(Member of the Nigerian Stock Exchange)



# ACCOUNT OPENING FORM

Account Type: 1. Individua	al:2. Joint:	3. Corporate:	4: Estate:
Name:			
Address:			
Local Govt.:	Sta	ate:Co	ountry:
Citizenship:	Pho	one Number:	
Guardian/Next Of Kin:		Phone number:	
Guardian/Next Of Kin (CHN	N):	Maiden Name:	
Date Of Birth/ Date of Inco	orporation (DD/MM/YY)		Gender
Occupation:		RC No.:	
Nature of Business:		Phone Number:	
Name of Executive Directo	ors:	Phone	Number:
Name of Executive Directo	ors:	Phone	Number:
Name of Executive Directo	ors:	Phone	Number:
E-mail:	Alt E	Email Address:	
Bank Name:	BVN:		
Bank Account Name:			
Bank Account Number			
NIN:			
BVN:			7
	Passport	Passport	
	Photograph	Photograph	
Authorized Signatory/ Date	 e: A	authorized Signatory/ Date:	Company
Authorized Signatory/ Dat	 re:	authorized Signatory/ Date:	Seal

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# **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.

- 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

- 5. 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 Exchange(NGX). 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 Exchange(NGX) 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 by cheques or direct transfers (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:

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#### 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.

By accepting payment through a third-party platform, the client acknowledges and agrees that Cowry bears no responsibility for any technical failure, processing error, downtime, or interruptions that may affect the completion, accuracy, or timeliness of the transaction. Cowry shall not be liable for any delay, discrepancies in the

settlement report, or any loss, damage, or liability arising from the failure of transaction settlement due to any disruption caused by force majeure, an Act of God, software malfunction, system glitch, or any other event within the control of the third-party platform.

I/we hereby irrevocably release Cowry from all liability for any direct, indirect, incidental, consequential, or special damages resulting from payment processing issues or settlement failures attributable to third-party platforms.

This disclaimer shall apply notwithstanding any prior notice, agreement, or course of dealing between Cowry and the client.

Dated this	day of	20	
Signature:	Date:		Company
Signature:	Date:		Company Seal
Signature:	Date:		

#### **REQUIREMENTS:**

PERSONAL	1 . DRIVER'S LICENSE/NATIONAL ID/INTERNATIONAL PASSPORT / VOTER`S	
IDENTIFICATION:	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	

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	In addition to the personal identification of the Directors, please provide the		
FOR CORPORATE	following:		
BODIES	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: 1. COMPLETE		2. NOT COMPLETE
CHECKED BY: NAME			
AUTHENTICATED BY:NAME			