







## BANKING DETAILS FOR A RECURRING DEBIT ORDER

<input type="checkbox"/>	USE THE SAME BANK DETAILS SPECIFIED FOR THE ONCE OFF DEBIT	<input type="checkbox"/>	USE DIFFERENT BANK DETAILS FOR THE RECURRING DEBIT ORDER (COMPLETE THE DETAILS BELOW)
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"/>		
SIGNATURE OF BANK ACCOUNT HOLDER/ AUTHORISED SIGNATORY	<input type="text"/>		

If the debit order is funded by a 3rd party (spouse included):

\* For individuals: Certified copy of the third party's identity document with a specimen signature.

\* For entities: Standard Bank – Bank account mandate \* For Other banks – Letter from the bank confirming signing authority and a certified copy of identity document with a specimen signature of the signatory/ies

## ANNUAL CONTRIBUTION INCREASE

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

PERCENTAGE INCREASE PER ANNUM  5%  10%  15%  20%

EFFECTIVE MONTH   -

M M                      Y Y Y Y

## 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"/>		

## AUTHORISED SIGNATORIES

List of persons authorised to provide STANLIB Collective Investments with instructions relating to STANLIB Chuma.

SPECIMEN SIGNATURE

FIRST NAME

SURNAME

SIGNING  ALONE  JOINTLY

TELEPHONE  -



SPECIMEN SIGNATURE

FIRST NAME

SURNAME

SIGNING  ALONE  JOINTLY

TELEPHONE  -

SPECIMEN SIGNATURE

FIRST NAME

SURNAME

SIGNING  ALONE  JOINTLY

TELEPHONE  -

**F I C A R E Q U I R E M E N T S**

Unless previously provided to STANLIB, please send verified/certified copies of the documents set out below. These are used to verify the identity of the Investor.

**FOR THE STOKVEL**

- Constitution or founding document
- Document authorising persons to act

**FOR EACH AUTHORISED SIGNATORY**

**South African**

- Green, bar-coded Identity document
- If not available valid reason why identity document could not be provided together with a valid Passport or valid driver's licence
- Proof of physical residential address
- Authority to act (if applicable) : power of attorney / letter of appointment from the court and Identity document, physical residential address and contact details of persons authorised to act

**Foreign**

- Valid Passport
- Proof of physical residential address
- Authority to act (if applicable) : power of attorney / letter of appointment from the court and Identity document, physical residential address and contact details of persons authorised to act

**PROOF OF ADDRESS OF EACH AUTHORISED SIGNATORY**

Any one of the following documents reflecting the physical/business address is acceptable:

- 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 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

**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
- 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

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).



## 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, STT, auditor's fees, bank charges, trustee/custodian fees and the service charge levied by STANLIB Collective Investments (RF) Limited ("the Manager").
  2. Initial Financial Adviser Charges: The Initial Financial Adviser charges is deducted from the full investment value and the remaining amount is allocated to the selected investment options. Commission paid to Financial advisers is incorporated in the initial Financial Adviser charges. Any additional investment will incur an initial Financial Adviser charges. The charge is set at a maximum of 0.84% of investments These charges are all VAT inclusive.
  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) ("Investment for Individuals" section).
  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 Investors 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 (including the Performance Fee Frequently Asked Questions), 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. STANLIB Collective Investments (RF) Limited 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), half-yearly (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. Distribution payments will only be made if the value of the payment is above R50. From 1 February 2008, no initial Financial Adviser charges will be levied on reinvestments.
  8. Electronic Transactions: the Client agrees that STANLIB 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. STANLIB are 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 STANLIB's Internet site, telefax, telephone or any other electronic medium shall constitute prima facie proof of the contents of such instructions and applications.
  9. Repurchase and Income Distribution Payments: Repurchase and income distribution payments can only be made into an account in the name of the investor. No third party or cheque payments will be made.
- 10. General**
- 10.1. Collective investment schemes in securities are generally medium to long term investments.
  - 10.2. The value of participatory interests may go down as well as up and past performance is not necessarily a guide to the future.
  - 10.3. An investment in the participations of a collective investment scheme in securities is not the same as a deposit with a banking institution.
  - 10.4. 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 Investor.
  - 10.5. 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.
  - 10.6. Where different classes of participatory interests apply to certain Portfolios, they would be subject to different charges.
  - 10.7. A schedule of charges and maximum commissions is available on request from STANLIB Collective Investments (RF) Limited ("the Manager").
  - 10.8. 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 of record in respect of your investment is available on request from the Manager.
  - 10.9. 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.
  - 10.10. 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.
  - 10.11. 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.
  - 10.12. 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.
  - 10.13. The holdings of offshore investments in certain portfolios are subject to current South African Reserve Bank Regulations.
  - 10.14. Forward pricing is used.
  - 10.15. Fluctuations or movements in exchange rates may cause the value of underlying international investments to go up or down.
  - 10.16. 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.
  - 10.17. Payment will be made within 14 days of receipt of a valid repurchase form. Please note that there is a 21-day clearance period for cheques and direct deposits, a 45-day clearance period for debit orders, and a 60-day clearance period for once-off debit orders.
  - 10.18. Any capital gain realised on the disposal of a participatory interest in a collective investment scheme is subject to Capital Gains Tax (CGT).
  - 10.19. The Manager is obliged to report on the weighted average cost method for CGT purposes.
  - 10.20. All portfolios are valued on a daily basis at 15h30 with the exception of some of the Fund of Funds portfolios and Feeder Fund portfolios, which are valued at 17h00. Investments and repurchases will receive the price of the same day if received prior to 15h30.
  - 10.21. The Investor confirms that neither the Manager nor any of its staff provided him/her with any advice and that he/she has taken particular care to consider on his/her own or with the assistance of his/her authorised Financial adviser whether the investment is appropriate considering his/her unique objectives, financial situation and particular needs.
  - 10.22. All bank accounts supplied for the duration of this investment will be verified with the relevant banks.
  - 10.23. Conflicts of interest disclosure: STANLIB shall, wherever possible avoid situations causing a conflict of interest. Where it is not possible to avoid such conflict: STANLIB 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. STANLIB is part of the Standard Bank Group of companies and both the Liberty Agency and SBFC financial advisers are permitted to sell various STANLIB 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 STANLIB of such termination in writing. Upon receipt of such notification STANLIB 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 STANLIB.
  - 10.24. 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 [www.stanlib.com](http://www.stanlib.com). 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.
- 11. Statements**
- 11.1. All other Investors will receive consolidated statements quarterly.
  - 11.2. IT3B and IT3C documents will be sent to Investors by May each year.
  - 11.3. An investor can register on STANLIB Online and access statements 24 hours a day in a secured environment
12. Cooling off rights: Due to the nature of this product, cooling off rights are not offered on this product.
13. 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 Investors 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.
14. Trustees: Standard Chartered Bank, 4 Sandown Valley Crescent, Sandton, 2196, Johannesburg. Telephone: (011) 217 6600
15. Query Support and Middle Office STANLIB Compliance and Complaints PO Box 202, Melrose Arch, 2076. Telephone: 0860 123 003
16. 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 [www.stanlib.com/contactus/pages/furtherqueries.aspx](http://www.stanlib.com/contactus/pages/furtherqueries.aspx), alternatively the Client can send an email to [rateus@stanlib.com](mailto:rateus@stanlib.com)

Liberty is a member of the Association for Savings and Investment of South Africa. The Manager is a member of the Liberty group of companies.

## FINANCIAL SERVICES PROVIDER

1. The Client hereby confirms that he/she has appointed/hereby appoints the Financial Services Provider (FSP) whose FSB licence number is disclosed below for purposes of his/her dealings with STANLIB.
2. The Client agrees that STANLIB will pay the Financial Services Provider (FSP) the charges as set out in this application form. Where the FSP is a



