# SYGNIA DIRECT INVESTMENT APPLICATION FORM

# NATURAL PERSONS

- No instruction will be processed unless all requirements have been met, all relevant documentation received and the funds reflected in Sygnia's bank account.
- The daily cut-off for receipt of instructions is 14:00.
- For full information on turnaround times please refer to the Sygnia Terms and Information document.
- Completed forms and required documentation must be faxed to 0866 808 045 or emailed to instructions@sfs.sygnia.co.za.
- Please read the Terms and Information document applicable to this investment. This is available from your financial advisor, the Sygnia Client Service Centre or www.sygnia.co.za.
- Should you have any queries regarding this application, please contact your financial advisor, or alternatively the Sygnia Client Service Centre on 0860 794 642 (0860 SYGNIA)

**NOTE:** If you are completing this form online, please save the form to your computer prior to completing any details to ensure a copy is kept for your records.

DOCUMENT CHECKLIST						
South African bar-coded ID, valid passport (if foreign national) or	birth certificate (if minor)					
Proof of residential address less than 3 months old (Refer to Anne	exure A for examples)					
Proof of banking details (e.g. bank statement or cancelled cheque)						
Proof of deposit/transfer in to the relevant Sygnia bank account	Proof of deposit/transfer in to the relevant Sygnia bank account					
If a unit transfer is required, please provide a recent statement of	your current investment					
FOR THE AUTHORISED REPRESENTATIVE						
South African bar-coded ID or valid passport (if foreign national)						
Proof of residential address less than 3 months old (Refer to Anne	exure A for examples)					
Proof of authority to act (e.g. power of attorney)						
INVESTOR DETAILS						
Title: First name(s):						
ID or Passport number (if foreign national):						
Date of birth:						
South African resident: Yes No Occupation:						
Is your postal address the same as your residential address:	Yes No					
Residential address:						
		Code:				
Postal address:						
		Code:				
Home telephone number: ()	Work telephone number: ()					
Cellphone number:	Fax number: ( )					





COMMUNICATION PREFERENCE
Please select only one of the following communication methods. If no selection is made, or if both are selected, communication will be made via email.
Communication method: Post Email
If you have a financial advisor, you may choose to have your communication sent to you, your financial advisor or to both.
Send communications to: Me My financial advisor both
If no selection is made we will send communication to you only.
Please keep me informed of the latest news, exclusive Sygnia Investor events and any additional products or services on offer via my choser communication method above:
MANAGE AND VIEW YOUR INVESTMENT ON THE SYGNIA ONLINE PLATFORM:
Once your funds have been invested and unitised, you will be able to register on the Sygnia Alchemy Online Platform: https://online.sygnia.com/Account/Login to view your personal and investment details.
Within 5 business days of your investment being finalised, you will receive your log on details and Sygnia Welcome Pack.
In order to grant you access to the platform and before registration can take place, an authentic email address will be required.
INVESTOR TAXATION DETAILS - REQUIRED SECTION  IMPORTANT NOTE: This section is required for all investors, whether you are registered for tax or not.
Are you a registered South African tax payer: Yes No
TAX RESIDENCY SELF-DECLARATION
In terms of the Tax Administration Act we are required to collect information about each investor's tax residency, including the related tax reference numbers.
If you are a resident for tax in any country other than South Africa, certain information is required to be reported to SARS, who may in turn share this information with any or all participating tax jurisdictions. This is to ensure correct reporting as required by the US tax authorities in terms of the Foreign Tax Compliance Act (FATCA) and the Organisation for Economic Cooperation and Development (OECD) Common Reporting Standard for Automatic Exchange of Financial Account Information (CRS).
Please indicate all countries (including South Africa) in which are a resident for tax purposes, and the associated tax reference number in the table below. Tax residence refers to the country in which you pay tax on your income.
Country of Tax residence: Tax reference number/TIN*
Country of Tax residence: Tax reference number/TIN*
Country of Tax residence: Tax reference number/TIN*
Country of Tax residence: Tax reference number/TIN*
*TIN refers to the US Tax Identification Number
If you do not have a tax reference number/TIN, please select on of the following reasons:
The country/jurisdiction does not issue tax reference numbers/TINs to its residents (does not apply to South Africa or United States)

The investor is not required to be registered for tax (even though income tax is levied by the jurisdiction)

A tax reference number is not required to be reported by such jurisdiction under local law (does not apply to South Africa or United States)

# **DIVIDEND WITHOLDING TAX** Please select one of the following: I am a South African taxpayer. I understand that I will be subject to a Dividend Witholding Tax of 20% on all local dividends and Interest Witholding Tax will not apply. I also understand that distributions from Real Estate Investment Trusts constitute income that needs to be declared in my annual tax return as Sygnia will not withold tax on my behalf. I am a non-South African taxpayer. I understand that I will be subject to the standard 20% Dividends Witholding Tax on local dividends and the default 15% Interest Witholding Tax on local interest. I also understand that distributions from Real Estate Investment Trusts are exempt from South African income tax but will be subject to Dividend Witholding Tax. If you qualify for dividend tax exemption in terms of section 64F of the Income Tax Act, please complete the "Dividend Tax Declaration and Undertaking for Exemption" form available on www.sygnia.co.za, or from your Financial Advisor. Failure to do so will result in dividends tax being witheld.

# DETAILS OF PERSON ACTING ON BEHALF OF INVESTOR

* Capacity:		
(* e.g. Guardians/Persons with Power of Attorney or manda	ate acting on behalf of investor.)	
Title: First name(s):	Surname:	
Occupation:		
ID or Passport number (if foreign national):	Passport country:	
Residential address:		
		Code:
Postal address:		
		Code:
Home telephone number: ( )	Work telephone number: ( )	
Cellphone number:	Fax number: ( )	
Email:		

# ANNUAL ADMINISTRATION FFF

### SYGNIA UNIT TRUST AND UNITISED LIFE FUNDS

No administration fees apply on Sygnia unit trusts and unitised life funds

## ALL EXTERNAL-MANAGER UNIT TRUST FUNDS

Administration fees are charged as follows when you are invested in external-manager unit trusts:

#### SYGNIA INVESTMENTS

# ANNUAL ADMINISTRATION FEE (EXCL VAT)

VALUE OF ALL ACCOUNTS	SYGNIA FUNDS	EXTERNAL-MANAGER FUNDS
First R2 000 000	0.00%	0.40%*
Over R2 000 000	0.00%	0.20%**

 $<sup>^{\</sup>star}$  0.40% (excl VAT) is levied on the proportionate value of the external-manager funds below R2 million.

Please note: While Sygnia does not charge any administration fees in respect of its own funds, Sygnia takes into account all your investments with us when assessing the R2 million threshold, including your investments in Sygnia funds. For the fees relating to the underlying investment managers please refer to the Sygnia Alchemy Funds document available on request or online at www.sygnia.co.za.

 $<sup>^{\</sup>star\star}$  0.20% (excl VAT) is levied on the proportionate value of the external-manager funds above R2 million.

# **INVESTMENT DETAILS**

# SOURCE OF FUNDS (COMPULSORY)

This information is required by legislation	and Sygnia in order to in	nvest your funds										
Existing Sygnia account	Bonus Savings						Inheritance					
Salary	Transfer from anothe	Transfer from another financial services provider						Other				
If other, please specify:												
NOTE: Sygnia Financial Services (Pty) Ltd	reserves the right to re	quest proof of s	ourc	e of	funds	3.						
LUMP SUM CONTRIBUTION - MINIMUM S2)	1 R20 000 (MINIMUM O	F R1000 IF INVE	STE	D IN	то т	HE S	SYGN	IIA M	ONEY	MARKE	TCLAS	S S1 OR
Will this be a unit transfer: Yes	No											
Rands:		Cents:		Date	e of d	epos	sit/tra	ansfei	r:	/	/_	
Electronic/Internet transfer (EFT):	account. Sygnia Fi	Electronic/Internet transfers may take up to 2 days to reflect in the Sygnia Bank account. Sygnia Financial Services (Pty) Ltd requires proof of transfer or deposit before this application can be processed.										
Electronic collection by Sygnia:	This is a once-off or Units bought with											per day
Electronic collection to be collected from	: Investor's b	ank account		[	Т	hird	party	bank	к ассо	unt		
FUND SELECTION:												
NOTE: Only unit trust funds, ETFs and ET	Ns may be selected in re	espect of this pr	odu	ct.								
FUNDS		CLASS		RA	ND A	MOL	JNT				PERCE	NTAGE
			R							OR		%
			R							OR		%
			R							OR		%
			R							OR		%
			R	Щ					$\perp \perp$	OR	Щ	%
			R	Ц		Щ			$\perp \perp$	OR	Щ	%
			R	Щ						OR		%
			R	Ц						OR	Щ	%
			R	Ц	<u> </u>	Щ			$\coprod$	OR	Щ	%
			R	Ц	<u> </u>		<u> </u>		Щ	OR	Щ	%
			R	Ц						OR	Щ	%
TOTAL			R	Ш						TOTAL	1 0	0 %
PHASING-IN												
You may phase in your lump sum contribu	tion. The amount to be p	phased in must	be R	100	000	or mo	ore.					
Do you require a phase-in:	Yes	No										
If yes: over 3 months	over 6 months	over 12 mg	onth	S								
Default Phase-in Money Market Fund: Th	e investment will be pha	sed-in from the	Syg	nia N	/lone	y Ma	rket l	und	Class	Α.		

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DEBIT ORDER INVESTMENT – MINIMUM R500 PER	MONTH								
Rands:				Cent	S:	per month			
Escalation rate per annum: 0%	5%		] 10	0%	15	%			
Commencement month:		C	olled	tion date	: 1st		15 <sup>th</sup>		
Debit order to be collected from:	bank account		] Th	ird party	bank account	t			
FUND SELECTION:									
NOTE: Only unit trust funds, ETFs and ETNs may be so	elected in respect	t of this pro	oduc	et.					
FUNDS		CLASS		RAND A	MOUNT		P	ERCENTA	\GE
			R			OF	٠ -		%
			R			OF	₹ [		%
			R			ОГ	٠ [		%
			R			ОГ	₹ [		%
			R			ОГ	₹ [		%
			R			ОГ	₹ _		%
			R			ОГ	۱ [		%
			R			OF	٠ _		%
			R			OF	٠ <u> </u>		%
			R			OF	٠ _		%
			R			OF	٠ <u> </u>		%
TOTAL			R			тот	AL 1	L 0 0	%
REGULAR WITHDRAWAL DETA	AILS								
Regular withdrawal amount: Rands:		Cents:		. Commer	ncement mon	th:			
Regular withdrawal frequency: Monthly in arrears	Quarterl	y in advanc	е	Bi-a	nnually in adva	ance	Annua	ally in adva	ance
You may only schedule a regular withdrawal payment i	if you have more t	han R20 00	00 ir	n your acc	ount.				
Regular withdrawal payments are scheduled for the scheduled payment date to be effective. If not, the first						ion 5 busines	ss da	ys before	; the
FUND SELECTION FROM WHICH TO DEDUCT REGU	ULAR WITHDRAV	VAL							
Select one of the following options:									
Regular withdrawal is withdrawn proportionately a	cross all investme	ents.							
OR									
Regular withdrawal is withdrawn from the specific	fund/s selected	below.							

NOTE: If at any stage there is an insufficient balance available in the selected fund/s, the withdrawal will be made proportionately from the

other available funds.

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Only unit trust funds, ETFs and ETNs may be selected in respect of this product. **FUNDS CLASS RAND AMOUNT PERCENTAGE** R OR % OR OR % OR % OR OR OR % OR % OR OR TOTAL R TOTAL 1 0 0 % INVESTOR BANKING DETAILS The details specified below must be in the investor's name and will be used for all future banking transactions. Should any changes occur, the investor must notify Sygnia in writing. Bank: \_ Account number: \_\_\_ Branch: \_\_\_ Branch code: \_\_\_\_\_ Type of account: Current Transmission Savings Name of account holder: \_ A recent bank statement must accompany this application form as confirmation of proof of bank details. No payments will be made to third parties (i.e. payments will only be made to the bank account in the name of the registered investor). Payments to credit cards or market-linked accounts are not permitted. The Administrator executes all payment instructions electronically to a South African bank account in the name of the investor. No payment will be made by cheque. THIRD PARTY BANKING DETAILS This section must be completed where a third party makes payment on behalf of the investor. In the event that the payment is a debit order/ electronic collection the third party must provide Sygnia with authorisation by signing below. Bank: \_ \_ Account number: \_\_ Branch: \_\_\_ \_ Branch code: \_\_\_\_\_ Current Transmission Type of account: Name of account holder: \_ A recent bank statement must accompany this application form as confirmation of proof of bank details. No payments will be made to third parties (i.e. payments will only be made to the bank account in the name of the registered investor). Payments to credit cards or market-linked accounts are not permitted. The Administrator executes all payment instructions electronically to a South African bank account in the name of the investor. No payment will be made by cheque. \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_ Signed at: \_\_\_ Signature of third party:



# SYGNIA BANK ACCOUNT DETAILS

Sygnia Financial Services Inflow Account

Account holder:

Bank:	Nedbank			
Branch name:	Corporate Client Services Cape Town			
Branch code:	198765			
Account number:	1032 604 158			
Reference number:	Initial and surname together with Sygr	nia Client Code	/ South African ID nu	ımber / Passport number (if foreign national)
The Administrator ret		ther with receip	ot of the applicable d	ocumentation as set out in this form, before
FINANCIAL	SERVICES PROVIDER	DETAILS		
Financial advisor full	name and surname:			
Financial Service Pro	vider (FSP) name:			
FSP registration num	ber:		FSP code:	
INVESTOR DECLAR	ATION (ONLY APPLICABLE WHERE A	N FSP HOLDS	A CATEGORY II DIS	CRETIONARY LICENCE)
I/We confirm that:				
I/We have entered	I into a mandate with the FSP		Yes	No
The mandate give	s the FSP discretion to act on my/your I	oehalf	Full	Limited
NOTE: A copy of the	signed mandate must accompany this	application forr	٦.	
Signature of investor:				
FSP DECLARATION				
I/We				
declare that I/we a	m/are a licensed Financial Service Provicices Act, No. 37 of 2002, and subordina	* *		required in terms of the Financial Advisory and
with the Financial		. ("FICA") and s		eting on behalf of the investor) in accordance in thereto, and I/we will keep records of such
may be involved in				or reasonably suspect that the investor is or ne aware of suspicions of this nature, we shall
Signed at:		on this	day of	year
Signature of financial	advisor:			
orginature of finantial	<u> </u>			

# FINANCIAL ADVICE FEES

Signature of investor: \_\_\_

	he Financial Advisor whose details are completed in the "Financial Services Advisor Details" section above, is my visor and agree to payment of fees as follows:
	% excluding VAT (Negotiable to maximum 3% exclusive of VAT. Applied to each lump sum contribution and deducted before investment is made).
Initial advice fee: (Debit order)	% excluding VAT (Negotiable to maximum 3% exclusive of VAT. Applied to each debit order contribution and deducted before investment is made).
Annual advice fee:	% excluding VAT (Negotiable to a maximum of 1%) per annum of the market value of the investment portfolio, charged by way of unit reduction and paid to the Financial Advisor monthly in arrears (If an initial fee in excess of 1.50% has been deducted the annual fee is limited to 0.50% per annum.) This authority may be withdrawn by written notice to the Fund.
PROMINENT	INFLUENTIAL PERSON DECLARATION - REQUIRED SECTION
	elligence Centre Act (FICA), Sygnia Financial Services (Pty) Ltd is an accountable institution and is required to establish estors. This includes determining whether an investor is a prominent influential person.
Please refer to Annexu	re B for the definition of a Prominent Influential Person.
By taking the definition	of a Prominent Influential Person in Annexure B into consideration, please answer the following question:
Are you regarded as a	Prominent Influential Person? Yes No
DECLARATIO	ON BY INVESTOR
<ul> <li>I/We acknowledge,</li> </ul>	understand and accept the Sygnia Terms and Information document.
	inia processing my/our personal information as described in the Sygnia Terms and Information document. I/We further ormation provided by me/us is true and correct and undertake to notify Sygnia should any of the information change.
I/We acknowledge, purposes:	understand and accept that Sygnia may use the information I/we have provided in this form for either of the following
to effectively pr	ocess my/our transactions;
> to detect and p	event fraud;
> to comply with	auditing and record-keeping requirements;
> to comply with	egal and regulatory requirements;
to verify my/our	identity;
	tion with service providers with whom Sygnia has a business agreement to process such information on Sygnia's behalf render services to Sygnia.
	and understand that I/we may access the personal information Sygnia have on record and that I/we may request that errors or delete my/our information.
I/we acknowledge a	nd understand that I/we can view Sygnia's full privacy policy on Sygnia's website on www.sygnia.co.za.
<ul> <li>I/we confirm that I/</li> </ul>	we was/were provided with the Minimum Disclosure Document prior to transacting.
	t and authorise Sygnia or its assignees to draw against my account the lump sum electronic collection or debit order able, from the bank account noted in this form (or any other bank or branch to which I may transfer my account).
	n that the Financial Advisor whose details are completed in the "Financial Advisor Details" section above, is my Advisor and agree to payment of fees per the "Financial Advisor Fees" section above.
Signed at:	on this day of year

# **ANNEXURE A:** EXAMPLES OF DOCUMENTATION WE ACCEPT AS PROOF OF ADDRESS

Before Sygnia can enter into a transaction or a business relationship, the Financial Intelligence Centre Act 38 of 2001, and the regulations thereto, require that the identity of a client be established and verified. Sygnia may only place an investor's investments, or conclude a contract with a financial advisor, once all the required FICA documentation has been received.

#### THE FOLLOWING FICA DOCUMENTATION IS REQUIRED:

- · A copy of your South African bar-coded ID, valid passport (if foreign national) or birth certificate (if minor)
- · Proof of your residential address which must be less than 3 months old:

# THE LIST BELOW PROVIDES GUIDANCE OF WHAT DOCUMENTATION WILL BE ACCEPTED AS PROOF OF RESIDENTIAL ADDRESS IN YOUR NAME:

- · Utility bill reflecting the name and residential address of the person (not older than 3 months);
- · Municipal rates and taxes invoice reflecting the name and residential address of the person (not older than 3 months);
- · Telephone or cellular account reflecting the name and residential address of the person (not older than 3 months);
- · A recent income tax return reflecting the name and residential address of the person;
- Bank statement reflecting the name and residential address of the person if the person previously transacted with a bank registered in terms of the Banks Act (not older than 3 months);
- Recent lease or rental agreement reflecting the name and residential address of the person;
- Mortgage statement reflecting the name and residential address of the person (not older than 3 months);
- · Valid television licence reflecting the name and residential address of the person;
- Recent long-term or short-term insurance policy document issued by an insurance company and reflecting the name and residential address of the person;
- Recent motor vehicle license documentation reflecting the name and residential address of the person;
- · A statement of account issued by a retail store that reflects the residential address of the person (not older than 3 months); or
- · A recent tax invoice issued by a regulatory body (e.g. SAICA) that reflects the residential address of the person.

#### IF YOU DO NOT HAVE PROOF OF RESIDENTIAL ADDRESS IN YOUR OWN NAME THE FOLLOWING WILL BE ACCEPTED:

- · Utility bill or any other acceptable proof of residence in your spouse's, partner's or parent's name;
- · A copy of your spouse's, partner's or parent's South African bar-coded ID, valid passport (if foreign national);
- · Confirmation of residential address by co-habitant or home owner form, which is available on our website www.sygnia.co.za.

# **ANNEXURE B: PROMINENT** INFLUENTIAL PERSON DEFINITION

A person is considered to be a domestic prominent influential person if he or she holds the position in the country, including in an acting position for a period exceeding six months, or has held the position for a period of at least 12 months after the date on which that person ceased to hold that position as set out below:

#### A) A PROMINENT PUBLIC FUNCTION INCLUDING THAT OF:

- i. The President or Deputy President;
- a government minister or deputy minister;
- iii. the Premier of a province;
- iv. a member of the Executive Council of a province;
- An executive mayor of a Municipality;
- vi. A leader of a registered political party;
- vii. A member of a royal family or senior traditional leader;
- viii. The head, accounting officer or chief financial officer of a national or provincial department or government component;
- ix. The municipal manager or a chief financial officer of a municipality;
- The chairperson of the controlling body, the chief executive officer, or a natural person who is the accounting authority, the chief financial officer or the chief investment officer of a public entity listed in Schedule 2 or 3 to the Public Finance Management Act; or
- xi. The chairperson of the controlling body, chief executive officer, chief financial officer or chief investment officer of a municipal entity;
- xii. A constitutional court judge or any other judge;
- xiii. An ambassador or high commissioner or other senior representative of a foreign government based in South Africa;
- xiv. An officer of the South African National Defence Force above the rank of major-general.

#### **B) THE POSITION OF:**

- Chairperson of the board of directors;
- Chairperson of the audit committee;
- iii. Executive officer; or
- iv. Chief financial officer

Of a company, if the company provides goods or services to an organ of state and the annual transactional value of the goods or services or both exceeds the amount prescribed by the Minister [insert amount when published]

#### C) THE POSITION OF HEAD OR OTHER EXECUTIVE DIRECTLY ACCOUNTABLE TO THAT HEAD OF AN INTERNATIONAL ORGANISATION BASED IN SOUTH AFRICA.

A person is considered to be a foreign prominent public official if he or she holds, or has held at any time in the preceding 12 months, in any foreign country a prominent public function including that of a -

- Head of State or head of a country or government;
- Member of a foreign royal family;
- Government minister or equivalent senior politician or leader of a political party;
- Senior judicial official;
- Senior executive of a state owned corporate; or
- High ranking member of the military.