

## IP COLLECTIVE INVESTMENTS APPLICATION FORM

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 client due diligence 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 client due diligence 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 client due diligence 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 **086 605 0824**.
- 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 client due diligence documents as per annexure A and proof of bank details.
- Cash deposits will not be permitted.
- DWT form to be completed if required.
- 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/registered name of legal entity: \_\_\_\_\_

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

\_\_\_\_\_

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

Postal address (residential/place of business): \_\_\_\_\_

\_\_\_\_\_

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

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

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

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

Employment type / Nature of Business / (e.g employed, self employed, primarily cash revenue etc): \_\_\_\_\_

Place of employment: \_\_\_\_\_ Source of wealth (e.g salary, inheritance etc): \_\_\_\_\_

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

Method of identification (residents - ID number; non residents - passport number): \_\_\_\_\_

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

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

Are you a prominent influential person, close associate or immediate family member of a prominent influential person?: Yes  No

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 and indicate your foreign tax number(s). (Mandatory).

Country	Tax number

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

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

Date of incorporation for legal entity: (MANDATORY)

### FOREIGN ACCOUNT TAX COMPLIANCE ACT (FATCA) SELF-CERTIFICATION FORM FOR ENTITIES

IP is required by law to ask for information from all clients on their international citizenship and tax residency status. Kindly note that the Entity Tax Declaration form must be completed if you are investing on behalf of an entity (ie a juristic person, not an individual). It is important to please advise us immediately should any of the information (once completed) change in the future, or if there are any changes in circumstances that you believe could affect your tax residency or FATCA classification.

### CONFIRMATION OF TAX STATUS FOR DIVIDEND WITHHOLDING TAX

(Please consult a tax adviser if you are unsure about your tax status)

#### Dividend Withholding Tax (All investors)

SARS requires IP to pay over Dividend Withholding Tax (DWT) on your behalf where applicable. We will deduct this tax before we pay any dividends to you or re-invest into your account. Certain investors may qualify for an exemption or reduced tax rate. Should this be applicable to you, please complete the relevant DWT exemption or reduced tax rate forms and submit with your application. Unless we receive information from you indicating otherwise, we will be obliged to withhold the default DWT of 20%.

#### Dividends Withholding Tax on Real Estate Investment Trust (REIT) Income (South African tax residents only)

Even if you do not qualify for any other exemption, South African tax resident investors should tick the para (l) exemption box below in order to qualify for exemption from DWT on REIT income.

Par (l) – any person insofar as the dividend constitutes income of that person (i.e. falls into normal tax system)

### DECLARATION in terms of sections 64FA(1)(a)(i), 64G(2)(a)(aa) or 64H(2)(a)(aa) of the Act and UNDERTAKING in terms of sections 64FA(1)(a)(ii), 64G(2)(a)(bb) or 64H(2)(a)(bb) of the Act:

I the undersigned hereby declare that dividends paid to the beneficial owner is exempt, or would have been exempt had it not been a distribution of an asset in specie, from the dividends tax in terms of the paragraph of section 64F of the Act indicated above and undertake to forthwith inform the Withholding Agent in writing should the circumstances of the beneficial owner referred to in the declaration above change.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Withholding Tax on Interest (Non South African tax residents only)

Please note that IP will withhold Withholding Tax on Interest at the applicable rate stipulated in legislation until we are in possession of your correctly completed and signed declaration form which stipulates exemption or reduced tax rates claimed.

To claim the exemption or claim the reduced rate of tax please complete and sign the Withholding Tax on Interest Declaration form available from IP or by calling Client Services at 087 940 6121 or email [newaccounts@emperor.co.za](mailto:newaccounts@emperor.co.za), and return it to Emperor Asset Management.

## TYPE OF INVESTOR (APPLICABLE TO ALL INVESTORS - TICK RELEVANT BOX)

### Institutional Investors are:

- Retirement Funds
- Long-term Insurers
- Collective Investment Scheme Management Companies
- Investment Managers who are registered with Financial Surveillance Department as Institutional Investors

### Retail Investors are:

- Individuals
- Companies and Close Corporations
- Trusts and Partnerships
- Medical Aid Schemes and Intermediaries \*

\* Intermediaries include linked investment service providers (LISPs), nominee companies or investment managers not registered as institutional investors with the South African Reserve Bank. Where assets are sourced from an intermediary, the intermediary must provide identification of the assets as either institutional assets or retail assets.

## INVESTMENT DETAILS

Fund name:

Class:

Lump-sum investment (Gross of Fees)\*:

IP Momentum Equity Fund

A

R

IP Global Momentum Equity Fund

A

R

\* The minimum lump sum investment is R10,000

### 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.

### 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 R1,000,000 per bank account per day. Amounts exceeding R1,000,000 must be actioned by electronic transfer (EFT) directly into our bank account specified above

## DEBIT ORDER INVESTMENT (GROSS OF FEES\*\* - TICK RELEVANT BOX)

Fund name:

Class:

Debit order investment (Gross of Fees):

IP Momentum Equity Fund

A

R

IP Global Momentum Equity Fund

A

R

\*\* The minimum debit order is R1,000 per month per account/fund. Debit orders are restricted to a maximum of R1,000,000 per bank account per day. Rejected debit order and once off debit will result in the original transaction being reversed automatically.

Annual increase %  
(tick relevant box):

0%

5%

10%

15%

% Other

Debit order frequency  
(tick relevant box):

Monthly

Quarterly

Bi-annual

Annual

Debit order date  
(tick relevant box):

1st

25th

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: \_\_\_\_\_

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 / CASH FLOW PROJECTION (CFP)

You may schedule a regular monthly 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. 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.

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

\*\* The minimum debit order is R1,000 per month per account / fund. Debit orders are restricted to a maximum of R1,000,000 per bank account per day. Rejected debit order and once off debit will result in the original transaction being reversed automatically.

## 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 Amendment Act, 1 of 2017 ("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. SARS requires us to pay over Dividend Withholding Tax (DWT) on your behalf where applicable. We will deduct this tax before we pay any dividends to you or reinvest into your account. Unless we receive information from you indicating otherwise, we will be obliged to withhold the default DWT of 20%.
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 021 673 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 transacting behaviour of an investor be deemed to be to the detriment of 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 Amendment Act No. 1 of 2017) was submitted, IP shall be entitled to receive any such outstanding documentation prior to processing a refund.
23. IP reserves the right to request additional information if client due diligence deems it necessary (as required in terms of the Financial Intelligence Centre Amendment Act No. 1 of 2017).

## 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 will notify IP immediately if my/our tax residency or Foreign Account Tax Compliance Act (FATCA), Common Reporting Standard (CRS) or equivalent classifications changes in the future, or if there are any changes in circumstances that may impact on my/our tax residency status and/or FATCA and or CRS classification.
- 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>.
- I/We will notify IP immediately if there are any changes in circumstances relating to status of prominent influential person, close associate connected to a prominent person or immediate family member of a prominent person.

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

Not applicable

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 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 (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 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 % 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
IP Momentum Equity Fund	FTSE/JSE Top 40 Index	South African - Equities - General	March
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
1.5% (excl VAT) for A class subject to performance exceeding the benchmark, otherwise 0%	Maximum of 3% (excl VAT)	0.5% (excl VAT)	20% of the outperformance of the fund relative to benchmark

## ANNEXURE A

In terms of the Financial Intelligence Centre Amendment Act 1 of 2017, and the regulations thereto, IP Management Company has to identify and verify the identity of its clients and perform customer due diligence

**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 identification containing a verifiable photo, full names, date of birth and ID number (Government issued or controlled sources eg SA identity document including smart card identity documents, driver's licences)
- 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). Co-habitants' 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 government issued or controlled sources eg SA identity document including smart card identity documents, driver's licences 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 government issued or controlled sources eg SA identity document including smart card identity documents, driver's licences 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 identification containing a photo, full names, date of birth and ID number (Government issued or controlled sources eg Foreign identity documents, passports, asylum seeker or refugee permits, work permits, visitors' visas)
- 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)

### 2. LEGAL PERSONS

#### 2.1 SA Companies

- 2.1.1 Certificate of Incorporation (CM1) and Notice of Registered Office and Postal Address (CM22) containing Registrar's stamp or equivalent documents (CoR14.3 and CoR21.1) containing the name of legal person, form of legal person, registration number and address of registered office
- 2.1.2 Document(s) less than 3 months old (at date of this application) containing business physical address (e.g. utility bill, telephone account, bank statement, municipal services invoice)
- 2.1.3 Copy of identification as set out in 1.1.1 and 1.2.1 respectively and proof of residence as set out in 1.1.2 and 1.2.2 respectively, i.r.o all ultimate beneficial owners who independently or together with another person, owns or exercise effective control of the legal person (eg all natural individuals holding 25% ownership, exerts control through voting rights or the exercises control over the management of the legal person)
- 2.1.4 Copy of CM1, CM22 or equivalent documents (CoR14.3 and CoR21.1) and proof of residence as set out in 2.1.1 and 2.1.2 respectively as set out in 1.1.2 and 1.2.2 respectively, i.r.o the manager, all authorised signatories, all individuals holding 25% or more of the voting rights at a general meeting
- 2.1.5 Proof of authority to act for company (e.g. Board resolution). Specimen signatures of all authorised signatories
- 2.1.6 Copy of latest shareholder register to reflect ultimate beneficial ownership / control structure
- 2.1.7 Full names and ID number of all directors, senior management and authorised signatories

#### 2.2 SA Close Corporations

- 2.2.1 Founding Statement and Certificate of Incorporation (CK1) and Amended Founding Statement (CK2) if applicable, containing Registrar's stamp. This must contain the name of legal person, form of legal person, registration number and address of registered office
- 2.2.2 Document(s) less than 3 months old (at date of this application) containing business physical address (e.g. utility bill, telephone account, bank statement, municipal services invoice)
- 2.2.3 Copy of identification as set out in 1.1.1 and 1.2.1 respectively and proof of residence as set out in 1.1.2 and 1.2.2 respectively, i.r.o all ultimate beneficial owners who independently or together with another person, owns or exercise effective control of the legal person (eg all natural individuals holding 25% ownership, exerts control through voting rights or the exercises control over the management of the legal person)
- 2.2.4 Proof of authority to act for close corporation (e.g. member's resolution). Specimen signatures of all authorised signatories
- 2.2.5 Copy of latest shareholder register to reflect ultimate beneficial ownership / control structure
- 2.2.6 Full names and ID number of all members, senior management and authorised signatories

#### 2.3 Foreign Companies

- 2.3.1 Official stamped document from foreign regulator containing the name of legal person, form of legal person, registration number and address of registered office
- 2.3.2 Document(s) less than 3 months old (at date of this application) containing SA and foreign trade names and business addresses (e.g. utility bill, telephone account, bank statement, municipality rates and tax invoice)
- 2.3.3 Copy of identification as set out in 1.1.1 and 1.2.1 respectively and proof of residence as set out in 1.1.2 and 1.2.2 respectively, i.r.o all ultimate beneficial owners who independently or together with another person, owns or exercise effective control of the legal person (eg all natural individuals holding 25% ownership, exerts control through voting rights or the exercises control over the management of the legal person)
- 2.3.4 Proof of authority to act for company (e.g. Board resolution). Specimen signatures of all authorised signatories
- 2.3.5 Copy of latest shareholder register to reflect ultimate beneficial ownership / control structure
- 2.3.6 Full names and ID number of all members, senior management and authorised signatories

#### 2.4 Other Legal Persons (i.e. club, association, body corporate, retirement fund)

- 2.4.1 The copy of the constitution or other founding document in terms of which legal person is created containing the name of legal person, form of legal person, registration number and address of registered office. (Eg Sources of information created or controlled by public sector)
- 2.4.2 Copy of identification as set out in 1.1.1 and 1.2.1 respectively and proof of residence as set out in 1.1.2 and 1.2.2 respectively, i.r.o all ultimate beneficial owners who independently or together with another person, owns or exercise effective control of the legal person (eg all natural individuals holding 25% ownership, exerts control through voting rights or the exercises control over the management of the legal person)
- 2.4.3 Copy of latest shareholder register to reflect ultimate beneficial ownership / control structure
- 2.4.4 Full names and ID number of all members, senior management and authorised signatories
- 2.4.5 Proof of authority to act for legal person. Specimen signatures of all authorised signatories



## ANNEXURE A (CONTINUED)

### 2.5 Partnerships

- 2.5.1 Copy of the Partnership agreement containing the name of legal person, form of legal person, registration number and address of registered office
- 2.5.2 Copy of identification as set out in 1.1.1 and 1.2.1 respectively and proof of residence as set out in 1.1.2 and 1.2.2 respectively, i.r.o all ultimate beneficial owners who independently or together with another person, owns or exercise effective control of the legal person (eg all natural individuals holding 25% ownership, exerts control through voting rights or the exercises control over the management of the legal person)
- 2.5.3 Full names and ID number of all partners, senior management and authorised signatories
- 2.5.4 Proof of authority to act for partnership. Specimen signatures of all authorised signatories
- 2.5.5 Copy of latest shareholder register to reflect ultimate beneficial ownership / control structure

### 2.6 Trusts

- 2.6.1 The main deed or other founding document (i.e. a will)
- 2.6.2 Letters of authority from Master (SA trust) or foreign regulator (foreign trusts) to trustees
- 2.6.3 Copy of identification as set out in 1.1.1 and 1.2.1 respectively and proof of residence as set out in 1.1.2 and 1.2.2 respectively, i.r.o all ultimate beneficial owners who independently or together with another person, owns or exercise effective control of the legal person (eg all natural individuals holding 25% ownership, exerts control through voting rights or the exercises control over the management of the legal person)
- 2.6.4 A death certificate or certificate of deregistration where founder died or ceased to exist. Formal document reflecting appointment of executor
- 2.6.5 Full names and ID number of all trustees, beneficiaries, founder and authorised signatories
- 2.6.6 Proof of authority to act for trust. Specimen signatures of all authorised signatories
- 2.6.7 Copy of latest shareholder register to reflect ultimate beneficial ownership / control structure