



Member of The Nigerian Stock Exchange

CORPORATE ACCOUNT OPENING FORM

Full Name of Company	
Company Short Name	Date of Incorporation/ Registration- dd/mm/yyyy
Place of Incorporation	RC Number
Business Sector	Tax Identification Number (TIN)
Company Type <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Partnership <input type="checkbox"/> Enterprise <input type="checkbox"/> Others	
Company Address	
Mailing Address	
Country of residence	Corporate Email Address
Telephone No(s)	Website Address
Fax	Purpose of Investment
Average Annual Turnover (NGN) <input type="checkbox"/> Less than 10m <input type="checkbox"/> 10-50m <input type="checkbox"/> Above 50m	Source of Investment Fund

Bank Account Details (Your Bank Account Name Details Should Correspond With CSCS Account Name).

Bank Name	Branch
Account Name	Account Number
Bank Verification Number	

Principal Contact Person

Name	
Phone Number	E-mail Address
Signature & Date	

Authorized Signatory (1)

Name	
Date of Birth (dd/mm/yyyy)	Place/Country of Birth
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Nationality
Residential Address	
Country of Residence	
Phone Number	E-mail Address
ID Type <input type="checkbox"/> International Passport <input type="checkbox"/> Driver's License <input type="checkbox"/> National ID Card <input type="checkbox"/> INEC Voters Card <input type="checkbox"/> Others	
ID Number	Issue Date
Expiry Date	Place of Issue
Designation	Tax Identification Number
Class of Signatory <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C	
Specimen Signature & Date	

Authorized Signatory (2)

Name	
Date of Birth (dd/mm/yyyy)	Place/Country of Birth
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Nationality
Residential Address	
Country of Residence	
Phone Number	E-mail Address
ID Type <input type="checkbox"/> International Passport <input type="checkbox"/> Driver's License <input type="checkbox"/> National ID Card <input type="checkbox"/> INEC Voters Card <input type="checkbox"/> Others	
ID Number	Issue Date
Expiry Date	Place of Issue
Designation	Tax Identification Number
Class <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C	
Specimen Signature & Date	

Authorized Signatory (3)

Name	
Date of Birth (dd/mm/yyyy)	Place/Country of Birth
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Nationality
Residential Address	
Country of Residence	
Phone Number	E-mail Address
ID Type <input type="checkbox"/> International Passport <input type="checkbox"/> Driver's License <input type="checkbox"/> National ID Card <input type="checkbox"/> INEC Voters Card <input type="checkbox"/> Others	
ID Number	Issue Date
Expiry Date	Place of Issue
Designation	Tax Identification Number
Class <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C	
Specimen Signature & Date	

Authorized Signatory (4)

Name	
Date of Birth (dd/mm/yyyy)	Place/Country of Birth
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Nationality
Residential Address	
Country of Residence	
Phone Number	E-mail Address
ID Type <input type="checkbox"/> International Passport <input type="checkbox"/> Driver's License <input type="checkbox"/> National ID Card <input type="checkbox"/> INEC Voters Card <input type="checkbox"/> Others	
ID Number	Issue Date
Expiry Date	Place of Issue
Designation	Tax Identification Number
Class <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C	
Specimen Signature & Date	

Mandate

Mandate / Signing Instruction

Questionnaire

Please state if any of your Directors, Signatories or Major Shareholders have held any Political Position or if any of their close relatives/associates have occupied any Political Position. If yes, please state their names and their relationship with such persons:

1. Name: _____ Position Held _____ Date: From _____ To _____

Relationship _____

2. Name: _____ Position Held _____ Date: From _____ To _____

Relationship _____

3. Name: _____ Position Held _____ Date: From _____ To _____

Relationship _____

4. Name: _____ Position Held _____ Date: From _____ To _____

Relationship _____

Attestation

We attest that all information provided herein is accurate and would notify you to update our records where any change occurs

Director's Name, Signature and Date

Director's Name, Signature and Date

For Official Purpose Only

Documentation Checklist

- | | | | |
|---|--------------------------|--|--------------------------|
| 1. Completed account opening form | <input type="checkbox"/> | 8. *Copy of certificate of incorporation/ evidence of business registration | <input type="checkbox"/> |
| 2. Standard terms and conditions | <input type="checkbox"/> | 9. *Particulars of directors form CAC 7 (limited liability companies only) | <input type="checkbox"/> |
| 3. Passport photograph of all directors and signatories | <input type="checkbox"/> | 10. *Return on allotment of shares form CAC 2 (limited liability companies only) | <input type="checkbox"/> |
| 4. **Copy of identification documents for all directors and signatories | <input type="checkbox"/> | 11. *Memorandum and articles of association/ constitution/ partnership deed | <input type="checkbox"/> |
| 5. **Proof of company address | <input type="checkbox"/> | 12. Safe watch list report | <input type="checkbox"/> |
| 6. **Proof of Address for all directors and signatories (copy of recent utility bill) | <input type="checkbox"/> | 13. Corporate search report | <input type="checkbox"/> |
| 7. Board resolution stating management approval to open stockbroking account with SISL and list of authorised signatories | <input type="checkbox"/> | | |

*Certified true copies by the Corporate Affairs Commission

**Originals copies must be sighted

Documentation Status	<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete
Risk Rating	<input type="checkbox"/> Low	<input type="checkbox"/> Medium <input type="checkbox"/> High
Account Opening Authorized By		
Date		
CSCS Number	Account Number	

SECTION A:

1. Stanbic IBTC Stockbrokers Limited's (SISL) offices are open for business between the hours of 8 a.m. and 5 p.m. on each day that is designated a business day in Nigeria ("business day).
2. The preferred channel for receiving clients' mandates is through the secure on-line brokerage account which can be accessed via www.sislbrokerage.com Mandates can also be sent to the dedicated email address for mandates via stockmandates@stanbicibtc.com
3. The deadline for the receipt of clients' mandates via all channels is 8 a.m. on the intended business day of execution
4. In the absence of an express instruction as to a specific timeline for the expiration of SISL, clients' mandates, the mandate will be valid for 10 working days upon receipt by after which it expires and the unexecuted portion will be automatically cancelled.
5. Amendments/cancellation of mandates can be done via either the online brokerage account or via e-mail to stockmandates@stanbicibtc.com. This is also subject to the deadline in (3) above.
6. Where mandates/amendments/cancellations are submitted after the deadline stated in (3) above, the mandates/amendments/cancellations may not be treated until the next business day.
7. Mandates / amendments /cancellation received on a day that is not a business day will be deemed to have been received on the business day immediately following the day of actual receipt.
8. Where a mandate consists of a purchase instruction, it can only be treated if sufficient funds are available in the client's stockbroking account to execute such an instruction.
9. Where a purchase mandate is dependent on the sales proceeds of stocks, the purchase mandate may not be executed until the sales transaction has been executed. The sale mandate will be executed even if the stocks to purchase are not available.
10. SISL is acting as execution-only stockbroker and not financial advisors or portfolio manager. Consequently, SISL will only execute BUY and SELL mandates given by the client on the floor of The Nigerian Stock Exchange.
11. SISL executes transactions based on the ruling market prices of stocks on The Nigerian Stock Exchange at the time of execution.
12. SISL executes mandates on a best efforts basis only. It is therefore unable to guarantee that a mandate will be executed on a particular day even where such mandate indicates that the relevant transaction is to be effected at "market price".
13. Buy and sell mandates can only indicate one price and not a price range. You will be advised of the outcome of your mandate via e-mail. Where this is not received by close of business on the next working day after you submitted your mandate, kindly contact SISL via email to stockbroking@stanbicibtc.com
14. All sales proceeds of stocks sold shall be retained in the client's stockbroking account except if otherwise advised (expressly) by the client.
15. Funds deposited into client's stockbroking account with SISL including retained proceeds of sales is not interest bearing. A client's fund will remain in the client's stockbroking account until an express instruction/mandate is received authorizing the utilization of the fund.
16. Withdrawal/transfer instructions should be sent via e-mail to stockbroking@stanbicibtc.com. Intra-bank and Inter-bank withdrawal/transfer instructions are to be executed within 24 hours and 48 hours respectively upon submission of the instructions and where the client's account is not credited with the requested amount within the stipulated period, the client is required to notify SISL via e-mail to stockbroking@stanbicibtc.com
17. Where an inter-bank withdrawal/transfer instruction has not been concluded within the period stipulated above, it is the client's responsibility to request for an evidence of execution of the interbank transfer from SISL and to follow up with the receiving bank. SISL shall in no circumstance be held liable for the lapses of other institutions involved in the withdrawal/transfer process.
18. The deadline for the submission of withdrawal/transfer instruction is 10a.m on business days for inter-bank withdrawal/transfer and 3.00pm on business days for intra-bank withdrawal/transfer and any instruction submitted after the deadline may not be treated until the next business day.
19. Requests to withdraw funds from client's stockbroking account will only be honored if there are adequate cleared and unencumbered funds in the client's stock broking account with SISL. Associated transfer charge(s) for interbank transfers will be borne by the client.
20. SISL shall not make any payment from a client's stockbroking account to a 3rd party even if such payment have been authorized by the account holder.
21. I/We understand that all mandates, amendments, cancellations, transfer and withdrawal requests sent after the specified deadlines may not be treated till the next business day as specified above. SISL is not under any compulsion to treat any of the referenced instructions sent after the deadlines; however in event that such instructions are treated despite having been received after deadline by SISL, the instructions shall be binding upon me/us.
22. SISL can be contacted via e-mail: stockbroking@stanbicibtc.com, telephone: +234- 1-4488800-9, +234 (0) 8023257777, (0)8033231941.

SECTION B:

In Consideration of your Stanbic IBTC Stockbrokers Limited (SISL) having agreed to accept and to act on my/our instructions given via recorded telephone lines, e-mail, online brokerage account and other electronic channels (without requiring a written confirmation bearing my/our actual signatures in accordance with my/our mandate) in respect of any transactions regarding my/our account with SISL, I/We hereby confirm that:

1. I/We understand that it is my/our responsibility to keep my/our profile details (User name, password and other electronic channel details) as private and confidential to prevent unauthorized access to my/our stockbroking account with SISL.
2. I/We understand that it is my/our responsibility to notify SISL where I/we detect that my/our profile details (User name, password and other electronic channel details) have been compromised. I/We also understand that any transaction executed on my/our account before SISL is notified of such compromise is binding on me/us.
3. SISL is authorized to act on instructions, which have been transmitted via any of the referenced electronic channels without bearing my/our signature (s) provided such instructions emanated from my/our registered details in SISL's records.
4. SISL shall not be under any duty to verify the identity of the person(s) giving instructions in my/our name provided such instructions have emanated from my/our registered details in SISL's records and any transaction made pursuant to the instructions shall be binding upon me/us.
5. Except my/our instruction sent via any of the referenced electronic channels is duly revoked or modified by a subsequent instruction issued by me/us and such subsequent instruction has been communicated to and received by SISL before the execution of the prior instruction and within the stipulated deadline for revocation and or amendment of instructions, I/We undertake to be bound irrevocably by such prior instruction.
6. I/We understand that where a mandate/instruction is sent via e-mail to stockmandates@stanbicibtc.com, I/We should receive an auto generated acknowledgment e-mail immediately. Where this is not received within 30 minutes, I/We understand that I/We should immediately contact SISL to confirm receipt of the mandate/instruction.
7. I/We understand that upon submission of my/our mandates/ instructions placed via my/our online brokerage account, it is my/our responsibility to confirm that such mandates/ instructions have been successfully submitted and are reflecting on my/our online outstanding order module. Where the mandates/instructions are not reflecting, I/We understand that I/We should immediately contact SISL to confirm receipt of the mandate/instruction
8. I/We hereby agree to keep SISL indemnified from and against all actions, proceedings, claims and demands which may be brought or made against SISL and all losses, costs, charges, damages and expenses which may be incurred or sustained or for which SISL may become liable by reason of honoring such via recorded telephone lines, e-mail, online brokerage account and other electronic channels instructions provided that SISL has taken all measures prescribed by this agreement irrespective of whether the instructions are in fact erroneous, fraudulent or issued otherwise than as foresaid.
9. I/We agree to comply with all terms and conditions issued by SISL, governing the use of electronic services which SISL may from time to time offer and provide to me/us.
10. If I/We live outside Nigeria, I/We agree to ensure that my account complies with any other applicable law or rules which apply where I/We live, including any tax, foreign exchange or capital controls and for all payments, reporting or filing requirements that may apply as a result of my country of citizenship, domicile or residence. I/We agree to provide SISL with such information and must update information as reasonably required from time to time, enabling SISL comply with any applicable law.
11. Subject to applicable local laws, I/We agree that SISL can share my/our information with domestic and overseas regulators or tax authorities where necessary to establish my/our tax liability in any jurisdiction. Where required by domestic or oversea regulators or tax authorities, I/We consent and agree that SISL may withhold, and pay out from my account(s) such amounts as may be required according to applicable laws, regulations, agreements with regulators or authorities and directives. In addition, such information may also be shared with other affiliates of the Standard Bank Group.
12. I/We agree to notify SISL within 30 (thirty) days if there is a change in any information which I/we have provided to SISL.
13. Except where SISL is negligent of fraudulent or in willful default, SISL shall have no responsibility to me/us if any information held about me/us is or becomes inaccurate or incomplete.

Confirmation

I/We hereby confirm that I/We have read and agree to be bound by the above terms and conditions and indemnity.

Name of Corporate Account Holder: _____

Signature of Director: _____

Signature of Director/Secretary: _____

Dated this _____ day of _____ 20_____

Stanbic IBTC Stockbrokers Limited (“hereinafter referred to as “SISL”) is registered with the Securities and Exchange Commission and the Nigerian Stock Exchange to carry on business as a broker-dealer.

As a Client of SISL, I/we am/are aware that there are always significant risks involved when investing in securities in the capital market. Many unforeseen events such as various government policies, domestic and international political and economic events and other events of force majeure (acts of God, war, riot, urban unrest, terrorism), may cause sharp market and price fluctuations.

Generally, securities investments are only suitable for clients who fully understand and appreciate the risks involved. It is highly speculative. It involves a high degree of risk and may result in the loss of the entire investment. Before deciding to trade equities, debt securities, exchange traded funds, or engage in securities borrowing or lending and/or other related ancillary or capital market operations, as a Client of SISL, I/we should carefully consider my/our objectives and risk appetite. I/we am/are expected to exercise particular care in evaluating the risks involved and must decide whether, in the light of the risks, investment is appropriate.

By executing the SISL Risk Disclosure Statement, I/we hereby acknowledge and accept that each of the risks listed hereunder can be associated with my/our securities investment. I/we also acknowledge and accept that these risks could lead to the loss of the entire value of my/our investments under this Agreement:

A. Risks associated with Securities Trading

1. Overall Investment Risk

All securities investments risk the loss of capital. Many unforeseeable events, including actions by various government agencies and domestic and international political and economic events and other events of force majeure, such as acts of God, and certain other events beyond reasonable control (e.g. war, riot, urban unrest, terrorism), may cause sharp market and price fluctuations.

2. Market Liquidity

Some of the listed securities may be traded in very low volumes. There is therefore the risk that investments may not be easily liquidated.

3. Currency Risks

The potential for profit or loss from transactions in foreign currency-denominated securities (traded locally or in other jurisdictions) will be affected by fluctuations in foreign exchange rates.

4. Execution Risk

SISL, acting as a broker-dealer for the purchase, sale and/or investment in the Securities, may, on certain occasions, not be able to execute the purchase or sale or to undertake any action relating to the Securities in accordance with the clients’ instructions. These occasions include, among other things, a situation where the market conditions are not favourable, the order cannot be matched, the laws and regulations of the Exchange or other competent authorities impose limitations, etc.

5. Commission, Fees, Interest and Other Charges

All regulatory fees, commissions, charges are as approved by the regulatory authorities. As a Client of SISL, I/we should obtain a clear explanation of all commissions, fees, interest and charges, and understand that these charges may affect my/our net profit (if any) or increase my/our loss (if any). I/we agree that I/we will be liable for these charges (as may be amended from time to time).

6. Settlement Risks

The procedures for settlement, clearing and registration of security transactions can give rise to technical and practical problems. In other cases, inefficient systems may result in delayed delivery of securities.

B. Risk associated with Debt Securities

Debt Securities and Debt-linked investments offer fixed returns over a defined period and are intended to be held to maturity. These instruments carry a significant amount of risk such as credit, currency and liquidity risks. Credit risk in debt securities arises from default events that may result in the inability of the issuer to pay interest or principal. Default risk in debt securities is high when credit rating is non-investment grade or non-rated. In a default situation, the investor may lose both interest and principal. Currency risk in debt securities arises from holding debt securities that are issued in foreign currency, hence exposing the buyer to fluctuations in exchange rate. There is a high chance that if the currency moves adversely, the investor may lose more than his original interest and principal.

C. Risk of Margin Trading (eg. share margin financing)

The risk of loss in financing a transaction by deposit of collateral may be significant. I/we may sustain losses in excess of my/our cash and any other assets deposited as collateral. I/we may be called upon at short notice to make additional margin deposits or interest payments. If required margin deposit or interest payment is not made within the prescribed time, my/our collateral or positions may be liquidated at a loss without prior notification to me/us. I/we should therefore carefully consider whether such a financing arrangement with SISL is suitable in light of my/our financial position and investment objectives.

D. Securities Borrowing and Lending

When I/we borrow securities, I/we will be required to deposit a required level of collateral. I/we may be called upon at short notice to place additional deposits if the level of collateral is inadequate in relation to the market value of borrowed securities. If the required deposit is not made within the prescribed time, the firm may buy-back the borrowed securities without prior notification to me/us. When I/we lend securities to SISL, I/we temporarily lose legal ownership rights to the securities but in place, has a right to claim equivalent securities and dividends.

E. Risk relating to the Client’s own investment

My/our decision to invest in the securities is my/our own independent decision. SISL is not acting as an advisor. In making a decision to invest, I/we have confirmed that I/we have carefully studied and considered all information relating to the status, business, financial condition and operation of the company/entity issuing the securities, including the underlying assets of or other information relating to the securities in which I/we will invest, and other relevant factors relating to the investment such as political, economic, legal and regulatory conditions, as well as market conditions, demand, supply and price of the underlying goods of the Securities. As a result, I/we bear all risks from the investment and SISL has no fiduciary duty to me/us and is not responsible for any liabilities, claims, damages, losses, costs and expenses arising from such investment.

F. Regulatory Risk

SISL is subject to the various laws and/or regulations of the competent relevant regulatory authorities. Any legislative or regulatory changes may impact the functions of the broker/dealer. All transactions performed by SISL will be executed in accordance with the relevant rules and regulations and any that fall contrary to the existing regulatory framework may be nullified by the regulatory authorities.

Name of Corporate Account Holder: _____

Signature of Director: _____

Signature of Director/Secretary: _____

Dated this _____ day of _____ 20_____



INVESTOR'S BANK ACCOUNT UPDATE FORM FOR DIRECT SETTLEMENT

CSCS Plc, Stock Exchange House (Floors 1, 12, 13, 14 & 15), 2/4, Customs Street, P.O.BOX 3168, Marina, Lagos State. E-Mail: info@cscsnigeriaplc.com Website: www.cscsnigeriaplc.com

Telephone Number: + 234 (1) 9033551

(FORM 001)

ACCOUNT TYPE: PERSONAL
(Please Tick appropriately)

CORPORATE

CLIENT'S DETAILS

NAME OF CLIENT (surname first) OR COMPANY'S NAME:

AFFIX
PASSPORT
PHOTOGRAPH

DATE OF BIRTH/CAC NO:.....

MOTHER'S MAIDEN NAME (where applicable).....

ADDRESS.....

CSCS ACCOUNT NUMBER

--	--	--	--	--	--	--	--	--	--

CLEARING HOUSE NUMBER

--	--	--	--	--	--	--	--	--	--	--	--

TEL. NUMBER: (1)..... (2).....

E-MAILADDRESS:(1).....(2).....

DO YOU OPT FOR DIRECT SETTLEMENT INTO YOUR BANK ACCOUNT? YES NO

SIGNATURE: (1)..... (2).....

(For Corporate accounts, two authorized signatories must sign with their passports photographs affixed and company's Seal appended on this form).



CLIENT'S BANK DETAILS (SETTLEMENT BANKS ONLY)

BANK NAME:.....

BANK BRANCH.....

ACCOUNT NUMBER:

--	--	--	--	--	--	--	--	--	--

BANK VERIFICATION NUMBER (BVN)

--	--	--	--	--	--	--	--	--	--	--	--

TYPE OF ACCOUNT

(Please tick the type of account)

Current

Savings

STOCKBROKING FIRM DETAILS.

MEMBER CODE:

--	--	--	--	--

STOCKBROKING FIRM:.....

AUTHORISED SIGNATORIES & COMPANY'S STAMP (1).....

(2).....