



SIGMA SECURITIES LIMITED

(Member of Nigerian Stock Exchange)
11, Awolowo Road, Ikoyi, Lagos, Nigeria
www.sigmasecurities.com.ng
frontdesk@sigmasecurities.com.ng

Passport
Photograph

INDIVIDUAL STOCKBROKING ACCOUNT OPENING FORM

Name (Surname): _____

Name (Other Name): _____

Date of Birth (DD/MM/YY) _____

Old Address (If Any): _____

New Residential Address: _____ City _____

Gender: _____ E-mail: _____ Telephone Number(s) _____

Citizenship _____ State/LGA of Origin _____

Mother's Maiden name _____ Next of Kin _____

Relationship with next of Kin _____ Telephone Number(s) _____

Mode of Payment Cheque Draft Bank Transfer TIN

Banker: _____ Account No: _____

BVN _____

Date of Creation of Bank Account _____ (dd/mm/yyyy)

Method of transmitting mandate: E-mail Mandate form

Receipt of Quarterly CSCS Statement: Post Personal Collection E-mail

Receipt of Contract Notes: Email: Post Personal Collection E-mail

DIRECT CASH SETTLEMENT INDEMNITY: The Securities and Exchange Commission ("SEC") in October 2019 released Rules on Direct Cash Settlement ("DCS") wherein it directed those proceeds of trades carried out on behalf of clients of dealing member firms (Stockbrokers) be paid directly into the client's designated bank account by a clearing and settlement entity. **NOW**, in consideration of **Sigma Securities Ltd ("Sigma")** agreeing to honor your instructions based on the terms in the recital above, you need to unconditionally undertake and declare that:

I/We shall indemnify Sigma Securities Ltd against all liabilities, fines, penalties, costs, expenses, damages and losses (including all interests, legal and other professional fees and expenses) suffered or incurred by Sigma in connection with any threatened, pending or completed action, suit or proceeding, whether civil, regulatory, criminal, administrative or investigative to which Sigma is/was or at any time becomes a party, or is threatened to be made a party, because Sigma acted on the instructions/documents I/we gave or submitted to Sigma.

Remain as Direct Cash Settlement (DCS): YES NO

Signature Specimen

Date

INDEMNITY FOR HONOURING ELECTRONIC INSTRUCTIONS

We are fully aware that sale orders, purchase orders, payment instructions and other instructions on this Account shall be by written instruction signed according to my/our mandate. I/We hereby acknowledge that the use of facsimile (fax), telephone, e-mail, SMS messages or other unsecured means of communication to convey instructions is associated with additional risks and fraud exposure.

In consideration of Sigma Securities Limited agreeing to accept and act upon any such instructions, communications and documents by facsimile (fax), telephone, e-mail, SMS messages unaccompanied by my/our signed written instruction; I/We hereby irrevocably undertake to indemnify Sigma Securities Limited and hold it harmless from and against all costs (including without limitation, legal fees and expenses, claims, losses, liabilities, damages and proceedings) whatsoever that the company may suffer or incur or that may arise as a result of Sigma Securities Limited accepting or acting upon such instructions, communication or documents. Furthermore, I/We hereby irrevocably release the company from all liability in the event that any telephone, e-mail, SMS messages, facsimile transmission or letter is not received, or is mutilated, altered, illegible or interrupted, duplicated, incomplete, unauthorized, or delayed for any reason. The company shall have absolute discretion, for any reason whatsoever, to act or act upon documentation received by facsimile, e-mail or SMS messages, telephone, etc unaccompanied by/our signed written instruction.

BEST EXECUTION POLICY STATEMENT

Sigma Securities Limited cares about best execution, we must take all sufficient steps to obtain the best possible result under the relevant circumstance when executing transactions on clients' behalf. Upon acceptance of a client order and when there is no specific client instruction regarding the execution method, Sigma Securities will execute an order in accordance with this policy. When executing orders Sigma Securities will take all reasonable steps to obtain the best possible result under the circumstances for the client taking into account price, costs, speed, like hood of execution and settlement, size, nature or any other consideration relevant to the execution of the order ("Best Execution"). Whenever there is a specific instruction from or on behalf of a client; Sigma Securities Limited will to the extent possible execute the order in accordance with the specific instruction. A specific instruction from a client may prevent Sigma Securities from taking steps that it has described in this policy to obtain the best possible result for the execution of orders. Trading rules for specific markets may prevent Sigma Securities from following certain of the client's instructions. To the extent that a client instruction is not complete, the firm will determine any non- specified components of the execution in accordance with this policy. The policy does not create any obligation on Sigma Securities that it does not have under the rules.

COMPLAINT MANAGEMENT PROCESS

At Sigma Securities Limited we strive to personally and professionally demonstrate certain values in our actions. We are disciplined and reliable and engender trust and integrity. We appreciate that on occasions customers may not be satisfied with the service they receive from us and we recognize the right of any person to make complaint or dispute may arise from normal business transaction. We are committed at all levels of the organization to their efficient, impartial and courteous resolution.

CHANNELS OF LODGING COMPLAIN		
DEDICATED EMAIL	-	complaint@sigmasecurities.com.ng
DEDICATED PHONE NO	-	08163343578 and 08067506798
WALK –IN- CLIENTS	-	Complaint forms to be available on the front desk
WEBSITE	-	Client's complaint portal on our website
Data Privacy issue	-	dpo@sigmasecurities.com.ng

DISPUTE RESOLUTION PROCESS

At Sigma Securities Limited we resolve disputes through the following processes:

Negotiation --- Mediation --- Arbitration --- Litigation.

Negotiation - The parties will attempt in good faith to resolve any dispute or claim arising from business transaction through negotiation between a director or top management staff of the company and the aggrieved party.

Mediation - This is aim to assist parties to resolve their dispute through informal and confidential discourse in which a compliance officer assist the parties to reach a negotiated and mutually acceptable resolution/agreement.

Arbitration - Here an independent and impartial third party known as arbitrator hears the evidence brought by both sides and a decision which is binding on both parties under the following condition:

- The arbitrator is Lagos Multi door Court
- The Language of the arbitration must be English
- The place of the arbitration shall be the LMDC premises and
- All resolutions and agreement must be duly signed by both parties and its binding.

NIGERIA DATA PROTECTION REGULATION - DATA SUBJECT CONSENT FORM

I hereby grant Sigma Securities Limited and all its third-party processors authority to process my personal data, for the purpose of;

- Opening a brokerage account
- Execution of sales and purchase instructions
- Receiving trade alert
- Accessing the company on-line customer portal
- Receiving investment updates and newsletters
- Receiving email, promotions and marketing materials
- Rectification of my personal data
- Financial Services Education
- Asset and portfolio management
- Processing e-dividend
- Research and statistical purpose

I am aware this is necessary for Sigma Securities Limited legitimate interest to process personal information for the purpose of processing my request. I **consent** to Sigma Securities Limited using my personal data for the purposes described in this notice and understand that I can withdraw my consent at any time using the Data Subject Consent Withdrawal Form.

“DISCLOSURES: The Money Laundry (Prohibition) Act 2011 mandate us to report to NFIU any deposit or withdrawal of the sum of N10 Million (and above) and N5million (and above) from corporate and individual investors respectively.”

Name of Individual providing Consent:

Address of Individual providing Consent:

Signature:

_____. **Date:** _____

OFFICE USE ONLY

Dated this ____ **day of** ____ **20** __ __

Driver’s License/National ID card/International Passport

Passport Photograph of Signatory (ies)

Utility Bill

Know Your Customer (KYC)

Account Introduced by _____

Account Approved by (Staff) Name & Signature: _____

Account Approved by (Staff) Name & Signature: _____

Compliance Officer’s Name and Signature: _____

Data Protection Officer:

Name: _____

Signature: _____

Date: _____