

CITI
INVESTMENT
CAPITAL LTD

ACCOUNT OPENING REQUIREMENTS

**OUR PROMISE OF SERVICE**

Our commitment to our clients at Citi Investment Capital Ltd is to deliver exceptional customer service at all times. In order to deliver this level of service, we are available by phone and email to answer any questions you may have about our application forms and supporting documents.

Please do not hesitate to contact us on +234-01-2719620-9, Mondays through Fridays (24 hours a day by email to accountopening@citiinvestmentcap.com) for all your questions on the account opening processes.

Our Head Office is located at 47 A&B Glover Road, Ikoyi, in Lagos State. We are also located at Suite F-14, Febson Mall, Wuse Zone 4, in the Federal Capital Territory, Abuja. Both offices are in Nigeria.

The basic KYC account opening document for the different account types we operate are as follows:

FOR NIGERIAN-RESIDENTS ONLY**Individual Account Opening Requirements**

1. Completed Account Opening Forms
2. Completed Signature Mandate
3. Copy of Any Utility Bill Not More Than Three (3) Months Old (PHCN; Water Bill; Telephone Bills)
4. One (1) Passport Photograph of the Signatory
5. Means of Identification: International Passport, Driver's License or National ID Card

Joint Account Opening Requirements

1. Completed Account Opening Forms
2. Completed Signature Mandate
3. Copy of Utility Bill of Not More than Three (3) Months Old (PHCN; Water Bill; Telephone Bills)
4. One (1) Passport Photograph for each of the Signatories
5. Marriage Certificate (Where Applicable)
6. Means of Identification (International Passport, Driver's License or National ID Card) for each of the signatories

Corporate Account Opening Requirements

1. Completed Account Opening Form
2. Copy of Certificate of Incorporation (originals for sighting)
3. Memorandum and Articles of Association (originals for sighting)
4. Board Resolution Authorizing the Account to be opened
5. Completed Signature Mandate
6. One (1) Passport Photograph for each Signatory
7. Copy of any Utility Bill Not More Than Three (3) Months Old (PHCN; Water Bill; Telephone Bills)
8. CAC Form C07/ Form CAC 7 - Particulars of Directors
9. CAC Form C02/ Form CAC 2 - Allotment of Shares of the Company
10. Residence Permit (Where Applicable)
11. Indemnity Letter/Power of Attorney
12. Means of Identification of Signatories or Directors (International Passport, Driver's License, or National ID card)
13. Signing Instructions

**Funding Your Account**

Your account can be funded through cheques, funds paid directly into our bank account, bank transfers, or stocks transfer from another brokerage firm (in this case use the inter-member transfer form for moving your account to Citi Investment Capital Ltd, if this is applicable to you).

Bank Details for Local Clients

- **Bank:** Guaranty Trust Bank
- **Account Name:** Citi Investment Capital Ltd
- **Account Number:** 2087141955112

Procedure for Opening Your Account**Step 1**

Obtain the applicable [forms from our website](#) (or from our office premises) and complete with the required details.

Please note that Included in the Individual, Joint and Corporate account opening forms is a Set-Off agreement which is a legally-binding agreement required for the opening of your account.

Also important is the Signature Mandate form (also included) which must be signed by the applicant.

Step 2

Produce all the required documents (see requirements above) and submit completed and duly signed documents to Citi Investment Capital Ltd, 47 A&B Glover Road, Ikoyi, Lagos, Nigeria.

You can also email scanned copies of the required documents to us at the following email address: accountopening@citiinvestmentcap.com.



FOR NON-RESIDENT CLIENTS

Details of Our Corresponding Bank

Citi Investment Capital Ltd's bank account is domiciled with **Guaranty Trust Bank Plc** ('GTBank') in Nigeria. GTBank Nigeria's Correspondent Bank is **CITIBANK, NEW YORK**.

(Complete Bank Details will be sent to you during the account opening process.)

Certificate of Capital Importation - Requirements

'A' For Corporate Clients

1. Completed corporate account opening form.
2. Attach a copy of recent proof evidencing legal name of the company, nature of business, place and date of registration (for example Certificate/Article of Incorporation).
3. The telex advising payment must state clearly that it is for investment in the Nigerian Capital Market
4. Completed Signature Mandate and Signing Instructions.
5. One (1) Passport Photograph for each Signatory.
6. Copy of any Utility Bill Not More Than Three (3) Months Old (electricity bill, water bill or telephone bill).
7. Residence Permit (where applicable).
8. Means of Identification of Signatories or Directors (International Passport, Driver's License, or National ID card).

'B' For Individual Clients

1. Completed individual account opening form.
2. Completed signature mandate.
3. Copy of any utility bill not more than three (3) months old (electricity bill, water bill, telephone bills).
4. One (1) passport photograph of the signatory.
5. A copy of international passport, driver's license, or national ID card which should be certified by a notary public in the country of residence of the investor.
6. The profession/source of fund of the remitter.
7. The birth certificate of the remitter.

Remitting Funds

Please **follow the order for providing information below** when remitting funds.

For Example:

- **REMITTER:** XYZ Company Ltd
- **PURPOSE:** For Investment purpose in the Nigerian Capital Market through Citi Investment Capital Limited
- Then accompany with details of either 'A' above (for corporate) or 'B' (for Individuals)

Kindly inform us once the transfer has been completed at your end. Our accounts department will track and ensure no delays at our end.

In case you are interested in doing business with us you can visit us at our website www.citiinvestmentcap.com for more details.