



# OFFSHORE UNIT TRUSTS

## NEW BUSINESS APPLICATION FORM FOR INDIVIDUALS

(For lumpsum investments in USD only)

VERSION NUMBER 3.0

### INVESTMENT PROCESS

<b>STEP 1</b> Complete the form and agree to the terms and conditions	To ensure there is no delay in processing your investment, please complete the form accurately and ensure you understand the terms and conditions you are entering into. Depending on the investment type and/or product you may be required to complete and provide additional forms.
<b>STEP 2</b> Send documents to Itransact via Email  <b>www.itransact.co.za</b>	Email your documents to: <b>newbus@itransact.co.za</b>  If you experience difficulties transmitting your documents to us, please call us on 0861 468 383 during business hours and we will gladly assist you.  <b>Document Checklist</b> <input type="checkbox"/> Completed application form <input type="checkbox"/> Copy of your bar coded South African ID, valid passport (if a foreign national) or birth certificate (if a minor) <input type="checkbox"/> Proof of your bank details <input type="checkbox"/> Additional forms that may be requested from you in this application form <input type="checkbox"/> Where the investment is made on behalf of a minor, please complete Annexure A
<b>STEP 3</b> Fulfilment	<ul style="list-style-type: none"> <li>• We will acknowledge receipt of your documents and contact you if there are any outstanding requirements.</li> <li>• Transactions will only be acted upon after confirmed receipt by the Administrator of a completed and signed investor mandate, investor FICA verification, relevant supporting documentation, and investment funds which have been cleared and made available for investment in the Administrators bank account.</li> <li>• You will receive confirmation once your instruction has been processed.</li> <li>• You will receive an email welcoming you to Itransact.</li> <li>• You will automatically be provided with a secure Itransact online servicing account. New investors are requested to activate their online account by registering on our website within 3 business days. Subsequent products will automatically appear in your online account.</li> </ul>
<b>CUT OFF TIMES</b>	<ul style="list-style-type: none"> <li>• Instructions received <b>before</b> 11h00 on a business day will start processing on that day.</li> <li>• Instructions received <b>after</b> 11h00 on a business day will start processing on the next business day.</li> <li>• Instructions received <b>on</b> a weekend or public holiday will start processing on the next business day.</li> </ul>

**SECTION 1: INVESTOR DETAILS**

Title Mr  Ms  Mrs  Dr  Prof  The Hon

First Name

Surname

Identity/Passport Number

Resident of South Africa Yes  No

Date of Birth

Gender Male  Female

Income Tax Number (if applicable)

Withholdings Tax Status Exempt  Not Exempt  (If you selected Exempt, please complete the administrators Dividend Withholding Tax Form.)

Occupation

Residential

Code

Tick if postal address is same as residential

Postal Address

Code

Cell Phone Number

Other Contact Number

Email Address

Are you a foreign prominent public official or a domestic prominent influential person Yes  No

If yes, please specify:

**SECTION 2: FOREIGN ACCOUNT TAX COMPLIANCE ACT (FATCA)**

(The Foreign Account Tax Compliance Act (FATCA) is a United States federal law requiring United States persons (including those living outside the U.S.) to have yearly reported themselves and their non-U.S financial accounts to the Financial Crimes Enforcement Network (FINCEN), and requires all non-US (Foreign) Financial Institutions (FFI's) to search their records for suspected US persons for reporting their assets and identities to the US Treasury)

Are you or any controlling person associated with this investment a US citizen or US residency? Yes  No

Are you a tax resident of another country other than South Africa? Yes  No

If yes, please complete the below section

**Countries of Citizenship**


**Passport Number**


**Tax information**

If you are a resident in the US you must also complete and return the Internal Revenue Services ("IRS") W-9 form, available on [www.irs.gov](http://www.irs.gov), and include any additional tax residencies in the table below.

**Countries of Citizenship**


**Passport Number**


**SECTION 3: METHOD OF COMMUNICATION & PRIVACY OF PERSONAL INFORMATION**

(Please note that email will be used as the default method of communication by the Administrator. All communication with the Administrator by the Investor must also be via electronic means, which includes email, fax and telephonic communications using the contact details provided in the last section of this form)

**Protection of Personal Information**

- We will not collect, collate, process or disclose your personal information without your express written consent, unless legally required to do so or it is for the maintenance of your investment.
- We will only electronically request, collect, collate process or store your personal information if it is lawful for us to do so.
- Should your personal information be required, we will disclose to you in writing the specific purpose for which it is needed. Furthermore, we will not disclose your personal information for any purpose other than the one disclosed to you, nor will we disclose any of your personal information to a third party without your express written consent, unless it is required of us by law or it is for the maintenance of the investment.
- We will keep a record of your personal information and the purpose for which it was used.
- We will take all reasonable steps to ensure that your personal information remains confidential and secure by storing it on our secure database.
- We keep all financial and investment information that it records strictly confidential and will not disclose it to any third party that has no right or title to the information.
- We will endeavour to take all reasonable and necessary precautions to secure access to your transactions.

**Do you agree to receive occasional marketing information relating to your investment from the administrator?**

Yes  No

**SECTION 4: INVESTMENT DETAILS**

Source of Funds

Salary  Policy  Donation  Saving  Investment

Inheritance  Other  (Please Specify below)

**Only lump-sum investments in USD are allowed**  
**Minimum investment amount of USD 1,500 per fund**

FUND NAME	LUMP SUM AMOUNT
Global Equity Index	USD <input style="width: 150px;" type="text"/> . <input style="width: 30px;" type="text"/>
Global Bond Index	USD <input style="width: 150px;" type="text"/> . <input style="width: 30px;" type="text"/>
Global Money Market Index	USD <input style="width: 150px;" type="text"/> . <input style="width: 30px;" type="text"/>
US Equity Index	USD <input style="width: 150px;" type="text"/> . <input style="width: 30px;" type="text"/>

**Method of Payment** (Itransact only accepts electronic deposits)

**Important Information**

**South African Rand Investors**

- The single discretionary allowance (SDA) is an allowance amount stipulated by the South African Reserve Bank (SARB) from time to time, per calendar year (1 January to 31 December), which a South African resident 18 years or older may use for any legal purpose offshore including investing. It is the investors responsibility to ensure that the allowable SDA limit per calendar year across all foreign investments are not breached.
- Investors are responsible for converting Rands into the applicable currency of the unit trust and ensuring that the converted amount is deposited into the product bank account, the details of which will be provided to you after Itransact accepts your application form and concludes certain security checks such as FICA verification.

**Foreign Currency Investors**

Investors are responsible for converting their foreign currency into the applicable currency of the unit trust and ensuring that the converted amount is deposited into the product bank account, the details of which will be provided to you after Itransact accepts your application form and concludes certain security checks such as FICA verification.

**Additional costs**

Please note that the entity that assists you convert and/or deposit your investment amount into the products bank account may charge you additional fees and commissions. You must ensure that no less than the minimum investment amount reaches Itransact.

**Method of Payment**

Itransact only accepts electronic bank transfers and deposits.

**Minimum Lump Sum Investment Amount**  
**USD 1,500 per fund**

**SECTION 5: INVESTOR BANK DETAILS**

Name of Account Holder	<input type="text"/>
Name of Bank	<input type="text"/>
Branch (if South African)	<input type="text"/>
SWIFT code (if offshore)	<input type="text"/>
IBAN /Account number (if offshore)	<input type="text"/>
Type of account Current/Cheque Savings	<input type="text"/>
Currency of account	<input type="checkbox"/> ZAR <input type="checkbox"/> USD <input type="checkbox"/> GBP <input type="checkbox"/> EUR <input type="checkbox"/> JPY <input type="checkbox"/> AUD

**SECTION 6: INVESTOR DECLARATION**

**General**

The Investor, or where applicable, the Investor’s authorised signatory, by appending their signature hereto, further states, declares, warrants, acknowledges, understands, confirms and consents that;

**(Select one option only)**

- A Financial Services Provider has been appointed to assist with this investment on a discretionary basis (in which case proof of authority must be provided by the investor to the Administrator)
- No Financial Services Provider has been appointed and that all references made to such shall not be applicable for as long as no such appointment is made.

And that;

1. The latest terms and conditions and the relevant investment media including the features of the Plan including, but not limited to, its underlying investments, fees, costs, disclosures and risks associated to investing in the Plan have been read and fully understood, and that the aforesaid information has been obtained by the Investor itself, and that it is the Investors responsibility to act upon this information, whether a Financial Service Provider has been appointed or not.
2. All statements provided by the Investor in this form are true and correct in every respect and that such statements, together with the Administrators investment confirmation, shall form the basis of the contract, which is to be entered into with the Administrator in terms of the Financial Advisory and Intermediaries Services Act (FAIS).
3. Where a Financial Services Provider has been appointed, that neither the Financial Services Provider nor any representative of the Financial Services Provider is an employee or agent of the Administrator and that the appointed Financial Services Provider acts as the Investor’s agent and that neither the Administrator nor any other party appointed from time to time to administer the Plan can be held liable for any act or omission of the Financial Services Provider and/or any representative of the Financial Services Provider.
4. If the appointed Financial Services Provider and/or its representative’s services are terminated, that it is the Investors responsibility to immediately inform the Administrator in writing of such termination where after the Administrator will cease payment of all fees, other than accrued fees, to the Financial Services Provider.
5. All instructions to the Administrator must be signed by the Investor or the Investor’s duly authorised signatory (or guardian in the case of a minor) and may not be signed by the Financial Services Provider on behalf of the Investor, except where the Financial Services Provider is appointed on a discretionary basis and proof of authority has been provided by the Investor the Administrator.
6. It is the Investor’s responsibility to ensure the receipt of any instruction and/or document by the Administrator.
7. There are certain requirements in terms of the Financial Intelligence Centre Act (FICA) which need to be complied with before this investment may be processed and that these requirements have been understood by the Investor and where applicable explained to the Investor by the Financial Services Provider.

8. The Investor is not a United States Person or a resident/national in any of the UN Sanctioned countries jurisdictions or is an entity or a member of an entity, that is owned or controlled by any person or entity that is resident, located, incorporated or registered in the United States or any UN Sanctioned country nor a US person as defined in the Foreign Account Tax Compliance Act of the USA. In terms of the Financial Intelligence Centre Act, 2001, the Insurer or the FSP/Representative will require a certified copy of the Investor’s identity document/passport, appropriate proof of the Investor’s current residential address, together with certain personal and financial information. The information required will vary depending on the nature of the investor. The investor further acknowledges that, the Administrator will not be permitted to remit the proceeds of any sale or distribution until acceptable identification is provided. The investor also acknowledges that the money which he is investing is not derived from the “proceeds of unlawful activities”, as defined in the Prevention of Organised Crime Act (POCA).
9. To receiving reports from the Administrator on a regular basis.
10. Online services are provided to Investors on a continual basis where Investors apply for such services from the Administrator.
11. Where the value of the investments held under the Plan at any time is less than R1000, that the Administrator reserves the right to cancel the Plan without informing the Investor and/or where applicable, the appointed Financial Services Provider, and refund the amount to the Investors bank account recorded on this form.
12. Where the Investor has appointed a Financial Services Provider, the Investor agrees that the Financial Service Provider is able to access the Investors information continuously via electronic means made available by the Administrator.

**Fees and Charges (excluding VAT)**

The Investor acknowledges and confirms the fees below and expressly instructs the administrator to deduct and pay the fees for the services rendered in connection with this investment.

**1. Financial advice fees**

(Only applicable if you have appointed a financial advisor)

**a) Initial financial advice fee**

Taken upfront each time you invest according to the percentage below.

Lump sum  .  % ( with a maximum of 3%)

**b) Annual financial advice fee**

Calculated as a percentage of the daily market value of the investment and deducted monthly.

.  % ( with a maximum of 1%)

**2. Annual administration fee**

Calculated as a percentage of the daily market value of the investment and deducted monthly according to the table below.

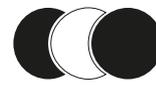
Market Value of Investments	Rate per Annum
On the first R500 000	0.39%
On the next R500 000	0.30%
On the amount over R1 000 000	0.20%

**Further conditions applicable to fees and charges**

- Fees and charges specified above are subject to the terms and conditions contained in the application form.
- Fees and charges are subject to change (see terms and conditions).
- VAT will be levied on fees and charges.







# ANNEXURE A

## ACTING ON BEHALF OF AN INVESTOR

This form must be completed where a natural person (who is not a registered FSP and is not providing advice or financial services to the investor) is acting on behalf of the investor (eg parent or legal guardian of a minor).

### SECTION 1: DETAILS OF THE PERSON ACTING ON BEHALF OF THE INVESTOR

Title Mr  Ms  Mrs  Dr  Prof  The Hon

Name

Surname

Date of Birth (ddmmyy)

Identity/Passport Number

Nationality

Relationship

Residential Address

Code

Postal Address

Code

Cell Phone Number

Other Contact Number

Email Address

Are you or any controlling person associated with this investment a US citizen or US residency? Yes  No

Are you a tax resident of another country other than South Africa? Yes  No

If yes, please complete the below section

