

UNIT TRUST ACCOUNT OPENING FORM

PRIMARY IDENTIFICATION

- ☐ 1. Copies of ID number or Passport and KRA PIN number (Individuals & Corporate Signatories, Trustees and Directors)
- ☐ 2. Copies of recent CR 12 Certificate, Registration/Incorporation Certificate (Body Corporates)
- ☐ 3. One Passport Photograph (For Non NCBA Account Holders, Corporate signatories, Trustees and Directors)
- ☐ 4. KRA PIN number for Corporate Applicants
- ☐ 5. Certified Copy of Recent Bank Statement, Void Cheque or ATM Card - front and back (For Non NCBA Account Holders)

FOR OFFICIAL USE ONLY

Client/Portfolio Code

INDIVIDUAL/ JOINT APPLICANT 1

☐ Mr. ☐ Mrs. ☐ Miss ☐ Ms. ☐ Dr. ☐ Prof. ☐ Hon. ☐ H.E. ☐ Other _____

Name: _____

Date of birth: _____ ID/ Passport No.: _____

KRA PIN No.: _____ Tel No.: _____

Mobile No.: _____ Email: _____

Nationality _____ Signature _____

Signature Mandate: ☐ Sole ☐ Either ☐ All to Sign ☐ Others (specify) _____

INDIVIDUAL/ JOINT APPLICANT 2

☐ Mr. ☐ Mrs. ☐ Miss ☐ Ms. ☐ Dr. ☐ Prof. ☐ Hon. ☐ H.E. ☐ Other _____

Name: _____

Date of birth: _____ ID/ Passport No.: _____

KRA PIN No.: _____ Tel No.: _____

Mobile No.: _____ Email: _____

Nationality _____ Signature _____

Signature Mandate: ☐ Sole ☐ Either ☐ All to Sign ☐ Others (specify) _____

CORPORATE APPLICANT

Company/ Organisation name: _____

Registration number: _____

Contact person: _____ Position in organisation: _____

Tel No.: _____ Email: _____

ORDINARY RESOLUTION OF THE BOARD OF DIRECTORS, TRUSTEES OR PARTNERS

It was resolved on this day..... thatopens and Invests in an Investment account in the NCBA Unit Trust Funds managed by NCBA Investment Bank Limited.

The account will be operated by the Authorised Signatories provided below;

| Name of Signatory | ID Number | Tel. Number | Email Address | Signature Specimen |
|-------------------|-----------|-------------|---------------|--------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Signing Mandate

The signing mandate of the investment account will be _____ to sign (Specify the number of signatories)

Signed on this _____ Day of _____,

Signed by

| | | | |
|----------------------------|----------------------------|----------------------------|----------------------------|
| Director, Partner, Trustee | Director, Partner, Trustee | Director, Partner, Trustee | Director, Partner, Trustee |
| Name: | Name: | Name: | Name: |
| Signature: | Signature: | Signature: | Signature: |

FUND SELECTION

| Name of Fund | Account Details | Indicate Investment Amount |
|-------------------------------|------------------------------------|----------------------------|
| NCBA Fixed Income Fund | Bank: NCBA Account No.: 5100555001 | |
| NCBA Equity Fund | Bank: NCBA Account No.: 5105555018 | |
| NCBA Dollar Fixed Income Fund | Bank: NCBA Account No. 7271190063 | |
| NCBA Basket Note - KES | Bank: NCBA Account No. 7271190833 | |
| NCBA Basket Note - USD | Bank: NCBA Account No. 7271190063 | |
| Total | | |

PAYMENT METHOD (SPECIFY)

☐ Cheque ☐ Bank Deposit ☐ Local Transfer ☐ Standing Order ☐ International Transfer

a) Please debit my/our current account No: _____ and credit either of the respective collection accounts listed above.

b) Liquidate my/our Unit Trust Portfolio No. _____

SOURCE OF FUNDS

| | | | |
|---|------------------------------------|--|--|
| <input type="checkbox"/> Savings | <input type="checkbox"/> Dividends | <input type="checkbox"/> Sale of Investments | <input type="checkbox"/> Gifts/Inheritance |
| <input type="checkbox"/> Pension | <input type="checkbox"/> Donation | <input type="checkbox"/> Business Profits (Nature of Business) _____ | |
| <input type="checkbox"/> Others (specify) _____ | | | |

NCBA accepts Personal/ Corporate and Bankers Cheques payable to the account name of the fund in which you intend to invest. No third party cheques will be accepted. Payments should be made directly into the collection account and payment details must be attached to the application form. Please note that the Bank deposit slip will be deemed as a receipt but not as value by NCBA until funds are sighted/ cleared in the account.

STANDING ORDER INSTRUCTIONS(AS APPLICABLE)

| Name of Fund | Account Details | Amount |
|-------------------------------|------------------------------------|--------|
| NCBA Fixed Income Fund | Bank: NCBA Account No.: 5100555001 | |
| NCBA Equity Fund | Bank: NCBA Account No.: 5105555018 | |
| NCBA Dollar Fixed Income Fund | Bank: NCBA Account No. 7271190063 | |
| Total | | |

Standing Order Due Date _____ Amount _____ Account Number to Debit _____

Frequency: ☐ Weekly ☐ Monthly ☐ Quarterly ☐ Semi-annually

INCOME DISTRIBUTION

Do you want to reinvest Interest/Dividend Income? ☐ Yes ☐ No

☐ If "No", please send income distribution amounts to my Bank Account on file (please tick where applicable)

☐ NCBA Fixed Income Fund (monthly) ☐ NCBA Dollar Fixed Income Fund (Monthly)

NCBA BASKET NOTE PURCHASE APPLICATION

I/we request NCBA Investment Bank to invest as per below tenor.

☐ 3 months ☐ 6 months ☐ 12 months ☐ 24 months ☐ Other

Investment amount

KES/US\$ _____ Return _____ %

BANK ACCOUNT DETAILS

Account Name _____

Bank Name _____ Branch _____

Currency (KES) _____ Account No. _____

Currency (USD) _____ Account No. _____

Statements and Other Correspondence

All statements, reports and notices will be sent through email. Please ensure your email is correctly entered.

BENEFICIARY DETAILS

| | Name | Relationship | Address | ID/Passport No. | Tel No. | Split % |
|---|------|--------------|---------|-----------------|---------|---------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |

DECLARATIONS

- I/We confirm that I/We received clear explanations and understanding on the investment product before signing.
- I/We confirm that the product was fully explained to Me/Us with particular attention having been paid to its charge structure and any possible cancellation penalties that I/We may incur.
- I/We confirm that it was explained to Me/Us that Equity Fund values may go down as well and past performances are not necessarily a guide to future performance.
- Whilst projections of future performances may have been shown to me illustrating annual/monthly growth rate, no guarantees as to the actual performance of my investment were made.
- I/We apply to invest in the NCBA Unit Trust Fund on the terms, conditions and regulatory information set out in the Information Memorandum and Trust Deed.
- I/We confirm that the investment in the Fund is not being acquired directly or indirectly by or on behalf of any person restricted by law of any jurisdiction from acquiring such an investment and that I/We will not sell, transfer or otherwise dispose of any investment in the Fund directly or indirectly to or for the account of such person.
- I/We hereby agree that all proceeds for redemptions and income distribution will be paid in accordance to the applicable payment instructions.
- I/We confirm that the money used for investments in the NCBA Unit Trust are not arising out of proceeds of any money laundering or other illicit activities.
- I/We agree that NCBA is not responsible for any liability, losses or damages resulting from e-mail or fax instructions, except when such liability or loss results from negligence, or willful default on NCBA's part.
- I/We warrant that all the information given in this proposal and in all documents which have been or will be signed by me/us in connection with proposed application whether in my handwriting or not, is true and complete.
- I/We hereby expressly acknowledge and agree that pursuant to the Foreign Account Tax Compliance Act (FATCA) enacted under the Laws of the United States of America (US), the Bank is or may be required for US citizens or residents to disclose and report certain information concerning my/our account to the relevant authorities including but not limited to the US Internal Revenue Service ("US Authorities"). Additionally FATCA may require the Bank to deduct, withhold and remit such taxes or monies to the US Authorities as may be directed by them from time to time.
- I/We hereby expressly consent and authorize the Bank to disclose, respond, advise, exchange and communicate the details or information pertaining to my/our account(s) to the US Authorities and to deduct, withhold and remit such monies or taxes as may be directed by the US Authorities to enable the Bank to fulfil its obligations under FATCA and other enabling US statutes.
- I/We hereby irrevocably release and fully discharge NCBA, its directors, officers, employees, servants and agents and related parties from any and all claims, liabilities, damages, loss or expense arising from NCBA disclosing and reporting any such information concerning the Customer account(s) to the US Authorities and/or deducting, withholding and remitting any monies to the US Authorities.
- I/We hereby expressly consent and authorize NCBA Investment Bank to obtain my/our Know Your Client(KYC) documents from/held by NCBA Group PLC, including but not limited to copies of my/our National ID or Passport, KRA PIN, Passport Photo, Bank Statements, CR 12 Certificate, Registration/Incorporation Certificate. (This is applicable to NCBA Group PLC Bank Account Holders. Non - NCBA Bank/Walk- in clients will be required to provide the applicable KYC documents provided on page 1 as Primary Identification.
- Withdrawal of funds from the NCBA Basket Note prior to maturity of the contract is subject to forfeiture of 3% for KES and 1% for USD respectively, from the hurdle rate of return over the investment period.

SUITABILITY ASSESMENT QUESTIONNAIRE

1. In an effort to grow your wealth, would you be willing to take risk with your investment? ☐ 2 Yes ☐ 1 No
2. Which one of the following statements best describes your attitude towards investment risk?
 - ☐ 1 I would prefer a low risk investment and preserve my capital
 - ☐ 2 I would prefer a balanced portfolio with medium exposure to share
 - ☐ 3 I would prefer an aggressive portfolio with high exposure to shares
3. Would you sell off your investments if you face a loss of twenty percent in your investments? ☐ 1 Yes ☐ 2 Maybe ☐ 3 No
4. Which factors attracts you to an investment?
 - ☐ 1 Security
 - ☐ 2 A combination of security and income
 - ☐ 3 Its good return, regardless of the risk
5. When do you expect to withdraw most of your funds from this investment?
 - ☐ 1 Less than one year
 - ☐ 2 2 to 4 years
 - ☐ 3 Above 5 years
6. What do you expect of your income in the next three to five years?
 - ☐ 1 Decline/ stop
 - ☐ 2 Stay about the same
 - ☐ 3 Increase
7. Approximately what percentage of your asset will this investment represent?
 - ☐ 1 51% and above
 - ☐ 2 26% to 50%
 - ☐ 3 10% to 25%
 - ☐ 4 Less than 10%
8. What is your understanding of investment?
 - ☐ 1 No knowledge of any investment
 - ☐ 2 Very little knowledge of investments
 - ☐ 3 A basic understanding of investments and financial markets
 - ☐ 4 A comprehensive understanding of investment and financial markets
9. Do you have savings set aside for an emergency?
 - ☐ 1 No
 - ☐ 2 Yes, but less than six months' worth
 - ☐ 3 Yes I have an Adequate fund to last me more than 1 year

Kindly get an average of your scores, add all the scores and divide the total by 9.

Total.....

According to your answers, select the fund your risk falls in one of the following categories;

| Please tick | Most appropriate Fund | Risk Rating | Risk profile of fund | Fund Objective & Objectives | Amount |
|-------------|--|-------------|----------------------|--|--------|
| | Money Market Fund/ Dollar Investment Fund/ Basket Note | 0-1 | Low | <ul style="list-style-type: none"> - Focus on secure income stream - Expect minimal growth on capital invested - Short to medium term preservation of capital - Objective is capital preservation of the principal amount. - Suited for building savings and earning competitive returns. - It is a short term investment account. | |
| | Balanced: Money Market/ Dollar Investment Fund/ Basket Note and Equity Fund | 1.1 - 2.5 | Medium | <ul style="list-style-type: none"> - Stable income stream - Modest growth on capital invested - Medium to long term capital security - Suited for both income and capital growth - Moderate risk - Investment horizon of 3 years. | |
| | Equity Fund | 2.5 – 3 | High | <ul style="list-style-type: none"> - Expect potentially high growth on invest capital - Long –term return likely to be greater than inflation - Suitable for Capital Growth - Investment horizon of more than 5 years. | |

DEED OF INDEMNITY - FOR SCANNED AND SIGNED EMAIL INSTRUCTIONS

To the Manager,
NCBA Investment Bank
In reference to the below;

Customer name: _____
Portfolio code: _____
Email address: _____

In consideration of your acting on my instructions issued by way of email, I indemnify you against all claims, losses, costs that you may sustain, incur or be put to by reason of the said email instructions. I irrevocably authorize you to make any payments and comply with any demands that may be claimed from or made upon you under the said email instructions without any reference to or further authority from me.

I agree that any payment which you shall make in accordance or purporting to be in accordance with the email instructions shall be binding upon me and shall be accepted by me as conclusive evidence that you were liable to make such payment or comply with such demand.

I agree that my liability under this indemnity shall be continuing liability notwithstanding any settlement of account or other matter whatsoever.

DECLARATIONS

I / We the undersigned, confirm that I/We have read and understood this declaration and its implications.

| | | |
|------------|-----------------|------------|
| Name _____ | Signature _____ | Date _____ |
| Name _____ | Signature _____ | Date _____ |
| Name _____ | Signature _____ | _____ |

DIRECTORS/ TRUSTEES/ PARTNERS

| | | |
|------------|-----------------|------------|
| Name _____ | Signature _____ | Date _____ |
| Name _____ | Signature _____ | Date _____ |
| Name _____ | Signature _____ | Date _____ |
| Name _____ | Signature _____ | Date _____ |

FOR INTERNAL USE

| | | |
|-------------------|--------------|-----------------|
| Staff Name _____ | Branch _____ | Signature _____ |
| Reviewed by _____ | Date _____ | Signature _____ |