

Welcome to the GoIPO manual. This manual will provide information on how clients can purchase shares in an Initial Public Offer/Additional Public Offer (IPO/APO) in Trinidad & Tobago.

Before beginning the application process, we recommend that you have copies of the following documents ready for upload:

Individuals	Companies
Valid, Government Issued Photo IDs (inclusive of all joint holders, if any)	Valid, Government Issued Photo IDs of the persons of authority on the account
Confirmation of Trinidad & Tobago Stock Exchange account (Brokerage statement, Broker card etc.)	Confirmation of Trinidad & Tobago Stock Exchange account (Brokerage statement, Broker card etc.)
Confirmation of Trinidad & Tobago Bank account (Bank statement or otherwise)	Confirmation of Trinidad & Tobago Bank account (Bank statement or otherwise)
Signatures of all account holders, affixed on the provided Signature Document .	Company stamp and signatures of all authorized persons affixed on the provided Signature Document .
Power of attorney document (if applicant has a power of attorney)	Board Note
-	Company Registration document

All applications must be funded by transferring to:

- **Bank:** First Citizens Bank Ltd.
- **Branch:** Maraval Road, Port of Spain
- **Bank account #:** 1891408
- **Account Name:** NCB MERCHANT BANK (TRINIDAD AND TOBAGO) LIMITED

[Navigating GoIPO](#)

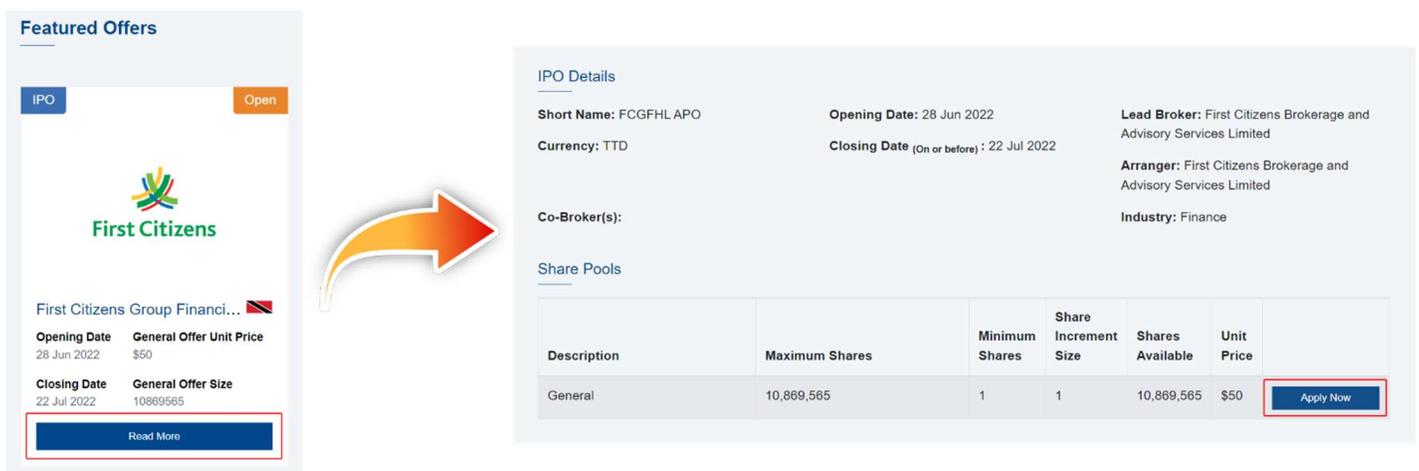
1. First, type goipo.jncb.com in the address bar of your preferred browser.
2. Select the “Region” by clicking the globe/flag icon in the top left corner beside the GoIPO logo and choose “Trinidad and Tobago”.



3. On the home page, there are three places where you can begin viewing offers.
 - From the Main Menu, using the “Public Offers” tab.
 - The banner which says “View Public Offers”
 - In the “Featured Offer” section just below the banner.

For the purpose of this manual, we will use the Featured Offer area.

4. To view the details of the offer you are interested in, click the “Read More” button. On the IPO Details page, you can also view the Prospectus by clicking on the orange button on the right, labelled “Click to view Prospectus”. Another key feature of this area is the ability to view the share pools. Once you have decided on the shares you want to purchase, click “Apply Now” next to the offer pool of choice.

A composite image showing the transition from a featured offer card to its detailed view. On the left is a 'Featured Offers' card for 'First Citizens Group Financial Services'. The card includes the company logo, an 'IPO' label, an 'Open' status, and key details: Opening Date (28 Jun 2022), General Offer Unit Price (\$50), Closing Date (22 Jul 2022), and General Offer Size (10869565). A 'Read More' button is at the bottom. A large orange arrow points from this card to the right, where a detailed 'IPO Details' page is shown. This page includes: Short Name (FCGFHLAPO), Opening Date (28 Jun 2022), Lead Broker (First Citizens Brokerage and Advisory Services Limited), Currency (TTD), Closing Date (22 Jul 2022), Arranger (First Citizens Brokerage and Advisory Services Limited), Co-Broker(s), and Industry (Finance). Below this is a 'Share Pools' table with columns for Description, Maximum Shares, Minimum Shares, Share Increment Size, Shares Available, and Unit Price. The 'General' pool has 10,869,565 shares available at \$50 per share. An 'Apply Now' button is highlighted in a red box at the end of the row.

5. Read the GoIPO portal agreement then select “**Accept**”. You must accept the Terms and Conditions to proceed.
6. In Step 1 of the application, you may enter your desired investment amount; The equivalent shares will be calculated and displayed automatically.

Both Individuals and Companies may submit their applications using the GoIPO Portal. To continue the application process, select the category of your account - (“Personal” if your TTCD account is an Individual account, or “Corporate” if your TTCD account is a Company account.)

Select how you would like to continue this application

Proceed as :

Personal Corporate

[Personal/Individual Applications](#)

1. Complete the Customer Details section in Step 1, filling in all the required fields. If your account is joint, select “**Yes**” in the “**Do you have Joint Holders on this account?**” field and fill in each joint holder’s details. If your account is not joint, select “**No**”, then click “**Continue**” to proceed to the next step.
2. In Step 2, you are required to select your Funding method. There are three (3) funding methods available – You may fund your application via:
 - a. Direct Deposit to the account set up for the specific IPO
 - b. Your existing NCB Merchant Bank Account
 - c. Another Broker

Please Note: Option A “Direct Deposit to the account set up for the specific IPO” is the preferred funding method. Selecting this option will display a dropdown list of the different banks in Trinidad & Tobago. Select the bank from which you will

be transferring funds to pay for your application and click “Continue” to proceed to the next step.

Step 2 - Payment Information

Funding Method

Please select any of the funding methods below and fill out the required fields (*)

Direct Deposit to IPO Account Existing NCBMB Account Other Broker

Funding Institution*

Select Institution ▼

3. Step 3 is the Refund Mandate section. You must provide remittance instructions in the event that you need to be refunded. Once you have filled in all the required details, you may click “**Continue**”.
4. In Step 4, you will be required to upload copies of your documents, such as:
 - a. Valid, Government Issued Photo ID (inclusive of all joint holders, if any)
 - b. Confirmation of your Trinidad & Tobago Stock Exchange account (Brokerage statement, Broker card, Screenshot of your TOP [Trading Online Platform])
 - c. Confirmation of your Trinidad & Tobago Bank account used in the Refund Mandate section (Bank statement or otherwise)
 - d. Signatures of all account holders (To upload your signature, simply download the [Signature Card document](#), affix your signature either digitally, using Adobe Acrobat’s Fill and Sign feature, or by printing the document, signing, scanning the document and then re-uploading to the portal.)
 - e. Power of Attorney document, *if* the applicant has a Power of Attorney.
5. Once all required documents are uploaded as prompted, you may then click “**Continue**”.
6. You may then review the details of your application to ensure all information was entered accurately before agreeing to the Terms and Conditions and submitting your application.

Corporate/Company Applications

1. Enter your Company's Stock Exchange account information in Step 1, filling in all the required fields. You will also be required to provide the information of two persons of authority on the account.
2. In Step 2, you are required to select your Funding method. There are three (3) funding methods available – You may fund your application via:
 - a. Direct Deposit to the account set up for the specific IPO
 - b. Your existing NCB Merchant Bank Account
 - c. Another Broker

Please Note: Option A “Direct Deposit to the account set up for the specific IPO” is the preferred funding method. Selecting this option will display a dropdown list of the different banks in Trinidad & Tobago. Select the bank from which you will be transferring funds to pay for your application and click “Continue” to proceed to the next step.

3. Step 3 is the Refund Mandate section. You must provide remittance instructions in the event that you need to be refunded. Once you have filled in all the required details, you may click “**Continue**”.
4. In Step 4, you will be required to upload copies of your documents, such as:
 - a. Valid, Government Issued Photo IDs of the persons of authority on the account.
 - b. Confirmation of your Company's Trinidad & Tobago Stock Exchange account (Brokerage statement, Broker card, Screenshot of your TOP [Trading Online Platform])
 - c. Confirmation of your Company's Trinidad & Tobago Bank account used in the Refund Mandate section (Bank statement or otherwise)
 - d. Signatures of each person of authority as well as your company stamp (To upload your signatures and company stamp, simply download the [Signature Card document](#), affix your signature and stamp either digitally, using Adobe Acrobat's Fill and Sign feature, or by printing the document,

signing/stamping, scanning the document and then re-uploading to the portal.)

- e. Board Note
 - f. Company Registration document
5. Once all required documents are uploaded as prompted, you may then click **"Continue"**.
 6. You may then review the details of your application to ensure all information was entered accurately before agreeing to the Terms and Conditions and submitting your application.

Funding your application

After successfully submitting your application, please note your Application's Reference Number and check your email for your application receipt and further instructions.

You should then promptly proceed to fund your application, using your Online Banking or otherwise to transfer the funds to:

- **Bank:** First Citizens Bank Ltd.
- **Branch:** Maraval Road, Port of Spain
- **Bank account #:** 1891408
- **Account Name:** NCB MERCHANT BANK (TRINIDAD AND TOBAGO) LIMITED

Please submit confirmation of your payment to goipott@jncb.com along with your Application Reference Number(s).

Please Note: If we are unable to verify that our account has been credited within 2 business days after the submission of your application, you will be notified, and your application will be rejected.

For any further queries, please contact our support team at:

Email: goipott@jncb.com

Phone: 1 (868) 622-4234

For a step by step video guide on how to use GoIPO's Online Application Portal, you may visit the following link: https://youtu.be/vyJmKdo_uF8

Happy investing with NCB Merchant Bank and GoIPO!