

Please complete this form using block letters and tick (✓) where appropriate.

To enable Old Mutual Unit Trusts (Pty) Ltd to process this change request form, please ensure that it is completed in FULL and that all required verification documentation is submitted together with this form.

### IMPORTANT INFORMATION

1. Please complete all the relevant sections
2. Submit the correctly completed form and supporting documentation to Old Mutual Swaziland's offices in Mbabane or fax it to (+268) 2404 5449. Illegible and incomplete forms may lead to delays. Contact our Service Centre on (+268) 2411 7800 if you have any queries.
3. Your investment will be made once we have received the completed forms and documentation and your money reflects in the correct bank account.

### PROCESSING TIMES

If all the requirements are met by 14:30 (12:30 for all transactions involving money market funds), you will receive the same day's price. Otherwise the first working day's price will apply once all requirements have been met, with the same cut-off times applying.

### APPLICATION TO BUY UNIT TRUSTS

I hereby apply for the number of units that can be purchased by the investment amount below. All transactions are subject to the conditions of the relevant Trust Deed(s).

Do you have an Old Mutual Unit Trust Investment? No  Yes  If Yes, please provide the unit trust number

Where did you hear about the product?

### 1. INVESTOR DETAILS

I/We hereby apply to invest in the Old Mutual Unit Trusts (Pty) Ltd in accordance with the provision of the relevant Deed of the Funds at the respective fund/s price/s ruling on the date of receipt of the monies by Old Mutual Unit Trusts (Pty) Ltd subject to receipt of a duly completed Application Form, proof of deposit and all relevant supporting documentation.

I am investing: For myself  On behalf of a minor  On behalf of an institution  Withholding tax rate

Please ensure all the required supporting documentation is provided for every person listed on the form.

#### INVESTOR'S DETAILS (if investment is held by an individual)

Initials  Title

Surname

First name(s)

Gender: Male  Female  Marital status: Married  Single  Widowed  Divorced

Date of birth

ID/Passport number

Nationality

Occupation

Income tax number

#### INVESTOR'S DETAILS (if investment is held by an institution)

Company/entity name

Full name of authorised representative

Registration number

#### Contact Details

Telephone number (Home) Code  No.

(Work) Code  No.

Fax number Code  No.  Cellphone number

Preferred method of communication: Email  Post

Email address

Physical address

Postal code

Postal address

Postal code

### Investor details of person acting on behalf of an investor (parent/guardian)

Initials

Surname

ID/Passport number  Date of birth

Telephone number (Home) Code  No.   
(Work) Code  No.

Fax number Code  No.  Cellphone number

Physical address  Postal code

## 2. HOW TO INVEST

- Please use surname and initials as reference for the deposit or electronic transfer.
- Direct deposits and electronic funds transfers made into our account will only be processed on receipt of the cash and matching to a corresponding application form. Kindly deliver proof of payment to us.
- Cheque deposit values will only be accounted for on the day the cheque is cleared.
- Old Mutual Unit Trusts is under no obligation to accept below minimum investments and reserves the right not to debit or cease debiting your account under certain circumstances. If no selection is made, distributions are automatically reinvested.

### Lump sum investment

Please debit my bank account with E  on the

I have transferred E  into Old Mutual Unit Trust's bank account.

### Bank details for the funds

FUND	BANK	ACCOUNT NUMBER	BRANCH	BRANCH CODE	ACCOUNT TYPE
Balanced Fund	Standard Bank	9110000248447	Mbabane	663164	Current
Money market Fund	Standard Bank	9110000248447	Mbabane	663164	Current

Fax your completed form to +268 2404 5449 and contact our Service Centre to obtain your account number. Then use this account number as the reference when making a direct deposit or EFT. Selecting the incorrect bank account number as a reference may cause delays.

### Recurring Monthly (debit order) investments

Debit order dates (select one)       Commencing Month

To help ensure my investment amount keeps pace with inflation, please increase my debit order investment amount every year on the anniversary date by:

% or E  on  all funds or  (specify fund)

### Select your fund

FUND (lump sum/monthly minimums)	LUMP SUM	MONTHLY MINIMUMS	DISTRIBUTIONS	
			Payout	Reinvest
<b>TOTAL</b>	<b>E</b>	<b>E</b>		

## 3. INCOME VERIFICATION

Please confirm your source of income and funds for this transaction:

Source of income

Source of funds for this transaction

Type of assets  Retail  Institutional

Institutional assets refer to assets held on behalf of institutional investors, i.e. retirement funds, long term insurers, collective investment scheme managers and investment managers. Retail assets refer to assets received from individual and other entities, such as companies and trusts etc. and include retail assets received indirectly through a broker.

## 4. YOUR BANK DETAILS

A recent bank statement (not more than three months old) must accompany this application form as confirmation of proof of bank details. No payment will be made to third parties (i.e. payments will only be made to the bank account in the name of the registered investor). Deductions cannot be made from credit cards. Debit orders can only be raised from your own account.



## 9. CLIENT SIGNATURE

Date 

D	D	M	M	Y	Y	Y	Y
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## 10. STATUTORY INFORMATION

Unit trusts are generally medium to long term investments. Past performance is no indication of future growth. Shorter term fluctuations can occur as your investment moves in line with the markets. Fluctuations or movements in exchange rates may cause the value of underlying international investments to go up or down. Unit trusts can engage in borrowing and scrip lending. The fund's 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 TERs. A schedule of fees, charges and maximum adviser fees is available from the company. You may sell your investment at the ruling price of the day (calculated at 15:00 on a forward pricing basis. The Old Mutual Enhanced Money Market Fund unit price aims to be static but investment capital is not guaranteed. The total return is primarily made up of interest (declared daily at 13:00), but may also include any gain/loss on any particular instrument. In most cases this will merely have the effect of increasing or decreasing the daily yield, but in an extreme case it can have the effect of reducing the capital value of the fund. Specialist equity funds may hold a greater risk as exposure limits to a single security may be higher. 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 fund of funds unit trust invests only in other collective investment schemes, which may levy their own charges. Certain funds may be capped to be managed in accordance with their mandates. Different classes of units apply to these portfolios and are subject to different fees and charges.

## 11. DECLARATION

I agree to accept the number of units sold to me by virtue of this application and I warrant that I have full power and authority to enter into and conclude this transaction, with the necessary assistance where such assistance is a legal requirement. I am aware that this product offers no cooling-off rights. I know that the cost of buying units may include an initial charge plus GST, depending on the amount invested and whether or not I use an intermediary, and that there are no guarantees on my capital. I acknowledge that there are further allowable deductions from the fund (e.g. an annual service fee) that impact on the value of my investment. I am satisfied that the facts provided are accurate and complete. I am aware of the fund's/funds' objectives, risk factors, the charges and income distributions, as set out in the fund fact sheet(s). I acknowledge that Old Mutual Unit Trusts (Pty) Ltd Managers Ltd may borrow up to 10% of the portfolio to bridge insufficient liquidity. I have read and fully understood this application form. I hereby authorise Old Mutual Unit Trust Pty Ltd to debit the account mentioned above with the monthly amount/lump sum specified.

## 12. CONTACT DETAILS

### Old Mutual Unit Trusts (Pty) Ltd

Certificate of Incorporation No. 1503\2009

<b>Physical address</b>	Old Mutual Swaziland (Proprietary) Limited 4th Floor Public Services Pension Fund Building, Mhlambanyatsi Road, Mbabane, Eswatini
<b>Postal address</b>	PO Box 95 , Mbabane H100, Eswatini
<b>Telephone number</b>	(+268) 2411 7800
<b>Fax number</b>	(+268) 2404 5449
<b>Complaints</b>	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)

<b>Physical address</b>	Mutualpark, Jan Smuts Drive, Pinelands 7405, South Africa
<b>Postal address</b>	PO Box 5408, Cape Town 8000, South Africa
<b>Telephone number</b>	+27 021 503 1770
<b>Fax number</b>	+27 021 509 7100
<b>Compliance Department</b>	+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.

# REQUIREMENTS FOR SUPPORTING DOCUMENTS

## 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 & 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 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 Swazi 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

**UNIT TRUST FUNDS**

FUND	FUND CATEGORY	INVESTMENT AIM	INVESTMENT MINIMUMS		TER	DISTRIBUTION DATES	RISK
			Lump sum	Monthly			
Balanced Fund	Asset collection - Prudential - Variable	The fund aims to offer investors long term capital growth. It invests across shares, bonds and cash, with a bias towards shares.	E250	E250	n/a	June December	Moderate
Enhanced Money Market Fund	Fixed interest - Money Market	The fund aims to preserve investors' capital while offering high levels of income.	E1 000	E250	n/a	Monthly	Conservative