

## FIA Update Form - Individuals Collective Investments (Unit Trust)

### Important notes:

- Please ensure that **all fields** are completed and the form is signed as well as dated.
- **The following are to be submitted together with this form:**
  - Copy of your national identity document / valid driver's license / valid passport (if foreign national)
  - Unabridged birth certificate for minors (under 18 years)

### NATURAL PERSON TYPE

PLEASE INDICATE THE PERSON NATURE:  INDIVIDUAL  SOLE PROPRIETOR  FOREIGN INDIVIDUAL  ASSISTED  INSOLVENT ESTATE  DECEASED ESTATE  ASYLUM SEEKER  REFUGEE

### CLIENT DETAILS: INDIVIDUAL

TITLE	<input type="text"/>	NAME/S	<input type="text"/>
SURNAME	<input type="text"/>	ID/PASSPORT NUMBER	<input type="text"/>
ENTITY NUMBER	<input type="text"/>	PASSPORT EXPIRY DATE	<input type="text"/> - <input type="text"/> - <input type="text"/>
TAX IDENTIFICATION NUMBER	<input type="text"/>		
DATE OF BIRTH	<input type="text"/> - <input type="text"/> - <input type="text"/>	GENDER	<input type="checkbox"/> FEMALE <input type="checkbox"/> MALE
CELLPHONE (DIALING CODE) *	<input type="text"/> - <input type="text"/>		
EMAIL ADDRESS	<input type="text"/>		
COUNTRIES OF CITIZENSHIP	<input type="text"/>		
NATIONALITY	<input type="text"/>		

### SOURCE OF INCOME

CODE:

<input type="checkbox"/> 01. Gifts / inheritance / winnings	<input type="checkbox"/> 04. Passive income (Rental, Dividends, Interest)	<input type="checkbox"/> 07. Retirement / insurance pay out
<input type="checkbox"/> 02. Trade / business	<input type="checkbox"/> 05. Savings	<input type="checkbox"/> 08. Salary / bonus
<input type="checkbox"/> 03. Credit	<input type="checkbox"/> 06. Child / spousal support payments	<input type="checkbox"/> 09. Tax refund

### PURPOSE OF INVESTMENT

CODE:

<input type="checkbox"/> 01. Start and expand a business	<input type="checkbox"/> 02. Education savings	<input type="checkbox"/> 03. Foreign exchange hedging	<input type="checkbox"/> 04. Save for retirement / financial goals	<input type="checkbox"/> 05. Winding up estate
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## OCCUPATION

CODE:

01. Executive / General	04. Management	07. Self employed	10. Clerical support
02. Heads of government / cabinet minister / judges	05. Professional	08. Unemployed	11. Craft and trades worker
03. Traditional leader / royal family	06. Religious leader	09. Technician, Sales or Services	12. General Staff
	13. Retired	14. Sports Professional	15. Security Services

## INDUSTRY

CODE:

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

## PHYSICAL ADDRESS

BUILDING / PLOT / FARM NUMBER AND NAME

STREET NUMBER AND STREET NAME

SUBURB  CITY

COUNTRY OF RESIDENCE  POSTAL CODE

## POSTAL ADDRESS \*

SAME AS PHYSICAL ADDRESS

POSTAL ADDRESS TYPE  PO BOX  STREET ADDRESS  PRIVATE BAG  POSTNET SUITE

PO BOX NUMBER / STREET NUMBER  POST OFFICE NAME / STREET NAME

CITY OR TOWN  PROVINCE / STATE / COUNTY

POSTAL CODE  COUNTRY

\* Note that this is a compulsory field.

## DETAILS UPDATE \*

Please tick the appropriate field below for the change you wish to implement on your investment profile. If you are adding, please tick remove so we can remove details on record and fill in new details to be captured on record.

ADD  REMOVE

EMAIL ADDRESS  TELEPHONE NUMBER  CELLPHONE NUMBER  FAX NUMBER

NEW EMAIL ADDRESS  NEW FAX NUMBER

NEW TELEPHONE NUMBER  NEW CELLPHONE NUMBER

\*Compulsory section



**RELATED PARTY (PERSON ACTING ON BEHALF OF INVESTOR / THIRD PARTY FUNDER IF APPLICABLE)**

**Please note:** We will require FICA information for the person acting on behalf of the investor (e.g. parent / legal guardian / proxy etc) or the Third Party Funder to this investment application.

A **related party** is a person or an entity that is **related** to and acting on behalf of the the reporting entity: A person or a close member of that person's family is **related** to a reporting entity if that person has control, joint control, or significant influence over the entity or is a member of its key management personnel.

**CAPACITY OF PERSON ACTING ON BEHALF OF INVESTOR \* :**

POWER OF ATTORNEY   
  CURATORSHIP   
  LEGAL GUARDIAN   
  PARENT   
  3RD PARTY BANK ACCOUNT HOLDER

OTHER

IF PARENT, DOES THE MINOR LIVES WITH YOU:   
 YES   
 NO

**RELATED PARTY DETAILS (PERSON ACTING ON BEHALF OF INVESTOR / THIRD PARTY FUNDER IF APPLICABLE)**

TITLE	<input style="width: 95%;" type="text"/>	NAME/S	<input style="width: 95%;" type="text"/>																				
SURNAME	<input style="width: 95%;" type="text"/>	ID/PASSPORT NUMBER	<input style="width: 95%;" type="text"/>																				
PASSPORT EXPIRY DATE	<table border="0" style="width: 100%; text-align: center;"> <tr> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td>-</td> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td>-</td> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> </tr> <tr> <td>D</td><td>D</td><td></td><td>M</td><td>M</td><td></td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	-	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	-	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	D	D		M	M		Y	Y	Y	Y		
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D	D		M	M		Y	Y	Y	Y														
CELLPHONE (DIALING CODE)	<input style="width: 20px;" type="text"/> - <input style="width: 150px;" type="text"/>																						
EMAIL ADDRESS	<input style="width: 980px; height: 25px;" type="text"/>																						
COUNTRY OF PRIMARY RESIDENCE	<input style="width: 980px; height: 25px;" type="text"/>																						
COUNTRY OF CITIZENSHIP	<input style="width: 980px; height: 25px;" type="text"/>																						
NATIONALITY	<input style="width: 980px; height: 25px;" type="text"/>																						

**PHYSICAL ADDRESS DETAILS FOR PERSON ACTING ON BEHALF OF INVESTOR**

BUILDING / PLOT / FARM NUMBER AND NAME	<input style="width: 980px; height: 25px;" type="text"/>		
STREET NUMBER AND STREET NAME	<input style="width: 980px; height: 25px;" type="text"/>		
SUBURB	<input style="width: 95%;" type="text"/>	CITY	<input style="width: 95%;" type="text"/>
COUNTRY	<input style="width: 95%;" type="text"/>	POSTAL CODE	<input style="width: 95%;" type="text"/>

**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: info@stanlib.com.na or write to STANLIB Namibia at : PO Box 3327, Windhoek, Namibia or alternatively, you can email us on info@stanlib.com.na.

**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 send an email to info@stanlib.com.na.

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 **Query Support:** STANLIB Namibia, PO Box 3372, Windhoek, Namibia. SPACE Building, 1st Floor, Thorer and Feld Street, Windhoek, Namibia. Telephone: +264(0)61 294 2252.

2.5 **Complaints:** Should the Client wish to lodge a complaint with STANLIB regarding the services being provided, the Client can send an email to complaints@stanlib.com.na or contact office number: +264(0)61 294 2186 and via post: Postal address. PO Box 3327, Windhoek, Namibia.

**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 local tax authority, so that they may also exchange the information with the tax authorities of another country or countries in which the Account Holder may be tax resident.

**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 / AUTHORIZED SIGNATORY \*

DATE

		-			-				
D	D		M	M		Y	Y	Y	Y

SIGNED AT

CAPACITY

SIGNATURE OF FINANCIAL ADVISER

DATE

		-			-				
D	D		M	M		Y	Y	Y	Y

SIGNED AT

