Databank Wealth Management

Mandate Form

Databank
Leadership

Type of Account

☐ PERSONAL ☐ KIDZ WEALTH ITF

Name of child (For **KIDZ WEALTH ITF accounts):** ____________________

Personal details	Individual 1	Individual 2 (for joint or institutional accounts)
Title		
First name		
Middle name		
Last name		
Gender (Male/Female)		
Birth date (dd/mm/yy)		
Preferred retirement age		
Nationality		
Political status		
Marital status	☐ Single ☐ Married ☐ Other (Please specify) ____________	☐ Single ☐ Married ☐ Other (Please specify) ____________
Address for correspondence		
Residential address		
City		
Ownership title of residence	Please tick the appropriate box ☐ Self-owned ☐ Owned by relation ☐ Rented ☐ Other	
	Individual 1	**Individual 2**
Home phone		
Work phone		
Mobile phone		
Email address		
Employment status	Please tick the appropriate box ☐ Employed ☐ Retired ☐ Other ____________	Please tick the appropriate box ☐ Employed ☐ Retired ☐ Other ____________
Employment sector	☐ Public ☐ Private	☐ Public ☐ Private
Occupation		
Nature of business		

	Individual 1	Individual 2
Position/Title		
Employer		
Date employed		
Work address		
City		
Work phone		
Email		
Fax		
Other income sources		
Source of initial deposit		
Total monthly income range ☐ GH¢ ☐ US$	Please tick the appropriate box ☐ Below 5,000 ☐ 5,000 – 10,000 ☐ 10,000 – 25,000 ☐ 25,000 – 50,000 ☐ 50,000 – 100,000 ☐ 100,000 and above	Please tick the appropriate box ☐ Below 5,000 ☐ 5,000 – 10,000 ☐ 10,000 – 25,000 ☐ 25,000 – 50,000 ☐ 50,000 – 100,000 ☐ 100,000 and above

Requirements

1. Any of the following picture IDs:

☐ Valid Passport ☐ Voter's ID ☐ Driver's License ☐ National / Ecowas Identification Card

☐ SSNIT Biometric ☐ Birth certificate (for minors/ ITF account)

ID number: ______________________ Issue date: ______________________

Expiry date: ______________________

2. Copy of utility bill / a map giving directions to residence / Ghana post GPS address

☐ Provided ☐ Not provided

3. One passport size picture

☐ Provided ☐ Not provided

Next-of-Kin: ____

Tel. no.: ______________________ **Email:** ______________________

Beneficiaries:

Name	Relationship	Birth date	%

Investment restrictions (Applicable to only Customised Portfolios)

Are you comfortable investing in brewery stocks? ☐ Yes ☐ No

Are you comfortable investing in tobacco stocks? ☐ Yes ☐ No

Would you want a Pan-African investment strategy? ☐ Yes ☐ No

Other restriction(s) ______________________________

Product summary

1. **Private Wealth Customized Portfolio:** This option allows you to have a portfolio designed to meet your risk profile and unique need depending on the outcome of the questionnaire. We will invest in local and foreign listed equity, treasury bills, fixed deposits, listed and unlisted fixed income, mutual funds, private equity, real estate and any other alternative investments. The choice of asset classes depends on your risk profile. You have the benefit of having specific investment restrictions. Returns are not guaranteed. Portfolios are managed on a best efforts basis based on your risk profile.

Features

- Customized investment strategy with a financial target
- Portfolio can be denominated in Ghana cedis or US dollars. Investments in various currencies can be made
- Dedicated Fund Manager and Relationship Manager
- Minimum recommended tenure of 5 years
- Quarterly reporting (4-6 weeks after the end of the quarter) and meetings with Fund Manager
- Access to quarterly research reports
- Management fees of 2% of assets

2. **Private Wealth Gold pools:** This is an investment in one of five unitized pools based on your risk profile. The unitized pool will then invest in local and foreign listed equity, treasury bills, fixed deposits, listed and unlisted fixed income, mutual funds, private equity, real estate and any other alternative investments. The choice of asset classes depends on the risk profile of the unitized pool. An individual investor does not have the benefit of having specific investment restrictions and direct access to coupons and dividends. The value of your investment is based on the current price of the unitized pool.

Features

- Unique investment strategy with a financial target
- Portfolio is denominated in Ghana cedis
- Minimum recommended tenure of 5 years
- Dedicated Fund Manager and Relationship Manager
- Quarterly email reporting (4-6 weeks after the end of the quarter) and annual meetings with Fund Manager
- Access to quarterly research reports
- Management fees of 2% of assets charged on the Pool. Individual values are net of fees

Risk Profile	Equity (%)	Fixed Income (%)
☐ Conservative/ Fixed Income	0	100
☐ Capital Preservation	20	80
☐ Balanced	50	50
☐ Growth	70	30
☐ Aggresive Growth	85	15

3. **Databank Executive Wealth Pool (EWP - Silver Pool):** This is an investment in a low risk unitized pool. The unitized pool will then invest in treasury bills, fixed deposits, listed and unlisted fixed income, fixed income mutual funds and any other low risk investments. An individual investor does not have the benefit of having specific investment restrictions and direct access to coupons and dividends. The value of an individual's investment is based on the current price of the unitized pool. The goal of this pool is to steadily grow the wealth of investors who do not immediately meet the minimum required for the Gold pool.

Features

- Portfolio is denominated in Ghana cedis
- Dedicated Fund Manager and Relationship Manager
- Minimum recommended tenure of 3 years
- Quarterly email reporting (4-6 weeks after the end of the quarter) and annual meetings with Fund Manager
- Access to quarterly research reports
- Management fees of 2% of assets charged on the Pool. Individual values are net of fees

4. **Databank Dollar Wealth:** This is a unitized pool that invests in dollar securities such as sovereign bonds, corporate bonds, bank fixed deposits and fixed income mutual funds. The objective of the pool is to preserve and marginally grow client's wealth in dollars.

Features

- Portfolio is denominated in US dollars
- Dedicated Fund Manager and Relationship Manager
- Minimum recommended tenure of 3 years
- Quarterly email reporting (4-6 weeks after the end of the quarter)
- Management fees of 1% of assets charged on the pool. Individual values are net of fees
- Access to quarterly research reports

5. **Databank Kidz Wealth Pool:** This is an investment in a unitized pool with an aggressive growth risk profile. The fund has a combination of listed equities and fixed income securities traded in Ghana and selected African countries. This fund has an equity range from 50% to 85% and a fixed income range of 15% to 50%.

Features

- Portfolio is denominated in Ghana cedis
- Dedicated Fund Manager and Relationship Manager
- Minimum holding period of 10 years (No withdrawals before 10th year)
- Exit load of 1% to 5% will apply to withdrawal of funds below the 10 years minimum Year 1 to 2 (5%), year 3 to 4 (4%),Year 5 to 6 (3%), year 7 to 8 (2%), year 9 to 10 (1%). There will be no exit load after the tenth year
- Quarterly email reporting (4-6 weeks after the end of the quarter)
- Access to quarterly research reports
- Management fees of 2% of assets charged on the pool. Individual values are net of fees

DISCLAIMER (Please read carefully before signing)

Thank you for choosing Databank Asset Management Services Limited (DAMSEL).
DAMSEL aims to efficiently manage your funds with the goal of achieving the highest possible returns. All investments are characterized by varying degrees of risk, meaning there is a chance that an investment's actual return will be different from what is expected. Please note that the potential risk and return on your investment is based on the risk profile of the investment product you have chosen and not your risk profile per the risk questionnaire. It is also important to note that an investor who expects a higher return on an investment runs an equally high risk of not yielding that return and/or potentially losing their initial investment.

Considering the element of risk and return associated with investing, kindly note that:

1. DAMSEL does not guarantee returns on any investment(s). You may not earn the expected return on your investment(s).
2. DAMSEL does not guarantee that your initial invested funds will be maintained.
3. The value of your investment may rise and fall unexpectedly as a result of market conditions.
4. You may not be able to redeem investment(s) in a timely manner, since the investment(s) may not have ready buyers.
5. You may have to accept a much lower value in order to redeem your investment(s) depending on market conditions.
6. In the unlikely event that we are unable to redeem your investment at the time of your request due to market conditions, we may transfer the asset entirely to you to operate and deal with.

By signing your name below, you certify that you have completely read and fully understood the information above.

Name: ______________________________

Signature: ______________________ Date: ______________________

THIS MANAGED ACCOUNT AGREEMENT is made on the ___day of_________20___ BETWEEN DATABANK ASSET MANAGEMENT SERVICES LIMITED, a company incorporated under the laws of Ghana and whose registered office is situated at 61 Barnes Road, Adabraka Accra, in the Greater Accra Region of the Republic of Ghana and whose postal address is Private Mail Bag, Ministries Post Office, Accra, aforesaid (hereinafter referred to as DAMSEL) of one part

AND ____

of ______________________________ and whose postal address is Post Office Box Number ______________________________, (hereinafter referred to as the Client) of the other part.

WHEREAS:

a. DAMSEL is an Investment Manager duly licensed by the Securities and Exchange Commission and governed by the Securities Industry Act, 2016 (Act 929) as may be amended and its regulations to provide investment services including discretionary managed accounts for clients;

b. The Client has requested DAMSEL to operate a discretionary managed account(s) on behalf of the Client; and

c. DAMSEL has agreed to provide such a service to the Client on the terms and conditions hereinafter appearing.

This mandate applies to the following Client's Account Number(s) in the books of DAMSEL: ____________________

NOW THEREFORE IT IS HEREBY AGREED as follows:

1 OBLIGATIONS OF DAMSEL

1.1 DAMSEL is hereby authorized to buy or sell securities on behalf of the Client, at DAMSEL's discretion, in respect of the Client's managed account.

1.2 DAMSEL is hereby authorized to operate and incur expenses on the Client's managed account and effect such other payments as DAMSEL deems necessary in the operation of the managed account.

1.3 DAMSEL shall hold for the Client all securities purchased for the Client's managed account and register the securities in the name of the Client, or where applicable, in the name of a pooled account.

1.4 DAMSEL shall ensure that all dividends declared in respect of shares purchased by DAMSEL on behalf of the Client are re-invested in the Client's managed account.

2 WITHDRAWALS BY THE CLIENT

2.1 The Client may withdraw cash or request delivery of the securities from the Client's managed account as follows:

2.1.1 Prior two (2) weeks' notice for Ghana Cedi investments and

2.1.2 Prior one (1) month notice for U.S. Dollar investments where the withdrawal is partial.

2.1.3 Prior two (2) months' notice for U.S. Dollar investments where it is a full withdrawal.

2.1.4 The withdrawal may take longer than the notice period depending on the assets being sold or redeemed.

2.2 All charges related to withdrawals shall be borne by the Client.

3 INDEMNITY

The Client may issue instructions and receive reports for transactions on the Client's account by email. The Client hereby indemnifies DAMSEL from any losses and all other liabilities that may occur because of the Client's decision to authorize transactions by email in respect of any or all of his/her accounts managed by Databank's wealth management team or DAMSEL. The Client further agrees that this indemnity shall continue to be binding until such a time that he/she shall cancel it in writing, in which case the option to transact business on his/her account by means of email instructions shall immediately cease.

4 UNDERTAKINGS BY DAMSEL

4.1 DAMSEL undertakes the following:

4.1.1 To achieve the highest possible return consistent with the Client's investment characteristics as reflected in the Client's risk tolerance level, return objectives, liquidity needs, time horizon and any other unique investment circumstances.

4.1.2 To exercise utmost good faith, due care and skill in performing the services, duties and obligations notwithstanding the various risks; default or fraud of any person, firm or company through whom transactions are effected for the Client's account and capital loss associated with holding a portfolio of investments.

4.1.3 To use its best endeavours to observe sound management and financial practice and gives no gurantee as to the performance or profitability of any of the assets held in the portfolio.

4.2 DAMSEL shall not be held responsible or be liable for any losses the Client may sustain unless attributable to fraud, bad faith, or proven gross negligence on the part of DAMSEL.

5 APPLICABLE LAW AND SETTLEMENT OF DISPUTES

5.1 This Agreement shall be governed, construed and interpreted in accordance with the laws of the Republic of Ghana and Parties agree to submit to the jurisdiction of the Ghanaian courts in any matter or claim arising under or in connection with this Agreement.

5.2 The Parties shall use their best endeavours and in good faith to initially settle amicably all disputes arising out of or in connection with this Agreement. Where the Parties fail to amicably settle the disputes within thirty (30) days, the matter shall be referred to arbitration under the provisions of the Alternative Dispute Resolution Act 2010 (Act 738).

6 DURATION OF AGREEMENT, AMENDMENTS AND TERMINATION

6.1 This Agreement shall come into effect on the date of the last signing and remain in full force unless terminated by either Party.

6.2 This Agreement may be terminated by either Party giving one (1) month's written notice sent by registered post, delivered personally to the other Party or Email sent by either party.

6.3 A full withdrawal by client shall be considered as a liquidation of account.

6.4 DAMSEL shall use its best efforts upon notice of termination to:

6.4.1 Liquidate assets or transfer all existing assets in its custody to the Client or, at the written request of the Client, to an authorized representative. All incidental costs of the transfer or liquidation shall be borne by the Client.

6.4.2 Complete or where possible, cease transactions already in progress at the time of the request.

6.5 DAMSEL may, at its discretion, perform a full withdrawal or liquidate the account if the remaining investment value will fall below 50% of the minimum amount required for the portfolio. This minimum amount is subject to change with our without notice and the prevailing minimum amount at the time of the withdrawal will be considered.

6.6 Termination of this Agreement or removal of existing assets from the Portfolio, upon notice of termination shall not affect any outstanding settlements of transactions or other legal rights or obligations, which may already have arisen prior to the termination or notice of termination.

7 ACKNOWLEDGMENT OF RISK

The Client acknowledges that he/she understands and is aware of the various risks that are involved in holding a portfolio of investments and especially the risks and exposure that may arise from holding equity, bond bond investments or alternative investments that may experience poor performance and/or capital losses. The Client understands that returns on investments offered by DAMSEL are not guaranteed and may experience poor performance or result in a loss of capital.

8 CONFIDENTIAL RELATIONSHIP

The Parties shall keep confidential at all times, information acquired in connection with this Agreement, except for information which they may be entitled or bound to disclose by written request of the Client, under compulsion of law, or where requested by regulatory agencies, or to their professional advisers where reasonably necessary for the performance of their professional services.

9 MISCELLANEOUS

9.1 The Parties may not vary the terms of this Agreement without the prior written consent of both Parties.

9.2 The Client is encouraged to seek independent legal advice before signing this Agreement.

9.3 The Client must insist on a copy of this Agreement.

I, ______________________________________ hereby declare that the information provided above is true and accurate. I undertake to inform Databank Asset Management Services Limited immediately of any changes in the particulars stated.

AS WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

For and on Behalf of Databank Asset Management Services Limited	For and on behalf of Client
Name of DAMSEL authorised signatory	**Name of Client**
Signature of DAMSEL authorised signatory	**Signature of Client**

WITNESS:

Name of DAMSEL authorised signatory	**Signature of DAMSEL authorised signatory**

CHECKLIST (FOR OFFICIAL USE)

Please ensure that these check boxes are ticked after the client has completed the form.

- ☐ Personal information
- ☐ All KYC requirements (e.g., ID card)
- ☐ Product summary
- ☐ Risk profile
- ☐ Signed mandate
- ☐ Risk disclaimer

FOR MORE INFORMATION, CONTACT DATABANK AT THE FOLLOWING ADDRESSES:

HEAD OFFICE
Tel: 0302 610610
Email: info@databankgroup.com

CAPE COAST
Tel: 0577 702016
Email: capecoast@databankgroup.com

HO
Tel: 0362 000071
Email: ho@databankgroup.com

KOFORIDUA
Tel: 0342 031189, 0577 289123
Email: koforidua@databankgroup.com

KUMASI
Tel: 0322 081483, 080077, 080078
Email: kumasi@databankgroup.com

SUNYANI
Tel: 0576 001533, 0577 704516
Email: sunyani@databankgroup.com

TAKORADI
Tel: 0312 023628, 025465
Email: takoradi@databankgroup.com

TAMALE
Tel: 0577 802665, 0577 802666
Email: tamale@databankgroup.com

TEMA
Tel: 0303 213240, 210050
Email: tema@databankgroup.com

Partner locations (GTBank branches)

Accra

- **Airport:** 0577 702012
- **East Legon:** 0577 702013
- **Lapaz:** 0577 739461
- **Madina:** 0577 739462
- **Osu:** 0577 702014
- **Opera Square:** 0302 668530
- **Kasoa:** 0501 834708
- **Ashaiman:** 0577 702015
- **Tarkwa:** 0577 702010

Partner locations (UBA branch)

- **KNUST:** 0276 138111

Databank is Ghana's leading investment bank and one of the first to emerge from West Africa. Established in 1990, Databank has been instrumental in the development of the Ghanaian capital market and has built a strong reputation for its pioneering works in the industry. Driven by the goal of helping Ghanaians achieve financial independence, Databank is committed to promoting financial literacy and offering a diverse range of investment products and services to suit the investment styles of different investors.

www.databankgroup.com