



## ACCOUNT OPENING FORM

### APPLICANTS DETAILS

TITLE	<input type="text"/>	MINOR (Please tick for minors)	<input type="checkbox"/>
SURNAME	<input type="text"/>	OTHER NAME	<input type="text"/>
FIRSTNAME	<input type="text"/>	DATE OF BIRTH	<input type="text"/>
EMAIL ADDRESS	<input type="text"/>	PHONE NUMBER	<input type="text"/>
RESIDENTIAL ADDRESS	<input type="text"/>	MOTHER'S MAIDEN NAME	<input type="text"/>
RELIGION	<input type="text"/>	MARITAL STATUS	<input type="text"/>
GENDER	MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>	NATIONALITY	<input type="text"/>
STATE OF ORIGIN	<input type="text"/>	LOCAL GOVERNMENT	<input type="text"/>

### JOINT APPLICANT/SPONSOR (IN CASE OF MINOR) DETAILS

SURNAME	<input type="text"/>	OTHER NAME	<input type="text"/>
FIRSTNAME	<input type="text"/>	DATE OF BIRTH	<input type="text"/>
EMAIL ADDRESS	<input type="text"/>	MOTHER'S MAIDEN NAME	<input type="text"/>
RESIDENTIAL ADDRESS	<input type="text"/>	PHONE NUMBER	<input type="text"/>
RELIGION	<input type="text"/>	MARITAL STATUS	<input type="text"/>
GENDER	MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>	NATIONALITY	<input type="text"/>
STATE OF ORIGIN	<input type="text"/>	LOCAL GOVERNMENT	<input type="text"/>

### IDENTIFICATION

ID TYPE: INTERNATIONAL PASSPORT	<input type="checkbox"/>	NATIONAL ID	<input type="checkbox"/>	DRIVER'S LICENSE	<input type="checkbox"/>	VOTERS CARD (PVC)	<input type="checkbox"/>
ID NO.	<input type="text"/>	ISSUE DATE	<input type="text"/>	EXPIRY DATE	<input type="text"/>		

### EMPLOYMENT DETAILS

OCCUPATION STATUS: SALARY EMPLOYED	<input type="checkbox"/>	SELF-EMPLOYED	<input type="checkbox"/>	UNEMPLOYED	<input type="checkbox"/>	RETIRED	<input type="checkbox"/>
OTHERS	<input type="checkbox"/>	STATE THE ID FOR OTHERS: <input type="text"/>					
OCCUPATION:	<input type="text"/>	DATE OF EMPLOYMENT	<input type="text"/>				
EMPLOYER'S NAME:	<input type="text"/>						
EMPLOYER'S ADDRESS:	<input type="text"/>						
OFFICE PHONE NUMBER	<input type="text"/>	OFFICE EMAIL ADDRESS	<input type="text"/>				
ANNUAL SALARY RANGE: LESS THAN N250,000 <input type="checkbox"/> N251,000 – 500,000 <input type="checkbox"/> N501,000 – N1 Million <input type="checkbox"/>							
N1 Million – N5 Million <input type="checkbox"/> N5 Million – N15 Million <input type="checkbox"/> Above N15 Million <input type="checkbox"/>							

## BANK DETAILS

BANK NAME	<input type="text"/>	BRANCH	<input type="text"/>
BVN	<input type="text"/>	ACCOUNT NUMBER	<input type="text"/>
CSCS NO.	<input type="text"/>		
ACCOUNT NAME	<input type="text"/>		

## NEXT OF KIN

SURNAME	<input type="text"/>	FIRST NAME	<input type="text"/>
PHONE NUMBER	<input type="text"/>	RELATIONSHIP	<input type="text"/>
RESIDENTIAL ADDRESS:	<input type="text"/>		
	HOUSE NUMBER	STREET NAME	
	STATE	COUNTRY	

## TERMS AND CONDITIONS

### SECTION A

The Client hereby appoints NOVAMBL Securities Limited ("NOVAMBL SEC") to act on his/her/their/its behalf for the purchase and sale of securities in the Nigerian Capital Market ("services") subject to the terms and conditions hereinafter:

- NOVAMBL Securities Limited's office is 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.
- NOVAMBL SEC will only process mandates that have been issued by the Client or its authorized persons. Where there are changes to the authorized persons, the client shall notify NOVAMBL SEC immediately.
- Mandates can be forwarded to NOVAMBL Securities Limited through our online stockbroking portal which can be accessed via [www.novambl.com/securities](http://www.novambl.com/securities). Mandates can also be sent via e-mail to the dedicated e-mail address for mandates via [novamblsecurities@novambl.com](mailto:novamblsecurities@novambl.com).
- The deadline for receipt of client mandates on the intended day of execution shall be 2pm. Any mandates received beyond the stipulated deadline would be treated as if it were received on the next working day.
- Mandates sent using the dedicated email address or contact telephone line should be explicit in stating price limits and duration for which the mandate is valid. In a case where a timeline for a mandate is absent, the mandate will be worked on for execution within duration of 10 working days only. Where the mandate cannot be executed due to market conditions within this period, the mandate must be revalidated by the client.
- Where a mandate consists of a buy instruction, it can only be treated if sufficient funds are available in the client's stockbroking account to execute such an instruction.
- NOVAMBL SEC will endeavour to execute all mandates. However, execution of mandates cannot be guaranteed as this largely depends on market conditions or the availability of the requested security. It is therefore possible for a mandate not to be executed even if the instruction received was to carry out the transaction at market price. NOVAMBL SEC shall not be liable for any loss or loss of profit caused by NOVAMBL SEC's inability to execute a Mandate
- Mandates will be executed at the best market price at the time of execution on the floor of the Nigeria Exchange Limited.

9. Clients will receive a contract note as soon as a transaction is executed on the Nigeria Exchange Limited's portal. Clients will receive daily emails confirming the status of their order stating if the mandate has been executed, cancelled or open.

10. Where a buy mandate is dependent on the sales proceeds of stocks, the buy mandate may not be executed until the sales transaction has been executed. The sale mandate will be executed even if the stocks to buy are not available

11. Proceeds from sales will only be transferred to client after settlement, current transaction date plus three (3) days and upon request made by the client through the agreed channel(s). It should be noted that unless a request is received, the funds will remain in the client's non-interest-bearing stockbroking account.

12. Cancellation of mandates can be done on the online portal after trading hours while clients can forward their cancellation orders to the above-mentioned email address and mandate line during trading hours. Cancellation of mandates will depend on the status of the mandate i.e. cancellation can only be done if the order has not been executed on the exchange within 10 working days of receipt of the mandate.

13. Withdrawal requests can be made via the online portal or by sending a mail to [novamblsecurities@novambl.com](mailto:novamblsecurities@novambl.com). Funds shall only be transferred to account details provided at account opening and in line with clients' account opening documentations and subject to the internal and regulatory restrictions of NOVAMBL SEC.

14. Withdrawal request will be treated within 24 hours. NOVAMBL SEC shall not be held liable for delays experienced as a result of lapses or delays by any Bank(s) as regards client's withdrawal request.

15. Withdrawal requests will only be honoured if the balance in the client's stockbroking account is sufficient to cover the amount being requested.

16. NOVAMBL SEC shall not execute or attend to withdrawal requests to third party account

17. 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.

## SECTION B INDEMNITY TO NOVAMBL SECURITIES LIMITED WITH RESPECT TO INSTRUCTIONS GIVEN VIA E-MAIL, ONLINE TRADING ACCOUNT AND OTHER ELECTRONIC CHANNELS

In consideration of NOVAMBL Securities Limited having agreed to accept and to act on my/our instructions given via e-mail, online trading account and other electronic channels in respect of any transactions regarding my/our account with NOVAMBL Securities Limited, I/we hereby confirm that:

1. I/We will keep my/our profile details (username, password and other electronic channel details) secured, private and confidential to prevent unauthorized access to my/our Stockbroking account with NOVAMBL Securities Limited; and shall inform the NOVAMBL SEC in writing forthwith upon the happening of any circumstances likely to render the continued use of email instructions unsafe.
2. I/We will notify NOVAMBL Securities Limited where I/we suspect or confirm that my/our profile details (username, password and other electronic channel details) has/have been compromised. Any transaction executed on my/our account before NOVAMBL Securities Limited is notified of such compromise is binding on me/us.
3. NOVAMBL Securities Limited is authorized in its sole discretion, to consider and/or 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 NOVAMBL Securities Limited's records.
4. NOVAMBL Securities Limited 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 NOVAMBL Securities Limited'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 NOVAMBL Securities Limited 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. Where a mandate/instruction is sent via e-mail to: novamblsec@novambl.com, I/we should receive an acknowledgement e-mail immediately. Where this is not received within 30 minutes, I/we understand that I/we should immediately contact NOVAMBL Securities Limited to confirm receipt of the mandate/instruction.

7. Upon submission of my/our mandate(s)/instruction(s) placed via my/our online brokerage account, it is my/our responsibility to confirm that such mandate(s)/instruction(s) has/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 NOVAMBL Securities Limited to confirm receipt of the mandate(s)/instruction(s).

8. I/we agree that NOVAMBL Securities Limited shall have no liability for failure to provide any agreed service(s) due to reasons beyond its reasonable control. These reasons include but are not limited to industrial action, failure of electricity supply, riots, civil commotion, political unrest or armed insurrection.

9. I/We hereby agree to keep NOVAMBL Securities Limited fully indemnified from and against all actions, proceedings, claims and demands which may be brought or made against NOVAMBL Securities Limited and all losses, costs, charges, damages and expenses which may be incurred or sustained or for which NOVAMBL Securities Limited may become liable by reason of honouring such e-mail, online brokerage account and other electronic channels mandates/instructions provided that NOVAMBL Securities Limited has taken all measures prescribed by this agreement irrespective of whether the instructions are in fact erroneous, fraudulent or issued otherwise than as foresaid.

10. Subject to applicable local laws, I/We agree that NOVAMBL Securities Limited 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 overseas regulators or tax authorities, I/We consent and agree that NOVAMBL Securities Limited 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

11. I/We agree to notify NOVAMBL Securities Limited within 30 (thirty) days if there is a change in any information which I/we have provided to NOVAMBL Securities Limited. In that time, NOVAMBL SEC shall not be held liable for any action which it takes relying on the information earlier provided.

.....  
Signature and Date

## DECLARATION

I/We declare that

- The information given is correct to the best of my/our knowledge and belief, and I/We will inform NOVAMBL SEC Investment & Securities Ltd of any change in the information given.
- I/We are 18 years old or over.
- I/We understand that as with stock market investments, the value of my/our investment(s) may go up or down and that past performance is not necessarily an indication of future performance.
- I/We agree to be bound by the Terms and Conditions contained herein.
- I certify that the funds and sources of such funds and or assets are legitimate and not directly or indirectly the proceeds of any unlawful activity.

**Note:** Check that you have completed ALL sections of the application form relevant to you

A

*Signature Individual*

B

*Signature Individual*

## DESIGNATION

**Mandate** : A only

☐

B only

☐

Either A or B

☐

Both A and B

☐

BANK	UNITED BANK FOR AFRICA
ACCOUNT NAME	NOVAMBL SECURITIES LIMITED
ACCOUNT NUMBER	1022578696
CURRENCY	NAIRA

#### REQUIREMENT CHECKLIST

S/N	DOCUMENTS REQUIRED	CHECKED	DEFERRED	WAIVED	N/A
A.	DULY COMPLETED AND SIGNED ACCOUNT OPENING FORM (ALL RELEVANT FIELDS MUST BE COMPLETED)				
B.	ONE (1) CLEAR PASSPORT-SIZE PHOTOGRAPH.				
C.	THE SIGHTED, NOTARISED OR CERTIFIED COPY OF THE MEANS OF IDENTITY (EVIDENCE OF IDENTITY) OF THE CLIENT.				
D.	THE SIGHTED, NOTARISED OR CERTIFIED COPY OF THE PROOF OF RESIDENTIAL ADDRESS OF THE CLIENT.				
E.	THE SIGHTED, NOTARISED OR CERTIFIED COPY OF THE VALID RESIDENCE PERMIT OF A RESIDENT NON-NIGERIAN.				
F.	FOR INVESTMENT ON BEHALF OF A MINOR, THE SIGHTED, NOTARISED OR CERTIFIED COPY OF THE MINOR'S BIRTH CERTIFICATE OR AGE DECLARATION.				

#### AUTHENTICATION FOR POLITICALLY EXPOSED PERSONS AND FINANCIALLY EXPOSED PERSONS

IS THE APPLICANT A POLITICALLY EXPOSED PERSON? ☐ YES ☐ NO

IS THE APPLICANT A FINANCIALLY EXPOSED PERSON? ☐ YES ☐ NO

#### RISK ASSESSMENT PROFILE

☐ HIGH RISK – CATEGORY A ☐ MEDIUM RISK – CATEGORY B ☐ LOW RISK – CATEGORY C

#### CUSTOMER KYC CATEGORY

☐ INDIVIDUAL ☐ ESTATE ACCOUNT ☐ MINOR ☐ OTHERS

VERIFIED BY RELATIONSHIP MANAGER		APPROVED BY OPERATIONS	
SIGNATURE		SIGNATURE	
DATE		DATE	

PLEASE NOTE THAT ALL INFORMATION PROVIDED MAY BE VERIFIED USING INDEPENDENTLY SOURCED DOCUMENTS, DATA OR INFORMATION. THEY MAY BE KEPT UP TO DATE AND SHARED WITH OTHER AFFILIATES/SUBSIDIARIES OF NOVA MERCHANT BANK LIMITED

# 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](mailto:info@cscsnigeriaplc.com) Website: [www.cscsnigeriaplc.com](http://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).

SEAL

## 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).....