

CFAL Online Shareholder Registration Manual

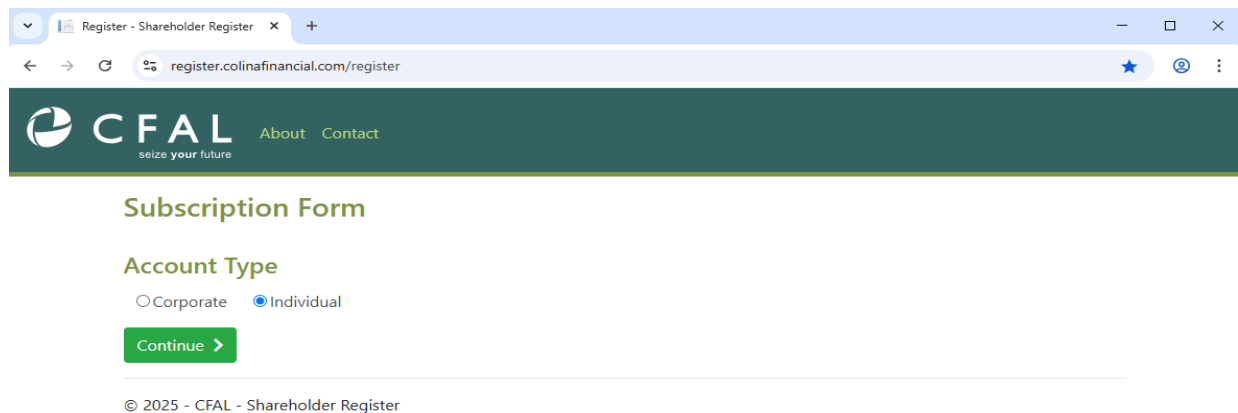
Before registering, individuals should make the transfer of funds to CFAL as the confirmation of payment is a requirement for the registration process. Funds are to be transferred to:

Beneficiary Bank: CIBC Caribbean
Branch Code: 09706 - Main Branch, Shirley Street
Account Name: Colina Financial Advisors Ltd. (CFAL)
Account Number: 201698297
Reference: Your name + PEF

Existing investors with online profiles can go to point 14. However, individuals must email a copy of their confirmation of payment, updated proof of address and passport to pefund@cfal.com with their 5-digit account ID as the subject.

Subscriptions

1. To access the online account application, open <https://register.colinafinancial.com/register>. Please note this system is not currently supported on mobile devices or Internet Explorer web browser.
2. On the Account Type page, select Individual. Then, select **Continue** to proceed.



Register - Shareholder Register x +

← → ↺ register.colinafinancial.com/register ★ ⓘ ⋮

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Subscription Form

Account Type

☐ Corporate ☒ Individual

Continue >

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3. On the Primary Individual page, complete all required fields as shown below. Then, select **Continue** to proceed.

Subscription Form

Primary Individual

Name	Last Name * Doe	First Name * Jane	Middle Name
Address	House Number and Street * #308 East Bay Street		
	City * Nassau	Country * Bahamas	Date of Birth * 1/1/1900
Telephone *	Mobile 502-7010	Home	Work
P.O. Box *	CB-12407	Occupation *	Sales Representative
Nationality *	Bahamian	Passport Number * AA000000	NIB Number * 00000000
Employment *	☐ Self-Employed ☐ Retired ☒ Employed		
	Employer CFAL		
If self-employed, Name and Nature of Business			
Email *	jdoe@gmail.com		

* denotes a required field.

Continue >

- Choose whether the account will be a joint account and select **Continue** to proceed. If yes is selected, complete all required fields for the joint account holder.

Subscription Form

Registration for: **Doe, Jane**

Joint Accounts

Will this be a joint account?

Note: Joint accounts allow equal ownership and require both individuals to consent to any changes.

Maximum 2 account holders.

☐ No ☒ Yes

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The joint account holder should appear as shown below once successfully added to the account. Note that all registrations are Joint Tenants with Rights of Survivorship.

Subscription Form

Registration for: **Doe, Jane**

Joint Accounts

Note: A maximum of 1 joint account(s) may be added.

#	Name	Birthdate		
1	Doe John	1/1/1901	Edit	Delete

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- On the Initial Investment Page, the security field will default to *New Account Registration*. Please select **Continue** to proceed. Your purchase will be entered in a later step of the application process.

Subscription Form

Registration for: **Doe, Jane**

Initial Investment

Security *

New Account Registration



* denotes a required field.

** denotes a pre-registration.

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6. On the Banking Information page, complete ALL required fields as shown below. Please use the Bank Quick Fill at the bottom of the page to fill in the Bank & Branch details. Then, select **Continue** to proceed. Note that there is no need to put zeros at the front of your account number or combine the branch code with the account number.

Subscription Form

Registration for: **Doe, Jane**

Banking Information

Please enter your personal banking information where dividend payments would be made in the future.

Account Type* ☐ Checking ☒ Savings

Bank Name * Branch *

Bank Address

SWIFT * Branch Code *

Name on Account * Account # *

Address on Account

* denotes a required field.

 Bank Quick Fill:

7. On the Documents page, upload all required documents by selecting the **Upload Document** or **Take Photo** button (red box below).

Subscription Form

Registration for: **Doe, Jane**

Documents

IMPORTANT: Please ensure that your document titles contain only alphabetical and numerical characters. Document titles with other characters will not upload.

Please Attach Verification Documentation

Certified copy of Passport (First 4 Pages) *, Residency Card (if applicable), NIB Card, Certified copy of Proof of Address (Utility Bill, Bank Statement or Voters Card)

* denotes a required field.

8. In the Upload KYC Document box, select from the list the document you will upload, and press **Select Document**. Once all required documents are uploaded, select **Continue** to proceed.

Subscription Form

Registration for: **Doe, Jane**

Documents

IMPORTANT: Please ensure that your document titles contain only alphabetical and numerical characters. Document titles with other characters will not upload.

Please Attach Verification Documentation

Certified copy of Passport (First 4 Pages) *, Residency Card (if applicable), NIB Card, Certified copy of Proof of Address (Utility Bill, Bank Statement or Voters Card)

* denotes a required field.

Upload KYC Document

Document Type

☒ Certified ID 1 *

☐ Certified ID 2 *

☐ Certified Proof of Address *

☐ Confirmation of Payment / Authorized Salary Deduction Form (Deferred Payments only) *

* denotes a required field.

Corporate accounts will require the following documents:

Document Type

- ☐ Certificate of Incorporation/Memorandum & Articles of Association *
- ☐ List of authorized signatories *
- ☐ Register of Members & Directors *
- ☐ Verification of identification for each Director (Certified or Notarized copy of Passport) *
- ☐ Proof of address for each Director (Certified or Notarized copy of utility bill, bank statement or voters card) *
- ☐ Confirmation of Payment / Authorized Salary Deduction Form (Deferred Payments only) *

* denotes a required field.

SELECT DOCUMENT

Note that document names should only contain letters and numbers. If symbols are used in the document name, it may not be uploaded.

9. On the Beneficiary Designation page, select whether you would like the Beneficiary Designation to be **Revocable** or **Irrevocable** and whether your primary beneficiaries will be **Individuals** or your **Estate**. **Note that irrevocable beneficiaries can only be changed with signed consent of the beneficiary. Revocable beneficiaries can be changed by the shareholder. Joint holders do not need to be listed as beneficiaries.**
10. If Individuals, complete all required information for the individuals you wish to designate primary beneficiaries. To add another beneficiary, select the blue **Add Another Beneficiary** button. Accounts are allowed a maximum of 2 beneficiaries.

Subscription Form

Registration for: **Doe, Jane**

Beneficiary Designation

I, the undersigned, appoint the below beneficiary and authorize all monies from my investment in the above named fund to be made payable to my beneficiary upon my death.

Note: Irrevocable beneficiaries require the approval of the beneficiary to make changes in the future.

Indicate Status of the Beneficiary Designation ☒ Revocable ☐ Irrevocable

Primary Beneficiary

2 Beneficiaries Max

☒ Individuals ☐ Estate

Name of Beneficiary	James Doe	%	100
Relationship to Investor	Son	Date of Birth	1/1/1950

 [Add Another Beneficiary](#)

Total % 100

 **Contingent Beneficiary** (Expand to add contingent beneficiaries.)

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11. Once you have read the entire Terms of Service, check the **I Agree to the Terms of Service** checkbox (You will be required to verify a code to continue). Then, select **Finish Registration**.

Subscription Form

Registration for: **Doe, Jane**

Declaration (Please scroll all the way to the bottom and read the entire TOS.)

their respective affiliates, directors, members, partners, shareholders, officers, employees and agents against any loss, liability, cost or expense (including without limitation legal fees, taxes and penalties) which may result directly or indirectly, from any misrepresentation or breach of any warranty, condition, covenant or agreement contained herein or in any other document delivered by me/us to the Fund.

- I/ We hereby confirm that the investment is made for my/our own account and not on behalf of any other party and source of funds.
- I/ We represent and warrant that the information stated herein is true and complete as of the date hereof and that I/we will promptly notify the Fund if any such information becomes incomplete or inaccurate in any material respect.
- I/ We understand that neither the Investment Manager nor any other person guarantees the return of capital, or the performance of the Fund.
- I/we acknowledge that I/we have carefully read the Offering Memorandum and accept the risk associated with the Fund.
- I/We agree to be bound by the provisions of the Fund's Offering Document (which may be amended from time to time).
- I/We confirm that we are eligible to invest in the Fund according to guide set out in the applicable Offering Memorandum.
- I/We understand that the subscription application shall be deemed to have been made under, and shall be governed by, and construed in accordance with, the laws of the Commonwealth of the Bahamas.

☒ I Agree to the Terms of Services

[< Back](#) [Finish Registration](#)

12. Once registered successfully, you will be directed to a page as shown below. Select the green **Download Confirmation** button and ensure all information on the confirmation is correct. **Please keep a copy of this confirmation for your records.**

Congratulations! Your registration is complete and awaiting approval.

[Download Confirmation](#)

(14301) Doe, Jane

Account Opened: 5/22/2025

Account Holder(s)

Primary Individual		Joint Individuals	
Name	Doe, Jane	Name	John, Doe
Address	#308 East Bay Street CB-12407 Nassau, Bahamas	Address	#308 CB-12407 Nassau, Bahamas

13. Once the account registration is complete, you should receive an email with your login credentials as shown below. Emails should be received immediately but allow up to 30 minutes for the email to be received before contacting us if necessary.

Shareholder Registration Approved

Dear jdoe@gmail.com,

Congratulations, your registration has been approved! Below are your login details:

- **Username:** jdoe@gmail.com
- **Password:** 93J'a@UEj

You can log in by clicking the button below:

[Go to Website](#)

If you have any questions, feel free to contact our support team.

Best regards,
The CFAL Team

14. Return to the registration website at <https://register.colinafinancial.com/> and login to your account with the username and password provided.

15. Select the Account Menu button and choose Purchase New Security from the drop-down menu.

[My Account](#)

(14301) Doe, Jane

Account Opened: 5/22/2025

Account Holder(s)

Account Menu

- View Banking Information
- View Documents
- Purchase New Security**
- Purchase Additional Shares
- Redeem Shares
- Secure Messaging

Primary Individual

Name	Doe, Jane
Address	#308 East Bay Street CB-12407 Nassau, Bahamas
Telephone #	Mobile: 502-7010
Personal Information	Nationality: Bahamian Passport #: AA000000 NIB #: 00000000 Email: jdoe@gmail.com
Employment	Employed: CFAL

Joint Individuals

Name	John, Doe
Address	#308 CB-12407 Nassau, Bahamas
Telephone #	Mobile: 502-7010
Personal Information	Nationality: Bahamian Passport #: AA987654 NIB #: 987654 Email: john.doe@yahoo.com
Employment	

16. Select the security you wish to purchase from the drop-down box and enter all required information. Then, select the **Purchase** button to proceed. If you wish to invest in both securities, then enter the second purchase in the same format.

Purchase New Security

New security will be owned and managed by the same account.

Effective Date *

Security *

Amount of Investment *

Funding Source * ☐ Wire Transfer

Declaration: I/We certify, that this Source of Funds Statement represents my true source of funds status as of this date, and my/our contribution to the account referenced. I/We further declare that the proceeds declared are derived from legitimate sources and that the source of this transaction is: *

☐ Savings and Investments
 ☐ Salary
 ☐ Business Income
 ☐ Rental Income
 ☐ Sale of Property
 ☐ Gift
 ☐ Inheritance
 ☐ Other

(Please provide explanation for **Other** sources)

* denotes a required field.
** denotes a pre-registration.

17. The investment will then appear under Pending Transactions as shown below. Once completed, select My Account at the top of the page and log out of the account.

Pending Transactions			
Security	Type	Shares	Balance
PEF Class A	Additional Purchase	150	(B\$) \$1,500.00

My Account

Profile

Change Password

Logout

Account Menu

Account Holder(s)

Primary Individual

Name	Doe, Jane
Address	#308 East Bay Street CB-12407 Nassau, Bahamas

Joint Individuals

Name	John, Doe
Address	#308 CB-12407 Nassau, Bahamas

18. Once the offering is closed and funds have been allocated, confirmation of your allocation will be sent to the email address provided. This will be sent within 30 days of the closure of the offering.

Should you encounter any problems during the registration process, please do not hesitate to contact us at PEFund@cfal.com.