
APPLICATION PROCEDURE

Applications for the Shares shall be made using the prescribed Application Forms (as set out in **Appendix D**) or such other form as may be specified by the Issuer. The Application Forms may be obtained from Application Agents (as set out in **Appendix F**).

Instructions to complete the application form

Applicants must read these instructions carefully and in full before completing the Application Form. Compliance with these instructions is required for an application to be considered valid.

(1) **STEP 1 — Confirm your Eligibility**

To be eligible to participate in this Offer, all applicants — whether individual or corporate — must hold a valid CSD account maintained with either:

- (a) an Application Agent; or
- (b) an authorised custodian bank in Ghana.

Applications submitted without a valid CSD account will not be processed.

(2) **STEP 2 — Complete Section A: CSD Account Details**

- (a) In **Section A** of the Application Form, applicants must enter:
 - i. the full name of their Application Agent or custodian bank; and
 - ii. their CSD account number, entered in its complete and correct format. The CSD account should be able to trade equity securities on the GSE.

(3) **STEP 3 — Complete Section B: Applicant Information**

(a) **For Individual Applicants:**

Individual applicants must enter in **Section B**:

- i. their preferred title (Mr., Mrs., Ms., Dr., or other)
- ii. their surname and all other names, in the exact form as registered on the CSD system; and
- iii. a current telephone number and email address for correspondence purposes.

(b) **For Corporate Applicants:**



Corporate applicants must enter in **Section B**:

- i. the full legal name of the organisation, in the exact form as registered on the CSD system; and
- ii. the surname, forenames, telephone number, and email address of a designated contact person.

Note: The contact information provided in Section B must be current and reliable, as it will be used for all follow-up communications regarding the application.

(4) **STEP 4 — Complete Section C: Subscription Details and Payment**

In **Section C** of the Application Form, applicants must state, in figures:

- i. the number of Shares on Offer being applied for; and
- ii. the total amount payable, corresponding to the number of shares applied for.

Payment must be made in a form that will result in fully cleared funds for the total amount payable, received no later than the **Offer Closure Date**. Applications accompanied by uncleared or insufficient funds will not be processed.

(5) **STEP 5 — Complete Section D: Refund Instructions**

- (a) In **Section D**, applicants must provide **valid bank account details** for the purpose of receiving any refund if the Offer is deemed unsuccessful, or any application is not accepted or is accepted for fewer Shares on Offer than applied for.
- (b) Refunds will be made using electronic funds transfer through bank accounts only.
- (c) Applicants must ensure that the bank details provided are accurate and correspond to an account in their name. The Issuer and Application Agents shall not be responsible for, and expressly disclaim, any liability for delays, errors or failed refunds resulting from incorrect or incomplete bank account information.

(6) **STEP 6 — Complete Section E: Declaration and Signature**

- (a) Applicants must read and fully understand the declaration set out in **Section E** of the Application Form before signing.
- (b) Signing by an Authorised Agent

The Application Form may be executed by a duly authorised agent on behalf of the applicant, subject to the following conditions:

- i. The agent must enclose the **original power of attorney** appointing them, or a copy certified by a notary public, unless the agent is a licensed selling agent or financial intermediary.
 - ii. The agent must clearly state the capacity in which they are signing.
- (c) By signing the Application Form, the applicant confirms that they are applying for Shares on Offer on the terms and conditions set out in the Prospectus and the Application Form. Applicants are advised that legal proceedings may be instituted against any person found to have knowingly made a false representation, whether the application is made solely or jointly with other persons.

(7) **SUBMISSION OF APPLICATIONS**

- (a) Qualifying Applicants who use custody services shall submit their application **to the offices of Databank Brokerage LTD (Sponsoring Broker) or via email using kplcipo@ databankgroup.com** by 4pm on the Offer Close Date.
- (b) Qualifying Applicants who do not use custody services shall submit their application to an **Application Agent** by 4pm on the Offer Close Date.

(8) **GENERAL REQUIREMENTS**

- (a) Any alterations made to the Application Form must be authenticated by the applicant's **full signature or thumbprint** at the point of alteration. Unauthenticated alterations will render the affected section invalid.
- (b) Photocopies of the Application Form will be accepted, provided the copy is **clear and fully legible** in all sections.