

APPLICATION FORM

1. GENERAL INSTRUCTIONS

- This application form, which serves as your mandate with Sanlam Collective Investments Limited ("SCI"), must be submitted together with a copy of your identity document, proof of residential address, and relevant bank verification (see Point 8, "Bank Account Verification"). In addition, there are certain requirements in terms of Prevention of Organised Crime Act (No 121 of 1998) and the Financial Intelligence Centre Act (No 38 of 2001) ("FICA") which need to be complied with, before this application may be processed. These requirements will be explained by your financial advisor. **See Annexure for documents required for FICA.**
- For direct deposits, please fax this completed application form, a copy of the deposit slip, all documentation listed above and all FICA documentation to (021) 947-8224. See Point 4, "Methods of Payment" for banking details. Please note that SCI do not accept cash deposits.
- The responsibility of ensuring that a faxed application form has been received and actioned, will lie with the sender (investor or financial advisor).
- **The daily trading closing time for all the SCI funds is 15:00 except for the money market type funds which is at 13:00 and the Alternative Income Fund which is at 11:00. Any interest earned on money deposited for investment in a fund after the specified cut-off time, will accrue to SCI.**

New investor Yes No Investor Code (for existing investors only)

2. INVESTOR DETAILS

2a. INDIVIDUALS

Title:

Surname: _____

Full names: _____

Residential address (compulsory): _____

_____ Postal code: _____

Postal address (compulsory): _____

_____ Postal code: _____

Identity number:

If the investor does not have an identity number, then a valid passport or other form of identity must be provided as alternative identification.

Passport number: _____ Passport expiry date:

Income Tax number: Occupation: _____

Date of birth: Language: SA citizen:

Telephone (h): (_____) _____ Telephone (w): (_____) _____

Cell: _____ Fax: (_____) _____

E-mail: _____

Important: Unless otherwise instructed, SCI will send statements via e-mail

2b. LEGAL ENTITIES

Registered name of legal entity: _____

Physical address (compulsory): _____

_____ Postal code: _____

Postal address (compulsory): _____

_____ Postal code: _____

Company registration number:

Language: E A

Income tax number:

Tax category: Company or CC Trust Other: _____

Contact person: _____

Telephone (h): (_____) _____ Telephone (w): (_____) _____

Cell: _____ Fax: (_____) _____

E-mail: _____

Important: Unless otherwise instructed, SCI will send statements via e-mail

3. INVESTMENT INSTRUCTIONS

Fund	Class	Lump Sum Investment	Monthly Investment	Annual Increase	Annual Increase Date
<input type="text"/>	<input type="checkbox"/>	R <input type="text"/>	R <input type="text"/>	% <input type="text"/>	MM YY <input type="text"/>
<input type="text"/>	<input type="checkbox"/>	R <input type="text"/>	R <input type="text"/>	% <input type="text"/>	MM YY <input type="text"/>
<input type="text"/>	<input type="checkbox"/>	R <input type="text"/>	R <input type="text"/>	% <input type="text"/>	MM YY <input type="text"/>
<input type="text"/>	<input type="checkbox"/>	R <input type="text"/>	R <input type="text"/>	% <input type="text"/>	MM YY <input type="text"/>
<input type="text"/>	<input type="checkbox"/>	R <input type="text"/>	R <input type="text"/>	% <input type="text"/>	MM YY <input type="text"/>

Source of funds _____

Do funds originate from a Sanlam policy? YES NO

If "YES", please supply policy number: _____

IMPORTANT NOTE

Replacement of any financial product is generally always to the disadvantage of the investor, because it involves duplication of initial costs charged to the financial product.

Is this application to replace the whole or any part of your existing financial product provision (reduction of payments on existing product provision is included) with any financial product provider (whether replacement is to occur immediately or to replace a financial product discontinued within the past four months or within the next four months)?

YES NO

If "Yes", the Sanlam advisor must discuss the relevant replacement disclosures and product comparison contained in the Record of Advice or Record of Product Guidance or form **AEB2065** with you. **The form must be completed in full and attached to this application form.**

Please note that in the case of a replacement there will not be a transaction on the existing plan to cancel it, reduce its payments or to make it paid-up automatically. If the applicant's intention with the replacement is to perform any such transaction on the existing financial product, the applicant (with the assistance of the intermediary, where appropriate) must make the necessary arrangements to effect such transaction on the replaced financial product.

4. METHODS OF PAYMENT

- Please note that SCI do not accept cash deposits
- Only deposits in South African currency (Rand/ZAR) will be accepted in this account. Funds deposited in foreign currency will be returned to the sender by SCI's bankers.

CHEQUE DEPOSIT: All cheques must be endorsed as NON-TRANSFERABLE and deposited directly into SCI's bank account. Banks do not accept cheques that exceed R5 million. See bank details below.

ELECTRONIC/INTERNET TRANSFERS: Electronic internet transfers may take up to 2 days to reflect in SCI's bank account. The investment will be priced upon confirmed receipt of all relevant documentation and monies into SCI's bank account. See bank details below.

ONCE-OFF DEBIT ORDER: Electronic collection is restricted to a maximum of R500 000 per debit. Funds are deducted from the investor's bank account and the investment will only be priced upon confirmed receipt of all relevant documentation and monies into SCI's bank account. Please complete details in Point 5, "Debit Order". If a debit order is returned unpaid, a fee of R100 could be charged by SCI over and above the normal bank charges on unpaid debits.

REGULAR DEBIT ORDER: Electronic collection is restricted to a maximum of R500 000 per debit. Funds are deducted from the investor's bank account and the investment will only be priced upon confirmed receipt of all relevant documentation and monies into SCI's bank account. Please complete details in Point 5, "Debit Order". If a debit order is returned unpaid, a fee of R100 could be charged by SCI over and above the normal bank charges on unpaid debits.

SCI BANK ACCOUNT DETAILS (only applicable to new investors):

Account holder: Sanlam Collective Investments Ltd
Bank: ABSA
Branch: Sanbel
Branch code: 632005
Account number: 01 02300 234 1
Reference: Investor's ID number OR Investor code OR Entity Name

5. DEBIT ORDER

I hereby instruct and authorise SCI or its assignees to draw direct debits against my bank account as per my instruction below.

Full names and surname of bank account holder: _____

Bank account holder ID number (compulsory): _____

(If other legal entity, supply entity registration number)

Date of birth of bank account holder:
(If applicable)

Address of bank account holder: _____

(Supply address if bank account holder is not the investor)

Postal Code: _____

Bank: _____ Branch: _____

Bank account number: _____ 6-Digit branch code:

Type of account: Cheque Savings Other *(supply type)*
(no credit cards or bank money market accounts)

Debit Order Options:

Once-off debit order: The amount of R _____ must be drawn on
(Please allow 4 working days notice)

Monthly debit order: The amount of R _____ must be drawn on the _____ day of each month
from

continue on next page

5. DEBIT ORDER *(continued)*

**Increase/decrease
monthly debit order:**

The amount of R _____* must be drawn on the _____ day of each month
from

* The amount indicated replaces the existing debit order amount.

Signature of bank account holder

Second signature (if applicable)

Relevant bank verification (see point 8, "Bank Account Verification") must be provided if a once-off or monthly debit order is requested. If the bank account holder is a third party individual, a copy of their ID, proof of their residential address and proof of their bank details are required. If the bank account holder is a third party legal entity, proof of their bank details, a letter from the bank stating who the authorised signatories on the bank account are, and a letter signed by those authorised signatories allowing the debit order are required.

6. REGULAR WITHDRAWAL PAYMENTS (Converter Plan)

Please Note:

- Proceeds will be paid into the bank account listed in Point 8. No third party payments allowed.
- No funds or portion thereof can be withdrawn if the funds in respect of investments and debit orders have not been cleared by the client's bankers.

The amount of R_____ must be withdrawn on a or basis from the following fund:

Fund

Class

First withdrawal date

Can only be between the 1st-28th day. Please take weekends and public holidays into consideration with your choice of withdrawal date as the proceeds will only be available in the bank account 3-4 working days after withdrawal date.

7. INCOME PAYMENTS

Please indicate your choice:

Income to be re-invested.

Income to be paid directly into the account as specified in Point 8, "Banking Details".

8. BANKING DETAILS (for payment of withdrawals and/or income)

- **The account must be in the name of the registered investor – no third party payments**
- The onus is on the investor to keep SCI informed of any changes in bank details.
- The accuracy of this information will expedite payment. Payments rejected by payee will automatically be re-invested on behalf of the investor.

Name of bank account holder: _____

Bank: _____ Branch: _____

Bank account number: _____ 6-Digit branch code:

Type of account: Cheque Savings Other *(supply type)*

(no credit card accounts)

continue on next page

8. BANKING DETAILS (for payment of withdrawals and/or income) (continued)

BANK ACCOUNT VERIFICATION

For bank account verification purposes please supply **one** of the following:

- Copy of cancelled cheque
- Copy of cashed cheque (*not older than 3 months*)
- Copy of bank statement (*not older than 3 months*)
- Confirmation by bank (*bank must complete section below*)

The bank herewith confirms that the above bank details were verified and that it is correct.

Bank stamp

Full name and surname
of bank official

Signature of bank official

Telephone number

Date:

9a. INTERMEDIARY DETAILS

Name: _____ Code:

Identity number:

Telephone (h): (_____) _____ Telephone (w): (_____) _____

Cell: _____ Fax: (_____) _____

E-mail: _____

Address: _____

Postal code: _____

Commission instructions:

I hereby confirm that the intermediary, whose details appear above, is my appointed financial advisor and I agree to payment of fees as follows:

- Pay full commission applicable
- Pay% commission
Negotiable up to a maximum of
3% (excluding VAT)
- No commission, only competition
credits payable to a maximum of
1,10% (excluding VAT)

Please Note: The commission payable will be deducted before investment is made.

Ongoing advisory fee:% per annum (*negotiable up to a maximum of 1%, excluding VAT*)

Please Note:

- This annual advisory fee is based on the daily market value of the investment portfolio, charged by way of unit reduction (repurchase) and paid to the intermediary monthly in arrears.
- This is not part of the normal annual management fee charged by the relevant fund(s).
- This authority may be withdrawn by the investor by giving written notice to SCI.
- This annual advisory fee is not applicable on funds/classes where a trailer fee is already included in the service fee.

Signature of investor or authorised representative: _____

Special instructions: _____

9b. DECLARATION BY INTERMEDIARY

SANLAM ADVISORS:

ADVICE

If a Sanlam advisor has provided advice, it is the advisor's responsibility to complete the advice documentation for this transaction and forward it together with this application form to SCI.

DECLARATION ON REPLACEMENT

I hereby declare that I have explained the meaning and implications of "IMPORTANT NOTE" in Point 3, "Investment Instructions" to the proposer and that I am fully aware of the possible detrimental consequences of the replacement of a financial product.

FICA DECLARATION

I confirm that the investor, or the person acting on behalf of the investor, recorded in this application confirmed his/her identity and address with an original acceptable document, copies of which are attached (see Annexure).

Signature of advisor

Date

BROKERS:

FSP LICENCE

I declare that I am a licenced financial service provider/representative of a financial service provider and authorised as such to sell unit trusts.

FSP Licence Number:

FICA DECLARATION

I confirm that I have identified the investor mentioned in this application, as well as the person acting on behalf of the investor (if applicable) and have verified their identities according to the requirements as set out in the Financial Intelligence Centre Act, 38 of 2001 ("the Act"), and any legislation, regulations or guidelines related thereto (see Annexure).

I further confirm that I will keep record of the verification documents as required in terms of the said Act and will make available copies of these documents and details of the verification procedures followed, to any party entitled thereto on request.

Signature of broker

Date

10. TERMS AND CONDITIONS

- Unit trusts are generally medium to long term investments. Past performance is not necessarily a guide to the future. Unit trusts are traded at ruling prices and can engage in borrowing and scrip lending. Unit trusts are calculated on a net asset value basis, which is the total value of all assets in the portfolio including any income accrual and less any permissible deductions from the portfolio. A schedule of fees and charges and maximum commissions is available from the manager/scheme. Commission and incentives may be paid and if so, would be included in the overall costs. The fund manager may borrow up to 10% of the portfolio to bridge insufficient liquidity. Forward pricing is used. The following charges are levied against the portfolio: Brokerage, auditors fees, bank charges and trustee fees. SCI is a full member of the Association For Savings & Investment SA (ASISA).
- The daily trading closing time for all the SCI funds is 15:00 except for the money market type funds which is at 13:00 and the Alternative Income Fund which is at 11:00.
- Units are purchased at the price on the day on which SCI receives the payment, correct and complete (including FICA, FAIS etc) information and all required documents. The instruction will only be processed once the payment reflects in SCI's bank account and all relevant documentation and proof of deposit have been received. Any interest earned on money deposited for investment in a fund after the specified cut-off time, will accrue to SCI. No interest is payable to the investor if the transaction cannot be finalised as a result of outstanding requirements or incorrect deposits. SCI do not accept cash deposits.
- SCI shall not be responsible or liable, for any reason whatsoever, for any loss or expense incurred by any party, as a result of SCI not receiving an instruction, or receiving an incomplete or incorrect instruction and acting on, or omitting to act upon such instruction.
- SCI shall at all times assume instructions received to be correct and shall not be responsible for any interpretation it places on such instruction, should such instruction be ambiguous.
- The price per unit (excluding money market type funds and Alternative Income Fund) fluctuates according to the value of the underlying assets in the relevant portfolio.
- Only the person in whose name the investment is registered, irrespective of who the payer is, is the legal owner of the investment. If a minor, only the legal guardian may deal with the investment.
- Monies from the repurchase of units and income payments can not be paid into third parties' bank accounts or into credit card accounts.
- The onus is on the investor to keep SCI informed of any changes in bank details or current identification information provided (e.g. address change, surname change and contact particulars).
- SCI keeps relevant documentation for a period of five years after the sale of the investment.
- SCI can invoke ringfencing in terms of Notice 573 of the Collective Investment Schemes Control Act.

11. DECLARATION BY INVESTOR

- I warrant that I have the power and authority and am legally competent to enter into and conclude this transaction, with the necessary assistance where such assistance is a legal requirement.
- I am aware that this product offers no cooling-off rights.
- I understand that this application is subject to the SCI Scheme's Supplemental Deed (the Deed) and that this application, read with the Deed, constitutes the entire agreement between SCI and myself.
- In terms of the Prevention of Organised Crime Act (No 121 of 1998), I confirm that, in respect of this investment, the funds originate from a legitimate source. I further agree to answer any questions with regard to the source of the funds used for payment and to provide additional information as and when required by Sanlam.
- I am aware of and consent to all costs relating to the investment. I know that the cost of buying units may include an initial charge plus VAT and that there are no guarantees on my capital. I acknowledge that there are further allowable deductions from the fund (e.g. an annual service fee) that impact on the value of my investment.
- I confirm that the risk profile of the investment has been explained to me and I understand that it is my obligation to familiarise myself with and accept the risks associated with this investment.
- I accept full responsibility for informing SCI of any changes in current identification information provided (e.g. address change, surname change and contact particulars).
- I have read and understood the contents of this application form and agree to be bound by the terms and conditions contained herein.

I confirm that I have received the following information from my financial advisor or from SCI before completing this application form and that I am familiar with the content of the relevant fund fact sheet (indicate with ✓):

Investment objectives <input type="checkbox"/>	Information on NAV <input type="checkbox"/>	Charges <input type="checkbox"/>	Risk Factors <input type="checkbox"/>	Income Accruals <input type="checkbox"/>
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Signature of investor

Date

Assisted by (if applicable)

Relationship of co-signee

ANNEXURE

In terms of the FICA requirements, please attach the following documents to the application form:

1. Individuals

a. Natural Persons

- Copy of bar coded ID (if resident)
- Copy of passport (if non-resident)
- Proof of residential address (< 6 months old)
- If there is a natural person acting on behalf of the investor, the above documents are required as well as proof of the natural person's authority to act

b. Minors (under the age of 18)

- Copy of minor's bar coded ID
- Copy of minor's birth certificate (only to be used if ID has not yet been issued)
- Copy of bar coded ID or passport in respect of parents or guardian(s)
- Proof of residential address in respect of parents/guardian(s) (< 6 months old)
- Proof of guardianship (if applicable)

Note: The copy of ID/passport must be valid and reflect the person's full names or initials, surname, identity number and date of birth. All ID documents, except for the birth certificate, must contain a verifiable photo of the person.

2. Legal Entities

a. Companies (South African or Foreign)

- If the company is listed on a recognised security exchange, no FICA documents are required
- Copy of Certificate of Incorporation (CM1) if a South African company; otherwise documentary proof of the legal existence of the Company if a foreign company
- Proof of registered address (CM22)
- Proof of trade name and business address of the company
- Verification of residential address of each director and authorised signatory (< 6 months old)
- Copy of bar coded ID and/or passport of each director and authorised signatory
- Copy of letter of Authority/Power of Attorney/Appointment (if applicable)
- Specimen signatures of all authorised signatories

b. Close Corporations (CC)

- Copy of the Founding Statement (CK1 and/or CK2)
- Proof of trade name and business address
- Verification of residential address of each member and authorised signatory (< 6 months old)
- Copy of bar coded ID and/or passport of each director and authorised signatory
- Copy of letter of Authority/Power of Attorney/Appointment (if applicable)
- Specimen signatures of all authorised signatories

c. Partnerships

- Copy of the Partnership Agreement
- Proof of trade name and business address of the partnership
- Verification of residential address of each member and authorised signatory (< 6 months old)
- Copy of bar coded ID and/or passport of each member and authorised signatory
- Copy of letter of Authority/Power of Attorney/Appointment (if applicable)

d. Trusts

- Copy of Trust Deed or other founding document indicating the Trust number
- Proof of trade name and business address of the Trust
- Verification of residential address of each trustee, authorised signatory and all beneficiaries (< 6 months old)
- Copy of bar coded ID and/or passport of each trustee, authorised signatory and all beneficiaries
- Copy of letter of Authority/Appointment of all Trustees and Power of Attorney (if applicable)
- Specimen signatures of all authorised signatories

e. Other Legal Entities

- Copy of Constitution or Founding document of the entity/organisation
- Proof of trade name and physical address of the entity/organisation
- Verification of residential address of each applicable party and authorised signatory (< 6 months old)
- Copy of bar coded ID and/or passport of each applicable party and authorised signatory
- Copy of letter of Authority/Power of Attorney/Appointment (if applicable)
- Specimen signatures of all authorised signatories

3. Acceptable Documents for Verification of residential address:

Note: The document must reflect the party's name and residential address, must be valid and must be less than 6 months old.

- Utility bill (< 6 months old)
- Municipal rates and taxes invoice (< 6 months old)
- Recent payslip or salary advice
- Recent letter of employment
- Member's statement issued in terms of the Collective Investments Schemes Control Act (CISCA) (excluding Sanlam/SCI)
- Signed document from intermediary stating a visit to the premises (AEB2032) – only applicable to Sanlam advisors and if no other documentation is available
- Telephone account (< 6 months old)
- Cellphone account, only if it is a contract account (< 6 months old)
- Correspondence from a body corporate or share-block association, retirement village or retirement scheme governed by the housing Development Schemes for retired persons Act 65 of 1988 (< 6 months old)
- Recent services invoice or confirmation letter from a retirement village in the case of a person older than 55
- Motor vehicle or motorcycle licence registration document
- First page of a recent SARS tax return/IRP5 or correspondence from SARS
- Policy document, statement or valuation from long-term insurance company (excluding Sanlam) (< 6 months old)
- Short-term insurance document showing the risk covering address (< 6 months old)
- Valid television licence (< 12 months old)
- Mortgage statement from a bank or other recognised lending institution
- Existing rental or lease agreement
- Bank, building society or credit card statement (< 6 months old)
- Cohabiting residence: Obtain sworn affidavit or marriage certificate and one of the above documents from the person who the investor is living with together with copy of bar coded ID or passport
- Sworn affidavit by a Tribal Authority/Council (< 6 months old)