

Procedure to open a CSD Account

1. Approach your Custodian or Stockbroker.
2. Fill in and submit duly completed and signed Securities Account Opening Form CSD 1 together with a copy of identification documents required.
3. If an individual, you will be required to submit two recent colour passport size photographs.
4. If a corporate body, association or other entity the passport size photographs required will be of all signatories or directors or officers authorized to give any instructions on the account.
5. The photograph should at no time be more than **5 year old**.
6. For the purpose of opening Accounts, national identity cards and valid passports shall be acceptable identification documents for individuals and certificates of incorporation or other registration documents issued by a duly authorized government office, for companies and other entities.
7. A unique Account Number will be provided when an Account is opened. The Account Number will be used for all correspondences between the CSD and the investor.
8. The Custodian or Stockbroker will advise the investor should there be any further requirements.

Summary of Know Your Customer Documents Required (this not exhaustive, but notes the minimum required).

Individual	
a. Individual over 18 yrs.	<ul style="list-style-type: none"> i. Certified Copy of National Identity Card (NIC)/Valid Passport ii. Proof of residence iii. 2 x Passport size photos
b. Minor	<ul style="list-style-type: none"> i. Certified Copy of Birth Certificate of minor & NIC/ Valid Passport of Guardian ii. 2 x Passport size photos for the minor and guardian iii. Proof residence
c. Proxy	<ul style="list-style-type: none"> i. Power of Attorney ii. Certified Copy of NIC/Valid Passport of the proxy iii. 2 x Passport size photos
Company	
	<ul style="list-style-type: none"> i. Certified Copy of Certificate of Incorporation ii. Board Resolution iii. Certified Copy of NIC/Valid passport for signatories iv. 2 x Passport size photos of directors and signatories
Trust	
a. Trust Account by individual trustees	<ul style="list-style-type: none"> i. Trust Deed ii. Certified Copy of NIC / Valid Passport of the Trustee / Joint trustees iii. 2 x Passport size photos of the Trustees

b. Foundations / Trust Funds (Registered Fund)	i. Certificate of Registration of Trust ii. Board Resolution iii. 2 x Passport size of the Trustees
Societies' & Investment Clubs	
	i. Registration Document ii. Resolution of Governing body
Corporations incorporated by an Act of Parliament	
	i. Board Resolution

Procedure to deposit securities

1. Approach your Custodian or Stockbroker
2. Fill in, sign and submit a Securities Deposit Form in quadruplicate with the Custodian or Stockbroker and ensure you retain the original white copy for your records.
3. Quote the Account Number on the Securities Deposit Form.
4. Submit the share certificate(s) with the Custodian or Stockbroker together with the Securities Deposit Form.
5. Ensure the information on the Securities Deposit Form is correct and consistent with the information on the share certificate.

Please approach your Stockbroker, Custodian or Transfer Secretary for further guidance. In addition, investors are advised to refer to the Chengetedzai Depository Company Limited website at www.chengetedzai.com.