



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 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	
ID Number	Issue Date
Expiry Date	Place of Issue
Designation	
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	
ID Number	Issue Date
Expiry Date	Place of Issue
Designation	
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	
ID Number	Issue Date
Expiry Date	Place of Issue
Designation	
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	
ID Number	Issue Date
Expiry Date	Place of Issue
Designation	
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.

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

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

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

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

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 company only) | <input type="checkbox"/> |
| 4. **Photocopy of identification documents for all directors and signatories
(International passport/valid drivers license/national identity card) | <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"/> High
Account Opening Authorized By		
Date		
CSCS Number	Account Number	

TERMS AND CONDITIONS

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.
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 clients' mandates, the mandate will be valid for 30 Days upon receipt by SISL, 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/cancellation may not be treated until the next business day.
7. Mandates / amendments / cancellations 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 expressed 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 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 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.

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_____