

## IP COLLECTIVE INVESTMENTS APPLICATION FORM (TAX FREE)

To enable IP Management Company (RF) (Pty) Ltd (IP) to process this application form, please ensure that all sections are completed in full using BLOCK LETTERS and that all required verification documentation is submitted together with this application form. No instruction will be processed unless all requirements have been met. Please refer to annexure A for the minimum verification documentation required.

- Please fax this application form and supporting documents to **086 605 0824** or email to **newaccounts@emperor.co.za**
- Our banking details will be provided once your application has been processed and IP has performed necessary client identification and verification requirements. Indicate all options selected by means of a cross (X).
- Use surname and initials as reference for the deposit or electronic transfer.
- Completed application forms and supporting documents verified by IP Management Company before 14h30 will be actioned at that day's price, provided proof of payment is received by 15h00. Kindly fax proof of payment to **(086) 557 4848**.
- All cheque payments must be endorsed as non-transferable and deposited directly into the above mentioned account.
- All cheque deposits will be subject to a 14 day hold whereby units purchased may not be redeemed within the said period.
- Please attach all FICA documents as per annexure A and proof of bank details.
- Cash deposits will not be permitted.
- Please ensure that all information provided is accurate.
- The Effective Annual Cost (EAC) is a standard industry measure which has been introduced to allow you to compare the charges you incur and their impact on the investment returns over specific periods. Please visit <http://www.ipmc.co.za/effective-annual-cost> to access the EAC Illustrator.

### INVESTOR DETAILS (APPLICABLE TO ALL INVESTORS)

Title: \_\_\_\_\_ Initials: \_\_\_\_\_ Surname: \_\_\_\_\_

First name(s) of investor: \_\_\_\_\_

Physical address (residential): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postal code: \_\_\_\_\_

Postal address (residential): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postal code: \_\_\_\_\_

Telephone number (home): (CODE) \_\_\_\_\_ Telephone number (work): (CODE) \_\_\_\_\_

Fax number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Cellphone number: \_\_\_\_\_ Source of funds (e.g salary, saving etc): \_\_\_\_\_

Method of identification (eg identity number, passport (non-residents only)): \_\_\_\_\_

Identity number/registration number: \_\_\_\_\_ Nationality: (MANDATORY) \_\_\_\_\_

Passport number: \_\_\_\_\_ If passport, country of issue: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Country of birth: (MANDATORY) \_\_\_\_\_

Are you a resident for Tax purposes in South Africa?:

Yes

No

Are you a resident for Tax Purposes anywhere other than South Africa?:

Yes

No

COMPULSORY

If you have indicated YES here - please list the country or countries in which you are a resident for tax purposes (Mandatory).

Country	Tax number
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Marital status (tick relevant box):    Single     Married     Other     If Other, specify: \_\_\_\_\_

Tax office: (PHYSICAL TAX OFFICE)    Tax number: (MANDATORY)

**RULES APPLICABLE TO THE TAX FREE SAVINGS ACCOUNT**

The Tax Free Savings Account (TFSA) is a simple and transparent savings solution for your savings needs. The regulations limit you to investing a maximum of R33,000 per tax year and R500,000 over your lifetime in a Tax Free Savings Account. No taxes apply to your investment growth or any withdrawals.

These limits apply even if you have more than one Tax Free Savings Account and SARS will tax any excess contributions at a rate of 40%.

- There is no tax on capital gains made.
- There is no withholding tax on dividends received.
- There is no tax on interest earned.

You may not switch from a pre-existing financial instrument owned by yourself to a tax free investment. Please bear in mind that any money withdrawn does not get deducted from your annual contribution limit. You may not transfer any amount in respect of a tax free investment prior to 1 March 2016.

The Tax Free Savings Account (TFSA) is administered by IP Management Company (RF) (Pty) Ltd (Reg no. 2007/017601/07) (IPMC) under the Regulations in terms of Section 12T(8) of the Income Tax Act, 1962. IPMC is an authorised Manager of a Collective Investment Scheme in Securities. IPMC is not an authorised Financial Services Provider under FAIS and does not render a financial service or provide advice, but is required to make appropriate disclosures in terms of the FAIS Act, under the TFSA regulations. IPMC is owned by the following licensed Financial Services Providers: MiPlan (Pty) Ltd, FSP 9383, (37%), Flagship Asset Management (Pty) Ltd (FSP 577), (16%), MitonOptimal Holdings (Pty) Ltd, holding company for MitonOptimal Asset Management (Pty) Ltd (FSP 28160), FG Asset Management (Pty) Ltd (FSP 20987). Fees levied in the TFSA may include Initial Charges, deducted from the consideration prior to investment, ongoing service fees levied within the relevant portfolio as well as initial and ongoing advisor fees, levied by the sale of participatory interests or included in the ongoing service fee. The fact sheet for the specific portfolio should be read in conjunction with the TFSA application for full fee disclosure and additional disclosures required by CISCA. Complaints to be in writing and sent to clientservices@ipmc.co.za for attention of the Compliance Officer. IPMC holds Fidelity Insurance cover in the amount of R20 million.

**TYPE OF INVESTOR**

If you are an existing investor please tick box     This product is only available to individuals, resident in South Africa for tax purposes.

**INVESTMENT DETAILS**

Fund name:	Class:	Lump-sum investment (Gross of Fees)*:	
Emperor IP Momentum Equity Fund	C	R	<input type="text"/>
Emperor IP Global Momentum Equity Fund	C	R	<input type="text"/>
<b>Total Investment</b>		R	<b>100%</b>

\*The minimum lump sum investment is R10000 per account / fund. The minimum ad hoc lump sum investment is R5000 per account / fund

Once-off debit instructions will be actioned provided the following criteria are met:

- The date the account is to be debited is a business day and all requirements have been fulfilled. Your account will be debited within 2 business days of receipt of completed application and supporting documents.
- Once-off electronic collection is restricted to maximum of R33,000 per bank account per day.

Income distribution (tick relevant box)

Distribution to be re-invested     OR    Distribution to be paid into account specified in "Banking Details"

If income choice is not indicated, the default option is RE-INVESTMENT.

## DEBIT ORDER INVESTMENT (GROSS OF FEES)\*\*:

Fund name:	Class:	Debit order investment (Gross of Fees):
<input type="checkbox"/> Emperor IP Momentum Equity Fund	<input type="checkbox"/> C	<input type="checkbox"/> R
<input type="checkbox"/> Emperor IP Global Momentum Equity Fund	<input type="checkbox"/> C	<input type="checkbox"/> R

Annual increase % (tick relevant box):	<input type="checkbox"/> 0%	<input type="checkbox"/> 5%	<input type="checkbox"/> 10%	<input type="checkbox"/> 15%
Debit order frequency (tick relevant box):	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Bi-annual	<input type="checkbox"/> Annual
Debit order date (tick relevant box):	<input type="checkbox"/> 1st	<input type="checkbox"/> 25th		

\*\* The minimum debit order is R500 per month per account / fund. Debit orders are restricted to a maximum of R33000 per bank account per day. Rejected debit order and once off debit will result in the original transaction being reversed automatically.

Debit order investments are scheduled for either the 1st or the 25th of each month and if this falls on a weekend or public holiday it will be effective on the next business day.

## METHOD OF PAYMENT (TICK RELEVANT BOX)

Cheque deposit     Electronic transfer (direct deposit)     Once off debit     Regular debit order

I / We the under signed, hereby instruct and authorise IP to draw against the nominated bank account, the investment amounts in terms of this application on the day specified above for the investment at the ruling price on that day. All such withdrawals from my / our bank account by IP will be treated as though they have been signed by me / us personally, and I / we request the bank to debit my/our account with these drawings. Debits can only be processed from a South African Bank Account. I / We acknowledge that cheque deposits are subject to a 14 day clearance period. Any changes to debit order details must be communicated 5 business days before the debit day.

Signature of investor: \_\_\_\_\_ Date: \_\_\_\_\_  
(must correspond with application form)

Authorised signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if different to investor and warrant to have power of authority to act on investor's behalf)

Full name of authorised signatory: \_\_\_\_\_

Capacity of authorised signatory: \_\_\_\_\_

## BANKING DETAILS

The details specified below must be in the investor's name (no third party payments will be permitted) and will be used for all future banking transactions until such time as we are notified in writing of any changes.

Bank: \_\_\_\_\_ Branch name: \_\_\_\_\_

Account number: \_\_\_\_\_ Branch code: \_\_\_\_\_

Type of account (tick relevant box):    Current     Savings     Other

Name of account holder: \_\_\_\_\_ Date: \_\_\_\_\_

A cancelled cheque or relevant bank statement less than 3 months old must accompany this application form as confirmation of banking details. Payments will only be made to the bank account in the name of the registered investor. We are unable to facilitate payment to credit cards or market-linked accounts. All payments are instructed electronically. No payments will be made by cheque.

## REGULAR WITHDRAWAL PAYMENTS (REFERRED TO AS CFP REDEMPTION)

You may schedule a regular payment but IP must receive the instruction 5 business days before the scheduled withdrawal payment date for payment to be effective that day. If not, the first withdrawal payment will be scheduled to take place the next month.

Select rand value per withdrawal\*\*\*: \_\_\_\_\_ First effective payment date: \_\_\_\_\_

Regular withdrawal payments are scheduled for the 25th of each month and if this falls on a weekend or public holiday it will be effective on the next business day. \*\*\* The minimum regular withdrawal amount is R1,000 per month per account/fund.

## COMMUNICATION FROM IP MANAGEMENT COMPANY AND EMPEROR ASSET MANAGEMENT

All your correspondence will be sent to your email address provided (confirm by ticking relevant box): Yes  No

If No, please advise of alternative email address: \_\_\_\_\_

## AGREEMENT WITH INVESTOR

1. This application form and the Deed will form the agreement between the investor and IP Management Company (RF) (Pty) Ltd, an authorized Manager of a Collective Investment Scheme in Securities in terms of the Collective Investment Schemes Control Act, 45 of 2002 ("the Act"). The Deed is available for viewing at the registered office of the Manager.
2. Collective Investment Schemes in Securities (CIS) are generally medium to long term investments. The value of units may go down as well as up and past performance is not necessarily a guide to the future. CIS are traded at ruling prices and can engage in borrowing and scrip lending. Commission and incentives may be paid and if so, would be included in the overall costs. Please refer to the fund summary at the back of this application form for a list of the initial fees and annual management fees applicable to each collective investment portfolio.
3. All IP collective investment portfolios are valued and priced using forward pricing at 15h00 each business day with the exception of quarter end when valuation is at 17h00 and 20h00 for fund of funds and certain funds with significant investments in CIS.
4. Collective investment prices are calculated on a net asset value basis by determining the total market value of all assets in the collective investment portfolio scheme, including any income accruals, less any permissible deductions from the portfolio namely: brokerage fees, marketable securities tax, Value Added Tax, auditors' fees, bank charges, trustee and custodian fees, and the service charges of the manager. Please refer to the fund summary at the back of the application form.
5. Units will be repurchased by the manager at the ruling price calculated in accordance with the requirements of the Act and the relevant deeds and paid to the investor only. Subject to occurrences beyond the control of IP, transaction requests received by IP before 14h30 will be actioned at that day's price. Monies from the repurchase of units will not be paid to third party bank accounts.
6. Fluctuations or movements in exchange rates may cause the value of underlying international investments to go up or down.
7. The manager may borrow up to 10% of the market value of the collective investment scheme portfolio to ensure liquidity.
8. The fund(s) may engage in scrip-lending activities, subject to the limits and conditions imposed by the Act.
9. The IP collective investments portfolios may at any stage be closed to enable the portfolios to be managed in accordance with their mandates.
10. IP reserves the right to repurchase unit balances with a market value less than the minimum monthly investment amount and close the investment account. Investors will be notified beforehand should this be contemplated.
11. If the investor requests a unit certificate, IP reserves the right to repurchase units from the investor in order to pay for the stamp duty payable in respect of the unit certificate and the net number of units will be certified.
12. The clearance period on investments made by debit order is 30 (thirty) days.
13. In the event that this application form is faxed or emailed to IP, the responsibility of ensuring that the instruction has been received and actioned by IP will lie with the instructor. A fax confirmation in the hands of the sender will not be regarded as proof that IP received a specific document. IP does not accept any liability and responsibility for having acted on a faxed document that on the face of it appears valid and the investor consequently bears the risk of fraud and/or forgery.
14. IP reserves the right to only process instructions that are submitted on IP standard transaction forms.
15. IP reserves the right to withhold processing of any unclear, incomplete or ambiguous requests forwarded by the investor / financial advisor. IP will not be liable for any damages or losses of whatsoever nature arising out of IP's failure to action this instruction due to occurrences beyond the control of IP. IP will not be liable for any loss incurred due to incorrect information being supplied by the investor or his/her financial advisor. This includes, but is not limited to, IP being unable to identify a deposit or transfer made to the respective IP bank account, for any reason whatsoever. Proof of payment and copies of all verification documentation requested must accompany this application form. IP will not be obliged to process this application form until it has received proof of payment and the verification documentation and IP will not be liable for any loss or damage of whatsoever nature arising from the inability of IP to process this application form due to the fact that the requirements of the Financial Intelligence Centre Act, 38 of 2001 ("FICA") have not been complied with. The investor indemnifies and holds IP harmless against any loss or damage which the investor may suffer as a result of any commission or omission by IP which is a result of an obligation imposed on IP by FICA.
16. These limits apply even if you have more than one Tax Free Savings Account and SARS will tax any excess contributions at a rate of 40% as contemplated in section 12T(7) of the Income Tax Act.
17. The Manager does not provide any guarantee either with respect to the capital or the return of a portfolio. Fund of funds and feeder funds invest in portfolios of other Collective Investment Schemes that levy their own charges, which could result in a higher fee structure for the fund of funds. The Manager retains full legal responsibility for the Fund, regardless of Co-Naming arrangements. Prices are published daily and available in newspapers countrywide, as well as on request from the Manager. IP Management Company (RF) (Pty) Ltd is the authorised Manager of the Scheme – contact 021 671 1340 or [clientservices@ipmc.co.za](mailto:clientservices@ipmc.co.za). Standard Bank is the trustee / custodian – contact [compliance-IP@standardbank.co.za](mailto:compliance-IP@standardbank.co.za). Additional information including the annual report of the Manager and detailed holdings of the portfolio as at the last quarter end are available, free of charge, from [clientservices@ipmc.co.za](mailto:clientservices@ipmc.co.za)
18. IP Management Company (RF) (Pty) Ltd is a member of Association for Savings & Investment SA (ASISA).
19. Complaints should be in writing and clearly marked for the attention of the Compliance Officer and should be sent to [clientservices@ipmc.co.za](mailto:clientservices@ipmc.co.za) or faxed to 086 557 4848
20. IP reserves the right to restrict subsequent investment into a fund should the transaction behaviour of an investor be deemed to be detrimental to the fund. This determination will be at the sole discretion of the Manager.
21. IP will only process investments on receipt of funds into the appropriate bank account, proof of deposit, and all relevant documentation.
22. If the investment is cancelled after funds were deposited into our bank account, but before all relevant documentation (as required in terms of the Financial Intelligence Centre Act No. 38 of 2001) was submitted, IP shall be entitled to receive any such outstanding documentation prior to processing a refund.

## DECLARATION BY INVESTOR

I/we certify that I/we have noted and understood the information provided and to confirm that I/we received the minimum disclosure document (MDD). I/We understand and/or warrant that:

- I/we have read and understand and agree to be bound by the provisions of this application form. If, on the date of signature of this application form, an updated application form exists and the fees and/or terms and conditions are different on that form, the fees and/or terms and conditions on the updated application form will apply;
- the information contained in this application form is true and correct. IP shall have the right to make any enquiries from any source to verify the information disclosed in this application form;
- where this application form is signed in a representative capacity I/we have the necessary authority to sign;
- IP reserves the right to request any additional evidence to identify the source or the investment amount prior to processing this application; and any amounts received by IP by debit order or Electronic Funds Transfer (EFT) will be deemed not to have been received and no transaction(s) in respect of such application may be made until the amount has been unconditionally credited to the IP bank account.
- I/We indemnify and hold IP harmless against any claim of whatsoever nature, which I/we may have resulting from conducting business by telephone, facsimile, email, website or any other electronic means. I/We hereby consent to IP taking any security precautions it may deem necessary to proceed with my/our application. IP shall, at its discretion, have the option to pay or collect any amounts (provided that I/we owe the amount to IP), via the Automated Clearing Bureau or EFT.
- I/we will remain responsible for ensuring that my/our contact information is kept up to date.
- I/we consent to IP using my/our personal information to facilitate tracing where required in the future. The consent will allow the sharing of personal information and ensure compliance with the Protection of Personal Information legislation.
- I/we consent to any direct administration, tracing and management costs associated with unclaimed assets to be recovered by deduction from the value of the investment. Refer to the website [www.ipmc.co.za](http://www.ipmc.co.za) for appropriate information on unclaimed assets and process adhered to.
- I/We confirm acceptance of all disclosures and terms & conditions as set out in <http://www.ipmc.co.za/terms-and-conditions>, and as updated from time to time on said website.
- I/we certify that I/we have accepted the information produced in EAC calculator found on <http://www.ipmc.co.za/effective-annual-cost>.

Signature of investor: \_\_\_\_\_ Date: \_\_\_\_\_  
(must correspond with application form)

Authorised signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if different to investor and warrant to have power of authority to act on investor's behalf)

Full name of authorised signatory: \_\_\_\_\_

Capacity of authorised signatory: \_\_\_\_\_

## FINANCIAL ADVISOR DETAILS AND DECLARATION

Financial advisor institution: \_\_\_\_\_ Financial advisor name: \_\_\_\_\_

Brokerage code (e.g. 20000-XX-XX): \_\_\_\_\_ Advisor code (e.g. 20000-XX-XX): \_\_\_\_\_

FSP licence number: \_\_\_\_\_ Authorised agent signature: \_\_\_\_\_

Telephone number (work): **(CODE)** \_\_\_\_\_ E-mail address: \_\_\_\_\_

I/We

- declare that I/we have made the disclosures required in terms of the Financial Advisory and Intermediary Services Act 37 of 2002 and subordinate legislation thereto, to the investor(s).
- declare that I/we have fully explained the meaning and implications of replacement (if applicable) to the investor(s) and that I am fully aware of the possible detrimental consequences of replacement.
- warrant that I/we have established and verified the identity of the investor(s) (and persons acting on behalf of the investor) in accordance with the Financial Intelligence Centre Act 38 of 2001 (FICA) and subordinate legislation thereto, and I/we will keep records of such identification and verification according to the provisions of FICA.
- warrant that I/we have explained all fees that relate to this investment to the investor and I/we understand and accept that the Investor may withdraw his/her authority for payment to me/us in writing to IP.

Signature of Financial Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

## FINANCIAL ADVISOR DECLARATION (FICA)

- I confirm that I have identified the investor, including any person acting on behalf of the investor, premium payer and cessionary, where applicable, and verified his/her details on this investment under the requirements set out in section 21 of the Financial Intelligence Centre Act, No 38 of 2001. I further confirm that I have stored all the verification documents in terms of section 22 of the same act (effective from 30 June 2003).
- I confirm that should my relationship with the investor be terminated that I will provide IPMC with all the verification documents I have on file.

Signature of Financial Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

## FINANCIAL ADVISOR DECLARATION (FATCA) (Should the self-certification form be signed by the mandated advisor)

- I warrant that all information provided by ourselves to IP is true and correct in all material aspects, to the best of our knowledge and belief. Should any of the information contained herein cease to be correct, then I will notify IPMC of the change immediately.

Signature of Financial Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

## FINANCIAL ADVISOR FEES (TICK RELEVANT BOX)

I acknowledge that I did not receive financial advice from a financial advisor; **OR**

I hereby confirm that the Financial Advisor whose details have been completed in the section above, "Financial Advisor Details and Declaration" is my appointed Financial Advisor and I agree to payment of fees as follows:

Initial advice fee: \_\_\_\_\_ % (Negotiable between Financial Advisor and investor to maximum of 0.5% exclusive of VAT. This will be applied to each contribution and deducted before the investment is made.)

Ongoing advisor fee: \_\_\_\_\_ % per annum based on the daily market value of the investment portfolio, charged by way of unit reduction from investment and paid to the appointed Financial Advisor monthly in arrears.  
Negotiable to maximum of 3.00% exclusive of VAT. Ongoing advisor fee percentage must be in increments of 0.05%. This is not part of the normal annual management fee charged by the relevant fund(s). This authority may be withdrawn by investor by giving written notice to IP.

Signature of investor: \_\_\_\_\_ Date: \_\_\_\_\_

## SPECIAL INSTRUCTIONS

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## OFFICES



### IP MANAGEMENT COMPANY (RF) (PTY) LTD

Physical address:  
1st Floor Mariendahl House  
Newlands-on-Main  
Newlands  
7700

Postal address:  
PO Box 23271  
Claremont  
7735

Contact:  
Tel: 021 673 1340  
Fax: 086 557 4848  
Email: clientservices@ipmc.co.za



### EMPEROR ASSET MANAGEMENT (PTY) LTD

An authorised financial services provider, registration number: 2010/019682/07. FSP 44978

Physical address:  
Block B, The Offices of Hyde Park  
Strouthos Place (off 2<sup>nd</sup> Rd)  
Hyde Park  
2196

Postal address:  
Postnet Suite 247  
Private Bag X1  
Melrose Arch  
2076

Contact:  
Tel: 087 940 6121  
Fax: 011 214 8028  
Email: info@emperor.co.za

## FEES AND FUND INFORMATION

Fund name	Benchmark	ASISA Fund Classification	Distribution frequency
Emperor IP Momentum Equity Fund	FTSE/JSE Top 40 Index	South African - Equities - General	March
Emperor IP Global Momentum Equity Fund	Standard & Poor 500 index in rands	South African - Equities - General	March
Annual Management Fee	Ongoing advisor fee	Initial fee	Performance fee
1.50% (excl VAT) for C class subject to performance exceeding the benchmark, otherwise 0%	Maximum of 3% (excl VAT)	Maximum of 0.5% (excl VAT)	No performance fees are charged on the tax free account

In terms of the Financial Intelligence Centre Act 38 of 2001, and the regulations thereto, IP Management Company (RF) (Pty) Ltd has to identify and verify the identity of its clients.

**Please attach the documentation set out below to this completed application form.**

### **1. NATURAL PERSONS**

#### **1.1 South African Citizen or Resident**

- 1.1.1 Copy of ID containing a verifiable photo, full names, date of birth and ID number (a passport/driver's licence containing the above information will only be accepted with a written reason for the unavailability of the ID document).
- 1.1.2 Document(s) less than 3 months old (at date of application) containing residential address (e.g. utility bill, telephone account, bank statement, municipal services invoice). Cohabitants' residence requires affidavit or marriage certificate, proof of residence as set out in point 1.1.2 from the person with whom the investor is living, together with copy of bar-coded ID or passport containing a verifiable photo, full names, date of birth and ID number.
- 1.1.3 Proof of bank details (a recent bank statement or cancelled cheque).
- 1.1.4 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.
- 1.1.5 Copy of minor's bar-coded ID containing a verifiable photo, full names, date of birth and ID number; birth certificate (only if ID has not been issued); copy of bar-coded ID or passport in respect of parents or guardian(s) containing a verifiable photo, full names, date of birth and ID number; proof of residential address in respect of parents or guardian(s) (less than 3 months old) and proof of guardianship (if applicable).

#### **1.2 Foreign Nationals**

- 1.2.1 Copy of passport containing a photo, full names, date of birth and ID number.
- 1.2.2 Document(s) less than 3 months old (at date of this application) containing residential address (e.g. utility bill, telephone account, bank statement, municipal services invoice).