

RECORD UPDATE FORM (INDIVIDUAL/JOINT ACCOUNT)



NOTE: To redeem units of any of the ARM Mutual Funds listed below, please complete the fields below in BLOCK LETTERS

ARM Membership
Identification Number:

Date

DD MM YYYY

Control No.
(for official use only)

Kindly check the box next to the ARM Company that provides services for you.

Mixta Nigeria ARM Securities ARM Investment Managers ARM Trustees Portfolio Code _____

Others (Please specify) _____

SECTION 2 – CLIENT INFORMATION

Title _____ Name _____ Date of Birth: _____
Surname first DD MM YYYY

Residential Address _____

Town/City _____ State: _____ Country _____

Telephone Number: _____ Email: _____

Occupation _____ Religion _____

Place of birth _____

Employment Status _____ Industry _____

NATIONALITY Nigerian If not Nigerian, please state Nationality _____

BVN indicate for both parties if it is a joint account _____
NIN indicate for both parties if it is a joint account _____

TIN (Nigeria) _____
TIN (Other countries) Please state country _____

Any standing instruction to transfer funds to an account maintained outside Nigeria? Yes, If yes, which country? _____ No

Do you have a Power of Attorney or Signatory Authority granted to a person outside Nigeria? Yes, If yes, which country? _____ No

Other Contact Address, In-Care-Of Address or Hold-Mail Address _____

Town/City _____ State: _____ Country _____

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INVESTOR 2 (For Joint Accounts Only)

Title _____ Name _____
Surname first _____ Date of Birth: _____ / _____ / _____
DD MM YYYY

Residential Address _____

Town/City _____ State: _____ Country _____

Telephone Number: _____ Email: _____

Occupation _____ Religion _____

Place of birth _____

Employment Status _____ Industry _____

NATIONALITY Nigerian _____ If not Nigerian, please state Nationality _____

BVN indicate for both parties _____ NIN indicate for both parties _____
if it is a joint account if it is a joint account

TIN (Nigeria) _____ TIN (Other countries) _____
Please state country

Any standing instruction to transfer funds to an account maintained outside Nigeria? Yes, If yes, which country? _____ No

Do you have a Power of Attorney or Signatory Authority granted to a person outside Nigeria? Yes, If yes, which country? _____ No

Other Contact Address, In-Care-Of Address or Hold-Mail Address _____

Town/City _____ State: _____ Country _____

Number of Signatories _____ Signature Mandate _____
*Additional signatories are to complete annexure provided.

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SECTION 3 – SIGNATURE SPECIMEN

Investor's Signature (1)	Affix Passport Photograph	Investor's Signature (1)	Affix Passport Photograph
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DD / MM / YYYY

DD / MM / YYYY

SECTION 4 – BANK DETAILS

Account Number _____ Bank Name _____
Branch _____ CSCS Account Number _____

SECTION 5 – NEXT OF KIN

Title _____ Name _____
Surname first
Residential Address _____
Town/City _____ State: _____ Country _____
Telephone Number: _____ Email: _____
Occupation _____ Religion _____

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ADDITIONAL INFORMATION:

INVESTOR 1	YES	NO	INVESTOR 2	YES	NO
Are you currently a politically exposed person (PEP) or a relative/close associate of a PEP?:			Are you currently a politically exposed person (PEP) or a relative/close associate of a PEP?:		
Have you ever been a politically exposed person?			Have you ever been a politically exposed person?		

Please provide details below:

Name	Position Held	From	To

ATTESTATION

- That if I/We live outside Nigeria, I/We agree to ensure that my account complies with the applicable law or rules which apply where I/We live, including any tax, foreign exchange or capital controls and for all payments, reporting or filing requirements that may apply as a result of my country of citizenship, domicile or residence. I/We agree to provide ARM with such information and must update my information as reasonably required from time to time, enabling ARM comply with any applicable law.
- That subject to applicable local laws, I/We agree that ARM can share my information with regulatory authorities where necessary to establish my tax liability in any jurisdiction. Where required by regulatory authorities, I/We consent and agree that ARM may withhold, and pay out from my account(s) such amounts as may be required according to applicable laws, regulations, agreements with regulators or authorities and directives. In addition, such information may also be shared with other affiliates of the ARM Group.
- That I/We agree to notify ARM within 30 (thirty) days if there is a change in any information which I/We have provided to ARM.

Signature

INVESTOR 1

DD / MM / YYYY

Signature

INVESTOR 2 (For Joint Account Holders Only)

DD / MM / YYYY

Kindly submit the completed form at the ARM Office close to you. Alternatively, you may send a scanned copy by email to enquiries@arminvestmentcenter.com with your registered email address.

You can also update your information on our website www.arminvestmentcenter.com

KYC CHECKLIST

Passport Photograph

Recent Utility Bill (Not more than 3 months old)

Valid Means of ID
(Voters' Card, International Passport, Drivers' Licence and National ID Card)

RECORD UPDATE FORM (INDIVIDUAL/JOINT ACCOUNT)



FOR OFFICIAL USE ONLY

Signature

Customer Service Officer

/ /
DD MM YYYY

Operations Manager

/ /
DD MM YYYY

Compliance Officer

/ /
DD MM YYYY

ARM PRIVACY NOTICE

Pursuant to the Nigerian Data Protection Regulation 2019, which guides all entities that collect, process, transmit and store data of natural persons to put in place policies and procedures that safeguard the rights of natural persons to data privacy, foster safe conduct of transactions involving the exchange of personal data and prevent manipulation of their data, ARM has responded in accordance to this regulation.

The following highlights our business requirements for collecting your personal data or information.

- To comply with applicable laws and regulations and to operate our business
- To respond to your enquiries about the ARM Group
- To improve our products and services
- To improve customer service delivery
- To send promotional emails about new products, special offers, or other information we think you may find useful using the email address you have provided
- To contact you occasionally for market research purposes. We may contact you by email, phone, fax or mail
- To deliver technical and functional management on our site
- To provide services in accordance with the agreement you are entering, or have entered into with us
- To obtain your personal data from third parties who possess the authority to disclose such in the event that your contact information has changed, and we are unable to communicate with you.

We only collect the information you give us and by patronising us, you have consented to the collection, processing, transmitting and storage of your personal data. We only require the minimum amount of personal information that is necessary to fulfil the purpose of your interaction with us; we don't sell it to third parties; and we only use it as the privacy policy describes. Please visit our website www.arm.com.ng