

# Ashburton Retirement Annuity Fund Application

Once you have successfully completed the application form and we have acknowledged acceptance, you will become a member of the Ashburton Retirement Annuity Fund.(FSB Registration Number12/8/38102).

## 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. Proof of deposit (if applicable)
  - b. Proof of bank details
  - c. Recognition of Transfer from the transferring fund
  - d. Copy of ID/passport where identification/passport number has been provided
  - e. If you are investing in a Personal Share Portfolio please complete the addendum which is available on our website.
6. The Administrator will only process this application when all required documents are received and, if applicable, the deposit reflects in the bank account specified at the end of this form or your latest statement from the transferring fund.

*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 (this includes sole proprietor and partnership)

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 birth

\_\_\_\_\_

Country of residence

\_\_\_\_\_

Are you a registered South African taxpayer? Yes  No

If yes, supply income tax number

\_\_\_\_\_

Nationality(ies)

\_\_\_\_\_

Residential address

\_\_\_\_\_

Area code

\_\_\_\_\_

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

\_\_\_\_\_

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\*

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 further additional information.*

## 03. 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

Account name

Country

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.*

## 04. Web access and communication preferences

### Web access

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

Yes  No

### 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

3) None, all communication will be via my advisor.

## 05. Payment or transfer details and bank debit authority

The minimum initial investment amount is R25 000. The minimum monthly debit order amount is R500.

Please select the relevant option(s):

- 1) Electronic/internet transfer
- 2) Electronic collection by the Administrator/once-off debit (maximum R1 000 000)
- 3) Recurring debit order investment

Is this a Section 14 transfer? Yes  No

Please indicate which of the following applies and provide the detail requested below.

- 1) A transfer from an employer's fund
- 2) A transfer from a Pension interest in a divorce order
- 3) A transfer from another retirement annuity fund (Section 14)

Registered name of transferor fund

\_\_\_\_\_

Policy/ Investment number

\_\_\_\_\_

Estimated amount to be transferred R \_\_\_\_\_

### 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.

If this investment is placed via transfer, please indicate whether the debit order must be before  or after  the transfer.

#### 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 03, 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 bank’s letterhead with bank stamp).

Name of bank

Branch code

Branch name



Account name

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, in other words, 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 Retirement Annuity. 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 Retirement Annuity is also ceded or assigned to that third party, but in the absence of such assignment of this Ashburton Retirement Annuity, 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 the account the Administrator is debiting allows debits.**

**Signature of investor/bank account holder**

**Date**



**06. Investment allocation**

Your selected combination of unit trusts must at all times comply with the asset allocation limitations as stipulated in the Prudential Investment Guidelines of Regulation 28 of the Pension Funds Act, 1956 (Act No. 24 of 1956). Regulation 28 limits the maximum exposures that retirement fund savings may have to various asset classes. Broadly speaking the maximum exposures to the various asset classes are:

Cash	100%
Debt instruments	
(Government issued or guaranteed)	100%
(Corporate)	75%
Equities	75%
Property	25%
Foreign assets	25%

Many of the unit trusts available on this platform are Regulation 28 compliant and this will be specified on the Fund List.

Please ensure that your chosen investment allocation is Regulation 28 compliant by consulting with your financial advisor. Alternatively, please use the Regulation 28 calculator on our website or contact our Client Service Team. In the event that we receive an instruction that is not Regulation 28 compliant, we will contact you.

## 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.

## 07. Annual administration fee (Tiered scale, excluding VAT)

### Unit trust based portfolios

Aggregated assets on the platform	Assets managed within FirstRand	Assets not managed within FirstRand*
First R1 000 000	0.00%	0.40%
Next R2 000 000	0.00%	0.30%
Above R3 000 000	0.00%	0.20%

### Personal share portfolios

Aggregated assets on the platform	Assets managed within FirstRand	Assets not managed within FirstRand*
First R1 000 000	0.00%	0.55%
Next R2 000 000	0.00%	0.45%
Above R3 000 000	0.00%	0.35%

\*Assets managed by a third party that is not part of the FirstRand Group.

## 08. Beneficiary nominations

You may nominate beneficiaries below to receive any benefits from this Ashburton Retirement Annuity in the event of your death. The payment of your death benefits to your nominated beneficiaries and dependants will still be subject to the discretion of the Trustees of this fund. You may change the beneficiaries appointed in writing which must be received by the Fund. If no beneficiary is appointed below then the Administrator will nominate to pay the proceeds to your estate.

First name and surname/ Name of Legal Entity	Relationship	Identity number/Passport/ Registration number of Legal Entity	Date of birth (if natural person)	% Share

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

Financial advisor name

Financial advisor code

FSP Sales Reference

FSP name

FSP code

Contact telephone number

### 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 FPS be terminated, that it is my responsibility to inform the Administrator timeously of this. (See attached a copy of the signed mandate).

Investor signature

Date

### 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 acknowledges that he/she has personally explained all the fees and commissions applicable to this investment to the investor.

Signature of FSP/Authorised representative

Date

## 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:

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 04. above. If no option is selected you will not receive any marketing information from Ashburton Investments.

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 investing in 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 fully understand the information and the risks that come with this investment and where I have a financial advisor, I confirm that the information on this investment product has been fully and adequately explained to me by my financial advisor.
8. 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.
9. I have carefully read, understood and accept the latest Terms and Conditions and confirm that the Ashburton Retirement Annuity is based upon the Terms and Conditions, this application form and all supporting documentation as per the Checklist.
10. I confirm that the advisor, as authorised representative of the FSP specified in Section 9, is my appointed financial advisor.
11. I hereby confirm that where I have a financial advisor, I authorise this financial advisor to submit valid online instructions on my behalf.
12. 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

## 12. Ashburton Retirement Annuity details

FSB registration number: 12/8/38102  
SARS number: 7950783961

Bank	First National Bank
Account name	Ashburton Retirement Annuity Fund
Branch code	250655
Branch name	FNB Universal code
Account number	62432390136
Reference number	Your ID number if a new investor or your Investor ID if you are an existing investor