



# ACCOUNT OPENING FORM

Account Type: 1. Individual: \_\_\_\_\_ 2. Joint: \_\_\_\_\_ 3. Corporate: \_\_\_\_\_ 4. Estate: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Local Govt.: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_

Citizenship: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Guardian/Next Of Kin: \_\_\_\_\_ Phone number: \_\_\_\_\_

Guardian/Next Of Kin (CHN): \_\_\_\_\_ Maiden Name: \_\_\_\_\_

Date Of Birth/ Date of Incorporation (DD/MM/YY) \_\_\_\_\_ Gender \_\_\_\_\_

Occupation: \_\_\_\_\_ RC No.: \_\_\_\_\_

Nature of Business: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of Executive Directors: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of Executive Directors: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of Executive Directors: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_ Alt Email Address: \_\_\_\_\_

Bank Name: \_\_\_\_\_ BVN: \_\_\_\_\_

Bank Account Name: \_\_\_\_\_

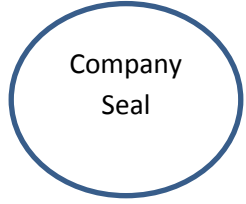
Bank Account Number \_\_\_\_\_

Bank Sort Code: \_\_\_\_\_ Date Of Creation (Of Bank Acct): \_\_\_\_\_

<b>Passport Photograph</b>	<b>Passport Photograph</b>	<b>Passport Photograph</b>	<b>Passport Photograph</b>
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\_\_\_\_\_  
Authorized Signatory/ Date:

\_\_\_\_\_  
Authorized Signatory/ Date:



\_\_\_\_\_  
Authorized Signatory/ Date:

\_\_\_\_\_  
Authorized Signatory/ Date:

## COWRY/CLIENTS TERMS AND CONDITIONS OF SERVICE RELATIONSHIPS

1. COWRY's working hours are between the hours of 8am and 5pm from Monday to Friday, excluding public holidays.

### MANDATE

2. Stock mandate and advice can be done via written instruction, email and online portal.
3. Transaction deadline for the receipt of stock mandate is 30 minutes before the closure of each market day, instruction are to be executed.
4. All mandates received after the stipulated deadline as stated in (3) will be treated as having been received on the next business day following the actual date of receipt.
5. Non-business days (weekend or public holidays) will be treated as received on the business day following the weekend or public holiday.

### TRANSACTION

6. The execution of purchase mandate will be dependent on sufficient cleared funds.
7. A stock purchase mandate which is dependent on sales proceed of stock will not be executed initial until after the full execution of the sale transactions.
8. Where a stock to be purchase is unavailable on the date of purchase order, the stock purchase mandate will be executed within five business days subsequent to the actual date of the order or as may be directed by the client. Provided that the order is within price limit.
9. Where the stock is still not available within those five business days, the stock mandate will be set aside and the client advised accordingly.

### EXECUTION

10. COWRY, with respect to clients mandate, acts as stockbrokers and financial advisors therefore buys and sells stocks on clients behalf at the Nigerian stock exchange, NASD & FMDQ
11. Transactions will be executed based on clients mandate/the current market price of the stock at the Exchanges on the date of execution.
12. Professional expertise and utmost best effort will be applied in the execution of mandates. Market prices however, are subjected to marginal daily changes therefore; we do not guarantee a specific market price.
13. The acceptable, standard formats for mandates can be downloaded from our website or may be forwarded to client's mailbox.
14. A contract note will be sent automatically once a mandate is executed.

### TRANSFER OF ACCOUNT FROM ANOTHER HOUSE

15. A client who purchased stocks through another stock broking firm before the transfer of his/her account to COWRY should ensure that the preceding stock broking firm sent his/her specimen signature on transfer forms to the respective registrars.

### VERIFICATION OF CERTIFICATES

16. Copies of application forms, dividend warrants and banker's confirmation of the client's signature should be attached, to facilitate prompt verification of certificates.
17. COWRY will not be held responsible for delays in verification as a result of incomplete documentation, irregular signature or Registrars process delays.

### OTHER RESPONSIBILITIES TO THE CLIENT

18. Notification of change of address with the requisite registrars and CSCS upon advice by the client.
19. Collection of share certificates, dividend warrants and annual reports for portfolio Management clients only.

### ORDER OF PAYMENT

20. Transaction settlement on the Nigerian stock exchange is done on trading day plus three days. In compliance with this regulation, the earliest payment date for consummated sales mandates is trading day plus three business days.
21. Payments are made in cheque (not cash) written in the name of the beneficiary whose name appeared on the share certificate or deposit instrument or account holder. The only acceptable means of identification are driver's license, National Identification card, voters card and valid International passport.
22. All deposits for stock transactions must be made by Direct transfers, cheques/ bank drafts payable to COWRY SECURITIES LIMITED

### Confirmation:

I, the undersigned, hereby acknowledge that I have read, understood, accept to be bound by the terms/conditions and hereby affix my Name, signature and date below:

\_\_\_\_\_  
Authorized Signatory/ Date:

\_\_\_\_\_  
Authorized Signatory/ Date:

**Address:**Plot 1319 Karimu Kotun Street,Victoria Island, Lagos State

Tel. +234 1 2715008-9, 2716614-5, [enquiry@cowryasset.com](mailto:enquiry@cowryasset.com), [www.cowryasset.com](http://www.cowryasset.com)

ABUJA | PORT HARCOURT

# COWRY SECURITIES LIMITED

(Member of the Nigerian Stock Exchange)



## TO INDEMNITY FOR HONOURING ELECTRONIC INSTRUCTIONS

I/We are fully aware that sell orders, purchase orders, payment instructions and other instructions on this account shall be written instruction signed according to my/our mandate. I/we hereby acknowledge that the use of facsimile (fax), telephone, e-mail, online portal, SMS messages e.t.c. or other unsecured means of communication to convey instructions is associated with additional risks and fraud exposure.

In consideration of COWRY agreeing to accept and act upon any such instructions, communications and documents by facsimile (fax), telephone, e-mail, SMS messages, online portal e.t.c unaccompanied by my/our signed written instruction. I/we hereby irrevocably undertake to indemnify Cowry and hold it harmless from and against all costs (including without limitation, legal fees and expenses, claims, losses, liabilities, damages and proceedings) whatsoever that the company may suffer or incurred that may arise as a result of Cowry accepting upon such instructions, communication or documents. Furthermore, I/we hereby irrevocably release the company from all liability in the event that any telephone, e-mail, SMS messages, online portal, facsimile transmission or letter is not received, or is mutilated, altered, illegible or interrupted, duplicated, incomplete, unauthorized, or delayed for any reason.

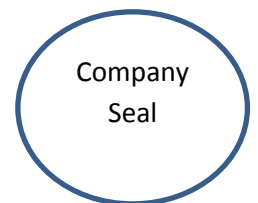
The company shall have absolute discretion, for any reason whatsoever, to act or not to act upon documentation received by facsimile, e-mail or SMS messages, telephone, e.t.c unaccomplished by my/our signed written instruction.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### REQUIREMENTS:

PERSONAL IDENTIFICATION:	1 . DRIVER'S LICENSE/NATIONAL ID/INTERNATIONAL PASSPORT / VOTER'S CARD (provide any one of the three). 2. COPY OF UTILITY BILL.
ESTATE ACCOUNT	In addition to the personal identification of the Admors, please provide the following: 1. LETTER OF ADMINISTRATION. 2. DEATH CERTIFICATE. 3. NEWS PAPER PUBLICATION. 4. BANKER'S CONFIRMATION. 5. LETTER OF INTRODUCTION
FOR CORPORATE BODIES	In addition to the personal identification of the Directors, please provide the following: 1. CERTIFICATE OF INCORPORATION. 2. MEMORANDUM & ARTICLES OF ASSOCIATION. 3. FORM C007 LISTING DIRECTORS. 4. FORM C002 LISTING SHARE HOLDERS. 5. BOARD RESOLUTION. 6. SIGNATURE MANDATE. 7. APPOINTMENT LETTER

### FOR OFFICIAL USE ONLY

ACCOUNT OFFICER	DOCUMENTATION:	2. NOT COMPLETE
	1. COMPLETE	
<b>CHECKED BY: NAME</b>		
<b>AUTHENTICATED BY:NAME</b>		