



## Hedge Funds Application Form Retail Hedge Fund Scheme (new individual investors only)

### Submit the completed form and supporting documents to:

E-mail [forms@sanlamhedgefunds.com](mailto:forms@sanlamhedgefunds.com)

### If you have any questions, contact us on:

Tel +27 (21) 916 6910

E-mail [service@sanlamhedgefunds.com](mailto:service@sanlamhedgefunds.com)

- I confirm that I have read and understood the Minimum Disclosure Documents prior to investing in the Sanlam Collective Investments Retail Hedge Fund Scheme
- I confirm that I have read and understood the Upfront Disclosure Documents prior to making this investment.

### Important information

- In terms of the Financial Intelligence Centre Act (FICA), we as the accountable institution, may not establish a business relationship or conclude a single transaction with you unless we have taken steps to identify and verify you.
- Your Hedge Fund Account will be finalised once we receive the fully completed, dated and signed form, with all the necessary supporting documents. This includes your verified bank account details, Financial Intelligence Centre Act 38 of 2001 (FICA), and Financial Advisory and Intermediary Services Act 37 of 2002 (FAIS) requirements, if applicable.
- We are required to identify and verify you before investing your funds. Once your Hedge Fund Account is opened, we will provide you with our bank details and your Hedge Fund Account number to make an EFT payment.
- Once your funds reflect in our bank account and we have received a proof of deposit, we will process the investment in your Hedge Fund Account.
- Please initial the bottom of each page as well as any changes made on this form.
- Any writing/instruction outside of the allocated fields will not be processed.
- If you are taking out this investment on behalf of someone else ( e.g. a third party or minor), please complete your details in *Annexure A* and ensure the required documents, as listed in *Annexure B*, accompany this application form.
- Kindly note that application forms for minors must be signed by the parents or legal guardians, irrespective of who the payer of the investment is (e.g. grandparents).
- When we refer to the investor, we mean the 'legal owner'.

### 1. Investor details *(all fields are compulsory)*

*Please note: the following details must be completed in the name of the registered legal entity, regardless of who the payer is.*

Title \_\_\_\_\_

Full name(s) \_\_\_\_\_

Surname \_\_\_\_\_

Date of birth \_\_\_\_\_ (ddmmccyy) Country of birth \_\_\_\_\_

ID number \_\_\_\_\_

*If there is no ID number, please provide another form of identity number as an alternative.*

Passport (if foreign national) Number \_\_\_\_\_

Expiry date \_\_\_\_\_ (ddmmccyy)

Country \_\_\_\_\_

Residential address \_\_\_\_\_

Country \_\_\_\_\_ Postal code \_\_\_\_\_

Initial \_\_\_\_\_

Postal address \_\_\_\_\_  
 \_\_\_\_\_

Country \_\_\_\_\_ Postal code \_\_\_\_\_

**Contact details**

Telephone (home) ( ) ( ) \_\_\_\_\_ Work ( ) ( ) \_\_\_\_\_  
Country and area codes, e.g. +27 21 555 5555 +27 21 555 5555

Cell phone ( ) ( ) \_\_\_\_\_ Fax: ( ) ( ) \_\_\_\_\_  
Country and area codes, e.g. +27 82 555 5555 +27 21 555 5555

Email address \_\_\_\_\_

Occupation \_\_\_\_\_

**Source of income**

*Please specify the entity's regular source of income*

- Salary       Inheritance       Bonus       Pension or Provident lump sum  
 Savings       Other (specify) \_\_\_\_\_

**2. Investor classification (only the following parties need to complete this section)**

- Sanlam Institutional       Staff      Staff code \_\_\_\_\_       Other \_\_\_\_\_

**3. Tax details (compulsory)**

**3.1 FATCA declaration**

- The following information allows us to fulfil our obligations to SARS and other foreign tax requirements under the Foreign Account Tax Compliance Act (FATCA).

If you have any questions regarding your status, please speak to your tax or financial adviser.

Are you a US citizen?      Yes       No

Are you a US tax resident?      Yes       No

Please provide your US Social Security Number or tax identification number \_\_\_\_\_

**3.2 Tax status**

Nationality / citizenship \_\_\_\_\_

Please specify any other nationality / citizenship \_\_\_\_\_

Primary country of residence for tax purposes \_\_\_\_\_

Tax Identification Number \_\_\_\_\_

Are you a registered tax payer of any country other than your primary country of residence?      Yes       No

*If "Yes", please complete the information below:*

Country of tax residence	Tax Identification Number	OR	Reason Tax Number not applicable

Initial \_\_\_\_\_

### 3.3 Dividends and Interest Tax information

SARS requires us to pay over dividends tax on your behalf, where applicable.

Dividends tax is a 20% tax (subject to change) charged to shareholders / unit holders when a dividend is paid. Dividends tax is withheld by either the company paying the dividend or the withholding agent (such as Sanlam Collective Investments) who pays this over to SARS on your behalf.

We will deduct this tax before we reinvest any dividends into your investment account. This applies to distributions from certain portfolios, and is currently at a rate of 20%.

Certain non-SA investors may qualify for an exemption from or a reduced rate for withholding tax on interest or may qualify for a reduced rate in dividends tax. In order to qualify for this, please complete the *Withholding Tax on Interest Declaration Form (WTI)* and/or the *Dividends Tax Form (DTD)(RR)*, available at [www.sanlamhedgefunds.com](http://www.sanlamhedgefunds.com)

I / We understand that dividends tax applies at the standard rate unless I / we submit a completed *Dividends Tax Exemption (DTD) (EX)* form, attached as *Annexure C*, or the *Withholding Tax on Interest Form (WTI)*, or *Dividends Tax Form (DTD)(RR)* available at [www.sanlamhedgefunds.com](http://www.sanlamhedgefunds.com)

### 4. Source of funds for this investment

Please advise where the funds for this investment come from

Source of funds (*compulsory*):  Salary  Inheritance  Savings  
 Bonus Other (*please specify*): \_\_\_\_\_

### 5. Communication preference

I want to receive marketing information Yes  No

### Ways to manage and track your investment

We will send you all your investment correspondence to the email which you provided.

In line with Sanlam's responsibility towards the environment, we will no longer send postal statements. If post is your only means of receiving correspondence, please contact us on (021) 916 6910.

Note:

- All standard business correspondence (e.g. statements, letters) will be in English
- You will receive marketing material from us unless you opt out above

### 6. Investor banking details

The details specified below will only be used when selling unit trusts and for income distribution (interest and/or dividend) payments.

- Please supply us with proof of bank details (e.g. cancelled cheque or bank statement not older than 3 months).
- We will only make payments into the account of the registered investor. We cannot make payments to third parties.
- We are unable to make payments into credit cards, money market, bond accounts or policies.
- Useful tip: accurate information always facilitates prompt payment from us.

Bank account holder \_\_\_\_\_

Name of bank \_\_\_\_\_

Account number \_\_\_\_\_

Name of branch \_\_\_\_\_

Branch code \_\_\_\_\_

Type of account: Current  Savings

Initial \_\_\_\_\_

**If you are an emigrant, please complete the following:**

Is this bank account a blocked rand/non-resident transferable account?

Yes  No 

If "Yes", please provide:

- A letter from the bank on a bank letterhead confirming that the bank account is a blocked rand/non-resident account.
- Complete the details of the authorised foreign exchange dealer below:

Name of bank \_\_\_\_\_

Business address \_\_\_\_\_

Postal code \_\_\_\_\_

Name and surname of contact person at bank \_\_\_\_\_

Contact telephone number

( ) ( )

Country and area codes, e.g.

+27

21

555 5555

**7. Ways to pay**

- In terms of the Financial Intelligence Centre Act (FICA), we may not establish a business relationship or conclude a single transaction with you unless we have taken steps to identify and verify you and related parties. Once this is complete, we will provide you with our Sanlam Collective Investments bank details in order to make your payment.
- Your Hedge Fund Account Number is required as your deposit reference number.
- We will provide these details to you within 3 – 5 days.
- Once your EFT deposit reflects in our bank account and you have provided us with proof of your payment into our bank account, we will process the investment in your Hedge Fund account. Payments can be made via **Electronic Fund Transfers**: These may take up to two days to reflect in our bank account.
- Debit orders are not available for this product
- We do not accept cash deposits
- All deposits must be in South African rand or we will return your funds
- Your payment instruction for a purchase transaction will only be processed when your deposit reflects in our bank account and when we have received all the relevant documents – *Proof of bank EFT deposit*
- There may be a delay between when you deposit the funds and when it reflects in our account.

**8. Investment instruction**

Please specify the fund(s) you would like to invest in, and how much you would like to invest. Fund minimums apply, refer to our Minimum Disclosure Documents. A full list of our funds and Minimum Disclosure Documents is available on [www.sanlamhedgefunds.com](http://www.sanlamhedgefunds.com).

\* If you do not specify a fund class, your investment will be allocated to a default class

Retail Investor Hedge Fund(s)	Class*	Investment amount (your intended deposit)	Income distribution	
			Reinvest	Payout
1				
2				
3				
4				
5				

No funds may be withdrawn if the funds have not been cleared by the bank for investments. For investment deposits this will take 14 calendar days.

Initial \_\_\_\_\_

## 9. Financial adviser

### 9.1 Broker / Sanlam financial adviser details (if applicable)

Only one broker/adviser is applicable per investor code.

Full name(s) \_\_\_\_\_ Code \_\_\_\_\_

Surname: \_\_\_\_\_

Identity number \_\_\_\_\_ Contact number ( ) ( ) \_\_\_\_\_  
Country and area codes, e.g +27 21 555 5555

E-mail \_\_\_\_\_

#### Ongoing advice fee:

Ongoing financial advice fee: \_\_\_\_\_ % per annum (negotiable up to a maximum of 1%, excluding VAT).

**Signature of investor / authorised signatory/(ies)** \_\_\_\_\_ (compulsory)

Please note

- This annual advice fee is based on the daily market value of the investment portfolio, paid to the broker / financial adviser monthly, in arrears from the sale of units (unit reduction).
- This is not part of the normal annual management fee charged by Sanlam.
- To cancel the ongoing advice fee, please complete an Investor Details Update form, available from [www.sanlamhedgefunds.com](http://www.sanlamhedgefunds.com)
- This annual advice fee is not applicable to funds / classes where a trailer fee is already included in the service fee, as explained in the Minimum Disclosure Documents. For more information on fees, please refer to the relevant Minimum Disclosure Documents.

### 9.2 Declaration by broker / Sanlam financial adviser

#### Sanlam financial adviser:

##### Financial advice

It is the adviser's responsibility to complete the advice documents for this transaction and forward them, with this application form, to Sanlam.

##### FICA declaration

I confirm that the investor recorded in this application, or the person acting on their behalf, confirmed his / her identity and address with original, acceptable FICA documents (see *Annexure B*). Copies of these documents are attached.

Does this application replace the whole or part of an existing product? Yes  No

If "Yes", please submit a completed AEB2040 form with the FAIS documents.

\_\_\_\_\_  
**Signature of Sanlam financial adviser**

#### Broker:

##### FSP license

I declare that I am a licensed financial services provider or a representative of a financial service provider. I am authorised to sell hedge fund unit trusts.

FSP license number: \_\_\_\_\_

##### FICA declaration

I confirm that the investor recorded in this application or the person acting on their behalf, confirmed his/her identity with original, acceptable FICA documents (see *Annexure B*). Copies of these documents are attached.

\_\_\_\_\_  
**Signature of broker**

Initial \_\_\_\_\_

## 10. Terms and conditions

Sanlam Group is a full member of the Association for Savings and Investment SA (ASISA).

### 10.1 About Hedge Fund Unit Trusts

- When you invest in a hedge fund unit trust (also called a collective investment scheme), your money is pooled with the money of other investors. This pool of money is used to buy a portfolio of assets, such as shares (equities), bonds or listed property. As an investor, the value of the units you own is calculated by taking the number of units you own and multiplying them by the latest ruling price per unit. Forward pricing is used. Details of what each fund invests in, as well as its risk profile and other disclosures that may be applicable to the fund, are specified in the Minimum Disclosure Documents.
- The price per unit goes up and down according to the value of the underlying assets in the relevant portfolio. Neither your capital nor the return of your investment is guaranteed for any hedge fund unit trust fund investment. For information on unit trusts, hedge funds and how they work, along with our full range of funds and the relevant Minimum Disclosure Documents and Upfront Disclosure Documents, please visit our website at [www.sanlamhedgefunds.com](http://www.sanlamhedgefunds.com) or alternatively you can call us on +27 (21) 916 6910.
- When you complete this form, you apply to buy units in the hedge funds of your choice in line with the Trust Deed and mandate of the relevant funds. The Minimum Disclosure Documents and Upfront Disclosure Documents explain how each fund invests and what applicable fees will be charged.
- Unit trusts are generally medium to long-term investments. Past performance is not necessarily a guide to future performance. Unit trusts are traded at ruling prices and may engage in borrowing and scrip lending. Unit trust prices are calculated on a net asset value basis, which is the total value of all assets in the portfolio, including any income accrual, less any permissible deductions from the portfolio and divided by the units in the portfolio.
- If funds are deposited on a Saturday, Sunday or public holiday, investors will receive the value of the next available price.
- A fund of hedge funds is a portfolio that invests in portfolios of collective investment schemes, which levy their own charges. This could result in a higher fee structure for the fund of hedge funds.
- Sanlam Collective Investments takes full legal responsibility for the co-branded portfolios.
- Portfolios that invest in international investments, or investments in foreign securities, could be accompanied by additional risks as well as potential limitations on the availability of market information.
- Income payment(s) will only be paid out to a client's bank account if the investment transaction used to purchase units have been cleared by the bankers on the income reinvestment date. If the units have not cleared, income payment(s) will automatically be reinvested.

### 10.2 Fees and charges

- A schedule of fees and charges and maximum commissions is available on the Minimum Disclosure Documents and Upfront Disclosure Documents:
  - The following charges are levied against the portfolio: brokerage, auditors' fees, performance fees, service fees, applicable taxes, custodian fees, bank charges, trustees' fees and trailer fees (trailer commission is paid by Sanlam to financial advisers on a monthly basis; it forms part of the annual service charge, which is a fixed percentage per annum that is calculated daily and deducted from the accrued income in the portfolio).
  - These fees are charged to the client: Sanlam manager's fees as well as broker advice fees.
- Commission and incentives may be paid and if so, will be included in the overall costs.
- The fund manager may borrow up to 10% of the portfolio to bridge insufficient liquidity.
- Obtain a personalised cost estimate before investing by visiting [www.sanlamunittrustsmdd.co.za](http://www.sanlamunittrustsmdd.co.za) and using our Effective Annual Cost (EAC) calculator. Alternatively, contact your relationship manager or phone us at +27 (21) 916 6910.
- The client will be liable for any bank charges incurred as a result of a deposit being rejected by the bank.
- Contained within the TER are expenses that relate to the investment management fee, the service costs and performance fee. Performance fees are calculated by comparing the annual return of the Fund and Performance Fee Benchmark which is set in the Fund Minimum Disclosure Documents. Performance fees will only be charged if the Fund return is in excess of the performance Fee Benchmark. All fees are accrued daily in the Net Asset Value (NAV) of the Fund.

### 10.3 Transaction cut-off times

- We can only process your instruction once we have received the correct and accurately completed form and the required supporting documents. If an instruction is issued incorrectly, is unclear, incomplete, or if the supporting documents are not received by the cut-off time, the processing of the transaction will be delayed.
- Please make sure you send us your completed instruction (including supporting documents) before the transaction cut-off time. The SA business day transaction cut-off times for our funds are:
  - Daily 14:00 for all daily priced hedge funds
  - Last business day of the month at 14:00 for all monthly priced Hedge Funds
- Please note that notice periods may apply to certain funds. Notice periods of 30 days are applicable to monthly priced funds.
- Your transaction will be priced using the ruling price of the fund for the day the transaction is processed i.e. the day we receive all of the required information if the fund is priced daily. For funds priced monthly, your transaction will be priced using the ruling price of the fund for the month in which the transaction is processed. Any loss will be for the investor's account.
- Any interest earned on:
  - money deposited for investment in a fund after the specified cut-off time,
  - incorrect deposits or,
  - Deposits for applications with outstanding requirements, will not be paid to the client as we are unable to transfer the money in the fund(s) portfolio account.

Initial \_\_\_\_\_

## 10.4 Conflict of interest

All actual and potential Conflicts of Interest are managed, reported and disclosed in line with the Managers Conflicts of Interest and Outsourcing Policy which is available on request, or on the Sanlam website [www.sanlamhedgefunds.com](http://www.sanlamhedgefunds.com)

## 10.5 Ownership, information security and instructions

- The legal owner of the investment is the person in whose name the investment is registered, regardless of who the payer is.
- We will only release information to, and act on instructions from, the investor, the authorised signatory or the appointed financial intermediary.
- We permit ring fencing for large withdrawals in terms of Notice 573 of the Collective Investment Schemes Act. Ring fencing is the separation of assets and the delayed sale of units in a unit trust fund. A large sale of units in a unit trust fund, above certain thresholds, may cause ring fencing. This ensures that the sale of a large number of units will not force us to sell the underlying investments at a price in the market which could have a negative impact on other investors. If your sell instruction is affected by this ring fencing, we will contact you to discuss the process, where applicable.
- Monthly priced hedge funds may take up to 90 days to liquidate sufficient cash in the portfolio for large redemption payments

## 10.6 Unclaimed assets and how they affect you

- As a member of the Association for Savings and Investment SA (ASISA), we follow ASISA's Unclaimed Assets standard. An unclaimed asset is any unit trust investment on which there have been no transactions for ten years, or in the case of a deceased estate, more than three years have passed since we have received the notice of death. Our policy is to continue reinvesting all income distributions (interest) and redemption payments until the unit trust is sold, regardless of the time frame.
- According to ASISA's Unclaimed Assets standard, we follow a process of tracing investors or beneficiaries on any unclaimed assets. Any reasonable administrative and costs incurred to trace the investor may be recovered from the value of the portfolio, thereby reducing the value of your investment. Tracing will cease where the value of the unit trust investment is less than R1000 and the costs of tracing exceeds the benefit of tracing. More information on the ASISA Standard on Unclaimed Assets and the processes is available on [www.asisa.org.za](http://www.asisa.org.za) or from our client service centre on +27 (21) 916 6910.
- Please note that to prevent your investment becoming an unclaimed asset, it is your responsibility to inform us of any change in your personal information.

## 10.7 Update your personal details

It is your responsibility to keep us informed of any changes in your banking details, personal information or current identification information (e.g. change of address, change of surname and contact details). If any of your details have changed, you will need to complete an Investor Details Update form available from [www.sanlamhedgefunds.com](http://www.sanlamhedgefunds.com)

## 10.8 Complaints

We want to give you outstanding client service, but sometimes things go wrong. If you are dissatisfied with our service, or any of our products have disappointed you, we would like to hear about it. Please get in touch:

Telephone: +27 (21) 916 6910

E-mail: [complaints@sci.sanlam.com](mailto:complaints@sci.sanlam.com)

Complete a complaint form online at [www.sanlamhedgefunds.com](http://www.sanlamhedgefunds.com)

Visit your nearest Sanlam office.

Your views are very important to us. When we receive your complaint, a competent team, specifically trained to handle and resolve complaints, will investigate it and try to resolve it as soon as possible in a fair manner.

If the complaint has not been resolved to your satisfaction, you may refer it to the Sanlam Arbitrator. The Sanlam Arbitrator is an impartial person that settles disputes between dissatisfied clients and Sanlam.

### Sanlam Arbitrator contact details:

Fax: +27 21 957-1786

Email: [arbitrator@sanlam.co.za](mailto:arbitrator@sanlam.co.za)

## 10.9 How we process your personal information

- We collect personal information about you to offer you the best service. We will not share this information outside of the Sanlam Group, its associated groups or agents, without your explicit consent. In order to provide you with an effective service, we may be required to share this information with our administrators or agents who perform certain services for us members of the Sanlam Group, your financial adviser or broker, as well as with any regulatory bodies as the law requires. We may share your information with foreign regulatory bodies if required.
- Your information is used for administrative, operational, audit, marketing, research, legal and record keeping purposes. We will take all reasonable steps necessary to secure the integrity of any personal information which we hold about you and to safeguard it against unauthorized access. If you don't consent to us using your personal information, there may be delays or some instructions might not be carried out. You can have access to your information at any time and ask us to correct any information we have in our possession. Please feel free to write to us to obtain a copy of this information. We keep relevant documents for a period of five years or more as required by the law. If you consent to us retaining your personal information for periods of longer than five years, we will restrict access to your information. It will only be processed for storage or for purposes of proof (with your consent).

Initial \_\_\_\_\_



## 11. Investor declaration

1. I confirm that I have the authority and am legally competent to enter into and conclude this transaction, with any legal assistance that may be required.
2. I understand that this application is subject to the Sanlam Collective Investments Retail Hedge Fund Scheme Deed (the Deed) and that this application, read together with the Deed, constitutes the entire agreement between Sanlam and myself. A copy of the Deed is available upon request.
3. I certify that the information I have provided about my country of citizenship and country of tax residence is correct.
4. In terms of the Prevention of Organised Crime Act (No 121 of 1998), I confirm that the funds for this investment come from a legitimate source. I further agree to answer any questions on the source of the funds used for investment and to provide additional information if required.
5. I am aware of and consent to all costs and charges relating to this investment. I understand that there is no guarantee with regards to the capital investment. I am aware that there are further allowable deductions from the fund (e.g. an annual management fee) that may impact the value of the investment.
6. I understand that the cost of buying units may include an initial upfront fee plus Value Added Tax (VAT) which is a broker advice fee. This is additional to the annual management fee charged by Sanlam.
7. I confirm that the risk profile of the investment has been explained to me and I understand that it is my obligation to familiarise myself with and accept the risks associated with this investment.
8. I accept full responsibility for informing Sanlam of any changes in my personal information (e.g. change of address, change of surname and contact details).
9. I have read and understood the contents of this application form and annexures and I agree to its terms and conditions.
10. I have read and understood the Minimum Disclosure Documents, the Upfront Disclosure Documents and the policies applicable to this investment.

Signature of Investor \_\_\_\_\_ Date signed \_\_\_\_\_ (ddmmccyy)

\*Authorised signatory \_\_\_\_\_ Date signed \_\_\_\_\_ (ddmmccyy)

\*Authorised signatory \_\_\_\_\_ Date signed \_\_\_\_\_ (ddmmccyy)

\* Authorised signatory/(ies) acting on behalf of the investor (e.g. parents / guardians of a minor and all persons authorised to act on behalf of the investor).

\* Please refer to *Annexure A* and *Annexure B* for additional information / documentation required.

## Disclaimer

Sanlam Group is a full member of the Association for Savings and Investment SA. Collective investment schemes are generally medium to long-term investments. Please note that past performances are not necessarily an accurate determination of future performances, and that the value of investments / units / unit trusts may go down as well as up. A schedule of fees and charges and maximum commissions is available from the Manager, Sanlam Collective Investments (RF) Pty Ltd, a registered and approved Manager in Collective Investment Schemes in Securities. Additional information of the proposed investment, including brochures, application forms and annual or quarterly reports, can be obtained from the Manager, free of charge. Collective investments are traded at ruling prices and can engage in borrowing and scrip lending. Collective investments are calculated on a net asset value basis, which is the total market value of all assets in the portfolio including any income accruals and less any deductible expenses such as audit fees, brokerage and service fees. Actual investment performance of the portfolio and the investor will differ depending on the initial fees applicable, the actual investment date, and the date of reinvestment of income as well as dividend withholding tax. Forward pricing is used. The Manager does not provide any guarantee either with respect to the capital or the return of a portfolio. The performance of the portfolio depends on the underlying assets and variable market factors. Investments in derivative instruments entail specific risks that may increase the risk profile of the Collective Investment Schemes and are more fully described in the Collective Investment Scheme's Minimum Disclosure Document. Performance is based on NAV to NAV calculations with income reinvestments done on the expiry date. Lump sum investment performances are quoted. The portfolio may invest in other unit trust portfolios which levy their own fees, and may result in a higher fee structure for our portfolio. All the portfolio options presented are approved collective investment schemes in terms of Collective Investment Schemes Control Act, No 45 of 2002 ("CISCA"). International investments or investments in foreign securities could be accompanied by additional risks as well as potential limitations on the availability of market information. The Manager has the right to close any portfolios to new investors to manage them more efficiently in accordance with their mandates. The portfolio management of all the portfolios is outsourced to financial services providers authorized in terms of the Financial Advisory and Intermediary Services Act, 2002. Standard Bank of South Africa Ltd is the appointed trustee of the Sanlam Collective Investments Scheme.

Initial \_\_\_\_\_





### Additional Information required for FICA

#### Important information

- This form must be completed by **all** parties stated in the [FICA document](#).
- Each person is required to complete the sections below. In the event that more than one page is required, copies of this section can be made and must accompany the fully completed application form.
- Documents must be provided as stated in the [FICA document](#).

#### Personal details

Title \_\_\_\_\_ First name(s) \_\_\_\_\_

Surname \_\_\_\_\_

Capacity (e.g. parent, guardian) \_\_\_\_\_

Permanent residential address \_\_\_\_\_

Country \_\_\_\_\_ Postal code \_\_\_\_\_

Date of birth \_\_\_\_\_ (ddmmccyy) Country of birth \_\_\_\_\_

ID number \_\_\_\_\_

**OR**

Passport (if foreign national) Number \_\_\_\_\_

Expiry date \_\_\_\_\_ (ddmmccyy)

Country \_\_\_\_\_

**OR**

US Citizens Social Security Number \_\_\_\_\_

Email address \_\_\_\_\_

Cell / Mobile \_\_\_\_\_

Primary country of tax residence \_\_\_\_\_

Tax Identification Number \_\_\_\_\_

Are you a registered tax payer of any country other than your primary country of residence? Yes  No

If "Yes" please complete the information below for each country of tax residency.

Country of tax residence	Tax Identification Number	OR	Reason Tax Number not Applicable

#### Declaration and signature

I certify that the information I have provided above is true and correct.

\*Authorised signatory \_\_\_\_\_ Date \_\_\_\_\_ (ddmmccyy)

\*Authorised signatory \_\_\_\_\_ Date \_\_\_\_\_ (ddmmccyy)

\*Only authorised signatories acting on behalf of the investor must sign (e.g. parent, guardian, etc.)

Initial \_\_\_\_\_



## Financial Intelligence Centre Act 38 of 2001 (FICA) Requirements

### Important information

The Financial Intelligence Centre Act (FICA) was introduced in 2001 with the aim of preventing criminal activities and the financing of terrorism. It requires banks, as well as other institutions, to obtain and verify certain client information. It applies to all clients of financial institutions such as individuals and third parties related to the investor (all persons authorised to act on behalf of the investor – for example, those with a power of attorney, mandate, etc).

### Persons acting on behalf of investor:

The FICA documents specified below for both the investor and the person(s) authorised to act on their behalf are required, in addition to the proof of authority to act.

In terms of the FICA requirements, please attach the following documents to the application form:

#### 1. Individuals

##### 1a. SA Natural Persons (SA resident with SA tax number)

- A copy of a bar-coded ID document or a copy of a South African Smart Card\* identification document issued by the Department of Home Affairs

\* If a Smart Card is used as an identification document, please ensure that we receive a clear copy of the back and the front of the Smart Card.

##### Important:

If your green bar-coded ID document is not available, please provide us with a copy of either a SA passport, SA driver's license or SA temporary ID document along with a letter explaining why the green bar-coded ID document is not available.

##### 1b. Foreign Persons (all non-SA citizens/residents are regarded as foreign persons)

- A copy of a valid passport
- Proof of residential address (not older than 3 months)

##### Note:

The copy of the ID / passport must be valid and reflect the person's full name(s) or initials, surname, identity number and date of birth. All ID documents must contain a verifiable photo of the person.

##### 1c. Minor (under the age of 18 year)

- A copy of a minor's bar-coded ID document or a copy of a South African Smart Card identification document issued by the Department of Home Affairs or a copy of the minor's birth certificate (only to be used if ID has not yet been issued)
- A copy of a bar-coded ID document or a copy of a South African Smart Card identification document issued by the Department of Home Affairs for parents or guardian(s).
- Proof of guardianship (if applicable)

##### 1d. Persons acting on behalf of the investor

(e.g. an authorised Financial Services Provider with a discretionary mandate), in addition to the above documents in respect of the investor:

- A copy of the authority to act on behalf of the investor or mandate signed by the investor
- A copy of the authorised agent's bar-coded ID document or a copy of a South African Smart Card identification card issued by the Department of Home Affairs

Initial \_\_\_\_\_

**Acceptable documents for verification of residential address:****Important:**

- You can submit any one of the following documents as proof of residential address

- |  |  |
|--|--|
| <input type="checkbox"/> A copy of your utility bill / rates and taxes   | <input type="checkbox"/> A copy of your telephone or cell phone statement  |
| <input type="checkbox"/> A copy of your retail account, excluding loyalty or reward account statements   | <input type="checkbox"/> A copy of your MNET or DSTV account   |
| <input type="checkbox"/> A copy of a recent payslip or salary advice   | <input type="checkbox"/> If you live in a rural area, an affidavit or proof from the tribal Authority Council  |
| <input type="checkbox"/> A copy of your bank, building society or credit card statement (no internet print-outs)   | <input type="checkbox"/> A copy of your mortgage statement from your bank or other lending organisation e.g. SA Home Loans                                       |
| <input type="checkbox"/> A copy of your levy certificate issued by the body corporate, home owner's association or managing agent for properties in sectional title, cluster or share older block developments | <input type="checkbox"/> A copy of confirmation of residence from a retirement village/ retirement home on their letterhead if the investor is 55 years or older |
| <input type="checkbox"/> A recent letter of employment reflecting the employees' residential address   | <input type="checkbox"/> A copy of your long or short-term insurance policy, excluding Sanlam or Santam  |

**Accepted documents not older than 12 months:**

- |   |   |
|---|---|
| <input type="checkbox"/> A copy of your SABC TV license or SABC license card  | <input type="checkbox"/> A copy of your motor vehicle license     |
| <input type="checkbox"/> A copy of your SARS document ( <i>excluding e-filing documents</i> )   | <input type="checkbox"/> A copy of your lease or rental agreement |
| <input type="checkbox"/> An affidavit, where the investor resides with another person ( <i>e.g. spouse or landlord</i> ). The person confirming the address must also be identified and verified (refer to 1. Individuals). |   |

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## Dividends Tax (exemption)

DTD(EX)

### Declaration and undertaking to be made by the beneficial owner of a dividend (exemption from tax).

Dividends tax is a 20% tax (subject to change) charged to unitholders when a dividend is paid. Dividends tax is withheld by either the company paying the dividend or the withholding agent (such as Sanlam Collective Investments) who pays this over to SARS on your behalf. It applies to all dividends paid by South African resident companies as well as non-resident companies listed on the Johannesburg Stock Exchange (JSE). Non-residents may qualify either for a reduced rate of tax depending on their country of residence and their circumstances, or they may be exempt.

#### Notes on completion of this form:

- This form is to be completed by the beneficial owner (of dividends, including dividends *in specie* e.g. a dividend in the form of a share) to apply for the exemption from dividends tax referred to in Section 64F read with sections 64FA(2), 64G(2) or 64H(2)(a) of the Income Tax Act, No 58 of 1962 (the Act).
- In order to qualify for an exemption, this declaration and written undertaking should be submitted to Sanlam Collective Investments within the period required by the latter (provided it is before payment of an affected dividend) - failure to do so will result in the full 20% dividends tax being withheld / payable.
- SA residents are exempt from dividends tax on distributions made by Real Estate Investment Trusts (REITs). To qualify for this exemption "Par (l)" should be marked under "Part C: Exemption" of this form.
- Non-South African residents applying for a reduced rate should also complete the DTD (RR) form. Please note that non-South African residents can also apply for dividends tax exemption on dividends declared by a foreign company listed on the JSE. To qualify for this exemption, "Par (j)" should be marked under "Part C: Exemption" of this form.

### Part A: Withholding agent

All Collective Investments are managed by Sanlam Collective Investments (RF) (Pty) Ltd. A complete list of Collective Investments, and their Dividends Tax reference numbers, is available on request.

### Part B: Beneficial owner

**(This part is to be completed by the person entitled to the benefit of the dividend attaching to a share(s))**

Registered name of legal entity: \_\_\_\_\_

### Part C: Exemption

**(The beneficial owner entitled to the benefit of the dividend attaching to the share(s) needs to complete this section.)**

Please indicate the reason why the beneficial owner is exempt from the dividends tax by ticking the appropriate box (section 64F):

- Par (a) - a company which is resident in South Africa
- Par (b) - the government, provincial government or municipality (of South Africa)
- Par (c) - a public benefit organisation (approved by SARS in terms of Section 30(3) of the Act)
- Par (d) - a trust contemplated in Section 37A of the Act (mining rehabilitation trusts)
- Par (e) - an institution, body, or board contemplated in Section 10(1)(cA) of the Act
- Par (f) - a fund contemplated in Section 10(1)(d)(i) or (ii) of the Act (pension fund, pension preservation fund, provident fund, provident preservation fund, retirement annuity fund, beneficiary fund or benefit fund)
- Par (g) - a person contemplated in Section 10(1)(t) of the Act (CSIR, SANRAL etc)
- Par (h) - a shareholder, in a registered micro business as defined in the Sixth Schedule to the Act, to the extent that the aggregate amount of the dividends paid by that registered micro business to its shareholders, during the year of assessment, in which that dividend is paid does not exceed R200 000
- Par (i) - a small business funding entity as contemplated in section 10(1)(cQ)
- Par (j) - a person that is not a resident and the dividend is a dividend contemplated in paragraph (b) of the definition of "dividend" in Section 64D (i.e. a dividend on a foreign company's shares listed in SA, such as dual-listed shares)

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- Par (k) - A portfolio of investment schemes in securities
- Par (l) - any person insofar as the dividend constitutes income of that person (i.e. falls into normal tax system such as distributions made by Real Estate Investment Trusts (REITs))
- Par (m) - any person to the extent that the dividend was subject to STC
- Par (n) - Fidelity and indemnity funds contemplated in section 10(1)(d)(iii) – i.e. only the two, not the other entities mentioned
- Par (o) - a natural person in respect of a dividend paid in respect of a tax free investment as contemplated in section 12T(1)
- Par (x) - Other (please provide description) \_\_\_\_\_
- Par (y) - Double Taxation Agreement
- Par (z) - Other international agreement

## Indemnity

By signing this declaration and undertaking, I confirm that the information provided in this declaration is true and accurate. I undertake to inform Sanlam Collective Investments promptly should any of the circumstances as disclosed in this declaration change.

The Collective Investments managed by us or any other entities forming part of the Sanlam Limited group of companies, any agent, employee or director of these entities are hereby indemnified and held harmless against any damage, loss (including consequential loss), cost or expenses incurred as a result of a non-disclosure of information, incorrect disclosure of information or failure to provide information in time.

## Declaration

**in terms of sections 64FA(1)(a)(i), 64G(2)(a)(aa) or 64H(2)(a)(aa) of the Act:**

I, \_\_\_\_\_ (full names in print please),

the undersigned, declare that dividends paid to the beneficial owner are exempt, or would have been exempt had it not been a distribution of an asset in specie, from the dividends tax in terms of the paragraph of section 64F of the Act indicated above.

Signature: \_\_\_\_\_  
(Duly authorised to do so)

Date: \_\_\_\_\_ (ddmmccyy)

Capacity of signatory \_\_\_\_\_  
(if not the beneficial owner)

## Undertaking

**in terms of sections 64FA(1)(a)(ii), 64G(2)(a)(bb) or 64H(2)(a)(bb) of the Act:**

I, \_\_\_\_\_ (full names in print please),

the undersigned, declare that dividends paid to the beneficial owner are exempt, or would have been exempt had it not been a distribution of an asset in specie, from the dividends tax in terms of the paragraph of section 64F of the Act indicated above.

Signature: \_\_\_\_\_  
(Duly authorised to do so)

Date: \_\_\_\_\_ (ddmmccyy)

Capacity of signatory \_\_\_\_\_  
(if not the beneficial owner)

Initial \_\_\_\_\_