

Account No \_\_\_\_\_

CHN No: \_\_\_\_\_



# CentrePoint Investments

RC:30958

Limited

**MEMBER OF THE NIGERIAN STOCK EXCHANGE**

**Head Office:**

Nigerian Girl Guides Association (NGGA) Building  
16, Omo Osagie Street,  
Off Awolowo Road, S.W Ikoyi, Lagos.  
Tel: 08038033080, 08023171118, 08182276708  
E-mail: centrepoinng@yahoo.com  
info@centrepoinng.com

## (APPLICATION FOR OPENING OF STOCKBROKING ACCOUNT)

A. I/We/Chief/Dr./Alhaji/Mr./Mrs./Miss: \_\_\_\_\_

\_\_\_\_\_ hereby make  
application to open a stockbroking account with Centre-Point Investments limited. ("Centre-Point").

In consideration for your agreement to establish the said account, I/We hereby appoint Centre-Point Investments Limited as my/our stockbroker and:-

- (a) Undertake at all times to maintain a credit balance of N2000,00 (Two Thousand/ Naira ) in my/our account with you.
- (b) Authorize you to purchase, sell securities and other ancillary services on my/our behalf and to pay all commission, fees, duties, interest, taxes and other expenses etc in connection with such services rendered.
- (c) Authorize you to send all communication to me/us at the address given below or to such other address as I/We may from time to time given in writing. All communication so sent whether by mail, telegraph, messenger or otherwise shall be deemed to be given to me/us personally whether actually received or not, and the cost thereof shall be for my/our
- (d) Undertake not to hold you responsible for delays in the transmission of orders due to breakdown or failure of transmission or communication facilities or for any other causes beyond your reasonable control or anticipation.
- (e) Authorize you to charge interest at the prevailing market rate per month of 30 days counted from the appropriate settlement date on any debit balance on my/our account in your books.
- (f) Authorize you to sell any securities held by you in my/our behalf if the debit balance on my/our account at any time exceeds 50% of the market value of the securities.
- (g) Authorize you to debit my/our account with your annual ledger fee (currently N1000.00p.a.). This is however subject to review by management.

### Contract Conditions


\_\_\_\_\_  
Signature & Date

- 1. Our contract notes will be forwarded to your e-mail automatically or provided on demand as evidence of any transactions made.
- 2. Full Statement of Account will be provided / forwarded to your e-mail on demand.

### Abuja Branch:

Suite g18  
Febson Mall (Former Russel Centre)  
Zone 4, Wuse Abuja  
Tel: 08023727972

**C.****INDIVIDUAL INFORMATION SHEET**

1. Name (Surname First):.....
2. State of Origin:..... 3. Date of Birth:.....
4. L.G.A:..... 5. Sex:.....
6. Drivers Licence No/Passport No:.....
7. Residence: .....
8. CHN(CSCS no.): .....
9. Telephone: .....
10. Business/ Occupation: .....
11. E-mail: .....
12. Address for correspondence: .....
13. Mother's Maiden Name:.....
14. Next of Kin:.....
15. Phone no. of next of kin:..... 16. Next of Kin CHN No: .....
17. Contact Person in Centrepont:.....
18. If married, please state spouse's Name & Address:.....
19. Bank Details:  Bank Name/ Branch: .....
20. BVN Details:.....
21. Client's Signature:.....

**DOCUMENTATION REQUIREMENTS:**

- \* 2 Passport Photographs
- \* Utility Bill (PHCN, Water Bill etc)
- \* Evidence of Identification (Int'l Passport, National ID Card, Driver's license)

**FOR COMPANY:** (In addition to those stated above)

- \* Certificate of Incorporation, form Co2, Co7, MEMART, Board Resolution
- \* And any other documents that may be required from time to time by the regulatory authorities.

# CORPORATE INFORMATION SHEET

COMPANY NAME:.....

COMPANY ADDRESS (NOT P.O. BOX):.....

DATE OF REGISTRATION:..... R/C NO:.....

STATE OF RESIDENT:..... L. G. of R:.....

TELEPHONE:.....

E-MAIL:.....

ALT. E-MAIL:.....

CONTACT PERSON NAME:.....

CONTACT PERSON PHONE NO:.....

TYPE OF BUSINESS:.....

CSCS ACCOUNT NO (CHN):.....

NAME OF BANK:.....

BANK ACCOUNT NO:.....

DATE BANK ACCOUNT CREATED: (DD/MM/YYYY).....

NAME OF ACCOUNT:.....

BANK VERIFICATION NO (BVN):.....

SIGNATURE AND DATE:.....

## **DOCUMENTATION REQUIREMENTS:**

- ▶ **2 PASSPORT PHOTOGRAPHS**
- ▶ **UTILITY BILL (PHCN, WATER, NITEL BILL ETC)**
- ▶ **EVIDENCE OF IDENTIFICATION (INTERNATIONAL PASSPORT, NATIONAL ID CARD, DRIVER'S LICENSE, ETC)**
- ▶ **CERTIFICATE OF INCORPORATION, FORM CO2, Co7, MEMART, BOARD RESOLUTION**
- ▶ **OTHER REQUIREMENT THAT MAY BE REQUIRED FROM TIME TO TIME BY THE REGULATORY AUTHORITIES**

# INVESTOR'S BANK ACCOUNT UPDATE FORM FOR DIRECT SETTLEMENT

CSCS Plc, Stock Exchange House (Floors 1, 12, 13, 14 & 15), 2/4, Customs Street, P.O.BOX 3168, Marina, Lagos State. E-Mail: [info@cscsnigeriaplc.com](mailto:info@cscsnigeriaplc.com) Website: [www.cscsnigeriaplc.com](http://www.cscsnigeriaplc.com)

Telephone Number: + 234 (1) 9033551

(FORM 001)

ACCOUNT TYPE: PERSONAL ☐  
(Please Tick appropriately)

CORPORATE ☐

## CLIENT'S DETAILS

NAME OF CLIENT (surname first) OR COMPANY'S NAME:

AFFIX  
PASSPORT  
PHOTOGRAPH

DATE OF BIRTH/CAC NO:.....

MOTHER'S MAIDEN NAME (where applicable).....

ADDRESS.....

## CSCS ACCOUNT NUMBER

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## CLEARING HOUSE NUMBER

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

TEL. NUMBER: (1)..... (2).....

E-MAILADDRESS:(1)..... (2).....

DO YOU OPT FOR DIRECT SETTLEMENT INTO YOUR BANK ACCOUNT? YES ☐ NO ☐

SIGNATURE: (1)..... (2).....

(For Corporate accounts, two authorized signatories must sign with their passports photographs affixed and company's Seal appended on this form).

SEAL

## CLIENT'S BANK DETAILS (SETTLEMENT BANKS ONLY)

BANK NAME:.....

BANK BRANCH.....

## ACCOUNT NUMBER:

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## BANK VERIFICATION NUMBER (BVN)

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## TYPE OF ACCOUNT

(Please tick the type of account)

Current ☐

Savings ☐

## STOCKBROKING FIRM DETAILS.

MEMBER CODE:

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STOCKBROKING FIRM:.....

AUTHORISED SIGNATORIES & COMPANY'S STAMP (1).....

(2).....



# **NIGERIA DATA PROTECTION REGULATION**

## **DATA SUBJECT CONSENT FORM**

I hereby grant Centre Point Investments Limited and all its third-party processors authority to process my personal data, for the purpose of;

- ☐ Opening a brokerage account
- ☐ Execution of sales and purchase instructions
- ☐ Receiving trade alert
- ☐ Accessing the company on-line customer portal
- ☐ Receiving investment updates and newsletters
- ☐ Receiving email, promotions and marketing materials
- ☐ Rectification of my personal data
- ☐ Financial Services Education
- ☐ Asset and portfolio management
- ☐ Processing e-dividend
- ☐ Research and statistical purpose

I am aware this is necessary for Centre Point Investments Limited legitimate interest to process personal information for the purpose of processing my request.

I consent to Centre Point Investments Limited using my personal data for the purposes described in this notice and understand that I can withdraw my consent at any time using the Data Subject Consent Withdrawal Form.

Name of Client providing Consent:

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Address of Client providing Consent:

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

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

Office use only:

Endorsed by

Data Protection Officer:

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

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

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

# BEST EXECUTION POLICY

## 1. INTRODUCTION

- 1.1 This policy provides an overview of how Centre Point Investments Limited executes orders on behalf of clients, the factors that can affect the timing of execution and the way in which market volatility plays a part in handling orders when buying or selling stocks/ financial instrument.
- 1.2 This policy applies to Centre Point execution of orders on behalf of retail clients and professional clients as defined by the Rules.
- 1.3 Where Centre Point provides a quote to a client or negotiates the terms of an Over-the-Counter ("OTC") transaction with Centre Point Investments as counterparty; the firm will normally not be acting on the client's behalf. In these situations, Centre Point Investments will not owe a duty of best execution under the Rules, and this policy will therefore not apply. This policy does not create any obligation on Centre Point Investments that it does not have under the Rules.
- 1.4 Upon acceptance of a client order and when there is no specific client instruction regarding the execution method, Centre Point Investments will execute an order in accordance with this policy. This, policy applies to financial instruments and products as defined by the Rules, including Stocks, Bonds, Exchange Traded Funds ("ETFs"),
- 1.5 When executing orders Centre Point Investments will take all reasonable steps to obtain the best possible result under the circumstances for the client taking into account price, costs, speed, likelihood of execution and settlement, size, nature or any other consideration relevant to the execution of the order ("Best Execution").
- 1.6 When considering the best executing factors, Centre Point Investments takes into account:  
The characteristics of the client order;  
The characteristics of the financial instruments that are subject to that order (in particular in relation to OTC financial instruments); and  
The characteristics of the execution venues to which that order can be directed.
- 1.7 When Centre Point Investments executes orders on behalf of retail client, Best Execution is determined on the basis of the total consideration paid by the client, unless the objective of execution of the order dictates otherwise.
- 1.8 Whenever there is a specific instruction from or on behalf of a client; Centre Point Investments will to the extent possible execute the order in accordance with the specific instruction. A specific instruction from a client may prevent Centre Point Investments from taking the steps that it has described in this policy to obtain the best possible result for the execution of orders. Trading rules for specific markets may prevent Centre Point Investments from following certain of the client's instructions. To the extent that a client instruction is not complete, the firm will determine any non- specified components of the execution in accordance with this policy.

## 2. EXECUTIONS OF CLIENT ORDERS

Centre Point Investments Ltd uses automated systems to route and execute client orders. When a client order is received by the firm, it is routed to the execution venue that Centre Point Investments considers to generally provide the Best Execution or kept in house for products which Centre Point Investments trades against its own proprietary desk (e.g. some OTC products). Centre Point may execute orders outside regulated markets and multilateral trading facilities. For instruments admitted to trading and official listing on a regulated market or stock exchange (i.e. Bonds, Stocks, and ETFs).

## 3. EFFECTS ON ORDER EXECUTION

Clients should be aware of the following risks associated with volatile markets, especially at or near the open or close of the standard trading session:

Execution at a substantially different price from the quoted bid or offer or the last reported sale price at the time of order entry, as well as partial executions or execution of large orders in several transactions at different prices.

- A. Delays in executing orders for financial instruments that Centre Point Investments must send to external market maker and manually routed or manually executed orders.
- B. Opening prices that may differ substantially from the previous day's close.
- C. Locked (the bid equals the offer) and crossed (the bid is higher than the offer) markets, which prevent the execution of client trades.
- D. Price volatility is one factor that can affect order execution. When clients place a high volume of orders with brokers, order imbalances and back logs can occur. This implies that more time is needed to execute the pending orders. Such delays are usually caused by the occurrence of different factors
  - (i) The number and size of orders to be processed,
  - (ii) The speed at which current quotations (or last-sale information) are provided to Centre Point Investments Ltd and other brokerage firms; and
  - (iii) The system capacity constraints applicable to the given exchange, as well as to Centre Point Investments and other firms.

## 4. PRIMACY OF CLIENT ORDERS

If there is conflict between clients order and our proprietary account order the client order assumes seniority and must be executed first as long as it is not a limit order and it is in the client's interest.

- A. Zero churning Policy: The firm frowns at churning in any guise and discourages it in all its form.
- B. Zero Front-Running Policy: The company discourages front running which is why client orders must always have seniority ahead of proprietary trades at all times. Also, client trades must be executed immediately they are received in as much as they meet all laid down procedure except a delay is requested by the client.
- C. FIX direct Trading: Concerted effort will be made to migrate major clients to the FIX-OMS system such that they could place orders directly by themselves and thereby reduce interference by our personnel as much as possible.
- D. Dispute Resolution: If a dispute arises out of inappropriate execution of client orders, the chief dealer will be empowered to resolve the dispute to the satisfaction of the client if the firm is found to have erred. Cases that could not be resolved will be escalated to the correct internal channels for resolution.