

FIRST CITIZENS BROKERAGE ACCOUNT OPENING/UPDATING CHECKLIST

A Barbados Central Securities Depository Inc.(BCSD) Brokerage account can be opened with anybroker. Each person opening an account at First Citizens Investment Services Limited – Barbados (FCIS) is required to provide the following:

WHAT	WHICH	WHY	DETAILS	EXCEPTIONS
2 forms of ID	<ul style="list-style-type: none"> Passport and one of the following: National ID card Driver's Licence 	As part of regulatory requirements and KYC documentation	<p>Passports and Driver's Licence must not have expired.</p> <p>Names on the IDs should match.</p> <p>Copies must be done in colour.</p> <p>Copies must be certified as "original seen" by FCIS representative</p>	<p>Names not matching on the ids because of a name change? Please provide any affidavits to support same or a marriage certificate in the case of maiden name/married name differences.</p> <p>Do not own 2 forms of valid identification? Please refer to the FCIS Country Manager.</p>
Proof of Address	<ul style="list-style-type: none"> BL&P BWA FLOW Digicel Credit Union Statement/ Bank Statement	Proof that the address provided is valid	<p>Utility bills should not be more than 3 months old</p> <p>Copies must be certified as "original seen" by FCIS representative</p>	<p>Don't have a bill in your name? The bill will be accepted along with a letter from the person, whose name is on the bill; authorizing the applicant to use the bill. A colour copy of the authoriser's ID should also accompany this letter.</p> <p>In the case of child/parent or husband/wife relationship, a copy of a birth certificate or marriage certificate can also be provided respectively. This indicates the relationship between the person stated on the bill and the account opening applicant.</p>
Proof of Income	Pay slip or job letter. Other proof of income for Self-employed, Pensioners, etc.	To show proof of employment and proof of income as part of regulatory requirements and KYC documentation	Pay slips and job letters should not be more than 1 month old. Minimum of six months bank statements	No exceptions allowed
Individual data form	First Citizens internal data form	As part of regulatory requirements and KYC documentation	Must be completed in full and signed by the individual	No exceptions allowed
Client Application form	First Citizens internal data form	To establish a settlement account with FCIS.	Settlement accounts are established to place funds for the purchase of shares or to remit funds from the sale of shares	No exceptions allowed
Fair Allocation Policy	First Citizens internal form	To ensure fairness in the allocation of investment opportunities among its' clients	Must be completed in full and signed by the individual	No exceptions allowed
Risk Profiler	First Citizens internal data form	To assess and document client's investment risk appetite	Must be completed in full and signed by the individual	No exceptions allowed
Residency DeclarationForm	First Citizens internal data form	To disclose any need for compliance with tax residency	Must be completed in full and signed by the individual	No exceptions allowed
PEP Declaration	First Citizens internal form	To determine Political Exposure status	Must be completed in full and signed by the individual	No exceptions allowed
Electronic Communication Agreement	First Citizens internal form	To request and authorize FCIS to receive instructions and information from client by way of Electronic communication equipment	Must be completed in full and signed by the individual	Optional

- Any brokerage account opened can be used for equity (share) purchases and sales on the local stock exchange
- **Names cannot be added to accounts after they have been opened to effect joint ownership.** A new account will have to be opened with the names of the joint account owners to facilitate a put through with applicable fees applied.
- Clients who are resident outside of Barbados are required to submit a bank reference letter.
- Clients opening accounts remotely are required to have the documents listed above notarized. Picture identification must be copied in full colour.
- Source of funds documentation may be required for certain transactions
- FCIS – Barbados can facilitate the opening of brokerage accounts on the ECSE, TTSE and JSE via our partners in the OECS, Trinidad and Tobago and Jamaica, subject to the individual requirement of each jurisdiction