

**MBC SECURITIES LTD**

(Member of The Nigerian stock Exchange)

ST NICHOLAS HOUSE, 26 CATHOLIC MISSION STREET LAGOS ISLAND, LAGOS

TEL 01-2708003-4

**KNOW YOUR CUSTOMER FORM (ESTATE ACCOUNT)**

ESTATE NAME .....

ADMOR NAME(S).....

ADDRESS.....

.....STATE OF ORIGIN .....

TELEPHONE NO(S).....NEXT OF KIN(S).....

TWITTER.....INSTAGRAM.....LINKEDIN.....FACEBK.....

BANK/BRANCH..... BANK ACCT NO.....

DD/MM/YY BANK ACCT WAS OPENED.....BANK SORT CODE.....EMAILS.....

**AUTHORIZED SIGNATORIES**

.....  
.....  
.....

DATE.....

FOR OFFICIAL USE ONLY	
CSU APPROVED.....	SIGNATURE/DATE.....
RECEIVED .....	SIGNATURE/DATE.....
ACCOUNT OFFICER.....	SIGNATURE/DATE.....
BUSINESS PARTNER.....	SIGNATURE/DATE.....
APPROVED BY .....	SIGNATURE/DATE.....

This form must be submitted with photocopies of the following documents and originals for sighting.

- |   |                                       |
|---|---------------------------------------|
| 1) Letters of Administration or will & probate. | 6) Letter for acct opening/Conversion |
| 2) Death certificate                            | 7) Payment of fee charged for service |
| 3) Gazette from high court                      | 8) Current passport photograph of Ad  |
| 4) Bankers' confirmation of signatures letter   | 9) Current valid I.D                  |
| 5) Letter appointing us as stockbroker          | 10) Current Utility bill              |

**Indemnity for facsimile, text and Email instructions**



**TO**

**MBC Securities Limited**

**11th Floor, St. Nicholas House**

**26 Catholic Mission Street**

**Lagos Island,**

**Lagos.**

I/We (your customer) authorize you to act on any instructions, which are received by you by facsimile, text or email transmission.

In consideration of you, any officer of the MBC SEC, your agents or otherwise acting in accordance with any such facsimile, text or email instructions

**I/we:**.....  
.....

1. Agree to indemnify you and keep you indemnified against all actions, proceedings, liabilities, claims, damages, costs, losses and expenses in relation to your acting on such instructions; and irrevocably authorize you to debit the Company's account immediately with all sums paid by MBC SEC in respect of such instructions, and to debit the Company's account with all sums of money whatsoever, interest on money, costs, charges and expenses which MBC SEC may incur as a result of its complying with such facsimile, text or email instructions.
2. Agree to indemnify and keep you indemnified against all actions, proceedings, liabilities, claims, damages, costs, losses and expenses from any unauthorized communication through the facsimile, text or email address(es) of record.
3. MBC SEC reserves the right to refuse instructions emanating from numbers and addresses that are not numbers and addresses of record in our books.
4. MBC SEC reserves the right to request receipt of signed physical documents irrespective of the fact that MBCSEC may have acted on the instruction received by the facsimile, text or email.
5. Agree to be jointly and individually liable under this Indemnity in respect of any joint account to which we are a party.

**Signed on behalf of:**

**Company name:\***

**Company registration number:**

**1. Authorized signatory**

**Full name:**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**2. Authorized Signatory**

**Full name:**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Pursuant to a Resolution of the Board of Directors dated: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ a copy of which is annexed to this Indemnity.\*If Corporate Account



### **Account Opening Procedures/Requirements for Customers**

<b>ESTATE ACCOUNT OPENING PACKAGE</b>		
<b>SN</b>	<b>DESCRIPTION</b>	<b>TICK</b> ✓
1)	Letters of Administration or will & probate	
2)	Death certificate	
3)	Gazette from high court	
4)	Bankers' confirmation of signatures letter	
5)	Letter appointing us as stockbroker	
6)	Letter for acct opening/Conversion	
7)	Payment of fee charged for service(5% of total portfolio)	
8)	Current passport photograph of Ad	
9)	Current valid I.D & Current Utility bill	



## **TERMS AND CONDITIONS**

(i) Unless a price limit is indicated for a transaction, the transaction will be executed at the ruling market price and MBC Securities Ltd cannot be held liable for any loss incurred from price changes during the period of execution of the client's order.

(ii) Trade mandates without a client imposed time limit for execution will become void after two weeks; and if executed within the two weeks period, MBC Securities Ltd will not be liable for any loss incurred from price changes within this period

(iii) MBC Securities Ltd executes transactions based on ruling market prices of stocks on the Nigerian Stock Exchange, availability of the requested security buy and sell and on a best efforts basis only; thus MBC Securities Ltd cannot guarantee that a mandate will be executed on a particular day.

(v) Transaction fees and charges shall be contained in the contract notes sent to clients.

(vi) MBC Securities Ltd reserves the right (without notice) to take the necessary corrective action for trades executed incorrectly and/or inaccurately and revise the corresponding accounts accordingly.