

FAMILY BANK LIMITED - OTC TRADING CHECK LIST

PURCHASE ORDERS

1. Individuals

- a. Duly filled Purchase Order
- b. Certified Copy of ID & PIN
- c. Duly filled transfer form
- d. Enough funds to cover purchase (number of shares x price + 2% of value) in shareholders bank account

2. Business names

- a. Duly filled and stamped Purchase Order
- b. Certified Copy of ID & PIN
- c. Copy of business certificate
- d. Duly filled and stamped transfer form
- e. Enough funds to cover purchase (number of shares x price + 2% of value) in shareholders bank account

3. Companies

- a. Duly filled and sealed Purchase Order
- b. Certified Copy of Directors' ID's & PIN's
- c. Copy of registration certificate
- d. Duly filled and sealed transfer form
- e. Enough funds to cover purchase (number of shares x price + 2% of value) in shareholders bank account

4. Registered groups

- a. Duly filled and stamped Purchase Order
- b. Minutes authorizing purchase and certified by district representative
- c. Copy of registration certificate & ID's of officials.
- d. Duly filled and stamped transfer form
- e. Enough funds to cover purchase (number of shares x price + 2% of value) in shareholders bank account

SALE ORDERS

1. Individuals

- a. Duly filled and signed Sale Order
- b. Certified Copy of ID & PIN
- c. 2 Duly filled transfer forms
- d. 2 Duly filled and commissioned affidavits
- e. Original certificates totaling the sale.

2. Business names

- a. Duly filled, signed and stamped Sale Order
- b. Certified Copy of ID & PIN
- c. Copy of business certificate
- d. 2 Duly filled and stamped transfer forms
- e. 2 Duly filled and commissioned affidavits
- f. Original certificates totaling the sale.

3. Companies

- a. Duly filled, signed and sealed Sale Order
- b. Certified Copy of Directors' ID's & PIN's
- c. Copy of registration certificate
- d. Copy of Company PIN
- e. Extract of minutes authorizing sale.
- f. 2 Duly filled and sealed transfer forms.
- g. 2 Duly filled and commissioned affidavits.
- h. Original certificates totaling the sale.

4. Registered groups

- a. Duly filled and stamped sale Order.
- b. Minutes authorizing sale and certified by district representative.
- c. Copy of registration certificate.
- d. ID copies of current officials.
- e. 2 Duly filled and stamped transfer forms.
- f. 2 Duly filled and commissioned affidavits.
- g. Original certificates totaling the sale.