



## 5. CHANGES TO DEBIT ORDER DETAILS

Debit order dates (select one)  1  3  7  15  20  27

Cancel debit order YES  NO  (W.E.F.)

## 6. CLIENT SIGNATURE

Date

## 7. CONTACT DETAILS

### Old Mutual Unit Trusts (Pty) Ltd

Certificate of Incorporation No. 1503\2009

**Physical address** Old Mutual Swaziland (Proprietary) Limited  
4th Floor Public Services Pension Fund Building,  
Mhlambanyatsi Road, Mbabane, Eswatini

**Postal address** PO Box 95 , Mbabane H100, Eswatini

**Telephone number** (+268) 2411 7800

**Fax number** (+268) 2404 5449

**Complaints** Write to our Team Leader at the above address or call (+268) 2404 4189/5

### Old Mutual Investment Administrators (Pty) Ltd

(Registration no. 1988/003478/07)

**Physical address** Mutualpark, Jan Smuts Drive, Pinelands 7405, South Africa

**Postal address** PO Box 5408, Cape Town 8000, South Africa

**Telephone number** +27 021 503 1770

**Fax number** +27 021 509 7100

**Compliance Department** +27 021 503 1770

Professional indemnity cover and fidelity insurance cover are in place.

Old Mutual Investment Administrators (Pty) Ltd is a third party administration and service provider to Old Mutual Unit Trust Managers Limited and is a licensed financial services provider.

## SUPPORTING DOCUMENTATION REQUIREMENTS

### PROOF OF RESIDENTIAL ADDRESS

Copies of one of the following documents will be considered proof of residential address:

- Utility bill\*
- Bank, building society or credit card statement\*
- Municipal rates and taxes invoice\*
- Mortgage statement from a bank or other recognised lending institution\*
- Current rent/lease agreement
- Telephone account\*
- Cellphone account\*
- Recent tax return
- Recent policy document, statement or valuation from another long term insurance company\*
- Recent client statement issued by a linked investment services provider
- Recent correspondence from a body corporate or share block association\*
- Current television licence
- Current motor vehicle or motorcycle licence
- Current short term insurance documents showing the risk address
- Recent payslip or salary advice\*

Note: Items marked \* must be less than 6 months old.

(MTN with regard to cell phone bills for example would provide a postal address and not a residential address)

### CLIENT IDENTIFICATION REQUIREMENTS

#### INDIVIDUAL

- A copy of the customer's identity document or a copy of a valid passport
- A cancelled cheque or copy of a recent bank statement indicating the customer's banking details
- A signed and stamped letter from the Chief for those investors living in the rural areas with no street or postal address

#### COMPANY

- A copy of the Certificate of Incorporation of the company (CM1)
- A copy of a Certificate of Name Change of Company, if applicable (CM29)
- A copy of a Notice of Registered Office and Postal Address (CM22)
- Proof of address (not older than 6 months)
- A copy of the Contents of Register of Directors, Auditors and Officers

- All of the above documents must contain a Registrar's stamp and must be signed by the company secretary
- A directors' resolution on a company letterhead authorising the signatory of the investment application form to make the investment on behalf of the company
- A list of authorised signatories on a company letterhead with sample signatures (with supporting copies of the signatories' identity documents). This list must state whether signatories can transact on their own or if all the signatories are required; and
- A cancelled cheque or copy of a recent bank statement indicating the customer's banking details
- Identification documents of any person or legal entity holding 25% or more voting rights in the company
- Written confirmation of the address and contact particulars of each manager, all authorised representatives and each person holding 25% or more of the voting rights in the company

#### **CLOSE CORPORATION**

- A copy of the Founding Statement of the close corporation
- A copy of the Amended Founding Statement, if applicable
- All of the above documents must contain a Registrar's stamp and must be signed by an authorised representative
- Proof of address (not older than 6 months)
- A members' resolution on a close corporation letterhead authorising the signatory of the investment application form to make the investment on behalf of the close corporation
- A list of authorised signatories of the close corporation on a close corporation letterhead with sample signatures (with supporting copies of the signatories' identity documents and confirmation of address not older than 6 months). This list must state whether signatories can transact on their own or if all the signatories are required
- A cancelled cheque or copy of a recent bank statement indicating the customer's banking details

#### **TRUST**

- A copy of the Trust Deed or Founding Document (a Will in the case of a testamentary trust)
- A copy of the updated Letter of Authority
- A resolution by the trustees authorising the investment with OMUT Swaziland and empowering those trustees, either individually or collectively, to transact with OMUT Swaziland
- A list of authorised signatories of the trust with sample signatures. This list must state whether signatories can transact on their own or if all the signatories are required; and
- Confirmation address and contact information for each member and authorised representative
- A cancelled cheque or copy of a recent bank statement indicating the trust's banking details (bank account must be in the trust's name)
- Confirmation of address and contact particulars for each trustee, the founder, and each beneficiary named in the Trust Deed
- Copies of Identity Documents of the founder, each authorised signatory and each trustee

#### **DECEASED ESTATE**

- Copy of Letter of Executorship or Letter of Authority in terms of section 18 (3) from the Master of the High Court
- Where another person is acting on behalf of the executor, written Power of Attorney from the executor to act on the executor's behalf; and
- A cancelled cheque of the deceased estate or recent copy of the deceased estate's bank account statement indicating the customer's banking details
- Identity document and proof of address (not older than 6 months) of executor

#### **PARTNERSHIP**

- A copy of the partnership agreement (if available)
- Copies of the partners' identity documents and proof of address not older than 6 months
- A resolution by the partnership authorising the investment with OMUT Swaziland and empowering those partners, either individually or collectively, to transact with OMUT
- A list of authorised signatories of the partnership on a partnership letterhead with sample signatures (with supporting copies of the signatories' identity documents plus proof of address not older than 6 months). This list must state whether signatories can sign on their own or if all the signatories are required
- A cancelled cheque or copy of a recent bank statement indicating the customer's banking details

#### **OTHER LEGAL PERSONS (e.g. CLUB, ASSOCIATION, CHURCH)**

- The constitution or other founding document in terms of which the entity is created
- A list of authorised signatories on a club or association letterhead with sample signatures (with supporting copies of the signatories' identity documents and proof of address not older than 6 months)
- A resolution authorising the club or association to make the investment(s) and empowering those persons, either individually or collectively, to transact with OMUT Swaziland; and
- A cancelled cheque or copy of a recent bank statement indicating the customer's banking details

#### **GOVERNMENT INSTITUTION**

- Municipalities: a special resolution by the Board of the city/town council authorising the town clerk to act on behalf of such council
- Statutory institutions: a copy of the act/statute stating the powers and duties of the authorised official
- Governmental departments: a copy of the act/statute pertaining to the department that indicates the Director-General as the authorised official who may act on behalf of the department
- If the above powers are delegated to another official, OMUT will require a certified copy of the document indicating the transfer of powers and duties, as well as a copy of the authorised person's identity document
- A cancelled cheque or copy of a recent bank statement indicating the customer's banking details

#### **FOREIGN COMPANIES**

- Official document from the foreign regulator witnessing the incorporation, bearing the name, number and address
- Proof of address of the company reflecting the physical address of Eswatini operations
- ID documents of the manager and all authorised representatives
- A directors resolution on a company letterhead authorising the signatory of the investment application form to make the investment on behalf of the company
- A list of authorised signatories on a company letterhead with sample signatures. This should indicate if they make act alone or otherwise
- Identification documents of any person or legal entity holding 25% or more voting rights in the foreign company
- Written confirmation of the address and contact particulars of each manager, all authorised representative and each person holding 25% or more of the voting rights