CSCS-SAF002

ELIGIBILITY FORM FOR INSTITUTIONAL SPECIAL ACCOUNT HOLDER IN THE CLEARING HOUSE SYSTEM

Affix passport photograph

Note: (1) The entries must be clear and comprehensible.
(2) This form should be completed (in duplicate) by the applicant.
(3) Two (2) recent passport photographs of the Officer applying on behalf of the Company, bearing at the back, the signature of the Chief Executive Officer (CEO).

1. Name of Institution:……
2. Office Address:……
   ……
3. Contacts: (a)……(b)……
4. Tel:……E-mail:……
5. Company Registration (RC) No. ……Issue Date……
6. Name of Settlement Bank:……
7. Address of Settlement Bank……
8. Bank Account No:……
9. Bank Verification No (BVN)……
10. Legal Entity Identification (LEI) Code:……BIC Code:……
11. The following document must accompany the form:
    (a) A copy of Memorandum and Articles of Association certified by the CAC.
    (b) Annual eligibility fee of ₦100,000 & 7.5% VAT is payable to CSCS Plc.
    (c) New LEI registration fee of ₦75,000 + 7.5% VAT and subsequent ₦30,000 + 7.5% VAT annual renewal fee

Document classification: CSCS Non-Confidential (WHITE)

Payment can be made to CSCS Plc account with First Bank of Nigerian Account Number ***2023148006.***

12. Mandate Card – To be completed by those who are authorized to give CSCS instructions on the operations of the account. (A recent passport photograph each of the authorized signatories is to be attached on the mandate card)

Note: Where your Company's authorized signatory (ies) is/are no longer in your employment and/or have ceased to be your Company's signatory (ies), CSCS requires that you write to inform it of this development and request that the signatory (ies) be removed from your Company's existing mandate at CSCS. Where your Company fails to inform CSCS of this development, CSCS shall not be liable for actions taken/documents signed by these individual(s) based on your Company's existing mandate and shall consider their actions/signatures on documents valid for all intents and purposes.

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DECLARATION

We/I, (… .....) declare that the information provided herein are true and correct, and hereby agree to indemnify and hold harmless CSCS against any liability that may arise as a result of any negligence, fraud and/or misrepresentation based on the above details.

……. ……

Company Secretary **Signature/Date**

Seal

…… ……

MD/CEO Signature/Date

SIGNATURE MANDATE CARD

CENTRAL SECURITIES CLEARING SYSTEM PLC SIGNATURE CARD		
NAME OF THE INSTITUTION:		CSCS AUTHORISATION
BUSINESS ADDRESS:		
TELEPHONE NO: E-MAIL:		
GROUP A NAME		SIGNATURE
1		
2		
3		
4		
GROUP B NAME		SIGNATURE
1		
2		
3		
4		
SIGNING INSTRUCTION		

DETACHMENT OF STOCK(S) TO SPECIAL ACCOUNT – DAF 07

To: The Managing Director/CEO
Central Securities Clearing System LtdStock
Exchange House
2/4, Customs StreetLagos.

Dear Sir,

I/We hereby request that you detach the under-listed shares

FROM: Stockbroking firm ……A/C No……..

TO: Special Account Code: …… A/C No: ……

S/N	SECURITIES	QTY	S/N	SECURITIES	QTY
1			11		
2			12		
3			13		
4			14		
5			15		
6			16		
7			17		
8			18		
9			19		
10			20		

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While thanking you for your usual cooperation, we hopefully look forward to receiving your confirmation.

Authorized by:

Resident Stockbroking Firm

Name of Investor

Name of Accredited Rep.

Signature/Stamp: ……

Date:……

Signature/Stamp/Date: ……

- **Resident Stockbroking Firm**

Name of Accredited Rep.

Signature/Stamp/Date: ……

NOTE:

1. **For Inactive House**: - Receipt of payment of the shares, contract note, past dividend stub (at least twomust be attached); the special account must have been in existence.

2. For an active House: - The MD of the Resident Stockbroking firm and one additional signatory must sign.