



## IMPORTANT INFORMATION

SANNE Management Company (RF) Proprietary Limited ("SANNE") is approved as a manager in terms of the Collective Investment Schemes Control Act 45 of 2002 ("CISCA").

Please complete all the relevant sections on the form in order for SANNE to setup an IFA account on their system. Once the completed form and relevant documentation has been received, the account will be set up to receive broker commissions.

The completed application form, proof of payment, Financial Intelligence Centre Act 38 of 2001 ("FICA") and verification documentation and confirmation of banking details should be emailed to [KYC@sannegroup.com](mailto:KYC@sannegroup.com). Sanne will only process this application when all required documents have been received. Please see section E for the FICA documentation that must accompany this application form.

*Please note that the responsibility of ensuring that the instruction has been received and actioned by SANNE, will lie with yourself.*

### Contact Information

- SANNE Investor Services Department: (+27) 21 402 1600 or [Investor\\_Services@sannegroup.com](mailto:Investor_Services@sannegroup.com)
- Ngwedi Investment Managers: (+27) 21 000 1861 or [info@ngwedi.com](mailto:info@ngwedi.com)
- Custodian/Trustee: Firststrand Bank Limited (+27) 87 736 1732



## SECTION A: LEGAL ENTITY

### Legal Entity Information

Entity Name:					
Trading Name:					
Entity Type:	Private Co.	Listed Co.	CC.	Partnership	Other Entities
Other Entities (Please specify):					
Registration Number:					
VAT Registration Number:					
Income Tax Ref Number:					
FSP License Number:					

### Contact Details

Physical Address:			Code:	
Postal Address:			Code:	
Title:		Surname:		
First Name (s):				
Landline:		Cell:		

Email:	
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### Communication Preferences

Please confirm your preferred method of communication.	Post:	Email:	
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Where no choice is made, all communications will be sent by email where an email address is supplied.



## SECTION B: INFORMATION PERTAINING TO AUTHORISED REPRESENTATIVES AND KEY INDIVIDUALS OF THE ADVISOR

Please provide a copy of the FSP License, including the product categories for each registered FSP below. Please duplicate this page as required.

### Details of Financial Services Provider:

FSP License Number:												
Title:				Surname:								
First Name(s):												
Landline:				Cell:								
Identity or Passport Number:				Date of Birth:	d	d	m	m	y	y	y	y
Nationality:												
Designation:												
Residential Address:												
				Code:								
Email:												

### Details of Financial Services Provider:

FSP License Number:												
Title:				Surname:								
First Name(s):												
Landline:				Cell:								
Identity or Passport Number:				Date of Birth:	d	d	m	m	y	y	y	y
Nationality:												
Designation:												
Residential Address:												
				Code:								
Email:												

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## SECTION C: BANKING DETAILS

### Legal Entity Banking Details

Please complete the below banking details and provide a certified copy of your bank statement on a bank letterhead of no less than three months old (internet bank statement will not be accepted). Please ensure that the bank account is a current, transmissions or savings account. No third-party payments are permitted. All payments are made electronically to the registered bank account only.

Name of Account Holder:			
Bank:		Branch Code:	
Account Number:		Account Type:	



## SECTION D: DECLARATION

### 1. Contractual Relationship

- a) You hereby acknowledge that the contractual relationship between you and Sanne is one of independent contractor. You are not being appointed and may not hold yourself out to be or in any way act, as an agent, representative or employee of Sanne. This agreement shall not constitute, nor shall it be construed to constitute, a contract of employment, temporary employment service relationship, partnership or joint venture between the parties. Fees are agreed between you and your client directly.
- b) It is your responsibility to evaluate and ensure that all your employees and/or representatives involved in the provision of a financial service act in accordance with and subject to industry standards and applicable legislation, including but not limited to ensuring your employees and/or representatives keep up to date with developments and changes in the financial services industry.

### 2. Licensing Requirements

- a) By signing this contract you warrant and guarantee that you and your representatives have, and will maintain on an ongoing basis, all the necessary approvals, licences, registrations and/or authorisations as required by the FSCA under the FAIS Act to conduct the business contemplated under this contract.
- b) If any changes occur regarding your license conditions, approved products and categories or if any changes occur regarding your authorised representatives (e.g. their fit and proper status, debarment, etc.) and authorised signatories, you agree to immediately inform Sanne in writing of such changes.
- c) If you are a representative of another FSP, in addition to holding an FSP license in your own right, you are obliged to disclose this fact to Sanne. By signing this contract, you acknowledge and agree that Sanne may disclose this fact if requested to do so.

### 3. Submission of Instructions

- a) You shall ensure that all applications are made on the relevant forms and that the forms are duly and correctly completed and signed by the client or by a duly authorised person on behalf of the client.
- b) Sanne reserves the right to accept facsimile or electronic instructions. If you fax and/or electronically submit an instruction form to Sanne (in the format prescribed and/or approved by Sanne), it is your responsibility to ensure that the instruction form has been received and acted upon by Sanne. A faxed transmission report/receipt will not be regarded as proof that Sanne received the form. Sanne shall not be held liable for forms that were not received whether faxed and/or electronically submitted.

### 4. Roles and Responsibilities

- a) You have no authority to accept money from clients on behalf of Sanne, or issue receipts to clients in the name of Sanne, and no money in whatever form that a client pays to you will be regarded as payment made to Sanne.

- b) You are solely responsible and legally accountable for any information and/or advice provided to a client or potential client about the products. Sanne shall not be responsible or held liable for any advice provided by you to a client and any advice-related complaint addressed to Sanne will be directed to you.
- c) Sanne may provide you with information on the products (excluding any unregistered products), and supplement this information when changes are made to the products.
- d) Sanne reserves the right in its sole discretion to report to and liaise with any client should the need arise.

## 5. Confidentiality

- a) You may not, during or after this contract terminates, except in the proper course of your duties or if required by law, disclose any trade or business secrets or any information concerning the business or finances of Sanne to any third party. This includes, but is not limited to, any dealings, transactions, client names or business practices of Sanne or of any person with whom Sanne has business dealings.
- b) By signing this contract you agree that in terms of Sanne's agreement with third party fund providers, Sanne can provide such third party fund providers with monthly and total assets under management per product per FSP without obtaining your prior consent. All information will be treated as confidential and no client information will be provided.

## 6. Intellectual Property

- a) You may not, during or after this contract terminates, except in the proper course of your duties or if required by law, disclose any trade or business secrets or any information concerning the business or finances of Sanne to any third party. This includes, but is not limited to, any dealings, transactions, client names or business practices of Sanne or of any person with whom Sanne has business dealings.
- b) You may not use, publish or circulate any printed or written matter concerning Sanne including, but not limited to, the use of Sanne's name, trademarks, and/or logo for any reason, except where specifically authorised by Sanne in writing. You should not assume, without first receiving written confirmation from Sanne, that any promotional material older than 60 days is current and relevant. Further up to date information about Sanne may be obtained by contacting Sanne directly.
- c) Sanne will not be responsible for any information about Sanne that has not been obtained directly from Sanne.

## 7. Fees

- a) You may receive an initial and/or an ongoing fee which must be negotiated with and approved by your client, within the parameters set by Sanne. Fees must be agreed directly between you and the client and any fee-related complaint addressed to Sanne will be directed to you. Sanne will not be held responsible or liable for any losses caused as a result of fee arrangements, negotiations and/or payments between you and your client.
- b) Sanne may alter the parameters for fees as applicable to the products from time to time. Sanne will inform you in writing of any such change. Existing agreed fees will not be affected except where Sanne may be required by a regulatory authority to amend such fee structure. In this case, the amended structure may apply to existing agreed fees
- c) Sanne will not be held responsible or liable for any delay in the payment of fees if your details are entered incorrectly on any investment application form.
- d) If there is a dispute between you and a client regarding fees, including but not limited to who is entitled to fees, or as to whether or not fees are due, Sanne may, in its discretion, withhold payment (without incurring interest or penalty obligations) until the dispute has been resolved.

## 8. Termination

- a) Either party may cancel this contract on 30 days written notice to the other party.
- b) Your contract will immediately and automatically be terminated by Sanne if:
  1. You contravene these terms and conditions in any way;
  2. You are found guilty of any crime involving fraud or dishonesty;
  3. You are found guilty in any enquiry or proceedings, including any disciplinary hearing, of unprofessional conduct;
  4. You no longer hold the required financial services provider license and approved product categories;

- 5. You contravene any of the provisions of the FAIS Act; or
- 6. You contravene these terms and conditions in any way.

You hereby agree to immediately inform us in writing if any of the instances referred to above occur.

**9. Indemnity and Declaration**

- a) By signing this contract I indemnify and hold Sanne harmless against any and/or all claims, demands, penalties, losses, damages, expenses and/or charges of whatsoever nature suffered by Sanne and/or a third party, including clients, as a result of my negligence, fraud, willful misconduct and/or a breach of any provision of this contract or warranty, undertaking or representation, including but not limited to:
  - 1. A misuse of Sanne information;
  - 2. A misrepresentation of my status to a client;
  - 3. The provision of advice to a client;
  - 4. The failure to act in accordance with Sanne's business terms as set out in the contract, including but not limited to the business terms relating to electronic and/or facsimile instructions;
  - 5. The failure on the part of myself or my employees to comply with any applicable legislation and/or regulations; or
  - 6. The provision of incorrect, incomplete or fraudulent information in the contract or an application form.
- b) I acknowledge and accept that if Sanne reasonably suspects that it may have a claim against me under this indemnity, it may, in its sole discretion, withhold any fees due to me until the dispute is resolved.
- c) I declare that the information provided in this contract is true and correct.
- d) I undertake to advise Sanne in a timely manner in writing if any of the details I have supplied or submitted to Sanne change after I have signed the contract and related documents.
- e) I acknowledge that I have received, read, understood and hereby agree to be bound by the contract.

Authorised Signature:	
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Name of Signatory:	
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Capacity:	Date:	d	d	m	m	y	y	y	y
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Place:	
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Authorised Signature:	
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Name of Signatory:	
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Capacity:	Date:	d	d	m	m	y	y	y	y
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Place:	
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## SECTION E: FICA ONBOARDING CHECKLIST

In terms of the Financial Intelligence Centre Amendment Act, Act No 1 of 2017 "FICA" and the regulations thereto, SANNE is required to identify and verify the identity of all investors and third parties acting on behalf of an individual or entity. Please attach certified copies of the original documents to the completed application form and tick the applicable sections below.

Where an entity acts in any representative capacity on behalf of another entity, the FICA requirements will apply in full to that entity that acts in such a representative capacity.

Please select the relevant FICA documentation that corresponds to the updates being provided, or where the documentation is different to that which was provided with your original application:

### 1. South African Citizens and Residents (Natural Persons)

- Clear and duly certified copy of an official ID document containing a photo, full names, date of birth and ID number (a passport containing the above information will only be considered with legitimate written substantiation and with a reasonable time period remaining before the passport expires).
- Clear and duly certified copy of a minor's birth certificate (if relevant).
- Duly certified copy of a proof of physical address (not older than three months).
- Duly certified copy of the proof of bank account details not older than three months (This should be on a bank letterhead. Internet bank statements will not be accepted).
- Proof of the income tax number on the issuing tax authority's letterhead i.e. SARS.

### 2. Foreign Nationals (Natural Persons)

- Clear and duly certified copy of a passport, with a reasonable period remaining before the passport expires, containing a photo, full names, date of birth and passport number.
- Duly certified copy of a proof of physical address (not older than three months).
- Duly certified copy of the proof of bank account details (This should be on a bank letterhead. Internet bank statements will not be accepted).
- Proof of the income tax number on the issuing tax authority's letterhead i.e. SARS or other country's tax authority.

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

- Clear and duly certified copy of an official ID document containing a photo, full names, date of birth and ID number (a passport containing the above information will only be considered with legitimate written substantiation and with a reasonable time period remaining before the passport expires) of the third party/representative individual.
- Duly certified copy of a proof of physical address (not older than three months) of the third party/representative.
- Proof of authority to act, e.g. power of attorney, mandate, resolution or court order.
- Documentation as set out under the South African Citizens and Residents (Natural Persons) and Foreign Nationals (Natural Persons) sections above of the person on whose behalf the third party/representative individual is acting on.

### 4. South African Companies

- Duly certified copy of the Certificate of Incorporation (CM1/Cor 14.3) and Notice of Registered Office and Postal Address (CM22/Cor 21.1) containing the Registrar's stamp.
- Duly certified copy of a document less than three months old containing trade name and the physical business address (for example a utility bill).

- Duly certified copy of the proof of the company's bank account details not older than three months (This should be on a bank letterhead. Internet bank statements will not be accepted).
- Proof of the company's income tax number on the issuing tax authority's letterhead i.e. SARS.
- For each natural person that exercises executive control and/or holds 25%\* or more of the voting rights at an annual general meeting –
  - a. Duly certified copies of the ID documents or passports (foreign nationals);
  - b. Duly certified copy of a proof of physical address (not older than three months); and
  - c. A resolution for all natural persons that exercises executive control that is not a director.
- A duly certified copy of a standard FICA pack for all corporate vehicles, partnerships or trusts exercising executive control and/or holding 25%\* or more of the voting rights at an annual general meeting.

## 5. South African Close Corporations

- Duly certified copy of the Founding Statement and Certificate of Incorporation (CK1) and the Amended Founding Statement (CK2) if applicable, containing the stamp of the Registrar of Close Corporations and signed by an authorized representative/employee.
- Duly certified copy of a document less than three months old containing trade name and the physical business address (for example a utility bill).
- Duly certified copy of the proof of the close corporations' bank account details not older than three months (This should be on a bank letterhead. Internet bank statements will not be accepted).
- Proof of the income tax number on the issuing tax authority's letterhead i.e. SARS.
- For each natural person that exercises executive control and/or holds 25% or more of the voting rights at an annual general meeting –
  - a. Duly certified copies of the ID documents or passports (foreign nationals);
  - b. Duly certified copy of a proof of physical address (not older than three months); and
  - c. A resolution for all natural persons that exercises executive control that is not a director.
- A copy of the most recent share registry.
- A duly certified copy of a standard FICA pack for all corporate vehicles, partnerships or trusts exercising executive control and/or holding 25%\* or more of the voting rights at an annual general meeting.

## 6. Foreign Companies

- Duly certified copy of an official document issued by a foreign regulator witnessing incorporation, bearing name, number and address.
- Duly certified copy of a document less than three months old containing trade name and the physical business address (for example a utility bill).
- Duly certified copy of the proof of the company's bank account details not older than three months (This should be on a bank letterhead. Internet bank statements will not be accepted).
- Proof of the company's income tax number on the issuing tax authority's letterhead i.e. SARS.
- For each natural person that exercises executive control and/or holds 25% or more of the voting rights at an annual general meeting –
  - a. Duly certified copies of the ID documents or passports (foreign nationals);
  - b. Duly certified copy of a proof of physical address (not older than three months); and
  - c. A resolution for all natural persons that exercises executive control that is not a director.

- A duly certified copy of a standard FICA pack for all corporate vehicles, partnerships or trusts exercising executive control and/or holding 25%\* or more of the voting rights at an annual general meeting.

## 7. Listed Companies

- Duly certified copy of an official document from the relevant securities exchange reflecting the current listing status;
- A reliance letter;
- Duly certified copy of the proof of the company's bank account details not older than three months (This should be on a bank letterhead. Internet bank statements will not be accepted).
- Proof of the company's income tax number on the issuing tax authority's letterhead i.e. SARS.
- Resolution confirming the authorized signatories; and
- For each authorized signatory –
  - a. Duly certified copies of the ID documents or passports (foreign nationals); and
  - b. Duly certified copy of a proof of physical address (not older than three months).

## 8. Trust

- Duly certified copy of the Trust Deed.
- Duly certified copy of the Master of the High Court's Letter of Authority.
- A document which confirms the address of the Master of the High Court; where the trust is registered.
- Duly certified copy of the proof of the trust's bank account details not older than three months (This should be on a bank letterhead. Internet bank statements will not be accepted).
- Proof of the trust's income tax number on the issuing tax authority's letterhead i.e. SARS.
- A resolution for all persons that exercises executive control that is not a founder or trustee.
- For each natural person that is the founder, trustee, authorized signatory and/or an identified beneficiary –
  - a. Duly certified copies of the ID documents or passports (foreign nationals);
  - b. Duly certified copy of a proof of physical address (not older than three months); and
  - c. Contact particulars.
- A duly certified copy of a standard FICA pack for all corporate vehicles, partnerships or trusts that is a founder, trustee, authorized signatory and/or identified as a beneficiary.

## 9. Partnership

- Duly certified copy of the partnership agreement.
- Duly certified copy of the proof of the partnership's bank account details not older than three months (This should be on a bank letterhead. Internet bank statements will not be accepted).
- For each natural person that exercises executive control and/or holds 25% or more of the voting rights at an annual general meeting –
  - a. Duly certified copies of the ID documents or passports (foreign nationals);
  - b. Duly certified copy of a proof of physical address (not older than three months); and
  - c. A resolution for all natural persons that exercises executive control that is not a partner.
- A duly certified copy of a standard FICA pack for all corporate vehicles, partnerships or trusts exercising executive control and/or holding 25%\* or more of the voting rights at an annual general meeting.



## 10. Regulated Portfolio

- Duly certified copy of the FSCA approved supplemental deed.
- Duly certified copy of the Management Company's standard FICA pack (refer South African Companies section above).
- For each natural person that exercises executive control that is not a director of the Management company –
  - a. Duly certified copies of the ID documents or passports (foreign nationals);
  - b. Duly certified copy of a proof of physical address (not older than three months); and
  - c. A resolution for all natural persons that exercises executive control.
- Duly certified copy of the proof of the bank account details not older than three months (This should be on a bank letterhead. Internet bank statements will not be accepted).
- Proof of the income tax number on the issuing tax authority's letterhead i.e. SARS (if applicable).

## 11. Unregulated Fund

- Duly certified copy of the Investment Manager's standard FICA pack (refer South African Companies section above).
- For each natural person that exercises executive control that is not a director of the Investment Manager –
  - a. Duly certified copies of the ID documents or passports (foreign nationals);
  - b. Duly certified copy of a proof of physical address (not older than three months); and
  - c. A resolution for all natural persons that exercises executive control.
- Duly certified copy of the proof of the bank account details not older than three months (This should be on a bank letterhead. Internet bank statements will not be accepted).
- Proof of the income tax number on the issuing tax authority's letterhead i.e. SARS (if applicable).

## 12. Pension Fund

- Duly certified copy of a document confirming FSCA approval.
- Duly certified copy of a proof of physical address (not older than three months).
- For each natural person that exercises executive control –
  - d. Duly certified copies of the ID documents or passports (foreign nationals);
  - e. Duly certified copy of a proof of physical address (not older than three months); and
  - f. A resolution for all natural persons that exercises executive control.
- Duly certified copy of the proof of the bank account details not older than three months (This should be on a bank letterhead. Internet bank statements will not be accepted).
- Proof of the income tax number on the issuing tax authority's letterhead i.e. SARS (if applicable).

\*All clients are screened against the United Nations sanctions list and depending on the outcome of the screening and all information readily available at SANNE's disposal SANNE will rate its clients as low, moderate or high risk. If any client has been categorised as high risk SANNE reserves the right to request the on-boarding verification documentation of all parties holding 10% or more of the voting rights at an annual general meeting.