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| --- |
| sPlease Attach Passport photos of Minor & Custodian(s) (with names and signature at the back) |

**MINOR ACCOUNT CREATION/UPDATE FORM**

 **(A) MINOR PERSONAL DATA**

Surname…………..………………………First Name…………………………………………………………………

 Middle Name……………………………………………………. Gender………… **……………………………….**

**Mother’s Maiden Name**\*……………................Date of Birth…………………………………………….

 Place of Birth ……………………………Home town………………………............. LGA of Origin ………………………………..

State of Origin…………………Nationality……………………Religion………………. Res. Address…...............................

Identification: (type)…………………………………Place of Issue……………………… …………… Bank Name……………….

Branch.................. …………….Account No………………………………………..**Date Opened**\*....................................

**BVN (if any)**......................................Next of Kin……………………………………Relationship…………………………......

Tel. & E-mail (next-of-kin)………………………./…………………………… Res.Address................................................

**(B) CUSTODIAN’S DATA**

Surname…………..………………………First Name………………………………Middle Name…………………………………………

Title………Gender…………Maiden name (if any)…………………….**Mother’s Maiden Name**\*……………...............

Date of Birth………………Place of Birth………………………Home town………………………. LGA of Origin ……………….

State of Origin…………………Nationality……………………Religion…………………………..Tel…………………………………….

Email…………………………………Residential Address….........................................................................................

Identification: (type)………………………………Number …………………………………Date of Issue……………………………..

Expiry Date……………………….. Bank Name…………………………………………… Branch.............................................

Account No…………………………………………..**Date Opened**\*......................**BVN**...................................................

Relationship with Minor…………………………………………….Occupation……………………………………………………………

**NB: Please complete another sheet of (B) if more than one Custodian**

**Signature(s)**

(1st)Name……………………………………………………………………………..Signature…………………………Date…………………

(2nd)Name(if any)……………………………………… ................................Signature……………………Date…………… …..

 **(C) ADDITIONAL INFORMATION (from CUSTODIAN)** Is your residential address owned by you……………….or rented by you? ………….. ……………………………………………………….

Name of Owner/Renter…………………………………….His/her phone No…………………………....................................................

Relationship……………………………………...............................................................................................................................

Previous Employment/Occupation (of Custodian)……………………………………………………………..........................................

**Have you ever been convicted of any offence or an undischarged bankrupt?.......... Please give details if yes ………………………….……………………………………………………………………………………………………………………………………..**

 **(C) (CERTIFICATION)** (I) I confirm that I have signed the E-mail and Telephone Instructions Indemnity. Yes (…) No (...) Please tick as applicable

(ii) I certify that the information provided above are all true and correct.

……………………………………………………………………………......…………………………………………………………......................................

 NAME SIGNATURE DATE

(D**) DOCUMENTS FOR SUBMISSION**

* Minor’s Birth Certificate and/or any other relevant documents with full names.
* Custodian’s Valid International Passport/ Driver’s License /National ID Card(Clear copy)
* Custodian’s Current Utility Bill ( of residential address)
* Custodian(s) and Minors (2) current passport photographs (each) with names and signature at the reverse side.
* Next-of-Kin’s Identity (if different from the Custodian)

NB: Please present originals for sighting

FOR OFFICIAL USE ONLY

Relationship Manager………………………………… Signature………………………………Date……………………………………

Verified By……………………………………………………Signature……………………………….Date…………………………………….

Approved By…………………………………………….Signature…………………………………Date………………………………………

INTRODUCED BY……………………………………………………………………………………………………………………………………….

**FORM OF UNDERTAKING AND DECLARATION OF COMPLIANCE**

(To be signed by each Custodian of existing and new Minor accounts with Compass Investment & Securities Limited)

TO: The Board of Directors of Compass Investment & Securities Limited

I, …………………………………………………… (Name of Custodian), being the Custodian of ………………………………………. (Name of Minor) (the “Beneficiary”) having presented myself to Compass Investment and Securities Limited as a Custodian to the Minor for the purpose of operating a brokerage account under the Nigeria Exchange Limited Custodial Account for Minors, I hereby Declare, Undertake and Attest that

1. I understand my obligations as a custodian to a Minor account which are :-

Operating and maintenance of a brokerage account, initiating and execution of Buy/Sell transactions as well as

Keeping of minor informed on actions taken by issuers of securities which may affect him.

Taking other actions necessary for operation of a brokerage account.

To notify the beneficiary (Minor) of his investment on attaining the Age of Majority (18years) at which the Minor may convert the account to regular account to be operated by him or give any desired instruction(s) as to the management of the account.

2. That I am qualified to act as a custodian to a Minor account having met the under listed conditions:

I am an adult of not less than twenty-one (21) years of age.

I am a……………………………….(parent, guardian) or an executor or administrator of an estate of a deceased person for which the Minor in the Beneficiary

I am not an undischarged bankrupt

I have never been convicted of any offence involving fraud, dishonesty, official corruption or moral turpitude and is of sound mind

3. That as a custodian my conduct shall at all times

Be to the best interest of the Beneficiary.

Be transparent, accountable and comply with the law in accordance with the responsibility placed on me.

Avoid any act that will jeopardize my performance of this role and obtain proper advice required to make objective decisions in the management of the Beneficiary’s investment.

Avoid impropriety and not place myself in any financial obligation that may influence me in the performance of this role.

Take steps required to resolve any conflict of interest and where my private interest is concerned resolve in the interest of the Beneficiary.

4. I give this Declaration, Undertaking and Attestation conscientiously believing same to be true.

Dated this ………………. Day of ………………….. 20…… ……… Signature…………………………………………………

**E-MAIL/TELEPHONE/ELECTRONIC INSTRUCTIONS INDEMNITY**

**To: COMPASS INVESTMENT & SECURITIES LIMITED** Whereas it would be convenient and in my/our interests if I/we could at any time and from time to time send instructions by means of:

 telephone instructions (meaning oral communications and/or text messages via telephone or other oral media); and/or

electronic mail (meaning the sending of transmissions electronically between computers via the telephone network or wireless communication. Instructions sent by such transmissions are hereinafter referred to as “e-mail instructions”), to Compass Investment & Securities Limited (“the Company”) in relation to any and all my/our existing Stockbroking accounts, which I/we may now or in the future have with the Company. Now in consideration of the Company at my/our request (which request I/we hereby make to the Company) accepting and/or acting on telephone instructions/or email instructions purportedly received from me/us as aforesaid, I/we HEREBY AGREE: 1. that the Company may act on any telephone instructions and/or email instructions received by the Company and purportedly sent by me/us from time to time, and I/we voluntarily and with full knowledge take and assume any and all risks associated therewith;

2. that where telephone instructions and/or e-mail instructions received by the Company have purportedly been sent or given by the person (or by any of the persons, if more than one) specified below, the Company shall have no obligation to check or verify the authenticity or accuracy of such telephone instructions and/or e-mail instructions and may act thereon as if same had been duly sent or given by me/us;

3. that in acting on such and/or telephone instructions and/or e-mail instructions, the Company shall be deemed to have acted properly and to have fully performed all obligations owed to me/us, notwithstanding that such and/ or telephone instructions and/or e-mail instructions received by the Company and purportedly sent by me/us may have been initiated, sent or otherwise communicated in error or fraudulently, and I/we shall be bound by any received by the Company and purportedly sent by me/us from time to time on which the Company may act if the Company has in good faith acted in the belief that such telephone instructions and/or e-mail instructions were given by me/us;

4. that the Company may, in its absolute discretion, decline to act on or in accordance with the whole or any part of any telephone instructions and/or email instructions pending further enquiry to or further confirmation (whether written or otherwise) by me/us, so however that the Company shall not be under any obligation to so decline in any case, and the Company shall in no event or circumstances be liable in any respect either for declining or not so declining;

5. that I/we shall indemnify and hold the Company free and harmless from and against any and all responsibility for, and any and all costs, claims, losses, damages, expenses or liabilities of any nature (direct or indirect) resulting from the Company having acted in accordance with the whole or any part of the telephone instructions and/or e-mail instructions purportedly received from me/us (or any one of us, if we are more than one) or having exercised (or failed to exercise) the discretion conferred upon the Company in Clause 4 above, together with any and all attendant costs and expenses including the Company’s reasonable legal fees and expenses, (collectively referred to as "Losses"). I/We irrevocably hereby agree, upon demand to indemnify and hold the Company harmless from and against any and all Losses and on demand to pay such amounts to the Company. This paragraph shall survive the termination of this agreement or any portion hereof; and

6. that the Company may rely on and enforce against me/us (and against my/our successors and assigns) the provisions set forth in this instrument.

Dated this ………………………………… day of ……………………………20...... Signed by the account holder(s) with authority to operate the relevant account(s), or (if a company or other corporate body) signed by its duly authorized officer(s) for and on behalf of …………………………………………………………………………………. (Name of company or other corporate body, if applicable)

…………………………………… ............................. 1.Name of Account holder (signatory)

…………………………………… ............................................. Signature of Account holder (signatory)

…………………………………… ......................... 2.Name of Account holder (signatory)

…………………………………… ................. Signature of Account holder (signatory)

Company seal (if applicable)