

## New Business Investment Form - Legal Entity Collective Investments (Unit Trusts)

### Important Notes:

- If you have an existing portfolio with Stanlib under your ID number, this application will be linked to that portfolio.
- All Beneficial Owners and Related Parties to this investment for this Entity needs to complete and submit the 'Beneficial Owner and Related Party' form found on our website on the following link: [Beneficial owner/Related Party Form: UT](#)
- Existing portfolio holders are to use the 'Additional Investment form' for any additional deposits (top-up investments).
- For debit order, cash flow and details amendments, the 'Change of Details form' is to be used.

The abovementioned forms can be found on [www.stanlib.com/Individuals/Investwithus/Pages/ApplicationForms.aspx](#) if required.

**A copy of this form must be sent to the Manager and the Financial Adviser must also retain a complete copy. In terms of the FAIS Act, the Financial Adviser that dealt with the Client must deliver the original to the Client for safe custody. All amendments / changes made on the application form are to be initialled by the investor.**

### ENTITY TYPE \*

<input type="checkbox"/> NON-PROFIT / CHARITIES	<input type="checkbox"/> TRUST	<input type="checkbox"/> INVESTMENT SCHEME	<input type="checkbox"/> LISTED COMPANY	<input type="checkbox"/> MEDICAL SCHEME	<input type="checkbox"/> RETIREMENT FUND
<input type="checkbox"/> SOCIAL CLUBS / STOKVEL	<input type="checkbox"/> CLOSE CORPORATION	<input type="checkbox"/> JOINT VENTURE	<input type="checkbox"/> LONG TERM INSURER	<input type="checkbox"/> PARTNERSHIP	<input type="checkbox"/> UNLISTED COMPANY
<input type="checkbox"/> BODY CORPORATE	<input type="checkbox"/> FOREIGN TRUST	<input type="checkbox"/> FOREIGN COMPANY			

**\*Compulsory section.**

### CLIENT DETAILS: LEGAL ENTITY

All partnerships must complete the addendum available on [www.stanlib.com](#) and submit the completed form with this application form.

All entities are required to complete the Tax Information for Entities Annexure. This annexure is available on our website, [www.stanlib.com](#).

All controlling persons are required to complete the Beneficial Owner/Related Party form (Annexure B) and submit together with this application form.

REGISTERED NAME OF ENTITY \*

TRADE NAME

DATE OF INCORPORATION

<input type="text"/> - <input type="text"/>	<input type="text"/> - <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
D D	M M	Y Y Y Y

REGISTRATION NUMBER \*

COUNTRY OF INCORPORATION \*

JURISDICTION OF OPERATION

PRINCIPAL PLACE OF BUSINESS

**\*Compulsory fields**

### PHYSICAL ADDRESS \*

COMPLEX / UNIT /  
BUILDING NUMBER

COMPLEX / BUILDING  
NAME

STREET NUMBER

STREET NAME

SUBURB

CITY

COUNTRY

POSTAL CODE



## POSTAL ADDRESS \*

SAME AS PHYSICAL ADDRESS

POSTAL ADDRESS TYPE

PO BOX

STREET ADDRESS

PRIVATE BAG

POSTNET SUITE

PO BOX NUMBER /  
STREET NUMBERPOST OFFICE NAME /  
STREET NAME

CITY OR TOWN

PROVINCE / STATE /  
COUNTY

POSTAL CODE

COUNTRY

\* Note that this is a compulsory field.

## FATCA/CRS SELF-CERTIFICATION DECLARATION FOR A LEGAL ENTITY

The government of South Africa has entered into agreements under which it has agreed to the automatic exchange of information with other countries. These agreements are aimed at improving tax compliance between the countries over financial assets held by investors within their boundaries. As a result of these agreements, South Africa has introduced tax laws which require that we collect information about each investor's tax residency and tax classification. We are also required to report the tax information we have collected together with the investor's investment account(s) information to the South African Revenue Services (SARS).

What this means for you as a client is that STANLIB is obliged to provide SARS with certain information you provide to STANLIB when you invest or transact with us. SARS, in turn, may pass the information to other tax authorities outside South Africa as required by the agreements the government has entered into. STANLIB may, in complying with its reporting obligations to SARS, make use of the services of other companies in its group of companies in collating, interpreting, storing and forwarding of your information to SARS.

**The information in this self-certification form is not tax advice. We recommend that you consult a professional tax or legal advisor for specific tax or legal advice. Each Controlling person needs to complete an individual self-certification form found on the following weblink:**[FATCA/CRS Self-Certification Declaration For an Individual\(UT\)](#)

## TAX INFORMATION \*

As part of STANLIB's obligation to comply with the U.S. Foreign Account Tax Compliance Act (FATCA), we require you to provide us with your tax information where applicable and will keep a record of such information. We will only disclose this information to the relevant tax authorities if and when required as per FATCA regulation.

## TAX INFORMATION FOR U.S. LEGAL ENTITY \*

IS THE LEGAL ENTITY A CITIZEN OR NATIONAL, OR RESIDENT FOR TAX PURPOSES IN THE U.S.

YES

NO

If you have selected 'YES', please submit the applicable United States of America Internal Revenue Services (IRS) forms and complete the Tax Identification Number below for the Legal Entity.

TAX IDENTIFICATION NUMBER:

**If you have selected 'NO', you are not required to submit any IRS forms.**

## TAX INFORMATION FOR NON U.S LEGAL ENTITY \*

IS THE LEGAL ENTITY A CITIZEN OR NATIONAL OR RESIDENT IN ANY OTHER COUNTRY FOR TAX PURPOSES

YES

NO

Please indicate all countries (**including South Africa**) in which you are resident for tax purposes and the associated tax identification numbers in the table below. By ticking 'No' you confirm that you are unable to provide the required Tax Information on the table below.

Country(ies) of Tax Residency *	Tax Identification Number *
1.	
2.	
3.	

## \*Compulsory Section

## TAX INFORMATION \*

ARE YOU A REGISTERED TAX PAYER:

YES

NO

Please indicate all countries (**including South Africa**) in which you are resident for tax purposes and the associated tax identification numbers in the table below:

By ticking 'Not Applicable' you confirm that the country specified does not issue Tax Identification Number.

Country(ies) of Tax Residency *	Tax Identification Number *	Not Applicable



Country(ies) of Tax Residency *	Tax Identification Number *	Not Applicable
1.		
2.		
3.		
4.		
5.		

**\*Compulsory section**

### FATCA CLASSIFICATION FOR LEGAL ENTITY \*

**2A.** Please mark X only in one box below. (Refer to Annexure A for definitions of entities).

FATCA Classification		
2.1	Participating Financial Institution / Registered Deemed Compliant Financial Institution or IGA Reporting Financial Institution	<input type="checkbox"/>
2.2	Certified Deemed Compliant Financial Institution / Excepted Financial Institution or IGA Non Reporting Financial Institution	<input type="checkbox"/>
2.3	Sponsored Financial Institution	<input type="checkbox"/>
2.4	Foreign Financial Institution in non-IGA Jurisdiction	<input type="checkbox"/>
2.5	Specified U.S. Person	<input type="checkbox"/>
2.6	Non-Participating Foreign Financial Institution	<input type="checkbox"/>
2.7	U.S. Person that is not a Specified U.S. Person under the relevant United States Regulations	<input type="checkbox"/>
2.8	Active Non-Financial Foreign Entity which is regularly traded on an established securities market or affiliated thereto	<input type="checkbox"/>
2.9	Active Non-Financial Foreign Entity (other than 2.8)	<input type="checkbox"/>
2.10	Passive Non-Financial Foreign Entity (If you tick this box, please include individual self-certification forms for your Controlling Persons) Indicate the total number of controlling persons <input type="text"/>	<input type="checkbox"/>

### CRS CLASSIFICATION FOR LEGAL ENTITY \*

**2B.** Please mark X only in one box below. (Refer to Annexure A for definitions of entities).

CRS Classification		
2.1	Financial Institution (if you are an Investment Entity, please see 2C below)	<input type="checkbox"/>
2.2	Active Non-Financial Entity	<input type="checkbox"/>
2.3	Active Non-Financial Entity which is a Governmental Entity, International organisation, Central Bank or entity wholly owned by one or more of the foregoing	<input type="checkbox"/>
2.4	Recognised Pension scheme or plan	<input type="checkbox"/>
2.5	Active Non-Financial Entity which is regularly traded on an established securities market or affiliated thereto	<input type="checkbox"/>
2.6	Active Non-Financial Entity (other than those listed in 2.3 or 2.5 above)	<input type="checkbox"/>
2.7	Passive Non-Financial Entity (If you tick this box, please include individual self-certification forms for your Controlling Persons) Indicate the total number of controlling persons <input type="text"/>	<input type="checkbox"/>

IF YOU HAVE TICKED 2.1, 2.3 OR 2.4 PLEASE PROVIDE YOUR / YOUR SPONSOR'S GIIN:

IF THE GIIN PROVIDED ABOVE IS ISSUED IN THE NAME OF YOUR SPONSOR, PLEASE PROVIDE YOUR SPONSOR'S NAME AS SHOWN ON THE IRS LIST:

**2C**

STAUTINV180206-MELVILLE-DOUGLAS  
2021/07  
D20R24

Please note this form expires on 2026/06/30. Up to date forms are always available on [www.stanlib.com](http://www.stanlib.com)





Only mark an x in the box above if you are a managed investment entity outside of a CRS participating jurisdiction. If this box is marked, please include individual self-certification forms for your controlling persons.

## CONTACT PERSON REPRESENTING LEGAL ENTITY \*

### CONTACT PERSON'S FICA DOCUMENTS ATTACHED

TITLE

SURNAME

PASSPORT EXPIRY DATE

D D - M M - Y Y Y Y

NAME/S

ID/PASSPORT NUMBER

DATE OF BIRTH

D D - M M - Y Y Y Y

COUNTRY OF BIRTH

CELLPHONE (DIALLING CODE)

-

TELEPHONE (DIALLING CODE)

-

EMAIL ADDRESS

COUNTRY OF RESIDENCE

NATIONALITY

DO YOU HAVE DUAL CITIZENSHIP

YES

NO

IF OTHER PLEASE SPECIFY

\*Compulsory section

## ADDRESS DETAILS FOR CONTACT PERSON REPRESENTING LEGAL ENTITY \*

### PHYSICAL ADDRESS \*

COMPLEX / UNIT / BUILDING NUMBER

COMPLEX / BUILDING NAME

STREET NUMBER

STREET NAME

SUBURB

CITY

COUNTRY

POSTAL CODE

\*Compulsory section .

## BENEFICIAL OWNER AND AUTHORISED SIGNATORY/CONTROLLING PERSON CONFIRMATION

Each beneficial owner is to complete Annexure A (Copies can be made and attached to this application when submitting for processing)

Beneficial owner: has shares in the legal entity equal to or greater than 5% holding or owns the bank account used by the entity.

All signatories/Controlling Persons are required to complete Annexure A

Controlling Person: exercises control over the entity, such as directors or executives.

Signatory: binds a person/ entity to the terms of an agreement.

Note: Failure to supply the requested information will result in your application being rejected.

## CORRESPONDENCE PREFERENCE

All statements, reports and notices will be sent to you in electronic format unless otherwise indicated.

Should you wish to receive correspondence via post, please select the tickbox below:

HARDCOPY (POSTED)

## INVESTMENT SELECTION

LUMP SUM: BANK DEPOSIT

LUMP SUM: ONCE OFF DEBIT

RECURRING PLAN: RECURRING DEBIT ORDER

Complete the investment amount next to the portfolio selection in the space provided

Please Note:

1. In the interest of 'best advice' STANLIB promotes the use of a licensed Financial Adviser. Should a Financial Adviser, who must be contracted with STANLIB, be used by the Client, STANLIB will pay the initial Financial Adviser and service charge, to the Financial Adviser for the services



rendered by the Financial Adviser to STANLIB in terms of section 3A(1)(a)(v) of the General Code of Conduct for Authorised Financial Services Providers and Representatives issued by the Registrar of Financial Services Providers in terms of the Financial Advisory and Intermediary Services Act, 2002.

2. Financial Adviser negotiates the initial charges with the Client and should depend on the level of professional advise/service rendered. STANLIB may at its sole discretion, vary the percentage of the initial charge that it pays to the Financial Adviser.
3. If the Client chooses not to use a Financial Adviser service, no initial charge will be applied to the investment.
4. Service charges (annual administration charges) are set by the administrator.
5. If the initial Financial Adviser charge is not specified, zero fees will be applied. If the initial Financial Adviser charge specified is higher than the maximum fee, the maximum will be applied.
6. STANLIB will not charge initial fees.

Portfolio	Class	Lump sum investment		Recurring debit order		Initial Financial Adviser Charge (excl. VAT)	Maximum Financial Adviser Initial Charge (excl. VAT)	Maximum Service Charge (excl. VAT)
		Minimum amount	Investment amount	Minimum amount	Investment amount			
Melville Douglas STANLIB Medium Equity Fund of Funds	A	R5 000	R	R500	R	%	1.00%	0.90%

SIGNATURE OF CLIENT/  
AUTHORISED SIGNATORY\*

DATE

		-			-			
D	D		M	M		Y	Y	Y

SIGNED AT

DATE

		-			-			
D	D		M	M		Y	Y	Y

SIGNATURE OF FINANCIAL  
ADVISER

SIGNED AT

\*Compulsory if fees have been selected. Where fees are not selected we will default to 0%.

#### DIVIDENDS WITHHOLDING TAX

SARS will levy a withholdings tax on dividends rate of 20%. If you are an exempt entity or have a reduced rate, please indicate this below and complete the corresponding declaration as an annexure to the application form. The declaration forms are available on [www.stanlib.com](http://www.stanlib.com) and the default rate of 20% will be applied if the annexure is not completed and submitted.

 EXEMPT FROM DIVIDENDS TAX
 
 REDUCED DIVIDENDS TAX RATE
 

#### INTEREST WITHHOLDING TAX FOR NON SOUTH AFRICAN RESIDENTS

If you are a non South African tax payer, do you qualify for interest withholding exemption or reduction as referred to in section 50D(3) read with section 50E(2) of the Income Tax Act, 1962 (Act No 58 of 1962)(the Act). If you are an exempt entity or have a reduced rate, please indicate this below and complete the corresponding declaration as an annexure to the application form. The declaration forms are available on [www.stanlib.com](http://www.stanlib.com) and the default rate of 15% will be applied if the annexure is not completed and submitted.

 EXEMPT FROM DIVIDENDS TAX
 
 REDUCED DIVIDENDS TAX RATE
 

#### DEBIT ORDER DETAILS FOR A ONCE-OFF DEBIT ORDER COLLECTION

ONCE-OFF DEBIT AMOUNT

R								
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ONCE-OFF DEBIT DATE

D	D	-	M	M	-	Y	Y	Y	Y
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\* If no debit date is supplied the debit order will run two days after receipt of a fully completed application form without any outstanding requirements.

By submitting this form, I consent to the Manager making arrangements with my bank for payment of the investment amounts as indicated above, including any amendments made during the investment's life. Investors may request collection of a maximum of R1 million per debit order mandate. To collect more than R1 million, the investor must submit more than one signed debit order mandate, alternatively transfer any amount greater than R1 million rands. Debits can only be loaded 2 business days after receiving the completed information.

Subject to a clearance period of 45 calendar days for recurring and once-off debit orders will apply before funds can be withdrawn. This is because you have up to 40days to dispute a collection with your bank.

#### DEBIT ORDER DETAILS FOR A NEW RECURRING DEBIT ORDER

DEBIT ORDER PREFERRED DATE

<input type="checkbox"/> 1ST (DEFAULT DATE)	<input type="checkbox"/> 15TH	<input type="checkbox"/> 25TH	COMMENCEMENT DATE
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M M - Y Y Y Y



PAYMENT FREQUENCY

 MONTHLY  QUARTERLY  BI-ANNUALLY  ANNUALLY

\*If no date is selected, we will default to the 1st of the following month.

\*If the payment frequency is not selected, we will default to monthly.

## BANKING DETAILS FOR A ONCE OFF DEBIT COLLECTION / RECURRING DEBIT ORDER \*

BANK

COUNTRY

BRANCH

BRANCH CODE

ACCOUNT NUMBER

ACCOUNT TYPE

 CHEQUE/CURRENT  SAVINGS

ACCOUNT HOLDER'S ID NUMBER

ACCOUNT HOLDER'S NAME

SIGNATURE OF BANK ACCOUNT  
HOLDER/ AUTHORISED SIGNATORY

## The following will not be acceptable for debit collections:

Market link accounts, Credit cards, Call accounts and Notice deposits

## If the debit order is funded by a 3rd party (spouse included):

\*\*For individuals: FICA documents, i.e. Certified copy of third party's identity document with a specimen signature and proof of address.

\*\*For entities: (Standard Bank) - Bank account mandate and FICA documents of the person acting on behalf of the entity.

\*\*Other banks: Letter from the bank confirming signing authority and a certified copy of identity document with a specimen signature of the signatory/ies including proof of address.

Payments: Payments to third-party bank accounts are not allowed. Payments can only be paid into an account in the name of the Client.

## \*Compulsory section

## ANNUAL CONTRIBUTION INCREASE

Should you wish to increase your recurring debit order automatically each year, please indicate this below:

PERCENTAGE INCREASE PER ANNUM  5%  10%  15%  20%EFFECTIVE MONTH \*  -   
M M - Y Y Y Y

## BANKING DETAILS TO BE LINKED TO THIS INVESTOR FOR E-TRADE\*

Payments to third-party bank accounts are not allowed. Payments can only be paid into an account in the name of the investor.

It is compulsory to furnish us with banking details. Use the bank details provided to link to e-trade.

**E-trade** refers to the electronic portal designed to provide Investors with a service to actively manage their portfolios and instruct trades at their discretion. Transactions are executable with a computer or smartphone device and are made quickly with no paperwork required. Typically the user will login to the STANLIB Online website and process transactions on their portfolios. **These transactions can be additional investments, switches, redemptions and regular cash flow plans (CFPs)**. This service is appealing to investors as it allows more control and easier transactability over their portfolios. "You may want to link to E-trade so that you can always get a trade in quickly when you need to".

 AUTO LINK ME TO E-TRADE

Please fill in this section if banking details are different from the banking details provided above.

BANK

COUNTRY

BRANCH

 BRANCH CODE 

ACCOUNT NUMBER

ACCOUNT TYPE

 CURRENT/CHEQUE  SAVINGS


ACCOUNT HOLDER'S ID NUMBER

ACCOUNT HOLDER'S NAME

## INCOME DISTRIBUTION

All distributions will be reinvested as per the investment selection unless otherwise instructed.

## PHASE-IN OPTION

**Please note that a Phase-in option and a Cash Flow Plan (CFP) are not allowed to run on the same fund concurrently. Phase-in will move all units from the STANLIB Money Market Fund to the target fund at the requested period over the period selected.** The amount to be phased in will be calculated in accordance with the percentage selected based on the original amount stipulated below, until the balance in the STANLIB Money Market Fund has reduced to zero. Any distribution amounts payable from the Money Market fund will be reinvested into the first fund indicated below.

PLEASE PHASE IN THE AMOUNT OF

R

ON THE MONTH

PHASE IN FREQUENCY  
(NUMBER OF PHASE-IN **MONTHS**)

A diagram showing a 2x6 grid. The top row has 6 empty boxes. The bottom row has 12 boxes, with the first two labeled 'P', the next two labeled 'M', and the last four labeled 'Y'. Above the grid, the letter 'R' is positioned above the first column, and the numbers '3', '6', '9', and '12' are positioned above the second, third, fourth, and fifth columns respectively.

18 24

**COMMENCEMENT DATE**

REGULAR INCOME OPTION - CASH FLOW PLAN (CFP)

The regular income option allows you to invest money in a specific portfolio and then repurchase from that portfolio on a regular basis. **Note:** the commencement date of the regular income option refers to the date the Manager will process the transaction. Payment can take up to 2 business days, depending on your bank. **To stop the CFP a static data update (Change of Details form) will be required.**

**Please note that CFP will only take effect once funds are cleared.**

Fund Name	Amount	Cancel
	R	<input type="checkbox"/>
	R	<input type="checkbox"/>
	R	<input type="checkbox"/>
<b>TOTAL</b>	R	

#### PAYMENT FREQUENCY

MONTHLY  QUARTERLY  BI-ANNUALLY  ANNUALLY



PREFERRED DATE

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COMMENCEMENT DATE  
(25TH DEFAULT DATE)

		-				
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M

M

Y

Y

Y

Y

\*If CFP is selected and a date frequency is not indicated, we will default to monthly frequency.

\*Payment can take upto 48 hours to reflect from date requested and this will vary from bank to bank.

\*If Payment is requested on a weekend or public holiday, it will only be processed on the preceding working day.

\*If Fund is not selected under the CFP option will process proportionately across funds.

## FINANCIAL SERVICES PROVIDER

1. The Investor confirms that he/she has appointed the Financial Services Provider (FSP) whose FSB licence number is disclosed below for purposes of his/her dealings with the Manager.

2. The Investor agrees that the Manager will pay the FSP the charges as set out in this application form. Where the FSP is a legal entity (e.g a company or a close corporation) the FSP is represented herein by the natural person identified in the relevant block below. Where the FSP has a Category II FAIS licence and the Investor has mandated the FSP (or its Representative) to act on his/her behalf in terms of a written agreement a copy of the written agreement must be provided to the Manager. The Manager will not act on instructions from the FSP if it has not received a copy of this agreement. The Manager is obliged by law to decline any instructions from an FSP who is not properly licensed with the Financial Services Board.

3. Where the Investor has terminated his FSP's appointment, it is the Investor's responsibility to advise the Manager of such termination immediately. On receipt of such written notification, the Manager will cease payment of all charges, other than accrued charges to the FSP.

4. The Investor understands that where he/she changes FSP the consequences of such change may result in different or new fund and fees structures.

## FINANCIAL ADVISER

FSP LICENCE NO:

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STANLIB ID

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NAME OF SOLE PROPRIETOR OR  
NAME OF REPRESENTATIVE

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## FICA AND BUSINESS REQUIREMENTS

Unless previously provided to the Manager, please send verified/certified copies of the documents set out below. These are used to verify the identity of the Investor. Strictly, only clear, legible copies of identity and other documents will be accepted, the Manager reserves the right to ask for further documentation

## Unlisted companies: South African

- Certificate of Incorporation (CM1 or CoR 15.1/CoR 14.1)
- Certified copy of Change of Name, if applicable (CM9 or CoR 9.1 or 2)
- Notice of Registered Office and Postal Address (CM22 or CoR 21)
- Current list of Directors (CM29 or CoR 39)
- Authority to act : Directors' Resolution and/or Delegation of Authority
- In respect of the Principal Executive Officer , each Director, each Authorised person, and each shareholder holding more than 5% of the voting rights of the company:
  - Certified copy of the Identity document
  - Proof of residential address and contact details
- Proof of physical business address and trading/operating name
- Annexure A (attached to this application form) for all directors, authorised signatories, CEO/MD and individuals holding 5% or more voting rights

## Trusts

- Trust deed or other founding document
- Authority to act : letter of authority from the Master of the High Court and trustees' resolution
- Identity document, physical residential address and contact details of each trustee, each beneficiary, the founder and the persons authorised to act
- Proof of registered address of Master of High Court (stamp on letter of authority)
- Annexure A (attached to this application form) for founders of the Trust, trustees, beneficiaries and authorised signatories

## Partnerships

- Partnership Agreement
- Authority to act: Partners' Resolution
- Identity document, physical residential address and contact details of all the partners and persons authorised to act and of the Person Exercising Executive control of the partnership
- Annexure A (attached to this application form) for all partners and authorised signatories

## Professional partnerships

- Certain Partnerships consisting of more than (20) partners which are incorporated in terms of Section 30(2) of Company's Act 61 of 1963 which are recognized in terms of the relevant Government Gazettes examples are: Attorneys, Notaries and Conveyancers, Public Accountants and Auditors, Medical Practitioners, Pharmacists, Professional Engineers, Quantity Surveyors, Stockbrokers and Architect
- Registration certificate (provide proof of registration of the partnership by a regulatory

## Unlisted companies: Foreign

- Official Document of Incorporation (or CoR 17.1)
- Registration Certificate (CoR 17.3)
- If trading in RSA, documents for RSA unlisted companies
- Authority to act : Directors' Resolution
- Identity document/Passport, details of physical residential address and contact details of related parties and persons authorised to act
- Proof of physical business address and trading/operating name
- Annexure A (attached to this application form) for all directors, authorised signatories, CEO/MD and individuals holding 5% or more voting rights

## Close corporations

- Founding Statement and Certificate of Incorporation (CK1)
- Amended Founding Statement (CK2), (If applicable)
- Authority to act : Members' Resolution
- Identity document, physical residential address and contact details of each member, persons authorised to act and of the Person Exercising Executive control over the CC.
- Proof of physical business address and trade name
- Annexure A (attached to this application form) for all members and authorised signatories

## Conversion of Close Corporation (If a Close Corporation converts to another entity type, the following forms are applicable )

- Form CoR 18.1 – Application to convert a Close Corporation
- Form CoR 18.3 – Registration Certificate

## Other entities (Legal persons)

- Founding Document/Document of Constitution/Registration Certificate
- Schools: Registration Certificate issued by the relevant Department of Education
- Private schools must be registered with the Department of Education in terms of Section 46 of the Schools Act
- Public Schools: Government Gazette which stipulates the full name of the school
- Regulated Funds: Certificate of Registration/Letter from regulator confirming that the entity has been registered and copy of the Rules of the Fund - must bear the stamp of the Regulator
- Churches and other Non Profit Organisations: registration certificate issued by the Non Profit Organisation Directorate



- body)
- Partners Resolution (Authority to act)
- Identity document residential and contact details for Persons Authorised to Act and of the Person Exercising Executive control of the partnership
- Proof of physical business address
- Annexure A (attached to this application form) for all partners and authorised signatories

#### Listed companies

- Registration Certificate (Registrar of Companies or equivalent regulator- foreign companies)
- Documentary evidence of listing (printout from the official website of the stock exchange on which the entity is listed is required)
- Authority to act : Directors' resolution
- Identity document proof of residence and contact details of persons authorised to act
- Annexure A (attached to this application form) for all directors, authorised signatories, CEO/MD and individuals holding 5% or more voting rights

#### Pension funds

- Registration certificate (Registrar of Pension Funds)
- Authority to act : trustees' resolution
- Identity document, of persons authorised to act
- Details of Residential Address and contact details of the Trustees and persons authorized to act
- Annexure A (attached to this application form) for the authorised signatories and trustees

- Governmental bodies other than municipalities: Government Gazette which includes the name of the relevant Municipality/ Governmental Body and proof of investment mandate
- Authority to act : Authorised Signatories' Resolution
- Identity document, details of physical residential address and contact details of Person/s Authorised to act and of the of the Person Exercising Executive control
- Proof of physical business address
- Annexure A (attached to this application form) for authorised signatories

#### Deceased estates

- Letter of Executorship/Letter of Authority
- Authority to act: special power of attorney (if applicable)/ executors'/ authorised signatories' resolution
- Identity document, details of physical residential address and contact details of persons authorised to act
- Annexure A (attached to this application form) for Executor/s and authorised signatories

#### Medical aids

- Registration certificate (Council for Medical Schemes)
- Authority to act : trustees' resolution
- Identity document, physical residential address and contact details of trustees and persons authorised to act
- Proof of physical business address
- Annexure A (attached to this application form) for authorised signatories

**Proof of physical residential address:** One of the following documents reflecting name and physical residential address (must be less than 3 months old) is required for proof of address:

- Current lease or rental agreement
- Letter on letterhead, signed by board of trustees, directors' etc. confirming physical business address

**Note:** All the address verification documents must be valid and reflect the name and the current physical address of the client (legal property descriptions are also acceptable - e.g erf/stand numbers).

If a 3rd party is acting on behalf of the investor the following is required:

- Proof of authority i.e. power of attorney, mandate, resolution, court order, letters of appointment by the Master of the High Court.
- Documents as for Individual FICA above, for the person who is acting on behalf of the Investor and a specimen signature on the ID/ passport.
- If the Investor is a minor, the application form must be signed by the legal guardian.

This document details the documentation required from clients (individuals and entities) for SARS foreign tax reporting.

## AUTOMATIC EXCHANGE OF INFORMATION (FATCA/CRS BUSINESS REQUIREMENTS)

The government of South Africa has entered into agreements under which it has agreed to the automatic exchange of information with other countries. These agreements are aimed at improving tax compliance between the countries over financial assets held by investors within their boundaries. As a result of these agreements, South Africa has introduced tax laws which require that we collect information about each investor's tax residency and tax classification. We are also required to report the tax information we have collected together with the investor's investment account(s) information to the South African Revenue Services (SARS).

What this means for you as a client is that STANLIB is obliged to provide SARS with certain information you provide to STANLIB when you invest or transact with us. SARS in turn may pass the information to other tax authorities outside South Africa as required by the agreements the government has entered into. STANLIB may, in complying with its reporting obligations to SARS, make use of the services of other companies in its group of companies in collating, interpreting, storing and forwarding of your information to SARS.

#### Unlisted Companies: Foreign

- In respect of the Principal Executive Officer , each Director, each Authorised Person, and each shareholder holding more than 5% of the voting rights and/or shares of the company:
- Certified copy of the Identity Document
- Proof of residential address and contact details
- Foreign TIN number or equivalent registration number in country of registration
- Proof of registration as a bank or a financial services provider or a collective investments scheme
- Copy/extract of share register showing all persons/entities that own more than 5% of the issued share capital

#### Listed Companies

Documentary evidence listing (printout from the official website of the stock exchange on which the entity is listed is required);

- Certified copy of Change of Name, if applicable (CM9 or CoR 9.1 or 2)
- Notice of Registered Office and Postal Address (CM22 or CoR 21)
- In respect of the Principal Executive Officer , each Director, each Authorised person, and each shareholder holding more than 5% of the voting rights and/or shares of the company:
- Certified copy of the Identity document
- Proof of residential address and contact details
- Proof of registration as a Financial Institution: i.e is the entity registered as a Bank as

#### Unlisted Companies: South African

- Proof of registration as a Financial Institution: i.e is the entity registered as a Bank as defined in the Banks Act or a Financial Services Provider as defined in FAIS registered as entity that is regulated by CISCA, LTIA or STIA
- Copy/extract of share register showing all persons/entities that own more than 5% of the issued share capital

#### Close Corporations

- Proof of registration as a Financial Institution: i.e is the entity registered as a Bank as defined in the Banks Act or a Financial Services Provider as defined in FAIS or registered as entity that is regulated by CISCA, LTIA or STIA

#### Partnerships

- Proof of residential address and contact details for Partnership
- Proof of registration as a Financial Institution: i.e is the entity registered as a Bank as defined in the Banks Act or a Financial Services Provider as defined in FAIS registered as entity that is regulated by CISCA, LTIA or STIA

#### Professional Partnerships

- In respect of the Principal Executive Officer , each Partner, each Authorized person, and



defined in the Banks Act or a Financial Services Provider as defined in FAIS or registered as entity that is regulated by CISCA, LTIA or STIA  
• Copy/extract of share register showing all persons/entities that own more than 5% of the issued share capital.

#### Authority to act: Directors' resolution:

- Copy/extract of share register showing all persons/entities that own more than 5% of the issued share capital.

#### Pension Funds

- List of members who have a right to more than 5% of the fund:
- The identity document and proof of address ( same requirements as for an individual)

- each shareholder holding more than 5% of the voting rights and/or shares of the company:
- Certified copy of the identity document
- Proof of residential address and contact details
- Proof of registration as a Financial Institution: i.e is the entity registered as a Bank as defined in the Banks Act or a Financial Services Provider as defined in FAIS registered as entity that is regulated by CISCA, LTIA or STIA
- Copy/extract of share register showing all persons/entities that own more than 5% of the issued share capital.

#### Medical Aid Funds

- List of members who have a right to more than 5% of the fund:
- The identity document and proof of address ( same requirements as for an individual)

## TERMS AND CONDITIONS

**1. Net Asset Value (NAV):** Prices are calculated on a NAV basis, which is the total value of all assets in the Portfolio including any income accrual and less any permissible deductions from the Portfolio divided by the number of participatory interests in issue. Permissible deductions include brokerage, Securities Transfer Tax, auditor's fees, bank charges, trustee/custodian fees and the service charge levied by the Manager.

**2. Initial Financial Adviser Charges:** The initial Financial Adviser charge is deducted from the full investment value and the remaining amount is allocated to the selected investment options. Any additional investment will incur an initial Financial Adviser charge, provided that the applicable Adviser charge is on the application form, should any funds be deposited with an account number as reference without an application form, the investment will be placed with no initial fees. No corrections will be done once the investment has been placed. It is therefore imperative that an application form be submitted with every additional investment should there be a need for initial Financial Adviser charges. The charge is set at a maximum of 3.00% (excluding VAT) of investments made in the equity portfolios and the asset allocation portfolios, and may range from 0.60% to 1.80%(excluding VAT) in the fixed-interest portfolios.

**3. Ongoing Advice Fees:**

- Negotiable to a maximum amount of 1% excluding VAT per annum of the market value of the investment portfolio. The ongoing advice fee is calculated on the daily market value of the investment portfolio, paid to the financial adviser monthly. This is paid in arrears by selling units from the respective investment accounts, thereby reducing the units. STANLIB will facilitate the deduction of the ongoing advice fees as agreed to by your financial adviser and will recover these fees from your investment. It is the responsibility of the Financial Adviser to make sure that the investor is fully informed of all fees applicable under this investment. VAT will be added to fees where applicable".
- All requests to change ongoing advice fees requested during the month will be effected on the first day of the following month.

**4. Service Charge (levied monthly incl. VAT):** The service charge for the individual portfolios is accrued daily and levied monthly on the market value of the portfolio. Certain portfolios have a performance based service charge which shall be a variable amount that may either increase or decrease, depending on whether the Manager has added or detracted value for the portfolio relative to a passive investment in the portfolio's benchmark. Please refer to the latest fact sheet(s) for more details. The service charge is normally deducted from the income received by the portfolios. The Portfolio Charges document (including Performance Fee Frequently Asked Questions) is available on [www.stanlib.com](http://www.stanlib.com).

**5. Performance Fees:** Where fees are not accrued daily, the fee accrual is lagged and rolling measurement periods are used, certain participatory interest holders may carry a lower proportion of the performance fee relative to performance enjoyed, whilst other Clients may carry a higher proportion of the performance fee relative to performance enjoyed. Where underlying portfolios charge implicit performance fees (i.e. implicit in their unit prices), participatory interest holders may carry these performance fees regardless of whether the top-tier portfolio or mandate has out-performed its own benchmark. The Portfolio Charges document (including Performance Fee Frequently Asked Questions) is available on [www.stanlib.com](http://www.stanlib.com) ("Investment for Individuals" section).

**6. Total Expense Ratio:** The Total Expense Ratio (TER) of a portfolio is a measure of the portfolio's assets that were relinquished as operating costs expressed as a percentage of the daily average value of the portfolio calculated over a period of usually a financial year. Typical expenses which are deducted from a portfolio include service charges, taxes, trustee fees and audit fees. The TERs can be located on the Fact Sheets and the Portfolio Charges document which is available on [www.stanlib.com](http://www.stanlib.com) ("Investment for Individuals" section).

**7. Overnight Interest Allocation:** Interest earned by STANLIB in its bank account (subscription) on deposits made by you will be added to the investment amount if it takes longer than 1

Business Day, after the receipt of the deposit and/or the fulfilment of any outstanding requirements, to process the transaction. Deposits made on a non-business day (i.e. public holidays, Saturdays and Sundays) will also not attract any interest.

**8. Switching:** A "switch" involves selling participatory interests (units) in one portfolio and investing the proceeds in another portfolio. The Manager does not normally charge initial Financial Adviser charges twice, other than in the instance where the original entry was into a portfolio with lower charges than the portfolio into which the Client will be investing. Accordingly, the Client will have to pay in the difference in the initial Financial Adviser charges. However, the Client and the Financial Adviser may agree on a different arrangement to that mentioned above, in which case an initial Financial Adviser charge as agreed, between the Client and the Financial Adviser, will be charged on the switch transaction. As costs may change from time to time, please consult with your authorised Financial Adviser. STANLIB monitors account patterns of transactions for practices such as but not limited to market timing where an investor purchases and sells units within a short time period to take advantage of limitations in determining the net asset value of the funds. STANLIB reserves the right to delay or reject such transactions where investors engage in such practices in order to protect and ensure equitable treatment of all investors in the fund.

**9. Income Distributions:** Income distributions are made at regular intervals for all portfolios. Portfolios either declare distributions monthly, quarterly (31 March, 30 June, 30 September, 31 December), bi-annually (30 June, 31 December), or annually (31 December). These distributions are paid by no later than the last working day of the following month. Please refer to the latest fact sheet(s) for more details.

**10. Money Market Portfolios:** The price of each participatory interest (unit) is aimed at a constant value for all Money Market Portfolios. The total return to the Client is primarily made up of interest received but, may also include any gain or loss made on any particular instrument. In most cases this will merely have the effect of increasing or decreasing the daily yield, but in an extreme case it can have the effect of reducing the capital value of the portfolio. The minimum transaction amount for this portfolio is R2,000. The initial minimum lump sum investment is R25,000. If the balance of the account is below R2,000, any repurchase instruction will result in the total balance being redeemed. If the balance of the account is above R2,000, any repurchase request below R2,000 will result in the minimum transaction amount of R2,000 being redeemed.

**11. Other Fixed Interest Portfolios and Equity Portfolios:** Minimum remaining amount on all STANLIB Funds is R2,000.00. The minimum redemption amount on All STANLIB Funds is R2,000, any redemption request below R2,000 will result in the minimum transaction amount of R2,000 being redeemed. If the balance falls below R2,000, after the redemption, instruction will result in the total balance being redeemed.

**12. Electronic Transactions:** the Client agrees that the Manager shall be entitled to implement all instructions and applications of whatever nature received on their Internet site, by telephone or any other electronic medium and which appear to emanate from the Client. The Manager and/or Financial Adviser is indemnified against any losses, claims or damages arising from acting on such instructions and/or applications, notwithstanding that it may later be proved that any such instruction was not given by the Client. The Client agrees that the electronic records of all instructions and applications processed by or on behalf of him/her or which purport to be processed on behalf of the Client via the Manager's Internet site, telephone or any other electronic medium shall constitute prima facie proof of the contents of such instructions and applications. STANLIB will not be held responsible for any failure, malfunction or delay of any networks, electronic or mechanical device or any other form of communication used in the submission, acceptance and processing of applications and/or transactions. STANLIB will not be liable to make good or compensate any investor or third party for any damages, losses, claims or expenses resulting there from.

**13. Electronic Signatures:** This transaction may be executed by means of a Client's electronic signature. The Client agrees that in accepting these terms and conditions, the Client consents to executing this transaction by means of an electronic signature. The Manager is indemnified against any losses, claims or damages arising from acting on such an electronic signature, notwithstanding that it may later be proved that the electronic signature was not given by the Client.

**14. Payments:** Redemptions, regular income options and income distribution payments can only be made into an account in the name of the Client. No third party or cheque payments will be made.

**15. Shari'ah Compliant Portfolios:** Where a client invested via a 'Linked Investment Platform' the client may have earned interest. It is the clients responsibility to purify such interest sum by donating it in charity to ensure the Shari'ah Compliance of the investment. The Shari'ah Advisory Committee (SAC) oversight starts when the investments enter the Islamic Funds. The SAC does not have control of the processes/platforms that the client utilises to access the Islamic Funds. In terms of Shari'ah Law, the Manager will purify the dividend income earned by automatically deducting all non-permissible income from the total dividend income distribution due to the Client. The income, nett of non-permissible income, is then applied according to the Client's further instructions, i.e. either reinvested or paid to the Client's bank account. All non-permissible income deducted will be donated on behalf of Clients to charitable organizations, as directed by the Shari'ah Supervisory Board. Non-permissible income sources include interest income



earned from companies invested in. The quantum of non-permissible income will be determined by the fund manager and approved by Shari'ah Supervisory Board which will typically be a percentage of the total dividend income that accrued to the portfolio, e.g. 5%. For example, the Shari'ah Board determined that 5% of all dividends that accrued to the portfolio are non-permissible. A proportionate amount of the dividend income due to the Client (i.e. 5%) will be deemed to be non-permissible and will be deducted from the total dividend income distribution due to the Client and donated on behalf of the Client to charitable organizations, as directed by the Shari'ah Supervisory Board. Clients must take note that their statements and the statutory tax certificates (I.T. 3 (b)) will indicate the total income distributed to them, net of non-permissible income. It is also important to note that certain permissible income received by the portfolio is deemed to be interest income in terms of the Income Tax Act, as amended from time to time, and will be reflected as such. Clients are accordingly advised to seek appropriate tax advice as to the potential tax consequences they may be subjected to. Clients should note that all income paid by the fund is purified before being paid out to Clients.

## 16. General

- 16.1. Collective investment schemes in securities are generally medium to long term investments.
- 16.2. The value of participatory interests may go down as well as up and past performance is not necessarily a guide to the future.
- 16.3. An investment in the participations of a collective investment scheme in securities is not the same as a deposit with a banking institution. A Money Market portfolio is not a bank deposit account.
- 16.4. Where exit charges are applicable, participatory interests are redeemed at the net asset value where after the exit charge is deducted and the balance is paid to the Client.
- 16.5. A Portfolio of a collective investment scheme in securities may borrow up to 10% of the market value of the Portfolio to bridge insufficient liquidity as a result of the redemption of participatory interests, and may also engage in scrip lending.
- 16.6. Where different classes of participatory interests apply to certain Portfolios, they would be subject to different charges.
- 16.7. A schedule of charges and maximum charges is available on request from the Manager. Commission and incentives may be paid and if so, would be included in the overall costs. Ongoing commission may be paid to Financial Advisers. Such ongoing commission, if applicable, will be paid by the Manager from the service charge paid to it. Details of such ongoing commission paid by the Manager to the Financial Adviser on record in respect of your investment are available on request from the Manager.
- 16.8. The exposure limit to a single security in certain Portfolios can be greater than is permitted for other Portfolios in terms of the Collective Investment Schemes Control Act, 2002. Details are available from the Manager.
- 16.9. A Fund of Funds Portfolio only invests in other portfolios of collective investment schemes, which levy their own charges, which could result in a higher cost structure for these portfolios.
- 16.10. A Feeder Fund Portfolio only invests in the participatory interests (units) of a single portfolio of a collective investment scheme, apart from assets in liquid form.
- 16.11. The Manager reserves the right to close certain Portfolios from time to time in order to manage them more efficiently. More details are available from the Manager.
- 16.12. The holdings of offshore investments in certain portfolios are subject to current South African Reserve Bank Regulations.
- 16.13. Forward pricing is used.
- 16.14. Fluctuations or movements in exchange rates may cause the value of underlying offshore investments to go up or down.
- 16.15. The Manager undertakes to repurchase participatory interests at the price calculated according to the requirements of the Collective Investment Schemes Control Act, 2002, and on the terms and conditions of the relevant Deeds.
- 16.16. Payment will be made within 14 days of receipt of a valid repurchase form or regular income request. Please note that there is a 21-day clearance period for cheques and direct deposits, a 45-day clearance period for once off and recurring debit orders. A maximum of R1,000,000 can be collected as a once off debit transaction in a 45 day period per bank account.
- 16.17. Any capital gain realised on the disposal of a participatory interest in a collective investment scheme is subject to Capital Gains Tax (CGT).
- 16.18. The Manager is obliged to report on the weighted average cost method for CGT purposes.
- 16.19. All portfolios are valued daily at 15h00, except for fund of funds which are valued at 24h00. For non-money market funds, investments and repurchases will receive the price of the same day if a complete instruction is received prior to 15h00.
- 16.20. For money market funds, investments will receive the price of the following trading day if a complete instruction is received together with investment funds prior to 12h00 on the day of submission, and repurchases will receive the price of the following day if a complete instruction is received prior to 12h00.
- 16.21. The Client confirms that neither the Manager nor any of its staff provided any advice and that the Client has taken particular care to consider whether the investment is appropriate considering the unique investment objectives, financial situation and particular needs.
- 16.22. All bank accounts supplied for the duration of this investment will be verified with the relevant banks prior to the investment being placed.
- 16.23. **Conflicts of interest disclosure:** the Manager shall, wherever possible avoid situations causing a conflict of interest. Where it is not possible to avoid such conflict: the Manager shall advise the Client, of such conflict in writing at the earliest reasonable opportunity and shall mitigate the conflict of interest in accordance with its Conflict of Interest Management Policy. A copy of this Policy is available on the STANLIB website. The Manager is part of the Standard Bank Group of companies and both the Liberty Agency and SBFC Financial Advisers are permitted to sell various STANLIB Collective Investments (RF) Proprietary Limited products. The Client may at any time terminate the Financial Adviser's appointment. It is the Client's responsibility to advise the Manager of such termination in writing. Upon receipt of such notification The Manager will cease payment of any further service charge to the Financial Adviser. However the Client understands that this will not result in a lower annual service charge as the full service charge will now be paid to the Manager.
- 16.24. **Dividends tax:** SARS will levy a withholdings tax on dividends at a rate of 20% with effect from 1<sup>st</sup> April 2017. If you are an exempt entity or if you are liable for dividends tax at a reduced rate then please download and complete the Exemption form or the Reduced Rates form. These forms are available on STANLIB's website. The default rate of 20% will be applied to all Clients if an Exemption from tax or the Reduced rates form is not supplied at the time we receive your Investment application form.
- 16.25. If the Manager receives a deposit and cannot identify the Client within 30 days of deposit, an instruction will be sent to the bank, to return the monies to the bank account where the funds were received from.

17. **FICA:** The Client agrees to provide all documentation and information required in terms of the Financial Intelligence Centre Act, No. 38 of 2001, and understands that the Manager is prohibited from processing any transactions on the Client's behalf until all such documentation and information has been received unless the FICA submission and declaration has been completed by the Financial Adviser.

## 18. Statements

- 18.1. STANLIB will send you quarterly correspondence with a link, and directions on how to retrieve your statement from the link.
- 18.2. Statements and Tax Certificates are available at any time from STANLIB's secure online platform on <https://secure.stanlib.com/Web/>.
- 18.3. Additionally Statements, Tax certificates and Balances are available at any time from the STANLIB Chatbot on [www.stanlib.com](http://www.stanlib.com).
- 18.4. You may also Contact STANLIB on 083 123 003 and follow the voice prompts to receive your statements or SMS the word "balance" to 43939 and an SMS with fund balances will be sent to the cellphone number on record.

19. **Processing of personal information :** It is important to us that you understand how and why we obtain, use, process, store, verify and share (collectively "process" or "processing" as defined in POPIA) your personal information.

STANLIB will only process your information for the following purposes:

- 19.1. To provide you with products and services;
- 19.2. To manage and administer your investments;
- 19.3. To communicate with you and/or your financial adviser;
- 19.4. To comply with your instructions or the instructions of your financial adviser;
- 19.5. To monitor and/or record telephone calls and electronic transactions with you (including the collection of your biometric data where necessary) in order to accurately carry out your instructions or those of your financial adviser and for your protection;
- 19.6. For payment processing for services providers, merchants, banks and other persons that assist with the processing of your payment instructions;
- 19.7. To provide your information to an entity within the Standard Bank Group, including its subsidiaries and affiliates, for the purpose of improving our business and services or the business and services of the Standard Bank Group;
- 19.8. To provide relevant information to a contracted third party who requires the information to provide a service to you for your investment;
- 19.9. To send your information to the Financial Services Exchange (Pty) Ltd trading as Astute where this is necessary to fulfil our servicing obligations and/or where your financial adviser has instructed us to do so.
- 19.10. To send your information to a third party to perform verification checks on the information provided by you to STANLIB. .
- 19.11. To assist in enhancing our services and your client experience;
- 19.12. For analysis in order to assess and improve our business and services or the business and services of the Standard Bank Group;
- 19.13. To verify your identity;
- 19.14. To detect and prevent fraud or money laundering;
- 19.15. To comply with laws and public duties;
- 19.16. In the interests of security and crime prevention;
- 19.17. For operational, marketing, audit, legal and record keeping purposes;
- 19.18. To transfer your personal information outside the borders of the Republic of South Africa where this is necessary to fulfil our servicing obligations. Where your personal



information is transferred offshore, STANLIB confirms that adequate measures are in place to ensure the protection of your personal information and shall transfer your personal information offshore in accordance with the applicable requirements for trans-border information flow in terms of POPIA

19.19. To provide your information to industry registers such as ASISA, and contracted third parties, such as tracing agents, attorneys, debt collectors and other persons that assist with the enforcement of agreements;

19.20. To provide your information to regulatory authorities, governmental departments, local and international tax authorities and other persons that STANLIB under the law has to share your information with;

19.21. To provide your information to persons to whom STANLIB cedes its rights or delegates its obligations to under agreements; and;

19.22. If we become involved in a proposed or actual merger, acquisition, or any form of sale of assets, we may use and disclose your information to third parties in connection with the evaluation of the transaction. The surviving company, or the acquiring company in the case of a sale of assets, would have access to your information, which would continue to be subject to these terms.

We will take reasonable steps to ensure that your information is kept secure and confidential. We will ensure that a third party that we share your information with agrees to keep your information confidential and appropriately secured. We will keep your information until such time as we are compelled to delete it, as prescribed by applicable law.

We undertake solely to collect and process your information as permitted by law. If you feel we have not done so, you have the right to object. You have the right to access, correct and delete the personal information that is held about you.

To object to the processing of your personal information by STANLIB or correct, delete, or obtain a copy of the personal information STANLIB holds about you, you may email us on: contact@stanlib.com or write to STANLIB's Information Officer at: P O Box 202, Melrose Arch, 2076. or alternatively, you can email STANLIB's information officer at privacy@stanlib.com.

**20. Large Withdrawals:** An investor should provide 10 business days written notice if they wish to redeem units in excess of 5% of the total portfolio's net asset value (NAV). In the case where such notice is not given, STANLIB retains the right to delay the honour of a repurchase or withdrawal instruction by up to 20 business days as stipulated in Board Notice 573. The delay is for purposes of generating the necessary cash in order to settle the repurchase instruction by liquidating some of the underlying investments and making sure that as a result, other investors will not be negatively impacted by the selling of units.

**21. Collection of Investor information:** STANLIB reserves the right to go back to the client for more information if this has been identified during the compliance process. Unless previously provided to STANLIB, please send verified/certified copies of the documents set out below. These are used to verify the identity of the Investor. strictly, only clear, legible copies of identity and other documents will be accepted, the Manager reserves the right to ask for further documentation.

**22. Off-Boarding the Investor:** STANLIB reserves the right to off-board a client should any aspects of the compliance process deem the client to be of an unacceptable risk. We can only process instructions which are fully complete and accurate, and once the money for the investment reflects in our bank account. We may suspend, delay, or reject your instruction if it does not meet our requirements. You indemnify STANLIB against any loss of any nature which may arise if any money that you pay to a STANLIB bank account is reversed for any reason.

**23. Unclaimed Assets:** The client acknowledges that it will ensure that STANLIB has their most up to date contact details and takes responsibility to inform STANLIB of any changes in personal information. In the event that the client becomes unreachable or any payment due to the client is rejected by the receiving bank, the client's investment will be regarded as an unclaimed asset. STANLIB will make a concerted effort in contacting the client with unclaimed assets which may result in STANLIB appointing an external tracing company to trace and contact the client in respect of any unclaimed assets. Costs related to tracing and administrating unclaimed assets may be recovered from the client. Unclaimed assets will continue to be invested in the portfolio until such time the assets are claimed or transferred to another portfolio with the Authority's or client's consent.

**24. Cooling off rights:** Due to the nature of this product, cooling off rights are not applicable to Collective Investment Schemes.

**25. Non-residents and Emigrants:** Foreign money must be sent to our bank account via Standard Bank International Trade Services swift code SBZAZAJJ and can be transferred in foreign currency or SA Rands. Standard Bank International Trade Services will contact Clients who have sent foreign currency, regarding the conversion date, unless the spot rate or a conversion date is specified with the payment. Clients have 30 days from receipt to convert. The Manager is not responsible for confirming the conversion date or spot rate.

**26. Trustees:** Standard Chartered Bank, 2nd Floor, 115 West Street, Sandton, 2196, Telephone: (011) 217 6600.

**27. Customer Service Queries:** You can contact our Customer Service team to log a query by visiting our website on www.stanlib.com or send all queries to contact@stanlib.com or contact our contact centre on 086 123 003.

**28. Complaints:** Should the you need to lodge a complaint with STANLIB regarding the services being provided, you can log on to www.stanlib.com to submit a complaint or alternatively send complaints to complaints@stanlib.com.

**29. STANLIB** is a member of the Liberty Group of companies. Liberty is a full member of the Association for Savings & Investments South Africa (ASISA).

**30.** This application form and the relevant trust deed in respect of the STANLIB Collective Investments Scheme will form the agreement between the Client and the Manager. The investment will be administered in terms of the Collective Investment Schemes Control Act, 45 of 2002 (The Act).

**31. Contact details:** STANLIB Collective Investments (RF) Proprietary Limited Reg. No. 1969/003468/07. 17 Melrose Boulevard, Melrose Arch, 2196 | P O Box 202, Melrose Arch, 2076; T + 27 (0)11 448 6000 | F 086 727 7505/+ 27 (0)11 448 6666; E contact@stanlib.com | W www.stanlib.com

**32. FAIS Ombudsman details:** Block B, Sussex Office Park, 473 Lynnwood Road, Pretoria, 0081. Telephone 012 470 9080

## FICA DECLARATION

### TO BE COMPLETED BY FINANCIAL ADVISERS NOT SUBMITTING FICA DOCUMENTATION

I confirm that I am the primary accountable institution (as described in the FICA regulations) in respect of the investor on whose behalf I am establishing a business relationship or concluding a single transaction with the Manager (the secondary accountable institution). I confirm that I have established and verified the identity of the investor in terms of section 21 of FICA. I confirm that I will keep a record of the investor's records as is required in terms of section 21 of FICA. I will make available copies of these documents and details of the verification procedures followed on request from any party entitled thereto in terms of FICA within 5 business days of request

SIGNATURE OF FINANCIAL ADVISER

DATE

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\*If no date is indicated, we will default to the receipt date

SIGNED AT

## DECLARATION

SIGNATURE OF CLIENT/  
AUTHORISED SIGNATORY \*

DATE \*

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SIGNATURE OF  
FINANCIAL ADVISER\*

DATE \*

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SIGNED AT

**Important to Note:**

1. If no date is indicated, we will default to the receipt date.
2. If date on the instruction form is older than one month of date received, the instruction will be processed based on date received.
3. An instruction with a future date, will be processed based on the date received.



# Annexure A - Definitions of Entities

This list is not exhaustive, it only provides the main entity definitions. You may refer to the FATCA & CRS regulations on SARS website [www.sars.gov.za](http://www.sars.gov.za) for further definitions.

## EXEMPT BENEFICIAL OWNERS

Exempt beneficial owners (EBOs) are specific classes of persons who are the beneficial owners of a payment that is treated as exempt. These persons do not have any reporting or registration requirements in relation to any financial accounts that they maintain. Additionally, reporting SA financial institutions are not required to review or report on accounts held by exempt beneficial owners.

Entity	Definition
Governmental Entity	The government of South Africa, any political subdivision of South Africa (which, for the avoidance of doubt, includes a state, province, or municipality), or any wholly owned agency or instrumentality of South Africa or any one or more of the foregoing (each, a "South African Governmental Entity").
International Organisation	Any international organisation or wholly owned agency or instrumentality thereof. This category includes any intergovernmental organisation (including a supranational organisation) <ol style="list-style-type: none"> <li>That is comprised primarily of non-United States governments;</li> <li>That has in effect a headquarters agreement with South Africa; and</li> <li>The income of which does not incur to the benefit of private persons.</li> </ol>
Central Bank	An institution that is by law or government sanction the principal authority, other than the government of South Africa itself, issuing instruments intended to circulate as currency. Such an institution may include an instrumentality that is separate from the government of South Africa, whether or not owned in whole or in part by South Africa.
Treaty-Qualified Retirement Fund	A fund established in South Africa, provided that the fund is entitled to benefits under an income tax treaty between South Africa and the United States on income that it derives from sources within the United States (or would be entitled to such benefits if it derived any such income) as a resident of South Africa that satisfies any applicable limitation on benefits requirement, and is operated principally to administer or provide pension or retirement benefits.
Broad Participation Retirement Fund	A fund established in South Africa to provide retirement, disability, or death benefits, or any combination thereof, to beneficiaries that are current or former employees (or persons designated by such employees) of one or more employers in consideration for services rendered and: <ol style="list-style-type: none"> <li>Does not have a single beneficiary with a right to more than five percent of the fund's assets;</li> <li>The fund receives at least 50% of its total contributions from sponsoring employers.</li> </ol>
Narrow Participation Retirement Fund	A fund established in South Africa to provide retirement, disability, or death benefits to beneficiaries that are current or former employees (or persons designated by such employees) of one or more employers in consideration for services rendered and: <ol style="list-style-type: none"> <li>The fund has fewer than 50 participants</li> <li>The fund is sponsored by one or more employers that are not investment entities or Passive Narrow Participation Retirement Fund;</li> <li>The employee and employer contributions to the fund are derived from the earned income of the employee.</li> </ol>
Pension Fund for Exempt Beneficial Owner	A fund established in South Africa by an exempt beneficial owner to provide retirement, disability, or death benefits to beneficiaries or participants that are current or former employees of the exempt beneficial owner (or persons designated by such employees), or that are not current or former employees, if the benefits provided to such beneficiaries or participants are in consideration of personal services performed for the exempt beneficial owner.
Investment Entity Wholly Owned by Exempt Beneficial Owners	An entity that is a South African financial institution solely because it is an investment entity, provided that each direct holder of an equity interest in the entity is an exempt beneficial owner, and each direct holder of a debt interest in such entity is either a depository institution (with respect to a loan made to such Entity) or an exempt beneficial owner.

## DEEMED COMPLIANT FINANCIAL INSTITUTIONS

A deemed-compliant Financial Institution (FI) is a financial institution that is considered to have satisfied the requirements under FATCA and therefore is not subject to FATCA, without having to undertake the obligations under a Financial institution agreement with the IRS.

Entity	Definition
Financial Institution with local client base	The Financial Institution must be licensed and regulated as a financial institution under the laws of South Africa and it must have no fixed place of business outside of South Africa. At least 98 percent of the financial accounts by value maintained by the financial institution must be held by residents (including residents that are entities) of South Africa.
Local Bank	The financial institution operates solely as (and is licensed and regulated under the laws of South Africa as) <ol style="list-style-type: none"> <li>a bank or</li> <li>a credit union or similar cooperative credit organization that is operated without profit.</li> </ol>
Financial Institution with only low-value accounts	A South African financial institution satisfying the following requirements: <ul style="list-style-type: none"> <li>The financial institution is not an investment entity</li> <li>The financial institution does not have more than \$50 million in assets on its balance sheet, and the financial institution and any related entities, taken together, do not have more than \$50 million in total assets on their consolidated or combined balance sheets.</li> </ul>
Qualified credit card issuer	The financial institution is a financial institution solely because it is an issuer of credit cards that accepts deposits only when a customer makes a payment in excess of a balance due with respect to the card and the over payment is not immediately returned to the customer;
Investment entities that qualify as deemed-compliant FFIs and other special rules	The financial institutions described below are Non-Reporting South African financial institutions that shall be treated as deemed-compliant PFIs for purposes of section 1471 of the U.S. Internal Revenue Code: <ol style="list-style-type: none"> <li>Trustee-Documented Trust. A trust established under the laws of South Africa to the extent that the trustee of the trust is a Reporting U.S. Financial Institution, Reporting Model 1 PFI, or Participating PFI and reports all information required to be reported pursuant to the Agreement with respect to all U.S. Reportable Accounts of the trust.</li> <li>Sponsored investment entity and controlled foreign corporation</li> <li>Sponsored, Closely Held Investment Vehicle.</li> </ol>



Entity	Definition
	<p>D. Investment advisors and investment Managers. An investment entity established in South Africa that is a financial institution solely because it</p> <ol style="list-style-type: none"> <li>1. Renders investment advice to, and acts on behalf of, or</li> <li>2. Manages portfolios for, and acts on behalf of, a customer for the purposes of investing, managing, or administering funds deposited in the name of the customer with a Financial Institution other than a Non-participating Financial Institution.</li> </ol> <p>E. Collective investment vehicle. An investment entity established in South Africa that is regulated as a collective investment vehicle, provided that all of the interests in the collective investment vehicle (including debt interests in excess of \$50,000) are held by or through one or more exempt beneficial owners, Active NFFE, U.S. Persons that are not Specified U.S. Persons, or Financial Institutions that are not Non-participating Financial Institutions.</p>

#### OTHER ENTITIES

Entity	Definition
U.S. Person	The term "U.S. Person" means: <ul style="list-style-type: none"> <li>• A citizen or resident of the United States</li> <li>• A partnership created or organised in the United States or under the law of the United States or of any state, or the District of Columbia</li> <li>• A corporation created or organised in the United States or under the law of the United States or of any state, or the District of Columbia</li> <li>• Any estate or trust other than a foreign estate or foreign trust</li> <li>• A person that meets the substantial presence test</li> <li>• Any other person that is not a foreign person</li> </ul>
Specified U.S. Person	Specified U.S. person means any U.S. person other than: <ul style="list-style-type: none"> <li>• A corporation the stock of which is regularly traded on one or more established securities markets;</li> <li>• Any corporation that is a member of the same expanded affiliated group as a corporation described in (1) above;</li> <li>• Any organization exempt from taxation or an individual retirement plan;</li> <li>• The United States or any wholly owned agency or instrumentality thereof;</li> <li>• Any State, the District of Columbia, any U.S. territory, any political subdivision of any of the foregoing, or any wholly owned agency or instrumentality of any one or more of the foregoing;</li> <li>• Any bank;</li> <li>• Any real estate investment trust;</li> <li>• Any regulated investment company or any entity registered with the Securities Exchange Commission under the Investment Company Act of 1940;</li> <li>• Any common trust fund;</li> <li>• Any trust that is exempt from tax;</li> <li>• A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any State;</li> <li>• A broker; and</li> <li>• Any tax exempt trust.</li> </ul>
Financial Institution (FI)	<p>A financial institution, which is any non-U.S. entity that; acting for or on behalf of a customer:</p> <ul style="list-style-type: none"> <li>• Accepts deposits in the ordinary course of a banking or similar business,</li> <li>• As a substantial portion of its business, holds financial assets for the account of others, or</li> <li>• Is engaged (or holding itself out as being engaged) primarily in the business of investing, reinvesting, or trading in securities, partnership interests, commodities, or any interest in such securities, partnership interests, or commodities.</li> </ul> <p>A Financial Institution can either be participating or Non Participating.</p>
Participating FI	<p>A Participating FI means a financial institution that has agreed to comply with the requirements of an participating FI agreement, including a financial institution described in a Model 2 IGA that has agreed to comply with the requirements of an participating FI agreement.</p> <p>Under FATCA, to avoid being withheld upon, financial institutions (Participating FIs) may register with the IRS and agree to report to the IRS certain information about their U.S. accounts, including accounts of certain entities with substantial U.S. owners. In this case these FIs are participating FIs.</p>
Non Participating FI	<p>A Non-Participating Financial Institution (NPFI) is a financial institution that is:</p> <ul style="list-style-type: none"> <li>• located in a jurisdiction that does not have an intergovernmental agreement with the US and the financial institution has not entered into a FATCA agreement with the IRS.</li> </ul>
Non Financial Entity (NFE)	<p>Any entity that is not a financial institution. A Non Financial Entity(NFE) can include privately held operating businesses, professional services firms, or certain other non-publicly-traded entities not involved in banking or financial-sector activities.</p> <p>A NFE will either be an Active NFE or a Passive NFE.</p>
Active NFE	<p>An Active NFE is one where:</p> <ul style="list-style-type: none"> <li>• Less than 50% of such entity's gross income for the preceding calendar year is passive income; and</li> <li>• Less than 50% of the assets held by such entity are assets that produce or are held for the production of passive income (calculated as a weighted average of the percentage of passive assets measured quarterly).</li> </ul> <p>Passive income includes dividends, interest, rents and royalties.</p>
Passive NFE	A Passive NFE means any NFE that is not an Active NFE.

