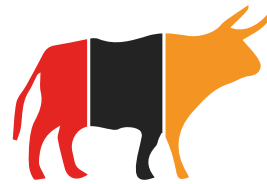


Broking Crash Course

Account Opening: The First Step



STOCKBROKERS ZAMBIA LIMITED

Corporate Finance Advisory
Brokerage Research
Share Trading
www.sbz.com.zm

Table of Contents



Trading Account	1
What is a trading account?	
Why do you need a broker?	1
How do you begin?	
What about joint accounts?	2
What about accounts for minors?	2
What about corporate/institutional accounts?	3
What about a deceased case?	3
What about certificate shares?	3

TRADING ACCOUNT

1 - What is a trading account?

Your trading account is akin to a bank account, however, instead of holding money it holds shares and other financial instruments (e.g bonds). Your account and shares will be held by the LuSE CSD (Central Share Depository) which will keep an electronics record of your holdings and transactions since the inception of your account; Note that this account is not broker specific, therefore, with your consent, multiple brokers can trade on your behalf on one account.

Why do you need a broker?

As is set out in the [Securities Act](#), you are required to go through a licensed dealer as your intermediary to investing in securities. This is, amongst many other reasons, to give you access to specialised aid in making your purchase and protecting the sanctity of the protocols and protection measures set in place for investors, investees, and other stakeholders.

2 – How do you begin?

The process is extremely simple; You need to provide us with you certified (notarised) proof of identity (e.g NRC or drivers license), as well as a valid proof of residence such as a recent bank statement detailing your name and address, a t-pin certificate, a tenancy agreement or title deed, or even a general affidavit. On top of these, you need to fill our [account opening form](#), and bring these physically to our Lusaka or Kitwe offices, or submit them via email at trading@sbz.com.zm.

That's it, once you have sent your details, your account will be ready for investing within the day.

What about joint accounts?

The process is similar to the above, simply provide us with the notarised IDs and proofs of residence of both individuals. On the account opening form, indicate the details for one of the parties, as well as indicating the names that the account should be opened in; An example would be if John Banda and Mary Tembo Banda want to open a joint account, they would write "John and Mary Banda" on the *full names* section of the account opening form.

What about accounts for minors?

For minor accounts, or *in trust of* accounts, we require the notarised ID and proof of residence of their guardian who will be trading on their account, as well as the notarised birth certificate of the minor. For the full names section, simply input the name of the guardian, "ITO" and the name of the minor; E.g if John Banda wanted to open an account for his daughter Chileshe, he would write "John Banda ITO Mary Banda".

What about corporate/institutional accounts?

For companies and institutions looking to open a trading account, we require the certificate of incorporation, the tax clearance certificate, the proof of residence of the organisation, and the notarised IDs and proofs of residence of the directors and signatories (in the event that a non director will have access to trade in the account), as well as our [corporate account opening form](#). These may be submitted to our Lusaka or Kitwe offices, or via email at trading@sbz.com.zm.

What about a deceased case?

It is unfortunate that you have experienced a loss, however, to gain access to the trading account of a deceased individual we require the following: The notarised IDs of the deceased and administrator, the notarised death certificate, and the notarised appointment of administratorship documents. These may be submitted to our Lusaka or Kitwe offices, or via email at trading@sbz.com.zm, and with regards to what to do once access has been granted, that is entirely up to the administrator. If there are multiple administrators, instructions with regards to the trading account must be signed by all, and we require the documents for all as noted above.

What about certificate shares?

If you have shares in certificate form, then you are required to visit our premises with the original share certificate as well as the full account opening requirements in order to fill out compliance and share digitisation forms in order for us to convert your shares and enable you to begin your trading journey.

Document By:
STOCKBROKERS ZAMBIA LIMITED



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Useful Links:

Securities Act - <https://www.seczambia.org.zm/regulations/acts/>

Account Form - <https://www.sbz.com.zm/download/retail-account-form/>

Corporate Account Form - <https://www.sbz.com.zm/download/corporate-account-form/>

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INVESTMENT CAUTION

Share prices may rise and fall – investors should always seek professional advice before investing in shares.

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