

REQUIREMENTS FOR IMMOBILIZATION OF SHARES TO CDSC ACCOUNT

- ✓ All the share certificates
- ✓ 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 initialed. 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 utility bill (electricity, water or telephone bill)
- ✓ Certified Copy of CDSC statement or bank statement.
- ✓ Certified copy of PIN certificate
- ✓ **Corporate bodies/Institutions** ought to provide the following:
 - Certified copy of Certificate of Registration
 - Certified Copy of Last filed Annual Returns
 - Letter introducing the Institution's signatories on the institution's letter head
- ✓ **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 registrar's office 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 or any authorized bank official.
