## **ASHBURTON** INVESTMENTS

# Tax Free Savings Account Application

## Instructions

- 1. This application and supporting documentation must be emailed to 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, 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 is required;
  - d. Copy of ID/passport where identification/passport number has been provided;
- 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.

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 (this includes sole proprietor and partnership)

New investor	Existing investor (if existing Ashburton inv	restor, supply investor ID and only complete field	elds marked with an asterisk*)
Investor ID			
Title*	Surname*		
First name(s)*			
Identity/Passport num	iber*	Date of birth	
Country of issue of pa	assport	Expiry date of passport	
Country of birth		Country of residence	
Are you a registered s	South African taxpayer? Yes No		
If yes, South African	Tax identification number		
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 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	f funds:			
Sale of investments	Bonus	Savings/Bank account	Inheritance	Salary
Property sale	Assets of trust/Investme	nt company		
Other (specify)				
Please note that in certain ci	rcumstances we may requ	est 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
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

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 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 R7 500. The minimum monthly debit order amount is R500.

Please note: You may only contribute up to R33 000 in aggregate during any year of assessment regardless of the number of tax free investments that you may have and disregarding any withdrawals from the investment. The total amount you may invest in tax free investments in aggregate over your lifetime is R500 000. If you exceed either of these limits you will be liable for tax that is determined with reference to contributions in excess of the limits at a rate set by the Finance Minister. The limits may be reviewed by the Finance Minister from time to time.

Please select the relevant option:		
1) Electronic/internet transfer. Banking details will be supplied once your application has	as been accepted	
2) Electronic collection by the Administrator/once-off debit (maximum R33 000 pa)		
3) Recurring debit order investment (maximum R33 000 pa)		
Lump sum investment		
Investment amount R	(limited to a maximum of R33 000 pa)*	
If you require a phase-in, please specify the immediate investment percentage(between 3 and 24).	%, the balance to be phased-in over	months

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 investme	nt amount R			(limited to a maximum of R33 000 pa)*
Debit order freque	ncy			
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 %

(Escalation limited to a maximum of R2 750 pm. When maximum annual contribution is reached escalation will cease.)\*

\* Assuming that the Ashburton Tax Free Savings Account is the only tax free investment (as defined in the Income Tax Act) that you have. Please consider the impact of your contributions to other tax free investments that you may have on the annual and lifetime contribution limits.

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

If the bank account for debit orders is **different** to the one on record 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
L		L
Account name		
Country		
Account no.		Type of account
L		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.

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 Tax Free Savings 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 Tax Free Savings Account is also ceded or assigned to that third party, but in the absence of such assignment of this Ashburton Tax Free Savings 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

06. Investment allocation

Lump sum allocation (Refer to FundList for available funds)

Instrument name	Lump sum %
	%
	%
	%
	%
	%
	%
	%
	%
	%
	%
Ashburton Money Market Fund - Fee Account	%
Total	100%

Recurring investment allocation (Refer to FundList for available funds)

Instrument name	Lump sum %
	%
	%
	%
	%
	%
	%
	%
	%
	%
	%
Ashburton Money Market Fund - Fee Account	%
Total	100%

## 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%

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

## 08. 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.

## **Financial advisor FICA declaration**

I confirm that I have identified the investor mentioned in this application, as well as the person acting on behalf of the investor (if applicable) and have verified their identities according to the requirements as set out in the Financial Intelligence Centre Act (Act No. 38 of 2001 ("FICA"), and any legislation, regulations or guidelines related thereto. I further confirm that I have verified and satisfied myself that the money being invested by the investor is not derived from the proceeds of any unlawful activity as defined and contemplated in Prevention of Organised Crime Act, (Act No. 121 of 1998) ("POCA"). I further confirm that I will keep record of the verification documents as required in terms of FICA and will make available copies of these documents and details of the verification procedures followed, to any party entitled thereto in terms of FICA, on request.

I, the undersigned, declare that I have inspected all the investor's information at my disposal and warrant that it is true and correct.

I hereby confirm further that the client can now enter into a business relationship with the Administrator due to the fulfillment of the legally required due diligence.

#### Financial advisor signature

A-004-07.03.17 Tax Free Savings Account Application

## 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 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

## 09. 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
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2. Information about Ashburton Investments' products and services

Yes	No
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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 neither 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.

#### 10. 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 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 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 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.
- 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 Tax Free Savings Account 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 08, is my appointed financial advisor.
- 11. I hereby confirm and warrant that the information provided is true and correct and I hold no other citizenships and residencies for tax purposes other than those disclosed above in this application form and will inform the Administrator in writing of any change of this status within 30 (thirty) days of the change of the disclosed status.
- 12. I hereby indemnify the Administrator against any liability for any loss or damage suffered by me as a result of inaccurate or incomplete information contained herein.
- 13. 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.

Signed at

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

Date

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.

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

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