

INVESTMENTS

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## Debit Order Instruction/Change Unit Trust Scheme

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### Investor details

If the investor is an individual investor, complete ALL the fields, to avoid delays in processing the instruction.

Investor number

Surname

Title

First name(s)

Identity number (passport number, if foreign national)

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### Legal entity investor

If the investor is legal entity, complete ALL the fields, to avoid delays in processing the instruction.

Entity number

Entity name

Registration number

Authorised contact person

**Authorised representative**

**If you are acting on behalf of the investor, or updating/amending an investment for a minor, attach your FICA documents and proof of authority, allowing you to represent the investor (no proof of authority is required for the parent of a minor). Refer to the **FICA REQUIREMENTS FOR INDIVIDUALS** document for details on what FICA documents to submit.**

Resolution/Signing Authority/Mandate  Yes  No

Surname

Title  First name(s)

Identity number (or passport number, if foreign national)

**Contact numbers**

home  work  cellphone

fax  email

**If you are updating/amending an investment for a minor child, you confirm that you are legally competent to make decisions and give instructions on the child's behalf. By signing this application form, you give us permission to process the child's personal information.**

**New debit order instruction**

**Complete this section if you are starting a new debit order.**

Which portfolio(s) do you want to invest in and how much do you want to invest?

Portfolio name	Amount
<input type="text"/>	R <input type="text"/>
<input type="text"/>	R <input type="text"/>
<input type="text"/>	R <input type="text"/>
<input type="text"/>	R <input type="text"/>

**Refer to the portfolio list, to confirm your portfolio selection and the applicable fees and charges.**

**Source of funds\***

**Where do the funds you are investing come from?**

- Bonus (Annual and ad-hoc)
- Court-order
- Inheritance
- Pension
- Sale of shares
- Commission
- Business earnings
- Divorce settlement
- Loan
- Property sale
- Savings
- Company sale/sale of interest in company
- Donation
- Maintenance
- Retirement lump sum (1/3)
- Winnings
- Gift
- Maturing investment
- Sale of other asset excluding property
- Salary

**Source of income\***

**Where does your income come from?**

- Annuity payment
- Interest income
- Salary
- Trust income
- Business earnings
- Maintenance
- Profit income/revenue share
- Consultancy income
- Rental income
- Dividend income
- Grant
- Royalty income
- Scholarship

**\*This information is required by the FIC Act, to identify potential money laundering. We reserve the right to request documentary proof of your source of funds and/or source of income, as indicated above.**

**Alexander Forbes Investments' banking details**

In accordance with the requirements under the FIC Act, we do not reflect our banking details on our forms. In order to meet our obligations in this regard, we will first establish and verify your identity, before your financial adviser will send our banking details to you.

## Charges

### Financial adviser charges (if applicable)

- If your adviser does not indicate an initial adviser charge, 0% will apply.
- The initial adviser charge applies to all lump sums and debit orders.
- If your adviser does not indicate an annual adviser charge, 0% will apply.
- If your adviser indicates a percentage that is more than the portfolio maximum, then the portfolio maximum will apply.
- We will recover an amount equal to the annual adviser charge (excluding VAT), by selling units in your portfolio.
- The annual adviser charge accumulates daily and is paid to your financial adviser monthly.

### Annual service charge

- We levy an annual service charge for the management and administration of a portfolio.
- The annual service charge (see below) is calculated and accrued daily, and paid monthly.
- From the annual service charge, we pay an investment management charge to the investment managers we appoint.

To fully understand the costs involved for this transaction, please speak to your financial adviser or call our Contact Centre on 0860 333 316, to obtain an effective annual cost (EAC) disclosure.

	Alexander Forbes Investments	Adviser charge		
	Annual service charge (incl. VAT)	Maximum initial adviser charge (incl. VAT)	Initial adviser charge (excl. VAT)	Annual adviser charge (excl. VAT)
<b>Class A1</b>				
AF Investments Aggressive Passive Unit Trust <sup>1</sup>	0.35% p.a.	3.45%		
AF Investments Conservative Passive Unit Trust <sup>1</sup>	0.35% p.a.	3.45%		
<b>Class A</b>				
AF Investments Conserver Managed Unit Trust	1.15% p.a.	3.45%		
AF Investments Enhanced Income Unit Trust	0.92% p.a.	3.45%		
AF Investments Equity Fund of Funds <sup>2</sup>	0.58% p.a.	3.45%		
AF Investments Flexible Fund of Funds <sup>2</sup>	0.58% p.a.	3.45%		
AF Investments Global Equity Feeder Fund <sup>3</sup>	0.00% p.a.	3.45%		
AF Investments Inflation Linked Bond Unit Trust	1.15% p.a.	0.69%		
AF Investments Institutional Equity Unit Trust	1.50% p.a.	3.45%		
AF Investments Performer Managed Unit Trust	1.15% p.a.	3.45%		
AF Investments Property Equity Unit Trust	1.50% p.a.	3.45%		
AF Investments Pure Fixed Interest Unit Trust	0.86% p.a.	0.69%		
AF Investments Real Return Focus Unit Trust	1.21% p.a.	3.45%		
AF Investments Strategic Global Balanced Feeder Fund <sup>3</sup>	0.00% p.a.	3.45%		
AF Investments Superior Yield Unit Trust	0.61% p.a.	0.69%		
<b>Class P - Not available to Individual Investors</b>				
AF Investments Money Market Unit Trust	0.22% p.a.	0.69%		

### Key

1. The AF Investments Aggressive Passive Unit Trust and the AF Investments Conservative Passive Unit Trust are not available for investment by entities incorporated or managed in the United States.
2. A fund of funds is a portfolio that, apart from having assets in liquid form, only invests in other unit trusts that levy their own charges. This could result in higher charges for these unit trusts than the maximum annual service charge listed above.
3. A feeder fund is a portfolio that, apart from having assets in liquid form, is made up entirely of units in a single portfolio of a unit trust that levies its own charges, which could result in a higher fee structure for the feeder fund.

### Portfolio information

1. If a portfolio invests into other portfolios of Alexander Forbes Investments, or of other companies within the Alexander Forbes group, no manager charge may be levied on the underlying portfolios.
2. We are allowed to deduct additional charges from the portfolios, including but not limited to: trustee charges, bank charges, audit fees, STT (Securities Transfer Tax), brokerage fees and VAT.
3. Unit prices are based on net asset value. The net asset value is equal to the total market value of all assets in the portfolio, including any income earned, less any deductions allowed from the portfolio, divided by the number of units issued.
4. All charges were correct at the date of publication.
5. For more information on these portfolios, refer to the latest **PORTFOLIO SUMMARY** or **MINIMUM DISCLOSURE DOCUMENTS** (fact sheets) that are available on our website, or on request from us or from your financial adviser. .
6. For more information on the classes available for investment in a portfolio and the total investment charges (which consist of transactional costs (TC) and the total expense ratio (TER)), refer to our **SCHEDULE OF FEES AND CHARGES** with maximum commissions that is available on our website, or on request from us or from your financial adviser.

## New regular debit order authorisation

Attach a certified copy of a posted bank statement or a bank confirmation letter of your banking details stamped by the bank, it may be a digital one or ink stamp (not older than three (3) months), to confirm the banking details below. If this is not the investor's own bank account, attach the account holder's FICA documents – refer to the **FICA REQUIREMENTS FOR INDIVIDUALS** document, for details on what FICA documents to submit. If the account holder is a legal entity, attach proof of authority to give this debit instruction. Units bought by direct debit can only be disinvested after 45 days.

Amount

R

Name of bank

Branch code

Name of branch

Country

Account holder

Account number

Account type

Current  Savings  Transmission

Starting on  1st  15th  25th of

Annual increase date

Annual increase rate  
 5%  10%  15%  20%

Frequency

Monthly  Quarterly  Bi-annually  Annually

Block rand account?

Yes  No

Debit orders are applied on the **1st, 15th** or **25th** of each month. If the day you have chosen falls on a weekend or public holiday, the debit order will be applied on the next business day.

### Debit orders

The amount deducted from your bank account will have the following reference number **AFINVLTD**.

- I confirm that each withdrawal from the bank account will be treated as though it was duly authorised.
- I hereby authorise Alexander Forbes Investments to debit the above bank account.
- I hereby agree that although this authority and mandate may be cancelled by me, such cancellation will not cancel the investment.
- I/We understand that the withdrawals hereby authorised will be processed through a computerised system provided by the South African banks.
- I also understand that details of each withdrawal will be printed on my bank statement. Such must contain a number, which must be included in the said payment instruction and if provided to me should enable me to identify the investment.
- I/We shall not be entitled to any refund of amounts which you have withdrawn while this investment was in force, if such amounts were legally owing to you.
- I/We understand that when a debit order is returned due to insufficient funds, the debit order will be cancelled and I/we will have to apply for a new debit order instruction for the reinstatement of the debit order.
- I/We understand that should we wish to amend or cancel the debit order instruction, a "Change of Debit Order" form will be completed and sent to Alexander Forbes Investments seven (7) business days prior to the scheduled debit order dates outlined above.

Signature of account holder/authorised signatory \_\_\_\_\_

Date   /   /

**Do you have an existing debit order?**

Your monthly debit order may be affected by your switch instruction. How would you like your existing debit order to be treated after the switch?

- Debit order instruction to remain unchanged
- Cancel debit order instruction\*
- Change my debit order allocation

\*You can start your debit order at any time, subject to our minimums.

**Change your debit order**

This section will allow you to change your unit trust allocation for your debit order.

I would like to change my debit order\*

Monthly debit order of R       to start on the  1st or 15th  of  M  M  Y  Y  Y  Y

\*You can increase your debit order by any amount. You may also reduce your debit order, subject to our minimums.

**Tick this box, if you are changing your existing debit order.** We will continue to collect your current debit order until the change in debit order takes effect. If you would prefer to cancel your current debit order (according to our cut-off times) until the change takes effect.

Indicate\* by how much you would like your monthly debit order to increase each year.

- 0%
- 2.5%
- 5%
- 10%
- 15%
- 20%

**\*If you are changing your debit order, we will continue to apply your existing escalation rate on record unless you indicate a change above.**

Indicate your new debit order allocation by completing the amount/percentage per unit trust in the table below.

Unit trust	Unit trust class	Amount		Percentage
<input type="text"/>	<input type="text"/>	R <input type="text"/>	or	<input type="text"/> %
<input type="text"/>	<input type="text"/>	R <input type="text"/>	or	<input type="text"/> %
<input type="text"/>	<input type="text"/>	R <input type="text"/>	or	<input type="text"/> %
<input type="text"/>	<input type="text"/>	R <input type="text"/>	or	<input type="text"/> %
<input type="text"/>	<input type="text"/>	R <input type="text"/>	or	<input type="text"/> %
<input type="text"/>	<input type="text"/>	R <input type="text"/>	or	<input type="text"/> %

## Investor declaration

1. I confirm that all information and documentation, either signed or provided herein, is true and correct and I further understand that I am responsible for the correctness of all information provided in this form.
2. I undertake to immediately inform you, in writing, if my contact details, or the entity's contact details, change and/or if there is a change in circumstances, that causes the information provided in this form to be incorrect.
3. Before completing this form, and in order to make an informed investment decision, I have read and understood the following documents:
  - The **MINIMUM DISCLOSURE DOCUMENT(S)** (fact sheets) that are relevant to the Portfolio(s) of my choice, and that are available on your website, or on request from you, or my financial adviser.
  - The **PORTFOLIO SUMMARY**, that is available on your website, or on request from you, or my financial adviser.
4. I have read and understood the following documents that form part of this form:
  - The **TERMS AND CONDITIONS**, that are available on your website, or on request from you, or my financial adviser. I agree to these Terms and Conditions and am aware that they may be amended from time to time.
  - The **UNIT TRUST TAX INFORMATION SHEET FOR INDIVIDUAL INVESTOR** or **UNIT TRUST TAX INFORMATION SHEET FOR ENTITIES**, that is available on your website, or on request from you, or my financial adviser.
5. I understand all fees and charges applicable to this investment.
6. I was satisfied to access information, including the aforementioned documents, on your website. To the extent that I was not satisfied to access information on your website, I have requested the relevant documents and/or information from you or my financial adviser.
7. I agree to provide all documentation and information, required in terms of the *FIC Act*. I understand that Alexander Forbes Investments may not process any transaction, on my behalf, until they have received the required FICA documentation of all parties involved.
8. I understand that you will use my personal information to process this instruction, and I agree that you may give my personal information to third parties, in order to confirm my personal information, and to process this instruction.
9. I have not received any advice from Alexander Forbes Investments in respect of this application.
10. I confirm that I have been provided with an effective annual cost (EAC) disclosure for this transaction, and have read and understood the effect on my investment. The EAC is a measure that has been introduced, to allow me to compare the charges that I incur and their impact on my investment's returns, when I invest in different financial products. The EAC is made up of four components: investment management charges, advice charges, administration charges, and other charges, which is expressed as an annualised percentage. The figures only show the estimated impact of immediate and future charges, and do not include the impact of any charges that I have already incurred. I know that the effect of some of the charges may vary, depending on my investment period. The EAC calculation assumes that I terminate my investment in the financial product at the end of the relevant period.
11. Alexander Forbes Investments Limited may not request or induce an investor in any manner to waive any right or benefit conferred on the investor by legislation or accept or act on any such waiver.

Signature of investor \_\_\_\_\_

Date 

d	d	/	m	m	/	y	y	y	y
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## CIS disclosures

### Risks (portfolio specific)

**Derivatives:** There is no assurance that a portfolio's use of a derivative strategy will succeed. A portfolio's management may employ a sophisticated risk management process, to oversee and manage derivative exposures within a portfolio, but the use of derivative instruments may involve risks different from, and, in certain cases, greater than, the risks presented by the securities from which they are derived.

**Exposure to foreign securities:** Foreign securities within portfolios may have additional material risks, depending on the specific risks affecting that country, such as: potential constraints on liquidity and the repatriation of funds; macroeconomic risks; political risks; foreign exchange risks; tax risks; settlement risks; and potential limitations on the availability of market information. Fluctuations or movements in exchange rates may cause the value of underlying international investments to go up or down. Investors are reminded that an investment in a currency other than their own may expose them to a foreign exchange risk.

**Drawdown:** The potential magnitude of loss - the largest peak-to-trough decline in returns over the period, also known as the maximum drawdown.

**Liquidity:** The risk that a given security or asset cannot be traded quickly enough in the market to prevent a loss (or make the required profit).

**Equities:** The value of equities may vary according to company profits and future prospects, as well as more general market factors. In the event of a company default, the owners of their equity rank last in terms of any financial payment from that company.

**Bonds:** The value of fixed income investments (e.g. bonds) tends to decrease when interest rates and/or inflation rises. Bonds issued by major governments and companies, will be more stable than those issued by emerging markets or smaller corporate issuers. If an issuer experiences financial difficulty, there may be a risk to some, or all, of the capital invested. Any historical or current yields quoted should not be considered reliable indicators of future performance.

**Money market portfolios:** A money market portfolio is not a bank deposit account. A variable price (VNAV) is applied to a participatory interest. The total return to the investor is made up of interest received and any gain or loss made on any particular instrument, and in most cases the return will merely have the effect of increasing or decreasing the daily yield, but in the case of abnormal losses, it can have the effect of reducing the capital value of the portfolio. Excessive withdrawals from the portfolio may place the portfolio under liquidity pressures, and in such circumstances a process of ring-fencing of withdrawal instructions and managed pay-outs over time may be followed.

**Fund of funds:** A fund of funds is a portfolio that invests in portfolios of collective investment schemes (unit trusts) that levy their own charges, which could result in a higher fee structure for the fund of funds.

**Feeder funds:** A feeder fund is a portfolio that invests in a single portfolio of a collective investment scheme, which levies its own charges and which could result in a higher fee structure for the feeder fund.

For a detailed description of these risks, and other risks that are relevant to the portfolio, please refer to the **CIS RISK DISCLOSURE DOCUMENT**, available on the website

### General

Collective Investment Schemes (unit trusts) are generally medium to long-term investments. The value of participatory interests (units) or the investment may go down as well as up. Past performance is not necessarily a guide to future performance. Collective investment schemes are traded at ruling prices and can engage in borrowing and scrip lending (i.e. borrowing and lending of assets). The manager does not provide any guarantee, either with respect to the capital or the return of a portfolio. Different classes of participatory

interests apply to these portfolios and are subject to different fees and charges. A schedule of all fees and charges, inclusive of VAT and maximum commissions, is available on request from us or from your financial adviser. Forward pricing is used.

### Redemptions

The collective investment scheme may borrow up to 10% of the market value of the portfolio to bridge insufficient liquidity. The ability of the portfolio to repurchase, is dependent upon the liquidity of the securities and cash of the portfolio. A manager may suspend repurchases for a period, subject to regulatory approval, to await liquidity, and the manager must keep the investors informed about these circumstances.

### Yields

The yield for bond and income portfolios is historic and is calculated quarterly. The yield for the money market portfolio is calculated daily. The yield is calculated by means of a yield curve, which will be the daily updated average of the Negotiable Certificate of Deposit (NCD) rates that are published by the four major South African banks, namely First National Bank, ABSA Bank, Standard Bank and Nedbank. A compounding formula is applied to the curve, depending on whether the instrument pays interest annually (NACA), semi-annually (NACS), or quarterly (NACQ).

### Prices

The latest **PRICES** and TER are published daily in the Business Report (South Africa's National Financial Daily) and are made available on our website.

### Performance fees

Performance fees are not levied on the portfolio.

### Performance returns

Lump-sum performance returns are being quoted. Income distributions, prior to deduction of applicable taxes, are included in the performance calculations. NAV to NAV figures have been used for the performance calculations, as calculated by the manager at the valuation point defined in the deed, over all reporting periods. Investment performance calculations are available for verification upon request by any person. Reinvestment of income is calculated on the actual amount distributed per participatory interest, using the ex-dividend date NAV price of the applicable class of the portfolio, irrespective of the actual reinvestment date. The performance is calculated for the fee class. The individual investor performance may differ, as a result of initial fees, the actual investment date, the date of reinvestment and dividend withholding tax. The rate of return is calculated on a total return basis, and the following elements may involve a reduction of the investor's capital: interest rates, economic outlook, inflation, deflation, economic and political shocks or changes in economic policy. Annualised returns are period returns re-scaled to a period of one year. This allows investors to compare returns of different assets that they have owned for different lengths of time. All period returns greater than one year have been annualised. Returns for periods less than one year have not been annualised. A cumulative return is the aggregate amount an investment has gained or lost over time, independent of the period of time involved. Actual annual figures are available to the investor on request.

### Valuations and transaction cut-off times

The portfolio is valued daily, at the end of the day (18:00). The withdrawal instruction must be received before 13:00 on the pricing date, failing which, the next pricing date will apply.

### Additional information

For additional information on the portfolio, refer to the following documents, available on our website, from your financial adviser, or on request from the manager, free of charge.

- **APPLICATION FORM FOR LEGAL ENTITIES**
- **APPLICATION FORM FOR INDIVIDUAL INVESTORS**
- **ANNUAL REPORT**
- **FEES AND CHARGES SCHEDULE**
- **QUARTERLY GENERAL INVESTOR REPORT**
- **PORTFOLIO SUMMARY**

### Complaints and conflicts of interest

The **COMPLAINTS HANDLING PROCEDURE**, as well as the **CONFLICTS OF INTEREST MANAGEMENT POLICY**, are available on our website. Associates of the manager may be invested within certain portfolios, and the details thereof are available from the manager.

### Closure of the portfolio

The manager has the right to close certain portfolios to new investors, in order to manage them more efficiently, in accordance with their mandates.

### Contact details

#### CIS Manager

Alexander Forbes Investments Unit Trusts Limited

**Registration number:** 2001/015776/06

**Physical address:** 115 West Street, Sandown, 2196

**Postal address:** PO Box 786055, Sandton, 2146

**Telephone number:** + 27 (0)11 505 6000

**Email address:** [afinvestments@alexforbes.com](mailto:afinvestments@alexforbes.com)

**Website address:** [www.alexforbes.com/za/en/](http://www.alexforbes.com/za/en/)

#### Director names:

<https://www.alexforbes.com/za/en/about-us/company-directors>

The manager is registered as a manager of collective investment schemes, in terms of the *Collective Investment Schemes Control Act*. The manager, through Alexander Forbes Group Holdings Limited, is a member of the *Association for Savings and Investment South Africa (ASISA)*.

#### Trustee

FirstRand Bank Limited, acting through RMB

Trustee Services

**Registration number:** 1929/001225/06

**Physical address:** No. 3 First Place, Corner Jeppe and Simmonds Streets, Johannesburg, 2001

**Postal address:** PO Box 7713, Johannesburg, 2000.

**Telephone number:** +27 (0) 87 736 1732

**Email address:** [info@rmb.co.za](mailto:info@rmb.co.za)

**Website address:** [www.rmb.co.za](http://www.rmb.co.za)

The trustee is registered as a trustee of collective investment schemes, in terms of the *Collective Investment Schemes Control Act*.

#### Investment Manager

Alexander Forbes Investments Limited

**Registration number:** 1997/000595/06

**FSP number:** 711

**Insurer number:** 10/10/1/155

**Physical address:** 115 West Street, Sandown, 2196

**Postal address:** PO Box 786055, Sandton, 2146

**Telephone number:** + 27 (0)11 505 6000

**Email address:** [afinvestments@alexforbes.com](mailto:afinvestments@alexforbes.com)

**Website address:** [www.alexforbes.com/za/en/](http://www.alexforbes.com/za/en/)

The investment manager is an authorised Financial Services Provider (FSP), as discretionary FSP, in terms of Section 8 of the *Financial Advisory and Intermediary Services Act (FAIS)*, and is a registered insurer licensed to conduct life insurance business. This information is not advice, as defined in FAIS. Please be advised that there may be representatives acting under supervision.

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