

ACCOUNT OPENING FORM

Category of Account (*tick as appropriate*): Corporate Individual Joint Estate

Name	
Company Short Name	Date of Birth/Incorporation
Place of Incorporation	RC Number
Business Sector	Tax Number
Company Type	Company <input type="checkbox"/> Individual <input type="checkbox"/> Others (<i>specify</i>) <input type="checkbox"/>
Residential/Registered Address	
Postal Address	
Telephone	Email
Fax	Website Address
Average Annual Turnover (NGN)	Purpose of Investment
<input type="checkbox"/> Less than 10m <input type="checkbox"/> 10m – 50m <input type="checkbox"/> Above 50m	Source of Investment Fund

Bank Account Details (*Your Bank Account Name and Details Should Correspond with CSCS Account Name*)

Bank Name	Branch
Account Name	Account Number

Principal Contact Person

Name	
Telephone	Email
Signature & Date	

Authorized Signatory (1)

Name	Designation
Identification Number	
Identification: Int'l Passport <input type="checkbox"/> Driver's License <input type="checkbox"/> Others <input type="checkbox"/>	
Telephone	Email
Specimen Signature and Date	

**Affix Current
Passport
Photograph**

Authorized Signatory (2)

Name	Designation
Identification Number	
Type: Int'l Passport <input type="checkbox"/> Driver's License <input type="checkbox"/> Others <input type="checkbox"/>	
Telephone	Email
Specimen Signature and Date	

**Affix Current
Passport
Photograph**

Authorized Signatory (3)

Name	Designation
Identification Number	
Type: Int'l Passport <input type="checkbox"/> Driver's License <input type="checkbox"/> Others <input type="checkbox"/>	
Telephone	Email
Specimen Signature and Date	

**Affix Current
Passport
Photograph**

Directors/Administrators

Please state the details of your Directors/Administrators below

1. Name:	Email	Tel.
Address:		
2. Name:	Email	Tel.
Address:		
3. Name:	Email	Tel.
Address:		
4. Name:	Email	Tel.
Address:		

Attestation

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

Director's Signature and Date _____ Director's Signature and Date _____

For Official Purpose Only

Delivered By Email Company Representative Others (*specify*)

Document Received By (*Officer's Name*) _____

Location/Branch _____

Initial Amount Deposited _____

Documentation Checklist

1. Completed Account Opening Form <input type="checkbox"/>	8. Board Resolution/Management Approval. The Board Resolution/Management Approval should state a. Approval to open a Stock broking account with QCap <input type="checkbox"/>
2. Passport Photograph <input type="checkbox"/>	b. The List of Authorized Signatories <input type="checkbox"/>
3. Photocopy of Identification Documents for all Directors and Signatories (<i>International Passport/Valid Driver's License/National Identity Card</i>) <input type="checkbox"/>	9. *Latest Financial Statements <input type="checkbox"/>
4. Proof of Address for all Directors and Signatories (<i>Copy of recent Utility Bill</i>) <input type="checkbox"/>	10. *Particulars of Shareholders with minimum of 5% Shareholdings <input type="checkbox"/>
5. Email Indemnity <input type="checkbox"/>	11. *Particulars of Directors Form CAC 7 (<i>LTDs only</i>) <input type="checkbox"/>
6. Standard Terms and Conditions <input type="checkbox"/>	12. *Return on Allotment of Shares Form CAC 2 (<i>LTDs only</i>) <input type="checkbox"/>
7. Copy of Certificate of Incorporation/Evidence of Business Registration <input type="checkbox"/>	13. *Memorandum & Article of Association/Constitution/Partnership Deed <input type="checkbox"/>
14. Estate Account Documentation <input type="checkbox"/>	
15. Other Documents (a) _____ (b) _____ (c) _____	

Please note that all items (*) should be certified as True Copies By the Corporate Affairs Commission and sealed using Company Seal/Stamp

Documentation Status Complete Incomplete

Risk Rating Low High

Account Opening Authorized By _____

Date _____

CSCS Number CHN Folio Account Number

Anti-Money Laundering Act

To help the Federal Government of Nigeria fight the funding of terrorism and money laundering activities, the Money Laundering (*Prohibition*) Act 2013 requires all financial and non-financial institutions to obtain, verify and record information that identifies each person who opens an account. In this regard, when you open an account with us at QCap , we will ask for your name address, means of identification, occupation and other information that will enable us to identify you and verify your identity on an ongoing basis.

Furthermore, in compliance with the money Laundering (*Prohibition*) Act 2013, any single transaction, lodgment or transfer of funds in excess of N5,000,000.00 or its equivalent in the case of individual or N10,000,000.00 its equivalent in the case of corporate body shall be reported in writing within seven (7) days to the Nigerian Financial Intelligence Unit (*NFIU*) and the Securities & Exchange Commission (as *applicable*)

Signature/Date _____

Management _____
(*Signature and Date*)

Compliance Office _____
(*Signature and Date*)

Customer Address Verification

Address Visited:

Comment on Location & Landmarks:

Colour of building:

Description of Building:

Full Name of Visiting Staff:

Signature & Date

Terms and Conditions

I/We hereby request and authorize you to:

Open an account in my/our name and at any time subsequently to open such further accounts as I/We may direct and in consideration, I/We understand and agree that:

- a. QCap 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*").
- b. Client advices and mandates should be sent physically to QCap office, in Lagos or other offices as QCap may from time to time maintain elsewhere in Nigeria or via e-mail. The dedicated e-mail address for mandates is mandates@qualinvestcapital.com.
- c. The daily transaction deadline for the receipt of stock mandates and/or amendments from clients is 10 a.m. (*Nigerian Time*) of the Business Day on which such Mandate is to be executed.
- d. All amendment and/or cancellations can be sent through the means stated above and still subject to the timeline stated in (c).
- e. Mandates/amendments 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.
- f. Where a mandate consists of a purchase instruction, it can only be processed if sufficient cleared funds are available to execute such an instruction and prevailing market conditions.
- g. QCap executes transactions based on the ruling market prices of stocks on The Nigerian Stock Exchange, NASD OTC Securities Exchange and FMDQ OTC Securities Exchange.
- h. Valid mandates have an execution period of five (5) Business Days unless otherwise specified by the client after which they will be deemed to have expired.
- i. QCap shall re-coup the cost of conducting a search at the Corporate Affairs Commission on Limited Liability Companies who apply to open stockbroking accounts.
- j. The Client is liable to pay all applicable statutory charges on transactions executed on the floor of The Nigerian Stock Exchange as may be advised from time to time by the regulatory authorities. Please confirm the ruling charges from the Customer Service Officers or through the Customer Service lines listed elsewhere on this form.
- k. All other negotiated transactions consummated outside the floor of the stock exchange shall attract charges as will be specifically agreed between the parties in writing.

I/we, the undersigned, have read and are in agreement with the Terms & Conditions and the Risk Disclosures above:

Name _____ Signature _____

Date _____ Signature _____ Date _____

N.B. All deletions and/or alterations must be initialled by the Client. The Mandate must be initialled by all signatories thereto.

INDEMNITY

Whereas: I/We _____

Email: _____ Telephone: _____

Of _____ operate and continue to operate stockbroking account(s) with **Qualinvest Capital Limited** of (*The Company*) as the beneficial owner of the investments hereby warehoused in the above designated Stockbroking House hereby declare as follows:

I/We are fully aware that Buy and/or Sell Mandate for the trade of shares/stocks/bonds through our CENTRAL SECURITIES CLEARING SYSTEM LTD (CSCS) Account domiciled with the company shall be by Buy and/or Sell Mandate Form executed in accordance with the existing mandate.

I/We hereby acknowledge that the use of telephone, text messages (SMS), e-mail, letters (*on letterhead or otherwise*) or other unsecured means of communication to convey instructions for the trade of Shares/Stocks/Bonds or any other such instructions not backed by a duly executed Buy and/or Sell Mandate Form that will lead to the sale or purchase as the case may be of shares/stock/bonds on my account is associated with additional risks and fraud exposure;

I/we understand that it is my/our responsibility to keep my/our communication details (*Username, Password*) as private and confidential to prevent unauthorized access and we will immediately notify the Company should we detect a breach of these medium.

And whereas, I/We had issued in the past and still intend to further issue buy/sell mandates in the aforementioned forms otherwise than by a formal buy/sell mandate;

I/we understand that the Company is not required to verify the identity of the person giving instructions in my/our name provided the instructions are in line with my/our records with the Company.

The company has requested and I/we have agreed to provide the Indemnity under the conditions herein contained:

NOW THEREFORE, I/We instruct that the Company should accept and execute instructions and/or give effect to requests to buy or sell stocks on my behalf, any other instruction relating to my account on any of the services usually rendered by the company to her clients, where such instructions and/or requests are given by any of the aforementioned means.

IN CONSIDERATION of the company agreeing to accept and act upon any such instructions, communications and documents by telephone, SMS, e-mail, letters issued by me for the trade of shares/stocks/bonds and other forms of unsecured means of communication and unaccompanied by a duly executed Buy and/or Sell Mandate Form, I/We hereby irrevocably undertake to indemnify the Company and hold it harmless from and against all costs (*including without limitation to legal fees and expenses, claims, losses, liabilities, damages and proceedings*) whatsoever that the company may suffer or incur or that may arise as a result of the Company accepting or acting upon such instructions, communication or documents and including risks due to errors in transaction, misunderstanding or error on the part of the company regarding my identity.

I/We hereby irrevocably release the Company from all liability in the event that any telephone, text messages, e-mail or letter is not received, or is mutilated, altered, illegible or interrupted, duplicated, incomplete, unauthorized, or delayed for any reason.

The company shall have absolute discretion, for any reason whatsoever, to act or not to act upon documentation received by facsimile, e-mail or letters or instructions received by telephone unaccompanied by my executed Buy and/or Sell Mandate Form and/or to request verification of documents and instructions received by such means.

Furthermore, I/We do hereby undertake that I/We will at all times sufficiently indemnify the company or any of its authorized representatives and keep you indemnified against all liabilities and against all actions suits, proceedings, claims, demand, cost and expenses whatever which may be taken or made against the Company or any of its authorized representatives or incurred or become payable by you by reason of your reliance on the information provided in this account opening package and signature sample therein.

This Indemnity shall be governed by and construed in accordance with the Laws of the Federal Republic of Nigeria.

Dated this _____ day of _____ 20 _____

Signed, Sealed and Delivered By the within named _____

In the presence of:

Name _____ Signature _____ Date _____