

MUTUAL FUNDS UPDATE FORM ENTITIES (INCORPORATED AND NON-INCORPORATED)

CONFIDENTIAL

KINDLY SELECT FUND(S) YOU WOULD LIKE TO INVEST IN

<input type="checkbox"/> FBN MONEY MARKET FUND	<input type="text" value="₦"/>	WORDS	<input type="text"/>
<input type="checkbox"/> FBN BOND FUND	<input type="text" value="₦"/>	WORDS	<input type="text"/>
<input type="checkbox"/> FBN BALANCED FUND	<input type="text" value="₦"/>	WORDS	<input type="text"/>
<input type="checkbox"/> FBN HALAL FUND	<input type="text" value="₦"/>	WORDS	<input type="text"/>
<input type="checkbox"/> FBN SMART BETA EQUITY FUND	<input type="text" value="₦"/>	WORDS	<input type="text"/>
<input type="checkbox"/> FBN DOLLAR FUND	<input type="text" value="\$"/>	WORDS	<input type="text"/>

FILLING THIS FORM

- PLEASE FILL ALL RELEVANT SECTIONS IN CAPITAL LETTERS, SIGN AND DATE THE FORM.
- DO NOT USE CORRECTION FLUID ON ANY ERRORS. IF YOU NEED TO CORRECT A MISTAKE, PLEASE CROSS-OUT AND INITIAL ANY CHANGE.
- PLEASE READ THE FUND(S) PROSPECTUS BEFORE FILLING THIS FORM AND REFER TO THE FUND FAQs AND BENEFIT DOCUMENT(S).

COMPANY / BUSINESS NAME

CERTIFICATE OF INCORPORATION/REGISTRATION NUMBER

BUSINESS TYPE / NATURE SECTOR/INDUSTRY

CORPORATE/OPERATING BUSINESS ADDRESS (REGISTERED OFFICE)

STREET NAME

CITY/TOWN LOCAL GOVT. AREA

STATE, COUNTRY

EMAIL ADDRESS

WEBSITE (IF ANY)

CONTACT NUMBER 1 COUNTRY CODE NUMBER

CONTACT NUMBER 2 COUNTRY CODE NUMBER

PREFERRED MEANS OF COMMUNICATION POST E-MAIL IN PERSON HOLD MAILES

AVERAGE ANNUAL TURNOVER LESS THAN 50M 50M - LESS THAN 500M 500M - LESS THAN 5B ABOVE 5B

TAX IDENTIFICATION NUMBER (TIN)

SPECIAL CONTROL UNIT AGAINST MONEY LAUNDERING (SCUML) REG. NO.

ACCOUNT SIGNATORY'S DETAILS

1 TITLE SURNAME

OTHER NAME FIRST NAME

MOTHER'S MAIDEN NAME

DATE OF BIRTH GENDER M F

MARITAL STATUS SINGLE MARRIED DIVORCED WIDOWED

NATIONALITY PLACE OF BIRTH

STATE OF ORIGIN LGA OF STATE OF ORIGIN

RESIDENCY STATUS PERMANENT TEMPORARY RESIDENT PERMIT NO. (IF APPLICABLE) _____

PERMIT ISSUE DATE

D	D	M	M	Y	Y	Y	Y

 PERMIT EXPIRY DATE

D	D	M	M	Y	Y	Y	Y

OTHER COUNTRY OF TAX RESIDENCE _____

ID TYPE NATIONAL ID DRIVER'S LICENSE INTERNATIONAL PASSPORT PERMANENT VOTERS' CARD OTHERS
IF OTHERS PLEASE SPECIFY _____

ID NUMBER _____

ID ISSUE DATE

D	D	M	M	Y	Y	Y	Y

 ID EXPIRY DATE

D	D	M	M	Y	Y	Y	Y

BANK VERIFICATION NO. _____

OCCUPATION _____ STATUS/JOB TITLE _____

POSITION/OFFICE OF THE OFFICER _____

RESIDENTIAL ADDRESS
HOUSE NUMBER _____ STREET NAME _____
CITY/TOWN _____ LOCAL GOVT. AREA _____
STATE, COUNTRY _____

MOBILE NUMBER (1) _____ MOBILE NUMBER (2) _____
COUNTRY CODE NUMBER COUNTRY CODE NUMBER

E-MAIL ADDRESS _____

CLASS OF SIGNATORY (PLEASE INDICATE CLASS IN THE BOX PROVIDED) A B C SIGNATURE _____ DATE

D	D	M	M	Y	Y	Y	Y

2. TITLE _____ SURNAME _____

OTHER NAME _____ FIRST NAME _____

MOTHER'S MAIDEN NAME _____

DATE OF BIRTH

D	D	M	M	Y	Y	Y	Y

 GENDER M F

MARITAL STATUS SINGLE MARRIED DIVORCED WIDOWED

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DETAILS OF DIRECTORS/TRUSTEES/PROMOTER/EXECUTORS/ADMINISTRATOR/PRINCIPAL OFFICERS

1 TITLE	<input style="width: 100%;" type="text"/>		SURNAME	<input style="width: 100%;" type="text"/>													
OTHER NAME	<input style="width: 100%;" type="text"/>		FIRST NAME	<input style="width: 100%;" type="text"/>													
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OTHER COUNTRY OF TAX RESIDENCE	<input type="checkbox"/> YES	<input type="checkbox"/> NO	IF YES, PLEASE SPECIFY THE COUNTRIES	<input style="width: 100%;" type="text"/>													
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9.0 Data

- 9.1 I/We agree that FBNQAM may use the information disclosed in connection or as a result of operating the Account ("Data") for assessment and analysis and to identify products and services (including those supplied by third parties) which may be relevant to I/We. We may disclose data:
- To credit reference agencies, any person who may assume our rights under this Agreement, a member of FBN Holdings Group, or
 - If we have a right or duty to disclose or are compelled to do so by law.
- 9.2 I/We consent to the processing of personal data in line with FBNQuest Data Privacy Policy (<https://fbnquest.com/quicklinks/policies/privacy-policy/>).

10.0 Contact Details

I/We agree that FBNQAM will use the address and any other details given on the Account opening documentation to contact I/We. I/We agree to immediately inform FBNQAM of any changes or additions to those details. All notices and correspondence required to be provided by FBNQAM to I/We will be forwarded to that address until FBNQAM receives a written notification of I/Wes change of address.

11.0 Know Your Customer (KYC)

- 11.1 I/We acknowledge and accept that the following KYC documentation has been provided, (or will be provided prior to opening the Account) to its relationship manager or other representative of FBNQAM:
- Duly completed and signed account opening form (all relevant fields must be completed).
 - Board or Partnership Resolution/Mandate letter.
 - Two (2) clear passport-size photographs of each signatory, with names written on the reverse side.
 - The Sighted, Notarised or Certified copy of the Certificate of Registration.
 - The Sighted, Notarised or Certified copy of the Memorandum & Articles of Association (MEMART) or its equivalent, Partnership Deed (Partnership constitution), the club, society, association or charity's Constitution or its equivalent.
 - The copy of the enabling Act/Decree (where applicable).
 - The Sighted, Notarised or Certified copy of the regulatory or supervisory license to operate, if any.
 - The Sighted, Notarised or Certified copy of the Particulars of Shareholders or its equivalent.
 - The Sighted, Notarised or Certified copy of the Particulars of Directors or its equivalent.
 - The Sighted, Notarised or Certified copy of the proof of registered address of the company.
 - The Sighted, Notarised or Certified copy of the means of identity and proof of address of all signatories to the account, at least two (2) Directors and each individual shareholder with at least 5% interest, or partner as applicable.
 - The Sighted, Notarised or Certified copy of the incorporation documents of corporate shareholders with at least 5% interest.
 - The Sighted, Notarised or Certified copy of the valid residence permit of a resident non-Nigerian signatory, director and/or shareholder with at least 5% interest.
 - The Sighted, Notarised or Certified Copy of the Certificate issued by the Special Control Unit against Money Laundering (SCUML).
 - Tax Identification Number (TIN), if any.
- 11.2 I/We understand and agree that if ALL of the relevant KYC documents indicated in 11.1 above together with the duly completed and signed application form are not provided to FBNQAM within fifteen (15) days of receipt of payment by FBNQAM in any of its stipulated account(s), FBNQAM shall:
- in the case of payments made electronically into FBNQAM's account(s), return all funds paid into its account(s) into the same account from which the funds originated without any obligation to pay any interest/rental income on the funds returned.
 - in the case of payments which were made by cheque or cash deposits over the counter, issue cheques in the name of the issuer of the cheque, or the name of the depositor as the case may be, which cheques shall be retained in FBNQAM's possession until picked up by I/We.
- For the avoidance of doubt, no returns or interests/rental income shall be earned on the funds in respect of (a) and (b) above.
- 11.3 I/We understand and agree that no Account shall be opened where incomplete KYC documentation has been provided by I/We. For the avoidance of doubt, the Account shall only be opened, upon receipt of COMPLETE KYC documentation.

12.0 Fees and Charges

I/We agree that FBNQAM shall set-off against the account any pre-advised charge(s), tariff(s), deductions or costs associated with the operation of the account by I/We.

13.0 Operation of Account

- 13.1 I/We agree that the operation of the account is subject to compliance by FBNQAM with all laws, regulations, administrative rules and orders which may from time to time be authorised by the Federal Government of Nigeria and/or any other regulatory authorities in Nigeria.
- 13.2 In consideration of FBNQAM allowing I/We to operate the account from time to time, I/We hereby undertake to hold FBNQAM harmless and keep FBNQAM indemnified from all losses, costs, or damages FBNQAM may sustain or be put to.
- 13.3 I/We agree that FBNQAM is under no obligation to honour any withdrawal order on the account unless there are sufficient funds in the account to cover the value of the said withdrawal thereby rendering such instruction or order invalid and of no effect.
- 13.4 I/We agree that FBNQAM will accept no liability whatsoever for funds handed to members of its staff outside office hours or outside the FBNQAM office premises, except those officers have been pre-authorised by FBNQAM. FBNQAM shall from time to time communicate in writing to I/We the names of officers authorised to receive funds on its behalf.
- 13.5 I/We agree that in the absence of clear disposal instruction, the invested principal amount and interest/rental income at maturity will be liquidated and FBNQAM may at its discretion hold the funds in a non-interest bearing account pending further instructions from I/We.
- 13.6 I/We agree that FBNQAM shall not be liable for any loss or damages sustained by him/her by reason of the operation of the investment provided such loss or damages was not caused or facilitated by FBNQAM or any of its staff action on its instruction.

14.0 Indemnity for Third-Party Instruments

I/We agree that in consideration of FBNQAM issuing or accepting third-party Bank cheques, Bank drafts and/or other negotiable instruments from time to time, I/We hereby irrevocably undertake to fully indemnify FBNQAM against all losses, expenses, costs, damages or otherwise, that may occur as a result of the issuance or acceptance of the said third-party cheques, draft and/or negotiable instrument.

15.0 Right of Set-off

I/We agree that in addition to any general lien or similar right to which FBNQAM may be entitled by law, FBNQAM may at any time and without prior notice to I/We combine or consolidate all or any of I/We's accounts without liabilities to FBNQAM or any other account or in any other respect whether such liabilities be actual or contingent, primary or collateral and several or joint.

16.0 Investment Risk Warning

- 16.1 I/We agree that FBNQAM shall have no responsibility or any liability to I/We for any diminution of I/We's investment due to any future governmental order, levy, law, tax, embargo, moratorium or imposts or depreciation in value of funds due to inflation or the unavailability of funds due to exchange restrictions on convertibility, requisitions, involuntary transfers, seizure of any character, exercise of military or usurped powers, or other similar causes beyond the control of FBNQAM and that any or all funds standing to the credit of the account will be payable only in such local currencies as may then be as in circulation in the Federal Republic of Nigeria.
- 16.2 I/We by entering into this agreement hereby understand the risks inherent in investments of this nature and that the value of investments may fall as well as rise and the past performance of investments is not a guide to future performance.

17.0 Acceptable Funds Transfer Instructions

I/We agree that all instructions on the account shall be duly signed according to the account mandate. I/We hereby acknowledge that the use of facsimile, untested telexes, photocopied letters, electronic mails (on the letter head or otherwise) or other unsecured means of communication to convey instructions for funds transfers of any other such instructions not backed by a duly signed original letter from I/We, whatever the case may be, is associated with additional risks of fraud exposure.

I/We shall execute an indemnity form in consideration of FBNQAM agreeing to accept and act upon any such instructions, communication and documents by facsimile, untested telexes, electronic mails or photocopied letters issued according to the account mandate unaccompanied by an original copy of I/Wes duly signed letter, irrevocably undertaking to indemnify FBNQAM and hold it harmless from and against all cost (including but without limitation to legal fees and expenses, claims, losses, liabilities and damages).

FBNQAM shall have absolute discretion, for any reason whatsoever, to act or not to act, upon documentation received by facsimile, untested telex, electronic mail or photocopied letter unaccompanied by a duly signed original copy of a letter issued by I/We and/or to request verification of documents received by such means.

18.0 Disruption of Service(s)

I/We agree that FBNQAM shall have no liability for failure to provide any agreed service(s) due to reasons beyond its reasonable control. These reasons include but are not limited to industrial action, failure of electricity supply, riots, civil commotion, political unrest or armed insurrection.

19.0. Regulatory Disclosure

I/We agree and authorise FBNQAM to disclose any or all of its information in compliance with any regulatory disclosure obligations statutorily imposed from time to time on Financial Institutions operating in the Federal Republic of Nigeria.

DECLARATION

I/We declare that:

- The entity is duly registered under the relevant laws.
- The information given is correct to the best of our knowledge and belief, and we will inform FBNQuest Asset Management Limited of any change in the information given in this form within 10 working days of such change.
- The funds and sources of such funds and or assets are legitimate and not directly or indirectly the proceeds of any unlawful activity.
- I/We have attached a bank draft/cheque/evidence of fund(s) transfer in the name of the preferred fund ticked above to FBNQuest Asset Management Limited with our name, address and day time telephone number written at the back or have forwarded evidence of payment.
- I/We understand that as with stock market investments, the value of our investment(s) in equity-based funds may go up or down and that past performance is not necessarily an indication of future performance.

I/We agree:

- To comply with the minimum holding period(s) of the investments as shown in the table below, failing which we accept any loss, cost and charge that may arise as a result of our redemption.
- That a Fund Certificate/Statement in respect of this investment may be sent by email, at my risk, to the address given above.
- To be bound by the Terms and Conditions contained herein.

Note:

- Before signing this application form, you should read the prospectus of your chosen fund(s).
- Check that you have completed ALL sections of the application form relevant to you.

SIGNATURE/THUMBPRINT OF SIGNATORY 1	
COMPANY SEAL	

SIGNATURE/THUMBPRINT OF SIGNATORY 2	
COMPANY SEAL	

DATE

D	D	M	M	Y	Y	Y	Y

DATE

D	D	M	M	Y	Y	Y	Y

FOR INTERNAL USE

REQUIREMENT CHECKLIST

S/N	DOCUMENTS REQUIRED	CHECKED	DEFERRED	WAIVED	N/A
a.	Duly completed and signed account update form (all relevant fields must be completed)				
b.	Duly completed and signed specimen signature card(s), where required				
c.	Board or Partnership Resolution / Mandate letter / Approval letter (for Public Sector Organisations)				
d.	Two (2) clear passport-size photographs of each signatory, with names written on the reverse side				
e.	The Sighted, Notarised or Certified copy of the Certificate of Registration				
f.	The Sighted, Notarised or Certified copy of the Memorandum & Articles of Association (MEMART) or its equivalent, Partnership Deed (Partnership constitution), the club, society, association or charity's constitution or its equivalent				
g.	The copy of the enabling Act/Decree (where applicable)				
h.	The Sighted, Notarised or Certified copy of the regulatory or supervisory license to operate, if any				
i.	The Sighted, Notarised or Certified copy of the Particulars of Shareholders or its equivalent				
j.	The Sighted, Notarised or Certified copy of the Particulars of Directors or its equivalent				
k.	The Sighted, Notarised or Certified copy of the proof of registered address of the company				
l.	The Sighted, Notarised or Certified copy of the means of identity and proof of address of all signatories to the account, at least two (2) Directors and each individual shareholder with at least 5% interest, or partner as applicable				
m.	The Sighted, Notarised or Certified copy of the incorporation documents of corporate shareholders with at least 5% interest				

S/N	DOCUMENTS REQUIRED	CHECKED	DEFERRED	WAIVED	N/A
n.	The Sighted, Notarised or Certified copy of the valid residence permit of a resident non-Nigerian signatory, director and/or shareholder with at least 5% interest				
o.	Search Report (where applicable)				
p.	The Sighted, Notarised or Certified Copy of the Certificate issued by the Special Control Unit against Money Laundering (SCUML) - (where applicable)				
q.	Tax Identification Number (TIN), if any				
r.	Duly completed KYC/AML questionnaire on FBNQAM's letterhead (for Financial Institutions)				
s.	Latest Annual Accounts and Report of the company, if any				

AUTHENTICATION FOR POLITICALLY EXPOSED PERSONS AND FINANCIALLY EXPOSED PERSONS

ARE ANY OF THE SIGNATORIES, DIRECTORS OR SHAREHOLDERS POLITICALLY EXPOSED? YES NO

ARE ANY OF THE SIGNATORIES, DIRECTORS OR SHAREHOLDERS FINANCIALLY EXPOSED? YES NO

RISK ASSESSMENT PROFILE

HIGH RISK - CATEGORY A MEDIUM RISK - CATEGORY B LOW RISK - CATEGORY C

CUSTOMER KYC CATEGORY

CORPORATE CLIENTS - LOCAL FI/FOREIGN FI/LOCAL NON FI/FOREIGN NON FI REGISTERED PARTNERSHIP REGISTERED BUSINESS OTHERS

VERIFIED BY RELATIONSHIP MANAGER		APPROVED BY OPERATIONS	
SIGNATURE		SIGNATURE	
DATE		DATE	

Please note that all information provided may be verified using independently sourced documents, data or information. They may be kept up to date and shared with other affiliates/subsidiaries of the FBN Holdings Group.

	ASSET ALLOCATION	INITIAL INVESTMENT	ADDITIONAL INVESTMENT	MINIMUM HOLDING PERIOD	BANK DETAILS
FBN MONEY MARKET FUND	<ul style="list-style-type: none"> 10%-75% is invested in Bank tenured placements 25%-100% is invested in Treasury bills and short-government securities 10%-75% is invested in other money market securities 	₦ 5,000.00	₦ 5,000.00	30 Days <i>Penalty for early withdrawal: 20% in income earned for withdrawals under 30 days</i>	Bank: Citi Bank Account Name: FBNMM FD/INVST1 FIN SV/COLLECTION Account No: 0011584086
FBN BOND FUND	<ul style="list-style-type: none"> 15%-75% is invested in FGN bonds 0%-30% is invested in State government bonds 0%-30% is invested in Corporate bonds 0%-15% is invested in Eurobonds 25%-75% is invested in Money market securities 	₦ 50,000.00	₦ 10,000.00	90 Days <i>Penalty for early withdrawal: 20% in income earned for withdrawals under 90 days</i>	Bank: Citi Bank Account Name: FBN FI FD/INVST1 FIN SV/ COLLECTION Account No: 0011584093
FBN BALANCED FUND	<ul style="list-style-type: none"> 40%-60% is invested in Equities 20%-40% is invested in bonds 20%-60% is invested in Money Market securities 	₦ 50,000.00	₦ 10,000.00	180 Days <i>Penalty for early withdrawal: 1% of redemption value for redemption within 180 days</i>	Bank: Citi Bank Account Name: FBNBAL FD/LEADWAY CAP&TRST/COLLACC Account No: 0011584103
FBN HALAL FUND	<ul style="list-style-type: none"> 10%-85% is invested in Sovereign and Sub-Sovereign Sukuk 0% - 70% is invested in Corporate Sukuk 0% - 80% is invested in Shari'ah Compliant Fixed Term Investment 0% - 30% is invested in Cash and Cash equivalents 0% - 15% is invested in Other Shari'ah Compliant Mutual Funds 0% - 15% is invested in Dollar denominated Shari'ah Complaint Sukuk issued by a Nigerian issuer 0% - 55% is invested in Shari'ah Compliant Fixed income Contracts 	₦ 5,000.00	₦ 1,000.00	90 Days <i>Penalty for early withdrawal: 20% of income earned for withdrawals earlier than 90 days</i>	Bank: Standard Chartered Bank Account Name: STANBIC IBTC TRUSTEE ACCT/FBN HALAL FUND /COLLECTION ACCT Account No: 0003821134
FBN SMART BETA FUND	<ul style="list-style-type: none"> 0%-25% is invested in Money Market securities 75%-100% is invested in Equities 	₦ 50,000.00	₦ 10,000.00	90 Days <i>Penalty for early withdrawal: 20% in income earned for withdrawals under 90 days</i>	Bank: Standard Chartered Bank Account Name: STANBIC IBTC TRUSTEE ACCT/FBN SMARTBETA FUND / COLLECTION ACCT Account No: 0003821127
FBN DOLLAR FUND	<ul style="list-style-type: none"> 70%-80% is invested in Nigerian Sovereign Eurobonds 0%-10% is invested in Nigerian non-USD denominated fixed income instruments 0%-20% is invested in other external funds of similar characteristics 0%-30% is invested in Money Market Instrument 	I (institutional) unit class: US\$ 100,000 R (retail) unit class: US\$ 1,000	I (institutional) unit class: US\$ 10,000 R (retail) unit class: US\$ 1,000	180 Days <i>Penalty for early withdrawal: 1% of redemption value for withdrawals earlier than 180 days</i>	Bank: Standard Chartered Bank Account Name: STANBIC IBTC TRUSTEE ACCT/FBN DOLLAR FUND USD/ COLLECTION ACCT Account Number: 0003825613 USD

PAST PERFORMANCE IS NOT A GUIDE TO THE FUTURE. THE PRICE OF INVESTMENTS AND THE INCOME FROM THEM MAY FALL AS WELL AS RISE AND INVESTORS MAY NOT GET BACK THE FULL AMOUNT INVESTED.

IMPORTANT

- Redemption proceeds will be credited to your stated bank account within three to five business days.
- It is advisable to consult your Financial Advisor or Solicitor to ensure proper understanding before investing in any of the fund(s).
- A copy of this form will be given to you as evidence of your subscription.
- Please note that the units of the chosen fund(s) will be purchased at the prevailing offer price on the day the evidence of funds transfer and subscription form is received.

Please email a scanned copy of this completed form with other relevant documents to ccu@fbnquestmb.com or submit hard copies to any of the FBNQuest Asset Management offices in Lagos, Abuja or Port Harcourt, or any First Bank of Nigeria branch nationwide.