Finance House
Princess Elizabeth Str.
Ta' Xbiex, XBX 1102
Tel: +356 21347331

Client Instructions Form

Date : ____________________

Client Name : ___________________________________ **Client REF No:** ________________

Method of Instruction : ☐ In-Person ☐ Phone ☐ Email ☐ Other : __________________________

1. Instruction Type (Please tick one or more)

☐ i.) Change in Personal Details ☐ ii.) Change in Bank Details

☐ iii.) Internal Asset Transfer ☐ iv.) External Asset Transfer

☐ v.) Change of Investment Strategy ☐ vi.) Change in withholding tax preferences

☐ vii.) Change in Payment preferences ☐ viii.) Change in service

☐ ix.) Change in person controlling account ☐ x.) Closure of Account

☐ xi.) Other: _____________________________

2. Details of Instruction

Please provide clear, specific, and complete instructions. Attach supporting documents if applicable.

3. Supporting Documents Attached

(*Please vide Annex 1 for a full list of supporting documents required according to the required change*)

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4. Client Confirmation/Effective Date of Instruction

I/We confirm that the above instructions are accurate and authorize Curmi & Partners Ltd to act accordingly and supersede and previous instructions held. I/We understand that incomplete or unclear instructions may delay processing.

Client Signature: ______________________ **Client Signature:** ______________________

Date: ___ / ___ / _______ **Date:** ___ / ___ / _______

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4. For Office Use Only

Received By:	Signature:
Date Received:	
Action Taken:	
Notes	

CURMI & PARTNERS

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Annex 1 –

Supporting documents required based on the instruction provided/change required.

For a change in Personal Details in terms of point i.) above:

Residential Address

An official document, which may include an ID Card/Vehicle Licence showing the updated residential address or a utility bill that is not older than three months.

Email Address

No supporting document required.

Contact Number

No supporting document required.

For a change in Banking Details in terms of point ii.) above:

Proof of banking details such as a bank statement that is clearly legible and showing the IBAN and Account number details of the account holder.

For a change in Internal Asset Transfer in terms of point iii.) above:

A public deed (a notarial deed) received by a notary public in the presence of at least two witnesses. Example: A deed of donation.

For a change in External Asset Transfer in terms of point iv.) above:

No supporting documents are required however in the details of instructions as per point 2.) of the Client Instructions Form the following information should be included:

- *List of holdings (nominal, ISINs and currency)*
- *Contact details of the new counterparty (broker/custodian/investment company).*

As a general note, please note that the Company does not accept generic instructions such as 'sell all my holdings'. The above mentioned details should be included.

For a Change of Investment Strategy in terms of point v.) above:

No supporting documents are required. A Client Manager will reach out to you for the collection of additional information.

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<u>For a Change in withholding tax preferences in terms of vi.) above:</u>

No supporting document required.

<u>For a change in Payment preferences in terms of point vii.) above:</u>

No supporting document required.

<u>For a change in portfolio/service in terms of viii.) above:</u>

*No supporting documents are required. A Client Manager will reach out to you for the collection of additional information. However, please review the below and **<u>only tick if in agreement</u>**:*

☐ I understand that any changes in the service provided may result in adjustments to the structure of fees applicable to my Account. I acknowledge that any such changes will be made in accordance with the Company's Schedule of Fees, which is publicly available on the Company's website and can also be provided upon request in either soft or hard copy. I hereby consent to the application of any new or revised fees that may arise as a result of such changes.

<u>For a Change in person controlling account in terms of point ix.) above:</u>

*A **notarized** Power of Attorney document authorizing the new individual to act on behalf of the account holder.*

<u>For a closure of account in terms of point x.) above:</u>

A client manager will provide detailed guidance on the Company's account closure procedures.