

# Unit Trust

Application for individual investors

## STEP 1 /

### Complete Form & Agree to Ts & Cs



#### How to complete a new application form:

- / Ensure that you are using the latest version of the application form. For the latest version of all forms, kindly visit website <https://www.melvilledouglas.co.za/funds/invest-with-us>
- / Should you select 13 (Retired) on page 6 of the application form, please advise what your occupation was prior to retirement.
- / Ensure that the **future expected activities** section on page 7 is completed if you anticipate on making regular payments
- / When amendments are made to the application form, kindly ensure these are initialled.

## STEP 2 /

### Send All Required Documents



#### Together with the application form, kindly attach the documents listed below:

**Email:** [offshoreinstructions@stanlib.com](mailto:offshoreinstructions@stanlib.com)

Know Your Client (KYC) Documentation Required. At a minimum, we require evidence of the following:

- / Legal Name and name(s) currently used;
- / Principal residential address;
- / Date of birth
- / Place of birth
- / Nationality
- / Passport or National Identity Number; and Sex



#### Accordingly, please provide identification documentation

- / A certified/dated photocopy of a current national identity document bearing a photograph

#### And/or

- / A certified/dated photocopy of a current valid passport bearing a photograph. A copy of the document(s) should be originally signed by the holder in the presence of a certifying official. (please take note of the certification parameters that must be adhered to below).



#### Residential Address confirmation, please provide a certified copy of one of the below:

- / Utility Bill (not a mobile phone bill)
- / Local Authority Bill – i.e. rates or Council Tax
- / Bank/Building Society or Credit Card Statement
- / Current Tenancy Contract or Agreement

**Note :** Address confirmation must be current i.e. statements/bills **not more than three months old** or a valid agreement



## STEP 2 / CONTINUED

### Send All Required Documents



#### Certification Parameters

The suitable certifier **must** state that the copy document is:  
/ “Certified as a true copy of the original”

Please be advised that “Certification” must clearly state the following information concerning the person who has certified the document(s):

- / Name and signature
- / Date of certification
- / Position or capacity
- / Contact address / details
- / Profession, or professional body which qualifies them as a suitable certifier

## STEP 3 /

### Deposits/Banks Details Confirmation



**All instructions will be processed upon receipt of a fully completed application accompanied with the required documentation as indicated above.**

- / Please refer to page 8 for our banking details. Funds should be transferred and paid in the Class Fund's currency. Please ensure that the funds are transferred with charges and note that third party payments are not accepted.
- / Once the funds have been allocated, you will receive a welcome letter with all your investment details. You can then register for STANLIB online on [www.stanlib.com](http://www.stanlib.com).

**Contact us if you need assistance:**

- / 0860 123 003 between 08h00 and 17h00 (Mon- Fri) or
- / email: [offshorequeries@stanlib.com](mailto:offshorequeries@stanlib.com)

