

## ITRANSACT SECURITIES INVESTMENT PLAN PORTFOLIOS

### NEW BUSINESS APPLICATION FORM FOR LEGAL ENTITIES

#### VERSION NUMBER 2.0

#### INVESTMENT PROCESS

<b>STEP 1</b> Complete the form and agree to the terms and conditions	To ensure there is no delay in processing your investment, please complete the form accurately and ensure you understand the terms and conditions you are entering into. Depending on the investment type and/or product you may be required to complete and provide additional forms.
<b>STEP 2</b> Send documents to Itransact via Email  <b>www.itransact.co.za</b>	Email your documents to: <b>newbus@itransact.co.za</b>  If you experience difficulties transmitting your documents to us, please call us on 0861 468 383 during business hours and we will gladly assist you.  <b>Document Checklist for all persons acting on behalf of the legal entity</b> <input type="checkbox"/> Annexure A <input type="checkbox"/> Copy of your bar coded South African ID, valid passport (if a foreign national)
<b>STEP 3</b> Fulfilment	<ul style="list-style-type: none"> <li>• We will acknowledge receipt of your documents and contact you if there are any outstanding requirements.</li> <li>• Transactions will only be acted upon after confirmed receipt by the Administrator of a completed and signed investor mandate, investor FICA verification, relevant supporting documentation, and investment funds which have been cleared and made available for investment in the Administrators bank account.</li> <li>• You will receive confirmation once your instruction has been processed.</li> <li>• You will receive an email welcoming you to Itransact.</li> <li>• You will automatically be provided with a secure Itransact online servicing account. New investors are requested to activate their online account by registering on our website within 3 business days. Subsequent products will automatically appear in your online account.</li> </ul>
<b>CUT OFF TIMES</b>	<ul style="list-style-type: none"> <li>• Instructions received <b>before</b> 11h00 on a business day will start processing on that day.</li> <li>• Instructions received <b>after</b> 11h00 on a business day will start processing on the next business day.</li> <li>• Instructions received <b>on</b> a weekend or public holiday will start processing on the next business day.</li> </ul>

**SECTION 1: INVESTOR DETAILS**

Investor Type SA Company  Foreign Company  CC  Trust  Partnership

Other

Nature Of Business

Entity Name

Trading Name

Registration Number

Income Tax Number

Trading Address

Code

Tick if postal address is same as residential

Postal Address

Code

Telephone Number

Cell Phone Number

Email Address

**Politically Exposed Persons**

Indicate if any authorised representative/s, ultimate beneficial owner/s or any shareholder/s of the legal entity is a foreign prominent public official or a domestic prominent influential person Yes  No

If yes, please specify:

**SECTION 2: FOREIGN ACCOUNT TAX COMPLIANCE ACT (FATCA)**

(The Foreign Account Tax Compliance Act (FATCA) is a United States federal law requiring United States persons (including those living outside the U.S.) to have yearly reported themselves and their non-U.S financial accounts to the Financial Crimes Enforcement Network (FINCEN), and requires all non-US (Foreign) Financial Institutions (FFI's) to search their records for suspected US persons for reporting their assets and identities to the US Treasury)

**Organisation Tax Residency Classification**

**If your organisation is a Financial Institution, please specify:**

- South African Financial Institution or a Partner Jurisdiction Financial Institution
- Participating Foreign Financial Institution (in non-intergovernmental agreement jurisdiction)
- Non-Participating Foreign Financial Institution (non-intergovernmental agreement jurisdiction)
- Financial Institution resident in the USA or in a US Territory
- Exempt beneficial Owner (this includes a South African registered retirement scheme, etc)
- Deemed Compliant Financial Institution (this includes Non-Profit organisations)

**If your organisation is not a Financial Institution, please specify:**

- Active Non-Financial Entity
- Passive Non-Financial Entity

**If your organisation is a US tax resident and not a Specified US person, please specify:**

- A regularly traded corporation on a recognised stock exchange
- Any corporation that is a member of the same expanded affiliated group as a regularly traded corporation on a recognised stock exchange
- A government entity
- Any bank as defined in section 581 of the US Internal Revenue Code
- A retirement plan under section 7701(a)(37), or exempt organisation under sec 501(a) of the IRS Code or any other exclusion.

**Organisation's Classification under Common Reporting Standards (CRS)**

**Select an option with reference to primary country of residence:**

- Financial Institution under CRS (includes pension fund schemes, government entity etc)
- An investment entity located in a Nonparticipating Jurisdiction and managed by another Financial Institution
- Active Non-Financial Entity which frequently trades on an established securities market or associated with and established securities marker or a corporation which is a related entity of such a corporation.
- Active Non-Financial Entity-a Government Entity, a Central Bank or an International Organisation.
- Active Non-Financial Entity, other than those listed above
- Passive Non-Financial Entity.

**Dividend Withholding Tax**

If your organisation is exempt from DWT, please select the appropriate box to declare the reason for the exemption:

- A company or close corporation registered in South Africa for tax purposes
- A non-profit organisation (approved by SARS in terms of section 30(3) of the Income Tax Act)
- A pension fund, pension preservation fund, provident fund, provident preservation fund, retirement annuity fund, beneficiary fund or benefit fund registered in terms of the Pension Fund Act 1956.
- A person contemplated in section 10(1)(t) of the Income Tax Act
- A trust contemplated in section 37A of the Income Tax Act (e.g. mining rehabilitation trust)
- Fidelity and Indemnity funds contemplated in section 10(1)(d)(iii) of the Income Tax Act
- A small business funding as contemplated in section 10(1)(c) of the Income Tax Act
- Entity is not exempt from DWT

**SECTION 3: METHOD OF COMMUNICATION & PRIVACY OF PERSONAL INFORMATION****Communication**

Please note that email will be used as the default method of communication by the administrator. All communication with the Administrator by the Investor must also be via electronic means, which includes email and telephonic communications using the contact details provided in the last section of this form.

**Protection of personal information**

You acknowledge that Itransact requires your personal information, as defined in the Protection of Personal Information Act of 2013 ('POPIA'), and consent to Itransact processing such information to open and administer your investment accounts. In addition, you expressly consent that Itransact may verify and process your personal information (including your voice and or biometric data) for security purposes and so as to comply with its obligations in terms of legislation. Itransact may transmit your personal information to third-party service providers for the purposes of storing and maintaining that information. Where information is transmitted to offshore providers, Itransact has confirmed that sufficient legislation and agreements are in place to ensure the protection of that information. Where directed by your financial adviser, Itransact will transmit your information to third-party service providers appointed by your adviser. We will only use personal information about you, your beneficiaries, and dependants in line with the Itransact Privacy Policy. Please refer to the Privacy Policy on the website for information about your rights and obligation in relation to your personal information.

**Marketing**

Do you consent to receive occasional marketing information relating to your investment from the administrator?

Yes  No

**SECTION 4 GENERAL INVESTMENT DETAILS**

Source of Funds  Company Profit  Capital  Donation  Saving  Investment   
 Inheritance  Other  (Please Specify below)

**Minimum Investment Amounts**

Recurring Investment R 300 (per portfolio)

Lump Sum Investment of R 5 000 (per portfolio)

**SECTION 5: INVESTMENT DETAILS**

**Choose a risk adjusted portfolio below (Switching between portfolios is allowed if your circumstances change over time).**

Portfolio Name	Debit Order Amount	Lump Sum Amount
Index Solutions Defensive	R <input type="text"/> . <input type="text"/> <input type="text"/>	R <input type="text"/> . <input type="text"/> <input type="text"/>
Index Solutions Balanced	R <input type="text"/> . <input type="text"/> <input type="text"/>	R <input type="text"/> . <input type="text"/> <input type="text"/>
Index Solutions Worldwide Growth	R <input type="text"/> . <input type="text"/> <input type="text"/>	R <input type="text"/> . <input type="text"/> <input type="text"/>

**Method of Payment** (Note that Itransact does not accept cheques)

**Debit Order**

Debit Order Deduction Date      3<sup>rd</sup> of the Month       15<sup>th</sup> of the Month       25<sup>th</sup> of the Month

Debit Order Deduction Intervals      Monthly       Quarterly

Debit Order Deduction Annual Increase       0%       5%       10%       15%       20%

(Note that annual increases are limited to whole percentage increments only. No fractionalised percentage increments or monetary amounts will be accepted)

**Once Off Electronic Collection by the Administrator (Lump Sums Only)**

Please choose the date that the Administrator should collect your once off lump sum amount.

3<sup>rd</sup> of the Month       15<sup>th</sup> of the Month       25<sup>th</sup> of the Month

Once off lump sum collection instructions must be received by the Administrator at least 5 Business Days prior to the chosen collection date. Instructions received after that period will be processed on the next sequential collection date. Note that each lump sum collection is limited to increments of R500 000 per collection.

**Lump-sum Investment (Please take note of the restrictions regarding the Itransact bank account details below)**

**ITRANSACT BANK ACCOUNT DETAILS**

For security reasons and to comply with the Financial Intelligence Crime Act (FICA) the Administrator must perform certain security checks with you as the investor before it may provide you with the bank details and investor reference to be used by you when making a lump sum investment.

**Once you have received the bank account details and reference number from the Administrator, and have made a payment, you are required to provide the Administrator with the proof of payment (copy of deposit slip or online payment confirmation) by submitting it via email to the email address stated on the first page of this application form. No transaction will be finalised without receiving the proof of deposit.**

**SECTION 6 : INVESTOR BANK DETAILS**

This bank account must be a South African bank account in the name of the investor and must not be older than 3 months.

Name of Account Holder	<input type="text"/>
	<input type="text"/>
Name of Bank	<input type="text"/>
Account Number	<input type="text"/>
Branch Name	<input type="text"/>
Branch Code	<input type="text"/>
Account Type	<input type="text"/>

**Debit Order Bank Details**

(This section should only be completed if the debit order bank account details differ from the investor bank details stated above. This account must be a South African bank account.)

Tick box if debit order bank details are the same as the investor bank details above

Name of Account Holder	<input type="text"/>
	<input type="text"/>
Name of Bank	<input type="text"/>
Account Number	<input type="text"/>
Branch Name	<input type="text"/>
Branch Code	<input type="text"/>
Account Type	<input type="text"/>

**Debit Order Authority**

- 1 I/We hereby request, instruct and authorise Automated Outsourcing Services (Pty) Ltd, its successors or its assignees (“the Administrator”) to draw against my/our account with the bank noted above (or any bank or branch to which I/we may transfer my/our account).
- 2 I/We understand that all such withdrawals from my/our bank account shall be treated as though they have been signed by me/us personally.
- 3 I/We agree to pay any bank charges and costs relating to the debit order authority, including debit order rejection fees.
- 4 I/We acknowledge that I/we may cancel this authority by giving the Administrator not less than 10 business days written notice.
- 5 I/We agree that receipt of this instruction by the Administrator shall be regarded as receipt thereof by my/our bank.
- 6 I/We acknowledge that in order to activate the debit order, the Administrator must receive the debit order authority at least 10 business days prior to the first debit order date.

**Please note that the debit order instruction will be accepted upon the signing of this authority by the bank account holder.**

\_\_\_\_\_  
**Signature of Bank Account Holder**

Date (ddmmyyyy) 

--	--	--	--	--	--	--	--	--	--

Print Initials and Surname


**SECTION 7: INVESTOR DECLARATION**

**General**

The Investor, or where applicable, the Investor’s authorised signatory, by appending their signature hereto, further states, declares, warrants, acknowledges, understands, confirms and consents that;

**(Select one option only)**

- A Financial Services Provider has been appointed to assist with this investment on a non-discretionary basis.
- No Financial Services Provider has been appointed and that all references made to such shall not be applicable for as long as no such appointment is made.
- A Financial Services Provider has been appointed to assist with this investment on a discretionary basis (in which case proof of authority must be provided by the investor to the Administrator)

And that;

1. The latest terms and conditions and the relevant investment media including the features of the Plan including, but not limited to, its underlying investments, fees, costs, disclosures and risks associated to investing in the Plan have been read and fully understood, and that the aforesaid information has been obtained by the Investor itself, and that it is the Investors responsibility to act upon this information, whether a Financial Service Provider has been appointed or not.
2. All statements provided by the Investor in this form are true and correct in every respect and that such statements, together with the Administrators investment confirmation, shall form the basis of the contract, which is to be entered into with the Administrator in terms of the Financial Advisory and Intermediaries Services Act (FAIS).
3. Where a Financial Services Provider has been appointed, that neither the Financial Services Provider nor any representative of the Financial Services Provider is an employee or agent of the Administrator and that the appointed Financial Services Provider acts as the Investor’s agent and that neither the Administrator nor any other party appointed from time to time to administer the Plan can be held liable for any act or omission of the Financial Services Provider and/ or any representative of the Financial Services Provider.
4. If the appointed Financial Services Provider and/or its representative’s services are terminated, that it is the Investors responsibility to immediately inform the Administrator in writing of such termination where after the Administrator will cease payment of all fees, other than accrued fees, to the Financial Services Provider.
5. All instructions to the Administrator must be signed by the Investor or the Investor’s duly authorised signatory (or guardian in the case of a minor) and may not be signed by the Financial Services Provider on behalf of the Investor, except where the Financial Services Provider is appointed on a discretionary basis and proof of authority has been provided by the Investor the Administrator.
6. It is the Investor’s responsibility to ensure the receipt of any instruction and/or document by the Administrator.
7. There are certain requirements in terms of the Financial Intelligence Centre Act (FICA) which need to be complied with before this investment may be processed and that these requirements have been understood by the Investor and where applicable explained to the Investor by the Financial Services Provider.

8. The Investor is not a United States Person or a resident/national in any of the UN Sanctioned countries jurisdictions or is an entity or a member of an entity, that is owned or controlled by any person or entity that is resident, located, incorporated or registered in the United States or any UN Sanctioned country nor a US person as defined in the Foreign Account Tax Compliance Act of the USA. In terms of the Financial Intelligence Centre Act, 2001, the Insurer or the FSP/ Representative will require a certified copy of the Investor's identity document/passport, appropriate proof of the Investor's current residential address, together with certain personal and financial information. The information required will vary depending on the nature of the investor. The investor further acknowledges that, the Administrator will not be permitted to remit the proceeds of any sale or distribution until acceptable identification is provided. The investor also acknowledges that the money which he is investing is not derived from the "proceeds of unlawful activities", as defined in the Prevention of Organised Crime Act (POCA)
9. To receiving reports from the Administrator on a regular basis.
10. Online services are provided to Investors on a continual basis where Investors apply for such services from the Administrator.
11. Where the value of the investments held under the Plan at any time is less than R1000, that the Administrator reserves the right to cancel the Plan without informing the Investor and/or where applicable, the appointed Financial Services Provider, and refund the amount to the Investors bank account recorded on this form.
12. Where the Investor has appointed a Financial Services Provider, the Investor agrees that the Financial Service Provider is able to access the Investors information continuously via electronic means made available by the Administrator.
13. An authorised Category II Investment Manager, Sunstrike Capital (Pty) Ltd, (trading as Index Solutions) and a subsidiary of the Administrator, shall manage the securities held in the selected Portfolio under the terms and conditions of the Investment Manager. The investor appoints the Investment Manager when agreeing to and signing this investment application form, thereby providing the Investment Manager with full discretion to buy and sell securities within the selected Portfolio. If the Investor wishes to choose other securities, then this product is not suitable for the Investor.

**Fees and Charges (excluding VAT)**

The Investor acknowledges and confirms the fees below and expressly instructs the administrator to deduct and pay the fees for the services rendered in connection with this investment.

**1. Financial advice fees**

(Only applicable if you have appointed a financial advisor)

**a) Initial financial advice fee**

Taken upfront each time you invest according to the percentage below.

Lump sum  .  % ( with a maximum of 3%)

Debit order  .  % ( with a maximum of 1%)

**b) Annual financial advice fee**

Calculated as a percentage of the daily market value of the investment and deducted monthly.

.  % ( with a maximum of 1%)

**2. Annual investment management fee of 0.30%.**

Calculated as a percentage of the daily market value of the investment and deducted monthly.

**3. Annual administration fee**

Calculated as a percentage of the daily market value of the investment and deducted monthly according to the table below.

Market Value of Investments	Rate per Annum
On the first R500 000	0.39%
On the next R500 000	0.30%
On the amount over R1 000 001	0.20%

If your product contains securities, a trading fee of 0.08% shall be charged on the value of all purchase and sale transactions.

**PRODUCT TERMS AND CONDITIONS**

**Acceptance of product terms and conditions**

By signing this application form, you acknowledge that you fully understand the latest terms and conditions associated to this product and the implications thereof. The terms and conditions are displayed separately from this application form and are available from (1) your financial advisor (2) from the Forms and Downloads section on the Administrator's website ([www.itransact.co.za](http://www.itransact.co.za)) or (3) by contacting the Administrator directly on the details available at the end of this application form.



\_\_\_\_\_  
Date (ddmmyyyy)

**Signature of authorised representative of a legal body**

Print Initials and Surname

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

\_\_\_\_\_  
Date (ddmmyyyy)

**Replace with Signature of authorised representative of a legal body**

(if Section 2 or 3 of this application form is applicable)

Print Initials and Surname

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**SECTION 8 : FINANCIAL SERVICES PROVIDER DECLARATION (IF APPLICABLE)**

**The Financial Services Provider (“FSP”) that has been appointed by the Investor and through whom the application for this investment is being made, by appending their signature hereto, states, declares, warrants, acknowledges, understands, confirms and consents that;**

1. The FSP and the Financial Advisor named in this application form is licensed (in the case of the FSP) and authorised (in the case of the Financial Advisor and/or Representative) to provide the relevant financial services in respect of the financial products to which this application relates.
2. The FSP and the Financial Advisor are “fit and proper”, as required by the Financial Advisory and Intermediary Services Act (FAIS), to provide the relevant financial services in respect of the financial products to which the application relates.
3. The FSP/authorised representative of the FSP has read and understood the terms and conditions pertaining to this investment product and that the FSP shall be bound by these terms and conditions insofar as such terms and conditions affect the FSP.
4. The FSP warrants that all statements given by the FSP in this application form are true and correct in every respect.
5. The FSP/Financial Advisor shall not negotiate fees in respect of the Plan which are higher than the maximums stipulated in this application.
6. The FSP has explained the latest terms and conditions and the relevant investment media including the features of the Plan including, but not limited to, its underlying investments, fees, costs, disclosures and risks associated to investing in the Plan, to the Investor, in terms of FAIS.
7. The FSP is the primary accountable institution in terms of the regulations to the Financial Intelligence Centre Act, 2001 (“FICA”), in respect of the Investor.
8. The FSP has established and verified the identity of the Investor, as required in terms of section 21 of FICA.
9. The FSP will keep records of information relating to the Investor as is required in terms of section 22 of FICA.
10. The FSP will provide the Administrator with any information and documentation requested by it in relation to the Investor, immediately on request.
11. The FSP shall be provided with access to the Investors information continuously via electronic means made available by the Administrator and warrants that the information may only and exclusively be disclosed to the Investor, or where applicable, the Investor’s authorised signatory.
12. The FSP has fully explained the nature of the appointment of the Category II Asset Manager by the investor and the implications thereof.

\_\_\_\_\_  
Date (ddmmyyyy)

**Signature of Authorised Financial Service Provider/Representative**

Print Initials and Surname

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**SECTION 9 : FINANCIAL SERVICES PROVIDER DETAILS (IF APPLICABLE)**

Name of Financial Services Provider (The Company)

Telephone

Facsimile

Email

Tick the box if the details below are the same as the FSP details above

Name of Financial Advisor/Representative

Telephone

Cell

Facsimile

**SECTION 10: ADMINISTRATOR CONTACT DETAILS**

**Financial Advisor Support Centre**  
Telephone 086 143 2383 | Email [info@itransact.co.za](mailto:info@itransact.co.za)

**Investor Support Centre**  
Telephone 086 146 8383 | Email [investor@itransact.co.za](mailto:investor@itransact.co.za)

**[www.itransact.co.za](http://www.itransact.co.za)**



**ACTING ON BEHALF OF AN INVESTOR**

This form must be completed by each authorised signatory, each person acting on behalf of the investor and all controlling persons.

Each authorised representative of the legal entity must complete this form. In the event that more than one person is authorised to act on behalf of the investor, copies must be made of this section.

**IMPORTANT INFORMATION**

This document must be sent together with the product application form to the Administrator by email at [newbus@itransact.co.za](mailto:newbus@itransact.co.za)

**SECTION 1: DETAILS OF THE PERSON ACTING ON BEHALF OF THE INVESTOR**

Title	Mr <input type="checkbox"/>	Ms <input type="checkbox"/>	Mrs <input type="checkbox"/>	Dr <input type="checkbox"/>	Prof <input type="checkbox"/>	The Hon <input type="checkbox"/>
Name	<input type="text"/>					
Surname	<input type="text"/>					
Date of Birth (ddmmyy)	<input type="text"/>					
Identity/Passport Number	<input type="text"/>					
Nationality	<input type="text"/>					
Income Tax Number	<input type="text"/>					
Residential Address	<input type="text"/>					
	<input type="text"/>					
	<input type="text"/>					
	<input type="text"/>					Code <input type="text"/>
Postal Address	<input type="text"/>					
	<input type="text"/>					
	<input type="text"/>					
	<input type="text"/>					Code <input type="text"/>
Cell Phone Number	<input type="text"/>					
Other Contact Number	<input type="text"/>					
Email Address	<input type="text"/>					
	<input type="text"/>					

Are you registered tax pany in any country other than South Africa?

Yes  No

If yes, please specify:

Country of Tax Residence

Three empty rectangular boxes for entering the country of tax residence.

Tax Identification Number

Three rows of 13 empty boxes each for entering the tax identification number.

**DECLARATION**

I confirm that all information provided herein it true and correct and that I have read and understood the contents of this form.

I agree to notify the administrator immediately if information on this change.

\_\_\_\_\_

Date (ddmmyyy)

**Signature**

Print Initials and Surname

Two rows of 13 empty boxes each for printing initials and surname.