

TERMS AND CONDITIONS APPLICABLE TO STOCKBROKING RELATIONSHIP

The following terms and conditions apply to facilitate effective and efficient delivery of our service to you.

1. SKYVIEW CAPITAL working hours are between the hours of 8am and 5pm each business day in Nigeria (Monday – Friday)

2. MANDATE INSTRUCTIONS

- Client enquiries, stock purchase and stock sale mandate, payment advice can be handled via:
- Electronic mail (e-mail; our dedicated email address being info@skyviewcapitalng.com)
- Available Mandate forms for walk in clients at our customer service unit.
- The daily transaction deadline for the receipt of stock exchange purchase mandate, stock sale mandate and payment advice is 6p.m if the business day preceding the date such instructions are to be executed.
- All mandates received on weekends or public holidays will be treated as received on the business day immediately following the date of actual receipt.

3. SALE/BUY TRANSACTIONS

- In mandates consisting of purchase instruction, the execution of such mandate will be dependent on sufficient cleared funds.
- Where a stock purchase mandate is dependent on the sale proceed of stock, the stock purchase mandate will not be executed until the sales transaction has been fully executed, the stock purchase mandate will be executed for five business days subsequent to the actual date.
- Where the stock for purchase is still not available after these five days, the stock sale mandate will be set aside and the client advised accordingly.

4. EXECUTION OF MANDATES

- In the execution of clients' mandate, **SKYVIEW CAPITAL** acts as stockbroker in an execution capacity and not as financial advisors. We will therefore discharge our responsibility to BUY and SELL stock on your behalf on The Nigerian Stock Exchange.
- SKYVIEW CAPITAL** will execute transactions based on the current market price of the stock exchange on the date of execution.
- SKYVIEW CAPITAL** will apply its professional expertise and best efforts in executing mandates. We however cannot guarantee that a mandate will be executed at the market price indicated on such mandates, as market prices are subject to marginal daily changes.
- Mandates will only be attended to when presented in the standard format acceptable by **SKYVIEW CAPITAL** which can be downloaded from our website or may be forwarded to our email.
- SKYVIEW CAPITAL** does not accept a range of price for the purchase/sale of stocks. Only one price may be indicated.
- On execution of your mandate, a notification e-mail will be sent to update you of the transaction.

5. TRANSFER OF ACCOUNT TO SKYVIEW CAPITAL

- Where stock was purchased through another stockbroking firm before the client transferred his account to **SKYVIEW CAPITAL** the clients should ensure that the resident stockbroking firm has sent his/her specimen signature (on transfer forms) to the respective Registrars.

6. VERIFICATION OF CERTIFICATES

- To facilitate prompt verification of certificates, clients should endeavor to attach copies of application form, dividend warrants and banker's confirmation of the client's signature as the case demand.
- SKYVIEW CAPITAL** will not be responsible for verification delay due to incomplete documentation, irregular signature issue or any other reasons outside its sphere of control.

7. ORDER OF PAYMENT

- Transaction settlement on The Nigerian Stock Exchange is done on a trading day plus three days (i.e T + 3). In compliance with this regulation, payment for sales transaction is on a trading day plus four working days consideration.
- SKYVIEW CAPITAL** pays in crossed cheques written in the name of the beneficiary whose name appears on the share certificate Or account holder. The acceptable means of identification here is a current Driver's license, National Identification card or a current International Passport.
- Kindly confirm you have read and agreed to be bound by appending your name, signature and the date in the confirmation section below.

CONFIRMATION

I/we Confirm Assent To Be Bound By The Terms And Condition Stated Above:

Name Of Client: _____

Signature: _____ Date: _____

ACCOUNT OPENING FORM

**PASSPORT
PHOTOGRAPH**

Name Of Individual/ Organization _____

(if Individual, State Surname First, And Title)

Postal Address: _____

Office Address: _____

Home Address: _____

State Of Origin: _____

Phone No Office: _____

Home: _____

Mobile: _____

Business/Profession: _____

E-mail: _____

Int's Passport/DL No/RC No: _____ Nationality _____

Date Of Birth/Inc/Reg: _____

*Next Of Kin: 1. Name: _____ Relationship _____

2. Name: _____ Relationship _____

AUTHORISED SIGNATORIES

Name: _____ **Signature:** _____

Name: _____ **Signature:** _____

Undertaking

I/We Hereby Authorize The Company To Open The Stockbroking Account On My/our Behalf.

I/we Undertake To Settle All Outstanding Dues As A Result Of My/our Sell Or Buy Mandate. Failing Which The Company Is Authorized To Sell/ Hold Such Stock/monies As May Be Adequate To Offset Any Outstanding.

Name: _____ Signature: _____ Date: _____

FOR OFFICE USE ONLY

Introduced By: _____ Date: _____

Application Received By: _____ Date: _____

Relationship Officer: _____ Date: _____

Approved By: _____ Date: _____

*(Please Be Specific)



ADDITIONAL REQUIREMENTS

Fill in CAP letters

GENDER OF CLIENT (MALE OR FEMALE):

CLEARING HOUSE NUMBER:

PHONE NUMBER OF NEXT OF KIN:

EMAIL ADDRESS OF NEXT OF KIN:

NEXT OF KIN CHN:

ADDRESS OF NEXT OF KIN:

MOTHER MAIDEN NAME (FULL NAMES):

INVESTOR LGA AND STATE OF ORIGIN:

NAME OF BANK:

ACCOUNT NUMBER (NUBAN):

ACCOUNT TYPE:

SORT CODE:

DATE ACCOUNT WAS OPENED:

SIGNATURE OF CLIENT:

BVN:

CENTRAL SECURITIES CLEARING SYSTEM LIMITED (THE CLEARING HOUSE)

PARTICULARS OF SHAREHOLDERS

Current Date _____

Member Code _____ SVC _____

Member Name _____ Skyview Capital _____

Shareholder's Type Individual(s) ☐ Corporate ☐

Clearing House Number (CHN) _____

Birth Date _____

Shareholder's Name (surname) _____

Other Names _____

Mother's Maiden Name _____

Contact(if Corporate) _____

Shareholder's Address _____

City _____ Country _____ Postal Code _____

Phone _____ Fax _____ e-mail _____

Reference No _____ Country Of Origin _____
(for Statistical Purpose)

Waivers

I/We _____ Of _____
_____ a National
of _____ am/(are) A Prospective Shareholder(s) In Securities Quoted On The
Nigerian Stock Exchange And I/we Hereby **FREELY** State That Being Aware Of My/our
Right To Be Issued With A Share Certificate(s) Under Section 146 and 147 Of The
COMPANIES AND ALLIED MATTERS DECREE 1990 And The Memoranda And Articles Of
Association Of The Listed Companies For My (our) Sole Benefit And Private Purpose Do
Shareholding Any Memorandum To That Effect Delivered To Me (Us) By The Said Listed
Company/companies Or The **CENTRAL SECURITIES CLEARING SYSTEM LIMITED** Acting
On Behalf Of Some As Satisfaction Of My Said Right Under Sections And Memoranda
And Articles Of Association Aforementioned

Date This _____ Date Of _____ 20 _____

Signed _____ Sealed (coy) _____