

## Change of static details

This form is for an individual or legal entity who wishes to change the contact, tax or banking details that we have on record, or who wishes to change the communication preference.

**Please read the current Terms and Conditions that apply to this investment before signing and returning this form to us, together with proof of payment, unless we are collecting the additional investment amount electronically. This is available on our website [www.cicollective.co.za](http://www.cicollective.co.za) or from Ci Client Services on 0861 000 881 or e-mail [clientservices@cicollective.co.za](mailto:clientservices@cicollective.co.za).**

**Please email this form to [CIInstructions@cicollectives.co.za](mailto:CIInstructions@cicollectives.co.za).**

### Document checklist

We can only process your instruction once we have received all of the following documents:

- This signed form with the relevant sections completed
- If applicable, proof of your change of name, e.g. a copy of your identity document (if you are South African) or passport (if you are not South Africa)/certificate of change of name of company or close corporation (CM9/CK2)
- If applicable, proof of your change of residential address, e.g. a utility bill less than three months old that shows your name and residential address
- If applicable, proof of your change of surname, e.g. a copy of your marriage certificate

### A: INVESTOR DETAILS

Investor number

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#### Individuals only:

Title                      Surname

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First names

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ID or passport number                      Date of birth                      [D | D | M | M | Y | Y | Y | Y]

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Country of issue of passport                      Passport expiry date                      [D | D | M | M | Y | Y | Y | Y]

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Nationality                      Country of birth

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SA resident                       Non-resident                      If non-resident, country of residence

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Country of citizenship

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#### Legal entities only:

Registered name

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Surname of contact person

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First names of contact person

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ID number of contact person

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GIIN (Global Intermediary Identification Number) (if applicable)

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## B: CONTACT DETAILS OF INVESTOR

Residential address / Registered address

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Code

Operational address:  Same as registered (no need to complete below)

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Code

Postal address:  Same as residential/registered address  Same as operational (If either is ticked, then no need to complete below)

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Code

Email address

Telephone (home)

Telephone (work)

Mobile number

## C: TAX DETAILS AND RESIDENCY

Please indicate below all countries in which you are a resident for tax purposes and the associated tax reference number in each country (including South Africa). Please also indicate your country of primary tax residence:

Country of primary tax residence

Country of tax residence	Tax reference number
1.	
2.	
3.	
4.	
5.	

Are you a citizen or resident of the United States of America?  Yes  No

If you are not registered for tax in any country, please tick this box.

Please state reason for not being registered for tax

The South African Revenue Services ("SARS") will levy a tax on dividends earned on your investment at a default rate of 15% (or any other rate that SARS may determine from time to time). We will pay this tax over to SARS on your behalf.

### Exempt from Dividends Tax

Please indicate the reason why the beneficial owner is exempt from Dividends Tax:

- a South African resident company
- the government, provincial government or municipality (of the Republic of South Africa)
- a public benefit organisation approved by the Commissioner in terms of section 30(3) of the Act
- a trust contemplated in section 37A of the Act (mining rehabilitation trusts)
- an institution, board or body contemplated in section 10(1)(cA) of the Act
- a fund contemplated in section 10(1)(d)(i) or (ii) of the Act (pension funds, provident funds, preservation funds, retirement annuity, beneficiary funds or benefit funds)
- a person contemplated in section 10(1)(t) of the Act (CSIR, SANRAL, etc)
- a shareholder in a registered micro business, as defined in the Sixth Schedule to the Act, insofar as the aggregate amount of dividends paid by that registered micro business to its shareholders during the year of assessment in which that dividend is paid does not exceed R200 000

- a small business funding entity as contemplated in section 10(1)(cQ) of the Act
- a non-resident and the dividend is a dividend contemplated in paragraph (b) of the definition of 'dividend' in section 64D (ie a dividend on a foreign company's shares listed in South Africa)
- a portfolio of a collective investment scheme in securities
- any person to the extent that the dividend constitutes income of that person
- any person to the extent that the dividend was subject to the secondary tax on companies (STC)
- any fidelity or indemnity fund contemplated in section 10(1)(d)(iii) of the Act
- a natural person or deceased estate or insolvent estate of that person in respect of a dividend paid in respect of a tax free investment as contemplated in section 12T(1)

**Declaration in terms of Sections 64FA(1)(a)(i), 64G(2)(a)(aa) or 64H(2)(a)(aa) of the Act**

I/We

(full names in print),

the undersigned hereby declare that dividends paid to the beneficial owner are exempt, or would have been exempt had it not been a distribution of an asset in specie, from the dividends tax in terms of the paragraph of section 64F of the Act indicated above.

**Signature(s):**

Date: | D | D | M | M | Y | Y | Y | Y |

(duly authorised to do so)

Capacity of signatory(ies)

**Undertaking in terms of Sections 64FA(1)(a)(ii), 64G(2)(a)(bb) or 64H(2)(a)(bb) of the Act**

I/We

(full names in print),

the undersigned, undertake to immediately notify you in writing should the circumstances of the beneficial owner referred to in the declaration above change.

**Signature(s):**

Date: | D | D | M | M | Y | Y | Y | Y |

(duly authorised to do so)

Capacity of signatory(ies)

**Reduced rate of Withholding Tax**

If you are a foreign investor (ie non-resident natural or corporate person), you may qualify for a reduced rate of tax based on your country of residence and the double taxation agreements (DTAs) currently in force. Please include a reference to the DTA in the table below (DTAs can be viewed on the SARS website [www.sars.gov.za](http://www.sars.gov.za)):

	Country of Residence	DTA Article	Rate
<b>Dividends Withholding Tax</b>			
Subject to a reduced rate of Dividends Withholding Tax			%
<b>Withholding Tax on Interest</b>			
Subject to a reduced rate of Withholding Tax on Interest			%

**Declaration**

I/We

(full names in print),

the undersigned, hereby declare, in accordance with the provisions of the Income Tax Act (where applicable), and in accordance with the provisions of international tax agreements that:

- the information that I/we have provided in this form, including but not limited to my/our tax residency, is to the best of my/our knowledge and belief, accurate and complete;
- it is my/our sole responsibility to ensure that the information provided is accurate and complete; and
- I/We undertake to immediately notify you in writing should the circumstances referred to in this declaration change.

**Signature(s):**

Date: | D | D | M | M | Y | Y | Y | Y |

(duly authorised to do so)

Capacity of signatory(ies)

**D: COMMUNICATION PREFERENCE AND ONLINE ACCESS**

We send the following communications:

1. Instruction notifications - to notify you when we have received an instruction from you regarding your investment.  
You would like to receive this notification via:  
 Email
2. Quarterly statements and transaction confirmations – to inform you once an instruction on your account has been completed.  
You would you like to receive the quarterly statements and transaction confirmations via:  
 Post     Email

**Online access**

This allows you access to view your statements and correspondence online. Please select one of the following options:

- Existing user  
(You are an existing online user and we should apply the static detail changes to your account as indicated on this form)
- New user  
(You would like online access to your account)
- No online access required

For new users requesting online access, we require you to complete your mobile number, email address and identity number in Sections A and B of this form.

**E: BANKING DETAILS**

**Bank account from which we should collect lump sum once-off investments and/or ongoing debit orders:**

The person paying the lump sum investment and/or ongoing debit order hereby authorises Ci to deduct the amount specified in the Investment Options section of this form from their bank account. If the banking details provided are not in the name of the Investor, we require a copy of the identification document for the bank account holder. If the bank account holder is an employer/legal entity, a letter of authority is required, granting us permission to debit the account.

Bank

Branch

Branch code

Account holder

Account number

Account type     Savings     Current

I/We acknowledge that all debit orders instructed by Ci shall be treated by my/our above-mentioned Bank as if the instructions have been issued by me/us personally.

**Signature(s) of account holder above**

(duly authorised to do so)

The abbreviated name which will appear on your bank statement is: Ci INVEST

**Bank account for payments to you:**

Only complete this section if the account from which we are collecting money differs from the account into which we make payments to you. Please note that we can only make payments into your savings or current account and that no payments can be made to third parties.

Bank \_\_\_\_\_

Branch \_\_\_\_\_

Branch code \_\_\_\_\_

Account holder \_\_\_\_\_

Account number \_\_\_\_\_

Account type

Savings

Current

## F: INVESTOR DECLARATION

*By signing this transaction form the Investor declares the following:*

- I/We have read, understand and agree to all terms and conditions applicable to my/our investment and I/we agree to be bound by the Agreement.
- I/We have received a copy of the relevant Fund/s Minimum Disclosure Document (MDD).
- The information contained in this transaction form is correct.
- If this transaction form is signed by a representative, I/we have the necessary authority to do so and this transaction is within my/our powers.
- Ci has not provided any advice to me/us regarding the investment or the suitability of the investment for me/us. Furthermore, I/we acknowledge that I/we have no claim or cause of action against Ci in connection with my/our relationship with my/our financial advisor or for any other reason including the advice given to me/us by the financial advisor.
- Ci may obtain necessary information that is missing from my/our transaction form from my/our financial advisor.
- If my/our financial advisor is an approved discretionary financial services provider, I/We acknowledge that my/our financial advisor may give Ci instructions in respect of this investment directly, and I/we authorise Ci to adhere to my/our financial advisor's instructions on my/our behalf.
- I/We agree that Ci is entitled to deduct any losses or damages that Ci may suffer resulting from the cancellation or failure of my/our debit order from my investment, provided that Ci did not contribute to the cancellation or failure of my/our debit order.
- I/We hereby indemnify and hold Ci harmless against any claim of whatsoever nature, which I/we may have resulting from conducting business telephonically, via the online services (including email), or by way of facsimile. I/We hereby consent to Ci taking any security precautions that it considers necessary to process my/our application form or any subsequent transaction form.
- I/We consent to Ci using and sharing, where necessary, my/our personal information to facilitate tracing where required in the future.
- I/We understand that collective investments are generally medium to long-term investments. The value of units may go down as well as up and past performance is not necessarily a guide to the future. Collective investments are traded at ruling prices and can engage in borrowing and scrip lending. Collective investments are calculated on a net asset value basis, which is the total value of all assets in the Fund including any income accrual and less any permissible deductions from the Fund. Fund performance is calculated on a NAV to NAV basis and does not take any initial fees into account.

**Capacity of authorised signature:**

If you are acting on behalf of the Investor please supply a power of attorney.

If you are the Investor's parent please supply a copy of your ID document. If your surname is different to that of the Investor, please supply supporting documentation such as a marriage certificate.

If you are acting as the legal guardian please supply the appointment of guardianship from the Master of the High Court or a copy of the relevant will.

**Signature of Investor or person authorised to act on behalf of the Investor**

**Name of signatory(ies)** \_\_\_\_\_

**Signed at** \_\_\_\_\_

**Date**

D	D	M	M	Y	Y	Y	Y
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**On behalf of (Entity name)** \_\_\_\_\_

**Capacity of signatory(ies)** \_\_\_\_\_

Collective Investment Schemes in Securities "(CIS)" are generally medium to long terms investments. The value of participatory interests may go down as well as up and past performance is not necessarily a guide to future performance. CIS are traded at ruling prices and can engage in borrowing and scrip lending. Different classes of units apply to the portfolios and are subject to different fees and charges. A schedule of fees and charges and maximum commissions is available on request from Ci. Ci does not provide any guarantee either with respect to the capital or the return of the portfolio. A feeder fund is a portfolio that invests in a single portfolio of a collective investment scheme, which levies its own charges, which could result in a higher fee structure for the feeder fund. Investhouse International is an indirect shareholder of Ci. As a shareholder, Investhouse International may earn dividends from time to time and participation in any dividends may be linked to the revenue generated by Ci from the Investhouse International portfolios, and from any other Ci portfolios. The funds are portfolios established and administered by Ci, and Investhouse International has been appointed to manage and market the portfolios. Ci retains full legal responsibility for the co-named portfolios. Additional information on the portfolios may be obtained, free of charge, directly from Ci. Ci is a non-voting (ordinary) member of the Association for Savings & Investment SA (ASISA).

Financial Services Provider: Investhouse International (Pty) Ltd, FSP No 9201, Building 15, Ground Floor, Oxford Office Park, 3 Bauhinia Street, Highveld Techno Park, Centurion, 0046.  
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