



## Investment Application Form

### Investor's personal details

<input type="checkbox"/> New Investor	<input type="checkbox"/> Existing Investor
Investment account number	<input type="text"/>
Title	<input type="text"/> Initial/s <input type="text"/> Marital status <input type="text"/>
Surname/Name of legal entity	<input type="text"/>
First name/s (if individual)	<input type="text"/>
Identity/Registration number	Date of birth <input type="text"/> DD - <input type="text"/> MM - <input type="text"/> CC <input type="text"/> YY
Telephone (home)	<input type="text"/> - <input type="text"/> Fax (home) <input type="text"/> - <input type="text"/>
Telephone (work)	<input type="text"/> - <input type="text"/> Fax (work) <input type="text"/> - <input type="text"/>
Cellphone	<input type="text"/>
Email address	<input type="text"/>
Physical address	<input type="text"/>
Postal address	<input type="text"/>
Occupation	Tax number <input type="text"/>
Nature of business	<input type="text"/>
Source of income	Source of funds <input type="text"/>
Namibian resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No** Country of residence <input type="text"/>
Foreign exchange dealer	<input type="text"/>

### Investor's bank account details

Bank	<input type="text"/>	Branch	<input type="text"/>
Account number	<input type="text"/>	Branch code	<input type="text"/>
Credit card number	<input type="text"/>	Expiry date	<input type="text"/>
Account type	<input type="checkbox"/> Cheque account	<input type="checkbox"/> Savings account***/Standard Bank E-Plan	
	<input type="checkbox"/> Standard Bank Mastercard	<input type="checkbox"/> Call account	Serial No. <input type="text"/>
Account holder's name	<input type="text"/>		

Signature of bank account holder	<input type="text"/>	Date	<input type="text"/> DD - <input type="text"/> MM - <input type="text"/> CC <input type="text"/> YY
		Assisted by	<input type="text"/>
			<i>(for persons without contractual capacity)</i>

\*\* If no, please provide the name and address of your foreign exchange dealer

\*\*\* Only certain banks permit debits on savings accounts. Please confirm with your bank beforehand



## Debit order authority

Recurring debit order

I hereby grant permission for Standard Bank Namibia Unit Trust Management Company Limited to arrange with my bank for the payment of the investment amounts in terms of this application (including amendments that may be made during the life of the investment) from my account on the specified day of each month.

Please debit my account on the  of each month\*\*,

for investment at the ruling price on that day, commencing in the month of

Once-off debit order

I/We hereby irrevocably request/"instruct" and authorise Standard Bank Namibia Unit Trust Management Company Limited to draw against my/our account, with the bank (or any other bank or branch to which I/we may transfer my/our account), for

the sum of

N\$

Amount in words

As a once-off debit on\*

I/We request the bank to debit my/our account with these drawings. I understand that the same terms and conditions apply as set out under the debit order authority Please note: In the event of a debit order cancellation, kindly put a stop payment on the next debit order at your banking institution. A maximum of N\$500 000 can be transferred per once-off debit order transaction - a cancelled cheque should be attached for bank identification purposes (current account only). Normal default fees will apply to debit order investments and a 7 days notice is required for implementation.

I/We understand that the withdrawal hereby authorised will be processed by computer through a system known as the ACB Magnetic Tape Service, and I/we also understand that the details of such withdrawal will be printed on my/our bank statement or on an accompanying voucher.

I/We also acknowledge that:

- I/We agree to pay any bank charges relating to this debit order instruction
- Receipt of this instruction by you shall be regarded as receipt thereof by my/our bank (whichever it is or will be)
- I/We hereby indemnify Standard Bank Namibia Unit Trust Management Company Limited against any loss or damage it may suffer or incur should this once-off debit order either be reversed or not be honoured for any reason whatsoever
- Participatory interests (units) purchased with the proceeds of this debit order instruction may be repurchased, but the proceeds of such repurchase will not be paid until the expiry of 60 days from the debit order transaction date
- Investments in participatory interests (units) are made in accordance with the provisions of the relevant trust deed, at the prices ruling on the date of receipt of the funds by Standard Bank Namibia Unit Trust Management Company Limited

Assignment

I/We acknowledge that the party hereby authorised to effect the drawing(s) against my/our account may not cede or assign any of its rights to any third party without my/our prior written consent and that I/we may not delegate any of my/our obligations in terms of this contract/authority to any third party without prior written consent of the authorised party.

### Contribution accelerator

The debit order amount may be increased on every anniversary date, Indicate either the percentage or the amount you would like your debit order increased by.

Percentage increase

 5%     10%     15%     20%

N\$ amount

Amount in words

### Bank account details

For debit order instruction

Bank

Branch

Account number

Branch code

Credit card number

Expiry date

Account type

Cheque account

Savings account\*\*\*/Standard Bank E-Plan

Standard Bank Mastercard/Diners Club card

Transmission account

Account holder's name

Signature of bank account holder

Date

Assisted by

(for persons without contractual capacity)

\* Debit can only be done 2 days after receiving this information

\*\* Debit orders on Diners Club Card account are restricted on the 7th of each month

\*\*\* Only certain banks permit debits on savings accounts. Please confirm with your bank beforehand

### 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, MST, auditor's fees, bank charges, trustee/custodian fees and the annual management charge levied by Standard Bank Namibia Unit Trust Company Limited ("the Manager").

### Initial Charges

The initial charge is deducted from the full investment value and the remaining amount is allocated to the selected investment options. Commission paid to brokers is incorporated in the initial charge. Any additional investment will incur an initial fee.

### Annual Service Charge (levied monthly)

The annual 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 fund fact sheet(s) for more details. The annual service charge is normally deducted from the income received by the portfolios.

### Switching

A "switch" involves selling participatory interests (units) in one portfolio and investing the proceeds in another portfolio. Standard Bank Namibia Unit Trust Management Company Limited does not normally charge initial charges twice, other than in the instance where the original entry was into a portfolio with lower charges than the portfolio into which the investor will be investing. Accordingly, the investor will have to pay in the difference in the initial charges. However, the investor and the representative (broker) may agree on a different arrangement to that mentioned above, in which case an initial fee as agreed, between the investor and the broker, will be charged on the switch transaction. As costs may change from time to time, please consult with your authorised broker.

### 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 on the last working day of the following month or in some cases, earlier. Please refer to the latest fund fact sheet(s) for more details. Distribution payments will only be made if the value of the payment is above N\$50.

### Money Market Portfolios

Standard Bank Namibia Unit Trust Management Company Limited will endeavour to give clients access to their cash within a period of 48-hours, provided that there are no outstanding administrative issues between the Manager and the client, and that the client's repurchase request has reached the Manager before 12h00 on any business day.

The Manager will not accept responsibility for not being able to make payment to the client within 48 hours if the above-mentioned requirements have not been met, or the delay was caused due to circumstances beyond the control of the Manager.

### Electronic Transactions

I/we agree that you shall be entitled to implement all instructions and applications of whatever nature received by you on your Internet site, by telephone, by fax or any other electronic medium and which appear to emanate from me. You are indemnified against any losses, claims or damages arising from you acting on such instructions and/or applications, notwithstanding that it may later be proved that any such instruction was not given by me. I agree that the electronic records of all instructions and applications processed by/or on behalf of myself or which purport to be processed on behalf of myself via your Internet site, telefax, telephone or any other electronic medium shall constitute prima facie proof of the contents of such instructions and applications.

### General

- Unit trusts are generally medium to long term Investments.
- The value of units may go down as well as up and past unit performance is not necessarily a guide to the future.
- An investment in the units of a unit trust is not the same as a deposit with a banking institution.
- A constant price will be maintained for the participatory interests of all Money Market Portfolios.
- It is advisable that one consult a Financial Advisor before making an investment.
- Where different classes of participatory units apply to certain Portfolios, they would be subject to different fees and charges.
- A schedule of fees and charges and maximum commissions is available on request from Standard Bank Namibia Unit Trust Management Company Limited ("the Manager").
- Commission and incentives may be paid and if so, would be included in the overall costs.
- The exposure limit to a single security in certain Portfolios can be greater than is permitted for other Portfolios in terms of the Act. Details are available from the Manager.
- A Fund of Funds Portfolio only invests in other unit trusts, which levy their own charges, which could result in a higher fee structure for these portfolios.
- A Feeder Fund Portfolio only invests in the participatory interests (units) of a unit trust, apart from assets in liquid form.
- 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.
- The holdings of offshore investments in certain portfolios may be subject to current Bank of Namibia regulations.
- Forward pricing is used. Fluctuations or movements in exchange rates may cause the value of underlying international investments to go up or down.
- The Manager undertakes to repurchase participatory units at the price calculated according to the requirements of the Act and on the terms and conditions of the relevant Deeds.
- 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.
- All portfolios are valued on a daily basis at 15h30 (South African time) with the exception of some of the Fund of Funds portfolios and Feeder Fund portfolios, which are valued at 17h00 (South African time). Investments and repurchases will receive the price of the same day if received prior to 15h30 (South African time).

### Statements

- Investors will receive monthly statements for Money Market Funds.
- All other investors will receive consolidated statements quarterly.

### Non-residents and Emigrants

Please provide the name and address of your foreign exchange dealer.

### Trustees for Standard Bank Namibia Unit Trust

First National Bank  
207 Independence Avenue  
Windhoek

### Business Hours

The transactional business hours of the management company are from Monday to Friday (08h00 to 12h00), excluding public holidays.

## Namibia declaration

Please delete whichever is not applicable

### Option 1 - Declaration

A Standard Bank Namibia Official must complete this section when the verification documents are being kept at the bank.

I \_\_\_\_\_ hereby confirm that I have satisfied myself as to the identity of the client, and I have verified the identity and undertake to keep records, in accordance with the requirements.

Signature of Standard Bank  
Namibia Official

Date

D	D	-	M	M	-	C	C	Y	Y
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Signed at

Employee no.

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### Option 2 - Verification

Where Standard Bank Namibia is not signing the declaration.

I, the Standard Bank Namibia Official confirm that I have satisfied myself as to the identity of the client and that I attach all the relevant verified/certified documentation to this form.

Signature of Intermediary

Date

D	D	-	M	M	-	C	C	Y	Y
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Signed at

Intermediary Code

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## Investor declaration

I/We hereby apply for participatory interests (units) in the above selected portfolio(s) and understand that this investment will be subject to the Deeds governing the scheme(s) administered by Standard Bank Namibia Unit Trust Management Company Limited. I/We further confirm that I/we have received the following information from my/our advisor, or from Standard Bank Namibia Unit Trust Management Company Limited, before completion of this application form:

- Investment objective
- Information on Net Asset Value (NAV)
- Charges
- Risk factors
- Income accruals
- Additional information

I/We hereby agree to provide all documentation and information required and understand that Standard Bank Namibia Unit Trust Management Company is prohibited from processing any transaction on my behalf until all such documentation has been provided. Any money received by Standard Bank Namibia Unit Trust Management Company that is not accompanied by the required documentation will be held in the money market portfolio until the said documentation is received.

I/We confirm that all information provided herein is true and correct and that I have read and understood the contents of this application form.

I/We understand that no financial adviser may request me to sign any written or printed form or document unless all details required to be inserted thereon by me or on my behalf have already been inserted.

Signature of investor

Date

D	D	-	M	M	-	C	C	Y	Y
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Signed at

Assisted by

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If this form has been faxed through to Standard Bank Namibia Unit Trust Management Company, submission of this original is not required and may be kept by the intermediary/client/Standard Bank Namibia branch

## Namibia requirements

Unless previously provided to Standard Bank Namibia Unit Trust Management Company, please send verified/certified copies of the documents set out below. These are used to verify the identity of the client/investor.

### Individuals

If Namibian

- Identity document, OR if not available;
- Valid reason why identity document could not be provided OR
- Valid passport
- Proof of physical residential address
- Document authorising person/s to act (if applicable)

If Foreign

- Valid passport
- Proof of physical residential address
- Document authorising person/s to act (if applicable)

### Namibian unlisted companies

- Certificate of Incorporation (CM1)
- Notice of Registered Office and Postal Address (CM22)
- Identity document, details of residential address and contact numbers of principal executive officer of company, of person/s authorised to act and of person/s holding more than 25% of voting rights in company
- Document authorising person/s to act
- Proof of physical business address

### Partnerships

- Partnership agreement
- Identity document, details of residential address and contact numbers of partners and persons authorised to act, if not a partner
- Document authorising person/s to act

### Close corporations

- Founding Statement and Certificate of Incorporation (CK1)
- Amended Founding Statement (CK2), if applicable
- Document authorising person/s to act
- Identity document, details of residential address and contact numbers of each member, person authorised to act and person holding more than 25% of the voting rights in the CC
- Proof of physical business address

### Trusts

- Trust deed or other founding document
- Letter of authority from Master of High Court
- Document authorising person/s to act
- Identity document, details of residential address and contact numbers of each trustee, each beneficiary, the founder and the person/s authorised to act
- Proof of registered address of Master of High Court (stamp on letter of authority)

### Foreign unlisted companies

- Official document of incorporation
- If trading in Namibia, documents for Namibia Unlisted Companies
- Document authorising person/s to act
- Identity document, details of residential address and contact numbers of person/s authorised to act
- Proof of physical business address

### Other legal persons

- Constitution or founding document
- Document authorising person/s to act
- Identity document, details of residential address and contact numbers of person/s authorised to act
- Proof of physical business address

### Proof of address

We require any of the following documents reflecting the name and physical address (must be less than 6 months old, unless otherwise specified)

- Utility bill
- Current lease or rental agreement
- Municipal rates and taxes invoice
- Valid television 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 share-block association

Spouse/partner

- Any of following 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
- OR if not available
  - Visit to physical address by a Standard Bank Namibia Unit Trust Management Company employee or authorised agent
- OR as a last resort
  - Affidavit from client, providing:
    - Name, identity number and physical residential address
    - Confirmation that client resides at physical residential address