

➤ CBA Unit Trust Account Opening Form

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CHECK LIST

Primary Identification

- ▶ Original ID or Passport and PIN Certificate (Individuals & Corporate Signatories)
- ▶ Certified Copies of Registration/Incorporation Certificate (Body Corporates)
- ▶ Confirmation of Residential/Physical Address (Utility Bill or Tenancy Agreement)
- ▶ One Passport Photograph (For Non CBA Account Holders)
- ▶ Certified Copy of KRA PIN for Corporate Applicants

Proof of Payment/ Account

- ▶ Bank Transfer/ Direct Deposit Confirmation
- ▶ Certified Copy of Recent Bank Statement, Void Cheque or ATM Card

Mandate

- ▶ Board Resolution Mandating Investment & Authorised Signatories (Body Corporates)



Client / Portfolio Code

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Individual/ Joint Applicant 1
 Mr. Mrs. Miss Ms. Dr. Prof. Hon. H.E. Other _____

Surname _____ Other Names _____

Date of birth _____ Tel No. _____

DD/MM/YYYY

Postal Address _____ Postal Code _____ Town/ City _____ Country _____

Mobile No. _____ Email _____

Nationality _____ Signature _____

Signature Mandate: Sole Either All to Sign Others (*specify*) _____**Joint Applicant 2**
 Mr. Mrs. Miss Ms. Dr. Prof. Hon. H.E. Other _____

Surname _____ Other Names _____

Date of birth _____ Tel No. _____

DD/MM/YYYY

Postal Address _____ Postal Code _____ Town/ City _____ Country _____

Mobile No. _____ Email _____

Nationality _____ Signature _____

Signing Mandate: Sole Either All to Sign Others (*specify*) _____**Corporate Applicant**

Company/ Organisation Name _____

Registration Number _____ Postal Code _____

Contact Person _____ Position in Organisation _____

Tel No. _____

Signature Mandate Sole Either All to Sign Others (*specify*) _____**Authorised Signatories for Corporate Applicant**

	Name	Position in Organization	ID/Passport No.	Signature
1				
2				
3				
4				
5				

Investment Amount

Name of Fund	Account Details	Amount
CBA Money Market Fund	Bank: Commercial Bank of Africa Account No.: KES 1553000010001	
CBA Equity Fund	Bank: Commercial Bank of Africa Account No.: KES 1590300010001	
Total		

Payment method *(specify)*

Cheque
 Bank Deposit
 Local Trasfer
 Standing Order
 International Transfer

CBA accepts Personal/ Corporate and Bankers Cheques payable to the account name of the fund in which you intend to invest. No third party cheques will be accepted. Payments should be made directly into the collection account and payment details must be attached to the application form. Please note that the Bank deposit slip will be deemed as a receipt but not as value by Commercial Bank of Africa until funds are sighted in the account.

Standing Order Instructions

Name of Fund	Account Details	Amount
CBA Money Market Fund	Bank: Commercial Bank of Africa Account No.: KES 1553000010001	
CBA Equity Fund	Bank: Commercial Bank of Africa Account No.: KES 1590300010001	
Total		

Standing Order Due Date _____ Amount _____ Account Number to Debit _____

Frequency: Weekly Monthly Quartely Semi-annually

Source of Funds

Savings Dividends Sale of Investments Gifts/Inheritance
 Pension Donation Business Profits *(Nature of Business)* _____
 Others *(specify)* _____

Income Distribution

Interest/ Dividends will be re-invested monthly for the CBA Money Market Fund, semi-annually for the CBA Equity Fund, unless you tick the box below, in which case the amount distributed will be sent to your bank account on the file. Please note that automatic re-investment will provide you with maximum compound growth.

Please send income distribution amounts to my Bank Account on file *(please tick where applicable)*

Money Market *(monthly)* Equity Fund *(semi-annually)*

Bank Details

Account Name _____

Bank Name _____ Branch _____ Account No. _____

Statements and Other Correspondence
All statements, reports and notices will be sent through email. Please ensure your email is correctly entered. If no email address is provided statements, reports and notices will be sent by post to the postal address provided.

Beneficiary Details

	Name	Relationship	Address	ID/Passport No.	Tel No.	Split %
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

General Details

How did you hear about CBA Unit Trust Funds?

Media Referral: referred by _____

Internet Others (*specify*) _____

Declarations

- I/We confirm that I/We received clear explanations and understanding on the investment product before signing.
- I/We confirm that the product was fully explained to Me/Us with particular attention having been paid to its charge structure and any possible cancellation penalties that I/We may incur.
- I/We confirm that it was explained to Me/Us that unit/fund values may go down as well and past performances are not necessarily a guide to future performance.
- Whilst projections of future performances may have been shown to me illustrating annual/monthly growth rate, no guarantees as to the actual performance of my investment were made.
- I/We apply to invest into in the CBA Money Market Fund on the terms, conditions and regulatory information set out in the Information Memorandum and Trust Deed.
- I/We confirm that the investment in the Fund is not being acquired directly or indirectly by or on behalf of any person restricted by law of any jurisdiction from acquiring such an investment and that I/We will not sell, transfer or otherwise dispose of any investment in the Fund directly or indirectly to or for the account of such person.
- I/We hereby agree that all proceeds for redemptions and income distribution will be paid in accordance to the applicable payment instructions.
- I/We confirm that the money used for investments in the CBA Unit Trust are not arising out of proceeds of any money laundering or other illicit activities.
- I/We agree that CBA is not responsible for any liability, losses or damages resulting from e-mail or fax instructions, except when such liability or loss results from negligence, or willful default on CBA's part.
- I/We warrant that all the information given in this proposal and in all documents which have been or will be signed by me/us in connection with proposed application whether in my handwriting or not, is true and complete.

I / We the undersigned, confirm that I/We have read the and understood this declaration and its implications.

Name _____ Signature _____ Date _____

Name _____ Signature _____ Date _____

Name _____ Signature _____ Date _____

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Staff Name _____	Branch _____	Signature _____
Reviewed by _____	Date _____	Signature _____

Risk Assessment Form

Please Fill The Form Below To Analyse Risk Level Profile

1. What is your current age?
 - a. 18 to 35 years _____ 3
 - b. 36 to 55 years _____ 2
 - c. Over 55 years _____ 1

2. Have you ever invested in any of the following? (Please tick where applicable) Shares / Treasury Bills and Bonds / Offshores / Property
 - a. More than 3 investments categories _____ 3
 - b. More than 2 investments categories _____ 2
 - c. None of the above _____ 1
 - d. Other (please state) _____

3. What type of savings/investments do you currently hold? (Please tick where applicable) Unit Trust / Business / Shares / Offshore / Property
 - a. More than 3 of the above _____ 3
 - b. Unit Trusts more than 3 of the above _____ 2
 - c. Other eg Business, Bank savings / T Bills and T Bonds _____ 1
 - d. Other _____

4. What do you expect of your income in the next 3-5 years?
 - a. Decline / Stop _____ 1
 - b. Stay about the same _____ 2
 - c. Increase _____ 3

5. Approximately what portion of your total investment portfolio will this investment represent (please exclude your permanent residence) ?
 - a. 0 - 40% _____ 3
 - b. 41% to 80% _____ 2
 - c. 51% to 100% _____ 1

6. How familiar are you with the investment markets and the concept of Risk Vs. Return?
 - a. No Knowledge at All _____ 1
 - b. Reasonable Knowledge _____ 2
 - c. Knowledgeable _____ 3

7. What returns would you reasonably expect to achieve from your investment compared to the current returns from the bank deposits?
 - a. Same as bank _____ 1
 - b. Twice the bank rate _____ 2
 - c. Thrice the bank rate and above _____ 3

8. If you took a loss of 25% or above from your investment, how would you handle it?
 - a. It would not bother me, I would give it whatever time frame it requires to grow and probably invest more _____ 3
 - b. I will be slightly concerned, but will be fine _____ 2
 - c. I can't imagine it. It would give me sleepless nights and I am likely to sell and invest elsewhere _____ 1

9. What attracts me to an investment?
 - a. Its good return, regardless of the risk _____ 3
 - b. A combination of security and income _____ 2
 - c. Purely Security _____ 1

10. Do you have savings set aside to provide for an unexpected emergency?
 - a. None _____ 1
 - b. Some _____ 2
 - c. Adequate _____ 3

11. When do you expect to need most of your money from this investment?
 - a. Less than 1 year _____ 1
 - b. 2 to 5 Years _____ 2
 - c. Above 6 years _____ 3

12. What is your monthly range of income? (Please tick where applicable)
 - a. Below kshs. 50,000.00 _____ 1
 - b. Kshs 50,000.00 to 100,000.00 _____ 2
 - c. Above 100,000.00 _____ 3

13. What are your monthly sources of income? (Please tick where applicable)
 - a. Salary plus business Income _____ 3
 - b. Business income salary only _____ 2
 - c. Professional fees and commission / Business _____ 1
 - e. Other (please state) _____

Please do an average of your scores - Add all the scores and divide the total by 13. TOTAL

According to your answers, your risk need appears to be falling in one of the following categories:

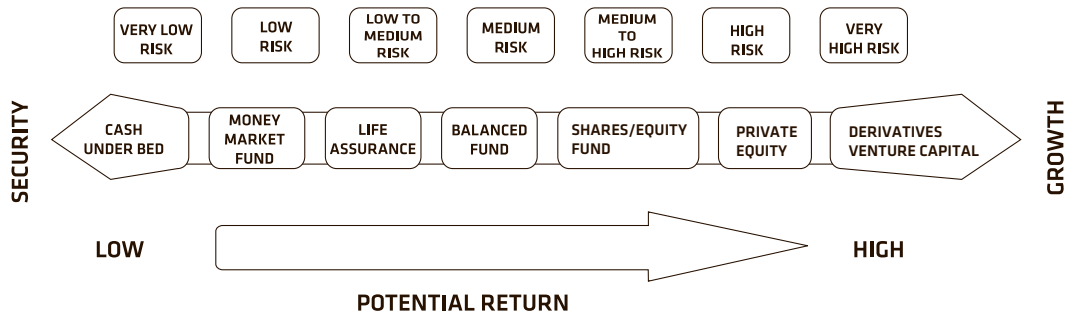
1. High Risk

- Moderate income stream
- Expect potentially high growth on the capital invested
- Moderate level of capital volatility
- Long-term return likely to be greater than inflation

2. Low Risk

- Focus on secure income stream
- Expect minimal growth on the capital invested
- Short to medium term preservation of capital

Risk Rating	Fund	Description	Fund Objectives
1.00 to 2.35	MMF	Low	CBA Money Market Fund The objective of the CBA Money Market Fund is to generate total return through investing in a range of securities, fixed deposit instruments and near cash instruments in the Kenyan market, while providing the most conservative risk exposure to investors. This Fund is suitable for the low risk investor who prefers stability and security. It is a medium to long term investment Fund.
2.36 to 3.00	EQF	Medium - High	CBA Equity Fund The objective of the CBA Equity Fund is to generate long-term capital growth by investing principally in a well diversified portfolio of equities i.e stocks and shares across several sectors of the Kenyan economy, in earnings of corporations and assets with medium to high risk profile. This Fund is suitable for the investor who is seeking long-term growth through dividends and capital gains from an actively managed stock portfolio. Recommended investment period is at least 4 years



I/We confirm that any information I/We have given has been properly recorded and that the information provided will be used by my financial adviser to enable him/her to recommend financial products that meet my personal profile. Therefore any information not disclosed may result in an inaccurate assessment and recommendation(s)

I/We _____ confirm that I/We have read and filled in this form. I/We understand my risk level and I/We have chosen to invest in the following funds: Equity Fund Money Market Fund

Signatures 1. _____ 2. _____

Please Note: A specific rating is only an indication of the measure of your risk profile.

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This is to confirm that I _____ (a bank official of CBA) has:

1. Conducted a complete and thorough fact find on _____ 20 _____ to determine the clients financial capabilities and risk tolerance level
2. Explained fully to the client the type of investment recommended with particular attention having been paid to its risk level and charge structure.

Signature _____ Date _____

