

ITRANSACT TAX FREE SAVINGS ACCOUNT

NEW BUSINESS APPLICATION FORM

VERSION NUMBER 3

INVESTMENT PROCESS

STEP 1 Complete the form and agree to the terms and conditions	<ul style="list-style-type: none"> 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.
STEP 2 Send documents to Itransact via Email www.itransact.co.za	<p>Email your documents to: newbus@itransact.co.za</p> <p>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.</p> <p>Document Checklist</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed application form <input type="checkbox"/> Copy of your bar coded South African ID, valid passport (if a foreign national) or birth certificate (if a minor) <input type="checkbox"/> Where the investment is made on behalf of a minor, please complete Annexure A
STEP 3 Fulfilment	<ul style="list-style-type: none"> We will acknowledge receipt of your documents and contact you if there are any outstanding requirements. 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. You will receive confirmation once your instruction has been processed. You will receive an email welcoming you to Itransact. 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.
CUT OFF TIMES	<ul style="list-style-type: none"> Instructions received before 11h00 on a business day will start processing on that day. Instructions received after 11h00 on a business day will start processing on the next business day. Instructions received on a weekend or public holiday will start processing on the next business day.

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)

Are you or any controlling person associated with this investment a US citizen or US residency?

Yes ☐ No ☐

Are you a tax resident of another country other than South Africa?

Yes ☐ No ☐

If yes, please complete the below section

Countries of Citizenship

Passport Number

Tax information

If you are a resident in the US you must also complete and return the Internal Revenue Services ("IRS") W-9 form, available on www.irs.gov, and include any additional tax residencies in the table below.

Countries of Citizenship

Passport Number

Is your Country of birth or Nationality not South Africa?

Yes ☐ No ☐

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

Salary ☐ Policy ☐ Donation ☐ Saving ☐ Investment ☐

Inheritance ☐ Other ☐ (Please Specify)

Minimum Investment Amounts

Note that the minimum investment amounts may not cover acquiring one or more securities. This means you might have to wait for cash to accumulate to acquire a security. Please make sure you determine the price of a security by viewing the latest fund fact sheet before deciding how much money to invest.

Recurring Investment R150 (per security)

Lump Sum Investment of R1 000 (per security)

SECTION 5: INVESTMENT DETAILS

Note to Financial Services Provider/Advisor: Please select the provider and fund from the drop down lists below. Please review Annexure B for the full list of funds available and take note of the applicable FAIS license(s) which are required to market Exchange Traded Products.

Provider	Fund	Debit Order	Lump Sum
<input type="text"/>	<input type="text"/>	R <input type="text"/>	R <input type="text"/>
<input type="text"/>	<input type="text"/>	R <input type="text"/>	R <input type="text"/>
<input type="text"/>	<input type="text"/>	R <input type="text"/>	R <input type="text"/>
<input type="text"/>	<input type="text"/>	R <input type="text"/>	R <input type="text"/>
<input type="text"/>	<input type="text"/>	R <input type="text"/>	R <input type="text"/>

OTHER

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

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

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Debit Order

Complete the debit order details below.

Debit Order Instructions

Debit Order Deduction Date	3 rd of the Month	<input type="checkbox"/>	15 th of the Month	<input type="checkbox"/>	25 th of the Month	<input type="checkbox"/>				
Debit Order Deduction Intervals	Monthly	<input type="checkbox"/>	Quarterly	<input type="checkbox"/>						
Debit Order Deduction Annual Increase	<input type="checkbox"/>	0%	<input type="checkbox"/>	5%	<input type="checkbox"/>	10%	<input type="checkbox"/>	15%	<input type="checkbox"/>	20%

Distribution Instructions

Debit Order Investments	Reinvest	<input type="checkbox"/>	Payout	<input type="checkbox"/>
Lump Sum Investments	Reinvest	<input type="checkbox"/>	Payout	<input type="checkbox"/>

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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 rd of the Month	<input type="checkbox"/>	15 th of the Month	<input type="checkbox"/>	25 th of the Month	<input type="checkbox"/>
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Once off lump sum collection instructions must be received by the Administrator at least 3 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.

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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 or the Investor's legal guardian in the case of a minor. If the bank account holder is a third-party applicant, the applicant must provide the Administrator with a copy of their ID/passport and proof of bank account details no older than 3 months.

Name of Account Holder	<table border="1" style="display: inline-table; width: 100%; height: 20px;"></table>
	<table border="1" style="display: inline-table; width: 100%; height: 20px;"></table>
Name of Bank	<table border="1" style="display: inline-table; width: 100%; height: 20px;"></table>
Account Number	<table border="1" style="display: inline-table; width: 100%; height: 20px;"></table>
Branch Name	<table border="1" style="display: inline-table; width: 100%; height: 20px;"></table>
Branch Code	<table border="1" style="display: inline-table; width: 100%; height: 20px;"></table>
Account Type	<table border="1" style="display: inline-table; width: 100%; height: 20px;"></table>

Debit Order Bank Details

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

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Name of Account Holder	<table border="1" style="display: inline-table; width: 100%; height: 20px;"></table>
	<table border="1" style="display: inline-table; width: 100%; height: 20px;"></table>
Name of Bank	<table border="1" style="display: inline-table; width: 100%; height: 20px;"></table>
Account Number	<table border="1" style="display: inline-table; width: 100%; height: 20px;"></table>
Branch Name	<table border="1" style="display: inline-table; width: 100%; height: 20px;"></table>
Branch Code	<table border="1" style="display: inline-table; width: 100%; height: 20px;"></table>
Account Type	<table border="1" style="display: inline-table; width: 100%; height: 20px;"></table>

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.

		Date (ddmmyyyy) <table border="1" style="display: inline-table; width: 100%; height: 20px;"></table>
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Signature of Bank Account Holder

Print Initials and Surname	<table border="1" style="display: inline-table; width: 100%; height: 20px;"></table>
	<table border="1" style="display: inline-table; width: 100%; height: 20px;"></table>

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.

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%)

4. 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.

Please acknowledge the terms and conditions related to your fund choice was viewed and accepted, if a ETF and Unit Trust was selected please tick both blocks:

[ETF Terms and conditions](#)

[Unit Trust Terms and conditions](#)

Signature of Investor or duly authorised person/s for minor investors

Date (ddmmyyyy)

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Print Initials and Surname

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SECTION 8: FINANCIAL SERVICES PROVIDER DECLARATION (IF APPLICABLE)

GENERAL

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. 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.
6. 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.
7. The FSP has established and verified the identity of the Investor, as required in terms of section 21 of FICA.
8. The FSP will keep records of information relating to the Investor as is required in terms of section 22 of FICA.
9. The FSP will provide the Administrator with any information and documentation requested by it in relation to the Investor, immediately on request.
10. 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.

Please Select Applicable Option:

- The FSP is appointed: ☐ On a non-discretionary basis
- ☐ On a full discretionary basis, in which case proof of authority must be provided

Signature of Authorised Financial Service Provider/Representative

Date (ddmmyyyy)

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Print Initials and Surname

SECTION 9: FINANCIAL SERVICES PROVIDER DETAILS (IF APPLICABLE)

Financial Service Provider Details

Name of Financial Services Provider (The Company)

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Telephone

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Facsimile

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Email

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

Name of Financial Advisor/Representative

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Telephone

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Cell

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Facsimile

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Email

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SECTION 10: IMPORTANT CONTACT DETAILS

Financial Advisor Support Centre

Telephone 086 143 2383 | Email info@itransact.co.za

Investor Support Centre

Telephone 086 146 8383 | Email investor@itransact.co.za

www.itransact.co.za

ACTING ON BEHALF OF AN INVESTOR

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

Are you or any controlling person associated with this investment a US citizen or US residency? Yes ☐ No ☐

Are you a tax resident of another country other than South Africa? Yes ☐ No ☐

If yes, please complete the below section

Countries of Citizenship

Passport Number

Tax Information

If you are a resident in the US you must also complete and return an Internal Revenue Services ("IRS") W-9 form, available on the www.irs.gov, and include any tax residencies in the table below:

Countries of Tax Residency

Tax Number

DECLARATION

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

I confirm that I am authorised to act on behalf of the investor. (e.g. parent, legal guardians, etc)

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

I am aware that the administrator is obliged to provide the South African Revenue Services (SARS) with certain information when you transact with them. SARS will in turn pass the information to the Internal Revenue Services (IRS) of the USA.

Signature

Print Initials and Surname

Date (ddmmyyyy)

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ANNEXURE B AVAILABLE FUNDS

Note to Financial Services Provider/Advisor: Please take note of the applicable FAIS license(s) below which are required to market Exchange Traded Products.

	Type	JSE Code		Type	JSE Code
10X					
10X All Asia AM	ETF	APACXJ	10X S&P Global Dividend	ETF	GLODIV
10X Global Property	ETF	GLPROP	10X S&P SA Top 50	ETF	CTOP50
10X Income Actively Managed	ETF	INCOME	10X Total World	ETF	GLOBAL
10X SA Property Income	ETF	CSPROP	10X Wealth GOVI Bond	ETF	CSGOVI
10X S&P 500	ETF	CSSP500	10X Yield Selected Bond Index Fund	ETF	CSYSB
INVEST					
Invest Global Government Bond	ETF	ETFGGB	Invest S&P 500 Info Tech	ETF	ETF5IT
Invest Global REIT Index Feeder	ETF	ETFGRE	Invest SA Bond	ETF	ETFBND
Invest ICE Treasury Short Bond Index	ETF	ETFUSD	Invest SA Property	ETF	ETFSAP
Invest MSCI EM Asia	ETF	ETFEMA	Invest Swix 40	ETF	ETFSWX
Invest MSCI World	ETF	ETFWLD	Invest Top 40	ETF	ETFT40
Invest S&P 500	ETF	ETF500			
Coronation					
Global Capital Plus Prescient Feeder AM	ETF	COGCAP	Global Opportunities Equity Feeder AM	ETF	COGOE
Global Emerging Markets Feeder AM	ETF	COGEM	Global Optimum Growth Prescient Feeder AM	ETF	COOPTI
Global Equity Select Prescient Feeder AM	ETF	COGES	Global Strategic USD Income Prescient Feeder AM	ETF	COUSDI
Global Managed Prescient Feeder AM	ETF	COGMAN			
FNB					
FNB Global 1200 Equity	ETF	FNBEQF	FNB MSCI World Feeder	ETF	FNBWDM
FNB Government Inflation Linked Bond	ETF	FNBINF	FNB S&P 500 Feeder	ETF	FNB500
FNB Midcap	ETF	FNB MID	FNB Top 40	ETF	FNB T40
FNB MSCI Emerging Markets Feeder	ETF	FNBEMG	FNB World Government Bond	ETF	FNBWGM
GINSGLOBAL					
BCI Ginsglobal Equity Equity Feeder Fund	ETF	BGGGFA			
REITWAY					
Reitway Global Property	ETF	RWGPR	Reitway Global Property ESG Prescient	ETF	RWESG
Reitway Global Property Diversified Prescient	ETF	RWDVF			

	Type	JSE Code		Type	JSE Code
SATRIX					
Satrix 40	ETF	STX40	Satrix MSCI World	ETF	STXWDM
Satrix Capped All Share	ETF	STXCAP	Satrix MSCI World ESG	ETF	STXESG
Satrix DIVI	ETF	STXDIV	Satrix MSCI World Islamic Feeder	ETF	STXWIS
Satrix FINI	ETF	STXFIN	Satrix Multi Asset Passive Portfolios Solutions Growth	ETF	STXMAG
Satrix Global Aggregate Bond	ETF	STXGBD	Satrix Multi Asset Passive Portfolios Solutions Protect	ETF	STXMAP
Satrix Global Balanced Fund of Funds	ETF	STXGLB	Satrix Nasdaq 100	ETF	STXNDQ
Satrix Global Infrastructure Feeder	ETF	STXIFR	Satrix Property	ETF	STXPRO
Satrix GOVI	ETF	STXGVI	Satrix Quality South Africa	ETF	STXQUA
Satrix Healthcare Innovation Feeder	ETF	STXHLT	Satrix RAFI 40	ETF	STXFAF
Satrix IFL	ETF	STXIFL	Satrix RESI	ETF	STXRES
Satrix ILBI	ETF	STXILB	Satrix S&P 500	ETF	STX500
Satrix Inclusion & Diversity	ETF	STXID	Satrix S&P Namibia Bond	ETF	STCNAM
Satrix INDI	ETF	STXIND	Satrix SA Bond	ETF	STXGOV
Satrix JSE Global Equity	ETF	STCJGE	Satrix Shari'ah Top 40	ETF	STXSHA
Satrix Low Volatility	ETF	STXLVL	Satrix Smart City Infrastructure Feeder	ETF	STXCTY
Satrix Momentum	ETF	STXMMT	Satrix SWIX	ETF	STXSWX
Satrix MSCI China	ETF	STXCHN	Satrix TRACI (3 Months)	ETF	STXTRA
Satrix MSCI Emerging Markets	ETF	STXEMG	Satrix Value Equity	ETF	STXVEQ
Satrix MSCI Emerging Markets ESG	ETF	STXMMT			
Satrix MSCI India Feeder	ETF	STXNDA			
SYGNIA ITRIX					
ITRIX Eurostoxx 50	ETF	SYGEU	ITRIX Global Property	ETF	SYGP
ITRIX FTSE 100	ETF	SYGUK	ITRIX S&P 500	ETF	SYG500
ITRIX MSCI Japan	ETF	SYGJP	ITRIX 4th Industrial Revolution Global Equity Actively Managed	ETF	SYG4IR
ITRIX MSCI USA	ETF	SYGUS	ITRIX S&P 1200 ESG	ETF	SYGESG
ITRIX MSCI World	ETF	SYGWD	ITRIX Health Innovation Actively Managed	ETF	SYGH
ITRIX Top 40	ETF	SYGT40			