

New Business Investment Form - Legal Entity Collective Investments (Unit Trusts): Kenya

Important Notes:

- This application form is solely for the New Account Opening Purposes.
- All Beneficial Owners and Related Parties to this investment for this Entity needs to complete and submit the 'Beneficial Owner and Related Party' form found on our website.
- Existing Portfolio Holders are to use the Additional Investment Form for any additional deposits (top-up investments).

A copy of this form must be sent to the Manager and the Financial Adviser must also retain a complete copy. All amendments / changes made on the application form are to be initialled by the investor.

ENTITY TYPE *

| | | | | | |
|---|--|--|--|---|---|
| <input type="checkbox"/> NON-PROFIT / CHARITIES | <input type="checkbox"/> TRUST | <input type="checkbox"/> INVESTMENT SCHEME | <input type="checkbox"/> LISTED COMPANY | <input type="checkbox"/> MEDICAL SCHEME | <input type="checkbox"/> RETIREMENT FUND |
| <input type="checkbox"/> SOCIAL CLUBS / STOKVEL | <input type="checkbox"/> CLOSE CORPORATION | <input type="checkbox"/> JOINT VENTURE | <input type="checkbox"/> LONG TERM INSURER | <input type="checkbox"/> PARTNERSHIP | <input type="checkbox"/> UNLISTED COMPANY |
| <input type="checkbox"/> BODY CORPORATE | <input type="checkbox"/> FOREIGN TRUST | <input type="checkbox"/> FOREIGN COMPANY | | | |

***Compulsory section.**

CLIENT DETAILS: LEGAL ENTITY *

| | | | | | | | | | | | | |
|-------------------------------|----------------------|----------------------|---|----------------------|----------------------|---|----------------------|----------------------|----------------------|----------------------|---------------------|----------------------|
| REGISTERED NAME OF ENTITY | <input type="text"/> | | | | | | | | | | | |
| TRADE NAME | <input type="text"/> | | | | | | | | | | | |
| DATE OF INCORPORATION | <input type="text"/> | <input type="text"/> | - | <input type="text"/> | <input type="text"/> | - | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | REGISTRATION NUMBER | <input type="text"/> |
| | D | D | | M | M | | Y | Y | Y | Y | | |
| COUNTRY OF INCORPORATION | <input type="text"/> | | | | | | | | | | | |
| JURISDICTION OF OPERATION | <input type="text"/> | | | | | | | | | | | |
| OTHER INCOME (PLEASE SPECIFY) | <input type="text"/> | | | | | | | | | | | |
| PRINCIPAL PLACE OF BUSINESS | <input type="text"/> | | | | | | | | | | | |

***Compulsory Section**

SOURCE OF FUNDS *

CODE:

| | | |
|---|---|--|
| <input type="checkbox"/> 01. Donations | <input type="checkbox"/> 04. Credit | <input type="checkbox"/> 07. Insurance pay out |
| <input type="checkbox"/> 02. Trade / business | <input type="checkbox"/> 05. Passive income (Rental / Dividends / Interest) | <input type="checkbox"/> 08. Tax refund |
| <input type="checkbox"/> 03. Venture capital | <input type="checkbox"/> 06. Savings | |

***Compulsory Section**

PURPOSE OF INVESTMENT *

CODE:

| | | | | |
|--|---------------------------------------|---|---|--|
| <input type="checkbox"/> 01. Start and expand a business | <input type="checkbox"/> 02. Treasury | <input type="checkbox"/> 03. Balance sheet management | <input type="checkbox"/> 04. Capital investment | <input type="checkbox"/> 05. Winding up estate |
|--|---------------------------------------|---|---|--|

***Compulsory Section**



BUSINESS ACTIVITY *

CODE:

| | | | |
|---------------------------------|----------------------|--|--------------------------|
| 01. Entertainment / Hospitality | 04. Sales | 07. Administrative and support service | 10. Maintenance |
| 02. Management / Consulting | 05. Trust Management | 08. Distribution | 11. Marketing |
| 03. Production and supply | 06. Customer service | 09. Financial services | 12. Wholesale and retail |

***Compulsory Section**

INDUSTRY *

CODE:

| | | | | |
|--|--|--|---|---|
| 01. Government, state owned enterprise, armed forces | 05. Politics | 09. Unemployed | 13. Construction | 17. Human health and social work activities |
| 02. Gambling | 06. Trust management | 10. Administrative and support service | 14. Professional, scientific, technical and education | 18. Information, technology and communication |
| 03. Non-profit / religious organisation | 07. Mining and quarrying | 11. Agriculture, forestry and fishing | 15. Electricity, water, gas supply and waste management | 19. Manufacturing, wholesale or retail |
| 04. Real estate | 08. Motor vehicles, transportation, distribution | 12. Arts, entertainment, hospitality | 16. Financial, investment and insurance | |

***Compulsory Section**

ADDRESS DETAILS *

PHYSICAL ADDRESS *

| | | | |
|----------------------------------|----------------------|-------------------------|----------------------|
| COMPLEX / UNIT / BUILDING NUMBER | <input type="text"/> | COMPLEX / BUILDING NAME | <input type="text"/> |
| STREET NUMBER | <input type="text"/> | STREET NAME | <input type="text"/> |
| SUBURB | <input type="text"/> | CITY | <input type="text"/> |
| COUNTRY | <input type="text"/> | POSTAL CODE | <input type="text"/> |

POSTAL ADDRESS *

SAME AS PHYSICAL ADDRESS

POSTAL ADDRESS TYPE PO BOX STREET ADDRESS PRIVATE BAG POSTNET SUITE

| | | | |
|-------------------------------|----------------------|--------------------------------|----------------------|
| PO BOX NUMBER / STREET NUMBER | <input type="text"/> | POST OFFICE NAME / STREET NAME | <input type="text"/> |
| CITY OR TOWN | <input type="text"/> | PROVINCE / STATE / COUNTY | <input type="text"/> |
| POSTAL CODE | <input type="text"/> | COUNTRY | <input type="text"/> |

***Compulsory section**

CONTACT PERSON REPRESENTING LEGAL ENTITY *

CONTACT PERSON'S DOCUMENTS ATTACHED

| | | | |
|--------------------------|---|--------------------------|---|
| TITLE | <input type="text"/> | NAME/S | <input type="text"/> |
| SURNAME | <input type="text"/> | ID/PASSPORT NUMBER | <input type="text"/> |
| PASSPORT EXPIRY DATE | <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | DATE OF BIRTH | <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| COUNTRY OF BIRTH | <input type="text"/> | | |
| CELLPHONE (DIALING CODE) | <input type="text"/> - <input type="text"/> | TELEPHONE (DIALING CODE) | <input type="text"/> - <input type="text"/> |
| EMAIL ADDRESS | <input type="text"/> | | |
| COUNTRY OF RESIDENCE | <input type="text"/> | | |



NATIONALITY DO YOU HAVE DUAL CITIZENSHIP YES NO

IF OTHER PLEASE SPECIFY

***Compulsory section**

ADDRESS DETAILS FOR CONTACT PERSON REPRESENTING LEGAL ENTITY *

PHYSICAL ADDRESS *

| | | | |
|----------------------------------|----------------------|-------------------------|----------------------|
| COMPLEX / UNIT / BUILDING NUMBER | <input type="text"/> | COMPLEX / BUILDING NAME | <input type="text"/> |
| STREET NUMBER | <input type="text"/> | STREET NAME | <input type="text"/> |
| SUBURB | <input type="text"/> | CITY | <input type="text"/> |
| COUNTRY | <input type="text"/> | POSTAL CODE | <input type="text"/> |

***Compulsory section**

FATCA DECLARATION

As part of STANLIB's obligation to comply with the U.S. Foreign Account Tax Compliance Act (FATCA), we require you to provide us with your tax information where applicable and will keep a record of such information. We will only disclose this information to the relevant tax authorities if and when required as per FATCA regulation.

TAX INFORMATION FOR LEGAL ENTITIES

ARE YOU A U.S. ENTITY OR, IS YOUR ENTITY RESIDENT FOR TAX PURPOSES IN THE U.S. YES NO

If you have answered "YES", please submit the following United States of America Internal Revenue Services (IRS) form: W-9 form.
 If you have answered "NO" please submit the following United States of America Internal Revenue Services form: W-8BEN-E form.

JOINT APPLICATIONS

(To be filled out by applicants who would like to be joint holders to the above account. A maximum of three people may be joined to the applicant.)

SIGNING INSTRUCTIONS FOR FUTURE PURPOSE EITHER HOLDER ALL HOLDERS OTHERS

IF OTHER, PLEASE SPECIFY

NB. To change any of the information provided in this form All joint holders must sign.

JOINT APPLICANT 1

| | | | |
|--|----------------------------------|---|---|
| LAST NAME/SURNAME OR NAME OF INSTITUTION * | <input type="text"/> | TITLE | <input type="text"/> |
| REGISTERED NAME OF ENTITY * | <input type="text"/> | | |
| REGISTRATION NUMBER * | <input type="text"/> | | |
| FULL NAME/ NAME OF AUTHORISED CONTACT PERSON * | <input type="text"/> | | |
| PASSPORT NUMBER/RESIDENT PERMIT NUMBER * | <input type="text"/> | | |
| PASSPORT EXPIRY DATE * | <input type="text"/> D D | - | <input type="text"/> M M |
| | | - | <input type="text"/> Y Y Y Y |
| | | | COUNTRY OF ISSUE * <input type="text"/> |
| DATE OF BIRTH * | <input type="text"/> D D | - | <input type="text"/> M M |
| | | - | <input type="text"/> Y Y Y Y |
| COUNTRY OF BIRTH * | <input type="text"/> | | |
| COUNTRY OF RESIDENCE * | <input type="text"/> | | |
| NATIONALITY * | <input type="text"/> | | |
| INCOME TAX/ TAX IDENTIFICATION NUMBER * | <input type="text"/> | | |
| COUNTRY OF TAX RESIDENCE * | <input type="text"/> | | |
| SOURCE OF FUNDS * | <input type="checkbox"/> SALARY | <input type="checkbox"/> INHERITANCE | <input type="checkbox"/> BONUS |
| | <input type="checkbox"/> SAVINGS | OTHER (PLEASE SPECIFY) <input type="text"/> | |



| | | | | | | | | | | | | | | | | | | | | | |
|-----------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|-------------|--|--|
| OCCUPATION/NAME OF BUSINESS | | | | | | | | | | | | | | | | | | | | | |
| EMAIL ADDRESS * | | | | | | | | | | | | | | | | | | | | | |
| POSTAL ADDRESS | | | | | | | | | | | | | | | | | | | POSTAL CODE | | |
| PHYSICAL ADDRESS | | | | | | | | | | | | | | | | | | | POSTAL CODE | | |
| CELLPHONE NUMBER * | | | | | | | | | | | | | | | | | | | | | |
| TELEPHONE (WORK) | | | | | | | | | | | | | | | | | | | | | |
| TELEPHONE (HOME) | | | | | | | | | | | | | | | | | | | | | |

JOINT APPLICANT 2

| | | | | | | | | | | | | | | | | | | | | | | | |
|--|--------------------------|--------|--------------------------|-------------|--------------------------|----------------------|--------------------------|----------------------|--------------------------|------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--|
| LAST NAME/SURNAME OR NAME OF INSTITUTION * | | | | | | | | | | | | | | | | | | | TITLE | | | | |
| REGISTERED NAME OF ENTITY * | | | | | | | | | | | | | | | | | | | | | | | |
| REGISTRATION NUMBER * | | | | | | | | | | | | | | | | | | | | | | | |
| FULL NAME/ NAME OF AUTHORISED CONTACT PERSON * | | | | | | | | | | | | | | | | | | | | | | | |
| PASSPORT NUMBER/RESIDENT PERMIT NUMBER * | | | | | | | | | | | | | | | | | | | | | | | |
| PASSPORT EXPIRY DATE * | <input type="text"/> | - | <input type="text"/> | - | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | COUNTRY OF ISSUE * | | |
| | D | D | | | M | M | | | Y | Y | Y | Y | | | | | | | | | | | |
| DATE OF BIRTH * | <input type="text"/> | - | <input type="text"/> | - | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| | D | D | | | M | M | | | Y | Y | Y | Y | | | | | | | | | | | |
| COUNTRY OF BIRTH * | | | | | | | | | | | | | | | | | | | | | | | |
| COUNTRY OF RESIDENCE * | | | | | | | | | | | | | | | | | | | | | | | |
| NATIONALITY * | | | | | | | | | | | | | | | | | | | | | | | |
| INCOME TAX/ TAX IDENTIFICATION NUMBER * | | | | | | | | | | | | | | | | | | | | | | | |
| COUNTRY OF TAX RESIDENCE * | | | | | | | | | | | | | | | | | | | | | | | |
| SOURCE OF FUNDS * | <input type="checkbox"/> | SALARY | <input type="checkbox"/> | INHERITANCE | <input type="checkbox"/> | BONUS | <input type="checkbox"/> | SAVINGS | <input type="checkbox"/> | OTHER (PLEASE SPECIFY) | | | | | | | | | | | | | |
| OCCUPATION/NAME OF BUSINESS | | | | | | | | | | | | | | | | | | | | | | | |
| EMAIL ADDRESS * | | | | | | | | | | | | | | | | | | | | | | | |
| POSTAL ADDRESS | | | | | | | | | | | | | | | | | | | POSTAL CODE | | | | |
| PHYSICAL ADDRESS | | | | | | | | | | | | | | | | | | | POSTAL CODE | | | | |
| CELLPHONE NUMBER * | | | | | | | | | | | | | | | | | | | | | | | |
| TELEPHONE (WORK) | | | | | | | | | | | | | | | | | | | | | | | |
| TELEPHONE (HOME) | | | | | | | | | | | | | | | | | | | | | | | |

JOINT APPLICANT 3

| | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|-------|--|--|
| LAST NAME/SURNAME OR NAME OF INSTITUTION * | | | | | | | | | | | | | | | | | | | TITLE | | |
| REGISTERED NAME OF ENTITY * | | | | | | | | | | | | | | | | | | | | | |



BANKING DETAILS FOR PAYMENTS

Note: It is compulsory to furnish us with banking details.

Use the bank details listed below for the following transactions:

| | | | |
|------------------------------------|--------------------------------------|--|------------------------------------|
| <input type="checkbox"/> PURCHASES | <input type="checkbox"/> REPURCHASES | <input type="checkbox"/> INCOME DISTRIBUTION | <input type="checkbox"/> CASH FLOW |
|------------------------------------|--------------------------------------|--|------------------------------------|

Payments to third party bank accounts are not allowed. Payments can only be paid into an account in the name of the client.

| | | | | | | | | | | | |
|----------------------------|----------------------------------|--|--|--|--|----------------------------------|-------------|--|--|--|--|
| BANK | | | | | | | | | | | |
| BRANCH | | | | | | | BRANCH CODE | | | | |
| ACCOUNT NUMBER | | | | | | | | | | | |
| ACCOUNT TYPE | <input type="checkbox"/> CURRENT | | | | | <input type="checkbox"/> SAVINGS | | | | | |
| ACCOUNT HOLDER'S ID NUMBER | | | | | | | | | | | |
| ACCOUNT HOLDER'S NAME | | | | | | | | | | | |

FINANCIAL ADVISER

1. The Client hereby confirms that he/she has appointed/hereby appoints the Financial Adviser (FA) for purposes of his/her dealings with STANLIB.
2. The Client agrees that STANLIB will pay the FA the charges as set out in this application form. Where the FA is a legal entity (e.g a company or a close corporation) the FA is represented herein by the natural person identified in the relevant block below.
3. Where the Client has terminated his FA's appointment, it is the Client's responsibility to advise STANLIB of such termination immediately. On receipt of such written notification, STANLIB will cease payment of all charges, other than accrued charges to the FA.
4. The Client understands that where he/she changes FA the consequences of such change may result in different or new fund and fees structures.

FINANCIAL ADVISER 1

| | | | | | | | | | | |
|--------------------------|--|--|--|--|--|--|--|--|--|--|
| FA LICENCE NO: | | | | | | | | | | |
| STANLIB ID (BROKER CODE) | | | | | | | | | | |
| FA / AGENCY NAME | | | | | | | | | | |
| LEAD GENERATOR NAME | | | | | | | | | | |

KENYA IDENTIFICATION AND BUSINESS REQUIREMENTS

Unless previously provided to STANLIB Kenya Limited, please send verified/certified copies of the documents set out below. These are used to verify the identity of the investor. Strictly, only clear, legible copies of identity and other documents will be accepted.

Companies

Kenyan

- Certificate of Incorporation
- Authority to act : Directors' resolution
- Directors resolution giving names of authorised signatories
- Identity document, physical residential address and contact details of principal executive officer of company, of persons authorised to act and of persons holding more than 25% of voting rights in company
- Proof of physical business address
- Bank statement (not older than 3 months)
- PIN certificate

Trusts

- Trust deed or other founding document (e.g. will for Will Trust)
- Authority to act : Trustees' resolution
- Identity document, physical residential address and contact details of each trustee, each beneficiary, the founder and the persons authorised to act
- Proof of registered address of Trustees
- Bank statement (not older than 3 months)
- PIN certificate

Deceased estates

- Letters of Administration and Confirmation of Grant
- Authority to act: Special power of attorney (if applicable)/executors/authorised signatories' resolution
- Identity document, details of physical residential address and contact numbers of

Foreign

- Official document of Incorporation
- If trading in Kenya, documents for Kenya unlisted companies
- Authority to act : Directors' resolution
- Identity document/passport, details of physical residential address and contact numbers of related parties and persons authorised to act
- Proof of physical business address
- Bank statement (not older than 3 months)
- PIN certificate
- Certificate of compliance

Partnerships

- Partnership agreement
- Authority to act: Partners' resolution
- Identity document, physical residential address and contact details of partners and persons authorised to act
- Bank statement (not older than 3 months)
- PIN certificate

Other entities

- Founding document/Registration Certificate
- Authority to act: Authorised signatories resolution
- Identity document, physical address and contact details of person authorized to act.
- Bank statement (not older than 3 months)



- persons authorised to act
- Bank statement (not older than 3 months)
- PIN certificate
- PIN certificate

TERMS AND CONDITIONS

1. Net Asset Value (NAV): Prices are calculated on a NAV basis, which is the total value of all assets in the Portfolio including any income accrual and less any permissible deductions from the Portfolio divided by the number of participatory interests in issue. Permissible deductions include brokerage, Securities Transfer Tax, auditor's fees, bank charges, trustee/custodian fees and the service charge levied by STANLIB Kenya Limited ("the Manager").
2. Initial Manager Charges: The initial manager charge is deducted from the full investment value and the remaining amount is allocated to the selected investment options. Commission paid to Financial advisers is incorporated in the initial manager charge. Any additional investment will incur an initial manager charge.
3. Service Charge (levied monthly incl. VAT): The service charge for the individual portfolios is accrued daily and levied monthly on the market value of the portfolio. Certain portfolios have a performance based service charge which shall be a variable amount that may either increase or decrease, depending on whether the Manager has added or detracted value for the portfolio relative to a passive investment in the portfolio's benchmark. Please refer to the latest fact sheet(s) for more details. The service charge is normally deducted from the income received by the portfolios.
4. Performance Fees: Where fees are not accrued daily, the fee accrual is lagged and rolling measurement periods are used, certain participatory interest holders may carry a lower proportion of the performance fee relative to performance enjoyed, whilst other Clients may carry a higher proportion of the performance fee relative to performance enjoyed. Where underlying portfolios charge implicit performance fees (i.e. implicit in their unit prices), participatory interest holders may carry these performance fees regardless of whether the top-tier portfolio or mandate has out-performed its own benchmark.
5. Total Expense Ratio: The Total Expense Ratio (TER) of a portfolio is a measure of the portfolio's assets that were relinquished as operating costs expressed as a percentage of the daily average value of the portfolio calculated over a period of usually a financial year. Typical expenses which are deducted from a portfolio include service charges, taxes, trustee fees and audit fees. The TERs can be located on the Fact Sheets.
6. Switching: A "switch" involves selling participatory interests (units) in one portfolio and investing the proceeds in another portfolio. The Manager does not normally charge initial manager charges twice, other than in the instance where the original entry was into a portfolio with lower charges than the portfolio into which the Client will be investing. Accordingly, the Client will have to pay in the difference in the initial manager charges. However, the Client and the Financial adviser may agree on a different arrangement to that mentioned above, in which case an initial manager charge as agreed, between the Client and the Financial adviser, will be charged on the switch transaction. As costs may change from time to time, please consult with your authorised Financial adviser.
7. Income Distributions: Income distributions are made at regular intervals for all portfolios. Portfolios either declare distributions monthly, quarterly (31 March, 30 June, 30 September, 31 December), bi-annually (30 June, 31 December), or annually (31 December). These distributions are paid by no later than the last working day of the following month. Please refer to the latest fact sheet(s) for more details.
8. Money Market Portfolios: The price of each participatory interest (unit) is aimed at a constant value for all Money Market Portfolios. The total return to the Client is primarily made up of interest received but, may also include any gain or loss made 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 portfolio. The Manager will endeavour to give Clients access to their cash within a period of 48-hours (up to a maximum of 6 working days), provided that there are no outstanding administrative issues between the Manager and the Client, and that the Client's repurchase request has reached the Manager before 13h00 on any business day. The Manager will not accept responsibility for not being able to make payment to the Client within 48 hours (up to a maximum of 6 working days) if the above-mentioned requirements have not been met, or the delay was caused due to circumstances beyond the control of the Manager.
9. Electronic Transactions: The Client agrees that the Manager shall be entitled to implement all instructions and applications of whatever nature received on their Internet site, by telephone, by fax or any other electronic medium and which appear to emanate from the Client. The Manager is indemnified against any losses, claims or damages arising from acting on such instructions and/or applications, notwithstanding that it may later be proved that any such instruction was not given by the Client. The Client agrees that the electronic records of all instructions and applications processed by/or on behalf of him/her or which purport to be processed on behalf of the Client via STANLIB's Internet site, telefax, telephone or any other electronic medium shall constitute prima facie proof of the contents of such instructions and applications.
10. Payments: Redemptions, regular income options and income distribution payments can only be made into an account in the name of the Client. No third party or cheque payments will be made.

11. General

- 11.1. Collective investment schemes in securities are generally medium to long term investments
- 11.2. The value of participatory interests may go down as well as up and past performance is not necessarily a guide to the future.
- 11.3. An investment in the participations of a collective investment scheme in securities is not the same as a deposit with a banking institution.
- 11.4. Where exit charges are applicable, participatory interests are redeemed at the net asset value where after the exit charge is deducted and the balance is paid to the Client.
- 11.5. A Portfolio of a collective investment scheme in securities may borrow up to 10% of the market value of the Portfolio to bridge insufficient liquidity as a result of the redemption of participatory interests, and may also engage in scrip lending.
- 11.6. Where different classes of participatory interests apply to certain Portfolios, they would be subject to different charges.
- 11.7. A schedule of charges and maximum charges is available on request from the Manager. Commission and incentives may be paid and if so, would be included in the overall costs. Ongoing commission may be paid to Financial advisers. Such ongoing commission, if applicable, will be paid by the Manager from the service charge paid to it. Details of such ongoing commission paid by the Manager to the Financial adviser on record in respect of your investment are available on request from the Manager.
- 11.8. The exposure limit to a single security in certain Portfolios can be greater than is permitted for other Portfolios.
- 11.9. A Fund of Funds Portfolio only invests in other portfolios of collective investment schemes, which levy their own charges, which could result in a higher cost structure for these portfolios.
- 11.10. A Feeder Fund Portfolio only invests in the participatory interests (units) of a single portfolio of a collective investment scheme, apart from assets in liquid form.
- 11.11. The Manager reserves the right to close certain Portfolios from time to time in order to manage them more efficiently. More details are available from the Manager.
- 11.12. The holdings of offshore investments in certain portfolios are subject to current regulations.
- 11.13. Forward pricing is used.
- 11.14. Fluctuations or movements in exchange rates may cause the value of underlying offshore investments to go up or down.
- 11.15. The Manager undertakes to repurchase participatory interests at the price calculated according to the requirements of current legislation, and on the terms and conditions of the relevant Deeds.
- 11.16. Payment will be made within 48 hours (up to a maximum of 6 working days) of receipt of a valid repurchase form.
- 11.17. All portfolios are valued at 16h00, except for fund of funds which are valued at 01h00 the next day. For non-money market funds, investments and repurchases will receive the price of the same day if a complete instruction is received prior to 16h00. For money market funds, investments will receive the price of the same day if a complete instruction is received prior to 13h00, and repurchases will receive the price of the following day if a complete instruction is received prior to 13h00. The price, which will apply to an instruction received on a Saturday/Sunday or a public holiday will be that of the following working day. A repurchase instruction may be faxed but must be confirmed by sending the Manager the original of the same. All times are local Kenya times.
- 11.18. The Client confirms that neither the Manager nor any of its staff provided any advice and that the Client has taken particular care to consider whether the investment is appropriate considering the unique investment objectives, financial situation and particular needs.
- 11.19. All bank accounts supplied for the duration of this investment will be verified with the relevant banks prior to the investment being placed.
- 11.20. Conflicts of interest disclosure: the Manager shall, wherever possible avoid situations causing a conflict of interest. Where it is not possible to avoid such conflict: the Manager shall advise the Client, of such conflict in writing at the earliest reasonable opportunity and shall mitigate the conflict of interest in accordance with its Conflict of Interest Management Policy. A copy of this Policy is available on the STANLIB website. The Manager is part of the Standard Bank Group of companies.
- 11.21. The Client may at any time terminate a Financial adviser's appointment. It is the Client's responsibility to advise the Manager of such termination in writing. Upon receipt of such notification the Manager will cease payment of any further service charge to the Financial adviser. However the client understands that this will not result in a lower annual service charge as the full service charge will now be paid to the Manager.
- 11.22. The Capital Markets Authority shall not be liable by virtue of its licensing of this undertaking or by reason of its exercise of the functions conferred on it by legislation in relation to this undertaking, for any default of the undertaking.
- 11.23. The licensing of this undertaking does not constitute a warranty by the Capital Markets Authority as to the credit worthiness or financial standing of the various parties to the undertaking.
- 11.24. A valuation given by the Manager is at the previous trading day and is not a realisation value.
- 11.25. In the case of a change of name/signature(s), a certified copy of the relative document with specimen signatures (new and previous) must accompany this request.
- 11.26. If this form is signed under Power of Attorney, a certified copy of such Power must be attached unless previously recorded.
- 11.27. In all cases, where the registered owner is a trust, a company or an institution, a copy of the Letter of Authority, Company Resolution or similar is required to support the request.
- 11.28. The Manager does not provide any guarantee either with respect to the capital or the return of a portfolio.
- 11.29. Redemption rights may be suspended in certain specified circumstances in terms of the CMA CIS Regulation, 2001.
- 11.30. The Manager does not provide any guarantee either with respect to the capital or the return of a portfolio.
- 11.31. **Collection of Investor information:** STANLIB reserves the right to go back to the client for more information, if additional information is required following the compliance review process. Unless previously provided to STANLIB, please send verified/certified copies of documents required. These may be used to verify the identity of the Investor. Strictly, only clear, legible copies of identity and other documents will be accepted. The Manager reserves the right to ask for further documentation.
- 11.32. **Off-Boarding the Investor:** STANLIB reserves the right to off-board a Client should any aspects of the compliance process deem the client to be of an unacceptable risk. We can only process instructions which are fully complete and accurate, and once the money for the investment reflects in our bank account. We may suspend, delay, or reject your instruction if it does not meet our requirements. You indemnify STANLIB against any loss of any nature which may arise if any money you have paid to a STANLIB bank account is reversed for any reason.
- 11.33. **Unclaimed Assets:** The client acknowledges that it will ensure that STANLIB has the Client's most up to date contact details and takes responsibility to inform STANLIB of any changes in personal information. In the event that the Client becomes unreachable or any payment due to the Client is rejected by the receiving bank, the Client's investment may be regarded as an unclaimed asset. STANLIB will make a concerted effort in contacting the Client with unclaimed assets which may result in STANLIB appointing an external tracing company to trace and contact the Client in respect of any unclaimed assets. Costs related to tracing and administering unclaimed assets may be recovered from the Client. Unclaimed assets will continue to be invested in the portfolio until such time the assets are claimed or transferred to another portfolio with the Authority's or Client's consent.

12. The Client hereby agrees to provide all documentation and information required, and understands that the Manager is prohibited from processing any transactions on the Client's behalf until all such documentation and information has been received unless the submission and declaration has been completed by the Financial adviser.



13. Statements

- 13.1. Clients in the STANLIB Kenya Money Market Fund will receive consolidated statements monthly.
- 13.2. All other Clients will receive consolidated statements quarterly.
- 13.3. Tax certificates will be sent to Clients by June each year.
- 13.4. A Client can register on STANLIB Online and access statements 24 hours a day in a secured environment

- 14. Cooling off rights: Due to the nature of this product, cooling off rights are not applicable to Collective Investment Schemes.
- 15. Non-residents and Emigrants: Foreign money must be sent to our bank account and can be transferred in foreign currency or Kenyan Shillings. Clients are responsible for confirming the conversion date or spot rate with the bank handling the transfer within that bank's time lines and rules. The Manager is not responsible for confirming the conversion date or spot rate. The Manager is not responsible for the Client's investment until it appears in the Manager's relevant bank account.
- 16. Trustees: Kenya Commercial Bank Ltd, Kencom House, Kenya, Nairobi, Telephone: 254 020 3270 470/684
- 17. STANLIB is a member of the Liberty Group of companies. Liberty is a full member of the Association for Savings & Investments South Africa (ASISA).
- 18. This application form and the relevant trust deed in respect of the STANLIB Collective Investments Scheme will form the agreement between the investor and the Manager. The investment will be administered in terms of the applicable legislation.
- 19. Contact details: STANLIB Kenya Limited, Registration number 9522, Liberty House, Nyerere Road, Nairobi, Kenya PO Box 30550, Nairobi, Kenya 00100
Telephone +254 020 3268 508, Facsimile + 254 020 2247 285, Website www.stanlib.com
- 20. Complaints: Should the Investor wish to lodge a complaint with STANLIB regarding the services being provided, the Investor can send an email to customercare.kenya@stanlib.com or contact Office number: (+254) 711 076 111 and via post: Postal address. P.O. Box 30550, Nairobi, Kenya, 00100.
- 21. Business hours: The transnational business hours of the Manager are from Monday to Thursday - 08h00 - 17h00 and Friday - 08h00 - 16h30 (excluding all public holidays). STANLIB Kenya is also licensed as an Investment Advisor.

No cash should be paid out to the Financial Advisor and any such payment is made at the risk of the client.

CAPITAL MARKETS AUTHORITY DECLARATION

I hereby confirm that I have satisfied myself as to the identity of the investor, and I have verified the identity and undertake to keep records, in accordance with the requirements set out in the CMA CIS Regulation, 2001 related legislations, regulations or guidelines.

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DECLARATION

I/We apply for participatory interests (units) in the above selected portfolio(s) and understand that this investment will be subject to the Deeds governing the scheme(s) administered by STANLIB Kenya.

I/We agree to provide all documentation and information required and understand that STANLIB Kenya is prohibited from processing any transaction on my/our behalf until all such documentation has been provided. I/We confirm that all information provided herein is true and correct and that I/we have read and understood the contents of this form. Any money received by STANLIB Kenya that is not accompanied by the required documentation will be held in a temporary account until said documentation is received.

The Client and the Financial Adviser, by signing this form, state and declare that they have each read and understood the terms and conditions pertaining to the investment; including but not limited to Investment Objective, Information on Net Asset Value, Charges, Risk Factors, Income Accruals and declare that the STANLIB and Financial Adviser charges as indicated on this application form are correct; warrant that all statements given by each of them in this application form are true and correct in every aspect; and that such statements shall form the basis of the contract which is to be entered into with STANLIB as well as the contract between the Client and the Financial Adviser.

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