

**EUROCOMM SECURITIES
LIMITED**

**INTERNAL CONTROL FOR
VERIFYING CUSTOMER
IDENTIFICATION AND RE-
ACTIVATION OF DORMANT
ACCOUNT**

ACCOUNT OPENING PROCEDURE

Prospective individual investors to submit the following:

- Self endorsed passport photograph
- Relevant document/Information recognized by law that confirms the investors signature- Drivers' license, international passport, National ID card, Permanent voter's card and BVN
- Submission of copy of utility bills not older than 3 months
- Eurocomm Securities Limited Registration form to be duly completed
- Ensure that in-house account opened is not meant for verification or transfer of stolen stocks. Subsequent transactions via the account must be viewed in relation to the initial deposit.
- Completed Direct Settlement Form.
- If a client is being represented by another person other than himself/herself, the representative must produce:
 - Signed letter from client and self-endorsed passport photograph that must also be endorsed by the client.
 - The representative must also submit a means of identification.
- The Client must bring Bank Confirmation of Signature.

Prospective Corporate investors to submit the following:

- Self-endorsed passport photograph
- Relevant document/Information recognized by law that confirms the investors signature- Drivers' license, international passport, National ID card, Permanent voter's card and BVN
- Submission of copy of utility bills not older than 3 months
- Eurocomm Securities Limited Registration form to be duly completed
- Ensure that in-house account opened is not meant for verification or transfer of stolen stocks. Subsequent transactions via the account must be viewed in relation to the initial deposit.
- Completed Direct Settlement Form.
- Certificate of Incorporation.
- Memorandum and Article of Association
- Signature Mandate
- Banker's confirmation of signature for Company should be addressed to Managing Director, Eurocomm Securities Limited (80 Ogunlana, Surulere, Lagos)
- Board resolution

RE-ACTIVATION OF DORMANT ACCOUNTS

Following Nigeria Exchange Group rule on dormant/inactive account, Eurocomm Securities Limited will classify an account as inactive after 3 years of the following conditions are not met by the investor.

- a. Buying of Shares
- b. Selling of Shares
- c. Withdraw cash from account
- d. Pay money into the account

For an inactive/dormant account to become active, Eurocomm Securities Limited will request for the following from the client as approved by the board of directors.

- Eurocomm Securities Limited Registration form to be duly completed
- Completed Direct Settlement Form
- Valid means of identification (international passport, voter's card, recent national id card or slip, driver's license (anyone of them)
- Proof of Address (Nepa bill or Water bill not exceeding 3 months)
- Banker's confirmation of signature should be addressed to Managing Director, Eurocomm Securities Limited (80 Ogunlana, Surulere, Lagos)
- Eurocomm receipt or contract note

CLIENTS WITH CORPORATE ORGANIZATION AS THEIR REPRESENTATIVES

In addition to the formal completion of the account opening forms, all the names of such prospective client particulars must be typed on the letter heads of the company and duly signed by the Chief Executive Officer that is known to Eurocomm Securities Limited

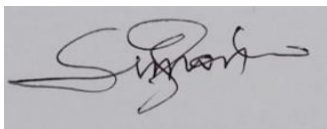
Detachments from Eurocomm to custodian Account/ Custodian account to Eurocomm:

- The client must meet the account opening requirements.
- The client must submit fully completed CSCS detachment form with his/her endorsed passport photograph attached to the form.
- The client will be required to do his/her biometric and submit relevant information.

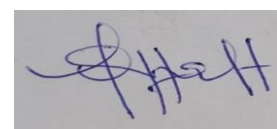
ESTATE ACCOUNTS

- Official letter of engagement to Eurocomm Securities duly signed by all the Administrators with their passport photographs and means of identification attached;
- Eurocomm Securities Limited Registration form/Estate KYC Form to be duly completed
- Submission of copy of utility bills not older than 3 months
- Contact addresses of all parties to the estate;
- Will/letter of administration (original copies) to be submitted for verification
- All legal documents must be submitted;
- Newspaper publication (if any)/ Gazette from a High Court showing death of the deceased;
- Death Certificate from National Population Commission;
- Where parties are not present, a registered Power of Attorney signed by the commissioner of Oath.
- Banker's confirmation of the administrators' signature to be submitted to Eurocomm Securities Limited

APPROVED BY THE BOARD OF DIRECTORS



Managing Director



Director