



STATE BANK OF PAKISTAN
EXCHANGE POLICY DEPARTMENT
I.I. CHUNDRIGER ROAD
KARACHI

Annexure-II

DOCUMENTS REQUIRED FOR FORMAL APPROVAL

For Branches, Company Owned PBs/CEBs

- Complete address of the proposed location including building/property number.
- Copy of Property purchase documents or lease/tenancy agreement.
- Demand Draft of fee as prescribed in Para 6.
- Confirmation regarding establishment/renovation, hiring of staff, installation of appropriate IT systems, particulars of the manager/staff hired etc.

For Franchises, Third Party Payment Booths

- Request letter from the entity/proprietor.
- Complete address of the proposed location including building/property number.
- Copy of Property purchase documents or lease/tenancy agreement.
- Copy of CNIC of the Partner(s)/proprietor.
- Cop of NTN of the Partnership Firm/Entity/Individual.
- Copy of franchise/PB Agreement.
- Confirmation regarding establishment/renovation, hiring of staff, installation of appropriate IT systems, particulars of the manager/staff hired etc.