

**Prime Bank Limited**

Prime Bank Centre, Riverside Drive

P.O. Box 43825, Nairobi 00100

Tel: 420 3000 Fax: 445 1585, 4203204

CUSTODIAL SERVICES

CUSTODIAL ACCOUNT OPENING FORM

Client Check List

Individual / Proprietorship / Partnership

- ☐ Copy of identity card or passport of each individual / partner
- ☐ Copy of business name registration certificate
- ☐ Recent coloured passport size photos of each signatory / partner
- ☐ Copy of PIN
- ☐ Copy of utility bill

Company

- ☐ Certified copy of Memorandum & Articles of Association
- ☐ Copy of certificate of incorporation
- ☐ Resolution to open and operate the custodial account
- ☐ Copies of identity cards or passports of directors / signatories
- ☐ Recent coloured passport size photograph of each signatory
- ☐ Copy of company PIN
- ☐ Copy of utility bill

Trust / Club / Association / NGO

- ☐ Copy of by-laws / trust deed / constitution
- ☐ Copy of certificate of registration
- ☐ Copies of identity cards or passports of signatories
- ☐ Recent coloured passport size photos of signatories
- ☐ List of members of managing committee
- ☐ Tax exemption certificate if available
- ☐ Copy of PIN

I/We request Prime Bank Limited, Custodial Services Department to open a custodial account for securities titled as: _____

ACCOUNT CONTROL

☐ Client Controlled A/C ☐ Nominee A/C

CATEGORY OF ACCOUNT

☐ Individual ☐ Sole Proprietorship ☐ Partnership ☐ Limited Company
☐ Trust ☐ Club
☐ Association ☐ NGO ☐ Other

ACCOUNT DETAILS (please complete in Capital/Block letters)

Account Name in full:
Nature of Business / Profession:
Physical Address:
Postal Address: Postal Code..... Town
Telephone No.(Office)..... (Res):
Mobile No.: E-mail:
PRIME BANK A/C No.: BRANCH:
Date of Birth/ Incorporation: (DD/MM/YY) Nationality:
I.D/Passport/Certificate of Incorporation No.: Date of Issue

SIGNATORY DETAILS (please complete in Capital/Block letters)

Name in full:
Occupation:
Physical Address:
Postal Address: Postal Code..... Town.....
Telephone No.(Office)..... (Res):
Mobile No.: E-mail:
Date of Birth: (DD/MM/YY) Nationality:
I.D/Passport No.: Date of Issue

SIGNATORY DETAILS (please complete in Capital/Block letters)

Name in full:
Occupation:
Physical Address:
Postal Address: Postal Code..... Town.....
Telephone No.(Office)..... (Res):
Mobile No.: E-mail:
Date of Birth: (DD/MM/YY) Nationality:
I.D/Passport No.: Date of Issue

DETAILS OF SIGNATORIES

(Please sign only within the boundary of this box)

Attach coloured passport size photograph here

Name:

(Please sign only within the boundary of this box)

Attach coloured passport size photograph here

Name:

(Please sign only within the boundary of this box)

Attach coloured passport size photograph here

Name:

(Please sign only within the boundary of this box)

Attach coloured passport size photograph here

Name:

SIGNING MANDATE

(e.g. Solely/Either or survivor/Any One/ Any two Jointly/All Jointly/etc)

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GENERAL TERMS AND CONDITIONS

These Terms and Conditions govern the opening, closing and general dealing with accounts opened with Prime Bank Limited Custodial Services and constitute the agreement between the Bank and the customer:

1. **Definitions** – In these Terms and Conditions the following expressions shall unless the context otherwise requires have the following meanings:
 - 1.1 **"Custodial Account"** means any bank account, or CDS account opened with or through the Bank pursuant to an application made by the Customer to open such an account or howsoever opened, to facilitate investment transactions as the Bank may be instructed from time to time by the Customer;
 - 1.2 **"The Bank"** refers to Prime Bank Limited, its successors and assignees (whether immediate or derivative) and any of its branches;
 - 1.3 **"Business Day"** means a day (other than Sunday or gazetted public holiday in Kenya) on which banking institutions, Central Depository and Settlement Corporation, and the Nairobi Stock Exchange are generally open for the conduct of their normal respective business in Kenya;
 - 1.4 **"Customer"** means a person (whether a natural person, body corporate or incorporate, firm, corporation, club, partnership, proprietorship, association, state, administrative and governmental body whether being a separate legal entity or not, trust or joint venture) who has opened a Custodial Account with the Bank and includes the Customer's authorized signatories and agents;
 - 1.5 **"CDSC"** refers to Central Depository and Settlement Corporation Limited;
 - 1.6 **"CDS"** refers to the Central Depository System;
 - 1.7 **"CDS Account"** means an account established by the CDSC for the recording of securities in respect of dealings in such securities by the person in whose name the account has been established;
 - 1.8 **"Odd Lot"** means a lot comprising less than 100 shares or multiples of 100, e.g. in a lot of 9,520 shares 20 will be considered odd;
 - 1.9 **"Order"** means written instructions by a client by the Customer made through the Bank to sell or purchase a specified security and detailing the quantity, price or price limits and duration or validity of instructions and such additional information as may be required by the Bank to effect the same.
 - 1.10 **"Securities"** means:
 - a. debentures or bonds issued or proposed to be issued by a government;
 - b. debentures, shares, bonds, commercial paper or notes issued or proposed to be issued by a body corporate;
 - c. any right, warrant, options or futures in respect of any debenture, shares, bonds, notes or in respect of commodities;
 - d. any unit, interest or share offered under a collective investment scheme;
 - e. shares in publicly quoted or traded company; or
 - e. any instrument commonly known as securities but does not include
 - (i) bills of exchange;
 - (ii) promissory notes; or
 - (iii) certificates of deposits issued by a bank or financial institution licensed under the Banking Act.
 - 1.11 **"Settlement"** refers to the fulfillment of the obligation arising from a transaction including payment to the seller and transfer of title to the buyer.
2. **Agreement** – It is hereby agreed and declared as follows:
 - 2.1 By completing and signing the Bank's prescribed Custodial Account opening form with the Bank the Customer shall be deemed to have accepted to be bound by these Terms and Conditions in addition to other terms and conditions which govern the opening, closing and general operation of specific Accounts.
 - 2.2 The customer agrees to abide by the Rules and Regulations of the Nairobi Stock Exchange, and the Central Depository and Settlement Corporation, which are available in Custody Department and on the website of NSE (www.nse.co.ke) and CDSC (www.cdsckenya.com).
3. **Customer's Instructions**
 - 3.1 The Customer hereby agrees to maintain a bank account with the Bank through which all the costs and

payment for orders will be paid into or out of (as the case may be) and refunds arising from unexecuted Orders will be credited to.

- 3.2 The Customer's instructions shall be duly signed in accordance with the Custodial Account operating mandate and specimen signatures provided. All orders to buy shares shall be accompanied by a cheque drawn on the bank account for the amount sufficient to fund the purchase costs related thereto inclusive of the brokerage and regulatory levies.
- 3.3 The Customer hereby undertakes to route all orders through the Bank and authorizes the Bank to reject any transaction that may be executed by the broker, for which instructions have not been lodged with the Bank.
- 3.4 The Customer hereby undertakes to instruct the Bank to commit the Bank only for purchase Orders that have been funded by the customer in advance.
4. **Authority to debit Account** – The Bank is hereby authorized by the Customer to process debit and credit vouchers to pay market levies, to make any necessary trade adjustments including refunds for expired purchase orders, or debit/credit vouchers to make any necessary adjustments in the event of change in price as may be separately instructed by the Customer.
5. **Authorised Signatories** – The Customer shall at the time of opening a Custodial Account furnish the Bank with the full names, address and specimen signature of every person authorized by the Customer to operate the Custodial Account.
6. **Statement of Account** – Statements of CDS Account will be sent directly to the Customer at the e-mail address on record. The Bank will forward a statement of holding and valuation report to the client by e-mail – monthly for active accounts and quarterly for all accounts.
7. **Order Expiry**
 - 7.1 The Customer shall indicate expiry date for every Order, which should be executed within the maximum validity period of four days, after which the Order will automatically expire and refunds made to the Customer's account for the expired Purchase Orders.
 - 7.2 In the event that the Customer wishes to extend validity of the instruction at different prices, the Bank will continue to avail the Order for trading in the market for a period not later than 30 days from the date on which it was given to the Bank, provided that the Customer has specified the price limit.
8. **Limits on Bids and Offers (at the Nairobi Stock Exchange) –**
 - 8.1 The Nairobi Stock Exchange (NSE) reserves the right to suspend trading of a specific security;
 - 8.2 The daily price movement for any security in a single trading session shall not be more than 10% of the reference price;
 - 8.3 Exceptions to the above rule (8.2) include where:
 - 8.3.1 The Issuer announces its financial results or material information;
 - 8.3.2 It is the first session for the trading of a security ex entitlement;
 - 8.3.3 The security has not been traded for over three calendar months;
 - 8.3.4 Trading is in respect of rights.
9. **Pledging of Securities Already Deposited in the CDS**
 - 9.1 Where the Customer intends to create security (charge/pledge) ("Pledge") over any of the Securities the Customer will do the following:
 - 9.1.1 The Customer will hand over duly completed and signed Securities Pledge Form CDS 5 to the Bank;
 - 9.1.2 The Bank will verify instructions and signature of Customer and will acknowledge receipt of the pledge request by returning to the Customer relevant copies of the Pledge Form duly signed.
 - 9.1.3 The Customer will hand over the duly signed Securities Pledge Form to the person in whose favour the pledge is being created (the "Pledge") and negotiate his pledge conditions.
 - 9.1.4 The Pledgee will forward the completed and duly signed Securities Pledge Form to the CDSC through his authorized Central Depository Agent ("CDA").
 - 9.1.5 The CDSC will check whether the information provided in the Pledge documents is in conformity with the Rules and Procedures of the CDSC.
 - 9.1.6 The CDSC will reject incomplete or non-conforming pledge documents and return them to the Pledgee's CDA.

- 9.1.7 The CDSC will record the pledged Securities and will freeze the securities in the Customers account.
- 9.1.8 The CDSC will confirm to the Pledgee's and the Customer's CDA the completion of the Pledge by forwarding a copy of the Securities Pledge Form, to each duly signed.
- 9.1.9 It is up to the CDSC to ensure that entitlements (dividends, interests, bonus shares, rights and etc) on Securities pledged, are transmitted to the Pledgee as the "owner" of the securities as long as the said securities have not been duly transferred to the Bank as pledgee.

10. Release to Customer

- 10.1 The pledgee will submit instructions to his CDA, on the Securities Pledge Release/Foreclosure Form CDS 6, clearly stating the reason for termination of the Pledge.
- 10.2 The Pledgee's CDA will forward the Securities Pledge Release / Foreclosure Form to the CDSC after verifying the details and signatories and completing the relevant section in the form.
- 10.3 Upon receipt of the instructions, CDSC will verify whether the form has been properly filled. CDSC will then release the Pledge in favour of the Customer in accordance with Rule [63] and the securities will be eligible for any other transaction.

11. Joint Accounts

In the event of two or more Customers holding a joint account, the following additional provisions apply:

- 11.1 The holders of a joint account shall authorize the Bank to pay or deliver to, or to the order of, the survivors or survivor or the executors or administrators of such survivor, any moneys/securities standing to the credit of their joint account.
- 11.2 All liabilities on a joint account are joint and several.

12. Freezing of Accounts

The Bank may at any time freeze any account of the Customer after receiving instructions to do so by any appropriate authority or if there is any dispute or the Bank has doubt for any other reason (whether or not well founded) as to person or persons entitled to operate the same, without any obligation to institute inter-pleader proceedings or to take any step on its own initiative for the determination of such dispute or doubt.

13. Confidentiality and Disclosure to third parties

The Bank shall keep the information of the banking and custodial relations with the customer confidential. However, the same is subject to the following exemptions:

- 13.1 Compulsion by law – Disclosure shall be made upon the Bank receiving an order from an authority where the information is in respect of a third party tracing claim; or pursuant to a specific statutory jurisdiction.
- 13.2 Duty to public – where the Customer's dealing is posing a danger to the state or public duty which may supersede the duty of the Bank to the Customer.
- 13.3 The Bank's interest – where the Bank's own interest justifies the disclosure.
- 13.4 Where the customer has given consent for disclosure.

14. Interpretation

Unless the context otherwise requires in these Terms and Conditions:

- 14.1 Reference to writing shall include any mode of reproducing words in a legible and non-transitory form;
- 14.2 References to indemnifying any person against any circumstances include indemnifying and keeping him harmless from all actions, claims and proceedings from time to time made against that person and all loss or damage and all payments cost and expenses made or incurred by that person as a consequence of or which would not have arisen but for that circumstance;
- 14.3 References to any statute or statutory provision shall include any statutory provision which amends or replaces or has amended or replaced it and shall include any subordinate legislation or other regulations made under the relevant statute;
- 14.4 References to the masculine includes a reference to the feminine and vice versa;
- 14.5 Words importing the singular number include the plural and vice versa.

15. Amendments

Any addition or alteration to these Terms and Conditions made from time to time by the Bank of which

notice has been given to the Customer shall be binding upon the Customer as fully, as if the same were contained in these Terms and Conditions.

DECLARATION:

I/We hereby confirm that:

1. I/We have read the General Terms and Conditions of the Custodian applicable to maintaining Custodial Accounts and I/We agree to abide by them.
2. The moneys or funds used for the investment in securities are not arising out of the proceeds of any money laundering or other illicit activities.
3. The information given above is true to the best of my/our knowledge.

Client / Director / Signatory	ID / Passport No.	Signature
1		
2		
3		
4		

SEAL
(if company)

Date / /

FOR CUSTODIAN USE ONLY

Custody Account Name: Client Code.

CDSC A/C No.

CBK CDS No.

Account opened in the system by:

Authorized by:

Name: Signature

Name: Signature

Designation:

Designation:

Date:

Date:

CUSTODY CHECK LIST

Client check list documents obtained

CUSTODIAN
STAMP

Custody Manager's signature: