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**STANLIB Ghana**

**STANLIB**



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**Multi-specialist  
investment backed  
by 1 230\* years of  
collective investment  
experience.**



**STANLIB**

# About STANLIB

**We are a Pan-African multi-specialist investment company, active in eight African countries. We have business partners in North America, the United Kingdom, Europe, the Middle East, and Asia.**

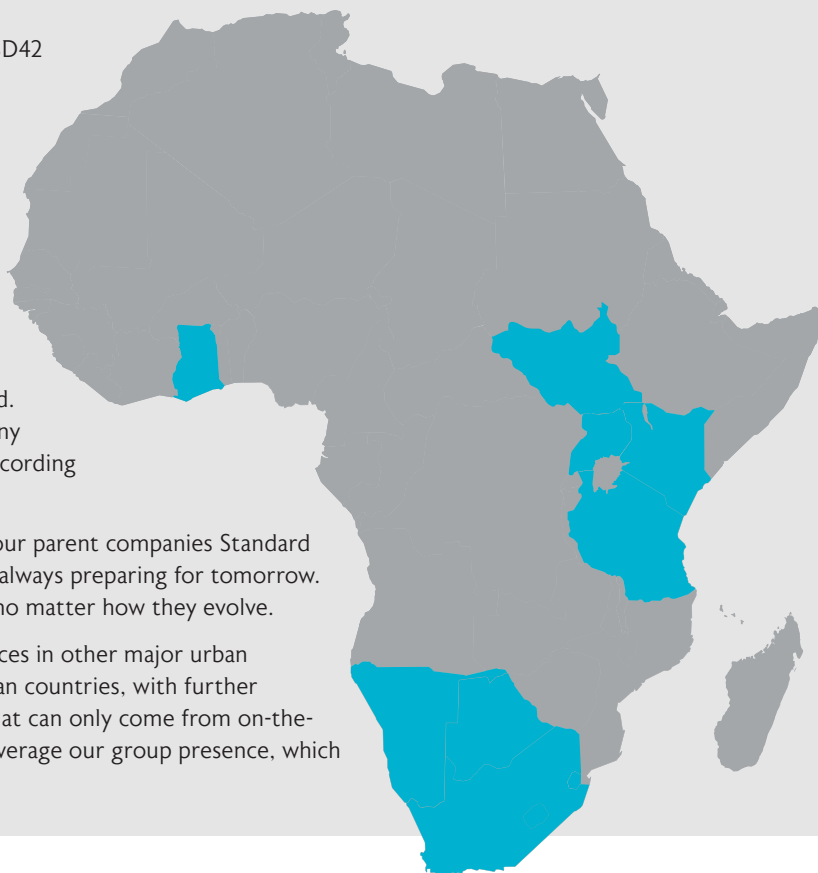
STANLIB manages and administers R600 billion (USD42 billion) (as at 31 December 2018) assets for more than 500,000 retail and institutional clients.

STANLIB was founded in 2002 when Standard Bank Asset Management and Liberty Asset Management joined forces. STANLIB is fully owned by Liberty Holdings Limited and is a subsidiary of the Standard Bank Group.

Our largest client is our parent company, Liberty Holdings. Such large scale, long-term investment ensures we are strongly supported and well resourced. At the same time, being a separate registered company gives us the freedom to manage our clients' assets according to our philosophy.

We've built our business on the same foundation as our parent companies Standard Bank and Liberty Holdings – focusing on today while always preparing for tomorrow. This allows us to continually meet our clients' needs no matter how they evolve.

Our head office is in Johannesburg, with regional offices in other major urban centres around South Africa and in seven other African countries, with further expansion plans afoot. This gives us the knowledge that can only come from on-the-ground presence on the continent. In addition, we leverage our group presence, which complements our own.



## STANLIB Ghana

STANLIB Ghana Ltd, previously Stanbic Investment Management Services (SIMS), is an investment management and advisory firm licensed by the Securities and Exchange Commission and registered with the National Pensions Regulatory Authority in Ghana. STANLIB Ghana Ltd was incorporated in July 2007 and became a wholly-owned subsidiary of Liberty Holdings Ltd (South Africa) in August 2014.

# Our clients

Our client base consists of individuals, corporates, institutions, organisations and associations, with various investment objectives. Investors may invest at regular intervals or in one-off lump sum investments.

With clients throughout Ghana and beyond; we make use of our sister company, Stanbic Bank's extensive branch network to service our clients.

# Our heritage

Our parent company STANLIB, is one of Africa's leading asset managers with its headquarters in South Africa. STANLIB manages and administers R600 billion (USD42 billion) (as at 31 December 2018) assets for more than 500,000 retail and institutional clients. We operate in eight African countries and in key developed markets globally. We have a proud heritage and more than 1230 years of collective experience in our investment team. STANLIB was founded in 2002 when Liberty Asset Management and Standard

Corporate and Merchant Bank Asset Management merged. Liberty Asset Management and SCMB Asset Management had managed investments for over 25 years prior to their merger.

STANLIB is fully owned by Liberty Holdings Limited and is a subsidiary of the Standard Bank Group.



# STANLIB Ghana unit trust funds

STANLIB Cash Trust	STANLIB Income Fund Trust
<ul style="list-style-type: none"><li>• Maximise short-term income</li><li>• Low risk of capital loss</li><li>• High liquid asset class</li></ul>	<ul style="list-style-type: none"><li>• Long-term sustainable income</li><li>• Capital appreciation</li><li>• Diversification across fixed income portfolio</li></ul>

# Fund Management

Institutional and individual fund Management	Pension and Provident fund management	Fund Administration for Welfare/ Association Funds
<ul style="list-style-type: none"><li>• Tailor-made fund management services</li><li>• Covers a wide range of investment goals</li><li>• Proposition includes fund setup services</li></ul>	<ul style="list-style-type: none"><li>• Manage Tier 2 pension schemes and provident fund schemes (Tier 3)</li><li>• Portfolio and asset class mandates for Employer Sponsored Schemes and Master Trust Schemes MTS</li><li>• Research driven investment capabilities</li></ul>	<ul style="list-style-type: none"><li>• Unitised System for real time valuation and payments</li><li>• Includes fund setup services</li><li>• Member and Fund Accounting and administrative services</li></ul>



# STANLIB Cash Trust

## What is the STANLIB Cash Trust?

The STANLIB Cash Trust is an open-ended unit trust fund. The primary objective of the Fund is to maximise short-term income while preserving capital through investing in a portfolio of money market securities including treasury bills, fixed deposits and certificate of deposits and debt securities with maturities not exceeding 13 months.

Up to 95% of the fund's assets are invested in selected money market securities while retaining a minimum of 5% in cash.

On subscription to the fund, the applicable number of units are issued at the prevailing offer price, equivalent to the monetary amount of your subscription. The fund is valued at the end of each business day and the new price determined. This means that the value of your units will change from day to day.

## Who should invest?

Individuals, corporates, institutions, organisations, schools, clubs, small business associations, churches, endowment funds and community cooperatives, with surplus cash to invest at regular intervals or as once-off lump sum investments.

Unlike funds such as equity and balanced funds, the Cash Trust caters for investors looking for income and security over a short-term period. Price fluctuations would be potentially lower when compared to equity and balanced funds.

## Why Invest in the STANLIB Cash Trust?

- Competitive returns
- **Diversified portfolio:** an opportunity to achieve solid returns while minimising risks from a diversified portfolio of investments that may not otherwise be available to individual investors
- **Preservation of principal:** exposure to money market securities allows for the principal amount invested to be secured with varying returns
- **Liquidity:** easy access to investments at any time and at no cost to the investor. Redemption or withdrawal of all or part of the investment can be made at any time. Payment is effected within three business days of receipt of the redemption form
- **Sustainable income:** the Fund provides sustainable income from selected fixed income securities while simultaneously preserving the principal investment
- **Expertise:** with a minimum of GHS20, investors can benefit from STANLIB's professional fund management expertise

### Investment amount

Minimum initial investment amount	GHS	20
Minimum top-up	GHS	5

### Fees structure

Initial fee	0.0%
Intermediary fee	0.0%
Annual management fee	2.5%
Trustee fee	0.4%



# STANLIB Income Fund Trust

## What is the STANLIB Income Fund Trust?

The STANLIB Income Fund Trust (“SIFT” or “the Fund”) is an open-ended unit trust fund. The primary objective of the Fund is to maximize short-term income as well as long-term sustainable income and capital appreciation of its assets, through investing in a portfolio of fixed income securities including government treasury bills and notes, fixed deposits and other corporate debt securities.

Up to 70% of assets under management are invested in medium to long-term corporate and government debt securities while retaining a maximum of 40% in money market securities and a minimum of 5% in cash.

On subscription to the fund, investors are issued with the applicable number of units at the prevailing offer price. The fund is valued at the end of each business day and the new price determined. This means that the value of your units will change from day to day.

## Who should invest?

SIFT caters for investors looking for income and security over a medium to long-term horizon. Clients include individuals, corporates, institutions, organisations, schools, clubs, small business associations, churches, endowment funds and community cooperatives.

## Why invest in the STANLIB Income Fund Trust?

- **Preservation of principal:** SIFT’s weighting in fixed income assets allows for the principal amount invested to be secured with varying returns
- **Diversification:** SIFT offers an opportunity to achieve good returns while minimising risks from a diversified portfolio of investments that may not otherwise be available to individual investors
- **Sustainable income:** SIFT provides for sustainable income from selected fixed income securities while simultaneously preserving the principal investment
- **Flexibility:** SIFT is an open-ended fund, allowing for entry and exit at any time. Investors can determine their investment horizon to meet their own personal needs
- **Liquidity:** SIFT provides easy access to investments at any time. Redemption or withdrawal of all or part of the investment can be made at any time. Payment is effected within three business days of receipt of the redemption form
- **Expertise:** with a minimum of GHS20, investors can benefit from STANLIB’s professional fund management expertise

### Investment amount

Minimum initial investment amount	GHS	20
Minimum top-up	GHS	10

### Fees structure

Initial fee	0.0%
Exit fee	2% in year one 1% in year two 0% after two years
Intermediary fee	0.0%
Annual management fee	2.0%
Trustee fee	0.25%





# Institutional and individual fund management

STANLIB Ghana offers tailor made fund management services for institutions, corporates and associations to meet specific investment objectives and return benchmarks.

Our institutional and individual fund management proposition includes the setup of the fund, investment policy statement design, templates for trust deeds, and fund rules.

We also offer fund management services to high net-worth individuals seeking specific investment goals such as educational funds, retirement funds (individual/private pension planning), trust funds, endowment funds etc. We assist setup the fund and create portfolios with an asset allocation mix to meet client's investment objectives and liquidity needs.

## Who should invest?

High net-worth individuals, corporates, clubs, small business associations, churches, schools, endowment funds, institutes, welfare funds and community cooperatives, with surplus cash to invest at regular intervals or in one-off lump sum investments.

## Why let STANLIB Ghana manage your funds?

- **People:** our solidly trained people are well versed in investment management practice
- **Performance:** our diversified pool of investments offers competitive and sustainable returns. We match risk and return to meet and exceed client expectations
- **Experience:** our experience on the market is unrivalled
- **Brand:** an international footprint and local know-how is our unique mark. This allows us to develop out-of-the-box solutions for our clients
- **Systems:** cutting edge technology allows us to invest real time for our clients
- **Controls:** audit trails, segregation of client assets from STANLIB assets, in-built controls and strict adherence to the CFA Institute's Asset Manager Code of Conduct, all provide security for our clients' assets
- **Pricing:** our fees are among the lowest in the market
- **Reporting:** timely reporting for our clients

### Investment amount

Minimum initial investment amount      GHS 1 000 000  
(Individuals)

### Fees structure

Negotiable



# Pension and Provident fund management

STANLIB Ghana is a registered pension fund manager with the National Pensions Regulatory Authority (NPRA) and is licensed by the Securities and Exchange Commission, Ghana. In line with the new Pensions Act, Act 766, it is mandatory for all institutions to setup an occupational pension scheme (Tier 2), managed by a registered pension fund manager under a licensed trustee. In addition to the Tier 2 requirement, institutions may also setup a voluntary provident fund scheme (Tier 3). Provident funds form part of staff retention packages for institutions and organisations. We are one of the top provident fund managers with mandates across Ghana. Employees/Individuals may personally contribute into a group-registered pension scheme with a Corporate Trustee

STANLIB is the largest and leading pension fund manager in Ghana. We have a dedicated pension's unit offering both advisory and investment management services to Employer Sponsored Schemes and Master Trust Schemes registered as Tier 2 or Tier 3 schemes (provident funds).

We assist Trustees to draw up an investment policy statements which align investment objectives, risk profile, asset allocation, return expectations and liquidity needs

## Who should invest?

Institutional and corporate investors for their Tier 2 and Tier 3 pension schemes. Individuals may benefit from our pensions expertise by joining a registered pension scheme managed by STANLIB Ghana or sign-up for a personal retirement account.

## Why let STANLIB Ghana manage your pension fund?

- **People:** our solidly trained people are well versed in investment management practice
- **Performance:** our diversified pool of investments offers competitive and sustainable returns. We match risk and return to meet and exceed client expectations
- **Experience:** Our experience on the market is unrivalled
- **Brand:** an international footprint and local know-how is our unique mark. This allows us to develop out-of-the-box solutions for our clients
- **Systems:** cutting edge technology allows us to invest real time for our clients
- **Controls:** audit trails, segregation of client assets from STANLIB assets, in-built controls and strict adherence to the CFA Institute's Asset Manager Code of Conduct, all provide security for our client assets
- **Pricing:** our fees are among the lowest in the market
- **Reporting:** timely reporting for our clients

### Investment amount

Minimum initial investment amount	Not applicable
Minimum monthly debit order	Not applicable

### Fees structure

<b>Negotiable:</b> Maximum net assets as defined by NPRA able	0.56%
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# Fund administration

STANLIB uses a world class customized application to manage and administer member based funds. The system unitises regular member contributions and is able to generate real time member statements with real time earnings.

Our fund management proposition includes the set-up of the fund, investment policy statement design, templates for trust deeds, fund rules and automated member account opening and administration.

## Who should invest?

Institutional and corporate investors including companies, clubs, small business associations, churches, etc seeking fund management services with member administration.

## Why let STANLIB Ghana manage your provident fund?

- **People:** our solidly trained people are well versed in investment management practice
- **Performance:** our diversified pool of investments offers competitive and sustainable returns. We match risk and return to meet and exceed client expectations
- **Experience:** Our experience on the market is unrivalled
- **Brand:** an international footprint and local know-how is our unique mark. This allows us to develop out-of-the-box solutions for our clients
- **Systems:** cutting edge technology allows us to invest real time for our clients
- **Controls:** audit trails, segregation of client assets from STANLIB assets, in-built controls and strict adherence to the CFA Institute's Asset Manager Code of Conduct, all provide security for our client assets
- **Pricing:** our fees are among the lowest in the market
- **Reporting:** timely reporting for our clients

### Investment amount

Minimum initial investment amount	nil
Minimum monthly investment amount	GHS 10 000

### Fees structure

Negotiable

# General information

## Investment process

Our procedures are designed to be investor friendly. An application form (available online, from the STANLIB Ghana head office, or your nearest Stanbic Bank branch) needs to be completed and submitted together with a certified copy of your identity document (passport, driver's license, National ID card, voters ID card), proof of residential address (utility bill or bank statement) and proof of your deposit. Once the application has been approved, units will be purchased or subscribed and notice of purchase or statement showing purchases made sent to you.

Withdrawals or redemptions requests are made within three working days. Simply complete the withdrawal form with the authorised signature/s and submit for processing. Total or partial withdrawal of funds may be made. Transfers will be made electronically into the stated bank account details.

## Benefits of investing in our unit trust funds

### Affordability

Unit trusts are a convenient and low cost vehicle into the investment market. All our funds provide you with well diversified, efficiently managed portfolios.

### Flexibility

Investments in one fund can be switched between other funds in our product suite, and income from one fund can be invested in other funds.

### Professional Management

Our unit trust funds are managed by the largest unit trust company in Africa with offices in South Africa, Botswana, Ghana, Lesotho, Kenya, Swaziland, Namibia and Uganda. STANLIB is a member of the Standard Bank Group and is thus well placed to service your particular investment needs and through dedicated and experienced fund managers diligently managing your money.

### Safety

Our unit trusts are strictly regulated by the Securities and Exchange Commission, Ghana. The funds are also overseen by a dedicated trustee, whose role is to ensure that the investor's best interests are sought and best practices is adhered to. The funds' financial statements are further audited annually by an independent audit firm.

### Defined risk profile

Our unit trust funds have clearly defined risk profiles, from conservative to moderate and moderate-aggressive.

### Diversification

Our unit trust funds are well diversified within their respective investment mandates, thus enhancing the stability of our respective funds.

### Accessibility

Our unit trust funds are liquid and easily accessible, meaning you can withdraw funds at short notice. The STANLIB Ghana Cash Trust has no withdrawal penalties or minimum "lock-in" investment periods unlike other term deposits that charge high fees for early withdrawal. It is however recommended that an investment in unit trusts be viewed over the medium to long term, typically one year for money market funds and three years or longer for other funds.

### Regular feedback

Depending on the fund, clients receive individual monthly or quarterly statements, providing feedback and transparency on the management and performance of the fund.

### Distribution periods

All our unit trust funds are priced daily, with income distributed at varying frequencies as per fund mandate.



# Requirements and supporting documents

Unless previously provided to STANLIB Ghana, a client must send verified/certified copies of the documents set out below. These are used to verify the identity of the investor. Strictly, only clear, legible copies of identity and other documents will be accepted.

## a) Individuals/sole proprietor

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### Ghanaians

- Valid identity document – driver's licence; passport; or National ID
- Proof of physical residential address
- Authority to act (if applicable): power of attorney/ letter of appointment from the court and authorised signatories resolution (if more than one). If applicable:
  - Valid identity document, physical residential address; and
  - Contact details of persons authorised to act
- Unabridged birth certificate for minors (under 18 years)

### Foreign

- Valid identity document – passport
- Proof of physical residential address
- Authority to act (if applicable): power of attorney/ letter of appointment from the court and authorised signatories resolution (if more than one). If applicable:
  - Valid identity document, physical residential address; and
  - Contact details of persons authorised to act
- Unabridged birth certificate for minors (under 18 years)

## c) Trusts

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- Trust deed or other founding document (e.g. will for Will Trust)
- Authority to act: letter of authority from the Master of the High Court or trustees resolution
- Identity document and contact details of each trustee and the persons authorised to act
- Proof of registered/physical residential address of Master of High Court (stamp on letter of authority) or persons authorised to act

## d) Partnerships

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- Partnership agreement
- Authority to act: Partners resolution
- Identity document, physical residential address and contact details of partners and persons authorised to act

## e) Deceased estates

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- Letter of executorship/letter of authority
- Death certificate of the deceased person
- Letter from the Master of the High Court
- Passport copy of the deceased
- Passport copy of the beneficiary with three specimen signatures (on the passport)
- Proof of residential address for the beneficiary
- Transfer letter written by the beneficiary
- Verification on the client file or workflow to check if the estate late account corresponds with the client name
- Authority to act: special power of attorney (if applicable)/executors'/authorised signatories' resolution
- Identity document, details of physical residential address and contact numbers of persons authorised to act



## f) Companies

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- Certificate of Incorporation
- Notice of Registered Office and postal address
- Authority to act: Directors resolution
- Identity document, physical residential address and contact details of persons authorised to act
- Proof of physical business address

## g) Foreign

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- Official document of Incorporation
- Authority to act: Directors resolution
- Identity document/passport, details of physical residential address and contact numbers of related parties and persons authorised to act
- Proof of physical business address
- Statutory disclosure and general terms and conditions

## Proof of physical (residential) address

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One of the following documents reflecting name and physical residential address is to be provided as proof of address. The document must be less than three months old, unless otherwise specified:

- Utility bill or telephone account
- Current lease or rental agreement
- Bank or mortgage statement
- Municipal rates and taxes invoice or tax return (less than one year old)
- Letter from bank manager, medical practitioner, accountant, attorney or a senior officer of any recognised professional body, on a formal letterhead, stating that the client has been known to them for three years, and confirming the physical address
- Letter on letterhead signed by board of trustees, directors, etc confirming physical business address
- Any of the above documents for spouse, together with marriage certificate or if not available
- Affidavit from person co-habiting with client, providing:
  - Name, identity number and physical residential address of client and co-habitant
  - Relationship between client and co-habitant
- Confirmation that residential address is shared
- Visit to physical address by a STANLIB Ghana employee; or as a last resort
- Affidavit from client, providing:
  - Name, identity number and physical residential address
  - Confirmation that client resides at physical residential address

## **Statutory Disclosure and General Terms and Conditions**

STANLIB unit trust funds are approved by the Securities and Exchange Commission (SEC), Ghana. The SEC does not take responsibility for the financial soundness of the scheme or for the correctness of any statements made or opinions expressed in this regard. The terms and conditions of investment with respect to STANLIB unit trust funds are governed by duly registered Prospectus and Trust Deeds.

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