

Instructions for filling-up the documents necessary for the re-activation of CISCO Brokerage Account

LEGAL ENTITIES

Please follow the instructions below to complete the forms properly.

Please note that documents that are not properly completed will not be accepted to be processed by CISCO.

1. **MIFID Pre-Contract Information Package** is informative and you are invited to read it before signing the forms. Please note that this is yours to keep and it is NON-RETURNABLE.
2. **Investment Services Agreement**
 - Monographs on all pages are required
 - Page 3, Client Signature - Testimonials from a CISCO Staff or a CISCO Tied Agent
 - Page 27, Schedule 1 - Supplement only for CISCO
 - Page 29-30, Schedule 2 - Customer Details – To be completed
 - Page 34 Client Signature - Testimonials from a CISCO Staff or a CISCO Tied Agent
3. **Self-certification Form** – Fill out all details and duly sign
4. **Economic Profile** - Answer all questions and sign
5. **Appropriateness Test** - Answer all questions and sign
6. **Telephone Instructions** – Signature is required
7. **Client Categorisation** - To be completed and signed properly
8. **Data Update** – Complete all fields. You must also insert an email address which will be employed by CISCO to communicate with you from time to time. If there is no email, the documents shall not be accepted.
9. **Login to 1Bank** - To be completed and signed. Testimonials from a CISCO Staff or a CISCO Tied Agent
10. **Marketing Consent Form** - To be completed and signed
11. **Legal Entity Identifier (LEI)** – Please read
12. **Minutes of the Board of Directors for the representation of the legal entity** – True copy

In addition to the above, you should also provide the documents listed on page 33 of the Investment Services Agreement.

Important notes

- The above forms/ documents, the IDs and utility bills must be true copies of the originals from a CISCO Staff or a CISCO Tied Agent.
- Testimony in the Investment Services Agreement should be made by a CISCO Staff or a CISCO Tied Agent.

- In addition, a Trading Account must be opened with a Bank of Cyprus branch (if you do not have already a Trading Account with the Bank of Cyprus) with a deposit of €107 (one hundred seven euro) which is comprised of €70 (seventy euro) for the re-activation process and €37 (thirty seven euro) for duly stamping the Investment Services Agreement.

The signed documents should be sent to the Customer Service Department of CISCO at 154 Limassol Avenue, 2025 Nicosia, in the name of Ms Dina Constantinou.

For any clarifications and/or information you may contact us at tel: 22121700 or at ciscoinfo@bankofcyprus.com.