

# INVESTOR DETAILS UPDATE FORM

## NATURAL PERSONS

Foord Unit Trusts (RF) (Pty) Ltd



### HOW TO UPDATE YOUR PERSONAL DETAILS

1. Notify Foord of any changes in investor information by completing only the relevant sections of this form using BLOCK LETTERS. **Only Fields marked with \* are mandatory.** If you require any assistance in completing this form, please call us on 021 532 6969.
2. Please fax (021 532 6970) or email (unittrusts@foord.co.za) this the completed form, together with the required supporting documentation, as described in section G, to Foord Unit Trusts (RF) (Pty) Ltd (Foord). These documents should then be mailed to Foord at PO Box 135, Howard Place, 7450.
3. We will send you a letter confirming the change in personal details once this has been processed. Please allow up to two business days for the change.

### A. INVESTOR DETAILS \*

Investor number\* \_\_\_\_\_ First name(s)\* \_\_\_\_\_ Surname\* \_\_\_\_\_  
SA identity number \_\_\_\_\_ Nationality \_\_\_\_\_  
Additional nationality(ies) \_\_\_\_\_ Foreign passport number(s) \_\_\_\_\_  
Date of birth \_\_\_\_\_ Country of birth \_\_\_\_\_  
Occupation \_\_\_\_\_ Employer \_\_\_\_\_  
Residential address \_\_\_\_\_  
Country \_\_\_\_\_ Postal code \_\_\_\_\_  
Postal address \_\_\_\_\_  
Country \_\_\_\_\_ Postal code \_\_\_\_\_  
Tel home ( \_\_\_\_\_ ) \_\_\_\_\_ Tel work ( \_\_\_\_\_ ) \_\_\_\_\_  
Fax ( \_\_\_\_\_ ) \_\_\_\_\_ Cell ( \_\_\_\_\_ ) \_\_\_\_\_  
Email \_\_\_\_\_  
Investment statement preference:  Postal (quarterly) or  Email  Weekly  Monthly  Quarterly  
Quarterly newsletter preference:  Email  Postal  Postal & Email  None

### B. BANK ACCOUNT DETAILS

We will use these bank details to make all future payments to you.

Proceeds resulting from the sale of units will only be paid into the unit holder's bank account, unless the unit holder is a minor.

Bank \_\_\_\_\_ Branch \_\_\_\_\_  
Branch code \_\_\_\_\_ Account number \_\_\_\_\_

- NOTES:
- The investor must have a South African bank account, confirmation of which must also be provided (for example, a cancelled cheque or recent bank statement).
  - Three business days' written notice is required to change or cancel debit order instructions.
  - The onus is on the investor to inform Foord of any changes to the bank account details.
  - No payments will be made to third party bank accounts. The bank account must be in the name of the investor.

### C. TAX STATUS

Are you eligible for a reduction of dividend tax withheld on distributions?  Yes  No

If yes, please complete the additional form, Dividends Tax: Declaration and Undertaking, for exemption or reduction.

NOTE: Distributions from a Real Estate Investment Trust (REIT) are regarded as taxable local dividends and are subject to tax at your marginal tax rate. However, these dividends will be exempt from dividends tax.

Foord is obliged to comply with the reporting requirements of the South African Revenue Service (SARS) in relation to Automatic Exchange of Information.

Are you resident in South Africa for the purposes of South African income tax?  Yes  No

SA income tax number \_\_\_\_\_

TAX STATUS.../CONTINUED

Are you subject to taxation in any other country or jurisdiction?  Yes  No

Name of foreign country(ies) if applicable \_\_\_\_\_

Foreign tax number(s) \_\_\_\_\_



**D. PUBLIC OFFICE (POLITICALLY EXPOSED PERSONS)**

A politically exposed person (PEP) is defined by the Financial Action Task Force (FATF) as an individual who is a prominent public figure or has been entrusted with a prominent public function (e.g., heads of state or of government, senior politicians, senior government, judicial or military officials, senior executives of state-owned corporations, important political party officials).

Are you a PEP (based on the above definition) and/or are you related to a PEP?  Yes  No

Details \_\_\_\_\_

**E. PERSON ACTING ON BEHALF OF AN INVESTOR & JOINT NAME REGISTRATION**

Person acting on behalf of an investor\*  Joint registration\*\*

\* Legal guardian(s) or person(s) with power of attorney or mandate to act on behalf of the investor, including minor's parent/guardian. The parent/guardian's mandate to act on behalf of a child ceases when the child reaches the age of legal majority (18 years). When your mandate ceases, Foord will only act on instructions received directly from the investor (including a former minor).

\*\* Joint registration is only accepted for married persons. The default ownership proportion of 50% each is applied. This application form must be signed by both the main investor and the joint investor. Please consult your tax advisor regarding the tax and estate planning consequences of joint registration.

Title _____	First name(s) _____	Surname _____
SA identity number _____	Nationality _____	
Additional nationality(ies) _____	Foreign passport number(s) _____	
Date of birth _____	Country of birth _____	
Occupation _____	Relationship to main investor _____	
Residential address _____		
_____		Country _____ Postal code _____
Postal address _____		
_____		Country _____ Postal code _____
Tel home ( _____ ) _____	Tel work ( _____ ) _____	
Fax ( _____ ) _____	Cell ( _____ ) _____	
Email _____		

Are you a resident in South Africa for the purposes of South African income tax?  Yes  No

Are you subject to taxation in any other country or jurisdiction?  Yes  No

Name of foreign country(ies) if applicable \_\_\_\_\_

Foreign tax numbers \_\_\_\_\_

Are you a PEP (based on the definition in section E above) and/or are you related to a PEP?  Yes  No

Details \_\_\_\_\_

**INSTRUCTION ELECTION**

Joint-Alternate signatory: Foord will act on subsequent instructions signed by any ONE of the joint-named investors.

Joint-All signatory: Foord will act on instructions signed by BOTH joint-named investors.

Joint-Alternate signatory (either/or)  Joint-All (and)

## F. INVESTOR DECLARATION \*

All information in this application form, and in all documents that have been or will be signed by me in connection with this investment, whether in my handwriting or not, is accurate and complete and forms the basis of this agreement. I will notify Foord promptly of any changes to the information provided.

I warrant that I have full power and authority to enter into and conclude this contract, with the necessary assistance where such assistance is a legal requirement.

I have read and fully understood all the pages of this application form and agree to the terms and conditions of this investment. I am aware of the charges and fees, the total expense ratio, investment objectives, risk factors and income distributions applicable to my investment as set out in this form, the Minimum Disclosure Document (which is available at [www.foord.co.za](http://www.foord.co.za)) and in other documentation provided to me. I know that there are no guarantees on my investment capital or the performance return of the investment and that this product offers no cooling-off rights. I am aware that the performance may be affected by changes in the market or economic conditions and legal, regulatory and tax requirements.

I acknowledge and confirm that I am making an unsolicited offer to purchase units in the fund(s), and that Foord has not provided any form of financial advice.

For the purposes of the Protection of Personal Information Act No. 4 of 2013 (POPI), I consent and acknowledge that all personal data provided by me to Foord, the Trustee or their related corporations and/or independent third parties (such as tracing agents) and their respective employees may be used to enable each of the aforesaid entities to carry out their respective duties and obligations in relation to this investment or as may be permitted under POPI.

I authorise Foord to:
 

- accept instructions by facsimile or email and hereby waive any claim that I may have against Foord and indemnify Foord against any loss incurred as a result of Foord receiving and/or acting upon such facsimile or email;

Signature _____	Signature _____
Name _____	Name of joint signatory _____
Date _____	Date _____

## G. SUPPORTING DOCUMENTATION

In terms of the Financial Intelligence Centre Act 38 of 2001, and the regulations thereto, Foord is obliged to identify and verify the identity of its investors. Foord will only place investments once all supporting documents have been received. The persons listed in this section must attach to this Investment Application Form certified copies of the following required documentation:

### 1. South African citizens and residents

- 1.1. Identity document containing a photo, full names, date of birth and ID number (a passport containing the above information will only be accepted with written substantiation), or a valid driver's licence, or unabridged birth certificate for minors.
- 1.2. A document less than 3 months old containing residential address, e.g., a utility bill, bank statement, rates account or tax invoice.

### 2. Foreign nationals

- 2.1. A passport containing a photo, full names, date of birth and ID number.
- 2.2. A document less than 3 months old containing residential address, e.g., a utility bill, bank statement, rates account or tax invoice.

### 3. Legal incapacity or third party representing another individual

- 3.1. Identity document/passport as set out in 1.1 and 2.1 above in respect of both parties.
- 3.2. A document less than 3 months old containing a residential address as set out in 1.2 above in respect of the representative individual.
- 3.3. Proof of authority to act, e.g., birth certificate (where investor is the minor child of the representative), power of attorney\*, mandate\*, resolution\*, partnership agreement or court order.

(\*Original certified copy required BEFORE application will be processed)

### 4. Debit orders: third party bank account holder

- 4.1. Identity document/passport and residential address, as set out in 1 and 2 above, in respect of an individual third party bank account holder.

### 5. Any other (please contact Foord for the required documentation)