

New Business Investment Form - Individual Collective Investments (Unit Trusts): Botswana

Important Notes:

All amendments / changes made on the application form are to signed for by the investor.

***Compulsory Sections**

CLIENT DETAILS: INDIVIDUAL *

TITLE	<input type="text"/>	NAME/S	<input type="text"/>
SURNAME	<input type="text"/>	ID/PASSPORT NUMBER	<input type="text"/>
ASYLUM / PERMIT NUMBER	<input type="text"/>	ID/PASSPORT EXPIRY DATE	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
DATE OF BIRTH	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	GENDER	<input type="checkbox"/> FEMALE <input type="checkbox"/> MALE
MARITAL STATUS	<input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED		
COUNTRY OF BIRTH	<input type="text"/>	ID / PASSPORT COUNTRY OF ISSUE	<input type="text"/>
CELLPHONE (DIALLING CODE)	<input type="text"/> - <input type="text"/>	TELEPHONE (DIALLING CODE)	<input type="text"/> - <input type="text"/>
EMAIL ADDRESS	<input type="text"/>		
COUNTRY OF RESIDENCE	<input type="text"/>	CITIZENSHIP	<input type="text"/>
NEXT OF KIN DETAILS			
NAME SURNAME	<input type="text"/>	CELLPHONE	<input type="text"/>
ID NUMBER	<input type="text"/>		

SOURCE OF INCOME *

CODE:

<input type="checkbox"/> 01. Gifts /inheritance / winnings	<input type="checkbox"/> 03. Retirement/insurance pay out	<input type="checkbox"/> 05. Trade /business
<input type="checkbox"/> 02. Salary/bonus	<input type="checkbox"/> 04. Savings	<input type="checkbox"/> 06. Other

HOW DID YOU HEAR ABOUT US? *

FINANCIAL ADVISOR MEDIA REFERRAL OTHER

OCCUPATION *

CODE:

<input type="checkbox"/> 01. Management	<input type="checkbox"/> 04. Professional	<input type="checkbox"/> 07. Self employed
<input type="checkbox"/> 02. Heads of government / cabinet minister / judges	<input type="checkbox"/> 06. Religious leader	<input type="checkbox"/> 08. Pensioner
<input type="checkbox"/> 03. Traditional leader	<input type="checkbox"/> 09. Other	

ADDRESS DETAILS ***PHYSICAL ADDRESS**

PLOT NUMBER	<input type="text"/>	COMPLEX / BUILDING NAME	<input type="text"/>
SUBURB	<input type="text"/>	STREET NAME	<input type="text"/>
COUNTRY	<input type="text"/>	CITY	<input type="text"/>

POSTAL ADDRESS

SAME AS PHYSICAL ADDRESS

POSTAL ADDRESS TYPE PO BOX PRIVATE BAG POSTNET SUITE

PO BOX NUMBER / STREET NUMBER	<input type="text"/>	POST OFFICE NAME / STREET NAME	<input type="text"/>
CITY OR TOWN	<input type="text"/>	COUNTY	<input type="text"/>

PERSON ACTING ON BEHALF OF INVESTOR (IF APPLICABLE)

Please note: We will require FIA documentation for the person acting on behalf of the investor (e.g. parent / legal guardian / proxy etc). For a list of FIA Requirements refer to FIA and Business Requirements page.

FIA DOCUMENTS ATTACHED

CAPACITY OF PERSON ACTING ON BEHALF OF INVESTOR :

POWER OF ATTORNEY LEGAL GUARDIAN PARENT OTHER

IF PARENT, PLEASE INDICATE WHETHER MINOR LIVES WITH YOU: YES NO

PERSONAL DETAILS OF PERSON ACTING ON BEHALF OF INVESTOR *

TITLE	<input type="text"/>		
CONTACT NAME AND SURNAME	<input type="text"/>		
ID/PASSPORT NUMBER	<input type="text"/>	ID/PASSPORT EXPIRY DATE	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
ID / PASSPORT COUNTRY OF ISSUE	<input type="text"/>		
DATE OF BIRTH	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	GENDER	<input type="checkbox"/> FEMALE <input type="checkbox"/> MALE
COUNTRY OF BIRTH	<input type="text"/>		
CELLPHONE (DIALING CODE)	<input type="text"/> - <input type="text"/>	TELEPHONE (DIALING CODE)	<input type="text"/> - <input type="text"/>
EMAIL ADDRESS	<input type="text"/>		
COUNTRY OF RESIDENCE	<input type="text"/>	CITIZENSHIP	<input type="text"/>
RELATIONSHIP TO INVESTOR	<input type="text"/>		

ADDRESS DETAILS FOR PERSON ACTING ON BEHALF OF INVESTOR ***PHYSICAL ADDRESS**

PLOT NUMBER	<input type="text"/>	COMPLEX / BUILDING NAME	<input type="text"/>
SUBURB	<input type="text"/>	STREET NAME	<input type="text"/>
COUNTRY	<input type="text"/>	CITY	<input type="text"/>

POSTAL ADDRESS *

SAME AS PHYSICAL ADDRESS

POSTAL ADDRESS TYPE PO BOX PRIVATE BAG POSTNET SUITE

PO BOX NUMBER / STREET NUMBER POST OFFICE NAME / STREET NAME

CITY OR TOWN COUNTY

TAX DETAILS

ARE YOU A REGISTERED TAX PAYER? YES NO

If 'YES', please provide the associated tax identification numbers in the table below.

Country(ies) of Tax Residency	Tax Identification Number
<input type="text"/>	<input type="text"/>

JOINT APPLICATIONS

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

SIGNING INSTRUCTIONS FOR FUTURE PURPOSE EITHER HOLDER ALL HOLDERS OTHERS

IF OTHER, PLEASE SPECIFY

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

JOINT APPLICANT 2

SURNAME TITLE

FULL NAME (S)

PASSPORT NUMBER/RESIDENT PERMIT NUMBER

DATE OF BIRTH - -
D D M M Y Y Y Y

(Attach proof as per Botswana ID requirements)

OCCUPATION

EMAIL ADDRESS

POSTAL ADDRESS

PHYSICAL ADDRESS

CELLPHONE NUMBER TELEPHONE (WORK)

TELEPHONE (HOME)

JOINT APPLICANT 3

SURNAME * TITLE

FULL NAME (S) *

PASSPORT NUMBER/RESIDENT PERMIT NUMBER *

DATE OF BIRTH

D	D	-	M	M	-	Y	Y	Y	Y

(Attach proof as per Botswana ID requirements)

OCCUPATION

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EMAIL ADDRESS

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POSTAL ADDRESS

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PHYSICAL ADDRESS

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CELLPHONE NUMBER

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TELEPHONE (WORK)

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TELEPHONE (HOME)

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CORRESPONDENCE PREFERENCE

All statements, reports and notices will be sent to you in electronic format unless otherwise indicated.

Should you wish to receive correspondence via post, please select the tickbox below:

HARDCOPY (POSTED)

INVESTMENT SELECTION

PAYMENT TYPE

LUMP SUM BANK DEPOSIT

RECURRING DEBIT ORDER

Complete the investment amount next to the portfolio selection in the space provided.

Please Note:

1. In the interest of 'best advice' the Manager promotes the use of a licensed Financial Adviser. Should a Financial Adviser, who must be contracted with the Manager, be used by the Client, the Manager will pay the Financial Adviser an initial fee charged, as well as a portion of its service charge, to the Financial Adviser for the services rendered by the Financial Adviser to the Manager.
2. Initial fee charges are negotiable between the Financial Adviser and the Client, and should depend on the level of professional advice/service rendered.
3. If the Client chooses not to use a Financial Adviser service, there will be no initial fee charged on investment.
4. Service fee charges (annual administration charges) are set by the administrator.

Portfolio	Class	Lump sum investment		Recurring debit order		Maximum Initial Manager Charge (excl. VAT)		Total Initial Manager Charge (excl. VAT)	Maximum Service Charge (excl. VAT)	
		Minimum Amount	Investment amount	Minimum amount	Investment Amount	Total Charge	Financial Adviser Portion		Total Charge	Financial Adviser Portion
Vunani Botswana Money Market Fund	P	15 000.00		P 1 000.00		0.60%	100%	%	0.60%	0.25%
Vunani Botswana Income Fund	P	100 000.00		N/A	N/A	0.60%	100%	%	0.60%	0.15%
Vunani Botswana Managed Prudential Fund	P	2 000.00		P 300.00		3.00%	100%	%	3.00%	0.25%
Vunani Botswana Equity Fund	P	1 000.00		P 300.00		3.00%	100%	%	3.00%	0.25%
Total:										

SIGNATURE OF CLIENT/
AUTHORISED SIGNATORY*

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DATE

D	D	-	M	M	-	Y	Y	Y	Y

SIGNED AT

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SIGNATURE OF FINANCIAL ADVISER

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FINANCIAL ADVISER

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

Please note: The term Financial Adviser refers to a broker.

FINANCIAL ADVISER

VUNANI ID

FINANCIAL ADVISOR

KYC REQUIREMENTS

KYC documents are used to verify the identity of the investor. Strictly, only clear, legible copies of identity and other documents will be accepted.

INDIVIDUALS/SOLE PROPRIETOR

Botswana citizen

- Certified identity documents / certified passport
- Proof of residential address (utility bill, current lease or rental agreement, employment confirmation)
- Proof of income (e.g. payslip)
- Authority to act (if applicable): power of attorney / letter of appointment from the court and authorised signatories resolution (if more than one)
- (If applicable) Certified identity documents, proof of physical address and contact details of persons authorised to act
- Unabridged birth certificate for minors (under 18 years)
- Proof of bank account

Foreign

- Certified identity documents / certified passport
- Proof of residential address (utility bill, current lease or rental agreement, employment confirmation)
- Proof of income (e.g. payslip)
- Authority to act (if applicable): power of attorney / letter of appointment from the court and authorised signatories resolution (if more than one)
- (If applicable) Certified identity documents Identity document, proof of physical address and contact details of persons authorised to act
- Unabridged birth certificate for minors (under 18 years)
- Proof of bank account
- Valid work and residence permit

TERMS AND CONDITIONS

1. Net Asset Value (NAV): Prices are calculated on a NAV basis, which is the total value of all assets in the Portfolio including any income accrual and less any permissible deductions from the Portfolio divided by the number of participatory interests in issue. Permissible deductions include brokerage, Securities Transfer Tax, auditor's fees, bank charges, trustee/custodian fees and the service charge levied by Vunani Fund Managers (Pty) Ltd ("the Manager").
2. Initial Manager Charges: The initial manager charge is deducted from the full investment value and the remaining amount is allocated to the selected investment options. Commission paid to Financial advisers is incorporated in the initial manager charge. Any additional investment will incur an initial manager charge.
3. Service Charge (levied monthly incl. VAT): The service charge for the individual portfolios is accrued daily and levied monthly on the market value of the portfolio. Certain portfolios have a performance-based service charge which shall be a variable amount that may either increase or decrease, depending on whether the Manager has added or detracted value for the portfolio relative to a passive investment in the portfolio's benchmark. Please refer to the latest fact sheet(s) for more details. The service charge is normally deducted from the income received by the portfolios.
4. Performance Fees: Where fees are not accrued daily, the fee accrual is lagged and rolling measurement periods are used, certain participatory interest holders may carry a lower proportion of the performance fee relative to performance enjoyed, whilst other Clients may carry a higher proportion of the performance fee relative to performance enjoyed. Where underlying portfolios charge implicit performance fees (i.e. implicit in their unit prices), participatory interest holders may carry these performance fees regardless of whether the top-tier portfolio or mandate has out-performed its own benchmark.
5. Total Expense Ratio: The Total Expense Ratio (TER) of a portfolio is a measure of the portfolio's assets that were relinquished as operating costs expressed as a percentage of the daily average value of the portfolio calculated over a period of usually a financial year. Typical expenses which are deducted from a portfolio include service charges, taxes, trustee fees and audit fees. The TERs can be located on the Fact Sheets.
6. Switching: A "switch" involves selling participatory interests (units) in one portfolio and investing the proceeds in another portfolio. The Manager does not normally charge initial manager charges twice, other than in the instance where the original entry was into a portfolio with lower charges than the portfolio into which the Client will be investing. Accordingly, the Client will have to pay in the difference in the initial manager charges. However, the Client and the Financial adviser may agree on a different arrangement to that mentioned above, in which case an initial manager charge as agreed, between the Client and the Financial adviser, will be charged on the switch transaction. As costs may change from time to time, please consult with your authorised Financial adviser.
7. Income Distributions: Income distributions are made at regular intervals for all portfolios. Portfolios either declare distributions monthly, quarterly (28 February, 31 May, 31 August, 30 November), bi-annually (28 February, 31 August). These distributions are paid by no later than the last working day of the following month. Please refer to the latest fact sheet(s) for more details.
8. Money Market Portfolios: The price of each participatory interest (unit) is aimed at a constant value for all Money Market Portfolios. The total return to the Client is primarily made up of interest received but, may also include any gain or loss made on any particular instrument. In most cases this will merely have the effect of increasing or decreasing the daily yield, but in an extreme case it can have the effect of reducing the capital value of the portfolio. The Manager will endeavour to give Clients access to their cash within a period of 48-hours, provided that there are no outstanding administrative issues between the Manager and the Client, and that the Client's repurchase request has reached the Manager before 12h00 on any business day. The Manager will not accept responsibility for not being able to make payment to the Client within 48 hours if the above-mentioned requirements have not been met, or the delay was caused due to circumstances beyond the control of the Manager.
9. Electronic Transactions: the Client agrees that the Manager shall be entitled to implement all instructions and applications of whatever nature received on their Internet site, by telephone or any other electronic medium and which appear to emanate from the Client. The Manager is indemnified against any losses, claims or damages arising from acting on such instructions and/or applications, notwithstanding that it may later be proved that any such instruction was not given by the Client. The Client agrees that the electronic records of all instructions and applications processed by/or on behalf of him/her or which purport to be processed on behalf of the Client via Vunani's Internet site, telephone or any other electronic medium shall constitute prima facie proof of the contents of such instructions and applications.
10. Payments: Redemptions, regular income options and income distribution payments can only be made into an account in the name of the Client. No third party payments will be made.

11. General

- 11.1. Collective investment schemes in securities are generally medium to long term investments
- 11.2. The value of participatory interests may go down as well as up and past performance is not necessarily a guide to the future.
- 11.3. An investment in the participations of a collective investment scheme in securities is not the same as a deposit with a banking institution.
- 11.4. Fluctuations or movements in exchange rates may cause the value of underlying offshore investments to go up or down.
- 11.5. All portfolios are valued at 15h00, except for fund of funds which are valued at 24h00. For non-money market funds, investments and repurchases will receive the price of the same day if a complete instruction is received prior to 15h00. For money market funds, investments will receive the price of the same day if a complete instruction is received prior to 12h00, and repurchases will receive the price of the following day if a complete instruction is received prior to 12h00. The price, which will apply to an instruction received on a Saturday/Sunday or a public holiday will be that of the following working day. A repurchase instruction may be faxed but must be confirmed by sending the Manager the original of the same.
- 11.6. The Client confirms that neither the Manager nor any of its staff provided any advice and that the Client has taken particular care to consider whether the investment is appropriate considering the unique investment objectives, financial situation and particular needs.

11.7. Conflicts of interest disclosure: the Manager shall, wherever possible avoid situations causing a conflict of interest. Where it is not possible to avoid such conflict: the Manager shall advise the Client, of such conflict in writing at the earliest reasonable opportunity and shall mitigate the conflict of interest in accordance with its Conflict of Interest Management Policy. A copy of this Policy is available on the Vunani website. The Manager is part of Vunani Capital Group of Companies.

11.8. The Client may at any time terminate a Financial adviser's appointment. It is the Client's responsibility to advise the Manager of such termination in writing. Upon receipt of such notification the Manager will cease payment of any further service charge to the Financial adviser. However, the client understands that this will not result in a lower annual service charge as the full service charge will now be paid to the Manager.

11.9. NBFIRA shall not be liable by virtue of its licensing of this undertaking or by reason of its exercise of the functions conferred on it by legislation in relation to this undertaking, for any default of the undertaking.

11.10. The licensing of this undertaking does not constitute a warranty by NBFIRA as to the credit worthiness or financial standing of the various parties to the undertaking.

11.11. A valuation given by the Manager is at the previous trading day and is not a realisation value.

11.12. In the case of a change of name/signature(s), a certified copy of the relative document with specimen signatures (new and previous) must accompany this request.

11.13. If this form is signed under Power of Attorney, a certified copy of such Power must be attached unless previously recorded.

11.14. In all cases, where the registered owner is a trust, a company or an institution, a copy of the Letter of Authority, Company Resolution or similar is required to support the request.

11.15. The Manager does not provide any guarantee either with respect to the capital or the return of a portfolio.

11.16. All prospectuses are available upon request.

11.17. Collection of Investor information: Vunani reserves the right to go back to the client for more information, if additional information is required following the compliance review process. Unless previously provided to Vunani, please send verified/certified copies of documents required. These may be used to verify the identity of the Investor. Strictly, only clear, legible copies of identity and other documents will be accepted. The Manager reserves the right to ask for further documentation.

11.18. Off-Boarding the Investor: Vunani reserves the right to off-board a Client should any aspects of the compliance process deem the client to be of an unacceptable risk. We can only process instructions which are fully complete and accurate, and once the money for the investment reflects in our bank account. We may suspend, delay, or reject your instruction if it does not meet our requirements. You indemnify Vunani against any loss of any nature which may arise if any money you have paid to a Vunani bank account is reversed for any reason.

11.19. Unclaimed Assets: The client acknowledges that it will ensure that Vunani has the Client's most up to date contact details and takes responsibility to inform Vunani of any changes in personal information. In the event that the Client becomes unreachable or any payment due to the Client is rejected by the receiving bank, the Client's investment may be regarded as an unclaimed asset. Vunani will make a concerted effort in contacting the Client with unclaimed assets which may result in Vunani appointing an external tracing company to trace and contact the Client in respect of any unclaimed assets. Costs related to tracing and administering unclaimed assets may be recovered from the Client. Unclaimed assets will continue to be invested in the portfolio until such time the assets are claimed or transferred to another portfolio with the Authority's or Client's consent.

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

13. Statements

13.1. Clients in the Vunani Botswana Money Market Fund will receive consolidated statements monthly.

13.2. All other Clients will receive consolidated statements quarterly.

13.3. A Client can register on Vunani Online and access statements 24 hours a day in a secured environment

13.4. Tax certificates will be sent to Clients by August each year.

14. Trustees: Floor 2, Stanbic House, Fairgrounds Office Park, Private Bag 00168, Gaborone, Botswana, Telephone: +267 361 8472

15. Vunani is a member of Vunani Capital Group.

16. This application form and the relevant trust deed in respect of the Vunani Collective Investments Scheme will form the agreement between the investor and the Manager. The investment will be administered in terms of the applicable legislation.

17. Contact details: Vunani Investment Management Services Limited, Registration number BW00000902480, P O Box 1818, Gaborone Central, Botswana, 64515, Kgwebo 2, 2nd floor, Fairgrounds office Park, Gaborone, Botswana.

Telephone +267 391 0310, Website www.vunanifm.co.bw

18. Complaints: Should the Investor wish to lodge a complaint with Vunani regarding the services being provided, the Investor can locate Vunani's Complaints procedure on www.vunanifm.co.bw, contact Office number: +267 3910310 and via post: P O BOX 1818 Gaborone

19. All personal information supplied to Vunani Fund Managers Proprietary Limited is treated with strict confidentiality. By signing this form, the client consents and authorises Vunani Fund Managers Proprietary Limited to process their personal information, including any sensitive personal data as defined by the Data Protection Act, which is collected and processed to enable us to provide the services, assistance and/or product solutions you may require, in compliance with the relevant laws including the Financial Intelligence Act. Personal Information shall only be processed for the purpose for which it is provided and may only be disclosed if so required to comply with legal and regulatory requirements, industry codes to which we subscribe or which apply to us, or when it is otherwise allowed by law.

20. Business hours: The transactional business hours of the Manager are from Monday to Friday (08h00 - 17h00) (excluding all public holidays).

DECLARATION

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

I/We agree to provide all documentation and information required and understand that Vunani Botswana is prohibited from processing any transaction on my/our behalf until all such documentation has been provided. I/We confirm that all information provided herein is true and correct and that I/we have read and understood the contents of this form.

Any money received by Vunani Botswana that is not accompanied by the required documentation will be held in a temporary account until said documentation is received.

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

SIGNATURE OF
AUTHORISED SIGNATORY

DATE

		-			-				
D	D		M	M		Y	Y	Y	Y

SIGNED AT

SIGNATURE OF
AUTHORISED SIGNATORY

SIGNATURE OF
AUTHORISED SIGNATORY

SIGNATURE OF FINANCIAL ADVISER