

## ADDITIONAL INVESTMENT / DEBIT ORDER INSTRUCTION

### INDIVIDUALS / ENTITY

Boutique Collective Investments (RF) (Pty) Ltd administers the BCI unit trusts. It is authorised to do so as a Manager, in terms of the Collective Investment Schemes Control Act. In this document it will be referred to as "BCI".

#### IMPORTANT INFORMATION

1. This form is to be used by existing investors only.
2. Please read the Terms and Conditions that apply to this investment. This is available from your financial adviser, the Client Service Centre or at [www.bcis.co.za](http://www.bcis.co.za).
3. Please email required documents to the Client Service Centre at [instructions@bci-transact.co.za](mailto:instructions@bci-transact.co.za) or fax to (0)86 502 5319.
4. The cut-off for instructions is 14:00, Money Market cut-off is 11:30. If received after the cut-off the next business day pricing will apply.
5. BCI will process this application when all required documents are received, and once in order we will provide you with BCI's banking details. The details of our bank account will remain the same throughout the transaction and the duration of our business relationship, and you should not make any changes without first consulting our client services team.
6. To protect your funds from the negative consequences of possible cyber-attacks, we recommend that you confirm the deposit details telephonically with our client services team by calling 021 007 1500/1/2 before transferring funds. Please note that we take no responsibility for any monies paid into incorrect bank accounts, being that due to negligence or cyber fraud linked to your email account. By signing this form you agree to these terms.
7. BCI reserves the right to request additional documents/information.

### SECTION 1: INVESTOR DETAILS

BCI Investor Number / Client Account Number

Create new sub-account

Title

Surname / Entity Name (e.g company or trust)

Name of Investor / authorised contact person

ID or passport number / Registration number

Telephone (H)

(W)

Mobile

Email

### SECTION 2: INVESTMENT DETAILS

Portfolio Name	Class	Account Number	Lump Sum Investments		Recurring Debit Order	
			Investment Amount (R)	Applicable Fee	Investment Amount (R)	Applicable Fee
TOTAL INVESTMENT AMOUNT						

### SECTION 3: PAYMENT DETAILS

Source of funds (Where the funds for the investment is coming from)

Business Income/Profits

Capital/Savings

Donations

Inheritance

Investment Proceeds

Retirement Funds

Sale of Property

Salary/Bonus

Other (Please specify)

Purpose of Investments (example: long term savings, saving toward retirement, education, short terms savings, etc.)

Please specify

Method of payment

Electronic / Internet transfer

Debit order

Once-off Debit order\*\*

on

/

/

/

(cut off time: 13:00)

\*\*Electronic collection is restricted to a maximum of R2 000 000 per day. BCI will debit your account within five business days of receiving the application form and all relevant documents. If your investment amount exceeds R2 000 000, please electronically transfer the amounts directly to our BCI operations account stated in section 7 together with an additional investment form for each deposit.

## SECTION 4: BANK DEBIT AUTHORITY

Debit orders will be collected on the 1st or the 15th of each month. Investor

\*Third Party (Legal guardian/Person acting on behalf)

I hereby instruct and authorise BCI to draw direct debits against the bank account below. Debit orders can only be drawn from a South African bank account. The following accounts cannot be debited: an offshore, blocked rand, credit card, bond, or market-linked bank account.

Account holder

Bank

Branch name

Branch code

Account number

Account type

Current

Savings

Transmission

### Debit Order Details

Total to be collected R commencing of the 1st or 15th of MM / YYYY

Debit orders are applied on the 1st or the 15th of each month. If the selected day falls on a weekend or public holiday it will be effected on the next business day. The cut-off for all debit order notices to be processed in a particular month is by 14:00, five business days before the selected day. Please note there is a 28 day clearance period on all debit orders, including once-off debit orders.

Optional escalation rate per annum 5.00% 10.00% 15.00% Other %

If no escalation rate is completed a 0% escalation will be applied.

\*If the bank account holder is a third party individual, or legal entity please complete Annexure B: Third Party Bank account authorisation.

Signature of bank account holder

Date DD / MM / YYYY

Name of signatory

## SECTION 5: FINANCIAL ADVISER FEES

### NEGOTIABLE FINANCIAL ADVISOR FEES

Initial\*

Maximum 3.0% (excl VAT), or in the case of money market funds maximum 0.5% (excl VAT), deducted prior to the investment being made. If it is agreed that no initial fee is payable, please insert 0%.

Ongoing advisory fee\*\*

Negotiable to a maximum of 1% (excl VAT), or in the case of money market funds maximum 0.5% (excl VAT) p.a. Advisory fees are withdrawn by way of a unit reduction. This annual advice fee, if any, is in addition to the standard portfolio service charges. If it is agreed that no initial fee is payable, please insert 0%.

Please refer to the table below for maximum permissible combinations of initial and annual advisory fees.

Initial Advice Fee ex VAT*	Maximum ongoing advice fee ex VAT p.a.**
3%	0.50%
between 2% and 3%	0.60%
between 1% and 2%	0.80%
0% - 1%	1.00%

## SECTION 6: INCOME INSTRUCTION

### Distribution Payments

Distributions to be re-invested OR

Distributions to be paid directly into the bank account detailed in original application

## SECTION 7: BCI BANKING DETAILS

Please use the bank details below for deposits. Please note, we will no longer accept cash deposits. In order for BCI to identify your transaction, please note the reference to be used for your deposit.

Bank: Standard Bank

Branch: Menlyn

Branch code: 012345

Account name: Boutique Collective Investments (RF) (Pty) Ltd Operations Account

Account number: 41-143-612-0

Account type: Current

Reference: Initials and Surname

Please send proof of deposit with this form to: instructions@bci-transact.co.za.

## SECTION 8: INVESTOR DECLARATION

- + I confirm that all information provided in this form and all other documents signed by me in connection with this application, whether in my handwriting or not, are true and correct.
- + I have read, understood and agree to the latest **Terms and Conditions** on the BCI website [www.bcis.co.za](http://www.bcis.co.za).
- + Where signed in the capacity as legal guardian of a minor, I explicitly consent to the use of the minor's personal details contained herein.

### PRIVACY STATEMENT

Boutique Collective Investments (RF)(Pty) Ltd ("BCI") takes your privacy and the protection of your personal information seriously, and we will only use your personal information in accordance with Applicable Laws and the BCI Privacy Policy. It is important to us that you understand how we obtain, process, store, and share your information. By submitting any personal information to BCI you provide consent to the processing and sharing where applicable of your personal information and/or that of your children or children that you have legal guardianship over (if applicable) as set out in the Privacy Policy. Please do not submit any personal information to BCI if you do not agree to any of the provisions of the Privacy Policy. If you do not consent to the provisions of the Privacy Policy, or parts thereof, BCI may not be able to provide its products and/or services to you. To access the BCI Privacy Policy please click on the [link](#) or on the BCI website [www.bcis.co.za](http://www.bcis.co.za).

Signature of investor(s) or legal guardian

Date

 /  / 

Name of signatory

## CONTACT DETAILS

### + Physical Address

Boutique Collective Investments  
Catnia Building  
Bella Rosa Village  
Bella Rosa Street  
Bellville  
7530

### + Contact us

[www.bcis.co.za](http://www.bcis.co.za)

Get in touch: t: +27 21 007 1500/1/2 | f: +27 (0)86 502 5319

Submit a query: [clientservices@bcis.co.za](mailto:clientservices@bcis.co.za) | Submit forms: [instructions@bci-transact.co.za](mailto:instructions@bci-transact.co.za)

*Should you have any complaints, please send an email to [complaints@bcis.co.za](mailto:complaints@bcis.co.za)*

### + Custodian / Trustee

The Standard Bank of South Africa Limited  
Tel: +27 21 441 4100

ASISA

AN ORDINARY MEMBER OF THE ASSOCIATION FOR SAVINGS & INVESTMENT SA

## FICA ANNEXURE

### IMPORTANT INFORMATION

As an accountable institution, BCI must comply with legislation. The new Financial Intelligence Centre Amendment Act of 2017 (FICA) introduced a risk-based approach to customer due diligence. This means that we must obtain and hold certain information and do a risk-rating on investors.

Without the required information and risk-rating we are not allowed to transact with you, which may mean that you will not be allowed to redeem your investment or add additional investments.

**Please complete section A below if you are an Individual Investor OR section B if you are an Institutional Investor/Legal Entity. You do not have to submit the FICA Risk rating information again if you have previously submitted it.**

### SECTION A - INDIVIDUAL INVESTOR

Are you a resident of South Africa? Yes No

If no, where are you resident?

Is your bank account domiciled in South Africa? Yes No

If no, where is your bank domiciled?

#### Occupation/Industry Type

Agriculture, Fishing, Forestry	Education or Medical	Manager	Professional	Unemployed
Armed Forces	Executive	Minister or Senior Government	IT Technician or Artisan	
Clerical, Services & Sales	Government Employee	Pension/Retired	Self-employed	

#### Source of wealth or income

**(BCI reserves the right to request additional supporting documents)**

Salary Pension Annuity Other

#### Prominent Influential Person or Politically Exposed Person

Are you a Prominent Influential Person (PIP), Foreign Politically Exposed Person ("FPEP"), Domestic Politically Exposed Person ("DPEP") or a family member or known close associate of a FPEP or DPEP?  
(Refer to definition of PIP, FPEP and DPEP below)

Yes No

If yes, please specify

### SECTION B - INSTITUTIONAL INVESTOR/LEGAL ENTITY

#### Entity Type

Close Corporation	Collective Investment Schemes	Foreign Company
Government Entity	LISP Company	Listed Company
Medical Scheme	Nominee Company	Registered Non-profit Organisation
Unregistered Non-profit Organisation	Partnership	Retirement/Pension/Provident Fund
Trust	Unlisted Company	Other (specify)

#### Industry Type

Agriculture, Forestry, Fishing	Armed Forces	Construction
Corporate	Manufacturing, Wholesale, Retail	Mining & Quarrying
State Owned, Government Enterprise	Real Estate	Other (specify)

Is the Entity domiciled in South Africa? Yes No

If no, please state where?

Is your bank account domiciled in South Africa? Yes No

If no, where is your bank domiciled?

**Please complete the following for each beneficial owner/related party and each representative acting on behalf of the Institutional Investor/Legal Entity:**

\*If you need to list more than 7 Persons, please copy page 6.

## ANNEXURE A BENEFICIAL OWNERS AND AUTHORISED SIGNATORIES

### Important Information

The Financial Intelligence Centre Act no. 38 of 2001 (FICA) obliges BCI to verify the identity of each beneficial owner and authorised persons. Each of the following **natural persons** must complete this Annexure A:

1. If the legal entity is a **COMPANY (listed or unlisted)** complete the below and provide a copy of ID or passport (foreign nationals) for:
  - All directors
  - All authorised signatories
  - Each natural person who independently or together with another person has a controlling ownership interest of 25% or more in the company; or
  - Each natural person who exercises control of the company through other means, including through his or her ownership or control of the company; AND
  - Each natural person who exercises control over the management of the company (CEO, Manager)

Provide proof of confirmation of shareholding: Shareholding certificates (with organogram reflecting percentage shareholding), OR organogram of company structure reflecting percentage shareholding signed by director, OR confirmation of shareholding on a company letterhead signed by company secretary.
- 1.1. If the shareholder having 25% or more shareholding is a **Trust**, provide copies of the Trust Deed, LOA, IDs, death certificate (in the event of Founder, Trustee or beneficiary being deceased) and completed Annexure A and copy of ID or passport (foreign nationals) for all beneficiaries, trustees and founder.
- 1.2. If the shareholder having 25% or more shareholding is a **Legal Person** (listed and unlisted company), provide the following: Certificate of Incorporation (CM1/COR21.1/COR14.3) or most recent CIPC printout and completed Annexure A and copy of ID or passport (foreign nationals) for each director and each natural person who exercises control over the management of the company (if not appointed as director).
2. If the legal entity is a **TRUST**, complete the below for each trustee, each beneficiary and the founder of the Trust and all authorised signatories, and provide copy of ID or passport (foreign nationals) for each.
 

Provide a death certificate in the event of Founder, Trustee or beneficiary being deceased and updated LOA in the event of Trustee becomes deceased or resigns as Trustee.
- 2.1. If the Founder or Beneficiaries of the Trusts are **Legal Entities**, please provide documents as per point 2 in Annexure C, FICA Requirements.
3. If the legal entity is a **PARTNERSHIP** or a **CLOSE CORPORATION**, complete the below for every partner and person who exercises control over the partnership, member and authorised signatories, and provide copy of ID or passport (foreign nationals) for each.
4. If the legal entity is an **OTHER LEGAL ENTITY** (Clubs, churches, unions, etc), complete the below for all members and authorised signatories, and provide copy of ID or passport (foreign nationals) for each.
5. If any natural person is appointed as per discretionary mandate, complete the below for mandated person, and provide copy of ID or passport (foreign nationals) for each.
6. If any natural person has power of attorney who is authorised to represent or act on behalf of the legal entity, complete the below for the person who holds power of attorney, and provide copy of ID or passport (foreign nationals).

### NATURAL PERSON

#### Type (Complete for each natural person)

Full Name(s) & Surname, <u>and</u> Physical Address	Date of Birth	Identification number / Passport number (if foreign national)	Country of Residence
1.			
Physical Address:			

Telephone (H)	Telephone (W)	Mobile	
Authorised Signatory	Beneficiary	Director	Founder
Member	Partner	Power of Attorney	Trustee
Natural person who owns controlling shares of 25% or more	Natural person who exercises control over management	Natural person who exercises control of the company through other means (nominee shareholders)	

Are you a Prominent Influential Person (PIP), Foreign Politically Exposed Person ("FPEP"), Domestic Politically Exposed Person ("DPEP") or a family member or known close associate of a FPEP or DPEP?  
(Refer to definition of PIP, FPEP and DPEP below)

Yes No

If yes, please specify

## NATURAL PERSON

### Type (Complete for each natural person)

Full Name(s) & Surname, <u>and</u> Physical Address	Date of Birth	Identification number / Passport number (if foreign national)	Country of Residence
2.			
Physical Address:			

Telephone (H)	Telephone (W)	Mobile
<p>Authorised Signatory</p> <p>Member</p> <p>Natural person who owns controlling shares of 25% or more</p>	<p>Beneficiary</p> <p>Partner</p> <p>Natural person who exercises control over management</p>	<p>Director</p> <p>Power of Attorney</p> <p>Natural person who exercises control of the company through other means (nominee shareholders)</p>
		<p>Founder</p> <p>Trustee</p>

Are you a Prominent Influential Person (PIP), Foreign Politically Exposed Person ("FPEP"), Domestic Politically Exposed Person ("DPEP") or a family member or known close associate of a FPEP or DPEP? Yes No

(Refer to definition of PIP, FPEP and DPEP below)

If yes, please specify

3.			
Physical Address:			

Telephone (H)	Telephone (W)	Mobile
<p>Authorised Signatory</p> <p>Member</p> <p>Natural person who owns controlling shares of 25% or more</p>	<p>Beneficiary</p> <p>Partner</p> <p>Natural person who exercises control over management</p>	<p>Director</p> <p>Power of Attorney</p> <p>Natural person who exercises control of the company through other means (nominee shareholders)</p>
		<p>Founder</p> <p>Trustee</p>

Are you a Prominent Influential Person (PIP), Foreign Politically Exposed Person ("FPEP"), Domestic Politically Exposed Person ("DPEP") or a family member or known close associate of a FPEP or DPEP? Yes No

(Refer to definition of PIP, FPEP and DPEP below)

If yes, please specify

4.			
Physical Address:			

Telephone (H)	Telephone (W)	Mobile
<p>Authorised Signatory</p> <p>Member</p> <p>Natural person who owns controlling shares of 25% or more</p>	<p>Beneficiary</p> <p>Partner</p> <p>Natural person who exercises control over management</p>	<p>Director</p> <p>Power of Attorney</p> <p>Natural person who exercises control of the company through other means (nominee shareholders)</p>
		<p>Founder</p> <p>Trustee</p>

Are you a Prominent Influential Person (PIP), Foreign Politically Exposed Person ("FPEP"), Domestic Politically Exposed Person ("DPEP") or a family member or known close associate of a FPEP or DPEP? Yes No

(Refer to definition of PIP, FPEP and DPEP below)

If yes, please specify

## NATURAL PERSON

### Type (Complete for each natural person)

Full Name(s) & Surname, <u>and</u> Physical Address	Date of Birth	Identification number / Passport number (if foreign national)	Country of Residence
5.			
Physical Address:			

Telephone (H)	Telephone (W)	Mobile
<p>Authorised Signatory</p> <p>Member</p> <p>Natural person who owns controlling shares of 25% or more</p>	<p>Beneficiary</p> <p>Partner</p> <p>Natural person who exercises control over management</p>	<p>Director</p> <p>Power of Attorney</p> <p>Natural person who exercises control of the company through other means (nominee shareholders)</p>
		<p>Founder</p> <p>Trustee</p>

Are you a Prominent Influential Person (PIP), Foreign Politically Exposed Person ("FPEP"), Domestic Politically Exposed Person ("DPEP") or a family member or known close associate of a FPEP or DPEP? Yes No

(Refer to definition of PIP, FPEP and DPEP below)

If yes, please specify

6.			
Physical Address:			

Telephone (H)	Telephone (W)	Mobile
<p>Authorised Signatory</p> <p>Member</p> <p>Natural person who owns controlling shares of 25% or more</p>	<p>Beneficiary</p> <p>Partner</p> <p>Natural person who exercises control over management</p>	<p>Director</p> <p>Power of Attorney</p> <p>Natural person who exercises control of the company through other means (nominee shareholders)</p>
		<p>Founder</p> <p>Trustee</p>

Are you a Prominent Influential Person (PIP), Foreign Politically Exposed Person ("FPEP"), Domestic Politically Exposed Person ("DPEP") or a family member or known close associate of a FPEP or DPEP? Yes No

(Refer to definition of PIP, FPEP and DPEP below)

If yes, please specify

7.			
Physical Address:			

Telephone (H)	Telephone (W)	Mobile
<p>Authorised Signatory</p> <p>Member</p> <p>Natural person who owns controlling shares of 25% or more</p>	<p>Beneficiary</p> <p>Partner</p> <p>Natural person who exercises control over management</p>	<p>Director</p> <p>Power of Attorney</p> <p>Natural person who exercises control of the company through other means (nominee shareholders)</p>
		<p>Founder</p> <p>Trustee</p>

Are you a Prominent Influential Person (PIP), Foreign Politically Exposed Person ("FPEP"), Domestic Politically Exposed Person ("DPEP") or a family member or known close associate of a FPEP or DPEP? Yes No

(Refer to definition of PIP, FPEP and DPEP below)

If yes, please specify

## ANNEXURE B: THIRD PARTY BANK AUTHORISATION

Complete and submit this section if the payment is from a third party's bank account and provide copies where requested.

### Individuals

- Copy of the third party's identity document.
- Proof of banking details.

### Legal Persons

- Proof of establishing document.
- Completed Beneficial owner/Related party form, available on [www.bcis.co.za](http://www.bcis.co.za), for each authorised signatory and copy of Identity document for each.
- Proof of banking details.

## THIRD PARTY INFORMATION

First Name/s and Surname/Registered Name of Legal Person

Date of Birth/Incorporation   /   /     Country of Birth/Incorporation

Identity/Registration Number

OR

Passport (if foreign national)

Number

Expiry Date   /   /

Country

Address

Postal Code

Email address

Mobile

Occupation

Self-employed

Yes

No

Source of Funds

### Third party banking details

Account Holder

Name of Bank

Branch Name

Branch Code

Account Number

Account Type

Current

Savings

Transmission

## DECLARATION

I instruct and authorise Boutique Collective Investments or its agents to draw direct debits against my bank account as per the instruction above.

Signature of bank account holder/  
authorised signatory

Date   /   /

Name of signatory



## ANNEXURE C

### FICA REQUIREMENTS

Boutique Collective Investments (RF) (Pty) Ltd administers the BCI unit trusts. It is authorised to do so as a Manager, in terms of the Collective Investment Schemes Control Act. In this document it will be referred to as "BCI".

### FINANCIAL INTELLIGENCE CENTRE ACT NO 38 OF 2001 (FICA)

The Financial Intelligence Centre Act no 38 of 2001 (FICA), which came into effect on 30 June 2003, obligates BCI to request certain mandatory information before entering into a financial transaction with the Client. Details of the information and documentation required from Clients are set out below. BCI reserves the right to request additional supporting documents.

## 1. NATURAL PERSONS

### 1.1. SA Citizen/Resident

- 1.1.1. Copy of your green bar-coded Identity Document/ID Card (South African citizens)
  - \* South African citizens: a passport /driver's license containing the above information will only be accepted with a written reason for the unavailability of the ID document/Card

### 1.2. Foreign Nationals

- 1.2.1. Copy of valid passport if Foreign National
- 1.2.2. Proof of address (not older than 3 months)

### 1.3. Legal Incapacity

- 1.3.1. Document(s) set out above iro both parties (1.1.1 or 1.2.1)
- 1.3.2. Proof of authority to act (e.g. power of attorney, mandate, resolution, court order)

### 1.4. Deceased Estate

- 1.4.1. Death Certificate
- 1.4.2. Letter of Executorship/Letter of Authority
- 1.4.3. Copy of identity documents for persons acting on behalf of the estate
- 1.4.4. Utility bill (not older than 3 months) of each person acting on behalf of the estate
- 1.4.5. Proof of estate late bank account
- 1.4.6. Copy of the Will

## 2. LEGAL PERSONS

### 2.1. SA Companies (listed and unlisted)

- 2.1.1. Certificate of Incorporation (CM1/COR21.1/COR14.3) or most recent CIPC printout
- 2.1.2. Proof of Authority to act on behalf of the company (e.g. Board resolution, court order)
- 2.1.3. Completed Annexure A and copy of green bar-coded Identity Document/ID Card (South African citizens) or passport (Foreign Nationals) for each authorised signatory, all directors, each natural person who exercises control over the management of the company (CEO, Manager), **and** natural person/s who independently or together with another person has a controlling ownership interest of 25% or more in the company or each natural person who exercises control of the company through other means, including through his or her ownership or control of the company
- 2.1.4. Copy of shareholding certificates OR organogram of company structure reflecting percentage shareholding signed by director OR confirmation of shareholding on a company letterhead signed by company secretary/auditors

### 2.2. SA Close Corporations

- 2.2.1. Founding Statement or Certificate of Incorporation (CK1) or most recent CIPC printout
- 2.2.2. Amended Founding Statement (CK2) (if applicable for name change)
- 2.2.3. Proof of Authority to act on behalf of Closed Corporation (e.g. resolution)
- 2.2.4. Completed Annexure A and copy of green bar-coded Identity Document/ID Card (South African citizens) or passport (Foreign Nationals) for natural person who owns controlling interest, all members AND each authorised person

### 2.3. Foreign Companies (Unlisted)

- 2.3.1. Certificate of Incorporation or foreign equivalent reflecting registered name and registration number of the company
- 2.3.2. Certificate of Incorporation or foreign equivalent reflecting registration address of the company
- 2.3.3. Proof of Authority to act on behalf of the company (e.g. Board resolution)
- 2.3.4. Completed Annexure A and copy of green bar-coded Identity Document/ID Card (South African citizens) or passport (Foreign Nationals) for each authorised signatory, all directors, each natural person who exercises control over the management of the company (CEO, Manager), and natural person/s who independently or together with another person has a controlling ownership interest of 25% or more in the company or each natural person who exercises control of the company through other means, including through his or her ownership or control of the company (i.e. nominee shareholders of controlling shares)
- 2.3.5. Copy of shareholding certificates OR organogram of company structure reflecting percentage shareholding signed by director OR confirmation of shareholding on a company letterhead signed by company secretary/auditors
- 2.3.6. Proof of address (not older than 3 months) for each foreign natural person

### 2.4. Partnership

- 2.4.1. Copy of Partnership Agreement
- 2.4.2. Proof of Authority to act on behalf of the partnership (e.g. Board resolution, court order)
- 2.4.3. Copy of green bar-coded Identity Document/ID Card (South African citizens) or Passport (Foreign Nationals), of all authorised persons, each partner/member of partnership, including an anonymous partnership or a similar partnership and person who exercises control over the partnership
- 2.4.4. Completed Annexure A for each partner, each authorised person and each partner/member of partnership, including an anonymous partnership or a similar partnership and person who exercises control over the partnership

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### 3. TRUSTS

- 3.1. Copy of Letters of Authority reflecting name and registration number of the Trust stamped by the Master of the High Court
- 3.2. Copy of the Trust Deed
- 3.3. Copy of green bar-coded Identity Document/ID Card (South African citizens) or Passport (Foreign Nationals) for all founders, all beneficiaries, all Trustees and all persons acting on behalf of the Trust
- 3.4. Copy of Trustee resolution
- 3.5. Completed Annexure A for each Founder, Trustee, Beneficiary and all persons acting on behalf of the Trust
- 3.6. Provide death certificate in event of Founder, Trustee or beneficiary being deceased. Should a Trustee become deceased or resign, a new Letter of Authority must be obtained from the Master of the High Court or Endorsement letter stamped by the Master of High Court

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### 4. TESTAMENTARY TRUSTS

- 4.1. Letters of Authority issued by Master of High Court
- 4.2. Copy of Trustee resolution/power of attorney
- 4.3. Copy of green bar-coded Identity Document/ID Card (South African citizens) or Passport (Foreign Nationals), of all Trustees, Beneficiaries and authorised persons
- 4.4. Completed Annexure A for all Trustees, Beneficiaries and authorised persons and authorised person

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### 5. RETIREMENT FUNDS/PROVIDENT FUNDS

- 5.1. Copy of FSCA document reflecting the funds registration number and fund name
- 5.2. Proof of Authority to act on behalf of Retirement fund (e.g. resolution)
- 5.3. Copy of green bar-coded Identity Document/ID Card (South African citizens) or Passport (Foreign Nationals), of all authorised persons and all trustees
- 5.4. Completed Annexure A for each authorised person and each trustee
- 5.5. If a 3rd party is appointed (mandated/power of attorney) to act on behalf of the Retirement Fund completed Annexure A for each authorised person acting on behalf of the legal entity and resolution signed by the authorised signatories of the Retirement Fund

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### 6. OTHER LEGAL ENTITIES

*(Unions, Clubs, Churches, NPOs, NPCs, Stokvels, Associations, Schools, Universities, etc.)*

- 6.1. Founding document or Document of constitution or Registration certificate
- 6.2. List of all members
- 6.3. Resolution signed by all members appointing authorised signatories
- 6.4. Copy of green bar-coded Identity Document/ID Card (South African citizens) or Passport (Foreign Nationals), of all authorised persons
- 6.5. Completed annexure A for all members, management and authorised persons of the legal entity
- 6.6. If a 3rd party is appointed (mandated/power of attorney) to act on behalf of the legal entity completed Annexure A for each authorised person acting on behalf of the legal entity and resolution signed by the authorised signatories of the Legal Entity
- 6.7. Proof of Authority to act appointing 3rd party (e.g. mandate, resolution, power of attorney)

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### 7. COLLECTIVE INVESTMENTS (FUNDS)

- 7.1. Certificate of Incorporation (CM1/COR21.1/COR14.3) or most recent CIPC printout or Certificate of Incorporation or foreign equivalent reflecting registered name and registration number of the company
- 7.2. Copy of schemes FSCA approved Supplemental Deed or foreign equivalent
- 7.3. Proof of authority to act on behalf of CIS (e.g. Resolution)
- 7.4. Completed Annexure A and copy of green bar-coded Identity Document/ID Card (South African citizens) or passport (Foreign Nationals) for each authorised signatory, all directors, each natural person who exercises control over the management of the company (CEO, Manager), **and** natural person/s who independently or together with another person has a controlling ownership interest of 25% or more in the company or each natural person who exercises control of the company through other means, including through his or her ownership or control of the company
- 7.5. Copy of shareholding certificates OR organogram of company structure reflecting percentage shareholding signed by director OR confirmation of shareholding on a company letterhead signed by company secretary/auditors

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### 8. LINKED INVESTMENT SERVICE PROVIDER (LISP)

- 8.1. Certificate of Incorporation (CM1/COR21.1/COR14.3) or most recent CIPC printout or Certificate of Incorporation or foreign equivalent reflecting registered name and registration number of the company
- 8.2. Copy of FSCA document reflecting the LISPS registration number
- 8.3. Proof of authority to act on behalf of LISP (e.g. Resolution)
- 8.4. Completed Annexure A and copy of green bar-coded Identity Document/ID Card (South African citizens) or passport (Foreign Nationals) for each authorised signatory, all directors, each natural person who exercises control over the management of the company (CEO, Manager), **and** natural person/s who independently or together with another person has a controlling ownership interest of 25% or more in the company or each natural person who exercises control of the company through other means, including through his or her ownership or control of the company
- 8.5. Copy of shareholding certificates OR organogram of company structure reflecting percentage shareholding signed by director OR confirmation of shareholding on a company letterhead signed by company secretary/auditors

## DEFINITIONS

### DOMESTIC POLITICALLY EXPOSED PERSON (DPEP)

#### **Domestic Politically Exposed Person (DPEP)**

**An individual who holds, including in an acting position for a period exceeding six months, or has held a prominent public function in South Africa, including that of:**

- a. the President or Deputy President;
- b. a government minister or deputy minister;
- c. the Premier of a province;
- d. a member of the Executive Council of a province;
- e. an executive mayor of a municipality elected in terms of the Local Government: Municipal Structures Act, 1998;
- f. a leader of a political party registered in terms of the Electoral Commission Act, 1996;
- g. a member of a royal family or senior traditional leader as defined in the Traditional Leadership and Governance Framework Act, 2003;
- h. the head, accounting officer or chief financial officer of a national or provincial department or government component, as defined in section 1 of the Public Service Act, 1994;
- i. the municipal manager of a municipality appointed in terms of section 54A of the Local Government: Municipal Systems Act, 2000 or a chief financial officer designated in terms of section 80 (2) of the Municipal Finance Management Act, 2003;
- j. the chairperson of the controlling body, the chief executive officer, or a natural person who is the accounting authority, the chief financial officer or the chief investment officer of a public entity listed in Schedule 2 or 3 to the Public Finance Management Act, 1999;
- k. the chairperson of the controlling body, chief executive officer, chief financial officer or chief investment officer of a municipal entity as defined in section 1 of the Local Government: Municipal Systems Act, 2000;
- l. a constitutional court judge or any other judge as defined in section 1 of the Judges' Remuneration and Conditions of Employment Act, 2001;
- m. an ambassador or high commissioner or other senior representative of a foreign government based in the Republic; or
- n. an officer of the South African National Defence Force above the rank of major-general;

**or holds, including in an acting position for a period exceeding six months, or has held the position of head, or other executive directly accountable to that head, of an international organisation.**

### FOREIGN POLITICALLY EXPOSED PERSON (FPEP)

#### **Foreign Politically Exposed Person (FPEP)**

**An individual who holds, or has held, in any foreign country a prominent public function including that of a:**

- a. Head of State or head of a country or government;
- b. member of a foreign royal family;
- c. government minister or equivalent senior politician or leader of a party;
- d. senior judicial official;
- e. senior executive of a state-owned corporation; or
- f. high-ranking member of the military.

### PROMINENT INFLUENTIAL PERSON (PIP)

#### **Prominent Influential Person (PIP)**

**An individual who holds or has held at any time in the preceding 12 months, the position of:**

- a. chairperson of the board of directors;
- b. chairperson of the audit committee;
- c. executive officer; or
- d. chief financial officer,

**of a company that is defined in the Companies Act No. 71 of 2008 if the company provides goods or services to an organ of state.**

### FAMILY MEMBER AND KNOWN CLOSE ASSOCIATE OF A DPEP AND FPEP

#### **Family member and known close associate of a DPEP and FPEP**

**Family members and known close associates include:**

- a. the spouse, civil partner, or life partner;
- b. the previous spouse, civil partner, or life partner, if applicable;
- c. children and stepchildren and their spouse, civil partner, or life partner;
- d. parents;
- e. sibling and step sibling and their spouse, civil partner, or life partner; and
- f. individuals who are closely connected to a prominent person, either socially or professionally and who can conduct transactions on behalf of the DPEP/FPEP.