

## Frequently Asked Questions

### Brokerage Services

#### 1. How do I place an order to buy/sell shares?

You can place an order by phone, via e-mail at [equitytrades@rfhl.com](mailto:equitytrades@rfhl.com), or via online trading (TOP).

#### 2. How do I sign up for online trading?

You can sign up for online trading (TOP) by clicking [here](#).

#### 3. What documents do I need to open a Personal Brokerage Account?

*Persons must be 18 years and over*

- 1 Form of Picture ID – National ID or Passport or Driver's Permit (note: DP must be accompanied with New Birth Certificate)
- Proof of Address – Utility bill no older than 3 months in your name e.g. Water, Land line, Electricity, Cable. (note: Cell bills & bank statements are not accepted)
- \*Authorization Letter if Utility bill is not in your name
- Proof of Income – Payslip or job letter no older than 3 months or pension letter or 3 months history on Bank statements which captures the NIS /Old age pension
- Proof of bank account – Bank statement or copy of cheque book.
- Persons Living outside of Trinidad & Tobago must include – Bankers Reference or 3 months history on your bank account. All Documents to be notarized by a Notary Republic (include notary business card)
- Additional information that may be required – marriage certificate/death certificate/probate/indemnity form with receipt for payment of Advertisement.
- If you are depositing Share Certificates to your account, it's TTD\$35 per company

\*Email [rwmlinfo@rfhl.com](mailto:rwmlinfo@rfhl.com) and request the Letter of Authorization for utility bill

## Frequently Asked Questions

### 4. Are there any fees to Trade?

- a) Using online trading fees are: TTCD fee .21% and Broker fee .75%
- b) Using your broker to trade:

Fees per Trade within a month

1. Stock Exchange fee of .21% on total
2. Brokers fees are as follows
  - First \$50,000 – 1.50%
  - Second \$50,000 – 1.25%
  - If the trade exceeds \$100,000 – 1%

**Note: Trades under \$650 the Broker charges a flat fee of \$10 + normal .21% TTCD fee applies**

### 5. How would I receive statements?

Statements are provided on a quarterly basis by both Republic Wealth Management (RWML) and the Trinidad and Tobago Central Depository (TTCD).

You can sign up to receive online statements via:

<https://ttcdestat.stockex.co.tt/Login?ReturnUrl=%2f>

### 6. How and when do I get dividends?

Dividends are paid by the paying agent, usually TTCD. This is done by cheque or transferred directly into your bank account. You can visit the following link for dividend information: <https://www.stockex.co.tt/events/>

### 7. How do I invest in the Stock Market?

You need to open a brokerage account and place funds into the account to purchase shares.

## Frequently Asked Questions

### **8. Is there a cost to open an account?**

There is no cost to open an account.

### **9. Is there a minimum amount to trade?**

There is no minimum to trade.

### **10. How do I get confirmation that the trade is executed?**

When your order is executed:

- Your advisor will call to advise that the trade is executed
- A contract note is automatically generated and emailed

### **11. When does trading take place on the exchange?**

Trading is usually done between 9:30 am to 12:00 pm on business days (excluding public holidays and Carnival Monday and Carnival Tuesday)

### **12. How do I change my information (e.g. name, address, etc.)?**

Email [rwmlinfo@rfhl.com](mailto:rwmlinfo@rfhl.com) and request the Change of Address/Mandate Form

Requirements:

1. New Utility Bill – not more than 90 days old
2. Copy of National ID or Passport
3. Proof of Bank account (using a bank statement)

Deliver to RWML via RBL branch mail or drop into us.

*IDs can be certified by your Bank Manager, Stockbroker, Justice of the Peace or Commissioner of Affidavit (note: persons outside of T&T must get the form and IDs notarized by Notary Public)*

## Frequently Asked Questions

### 13. Can I transfer my shares to a different broker?

This can be done for a fee and with written approval from the client.  
(Please see fee schedule below)

	<b>Buy</b>	<b>Sell</b>
<b>TTCD Fee</b>	0.21%	0.21%
<b>Broker</b>	0.35%	0.35%
<b>Total</b>	0.56%	0.56%

*If both sides are being done by Republic Wealth Management Limited (RWML) total: 1.12% on the value of the shares on the day the stock exchange moves it. If the shares are being transferred from us to another broker our fee will be 0.56%.*

### 14. Where can I find the price of my shares?

You can find the prices on The Trinidad and Tobago Stock Exchange (TTSE) website: <https://www.stockex.co.tt/market-quote/>

### 15. What are cross-listed stocks?

A cross listed stock is a share listed on more than one Stock Exchange e.g. Barbados Stock Exchange, Jamaica Stock Exchange. For example, GraceKennedy is a cross-listed share.

### 16. What if I have shares in certificate form?

The certificates will have to be dematerialized and deposited into your TTCD account.

### 17. Can I see my account through RepublicOnline?

Currently, you cannot see your equity holdings via RepublicOnline.

## Frequently Asked Questions

### 18. Can I transfer my shares to another person?

Shares can be transferred to immediate family ONLY. This procedure is called a Put-Through – it's a buy and sell within the parties involved.

(Please see fee schedule below)

	Buy	Sell
<b>TTCDF Fee</b>	0.21%	0.21%
<b>Broker</b>	0.35%	0.35%
<b>Total</b>	0.56%	0.56%

*If both sides are being done by Republic Wealth Management Limited (RWML) total: 1.12% on the value of the shares on the day the stock exchange moves it. If the shares are being transferred from us to another broker our fee will be 0.56%.*

### 19. Can I open a joint account?

Yes, a joint account can be opened with a primary holder and a maximum of 3 joint holders.

### 20. Can I add a name to my account?

You cannot add a name to an existing account. You are required to open a joint account and transfer the shares from the single account to the joint account. This process is called a Put-Through.

*Please refer to #18 for the rules and the fees associated with a Put-Through.*

### 21. Can I add a beneficiary to my account?

You cannot add a beneficiary to an account, however you can open a joint account (joint person must be 18 years and over) and transfer the shares from the single account to joint account.

*Please refer to #18 and #19 above*

## Frequently Asked Questions

### **22. Someone is deceased and has either Share Certificates or a Republic Wealth Management (RWM) Brokerage account with shares. How can this be transferred to another person?**

Firstly, an Executor needs to be appointed by the Court and act in accordance to the WILL.

The Executor must have in his/her possession:

- a) Original Death Certificate
- b) Letter or Administration/Probate

#### Situation 1 - The beneficial owner of the Shares is the Executor

In this case the Executor can deposit the shares into his/her account. If there is no account, the Executor will be required to open one.

Cost to deposit Certificate or transfer shares - TTD\$35 per company.

#### Situation 2 – Shares are willed to someone else other than the Executor

In this case, a letter is prepared for the Executor to sign indicating the shares are to be held by said person. This person will then deposit the shares to his/her account. If there is no account, then he/she will have to open an account.

Both parties will have to be present for this procedure.

Cost to deposit Certificate or transfer shares - TTD\$35 per company.

*Additional Information: If the deceased person has a brokerage account, the Executor can sell the shares without undertaking the above and simply book an appointment to sell the shares.*

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## Frequently Asked Questions

### **23. Share Certificates lost?**

- Inform the Central Depository arm of the Trinidad and Tobago Stock Exchange (TTCD)
- TTCD will provide you with an Indemnity Form
- Indemnity form must be signed and witnessed by Commissioner of Affidavit
- Place a newspaper ad for 1 day stating Lost Certificate
- The Indemnity, and the receipt of payment from the ad agency, can be used as proof of shares and can be deposited to your brokerage account
- TTD\$35 to deposit (per company)