

# Investment Account Application - Individual Investor

## Instructions

1. This application and supporting documentation must be emailed to [instruct@ashburtoninvest.co.za](mailto:instruct@ashburtoninvest.co.za), or fax it to 0860 762 468.
2. Please complete all relevant sections of this application in order for us to process this investment.
3. Terms and Conditions are available on our website at [www.ashburtoninvestments.com](http://www.ashburtoninvestments.com), from our Client Service Team on 0860 274 287 or from your financial advisor. By signing this form you acknowledge that you have read and understood these, and that you will be bound by such Terms and Conditions.
4. All valid instructions received before **2pm** on a business day, will be processed on the same day and receive the closing price of the following business day.
5. Documentation required in order for us to process your application:
  - a. Please refer to the checklist available on our website for Financial Intelligence Centre Act (Act No. 38 of 2001) (FICA) documents required;
  - b. Proof of deposit (if applicable). Banking details will be supplied once your application has been accepted;
  - c. Proof of bank details are required if a once-off or recurring debit order and recurring income is required;
  - d. Copy of ID/passport where identification/passport number has been provided;
  - e. If you are a US citizen or born of a US parent, please provide us with the relevant Internal Revenue Services (IRS) W-9 or W-8BEN form confirming or disconfirming your status as a US specified person. The form can be found on IRS website;
  - f. If you are investing in a Personal Share Portfolio please complete the addendum which is available on our website [www.ashburtoninvestments.com](http://www.ashburtoninvestments.com).
6. The Administrator will only process this application when all required documents are received and, if applicable, the deposit reflects in the product bank account.

In terms of Foreign Account Tax Compliance Act (FATCA), it is law for us to ask for the information requested. You may decline the request to provide the information, however, should the requested information not be provided we advise that we will report the undocumented status of the account to the South African Revenue Service (SARS) and the account may be subject to withholding tax penalty for non-compliance.

The investor/financial services provider ("FSP")/authorised representative hereby agrees to provide all documentation and information required in terms of FICA, and understands that the Administrator is prohibited from processing any transaction on his/her behalf until all such documentation and information has been provided and the Administrator has satisfied itself that all requirements have been met.

*Ashburton Investor Services Proprietary Limited ("Administrator"), Registration Number 2011/139123/07, is an authorised administrative financial services provider (FSP Number 44341) and is the administrator of this investment.*

## 01. Investor details

### Individual investor

New investor  Existing investor  (if existing Ashburton investor, supply investor ID and only complete fields marked with an asterisk\*)

Investor ID

\_\_\_\_\_

Title\*                      Surname\*

\_\_\_\_\_

First name(s)\*

\_\_\_\_\_

Identity/Passport number\*

\_\_\_\_\_

Date of birth

| Y | Y | Y | Y | M | M | D | D |

Country of issue of passport (if passport number provided)

\_\_\_\_\_

Expiry date of passport

| Y | Y | Y | Y | M | M | D | D |

Country of birth

\_\_\_\_\_

Country of citizenship/s

\_\_\_\_\_

Occupation

\_\_\_\_\_

Employer name

\_\_\_\_\_

Residential address

Country  Area code

Postal address (if the same as residential address, please tick this box)

Country  Postal code

Email address (please provide your email address if you require web access, or if you prefer email communication)

Contact telephone number  Mobile number\*

Country dialling code (+ ) Country dialling code (+ )

At least one contact number must be supplied.

*If you are acting on behalf of the investor (eg legal guardian or person with power of attorney to act on behalf of the investor), please complete the Person Acting on Behalf of the Investor Form, found on our website and supply the required FICA documentation.*

## 02. Source of funds

Please indicate the source of funds:

Existing Ashburton account  Sale of investments  Bonus  Savings/Bank account  Inheritance

Salary  Property sale  Transfer from other financial services provider  Assets of trust/Investment company

Other (specify)

*Please note that in certain circumstances we may request additional information.*

## 03. Tax and residency

Please complete this section and all withholding tax exemption declarations (interest or dividends) that may be relevant to you. Not doing so may result in processing delays or in the incorrect withholding tax being applied.

**If you are resident in South-Africa for tax purposes, please confirm by ticking this box**

By ticking this box, I confirm that I am a South African tax resident and I qualify for Dividends Tax exemption as stipulated in section 64F(l) of the Income Tax Act in any income earned from Real Estate Investment Trusts ("REIT's"), since it will constitute income that needs to be filed in my annual income tax return.

Are you a registered taxpayer with SARS? Yes  No

If yes, South African Tax Identification Number (TIN)

If no, reason for no TIN provided: Not registered  Do not wish to disclose

If you are a resident in South Africa for tax purposes the following default will be applied:

- Withholding Tax on Interest will not apply;
- Dividends Tax at 20%, unless the REIT exemption elected above applies.

**If you are not a resident in South Africa for tax purposes, please confirm by ticking this box**

In which country are you a resident for tax purposes?

Are you a registered taxpayer in this country? Yes  No

If yes, Tax Identification Number (TIN)

If no, reason for no TIN provided: Not registered  Not issued in this jurisdiction  Do not wish to disclose

As a foreign tax resident, unless we receive the relevant declaration from you, the following defaults will be applied:

- Withholding Tax on interest at 15% (where applicable);
- Dividends Tax at 20% (where applicable); and
- We will withhold Dividends Tax on distributions from Real Estate Investment Trusts ("REITs") at a rate of 20%.

If you are exempt from or could be entitled to a reduced rate of withholding tax for Dividends Tax or Withholding Tax on Interest, please complete the relevant declaration forms.

*\* (Please refer to the Statutory Limits Table on the Website for information for these limits.)*

**Additional tax registrations:**

In addition to the information given above, if you are registered for tax in any other countries, please complete these details below:

Tax Identification Number (TIN)	Country	Reason for no TIN (tick the relevant column)		
		Not issued in jurisdiction	Not registered	Do not wish to disclose
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### 04. Bank details of the investor

Please supply proof of bank details (a cancelled cheque or relevant bank statement or a letter on a bank letterhead with bank stamp not older than 3 months). The bank account must be in the name of the investor. Please note that no third party payments will be accepted.

Name of bank

Branch code

Branch name



Country

Account name

Account no.

Type of account

Current  Savings

All payments will be made electronically into the current or savings account of the registered investor only.

*If you are an emigrant and have a blocked rand account please complete the Blocked Rand Investment form available on our website.*

#### 05. Web access and communication preferences

##### Web access

Would you like to have web access to view your statements, correspondence and upload instructions?

Yes  No

If you are acting on behalf of the investor (eg legal guardian or person with power of attorney to act on behalf of the investor), and requiring web access please supply the information in the table below.

Name of person	ID or passport number	Mobile number	Email address

##### Communication preferences

How would you like to receive confirmation notes and quarterly statements?

1) Email  or

2) Web, with preferred method to be notified when new communication is available online:

a) SMS  b) Email  c) No notification, I will visit the website regularly

## 06. Payment details and bank debit authority

If you are investing in Ashburton funds only, the minimum investment is R5 000. If you are investing in third party funds, the minimum investment is R25 000. The minimum monthly debit order amount is R500.

Please select the relevant option:

- 1) Electronic/internet transfer. Banking details will be supplied once your application has been accepted
- 2) Electronic collection by the Administrator/once-off debit (maximum R1 000 000)
- 3) Recurring debit order investment
- 4) Unit transfer (complete Unit Transfer form)

### Lump sum investment

Investment amount R

If you require a phase-in, please specify the immediate investment percentage  %, the balance to be phased-in over  months (between 3 and 24).

If the Administrator is collecting the money from the specified bank account, indicate the once-off debit date

Please sign the debit authority below.

### Recurring debit order investment

Recurring investment amount R

#### Debit order frequency

Monthly  Quarterly  Half yearly  Annually

#### Debit order deduction date

01  16  21  26

Please note that if no debit order deduction date is selected by the investor the first of the month will be used.

#### First debit order date

#### Next escalation date

Annual escalation  %

#### Debit order and once-off debit authority

If the bank account for debit orders is **different** to the one specified in Section 04, please complete bank details for debit orders and/or once-off debits here. Please supply proof of bank details (a cancelled cheque or relevant bank statement or letter on a bank letterhead with bank stamp).

Name of bank

Branch code

Branch name

Account name

Country

Account no.

Type of account

Current  Savings

I hereby authorise the Administrator to draw direct debits or the specified once-off debit amount against the bank account specified. Direct debits can only be processed from a South African bank account. Units bought with a direct debit can only be redeemed after 40 calendar days. If the bank account holder is not the same as the investor (3rd party contribution) then the actual account holder must sign below as authority to debit their bank account and must provide full FICA documentation as per the requirements listed in the Checklist available on our website. If the bank account holder is not the investor, he/she acknowledges that the Administrator does not make third party payments, payment will only be made to the investor unless the investor is a minor.

The Administrator will debit your account within 2 business days of receiving a valid and complete application and supporting documents or on the date specified on the application form.

In the event that the collection day falls on a Sunday or a recognised South African public holiday, the collection day will automatically be the next ordinary business day.

I agree that although this authority and mandate may be cancelled by me, such cancellation will not cancel this Ashburton Investment Account. I shall not be entitled to any refund of amounts which the Administrator has withdrawn while this authority was in force.

I acknowledge that this authority may be ceded or assigned to a third party if this Ashburton Investment Account is also ceded or assigned to that third party, but in the absence of such assignment of this Ashburton Investment Account, this authority and mandate cannot be assigned to any third party.

**Please note that the reference for the direct debit on your bank account will be “<Ashburton <Investor ID<contract number>”.**

**Please ensure that the account the Administrator is debiting allows debits.**

**Signature of investor/bank account holder**

**Date**

| \_\_\_\_\_ | | Y | Y | Y | Y | M | M | D | D |

**07. Investment allocation**

**Lump sum allocation**

Instrument name	Lump sum %
	%
	%
	%
	%
	%
	%
	%
	%
	%
Ashburton Money Market Fund - Fee Account*	%
<b>Total</b>	<b>100%</b>

\*Where you have selected to invest in a Personal Share Portfolio, a minimum of 2% of the lump sum investment amount must be allocated to the Ashburton Money Market Fund – Fee Account from which the administrator will deduct the annual administration fee and advice fee.

**Recurring investment allocation**

Instrument name	Recurring %
	%
	%
	%
	%
	%
	%
	%
	%
	%
Ashburton Money Market Fund - Fee Account	%
<b>Total</b>	<b>100%</b>

Please note that Personal Share Portfolios are not available for phase-in instructions or recurring investments.

## 08. Regular disinvestment

Income amount per frequency

First income payment due

R \_\_\_\_\_

| Y | Y | Y | Y | M | M | 2 | 5 |

### Income frequency

Monthly

Quarterly

Half-yearly

Annually

### Annual Escalation

Annual escalation percentage  %

Please select one of the options below:

Option 1  Disinvest the specified amount proportionately across the contract

Option 2  Disinvest as specified in the disinvestment allocation table below:

### Disinvestment allocation

Instrument name	Amount	Percentage
	R	%
	R	%
	R	%
	R	%
	R	%
	R	%
	R	%
<b>Total</b>		<b>100%</b>

## 09. Financial services provider ("FSP") details and declarations

Financial advisor name

Financial advisor code

\_\_\_\_\_

\_\_\_\_\_

FSP sales reference

\_\_\_\_\_

FSP name

FSP code

\_\_\_\_\_

\_\_\_\_\_

Contact telephone number

\_\_\_\_\_

Full discretionary mandate

Limited discretionary mandate

Limited discretionary mandate restrictions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The FSP warrants that he/ she has the requisite authority to enter into this mandate as per the discretionary mandate entered into between the FSP and the investor.

## Discretionary mandate declaration by investor

This section is only applicable if the FSP holds a Category II license (Discretionary FSP) with the Financial Services Board, and is therefore an approved Discretionary FSP, and if you have entered into a discretionary mandate with the FSP.

The paragraph below contains statements which are an acknowledgment of fact by the investor. The investor must read the paragraph below carefully and ensure that the statements are true and correct. The paragraph below also places various risks, liabilities, obligations and legal responsibilities on the investor. As a result of the paragraph below, the investor's rights and remedies against the Administrator and other persons will be limited if the Administrator accepts, acts or relies on information and instructions given by the Discretionary FSP.

The Administrator may also have claims and other rights against the investor.

I agree and understand that in terms of the mandate that I have entered into with the FSP, that the Discretionary FSP may give the Administrator instructions directly and I hereby authorise the Administrator to accept such instructions on my behalf. I further understand that should the mandate with the Discretionary FSP be terminated, that it is my responsibility to inform the Administrator timeously of this.

Investor signature

Date

\_\_\_\_\_

| Y | Y | Y | Y | M | M | D | D |

## Declaration by FSP

The FSP/authorised representative, by appending his/her signature hereto, states and declares that he/she has read and understood the Terms and Conditions pertaining to this investment product; warrants that all statements given by him/her in the application form are true and correct in every respect and that such statements shall form the basis of the contract, which is to be entered into, between the investor and the Administrator, as well as the contract between the investor and the FSP/authorised representative as regards the FSP/authorised representative. All statements made, and details supplied by him/her on the investor's behalf, whether by his/her own hand or otherwise, are true and correct, and the Administrator is entitled to regard them as such for the purposes of considering the investor's application to invest in the account, as well as for the purposes of paying any fees to the FSP/representative; and has adhered to all the requirements of the FAIS Act and its applicable subordinate legislation and codes of conduct in the course of rendering financial services to the investor.

The FSP/authorised representative further acknowledges that he/she is aware that the investor will be screened and profiled by the Administrator in terms of the administrator's FICA requirements, and may be required to submit additional supporting documentation such as financial statements and asset and liability statements where the investor falls within a certain risk category as defined by the Administrator. The FSP/authorised representative acknowledges that he/she has personally explained all the fees and commissions applicable to this investment to the investor.

Signature of FSP/Financial Advisor

Date

\_\_\_\_\_

| Y | Y | Y | Y | M | M | D | D |

## 10. Marketing consent

I agree that my personal details and contact information may be used by Ashburton Investments to email me value added information that might be relevant to me subject to the following terms and conditions:

- In instances where Ashburton has obtained my personal information in the context of investment purposes;
- For the purpose of direct marketing of Ashburton's own similar products or services; and
- I have been given a reasonable opportunity to object, free of charge and in a manner free of unnecessary formality, to such use of my details both at the time when my personal information was first collected and each time Ashburton or its related third party service provider communicates with me for marketing purposes.

1. Value added/educational information (e.g. market or investment related information)

Yes  No

2. Information about Ashburton Investments' products and services

Yes  No

Please note that indicating 'No' to receiving marketing information does not impact on receiving notifications and transaction confirmations relating to your investments, as indicated in section 05. above. If neither option is selected you will not receive any marketing information from Ashburton.

This consent has no bearing on marketing consent that you may or may not have given to Ashburton.

## 11. Declaration by investor

By signing this application form, the investor declares that:

1. I warrant that all information and declarations provided by me in this form and all supporting documentation in connection with this application are true, correct and accurate in every respect.
2. I have read, understood and agree to the Terms and Conditions available on [www.ashburtoninvestments.com](http://www.ashburtoninvestments.com) or from the Client Service Team on 0860 274 287 and agree to be bound by such Terms and Conditions.
3. I have read and understood the portion relating to the processing of my personal information in the Terms and Conditions. Kindly refer to our Privacy Policy located on [www.ashburtoninvestments.com](http://www.ashburtoninvestments.com) for more information on our privacy practices.
4. I hereby confirm and consent as necessary that FirstRand Limited together with its affiliates and subsidiaries as defined in terms of the Companies Act 71 of 2008, may process (collect, use or otherwise deal with) my information (including processing of my personal information outside the borders of South Africa), which was voluntarily provided by myself, for the purposes of providing services and products, according to the Terms and Conditions and requirements of the law.
5. I confirm that the Administrator has not given me any advice in respect of the tax, legal, accounting, regulatory and/or financial consequences of this investment.
6. I confirm that the money that I am investing in terms of this application form is not derived from the proceeds of any unlawful activities as defined and contemplated in the Prevention of Organised Crime Act, (Act No. 121 of 1998) ("POCA").
7. I am aware that it is the sole responsibility of the beneficial owner and or foreign person to ensure the tax declaration and undertaking is filed timeously, and that it complies with all requirements and obligations in relation to withholding tax as set out in the Act from time to time.
8. I confirm that I hold no other citizenships and residencies for tax purposes other than those disclosed above and will inform the Administrator in writing of any change of this status within 30 (thirty) days of the change of the disclosed status, and that in the event that I have renounced my US citizenship, I shall furnish the administrator with the requisite declaration/evidence in the form of a certificate from the Department of Home Affairs.
9. I fully understand the information and the risks that come with this investment and where I have a financial advisor, I confirm that the information relating to this investment product has been fully and adequately explained to me by my financial advisor.
10. I agree and understand that if I have elected not to have a financial advisor that the Administrator is unable to provide updates on legal changes and/or industry developments, and that the Administrator will not be monitoring my investment compared to my personal investment goals.
11. I confirm that the advisor, as authorised representative of the FSP specified in Section 10, is my appointed financial advisor.
12. I hereby confirm that where I have a financial advisor, I authorise this financial advisor to submit valid online instructions on my behalf.
13. I hereby indemnify the Administrator against any liability for any loss or damage suffered by me as a result of inaccurate or incomplete or late submission of information contained herein.
14. I agree to pay the following negotiated fees to my financial advisor on this and all future transactions until otherwise specified.

Please specify the percentage, excluding VAT.

	Initial advice fee (excluding VAT)	Annual advice fee (excluding VAT)
Lump sum investment	%	%
Recurring investment	%	%

The maximum initial advice fee is 3%, excluding VAT. You can indicate a different initial fee for lump sum and recurring investments. The maximum annual advice fee is 1%, excluding VAT. The annual fee is the same for lump sum and recurring investments.

**Signed at**

**Date**

\_\_\_\_\_

| Y | Y | Y | Y | M | M | D | D |

**Signature of investor (or duly authorised person(s) where applicable)**

\_\_\_\_\_

**Signature of person acting on behalf of investor (if applicable)**

**Capacity of person acting on behalf of investor**

\_\_\_\_\_

\_\_\_\_\_