

## New Business Investment Form - Legal Entity: Close Corporation Collective Investments (Unit Trusts): Namibia

### Important Notes:

- This application form is solely for the New Account Opening Purposes.
- All beneficial owners and authorised signatories to this investment need to complete and submit the relevant sections
- 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 \*

CLOSE CORPORATION

### \*Compulsory section.

### CLIENT DETAILS: LEGAL ENTITY \*

All entities are required to complete the Tax Information for Entities Annexure. This annexure is available on our website, [www.stanlib.com](http://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"/> D	<input type="text"/> D	-	<input type="text"/> M	<input type="text"/> M	-	<input type="text"/> Y	<input type="text"/> Y	<input type="text"/> Y	<input type="text"/> Y	REGISTRATION NUMBER	<input type="text"/>
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:

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

### \*Compulsory Section

### PURPOSE OF INVESTMENT \*

CODE:

<input type="checkbox"/> 01. Start and expand a business	<input type="checkbox"/> 02. Treasury	<input type="checkbox"/> 03. Balance sheet management	<input type="checkbox"/> 04. Capital investment	<input type="checkbox"/> 05. Winding up estate
--	---------------------------------------	---	---	--

### \*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 \***

COMPLEX / UNIT / BUILDING NUMBER	<input type="text"/>	COMPLEX / BUILDING NAME	<input type="text"/>
STREET NUMBER	<input type="text"/>	STREET NAME	<input type="text"/>
SUBURB	<input type="text"/>	CITY	<input type="text"/>
COUNTRY	<input type="text"/>	POSTAL CODE	<input type="text"/>

**POSTAL ADDRESS \***

SAME AS PHYSICAL ADDRESS

POSTAL ADDRESS TYPE  PO BOX  STREET ADDRESS  PRIVATE BAG  POSTNET SUITE

PO BOX NUMBER / STREET NUMBER	<input type="text"/>	POST OFFICE NAME / STREET NAME	<input type="text"/>
CITY OR TOWN	<input type="text"/>	PROVINCE / STATE / COUNTY	<input type="text"/>
POSTAL CODE	<input type="text"/>	COUNTRY	<input type="text"/>

**\*Compulsory section**

**CONTACT PERSON REPRESENTING LEGAL ENTITY \***

CONTACT PERSON'S DOCUMENTS ATTACHED

TITLE	<input type="text"/>	NAME/S	<input type="text"/>
SURNAME	<input type="text"/>	ID/PASSPORT NUMBER	<input type="text"/>
PASSPORT EXPIRY DATE	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	DATE OF BIRTH	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
COUNTRY OF BIRTH	<input type="text"/>		
CELLPHONE (DIALING CODE)	<input type="text"/> - <input type="text"/>	TELEPHONE (DIALING CODE)	<input type="text"/> - <input type="text"/>
EMAIL ADDRESS	<input type="text"/>		
COUNTRY OF RESIDENCE	<input type="text"/>		



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	<input type="text"/>	COMPLEX / BUILDING NAME	<input type="text"/>
STREET NUMBER	<input type="text"/>	STREET NAME	<input type="text"/>
SUBURB	<input type="text"/>	CITY	<input type="text"/>
COUNTRY	<input type="text"/>	POSTAL CODE	<input type="text"/>

**\*Compulsory section .**

**ANNEXURE A: AUTHORISED SIGNATORIES**

It is hereby resolved that the people, whose full details appear on the authorised signatory list, are authorised to act on behalf of the entity in all transactions with STANLIB as set out on this document.

**List of directors/members/trustees**

NAME/S	<input type="text"/>
SURNAME	<input type="text"/>
IDENTITY/PASSPORT NUMBER	<input type="text"/>
CELLPHONE NUMBER	<input type="text"/> - <input type="text"/>
DESIGNATION	<input type="text"/>
EMAIL ADDRESS	<input type="text"/>
SPECIMEN SIGNATURE	<input type="text"/>
SIGNING ARRANGEMENT	<input type="checkbox"/> ALONE <input type="checkbox"/> JOINTLY

NAME/S	<input type="text"/>
SURNAME	<input type="text"/>
IDENTITY/PASSPORT NUMBER	<input type="text"/>
CELLPHONE NUMBER	<input type="text"/> - <input type="text"/>
DESIGNATION	<input type="text"/>
EMAIL ADDRESS	<input type="text"/>
SPECIMEN SIGNATURE	<input type="text"/>
SIGNING ARRANGEMENT	<input type="checkbox"/> ALONE <input type="checkbox"/> JOINTLY

NAME/S	<input type="text"/>
SURNAME	<input type="text"/>
IDENTITY/PASSPORT NUMBER	<input type="text"/>



CELLPHONE NUMBER  -

DESIGNATION

EMAIL ADDRESS

SPECIMEN SIGNATURE

SIGNING ARRANGEMENT  ALONE  JOINTLY

NAME/S

SURNAME

IDENTITY/PASSPORT NUMBER

CELLPHONE NUMBER  -

DESIGNATION

EMAIL ADDRESS

SPECIMEN SIGNATURE

SIGNING ARRANGEMENT  ALONE  JOINTLY

**INSTRUCTION DETAILS**

SIGNATURES PER INSTRUCTION:

Please complete the section below should a special signing arrangement be applicable in terms of the following transactions:

ADDITIONAL INVESTMENTS

CHANGE OF DETAILS

REDEMPTIONS

SWITCHES

**\*Compulsory Section**

**BENEFICIAL OWNER & RELATED PARTY**

# Annexure B: Beneficial Owner

## Collective Investments (Unit Trusts)

The The Financial Intelligence Act 13 of 2012 and its amendments (FICA) requires us to identify the Investor, their Beneficial Owners/Controlling Persons and other representatives and to verify their identities.

**Definitions:**

**Beneficial owner/Key Controller:** "beneficial owner" means a natural person referred to in Schedule 5 of the Financial Intelligence Act 13 of 2012 who -

(a) for the purposes of this Act, ultimately owns or controls -



- (i) a client or natural person; or
- (ii) a natural person on whose behalf a transaction is being concluded; or
- (b) exercises ultimate effective ownership or control over -
  - (i) a legal person;
  - (ii) a trust or other legal arrangement;
  - (iii) the proceeds of a life insurance policy or other related investment policy when an insured event occurred; or
  - (iv) a partnership,

where such ultimate ownership or ultimate effective control may be exercised directly or indirectly or through a chain of ownership or control other than direct control; has shares in the legal entity equal to or greater than 20% holding or owns the bank account used by entity

2. In relation to a legal person -

- (a) a natural person who directly or indirectly or through a trust, other legal person or other legal arrangements holds 25 percent or more of the shares, voting rights or other ownership interest in the legal person, and where -
  - (i) there is doubt as to whether the natural person identified is the beneficial owner or the natural person on whose behalf a transaction is conducted; or
  - (ii) a natural person is not identified as the beneficial owner, the natural person exercising control over the legal person through other means is regarded as the beneficial owner;
- (b) where a beneficial owner cannot be identified in terms of subparagraph (a), a natural person who holds the position of senior management in the legal person and record that the person has been identified as holding that position;
- (c) natural persons or through a trust, other legal person or other legal arrangements who jointly exercise direct or indirect control over the legal person;
- (d) natural person who directly or indirectly controls several legal persons and holds a combination of 25 percent or more of shares, voting rights or ownership interest in the legal persons;
- (e) a natural person who has the right, directly or indirectly, to appoint or remove majority of the board of directors of the legal person;
- (f) a natural person who has the power to materially influence the decision-making or policy of the legal person;
- (g) a natural person who derives substantive economic benefits, including dividend, right to profit, enjoyment of assets of legal person or able to use significant assets of the legal person, even if the person has no other formal link to the legal person; or
- (h) a natural person who has influence or ultimate control over the legal person through any other means..

**DETAILS OF RELATIONSHIP**

TYPE OF BENEFICIAL OWNERSHIP\*  BENEFICIAL OWNER  CONTROLLING PERSON  POWER OF ATTORNEY

\* Compulsory fields

**BENEFICIAL OWNER DETAILS - COMPLETE THIS SECTION ONLY IF BENEFICIAL OWNER IS A LEGAL ENTITY**

ENTITY NAME\*

REGISTRATION NUMBER\*

DATE OF REGISTRATION\*  -  -   
D D M M Y Y Y Y

CONTACT NUMBER\*

COUNTRY OF OPERATION\*

COUNTRY OF REGISTRATION\*

\* Compulsory fields

**BENEFICIAL OWNER DETAILS - COMPLETE THIS SECTION ONLY IF BENEFICIAL OWNER IS AN INDIVIDUAL**

TITLE *	<input type="text"/>	NAME/S *	<input type="text"/>
SURNAME *	<input type="text"/>	ID/PASSPORT NUMBER *	<input type="text"/>
MAIDEN NAME	<input type="text"/>	PASSPORT EXPIRY DATE *	<input type="text"/> - <input type="text"/> - <input type="text"/> <small>D D M M Y Y Y Y</small>
DATE OF BIRTH *	<input type="text"/> - <input type="text"/> - <input type="text"/> <small>D D M M Y Y Y Y</small>	GENDER	<input type="checkbox"/> FEMALE <input type="checkbox"/> MALE
MARITAL STATUS *	<input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED		
CELLPHONE (DIALLING CODE) *	<input type="text"/> - <input type="text"/>	TELEPHONE (DIALLING CODE)	<input type="text"/> - <input type="text"/>
EMAIL ADDRESS *	<input type="text"/>		
COUNTRY OF PRIMARY RESIDENCE*	<input type="text"/>		
COUNTRIES OF CITIZENSHIP*	<input type="text"/>		
NATIONALITY *	<input type="text"/>		



\* Compulsory fields

FATCA DECLARATION

As part of STANLIB's obligation to comply with the U.S. Foreign Account Tax Compliance Act (FATCA), we require you to provide us with your tax information where applicable and will keep a record of such information. We will only disclose this information to the relevant tax authorities if and when required as per FATCA regulation.

TAX INFORMATION FOR LEGAL ENTITIES

ARE YOU A U.S. ENTITY OR, IS YOUR ENTITY RESIDENT FOR TAX PURPOSES IN THE U.S.  YES  NO

If you have answered "YES", please submit the following United States of America Internal Revenue Services (IRS) form: W-9 form.  
If you have answered "NO" please submit the following United States of America Internal Revenue Services form: W-8BEN-E form.

CORRESPONDENCE PREFERENCE

All statements, reports and notices will be sent to you via the selected preference indicated below:

ELECTRONIC (EMAIL)  MONTHLY STATEMENT  ANNUAL FINANCIAL STATEMENTS  
HARD COPY (POSTED)  MONTHLY STATEMENT  ANNUAL FINANCIAL STATEMENTS

INVESTMENT SELECTION

LUMP SUM: BANK DEPOSIT  LUMP SUM: ONCE OFF DEBIT  RECURRING PLAN: RECURRING DEBIT ORDER

Complete the investment amount next to the portfolio selection in the space provided

Please Note:

1. In the interest of 'best advice' the Manager promotes the use of a licensed Financial Adviser. Should a Financial Adviser, who must be contracted with the Manager, be used by the Client, the Manager will pay a portion of its initial manager charge, as well as a portion of its service charge, to the Financial Adviser for the services rendered by the Financial Adviser to the Manager.
2. Initial manager charges are negotiable between the Financial Adviser and the Client, and should depend on the level of professional advice/service rendered. The Financial Adviser can only negotiate their portion of the initial manager charge. The Manager, at its sole discretion, may vary the percentage of the total upfront charge that it pays to the Intermediary.
3. A sliding scale is normally applicable to the initial manager charge. However, the Client and the Financial Adviser may agree on a different arrangement, in which case an initial manager charge as agreed, between the Client and the Financial Adviser, will be charged on the investment transaction. If no initial manager charge is indicated, the sliding scale will apply.
4. If the Client chooses not to use a Financial Adviser service, the maximum initial manager charge will be applied to the investment. The sliding scale will be applied – please consult the portfolio charges brochure.
5. Service charges (annual administration charges) are set by the administrator.

Portfolio Name	Class	Maximum upfront manager charge	Maximum service charge		Minimum investment amount		Investment amount		Total upfront manager charge
		Financial Adviser Portion	Total Charge	Financial Adviser Portion	Lump sum	Debit Order	Lump sum	Debit Order	
<b>Fixed Interest, Income and Portfolios</b>									
Standard Bank Namibia Cash Plus Fund (Retail)	R	0.75%	0.50%	0.00%	N\$ 10 000	N\$ 500	N\$	N\$	%
Standard Bank Namibia Cash Plus Fund (Retail)	B1	0.45%	0.60%	0.10%	N\$ 10 000	N\$ 500	N\$	N\$	%
Standard Bank Namibia Flexible Property Income Fund (Retail)	A	3.00%	1.50%	0.30%	N\$ 10 000	N\$ 500	N\$	N\$	%
Standard Bank Namibia Flexible Income Fund (Retail)	A	1.00%	1.00%	0.25%	N\$ 10 000	N\$ 500	N\$	N\$	%
Standard Bank Namibia Income Fund (Retail)	A	1.00%	1.00%	0.25%	N\$ 10 000	N\$ 500	N\$	N\$	%
Standard Bank Namibia Money Market Fund (Retail)	A	0.00%	0.60%	0.10%	N\$ 10 000	N\$ 500	N\$	N\$	%
Standard Bank Namibia Money Market Fund (Retail)	B5	0.00%	0.50%	0.00%	N\$ 10 000	N\$ 500	N\$	N\$	%
<b>Total</b>							N\$	N\$	





ACCOUNT TYPE	<input type="checkbox"/> CHEQUE	<input type="checkbox"/> SAVINGS	<input type="checkbox"/> TRANSMISSION
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"/>		

Once off debits are not allowed from Call/ notice accounts. 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.

### ANNUAL CONTRIBUTION INCREASE FOR A RECURRING DEBIT ORDER

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

PERCENTAGE INCREASE PER ANNUM	<input type="checkbox"/> 5%	<input type="checkbox"/> 10%	<input type="checkbox"/> 15%	<input type="checkbox"/> 20%
AMOUNT INCREASE PER ANNUM	N\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>			
EFFECTIVE DATE	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
	D D	M M	Y Y Y Y	

### 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	<input type="text"/>										
BRANCH	<input type="text"/>						BRANCH CODE	<input type="text"/>			
ACCOUNT NUMBER	<input type="text"/>										
ACCOUNT TYPE	<input type="checkbox"/> CHEQUE	<input type="checkbox"/> SAVINGS	<input type="checkbox"/> TRANSMISSION								
ACCOUNT HOLDER'S ID NUMBER	<input type="text"/>										
ACCOUNT HOLDER'S NAME	<input type="text"/>										

### REGULAR INCOME OPTION (CASH FLOW PLAN)

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.

LOAD A NEW REGULAR INCOME OPTION  YES  NO

CHANGE AN EXISTING REGULAR INCOME OPTION  YES  NO

CANCEL REGULAR INCOME OPTION  YES  NO

Portfolio Choice	Amount
	N\$ <input type="text"/>
<b>TOTAL</b>	N\$ <input type="text"/>





Portfolio Choice	Amount
	N\$
	N\$
<b>TOTAL</b>	N\$ <input type="text"/>

PAYMENT FREQUENCY     MONTHLY     QUARTERLY     BI-ANNUALLY     ANNUALLY

COMMENCEMENT DATE      -   -        PREFERRED DATE      -   -

D   D                      M   M                      Y   Y   Y   Y                      D   D                      M   M                      Y   Y   Y   Y

### FINANCIAL ADVISER

- The Client hereby confirms that he/she has appointed/hereby appoints the Financial Adviser (FA) for purposes of his/her dealings with STANLIB.
- The Client agrees that STANLIB will pay the FA the charges as set out in this application form. Where the FA is a legal entity (e.g a company or a close corporation) the FA is represented herein by the natural person identified in the relevant block below.
- Where the Client has terminated his FA's appointment, it is the Client's responsibility to advise STANLIB of such termination immediately. On receipt of such written notification, STANLIB will cease payment of all charges, other than accrued charges to the FA.
- The Client understands that where he/she changes FA the consequences of such change may result in different or new fund and fees structures.

### FINANCIAL ADVISER 1

FA LICENCE NO:

STANLIB ID:

NAME OF SOLE PROPRIETOR OR NAME OF REPRESENTATIVE:

### FIA AND BUSINESS REQUIREMENTS

Unless previously provided to STANLIB Namibia Unit Trust Management Company Limited, please 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.

#### Close Corporations

- Founding statement and Certificate of incorporation
- Authority to act: Members resolution (if more than one)
- Business Financial Statements
- Identity document, physical address and contact details of members and persons authorised to act holding more than 25% of the voting rights in the CC
- Proof of physical business address
- Income tax and value added tax registration numbers issued by Inland Revenue

### TERMS AND CONDITIONS

- 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, NAMFISA fees and the service charge levied by STANLIB Namibia Unit Trust Management Company Limited ("the Manager").
- 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.
- 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.
- 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.
- 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, NAMFISA fees and the service charge levied by the Manager. The TERs can be located on the Fact Sheets.
- 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.
- 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.
- Standard Bank Namibia Cash Plus Fund** is a non-distributing fund.
- 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. The Manager will endeavour to give Clients access to their cash within a period of 48-hours (excluding public holidays in Namibia 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 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.
- 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/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.

10. Payments: Redemptions, regular income options and income distribution payments can only be made electronically into an account in the name of the Client. No third party or cheque payments will be made.

## 11. General

- 11.1. Collective investment schemes in securities are generally medium to long term investments
  - 11.2. The value of participatory interests may go down as well as up and past performance is not necessarily a guide to the future.
  - 11.3. An investment in the participations of a collective investment scheme in securities is not the same as a deposit with a banking institution.
  - 11.4. 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.
  - 11.5. 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.
  - 11.6. Where different classes of participatory interests apply to certain Portfolios, they would be subject to different charges.
  - 11.7. 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.
  - 11.8. The exposure limit to a single security in certain Portfolios can be greater than is permitted for other Portfolios.
  - 11.9. 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.
  - 11.10. 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.
  - 11.11. 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.
  - 11.12. The holdings of offshore investments in certain portfolios are subject to current Bank of Namibia regulations.
  - 11.13. Forward pricing is used.
  - 11.14. Fluctuations or movements in exchange rates may cause the value of underlying offshore investments to go up or down.
  - 11.15. 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.
  - 11.16. Payment will be made within 14 days of receipt of a valid repurchase form. Please note that there is a 21-day clearance period for cheques and direct deposits, a 45-day clearance period for debit orders, and a 60-day clearance period for once-off debit orders received as investments.
  - 11.17. 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 15h00. 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. Times are GMT+2.
  - 11.18. 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.
  - 11.19. All bank accounts supplied for the duration of this investment will be verified with the relevant banks prior to the investment being placed.
  - 11.20. 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.
  - 11.21. 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.
  - 11.22. NAMFISA 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.
  - 11.23. The licensing of this undertaking does not constitute a warranty by the NAMFISA as to the credit worthiness or financial standing of the various parties to the undertaking.
  - 11.24. A valuation given by the Manager is at the previous trading day and is not a realisation value.
  - 11.25. 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.
  - 11.26. If this form is signed under Power of Attorney, a certified copy of such Power must be attached unless previously recorded.
  - 11.27. 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.
  - 11.28. The Manager does not provide any guarantee either with respect to the capital or the return of a portfolio.
  - 11.29. **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.
  - 11.30. **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.
  - 11.31. **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.
12. FIA: The Client hereby agrees to provide all documentation and information required in terms of the Financial Intelligence Act (FIA), 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 unless the FIA submission and declaration has been completed by the Financial adviser.

## 13. Statements

- 13.1. Clients in the STANLIB Namibia Money Market Fund will receive consolidated statements monthly.
- 13.2. All other Clients will receive consolidated statements quarterly.
- 13.3. Tax certificates will be sent to Clients by August each year.
- 13.4. A Client can register on STANLIB Online and access statements 24 hours a day in a secured environment

## 14. Privacy

You acknowledge that STANLIB (STANLIB LIMITED, including all its subsidiaries and affiliated entities and companies) requires your personal information and consent to STANLIB processing such information to open, administer and service your investment accounts. You understand that STANLIB needs to verify your personal information prior to processing any transaction or request. All processing and verification will be in accordance with all relevant applicable legislative provisions, from time to time.

It is important to us that you understand how we obtain, process, store, and share your information. This will apply to all the products and/or services, which we provide to you, including any products and/or services provided by our affiliates and associates.

When you open an investment with us, you give us permission to disclose information for the purposes described herein, including the information of dependents and beneficiaries. You consent to STANLIB collecting, processing, storing, and disclosing this information for the purposes of:

- 14.1. Opening, administering and servicing your investment account and processing any instructions on the account. Failure to provide information requested in this form will result in STANLIB being unable to open, administer and or service your investment as requested by yourself. Information requested in this form is mandatory in order to open, administer or service your investment
- 14.2. Communicating with you and your Financial Adviser/ broker.
- 14.3. Providing your information to any entity within Standard Bank Group Limited, including its subsidiaries and affiliates, where you already have a relationship with, or where you have applied for a product or benefit from, such entity. This information will only be shared for the administration of your products or benefits by this entity.
- 14.4. Providing information to a third party contracted by us, in order to provide a service to you on our behalf in relation to your investment. We will ensure that the third party agrees to keep your information confidential and secure.
- 14.5. Transferring your Personal Information outside the borders of the Republic of Namibia to the extent that it may be required to administer or service your investment. We will ensure that anyone to whom we pass on your Personal Information agrees to treat your information with the same level of protection as we do.
- 14.6. Where you have consented to receive marketing information, enabling any entity within the Standard Group Limited, our representatives, or a Group-approved third party provider or Authorised Representative to advise you of any enhanced benefits or new products which become available from time to time. Please contact us should you not want to receive any marketing material from us.
- 14.7. Providing information to industry registers such as NaSIA, and contracted third parties, such as tracing agents, attorneys, debt collectors and other persons that assist with the enforcement of agreements.





SIGNATURE OF CLIENT/  
AUTHORISED SIGNATORY

DATE

		-			-				
D	D		M	M		Y	Y	Y	Y

SIGNED AT

SIGNATURE OF CLIENT/  
AUTHORISED SIGNATORY

DATE

		-			-				
D	D		M	M		Y	Y	Y	Y

SIGNED AT

SIGNATURE OF FINANCIAL ADVISER

DATE

		-			-				
D	D		M	M		Y	Y	Y	Y

SIGNED AT

