

Account Opening Form Corporate

Name of Account Holder:	
Account Number:	
1	

- (+233) 303 972 870
- 3A Digya Lane, Airport Residential Area
- P. O Box 4251, Accra-Ghana
- www.glicocapital.com



ACCOUNT OPENING FORM - CORPORATE

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

	Passport Picture	Passport Picture	Passpor Picture		
CATEGORY OF INVESTMEN	IT				
Fixed Income CIS B	rokerage CSD NO.	(For brokerage s	ervices)	Other	
*CATEGORY OF BUSINESS					
☐ Sole Proprietorship ☐ Pai	tnership Limited L	iability Company 🛭	Associations	Charities / NGOs	Others (Please specify)
*BUSINESS DETAILS					
*Company / Business Nam	e·				
*Certificate of Incorporatio					
*Date of Incorporation / Re			License	Number:	
*Jurisdiction of Incorporat			1		
*Parent Company's Countr		y):			
*Type / Nature of Business	•	,			
*Sector / Industry:					
Principal Place of Business	•				
*Company Postal Address:					
*Digital Address (GhanaPo	st GPS):				
*Email Address:					
Website Address (if any):					
*TIN:					
*Contact Number 1:					
Contact Number 2:					
*TURNOVER					
Monthly Turnover(GHS):	, <u> </u>			Above 10 million	
Annual Turnover(GHS):	Below 10,000 10,00	00-100,000 🗌 100,0	01 - 10 million 🗌	Above 10 million	
*STATEMENT SERVICES					
Mode of Statement Deliver Statement Frequency:	_	By post SM Other Specify	S Collect		
NB: Please note that statements	must be provided at least qua	rterly according to law			•
*CLIENT INVESTMENT PRO	OFILE				
1 *Investment Objective:	☐ Income	☐ Capital	Appreciation [] Balanced	
2 *Risk Tolerance:	Low	☐ Mediun		-] High	
3 *Investment Horizon:	☐ Short Term	 ☐ Mediun		Long Term	
4 *Investment Knowledge:		☐ Mediun] High	

01

*EXPECTED ACCOUNT ACTIVITY	
* Source of Funds: Proceeds from Business Other * Initial Investment Amount:	(Please specify)
* Anticipated Investment Activity: Top-ups: Monthly	Quarterly Bi-Annually Annually Other (Please specify)
Withdrawals: ☐ Monthly ☐ Quarterly ☐ Bi-Annually	Annually Other (Please specify)
* Anticipated Investment Amount:	
Regular Top-up Amount (Expected):	Regular Withdrawal Amount (Expected):
*KEY CONTACT PERSON	
Surname:	Other names:
First name:	Date of Birth: DD/MM/YYYY
Gender: Male Female	
Residential Status: Resident Ghanaian Non-Resider	nt Ghanaian 🔲 Resident Foreigner 🔲 Non-Resident Foreigner
If country of origin is not Ghana, please provide the following:	
Resident Permit Number:	Permit Issue Date: DD/MM/YYYY
Place of Issue:	Permit Expiry Date: DD/MM/YYYY
ID Type: Passport Voters ID Drivers Lic	tense SSNIT Biometric Card National ID
Job Title:	Email Address:
Contact Number 1:	Contact Number 2:
*ACCOUNT SIGNATORY DETAILS 1	
Surname:	Other names:
First name:	Date of Birth: DD/MM/YYYY
Gender: Male Female	Bate of Biltin
Residential Status: Resident Ghanaian Non-Reside	ent Ghanaian 🔲 Resident Foreigner 🔲 Non-Resident Foreigner
If country of origin is not Ghana, please provide the following:	
Resident Permit Number:	Permit Issue Date: DD/MM/YYYY
Place of Issue:	Permit Expiry Date: DD/MM/YYYY
ID Type: Passport Voters ID Drivers Lic	ense SSNIT Biometric Card National ID
Job Title:	Email Address:
Contact Number 1:	Contact Number 2:
*ACCOUNT SIGNATORY DETAILS 2	
Surname:	Other names:
First name:	Date of Birth: DD/MM/YYYY
Gender: Male Female	
Residential Status: Resident Ghanaian Non-Residen	nt Ghanaian Resident Foreigner Non-Resident Foreigner
If country of origin is not Ghana, please provide the following:	
Resident Permit Number:	Permit Issue Date: DD/MM/YYYY
Place of Issue:	Permit Expiry Date: DD/MM/YYYY
ID Type: Passport Voters ID Drivers L	icense SSNIT Biometric Card National ID
Job Title:	Email Address:
Contact Number 1:	Contact Number 2:

*ACCOUNT	SIGNATORY	DETAILS 3						
Surname:		Other r			Other name	s:		
First name:						Date of Birt	h: DD/MM/YYY	γ
Gender: 🔲 🛚	_							
Residential S	_	esident Ghanaiar	_		an 🗌	Resident Foreig	ner Non-	Resident Foreigner
If country of ori	gin is not Gho	ana, please provi	de the following:					
Resident P	ermit Numbe	ar.				ermit Issue Date:	DD/MM/YYYY	
Place of Iss						ermit Expiry Date	4	
ID Type:	Passpor	t Voters II	D Drivers	License		NIT Biometric Ca		onal ID
Job Title:	_	_		Email Ad	dress:			
Contact Nu	ımber 1:			Contact		r 2:		
*DIRECTO	RS / EXECUTI	VE / TRUSTEE / A	DMIN					
Surname	Ot	her names	ID Type / ID	Number		Status	Contac	t Number
*BENEFICI	AL OWNERS	HIP						
Beneficial	Owner							
Surname	Other nam	es ID Type/ No	p. PEP Status	Contact	No.	Home Address	Date of Bir	th Ownership %
Directors								
Directors								
						<u> </u>		
*AFFILIATIONS								
If a part of a	group, kindly s	state all entities wit	hin the group struc	ture				
*BANK ACCOUNT DETAILS								
Bank Nam	е	Account Na	ame	Acco	unt Nun	nber	Bank Bran	ch

*EMAIL / TELEPHONE / FAX INDEMNITY

This is to state that transactions on this account would ordinarily be authorized by the listed account signatory/signatories in person or in writing with the original signature and ID. However the company reserves the right to issue instructions for transactions on this account by email or telephone call at the discretion of GLICO Fixed Income Fund. We further wish to state that we are aware that email and telephone authorizations are insecure and can be tampered with.

By signing this form, we agree to indemnify or absolve GLICO Fixed Income Fund from any losses and all other liabilities that may result from this authorized transaction.

Signature:	Date:		
Signature:	Date:		
Signature:	Date:		
*ACCOUNT MANDATE			
*ACCOUNT MANDATE			
Name of Signatory			Signature Specimen
☐ One to sign ☐ Either to si	gn 🗌 All to sign (Other	
			1

*TERMS AND CONDITIONS

- 1. Net Asset Value (NAV): prices are calculated on a nav basis, which is the total value of all assets in the portfolio including any income accrual and less any permissible deductions as defined in the prospectus divided by the number of units in issue. Permissible deductions include brokerage, auditor's fees, bank charges, trustee fees, administrative expenses for AGM and the service charge levied by GLICO Fixed Income Fund ("the manager").
- **2. Income distributions:** income is not distributed on the fund. All earnings are reinvested in the fund which impacts on the nav of the fund. Investors seeking to withdraw earnings will have to sell part of their units to realize their earnings.
- **3. Electronic transactions:** the client agrees that the manager shall be entitled to implement all instructions and applications of whatever nature received via email, or by fax or any other electronic medium and which appear to emanate from the client only after client has signed the email indemnity form.

The manager is indemnified against any losses, claims or damages arising from acting on such instructions and/or applications, notwithstanding that it may later be proved that any such instruction was not given by the client. The client agrees that the electronic records of all instructions and applications processed by/or on behalf of him/her or which purport to be processed on behalf of the client via GLICO Fixed Income Fund's internet site, telephone or any other electronic medium shall constitute prima facie proof of the contents of such instructions and applications.

4. Payments/withdrawals: redemptions can only be made into an account or cheque issued in the name of the client. No third-party cheque payments will be made except where client has expressly instructed the manager to do so.

5.General

- **5.1** An investment in the units of a collective investment scheme in securities is not the same as a deposit with a banking institution.
- **5.2** The value of units may go down as well as up and past performance is not necessarily a guide to future performance.
- **5.3** The manager undertakes to repurchase units at the prevailing nav price in accordance with the requirements of current legislation, and on the terms and conditions of the relevant deeds.
- **5.4** Payment will be made within 24 hours of receipt of a valid redemption/withdrawal form.
- 5.5 There are no entry and exit charges.
- **5.6** A schedule of charges and maximum charges is available on request from the manager. Commission and incentives may be paid and if so, would be included in the overall costs
- **5.7** All portfolios are valued on a daily basis at 17h00. Investments will receive the price of the previous day closing nav. Redemptions/withdrawals will receive the price of the previous day's closing nav. The price, which will apply to an instruction received on a Saturday/Sunday or a public holiday will be that of the following working day.
- **5.8** A redemption instruction may be sent electronically where client has an electronic indemnity with the manager.
- **5.9** Investment application forms may be sent electronically but must be confirmed by sending the manager the original of the same.
- **5.10** The client confirms that neither the manager nor any of its staff provided any advice

- and that the client has taken particular care to consider whether the investment is appropriate considering the unique investment objectives, financial situation and particular needs.
- **5.11** In the case of change of particulars, supporting documentation duly certified must accompany all requests.
- $\textbf{5.12} \ \text{If this form is signed under power of attorney, a certified copy of such power must be attached unless previously recorded.}$
- **5.13** In all cases, where the registered owner is a trust, a company or an institution, a copy of the letter of authority, certificate of incorporation, company resolution or similar is required to support the account opening.
- **5.14** The client hereby agrees to provide all documentation and information required and understands that the manager is prohibited from processing any transactions on the client's behalf until all such documentation and information has been received, unless the submission and declaration has been completed by the client.
- ${f 5.15}$ All clients will receive quarterly electronic statements unless other frequency specified.
- **5.16** Non-residents and emigrants: foreign money must be sent to the manager's relevant bank account and can be transferred in foreign currency or Ghana Cedis. Clients are responsible for Confirming the conversion date or spot rate with the bank handling the transfer within that bank's time lines and rules. The manager is not responsible for confirming the conversion date or spot Rate. The manager is not responsible for the client's investment until funds appears in the manager's relevant bank account.
- **5.17** All deposits should be made into the designated mutual fund bank account.
- **5.18** The Custodian: First Atlantic Bank Limited, Atlantic Place, No. 1 Seventh Avenue, Ridge West Accra, P.O. Box CT 162, Cantonments Accra-Ghana Telephone +233 302 680 925-6
- $\bf 5.19$ The manager: GLICO Capital Ltd. is licensed by the Securities and Exchange Commission of Ghana.
- **5.20** This application form and the relevant custody agreement in respect of the GFIF collective investment scheme will form the agreement between the investor and the manager. The investment will be administered in terms of the applicable legislation.
- **5.21** Contact details: GLICO Fixed Income Fund, No. 3A Digya Lane, Airport Residential Area, Accra P.O.Box 4251, Accra-Ghana. Telephone +233 (0)303 972 870, website www.glicocapital.com
- $\bf 5.22 \ Business\ hours: the\ transactional\ business\ hours\ of\ the\ manager\ are\ from\ Monday\ to\ Friday,\ 0.8h00\ to\ 17h00\ (excluding\ all\ public\ holidays).$
- **5.23** The manager does not provide any guarantee either with respect to the capital or the return of a portfolio.
- **5.24** Redemption rights are subject to suspension.
- **5.25** Conflicts of Interest disclosure: the Manager shall, wherever possible avoid situations causing a conflict of interest. Where it is not possible to avoid such conflict: the Manager shall advise the Client, of such conflict in writing at the earliest reasonable opportunity and shall mitigate the conflict of interest.
- **5.26** Complaints: Should the Investor wish to lodge a complaint with GLICO Fixed Income Fund regarding the services being provided, the Investor can send an email to info@glicocapital.com or contact Office number: +233 (0)303 972 870 and via post: Postal address: P.O. Box 4251, Accra.

*DECLARATION

I/we hereby declare that all the information submitted by me/us in this form is correct, true and valid, that by my/our request, to open and maintain securities account(s) in my/our name and undertake to notify GLICO Fixed Income Fund of any changes to my/our particulars or information as may be necessary.

I/We also declare that we have read thoroughly and understood the contents of this application and have given my/our consent by virtue of my/our signature(s) on this form. I/We consent that investment decisions are my/our prerogative without sole reliance on the investment advice received from GLICO Fixed Income Fund. GLICO Fixed Income Fund accepts no liability for any direct or consequential loss arising from my/our decision. I/We also declare that all debits incurred on my/our securities account(s) by virtue of my/our trade orders shall be settled by me/us accordingly.

Name:		Signature:		Date:		
Name:		Signature:		Date:		
Name:		Signature:		Date:		
*CLIENT ADDITIONAL INFORMATION	OFFIC	IAL USE O	NLY			
	RE DESIGNED TO ENABLE GLICO Fixed In				OSED PERSON (PEP)	
	n, senior public official, senior military off		_	_	Ghana YES	□ NO
If yes to any above, please specify na	me (if not the applicant) and nature of the	position:				
	n, senior public official, senior military off		orporation officer, high ra	nk political party official ou	tside Ghana YES	☐ NO
if yes to any above, please specify na	me (if not the applicant) and nature of the	position:				
*CLIENT ADDITIONAL INFORMATION	(2)					
For Depository Participant Use Onl Have you bought a security such as T Existing CSD Client ID (If Applicable)	· _	YES NO	13 Diale	2 Dinite		
				2 Digits 2 Digits		
(FOR EQUITY OR SHARES, THE BAN	TOR FOR DIVIDENDS, INTEREST AND MAT K INFORMATION IS OPTIONAL)	FURITY DISPOSAL IF	DIFFERENT FROM ABOV	/E BANK DETAILS		
Bank Name	Account Name	Account Num	ber	Bank Branch		
DECLARATION IF APPLICABLE						
l/we hereby declare: (i) request to open and maintain a Security Account in my/our name (ii) affirm that all information in the form are correct (iii) undertake to notify the Depository Participant of any change of particulars or information provided by me in this form						
Name:	Sign	ature:	Date	:		
(Securities Account holder/Authorised Si	gnatory/Guardian)					
Tick where applicable Local Company (LC) Fo	reign Company					
	pository Participant Officer)	Date:	DD/MM/YYYY	Signature:		
Client CSD Securities Account Number		13 digits		2 digits 2 digits	Stamp:	

CUSTOMER RISK PROFILE	
Client Verification / Screening: Indicate platform or media through which client ID or Level of Risk: Low Medium High Nature of High Risks State nature of business:	
*APPROVALS	
Account opened by Name of Licensed Officer Position Signature Date *Accounts of High Risk Nature must be jointly approved by CEO/Executive/Set High risk account authorized/approved by Executive / CEO Name Signature Comment Date	Account approved/authorized by Compliance Officer/AMLRO: Name Position Signature Date enior Manager and Compliance Officer
CHECKLIST	
SN. Documents Required	Verified
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 (for Non-Ghanaians)	
12. Evidence of registration with other Government Agencies	
13. Power of Attorney (where applicable)	
14. Letter of Indemnity	

Proof of Company Address

Executed Management Agreement

Proof of Identity of all signatories and representatives

16.

17.

FIXED INCOME FUND

- (+233) 303 972 870
- 3A Digya Lane, Airport Residential Area
- P. O Box 4251, Accra-Ghana info@glicocapital.com | www.glicocapital.com