

REQUIREMENTS FOR IMMOBILIZATION OF SHARES TO CDSC ACCOUNT

- ✓ All the share certificates (Where some are lost the shareholder to execute indemnity form for certificate replacement)
- ✓ Certified copy of shareholder(s) ID card(s) or passport used when buying shares
- ✓ Sworn affidavit where names in the ID or passport differ from our register OR they are initialled. If they differ due to change of marital status a marriage certificate should be attached.
- ✓ Certified copy of dividend notice(s). OR old invalid certificates
- ✓ Certified Copy of CDSC Statement or Broker Statement
- ✓ Certified most current bank statement.
- ✓ Certified copy of PIN certificate

Corporate bodies/Institutions ought to provide the following in addition to the above:

- Certified copy of Certificate of Registration/ Certificate of Incorporation
- Certified Copy of last filed Annual Returns and the official receipt.
- Letter introducing the Institution's signatories on the institution's letter head. It should indicate full names as per ID/Passport, sample signatures, ID numbers /Passport numbers. (Introduction to be done by the Company Secretary or a third person different from the ones introduced)
- Requisite forms must be sealed by the Company seal
- CR12 form.

Where we find that the shareholder's signature differs from the one used while purchasing the shares, the shareholder(s) will be required to come in person at the registrars office with original and current ID and two passport sized photos for signature verification with CDS 2 form signed and stamped by CDA and CDSC and the aforementioned documents.

N/B:

All copies have to be certified by a commissioner of oaths/notary public if overseas or in our office when the originals are availed.