

**INDIVIDUAL UPDATE INVESTMENT FORM**

**Personal Data**

Title: Mr.  Mrs.  Ms.  Others.

Name of Investor(s):

Surname

First Name

Middle Name

Date of Birth:

State of Origin:

L.G. Area:

Nationality:

**(Means of ID)**

International Passport  Driver's License  National ID Card  No:

Issue Date:  Place of Issue:  Expiring Date:

**Residential Address: (Street Number)**

Tel:  Buss:  Fax:

Mobile No:  Compulsory E-mail add:

Occupation/Business(state clearly):

**(If business, please state the type of business**

Mailing Address: (if different from the above)

Mother's Maiden Name (Surname):

Next of Kin name &

Tel. No:

Relationship to Applicant:

Next of Kin Contact Address: (if different from applicant's)

Purpose /Reason for opening the account:

Source of Income: (State Type of Business)

Initial Investment: (Cheque(s):

**CURRENT ACCOUNT BANK DETAILS (Your Bank Account Name Details should correspond with CSCS**

**Account Name)**

Bank Name:  BVN:

Account Name:  **Branch**  Account No:

Date of Account Opening:  Signature:

**For Office Use Only**

Account Officer's Name:

Account Officer's Signature & Date:

Client Account Number:

CSCS (CHN) Number:

Introduced By:

**Checklist**

**S/N Details for Individual Account**

**Yes No Waived**

| S/N | Details for Individual Account  | Yes | No | Waived |
|-----|---|-----|----|--------|
| 1   | Duly completed Account Opening Form with two recent clear Passport photographs with Names & Signature on the reverse side |     |    |        |
| 2   | Means of Identification (Copy of International passport, Driver's License & National ID Card)                             |     |    |        |
| 3   | Proof of Address-Utility Bill(PHCN/Water/Telephone Bill)  |     |    |        |
| 4   | Minimum Initial Deposit   |     |    |        |
| 5   | Visitation Report   |     |    |        |

Account Approved By:

Compliance Manager:

Signature:

**❖ PLEASE AFFIX TWO RECENT PASSPORT SIZE PHOTOGRAPH**

- ✓ Duly completed Account Opening Form with one recent clear Passport photographs with Names & Signature on the reverse side
- ✓ Means of Identification (Copy of International passport, Driver's License & National ID Card)
- ✓ Proof of Address-Utility Bill(PHCN/Water/Telephone Bill)



A Trading License Holder of The Nigerian  
Exchange Group(NGX)

1st Floor, 11B Military Street,  
off King George Street  
Onikan, Lagos  
Tel: 01-2716946  
E-mail: [info@investorsandtrust.com](mailto:info@investorsandtrust.com)

## VISITATION REPORT

Client's Name:.....

Client's Address:.....

Account Officer:.....

## DESCRIPTION OF RESIDENT

Signature:

Date:

# BANK ACCOUNT UPDATE FORM

## PERSONAL DETAILS

CLIENT'S NAME (INDIVIDUAL/CORPORATE): \_\_\_\_\_

STOCKBROKING ACCOUNT NUMBER

BANK VERIFICATION NUMBER (BVN)

**Kindly update my account(s) in your records with the bank account details given below.**

### *Preferred bank account details*

Bank name: \_\_\_\_\_ Account number: \_\_\_\_\_

Account Name \_\_\_\_\_ (Your bank name should correspond with CSCS account name) **BANK CODE AS SPECIFIED BY CBN**

**BRANCH CODE AS SPECIFIED BY CBN**

### ***Alternate bank account details (if any)***

Bank name: \_\_\_\_\_ Account number: \_\_\_\_\_

Account Name \_\_\_\_\_

(Your bank name should correspond with CSCS account name)

**Kindly note that all sales proceeds/transfer request will only be transferred to the bank account details provided above unless you have taken steps to substitute the bank account on our records by completing another bank account update form, which content shall take effect immediately upon submission to Investors and Trust Company Limited (INVTC)**

You are responsible for the accuracy of the bank account details provided and we shall not be liable for any loss that may arise due to the inaccuracy of the bank account details provided by you.

INVTC is not obligated to confirm the status of the account to be credited with the sales proceeds/transfer request and shall therefore not be liable in case of any delay experienced as a result of dormancy or inactivity of the Bank Account provided by you or your failure to comply with the CBN Biometric Verification exercise or providing your Bank with your BVN details

**Should you have cause to suspect that your bank account details have been compromised by unknown third parties, You are expected to inform INVTC of such incident prior to the transfer of sales proceeds to your account as INVTC will not be held responsible for any loss incurred by You as a result of any fraud committed on your chosen bank account subsequent to the transfer of sales proceeds**

\_\_\_\_\_  
Client's signature (1)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client's signature (2)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Corporate seal/Stamp

FOR OFFICIAL USE ONLY

\_\_\_\_\_  
Client Services Executive/ Processing Officer's Signature

\_\_\_\_\_  
Date

## SNSECTION B:

In Consideration of your Investors & Trust Limited's (INVTC) 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 INVTC, 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 INVTC.
2. I/We understand that it is my/our responsibility to notify INVTC 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 INVTC is notified of such compromise is binding on me/us.
3. INVTC is not authorized to act on instructions, which have been transmitted via any of the referenced electronic channels without bearing my/our signature(s) even where such instructions emanated from my/our registered details in INVTC's records.
4. INVTC shall not be under any duty to verify the identity of the person(s) giving instructions in my/our name provided such instructions emanated from my/our registered details in INVTC'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 instructions issued by me/us and such subsequent instruction has been communicated to and received by INVTC before the execution of the prior instructions, I/We understand that 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 [info@investorsandtrust.com](mailto:info@investorsandtrust.com) or [investorsandtrust@gmail.com](mailto:investorsandtrust@gmail.com), I/we should receive an auto generated acknowledgement e-mail immediately. Where this is not received within 1 hour, I/We understand that I/We should immediately contact INVTC to confirm receipt of the mandate /instruction via telephone:+234-(0)8126207036, +234 (0)8135909445

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

8. I/We agree to comply with all terms and conditions issued by INVTC, governing the use of electronic services which INVTC may from time to time offer and provide to me/us.

9. 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 or citizenship, domicile or residence. I/We agree to provide INVTC with such information and must update information as reasonably required from time to time, enabling INVTC comply with any applicable law.

10. I/We agree to notify INVTC within 30 (thirty) days if there is a change in any information which I/We have provided to INVTC.

11. Except where INVTC is negligent of fraudulent or in willful default, INVTC 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 Individual/Corporate Account Holder: \_\_\_\_\_

\_\_\_\_\_

Signature of Individual/Corporate account Holder: \_\_\_\_\_

Signature of Director/Secretary(Corporate Account): \_\_\_\_\_

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

## TERMS AND CONDITIONS

### SECTION A:

1. Investors & Trust Limited's (INVTC) office is open for business between the hours of 8a.m. and 5p.m on each day that is designated a business day in Nigeria ("business day").
2. The preferred channel for receiving clients' mandated is through the secure on-line brokerage account which can be accessed via [www.clientservice.investorsandtrust.com](http://www.clientservice.investorsandtrust.com). Mandates can also be sent to the dedicated e-mail address for mandates via [info@investorsandtrust.com](mailto:info@investorsandtrust.com) or [Investorsandtrust@gmail.com](mailto:Investorsandtrust@gmail.com)
3. The deadline for the receipt of clients' mandates via all channels in 9 a.m on the intended business day of execution.
4. In the absence of an expressed instruction as to a specific timeline for expiration of INVTC, clients' mandates, the mandates will be valid for 5 working days upon receipt by after which it expires and the unexecuted portion will be automatically cancelled.
5. Amendment/cancellation of mandates can be done via either the online brokerage account or via e-mail to our [info@investorsandtrust.com](mailto:info@investorsandtrust.com) or [Investorsandtrust@gmail.com](mailto:Investorsandtrust@gmail.com) or via our clients service telephone lines 08135909445 or 01-2716947.
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/amendment/cancellation received on a that is not a business day will be deemed to have been on the business day immediately following the actual receipt.
8. Where a mandate consist 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. INVTC is acting as execution only stockbroker and not financial advisors or portfolio manager. Consequently, INVTC will only execute BUY and SELL mandates given by the client on the floor of the Nigerian Stock Exchange.
11. INVTC executes transaction on the ruling market prices of stocks on the Nigerian Stock Exchange at the time of execution.
12. INVTC 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 advice 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 INVTC via email to [info@investorsandtrust.com](mailto:info@investorsandtrust.com) or [Investorsandtrust@gmail.com](mailto:Investorsandtrust@gmail.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 clients' stockbroking account with INVTC 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 instruction should be sent via email to [info@investorsandtrust.com](mailto:info@investorsandtrust.com) or [Investorsandtrust@gmail.com](mailto:Investorsandtrust@gmail.com). Intra-bank and Inter-bank withdrawal/transfer instructions are to be executed within 24 hours and 48 hours respectively upon submission of the instruction and where the client's account is not credited with the requested amount within the stipulated period, the client is required to notify INVTC via e-mail to [info@investorsandtrust.com](mailto:info@investorsandtrust.com) or [Investorsandtrust@gmail.com](mailto:Investorsandtrust@gmail.com).
17. Where the 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 INVTC and to follow up with the receiving bank. INVTC 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 10 a.m on business days for inter-bank withdrawal/transfer and 3 p.m 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. Request to withdraw funds from client's stockbroking account will only be honoured if there are adequate cleared and unencumbered funds in the client's stockbroking account with INVTC. Associated transfer charges(s) for interbank transfer will be borne by the client.
20. INVTC shall not make any payment from a client's stockbroking account to a 3<sup>rd</sup> 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. INVTC 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 INVTC the instructions shall be binding upon me/us.
22. INVTC can be contacted via e-mails: [info@investorsandtrust.com](mailto:info@investorsandtrust.com) or [Investorsandtrust@gmail.com](mailto:Investorsandtrust@gmail.com), telephone:+234-(0)8126207036, +234 (0)8135909445

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off King George Street  
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## RISK DISCLOSURE STATEMENT

Investors and Trust Company Limited ("hereinafter referred to as "INVTC") 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 INVTC, I/We/are aware that there are always significant risks involved when investing in Securities in 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 INVTC, I/we should carefully consider my/our objectives and risk appetite. I/we/am/are expected to exercise particular care in evaluating risks involved and must decide where, in the light of the risks, investment is appropriate.

By executing the INVTC 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

INVTC, acting as a broker-dealer for the purchase, sales 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 INVTC, 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 Relating to the Client's own Investment

My/our decision to invest in the securities is my/our own independent decision. INVTC 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 INVTC has no fiduciary duty to me/us and is not responsible for any liabilities, claims, damages, losses, cost and expenses arising from such investment.

### C. Regulatory Risk

INVTC is subject to the various laws and/or regulations of the competent relevant regulations of the competent relevant regulatory authorities. Any legislative or regulatory changes may impact the functions of the broker/dealer. All transactions performed by INVTC 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 Individual/Corporate Account Holder: \_\_\_\_\_

\_\_\_\_\_

Signature of Individual/Corporate account Holder: \_\_\_\_\_

\_\_\_\_\_

Signature of Director/Secretary (Corporate Account): \_\_\_\_\_

\_\_\_\_\_

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

