

Important Communication For Your HBL Account – Your Urgent Action is Required

Dear Sir/Madam,

Thank you for banking with HBL.

As per the Central Bank regulations, all banks are required to conduct a periodic update on all customer information and documents. This includes the latest identity information of the account holder- Please see below table for details of what is required. This will ensure that your banking with us is carried out in an effective and efficient manner.

We therefore request you to visit any HBL Branch in Bahrain with the following documents to update our records:-

<p>Individual Customers</p>	<ul style="list-style-type: none"> • Latest income proof (salary slip, business/salary account statements, CR (Commercial Registration), employment contract etc.) • Proof of residential address (employer certificate [Only in case of Labor Camps and Company provided Residence] utility bill, CPR, tenancy agreement etc.) • CPR, Passport & Visa copy (for Expats only) of account holder
<p>Entities</p>	<ul style="list-style-type: none"> • Latest income proof (6 months business bank statement, audited financials etc.) • Proof of residential address for signatories (employer certificate [Only in case of Labor Camps and Company provided Residence] utility bill, CPR, tenancy agreement etc.) • Proof of office address • CPR, Passport & Visa copy (For expats only) of Directors, Ultimate Beneficial Owners and Authorized Signatories) • Memorandum & Articles of association and any amendments, to the extent available (if applicable) • Latest CR (Commercial Registration)(If applicable) • Board Resolution
<p>Important forms to be signed</p>	<ul style="list-style-type: none"> • Common Reporting Standard (CRS) form • FATCA form

For any clarification or more information, please contact your Relationship Manager, contact phone banking on 17202425 or visit any HBL branch in Bahrain at your earliest or **by 31st October, 2019**. The branch addresses and contact details are given in the table below:

Branch Address	Branch Manager	Contact Number	Email Addresses
Build No. 144, Road No. 1507, Block 315, Govt Road, P.O. Box 566, Manama, Kingdom of Bahrain	Shahid Rafi	17202953	shahid.rafi2@hbl.com
Build No. 1078, Road No. 10, Block 215, P.O. Box 22166, Muharraq, Kingdom of Bahrain	Iftikhar Zafar	17343870	iftikhar.zafar@hbl.com
Shop 42, Bldg. 1413, Road 145 (Sh. Ali Bin Khalif Road) Block 901 East Riffa P.O.Box 38754	Khalid Ismail	17213963/67	Khalid.Ismail@hbl.com

We appreciate your relationship with HBL and look forward to continue to serve your banking needs.

**Yours Sincerely,
HBL**