

## Change of details Form Collective Investments (Unit Trust)

### CLIENT DETAILS

Please ensure that all required supporting documentation is submitted with this instruction as stipulated in the Financial Intelligence Centre Act.

ENTITY NUMBER*	<input type="text"/>	TITLE	<input type="text"/>
NAME/S*	<input type="text"/>	SURNAME/NAME OF LEGAL ENTITY*	<input type="text"/>
IDENTITY/PASSPORT / REGISTRATION NUMBER*	<input type="text"/>	CELLPHONE NUMBER*	<input type="text"/>
TELEPHONE (WORK)	<input type="text"/>	EMAIL ADDRESS*	<input type="text"/>

### \*Compulsory section

### \*FATCA/CRS SELF-CERTIFICATION DECLARATION FOR INDIVIDUALS\*

As part of STANLIB's obligation to comply with the U.S Foreign Account Tax Compliance Act (FATCA) and Common Reporting Standards (CRS) and the Automatic Exchange of Information reporting (AEOI) we require you to provide us with your tax information. This tax information will be kept on record and will be disclosed to the relevant tax authorities as and when required as per the FATCA and CRS regulations. **The information contained under this section is not tax advice. We recommend that you consult a professional tax or legal advisor for specific tax or legal advice.**

- Failure to complete all fields in this section will result in a delay in your application being processed

### UNITED STATES OF AMERICA CITIZENS \*

ARE YOU A CITIZEN OF THE UNITED STATES OF AMERICA?  NO  YES If 'YES', please complete an individual IRS W-9 form for Tax identification and Certification found on the IRS website: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.

### TAX INFORMATION FOR AEOI /CRS REPORTING \*

\*ARE YOU REGISTERED FOR TAX IN SOUTH AFRICA?  
 • By ticking 'No' you confirm that you are not registered for Tax  
 • If you are registered or not registered for taxation in South Africa, we still require confirmation of country(ies) of tax residency on the table below.

NO  YES TAX IDENTIFICATION NUMBER

\*ARE YOU REGISTERED FOR TAX IN THE UNITED STATES OF AMERICA?  
 NO  YES TAX IDENTIFICATION NUMBER

\*ARE YOU A REGISTERED TAX PAYER IN ANY OTHER COUNTRY?  
 NO  YES

- **TAX RESIDENCY:** Please list all countries, including South Africa, in which you are considered a RESIDENT for TAXATION purposes, and provide the associated Tax Identification Numbers in the table below,
- By ticking 'Not applicable' on the table below, you confirm that the country specified does not issue Tax Identification Numbers.

Country(ies) of Tax Residency *	Tax Identification Number *	Not Applicable
1.	<input type="text"/>	<input type="checkbox"/>
2.	<input type="text"/>	<input type="checkbox"/>

### \*Compulsory Section



DETAILS UPDATE \*

Please tick the appropriate field below for the change you wish to implement on your investment profile.

<input type="checkbox"/> EMAIL ADDRESS	<input type="checkbox"/> TELEPHONE/CELLPHONE NUMBER	<input type="checkbox"/> ADDRESS DETAIL (POSTAL/PHYSICAL)	<input type="checkbox"/> BANKING DETAIL
<input type="checkbox"/> DEBIT ORDER DETAILS	<input type="checkbox"/> ANNUAL CONTRIBUTION INCREASE	<input type="checkbox"/> INCOME DISTRIBUTION	<input type="checkbox"/> PHASE IN OPTION

\*Compulsory section

CHANGE OF ADDRESS

PHYSICAL ADDRESS

COMPLEX / UNIT / HOUSE NUMBER \*

COMPLEX NAME / ESTATE \*

STREET NUMBER \*

STREET NAME / FARM NAME / AREA NAME \*

SUBURB / DISTRICT \*

CITY / TOWN \*

COUNTRY \*  CODE \*

POSTAL ADDRESS

SAME AS PHYSICAL ADDRESS

PO BOX NUMBER

POST OFFICE NAME

POSTAL CODE

PRIVATE BAG NUMBER

POST OFFICE NAME

POSTAL CODE

POSTNET SUITE NUMBER

PRIVATE BAG NUMBER

POST OFFICE NAME

POSTAL CODE

CHANGE OF CONTACT NUMBER

NEW CELLPHONE NUMBER  -

CHANGE OF EMAIL ADDRESS

EMAIL ADDRESS



**CHANGE OF RECURRING DEBIT ORDER DETAILS \***

The product minimum recurring debit order amounts must be met, refer to our website [www.stanlib.com](http://www.stanlib.com) for more information.

- If all units are selected and the debit order is not requested to be cancelled, we will payout all available units at that time and balance of uncleared units when they clear, and the debit order will continue running.
- If all units are selected and the debit order cancellation is selected, we will payout all cleared units at the time of request and stop the debit order, uncleared units will be paid out when they clear.

DEBIT ORDER PREFERRED DATE  1ST (DEFAULT DATE)  15TH  25TH COMMENCEMENT DATE   -      
M M Y Y Y Y

PAYMENT FREQUENCY  MONTHLY  QUARTERLY  BI-ANNUALLY  ANNUALLY

CHANGE EXISTING DEBIT ORDER  YES  NO

LOAD NEW DEBIT ORDER (EXISTING CLIENTS ONLY)  YES  NO

\*If no date is selected, we will default to the 1<sup>st</sup> of the following month.

\*If frequency is not selected, we will default to a monthly payment frequency.

Fund Name	New debit order amount	Change debit order portfolio to (specify new portfolio name)	Cancel
	R		
	R		
	R		
	R		
	R		

**ANNUAL CONTRIBUTION INCREASE**

Should you wish to increase your recurring debit order automatically each year, please indicate this below:

PERCENTAGE INCREASE PER ANNUM  5%  10%  15%  20%

CANCEL ANNUAL DEBIT ORDER INCREASE  YES  NO

EFFECTIVE MONTH   -      
M M Y Y Y Y

**INCOME DISTRIBUTION**

All distributions will be reinvested as per the investment selection unless otherwise instructed.

Fund Name	Income Distribution Method	
	Pay into Bank Account	Reinvest into Existing Fund
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

**PHASE-IN OPTION**

**Please note that a Phase-in option and a Cash Flow Plan (CFP) are not allowed to run on the same fund concurrently. Phase-in will move all units from the STANLIB Money Market Fund to the target fund at the requested period over the period selected.** The amount to be phased in will be calculated in accordance with the percentage selected based on the original amount stipulated below, until the balance in the STANLIB Money Market Fund has reduced to zero. Any distribution amounts payable from the Money Market fund will be reinvested into the first fund indicated below.

Phase Into	Percentage
	%





PREFERRED DATE

COMMENCEMENT DATE  
(25TH DEFAULT DATE)

M

M

-

Y

Y

Y

Y

\*If CFP is selected and a date frequency is not indicated, we will default to monthly frequency.

\*Payment can take upto 48 hours to reflect from date requested and this will vary from bank to bank.

\*If Payment is requested on a weekend or public holiday, it will only be processed on the preceding working day.

\*If Fund is not selected under the CFP option will process proportionately across funds.

## TERMS AND CONDITIONS

**1. Processing of personal information :** It is important to us that you understand how and why we obtain, use, process, store, verify and share (collectively "process" or "processing" as defined in POPIA) your personal information.

STANLIB will only process your information for the following purposes:

- 1.1. To provide you with products and services;
- 1.2. To manage and administer your investments;
- 1.3. To communicate with you and/or your financial adviser;
- 1.4. To comply with your instructions or the instructions of your financial adviser;
- 1.5. To monitor and/or record telephone calls and electronic transactions with you (including the collection of your biometric data where necessary) in order to accurately carry out your instructions or those of your financial adviser and for your protection.
- 1.6. For payment processing for services providers, merchants, banks and other persons that assist with the processing of your payment instructions;
- 1.7. To provide your information to an entity within the Standard Bank Group, including its subsidiaries and affiliates, for the purpose of improving our business and services or the business and services of the Standard Bank Group;
- 1.8. To provide relevant information to a contracted third party who requires the information to provide a service to you for your investment;
- 1.9. To send your information to the Financial Services Exchange (Pty) Ltd trading as Astute where this is necessary to fulfil our servicing obligations and/or where your financial adviser has instructed us to do so.
- 1.10. To send your information to a third party to perform verification checks on the information provided by you to STANLIB. .
- 1.11. To assist in enhancing our services and your client experience;
- 1.12. For analysis in order to assess and improve our business and services or the business and services of the Standard Bank Group;
- 1.13. To verify your identity;
- 1.14. To detect and prevent fraud or money laundering;
- 1.15. To comply with laws and public duties;
- 1.16. In the interests of security and crime prevention;
- 1.17. For operational, marketing, audit, legal and record keeping purposes;
- 1.18. To transfer your personal information outside the borders of the Republic of South Africa where this is necessary to fulfil our servicing obligations. Where your personal information is transferred offshore, STANLIB confirms that adequate measures are in place to ensure the protection of your personal information and shall transfer your personal information offshore in accordance with the applicable requirements for trans-border information flow in terms of POPIA
- 1.19. To provide your information to industry registers such as ASISA, and contracted third parties, such as tracing agents, attorneys, debt collectors and other persons that assist with the enforcement of agreements;
- 1.20. To provide your information to regulatory authorities, governmental departments, local and international tax authorities and other persons that STANLIB under the law has to share your information with;
- 1.21. To provide your information to persons to whom STANLIB cedes its rights or delegates its obligations to under agreements; and;
- 1.22. If we become involved in a proposed or actual merger, acquisition, or any form of sale of assets, we may use and disclose your information to third parties in connection with the evaluation of the transaction. The surviving company, or the acquiring company in the case of a sale of assets, would have access to your information , which would continue to be subject to these terms.

We will take reasonable steps to ensure that your information is kept secure and confidential. We will ensure that a third party that we share your information with agrees to keep your information confidential and appropriately secured. We will keep your information until such time as we are compelled to delete it, as prescribed by applicable law.

We undertake solely to collect and process your information as permitted by law. If you feel we have not done so, you have the right to object. You have the right to access, correct and delete the personal information that is held about you.

To object to the processing of your personal information by STANLIB or correct, delete, or obtain a copy of the personal information STANLIB holds about you, you may email us on: [contact@stanlib.com](mailto:contact@stanlib.com) or write to STANLIB's Information Officer at: P O Box 202, Melrose Arch, 2076. or alternatively, you can email STANLIB's information officer at [privacy@stanlib.com](mailto:privacy@stanlib.com).

## 2. General

- 2.1. The terms and conditions signed and agreed to in the Investment Application form will remain in force and apply to this transaction. Refer to your Investment application form for the detailed terms and conditions. Alternatively you can request a copy of the terms and conditions from your Financial Adviser or the Contact Centre on 0860 123 003.
- 2.2. The Manager will endeavour to process a change of details instruction within a period of 48-hours, provided that there are no outstanding administrative issues between the Manager and the Client.
- 2.3 **Electronic Transactions:** the Client agrees that the Manager shall be entitled to implement all instructions and applications of whatever nature received on their Internet site, by telephone or any other electronic medium and which appear to emanate from the Client. The Financial Advisor and the Manager is indemnified against any losses, claims or damages arising from acting on such instructions and/or applications, notwithstanding that it may later be proved that any such instruction was not given by the Client. The Client agrees that the electronic records of all instructions and applications processed by/or on behalf of him/her or which purport to be processed on behalf of the Client via the Manager's Internet site, telephone or any other electronic medium shall constitute prima facie proof of the contents of such instructions and applications.
- 2.4 **Customer Service Queries:** You can contact our Customer Service team to log a query by visiting our website on [www.stanlib.com](http://www.stanlib.com) or send all queries to [contact@stanlib.com](mailto:contact@stanlib.com) or contact our contact centre on 086 123 003
- 2.5 **Complaints:** Should the you need to lodge a complaint with STANLIB regarding the services being provided, you can log on to [www.stanlib.com](http://www.stanlib.com) to submit a complaint or alternatively send complaints to [complaints@stanlib.com](mailto:complaints@stanlib.com) .



**INVESTOR DECLARATION**

- 1. I/We acknowledge that I/We provide consent to STANLIB to collect, process, store, disclose and share my Personal Information for the purpose of servicing my investment.
- 2. I/We agree to provide all documentation and information requested in this document and further required by law and consent to STANLIB processing my information for the purposes stipulated within the Terms and Conditions.
- 3. I/We confirm that all information provided herein is true and correct and that I/We have read and understood the contents of this form.
- 4. By signing this form, the client consents to STANLIB processing their personal information in accordance with the terms and conditions.
- 5. I/We acknowledge and accept that the information contained in this form and information about the Account Holder may be provided to SARS. Further, that SARS may also exchange the information with the tax authorities of another country or countries in which the Account Holder may be tax resident.

**If the information you have provided in this form changes in future, please submit a new form within 30 days. If you are not the Account Holder please indicate the capacity in which you are signing the form. If signing under a power of attorney please also attach a certified copy of the power of attorney.**

SIGNATURE OF CLIENT / AUTHORISED SIGNATORY *		DATE	[ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ] <small>D D M M Y Y Y Y</small>
		SIGNED AT	
CAPACITY			
SIGNATURE OF FINANCIAL ADVISER		DATE	[ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ] <small>D D M M Y Y Y Y</small>
		SIGNED AT	

