

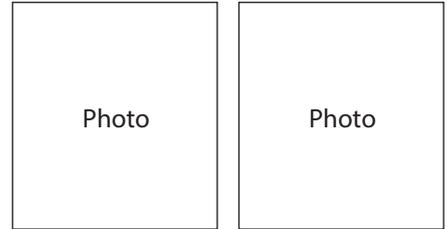
Application Form

# **INSTITUTIONAL FUND MANAGEMENT**

Investment Account Number:

\_\_\_\_\_

CSD No.: \_\_\_\_\_



**PLEASE WRITE IN BLOCK LETTERS**

<b>Business Type:</b>	<input type="checkbox"/> Association	<input type="checkbox"/> Society/Club	<input type="checkbox"/> Religious Org.	<input type="checkbox"/> Sole Proprietorship
	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Liability Company	Other _____	
<b>Mandate:</b>	<input type="checkbox"/> Discretionary <input type="checkbox"/> Non-Discretionary			

**1. Company Details**

Company/Business Name:	
Date of Incorporation:	Jurisdiction of Incorporation:
Certificate of Incorporation/Registration Number:	
Date Business Commenced:	Tax Identification Number:
Name of Group (where applicable):	
Type of Business:	Sector/Industry:
Source of Funds:	
Operating Business Address (physical address):	
Postal Address:	
Digital Address (GhanaPost GPS):	
Email Address:	
Website (if any):	
Phone Numbers:	
Parent Company's Country of Incorporation (if any):	
Monthly Turnover:	GHS 0 - 9,999 <input type="checkbox"/> GHS 10,000 - 49,999 <input type="checkbox"/> GHS 50,000 - 99,999 <input type="checkbox"/> GHS 100,000 and above <input type="checkbox"/>

**2. Details of Investment**

Amount Deposited (in Figures):	
Amount in words:	
Mode of Deposit:	<input type="checkbox"/> Bankers Draft      Transfer <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/>
<b>Cheque Details:</b>	
Name of Bank:	Cheque No.      Branch:
<b>Anticipated Investment Activity:</b>	
Top-ups:	<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Bi-Annually <input type="checkbox"/> Annual <input type="checkbox"/> Other Frequency
Withdrawals:	<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Bi-Annually <input type="checkbox"/> Annual <input type="checkbox"/> Other Frequency
<b>Anticipated Investment Amount:</b>	
Regular Top-up Amount (Expected):	Regular Withdrawal Amount (Expected):

### 3. Banking Details

Bank Name:		Branch:	
Account Number:		Account Name:	
	a. Issue a cheque for the maturity proceeds to me/us. Or in favour of: b. Mobile Money Transfer: c. Hold on with proceeds and wait for disposal instructions from me/us: d. Any other (Please state in space provided): _____		
Please indicate how you wish to receive your investment advice(s). via: <input type="checkbox"/> Email <input type="checkbox"/> Collection at UMB IHL <input type="checkbox"/> RM to deliver			
Statement Frequency:	<input type="checkbox"/> Quarterly	Specify any other additional statement frequency:	

### 4. Details of Account Signatory 1

Full Legal Name:	Surname	First Name	Middle Name
Date of Birth:	/ / /	Gender:	
Nationality:		Resident Permit Number:	
Type of ID:		Permit Issue Date:	
ID Number:		Permit Expiry Date:	
ID Issue Date:	/ / /	Place of Issue:	
ID Expiry Date:	/ / /	Occupation:	
Job Title/Position:		Residential Address:	
Nearest Landmark:			
TIN:			
Phone Number:		Email Address:	

### Details of Account Signatory 2

Full Legal Name:	Surname	First Name	Middle Name
Date of Birth:	/ / /	Gender:	
Nationality:		Resident Permit Number:	
Type of ID:		Permit Issue Date:	
ID Number:		Permit Expiry Date:	
ID Issue Date:	/ / /	Place of Issue:	
ID Expiry Date:	/ / /	Occupation:	
Job Title/Position:		Residential Address:	
Nearest Landmark:			
TIN:			
Phone Number:		Email Address:	

### Details of Account Signatory 3

Full Legal Name:	Surname	First Name	Middle Name
Date of Birth:	/ / /	Gender:	
Nationality:		Resident Permit Number:	
Type of ID:		Permit Issue Date:	
ID Number:		Permit Expiry Date:	
ID Issue Date:	/ / /	Place of Issue:	
ID Expiry Date:	/ / /	Occupation:	
Job Title/Position:		Residential Address:	
Nearest Landmark:			
TIN:			
Phone Number:		Email Address:	

## 5. Directors / Executive / Trustee / Admin

Name:			
	Surname	First Name	Other Name(s)
ID Type:	ID Number:		
Status:	Contact Number:		

## 6. Beneficial Ownership

Beneficial Owner 1	Beneficial Owner 2
*Name:	*Name:
ID Type:	ID Type:
ID Number:	ID Number:
Pep Status:	Pep Status:
Contact Number:	Contact Number:
Home Address:	Home Address:
Date of Birth:	Date of Birth:
Ownership %:	Ownership %:

## Details of Directors

Director 1	Director 2
*Name:	*Name:
ID Type:	ID Type:
ID Number:	ID Number:
Pep Status:	Pep Status:
Contact Number:	Contact Number:
Home Address:	Home Address:
Date of Birth:	Date of Birth:
Ownership %:	Ownership %:

## 7. Affiliations

If a part of a group, kindly state all entities within the group structure

## 8. Key Contact Person

Name:			
	Surname	First Name	Other Name(s)
Date of Birth:	/ / /	Gender:	
Residential Status:	Resident Ghanaian <input type="checkbox"/>	Non-Resident Ghanaian <input type="checkbox"/>	
	Resident Foreigner <input type="checkbox"/>	Non-Resident Foreigner <input type="checkbox"/>	
If country of origin is not Ghana, please provide the following:			
Resident Permit Number:	Permit Issue Date:		
Place of Issue:	Permit Expiry Date:		
ID Type:	Passport <input type="checkbox"/>	Voters ID <input type="checkbox"/>	Drivers License <input type="checkbox"/>
	SSNIT Biometric Card <input type="checkbox"/>	National ID <input type="checkbox"/>	
Job Title:			
Email Address:			
Contact Number 1:	Contact Number 2:		

NOTE: PORTIONS MARKED WITH \* ARE COMPULSORY SECTIONS AND MUST BE COMPLETED

## 9. Investment Policy

The recommended policy asset mix is as follows:

Asset Class	Policy Allocation (%)	Permitted Ranges (%)		Benchmark
		Minimum	Maximum	
<b>Equities</b>				
<b>Collective Investment Schemes</b>				
<b>Fixed Income:</b>				
a. Corporate Notes / Bonds				
b. Government Notes / Bonds				
c. Fixed Deposit				
<b>Alternatives:</b>				
a. REIT				
b. REIF				
c. Currencies				
d. Commodities				
<b>Cash Equivalent: Treasury Bills</b>				
a. 91 - Days				
b. 182 - Days				
c. 364 - Days				

Note: Please note that UMB IHL shall use its best effort to achieve the above benchmarks. However, these benchmarks shall not be construed as a guarantee of returns. Also note that these benchmarks and asset class limits shall be subject to periodic review with your consent.

## 10. Terms and Conditions

### 1. Duties and Responsibilities of UMB IHL under this agreement

- 1.1. UMB IHL upon receipt of funds from you (the Client) shall exercise the standards of care, expertise and fidelity expected of a professional fund manager, and shall be subject, in each case to your specific restrictions set out in the Risk Profile as set out in Appendix A, and the Investment Policy Statement as set out under the Investment Policy.

### 2. Information and Confidentiality

- 2.1. UMB IHL agrees to keep and to ensure that its personnel shall keep confidential all information, documents and all other matters arising or coming to it regarding the client's identity, financial affairs and investments
- 2.2. The obligations of confidentiality shall not apply to any confidential information which is in the possession of and is at the free disposal of UMB IHL or is published or is otherwise in the public domain prior to the receipt of such Confidential Information or other by UMB IHL.

### 3. Investments

- 3.1. UMB IHL shall within the limits of the Investment Policy endeavor to maximize the returns, diversify risk, and at the same time make best efforts to preserve the value of the client's portfolio. This shall include but not limited to returns on fixed income investments and dividends from equities.

### 4. Reporting Obligations

- 4.1. Unless otherwise agreed UMB IHL shall on quarterly and annual basis provide the client with reports detailing funds received, withdrawals, transactions executed, investment performance, market value and earnings.
- 4.2. Reports shall be sent via electronic mail or any other means as determined by you

### 5. Liability

- 5.1. UMB IHL shall act in good faith and with due diligence and subject to this, shall only be held liable where proof of gross negligence is established on its part or default or fraud of any person, firm or company through whom transactions are effected for the Client's account.
- 5.2. UMB IHL shall not be held liable for losses suffered by you as a result of conditions outside UMB IHL's control; this includes but not limited to actual or reasonably apprehended acts of God, natural disasters, wars, hostilities and interruptions in communication and software services.

### 6. Email / Telephone Indemnity

- 6.1. UMB IHL may, but is not obliged to act on any instruction that claims to come from you since it is not possible for UMB IHL to confirm the authenticity of all email/telephone messages that claim to come from you. No email/telephone can be considered received by UMB IHL until you have either received a reply or read receipt from UMB IHL. You accept that unless otherwise advised in writing, UMB IHL shall communicate with you via electronic mail and you shall not hold UMB IHL liable for any losses, costs or legal consequences arising from such communication.

### 7. Remuneration

- 7.1. You shall on a quarterly basis pay in arrears to UMB IHL, a Management Fee of .....% of the Total Asset Value of your investment portfolio including cash.

**8. Termination of Investments**

- 8.1. This Agreement may be terminated by either party through a written notice stating reasons for the termination, which will be delivered to either party not less than one (1) month before the effective date of the termination of this Agreement.
- 8.2. Upon termination of this agreement, UMB IHL shall transfer or cause to be transferred to the Investor, its successor or assigns all the assets comprising the portfolio, reasonable fees excluded to the care of any other institution or entity as directed by the investor.
- 8.3. You shall exercise the right to request for all or a portion of your investments at any given time. All costs and penalties related to and incurred due to the early full or partial redemption of your investments shall be borne by you.

**9. Communications and Notices**

- 9.1. All communication between parties to this Agreement shall be valid only if made in writing or by fax or by email and signed or sent by an authorized representative of the parties.

**10. Applicable Jurisdiction**

- 10.1. This Agreement shall be governed by and construed in accordance with the Laws of Ghana.

**11. Amendments**

- 11.1. Any amendment or variations to this Agreement are valid only on the basis of explicit written agreement signed by an authorized representative of both parties to this Agreement.

**12. Risk Warning**

- 12.1 Investing in financial markets involves the risk of loss and there is no guarantee that all or any invested capital. Past Performance neither guarantees nor reliably indicates future performance. The value of investments and the income from them fluctuate with financial markets and various economic indicators.

**Declaration**

I/We declare that information provided is true and accurate. I/We authorise UMB IHL to use my/our information to evaluate my/our financial need(s) and comply with the Securities Industry Law, as amended. I undertake to notify UMB IHL promptly of any change of the information provided by me/us on this form. I/We also declare that all provisions in this agreement have been read and fully understood and explained to me/us in a language I/We understand. By appending my signature on this agreement, I accept all the terms and obligations between myself and UMB IHL.

**11. Account Mandate**

Signature(s)	A.	B.	C.
Name(s)			
Date			
Signing instructions	One to sign <input type="checkbox"/>	Either to sign <input type="checkbox"/>	All to sign <input type="checkbox"/> Others <input type="checkbox"/>
If other, please specify:			

**12. Client Additional Information (1)**

NB: THE FOLLOWING QUESTIONS ARE DESIGNED TO ENABLE THE INSTITUTION DETERMINE WHETHER THE CLIENT IS A POLITICALLY EXPOSED PERSON (PEP)  
**Do the shareholders, directors, executives, senior management, administrators, trustees and signatories fall under the following:**

A head of state/government, politician, senior public official, senior military official, senior public corporation officer, high rank political party official in Ghana **YES / NO**

If yes to any above, please specify name and nature of the position:

A head of state/government, politician, senior public official, senior military official, senior public corporation officer, high rank political party official outside Ghana **YES / NO**

If yes to any above, please specify name and nature of the position:

**Client Additional Information (2)**

**For Depository Participant Use Only**

Tick where applicable:	Local Company (LC) <input type="checkbox"/>	Foreign Company <input type="checkbox"/>
Verified by CSD Officer:	Signature:	
	(Name of Depository Participant Officer)	
Date:	Stamp:	
Client CSD Securities Account Number:		

## For Official Use Only

### 13. Customer Risk Profile

Client Verification / Screening:

Level of Risk: Low  Medium  High

Nature of High Risk

Exposure: PEP  Non-Resident  High Risk Business (Refer to guide)  High Risk Country

State nature of business:

State Country:

### 14. Approvals

Account opened by:

Account authorized:

Name of Licensed Officer:

Name:

Position:

Position:

Signature:

Signature:

Date:

Date:

Approval by CEO:

Approval by Compliance Officer/AMRO:

Name:

Name:

Signature:

Signature:

Date:

Date:

Comments:

**\*Accounts of High Risk Nature must be jointly approved by CEO/Executive/Senior Manager and Compliance Officer**

### 15. Requirements: Corporate & Organizations

SN	Documents Required	Verified
1.	Account opening form duly completed	
2.	Specimen signature card duly completed	
3.	Copy of Certificate of Incorporation and Certificate to Commence Business	
4.	Board resolution to open account and nomination of signatories	
5.	Copy of Memorandum and Articles of Association (Forms A, 3, 17)	
6.	TIN	
7.	Partnership Deed (where applicable)	
8.	Constitution if unregistered association	
9.	Act / Gazette for Government Agency (where applicable)	
10.	One passport-sized photograph of each signatory	
11.	Resident / Work Permit ( <i>for Non-Ghanaians</i> )	
12.	Evidence of registration with other Government Agencies	
13.	Power of Attorney (where applicable)	
14.	Letter of Indemnity	
15.	Proof of Company Address	
16.	Proof of Identity of all signatories and representatives	
17.	Executed Management Agreement	

NOTE: PORTIONS MARKED WITH \* ARE COMPULSORY SECTIONS AND MUST BE COMPLETED

## Account Information

This leaflet contains information about your UMB IHL Investment Account. Please read and retain this booklet, which contains:

- The terms of the Agreement between you and us
- UMB IHL Investment Account Application Requirements
- Guide to Investments

## The Terms of the Agreement Between You and UMB IHL

### ALL INVESTMENT ACCOUNTS

UMB IHL shall not be liable for any loss or damages resulting from our failure to detect falsification, forgery or other defect in signature, authentication or legal capacity, save to the extent that it results from our negligence, wilful default or fraud.

### GIVING INSTRUCTIONS

For this account or service, we will accept instructions for transactions:

- in writing;
- verbally; only for placing funds for investments
- electronically (via internet banking).

We will accept instructions only from signatories to an account. UMB IHL reserves the right to determine which form of instruction to accept. Written instructions would be accepted with an indemnity in the standard form provided.

Seven (7) working days notice is required for the amendment of investment instructions prior to maturity.

### DISINVESTMENTS

Partial or full disinvestment of T-Bills prior to maturity attracts a charge dependant on the discount rate.

- Amounts less than GHS 50,000.00 shall be processed withing three (3) working days.
- Amounts above GHS 50,000.00 shall be processed withing five (5) working days.

### DISCRETIONARY INVESTMENT MANAGEMENT SERVICE

The Discretionary Investment Management Service is for clients who are happy to delegate the day-to-day running of their portfolio. After agreeing to an investment strategy with you, we will manage your portfolio of assets at our own discretion while seeking to achieve your investment objective. We will not seek your consent prior to implementing investment decisions

### NON-DISCRETIONARY INVESTMENT MANAGEMENT SERVICE

The Non-Discretionary Investment Management Service is for clients who wish to retain the day-to-day control over their investments. After agreeing to an investment strategy with you, we will conduct regular reviews of your portfolio and make appropriate investment recommendations to help you achieve your objective. However, we will need your express consent to undertake any transactions on your behalf for accounts you hold with us or third parties. You are therefore ultimately responsible for the performance of your portfolio.

### EMAIL / TELEPHONE INDEMNITY

UMB IHL may, but is not obliged to act on any instruction that claims to come from you since it is not possible for UMB IHL to confirm the authenticity of all email/telephone messages that claim to come from you. No email/telephone can be considered received by UMB IHL until you have either received a reply or read receipt from UMB IHL. You accept that unless otherwise advised in writing, UMB IHL shall communicate with you via electronic mail and you shall not hold UMB IHL liable for any losses, costs or legal consequences arising from such communication.

## Guide To Investments

At UMB IHL there are several investment opportunities available to you. Brief information is provided below to help you with your investment decision(s). You can always contact us for investment advice.

### DISCOUNT RATE

The interest rate applied when treasury bills are purchased at a discount.

### EQUIVALENT INTEREST RATE

The interest rate applied when the interest on a treasury bill is paid on maturity.

### COMMERCIAL PAPERS (CPS)

Commercial Papers or CPs are short-term debt instruments issued by corporations, typically for the financing of accounts receivable, inventories and meeting short-term liabilities. Maturities on commercial paper rarely range any longer than 365 days, and 1-5 years in the case of debenture stocks. Interest rates on CPs are usually higher than those of Treasury bills. UMB IHL is the leading CP arranger in Ghana.

### INVESTMENT OBJECTIVES AND RISK

The reasons for making an investment can be many. Below are some investment objectives:

- Income
- Mortgage
- Education
- Retirement Planning
- Others

### LOWER RISK INVESTMENTS:

Generally sovereign debt or securities guaranteed by governments.

### MEDIUM RISK INVESTMENTS

A diversified portfolio composed of investments falling across the risk spectrum but predominantly made up of low risk assets such as Bank fixed deposits and investment grade bonds.

### HIGH RISK

Generally all types of securities of smaller companies, especially those with a short trading history.

## COMPLAINTS

All complaints should be forwarded to your relationship manager  
If your complaint is not resolved to your satisfaction, kindly write to or call:

**The Executive Director**  
UMB IHL, P. O. Box CT 1317 Cantonments, Accra.  
Tel.: +233 (0) 302 251137 / 8 Fax: +233 (0) 302 251 138  
Email: [info@umbcapital.com](mailto:info@umbcapital.com)  
Website: [umbinvestmentholdings.com](http://umbinvestmentholdings.com)