



Unit Trust Application Form

Institutions



HOW TO INVEST

1. Please send the completed Application Form, together with the required supporting FIA documentation and proof of payment to **info@bcin-nam.com**
2. Cut-off time for receiving application forms is 11:00am CAT.
3. The following supporting documentation must be submitted with this application:

FIA Documents

Proof of Deposit

Proof of banking Details

DETAILS

Close Corporation

Company

Foreign Company

Partnership

New Investor

Existing Investor

Client Number

INVESTOR

Registered Name _____

Trading Name _____

Registered Number _____

Income Tax Number _____ VAT Number _____

Registered Address _____

_____ Post Code _____

Postal Address _____ Post Code _____

Telephone (H) _____ Telephone (W) _____

Cell _____ Fax _____

Email Address _____

Please specify your preferred method of receiving correspondence Email Post

Where no selection is made correspondence will be sent to the e-mail address supplied above.

CONTACT PERSON

This is for Guardians/ persons with Powers of Attorney

Title _____ Surname _____

First Name(s) _____ Male Female

Identity Number or Passport (if no Namibian ID) _____

Telephone (H) _____ Telephone (W) _____

Cell _____ Fax _____

Email Address _____

Occupation _____

AUTHORISED SIGNATORIES / TRUSTEES (COMPLETE ANNEXURE A FOR ALL PERSONS BELOW)

Details of all authorised representatives, each manager, member, partner(s), persons exercising executive control, shareholders, trustees, partners and persons holding 25% or more of the voting rights must be inserted below and further information is required on Annexure A.

1. Full Name of Signatory _____

Capacity _____ Signature _____

2. Full Name of Signatory _____

Capacity _____ Signature _____

3. Full Name of Signatory _____

Capacity _____ Signature _____

SOURCES OF FUNDS INVESTED

Please specify the source of funds (e.g. salary; investment proceeds; sale of assets; inheritance etc.) The Manager reserves the right to request documentary proof e.g. audited income statement, bank statement.

BANKING DETAILS

Name of Account Holder _____

Name of the Bank _____

Branch Name _____ Branch Code _____

Account Number _____ Account Type _____

Signature of Account Holder _____

- Proof of banking details (eg bank statement or recent bank confirmation letter less than three months old)
- The account holder must have a Namibian bank account.
- Debit orders and electronic collections will be deducted from this account.
- The onus is on the investor to inform the Manager of any changes to the bank account details.
- No payments will be made into third party bank accounts or credit cards. (i.e. payments will only be made to the bank account in the name of the registered investor).

METHOD OF PAYMENT

Lump Sum

Please deposit your lump sum investment directly into the following bank account:

Account Name	Account Number	Account Type	Branch	Branch Code	Swift Code
Sisedi Money Market Inflow / Outflow	11990755126	Current account	Corporate and Investment Banking	461617	NEDSNANX

EFT Electronic transfers may take up to 2 days for funds to be available in the account. Units may only be purchased upon receipt of documentation and confirmation of available funds in the account. Please insert the **investor's name and surname** as reference. Also, remember to **attach proof of transfer**.

Debit Order / Electronic Collection

I hereby authorise The Manager to deduct the stated amount for the investment from the bank account above. I agree to pay bank charges and costs incurred by this electronic collection or debit order. Any debit order amendment must be received in writing by the company prior to the 15th day of the month in order for it to be acted upon in the following month.

Debit Amount: _____

Electronic collection Funds are deducted from the investor's bank account 4 days after the receipt of this application form and supporting documentation. Electronic collection by the manager is restricted to a maximum of N\$500 000.00 per debit. Where a higher amount than this is requested, multiple debits will be processed on the same day.

Monthly debit order Funds are deducted from the investor's bank account on the 1st, 15th, 20th, 25st and 31st of each month or as soon as possible thereafter.

Commencement date Annual Escalation , %

APPOINTMENT OF INTERMEDIARY AND FEES

I, the appointed Intermediary for this investment application declare as follows:

Name of Intermediary _____

Name of Intermediary Services Provider _____

NAMFISA License Number _____

The Manager's Intermediary Services Provider code (to be obtained from the company) _____

VAT Vendor Status: Registered Not Registered

VAT Number _____

I declare that:

1. I am licensed to render services in respect of this product.
2. I have fully explained the meaning and implications of replacement (if applicable) to the investor/s and that I am fully aware of the possible detrimental consequences of replacement.
3. I have established and verified the identity of the investor/s (and persons acting on behalf of the investor) in accordance with the Financial Intelligence Act, 2007 (Act No. 3 of 2007), and the regulations thereto, and I will keep records of such identification and verification according to the provisions of FIA.
4. I have explained all fees that relate to this investment to the investor/s and I understand and accept that the investor/s may withdraw his/her authority for payment to me in writing and inform the Manager.
5. My personal information may be used by the Manager in the normal course of business to provide the products and services and the manager may retain any information for purposes of investment transactions, processing and administration and to communicate directly with me. Personal information will not be given or sold to any third parties. The manager will disclose or report personal information if and when required to do so by law or any regulatory authority, and to our employees or agents who require such information to carry out their duties.

Signature of Investor _____ Date _____

Signature of Intermediary _____ Date _____

SPECIAL INSTRUCTIONS

For any information not provided in the application

INSTRUCTIONS

1. Only signed written instructions from the unit holder or the Intermediary will be acted upon.
2. Units may be ceded or assigned, and in such cases, a processing cost may be incurred.
3. The Manager will not proceed with any transaction if there is any doubt about the validity of any signatures/ information or if the instruction is deemed incomplete in any way. The Manager cannot be held liable for any losses resulting from such situations.

REPORTING

Unit Holder statements will be issued quarterly, and monthly reports will be sent on a monthly basis. Additional client statements are available upon request from the Manager.

FEES

1. The Manager does not charge initial fees.
2. The Annual Management Fee is the fee you pay to the Manager for managing the funds.
3. The Manager may pay an initial and/or annual Intermediary fee to the Intermediary out of the annual management fee of the Manager. This is set and taken into account when the price of the fund is calculated (i.e. part of the standard expense of the fund). Fee percentage is non-negotiable.
4. An additional initial and annual Intermediary fee may be negotiated and paid to the Intermediary.

Unit Trust Portfolio	Initial Fee	Annual Management Fee	Performance Fee
Sisedi Money Market Fund	0%	0.6%	None

RISK WARNING

Collective Investment Schemes in Securities (CIS) should be considered as medium to long-term investments. The value may go up as well as down and past performance is not necessarily a guide to future performance. A schedule of fees, charges and maximum commissions is available on request from the manager. Commission and incentives may be paid and if so, would be included in the overall costs. Different classes of units may apply in a portfolio and are subject to different fees and charges. A fund of funds is a portfolio that invests in portfolios of collective investment schemes, which levy their own charges, and could result in a higher fee structure for these portfolios. A Feeder Fund is a portfolio that, apart from assets in liquid form, consists solely of participatory interests in a single portfolio of a collective investment scheme. A unit trust fund may be capped at any time in order for it to be managed in terms of its mandate. Forward pricing is used. Fluctuations or movements in exchange rates may cause the value of any underlying international investments to go up and down. CIS prices are calculated on a net asset basis, which is the total value of all the assets in the portfolio, including any income accruals and less any permissible deductions (Brokerage, VAT, Auditor's fees, Bank Charges, Trustee and Custodian fees and the Annual Management fee) from the portfolio divided by the number of participatory interests (units) in issue. The Fund's Total Expense Ratio (TER) reflects the percentage of the average Net Asset Value of the portfolio that was incurred as charges, levies and fees related to the management of the portfolio. A higher TER does not necessarily imply a poor return, nor does a low TER imply a good return. The current TER cannot be regarded as an indication of future TER's. During the phase in period TER's do not include information gathered over a full year. The investor acknowledges the inherent risk associated with the selected investments and that there are no guarantees. The investor furthermore agrees that the company will not be liable for the consequences of market influences and consequent changes in unit prices.

AUTHORISATION & DECLARATION

- I have read and fully understood all the pages of this application form and agree to the terms and conditions of this investment and I understand that this application and any further documents, read with the Deed, constitutes the entire agreement between the Manager and me.
- I warrant that the information contained herein is true and correct and that where this application is signed in a representative capacity, I have the necessary authority to do so and that this transaction is within my power.
- I am aware of the charges and fees, the total expense ratio, investment objectives, risk factors and income distributions applicable to my investment as set out in this form and in other documentation provided to me.
- I authorise the Manager to deduct any debit orders, electronic collections, any applicable taxes and also to pay all fees. If the additional annual Intermediary fees are insufficient to pay Intermediary from one fund, the Manager will sell units proportionately from the funds and pay the amounts to the Intermediary monthly. Permissible deductions from the fund include management fees, performance fees, bank charges, trustee/custodian fees, audit fees, and brokerage.
- I know that there are no guarantees on my investment capital and that this product offers no cooling-off rights.
- I confirm that information pertaining to my account (including duplicate statements, valuations and other information that may be required (from time to time) may be released to me in electronic or written format
- I authorise the manager to accept and act upon instructions by facsimile or e-mail and hereby waive any claim that I have against the manager and indemnify the Manager against any loss incurred as a result of the Manager receiving and acting on such communication or instruction.
- The Manager shall deduct any required tax on your behalf where applicable.
- Any personal information may be used by the Manager in the normal course of business to provide the products and services and the manager may retain any information for purposes of investment transactions, processing and administration and to communicate directly with me. Personal information will not be given or sold to any third parties. The Manager will disclose or report personal information if and when required to do so by law or any regulatory authority, and to our employees, or agents who require such information to carry out their duties.
- If I have appointed an Intermediary I authorise the payment of the negotiated fees to be paid to my Intermediary from my portfolios as per the Unit Trust Option Table. This authority to pay fees may be withdrawn by written notice to the Manager.

11. I confirm that I have received the following information:

- Investment objectives
- The calculation of the NAV and dealing prices
- Charges and fees
- Risk factors
- Distribution of income accruals
- Any additional information necessary to enable the investor to make an informed decision

Signed at _____ Date _____

1. Full Name of Signatory _____ Capacity _____

Signature of Investor/Legal Guardian _____

2. Full Name of Signatory _____ Capacity _____

Signature of Legal Guardian _____

CONTACT

BCIN

Tel: +264 81 328 8109

The Village, unit 13, 18 Liliencron street

Email: info@bcin-nam.com

P.O. Box 2478, Windhoek, Namibia

COMPLIANCE DEPARTMENT

Please do not hesitate to contact us if you are not satisfied with this investment or the services received from the manager. A complaint must be submitted to the Compliance Officer. The contact address of the Compliance Officer is the same as the address above. The manager will acknowledge the complaint in writing and will inform the investor of the contact details of the persons involved in the resolution thereof.

UNIT TRUST FUND OPTIONS

1. I hereby apply to purchase units in the selected portfolios subject to the conditions of the relevant Deed at the ruling fund prices.
2. The manager does not charge an initial fee.
3. Should you agree to an initial intermediary fee with Intermediary, this must be included in this table below subject to the maximum reflected.
4. Should you agree to an additional annual intermediary fee to be paid to The Intermediary this will be paid by the sale units.
5. All fees are exclusive of VAT.

Unit Trust Portfolio	Asset Manager Fees (%)			Maximum Initial Intermediary Fee		Lump Sum Minimum N\$ 10 000	Debit Order Minimum N\$ 500 monthly	Distributions* (Please tick)	
	Initial	Annual	Performance	Initial*	Annual			Reinvest	Pay Out
Sisedi Money Market	0%	0.6% p.a.	None			N\$	N\$		

Maximum Initial Intermediary: 3%. Should you elect to have your distributions paid out, they will be paid into the bank account specified in this application. All distributions below N\$1 000 will automatically be re-invested.

FIA REQUIREMENTS

In terms of the Financial Intelligence Act, 2007 ("FIA") the company requires a copy of each of the following documents:

An "ID document" means a document containing a photo, full names, date of birth and ID number, a passport or a valid driver's licence. "Proof of address/business address" means a document less than 3 months old containing residential address that is a utility bill, bank statement, rates account or tax invoice.

1. Namibian Citizens and Residents or Foreign Nationals (Natural Person)

- ID document, drivers licence or passport.
- Proof of address.

2. Third Party Representing another Individual/Power of Attorney (Natural Person)

- ID document in respect of both parties.
- Proof of address.
- Proof of authority to act e.g. power of attorney, mandate, resolution or court order.

3. Companies

- Certificate of Incorporation and Notice of Registered Office and Postal Address.
- Proof of business address.
- Proof of income tax number.
- Proof of authority to act for the company e.g. a directors' resolution.
- ID documents in respect of all authorised representatives and also all individuals, or legal entities holding 25% or more of the voting rights.

4. Close Corporations

- Founding Statement and Certificate of Incorporation and Amended Founding Statement.
- Proof of business address.
- Proof of income tax number.
- Proof of authority to act for the close corporation e.g. a members' resolution.
- ID documents in respect of all authorised representatives and also all individuals, or legal entities holding 25% or more of the voting rights.

5. Foreign Companies

- Official document from foreign regulator witnessing incorporation, bearing the name, number and address.
- Proof of address.
- Proof of income tax number.
- Proof of authority to act for the company e.g. a directors' resolution.
- ID documents/passports in respect of the all authorised representatives and also all individuals, or legal entities holding 25% or more of the voting rights.

6. Other Legal Persons (Retirement Funds, Medical Schemes, Club, Association, Body Corporate)

- The constitution or other founding document/ Regulatory approval in terms of which legal entity is created.
- Proof of address.
- Proof of income tax number.
- Proof of authority to act for the entity e.g. trustees' resolution.
- ID documents in respect of the all authorised representatives.

7. Partnerships

- Partnership agreement
- Proof of income tax number.
- Proof of address.
- Proof of authority to act for the partnership e.g. resolution.
- ID documents in respect of the all partners and authorised representatives.

8. Trusts

- Letters of authority from the Master or foreign regulator (foreign trusts).
- Trust Deed.
- Proof of income tax number.
- Proof of authority to act for the trust e.g. resolution.
- ID documents in respect of the all authorised representatives and also all beneficiaries mentioned by name in the trust.

GENERAL TERMS AND CONDITIONS

1. This application together with the Main Deed and the relevant Supplemental Deeds, will govern the legal relationship between the investor and Sisedi's Managers ("The Manager"). It is the Manager's sole discretion to accept or reject the investor's application form.
2. Please note that all documents, notifications of deposit, contributions and investment applications must be received by the Manager by or before 11:00am (Namibia time), to be transacted at the net asset value price for that day. The cut-off time also applies to redemptions and switch transactions. Where all required documentation is not received before the stated cut-off time the manager shall not be obliged to transact at the net asset value price for that day.
3. No interest will accrue to monies awaiting allocation.
4. All redemptions must be submitted in writing and will be executed following receipt and acceptance of such instruction. Please note in the case of redemptions, settlement may take up to 48 hours.
5. Investors wishing to redeem units amounting to more than 5% of the total market value of the relevant unit trust fund portfolio must provide the manager with at least 7 business days' written notice of such redemption. If this notice is not received by the manager, the manager may treat such withdrawal as only having taken place on the 7th business date after such instruction is received. However, where the amount to be redeemed exceeds 10% of the total market value of the portfolio, the parties shall determine the actual date of withdrawal through mutual agreement between them.
6. The net asset value price is calculated using the forward pricing methodology. The net asset value can be defined as the total market value of all assets in the unit portfolio including any income accruals and less any permissible deductions from the portfolio, divided by the number of units in issue.
7. Units will be bought and sold at the net asset value price in accordance with the requirements of the Unit Trust Control Act and the relevant Deeds.
8. The Manager may, at his/her discretion, close portfolios to new investors and existing unit holders, including the cessation of debit orders, if applicable.
9. The Manager reserves the right to terminate this contract by giving 30 days' written notice to the investor. Units shall be repurchased on the 30th day after notification of termination at the ruling price on that day. Any proceeds from the termination shall be paid to the investor's bank account given in this application form.
10. All material facts must be accurately and properly disclosed, and the accuracy and completeness of all answers, statements or other information provided by or on behalf of the client, are the client's own responsibility.
11. No indulgence granted by the Manager shall affect or prejudice the rights of the manager, nor shall it be regarded as a waiver of the manager's rights.
12. The Trustee's details are: **Nedbank Namibia Campus, Freedom Plaza, c/o Fidel Castro & Rev Michael Scott Street P.O. Box 1, Windhoek, Namibia | www.nedbank.com.na**.

APPLICABLE IF APPOINTING AN INTERMEDIARY

1. The Manager will only accept applications, submitted on behalf of investors, from Intermediaries who have been granted a licence.
2. The Manager will verify the existence of such Intermediary licence, but it is the responsibility of the Intermediary to ensure he /she acts within the licence conditions.
3. The Intermediary is responsible for ensuring that the investor receives and understands all appropriate advice, product and fee information including changes in the working practices and procedures of the Manager.

ADDITIONAL COMPULSORY INFORMATION

Authorised signatories/trustees

Details of all authorised representatives, each manager, member, partner(s), persons exercising executive control, shareholders, trustees, partners and persons holding 25% or more of the voting rights must be inserted below. (Please make extra copies where needed).

Please tick the correct category of individual for which additional information is herewith submitted:

- | | | |
|--|--|--|
| <input type="checkbox"/> Managing member (CC) | <input type="checkbox"/> Additional member (CC) | <input type="checkbox"/> Foreign signatory (Company or CC) |
| <input type="checkbox"/> Partner | <input type="checkbox"/> Shareholder (Company) | <input type="checkbox"/> 25% of the voting rights |
| <input type="checkbox"/> Founder (Trust) | <input type="checkbox"/> Authorised person (Trust) | <input type="checkbox"/> Beneficiary (Trust) |
| <input type="checkbox"/> Authorised Representative | | |

Title _____ Surname _____

First Name(s) _____ Male Female

Date of Birth _____ Nationality _____

Identity Number or Passport (if not Namibian ID) _____

Income Tax Number _____

Occupation _____ Country of Residence _____

Physical Address _____

_____ Post Code _____

Postal Address _____ Post Code _____

Telephone (H) _____ Telephone (W) _____

Cell _____ Fax _____

Email Address _____