

## Unit Trust Application Form Non-Individual investors (new investors only)



- To view the full list of funds and the Minimum Disclosure Documents (Fund Fact Sheets) with applicable fund minimums and fees, refer to [www.sanlam.com.na](http://www.sanlam.com.na)
- To comply with regulatory requirements, we have to identify and verify you before investing your funds.
- The investment will be finalised once we receive the fully completed, dated and signed form, with all the necessary supporting documents
- If you wish to make an EFT payment, we will provide you with our bank details and your client account number once your Unit Trust account is opened.



**Completing the information correctly** will ensure that the investment is processed without delays

- All information must be accurately completed
- The form must be completed, **dated and signed** by the registered investor, or authorised signatories with valid authorisation from the investor (Individual: Power of Attorney or Court Order (appointing Curator, Guardian or Executor) - if not a parent of a minor child. Entity: Resolution or Minutes of Meeting)
- Do not write any instructions outside the allocated fields
- Initial any changes made
- Return pages **2 to 7** to us with the relevant additional sections below.
- Complete and return the following sections if you would like to:
  - **Appoint a financial adviser** - Form A
  - **Authorisation from a bank account holder (third party payer)** - Form B
  - **Additional information required for FIA** - Form C



### Please submit the following verification documents

#### Individuals

- Copy of Identity Card or valid Passport
- Proof of banking details (confirmation letter from the bank or a copy of a bank statement, not older than 3 months) that includes a bank logo and/or date stamp.

#### Non-individuals

- A Resolution or Minutes of Meeting from the legal entity stating the list of authorised signatories
- Copies of the verification documents in order for us to verify the legal entity
- Proof of banking details (confirmation letter from the bank or a copy of a bank statement, not older than 3 months) that includes a bank logo and/or date stamp.
- Proof of address

#### Acting on behalf of an investor

- A copy of Identity Card or valid Passport
- Investor authorisation  
Individual: Power of Attorney or Court Order  
Entity: Resolution or Minutes of Meeting



### Our contact details

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

E-mail [UTinstructions@sanlaminvestmentsnamibia.com](mailto:UTinstructions@sanlaminvestmentsnamibia.com)

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

E-mail [collective@sanlamallianz.com.na](mailto:collective@sanlamallianz.com.na)

Tel +264 61 294 7417

Website [www.sanlam.com.na](http://www.sanlam.com.na)



### Cut off times Fund type

Money market funds  
All other funds

### Cut off time

13:00  
15:00

**All required documents must be provided before the cut off time in order for your instruction to be processed**

**Unit Trust Application Form**  
**Non-Individual investors (new investors only)**

**1. Investor details**

All fields in section 1 are mandatory and must be completed in the name of the registered legal entity, regardless of who the payer is.

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

Trading name in country of incorporation \_\_\_\_\_

Trading name in Namibia \_\_\_\_\_

Registration number (if any) \_\_\_\_\_

**Type of entity:**

- |   |   |  |                                |
|---|---|--|--------------------------------|
| <input type="checkbox"/> Listed company   | <input type="checkbox"/> Unlisted company   | <input type="checkbox"/> Partnership                               | <input type="checkbox"/> Trust |
| <input type="checkbox"/> Close Corporation  | <input type="checkbox"/> Entity/Association | <input type="checkbox"/> Linked investment service provider (LISP) |                                |
| <input type="checkbox"/> Management company   | <input type="checkbox"/> Medical Schemes    | <input type="checkbox"/> Pension / provident fund                  |                                |
| <input type="checkbox"/> Public Enterprise / State-Owned Enterprise / State Owned Company |   |  |                                |
| <input type="checkbox"/> Other (please specify): _____                                    |   |  |                                |

Operating address in country of incorporation \_\_\_\_\_

Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Operating address in Namibia \_\_\_\_\_

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

Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Nature of Business \_\_\_\_\_ Business Telephone number \_\_\_\_\_

Other investments or policies held at Sanlam Allianz \_\_\_\_\_

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

**Industry Type**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Accounting Services                       | <input type="checkbox"/> Administrative and Support Services               | <input type="checkbox"/> Adult Entertainment                  |
| <input type="checkbox"/> Aerospace & Defense                       | <input type="checkbox"/> Agriculture, Forestry and Fishing                 | <input type="checkbox"/> Arms Dealers                         |
| <input type="checkbox"/> Arts, Entertainment and Recreation        | <input type="checkbox"/> Automobiles & Parts                               | <input type="checkbox"/> Banks                                |
| <input type="checkbox"/> Beverages                                 | <input type="checkbox"/> Broadcasting and Entertainment                    | <input type="checkbox"/> Cannabis/CBD Industry                |
| <input type="checkbox"/> Cash Aggregators                          | <input type="checkbox"/> Chemical Engineering/ Manufacturing               | <input type="checkbox"/> Community and Social Activities      |
| <input type="checkbox"/> Construction and Civil Engineering        | <input type="checkbox"/> Consumer Goods: Wholesale and Retail              | <input type="checkbox"/> Domestic Services/Gardening Services |
| <input type="checkbox"/> Education                                 | <input type="checkbox"/> Electricity, Solar, Water, Gas and Waste Services | <input type="checkbox"/> Electronic & Electrical Equipment    |
| <input type="checkbox"/> Entrepreneurship                          | <input type="checkbox"/> Equity Investment Instruments                     | <input type="checkbox"/> Estate, Living and Family Trusts     |
| <input type="checkbox"/> Extractive Services, Mining and Quarrying | <input type="checkbox"/> Financial and Insurance                           | <input type="checkbox"/> Food Producers                       |

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Gambling   | <input type="checkbox"/> Government Services  | <input type="checkbox"/> Healthcare and Medical                        |
| <input type="checkbox"/> High Transaction Volume Import/Export Companies    | <input type="checkbox"/> High Value Goods Dealers (Including Motor Vehicle Dealers, Art Dealers, Luxury Goods/Services Etc) | <input type="checkbox"/> Household Goods & Home Construction Materials |
| <input type="checkbox"/> Industrial Engineering                             | <input type="checkbox"/> Industrial Metals  | <input type="checkbox"/> Informal Trading                              |
| <input type="checkbox"/> Information Technology, Communication and Telecoms | <input type="checkbox"/> Legal Practitioner   | <input type="checkbox"/> Manufacturing                                 |
| <input type="checkbox"/> Media  | <input type="checkbox"/> Money Transfer/Service Business  | <input type="checkbox"/> Motor Wholesale, Retail Trade and Repair      |
| <input type="checkbox"/> Non-Equity Investment Instruments                  | <input type="checkbox"/> Non-Profit Organisation/Regulated Charity  | <input type="checkbox"/> Non-Government Organisation (NGO)             |
| <input type="checkbox"/> Oil & Gas Producers/Suppliers                      | <input type="checkbox"/> Pawn Brokers/Second Hand Dealers   | <input type="checkbox"/> Pharmaceutical & Biotechnology                |
| <input type="checkbox"/> Precious Metals and Stone Dealers                  | <input type="checkbox"/> Professional Sport   | <input type="checkbox"/> Public Finance Management Art Schedule        |
| <input type="checkbox"/> Real Estate and Property Services                  | <input type="checkbox"/> Reinsurance  | <input type="checkbox"/> Scrap Metal Industry                          |
| <input type="checkbox"/> Shell Banking                                      | <input type="checkbox"/> State Owned Enterprises  | <input type="checkbox"/> Tobacco                                       |
| <input type="checkbox"/> Transport, Storage, Courier and Freight            | <input type="checkbox"/> Travel, Tourism, Accommodation and Food Services   | <input type="checkbox"/> Virtual Currencies                            |

### Source of income

How does the entity earn its income?

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Business Operating Income                | <input type="checkbox"/> Commission        | <input type="checkbox"/> Company profits      |
| <input type="checkbox"/> Company sale/sale of interest in company | <input type="checkbox"/> Cryptocurrency    | <input type="checkbox"/> Debt capital         |
| <input type="checkbox"/> Dividends from investments               | <input type="checkbox"/> Equity capital    | <input type="checkbox"/> Employee benefits    |
| <input type="checkbox"/> Gift/Donation                            | <input type="checkbox"/> Inheritance       | <input type="checkbox"/> Maturing Investments |
| <input type="checkbox"/> Member Contributions                     | <input type="checkbox"/> Pension           | <input type="checkbox"/> Provident fund       |
| <input type="checkbox"/> Rental of Property                       | <input type="checkbox"/> Retained Earnings | <input type="checkbox"/> Retirement funds     |
| <input type="checkbox"/> Sale asset/property                      | <input type="checkbox"/> Sale of Shares    | <input type="checkbox"/> Sanlam payout        |
| <input type="checkbox"/> Savings                                  | <input type="checkbox"/> Settlement        | <input type="checkbox"/> Tax Rebate           |
| <input type="checkbox"/> Transfer to/from approved funds          | <input type="checkbox"/> Trust income      |   |

### Beneficial Owners and Controlling Persons

Please provide details of the beneficial owners / controlling persons below. Each beneficial owner / controlling person needs to complete a Form C and provide copies of their identity documents.

Full Name _____	Capacity _____
Full Name _____	Capacity _____
Full Name _____	Capacity _____
Full Name _____	Capacity _____
Full Name _____	Capacity _____

## Details of contact person

Title \_\_\_\_\_

Full names(s) \_\_\_\_\_ Gender \_\_\_\_\_

Surname(s) \_\_\_\_\_ Previous names (if any) \_\_\_\_\_

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

Identity number \_\_\_\_\_ Nationality \_\_\_\_\_

Passport number \_\_\_\_\_ Passport expiry date \_\_\_\_\_ (ddmmccyy)

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

Contact numbers	International dialling code	Area code	Number
Telephone ( <i>office</i> )			
Telephone ( <i>alternative office</i> )			
Cell/Mobile		n.a.	

In terms of FIA, we are required to obtain the prescribed documents for all legal entities as well as the applicable parties acting on their behalf. Please complete the information as specified in Form C and supply the documents as specified in FIA document.

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

- Sanlam Trust
- Curo
- Sanlam Institutional
- Sanlam Private Wealth (SPW)
- Sanlam Private Wealth (SPW): Portfolio Managers BDA number: \_\_\_\_\_
- Other \_\_\_\_\_

### 3. Investment fund details

Please specify the fund(s) you would like to invest in, and how much you would like to invest.

If you are unsure about which funds to invest in or which suit your needs, please speak to your broker or Sanlam Allianz financial adviser. Please review the full list of funds and the Minimum Disclosure Documents (MDD's) with applicable fund minimums and fees, refer to [www.sanlam.com.na](http://www.sanlam.com.na)

Unit trust fund(s)	Class *	sum deposit (N\$)	Lump sum collection (N\$)	recurring debit order (N\$)		
					Reinvest	Payout

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

### 4. Source of funds for investment

Please advise where the funds for this investment come from.

<input type="checkbox"/> Business Operating Income	<input type="checkbox"/> Commission	<input type="checkbox"/> Company profits
<input type="checkbox"/> Company sale/sale of interest in company	<input type="checkbox"/> Cryptocurrency	<input type="checkbox"/> Debt capital
<input type="checkbox"/> Dividends from investments	<input type="checkbox"/> Equity capital	<input type="checkbox"/> Employee benefits
<input type="checkbox"/> Gift/Donation	<input type="checkbox"/> Inheritance	<input type="checkbox"/> Maturing Investments
<input type="checkbox"/> Member Contributions	<input type="checkbox"/> Pension	<input type="checkbox"/> Provident fund
<input type="checkbox"/> Rental of Property	<input type="checkbox"/> Retained Earnings	<input type="checkbox"/> Retirement funds
<input type="checkbox"/> Sale asset/property	<input type="checkbox"/> Sale of Shares	<input type="checkbox"/> Sanlam payout
<input type="checkbox"/> Savings	<input type="checkbox"/> Settlement	<input type="checkbox"/> Tax Rebate
<input type="checkbox"/> Transfer to/from approved funds	<input type="checkbox"/> Trust income	

### 5. Payment instructions

You have the following options for payment

#### 5.1 We collect funds via debit order

Lump sum collection

- Amounts are restricted to a maximum of N\$500 000 per debit. Use the EFT payment option in section 5.2 for amounts exceeding N\$500 000

Deduction date \_\_\_\_\_ (ddmmccyy)

**And / Or**

Monthly debit order on the \_\_\_\_\_ (dd) day of each month starting \_\_\_\_\_ (mmccyy)  
(This date is only between the 1<sup>st</sup> and the 28<sup>th</sup>)

Annual increase \_\_\_\_\_%

Annual increase month \_\_\_\_\_ (mmccyy)

## Payment selection

Payment is from the Legal Entity bank account  
(Complete Section 6)

OR  Payment is from a third party bank account  
(Complete Form B)

OR

### 5.2 You pay via an Electronic Fund Transfer (EFT)

Lump sum deposit

- Once your account has been opened, you will receive notification and payment instructions.

## 6. Investor banking details

The banking details specified will be used for

- Disinvesting units
- Income distribution payments
- Debit order

Payments will only be made into the account of the registered Legal Entity. Payments cannot be made to third parties.

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

ID number / Entity registration number \_\_\_\_\_

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

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

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

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

Type of account: Current  Savings

I / we instruct and authorise Sanlam Allianz or its agents to draw direct debits against the bank account as per the instruction in section 3 and 5.

Authorised signatory on bank account \_\_\_\_\_ Date \_\_\_\_\_ (ddmmccyy)  
(if applicable)

Authorised signatory on bank account \_\_\_\_\_ Date \_\_\_\_\_ (ddmmccyy)  
(if applicable)

Authorised signatory on bank account \_\_\_\_\_ Date \_\_\_\_\_ (ddmmccyy)  
(if applicable)

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## 7. Investor interaction preferences

Send sms notifications to the designated contact person when transacting on this account  
I want to receive marketing information

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

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

Once you have your investor number you can register to transact on Sanlam Secure Services.

Your statements will be available on the Sanlam Secure Services website should you need to have a printed copy.

## 8. Tax status

We require this information in order to fulfil our obligations to the American Inland Revenue Service for FATCA (Foreign Account Tax Compliance Act) and CRS (Common Reporting Standards) reporting under agreements for the Automatic Exchange of Information relating to tax residency.

Primary country of incorporation (created, organised or under law of) for tax purposes \_\_\_\_\_

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

Are you registered for Value-Added Tax (VAT)? \_\_\_\_\_ Yes  No

If "Yes", please supply your VAT number \_\_\_\_\_

Is the legal entity a registered tax payer of any country other than its primary country of incorporation? Yes  No

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

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

### 8.1 Organisation's classification under FATCA

It is mandatory to classify yourself in this section. For guidance please refer to the Legal Entities Tax Residency Classification for FATCA and CRS document, available at [www.sanlaminvestments.com](http://www.sanlaminvestments.com). Alternatively, speak to your tax adviser.

**If your organisation is a Financial Institution, please specify which type:**

- Participating Foreign Financial Institution (in a non-IGA jurisdiction)
- Non-Participating Foreign Financial Institution (in a non-IGA jurisdiction)
- Financial Institution resident in the USA or in a US Territory
- Exempt Beneficial Owner (this includes a South African registered retirement scheme, a South African Governmental Organisation or an International Organisation)
- Deemed Compliant Foreign Financial Institution (this includes Non Profit Organisations and Financial Institutions with a Local Client Base)

If you are a financial institution that has obtained a Global Intermediary Identification Number (GIIN).

Please supply GIIN number: \_\_\_\_\_

**If your organisation is not a Financial Institution, please specify below :**

- Active Non-Financial Foreign Entity
- Passive Non-Financial Foreign Entity (*Please complete Form C for Controlling Persons*)

**Please select an option if your organisation is a US tax resident and not a Specified US person:**

- Corporation regularly trading on a recognised stock exchange
- Any corporation that is a member of the same expanded affiliated group as a regularly traded corporation on a recognised stock exchange
- A US agency

- Any bank as defined in section 581 of the U.S. Internal Revenue Code
- A retirement plan under section 7701(a)(37), or exempt organization under section 501(a) of the U.S. Internal Revenue Code
- OR any other exclusions

**8.2 Organisation’s classification under Common Reporting Standard (CRS)**

**Please select one with reference to the primary country of residence:**

- Financial Institution under CRS (this includes all Non Reporting Financial Institutions for example a pension scheme, government entity and international organisation.)
- An investment entity located in a Non-Participating Jurisdiction and managed by another Financial Institution (If this box is ticked, please also complete Form C for Controlling Persons (natural persons only) in respect of any Controlling Persons).
- Active Non-Financial Entity, which frequently trades on an established securities market or associated with, an established securities market or a corporation which is a related entity of such a corporation.
- Active Non-Financial Entity - a Government Entity, a Central Bank or an International Organisation.
- Active Non-Financial Entity, other than those listed above (for example a start-up NFE or a Non-profit Organisation).
- Passive Non-financial entity (*Please complete Form C for Controlling Persons*)

**9. Investor declaration**

By signing this application form I agree that I have read and understand the application form and related terms and conditions.

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

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

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

\* Authorised signatory/(ies) acting on behalf of the investor  
 \* Please refer to *Form C* and *FIA Requirements* for additional information / documentation required.

Initial \_\_\_\_\_

## Form A Appoint a financial adviser / broker

Complete and submit this section with your investment application form if you received advice from a financial adviser

### Important information

Only one financial adviser is applicable per investor code.  
All fees are explained in the MDD's (Fund Fact Sheets)

#### Initial advice fee

Maximum amounts payable as an initial advice fee are explained in the MDD's (Fund Fact Sheets).  
Initial advice fees are applied to each contribution and deducted before the investment is made on your Client Account.

### Financial adviser details

I wish to appoint the following financial adviser as the preferred adviser on all my Sanlam Allianz Unit Trusts

Accounts. Adviser / Broker code \_\_\_\_\_

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

### Fee instruction

I agree to pay the following initial advice fee (including VAT).

Unit Trust Fund Name	Initial Advice Fee %

- If you do not fill in any fees, it will default to 0%.
- If you have selected a fee greater than that of the fund's maximum, the fee will default to the fund's maximum.
- Any fees indicated on this form will be applied to all future transactions.

Signature of investor \_\_\_\_\_ Date \_\_\_\_\_ (ddmmccyy)

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

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

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

Initial \_\_\_\_\_

## Sanlam Allianz financial adviser / broker declaration

### Sanlam Allianz financial adviser:

#### FIA declaration

I confirm that I have ascertained and verified the identity of this investor as required by the *Financial Intelligence Act as Amended (FIA)*. I have seen the original (or certified copies of the original) FIA verification documents. (See FIA requirements). Copies of these documents are attached.

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Signature of Sanlam Allianz financial adviser

### Broker:

#### FIA declaration

I confirm that I have ascertained and verified the identity of this investor as required by the *Financial Intelligence Act as Amended (FIA)*. I have seen the original (or certified copies of the original) FIA verification documents (See FIA requirements). Copies of these documents are attached.

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Signature of broker

## Form B

### Authorisation from bank account holder (third party payer)

Complete and submit this section if the payment is from a third party's bank account

**Individuals**

- Copy of the third party's identity document.

**Non-individuals**

- A letter from the legal entity stating the list of authorised signatories.
- Copies of the verification documents in order for us to verify the legal entity.
- Proof of address
- Proof of banking details (copy of a bank statement, not older than 3 months) that includes a bank logo and/or date stamp.

#### Third Party information - If Payer is an Individual:

Title \_\_\_\_\_ Full name(s) \_\_\_\_\_ Gender \_\_\_\_\_

Surnames(s) \_\_\_\_\_ Previous names (if any) \_\_\_\_\_

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

Identification number \_\_\_\_\_ Nationality \_\_\_\_\_

Passport number \_\_\_\_\_ Passport country of issue \_\_\_\_\_

Passport expiry date \_\_\_\_\_ (ddmmccyy) Social Security Number (if US Citizen) \_\_\_\_\_

Occupation  Minor/Scholar  Retired  Salaried employee

Self- Employed  Student  Unemployed

#### Industry Type

<input type="checkbox"/> Accounting Services	<input type="checkbox"/> Administrative and Support Services	<input type="checkbox"/> Adult Entertainment
<input type="checkbox"/> Aerospace & Defense	<input type="checkbox"/> Agriculture, Forestry and Fishing	<input type="checkbox"/> Arms Dealers
<input type="checkbox"/> Arts, Entertainment and Recreation	<input type="checkbox"/> Automobiles & Parts	<input type="checkbox"/> Banks
<input type="checkbox"/> Beverages	<input type="checkbox"/> Broadcasting and Entertainment	<input type="checkbox"/> Cannabis/CBD Industry
<input type="checkbox"/> Cash Aggregators	<input type="checkbox"/> Chemical Engineering/ Manufacturing	<input type="checkbox"/> Community and Social Activities
<input type="checkbox"/> Construction and Civil Engineering	<input type="checkbox"/> Consumer Goods: Wholesale and Retail	<input type="checkbox"/> Domestic Services/Gardening Services
<input type="checkbox"/> Education	<input type="checkbox"/> Electricity, Solar, Water, Gas and Waste Services	<input type="checkbox"/> Electronic & Electrical Equipment
<input type="checkbox"/> Entrepreneurship	<input type="checkbox"/> Equity Investment Instruments	<input type="checkbox"/> Estate, Living and Family Trusts
<input type="checkbox"/> Extractive Services, Mining and Quarrying	<input type="checkbox"/> Financial and Insurance	<input type="checkbox"/> Food Producers

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Gambling   | <input type="checkbox"/> Government Services  | <input type="checkbox"/> Healthcare and Medical                   |
| <input type="checkbox"/> High Transaction Volume Import/Export Companies    | <input type="checkbox"/> High Value Goods Dealers (Including Motor Vehicle Dealers, Art Dealers, Luxury Goods/Services Etc) | <input type="checkbox"/> Household Goods & Construction Materials |
| <input type="checkbox"/> Industrial Engineering                             | <input type="checkbox"/> Industrial Metals  | <input type="checkbox"/> Informal Trading                         |
| <input type="checkbox"/> Information Technology, Communication and Telecoms | <input type="checkbox"/> Legal Practitioner   | <input type="checkbox"/> Manufacturing                            |
| <input type="checkbox"/> Media  | <input type="checkbox"/> Money Transfer/Service Business  | <input type="checkbox"/> Motor Wholesale, Retail Trade and Repair |
| <input type="checkbox"/> Non-Equity Investment Instruments                  | <input type="checkbox"/> Non-Profit Organisation/Regulated Charity  | <input type="checkbox"/> Non-Government Organisation (NGO)        |
| <input type="checkbox"/> Oil & Gas Producers/Suppliers                      | <input type="checkbox"/> Pawn Brokers/Second Hand Dealers   | <input type="checkbox"/> Pharmaceutical & Biotechnology           |
| <input type="checkbox"/> Precious Metals and Stone Dealers                  | <input type="checkbox"/> Professional Sport   | <input type="checkbox"/> Public Finance Management Art Schedule   |
| <input type="checkbox"/> Real Estate and Property Services                  | <input type="checkbox"/> Reinsurance  | <input type="checkbox"/> Scrap Metal Industry                     |
| <input type="checkbox"/> Shell Banking                                      | <input type="checkbox"/> State Owned Enterprises  | <input type="checkbox"/> Tobacco                                  |
| <input type="checkbox"/> Transport, Storage, Courier and Freight            | <input type="checkbox"/> Travel, Tourism, Accommodation and Food Services   | <input type="checkbox"/> Virtual Currencies                       |

### Source of Income

Please specify where you earn your income from:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Allowance                                | <input type="checkbox"/> Bonus                | <input type="checkbox"/> Bursary                        |
| <input type="checkbox"/> Business Operating Income                | <input type="checkbox"/> Commission           | <input type="checkbox"/> Company profits                |
| <input type="checkbox"/> Company sale/sale of interest in company | <input type="checkbox"/> Debt capital         | <input type="checkbox"/> Disability/Social grant        |
| <input type="checkbox"/> Dividends from investments               | <input type="checkbox"/> Divorce Settlement   | <input type="checkbox"/> Equity capital                 |
| <input type="checkbox"/> Gambling winnings                        | <input type="checkbox"/> Gift/Donation        | <input type="checkbox"/> Gratuity                       |
| <input type="checkbox"/> Income from previous employment          | <input type="checkbox"/> Inheritance          | <input type="checkbox"/> Loan                           |
| <input type="checkbox"/> Lobola                                   | <input type="checkbox"/> Lottery winnings     | <input type="checkbox"/> Maintenance (formal agreement) |
| <input type="checkbox"/> Maintenance (informal agreement)         | <input type="checkbox"/> Maturing investments | <input type="checkbox"/> Pension                        |

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Provident fund   | <input type="checkbox"/> Rental of property             | <input type="checkbox"/> Retirement funds |
| <input type="checkbox"/> Salary           | <input type="checkbox"/> Sale asset/property            | <input type="checkbox"/> Sale of Shares   |
| <input type="checkbox"/> Sanlam payout    | <input type="checkbox"/> Savings                        | <input type="checkbox"/> Settlement       |
| <input type="checkbox"/> Tax Rebate       | <input type="checkbox"/> Transfer to/from approved fund | <input type="checkbox"/> Trust Income     |
| <input type="checkbox"/> Virtual Currency |   |   |

Employer \_\_\_\_\_

Net amount of monthly income/salary (N\$) \_\_\_\_\_ Other investments or policies held at Sanlam Allianz \_\_\_\_\_

\_\_\_\_\_ Business activities (if any) \_\_\_\_\_

\_\_\_\_\_ Location of business activities (if any) \_\_\_\_\_

Residential address in Namibia (no, street name, city/town, country) \_\_\_\_\_

Residential address in country of domicile (if not residing in Namibia) \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

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

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

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

### Source of Funds

Please specify the source of funds for this investment:

<input type="checkbox"/> Allowance	<input type="checkbox"/> Bonus	<input type="checkbox"/> Bursary
<input type="checkbox"/> Business Operating Income	<input type="checkbox"/> Commission	<input type="checkbox"/> Company profits
<input type="checkbox"/> Company sale/sale of interest in company	<input type="checkbox"/> Debt capital	<input type="checkbox"/> Disability/Social grant
<input type="checkbox"/> Dividends from investments	<input type="checkbox"/> Divorce Settlement	<input type="checkbox"/> Equity capital
<input type="checkbox"/> Gambling winnings	<input type="checkbox"/> Gift/Donation	<input type="checkbox"/> Gratuity
<input type="checkbox"/> Income from previous employment	<input type="checkbox"/> Inheritance	<input type="checkbox"/> Loan
<input type="checkbox"/> Lobola	<input type="checkbox"/> Lottery winnings	<input type="checkbox"/> Maintenance (formal agreement)
<input type="checkbox"/> Maintenance (informal agreement)	<input type="checkbox"/> Maturing investments	<input type="checkbox"/> Pension
<input type="checkbox"/> Provident fund	<input type="checkbox"/> Rental of property	<input type="checkbox"/> Retirement funds
<input type="checkbox"/> Salary	<input type="checkbox"/> Sale asset/property	<input type="checkbox"/> Sale of Shares
<input type="checkbox"/> Sanlam payout	<input type="checkbox"/> Savings	<input type="checkbox"/> Settlement
<input type="checkbox"/> Tax Rebate	<input type="checkbox"/> Transfer to/from approved fund	<input type="checkbox"/> Trust Income
<input type="checkbox"/> Virtual Currency		

### Third Party banking details

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

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

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

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

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

Type of account    Current     Savings

I instruct and authorise Sanlam Allianz or its agents to draw direct debits against my bank account as per the instruction in section 3 and 5.

Signature of bank account holder \_\_\_\_\_ Date \_\_\_\_\_ (ddmmccyy)

### Third Party information - If Payer is a Non-Individual:

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

Trading name in country of incorporation: \_\_\_\_\_

Trading name in Namibia: \_\_\_\_\_

Registration number: (if any) \_\_\_\_\_

Registered address in country of incorporation: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Operating address in Namibia: \_\_\_\_\_

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

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

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

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

#### Industry Type

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Accounting Services                                | <input type="checkbox"/> Administrative and Support Services  | <input type="checkbox"/> Adult Entertainment                           |
| <input type="checkbox"/> Aerospace & Defense                                | <input type="checkbox"/> Agriculture, Forestry and Fishing  | <input type="checkbox"/> Arms Dealers                                  |
| <input type="checkbox"/> Arts, Entertainment and Recreation                 | <input type="checkbox"/> Automobiles & Parts  | <input type="checkbox"/> Banks   |
| <input type="checkbox"/> Beverages  | <input type="checkbox"/> Broadcasting and Entertainment   | <input type="checkbox"/> Cannabis/CBD Industry                         |
| <input type="checkbox"/> Cash Aggregators                                   | <input type="checkbox"/> Chemical Engineering/ Manufacturing  | <input type="checkbox"/> Community and Social Activities               |
| <input type="checkbox"/> Construction and Civil Engineering                 | <input type="checkbox"/> Consumer Goods: Wholesale and Retail   | <input type="checkbox"/> Domestic Services/Gardening Services          |
| <input type="checkbox"/> Education  | <input type="checkbox"/> Electricity, Solar, Water, Gas and Waste Services  | <input type="checkbox"/> Electronic & Electrical Equipment             |
| <input type="checkbox"/> Entrepreneurship                                   | <input type="checkbox"/> Equity Investment Instruments  | <input type="checkbox"/> Estate, Living and Family Trusts              |
| <input type="checkbox"/> Extractive Services, Mining and Quarrying          | <input type="checkbox"/> Financial and Insurance  | <input type="checkbox"/> Food Producers                                |
| <input type="checkbox"/> Gambling   | <input type="checkbox"/> Government Services  | <input type="checkbox"/> Healthcare and Medical                        |
| <input type="checkbox"/> High Transaction Volume Import/Export Companies    | <input type="checkbox"/> High Value Goods Dealers (Including Motor Vehicle Dealers, Art Dealers, Luxury Goods/Services Etc) | <input type="checkbox"/> Household Goods & Home Construction Materials |
| <input type="checkbox"/> Industrial Engineering                             | <input type="checkbox"/> Industrial Metals  | <input type="checkbox"/> Informal Trading                              |
| <input type="checkbox"/> Information Technology, Communication and Telecoms | <input type="checkbox"/> Legal Practitioner   | <input type="checkbox"/> Manufacturing                                 |
| <input type="checkbox"/> Media  | <input type="checkbox"/> Money Transfer/Service Business  | <input type="checkbox"/> Motor Wholesale, Retail Trade and             |

### Source of Income

Please specify where you earn your income from:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Business Operating Income                | <input type="checkbox"/> Commission        | <input type="checkbox"/> Company profits      |
| <input type="checkbox"/> Company sale/sale of interest in company | <input type="checkbox"/> Cryptocurrency    | <input type="checkbox"/> Debt capital         |
| <input type="checkbox"/> Dividends from investments               | <input type="checkbox"/> Equity capital    | <input type="checkbox"/> Employee benefits    |
| <input type="checkbox"/> Gift/Donation                            | <input type="checkbox"/> Inheritance       | <input type="checkbox"/> Maturing Investments |
| <input type="checkbox"/> Member Contributions                     | <input type="checkbox"/> Pension           | <input type="checkbox"/> Provident fund       |
| <input type="checkbox"/> Rental of Property                       | <input type="checkbox"/> Retained Earnings | <input type="checkbox"/> Retirement funds     |
| <input type="checkbox"/> Sale asset/property                      | <input type="checkbox"/> Sale of Shares    | <input type="checkbox"/> Sanlam payout        |
| <input type="checkbox"/> Savings                                  | <input type="checkbox"/> Settlement        | <input type="checkbox"/> Tax Rebate           |
| <input type="checkbox"/> Transfer to/from approved funds          | <input type="checkbox"/> Trust income      |   |

### Source of funds

Please specify where the funds for this investment come from.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Business Operating Income                | <input type="checkbox"/> Commission        | <input type="checkbox"/> Company profits      |
| <input type="checkbox"/> Company sale/sale of interest in company | <input type="checkbox"/> Cryptocurrency    | <input type="checkbox"/> Debt capital         |
| <input type="checkbox"/> Dividends from investments               | <input type="checkbox"/> Equity capital    | <input type="checkbox"/> Employee benefits    |
| <input type="checkbox"/> Gift/Donation                            | <input type="checkbox"/> Inheritance       | <input type="checkbox"/> Maturing Investments |
| <input type="checkbox"/> Member Contributions                     | <input type="checkbox"/> Pension           | <input type="checkbox"/> Provident fund       |
| <input type="checkbox"/> Rental of Property                       | <input type="checkbox"/> Retained Earnings | <input type="checkbox"/> Retirement funds     |
| <input type="checkbox"/> Sale asset/property                      | <input type="checkbox"/> Sale of Shares    | <input type="checkbox"/> Sanlam payout        |
| <input type="checkbox"/> Savings                                  | <input type="checkbox"/> Settlement        | <input type="checkbox"/> Tax Rebate           |
| <input type="checkbox"/> Transfer to/from approved funds          | <input type="checkbox"/> Trust income      |   |

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### Third Party banking details

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

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

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

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

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

Type of account      Current       Savings

I/we instruct and authorise Sanlam Allianz or its agents to draw direct debits against my bank account as per the instruction in section 3 and 5.

Authorised Signature on bank account \_\_\_\_\_ Date \_\_\_\_\_ (ddmmccyy)

## Form C Additional information required for FIA

### Important information

- This form must be completed by each authorised signatory, each person acting on behalf of the investor and all the controlling persons (for example, directors, shareholders, trustees and other people who have controlling rights over the legal entity).
- Each person is required to complete the sections below. In the event that more than one person is authorised to act on behalf of the investor, copies of this section can be made as required and must accompany the fully completed application form.
- The information required is mandatory to meet legislative requirements and therefore the application will not be processed without receiving the additional information for each applicable party.

**1. Each of the following persons acting on behalf of the investor/entity is required to complete this form, on behalf of a: (refer to FIA requirements):**

**1.1 Listed Company:**

- Each Representative

**1.3 Unlisted Company**

- Each Representative;
- Each Principle Owner (majority shareholder);
- Each Executive Manager (executive director);
- Each Chief Executive Officer (managing director); and
- Beneficial Owner – Natural Person.

**1.5 Partnership:**

- Each Representative;
- Each Partner (including Silent Partner and Partner *en commandite*); and
- Beneficial Owner – Natural Person.

**1.7 Association / Other Entity:**

- Each Representative; and
- Beneficial Owner – Natural Person.

**1.2 State-Owned Enterprise:**

- Each Representative

**1.4 Close Corporation:**

- Each Representative;
- Each Principle Owner (majority shareholder);
- Each Member;
- Each Executive Manager (executive director); and
- Beneficial Owner – Natural Person.

**1.6 Trust:**

- Each Representative;
- Each Trustee;
- Each Founder (if applicable);
- Each Beneficiary; and
- Beneficial Owner – Natural Person.

Title \_\_\_\_\_ Type of Entity \_\_\_\_\_ Other (please specify) \_\_\_\_\_

Capacity (e.g. representative) \_\_\_\_\_

Full names of person / Trading name of entity \_\_\_\_\_

Surnames of person / Registered name of entity \_\_\_\_\_

Previous names of person (if any) / Principle activities of entity \_\_\_\_\_

Nationality of person / Country of incorporation of entity \_\_\_\_\_

ID number / Passport number of person / Registration number of entity (if any) \_\_\_\_\_

Social Security Number (if US Citizen) \_\_\_\_\_

Residential address of person / Operating address of entity \_\_\_\_\_

Postal Code \_\_\_\_\_

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

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


Occupation  Minor/Scholar       Retired       Salaried employee

      Student       Unemployed

Employer \_\_\_\_\_

## Tax status

We require this information in order to fulfil our obligations to the American Inland Revenue Service "IRS" in terms of FATCA (Foreign Account Tax Compliance Act) which provides for the exchange of information relating to tax residency.

Is Namibia your primary country of tax residence Yes  No   
 Are you registered to pay tax in Namibia Yes  No

If yes, please provide your Namibia Tax Identification Number (or reason why one has not been issued)

Are you a citizen or a tax resident of the United States of America Yes  No

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

If yes, please provide your Tax Identification Number for each country (or reason why one has not been issued)

Country/Countries of tax residence	Tax Identification Number

OR

Reason Tax Number not Applicable

## Declaration and signature

### I / We confirm that I / we:

- have read and understood the important notes, terms and conditions in Annexure A.
- have the authority and am legally competent to enter into and conclude this transaction, with the necessary legal assistance when it is required.
- Am / are aware that the legal guardian must sign the instruction on behalf of a minor (if applicable).

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

\*Authorised signatory acting on behalf of the investor (e.g. representative)

Initial \_\_\_\_\_

## FIA requirements Non-Individual Legal Entities

Before we can enter into a transaction with you, the Financial Intelligence Centre Act (FIA) requires that we verify both the identity of the Legal Entity in whose name the Unit Trust Investment will be opened, as well as the identities of all beneficial owners, controlling persons and authorised signatories associated with the Legal Entity. We also require certain information from the legal entity and its beneficial owners, controlling persons and authorized signatories to establish residency, citizenship, countries of incorporation and/or operation and tax in order to perform regulatory reporting.

**This Document should not be returned with your investment instruction form**

### 1. Individuals

#### Natural Person: (Namibia & Foreign)

**Attach:**

- Identity Card (both sides);
- Valid Passport;
- Valid Namibian Permanent Residence Permit.

### 2. Representative

**Attach:**

- Identity Card (both sides);
- Valid Passport;

**Valid Namibian Permanent Residence Permit.Attach:**

- Court Order;
- Power of Attorney;Letter of Authority;
- Letter of Executorship/Administration; or
- Resolution / Extract of minutes of meeting signed by:
  - *Board of directors of Company;*
  - *Members of Close Corporation;*
  - *Partners of Partnership;*
  - *Trustees of Trust; or*
  - *Members of an Association / Entity.*

### 3. Legal Entities

#### 3.1 Companies:

- **Listed Companies (Namibian & Foreign):**

**Attach:**

- Internet verification of the relevant Stock Exchange;
- Confirmation of listing from the Namibian Stock Exchange;
- Bloomberg / Reuters extract; **or**
- Annual Report.
- Any document indicating the operating address; and
- Resolution signed by all the members of the board of directors / Extract of minutes of the board of directors' meeting, providing authority= to the representative(s).

- **Public Enterprise / State-Owned Enterprise / State owned company (Namibian & Foreign):**

**Attach:**

- Defined as a "public enterprise"<sup>1</sup> in the Namibian *Public Enterprises Governance Act 2/2006*;
- Listed as a "state-owned enterprise" in *Schedule 1* of the Namibian *Public Enterprises Governance Act 2/2006*; **or**
- Defined as a "state-owned company"<sup>3</sup> in the Namibian *Public Enterprises Governance Act 2/2006*.
- Any document indicating the operating address; **and**
- Resolution signed by all the members of the board of directors / Extract of minutes of the board of directors' meeting, providing=authority to the representative(s).

## • Unlisted Companies:

### Attach:

- Certificate of Incorporation (CM1/CM3); **or**
- Certificate of Name Change (CM9) [if applicable];
- Certificate to Commence Business (CM46);  
Memorandum of Association (CM2/CM4);
- Articles of Association (CM44);
- Income Tax Registration Certificate - Receiver of Revenue;
- VAT Registration Certificate - Receiver of Revenue 9 (if any);
- Any document indicating the operating address;
- Register of Directors, Auditors, Officers (CM29);
- Register of Shareholders; and
- Resolution signed by all the members of the board of directors / Extract of minutes of board of directors' meeting, providing authority to the representative(s).

### • Beneficial Owner (Natural Person who owns / controls 20% or more, of the shares or voting rights in the company):

#### Attach:

- Identity Card (both sides);
- Valid Passport;

#### Valid Namibian Permanent Residence Permit. Attach:

- Founding Statement (CC1); **or**
- Amended Founding Statement (CC2) [if applicable];
- Certificate of Incorporation;
- Income Tax Registration Certificate – Receiver of Revenue;
- VAT Registration Certificate - Receiver of Revenue (if any);
- Any document indicating the operating address; and
- Resolution signed by all the members / Extract of minutes of members' meeting, providing authority to the representative(s).

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### • Beneficial Owner (Natural Person who owns / controls 20% or more, of the membership interest or voting rights in the close corporation):

#### Attach:

- Identity Card (both sides);
- Valid Passport;
- Valid Namibian Permanent Residence Permit.

## 3.2 Partnership

### Attach:

- Partnership Agreement;
- Registration Certificate (if any);
- Document indicating the operating address; and
- Resolution signed by all the partners / Extract of minutes of partnership meeting, providing authority to the representative(s).

### • Beneficial Owner (Natural Person who owns / controls 20% or more, of the partnership assets or voting rights in the partnership):

#### Attach:

- Identity Card (both sides);
- Valid Passport;
- Valid Namibian Permanent Residence Permit.

### 3.3 Inter Vivos Trust and Testamentary Trust

*(Inter Vivos Trust also referred to as a Living Trust – is established while the founder, who sponsors this trust, is still alive. The Instrument in this instance is a Trust Deed. Testamentary Trust also referred to as a Will Trust – is established upon the death Or founder, who sponsors this trust. The Trust Instrument in this instance is a Last Will & Testament (alternatively a Trust De part of a Last Will & Testament).*

**Attach:**

- Trust Deed (*Inter Vivos* Trust only); or
  - Last Will & Testament (Testamentary Trust);
  - Registration Certificate (issued by Master of the High Court or similar authority in other country); and
  - Resolution signed by all the trustees / Extract of minutes of trustee meeting, providing authority to the representative(s).
- **Beneficial Owner (Natural Person who owns / controls 20% or more, of the trust assets or voting rights in the trust):**

**Attach:**

- Identity Card (both sides);
- Valid Passport;
- Valid Namibian Permanent Residence Permit.

### 3.4 Association / Other Entities (Namibian & Foreign)

**Attach:**

- Constitution / Founding Document;
  - Registration Certificate (if any);
  - Any document indicating the operating address; and
  - Resolution signed by all the trustees / Extract of minutes of trustee meeting, providing authority to the representative(s).
- **Beneficial Owner (Natural Person who owns / controls 20% or more, of the membership interest or voting rights in the association/entity):**

**Attach:**

- Identity Card (both sides);
- Valid Passport;
- Valid Namibian Permanent Residence Permit.

## Terms and Conditions

These terms and conditions apply to your investment with us. It is your responsibility to make sure that you understand them. If there is anything that is not clear, please contact our Client Contact Centre at 061 294 7417 before you apply for the investment.

**This Document should not be returned with your investment instruction form**

### Your contract with us

You contract with us is made up of:

1. The signed Application form
2. These terms and conditions
3. The Deed of the Scheme. We will send you a copy of the deed on request

In addition, the rates of fees and minimum investment amounts as set out on the MDD form an integral part of your agreement with us. The MDD also contains other important information that applies to your Investment.

### 1. Agreement

By signing the Application form, you confirm that:

1. You have the authority and legal competence to enter into this transaction.
2. You confirm that you have received legal and financial advice where required.
3. You have read and understood the contents of this application form and annexures and agree to its terms and conditions.
4. You understand that the Deed applies to this investment.
5. The information you have given about your country of citizenship and country of tax residence is correct.
6. The money you invest comes from a legitimate source. You agree to answer any questions on the source of money you use for this investment and give extra information, where necessary. (This is required by the Prevention of Organised Crime Act (No 29 of 2004).
7. You are aware of and consent to all costs and charges relating to this investment.
8. You understand that there is no guarantee with regards to the capital investment.
9. You are familiar with the content and you understand the relevant minimum disclosure documents.
10. You understand that it is your obligation to familiarise yourself with and accept the risks associated with this investment.
11. You accept full responsibility for informing Sanlam of any changes in your personal information (e.g. change of address, change of surname and contact details).

### 2. About this investment

#### About unit trusts

Unit trusts are investments where your money is pooled with money of other investors to buy a collection of assets together. The collection of assets (known as a portfolio) could include shares, bonds, property and cash. The portfolio is divided into many equal units and each investor receives a number of units for the amount they invested. We have established a scheme whereby we can administer multiple portfolios or funds, each having their own investment objective.

The Deed sets out the rules for how we manage the scheme and each fund. Unit trusts are generally medium to long term investments. Sanlam Allianz Namibia Trust Managers Limited is the authorised manager of the Scheme (including all funds under the Scheme). The Sanlam Group is a full member of the Association of Savings and Investment South Africa.

We take full legal responsibility for co-branded portfolios, which are funds where we establish and administer the fund, while the management of the assets of the fund and the marketing of the fund is done by the fund manager.

We appoint fund managers to manage the investments of each fund in terms of a mandate which give them the authority to do so. The fund managers are authorised financial services providers in terms of the Financial Advisory and Intermediary Services Act, 2002. The details of the fund manager of a particular fund are set out on the MDD of that fund.

Standard Bank of Namibia is the appointed trustee of the Scheme in terms of the Deed. The trustee supervises our administration of the Scheme and also holds all the assets of the funds in safe custody.

#### You decide about the suitability of this investment for your needs

By investing in the Sanlam Allianz unit trusts, you confirm that:

1. You accept the risks associated with this investment.
2. We didn't give you any financial or investment advice about the investment.
3. You have taken care to consider whether this investment is suitable for your own needs, personal investment objectives and financial situation.

### **The importance of the minimum disclosure documents (fund fact sheets)**

The minimum disclosure documents (MDDs) are documents that explain the nature and performance of the funds you invest in, as well as the applicable risk profile. They also set out the fees, charges and maximum commissions relevant to each fund. You can find the relevant minimum disclosure documents on our website at [www.sanlam.com.na](http://www.sanlam.com.na) or you can call us on 061 294 7417.

**By signing this Application Form, you declare that you understand the minimum disclosure documents that are relevant to the funds you choose.**

### **Your investment can go up or down**

1. The value of units (known as participatory interests) may go up or down.
2. Past performance is not necessarily an indication of future performance.
3. The capital value and investment returns of your portfolio may go up or down. **We do not provide any guarantees about the capital or the returns of a portfolio.**
4. Portfolios that invest in international investments or investments in foreign securities may carry extra risks and there may be limited market information.

### **How we calculate the unit prices**

1. We calculate unit trust prices on a net-asset value basis as set out in the Deed. (The net-asset value is the total value of all assets in the portfolio, including any income that has accrued, minus any allowable deductions from the portfolio, divided by the number of units in the portfolio.) We calculate the price daily and every buy and sell of units will take place at the price that was calculated for that day ("the ruling price").
2. Unit trusts are traded at ruling prices using forward pricing. (Forward pricing means that the price used for buy and sell orders of units is the next net-asset value or forward price. That means that the unit price that will be used for a transaction is not known at the time that the instruction is given.)
3. The price of units may go up or down according to the value of the underlying assets in the relevant portfolio. This excludes the money-market funds.
4. For money market funds, the price of each unit is aimed at a constant value. This means that all returns are provided in the form of a distribution and that a change in the capital value will be an exception and only due to abnormal losses.

### **About managing the fund**

1. We may borrow money in an amount up to 10% of the portfolio's market value, but only when assets cannot be realised to repurchase or cancel participatory interests.
2. We are allowed to lend the securities of a fund to other parties subject to the requirements of the Deed. This is called scrip lending and is a common practice in financial markets where a party borrows a security that it does not have at a particular point in time for a particular purpose. The party lending the security (which will be us in this instance) earns a lending fee. We will only allow a fund manager to lend securities of a fund if the fund manager can earn an income for the fund without unduly increasing the risk of the fund by doing so. We are not allowed to borrow securities.
3. We have the right to close any portfolios for new investors at any time to manage them more efficiently in accordance with their mandates.

### **About income payments**

We distribute all the net income and dividends earned on the underlying investments of a fund to investors. Each investor is entitled to a distribution proportionate to the amount of units they hold in the fund. You can choose to receive your distribution as a cash payment or we can reinvest it on your behalf. If you choose reinvestment, we will purchase more units for you. The reinvestment amounts will have the same value as you would have received had you chosen a cash payment.

Funds can distribute on a monthly, quarterly or bi-annual basis as per the supplemental deed of that fund. You can check the distribution frequency of the funds you have chosen on the MDD. You will receive your distribution payment or reinvestment [within a month] of the date on which the distribution was calculated and declared.

We will pay income payments to your bank account only if the investment transaction (for example, debit orders or deposits) that was used to buy units has been cleared by the bank by the income payment date. If the investment transaction has not cleared, we will reinvest income payments.

### **You can make changes to your investment**

You can make changes to your investment as your personal circumstances change. You can change your fund choices, sell some or all of your units, and make extra payments into your investment. As changes to your investment could impact your original investment goals, please speak to your financial adviser or broker.

More information about this investment, including brochures, application forms and annual or quarterly reports are available. Please contact our Client Contact Centre.

### 3. Giving us instructions

#### Who can give instructions

We can only accept instructions from and give information to the following people:

- the investor. This is the person who is registered with us as the investor, even if the payer is someone else. We will register the person whose name is completed as the investor on the signed application form as the investor. If the investor is a child, we will give information to the child's parent(s) or guardian(s).
- the authorised signatory (in the case of an investor that is not an individual).
- your duly appointed agent (as per an acceptable power of attorney, to be provided to us)
- another authorised person (such as a curator, executor of a deceased estate or the trustee/liquidator of an insolvent person)
- the appointed financial adviser (if applicable)
- Any regulatory bodies, as required by law

#### A note on accounts for minors

A child under the age of 18 is a minor in Namibian law which means that they do not have full capacity to conclude transactions. A minor must therefore be represented by one of their parents or guardians in all matters with us.

A child may have one or more than one guardian in which case both guardians have equal rights and responsibilities in respect of the child's account with us. We will only act on instructions from a parent/guardian if they provide us with the necessary documentation required by FIA (Financial Intelligence Act).

If you are not the minor investor's parent or guardian but wish to open an account on their behalf and/or contribute to their investment, you need to ensure that the account is opened by a parent or guardian.

Once a child turns 18 years old, the child will attain full capacity and the parent(s)/guardian(s) will no longer have any rights to the account. The investor (after 18 years of age) can then deal with their account as they deem fit and we are under an obligation to identify and verify their information under FIA. We will request assistance from the parent/guardian that opened the account or who had authority until the investor's 18<sup>th</sup> birthday to act on the account to ensure that the investor is given control to their account.

#### Make sure instructions are clear and complete

An instruction must be **complete**. To be complete, you must:

1. Use the correct form for the transaction. (Forms can be obtained from [www.sanlam.com.na](http://www.sanlam.com.na) )
2. Complete the form and sign wherever relevant.
3. Check that the instructions are clear.
4. Attach any supporting documents we ask for.

Once we have received the complete instruction, we can process it. Processing does not mean finalising a transaction but rather going

through all the steps required to give effect to it. This may take a few hours or a few days depending on the type of transaction.

If an instruction is not complete, processing will be delayed.

#### The price of units for the transaction

We price your transaction using the ruling price of the fund for the day the transaction is processed. If we receive your complete instruction before the cut-off time, the transaction will be processed at the price calculated that day. If we receive your complete instruction after the cut-off time, your instruction will stand over to the next day and you will receive the next day's price. The day on which we receive all of the required information that will make your instruction complete will be the day on which your instruction is regarded as complete. Any loss caused by a delay in processing due to incomplete information will be for your account.

#### Check the cut-off times

There are cut-off times for giving us instructions to perform transactions for you. These are:

- 13:00 for money market funds and
- 15:00 for all other funds.

#### Check the applicable minimum investment amounts.

Minimum amounts apply for certain instructions or funds. These minimum amounts are set out on the MDD and/or our website from time to time. You also have to maintain a prescribed minimum balance in your investment account. We will publish this minimum amount on our website.

You undertake that you will periodically increase your contributions to keep up with the minimums. You will also ensure that your account balance remains within these minimums. You will ensure that your balances do not fall below the minimums due to a switch or a disinvestment. We reserve the right to require you to switch or disinvest your entire holding in a fund or the balance of your account if the balance remaining would fall below the prescribed minimums.

## When you won't receive interest

We don't pay interest in any of the following circumstances:

- money is deposited for investment in a fund after the cut-off time
- money is deposited on a non-business day (that is, public holidays, Saturdays and Sundays). If a debit order collection date falls
- on a non-business day, we will collect it on next business day.
- the deposit is made to the wrong account
- the instruction is not complete (see above for complete instructions).

## Ring-fencing large withdrawals

We have the right to ring-fence when we receive sell orders from investors that are more than a defined threshold (Notice 573 of CISCAs applies). A large withdrawal from the fund may result in the fund manager having to sell some of the underlying investments of the fund to come up with the cash needed to settle the sell order of the investors. Ring-fencing means separating assets and delaying the sale of units. We do this so that we are not forced to sell the underlying investments at a price that could have a negative impact on other investors. If your sell instruction is affected by such a ring-fencing, we will contact you to discuss the process.

## You may not trade your units in a manner prejudicial to other investors

Certain practices may have a prejudicial effect on other investors in a fund. We may monitor your account for patterns of trading and transaction sizes for practices such as market timing, which is an arbitrage method where an investor systematically purchases and sells units within a short time period taking advantage of imperfections in the determination of the net asset value of funds. These practices are not acceptable as it affects the performance of the funds through an increase in costs or a dilution of profits caused by the increase in trading.

We therefore expressly reserve our rights to reject instructions for switches from an investor where we have reason to believe that the investor is engaging in such practices so as to ensure that we can take the necessary steps to protect the other investors in the funds.

## 4. About your payments received

### You declare the money you invest is from a legitimate source

You declare that the money you invest comes from a legitimate source. You agree to answer any questions on the source of money you use for this investment and give extra information, where necessary.

### We can collect your money by debit order

If we are unable to collect your monthly debit order for any reason, we will reverse the units we bought for that transaction at no cost to you. However, you will be responsible for any bank charges we incur as a result. We will debit your account with the units allocated to you.

If your debit order does not go through on three consecutive occasions, we will automatically cancel the debit order. This means that you will have to complete a new debit order instruction form to reinstate the debit order.

## 5. About fees and costs

### Fees

The following fees apply to this investment. By signing this Application Form, you agree to these fees and confirm that you understand how they impact the value of your investment.

- Financial adviser initial fee (payable to your adviser):

The initial fee is payable upfront. This is deducted from any amount we receive and the net amount is invested in the fund.

- Annual management fees (payable to us):

The annual management fees for each fund you invest in are set out in the relevant minimum disclosure documents. It is calculated every day and deducted from the fund itself in accordance with CISCAs. An annual management fee can have a fixed component (which means that it is charged as a percentage of the fund's value) and a performance-based component. The minimum disclosure document of the fund will set out whether performance fees are charged, and if so, how it is calculated and at what rates.

### Costs carried by the fund

Apart from the annual management fees, the following costs are deducted from the fund in accordance with CISCAs.

- Any charge payable when buying or selling assets of the portfolio such as :
  - brokerage (what brokers on the stock exchange earn for buying and selling securities)
  - securities transfer tax (STT)
  - value added tax (VAT)
- auditor's fees
- bank charges
- trustee and custodian fees
- any other levies and taxes

The costs are thus shared equally by all investors in proportion to the number of units they own. The deduction of the costs decreases the net asset value of the fund. Although you do not pay for the above costs directly like you do with fees, it still impacts the value of your investment.

## **Taxes**

The taxes payable in relation to the underlying investments of a fund may impact the value of your investment and are included in the costs of the fund. (TER - Total Expense Ratio and EAC -Effective Annual Costs - EAC).

## **6. About unclaimed assets**

An unclaimed asset is any unit trust investment where there have been no transactions for ten years. In the case of a deceased estate it is where more than three years have passed since we have received the notice of death. Our policy is to continue reinvesting all income distributions 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. We can recover reasonable administrative costs from the value of the portfolio, which will reduce the investment value.

We stop tracing when the investment value goes below N\$1000 or when the costs of tracing exceed 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 Contact Centre on 061 294 7417.

To prevent your investment becoming an unclaimed asset, it is your responsibility to inform us of any changes in your personal information.

## **7. Using and sharing your personal information**

### **The Sanlam Privacy Statement**

**Your privacy is important. We will use personal information about you, your beneficiaries and dependants only in line with Sanlam Privacy Statement.**

You consent to the processing of your personal information

You consent to the collection and processing of your personal information. If the investor is a minor child, you warrant that you are the competent person to consent on behalf of such child.

We collect personal information about you to offer you the best service and to comply with applicable law. You will either provide the information to us directly (for example in the Application Form) or we may collect the information from other sources.

If you do not consent to us using your personal information, this may cause delays resulting in certain of instructions not being implemented.

### **What we use your personal information for**

We use your personal information to communicate with you, to provide you with services and for other purposes which include administrative, operational, audit, marketing, research, legal, regulatory compliance and record keeping purposes.

We keep relevant documents for a period of five years or more after our business relationship has ended, 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).

You also expressly consent to the processing of your personal information by way of the cross-border flow of information, if required. This will occur where personal information has to be sent to service providers outside of the Republic of South Africa for storage or further processing on our behalf. We will not send your information to another country that does not have similar information protection legislation in place, unless required by contract or if it is in your interest.

### **You give us permission to share your personal information in certain circumstances**

We will not share your personal information outside of the Sanlam Group, its associated groups or agents, without your consent as given on the Application Form.

In order to provide you with an effective service, we may be required to share your information with our administrators or agents who perform certain support or administrative services for us (e.g. mail houses who post your statements on our behalf), 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.

We may also share your personal information with a third party:

- in order to comply with any obligation imposed on us by law;
- to protect your or our legitimate interests;
- in the event that we transfer our business or outsource our business processes.

Your consent includes the processing of your personal information for possible marketing or cross-selling purposes within the Sanlam Group, if you have indicated your consent in this regard on the Application Form.

### **Protecting your personal information**

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. We will keep your information confidential and secure. You understand that we cannot guarantee the security of information that you send to us by electronic means and you do so at your own risk.

### **You have rights in respect of your personal information**

You have the right to know what information is being kept, how it is used and when we will disclose the information. You have the right to

correct your details and to update your information from time to time. You have the right to, in writing, withdraw your consent given to us to process your personal information. This cannot operate retroactively and will not affect disclosures of your information already made. You also understand that this may not necessarily mean that we will stop the processing of all your personal information as we may have legal grounds or justification to continue processing your personal information. It may also lead to us not being able to render services to you any longer.

#### **Tell us about any changes to your personal information**

It is your responsibility to tell us about changes to your name, address, contact details and banking details. An [Investor Details Update form](#) is available from [www.sanlam.com.na](http://www.sanlam.com.na).

#### **8. Our conflict of interest policy**

We manage report and disclose all actual and potential conflicts of Interest in line with the [Managers Conflicts of Interest and Outsourcing Policy](#). You can ask us for a copy or find it at [www.sanlamunittrusts.co.za](http://www.sanlamunittrusts.co.za).

#### **9. Complaints**

We aim 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:

- Phone: 061 294 7417
- Email: [collective@sanlamallianz.com.na](mailto:collective@sanlamallianz.com.na)
- Complete a complaint form online at <http://www.sanlam.com.na>
- Visit your nearest Sanlam office.

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#### **Disclaimer**

Sanlam Allianz Namibia is part of the Sanlam Group. The Sanlam Group is a member of ASISA. Collective investment schemes, such as unit trusts, 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 statement of fees and levies is available from the Management Company. Additional information of the proposed investment, including brochures, application forms and annual or quarterly reports, can be obtained from the Manager, free of charge. Maximum commissions are available from the manager / scheme. The Trust Manager is registered and approved in Collective Investment Schemes in Securities. Collective investments are traded at ruling prices. 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 (e.g. bank charges, trustee fees and RSC levies). 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. Performance is based on NAV to NAV calculations with income reinvestments done on the ex-div 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. International investments or investments in foreign securities could be accompanied by additional risks such as potential constraints on liquidity and repatriation of funds, macro-economic risk, political risk, foreign exchange risk, tax risk, settlement risk. The portfolio management of all the portfolios is outsourced to authorised financial services providers. Standard Bank of Namibia is the appointed Trustee of the Sanlam Namibia Unit Trusts Scheme.