

## Change of details Form Collective Investments (Unit Trust)

- Please note: As a security measure, a consultant from STANLIB may contact you to confirm this instruction.

### CLIENT DETAILS

Please ensure that all required supporting documentation is submitted with this instruction as stipulated in the Financial Intelligence Centre Act.

ENTITY NUMBER*	<input type="text"/>	TITLE	<input type="text"/>
NAME/S*	<input type="text"/>	SURNAME/NAME OF LEGAL ENTITY*	<input type="text"/>
IDENTITY/PASSPORT / REGISTRATION NUMBER*	<input type="text"/>	CELLPHONE NUMBER*	<input type="text"/>
TELEPHONE (WORK)	<input type="text"/>	EMAIL ADDRESS*	<input type="text"/>

### \*Compulsory section

### \*FATCA/CRS SELF-CERTIFICATION DECLARATION FOR INDIVIDUALS\*

As part of STANLIB's obligation to comply with the U.S Foreign Account Tax Compliance Act (FATCA) and Common Reporting Standards (CRS) and the Automatic Exchange of Information reporting (AEOI) we require you to provide us with your tax information. This tax information will be kept on record and will be disclosed to the relevant tax authorities as and when required as per the FATCA and CRS regulations. **The information contained under this section is not tax advice. We recommend that you consult a professional tax or legal advisor for specific tax or legal advice.**

- Failure to complete all fields in this section will result in a delay in your application being processed

### UNITED STATES OF AMERICA CITIZENS \*

ARE YOU A CITIZEN OF THE UNITED STATES OF AMERICA?  NO  YES If 'YES', please complete an individual IRS W-9 form for Tax identification and Certification found on the IRS website: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.

### TAX INFORMATION FOR AEOI / CRS REPORTING \*

\*ARE YOU REGISTERED FOR TAX IN SOUTH AFRICA?  
 • By ticking 'No' you confirm that you are not registered for Tax  
 • If you are registered or not registered for taxation in South Africa, we still require confirmation of country(ies) of tax residency on the table below.

NO  YES TAX IDENTIFICATION NUMBER

\*ARE YOU REGISTERED FOR TAX IN THE UNITED STATES OF AMERICA?  
 NO  YES TAX IDENTIFICATION NUMBER

\*ARE YOU A REGISTERED TAX PAYER IN ANY OTHER COUNTRY?  
 NO  YES

- **TAX RESIDENCY:** Please list all countries, including South Africa, in which you are considered a RESIDENT for TAXATION purposes, and provide the associated Tax Identification Numbers in the table below,
- By ticking 'Not applicable' on the table below, you confirm that the country specified does not issue Tax Identification Numbers.

Country(ies) of Tax Residency *	Tax Identification Number *	Not Applicable
1.	<input type="text"/>	<input type="checkbox"/>
2.	<input type="text"/>	<input type="checkbox"/>

### \*Compulsory Section



**DETAILS UPDATE \***

Please tick the appropriate field below for the change you wish to implement on your investment profile.

<input type="checkbox"/> EMAIL ADDRESS	<input type="checkbox"/> TELEPHONE/CELLPHONE NUMBER	<input type="checkbox"/> ADDRESS DETAIL (PHYSICAL)	<input type="checkbox"/> BANKING DETAIL
<input type="checkbox"/> DEBIT ORDER DETAILS	<input type="checkbox"/> ANNUAL CONTRIBUTION INCREASE	<input type="checkbox"/> INCOME DISTRIBUTION	<input type="checkbox"/> REGULAR WITHDRAWAL (CFP)

**\*Compulsory section**

**CHANGE OF ADDRESS**

**PHYSICAL ADDRESS**

COMPLEX / UNIT / HOUSE NUMBER \*

COMPLEX NAME / ESTATE \*

STREET NUMBER \*

STREET NAME / FARM NAME / AREA NAME \*

SUBURB / DISTRICT \*

CITY / TOWN \*

COUNTRY \*  CODE \*

**CHANGE OF CONTACT NUMBER**

NEW CELLPHONE NUMBER  -

**CHANGE OF EMAIL ADDRESS**

EMAIL ADDRESS

**CHANGE OF RECURRING DEBIT ORDER DETAILS**

The product minimum recurring debit order amounts must be met, refer to our website [www.stanlib.com](http://www.stanlib.com) for more information.

LOAD A NEW DEBIT ORDER  YES  NO

CHANGE AN EXISTING DEBIT ORDER  YES  NO

DEBIT ORDER PREFERRED DATE  1<sup>ST</sup> (DEFAULT DATE)  15<sup>TH</sup>  25<sup>TH</sup>

COMMENCEMENT DATE  -   
M M Y Y Y Y

\*If no date is selected, we will default to the 1<sup>st</sup> of the following month.

Fund name	New debit order amount	Change debit order portfolio to (specify new portfolio name)	Cancel
	R		
	R		
	R		
	R		
	R		

**ANNUAL CONTRIBUTION INCREASE**

Should you wish to increase your recurring debit order automatically each year, please indicate this below:

PERCENTAGE INCREASE PER ANNUM  5%  10%  15%  20%

CANCEL ANNUAL DEBIT ORDER INCREASE  YES  NO



EFFECTIVE MONTH

		-					
M	M		Y	Y	Y	Y	

**BANKING DETAILS \***

**IMPORTANT TO NOTE:**

**1. Debit order collections from the following types of accounts are not allowed.**

- Market link accounts
- Credit cards
- Call accounts
- Notice deposits

**2. Debit collection from legal entities/corporate accounts is not allowed for individual investors. 3rd party funding is only allowed between individuals.**

**If the debit order is funded by a 3rd party (spouse and minors included) the following must be complied with:**

\*\*Related Party section need to be completed in full as it is a compulsory requirement.

\*\*For individuals: FICA documents, i.e. Certified copy of third party's identity document with a specimen signature and proof of address.

**3. Payments: Payments to third-party bank accounts are not allowed. Payments can only be paid into an account in the name of the client.**

USE THIS ACCOUNT FOR :

DEBIT ORDER   
  INCOME OPTION   
  CASH FLOW PLAN

BANK	<input type="text"/>	COUNTRY	<input type="text"/>
BRANCH	<input type="text"/>	BRANCH CODE	<input type="text"/>
ACCOUNT NUMBER	<input type="text"/>		
ACCOUNT TYPE	<input type="checkbox"/> CHEQUE/CURRENT	<input type="checkbox"/> SAVINGS	
ACCOUNT HOLDER'S ID NUMBER	<input type="text"/>		
ACCOUNT HOLDER'S NAME	<input type="text"/>		
SIGNATURE OF BANK ACCOUNT HOLDER/ AUTHORISED SIGNATORY	<input type="text"/>		

**\*Compulsory section**

**INCOME DISTRIBUTION**

All distributions will be reinvested as per the investment selection unless otherwise instructed.

Fund Name	Income Distribution Method	
	Pay into Bank Account	Reinvest into Existing Fund
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>



BANKING DETAILS TO BE LINKED TO THIS INVESTOR FOR E-TRADE \*

Payments to third-party bank accounts are not allowed. Payments can only be paid into an account in the name of the investor.

It is compulsory to furnish us with banking details. Use the bank details provided to link to e-trade.

E-trade refers to the electronic portal designed to provide Investors with a service to actively manage their portfolios and instruct trades at their discretion. Transactions are executable with a computer or smartphone device and are made quickly with no paperwork required. Typically the user will login to the STANLIB Online website and process transactions on their portfolios.

These transactions can be additional investments, switches, redemptions and regular cash flow plans (CFPs). This service is appealing to investors as it allows more control and easier transactability over their portfolios. "You may want to link to E-trade so that you can always get a trade in quickly when you need to".

AUTO LINK ME TO E-TRADE

Please fill in this section if banking details are different from the banking details provided above.

BANK [Grid]
COUNTRY [Grid]
BRANCH [Grid] BRANCH CODE [Grid]
ACCOUNT NUMBER [Grid]
ACCOUNT TYPE  CURRENT/CHEQUE  SAVINGS
ACCOUNT HOLDER'S ID NUMBER [Grid]
ACCOUNT HOLDER'S NAME [Grid]

CORRESPONDENCE METHOD

All statements, reports and notices will be sent electronically hence the investor's email and/or cellphone number are mandatory requirements.

REGULAR INCOME OPTION - CASH FLOW PLAN (CFP)

The regular income option allows you to invest money in a specific portfolio and then repurchase from that portfolio on a regular basis.

- Note:
• The commencement date of the regular income option refers to the date the Manager will process the transaction.
• The minimum regular income withdrawal amount is R500.00
• Payment can take up to 2 business days, depending on your bank.
• To stop the CFP a static data update (Change of Details form) will be required. CFP will only take effect once funds are cleared.

Table with columns: Fund Name, Account Number, Amount, Cancel. Includes a TOTAL row.

PAYMENT FREQUENCY  MONTHLY  QUARTERLY  BI-ANNUALLY  ANNUALLY

PREFERRED DATE [Grid] COMMENCEMENT DATE (25TH DEFAULT DATE) [Grid] - [Grid]

- If CFP is selected and a date frequency is not indicated, we will default to monthly frequency.
• Payment can take upto 48 hours to reflect from date requested and this will vary from bank to bank.
• If Payment is requested on a weekend or public holiday, it will only be processed on the preceding working day.
• If Fund is not selected under the CFP option, we will process proportionately across funds.



## TERMS AND CONDITIONS

**1. Processing of personal information :** It is important to us that you understand how and why we obtain, use, process, store, verify and share (collectively "process" or "processing" as defined in POPIA) your personal information.

STANLIB will only process your information for the following purposes:

- 1.1. To provide you with products and services;
- 1.2. To manage and administer your investments;
- 1.3. To communicate with you and/or your financial adviser;
- 1.4. To comply with your instructions or the instructions of your financial adviser;
- 1.5. To monitor and/or record telephone calls and electronic transactions with you (including the collection of your biometric data where necessary) in order to accurately carry out your instructions or those of your financial adviser and for your protection.
- 1.6. For payment processing for services providers, merchants, banks and other persons that assist with the processing of your payment instructions;
- 1.7. To provide your information to an entity within the Standard Bank Group, including its subsidiaries and affiliates, for the purpose of improving our business and services or the business and services of the Standard Bank Group;
- 1.8. To provide relevant information to a contracted third party who requires the information to provide a service to you for your investment;
- 1.9. To send your information to the Financial Services Exchange (Pty) Ltd trading as Astute where this is necessary to fulfil our servicing obligations and/or where your financial adviser has instructed us to do so.
- 1.10. To send your information to a third party to perform verification checks on the information provided by you to STANLIB. .
- 1.11. To assist in enhancing our services and your client experience;
- 1.12. For analysis in order to assess and improve our business and services or the business and services of the Standard Bank Group;
- 1.13. To verify your identity;
- 1.14. To detect and prevent fraud or money laundering;
- 1.15. To comply with laws and public duties;
- 1.16. In the interests of security and crime prevention;
- 1.17. For operational, marketing, audit, legal and record keeping purposes;
- 1.18. To transfer your personal information outside the borders of the Republic of South Africa where this is necessary to fulfil our servicing obligations. Where your personal information is transferred offshore, STANLIB confirms that adequate measures are in place to ensure the protection of your personal information and shall transfer your personal information offshore in accordance with the applicable requirements for trans-border information flow in terms of POPIA
- 1.19. To provide your information to industry registers such as ASISA, and contracted third parties, such as tracing agents, attorneys, debt collectors and other persons that assist with the enforcement of agreements;
- 1.20. To provide your information to regulatory authorities, governmental departments, local and international tax authorities and other persons that STANLIB under the law has to share your information with;
- 1.21. To provide your information to persons to whom STANLIB cedes its rights or delegates its obligations to under agreements; and;
- 1.22. If we become involved in a proposed or actual merger, acquisition, or any form of sale of assets, we may use and disclose your information to third parties in connection with the evaluation of the transaction. The surviving company, or the acquiring company in the case of a sale of assets, would have access to your information , which would continue to be subject to these terms.

We will take reasonable steps to ensure that your information is kept secure and confidential. We will ensure that a third party that we share your information with agrees to keep your information confidential and appropriately secured. We will keep your information until such time as we are compelled to delete it, as prescribed by applicable law.

We undertake solely to collect and process your information as permitted by law. If you feel we have not done so, you have the right to object. You have the right to access, correct and delete the personal information that is held about you.

To object to the processing of your personal information by STANLIB or correct, delete, or obtain a copy of the personal information STANLIB holds about you, you may email us on: [contact@stanlib.com](mailto:contact@stanlib.com) or write to STANLIB's Information Officer at: P O Box 202, Melrose Arch, 2076. or alternatively, you can email STANLIB's information officer at [privacy@stanlib.com](mailto:privacy@stanlib.com).

## 2. General

- 2.1. The terms and conditions signed and agreed to in the Investment Application form will remain in force and apply to this transaction. Refer to your Investment application form for the detailed terms and conditions. Alternatively you can request a copy of the terms and conditions from your Financial Adviser or the Contact Centre on 0860 123 003.
- 2.2. The Manager will endeavour to process a change of details instruction within a period of 48-hours, provided that there are no outstanding administrative issues between the Manager and the Client.
- 2.3 **Electronic Transactions:** the Client agrees that the Manager shall be entitled to implement all instructions and applications of whatever nature received on their Internet site, by telephone or any other electronic medium and which appear to emanate from the Client. The Financial Advisor and the Manager is indemnified against any losses, claims or damages arising from acting on such instructions and/or applications, notwithstanding that it may later be proved that any such instruction was not given by the Client. The Client agrees that the electronic records of all instructions and applications processed by/or on behalf of him/her or which purport to be processed on behalf of the Client via the Manager's Internet site, telephone or any other electronic medium shall constitute prima facie proof of the contents of such instructions and applications.
- 2.4 **Customer Service Queries:** You can contact our Customer Service team to log a query by visiting our website on [www.stanlib.com](http://www.stanlib.com) or send all queries to [contact@stanlib.com](mailto:contact@stanlib.com) or contact our contact centre on 086 123 003
- 2.5 **Complaints:** Should the you need to lodge a complaint with STANLIB regarding the services being provided, you can log on to [www.stanlib.com](http://www.stanlib.com) to submit a complaint or alternatively send complaints to [complaints@stanlib.com](mailto:complaints@stanlib.com) .



**INVESTOR DECLARATION**

- 1. I/We acknowledge that I/We provide consent to STANLIB to collect, process, store, disclose and share my Personal Information for the purpose of servicing my investment.
- 2. I/We agree to provide all documentation and information requested in this document and further required by law and consent to STANLIB processing my information for the purposes stipulated within the Terms and Conditions.
- 3. I/We confirm that all information provided herein is true and correct and that I/We have read and understood the contents of this form.
- 4. By signing this form, the client consents to STANLIB processing their personal information in accordance with the terms and conditions.
- 5. I/We acknowledge and accept that the information contained in this form and information about the Account Holder may be provided to SARS. Further, that SARS may also exchange the information with the tax authorities of another country or countries in which the Account Holder may be tax resident.
- 6. I authorise the Manager to arrange with my bank for the payment of the investment amounts as indicated above, including amendments that may be made during the life of the investment on the specific day as indicated. A maximum of R1 million may be debited from an Investor's bank account, If an Investor requests a once off collection of more than R1 million, the transaction will be loaded over three days at R1 million per day to a maximum of R3 million

**If the information you have provided in this form changes in future, please submit a new form within 30 days. If you are not the Account Holder please indicate the capacity in which you are signing the form. If signing under a power of attorney please also attach a certified copy of the power of attorney.**

SIGNATURE OF CLIENT / AUTHORISED SIGNATORY *	<input type="text"/>	DATE	<input type="text"/> - <input type="text"/> - <input type="text"/>
			<small>D D M M Y Y Y Y</small>
CAPACITY	<input type="text"/>	SIGNED AT	<input type="text"/>
SIGNATURE OF FINANCIAL ADVISER	<input type="text"/>	DATE	<input type="text"/> - <input type="text"/> - <input type="text"/>
			<small>D D M M Y Y Y Y</small>
		SIGNED AT	<input type="text"/>

