

Client Account Opening Procedures

Individual Clients' Account Opening Procedures:

A. Individual Client (Jordanian):

- Client has to sign the "Agreement" in front of an istithmar employee.
- Client has to fill and sign the "Account Opening Form" in front of an istithmar employee.
- A copy of a valid personal identification document (Jordanian Identification Card, a passport or a family book).
- Client has to sign the personal identification forms, issued by the Securities Depository Centre (SDC), after the client has been officially acknowledged.

B. Individual Client (Non-Jordanian):

- Client has to sign the "Agreement" in front of an istithmar employee.
- Client has to fill and sign the "Account Opening Form" in front of an istithmar employee.
- A copy of a valid personal identification form (Valid Passport).
- The Center number is required if the client is registered at another brokerage house or at the Securities Depository Centre (SDC).
- Client has to sign the personal identification forms, issued by the Securities Depository Centre (SDC), after the client has been officially acknowledged.

C. Proxy Client:

Please note that:

- 1) The proxy must be issued by the notary public if issued in Jordan.
- 2) If the client is residing outside the country and there is a proxy issued from the country he is residing in, it must be authenticated by the Ministry of Foreign Affairs of the country he is residing in, the Jordanian Ministry of Foreign Affairs, the Jordanian Ministry of Justice, and the embassy of the resident's country. However, if the proxy was issued by the Jordanian Embassy in the country in which the client is residing, it should only be authenticated by the Ministry of Foreign Affairs, and the Ministry of Justice.
- 3) If the Above requirements are met, please follow the following procedure to open an account:
 - The proxy holder and the principal have to sign the "Agreement" in front of an istithmar employee
 - Each of the proxy holder and the principal has to fill the "Account Opening Form". The proxy holder then signs the "Account Opening Form" in front of an istithmar employee on his Principal's behalf.
 - A copy of a valid personal identification document (Jordanian Identification Card, a passport, or a family book. If non-Jordanian the required document is a valid passport.
 - The proxy has to sign the personal identification forms, issued by the Securities Depository Centre (SDC), after the proxy and the client have been officially acknowledged
- 4) Provide the original proxy or a copy of it after proper authentication from the above mentioned parties.

D. Individual Client (if underage):

- Guardian and the Stock holder have to sign the "Agreement" in front of an istithmar employee
- Guardian has to fill and sign the "Account Opening Form" in front of an istithmar employee for both; the stock holder and the guardian
- A copy of a valid personal identification document (Jordanian Identification Card, a passport or a family book)
- The Guardian has to sign the personal identification forms, issued by the Securities Depository Centre (SDC), after they have been officially acknowledged, in regards to the guardian (father) and the stock holder.

Important Notice:

All Documents should be signed in front of an istithmar employee. In case the client is abroad, authentication of the signature must be presented to in Istithmar by a bank that has a branch in Jordan.