

Plan ahead, for tomorrow is unknown  
Invest in your future



To open a Chapel Hill Denham Investment account, this application form must be completed in full. We will have to ask you to provide some personal information including:

- A valid residential and mailing address
- Employment information
- General financial information
- Bank account details
- Passport photograph
- Signature sample (*Your signature must match that on your identification document*)

Each applicant is required by law to provide one item to confirm your identity and a separate item to confirm your address from the list of documents below.

Document	Proof of Identity	Proof of Address
International passport	✓	
Residence permit	✓	
Inland revenue tax clearance certificate	✓	
Birth certificate/Sworn declaration of age	✓	
Voters registration card	✓	
Driver's license	✓	✓
National identity card	✓	✓
Recent utility bill with current address		✓
Recent bank statement with current address		✓
Tenancy Agreement		✓

**All documents must be current.**  
**The same document cannot be used for both proof of identity and proof of address.**

Please contact us if you require help to complete this application: [info@chapelhilldenham.com](mailto:info@chapelhilldenham.com)

## 1 Minor Details

Title:  Surname:

First Name:  Middle Name:

Date Of Birth:  Gender:  F  M Mother's Maiden Name:

Nationality:

### Residential Address (PO Box is not acceptable)

Street Address 1:

Street Address 2:  City/Town:

State:  Country:  Postcode:

### Mailing Address (If different from residential address)

Street Address 1:

Street Address 2:  City/Town:

State:  Country:  Postcode:

## 2 Guardian Details

Title:  Surname:

First Name:  Middle Name:

Date Of Birth:  Gender:  F  M Marital Status:

Nationality:  Mother's Maiden Name:

Email Address:

Mobile Number:   Other Number:

### Relationship To Minor:

Mother  Father  Legal Guardian  Other (Please Specify)

### Residential Address (PO Box is not acceptable)

Street Address 1:

Street Address 2:  City/Town:

State:  Country:  Postcode:

### Mailing Address (If different from residential address)

Street Address 1:

Street Address 2:  City/Town:

State:  Country:  Postcode:

## Guardian Employment Details

Employment Status:  Employed  Self-Employed  Retired  Student  Not-Employed

Business Name:

Nature of business:  Occupation/Position:

**Business Address** (PO Box is not acceptable)

Street Address 1:

Street Address 2:  City/Town:

State:  Country:  Postcode:

## Guardian Financial Information

Bank Name:  Account Number:

Date Opened:  Bank Verification Number:

Approximate Annual Income:  
(Include ALL sources)

Estimated net worth  
(Total)

Estimated amount available for  
investment annually

No - N1,000,000

No - N1,000,000

No - N1,000,000

N1,000,001 - N5,000,000

N1,000,001 - N5,000,000

N1,000,001 - N5,000,000

N5,000,001 - N10,000,000

N5,000,001 - N10,000,000

N5,000,001 - N10,000,000

N10,000,001 - N20,000,000

N10,000,001 - N20,000,000

N10,000,001 - N20,000,000

N20,000,001 or more

N20,000,001 or more

N20,000,001 or more

Source of funds (Check ALL that apply):

Salary  Investments/Dividends  Business Income  Personal Savings  Other

## Guardian Enhanced Due-Diligence

Have you or any of your immediate family ever been elected, appointed or assumed any political position in a National, State or Provincial Government?  NO  YES

Name of person:

Position held:

Dates held:

Are you a director, 10% shareholder or someone who has the ability to direct the affairs of a public company?  NO  YES

Are you a US Citizen or a resident of the US for tax purposes?

NO  YES

Tax Identification No:

## 3 Investment Profile

Overall investment objective  
(Check only one)

Capital preservation

Income

Growth

Speculation

Investment experience

Extensive

Limited

Good

None

Years of investing experience

None

1 - 2 years

2 - 5 years

Over 5 years

Investment time-frame

Less than 1 year

1 - 2 years

2 - 5 years

Over 5 years

## 4 Products & Services

**Service level** - Please select desired service level.

Execution only service     Managed account service

**Please select all investment products that you would like to invest**

Equities     Treasury Bills     Bonds and Fixed Income     Mutual Funds     ETFs

**Online access**

Activate online access     Activate online trading

**Research Reports Subscription** - Please select all the reports you wish to receive via email

Daily Market Report     Monthly Market Outlook     Initial Comments     Company Updates     Sector Updates

**Investment Markets**

Please select your primary investment market

Nigeria     Ghana

Please select additional investment markets of interest

Nigeria     Ghana     Kenya

## 5 Attestation and Signature

I/We hereby confirm that I/we have received, read, understood and agree to be bound by and comply with:

a. The TERMS and CONDITIONS (as may be varied or supplemented from time to time) of Chapel Hill Denham Securities Limited and Chapel Hill Denham Management Limited, which companies are referred to as CHD below, and understand the provisions contained therein shall govern my/our relationship, accounts and other services provided by CHD.

b. Declaration

i) All my/our particulars and the information provided is true and accurate, in form and in substance and any changes will be notified to CHD promptly and I/we have not withheld any material facts.

ii) I/We am/are over 18 years of age, not insolvent or under any legal liability and have not been convicted of a serious offence.

iii) I/We am/are making the application herein for myself/ourselves and not on behalf of any other person or party; and I/We am/are the legal and beneficial owner(s) of the account applied for and full details have been provided.

iv) I/We agree to be contacted by representatives of CHD group where relevant products or services are available to me/us.

v) I/We authorise CHD to carry out relevant checks in relation to personal information that is provided for this application and acknowledge that personal information will be maintained and kept by CHD.

Signature:

Date Signed:

DD / MM / YYYY

These Terms and Conditions relate to the provision of accounts and services by Chapel Hill Denham Management Limited and Chapel Hill Denham Securities Limited, which companies are referred to as CHD below.

This application and your acceptance of the terms & conditions shall be governed by and construed in accordance with the laws of the Federal Republic of Nigeria and subject to the exclusive jurisdiction of the Nigerian courts. Acceptance of the terms and conditions of this application is on the basis that you are a person (including representative of an entity) who is able to give the confirmations and representations contained herein. Failure to provide true and accurate information in this application shall render the account(s) / services and all subsequent actions consequent thereon null and void. Acceptance of these terms and conditions constitutes your agreement that:

#### CONTACT

We may contact you by telephone to verify your details or discuss your trade instructions, which may be time and price sensitive. We may use your email address to send you information such as trade confirmations and other important notifications. A failure to provide a valid email address will limit our ability to provide you with the above.

#### EXECUTION ONLY ACCOUNTS AND SERVICES

1. Definition. Execution only means that CHD will only execute BUY and SELL instructions / mandates given by the client. Under Execution only, CHD does not act as a financial advisor or portfolio manager.
2. Execution only share dealing or brokerage accounts used for the purchase of NSE and NASD traded stocks are provided by Chapel Hill Denham Securities Limited. Execution only Investments in other asset classes will be provided by Chapel Hill Denham Management Limited.
3. You will be solely responsible for managing your portfolio; issuing buy and sell orders, corporate actions etc. All investment decisions will be made solely by you and you have relied on your own investigations of the potential investment(s). You are not relying on the information obtained directly or indirectly of any representations, statements, warranties or undertakings, written or oral, made by representatives of the company. Accordingly, CHD, its directors, officers, representatives, agents, privies and assigns shall not be held responsible for any reliance you have placed on such information or representation. Where any information or representation is given or made by the company through its directors, officers, representatives, agents, privies or assigns, it does not serve as a guarantee for the successful performance of any investment made as a result therefrom.
4. It may be important to get an expert to advise you on products to invest in and the structure of your portfolio. You may contact our investment managers or analysts, but the ultimate decisions will lie with you as an investor.

#### RISK WARNING – INVESTMENT IN SHARES

1. You are aware that an investment in shares involves a very high degree of risk and is therefore a speculative investment of which you are able to bear the economic risk of investing in and holding such shares.
2. You have such knowledge and experience in financial, business and investment matters as to enable you to evaluate the merits and risks of an investment in shares. Where you do not have the requisite knowledge and experience, you have sought and consulted with independent advisers on the investment and are satisfied with their qualified assessment.
3. Your investment is subject to prevailing market forces and as such may rise or fall significantly. It is important to note that even if a security performed well in the past it does not mean that it will continue to or perform better in the future.

#### RISK WARNING – ALL INVESTMENTS

4. You have made your own assessment and have satisfied yourself concerning the relevant tax, legal, currency and exchange controls and other economic considerations relevant to your investment.
5. You have complied with all the requisite laws of the Federal Republic of Nigeria in making your investment and have not utilised proceeds of unlawful activities to do so. You shall indemnify CHD from any liability that may arise from your use of proceeds obtained from unlawful activities for any investment undertaken on your behalf by CHD.
6. As with all capital market investments, you may lose your principal/initial investment and we do not guarantee any portion of your investment; either principal or realized/unrealized capital gains made.
  - 6.1. Your portfolio is subject to certain risks which include: Liquidity Risks; Market Risks; Concentration Risks; Equity Risks and Volatility
7. It is important understand your risk appetite before making any investments and an indication will be to determine whether you a green investor (1-3years experience) or a smart investor (5-10 years' experience) or a financial adviser/investor managing portfolios.

#### RISK WARNING – ONLINE TRADING

1. Online trading on the NSE is achieved through our online and mobile trading portal. Customers with online trading activated accounts are able to place orders for securities listed on the NSE via our system from any location in real time during NSE trading hours. There are risks associated with utilising an internet based order and trade execution system including, but not limited to, the failure of hardware, software, Internet connection or NSE link resulting in the failure or delay of your instruction and/or access to our online trading system. Since CHD does not control signal power, its reception or routing via Internet, configuration of your equipment or reliability of its connection, we cannot be liable for communication failures, distortions or delays when trading via the Internet.
2. Online trading is not always instant. You may find that the price at which you expected to fulfill an order is not the price achieved.
3. The CHD online trading portal provides sophisticated order entry and tracking of orders. CHD will make best efforts to fill your trade at the price requested. Trading on-line, no matter how convenient or efficient does not necessarily reduce risks associated with trading and may lead to increased risk.
4. Orders placed through online trading will be subject to checks including, for the amount of settlement and the availability of the securities, which may cause a delay to or stop your order.
5. Cancellations: If you cancel an order please note that this will only be possible if the original trade has not been executed. We will verify that a cancelled order has not been executed as soon as we receive confirmation from the market. Until you hear from us do not assume that the trade was cancelled.
6. Security. We highly recommend that you employ the use of security software including anti-virus, personal firewalls and other security software packages to safeguard your account. We also recommend that you:
  - 6.1. Do not use a public or open computer to transmit your trading orders to us. Access your online brokerage account from your own computer
  - 6.2. Use difficult to guess passwords
  - 6.3. Be additionally cautious if using wireless connections
  - 6.4. Log out completely of your online account by pressing the log out button to terminate the session.

#### GENERAL – TRADES UNDERTAKEN OUTSIDE THE ONLINE PORTAL

1. CHD's offices are open for business between the hours of 9 a.m. and 5 p.m. on each day that is designated a Business day in Nigeria ("Business Day").
2. Mandates received outside of our online portal must be submitted in writing via our channels by 11am on or prior to the business day of execution. Execution schedules for non share investments will be provided on request.
3. All mandates received will be subject to internal checks before being submitted for execution. Where a purchase / sale transaction is mandated this will only be executed if sufficient funds / shares are available in your account. Please note that non-availability of funds or shares / investments for

purchase or sale transactions will result in the mandate being cancelled. CHD will attempt to contact you as soon as practicable if there are any issues.

4. Share mandates: In the absence of an express instruction as to a specific timeline for the expiration of your mandate, the mandate will be valid until the end of the calendar year in which it was received after which it shall expire and the unexecuted portion may be cancelled.
5. Amendments/cancellation of mandates can be done in writing - this is also subject to the deadline stated in point 2 above.
6. Where a mandate/amendment/cancellation is submitted after the deadline stated in point 2 above, the mandate/amendment/cancellation may not be treated until the next business day.
7. Mandates / amendments /cancellations 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.
8. Share transactions: CHD executes transactions based on the ruling market prices of stocks on The Nigerian Stock Exchange, NASD and any other exchange at the time of execution.
9. Non share transactions: CHD executes transactions based on the ruling market prices of investments on the relevant market in which they are made available at the time of execution.
10. CHD executes mandates on a best efforts basis only in accordance with our Order management and Best execution policy stated below. 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".
11. Share transactions: Buy and sell mandates can only indicate one price and not a price range.
12. All sales proceeds of shares and other investment sold shall be retained in the client's account except if otherwise advised in writing by the client.
13. Funds deposited into client's stock broking account with CHD including retained proceeds are non interest bearing. A Client's funds will remain in the client's stock broking account until an express mandate is received authorising the utilisation of the funds.
14. CHD shall under no circumstance be held liable for the lapses of other institutions involved in the withdrawal/transfer process.
15. Requests to withdraw funds from client's stock broking account will only be honoured if there are adequate, cleared and unencumbered funds in the client's stock broking account with CHD. Associated transfer charge(s) for interbank transfers will be borne by the client.
16. CHD shall not make any payment from a client's stock broking account to a 3rd party even if such payment has been authorised by the account holder.
17. Where an error is made on your account, we will notify you and rectify the error by reinstating you to the position you were before the error occurred at no cost or benefit to you.
18. From time to time we will release certain information via research reports, e mails, social media, on our website; we do not subscribe to providing updates with specific regularity and make no attestation to the veracity of the information provided
19. In line with statutory requirements your account, portfolio may be subject to regulatory scrutiny and this may be done with or without recourse to you.

#### BEST EXECUTION

1. Best execution: Chapel Hill Denham Securities Limited operates a best execution policy for execution of transactions on the NSE. Best execution means that Chapel Hill Denham Securities Limited will aim to treat clients fairly at all times and achieve the best possible results when executing their orders.
2. In exercising Best execution, Chapel Hill Denham Securities Limited will take the following factors into consideration:
  - a. Available prices: Given that the transactions can only be completed in a single venue, the only pricing consideration is time of execution.
  - b. Order size
  - c. Market impact
  - d. Nature of the order
  - e. Type of financial instrument

#### EXECUTION ONLY ACCOUNT – OTHER MARKETS

1. Executions for trades in other markets will be carried out through our representative stock brokers in those markets and are subject to the fees, terms and conditions specific to that market.

#### EXECUTION ONLY ACCOUNTS – ALL OTHER PRODUCT MANDATES

1. All instructions/mandates in the trading, management and operations of your account are to be conveyed strictly in writing to the identified representative of CHD, you may however request the option to convey instructions by alternative means.
2. You agree not to contest the validity or enforceability of any communications between you and CHD or its identified representative through any medium whatsoever, including electronic media.
3. You shall indemnify and keep indemnified the firm against any and all mistake, fraud, damage, loss and/or liability arising from and/or as a result of any act or omission resulting from our executing any mandate, instructions, or other communications furnished by you through any means including electronic media. This indemnity shall also subsist in relation to any business or transactions, which you may have with us, or in which we may be acting on your behalf or in accordance with your instructions.

#### MANAGED ACCOUNTS

1. Definition: Managed means that Chapel Hill Denham Management Limited will manage your investments on your behalf and act as a financial advisor or portfolio manager.
2. Managed accounts and services are provided by Chapel Hill Denham Management Limited with whom you will enter into an investment management agreement.
3. All investment decisions will be made on your behalf by Chapel Hill Denham Management Limited.

#### CONTACT DETAILS

You can reach us on [info@chapelhilldenham.com](mailto:info@chapelhilldenham.com).

#### FEES

Commission, regulatory, tax, administrative and other fees may apply to the products and services provided and will be advised on sign up.

#### PERSONAL INFORMATION

Personal information will be collected for the purpose of completing this application and maintaining the relationship going forward

#### TERMINATION

This agreement may be terminated by the client with or without providing any reasons for such termination, upon issuance of 30 days written notice. Provided, however, that no such termination will affect the outstanding obligations of each party to the other. It is expressly agreed that following the expiration or termination of this agreement, CHD will continue to be entitled to receive fees that have accrued prior to such expiration or termination but remain unpaid and which thereafter fall due.

In the event of breach of the aforementioned terms & conditions or the failure to fulfill standard account opening requirements CHD will elect to terminate the agreement and provision of services encompassed therein immediately by written notice and the client shall be liable to pay to CHD 100% of any fees outstanding, if any, that may have accrued to CHD at the time of termination.

Where reimbursements of funds to the client is required, upon termination and consequent liquidation of the clients account CHD reserves the right to deduct all outstanding fees or debt owed to it by the client from the account before final disbursement and settlement of said account.