



Agreement of Mandate between Cedar Capital Limited and

Client account number

[illegible]



AGREEMENT OF MANDATE Corporate Client

Once completed this form should be returned to;

Cedar Capital Limited, Fourth Floor,
Livingstone Towers Building,
Glyn Jones Road, Blantyre, Malawi
P.O. Box 3340, Blantyre, Malawi
Telephone: (+265) 183-1995
Facsimile: (+265) 183-1859

Thank you for choosing Cedar Capital Corporate Client Services.

Our aim is to offer you individual and personal service backed by efficient administration. Our advice is based on your financial needs and should you choose to use our discretionary portfolio management services, we will manage your account taking into account your risk profile and your requirements for income and capital appreciation.

We would appreciate it if you could provide us with some details that will help us manage your account more efficiently.

Section 1: Particulars Schedule

To be completed and signed by all clients

Section 2: Standard Terms of Business

To be read and understood by all clients

Please initial at the bottom of each page and at the side of any additions or alterations.

SOURCE OF FUNDS:

EARNINGS PER MONTH:

BENEFICIAL OWNER:

Initial

Initial

Initial

SECTION 1: PARTICULARS SCHEDULE

A: Account Holder Details				
Corporate Name				
Registration No.				
Postal Address		Code		
Physical Address				
Contact Person				Title
Telephone - Work		Telephone - Home		
Mobile		Fax		
E-mail address				
Date of Incorporation	DD / MM / YYYY	Tax Identification Number		

Method of Identification (Please tick relevant box) - Identity number must be supplied for a Malawi resident				
ID card	<input type="checkbox"/>	Passport	<input type="checkbox"/>	ID / Passport Number

B: Residence Status of Account Holder				
Country of Residence	<input type="checkbox"/>	Malawi	<input type="checkbox"/>	Non-Resident
Nationality				
Country of incorporation if not Malawi				

C: Account Holder – Settlement Bank Account Details				
Bank Name				
Branch Name				
Account Number		Branch Code		
Account Name				

D: Details of Third Party / (Parties) Authorised to operate the Account (if applicable) Please				
complete a Particulars Schedule for each person listed below				
1. Authority				
a) Full Legal Name				
b) Please supply documentary proof of authority to open and / or operate the Account (e.g. Power of Attorney)				

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2. Authority	
a) Full Legal Name	
b) Please supply documentary proof of authority to open and / or operate the Account (e.g. Power of Attorney)	

3. Authority	
a) Full Legal Name	
b) Please supply documentary proof of authority to open and / or operate the Account (e.g. Power of Attorney)	

E: Services Required			
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Execution only	<input type="checkbox"/>		
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Please indicate reason for requiring discretionary portfolio management services in the space provided below (Discretionary clients only)

Election for Corporate Action										
Should no instruction be timeously received, CC will follow the issuer's default option. Note that the election option for Discretionary portfolio clients will be at CC' discretion										
CC Discretion	<input type="checkbox"/>	Elect Shares	<input type="checkbox"/>	Elect Cash	<input type="checkbox"/>	Refer to Client	<input type="checkbox"/>	Issuer Default	<input type="checkbox"/>	

Statements			
Type of Statement			
Statement of Account	<input type="checkbox"/>	Valuation Statement (fees apply for non-discretionary clients)	<input type="checkbox"/>
Send my Statements via			
	Email	<input type="checkbox"/>	

Send my Statements							
Monthly	<input type="checkbox"/>	Quarterly	<input type="checkbox"/>	Semi-Annually	<input type="checkbox"/>	Annually	<input type="checkbox"/>

G: Money Laundering Verification

Cedar Capital supports the Financial Intelligence Unit (FIU) on Money Laundering policies and procedures and as such is required to establish the true identity and authority of its Clients. In accordance with these policies and procedures we require the following documents with your application.

Natural persons

- Identification document e.g. National ID, valid passport, original drivers licence, Road Traffic register card ; and
- Proof of address – must be certified and not older than 3 months in the form of, utility/telephone bill or similar document; and
- Proof of source of funds – must be certified and not older than 3 months in form of a bank statement/Pay slips

Minor Child

- Birth certificate of the child/under 5 clinic book and
- Letter confirming legal guardianship (if applicable); and
- All documents as per natural person for the guardian or parent.

Trust

- Letters of Authority signed by the Court; and – Trust deed or other founding document; and
- Resolution specifying who is authorised to act on behalf of the Trust; and
- Identification document(s) of the person(s) authorised to act on behalf of the Trust; and – Identification documents of all the trustees and beneficiaries; and
- Identification document of the founder of the Trust; and
- Proof of address of both authorised persons and founder of the Trust – must be certified and not older than 3 months in the form of a bank statement, utility/telephone bill or similar document.

Company

- Certificate of Incorporation; and
- Notice of Registered Office and Postal Address; and
- Identification document(s) of the person(s) managing the Company; and
- Resolution specifying who is authorised to act on behalf of the Company; and
- Identification document(s) of the person(s) authorised to act on behalf of the Company; and
- Proof of address of both authorised person/s managing the company and authorised persons per the Resolution to act on behalf of the company – must be certified and not older than 3 months in the form of a bank statement, utility/telephone bill or similar document.

Partnerships

- Partnership agreement; and
- Identification documents of the natural persons who are partners e.g. ID book, valid passport, original drivers licence; and – Resolution specifying who is authorised to act on behalf of the Partnership; and
- Identification document(s) of the person(s) authorised to act on behalf of the Partnership; and
- Proof of address of both natural persons who are partners and persons authorised to act on behalf of the partnership – must be certified and not older than 3 months in the form of a bank statement, utility/telephone bill or similar document.

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Other legal persons as defined by law

- Founding statement or formal letterhead; and
- Resolution specifying who is authorised to act on behalf of the entity; and
- Identification documents of the person(s) authorised to act on behalf of the entity; and
- Proof of address of legal person/s managing the company and authorised persons per the Resolution to act on behalf of the company – must be certified and not older than 3 months in the form of a bank statement, utility/telephone bill or similar document.

We carry out certain checks as confirmation of identity. If we are unable to obtain confirmation of your name from these checks, then we may require additional documentation to that listed above. Please note that any service that you have selected only becomes fully operational upon receipt of the appropriate documents.

H: Declaration

The client acknowledges that all the above details are correct. The client undertakes to abide by the rules and directives of the Malawi Securities Exchange, the Capital Markets Act or any replacement act or acts and any relevant conditions promulgated under such acts, and acknowledge that all dealings are subject to the rules, directives, practice and usage of the relevant exchange or market. The client will advise Cedar Capital of any changes to the above details contained in the particulars schedule. The client acknowledges that the client has read and understood the standard terms of business and all the relevant obligation and risk disclosure statements (where applicable) and that the client has read and understood their contents.

The client acknowledges that the funds and the source of such funds are legitimate and not directly or indirectly the proceeds of any unlawful activity.

Please visit our website at www.cedarcapital.mw to read our terms and conditions and the Key Facts Statement. Please tick in the boxes below if you have read the terms and conditions and the Key Facts Statement.

☐

I have read and understood the terms and conditions of business

☐

I have read and understood the Key Facts Statement

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Important: If there is anything you do not understand in any of the documents please contact us before signing

Signed at			
on the	day of	20	
For Client duly authorised thereto. (If the account Holder does not have legal capacity, signature of legal guardian is required)		For Client duly authorised thereto. (If the account Holder does not have legal capacity, signature of legal guardian is required)	

For Official Use

Manager Sign-off		
Name		
Signature		
Date		
Cedar Capital Limited		
Fourth Floor	Bank Account Name:	Cedar Capital Clients Account
Livingstone Towers Building	Bank:	Standard Bank Malawi
Glyn Jones Road	Branch:	Blantyre
Blantyre	Swift Code:	SBICMWMX
Malawi	Account Number:	9100000417987