

INVESTMENTS

Alexander Forbes, 115 West Street, Sandown, 2196

PO Box 786055, Sandton, 2146 Telephone number: 0860 333 316 Fax number: +27 (0) 11 263 6142

General queries email: afinvestcontactcentre@alexforbes.com Transactional email: AFInvestinstructions@alexforbes.com

Website: www.alexforbes.com/za/en/

General change to your details Unit Trust Scheme/Hedge Fund

The purpose of this form is for you to instruct Alexander Forbes Investments to change your investor details.

About updating your details

In this form:

- 'You' refers to the person named on this form as the investor.
- 'We' and 'us' refer to the company in Alexander Forbes Investments that is shown at the top of this form, who is also the administrator.
- 'Fund' refers to the fund that you are an investor in.

Key points to understand about this form

In the form, you will give details about your investor, banking or beneficiary details. Alexander Forbes Investments Unit Trust Limited is committed to complying with the *Foreign Account Tax Compliance Act* (FATCA) and any other intergovernmental agreement on the automatic exchange of information. This means that we are required to provide the relevant tax authorities with information about each client who is a citizen, resident or tax resident in the United States or any other country other than South Africa.

Documents you must attach to this form.

Change of personal details

You must attach clear and visible certified copies of the following documents to this form:

- For South African residents Green bar coded identity document, the identity card (both sides must be presented),
- For foreign residents Passport (expiry date must not be less than 6 months from the date that we receive the passport copy)

Exception base for South Africans:

Written explanation to be obtained with valid reason as to why the ID is not available and only in these cases to accept a valid driver's license (both sides must be presented) or passport. This will have to be replaced with a valid ID Document.

We will start to process your application only when we have received all the documents we need.

Change of details of person acting on behalf of the investor

- Valid power of attorney/mandate on file/court order/signing authority
- For South African residents Green bar coded identity document, the identity card (both sides must be presented),
- For foreign residents Passport (expiry date must not be less than 6 months from the date that we receive the passport copy)

Exception base for South Africans:

- Written explanation to be obtained with valid reason as to why the ID is not available and only in these cases to accept a valid driver's license (both sides must be presented) or passport. This will have to be replaced with a valid ID Document
- We will start to process your application only when we have received all the documents we need

Change of address details (also applicable to investor and person acting on behalf of the investor)

- Recent documentary evidence of your residential address e.g. utility bill, short term insurance policy document, municipal rates and taxes invoice. (For a complete list refer to the Acceptable address change verification documents guide on page 3)
- For Minors: Affidavit/declaration of parents confirming minor's address

Change of banking details

One of the following for new banking details:

- Your latest bank statement (not older than 3 months)
- A letter from your bank, on the bank's letterhead, confirming your bank account details (not older than 3 months).

Follow these steps

- 1. You need to fill out the form. You have the option of filling in this form electronically and printing the electronic version of the form to be signed.
- 2. You must sign the form and date it.
- 3. Attach the documents requested above to the completed form.
- 4. Keep the first and second pages to refer to for any queries.

Delays in carrying out your instructions

Neither we nor the fund is responsible for any losses that result from any delays you cause by:

- not filling in this form accurately and completely
- not giving us the documents we ask for.

This includes losses in the value of your investment and losses that occur because you may have to pay more tax than you anticipated.

Protecting your information

For us to provide the service to you, you must give us the personal information we ask for in this form. We will process your personal information for valid and lawful reasons only.

It is the company in Alexander Forbes shown at the top of this form that is collecting and processing this information.

Why we need your personal information

We collect your personal information in this form so that we can:

- update our records and pay your benefit from the fund or under the policy to you or to your nominated beneficiaries
- share it with a third party (who we contract with to provide services to you) so that we can provide services and products to you.

Children's information

We have the right to collect personal information about children in this form. We will process this personal information to decide how to pay benefits that might be due to them. Issues we will assess include dependency, paternity, maintenance, age and schooling.

Personal information, privacy and security

Find out how we protect your personal information, privacy and security.

Acceptable address change verification documents guide

All address verification documents must: Be valid Reflect your current physical address Be a clear scanned copy, electronic copy or a clear photograph of the original document	contract or a co-habitation	must be accompanied by a marriage certificate, proof of marital or joint address declaration from the named spouse or partner t must be accompanied by a co-habitation declaration and a copy ssport
Document type	Validity period	Description
Expatriate declaration	Less than three months	Letter on a company letterhead from the employer confirming employment, contract period (if not permanent) and address. Must be accompanied by a valid residency permit and/or work visa (template available, if required)
Short-term insurance policy document/ contract letter	Less than one year	 Must be on the letterhead of the insurance company and Financial Services Provider (FSP) number must be visible/ recorded on the document Letter or contract must confirm the existence of a short-term insurance policy
Current/active lease or rental agreement	Must be in date (valid)	 Must be signed by the client (tenant/lessee) and the landlord/lessor If the lease has expired and the residential address is as per the lease, the terms must be reviewed to confirm that the lease allows for continued occupancy. Confirmation of occupancy must be obtained from the landlord/lessor
Levy certificate issued by a body corporate, home owners association or managing agent/ governing body	Less than three months	 Applicable for properties in sectional title, cluster or share-block developments Must be on the letterhead of the applicable body corporate, home owner's association or managing agent
Utility bill	Less than three months	e.g. Municipal water and lights account or property managing agent statement
Visitor's (employee) declaration	Less than six months	Standard template must be used and completed in full as well as signed and dated by the person conducting the site visit(FICA Declaration Form)
Official employer letter	N/A	For employees residing on company/institution premises
Municipal rates and taxes invoice	Less than three months	
Municipal councillor's letter		
Official SARS document		With the exception of e-filing documents
Valid television license renewal/ confirmation letter		
TV Subscription		e.g. Multi-choice statement
Bond statement (current)		
Motor vehicle registration/license documents		
Official University/technikon/college or tertiary institution registration letter		Must be on the letterhead of institution (only for students)
Co-habitant address form		Utility bill of property owner



ALEXANDER FORBES INVESTMENTS UNIT TRUSTS LIMITED

Registration number: 2001/015776/06

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General change to your details **Unit Trust Scheme/Hedge Fund**

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Contact number	
home work cellphone	
fax	
email	
Resolution/signing authority/mandate Yes No	
Change of contact details	
If any of your contact details have changed, complete the relevant fields.	
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Declaration

- 1. Should you not have received any written confirmation of your request, then you will presume that the said request has not been implemented and the onus to follow up on the request will rest with yourself.
- 2. Herewith disclaim any such liability. You hereby confirm that you have read this disclaimer and understand and accept its terms and conditions.
- 3. You acknowledge that you cellphone number(s) and emaill address(es) provided hereing may be used for communication purposes by the issuer of the policy/administrator.

Full name			
Your signature		Date d	d / m m / y y y y
Please complete all the fields and pro-	rovide certified copies of the following	•	ocess this instruction.
Copy of ID/passport	Proof of banking details Pro	of of new address	
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Change of bank details			
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	ebsite or from your financial advis		ion, picase complete the BEBN
Attach a copy of a bank stateme	nt or letter from the bank (not olde	r than three (3) months) to confir	n your banking details.
Disable old banking details			
New banking details to be applied to):		
Regular withdrawal	Debit order Income distribu	tion (payouts)	
Name of bank			
Branch code			
Account holder			
Account type			
Current Savings	Transmission		
Account number			
Branch name			
Universal branch codes will be used	for the following banks		
Absa	632005	Capitec	470010
First National Bank	250655	Investec	580105
Nedbank	198765	Standard Bank	51001

Where does your income come from? Consultancy income Annuity payments Business earnings Grants Interest income Maintenance Rental income Royality income Salary Profit income/revenue share Dividend income Scholarship Trust income Change or choose your method of correspondence Select your preferred method of communication. Post Email Please ensure your provide the correct details if you wish to receive correspondence via email or post. Please note, change of correspondence methods will apply across all products invested with Alexander Forbes Investments. Secure online access No Do you require online access to your investment? On acceptance of your form, you will be granted access to the online services subject to the terms available on www.alexanderforbesinvestments.com. Do you want to disable your online access? Yes No The following information is mandatory to create your online access. Email address Cellphone number Identity number Financial adviser details If you are appointing a new financial adviser, please complete the CHANGE OF FINANCIAL ADVISER form that is available on our website. Practice name Name of adviser FSP licence number Adviser code **FAIS** declaration I declare that I/we am/are a licensed Financial Services Provider and have made the disclosures required, in terms of the Financial Advisory and Intermediary Services Act 37 of 2002 and subordinate legislation thereto, to the investor. 2. I declare that I have disclosed all the charges related to this investment, to the investor, and understand that the investor may cancel my charges and appointment at any time, in writing. 3. I confirm that all information provided herein is true and correct and I have read and understand the content of this form. **FICA declaration** I confirm that Alexander Forbes Investments Unit Trusts Limited is the primary accountable institution, in terms of the Financial Intelligence Centre Act (FICA) and is responsible for the identification and verification of the investor. This application will only be processed on completion of such identification and verification. Date \mid d \mid d \mid / \mid m \mid m \mid / \mid y \mid y \mid y \mid y Signature of financial adviser

Change of source of income

Investor declaration

- 1. I/We warrant that all the information provided by me/us in this form, and all supporting documents, are true, accurate and complete, at the date of submission
- 2. I/We undertake to immediately inform you, in writing, if my/our contact details, or the entity's contact details, change and/or if there is a change in circumstances, that causes the information provided in this form to be incorrect.
- 3. I/We agree that the Administrator may accept instructions from my/our financial adviser or another person authorised by me to act on my/our behalf in writing.
- 4. I/We understand that my financial adviser must be appropriately authorised in terms of the *Financial Advisory and Intermediary Services***Act 37 of 2002, and that if my/our financial adviser is not appropriately authorised, Alexander Forbes Investments is obliged by law to decline any instructions from the financial adviser.
- 5. I/We confirm that my/our appointed financial adviser will have access to my/our investments in electronic format as made available by the Administrator from time to time.
- 6. I/We agree to provide all documentation and information required in terms of the *Financial Intelligence Centre Act (FICA)*. I/We understand that Alexander Forbes Investments may not process any transaction on my/our behalf until they have received the required FICA documentation of all parties involved.
- 7. I/We understand that you will use my/our personal information to process this instruction and I/We agree that you may give my personal information to third parties in order to confirm my/our personal information and to process this instruction.

Signature of investor	Date	d	d	/		У	У	у	У

CIS disclosures

General

Collective Investment Schemes (unit trusts) are generally medium to long-term investments, but a hedge fund may have short term strategies and practices. The value of participatory interests (units) or the investment may go down as well as up. Past performance is not necessarily a guide to future performance. Collective investment schemes are traded at ruling prices and can engage in borrowing and scrip lending (i.e. borrowing and lending of assets). Hedge funds trade at ruling prices and prices may fluctuate post publication. Hedge funds can engage in scrip borrowing and scrip lending. The manager does not provide any guarantee, either with respect to the capital or the return of a portfolio. Different classes of participatory interests apply to these portfolios and are subject to different fees and charges. A schedule of all fees and charges, inclusive of VAT and maximum commissions, is available on request from us or from your financial adviser. Forward pricing is used. Hedge funds are CIS with a strategy that allows for leveraging and short-selling strategies. Hedge fund strategies can result in losses greater than the market value of the fund, but investors' losses are limited to the value of the investment or contractual commitments. Hedge funds can also invest in illiquid instruments. While CIS in hedge funds differ from CIS in securities (long-only portfolios) the two may appear similar, as both are structured in the same way, and are subject to the same regulatory requirements. Further risks associated with hedge funds include: investment strategies may be inherently risky; leverage usually means higher volatility; short-selling can lead to significant losses; unlisted instruments might be valued incorrectly; fixed income instruments may be low-grade; exchange rates could turn against the fund; other complex investments might be misunderstood; the client may be caught in a liquidity squeeze; the prime broker or custodian may default; regulations could change; past performance might be theoretical; or the manager may be conflicted. For a detailed description of these risks, please refer to the HEDGE FUND RISK DISCLOSURE DOCUMENT, available on the website.

Redemptions

The collective investment scheme may borrow up to 10% of the market value of the portfolio to bridge insufficient liquidity. The ability of the portfolio to repurchase, is dependent upon the liquidity of the securities and cash of the portfolio. A manager may suspend repurchases for a period, subject to regulatory approval, to await liquidity, and the manager must keep the investors informed about these circumstances.

Yields

The yield for bond and income portfolios is historic and is calculated quarterly. The yield for the money market portfolio is calculated daily. The yield is calculated by means of a yield curve, which will be the daily updated average of the Negotiable Certificate of Deposit (NCD) rates that are published by the four major South African banks, namely First National Bank, ABSA Bank, Standard Bank and Nedbank. A compounding formula is applied to the curve, depending on whether the instrument pays interest annually (NACA), semi-annually (NACS), or quarterly (NACQ).

The latest PRICES and TER are published daily in the Business Report (South Africa's National Financial Daily) and are made available on our

Performance fees for unit trusts

Performance fees are not levied on the portfolio.

Performance fees for hedge funds

Performance fees are not levied on the portfolio, although they have been provided for. Investors will receive three (3) months' written notice, if performance fees will be levied in the future.

Performance returns

Lump-sum performance returns are being quoted. Income distributions, prior to deduction of applicable taxes, are included in the performance calculations. to NAV figures have been used performance calculations, as calculated by the manager at the valuation point defined in the deed, over all reporting periods. Investment performance calculations are available for verification upon

request by any person. Reinvestment of income is calculated on the actual amount distributed per participatory interest, using the ex-dividend date NAV price of the applicable class of the portfolio, irrespective of the actual reinvestment date. The performance is calculated for the fee class. The individual investor performance may differ, as a result of initial fees, the actual investment date, the date of reinvestment and dividend withholding tax. The rate of return is calculated on a total return basis, and the following elements may involve a reduction of the investor's capital: interest rates, economic outlook, inflation, deflation, economic and political shocks or changes in economic policy. Annualised returns are period returns re-scaled to a period of one year. This allows investors to compare returns of different assets that they have owned for different lengths of time. All period returns greater than one year have been annualised. Returns for periods less than one year have not been annualised. A cumulative return is the aggregate amount an investment has gained or lost over time, independent of the period of time involved. Actual annual figures are available to the investor on request.

Valuations and transaction cut-off times for unit trusts

The portfolio is valued daily, at the end of the day (18:00). The withdrawal instruction must be received before 13:00 on the pricing date, failing which, the next pricing date will apply.

Valuations and transaction cut-off times for hedge funds

The Qualified Investor Hedge Funds (QIHFs) are valued on the last day of each calendar month. The Pricing Date is the last day of each calendar month. The withdrawal instruction must be received before 13:00, at least five business days (or shorter, as determined by the Manager) prior to the pricing date, failing which, the pricing date in the following calendar month will apply.

Waiver of rights

Alexander Forbes Investments Limited may not request or induce an investor in any manner to waive any right or benefit conferred on the investor by legislation or accept or act on any such waiver.

Additional information

For additional information on the portfolio, refer to the following documents, available on our website, from your financial adviser, or on request from the manager, free of charge

Alexander Forbes Investments Unit Trust Scheme

- APPLICATION FORM FOR LEGAL
- APPLICATION FORM FOR INDIVIDUAL INVESTORS
- ANNUAL REPORT
- FEE AND CHARGES SCHEDULE
- **QUARTERLY GENERAL INVESTOR**
- PORTFOLIO SUMMARY

Alexander Forbes Investments QI Hedge Fund of **Funds**

- APPLICATION FORM FOR LEGAL
- APPLICATION FORM FOR INDIVIDUAL INVESTORS
- FEES AND CHARGES SCHEDULE
- **QUARTERLY GENERAL INVESTOR** REPORT

Complaints and conflicts of interest

The COMPLAINTS HANDLING PROCEDURE, as well as the CONFLICTS OF INTEREST MANAGEMENT POLICY, are available on our website. Associates of the manager may be invested within certain portfolios, and the details thereof are available from the manager.

Closure of the portfolio

The manager has the right to close certain portfolios to new investors, in order to manage them more efficiently, in accordance with their mandates.

Structure of the hedge funds

The QIHFs were established as a collective investment scheme trust arrangement on 26 May 2016, with the conversion process being completed on 01 November 2016. All prior information was in an unregulated environment. The portfolio will not change its investment strategy or investment policy without prior approval from the Financial Sector Conduct Authority and investors. The ballot procedure, as prescribed in CISCA and the Deed, will be followed

Counterparties and prime brokers

We do not enter into counterparty or prime broker arrangements, but the underlying portfolios may enter into such arrangements. We receive reporting on counterparty exposure levels from the underlying portfolio managers and this information can be provided on request.

Contact details

CIS Manager

Alexander Forbes Investments Unit Trusts Limited **Registration number:** 2001/015776/06 Physical address: 115 West Street, Sandown,

Postal address: PO Box 786055, Sandton, 2146 Telephone number: + 27 (0)11 505 6000 Email address: afinvestments@alexforbes.com Website address: www.alexforbes.com/za/en/ Directors:

https://www.alexforbes.com/za/en/about-us/ company-directors

The manager is registered as a manager of collective investment schemes, in terms of the Collective Investment Schemes Control Act. The manager, through Alexander Forbes Group Holdings Limited, is a member of the Association for Savings and Investment South Africa (ASISA).

Trustee, Custodian and Depositary

FirstRand Bank Limited, acting through RMB Trustee Services

Registration number: 1929/001225/06 Physical address: No. 3 First Place, Corner Jeppe and Simmonds Streets, Johannesburg, 2001 Postal address: PO Box 7713, Johannesburg,

Telephone number: +27 (0) 87 736 1732 Email address: info@rmb.co.za Website address: www.rmb.co.za

The trustee is registered as a trustee of collective investment schemes, in terms of the Collective Investment Schemes Control Act.

Investment Manager for unit trusts

Alexander Forbes Investments Limited Registration number: 1997/000595/06 FSP number: 711

Insurer number: 10/10/1/155

Physical address: 115 West Street, Sandown,

2196

Postal address: PO Box 786055, Sandton, 2146 Telephone number: + 27 (0)11 505 6000 Email address: afinvestments@alexforbes.com Website address: www.alexforbes.com/za/en/

The investment manager is an authorised Financial Services Provider (FSP), as discretionary FSP, in terms of Section 8 of the Financial Advisory and Intermediary Services Act (FAIS), and is a registered insurer licensed to conduct life insurance business. This information is not advice, as defined in FAIS. Please be advised that there may be representatives acting under supervision.

Investment Manager for hedge funds

Alexander Forbes Investments Administration (Pty) Limited

Registration number: 2005/043273/07 FSP number: 27584

Physical address: 115 West Street, Sandown,

Postal address: PO Box 786055, Sandton, 2146 Telephone number: + 27 (0)11 505 6000 Email address: afinvestments@alexforbes.com Website address: www.alexforbes.com/za/en/

The investment manager is an authorised Financial Services Provider (FSP), as discretionary FSP, in terms of Section 8 of the *Financial Advisory and Intermediary Services Act (FAIS)*. This information is not advice, as defined in FAIS. Please be advised that there may be representatives acting under supervision.

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