

REGISTRATION REQUIREMENTS

Thank you for considering advertising in Castles Lifestyle and Highbrow Living magazines. In order, to fulfil requirements by the security agencies, we are required to have the following 'Know Your Customer' (KYC) documents. This is to make our magazines a safe space for readers to engage with verified customers.

1. Letter of Intention to advertise on the advertiser's letter head paper.

Please address to
Realhouse Communications Limited
4th Floor, Suite 403, 56 Opebi Road,
Ikeja, Lagos
Nigeria.

Sample letter

Dear Sir,

APPLICATION FOR REGISTRATION AS AN ADVERTISER

We are a company/business name/individual interested in advertising in Castles Lifestyle and Highbrow Living magazines and apply to be registered as an Advertiser.

Kindly find attached the following documents as part of the KYC process of your company

- a. Certificate of incorporation
- b. Utility of our premises
- c. Cancelled cheque leaf showing our relationship with XYZ bank.
- d. Passport Photograph of CEO/Senior Partner/Manager
- e. Photo Identification of CEO/Senior Partner/Manager

We undertake to adopt all the legal requirements to advertise and look forward to your acceptance of our application.

2. Certificate of Incorporation of your company (copy)

3. Utility Bill of the company's premises (address on letterheaded paper)

4. Cheque Leaf (cheque should be made void by crossing it); this would enable us to rely on your KYC with the bank. You may wish to send in any other confirmation of relationship with a money deposit bank in Nigeria.

5. Passport Photograph of the CEO or a Senior Partner

6. Any of the following means of photo identification of the CEO or a Senior Partner

- a. Driver's License b. International Passport c. National Identity Card

Please bear with us as these requirements are stipulated by the EFCC and Police to safeguard customers and ensure we only partner with verified clients.

We assure you that your documents are secure with us and will not be utilized for any third-party purposes.