



## VETIVA MONEY MARKET FUND

(Authorized and Registered as a Collective Investment Scheme by the Securities and Exchange Commission)

### SUBSCRIPTION FORM

\* Please complete all sections of this Form in **BLOCK LETTERS** and submit the Form along with all supporting documents to Vetiva Fund Managers Limited  
\* Please note that **CASH** is not an acceptable mode of payment.

#### GUIDE TO APPLICATION:

**MINIMUM APPLICATION** 5000 Units  
**SUBSEQUENT MULTIPLES** 5000 Units

#### AMOUNT TO BE INVESTED

₦

#### NUMBER OF UNITS

#### DATE

D  D  / M  M  / Y  E  A  R

#### FOR: FUND MANAGER'S USE ONLY

OFFER PRICE (₦)	UNITS ALLOTTED
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

#### ARE YOU AN EXISTING SUBSCRIBER?

NO  YES

#### PERSONAL DETAILS OF APPLICANT(S)

TITLE: \_\_\_\_\_ GENDER: F  M

FULL NAME/JOINT NAME: \_\_\_\_\_  
(Surname first)

ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ NATIONALITY: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_ MOTHER'S MAIDEN NAME: \_\_\_\_\_

ARE YOU A US CITIZEN OR TAX RESIDENT? YES  NO  IF YES, PLEASE PROVIDE US TAX ID NO. \_\_\_\_\_

NEXT OF KIN: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

QUARTERLY DISTRIBUTION:  Re-invested in the Fund  Transferred to my account

#### INVESTMENT ON BEHALF OF MINORS (PERSONS UNDER 18)

TITLE: \_\_\_\_\_ SEX: F  M

FULL NAME/JOINT NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_ RELATIONSHIP TO APPLICANT: \_\_\_\_\_

#### BANK ACCOUNT DETAILS / FINANCIAL INFORMATION

BANK NAME: \_\_\_\_\_ ACCOUNT NUMBER: \_\_\_\_\_

ACCOUNT NAME: \_\_\_\_\_ BVN: \_\_\_\_\_

ANNUAL SALARY/EXPECTED ANNUAL INCOME(₦): Less than 1M  1M to 15M  15M to 30M  Above 30M

SOURCE OF FUNDS (Please provide details, including nature of business): \_\_\_\_\_

ARE YOU A POLITICALLY EXPOSED PERSON? YES  NO

Kindly note that all your redemption proceeds will be transferred to the bank account details provided by you during subscription to the Vetiva Money Market Fund. Therefore, in the absence of formal instruction from you, VFML shall continue to transfer all proceeds into the bank account details on its records until you indicate your desire to change the bank account by completing and executing an information update form. You are responsible for the accuracy of the bank account details provided and VFML will not be liable for any loss that may arise due to the inaccuracy of the bank account details provided by you nor will VFML be liable for any delays experienced in transferring the redemption proceeds, which delays are as a result of dormancy or inactivity of the Bank Account details on our records.



## TERMS AND CONDITIONS

- Your subscription to the Vetiva Money Market Fund ("the Fund") shall be subject to these terms and conditions as well as the Trust Deed and other Offer Documents relating to the Fund, the rules and regulations of the Securities and Exchange Commission and all applicable laws and regulations.
- You understand and acknowledge that investment in securities is subject to significant risk and as such, may not be suitable for many members of the public. You should carefully consider whether any investment in securities is appropriate for you in the light of your experiences, objectives, financial resources and other relevant circumstances. You should only subscribe to the Fund if you fully understand the nature of the investments you are making and the extent of your exposure to risk.
- All payments for subscription in the Fund must be made from your account and not from the account of any other person (including any related party or entity). third party payments made on your behalf will be returned and transfer costs will be charged to you.
- You warrant that the funds being used for your subscription to the Fund are from legitimate and not directly or indirectly the proceeds of any unlawful activity.
- In our relations with you, we will rely entirely on the information which you have provided to us. Consequently, you are required to notify us within 7 calendar days if there is a change in any information which you have provided to us.
- You consent to the use of electronic communication (which includes communication by email or telephone or facsimile). By this consent, you unequivocally agree that we can rely, and act on instructions (including but not limited to orders, investment, redemption, confirmation and funds transfer instructions, investment advice, etc.) transmitted by you to us through any electronic medium and that we shall be entitled to treat such instructions as legitimate and authentic. You also agree that instructions transmitted by electronic communication shall be binding for all purposes, including for purposes of evidence. You irrevocably undertake and warrant that you shall not make any demand or claim or institute any action against Vetiva Fund Managers Limited ("Vetiva" or "the Fund Manager") should you suffer any loss or liability in connection with any communication with you via electronic communication. You acknowledge that there are certain risks associated with conveying instructions via electronic means, including, but not limited to the risk of delay, non-receipt, third party interception/interference, data corruption, etc., and hereby fully waive, discharge and indemnify Vetiva in respect of any loss or damages resulting from any of the risks identified above/from the use of electronic means in communicating with you.
- We shall not be responsible and hereby disclaim all liabilities, including liability for all and any actual or contingent losses, liabilities, damages and costs (including, without limitation, legal costs) and any expenses of any nature whatsoever, which you or anyone claiming through you may suffer or incur as a result of or in connection with any instruction given by you or any person authorised by you, whether or not such person(s) acted beyond the scope of their mandate from you in giving the instruction. In no event shall Vetiva be liable to you for any indirect or consequential loss or for any loss occasioned by the act or omission of any third party.
- In the event of death, bankruptcy, liquidation, insolvency or any incapacitation (legal or otherwise), as applicable, our mandate to continue to act on behalf of your account shall continue until instructed otherwise by your lawfully appointed administrators, executors, personal representatives, liquidators, trustee (s) in bankruptcy as the case may be or such other persons duly authorised or appointed to act on your behalf.
- You agree that Vetiva may disclose information relating to your account to third parties where such disclosure is necessary for our effective performance of this Agreement or for the purpose of complying with any applicable law.
- Vetiva is committed to providing you high quality service at all times. If, at any time, you are dissatisfied with our services, please do not hesitate to contact us at [complaints@vetiva.com](mailto:complaints@vetiva.com). We undertake to look into your complaint carefully and promptly and take necessary steps to resolve any complaint to your satisfaction.
- We may review, change or amend our terms and conditions from time to time. You hereby accept that any changes to our terms and conditions shall be binding on you upon written notification to you of such changes. You agree that such notification may be sent via post, fax, email or other electronic or communication platform or by posting same on our website.
- This Agreement shall be governed by and construed in accordance with the laws of the Federal Republic of Nigeria and you agree to be bound by the terms and conditions of this Agreement.

## DECLARATION

**I/WE DECLARE AND AGREE AS FOLLOWS:**

- I/We are at least 18 years old
- I/We understand that the past performance is not a guide to future returns. The value of investments and income from them may go down as well as up
- I/We comply with the minimum investment period and will accept any charges arising from early Redemption
- I/We agree that my/our Fund certificate or E-statement can be sent at my/our own risk, to the address/email address provided
- I/We have attached a Cheque or proof of payment in the name of STL Trustees/Vetiva Money Market Fund
- I/We understand that in the event that I/We are unable to furnish VFML with all required account opening/KYC documentation, my/our funds will be returned to me/us and I/We shall not hold VFML liable for any diminution, loss of interest or transfer charges in the event that my/our funds are returned.
- I/We declare that the information provided in this form is true, accurate and complete
- Vetiva is authorised to verify any or all of the information by me/us.
- I/We agree to notify VFML within 7 calendar days if there is a change in any information which I/We have provided to VFML
- I/We have read and agree with the Terms and Conditions set out above

Signature	Date	Signature	Date & Seal
Individual/Corporate Signature		Joint/Corporate Signature	Seal where applicable



# VETIVA

FUND MANAGERS LIMITED  
RC: 981804

## SUPPORTING DOCUMENTS

Please submit the following alongside the Subscription Form to Vetiva Fund Managers Limited:

<b>For Individuals:</b>	<b>For Corporates:</b>
One Passport Sized Photograph Birth Certificate (for Minors)	Incorporation Documents: (Memorandum and Articles of Association, Certificate of Incorporation, CAC 2 and CAC 7) Proof of Address (Utility Bill issued within the last 3 months)
Proof of Address (Utility Bill issued within the last 3 months)	Board Resolution and Signature Mandate
Evidence of Identification (e.g. Driver's License or National ID Card or Bio-data page of International Passport.)	One Passport Sized Photograph, utility bill and ID of Authorized Signatories (e.g. Driver's License, National ID Card, Bio-data page of International Passport, etc.)

## FUND ACCOUNT (PAYMENT) DETAILS

<b>FUND NAME</b>	<b>ASSET ALLOCATION</b>	<b>MINIMUM HOLDING PERIOD</b>	<b>BANK DETAILS</b>
VETIVA MONEY MARKET FUND	100% in Money Market Instruments	30 Days	<b>Bank:</b> CITIBANK NIGERIA LIMITED <b>Account Name:</b> STL/VETIVA MONEY MARKET FUND SUB <b>Account No:</b> 0011892040

## FOR: OFFICIAL USE ONLY

Comments:

**VETIVA FUND MANAGERS LIMITED** (RC 981804)

Plot 266B, Kofo Abayomi Street, Victoria Island, Lagos, Nigeria

T +234(1)2797328

E funds@vetiva.com W [www.vetiva.com](http://www.vetiva.com)