Investment Form

MelvilleDouglas
Standard Bank Group

CLIENT DETAILS

PERSONAL INFORMATION

Title	Please Select an Option
Surname	
First Name	
Middle Name (Optional)	
Preferred Name (Optional)	
Identity Type	Please Select An Option
Identity Number	
Passport Number	
Identity Country	
Expiry Date (If Passport)	
Gender	Please Select an Option
Date of Birth	
Country of Birth	
Marital Status	Please Select an Option
Marital Type	Please Select an Option
South African Tax Number	
Cellphone Number	
Business Number	
Email Address	
Preferred Contact Method	Please Select an Option
Preferred Contact Time	Please Select an Option
Standard Bank Staff	☐ Yes ☐ No

ADDRESS INFORMATION

RESIDENTIAL ADDRESS – Please provide proof of address, not older than 3 months

Street Name and Number	
Suburb	
City	
Postal Code	
Country	

DOMICILE ADDRESS – If different from your residential address

Street Name and Number	
Suburb	
City	
Postal Code	
How long have you lived at this address?	

BANKING DETAILS

***Please provide proof of banking details not older than 3 months**
***Melville Douglas does not facilitate 3rd party payments**

Account Holder:	
Account Number:	
Name of Bank:	
Regular Income Required?	Yes
Amount	
Payment Date:	
Frequency:	Please Select an Option

PROMINENT INFLUENTIAL PERSONS INFORMATION

Are you a public official in a position of authority?
☐ Yes ☐ No

Are you related to or associated with a public official in a position of authority? No

If Yes, what is the nature of the relationship or association?
Not Applicable

Please state the first name and surname of the relative or association.
Not Applicable

SOURCE OF FUNDS AND WEALTH

Where are the funds that will be used to fund this portfolio currently held?

How was your overall wealth created? Please select an option from the list and provide further further details below:
Please Select an Option

EMPLOYMENT INFORMATION

Employed?	Yes
Unemployed Reason	Not Applicable
Occupation Status	Please Select an Option
Industry	Please Select an Option
Designation	Please Select an Option
Start Date	
Employer	

EMPLOYER ADDRESS

Street Name and Number	
Suburb	
City	
Postal Code	
Country	

ADDITIONAL DOCUMENTS REQUIRED

Please provide the following required documents:

- Proof of banking details, not older than 3 months
- Certified copy of your identity document or passport
- Certified copy of your proof of residence, not older than 3 months

RELATED PARTIES

Title	Please Select an Option
Surname	
First Name	
Identity Type	National Identity Document
Identity Number	
Passport Number	
Identity Country	
Expiry Date (If Passport)	
Gender	Please Select an Option
Date of birth	
Retirement Age	
Marital Status	Please Select an Option
Marital Type	Please Select an Option
South African Tax Number	
Standard Bank Staff	Please Select an Option
Cellphone Number	
Business Number	
Email Address	
Preferred Contact Method	Please Select an Option
Preferred Contact Time	Please Select an Option

RESIDENTIAL ADDRESS – Please provide proof of address, not older than 3 months

Street Name	
Street Number	
Suburb	
City	
Postal Code	
Identity Country	

DOMICILE ADDRESS – If different from your residential address

Street Name	
Street Number	
Suburb	
City	
Postal Code	
How long have you lived at this address?	

Are you a public official in a position of authority?

☐ Yes ☐ No

Are you related to or associated with a public official in a position of authority? Yes

If Yes, what is the nature of the relationship or association?

Please Select an Option

Please state the first name and surname of the relative or association.

Please Complete

EMPLOYMENT INFORMATION

Employed?	Yes
Unemployed Reason	Not Applicable
Occupation Status	Please Select an Option
Industry	Please Select an Option
Designation	Please Select an Option
Start Date	
Employer	Please Complete
Country	Please Complete
Street Name	Please Complete
Street Number	Please Complete
Suburb	Please Complete
City	Please Complete
Postal Code	Please Complete
Relation to client	Please Select an Option
To receive Statements	No
Authorised Signatory	No

Please provide the following required documents:

- A Certified copy of the identity document or passport
- A Certified copy of proof of residence, not older than 3 months

Mandatory information to be provided by individual account holders – application and account opening form	
Foreign Account Tax Compliance Act (FATCA)/Automatic Exchange of Information (AEOI)	
Are you a VAT vendor? if yes, provide your VAT registration number	

Tax residency: Please indicate your place(s) of tax residence. If you are resident in more than one jurisdiction you must detail all jurisdictions and provide an associated Tax Identification Number (TIN) for each jurisdiction.

Jurisdiction of Tax Residence		
Tax Identification Number (TIN)		
If no TIN available enter Reason A, B or C		

Reason A – The country/jurisdiction of residence does not issue TINs (for example Bermuda, the British Virgin Islands, the Cayman Islands and the United Arab Emirates that do not currently collect personal tax)

Reason B – The Account Holder is unable to obtain a TIN or equivalent number (please explain why you are unable to obtain a TIN in the table below if you have selected this reason)

Reason C – The country/jurisdiction of residence does not require for the TIN to be disclosed (currently only valid for Australia)

The criteria for tax residence varies from country to country. Generally a person will be tax resident in a jurisdiction if, under the laws of that jurisdiction (including tax treaties) he/she pays or should be paying tax in that jurisdiction by reason of, for example, domicile, residence or any other criteria of a similar nature and not only from sources in that jurisdiction. Please consult your relevant tax authority or a professional tax adviser if you are uncertain about your tax residency status. Alternatively, please consult the OECD website to determine your tax residence: https://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-residency/. Standard Bank cannot provide tax advice.

A TIN or functional equivalent is a unique reference which could be a combination of letters and/or numbers that a tax jurisdiction issues to an individual for the purposes of collecting taxes (for example, Tax Reference Number in South Africa). These examples may be subject to change and taxpayers should obtain external tax advice if uncertain about their TIN.

Please explain below why you are unable to obtain a TIN if you selected Reason B above

Declarations and signature:

I acknowledge that Standard Bank has a mandatory duty to collect tax related information about the Account Holder and as the case may be the final beneficiary owner(s). In certain circumstances Standard Bank may be obliged to share this information with relevant tax authorities according to applicable tax laws and regulations. If the tax residency information of the Account Holder or beneficiary owner(s) (where applicable) change, I will provide Standard Bank with an updated self-certification and declaration within 60 days. I certify that I am the Account Holder (or authorised to sign for the account holder) of all the accounts relating to this self-certification. I declare that the information provided is, to the best of my knowledge, correct and complete.

Client

Date:

Signature

If you are signing on behalf of someone else, enter capacity below (e.g. legal guardian or custodian). If signing under a power of attorney please attach a certified copy of the power of attorney.

Capacity:

FRAUD AND MARKETING CONSENT

Please confirm if you would like to receive our monthly investment commentary ☐ Yes ☐ No

Please confirm if you would like to have portal access or MY360 mobile access ☐ Yes ☐ No

Fraud Consent: I hereby give Melville Douglas permission to carry out identity and fraud prevention checks on me and to share the information provided in this application with the South African Fraud Prevention Service. ☐ Yes ☐ No

As part of or service, we would like to give you information on products and services that any company within Standard Bank Group ("Group") offers which we believe may benefit you. Because your personal information is confidential, we need your consent to share it within the Group.

Are you happy for us to share your data within our Group for this purpose?

I consent to:

External Marketing:

We may partner with third party outside of our Group in order to bring you exclusive offers and/or services that may benefit you. Are you happy for us to share your data with these third parties for this purpose? ☐ Yes ☐ No

Market Research:

We would really like to get your feedback on our products and services. Let us know if you are happy to be contacted for research purposes. ☐ Yes ☐ No

Receive Marketing:

Let us know whether you would like to receive marketing communication from us. Note: by opting out of all marketing communication, you will not always be kept up to date with our latest products and services or special offers ☐ Yes ☐ No

Share Customer Data:

A member of our group may wish to bring you exclusive offers and/or services that may benefit you. Are you happy for us to share your data within our Group for this purpose? ☐ Yes ☐ No

Cross Border Sharing:

A member of our Group outside of this country may wish to send you exclusive offers and/or services that may benefit you. We will ensure that your personal information is provided with equal protection as is required locally. Are you happy for us to share your data across borders within our Group for this purpose? ☐ Yes ☐ No

E-Mail Consent

May we send you marketing e-mails to keep you up to date with our latest products and services? ☐ Yes ☐ No

SMS Consent

May we send you marketing sms's to keep you up to date with our latest products and services? ☐ Yes ☐ No

Tele-Sales Consent

May we conatct you telephonically to offer you products and services that may benefit you? ☐ Yes ☐ No

ELECTRONIC INSTRUCTION INDEMNITY (Not required for Retirement products)

(Please consider the clauses below carefully as they limit Melville Douglas' liability and constitute an assumption of risk by you)

Individual name

Has requested Melville Douglas Investment Management (Pty) Ltd (Registration Number 1987/005041/07) (Melville Douglas) to act in accordance with any instructions,information, or other communications furnished to Melville Douglas or which reasonably appear to have been furnished to Melville Douglas, transmitted via electronic means, including but not limited to emails and instructions processed on any digital media platform, by you or by any purportedly duly authorised third party on your behalf, to Melville Douglas (Instructions).

You hereby authorise Melville Douglas to accept and act on any Instruction/s which Melville Douglas would ordinarily accept if the Instructions were presented in an original written format.

Melville Douglas will not accept responsibility for any loss (consequential or otherwise) incurred by you as a result of Melville Douglas acting or declining to act (wholly or in part) on Instructions which Melville Douglas believes to have emanated from you, and you hereby waive any and all claims you may have now or in future against Melville Douglas arising directly or indirectly from any losses or damages which you may suffer as a result of Melville Douglas acting or declining to act (wholly or in part) on any Instruction.

You acknowledge that electronic media such as emails and digital platforms are not secure or error-free channels of communication and acknowledge that it is not practical for Melville Douglas to establish or verify the authenticity of all Instructions. The fact that any Instruction (including email and digital Instructions) may later be shown to be in any way false, inaccurate, unauthorised or otherwise not authentic, will not be an impediment to Melville Douglas's rights in terms of this Electronic Instruction Indemnity.

You acknowledge that Melville Douglas is prepared to act on Instructions which purport to emanate (come from) you, or from any purportedly duly authorised third party on your behalf, provided that it receives this Electronic Instruction Indemnity accepted and signed by you.

You:
Agree that Instructions transmitted to Melville Douglas may, as a result of the malfunction of equipment, the distortion of communication links and the like or for any other reason, be different to that intended or sent and you shall be bound thereby;

Agree that Melville Douglas is not to be held liable for errors or delays in transmissions, or the misinterpretation on receipt of an Instruction, save for where Melville Douglas has acted with gross negligence or willful misconduct or fraudulently through itself and/or its employees;

Waive any rights you may have or obtain now or in future against Melville Douglas arising directly or indirectly from any losses or damages which you may suffer as a result of Melville Douglas acting or declining to act (wholly or in part) on any Instruction, and you agree to indemnify Melville Douglas in respect of any claims, demands or actions made against Melville Douglas or losses or damages suffered by Melville Douglas because it so acted or declined to act, excluding losses arising solely and exclusively from the gross negligence or fraudulent acts of Melville Douglas and/or its employees;

Agree that in respect of Instructions regarding the transfer of money, same day value may only be given if the Instruction is received by Melville Douglas before the relevant cut-off time;

Agree to implement and adhere to any procedures and/or restrictions imposed on you by Melville Douglas from time to time regarding the sending of Instructions to Melville Douglas;

Agree that Melville Douglas will not be obliged to act on any Instruction and that it may at any time on written notice sent to you at _____ withdraw from the arrangements envisaged in this Electronic Instruction Indemnity.

_____ Client

_____ Date: Signature

Portfolio Management Agreement between Melville Douglas Investment Management (Pty) Ltd ("The Portfolio Manager") and/or Melville Douglas and

_____ ("The Client") jointly referred to as "the parties"

1. Definitions

For the purposes of this agreement, unless a contrary intention appears or unless the context indicates otherwise:

- "accounting dates" shall mean the last days of February, May, August and November; or such other dates as determined by the Portfolio Manager and the client from time to time;
- "agreement" shall mean this agreement and the schedule hereto;
- "AMLL" shall mean all anti-money laundering, anti-terrorism and/or sanctions, legislation, including but not limited to the Financial Intelligence Centre Act 38 of 2001, the Prevention of Organised Crime Act 121 of 1998, the Protection of Constitutional Democracy Against Terrorist and Related Activities Act 33 of 2004, and/or all related amendments, regulations, policies and/or directives, that may be relevant to the parties and their obligations under this agreement;
- "bank" shall mean The Standard Bank of South Africa Limited;
- "Collective Investment Scheme" shall mean any scheme or arrangement in which a participatory interest or undivided share (whether called a unit or by any other name) may be held in one or more groups of assets (whether called a portfolio or by any other name) of such scheme and which interest or share participates proportionately in the risks and benefits derived therefrom, and includes:
  - foreign collective investment schemes carried on outside the Republic of South Africa; and
  - schemes defined in the Collective Investment Schemes Control Act 65 of 2002;
- "CSD" shall mean the Central Securities Depository operated by the bank;
- "FAIS" means the Financial Advisory and Intermediary Services Act 37 of 2002;
- "management fee" shall mean the fees charged by the portfolio manager as set out in the annexure;
- "market value" shall mean the value of the investments, individually or in aggregate as may be appropriate, valued at the applicable ruling prices, including any cash;
- "ruling price" shall mean, for instruments listed on the JSE, the instrument closing price as defined and disseminated by the JSE; for collective investment schemes, it shall mean the latest available price per unit based on the net asset value of the underlying portfolio as calculated and provided by the relevant management company; and for all other instruments the latest available closing price as defined and disseminated by the relevant exchange. In the case of unlisted instruments, it shall mean the latest valuation available to the portfolio manager from appropriate sources or provided by the client;
- "securities" shall mean listed and unlisted instruments and investments, as defined in FAIS and any such other securities, which may be included from time to time by mutual agreement between the parties to this agreement;
- "client" shall mean the person or persons or entity as stated on the cover sheet of this agreement, either singular or plural;
- "the portfolio" shall mean investments made and cash managed by the portfolio manager on behalf of the client;
- "time weighted basis" refers to the methodology by which the average weighted funds under management are calculated for purposes of determining the portfolio management fee, and means that the value of contributions to or withdrawals from the portfolio will be included in the weighted funds under management proportionately to the ratio of days those contributions or withdrawals were managed to the total number of days for the full period.

Licence Categories – Category II Discretionary Financial Services Provider

In terms of FAIS, the portfolio manager is licensed to provide intermediary services to its clients for the following products:

- Shares;
- Money Market Instruments;
- Debentures and Securitised Debt;
- Warrants, certificates and other instruments;
- Bonds;
- Derivative instruments;
- Participatory interests in Collective Investment Scheme;
- Long-term deposits;
- Short-term deposits;
- Structured deposits;
- Participatory interest in a hedge fund.

2. Exclusive Appointment And Authority

- The client appoints the portfolio manager to be the client's exclusive agent in order to manage the portfolio on the client's behalf, in the manner set out in this agreement. The client undertakes not to deal with the portfolio or to authorise anyone else to deal with the portfolio. Please tick the appropriate box below:
  - ☐ To manage at the full discretion of the portfolio manager (subject to the assumed risk profile as per your FNA), or
  - ☐ To manage at the specified limited discretion (subject to the assumed risk profile and any other investment constraints/ considerations as per your FNA).*

  *Should this box be ticked, all limitations are to be captured in the Financial Needs Analysis (FNA) signed by both the client and the Portfolio Manager.
- The client acknowledges that the portfolio will be managed for investment purposes only and that the portfolio manager will not engage in speculative dealings. The portfolio manager will be guided by the investment objectives agreed to in respect of the client's portfolio, as assessed and agreed from time to time and set out in the Financial Needs Analysis.
- The client acknowledges and confirms that the investment objectives and risk analysis set out in the Financial Needs Analysis have been voluntarily and freely selected.
- The portfolio manager shall hold all securities and cash managed on behalf of the client in accounts with the CSD and the bank. On or before the execution of this agreement, the client, in conjunction with the portfolio manager, shall arrange for the deposit and/or electronic transfer of all securities and cash to be managed by the portfolio manager to the accounts held for the client at the CSD and the bank.
- The portfolio manager shall be entitled to purchase and sell investments or make subscriptions to and applications for issues of investments in the portfolio (including participation in underwriting) in its sole and absolute discretion without the client's prior authority and without the client's prior consultation. The client shall not oblige the portfolio manager to purchase or sell any investments or subscribe to or make any applications for issues of investments.
- The portfolio manager may attend any meetings of shareholders of companies in which the client is a shareholder, and is entitled to vote either personally or by proxy on the client's behalf in any way on any resolution or proposal.
- Cash (including dividends and interest) received on behalf of the client shall be reinvested in the client's portfolio by the portfolio manager on receipt thereof or dealt with in terms of such arrangements as may be agreed from time to time in writing with the client.
- The portfolio manager shall obtain and transmit in writing to a client any information that must be disclosed by a product supplier in terms of any law.
- The portfolio manager may utilise its own staff or the staff of another approved financial services provider in the rendering of any intermediary service to the client.

3. Offshore Investments

The client authorises the portfolio manager to invest offshore in terms of the discretionary mandate utilising any mechanism approved by the South African Reserve Bank. The appointment of foreign portfolio managers by the portfolio manager falls within the scope of this mandate.

4. Risk

- The client acknowledges awareness of the risks pertaining to:
  - Investments in listed and unlisted shares and financial instruments;
  - Investments in offshore shares and financial instruments and the currency risks associated with these offshore investments; and
  - Investments in collective investment schemes.
- The client accepts the risks associated with these investments and indemnifies the portfolio manager against all claims in respect of the depreciation in the value of investments due to market fluctuation, other than in the case of the portfolio manager's gross negligence or willful default.

5. Bank And Scrip Account

- The portfolio manager shall open a bank account in the client's name and a scrip account at the bank's CSD in the client's name. The portfolio manager will register investments (other than cash or bearer instruments) in the nominee name of the CSD for the benefit of the client. These accounts shall be used solely for the matters pertaining to the client's portfolio. Details of the bank account will be provided after signing of this mandate.
- In order to open the necessary accounts at the bank or with other service providers, the portfolio manager is required to share certain client information. The client consents to the sharing of the necessary information and the portfolio manager undertakes to ensure that the minimum client information required is shared.
- The client agrees that the bank shall debit and credit the client's account with such amounts as are necessary to settle purchases and sales made for the client and that the bank may make other payments which pertain to the investments as necessary for the operation of the client's portfolio(s) within the terms of this agreement.
- The portfolio manager is authorised to instruct the bank to transfer amounts from the bank account referred to above to any other named account of the client.

6. Electronic Instruction Indemnity

- The portfolio manager will accept and act upon telephone and electronic instructions in connection with the account(s) from time to time. The client indemnifies the portfolio manager against all actions, proceedings, claims or demands which may be brought or made against the portfolio manager and all losses, costs, charges, damages and expenses which may be incurred or sustained or for which the portfolio manager may become liable in respect of these telephone and electronic instructions.
- The client agrees that Melville Douglas is not liable for errors or delays in transmissions, or the misinterpretation on receipt, or for any loss or damage no matter how caused as a result of allowing this arrangement, excluding losses arising from the proven unlawful or fraudulent acts of Melville Douglas employees.

7. Accounting

The portfolio manager shall send the client by electronic means, at monthly intervals, a portfolio statement and report giving full details of:

- All investments held in the portfolio including quantities held, cost and market value;
- All cash held on the date to which the statement of account relates, and all cash movements, details of monies received and payments made since the date of the previous statement;
- Any income amounts (including interest and dividends) which are received or accrued on the investments held in the portfolio;
- All investment transactions.

8. Dividend withholding tax

- The client acknowledges liability for Dividend Withholding Tax ("DWT") in respect of any and all dividends (other than a dividend in specie) declared and paid on investments, which shall be levied at the rate stipulated in the Income Tax Act 58 of 1962("ITA") from time to time,and
- calculated on the amount of such dividend.
- In the event that any of the exemptions provided for in Section 64F of the ITA are not applicable to the client and/or the client has not completed and submitted the relevant Beneficial Owner Declaration Status form for the exemption to apply, the client further acknowledges that the CSD, as an authorised regulated intermediary, is required to deduct DWT from any and all gross dividends declared and paid and shall pay such DWT to the South African Revenue Service ("SARS") on the client's behalf.

9. Anti-Money Laundering Legislation

- AMLL obliges the portfolio manager to report to the relevant authorities any suspicious transactions. The client acknowledges the implications of this legislation in relation to this mandate. The portfolio manager shall not be liable to the client or any third party in respect of any action or claim for damages arising from provision of information in terms of AMLL. The client hereby confirms that all applicable laws have been complied with and warrants and confirms that the investments made in accordance with this mandate do not emanate from, nor are they the proceeds of, any unlawful activity whatsoever.
- The client will ensure that the portfolio manager has all relevant contact details (postal and residential addresses, cellular and fixed-line telephone numbers). The portfolio manager will not be liable for any losses arising from the portfolio manager's inability to contact the client.

10. Management Fee

The client agrees to remunerate the portfolio manager directly at the accounting dates each year by the payment of a management fee calculated as set out in the Portfolio Management Fee Schedule. The portfolio managers may recover this management fee at the accounting dates from the investments of the client. The client hereby authorises the management fee to be debited to the bank account linked to the portfolio. Details of the management fee, together with a tax invoice, will be sent to the client. The portfolio manager may from time to time, upon three months' written notice, amend the management fees.

11. Liability

The portfolio manager shall incur no liability of any nature for any loss, tax, damages or costs arising out of this appointment under this agreement or as a direct or indirect consequence of the performance of any duties under this agreement, unless due to its own gross negligence or willful default.

12. Warranty

- The client warrants that the investments constituting the portfolio managed by the portfolio manager are beneficially owned by the client free from encumbrances.
- The client acknowledges that he is aware of the applicable foreign exchange and tax obligations and, if necessary, will take independent advice in this regard.

13. Amendments

Any amendments to this agreement must be made in writing, and delivered or posted by registered mail or via electronic means, to the domicilium citandi et executandi of the respective contractual party. Such amendments will only be enforceable once acknowledged in writing by both parties.

14. Successors In Title

Notwithstanding anything to the contrary contained herein, this mandate shall endure for the benefit of and be binding on the successors-in-title and permitted assigns of the portfolio manager. Accordingly, the rights and obligations of the portfolio manager arising out of or pursuant to this mandate or its termination or cancellation shall devolve upon and bind its successors-in-title and permitted assigns.

15. Domicilium Citandi Et Executandi

The portfolio manager chooses the physical address appearing on this mandate as its domicilium citandi et executandi for the purpose of the service of all notices and processes pursuant to this mandate. The client's physical address as it appears in this mandate shall serve the same purpose.

16. Severability

If any part, term or provision of this agreement, not being of a fundamental nature, should be held invalid or unenforceable, such validity or unenforceability shall not affect the validity or enforceability of any other part or provision of this agreement which shall remain in full force and effect.

17. Termination

- This agreement may be terminated upon a calendar month's written notice by either party (delivered or posted by registered mail to the domicilium citandi et executandi or by electronic means). Upon receipt of the written notice the portfolio manager and the client shall agree as to how the portfolio shall be managed for the duration of the 30-day period provided that the client shall not be entitled to oblige the portfolio manager to purchase or sell any investments or subscribe to or make any applications for issues of investments during this period.
- At the end of the calendar month's notice of the discretionary mandate, or as soon as practically possible thereafter, the portfolio manager shall return all cash less any fees due and charges accrued, financial products and documents of title to the client and will provide simultaneously to the client a detailed final statement of account. If the financial products and documents of title are in the possession of a nominee company, the portfolio manager will immediately issue an instruction to such nominee company to return such financial products or documents of title to the client.

18. Prior Mandates / Agreements

This mandate supersedes all prior or existing mandates, agreements, arrangements or understandings between the portfolio manager and the client regarding the management and administration of the investments.

Client	Date: Signature
Please Select an option Portfolio Manager	Date: Signature

FEE SCHEDULE

Management Fee

1. The client agrees to remunerate the Portfolio Manager directly at the accounting dates each year. The Portfolio Manager may recover the remuneration at the accounting dates from the investments of the client. The client hereby authorises the fee to be debited to the portfolio's bank account. Details of the management fee, together with a tax invoice, will be sent to the client. All fees are exclusive of VAT.

2. The management fee will be structured as follows:
   A basic fee shall be calculated on a sliding scale according to the fee schedule below and charged as a percentage of the weighted market value of the portfolio over the accounting dates. Where a client's funds have been managed by the portfolio manager for a period of less than three months, the management fee will be charged on a time weighted basis.

General

- Fees are VAT exclusive.
- Fees in respect of collective investment schemes or hybrid funds shall be made available as and when such structures are registered.
- For portfolios with a Global mandate, an administration fee of 0.5% will be charged for dealing in the Melville Douglas offshore funds.
- The Portfolio Manager does not charge or accept soft commissions.
- The management fee will exclude assets in the Melville Douglas funds where an investment management fee is charged within the fund.

The annual fee sliding scale is as follows: 2018 Standard Fees

Portfolio size

First R2 million	1.50%
Next R3 million	1.25%
Next R5 million	1.15%
Next R10 million	1.00%
Next R10 million	0.90%
Next R10 million	0.80%
Next R10 million	0.70%
Above R50 million	0.30%

Standalone MD No Discount

FEE NOTES

Client

Signature

Date:

Please Select an option

Portfolio Manager

Signature

Date:

FINANCIAL NEEDS ANALYSIS

Date: | Portfolio Code | New Portfolio

Client

Portfolio Managers | Please Select an option | Please Select an option | Investment Amount

Investment objective

What is the main objective of the portfolio?

☐ Income ☐ Capital growth ☐ Capital preservation ☐ Combination of income and capital growth

Withdrawal and Income objectives

Do you need regular income from this portfolio? Yes

If you answered "no" to the above, please proceed to the next section "Risk tolerance and return objectives"

If yes, what annual amount in Rand do you estimate you will need?

What percentage of the total portfolio value does your annual withdrawal represent?

When do you expect to start making withdrawals from the portfolio?

☐ Within 6 months ☐ 6 to 12 months ☐ 1 to 2 years ☐ 2 to 5 years ☐ Immediately

How often do you expect to make the withdrawals, once they start?

☐ Monthly ☐ Quarterly ☐ Twice a year ☐ Once a year ☐ On Request

Do you expect to make any large (10% of the value or more) ad hoc withdrawals from the portfolio in the next 12 months? ☐ Yes ☐ No

If yes, please provide details

If the income from the portfolio is not enough to meet your expected annual income, how do you expect to derive the balance of your income?

☐ Salary ☐ Annuity / pension ☐ Self-employment ☐ Capital from portfolio ☐ Not applicable

Other

Risk tolerance and Return objectives

What is your level of experience with regards to investing in financial markets?

☐ None ☐ Moderate ☐ Reasonable ☐ High

How would you describe your investment horizon?

☐ Short-term (less than 3 years) ☐ Medium-term (3 to 5 years) ☐ Long-term (more than 5 years)

Please select an option:

☐ I am aware that a portfolio with exposure to risk assets can decrease in value

☐ It is more important to preserve the capital

How many years do you have left until retirement?

☐ Retired ☐ Less than 3 years ☐ 3 to 5 years ☐ Long-term (more than 5 years)

What is your investment mandate?

☐ Global – includes an allocation to offshore equity and non-equity investments via asset swap

☐ Domestic – allocation to South African investments only

Ability and Willingness to assume risk

Overall ability to assume risk

Note: An indicative range of the exposure to equities as a percentage of the portfolio value is given below for a range of risk tolerances. The exact percentage of equity in the portfolio may fall below, or rise above, this range from time to time based on share price volatility and changes to asset allocation. The objective will be to manage the equity exposure within the given ranges over a period of time.

Conservative	Portfolio allocation and management is aimed at minimising the risk of losing capital. Defensive investors typically place a high percentage of their investible assets in bonds, cash, and cash equivalents. A defensive strategy typically means a low risk which may be associated with a lower return.
☐ Minimal risk	☐ Low risk
No exposure to equities. Assets may be invested in cash, cash equivalents and bonds. The total return (capital and income) objective of the portfolio is CPI.	Exposure to equities – 25% to 45%. The balance of the assets may be invested in cash, cash equivalents and bonds. The total return (capital and income) objective of the portfolio is CPI + 2%.

Moderate	Portfolio allocation and management is designed to provide income growth and capital appreciation, while avoiding excessive risk by balancing the exposure between equity and non-equity (bonds, cash, and cash equivalents) investments.
☐ Medium risk	☐ Long-term capital growth
Exposure to equities – 45% to 65%. The balance of the assets may be invested in cash, cash equivalents and bonds. The total return (capital and income) objective of the portfolio is CPI + 3%.	Exposure to equities – 60% to 80%. The balance of the assets may be invested in cash, cash equivalents and bonds. The total return (capital and income) objective of the portfolio is CPI + 4%.

Aggressive	An investment strategy characterised by a willingness to accept above-average risk in pursuit of above-average returns. Usually favours stocks over less volatile non-equity investments. Variation in capital value is likely, and investors should have a long investment time horizon.
☐ High Growth	☐ Aggressive
Exposure to equities – 75% to 95%. The balance of the assets may be invested in cash, cash equivalents and bonds. The total return (capital and income) objective of the portfolio is CPI + 5%.	Exposure to equities – over 90%. The balance of the assets may be invested in cash and cash equivalents. The total return (capital and income) objective of the portfolio is CPI + 6%.

Other Investments constraints / considerations

Tax considerations

What is the marginal tax rate of the portfolio?

Unique circumstances

Do you have any specific requirements with regards to embargoed investments or directors' dealings?

Other important considerations

Do you have any shares that need to be held in a number 2 portfolio?

Benchmark

Global		Domestic Equity	Domestic Bonds	Domestic Cash	Foreign Equity	Foreign Bonds	Foreign Cash	Total	Please Mark X	Return target
Aggressive	G1A	50	0	5	45	0	0	100		CPI + 6%
High growth	G2A	47.5	7.5	5	37.5	2.5	0	100		CPI + 5%
Long-term capital	G3A	37.5	15	7.5	32.5	5	2.5	100		CPI + 4%
Reg 28	G3A28	40	15	7.5	30	5	2.5	100		CPI + 4%
Medium risk	G4A	30	20	17.5	25	5	2.5	100		CPI + 3%
Low risk	G5A	17.5	30	22.5	17.5	10	2.5	100		CPI + 2%
Minimal risk	G6A	0	0	90	0	0	10	100		CPI
Benchmark index		JSE Capped ALSI All Share	ALBI	STFCAD	MSCI AC World Index	JP Morgan Global Aggregate Bond	Barclays USD Overnight Index			

Domestic		Domestic Equity	Domestic Bonds	Domestic Cash	Total	Please Mark X	Return target
Aggressive	D1A	95	0	5	100		CPI + 6%
High growth	D2A	85	10	5	100		CPI + 5%
Long-term capital	D3A	70	20	10	100		CPI + 4%
Medium risk	D4A	55	25	20	100		CPI + 3%
Low risk	D5A	35	40	25	100		CPI + 2%
Minimal risk	D6A	0	0	100	100		CPI
Benchmark index		All Share	ALBI	STFCAD			

Offshore		Foreign Equity	Foreign Bonds	Foreign Cash	Total	Total	Return target
Equity	O1A	95	0	5	100		CPI + 6%
Growth	O2A	75	20	5	100		CPI + 4%
Balanced	O3A	55	35	10	100		CPI + 2%
Benchmark index		MSCI AC World Index	JP Morgan Global Aggregate Bond Index	US 3m TB-ZAR			

Client

Date:

Signature

Please Select an option

Portfolio Manager

Date:

Signature

RECORD OF ADVICE

***To be completed by MDIM Representative**

☐ **Please tick if no Advice was given by the Melville Douglas Representative**

Client name/s:

Brief summary of the information and material on which the advice was based:

Financial products considered:

Financial products recommended and explanation of why the product/s is/are selected:

Product replacement: Where the financial product or products recommended is a replacement product the following must be reflected:

The comparison of fees, charges, special terms and conditions, exclusions of liability, waiting periods, loadings, penalties, excesses, restrictions or circumstances in which benefits will not be provided, between the terminated product and the replacement product; and

The reasons why the replacement product was considered to be more suitable to the client's needs than retaining or modifying the terminated product

The actual and potential financial implications and consequences of such a replacement

Is this a replacement product? ☐ Yes ☐ No

Product replacement summary:

Client

Date:

Authorised Signatory

Please Select an option

Portfolio Manager

Date:

Authorised Signaory

DISCLOSURE AND DECLARATION

Statutory disclosure in terms of the Financial Advisory and Intermediary Services Act, 2002 (FAIS Act)
Data Privacy and Prevention of Combating of Corrupt Activities Act 24, of 2004 (PRECCA)

This document contains important information regarding Melville Douglas. You have a right to the information in this notice.
Please read this document carefully and ensure that you understand its contents.

Your Financial Services Provider

Name: Melville Douglas Investment Management (Pty) Ltd (Melville Douglas)
FSCA license: 595
Street address: 30 Baker Street, Rosebank, 2196
Postal address: PO Box 411184, Craighall, 2024
Contact numbers: 011 721 7964 (switchboard)

Legal Status of Melville Douglas

- Company Registration Number 1987/005041/07
- A private company established in 1987
- A wholly owned subsidiary of The Standard Bank Group Limited
- We do not have shareholding in any other companies

We hold professional indemnity and fidelity insurance

FAIS Compliance Officer and Contact Details

Name: Sue Chetti
Title: FAIS Compliance Officer
Department: Regulatory Services, Group Compliance
Contact number: +27 11 547 1183
Email address: GroupFaisComplianceofficer@standardbank.co.za

Complaints

If you have a complaint, please contact your Portfolio Manager or Portfolio Manager's assistant where your complaint will be recorded and acknowledged.

If you are not satisfied with the manner in which a complaint ha been handled/resolved by Meville Douglas, you can escalate the complaint to the bank's Customer Resolution Centre.

Telephone: 0860 101 101
Email: Complaint.ResolutionCentre@standardbank.co.za

A copy of our complaints handling process is available on request.

FAIS Ombud

If you believe that your complaint has not been resolved satisfactorily by us within 6 weeks of lodging same, you may request assistance from the Ombud. You need to refer the dispute within 6 months of the issue remaining unresolved.

The details of the Ombud:
Street address: 125 Dallas Avenue Menlyn Central, Waterkloof Glen, Pretoria, 0010
Postal address: PO Box 41, Menlyn Park, 0063

Contact details:
Telephone: +27 12 762 5000
Sharecall: +27 86 066 3274
Email Address: info@faisombud.co.za
Website: www.faisombud.co.za

Conflicts of Interest

The Standard Bank of South Africa Limited and Liberty Holdings Limited are subsidiaries of Standard Bank Group Limited ("SBG"). Liberty Holdings Limited comprises of various subsidiaries, including Liberty Group Limited and Stanlib Limited (of which Stanlib Asset Management (Pty) Limited, Stanlib Collective Investments RF (Pty) Limited, and Stanlib Wealth Management (Pty) Limited are subsidiaries).

The profits from the distribution of products of Liberty Group Limited and Stanlib Limited are shared with SBG, through preference shares in Liberty Group Limited.

We subscribe to the Group FAIS Conflict of Interest Management Policy. A copy of the Group FAIS Conflict of Interest Management Policy can be found by clicking on the following link: https://www.standardbank.co.za/southafrica/personal/about-us/regulatory/fais

Remuneration of Melville Douglas' staff is through a salary and a performance based incentive.

Products and Services

Melville Douglas is licensed to provide financial services for the Category I and II products and services for the sub-categories listed in the table below and on behalf of the product suppliers listed (refer to Product Supplier list). Melville Douglas has no limitations or restrictions on its FAIS licence. A copy of the general conditions applicable to Melville Douglas's licence can be made available on request.

We accept full responsibility for our representatives that are mandated to render financial services on the classes of business and sub-categories of financial products that we are licensed for. The representative is authorised to provide financial services for the Classes of business and sub-categories indicated below.

Category I License:

Class of Business (COB)	Sub-Category	Financial Products
COB 3	1.3	Long-term Insurance subcategory B1
COB 3	1.4	Long-term Insurance subcategory C
COB 7	1.5	Retail Pension Benefits
COB 7	1.8	Shares
COB 7	1.9	Money market instruments
COB 7	1.10	Debentures and securitised debt
COB 7	1.11	Warrants, certificates and other instruments
COB 7	1.12	Bonds
COB 7	1.13	Derivative instruments
COB 7	1.14	Participatory Interests in one or more collective Investment schemes
COB 5	1.17	Long-term deposits
COB 5	1.18	Short-term Deposits
COB 3	1.20	Long-term insurance subcategory B2
COB 6	1.24	Structured Deposits
COB 7	1.26	Participatory Interests in CIS Hedge Funds

Category II License:

Class of Business (COB)	Sub-Category	Financial Products
COB 7	2.5	Shares
COB 7	2.6	Money market instruments
COB 7	2.7	Debentures and securitised debt
COB 7	2.8	Warrants, certificates and other instruments
COB 7	2.9	Bonds
COB 7	2.10	Derivative instruments
COB 7	2.11	Participatory Interests in one or more collective Investment schemes
COB 5	2.13	Long-term deposits
COB 5	2.14	Short-term Deposits
COB 6	2.18	Structured deposits
COB 7	2.20	Participatory Interests in CIS Hedge Funds

Product Suppliers

Melville Douglas renders financial services on behalf of the below product suppliers as per the written agreement

Name	Coronation Asset Management (Pty) Ltd FSP No. 548	Stanlib Asset Management (Pty) Ltd FSP No. 719	Standard Bank Jersey Limited	Momentum Metropolitan Life Limited "Momentum"
Address	Seventh Floor Montclare Place Cnr Campground and Main Roads Claremont 7708	17 Melrose Boulevard Melrose Arch 2196	47-49 La Motte Street St Helier Jersey JE2 4SZ	268 West Avenue Centurion 0157
Postal Address	PO Box 44684 Claremont 7735	PO Box 202 Melrose Arch 2076	PO Box 583 St Helier Jersey JE4 8XR	268 West Avenue Centurion 0157
Telephone	Client Service Centre 0800 22 11 77	Robin Camhee 0860 110 797	+44 1534 881 188	012 671 8911
Email	cib@coronation.co.za	contact@stanlib.com	Sbsam@standardbank.com	switchboardcenturion@momentum.co.za
Compliance Department	Attention: Compliance Department PO Box 44864 Claremont 7735 Tel: 021 680 2000 Fax: 021 680 2500 clientservice@coronation.co.za	Ms Q Cenci Tel: 011 448 6584 Quilia.Cenci@stanlib.com	Jenna Van Doorsen 47-49 La Motte Street St Helier Jersey JE4 8XR +44 1543 881 110 jenna.vandoorsen@standardbank.com	complianceofficersall@mometum.co.za
Complaints Department	Attention: Complaints Department Tel: 021 680 2000 Fax: 021 680 2500 clientservice@coronation.co.za	rateus@stanlib.com	Client Care Team Standard Bank House 1 Circular Road Douglas IM1 1SB Isle of Man +44 1624 643 660 IOMClientCare@standardbank.com	Complaints@momentum.co.za

Consent

Fraud

I hereby give Melville Douglas permission to carry out identity and fraud prevention checks on me and to share the information provided in this application with the South African Fraud Prevention Service.

Privacy consent clause

Personal Information

Personal Information: Information about an identifiable, natural person and where applicable, a juristic person, including, but not limited to information about: race; gender; sex; pregnancy; marital status; nationality; ethnic or social origin; colour; sexual orientation; age; physical or mental health; well-being; disability; religion; conscience; belief; culture; language; birth; education; medical, financial, criminal or employment history; any identifying number, symbol, e-mail, postal or physical address, telephone number; location; any online identifier; any other particular assignment of the person; biometric information; personal opinions, views or preferences of the person or the views or opinions of another individual about the person; correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence; and the name of the person if it appears with other personal

Process: Any operation or activity, automated or not, concerning Personal Information, including: alteration, blocking, collation, collection, consultation, degradation, destruction, dissemination by means of transmission, distribution or making available in any other form, erasure, linking, merging, organisation, receipt, recording, retrieval, storage, updating, modification, or the use of information. Processing and Processed will have a similar meaning. A copy of the Standard Bank Group's Privacy Statement can be found on www.standardbank.co.za by clicking on Legal and then Privacy Statement.

Data protection

1. You consent to us collecting your Personal Information from you and where lawful and reasonable, from public sources for credit, fraud and compliance purposes, as well as the purposes set out below.

2. If you give us Personal Information about or on behalf of another person (including, but not limited to, account signatories, shareholders, principal executive officers, trustees and beneficiaries), you confirm that you are authorised to: (a) give us the Personal Information; (b) consent on their behalf to the Processing of their Personal Information, specifically any cross-border transfer of Personal Information into and outside the country where the products or services are provided; and (c) receive any privacy notices on their behalf.

3. You consent to us Processing your Personal Information:
   - to provide products and services to you in terms of this agreement and any other products and services for which you may apply;
   - to carry out statistical and other analyses to identify potential markets and trends, evaluate and improve our business (this includes improving existing and developing new products and services);
   - in countries outside the country where the products or services are provided. These countries may not have the same data protection laws as the country where the products or services are provided. Where we can, we will ask the receiving party to agree to our privacy policies;
   - by sharing your Personal Information with our third-party service providers, locally and outside the country where the products or services are provided. We ask people who provide services to us to agree to our privacy policies if they need access to any Personal Information to carry out their services; and
   - within the Group.

4. You will find our Processing practices in the Group's and our privacy statements. These statements are available on the Group's websites or on request.

5. If you are unsure about your tax or legal position because your Personal Information is processed in countries other than where you live, you should get independent advice.

Declaration, Confirmation and Acknowledgment of Receipt

I declare that (kindly select the option below which is applicable):

Client instruction only

• The product was executed on my instruction; or ☐

Intermediary services only

• My choice was made based on the product's factual information provided, including the features, benefits and pricing options, which enabled me to make an informed decision about the product/s suitable to my needs; or ☐

If advice was provided by Melville Douglas

• A financial needs analysis was conducted that summarised my needs. The product that I have selected is based on the advice that I have received, which is documented in a record of advice and I received a copy thereof. ☐

I confirm that:

• I was not asked, nor forced to waive any of my rights in terms of the FAIS Act.
• All documents were completed before I signed them.
• I received a copy of this document and have read and understand the contents thereof.

Client _____

Date: _____

Signature

LETTER TO TRANSFER ASSETS

To

Attention

Email address

Date

Portfolio / Account Name

Account Number

Dear Sir / Madam
I have decided to appoint Melville Douglas Investment Management (Pty) Ltd as my investment managers with immediate effect. They will take over the management of my portfolio and will open a managed account – both cash and scrip – at Standard Bank, Sandton and FASO.

Kindly instruct your administrative division to prepare for this transfer. Please email a copy of the latest share statements together with CGT costs to the offices of Melville Douglas Investment Management (Pty) Ltd to act as a reference for transfer. Once the new scrip and banking accounts have been opened, Melville Douglas will advise the details to enable electronic transfer.

The contact person at Melville Douglas is:

Name

Telephone

Email

Thank you for your assistance, it is greatly appreciated.

Kind regards

Client

Signature

Date: