

A copy of this form must be sent to the Manager and the Financial Adviser must also retain a complete copy. In terms of the FAIS Act, the Financial Adviser that dealt with the Client must deliver the original to the Client for safe custody.

ENTITY TYPE

## CLIENT DETAILS: NATURAL PERSON

If you have answered 'Yes' to the previous question or your country of birth or your nationality is not South Africa please complete the Tax Information for Foreign Individuals Annexure available on our website, [www.stanlib.com](http://www.stanlib.com).

STAUTINV003  
2015/12  
D1028R



All partnerships must complete the annexure available on [www.stanlib.com](http://www.stanlib.com) and submit the completed form with the application form. 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)

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## CORRESPONDENCE PREFERENCE

All statements, reports and notices will be sent to you in electronic format unless otherwise indicated.

Should you wish to receive correspondence via post, please select the tickbox below:

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HARDCOPY (POSTED)

## DIVIDENDS TAX

SARS will levy a withholdings tax on dividends rate of 15%. If you are an exempt entity or have a reduced rate, please indicate this below and complete the corresponding declaration as an annexure to the application form. The declaration forms are available on [www.stanlib.com](http://www.stanlib.com) and the default rate of 15% will be applied if the annexure is not completed and submitted.

☐

EXEMPT FROM DIVIDENDS TAX

☐

REDUCED DIVIDENDS TAX RATE

## 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' STANLIB promotes the use of a licensed Financial Adviser. Should a Financial Adviser, who must be contracted with STANLIB, be used by the Client, STANLIB will pay the initial Financial Adviser and service charge, to the Financial Adviser for the services rendered by the Financial Adviser to STANLIB in terms of section 3A(1)(a)(v) of the General Code of Conduct for Authorised Financial Services Providers and Representatives issued by the Registrar of Financial Services Providers in terms of the Financial Advisory and Intermediary Services Act, 2002.
2. Financial Adviser negotiates the initial charges with the Client and should depend on the level of professional advise/service rendered. STANLIB may at its sole discretion, vary the percentage of the initial charge that it pays to the Financial Adviser.
3. If the Client chooses not to use a Financial Adviser service, no initial charge will be applied to the investment.
4. Service charges (annual administration charges) are set by the administrator.
5. If the initial Financial Adviser charge is not specified, zero fees will be applied. If the initial Financial Adviser charge specified is higher than the maximum fee, the maximum will be applied.
6. STANLIB will not charge initial fees.

Portfolio	Class	Lump sum investment			Recurring debit order			Maximum Initial Financial Adviser Charge (excl. VAT)	Maximum Service Charge (excl. VAT)	
		Minimum amount	Investment amount	Initial Financial Adviser Charge (excl. VAT)	Minimum amount	Investment amount	Initial Financial Adviser Charge (excl. VAT)		Total charge	Financial Adviser Portion
INCOME										
STANLIB Money Market Fund*	R	R25 000		%	R2 000		%	0.00%	0.50%	0.00%
STANLIB Aggressive Income Fund	A	R5 000		%	R500		%	1.80%	1.25%	0.25%
STANLIB Enhanced Yield Fund	A	R5 000		%	R500		%	0.15%	0.55%	0.10%
STANLIB Extra Income Fund	R	R5 000		%	R500		%	0.30%	0.63%	0.00%
STANLIB Flexible Income Fund	A	R5 000		%	R500		%	0.60%	1.00%	0.00%
STANLIB Income Fund	R	R5 000		%	R500		%	0.60%	0.75%	0.00%
PRESERVATION										
STANLIB Absolute Plus Fund	A	R5 000		%	R500		%	3.00%	1.50%	0.50%
GROWTH										
STANLIB Aggressive Fund of Funds	A	R5 000		%	R500		%	3.00%	0.50%	0.50%
STANLIB ALSI 40 Fund	A	R5 000		%	R500		%	3.00%	0.42%	0.00%
STANLIB Balanced Cautious Fund	A	R5 000		%	R500		%	3.00%	1.50%	0.50%
STANLIB Balanced Fund	A	R5 000		%	R500		%	3.00%	1.50%	0.50%
STANLIB Capital Growth Fund	A	R5 000		%	R500		%	3.00%	1.50%	0.50%



Portfolio	Class	Lump sum investment			Recurring debit order			Maximum Initial Financial Adviser Charge (excl. VAT)	Maximum Service Charge (excl. VAT)	
		Minimum amount	Investment amount	Initial Financial Adviser Charge (excl. VAT)	Minimum amount	Investment amount	Initial Financial Adviser Charge (excl. VAT)		Total charge	Financial Adviser Portion
STANLIB Conservative Fund of Funds	A	R5 000		%	R500		%	3.00%	0.50%	0.50%
STANLIB Equity Fund	A	R500		%	R50		%	3.00%	1.50%	0.50%
STANLIB Global Balanced Feeder Fund	A	R5 000		%	R500		%	3.00%	1.50%	0.50%
STANLIB Global Balanced Cautious Feeder Fund	A	R5 000		%	R500		%	3.00%	1.50%	0.50%
STANLIB Global Equity Feeder Fund	A	R5 000		%	R500		%	3.00%	1.50%	0.50%
STANLIB Global Property Feeder Fund	A	R5 000		%	R500		%	3.00%	1.55%	0.30%
STANLIB Moderate Fund of Funds	A	R5 000		%	R500		%	3.00%	0.50%	0.50%
STANLIB Moderately Aggressive Fund of Funds	A	R5 000		%	R500		%	3.00%	0.50%	0.50%
STANLIB Moderately Conservative Fund of Funds	A	R5 000		%	R500		%	3.00%	0.50%	0.50%
STANLIB Property Income Fund	A	R5 000		%	R500		%	3.00%	1.30%	0.30%
STANLIB Shari'ah Equity Fund	A	R5 000		%	R500		%	3.00%	1.50%	0.50%
<b>MULTI-MANAGER</b>										
STANLIB Multi-Manager Absolute Income Fund	A	R5 000		%	R500		%	0.60%	1.35%	0.00%
STANLIB Multi-Manager All Stars Equity Fund of Funds	A	R5 000		%	R500		%	3.00%	0.90%	0.50%
STANLIB Multi-Manager Balanced Fund	A	R5 000		%	R500		%	3.00%	2.40%	0.50%
STANLIB Multi-Manager Flexible Property Fund	A	R5 000		%	R500		%	3.00%	1.30%	0.30%
STANLIB Multi-Manager Low Equity Fund of Funds	A	R5 000		%	R500		%	3.00%	1.00%	0.50%
STANLIB Multi-Manager Medium Equity Fund of Funds	A	R5 000		%	R500		%	3.00%	1.00%	0.50%
STANLIB Multi-Manager Real Return Fund	A	R5 000		%	R500		%	3.00%	2.50%	0.50%
<b>OTHER</b>										
Portfolio	Lump sum investment amount				Recurring debit order			Initial Financial Adviser Charge (excl. VAT)		
								%		
								%		
								%		
								%		
<b>TOTAL:</b>										





## INCOME DISTRIBUTION

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

Portfolio	Income Distribution Method		
	Reinvest into Current Portfolio	Pay into Bank Account	Reinvest into Another Portfolio

## 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"/>																										

## ATM LINKING REQUEST (ONLY AVAILABLE TO STANDARD BANK ACCOUNT HOLDERS)

<input type="checkbox"/>	LINK ALL MY/OUR STANLIB ACCOUNTS	<input type="checkbox"/>	LINK ONLY THE STANLIB ACCOUNTS SPECIFIED BELOW
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Portfolio name	Investment Account number

If the account number or the card that you use to access Standard Bank Internet Banking is different from the account details used for ATM banking, please complete below. If the name of the cardholder is not the same as the Investor, a Power of Attorney/Mandate must be attached.

STANDARD BANK CARD NUMBER	<input type="text"/>																(USED FOR INTERNET BANKING)																			
ACCOUNT HOLDERS NAME	<input type="text"/>																																			
ACCOUNT TYPE	<input type="checkbox"/>	CHEQUE								<input type="checkbox"/>	STANDARD BANK MASTERCARD								<input type="checkbox"/>	SAVINGS								<input type="checkbox"/>	TRANSMISSION							

## PHASE-IN OPTION

The Phase-in option allows you to invest money into the Standard Bank Money Market Fund and switch this money into another portfolio over a certain period. The amount to be phased in will be calculated in accordance with the percentage selected based on the original amount stipulated below, until the balance in the Standard Bank Money Market Fund has reduced to zero. Any distribution amounts payable from the Money Market portfolio will be reinvested into the first portfolio indicated below.

Phase Into	Percentage
	%
	%
	%





persons authorised to act

- Birth certificate (for minors under 18 years) and proof of authority (where minor is assisted by legal guardian)

#### Unlisted companies: South African

- Certificate of Incorporation (CM1 or CoR 15.1/CoR 14.1)
- Certified copy of Change of Name, if applicable (CM9 or CoR 9.1 or 2)
- Notice of Registered Office and Postal Address (CM22 or CoR 21)
- Current list of Directors (CM29 or CoR 39)
- Authority to act : Directors' Resolution and/or Delegation of Authority
- In respect of the Principal Executive Officer , each Director, each Authorised person, and each shareholder holding more than 25% of the voting rights of the company:
  - Certified copy of the Identity document
  - Proof of residential address and contact details
- Proof of physical business address and trading/operating name

#### Trusts

- Trust deed or other founding document
- Authority to act : letter of authority from the Master of the High Court and trustees' resolution
- Identity document, physical residential address and contact details of each trustee, each beneficiary, the founder and the persons authorised to act
- Proof of registered address of Master of High Court (stamp on letter of authority)

#### Partnerships

- Partnership Agreement
- Authority to act: Partners' Resolution
- Identity document, physical residential address and contact details of all the partners and persons authorised to act and of the Person Exercising Executive control of the partnership

#### Professional partnerships

- Certain Partnerships consisting of more than (20) partners which are incorporated in terms of Section 30(2) of Company's Act 61 of 1963 which are recognized in terms of the relevant Government Gazettes examples are: Attorneys, Notaries and Conveyancers, Public Accountants and Auditors, Medical Practitioners, Pharmacists, Professional Engineers, Quantity Surveyors, Stockbrokers and Architect
- Registration certificate (provide proof of registration of the partnership by a regulatory body)
- Partners Resolution (Authority to act)
- Identity document residential and contact details for Persons Authorised to Act and of the Person Exercising Executive control of the partnership
- Proof of physical business address

#### Listed companies

- Registration Certificate (Registrar of Companies or equivalent regulator- foreign companies)
- Documentary evidence of listing (printout from the official website of the stock exchange on which the entity is listed is required)
- Authority to act : Directors' resolution
- Identity document proof of residence and contact details of persons authorised to act

#### Pension funds

- Registration certificate (Registrar of Pension Funds)
- Authority to act : trustees' resolution
- Identity document, of persons authorised to act
- Details of Residential Address and contact details of the Trustees and persons authorized to act

**Proof of physical residential address:** One of the following documents reflecting name and physical residential address (must be less than 3 months old) is required for proof of address:

- Utility bill (must be less than 3 months old, unless otherwise specified)
- Current lease or rental agreement
- Bank statement
- Municipal rates and taxes invoice
- Valid television licence
- Mortgage statement
- Telkom account
- Valid motor vehicle licence
- Insurance policy
- Tax return (less than 1 year old)
- Letter from bank manager, medical practitioner, accountant, or attorney, on a formal

- Official Document of Incorporation (or CoR 17.1)
- Registration Certificate (CoR 17.3)
- If trading in RSA, documents for RSA unlisted companies
- Authority to act : Directors' Resolution
- Identity document/Passport, details of physical residential address and contact details of related parties and persons authorised to act
- Proof of physical business address and trading/operating name

#### Close corporations

- Founding Statement and Certificate of Incorporation (CK1)
- Amended Founding Statement (CK2), (If applicable)
- Authority to act : Members' Resolution
- Identity document, physical residential address and contact details of each member, persons authorised to act and of the Person Exercising Executive control over the CC.
- Proof of physical business address and trade name

Conversion of Close Corporation (If a Close Corporation converts to another entity type, the following forms are applicable )

- Form CoR 18.1 – Application to convert a Close Corporation
- Form CoR 18.3 – Registration Certificate

#### Other entities (Legal persons)

- Founding Document/Document of Constitution/Registration Certificate
- Schools: Registration Certificate issued by the relevant Department of Education
- Private schools must be registered with the Department of Education in terms of Section 46 of the Schools Act
- Public Schools: Government Gazette which stipulates the full name of the school
- Regulated Funds: Certificate of Registration/Letter from regulator confirming that the entity has been registered and copy of the Rules of the Fund - must bear the stamp of the Regulator
- Churches and other Non Profit Organisations: registration certificate issued by the Non Profit Organisation Directorate
- Governmental bodies other than municipalities: Government Gazette which includes the name of the relevant Municipality/ Governmental Body and proof of investment mandate
- Authority to act : Authorised Signatories' Resolution
- Identity document, details of physical residential address and contact details of Person/s Authorised to act and of the of the Person Exercising Executive control
- Proof of physical business address

#### Deceased estates

- Letter of Executorship/Letter of Authority
- Authority to act: special power of attorney (if applicable)/ executors/ authorised signatories' resolution
- Identity document, details of physical residential address and contact details of persons authorised to act

#### Medical aids

- Registration certificate (Council for Medical Schemes)
- Authority to act : trustees' resolution
- Identity document, physical residential address and contact details of trustees and persons authorised to act
- Proof of physical business address

Spouse/partner

Any of above documents for spouse, together with marriage certificate or if not available; Affidavit from person co-habiting with client, providing:

- Name, identity number and physical residential address of client and co-habitant
- Relationship between client and co-habitant
- Confirmation that residential address is shared

Parent:

- Any of above documents for parent





- letterhead, stating that they know the client for three years and confirming physical address
- Letter on letterhead, signed by board of trustees, directors' etc. confirming physical business address
- Correspondence from a body corporate or shareblock association
- Payslip or salary advice

All address verification documents must be valid and reflect the name and the current physical address of the client (legal property descriptions are also acceptable - e.g. erf/stand numbers).

If a 3rd party is acting on behalf of the investor the following is required:

1. Proof of authority i.e. power of attorney, mandate, resolution, court order, letters of appointment by the Master of the High Court.
2. Documents as for Individual FICA above, for the person who is acting on behalf of the Investor and a specimen signature on the ID/ passport.
3. If the Investor is a minor, the application form must be signed by the legal guardian.

This section details the documentation required from clients (individuals and entities) for SARS foreign tax reporting.

## FATCA AND BUSINESS REQUIREMENTS

The Governments of the Republic of South Africa and the United States of America (USA) have entered into an Agreement in terms of which each party has agreed to share information allowing for the improvement of tax compliance between the countries in respect of financial assets held within their boundaries with the overall aim to improve information gathering from financial institutions.

What this means for you as a client is that STANLIB is legally obliged to provide South African Revenue Service (SARS) with certain information you provide to STANLIB when you invest or transact with us. SARS in turn will pass such information to the Inland Revenue Services of the USA. STANLIB, in complying with its obligations to SARS may make use of the services of other Affiliate Companies in its group of companies in collating, interpreting, storing and forwarding of your information to SARS.

### Individuals: Foreign

- Proof of Naturalization as a South African
- Proof of Dual Citizenship, if you have been issued with a South African identity Document
- Tax registration certificate
- US TIN number or equivalent registration number in country of dual citizenship

### Unlisted Companies: Foreign

- In respect of the Principal Executive Officer, each Director, each Authorised person, and each shareholder holding more than 25% of the voting rights and/or shares of the company:
- Certified copy of the Identity document
- Proof of residential address and contact details
- US TIN number or equivalent registration number in country of registration
- Proof of registration as a bank or a financial services provider or a collective investments scheme
- Copy/extract of share register showing all persons/entities that own more than 25% of the issued share capital

### Listed Companies

Documentary evidence listing (printout from the official website of the stock exchange on which the entity is listed is required);

- Certified copy of Change of Name, if applicable (CM9 or CoR 9.1 or 2)
- Notice of Registered Office and Postal Address (CM22 or CoR 21)
- In respect of the Principal Executive Officer, each Director, each Authorised person, and each shareholder holding more than 25% of the voting rights and/or shares of the company:
- Certified copy of the Identity document
- Proof of residential address and contact details
- Proof of registration as a Financial Institution: i.e is the entity registered as a Bank as defined in the Banks Act or a Financial Services Provider as defined in FAIS or registered as entity that is regulated by CISC, LTIA or STIA
- Copy/extract of share register showing all persons/entities that own more than 25% of the issued share capital.

Authority to act: Directors resolution:

- Copy/extract of share register showing all persons/entities that own more than 25% of the issued share capital.

- Must be accompanied by the child's birth certificate (for a minor)

If above documentation not available:

- Visit to physical address by a STANLIB employee, or

Affidavit from client (as a last resort), providing:

- Name, identity number and physical residential address
- Confirmation that client resides at physical residential address

### Unlisted Companies: South African

- Proof of registration as a Financial Institution: i.e is the entity registered as a Bank as defined in the Banks Act or a Financial Services Provider as defined in FAIS registered as entity that is regulated by CISC, LTIA or STIA
- Copy/extract of share register showing all persons/entities that own more than 25% of the issued share capital

### Close Corporations

- Proof of registration as a Financial Institution: i.e is the entity registered as a Bank as defined in the Banks Act or a Financial Services Provider as defined in FAIS or registered as entity that is regulated by CISC, LTIA or STIA

### Partnerships

- Proof of residential address and contact details for Partnership
- Proof of registration as a Financial Institution: i.e is the entity registered as a Bank as defined in the Banks Act or a Financial Services Provider as defined in FAIS registered as entity that is regulated by CISC, LTIA or STIA

### Professional Partnerships

- In respect of the Principal Executive Officer, each Partner, each Authorized person, and each shareholder holding more than 25% of the voting rights and/or shares of the company:
- Certified copy of the Identity document
- Proof of residential address and contact details
- Proof of registration as a Financial Institution: i.e is the entity registered as a Bank as defined in the Banks Act or a Financial Services Provider as defined in FAIS registered as entity that is regulated by CISC, LTIA or STIA
- Copy/extract of share register showing all persons/entities that own more than 25% of the issued share capital.

### Medical Aid Funds

List of members who has a right to more than 5% of the fund:

- The identity document and proof of address ( same requirements as for an individual)

### Pension Funds

List of members who has a right to more than 5% of the fund:

- The identity document and proof of address ( same requirements as for an individual)

## 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 the Manager.
2. Initial Financial Adviser Charges: The initial Financial Adviser charge is deducted from the full investment value and the remaining amount is allocated to the selected investment options. Any additional investment will incur an initial Financial Adviser charge. The charge is set at a maximum of 3.00% (excluding VAT) of investments made in the equity portfolios and the asset allocation



portfolios, and may range from 0.60% to 1.80%(excluding VAT) in the fixed-interest portfolios.

3. Service Charge (levied monthly incl. VAT): 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. The Portfolio Charges document (including Performance Fee Frequently Asked Questions) is available on [www.stanlib.com](http://www.stanlib.com)

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. The Portfolio Charges document (including Performance Fee Frequently Asked Questions) is available on [www.stanlib.com](http://www.stanlib.com) ("Investment for Individuals" section).

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 service charges, taxes, trustee fees and audit fees. The TERs can be located on the Fact Sheets and the Portfolio Charges document which is available on [www.stanlib.com](http://www.stanlib.com) ("Investment for Individuals" section).

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 Financial Adviser 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 Financial Adviser charges. However, the Client and the Financial Adviser may agree on a different arrangement to that mentioned above, in which case an initial Financial Adviser 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. The minimum transaction amount for this portfolio is R2,000. The initial minimum lump sum investment is R25,000. If the balance of the account is below R2,000, any repurchase instruction will result in the total balance being redeemed. If the balance of the account is above R2,000, any repurchase request below R2,000 will result in the minimum transaction amount of R2,000 being redeemed.

9. 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 the Manager'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 into an account in the name of the Client. No third party or cheque payments will be made.

11. Shari'ah Compliant Portfolios: In terms of Shari'ah Law, the Manager will purify the dividend income earned by automatically deducting all non-permissible income from the total dividend income distribution due to the investor. The income, net of non-permissible income, is then applied according to the investor's further instructions, i.e. either reinvested or paid to the investor's bank account. All non-permissible income deducted will be donated on behalf of investors to charitable organizations, as directed by the Shari'ah Supervisory Board. Non-permissible income sources include interest income earned from companies invested in. The quantum of non-permissible income will be determined by the fund manager and approved by Shari'ah Supervisory Board which will typically be a percentage of the total dividend income that accrued to the portfolio, e.g. 5%. For example, the Shari'ah Board determined that 5% of all dividends that accrued to the portfolio are non-permissible. A proportionate amount of the dividend income due to the investor (i.e. 5%) will be deemed to be non-permissible and will be deducted from the total dividend income distribution due to the investor and donated on behalf of the investor to charitable organizations, as directed by the Shari'ah Supervisory Board. Investors must take note that their statements and the statutory tax certificates (I.T. 3 (b)) will indicate the total income distributed to them, net of non-permissible income. It is also important to note that certain permissible income received by the portfolio is deemed to be interest income in terms of the Income Tax Act, as amended from time to time, and will be reflected as such. Investors are accordingly advised to seek appropriate tax advice as to the potential tax consequences they may be subjected to. Investors should note that all income paid by the fund is purified before being paid out to investors.

## 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 in terms of the Collective Investment Schemes Control Act, 2002. Details are available from the Manager.

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 South African Reserve Bank 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 the Collective Investment Schemes Control Act, 2002, 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 or regular income request. Please note that there is a 21-day clearance period for cheques and direct deposits, a 45-day clearance period for once off and recurring debit orders. A maximum of R500,000 can be collected as a once off debit transaction in a 45 day period per bank account.

12.17. Any capital gain realised on the disposal of a participatory interest in a collective investment scheme is subject to Capital Gains Tax (CGT).

12.18. The Manager is obliged to report on the weighted average cost method for CGT purposes.

12.19. All portfolios are valued on a daily basis at 17h00 with the exception of some of the Fund of Funds portfolios and Feeder Fund portfolios, which are valued at 11h00. Transactions will receive the price of the same day if received prior to 15h30.

12.20. 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.

12.21. All bank accounts supplied for the duration of this investment will be verified with the relevant banks prior to the investment being placed.

12.22. 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 and both the Liberty Agency and SBFC financial Advisers are permitted to sell various STANLIB Collective Investments (RF) Limited products. Stonehouse Capital holds equity interests in various FSP's which may result in an unavoidable conflict of interest. Clients of StoneHouse Capital partners are encouraged to familiarize themselves with the conflict of interest disclosures, as required by their FAIS license, prior to engagement. The Client may at any time terminate the 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.

12.23. Dividends tax: SARS will levy a withholdings tax on dividends at a rate of 15% with effect from 1st April 2012. If you are an exempt entity or if you are liable for dividends tax at a reduced rate then please download and complete the Exemption form or the Reduced Rates form. These forms are available on STANLIB's website. The default rate of 15% will be applied to all investors if an Exemption from tax or the Reduced rates form is not supplied at the time we receive your Investment application form.

13. FICA: The Client hereby agrees to provide all documentation and information required in terms of the Financial Intelligence Centre Act, No. 38 of 2001, 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 FICA submission and declaration has been completed by the Financial Adviser.

## 14. Statements

14.1. Clients in the STANLIB Money Market Fund will receive consolidated statements monthly if the investment value is greater than R25 000. Quarterly statements will be issued to clients if their investment value fall below R25 000.

14.2. All other Clients will receive consolidated statements quarterly.

14.3. IT3B and IT3C documents will be sent to Clients by May each year.

14.4. A Client can register on STANLIB Online and access statements 24 hours a day in a secured environment

15. Cooling off rights: Due to the nature of this product, cooling off rights are not applicable to Collective Investment Schemes.

16. Non-residents and Emigrants: Foreign money must be sent to our bank account via Standard Bank International Trade Services swift code SBZAJJ and can be transferred in foreign currency or SA Rands. Standard Bank International Trade Services will contact Clients who have sent foreign currency, regarding the conversion date, unless the spot rate or a conversion date is specified with the payment. Clients have 30 days from receipt to convert. The Manager is not responsible for confirming the conversion date or spot rate.

17. Trustees: Standard Chartered Bank, 4 Sandown Valley Crescent, Sandton, 2196, Johannesburg. Telephone: (011) 217 6600

18. Query Support and Middle Office: STANLIB Compliance and Complaints, PO Box 202, Melrose Arch, 2076 Telephone: 0860 123 003

19. Complaints: Should the Client wish to lodge a complaint with STANLIB regarding the services being provided, the Client can locate STANLIB's Complaints procedure on



## FICA DECLARATION

### TO BE COMPLETED BY FINANCIAL ADVISERS NOT SUBMITTING FICA DOCUMENTATION

I confirm that I am the primary accountable institution (as described in the FICA regulations) in respect of the investor on whose behalf I am establishing a business relationship or concluding a single transaction with the Manager (the secondary accountable institution). I confirm that I have established and verified the identity of the investor in terms of section 21 of FICA. I confirm that I will keep a record of the investor's records as is required in terms of section 21 of FICA. I will make available copies of these documents and details of the verification procedures followed on request from any party entitled thereto in terms of FICA within 5 business days of request

SIGNATURE OF FINANCIAL ADVISER

DATE

D	D			M	M			Y	Y

SIGNED AT

## 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 the Manager.

I/we hereby agree to provide all documentation and information required in terms of the Financial Intelligence Centre Act, No. 38 of 2001, and understand that The Manager is prohibited from processing any transaction on my behalf until all such documentation and information has been provided. Any money received by the Manager that is not accompanied by the required documentation will be held in the money market portfolio 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 Manager 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 the Manager as well as the contract between the Client and the Financial Adviser.

The Client understands that in terms of the Financial Advisory and Intermediary Services Act, 2002 ("FAIS"), his Financial Adviser must be mandated by a licensed FSP as a representative with the necessary FAIS sub - categories to act on the Client's behalf and that it is also the Client's responsibility to determine whether his Financial Adviser has the necessary authorization. (FSB toll free number: 0800 110443). If a financial adviser is not mandated as required by the Financial Services Board, the Manager is obliged by law to decline any instructions from such Financial Adviser. The Manager may and will accept instructions on the strength of the Client's signature.

SIGNATURE OF CLIENT/  
AUTHORISED SIGNATORY

DATE

D	D			M	M			Y	Y

SIGNED AT

SIGNATURE OF FINANCIAL ADVISER

DATE

D	D			M	M			Y	Y

SIGNED AT

