



## ACCOUNT OPENING CHECKLIST

### INDIVIDUAL ACCOUNTS

- Customer Information Form – (“CIF”)
- Master Repurchase Agreement
- Source of Funds (Client Investment Form)
- Fax and Email Instructions Authorization and Indemnity Form (where applicable)
- Copy of valid identification for each accountholder (Drivers License, Passport or National Identification Card)
- Tax ID Number for each accountholder (TIN, SSN, TRN) where applicable)
- Tax Form eg W8, W9 etc. (where applicable)
- Two Character Reference Forms for each accountholder
- Verification of address for each accountholder (utility bill, credit card or bank statement (no more than 3 months old); property tax receipt duly stamped by the Tax Collectorate (no more than 6 months old)).

### LIMITED LIABILITY COMPANIES

- Customer Information Form – (“CIF”)
- Master Repurchase Agreement
- Certificate of Incorporation
- Memorandum and Articles of Association
- Taxpayer Registration Number (TRN)
- Board Resolution
- Tax Form for the Organisation
- Tax Form for each Beneficial Owner eg. W8, W9
- Audited Financial Statements for the last two years
- Copy of valid identification for each authorized signer (eg. Drivers License, Passport)
- Tax ID Number for each authorized signer
- Verification of address for each authorized signer (utility bill, credit card or bank statement (no more than 3 months old); property tax receipt duly stamped by the Tax Collectorate (no more than 6 months old)).
- Two Character Reference Forms for each authorized signer

### PARTNERSHIPS

- Customer Information Form – (“CIF”)
- Master Repurchase Agreement
- Partnership Agreement
- Registration Certificate
- Taxpayer Registration Number (TRN)
- Professional Intermediaries KYC Form (where applicable eg. Law Partnerships, Accounting Firms)
- List of authorized signers with their specimen signatures
- Tax Form for each Partner eg. W8, W9
- Copy of valid identification for all signers on the account
- Tax ID Number for each authorized signer
- Verification of address for each authorized signer (utility bill, credit card or bank statement (no more than 3 months old); property tax receipt duly stamped by the Tax Collectorate (no more than 6 months old)).
- Two Character Reference Forms for each authorized signer

### TRADING AS

- Customer Information Form – (“CIF”)
- Master Repurchase Agreement
- Registration Certificate for individuals doing business as a firm
- Taxpayer Registration Number (TRN)

- List of authorized signers with their specimen signatures
- Copy of valid identification for each signer on the account
- Tax Form for each Beneficial Owner eg. W8, W9
- Tax ID Number for each authorized signer
- Verification of address for each authorized signer (utility bill, credit card or bank statement (no more than 3 months old); property tax receipt duly stamped by the Tax Collectorate (no more than 6 months old)).
- Two Character Reference Forms for each authorized signer

## **SOCIETIES, ASSOCIATIONS, CHURCHES, SCHOOLS ETC.**

- Customer Information Form – (“CIF”)
- Master Repurchase Agreement
- Registration Certificate from the relevant Government Ministry
- Taxpayer Registration Number (TRN)
- Minutes of meeting declaring agreement to establish a financial relationship with JN Fund Managers Limited / Board Resolution
- List of authorized signers with their specimen signatures
- Beneficial Owners (where applicable)
- Tax Form for each Beneficial Owner eg. W8, W9 (where applicable)
- Copy of valid identification for all signers on the account
- TRN for all authorized signers
- Verification of address for each authorized signer (utility bill, credit card or bank statement (no more than 3 months old); property tax receipt duly stamped by the Tax Collectorate (no more than 6 months old)).
- Two Character Reference Forms for each authorized signer

## **ADDITIONAL PRODUCT SPECIFIC DOCUMENTS**

In addition to the account opening documents clients may be required to provide us with additional information for some of the products that are available through our firm. These include:

### **CI Mutual Funds**

- CI Mutual Fund Application Form
- Mutual Fund Declaration Form
- CI Web Login Request Form – where access is required by the client to view their CI account online.

### **JNFM Tax Free Account**

- LSA Declaration Form

### **JNFM Online**

- JNFM Online Service Agreement



## 1 ACCOUNT INFORMATION

Date (dd/mm/yyyy) \_\_\_\_\_

Online account access required? Yes  No

Frequency of Statement Monthly  Quarterly

Hold Mail Yes  No

By choosing "Yes", I agree that JN Fund Managers will hold my correspondence for 90 Days. Thereafter JNFM is authorised to mail all correspondence to me.

Account Type

Related Party: Yes  No

**Kindly complete all sections of this form.**

## 2 COMPANY INFORMATION

Full Name of Company \_\_\_\_\_

Address Street \_\_\_\_\_ Town/City \_\_\_\_\_

Parish/State \_\_\_\_\_ Post/Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Registration Number \_\_\_\_\_ TRN \_\_\_\_\_

Type of Business \_\_\_\_\_

Main Contact's First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Is the entity a US foreign entity or considered a Specified US person for tax purposes? Yes  No

GIIN ( For Foreign Financial Institutions (FFI)): \_\_\_\_\_

Mailing Address Street (if Different) \_\_\_\_\_ Town/City \_\_\_\_\_

Parish/State \_\_\_\_\_ Post/Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Country of Incorporation \_\_\_\_\_ Date of Incorporation (dd/mm/yyyy) \_\_\_\_\_

Email Address

(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Fax \_\_\_\_\_ Phone \_\_\_\_\_

US Tax Form Submitted: W8  W9

## 3 BENEFICIAL OWNER(S)

### BENEFICIAL OWNER (A)

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Home Address Street \_\_\_\_\_ Town/City \_\_\_\_\_

Parish/State \_\_\_\_\_ Post/Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Tax Identifying Number (TIN) \_\_\_\_\_ TRN / SSN \_\_\_\_\_

Residency \_\_\_\_\_ Nationality \_\_\_\_\_

Email Address

(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Phone (Work) \_\_\_\_\_ Cellular \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Phone (Work) \_\_\_\_\_ Cellular \_\_\_\_\_

ID Type \_\_\_\_\_ ID Number \_\_\_\_\_

Country of Birth \_\_\_\_\_ Date of Birth (dd/mm/yyyy) \_\_\_\_\_

Please indicate if you are a US person for tax purposes: Yes  No

US Tax Form Submitted: W8  W9

Are you a Green Card Holder? Yes  No

Are you a US Citizen? Yes  No

Have you spent 6 or more months in the US within the last 3 years? Yes  No

### BENEFICIAL OWNER (B)

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Home Address Street \_\_\_\_\_ Town/City \_\_\_\_\_

Parish/State \_\_\_\_\_ Post/Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Tax Identifying Number (TIN) \_\_\_\_\_ TRN / SSN \_\_\_\_\_

Residency \_\_\_\_\_ Nationality \_\_\_\_\_

Email Address

(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Phone (Work) \_\_\_\_\_ Cellular \_\_\_\_\_

ID Type \_\_\_\_\_ ID Number \_\_\_\_\_

Country of Birth \_\_\_\_\_ Date of Birth (dd/mm/yyyy) \_\_\_\_\_

Please indicate if you are a US person for tax purposes: Yes  No

US Tax Form Submitted: W8  W9

Are you a Green Card Holder? Yes  No

Are you a US Citizen? Yes  No

Have you spent 6 or more months in the US within the last 3 years? Yes  No

### BENEFICIAL OWNER (C)

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Home Address Street \_\_\_\_\_ Town/City \_\_\_\_\_

Parish/State \_\_\_\_\_ Post/Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Tax Identifying Number (TIN) \_\_\_\_\_ TRN / SSN \_\_\_\_\_

Residency \_\_\_\_\_ Nationality \_\_\_\_\_

Email Address

(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Phone (Work) \_\_\_\_\_ Cellular \_\_\_\_\_

ID Type \_\_\_\_\_ ID Number \_\_\_\_\_

Country of Birth \_\_\_\_\_ Date of Birth (dd/mm/yyyy) \_\_\_\_\_

Please indicate if you are a US person for tax purposes: Yes  No

US Tax Form Submitted: W8  W9

Are you a Green Card Holder? Yes  No

Are you a US Citizen? Yes  No

Have you spent 6 or more months in the US within the last 3 years? Yes  No

**4 INVESTMENT PROFILE**

**Risk Profile**

Low to Moderate

Moderate

High to Speculative

**Investment Objective**

Cash Flow Management

Investment Income

Other \_\_\_\_\_

**Investment Horizon**

One to Six Months

Under One Year

Two to Five Years

Over Five Years

**Investment Instruments: (Portfolio Mix)**

Commercial Paper

Yes

No

Foreign Currency Instruments

Yes

No

Government of Jamaica Securities

Yes

No

Mortgage Backed Instruments

Yes

No

Equities

Yes

No

Is the company a recipient of overseas income? Yes

No

If yes, give details: \_\_\_\_\_

Source of funding for the account: \_\_\_\_\_

Please indicate the authority granted to JN Fund Managers Limited as portfolio manager:

- full discretion (client grants, full authority, without consultation);
- partial discretion (client must be contacted before execution of any trade/transaction);
- custody (no discretion to trade. Assets are for safe keeping and reporting only).

**5 NAMES OF PERSONS AUTHORISED TO GIVE INSTRUCTIONS ON THE ACCOUNT**

(A)	_____		_____
	Title		TRN
	_____		_____
	Name		Signature
(B)	_____		_____
	Title		TRN
	_____		_____
	Name		Signature
(C)	_____		_____
	Title		TRN
	_____		_____
	Name		Signature
(D)	_____		_____
	Title		TRN
	_____		_____
	Name		Signature

**SIGNATORIES REQUIRED FOR WITHDRAWAL / GIVE INSTRUCTIONS**

All  Any One  Any Two  Other \_\_\_\_\_

**6 CLIENT AUTHORISATION**

I/We certify the correctness and am (are) in full agreement with the information contained herein. I/We further agree to the Terms and Conditions of this agreement. It is further acknowledged that JNFM is authorised to deal with each authorised person named above and can accept instructions given in writing from him/her/them on behalf of the Company.

**Executed under Common Seal of the Company by authorised signatories.**

Signature (Director) \_\_\_\_\_ Date (dd/mm/yyyy) \_\_\_\_\_ Signature (Company Secretary) \_\_\_\_\_ Date (dd/mm/yyyy) \_\_\_\_\_

**Internal Use Only:**

New Account  Existing Account  Account Number \_\_\_\_\_

Dealer Representative Name \_\_\_\_\_ Reviewed By \_\_\_\_\_

Dealer Representative Signature \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

## JN FUND MANAGERS LIMITED CLIENT AGREEMENT TERMS & CONDITIONS

1. This AGREEMENT ("Agreement") is made on the Date specified overleaf between JN Fund Managers Limited (JNFM) and the party described overleaf as "the client" WHEREBY JNFM will as principal engage in Asset Transactions and other transactions from time to time on behalf of the client.
2. This Agreement also sets forth the terms and conditions under which from time to time, in its sole discretion, JNFM may offer to sell to the client, who in their sole discretion, agree to purchase from, in each case without recourse, Participations in Assets pursuant to the terms and conditions set forth in Certificates of Participation or Repurchase Agreements or such other investment instruments agreed with the client hereinafter called "Documents of Participation".
3. JNFM agrees to handle all transactions relating to an asset and the respective documents in accordance with its usual practices in the ordinary course of its business. JNFM shall not be liable to the client for any error in judgment or for any action taken or omitted to be taken by JNFM, except for gross negligence or wilful misconduct. Except to the extent otherwise provided herein, neither JNFM nor any of its officers, directors, employees, attorneys or agents shall have any further obligation or responsibility to the client of any kind whatsoever in connection with the performance of JNFM's duties under the Documents of Participation.
4. Where the client comprises more than one person, they shall be deemed to be joint tenants for all purposes in connection herewith unless specific written instructions to the contrary signed by each of such persons are given to JNFM. On the death of any of the persons constituting the client (being survived by any other such person) the Agreement shall not terminate and except in the case of the trustees, the interest of the deceased in the securities will automatically enure to the benefit of the survivor(s) unless otherwise specified.
5. Subject to its policies, JNFM may follow the instructions of any one account holder and, if inconsistent instructions are received or JNFM reasonably believes instructions from one account holder may not be mutually agreeable to all, JNFM in its discretion may do any one or more of the following, (i) suspend all activities on the account until written instructions signed by all accounts holders are received, (ii) close the account and deliver all assets in the names of all account holders, net of debits and credits to the address of record, or (iii) take other appropriate action.
6. JNFM is authorized, **but not** required, to accept and act in accordance with instructions received by telephonic communication to execute transactions to purchase, sell or otherwise deal with the assets. The client agrees to indemnify and hold JNFM harmless from and against any loss, cost or liability paid or incurred by JNFM as a result of acting in accordance with telephonic instructions which it believed in good faith to be issued by the client. JNFM will require receipt of written confirmation (by facsimile transmission or otherwise) of telephonic instructions prior to executing such instructions. **The client HEREBY UNDERSTANDS AND AGREES THAT JNFM MAY TAPE RECORD ANY OF YOUR TELEPHONE CONVERSATIONS WITH JNFM.**
7. Client statements of account and all transaction certificates shall be conclusive if not objected to in writing within five days, in the case of certificates (transaction confirmations), and ten days, in the case of account statements, after such documents have been transmitted to the client by mail or otherwise, regardless whether such documents are actually received.
8. If either party hereto fails to remit to the other funds when required to with respect to an asset transaction or Documents of Participation, the party required to remit such funds shall pay to the other interest on the amount not remitted, for each day until the date of delivery of such amount in immediately available funds to the party entitled thereto, at (i) a fluctuating rate per annum, computed for actual days elapsed on the basis of a year of 365 days, equal to the six-month Treasury Bill Rate, or (ii) if a currency other than Jamaican dollars (J\$) is involved, an overnight rate reasonably determined by JNFM.
9. JNFM will make all statutory deductions in accordance with applicable laws and pay over to the appropriate statutory authority.
10. The client(s) may not, (i) assign their rights and obligations hereunder without obtaining the prior written consent of an authorized representative of JNFM, which consent shall not be unreasonably withheld, or (ii) sell, assign, convey, transfer, subdivide, sub-participate or otherwise dispose of all or any part of any Documents of Participation acquired by them hereunder, nor create or permit to exist any lien or security interest thereon without obtaining the prior written consent of JNFM, which consent shall not be unreasonably withheld.
11. The client(s) authorizes JNFM, in its discretion, to obtain reports concerning their credit standing and business conduct. They may make a written request within a reasonable period of time for a description of the nature and scope of the reports obtained by JNFM.
12. The client(s) hereby understands and agrees that:
  - a. JNFM may record and store all information on their account in such form and by such means as JNFM deems fit.
  - b. JNFM may use the services of its parent company or its parent company's subsidiaries and/or affiliates or any electronic data processing service provider in connection with the management of their accounts and the related data.
  - c. Save and except where the client communicates an objection to JNFM in writing, the client's personal information may be shared with JNFM's parent company or its parent company's subsidiaries and affiliates.
13. The client hereby agrees that this Agreement and all the terms hereof shall be binding upon them and their estate, heirs, executors, administrators, personal representatives, successors and assigns. This Agreement shall cover individually and collectively all accounts, joint, single or in a fiduciary capacity, which are held by JNFM for them. This Agreement shall be applicable to all existing transactions between JNFM and the client as well as all future transactions in the nature contemplated herein and shall remain in effect irrespective of any interruptions in the business relations of the client with JNFM.
14. These terms and conditions and the documents to which they are annexed will be governed by and construed in accordance with the laws of Jamaica. The courts of Jamaica are to have exclusive jurisdiction to settle any disputes or claims that may arise out of or in connection with such documents for which purpose all parties agree to submit to the jurisdiction of the courts of Jamaica.
15. Any complaints by the client should in the first instance be made in writing to the Compliance Officer c/o of JN Fund Managers Limited at 17 Belmont Road, Kingston 5.
16. No warranty is given by JNFM as to the performance or profitability of the client's investment portfolio or any part thereof.
17. The client shall not acquire title to or a proprietary interest in any securities hereunder until JNFM has received from the client full value of the funds to acquire the same and where payment has been made by cheque or other negotiable instrument until such cheque or instrument has been cleared or honored as the case may be.
18. **YOU UNDERSTAND, AND ACKNOWLEDGE THAT JNFM HAS INFORMED YOU, THAT:**
  - a. ANY INVESTMENT MADE UNDER THE TERMS OF THIS AGREEMENT IS NOT THE SUBJECT OF INSURANCE BY THE DEPOSIT INSURANCE ACT
  - b. ANY INVESTMENT MADE UNDER THE TERMS OF THIS AGREEMENT IS NOT AN OBLIGATION OF OR GUARANTEED BY JNFM.
  - c. ANY INVESTMENT MADE UNDER THE TERMS OF THIS AGREEMENT IS SUBJECT TO INVESTMENT RISK, INCLUDING BUT NOT LIMITED TO THE POSSIBLE LOSS OF THE PRINCIPAL INVESTED.
19. Upon signature of the Instructions or other documents to which these terms and conditions are attached the client shall be deemed to have read and understood the contents thereof and to have accepted that the details set out in the Schedule thereto are correct.