

## Debit order form

This form is for instructions to create a new debit order, or to amend an existing debit order applicable to your investment.

**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).**

We need to receive a debit order instruction/amendment in writing before 14:00 on the 25th day of the month in order to be able to act on the instruction before the first business day of the following month.

### A: INVESTOR DETAILS

Surname/Entity name

---

Name of investor/authorised person

---

Investor number

---

### B: DEBIT ORDER DETAILS

You instruct us to:

- Create a new debit order as below OR  
 Make amendment to an existing debit order as specified below OR  
 Cancel your existing debit order

**New or amended debit order:**

New/amended debit order amount in rand

---

New/amended debit order amount words

---

Start date

First increase on

Increase amount every year by  5%  10%  15% or  % (enter own)

Fund	Fund Class	Debit order amount (Minimum R500 per month per fund)
Investhouse Ci Cautious Fund	A	
Investhouse Ci Balanced Fund	A	
Investhouse Ci Global Feeder Fund	A	

By signing in the banking details section below, the person paying the debit order authorises Ci to deduct the indicated amount and pay applicable increases starting on the first business day of each month from the bank account recorded below for each consecutive day thereafter until the full investment amount has been collected.

## C: 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 of account holder above

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

## D: FEE DETAILS

### Advisory fees

By signing this form, you agree to the payment of the following fees from every debit order amount to your financial advisor:

Initial financial advisory fee \_\_\_\_\_ % (max 3%, excluding VAT)

The annual financial advisory fee as agreed with your financial advisor and indicated in your application form will continue to apply.

### Annual management fees

The annual management fee applicable to each fund is disclosed in the Fund Details table at the back of this application form.

## E: 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

Signed at

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

### F: FUND DETAILS

Class	Fund name	Annual management fee excl. VAT	ASISA classification	Benchmark	Distribution dates	Reg. 28 Compliant
A	Investhouse Ci Cautious Fund	0.70%	SA - Multi Asset - Low Equity	CPI for all urban areas + 3% over a rolling 3 year period	31 March, 30 June, 30 September & 31 December	Yes
A	Investhouse Ci Balanced Fund	0.70%	SA - Multi Asset - High Equity	CPI for all urban areas + 5% over a rolling 5 year period	30 June & 31 December	Yes
A	Investhouse Ci Global Feeder Fund	0.20%	Global - Multi Asset - Flexible	USD Moderate Allocation (ZAR)	30 June & 31 December	No

### FICA ANNEXURE

In terms of the Financial Intelligence Centre Act (FICA), we require a copy of the following documents for payees of new debit orders that differ from the investor:

#### Company or close corporation

1. Certificate of Incorporation (CM1/COR14.3/CK1) or latest CK2 (close corporation)
2. Certificate of Change of Name of Company/close corporation (CM9)
3. Notice of registered office and postal address of company/CC (CM22/COR14.1)
4. For each of the directors/members/person authorised to act on your behalf:
  - Certified copy of identity document or passport
  - Proof of residential address stated during application, e.g. utility bill no more than 3 months old
5. Delegation of authorisation document authorising a designated director/member/manager to act on the account with us
6. For each person/legal entity holding 25% or more of the company:
  - Certified copy of identity document or passport
  - Proof of residential address stated during application, e.g. utility bill no more than 3 months old

#### Local trust

1. Trust deed or other founding document, e.g. the will of the founder
2. Letters of authority from the Master to the trustees
3. Delegation of authorisation document authorising a designated trustee to act on the account with us
3. For each of the trustees, founder or donor and beneficiaries of the trust:
  - Certified copy of identity document or passport
  - Proof of residential address stated during application, e.g. utility bill no more than 3 months old

If you are a legal entity other than a company, a close corporation or a trust, please contact us for a list of the required documents.

*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.  
Tel: 012 460 9464