

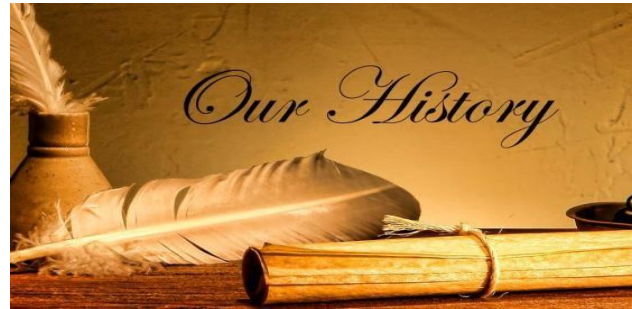
NIGERIAN STOCKBROKERS LIMITED  
(Trading Licence Holder)



INTER MEMBER  
TRANSFER POLICY

**Table of Contents**

CONTENTS	
1. Introduction	2-3
2. The Need for Inter-Member Transfer of Account	4
3. Procedure for Inter-Member Transfer of Account	4
4. If Transfer is initiated by NSL on behalf of an existing client	4-5
5. If Transfer is initiated by another Stockbroking Firm AS A Target Firm	5-6
6. Where the Account to be Transfer is from an Inactive or Dead Firm	6-8



**Incorporation and History**

Nigerian Stockbrokers Limited ('NSL' / the company) was incorporated as the first stockbroking firm in Nigeria under the Companies Ordinance Cap 38 on 26th September 1960. Prior to the implementation of the Nigerian Enterprise Promotion Act 1972 ('Indigenisation exercise') NSL was wholly owned and managed by Financial Holdings Nigeria Limited ('FHNL'). Following the Indigenisation exercise, the interest of FHNL was transferred to some Nigerian citizens and association. NSL is, therefore, a wholly owned Nigeria company.

The Company obtained a Broker/Dealer license from the Securities and Exchange Commission ("SEC") in

1995 and subsequently became an Authorized Dealer of the Nigerian Stock Exchange ("NSE"). NSL had a composite licence for its business operations from the Securities & Exchange Commission (SEC).

Nigerian Stockbrokers Limited (NSL) is a first class Investment banking Group. The authorized and paid-up share capitals steadily increased over the years to meet both business and regulatory requirements. Since the Management Buy –Out in 2016, NSL has been modelled after major international investment banking institutions. The Company is ably managed by a team of time-tested and visionary professionals. It has since grown steadily in the various aspect of capital market operation and has NSL Capital Partners Limited as a subsidiary with operations in the Investment Banking and Capital Advisory space of the market.

NSL's Corporate Head Office is located at Knight Frank Building, 6th floor, 24 Campbell Street, in the highbrow of the Central Business District of Lagos Island, Lagos State, which provides a convenient environment for clients away from the busy city centre; thus facilitating personalized and efficient service delivery to its numerous corporate and individual clients.

## **THE NEED FOR INTER MEMBER TRANSFER OF ACCOUNT**

Inter member transfer affords the investors freedom of action. They are allowed to transfer their stock account from the resident Stockbroking firm to another Stockbroking firm of their choice (Target Stockbroking firm). By this method, investors are not compelled to remain with a particular Stockbroking firm.

## **PROCEDURES FOR INTER MEMBER TRANSFER OF ACCOUNT**

The following procedures are to enable NSL to establish the genuine owners of the accounts being transferred to NSL from other Houses as well as the accounts being transferred from NSL to other Houses.

These procedures which are spelt out on the next pages must be observed regardless of the CSCS stock account transfer procedures.

### **A. If transfer is initiated by NSL on behalf of existing or new clients**

1. The client must supply all the necessary "Know Your Clients" (KYC) documents, including Bank Verification Number (BVN) for validation on the Portal of Nigerian Inter Bank Settlement System (NIBSS) and must complete the necessary Inter-Member Transfer letters and form.
2. Inter-Member Transfer Form is expected to be completed, stating the stocks and quantities, and duly signed by the three parties (NSL, the Resident Stockbroking Firm and the Investor).

3. The client must make available a copy of his/her current CSCS statement of stock position for the CSCS Account to be transferred.
4. In the case of a new client, the client's KYC documents including the BVN Validation must pass through all the approval levels.
5. After satisfying all the requirements and complying with regulations, the Compliance Officer can then initiate the transfer request on the CSCS Online Portal and thereafter send the client's documents to the Resident House for confirmation and eventual approval of the client's transfer request.
6. Once the account is approved by the Resident House, it is expected to be received at NSL within the next 24hours and a copy of the statement of the new account must be checked with the statement supplied by the client in A.3 above for confirmation that all the holdings have been duly received at NSL.
7. The Compliance Officer will then update the Inter-Member Transfer Register.

### **B. If transfer is initiated by another Stockbroking Firm as Target Firm:**

1. The client must supply all the necessary "Know Your Clients" (KYC) documents, including Bank Verification Number (BVN) for validation on the Portal of Nigerian Inter Bank Settlement System (NIBSS) and must complete the necessary Inter-Member Transfer letters and form.
2. Inter-Member Transfer Form is expected to be completed, stating the stocks and quantities, and duly signed by the three

parties (NSL, the Target Stockbroking Firm and the Investor).

3. The client must make available a copy of his/her current CSCS statement of stock position for the CSCS Account to be transferred.
4. The client's KYC documents including the BVN Validation must pass through all the approval levels.
5. Without the client's knowledge, the Compliance Officer will write a letter to the Target House to request for a copy of the client's KYC documents with the Target House. This is to enable NSL to authenticate the KYC documents supplied to NSL by the client and to protect the integrity of the Market.
6. After satisfying all the requirements and complying with regulations, the Compliance Officer can then approve the transfer request on the CSCS Online Portal.
7. The Compliance Officer will then update the Inter-Member Transfer Register.

### **C. Where the Account to be transferred is from an Inactive or a Dead House?**

1. The client must supply all the necessary "Know Your Clients" (KYC) documents, including Bank Verification Number (BVN) for validation on the Portal of Nigerian Inter Bank Settlement System (NIBSS) and must complete the necessary Inter-Member Transfer letters and form.
2. Inter-Member Transfer Form is expected to be completed, stating the stocks and

- quantities, and duly signed by the two parties (NSL and the Investor).
3. The client must do the CSCS Biometric Capturing and must make available a copy of his/her current CSCS statement of stock position for the CSCS Account to be transferred.
  4. The client is also required to provide the following additional documents:
    - a. Original Banker's Confirmation of your signature addressed to: The Managing Director, Central Securities Clearing System Plc, 2/4, Custom Street, Marina, Lagos
    - b. Photocopies of evidence of ownership of the shares in the account
    - c. Photocopy of the duly completed direct cash settlement form.
    - d. Photocopy of the current CSCS statement of the account
    - e. Photocopy of the investors' KYC forms
  5. In the case of a new client, the client's KYC documents including the BVN Validation must pass through all the approval levels.
  6. After satisfying all the requirements and complying with regulations, the Compliance Officer can then initiate the transfer request on the CSCS Online Portal and thereafter send the client's documents to CSCS Plc for approval of the client's transfer request.
  7. Two appointed representatives of NSL will be required to proceed to CSCS to sign the necessary indemnity documentation for the transfer of the account.

8. Once the account is approved by the CSCS, it is expected to be received at NSL within the next 24hours and a copy of the statement of the new account must be checked with the statement supplied by the client in A.3 above for confirmation that all the holdings have been duly received at NSL.
9. The Compliance Officer will then update the Inter-Member Transfer Register.

This Manual has been Reviewed and Approved by the Board of Directors of Nigerian Stockbrokers Limited at its meeting held

This 28<sup>th</sup> Day of March, 2026



.....  
Company Secretary

.....  
Director