

# ONBOARDING FORM - CORPORATE



This form should be completed in CAPITAL LETTERS using BLACK INK. Character and style should be similar in style to the following ABC

## COMPANY DETAILS

Company/Business Name:

Company Address:

City:  State:

LGA:  Country:

Company RC Number:  Country of Registration:

Date of Registration: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

 Tax Identification Number:

Sector/ Industry:  E-mail:

Company Phone Number:  Mobile Number:

Company Website:

Company Social Media Handle:

Ownership Type:

Annual Turnover:

## DIRECTOR'S INFORMATION

Title:  Surname:

Middle name:  First Name:

Marital Status: Single  Married  Divorced  Widowed

Gender:  Male  Female Date of Birth: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Residential Address:

City:  State:

LGA:  Country:

Landmark:  Mailing Address:

Years at present residence:  Residence Type: Rented  Owned  Staying with Family  Others

Work Phone Number:  Mobile Number:

E-mail Address:

Position Held:  Shareholding Percentage:

**Means of Identification**

National ID  International Passport  Valid Driver's License  Valid Voter's Card

Identification Number:

Date of Issue: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

 Date of Expiry: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Bank Verification Number:  LinkedIn Handle:



Politically exposed persons (PEPs) status  Yes  No

Public position held

[Grid for public position held]

SHAREHOLDER / DIRECTOR DETAILS

Title: [Grid]

1

Surname: [Grid]

Middle name: [Grid]

First Name: [Grid]

Marital Status: Single  Married  Divorced  Widowed

Gender:  Male  Female

Date of Birth: [D][D][M][M][Y][Y][Y][Y]

Residential Address: [Grid]

City: [Grid]

State: [Grid]

LGA: [Grid]

Country: [Grid]

Landmark: [Grid]

Mailing Address: [Grid]

Years at present residence: [Grid] Residence Type: Rented  Owned  Staying with Family  Others [Grid]

Work Phone Number: [Grid]

Mobile Number: [Grid]

E-mail Address: [Grid]

Position Held: [Grid]

Shareholding Percentage: [Grid]

Means of Identification

National ID  International Passport  Valid Driver's License  Valid Voter's Card

Identification Number: [Grid]

Date of Issue: [D][D][M][M][Y][Y][Y][Y]

Date of Expiry: [D][D][M][M][Y][Y][Y][Y]

Bank Verification Number: [Grid]

LinkedIn Handle: [Grid]

Politically exposed persons (PEPs) status  Yes  No

Public position held

[Grid for public position held]

SHAREHOLDER / DIRECTOR DETAILS

Title: [Grid]

2

Surname: [Grid]

Middle name: [Grid]

First Name: [Grid]

Marital Status: Single  Married  Divorced  Widowed

Gender:  Male  Female

Date of Birth: [D][D][M][M][Y][Y][Y][Y]

Residential Address: [Grid]

City: [Grid]

State: [Grid]

LGA: [Grid]

Country: [Grid]

Landmark: [Grid]

Mailing Address: [Grid]

Years at present residence: [Grid] Residence Type: Rented  Owned  Staying with Family  Others [Grid]



Investment Amount                     Tenor

Investment Frequency:  Monthly  Quarterly  Bi-annual         Others

## TERMS & CONDITIONS

1. Bank Verification Number (BVN) Operations and Watch-List for the Nigerian Banking Industry an Banking Industry and the Central Bank of Nigeria (CBN) if a fraudulent activity is associated with the operation of your account.
2. Data Protection
3. 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.
4. 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.
5. You consent to us Processing your Personal Information: a. to provide products and services to you in terms of this agreement and any other products and services for which you may apply;
6. You consent to us applying restrictions on your account and reporting to law enforcement agencies if a fraudulent activity is associated with the operation of your account.a. You consent to us reporting to Nigeria Inter-Bank Settlement Systems Pic (NIBBS) for update on the Watchlist Data Base of the Nigerto 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);
7. 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;
8. 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 Service.
9. 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.
10. 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.
11. Marketing and Promotion
  - i. Provided you have agreed to the above Data Protection Clause, we may use your personal or other information to share information with you on new products and services that may be of interest to you and from time to time will mail, email or SMS information to you about us, our products and services, or our partners and their products and services. If you do not wish to continue receiving this information, you may contact us and request that we delete you information from our mailing list.
12. Email or other Electronic communication indemnity
13. I/We hereby consent to the use of electronic communication (which includes communication b email or telephone or facsimile). By this consent, I/We unequivocally agree that instructions transmitted by electronic communication be binding for all purposes, including for purposes of evidence. I/We irrevocably undertakes and warrants that I/we shall not make any demand or claim, or institute any action against The Sciart Finance Company Limited should I/We suffer any loss or liability as a result of our consent to the use of electronic communication. I/ We agree to indemnify and hold The Sciart Finance Company Limited harmless against all claims, demands, actions and proceedings which may be made or instituted against The Sciart Finance Company Limited; and all liabilities, losses, damages which may be suffered by The Sciart Finance Company Limited in connection with, or arising as a result of your consent to electronic communication or The Sciart Finance Company Limited 's reliance on electronic communication issued from my/our email account or other electronic communication account indicated herein or subsequently communicated to The Sciart Finance Company Limited by the Client or or any other person I/We authorise.
14. I/We acknowledges that there are certain risks associated with conveying instructions via electronic means, including, but not limited to the risk of delay, non-receipt (due to technical malfunction, disruption, connectivity issues, etc. of your system or The Sciart Finance Company Limited 's system or any other reason), third party interception/interference, data corruption, etc., and hereby fully waives, discharges and indemnifies The Sciart Finance Company Limited in respect of any loss or damages resulting from an of the risks identified above/ from the use of electronic communication with respect to my/our accounts
15. Regulatory disclosure
16. The Sciart Finance Company Limited is subject to the provisions of the Money Laundering (Prohibition) Act 2011, the Economic and Financial Crimes Commission (Establishment) Act 2002, the National Drug Law Enforcement Agency Act of 1995, the Consolidated SEC rules and regulations and other legislation which may be implemented from time to time to combat money laundering and other financial crimes. The Sciart Finance Company Limited is required to comply with the provisions of these legislation and all similar legislation, especially those relating to disclosure and suspicious activity reporting.
17. Third-party payment
18. I/We agree that payment of proceeds of investments shall only be made to the our account. No third party payments shall be instructed as The Sciart Finance Company is not obligated to honour such requests.

### Declarations

- I/We here hereby declare that the I/we am/are the sole beneficial owners) of the funds to be deposited with The Sciart Finance Company Limited
- Hereby acknowledge that the funds and source of funds are legitimate and not directly or indirectly the proceeds of any unlawful activity
- I declare that all information and documentation provided are valid and authentic and The Sciart Finance Company is authorised to verify any or all of the information provided.

### Authorized Signatory

Sign/Date

### Authorized Signatory

Sign/Date