NBP Global AML, CFT, CPF and Sanctions Policy & manual. Therefore, designated officer at branch will review the application form and verify the signature by comparing the same with that of affixed in the customer's SS Card available with the Bank.
- d) Branch Manager (BM) /Operations Manager (OM) will ensure completion of ACDR related formalities with respect to KYC /AML and maintain record manually in ACDR Issuance Register for Audit purposes.
- e) ACDR will be issued subject to joint review of Regional Compliance & Control Head (RCCH) & Regional Business Development Manager (RBDM) and approval of Regional Head.
- f) Regional Management Team (RMT) will ensure that all the documents are completed including updated KYC forms, AML, NADRA Verysis, Biometric, etc and purpose of ACDR is in conformity with the Shariah principles at the time of issuance of ACDR.
- g) After obtaining approval, OM will write the details on the approved security stationery of ACDR and two authorized signatories (anyone who has ASN) of the branch will sign the instrument.
- h) Issuance of ACDR related charges and tax (where applicable) will be recovered from the customer as per prevailing Schedule of Charges.
- i) The original instrument will be handed over to the customer upon his / her acknowledgement on the copy of instrument which will be filed in the branch record.
- j) At the day end, ACDR issued report will be printed by the OM from the system for reconciliation purposes.

### 2) Cancellation of ACDR

- a) The request for cancellation of ACDR should be made by the customer in writing as attached Annexure 'C'. Reason for cancellation should also be mentioned in request. Customer signature on the letter should be verified from the original Application Form. The original / duplicate ACDR should be physically surrendered to the parent / issuing branch by the customer.



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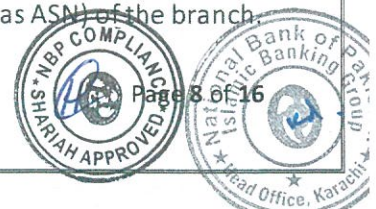
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- b) On the back of ACDR, a notation must be written "not used for the purpose intended" or any such wordings and signed & stamped (if a company or proprietorship etc.) by the beneficiary i.e. relevant department / officials (to whom the instrument was made).
- c) ACDR cancellation related charges and tax (where applicable) will be recovered from the customer as per prevailing Schedule of Charges.
- d) After cancellation of the ACDR, refund may be made in account from where funds were placed.
- e) Cancelled ACDR will be stamped as "CANCELLED" as well as the application form. ACDR will be attached with the original case for complete audit trail, record purpose and future reference.
- f) This activity should also be recorded in the system by marking the ACDR as cancelled. Cancelled ACDR report should be generated through the system and retained at the branch along with the other documents.
- g) The officers' signatures on the cancelled ACDR, should be crossed to deface the signatures on ACDR and should be marked as 'CANCELLED' under the signature of designated officer or OM with the date.

### 3) Issuance of Duplicate ACDR

A duplicate ACDR can only be issued, if the original ACDR has been reported as lost or stolen by the customer in the issuing branch in writing. Following procedures will be followed in this respect:

- a) Written request duly signed by the customer should be obtained, requesting the branch for issuance of duplicate ACDR along with the reason.
- b) Branch to verify customer signature from its record as well as from the ACDR Application Form.
- c) If an application received from a company, application should be on company's letter head with stamp and signatures of authorized officer.
- d) Respective branch to check from its record whether the instrument has been paid or it is still outstanding.
- e) For issuance of duplicate ACDR, Police Daily Diary Report No. / Copy of the FIR regarding loss of the original ACDR must be obtained from customer to avoid frauds.
- f) If ACDR is still outstanding, a Letter of Indemnity (attached as Annexure 'B') on a PKR 100/- stamp paper (as per provincial requirements tariffs and any subsequent changes there-to) must be obtained from the customer, as the case may be.
- g) After obtaining Letter of Indemnity and Police Daily Diary Report No. / copy of FIR for the duplicate ACDR, OM will write the details and 'DUPLICATE ACDR' on the Bank's approved security stationery. The original ACDR will be marked as 'CANCELLED' in system before issuance of duplicate ACDR.
- h) Upon issuance of duplicate ACDR, it should be marked on the face of the duplicate ACDR reading "Duplicate ACDR issued in lieu of Original No \_\_\_\_\_ dated \_\_\_\_\_ reported lost".
- i) ACDR must be signed by the two authorized signatories (anyone who has ASN) of the branch.





- j) Issuance of Duplicate ACDR related charges and tax (where applicable) will be recovered from the customer as per prevailing Schedule of Charges.
- k) The Duplicate ACDR may be handed over to the customer against his acknowledgement on the Office Copy.
- l) The copy of issued Duplicate ACDR and all other relevant documents will be filed along with the original ACDR application form as per NBP's Record Retention Policy.
- m) If an original ACDR instrument is presented in clearing before the presentation of duplicate ACDR instrument, branch will have to return the instrument to the collecting bank advising its payment has been marked 'CAUTION'. Staff should be more vigilant in such a scenario as it may be a fraudulent attempt.
- n) On presentation of a duplicate ACDR instrument, branch will have to ensure as to original ACDR instrument should not be paid.

#### 4) Payment of ACDR

- a) ACDR may be presented for payment in the normal as well as special clearing as an instrument of transfer of funds from one account to another in one bank to another. They are issued with "A/c Payees Only" crossings written on the face of the instrument.
- b) ACDR should be payable to beneficiary through clearing / collection / internal transfer and it is also pre-printed in the stationery of ACDR stating that: "This receipt is non-negotiable and non-transferable".
- c) It is the responsibility of the relevant officer handling the payment to ensure that ACDR presented for payment at the Bank's counter are as per the specifications prescribed by the Bank and as per details entered in ACDR Issuance Register. Specification of the ACDR with intrinsic features are to be advised to all branches for verification of genuineness of the instrument before payment.
- d) After proper scrutiny, in cases where the ACDR are received in the clearing / collection / internal transfer, such transactions are to be posted in system.
- e) Reports for 'ACDR Paid' will be printed through system on daily basis and kept in the branch's record and reviewed by the branch (OM).
- f) When funds deposited in ACDR is withdrawn from the bank, payees discharge on the receipt must have revenue stamp of appropriate value which should be cancelled.
- g) To facilitate refund of the amount of the ACDR to purchaser rubber stamp reading "The Bank reserves the right to refund the amount to the purchaser in the absence of payee's discharge" should be affixed on the reverse of such receipts.
- h) ACDR presented by the purchasers for refund, should be paid by cancellation writing on the back "Cancelled and the amount refunded to the purchaser Mr. \_\_\_\_\_" CNIC No. \_\_\_\_\_.

## BALANCING AND RECONCILIATION OF ACDR

### At Branch Level:

ACDR - Outstanding Report should be duly reviewed and signed by the BM /OM on daily basis. The total amount appearing in the ACDR – Outstanding Report should be matched with the balance appearing in the GL (Call Deposit – Payable i.e. 2309010402). In case of any difference is found then efforts should be made in order to resolve balancing and reconciliation issues on same day.

### At Regional Level:

Regional Manager – Operations (RM- Ops.) and Regional Compliance & Control Head (RCCH) will regularly monitor overall portfolio of ACDR and also ensure that Outstanding ACDRs of respective branches must be balanced and reconciled with GL (Call Deposit - Payable).

ACDR Balancing Register should be as follows:

	Opening Balance (should be matched with GL)	CR	xxxxx
Add	ACDR Issued during the day	CR	xxxxx
Less	ACDR Paid / Cancelled during the day	DR	xxxxx
	Closing Balance (should be matched with GL)	CR	xxxxx

## INVENTORY / STATIONERY OF ACDR

- 1) Blank ACDR application form and instrument stationery must be available at NBP Aitemaad Islamic Banking Branches and Windows.
- 2) The instrument should contain preprinted notation of "This Receipt is Non-negotiable & Non-transferable". The preprinted notation "Not Transferable" may be accepted till the time of new inventory of ACDRs / instruments.
- 3) Upon receipt of ACDR security stationery stock from Head Office, branches will count the instrument and record the details in Stamp & Un-stamp Register (B-10) which should be signed by OM and the custodian.
- 4) The confirmation of the instruments (ACDR) received by the branches will be sent to their region and IT Operations (AIBG) along with scanned copy of the first and last instrument via email immediately. The allocation of security instrument (ACDR) will be carried through IT Operation's (AIBG) user instead of branches.
- 5) Upon utilization of ACDR security stock from the vault, details in Stock Register must be recorded and signed by OM and the custodian.
- 6) Overnight un-utilized security instrument (ACDR) must be kept in fire proof safe vault under the dual custody of OM and the custodian.
- 7) In case of relevant staff is on leave, BM will authorize in writing the custodianship of the un-utilized security stationery.

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## SCHEDULE OF CHARGES

The charges / fees / waiver / grid / criteria will be reviewed and updated in NBP Aitemaad - Schedule of Charges (SOCs) from time to time. All Government taxes and levies (where applicable) will be recovered from the account holder as per NBP Aitemaad – Schedule of Charges (SOCs).

<b>SOCs For ACDR (proposed Jul – Dec, 2023)</b>	<b>PKR</b>
Issuance of Call Deposit Receipt	175/- + FED
Issuance of Duplicate Call Deposit Receipt	350/- + FED
Cancellation of Call Deposit Receipt	175/- + FED

## GL CODES

Following GL Codes will be used for this product:

<b>GL Codes</b>	<b>Description</b>	<b>GL Nature</b>
2309010402	Call Deposit Receipt	BS - Liability
6079041018	Issuance of CDR	P/L - Income
6079041016	Issuance of Duplicate	P/L - Income
6079041024	PO/DD/CDR Cancellation	P/L - Income
2059120702	FED on Remittances	BS - Liability

## REPORTS

Following reports will be required for ACDR:

- ACDR - Issued Report
- ACDR - Cancelled Report
- ACDR - Paid Report
- ACDR - Outstanding Report



## ACCOUNTING ENTRIES

Following accounting entries will be used for ACDR. In case of any change in regulatory or business requirements then accounting entries shall be amended accordingly by Finance Wing, AIBG for meticulous compliance.

S. No.	Description	GL Nature	Debit	Credit	
<b>Issuance of ACDR</b>					
1-	Customer Account	BS-L	10,127.60		
	Call Deposit - Payable	BS-L		10,000.00	
	Call Deposit - Issuance Charges	PL-I		110.00	
	Collection of FED/Provincial Tax	BS-L		17.60	
	To record issuance of ACDR and recover charges + FED from the customer.				
<b>Issuance of Duplicate ACDR</b>					
2-	Call Deposit - Payable	BS-L	10,000.00		
	Customer Account	BS-L		10,000.00	
	To record transfer of funds for lost ACDR.				
	Customer Account	BS-L	10,203.00		
	Call Deposit - Payable	BS-L		10,000.00	
	Call Deposit - Duplicate Charges	PL-I		175.00	
	Collection of FED/Provincial Tax	BS-L		28.00	
To record issuance of duplicate ACDR and recover charges + FED from the customer.					
<b>Cancellation of ACDR</b>					
3-	Call Deposit - Payable	BS-L	10,000.00		
	Customer Account	BS-L		10,000.00	
	To record transfer of funds for cancellation of ACDR.				
	Customer Account	BS-L	232		
	Call Deposit - Cancellation Charges	PL-I		200.00	
	Collection of FED/Provincial Tax	BS-L		32.00	
To recover cancellation charges + FED from the customer in case of lost of ACDR.					
<b>Payment of ACDR</b>					
4-	Call Deposit - Payable	BS-L	10,000.00		
	Clearing Settlement / Beneficiary Account	BS-L		10,000.00	
	To make payment in beneficiary account at the time of encashment.				
<b>Transfer of Funds to Unclaimed Deposit Account</b>					
5-	Call Deposit - Payable	BS-L	xxxxx		
	Call Deposit - Unclaimed Deposit	BS-L		xxxxx	
	If ACDR is not encashed within stipulated time, amount will be transferred to unclaimed deposit.				

**Note:** Please refer to Instruction Circular No. 214/2022 dated October 18, 2022 for instructions regarding transfer of Unclaimed Deposit Accounts / Instruments and may be updated from time to time.



ANNEXURES

Annexure - A

ACDR – Application Form



APPLICATION FORM AITEMAAD CALL DEPOSIT RECEIPT (ACDR)

درخواست فارم اعتماد کال ڈپازٹ رسید

The Manager, نیر  
NBP Aitemaad Islamic Banking, این بی پی ایم اے اسلامک بینکنگ  
Branch برانچ \_\_\_\_\_ Date تاریخ \_\_\_\_\_

Dear Sir / Madam, جناب / محترم

I/We tender here with: میں / ہم یہاں پیش کرتے ہیں: \_\_\_\_\_

Title of Account / Name of Applicant اکاؤنٹ کا عنوان اور درخواست گزار کا نام \_\_\_\_\_

Cheque No. چیک نمبر \_\_\_\_\_ Drawn on Branch ادا پیش کرنے والی برانچ \_\_\_\_\_

Debit my / our Account No. میرے / ہمارے اکاؤنٹ نمبر سے منہما کریں \_\_\_\_\_

S. No. سیریل نمبر	Favoring / Beneficiary استفادہ کنندہ / نفع نام	ACDR Amount / رقم کی رقم ACDR	Bank Charges / بینک چارجز For Bank Use Only
1		پاکستانی روپے PKR	Commission کمیشن PKR
2		پاکستانی روپے PKR	FED ایف ایس ڈی پی PKR
3		پاکستانی روپے PKR	WHT ووٹنگ ٹیکس PKR
Total Amount / کل رقم		پاکستانی روپے PKR	TAX ٹیکس PKR
ACDR amount in words: _____			Other دیگر PKR
			Total Amount / کل رقم PKR

Purpose مقصد \_\_\_\_\_

Beneficiary's Particulars: استفادہ کنندہ کے کوائف  CNIC  SNIC  Passport No.  NTN (for corporate entities)  Other  
(Please mention the number) (براہ مہربانی نمبر ذکر کریں) \_\_\_\_\_

Full Address: مکمل پتہ \_\_\_\_\_

Contact / Phone(s): رابطہ / فون نمبر (ز) \_\_\_\_\_

Applicant's Details: درخواست گزار کے کوائف

CNIC  SNIC  Passport No.  NTN (for corporate entities)  Other  
(Please mention the number) (براہ مہربانی نمبر ذکر کریں) \_\_\_\_\_

Full Address: مکمل پتہ \_\_\_\_\_

Contact / Phone(s): رابطہ / فون نمبر (ز) \_\_\_\_\_

Applicant Name _____	Applicant Name _____	Applicant Name _____
Applicant's Signature _____	Applicant's Signature _____	Applicant's Signature _____
Company / Organization's Stamp _____	Company / Organization's Stamp _____	Company / Organization's Stamp _____

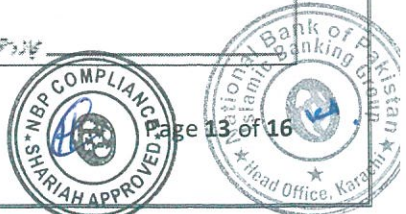
NOTE: IN CASE OF MORE THAN THREE APPLICANTS PLEASE USE A SEPARATE FORM

FOR BANK USE ONLY

Issued ACDR No.(s) / IACDR \_\_\_\_\_ dated \_\_\_\_\_ of \_\_\_\_\_

Amount / رقم \_\_\_\_\_ after verification of Complete Documentation.

Authorized Signature \_\_\_\_\_





# اعتماد Aitemaad



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## Aitemaad Call Deposit Receipt (ACDR) - Terms & Conditions (Printed on the back of ACDR application form)



# اعتماد Aitemaad



National Bank of Pakistan

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## اعتماد کال ڈپازٹ رسید (ACDR) Terms & Conditions شرائط و ضوابط

- 1) ACDR will be accepted on the basis of Qardh.
- 2) ACDR will only be issued in Pakistani Rupees (PKR)
- 3) ACDR is a Non-Negotiable and Non-Transferable instrument.
- 4) ACDR will not be issued for non-account holder / walk-in-customer.
- 5) No profit / loss will be applicable to ACDR due to nature of current account.
- 6) ACDR will not be issued, if application is not in conformity with the Shariah principles as pronounced by the Shariah Board.
- 7) Customer agrees hereby to the unfettered use of the deposited funds by the Bank at the Bank's discretion and customer will not claim any return in any form whatsoever.
- 8) ACDR can be encashed whenever a party (beneficiary / customer) intends to do so anytime by depositing the original ACDR.
  - a) If ACDR is not encashed within 03 years period, ACDR will be marked as 'stale instrument'. A stale ACDR cannot be encashed unless the same is marked as 'Revalidated'. Only issuing branch is authorized to revalidate the ACDR.
  - b) After period of 10 years in case of non-encashment of ACDR, amount will be transferred to unclaimed deposit as per directives issued by State Bank of Pakistan from time to time.
- 9) ACDR once issued will not be accepted for change of beneficiary's name. If customer wants to change the name of beneficiary, instrument issued earlier will be cancelled and a new instrument will be issued.
- 10) ACDR related charges and tax (where applicable) will be recovered from the customer as per prevailing Schedule of Charges.
- 11) The performance of this Contract and the delivery of the Exchange mentioned therein is subject to all relevant laws, regulations, decrees, NBP Aitemaad Islamic Banking administrative rules and order of the Government of Pakistan or State Bank of Pakistan now or hereafter effecting the same. It is understood that the applicant shall indemnify and save the Bank harmless from any loss the Bank may incur with regard to this Contract by reason of any such laws, decrees, administrative rules and orders or for any losses resulting from fraudulent, duplicate or erroneous funds transfer instructions originated by the customer.
- 12) The Bank may take its customary steps for issuance of ACDR instrument according to this contract and in doing so the Bank shall be free on behalf of the customer to make use of any correspondent, sub-agent or other agency but in no case will the Bank or any of its correspondents or agents be liable for any mistake, omission, delay, etc. which may be caused by any reason beyond its control.
- 13) It is understood that during the course of business if any instrument (ACDR) is lost, stolen or destroyed the customer hereby agrees to provide the bank on a bond paper of PKR 100/- on the prescribed format an indemnity which shall protect the Bank against any liability to which the Bank may be exposed in connection with any request that may be made by the customer / beneficiary to issue the replacement of the lost, stolen or destroyed instrument, or of refund of the equivalent amount of the instrument, if any, of the said instrument. Police Daily Diary Report No. / Copy of FIR regarding loss of the original ACDR must also be obtained from beneficiary / customer.
- 14) Customer hereby confirms that the relevant portion of the general terms & conditions applicable to all accounts will apply equally to any transaction carried out under the ACDR application.
- 15) Customer hereby declares that information provided in ACDR application is correct and verifiable with all risks and consequences on the part of me/us.

- ۱۔ ACDR قرض کی بنیاد پر قبول کئے جائیں گے۔
- ۲۔ ACDR صرف پاکستانی روپے پیش چاہیے کئے جائیں گے۔
- ۳۔ ACDR ناقابل انتقال ہے۔
- ۴۔ ACDR غیر اکاؤنٹ ہولڈر اور ماہر حساب کو جاری نہیں کئے جائیں گے۔
- ۵۔ کرنٹ اکاؤنٹ کی فوریہت کی وجہ سے قطع اور نقصان ACDR کیلئے لاگو نہیں ہوگا۔
- ۶۔ ACDR جاری نہیں کی جائے گی اگر درخواست شریعہ پرورد کے تعلق کے شرعی اصولوں سے مطابقت نہیں رکھتی۔
- ۷۔ صارف یہاں رضامندی سے کہ جب تک قطع کرانے سے مراد ہے کہ اپنی سواہد پر آزادانہ استعمال کر سکتا ہے اور صارف کسی بھی شکل میں کسی قسم کے منافع کا دعویٰ نہیں کر سکتا۔
- ۸۔ پارٹی (استفادہ کنندہ و صارف) جب بھی اس کا آزاد ہوا، اصل ACDR جمع کروا کر ACDR نقد رقم میں تبدیل کر سکتا ہے۔
  - (i) اگر 3 سال کی مدت کے اندر ACDR نقدی میں تبدیل نہ کرانے کے لئے تو اسے ناقابل توثیق انسٹرومنٹ (Stale Instrument) کے طور پر نشان زد کر دیا جائے گا۔ ایک قابل توثیق ACDR جب تک نقدی میں تبدیل نہیں کر لیا جاتا کہ گلاب تک دو بارہ تصدیق شدہ (Revalidated) کے طور پر نشان زد نہیں کر دیا جاتا۔ صرف جاری کرنے والی برانچ ہی ACDR کی دوبارہ تصدیق (Revalidate) کرنے کی مجاز ہے۔
  - (ب) 10 سال کی مدت کے بعد ACDR نقدی میں تبدیل نہ کرانے کی صورت میں قطع شدہ سرمائے کو اسٹیٹ بینک آف پاکستان کے وقت قواعد جاری کئے گئے ہدایت ناموں کے مطابق غیر دعویٰ شدہ ڈپازٹ میں منتقل کر دیا جائے گا۔
- ۹۔ ACDR کے ایک مرتبہ اجراء کے بعد استفادہ کنندہ کے نام کی تبدیلی کیلئے قبول نہیں کیا جائے گا۔ اگر صارف استفادہ کنندہ کے نام کی تبدیلی چاہتا ہے تو، پہلے جاری شدہ انسٹرومنٹ آف منسوخ کیا جائے گا اور نیا انسٹرومنٹ اس لئے نام سے جاری کیا جائے گا۔
- ۱۰۔ ACDR سے وابستہ چارجز اور ٹیکس (جہاں لاگو ہوں) موجودہ ضوابط آف چارجز کے مطابق صارف سے وصول کئے جائیں گے۔
- ۱۱۔ اس معاہدے کی کارروائی اور تعلقہ کی ترسیل جو یہاں بیان کی گئی ہے تمام تعلقہ قوانین، قواعد، احکامات، این بی پی ایچ کے داخلی قواعد اور حکومت پاکستان یا اسٹیٹ بینک آف پاکستان کے موجودہ اور ہوتے ہوئے احکامات سے مشروط ہے۔ یہ سمجھا گیا ہے کہ درخواست گزار اس معاہدے کو جاری کرنے کا اہل اس معاہدے کے حوالے سے بینک کو ہر قسم کے نقصان اور ضرر سے محفوظ رکھے گا، جو صارف کی طرف سے دعوہ کردہ، ذمہ داری کی لحاظ سے متعلقہ کے نتیجے میں پیش ہو سکتے ہیں۔
- ۱۲۔ اس معاہدے کے تحت، بینک، ACDR انسٹرومنٹ کے اجراء کے لیے درجی اقدامات کرے گا اور یہاں کرنے کے لیے بینک درخواست گزار کی جانب سے فراہم کردہ سب ڈیٹیل یا دیگر کوئی بھی قسم کے اسقاط کرنے میں آزاد ہوگا لیکن کسی بھی صورت میں بینک اس کا کوئی فراہم کردہ ایجنٹ کسی بنا پر تعلق یا بحال بینک کا ذمہ داری نہیں ہوگا جو کسی بھی وجہ سے اس کے اختیار سے باہر ہونے کے سبب ہو سکتا ہے۔
- ۱۳۔ یہ سمجھا گیا ہے کہ کاروباری دور کے دوران اگر کوئی انسٹرومنٹ، ACDR) تم ہو جائے، چوری ہو جائے یا ضائع ہو جائے تو صارف ایک مقررہ موند پر مشتمل - 100/- روپے کے باطنیہ پر ایک نامہ فراہم کرے گا جو صارف، استفادہ کنندہ کی جانب سے شدہ، چوری شدہ یا سٹال شدہ انسٹرومنٹ، ACDR کے متبادل کے اجراء یا استفادہ کنندہ کے سوا کسی اور کوئی بھی قسم کی درخواست کے حوالے سے بینک کو ہر قسم کی ذمہ داری سے محفوظ رکھے گا۔ اصل ACDR کی کٹنگ کی ایک آئی آر ایپلٹس روزنامہ پبلشر کارپوریشن سے صارف، استفادہ کنندہ سے لازمی لیا جائے گا۔
- ۱۴۔ صارف تصدیق کرتے ہیں کہ اس کا ہونے والا قاعدہ ضوابط ACDR کی درخواست کے تحت ہونے والی فراڈ کیسز پر بھی مبرا ہلا ہو سکتے۔
- ۱۵۔ صارف یقیناً کرتے ہیں کہ ACDR کی درخواست میں فراہم کی گئی معلومات درست اور قابل تصدیق ہیں۔ میں ذمہ داری سنبھال رہا ہوں کہ اس کے ساتھ ساتھ۔





National Bank of Pakistan

# Aitemaad اعتماد



ISLAMIC BANKING

Annexure - B

### Letter of Indemnity for Issuance of Duplicate ACDR

(To be printed on PKR 100/- Stamp Paper)

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

The Branch Manager,  
NBP Aitemaad Islamic Banking,  
\_\_\_\_\_ Branch,  
\_\_\_\_\_.

Dear Sir,

**Subject: Letter of indemnity for issuance of duplicate ACDR**

I/We \_\_\_\_\_ having CNIC / NTN No. \_\_\_\_\_, Account No. \_\_\_\_\_ resident of \_\_\_\_\_ do hereby agree to indemnify NBP Aitemaad Islamic Banking (the Bank) and to keep the Bank totally indemnified and harmless against all losses except opportunity cost or losses, damages, expenses and claims suffered by the Bank in connection with the Bank acting upon the duplicate issuance instruction(s) given by me/us with regard to the ACDR No.(s) \_\_\_\_\_ dated \_\_\_\_\_ favoring \_\_\_\_\_ for PKR \_\_\_\_\_ (Rupees \_\_\_\_\_).

I/We agree that if the Bank, at my/our request, issues a duplicate ACDR and both the ACDR's either original or duplicate are en-cashed, the Bank without notice to me/us shall be entitled to debit the amount of such ACDR from any of my/our account with the Bank and if I/We find the misplaced original instrument, I/We shall return the same to the Bank immediately.

Yours sincerely,

Name & Signature of Applicant (1)

Name & Signature of Applicant (2)

WITNESS

1) Name: \_\_\_\_\_

2) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

CNIC No. \_\_\_\_\_

CNIC No. \_\_\_\_\_







**Minutes of 60<sup>th</sup> Meeting of Executive Committee (Ex Com)**
**FROM: Secretary - Ex Com**
**DATED: April 19, 2023**
**SUBJECT: Minutes of 60<sup>th</sup> Meeting of Executive Committee (Ex Com) held on Wednesday, April 19<sup>th</sup>, 2023 from 10:00 a.m. till 11:30 a.m.**
**Members:**

- |                                 |       |               |
|---------------------------------|-------|---------------|
| 1. Mr. Rehmat Ali Hasnie        | (RH)  | President (A) |
| 2. Mr. Nauman Muzaffar          | (NM)  | Member        |
| 3. Mr. Abdul Wahid Sethi        | (AWS) | Member        |
| 4. Mr. Imran Farooqi            | (IF)  | Member        |
| 5. Mr. Fouad Farrukh            | (FF)  | Member        |
| 6. Mr. Nauman Riaz              | (NR)  | Member        |
| 7. Mr. Amin Manji               | (AM)  | Member        |
| 8. Mr. Tauqeer Mazhar           | (TM)  | Member        |
| 9. Mr. Ali Mansoor              | (AM1) | Member        |
| 10. Mr. Muhammad Hamayun Sajjad | (MHS) | Member        |
| 11. Mr. Faisal Ahmed Topra      | (FA)  | Member        |
| 12. Mr. Muhammad Ismail Usuf    | (IU)  | Member        |
| 13. Mr. Karim Akram Khan        | (KAK) | Member        |
| 14. Ms. Mehnaz Salar            | (MS)  | Member        |
| 15. Ms. Naushaba Shahzad        | (NS)  | Member        |
| 16. Mr. Osman Malik             | (OM)  | Member        |
| 17. Mr. Asim Baig               | (AB)  | Member        |
| 18. Mr. Shahid Iqbal Choudhri   | (SIC) | Member        |
| 19. Mr. Riaz Hussain            | (RZ)  | Member        |
| 20. Mr. Shahzad Karimi          | (SK)  | Secretary     |

**Invitees:**

- |                        |  |
|------------------------|--|
| 1. Mr. Khayyam Danish  | (KD) VP / WH - AIBG                      |
| 2. Syed Shamim Bukhari | (SB) SVP / WH - FCG                      |
| 3. Syed Azhar Ali      | (SAA) EVP / DH - Govern. & Control, IFRG |
| 4. Mr. Moin Uddin Khan | (MIJK) SVP / WH - AIP & PW, IFRG         |

**Leave of Absence:**

The chair granted leave of absence to the following members:

1. Mr. Nauman Muzaffar
2. Mr. Shahid Iqbal Choudhri

**Item on the Agenda:**

1. Product Manual for Aitemaad Call Deposit Receipt (Version 1.0). (AIBG)
2. SOPs – Sale of Third Party Products (Bancatakafu) (Version 1.0). (AIBG)

**Agenda # 1:**

**Product Manual for Aitemaad Call Deposit Receipt (Version 1.0). (AIBG)**

1. This Agenda was presented by FF along with KD to seek approval of the Ex Com on the 'Product Manual of Aitemaad Call Deposit Receipt' (Version 1.0).
2. FF clarified that as of now, the process was being followed in a manual way and now system is being introduced to formularize and improve the process.
3. He also added that system is already being used in conventional banking but CDR product manual in AIBG is more refined and carry new features which can be beneficial for the conventional banking.
4. RH expected that with the introduction said manual, CDRs handling would be at par in AIBG and RBG. FF responded in affirmation.
5. RH recommended that OPG shall also take guidelines from AIBG's improved and upgraded procedure for CDRs and may accordingly upgrade the system and product manual for the conventional banking.
6. The Ex Com approved this agenda item.



National Bank of Pakistan

Aitemaad اعتماد



ISLAMIC BANKING

SB/SC/NBP/2023/05  
April 19, 2023

## SHARIAH CERTIFICATE

AITEMAAD CALL DEPOSIT RECEIPT  
Manual Version 1.0

The Shariah Board has reviewed the manual of Aitemaad Call Deposit Receipt as shared by the management and declares that the presented manual is in conformity with the Shariah principles.

Mufti Muhammad Imran  
Resident Shariah Board Member

Dr. Mufti Khalil Ahmad Aazami  
Member Shariah Board

Mufti Muhammad Ahmad Khan  
Member Shariah Board

Mufti Sajjad Ashraf Usmani  
Member Shariah Board

Mufti Ehsan Waquar Ahmad  
Chairman Shariah Board



National Bank of Pakistan


# Aitemaad اعتماد



ISLAMIC BANKING

Document Name	Aitemaad Call Deposit Receipt
Version	1.0 / 2023

Please find attached manual of 'Aitemaad Call Deposit Receipt' which is designed in line with the regulatory, Shariah, legal and business requirements. You are requested to review the manual and provide concurrence by signing off sheet for necessary action.

Fouad Farrukh	SEVP/ Group Chief – Aitemaad Islamic Banking Group	 3/4/23
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National Bank of Pakistan

Aitemaad Islamic Banking Group, Plot No. 158/R/2, 2<sup>nd</sup> Floor, Block 2, P.E.C.H.S, Main Tariq Road, Near Rabi Centre, Karachi, Pakistan.  
Telephone: (92-21) 99330108, 99330103, 99330102 Email: aitemaad.info@nbp.com.pk



National Bank of Pakistan

ISLAMIC BANKING

**Document Name**

**Aitemaad Call Deposit Receipt**

Version

1.0 / 2023

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Nauman Muzaffar

SEVP/Chief Risk Officer - Risk Management Group

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NBP

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Nauman Riaz

SEVP/ Chief Compliance Officer - Compliance Group

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Mehnaz Salar

EVP/ Head – Legal Division

*Mehnaz*  
3-02-2023

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NBP

National Bank of Pakistan

# Aitemaad اعتماد



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Muhammad Ahsan Aslam	EVP/ Divisional Head - Retail & Branch Banking, AIBG	
Syed Muhammad Shahid	SVP/Divisional Head – Operations & Support Services, AIBG	S.M.S. 11-Jan-23
Adeei Ahmed Snañ	SVP/Divisional Head - Product/ iBW / Pool Management, AIBG	
Bilal Yousuf	SVP/Wing Head - IT & ADC, AIBG	Bilal Yousuf 11Jan23
Muhammad Nasim	VP/Wing Head - Finance, AIBG	
Khayyam Danish	VP/Wing Head - Product Development, AIBG	
Danish Hussain	VP/Wing Head - Compliance, AIBG	
Yasir Jamali	Head - Shariah Compliance Department, Compliance Group	

Submitted By:

Waseem Riaz  
Unit Head – Product Development, PDW

Reviewed BY:

Dr. Imam Uddin Mahar  
Shariah Scholar, PDW

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