

# RECORD UPDATE FORM (INDIVIDUAL/JOINT ACCOUNT)



ARM Membership  
Identification Number: \_\_\_\_\_

Date

DD MM YYYY

Control No.  
(for official use only)

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

ARM Securities  ARM Investment Managers  ARM Trustees  Portfolio Code \_\_\_\_\_

Others (Please specify) \_\_\_\_\_

## Purpose of Update

Change of Name  Bank Account Update  Next of Kin Update  Email Update

Phone Number Update  Residential Address Update  Signature Update  TIN

## 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 \_\_\_\_\_

source of wealth \_\_\_\_\_

**NATIONALITY** Nigerian  If not Nigerian, please state Nationality \_\_\_\_\_

NIN \_\_\_\_\_ 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

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Other Contact Address, In-Care-Of Address  
or Hold-Mail Address \_\_\_\_\_

Town/City \_\_\_\_\_ State: \_\_\_\_\_ Country \_\_\_\_\_

## INVESTOR 2 (For Joint Accounts Only)

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 \_\_\_\_\_

source of wealth \_\_\_\_\_

**NATIONALITY** Nigerian If not Nigerian, please state Nationality \_\_\_\_\_

NIN \_\_\_\_\_ BVN \_\_\_\_\_

TIN (Other countries) \_\_\_\_\_ TIN (Nigeria) \_\_\_\_\_  
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 \_\_\_\_\_

# RECORD UPDATE FORM (INDIVIDUAL/JOINT ACCOUNT)



## SECTION 3 – NEXT OF KIN

Title \_\_\_\_\_ Name \_\_\_\_\_  
Surname first

Residential Address \_\_\_\_\_

Town/City \_\_\_\_\_ State: \_\_\_\_\_ Country \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Gender \_\_\_\_\_ Relationship \_\_\_\_\_ Date of Birth:    /    /  
DD    MM    YYYY

## SECTION 4 – BANK DETAILS

Bank Account Name \_\_\_\_\_

Bank Account Number \_\_\_\_\_ Bank Name \_\_\_\_\_

BVN \_\_\_\_\_ CSCS Account Number \_\_\_\_\_

Branch \_\_\_\_\_

## SECTION 5 – SIGNATURE SPECIMEN

Investor's Signature (1)	Affix Passport Photograph	Investor's Signature (2) (For Joint Accounts)	Affix Passport Photograph
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DD    MM    YYYY

DD    MM    YYYY

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

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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?		
Are you currently a financially exposed person (FEP) or a relative/close associate of a FEP?:			Are you currently a financially exposed person (FEP) or a relative/close associate of a FEP?:		

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's Signature

DD / MM / YYYY

Signature

Investor's Signature (2)  
(For Joint Accounts)

DD / MM / YYYY

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Kindly submit the completed form at the ARM Office close to you. Alternatively, you may send a scanned copy by email to [enquiries@arm.com.ng](mailto:enquiries@arm.com.ng) with your registered email address.

## 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)

## 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 Nigeria Data Protection Act 2023 (NDPA), 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](http://www.arm.com.ng)