

## ACCOUNT UPDATE FORM

**Category of Account (tick as appropriate):** Individual  Joint  Minor

### Individual/Guardian Personal Details

Surname:	First Name:	<b>Affix Current Passport Photograph</b>
Middle Name:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Date of Birth:	Place/Country of Birth:	
Mother's Maiden Name:	Marital Status:	
State of Origin (Nigerians Only):	Home Town/LGA:	
Residential/Permanent Address:		

ID Type (tick as applicable): Driver's License  Int'l Passport  Voter's Card  NIN

Country Code: \_\_\_\_\_ Mobile Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Bank Account Details (Your Bank Account Name Details Should Correspond with CSCS Account Name)

Bank Name:	Bank Account Name:
Account Number:	Account Type: Savings <input type="checkbox"/> Current <input type="checkbox"/>
BVN:	Account Opening Date:

### Next of Kin Details

Title:	Surname:
Other Names:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Relationship: Parent <input type="checkbox"/> Child <input type="checkbox"/> Spouse <input type="checkbox"/> Sibling <input type="checkbox"/> Others (specify) _____	
Email Address:	Phone Number:
Contact Address:	

### Employment Details

Employment Status: Employed  Self Employed  Retired  Others

Occupation/Employment:	Company Name:
Company/Office Address:	Official Telephone Number:
Annual Average Income: Less than 10m <input type="checkbox"/> N10m-N50m <input type="checkbox"/> N50m above <input type="checkbox"/>	Source of Investment: Employment <input type="checkbox"/> Business <input type="checkbox"/> Others <input type="checkbox"/>
Purpose of Investment:	

### Questionnaire

1. Have you occupied any political position? Yes  No  Date: From.....To.....

If 'Yes' please state the recent political position occupied:

2. Have any of your close relatives/associates occupied a political position? Yes  No  If 'Yes', please state your relationship below:

i) Name and Position: \_\_\_\_\_ Date: From.....To.....

ii) Name and Position: \_\_\_\_\_ Date: From.....To.....

### Declaration and Rights to Set Off

I hereby unreservedly confirm that if my account should become overdrawn and I fail to make good the overdrawn account within one week of a willing demand to do so, Interstate Securities may set the amount off against any other of my accounts or dispose off my shares to liquidate the outstanding balance. I hereby certify that the funds and sources of such funds and/or asset are legitimate and not directly or indirectly of any unlawful activity.

Name, Signature and Date

### Attestation

I/We attest that all the information provided herein is accurate and would notify you to update my/our records where any change occurs.

Clients Signature & Date:

### For Official Use Only

Verified by Officer: \_\_\_\_\_ Signature & Date: \_\_\_\_\_

Approved by Compliance: \_\_\_\_\_ Signature & Date: \_\_\_\_\_

## ISL Policies and Process

### Complaint Management Policy

We value our clients and endeavor to execute all instructions and mandates to the letter. We recognize however, that we are not infallible and operate in a market comprising of other operators, whose input is often required to give satisfactory effect to our clients' requests.

Our Policy provides that any complaint should be sent to our mailbox: [info@interstatesecurities.com](mailto:info@interstatesecurities.com) or be letter delivered to our Head Office at, 14B Keffi Street, South-West Ikoyi, Lagos or Ibadan Branch, 9, Onireke Residential Layout, Dugbe, Ibadan, Oyo State.

Complaints sent by E-mail will be acknowledged within 2 (Two) working days and letters, within 5 (five) working days. Complaints will be resolved within 10 (Ten) working days.

However, where complaints remain unsolved and clients are not satisfied with our efforts or that of another Capital Market Operator, including Registrars and others, the matter can be escalated by the Client or us to the relevant competent authority, together with supporting documentation.

### Email & SMS Indemnity

I / We hereby indemnify Interstate Securities Limited against any precarious liabilities that may arise as a result of honoring My / Our Mandates, Instructions sent via My / Our telephones and electronic mails.

### Privacy Notice

We are committed to protecting your personal data disclosed to us. Therefore, we will ensure that your data is collected and kept securely for the specific purpose, processed lawfully and retained not longer than necessary. We will use the personal data you provide only for the purpose of stockbroking activities. For details, please read up our Privacy Policy through this link [https://www.interstatesecurities.com/document/PRIVACY\\_POLICY.pdf](https://www.interstatesecurities.com/document/PRIVACY_POLICY.pdf) on our website.

### Best Execution Policy

Best Execution Policy is the process where a Dealing Member Firm obtains the best possible result for its clients' instructions, taking into account the price, costs, speed, likelihood of execution and settlement.

We will adopt the best execution policy always, subject to any specific instructions the client may give. We will not execute orders at our discretion except signed mandates by clients expressly indicating their request with no ambiguity is provided. Client's account must be funded (BUY), mandates duly filled & signed and KYC documents updated before any settlements of sales proceeds are made.

### Risk Disclosure Statement For Trading in Financial Instruments

This document contains important information for trading in financial instruments listed on the Nigerian Stock Exchange ("NSE" or "the Exchange"), and other trading Platforms, including NASD and FMDQ ("Other Platforms"). All Clients and prospective Clients, should read this document before trading in financial instruments listed on the Exchange or other Platforms.

You must know and appreciate that trading in equities or other financial instruments traded on the Exchange and other Platforms, may result in losses as well as in gains. Equities and other financial instruments have varying elements of risks and trading in such instruments on the Exchange or other Platforms is generally not an appropriate avenue for someone of limited resources/limited investment and/or trading experience and low risk tolerance. You should therefore carefully consider whether such trading is suitable for you in the light of your financial condition and knowledge. If you trade on the Exchange or other Platforms whether through a Mandate executed by an authorized dealer in ISL, or by yourself, through our online trading portal and suffer adverse consequences or loss, you shall be solely responsible for the same and Interstate Securities Limited ("ISL"), the Exchange, or other Platforms shall not be responsible, in any manner whatsoever, for any losses or adverse consequences. This exemption from responsibility also applies to the Clearing Houses and Depositories that maybe involved in clearing and settlement of trades, including the Central Securities Clearing System Limited ("CSCS").

It will not therefore be open for you, to claim that adequate disclosure regarding the risks involved was not made, or that sufficient explanation of the full risk involved was not provided by ISL. Clients shall be solely responsible for the consequences of trades and no contract can be rescinded on that account. As a client, you must acknowledge and accept that there can be no guarantee of profits and no exception from losses, while executing orders for purchase and/or sale of equities or other financial instruments being traded on the Exchange or other Platforms.

It must be clearly understood by you that your dealings on the Exchange or other Platforms through a Stockbroker/ISL shall be subject to your fulfilling certain formalities set out by the Stockbroker/ISL, which inter alia, will include your filling the Know-Your-Client ("KYC") Form, and that both you and the Stockbroker/ISL are subject to the rules and regulations, byelaws, circulars and guidelines in force from time to time, set by the relevant Competent Market Authority ("CMA"), Self-Regulatory Organizations, Capital Market Trade Groups or Associations such as the Securities and Exchange Commission, the NSE, CSCS, as well as other governmental agencies.

No consideration to trade should be made without thoroughly understanding and reviewing the risks involved in such trading. If you are unsure, you must seek professional advice on the same. In the light of the risks involved, you should undertake transactions only if you understand the nature of the relationship in to which you are entering and the extent of your exposure to risk.

Kindly visit our website at [www.interstatesecurities.com](http://www.interstatesecurities.com) to learn more on the risks.

### Consent Clause

By signing this form, I/WE understand how my/our data will be used and consent to its use as stated in your privacy policy. For details, please read up the Privacy Policy through this link <https://www.interstatesecurities.com/PRIVACY-POLICY/> on the website.

### Clients Acknowledgement

I/We confirm receipt of all these policies and processes including the Risk Disclosure Statement and have read, understood and agree to the contents therein;

Name of Account Holder: \_\_\_\_\_

Signature of Account Holder: \_\_\_\_\_

Name of Joint Account Holder: \_\_\_\_\_

Signature of Joint Account Holder: \_\_\_\_\_

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

# InterTrade

Introducing our OMS trading platform..

We are pleased to introduce to you; our ever loyal clients Interstate Securities OMS trading platform. The features of this platform includes the following:

1. Ability to access the market online, real time.
2. Ability to send mandate directly to our trade stations in the course of market activities.
3. Access to your account balances.
4. Daily price list.
5. Immediate trade alerts on transactions

## Acceptable Use Policy on OMS

**Disclaimer:** Carefully consider your investment objectives, the risks, charges and expenses involved in Investing in the Nigerian stock market. It's important to note that the same way profits can be made in the market, losses can also be made as well. This therefore implies that a good knowledge of the market is required before actively investing in the stock market. Market volatility, trading volumes, systems performance and other factors may delay system access and response times. Execution prices, speed and liquidity are affected by many factors which ranges from demand and supply of the stock, the queue priority etc. Interstate Securities will therefore not be liable for any losses emanating from these factors.

Likewise, you are responsible for any errors emanating from your entries on mandates sent to our trade station in respect of stocks and quantities to either buy or sell.

## Security Issues

You are responsible for the security of the services used; InterstateSecurities will not be responsible for the consequences of your failure to employ adequate security measures (i.e. loss or corrupted files, identity theft and fraud).

If we identify that your account is being used to compromise the integrity of the trading platform, we reserve the right to suspend or disconnect your services without notice.

You must keep your password(s) confidential and secure. If you think your password has become known to any unauthorized persons or maybe used in an unauthorized way you should take steps to change your password immediately.

## Clients Acknowledgement

I \_\_\_\_\_ the undersigned, have read and understood the acceptable Use Policy and agree to its terms. I will strictly adhere and be accountable for any misuse emanating from me.

Title: \_\_\_\_\_

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

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

E-Mail Address: \_\_\_\_\_

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

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

*Asterisked (\*) Fields Are Compulsory*