

New Business Investment Form - Legal Entity Collective Investments (Unit Trusts): Swaziland

Important Notes:

- This application form is solely for the New Account Opening Purposes.
- All Beneficial Owners and Related Parties to this investment for this Entity needs to complete and submit the 'Beneficial Owner and Related Party' form found on our website.
- Existing Portfolio Holders are to use the Additional Investment Form for any additional deposits (top-up investments).

A copy of this form must be sent to the Manager and the Financial Adviser must also retain a complete copy. All amendments / changes made on the application form are to be initialled by the investor.

ENTITY TYPE *

<input type="checkbox"/> NON-PROFIT / CHARITIES	<input type="checkbox"/> TRUST	<input type="checkbox"/> INVESTMENT SCHEME	<input type="checkbox"/> LISTED COMPANY	<input type="checkbox"/> MEDICAL SCHEME	<input type="checkbox"/> RETIREMENT FUND
<input type="checkbox"/> SOCIAL CLUBS / STOKVEL	<input type="checkbox"/> CLOSE CORPORATION	<input type="checkbox"/> JOINT VENTURE	<input type="checkbox"/> LONG TERM INSURER	<input type="checkbox"/> PARTNERSHIP	<input type="checkbox"/> UNLISTED COMPANY
<input type="checkbox"/> BODY CORPORATE	<input type="checkbox"/> FOREIGN TRUST	<input type="checkbox"/> FOREIGN COMPANY			

*Compulsory section.

CLIENT DETAILS: LEGAL ENTITY *

All partnerships must complete the addendum available on www.stanlib.com and submit the completed form with this application form.
 All entities are required to complete the Tax Information for Entities Annexure. This annexure is available on our website, www.stanlib.com.
 All controlling persons are required to complete the Beneficial Owner/Related Party form (Annexure B) and submit together with this application form.

REGISTERED NAME OF ENTITY	<input type="text"/>											
TRADE NAME	<input type="text"/>											
DATE OF INCORPORATION	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	REGISTRATION NUMBER	<input type="text"/>
	D	D		M	M		Y	Y	Y	Y		
COUNTRY OF INCORPORATION	<input type="text"/>											
JURISDICTION OF OPERATION	<input type="text"/>											
PRINCIPAL PLACE OF BUSINESS	<input type="text"/>											

*Compulsory Section

SOURCE OF FUNDS *

CODE:

01. Donations	04. Credit	07. Insurance pay out
02. Trade / business	05. Passive income (Rental / Dividends / Interest)	08. Tax refund
03. Venture capital	06. Savings	

*Compulsory Section

PURPOSE OF INVESTMENT *

CODE:

01. Start and expand a business	02. Treasury	03. Balance sheet management	04. Capital investment	05. Winding up estate
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*Compulsory Section

BUSINESS ACTIVITY *

CODE:



01. Entertainment / Hospitality	04. Sales	07. Administrative and support service	10. Maintenance
02. Management / Consulting	05. Trust Management	08. Distribution	11. Marketing
03. Production and supply	06. Customer service	09. Financial services	12. Wholesale and retail

***Compulsory Section**

INDUSTRY *

CODE:

01. Government, state owned enterprise, armed forces	05. Politics	09. Unemployed	13. Construction	17. Human health and social work activities
02. Gambling	06. Trust management	10. Administrative and support service	14. Professional, scientific, technical and education	18. Information, technology and communication
03. Non-profit / religious organisation	07. Mining and quarrying	11. Agriculture, forestry and fishing	15. Electricity, water, gas supply and waste management	19. Manufacturing, wholesale or retail
04. Real estate	08. Motor vehicles, transportation, distribution	12. Arts, entertainment, hospitality	16. Financial, investment and insurance	

***Compulsory Section**

ADDRESS DETAILS *

PHYSICAL ADDRESS *

BUILDING / PLOT / FARM NUMBER AND NAME

STREET NUMBER AND STREET NAME

SUBURB CITY

COUNTRY POSTAL CODE

***Compulsory fields**

CONTACT PERSON REPRESENTING LEGAL ENTITY *

CONTACT PERSON'S DOCUMENTS ATTACHED

TITLE NAME/S

SURNAME ID/PASSPORT NUMBER

PASSPORT EXPIRY DATE - - DATE OF BIRTH - -

COUNTRY OF BIRTH

CELLPHONE (DIALLING CODE) - TELEPHONE (DIALLING CODE) -

EMAIL ADDRESS

COUNTRY OF RESIDENCE

NATIONALITY DO YOU HAVE DUAL CITIZENSHIP YES NO

IF OTHER PLEASE SPECIFY

***Compulsory section**

ADDRESS DETAILS FOR CONTACT PERSON REPRESENTING LEGAL ENTITY *

PHYSICAL ADDRESS *

COMPLEX / UNIT / BUILDING NUMBER COMPLEX / BUILDING NAME

STREET NUMBER STREET NAME

SUBURB CITY

COUNTRY POSTAL CODE



DEBIT ORDER DETAILS FOR A NEW RECURRING DEBIT ORDER

DEBIT ORDER PREFERRED DATE 1ST (DEFAULT DATE) LAST DAY OF THE MONTH

COMMENCEMENT DATE - -
D D M M Y Y Y Y

PAYMENT FREQUENCY MONTHLY

*If no date is selected, we will default to the 1st of the following month.

BANKING DETAILS FOR DEBIT ORDER

BANK

BRANCH BRANCH CODE

ACCOUNT NUMBER

ACCOUNT TYPE CHEQUE SAVINGS TRANSMISSION

ACCOUNT HOLDER'S ID NUMBER

ACCOUNT HOLDER'S NAME

SIGNATURE OF BANK ACCOUNT HOLDER/ AUTHORISED SIGNATORY

If the debit order is funded by a 3rd party (spouse included):

- * For individuals: Certified copy of the third party's identity document with a specimen signature.
- * For entities: Standard Bank – Bank account mandate
- * Other banks – Letter from the bank confirming signing authority and a certified copy of identity document with a specimen signature of the signatory/ies.
- * For individuals: Proof of banking details required - copy of bank statement or bank confirmation letter

INCOME DISTRIBUTION

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

PAY INTO MY BANK ACCOUNT YES

REINVEST INTO A DIFFERENT EXISTING STANLIB PORTFOLIO YES

NAME OF SELECTED PORTFOLIO OR STANLIB ACCOUNT NUMBER

BANKING DETAILS FOR PAYMENTS

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

BANK

BRANCH BRANCH CODE

ACCOUNT NUMBER

ACCOUNT TYPE CHEQUE SAVINGS TRANSMISSION

ACCOUNT HOLDER'S ID NUMBER

ACCOUNT HOLDER'S NAME

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. 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.**

Please note that CFP will only take effect once funds are cleared.

Fund Name	Amount	Cancel



- Municipal rates and taxes invoice
- Valid television licence
- Mortgage statement
- Telephone account
- Tax return (less than 1 year old)
- Letter from bank manager, medical practitioner, accountant, or attorney on a formal letterhead stating that they know the client for three years, and confirming residential address
- Letter on letterhead signed by board of trustees, directors etc. confirming physical address

Swaziland unlisted companies

If Swazi

- Certificate of Incorporation (CM 1)
- Notice of Registered Office and Postal Address (CM 22)
- Personal details of principal executive officer of company of person/s authorised to act and of person/s holding more than 25% of voting rights in company (use template for natural persons)
- Directors' resolution authorising person/s to act
- Proof of physical business address

Partnerships

- Partnership agreement
- Personal details of each partner (use template for natural persons)
- Partners' resolution authorising person/s to act
- Proof of physical business address

Other legal persons

- Constitution or founding document
- Document authorising person/s to act
- Personal details of person/s authorised to act (use template for natural persons)
- Proof of physical business address

If Foreign

- Official document of incorporation
- If trading in Swaziland, documents for Swazi unlisted company
- Authority to Act: directors resolution
- National Identity document/passport, details of physical residential address and contact numbers of related parties and persons authorized to act

Trusts

- Trust deed or other founding document
- Letter of authority
- Trustees' resolution authorising person/s to act
- Personal details of each trustee, each beneficiary, the founder and the person/s authorised to act (use template for natural persons)
- Proof of registered address

The Financial Adviser must complete this section when the verification documents are included with this application.

Please note: The term Financial Adviser refers to an Independent Investment Adviser Representative as defined in terms of the Securities Act 2010.

TERMS AND CONDITIONS

1. Net Asset Value (NAV): Prices are calculated on a NAV basis, which is the total value of all assets in the Portfolio including any income accrual and less any permissible deductions from the Portfolio divided by the number of participatory interests in issue. Permissible deductions include brokerage, Securities Transfer Tax, auditor's fees, bank charges, trustee/custodian fees and the service charge levied by STANLIB Eswatini (Pty) Ltd ("the Manager").
 2. Initial Manager Charges: The initial manager charge is deducted from the full investment value and the remaining amount is allocated to the selected investment options. Commission paid to Financial advisers is incorporated in the initial manager charge. Any additional investment will incur an initial manager charge.
 3. Service Charge: The service charge for the individual portfolios is accrued daily and levied monthly on the market value of the portfolio. Certain portfolios have a performance based service charge which shall be a variable amount that may either increase or decrease, depending on whether the Manager has added or detracted value for the portfolio relative to a passive investment in the portfolio's benchmark. Please refer to the latest fact sheet(s) for more details. The service charge is normally deducted from the income received by the portfolios.
 4. Performance Fees: Where fees are not accrued daily, the fee accrual is lagged and rolling measurement periods are used, certain participatory interest holders may carry a lower proportion of the performance fee relative to performance enjoyed, whilst other Clients may carry a higher proportion of the performance fee relative to performance enjoyed. Where underlying portfolios charge implicit performance fees (i.e. implicit in their unit prices), participatory interest holders may carry these performance fees regardless of whether the top-tier portfolio or mandate has out-performed its own benchmark.
 5. Total Expense Ratio: The Total Expense Ratio (TER) of a portfolio is a measure of the portfolio's assets that were relinquished as operating costs expressed as a percentage of the daily average value of the portfolio calculated over a period of usually a financial year. Typical expenses which are deducted from a portfolio include brokerage, Securities Transfer Tax, auditor's fees, bank charges, trustee/custodian fees and the service charge levied by the Manager. The TERs can be located on the Fact Sheets.
 6. Switching: A "switch" involves selling participatory interests (units) in one portfolio and investing the proceeds in another portfolio. The Manager does not normally charge initial manager charges twice, other than in the instance where the original entry was into a portfolio with lower charges than the portfolio into which the Client will be investing. Accordingly, the Client will have to pay in the difference in the initial manager charges. However, the Client and the Financial adviser may agree on a different arrangement to that mentioned above, in which case an initial manager charge as agreed, between the Client and the Financial adviser, will be charged on the switch transaction. As costs may change from time to time, please consult with your authorised Financial adviser.
 7. Income Distributions: Income distributions are made at regular intervals for all portfolios. Portfolios either declare distributions monthly, quarterly (31 March, 30 June, 30 September, 31 December), bi-annually (30 June, 31 December), or annually (31 December). These distributions are paid by no later than the last working day of the following month. Please refer to the latest fact sheet(s) for more details.
 8. Money Market Portfolios: The price of each participatory interest (unit) is aimed at a constant value for all Money Market Portfolios. The total return to the Client is primarily made up of interest received but, may also include any gain or loss made on any particular instrument. In most cases this will merely have the effect of increasing or decreasing the daily yield, but in an extreme case it can have the effect of reducing the capital value of the portfolio.
 9. The Manager will endeavour to give Clients access to their cash within a period of 48-hours (excluding public holidays in Swaziland and South Africa), provided that there are no outstanding administrative issues between the Manager and the Client, and that the Client's repurchase request has reached the Manager before 12h00 for money market funds and before 15h00 for non-money market funds on any business day. The Manager will not accept responsibility for not being able to make payment to the Client within 48 hours if the above-mentioned requirements have not been met, or the delay was caused due to circumstances beyond the control of the Manager.
 10. 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, by fax or any other electronic medium and which appear to emanate from the Client. 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 STANLIB's Internet site, telefax, telephone or any other electronic medium shall constitute prima facie proof of the contents of such instructions and applications.
 11. Payments: Redemptions and income distribution payments can only be made into an account in the name of the Client. No third party or cheque payments will be made.
- 12. General**
- 12.1. Collective investment schemes in securities are generally medium to long term investments.
 - 12.2. The value of participatory interests may go down as well as up and past performance is not necessarily a guide to the future.
 - 12.3. An investment in the participations of a collective investment scheme in securities is not the same as a deposit with a banking institution.
 - 12.4. Where exit charges are applicable, participatory interests are redeemed at the net asset value where after the exit charge is deducted and the balance is paid to the Client.
 - 12.5. A Portfolio of a collective investment scheme in securities may borrow up to 10% of the market value of the Portfolio to bridge insufficient liquidity as a result of the redemption of participatory interests, and may also engage in scrip lending.
 - 12.6. Where different classes of participatory interests apply to certain Portfolios, they would be subject to different charges.
 - 12.7. A schedule of charges and maximum charges is available on request from the Manager. Commission and incentives may be paid and if so, would be included in the overall costs. Ongoing commission may be paid to Financial advisers. Such ongoing commission, if applicable, will be paid by the Manager from the service charge paid to it. Details of such ongoing commission paid by the Manager to the Financial adviser on record in respect of your investment are available on request from the Manager.
 - 12.8. The exposure limit to a single security in certain Portfolios can be greater than is permitted for other Portfolios.
 - 12.9. A Fund of Funds Portfolio only invests in other portfolios of collective investment schemes, which levy their own charges, which could result in a higher cost structure for these portfolios.
 - 12.10. A Feeder Fund Portfolio only invests in the participatory interests (units) of a single portfolio of a collective investment scheme, apart from assets in liquid form.
 - 12.11. The Manager reserves the right to close certain Portfolios from time to time in order to manage them more efficiently. More details are available from the Manager.



- 12.12. The holdings of offshore investments in certain portfolios are subject to current Central Bank of Swaziland regulations.
- 12.13. Forward pricing is used.
- 12.14. Fluctuations or movements in exchange rates may cause the value of underlying offshore investments to go up or down.
- 12.15. The Manager undertakes to repurchase participatory interests at the price calculated according to the requirements of current legislation, and on the terms and conditions of the relevant Deeds.
- 12.16. Payment will be made within 14 days of receipt of a valid repurchase form. Please note that there is a 30-day clearance period for cheques and direct deposits, and a 45-day clearance period for debit orders received as investments.
- 12.17. All portfolios are valued at 15h00, except for fund of funds which are valued at 24h00. For non-money market funds, investments and repurchases will receive the price of the same day if a complete instruction is received prior to 12h00. For money market funds, investments will receive the price of the same day if a complete instruction is received prior to 12h00, and repurchases will receive the price of the following day if a complete instruction is received prior to 12h00. The price, which will apply to an instruction received on a Saturday/Sunday or a public holiday will be that of the following working day.
- 12.18. The Client confirms that neither the Manager nor any of its staff provided any advice and that the Client has taken particular care to consider whether the investment is appropriate considering the unique investment objectives, financial situation and particular needs.
- 12.19. All bank accounts supplied for the duration of this investment will be verified with the relevant banks prior to the investment being placed.
- 12.20. Conflicts of interest disclosure: the Manager shall, wherever possible avoid situations causing a conflict of interest. Where it is not possible to avoid such conflict: the Manager shall advise the Client, of such conflict in writing at the earliest reasonable opportunity and shall mitigate the conflict of interest in accordance with its Conflict of Interest Management Policy. A copy of this Policy is available on the STANLIB website. The Manager is part of the Standard Bank Group of companies.
- 12.21. The Client may at any time terminate a Financial adviser's appointment. It is the Client's responsibility to advise the Manager of such termination in writing. Upon receipt of such notification the Manager will cease payment of any further service charge to the Financial adviser. However the client understands that this will not result in a lower annual service charge as the full service charge will now be paid to the Manager.
- 12.22. The regulator shall not be liable by virtue of its licensing of this undertaking or by reason of its exercise of the functions conferred on it by legislation in relation to this undertaking, for any default of the undertaking.
- 12.23. The licensing of this undertaking does not constitute a warranty by the regulator as to the credit worthiness or financial standing of the various parties to the undertaking.
- 12.24. A valuation given by the Manager is at the previous trading day and is not a realisation value.
- 12.25. In the case of a change of name/signature(s), a certified copy of the relative document with specimen signatures (new and previous) must accompany this request.
- 12.26. If this form is signed under Power of Attorney, a certified copy of such Power must be attached unless previously recorded.
- 12.27. In all cases, where the registered owner is a trust, a company or an institution, a copy of the Letter of Authority, Company Resolution or similar is required to support the request.
- 12.28. The Manager does not provide any guarantee either with respect to the capital or the return of a portfolio.
- 12.29. **Collection of Investor Information:** STANLIB reserves the right to go back to the client for more information, if additional information is required following the compliance review process. Unless previously provided to STANLIB, please send verified/certified copies of documents required. These may be used to verify the identity of the Investor. Strictly, only clear, legible copies of identity and other documents will be accepted. The Manager reserves the right to ask for further documentation.
- 12.30. **Off-Boarding the Investor:** STANLIB reserves the right to off-board a Client should any aspects of the compliance process deem the client to be of an unacceptable risk. We can only process instructions which are fully complete and accurate, and once the money for the investment reflects in our bank account. We may suspend, delay, or reject your instruction if it does not meet our requirements. You indemnify STANLIB against any loss of any nature which may arise if any money you have paid to a STANLIB bank account is reversed for any reason.
- 12.31. **Unclaimed Assets:** The client acknowledges that it will ensure that STANLIB has the Client's most up to date contact details and takes responsibility to inform STANLIB of any changes in personal information. In the event that the Client becomes unreachable or any payment due to the Client is rejected by the receiving bank, the Client's investment may be regarded as an unclaimed asset. STANLIB will make a concerted effort in contacting the Client with unclaimed assets which may result in STANLIB appointing an external tracing company to trace and contact the Client in respect of any unclaimed assets. Costs related to tracing and administering unclaimed assets may be recovered from the Client. Unclaimed assets will continue to be invested in the portfolio until such time the assets are claimed or transferred to another portfolio with the Authority's or Client's consent.
13. Business requirements: The Client hereby agrees to provide all documentation and information required, and understands that the Manager is prohibited from processing any transactions on the Client's behalf until all such documentation and information has been received.
14. The term Financial Adviser refers to an Independent Investment Adviser Representative as defined in terms of the Securities Act 2010.

15. Statement

- 15.1. Clients in the Standard Bank Swaziland Money Market Fund will receive consolidated statements monthly.
- 15.2. All other Clients will receive consolidated statements quarterly.
- 15.3. A Client can register on STANLIB Online and access statements 24 hours a day in a secured environment

16. Cooling off rights: Due to the nature of this product, cooling off rights are not applicable to Collective Investment Schemes.
17. Non-residents and Emigrants: Foreign money must be sent to our bank account and can be transferred in foreign currency or Swazi Lilangeni . Clients are responsible for confirming the conversion date or spot rate with the bank handling the transfer within that banks time lines and rules. The Manager is not responsible for confirming the conversion date or spot rate. The Manager is not responsible for the Client's investment until it appears in the Manager's relevant bank account.
18. Trustees: Standard Chartered, 5th Floor, No. 4 Sandown Valley Crescent, Sandton 2196, Gauteng Province, South Africa, Telephone: +27 11 2176600.
19. STANLIB is a member of the Liberty Group of companies. Liberty is a full member of the Association for Savings & Investments South Africa (ASISA).
20. This application form and the relevant trust deed in respect of the STANLIB Collective Investments Scheme will form the agreement between the Client and the Manager. The investment will be administered in terms of the applicable legislation.
21. Complaints: Should the Investor wish to lodge a complaint with STANLIB regarding the services being provided, the Investor can send an email to stanlibcomplaintssz@stanbic.com. or contact Office number: (+268) 2404 3444 and via post: Postal address. P.O. Box A294 Swazi Plaza, Mbabane, Swaziland.
22. Contact details: STANLIB Eswatini (Pty) Ltd, Registration number R7/16110, 2nd Floor South Wing, Building No. 1, Mbabane Office Park, Mhlambanyatsi Road, Mbabane, Swaziland. PO Box A294, Swazi Plaza, Mbabane, Swaziland. Telephone +268 2404 3444, Facsimile +268 2404 7566 or +268 2404 1803, Website www.stanlib.com
23. Business hours: The transactional business hours of the Manager are from Monday to Friday, 08h00 to 16h00 (excluding all public holidays).

DECLARATION

I/We hereby apply for participatory interests (units) in the above selected portfolio(s) and understand that this investment will be subject to the Deeds governing the scheme(s) administered by STANLIB Eswatini.

I/We hereby agree to provide all documentation and information required and understand that STANLIB Eswatini is prohibited from processing any transaction on my/our behalf until all such documentation has been provided. 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.

Any money received by STANLIB Eswatini that is not accompanied by the required documentation will be held in a temporary account until said documentation is received.

The Client and the Financial Adviser, by signing this form, state and declare that they have each read and understood the terms and conditions pertaining to the investment; including but not limited to Investment Objective, Information on Net Asset Value, Charges, Risk Factors, Income Accruals and declare that the STANLIB and Financial Adviser charges as indicated on this application form are correct; warrant that all statements given by each of them in this application form are true and correct in every aspect; and that such statements shall form the basis of the contract which is to be entered into with STANLIB as well as the contract between the Client and the Financial Adviser.

SIGNATURE OF CLIENT/ AUTHORISED SIGNATORY		DATE	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">D</td> <td style="text-align: center;">D</td> <td style="text-align: center;">M</td> <td style="text-align: center;">M</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> </tr> </table>									D	D	M	M	Y	Y	Y	Y	
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		SIGNED AT																		



SIGNATURE OF CLIENT/
AUTHORISED SIGNATORY

DATE

SIGNED AT

		-			-				
D	D		M	M		Y	Y	Y	Y

SIGNATURE OF FINANCIAL ADVISER

DATE

SIGNED AT

		-			-				
D	D		M	M		Y	Y	Y	Y

