

GoIPO Portal Application Guide



How to Apply Guide

1. On your personal device visit <https://goipo.jncb.com>. (If you do not have access to a computer or smart device with online access, our offices are equipped with tablets and representatives to assist you)
2. Select “Apply for an IPO”
3. Select “JFP Limited IPO and Offer for Sale”
4. Select “View Details”
5. Select “Apply Now” beside the relevant pool in which you intend to apply. Only reserved applicants will be allowed to apply from the reserved pool; however, the general pool is open for all applicants.
6. Select your investor category;
 - a. NCB Online/GoIPO Login (*applicable to clients with online access to their NCB bank account or clients who have created a user account on GoIPO*) or
 - b. All Other Investors (*applicable to applicants without NCB online access including applicants without an NCB Capital Markets Limited Account*)

For NCB Online - this option is available to clients with current online access to their NCB bank account who wish to pay from their NCB or NCBCM account

- Select “NCB Online/GoIPO Login” option
- Enter your NCB online username and password

Step 1

- Enter the amount of money you wish to spend. Note that the system will not facilitate currency conversion.
- Select your “JCSD number” then click, “save and continue”
 - *If your JCSD number is not seen, then select “Add JCSD Number”*
 - *Each joint holder on the account, will be required to confirm via email or by uploading the signed signature document. This signature document can be downloaded then added to your application before submission. A signature is not required where the joint holder is a minor (under 18 years old)*

Step 2

- Select your NCBJ or NCBCM funding account from the list seen then “save and continue”. Note that your displayed bank and broker accounts will be in the currency of the selected IPO.

Step 3

- Select your “refund account and dividend mandate accounts” from the lists seen then, “save and continue”. Note that your displayed bank and broker accounts will be in the currency of the selected IPO.

Step 4

- Review your application details and select “**Submit**”

Tips:

- If your funds are with another institution, then you may transfer the funds to your NCBJ or NCBCM account before starting the process or use the “All Other Investors Option”
- Navigate to your dashboard to view your application and all previously completed applications.
- *Once you have successfully submitted your application, please check your email for notifications on order submission status. We recommend that you add goipo@jncb.com to ensure that you receive all notifications on your application*

For users with GoIPO User Account - this option is available to clients who have created and activated their GoIPO profile

Please note you are required to submit your IPO application then fund via desired financial institution

- Select the “login option”
- Read and accept the site’s terms and conditions in order to proceed

Step 1

- Enter the amount of money you wish to spend. Note that the system will not facilitate currency conversion
- Select your “JCSD number” then click, “save and continue”
 - If your JCSD number is not seen, then select “Add JCSD Number”
 - Each joint holder on the account, will be required to confirm via email or by uploading the signed signature document. This signature document can be downloaded then added to your application before submission. A signature is not required where the joint holder is a minor (under 18 years old). If there is a joint holder to the account, then click ‘yes’ and complete the Joint Holder information then click, “continue”
- If there is no joint holder to the account, then click “no”

Step 2

- Selecting the appropriate funding method and complete the required fields (see below) and continue

For Existing NCBCM Account

- This is only for NCBCM investors providing instructions to NCBCM to make payment from cleared funds in the currency of the IPO on their NCBCM broker account. The payment must be coming from the applicants NCBCM broker account in which the shares are expected to be held.

For Other

- This applies to all investors who are making payments by electronic transfer or direct deposit to NCB Capital Markets Limited by Broker
- Investors may choose to have their Broker remit funds to NCBCM. You must provide your Broker with your **application reference number along with your JCSD**. Your Broker must state these details when remitting the funds to NCBCM

JMD Payments to NCBCM must use the instructions below:

Bank:	National Commercial Bank
BIC:	JNCBJMKX
Branch:	1-7Knustford Blvd. /New Kingston
Beneficiary account #:	291-024-688
Beneficiary account name:	NCB Capital Markets Limited
Include Comments:	JFP Limited IPO and Offer for Sale– [Reference # & JCSD]

Step 3

- Select your ‘refund account and dividend mandate account’ from the lists seen, ‘save and continue’. Note that your displayed bank and broker accounts will be in the currency of the selected IPO

(If no mandates were previously added select the “Add Mandate”)

Step 4

- Upload image of valid government issued photo identification. *This ID will only be captured once until expired*
 - Review your application details and select ‘Submit’
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Tips:

- You are able to track your application with the reference number provided
- Your application will only be processed once payments indicated in Step 2 are received and confirmed by NCBCM
- Check your email for notifications updates on your order submission. We recommend that you add goipo@jncb.com to your contacts to ensure that you receive all update notifications on status of your application.

For All Other Investors - this option is available to clients without NCB online access and applicants who are not clients of NCBCM

Please note you are required to submit your IPO application then fund via desired financial institution

- Select the **“All other investor option”**
- **Read and accept the site’s terms and conditions in order to proceed**

Step 1

- Enter the amount of money you wish to spend. Note that the system will not facilitate currency conversion.
- Complete the primary holder information
- If there is a joint holder to the account, then click **‘yes’** and complete the Joint Holder information then click, **‘continue’**. **The joint holder will be required to complete and sign the Signature Document**
- If there is no joint holder to the account, then click **‘no’**

Step 2

- Select the appropriate funding method and complete the required fields (see below) and continue
 - For Existing NCBCM Account
 - *This is only for NCBCM investors providing instructions to NCBCM to make payment from cleared funds in the currency of the IPO on their NCBCM broker account. The payment must be coming from the applicants NCBCM broker account in which the shares are expected to be held.*
 - For Other
 - *This is for all investors who are making payments by electronic transfer or direct deposit to NCB Capital Markets Limited, Broker or other electronic methods to include direct deposits.*
 - *Investors may choose to have their Broker remit funds to NCBCM. You must provide your Broker with your application reference number along with your JCSD. Your Broker must state these details when remitting the funds to NCBCM*

JMD Payments to NCBCM must use the instructions below:

Bank:	National Commercial Bank
BIC:	JNCBJMKX
Branch:	1-7Knustford Blvd. /New Kingston
Beneficiary account #:	291-024-688
Beneficiary account name:	NCB Capital Markets
Include Comments:	JFP Limited IPO and Offer for Sale– [IPO reference # & JCSD]

Step 3

- Complete refund and dividend mandates and continue

Step 4

- Upload image of valid government issued photo identification & signed Signature Document

(The signature document may be signed on screen and then uploaded or printed, signed and uploaded. Where there is a joint holder on the account, they will be required to also sign the signature document. This is not applicable where the joint holder is a minor)

- Submit your application.

Tips:

- You are able to track your application with the reference number provided
- Your application will only be processed once payments indicated in Step 2 are received and confirmed by NCBCM
- You should upload copies of a Government Issued ID and TRN or SSN for all applicants (where a Jamaican Drivers Licence is used then you will not need to provide TRN)
- *Check your email for notifications on order submission status. We recommend that you add goipo@jncb.com to ensure that you receive all notifications on your application*
- *If you encounter any technological difficulties in submitting your application, you can visit our offices which are equipped with tablets and staff to assist you in completing and submitting your application online.*

GolPO Signature Document for Non-NCB Online Users

This document must be scanned and uploaded with your GolPO application.



GOIPO
SIGNATURE CONFIRMATION FORM

JCSD No.:
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ACCOUNT HOLDERS

Primary Account Holder/Director
Name:
Signature:
Joint Account Holder/Director
Name:
Signature:
Joint Account Holder/Director
Name:
Signature:
Joint Account Holder/Director
Name:
Signature:

Affix
Company
Seal/Stamp