



Mutual Funds

Corporate Purchase Order Form

* PLEASE SELECT THE FUND(S) YOU WISH TO INVEST

 INDICATE THE AMOUNT
 YOU WISH TO INVEST

Referral code

Indicate the code of the person who referred you

Please make payments only after receiving your unique identifier (e-account number) via e-mail or text message.

Please note that CASH is not an acceptable mode of payment and all fields with (*) are compulsory

CSCS Number

Clearing House Number

A Shariah compliant mutual fund governed by the principles of Islamic finance as approved by the Shariah Advisory Committee.

NOTE: If you wish to purchase units of any Fund(s) for a person under 18years, kindly state the person's full name and date of birth in the space provided at the bottom of the page.

Stanbic IBTC ETF 30 / SIAML Pension ETF 40

Stanbic IBTC Nigerian Equity Fund

Stanbic IBTC Ethical Fund

Stanbic IBTC Imaan Fund*

Stanbic IBTC Balanced Fund

Stanbic IBTC Bond Fund

Stanbic IBTC Dollar Fund

Stanbic IBTC Guaranteed Investment Fund

Stanbic IBTC Shari'ah Fixed Income Fund *

Stanbic IBTC Enhanced Short-Term Fixed Income Fund

Stanbic IBTC Money Market Fund

DETAILS OF INVESTOR

APPLICANT *

Name of Institution	<input type="text"/>		
RC/Registration Number	<input type="text"/>	Date of Incorporation	<input type="text"/>
Place of Incorporation	<input type="text"/>	Business Type	<input type="text"/>
Business Sector	<input type="text"/>	Phone Number	<input type="text"/>
Tax Identification Number	<input type="text"/>	Legal Entity Type	<input type="text"/>
Website	<input type="text"/>		
Email Address	<input type="text"/>		
Business Address	<input type="text"/>		
	<input type="text"/>	City	<input type="text"/>
State	<input type="text"/>	Country	<input type="text"/>
Annual Turnover	<input type="text"/>		<input type="text"/>
Name of Contact Person	<input type="text"/>		<input type="text"/>
Designation	<input type="text"/>	Contact's Email Address	<input type="text"/>
	<input type="text"/>		<input type="text"/>

BANK DETAILS

You are responsible for the accuracy of the bank account details provided and Stanbic IBTC Asset Management will not be liable for any loss that may arise due to the inaccuracy of the bank account details provided by you.

Bank Name	<input type="text"/>	Account Number	<input type="text"/>
Bank Account Name	<input type="text"/>		
Contact's Phone Number	<input type="text"/>		

DIRECTOR

Name	<input type="text"/>
ID Card Type	<input type="text"/>
ID Card No.	<input type="text"/>
Date of Issue	<input type="text"/>
Expiry Date	<input type="text"/>
BVN	<input type="text"/>

DIRECTOR

Name	<input type="text"/>
ID Card Type	<input type="text"/>
ID Card No.	<input type="text"/>
Date of Issue	<input type="text"/>
Expiry Date	<input type="text"/>
BVN	<input type="text"/>

PAYMENTS

☐ Reinvested in the Fund ☐ Transfer to Bank Details Provided

*HOW DID YOU HEAR ABOUT US?

<input type="checkbox"/> Stanbic IBTC Bank Branch	<input type="checkbox"/> Online-Website	<input type="checkbox"/> SMS	<input type="checkbox"/> Billboard	<input type="checkbox"/> Newspaper Ad
<input type="checkbox"/> Direct Marketing Mail/Email	<input type="checkbox"/> Networking/Referral	<input type="checkbox"/> Radio	<input type="checkbox"/> Sponsored Event	<input type="checkbox"/> Campaign Or Promo

Others (Please Specify)

PEP DECLARATION

Has any member of the company's directors, shareholders, signatories or any of their close relatives/associates occupied any Political Position?

 Yes ☐ No ☐ If Yes please give details

SIGNATORY

Name

ID Card Type

ID Card No.

Designation

Date of Issue

Expiry Date

Signature

BVN

PHOTO

SIGNATORY

Name

ID Card Type

ID Card No.

Designation

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SIGNATORY

Name

ID Card Type

ID Card No.

Designation

Date of Issue

Expiry Date

Signature

BVN

PHOTO

*SIGNATURE MANDATE

☐ Either to sign

☐ Both to sign

☐ Others (Please State).....

DECLARATION BY APPLICANT(S)

I/We declare that: I/We confirm that I/We have read table 1.1 and thus understand that, as with all capital market investments, the prices of funds invested in quoted securities (i.e. Stanbic IBTC Nigerian Equity Fund, Stanbic IBTC Ethical Fund, Stanbic IBTC Imaan Fund, Stanbic IBTC Balanced Fund, Stanbic IBTC Guaranteed Investment Fund, Stanbic IBTC Bond Fund, Stanbic IBTC Dollar Fund, Stanbic IBTC ETF 30, SIAML Pension ETF 40) may fluctuate and that past performance is not necessarily an indication of future performance.

I/We agree to comply with the minimum tenor(s) of the investment as shown in Table 1.1, failing which I/We accept my/our loss, cost and charges that may arise as a result of my/our redemption.

I/We understand that in the event that I/We am/are unable to furnish Stanbic IBTC Asset Management with all required account opening / KYC documentation, my/our funds will be returned to me/us and I/We shall not hold Stanbic IBTC Asset Management liable for any diminution, loss of interest or transfer charges in the event that my/our funds are returned.

I/We have read and agree with terms and conditions of the Stanbic IBTC Imaan Fund I/We hereby confirm that the information provided above is true, accurate and complete. Subject to applicable local laws, I/We hereby consent and authorise for Stanbic IBTC Asset Management to share my/our information with domestic and overseas tax authorities where necessary to establish my/our tax liability in any jurisdiction. Where required by domestic or overseas regulators or tax authorities, I/We consent and agree that Stanbic IBTC Asset Management may withhold from my/our account(s) such amounts as may be required according to applicable laws, regulations and directives. I/We agree to notify Stanbic IBTC Asset Management within 30 calendar days if there is a change in any information which I/We have provided to Stanbic IBTC Asset Management.

DATA PRIVACY CONSENT

Definitions

Group: Standard Bank Group, its subsidiaries and their subsidiaries including Stanbic IBTC Asset Management.

Stanbic IBTC Asset Management: we, us, our

Personal Information: Information about an identifiable, natural person and where applicable, a juristic person, including, but not limited to information about: race, gender, sex, pregnancy, marital status, nationality, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language, birth, education, medical, financial, criminal or employment history, any identifying number, symbol, e-mail, postal or physical address, telephone number, location, any online identifier, any other particular assignment of the person, biometric information, personal opinions, views or preferences of the person or the views or opinions of another individual about the person, correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence, and the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

Process: Any operation or activity, automated or not, concerning personal information, including: alteration, blocking, collation, collection, consultation, degradation, destruction, dissemination by means of transmission, distribution or making available in any other form, erasure, linking, merging, organisation, receipt, recording, retrieval, storage, updating, modification, or the use of information. Processing and Processed will have a similar meaning.

Data protection

1. You consent to us collecting your personal information from you and where lawful and reasonable, from public sources for credit, fraud and compliance purposes, as well as the purposes set out below.

2. If you give us Personal Information about or on behalf of another person (including, but not limited to, account signatories, shareholders, principal executive officers, trustees and beneficiaries), you confirm that you are authorised to: (a) give us the Personal Information; (b) consent on their behalf to the Processing of their personal information, specifically any cross-border transfer of Personal Information into and outside the country where the products or services are provided; and (c) receive any privacy notices on their behalf.

3. You consent to us Processing your personal information:

• to provide products and services to you in terms of this agreement and any other products and services for which you may apply;

• to carry out statistical and other analyses to identify potential markets and trends, evaluate and improve our business (this includes improving existing and developing new products and services);

- In countries outside the country where the products or services are provided. These countries may not have the same data protection laws as the country where the products or services are provided. Where we can, we will ask the receiving party to agree to our privacy policies;
 - By sharing your personal information with our third-party service providers, locally and outside the country where the products or services are provided. We ask people who provide services to us to agree to our privacy policies if they need access to any personal information to carry out their services; and within the Group.
4. You will find our Processing practices in the Group's and our privacy statements. These statements are available on the Group's websites or on request.
5. If you are unsure about your tax or legal position because your personal information is processed in countries other than where you live, you should get independent advice.

MARKETING CONSENT

Permission to market products and services:

As part of our service we would like to give you information about products and services offered by the Group, which we believe may benefit you. The Group means Standard Bank Group, its subsidiaries and their subsidiaries including Stanbic IBTC Insurance Limited.

Because your personal information is confidential, we need your consent to share it within the Group

Consent	Please tick as applicable
I give my consent that you may: <ul style="list-style-type: none"> • Communicate other companies' products, services and special offers to me. If I respond positively to the communication, that company may contact me. • Contact me for research purposes. (The research companies we use follow strict codes of conduct and treat customer information confidentially). • Market your products, services and special offers to me. • Share my personal information within the Group for marketing purposes and that the Group may then market its products, services and special offers to me. 	<div> <input type="checkbox"/> YES <input type="checkbox"/> NO </div> <div> <input type="checkbox"/> YES <input type="checkbox"/> NO </div> <div> <input type="checkbox"/> YES <input type="checkbox"/> NO </div> <div> <input type="checkbox"/> YES <input type="checkbox"/> NO </div>

*Signature of Unit Holder	*Date	*Signature of Unit Holder	Company Seal
Corporate Unit Holder's Signature		Corporate Unit Holder's Signature	
Name/Designation		Name/Designation	

Please ensure two authorised signatories execute and state their designation

Our complaint management policy is available on our website www.stanbicibtcassetmanagement.com

APPLICATION CHECKLIST:

CORPORATE
<input type="checkbox"/> Completed and Executed Purchase Order Form
<input type="checkbox"/> A copy of Certificate of Incorporation
<input type="checkbox"/> A copy of Memorandum and Articles of Association
<input type="checkbox"/> A copy of Form Co7 or CAC 2.3 (Particulars of Directors)
<input type="checkbox"/> A copy of Form Co2/Co5 (Particulars of Shareholders)
<input type="checkbox"/> Board resolution/letter of authorisation to open an account and nominated signatory(s) (signed by the Proprietor)
<input type="checkbox"/> Valid means of ID of signatories and at least two directors/partners/trustee –original must be sighted (where applicable)
<input type="checkbox"/> Evidence of business address – original must be sighted (where applicable)
<input type="checkbox"/> Evidence of residential address for all signatories and at least two directors – original must be sighted (where applicable)
<input type="checkbox"/> KYC on shareholders with significant stake/ultimate beneficiaries, where necessary (Individuals – Means of ID, BVN and utility bill, Companies – Registration documents) Residence permit (for a non-Nigerian residing in the country)
<input type="checkbox"/> Tax Identification Number (TIN), where applicable
<input type="checkbox"/> SCUML Certificate, where applicable
<input type="checkbox"/> Evidence of payment for Legal Search Report
<input type="checkbox"/> The legal search is to be independently done by Stanbic IBTC Asset Management (Account number: 9200006637, Account name: Legal Searches, Bank: Stanbic IBTC Bank Plc, Amount: N8,000)

Please note that all information provided may be verified using independently sourced documents, data or information and may be kept up to date. In addition, such information may also be shared with other affiliates of the Standard Bank Group.

SCUML certificate is required for registered charities, religious organisations and other Designated Non-Financial Institutions (DNFIs) as defined under section 25 of the Money Laundering (Prohibition) Act, 2011 (as amended) which include but not limited to hospitality industry, supermarkets, consultants and consulting companies, etc.

Stanbic IBTC Asset Management
Plot 1678 Olakunle Bakare Close Victoria Island - Lagos

Dear Sir/Ma,

AUTHORISATION GIVEN IN RELATION TO THE PROCESSING OF ELECTRONIC MAIL INSTRUCTIONS ISSUED IN RELATION TO INVESTMENTS HELD WITH STANBIC IBTC ASSET MANAGEMENT OPERATED

BY _____

I/We refer to Investment(s) in Stanbic IBTC Mutual Funds with account number(s) _____

(hereinafter jointly and severally called "the Investment" which expression shall be deemed to include any reclassification or renumbering of the investments specified herein as well as any other investments that I/We may subsequently establish and operate with Stanbic IBTC Asset Management at The Wealth House Plot 1678 Olakunle Bakare Close Off Sanusi Fafunwa Street Victoria Island Lagos or such other office or offices as Stanbic IBTC Asset Management may from time to time maintain elsewhere in Nigeria) and wish to advise and confirm as follows:

1. That I/we hereby authorise Stanbic IBTC Asset Management to honour for and to debit the Investment in line with any and all payment instructions received in my/our name in accordance with the agreed mandate for the operation of the Investment which mandate it received in a format which bears or purports to bear the electronic scan, facsimile or electronic mail signature of the person(s) whose specimen signature(s) are from time to time provided by me/us in relation to the mandate for the Account and where Stanbic IBTC Asset Management honoured such instructions in such circumstances prior to the date hereof its actions in that regard are hereby rectified confirmed and approved

2. That Stanbic IBTC Asset Management is authorised to honour for and to the debit the Investment any and all payment instructions/- confirmations issued or provided by me/us using the format for such instructions/confirmation agreed with Stanbic IBTC Asset Management and which format includes but is not limited to written instructions/confirmation and where such instructions/confirmations are given in writing may be given by letter, electronic scan, or electronic mail as provided in item 1 hereof and where Stanbic IBTC Asset Management has honoured any written instructions/confirmations in such circumstances prior to the date hereof its actions in that regard are hereby rectified confirmed and approved.

3. That I/We hereby authorise Stanbic IBTC Asset Management to honour for and to the debit the Investment any and all redemption instructions that are in such amounts as may from time to time fall within the category of redemption instructions for which confirmations are not required and where such requests are honoured, in the absence of fraud or negligence by Stanbic IBTC Asset Management or any of its employees, Stanbic IBTC Asset Management shall not be held liable for compiled with and/or did not actually emanate from me/us.

4. That all authorisations given by me/us and certified to Stanbic IBTC Asset Management as currently governing the operation of the Investment are hereby continued in full force and effect except as the same may have been supplemented or modified by the terms of this authorisation unless and except this authorisation is revoked or modified by any subsequent authorisation issued by me/us and a copy of such subsequent authorization has been received by Stanbic IBTC Asset Management.

5. I/We understand and acknowledge that electronic scan, electronic mail, facsimile and verbal communications are insecure transmission media. I/We hereby undertake to indemnify Stanbic IBTC Asset Management in full for any loss you may suffer or incur by reason of honouring such instructions via electronic mail, facsimile or other formats agreed between me/us with Stanbic IBTC Asset Management provided Stanbic IBTC Asset Management has taken all measures prescribed by its internal policies and practices to verify the authenticity of such communications irrespective of whether same are in fact erroneous fraudulent or issued otherwise than as aforesaid.

6. This Indemnity shall remain valid and binding on me/us throughout the period that the Account is maintained and operated by me/us with Stanbic IBTC.

Dated thisday of20.....

Name of Unit Holder(s)

Signature(s)

In the presence of

Name

Address

Occupation

Signature



Table 1.1

Fund Account Name	Asset Allocation	Initial Investment	Additional Investment	Minimum Holding Period	Bank Account Number	Bank
UBA Nom First Trustees Stanbic IBTC Money Market Fund	100% in Money Market instruments such as Treasury bills, commercial papers,	N5,000.00	N5,000.00	30 days	1023413552	UBA
UBA Nom First Trustees Stanbic IBTC Enhanced Short-Term Fixed Income Fund	100% Fixed Income. Minimum 70% 100% short term bonds, maximum 0% 30% money market securities	N5,000.00	N5,000.00	90 days	1023116860	UBA
First Trustees/Stanbic IBTC Shariah Fixed Income Fund Collection Account	Minimum of 70% in Sukuk bonds Maximum of 30% in shariah compliant fixed term investment	N5,000.00	N5,000.00	Nil	Personalised Account Number	Standard Chartered
UBA Nom First Trustees Stanbic IBTC Guaranteed Investment Fund	Minimum Of 70% in Bonds Maximum of 5% in Equities Maximum of 30% in Money market instruments	N5,000.00	N5,000.00	90 days	Personalised Account Number	Standard Chartered
First Trustees/Stanbic IBTC Dollar Fund - Collection Account	Minimum 75% in Bonds Maximum 25% in money market instruments Max of 10% in equities	\$1,000.00	\$500.00	182 days	Personalised Account Number	Standard Chartered
UBA Nom First Trustees Stanbic IBTC Bond Fund	Minimum 70% in Bonds Maximum 30% in Money Market Instruments	N5,000.00	N5,000.00	91 days	1023417873	UBA
UBA Nom First Trustees Stanbic IBTC Balanced Fund	40%-60% in equities, 40%-60% in fixed income instruments (with maximum of 20% in Bond)	N5,000.00	N5,000.00	90 days	1023413576	UBA
UBA Nom First Trustees Stanbic IBTC Imaan Fund	70%-100% in Equities, 0-30% in sukuk and other Shariah compliant fixed term/ asset backed securities and investments including Real Estate Schemes such as Real Estate Investment funds and REITs	N5,000.00	N5,000.00	90 days	1023413442	UBA
UBA Nom First Trustees Stanbic IBTC Ethical Fund	Minimum 70% in equities of socially responsible companies Maximum 30% in fixed income securities	N5,000.00	N5,000.00	90 days	1023413459	UBA
UBA Nom First Trustees Stanbic IBTC Nigerian Equity Fund	Minimum 70% in equity securities Maximum 30% in high quality fixed income securities	N5,000.00	N5,000.00	90 days	1023413569	UBA
UBA Nom First Trustees Stanbic IBTC ETF 30 Fund	Minimum 98% in Equities	1,000 Units	1,000 Units	N/A	1023417976	UBA
First Trustees/STIAML Pension ETF 40 Collection Account	Minimum 98% in Equities	1,000 Units	1,000 Units	N/A	0004010157	Standard Chartered

It is advisable to consult your financial advisor, accountant and/or solicitor to ensure proper understanding of the investment before subscribing to any of our mutual funds. Units of the chosen fund(s) will be purchased at the prevailing offer price on the day the subscription form and evidence of fund transfer/payment is received. Foreign currency subscribers are advised to contact the Fund Manager, Stanbic IBTC Asset Management for the applicable Foreign Currency exchange rate on the day the remittance is being effected. Please note that redemptions are processed within five (5) business days.

Please see below the correspondence bank details for transfer into the Stanbic IBTC Dollar Fund Only (This applies to transfers not initiated directly from a Standard Chartered bank account)

Beneficiary Bank	Standard Chartered
Beneficiary Bank Account Name	First Trustees/Stanbic IBTC Dollar Fund - Collection Account
Beneficiary Bank Account No	Personalised Account Number
Beneficiary Bank Swift No	SCBLNGLAPYT
Beneficiary Sort Code	068150057
Bank IBAN No	IBAN GB22 SCBL 6091 0457 0836 02
Correspondent Bank Name	Standard Chartered Bank N.Y
Correspondent Bank Address	One Madison Avenue New York 10010-3603
Correspondent Bank Account No	3582088704001
Correspondent Bank Swift Code	SCBLUS33
Correspondent Bank ABA	026002561

Stanbic IBTC Asset Management
Head Office:
The Wealth House
Plot 1678 Olakunle Bakare Close
Victoria Island, Lagos
Tel: +234 (1) 2801266, +234 (1) 2805595,
0700 MUTUAL FUNDS (0700 688825 38637)

Abuja Office:
Pated Marble Plaza
1049 Ahmadu Bello Way
Area II, Garki, Abuja
Tel: +234 0803 450 7404, 0803 211 3861

Port Harcourt Office:
269 Port Harcourt/Aba Expressway
Opposite Shell Residential Area
Port Harcourt, Rivers State
Tel: 01-4222449, 01-4221825, 01-4221864,
0706 965 0783, 0806 164 3707

ADDITIONAL SIGNATORY

Name

ID Card Type

ID Card No.

Designation

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D

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Signature

BVN

PHOTO

ADDITIONAL SIGNATORY

Name

ID Card Type

ID Card No.

Designation

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Signature

BVN

PHOTO

ADDITIONAL SIGNATORY

Name

ID Card Type

ID Card No.

Designation

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Signature

*BVN

PHOTO

ADDITIONAL SIGNATORY

Name

ID Card Type

ID Card No.

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Signature

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