

## New Business Investment Form - Legal Entity

### Collective Investments (Unit Trusts): Botswana

**Important Notes:**

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

**\*Compulsory Section**

#### ENTITY TYPE \*

<input type="checkbox"/> NON-PROFIT / CHARITIES	<input type="checkbox"/> LISTED COMPANY	<input type="checkbox"/> MEDICAL SCHEME	<input type="checkbox"/> TRUST	<input type="checkbox"/> PARTNERSHIP
<input type="checkbox"/> SOCIAL CLUBS / STOKVEL	<input type="checkbox"/> INSURER	<input type="checkbox"/> UNLISTED COMPANY	<input type="checkbox"/> OTHER	<input type="text"/>

#### CLIENT DETAILS: LEGAL ENTITY \*

REGISTERED NAME OF ENTITY	<input type="text"/>																								
TRADE NAME	<input type="text"/>																								
DATE OF INCORPORATION	<table border="0"> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td>-</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>-</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td>REGISTRATION NUMBER</td> <td><input type="text"/></td> </tr> <tr> <td>D</td> <td>D</td> <td></td> <td>M</td> <td>M</td> <td></td> <td>Y</td> <td>Y</td> <td>Y</td> <td>Y</td> <td></td> <td></td> </tr> </table>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	REGISTRATION NUMBER	<input type="text"/>	D	D		M	M		Y	Y	Y	Y		
<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	REGISTRATION NUMBER	<input type="text"/>														
D	D		M	M		Y	Y	Y	Y																
NATURE OF BUSINESS	<input type="text"/>																								
PRINCIPAL PLACE OF BUSINESS	<input type="text"/>																								

#### SOURCE OF FUNDS \*

CODE:

<input type="text"/> 01. Donations	<input type="text"/> 02. Trade/business	<input type="text"/> 03. Other
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#### HOW DID YOU HEAR ABOUT US? \*

<input type="checkbox"/> FINANCIAL ADVISOR	<input type="checkbox"/> MEDIA	<input type="checkbox"/> REFERRAL	OTHER <input type="text"/>
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#### 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 NUMBERPOST OFFICE NAME /  
STREET NAME

CITY OR TOWN

COUNTY

**CONTACT PERSON REPRESENTING LEGAL ENTITY \***

TITLE

NAME/S

SURNAME

ID/PASSPORT NUMBER

ID / PASSPORT EXPIRY DATE

		-			-						
D	D		M	M		Y	Y	Y	Y		

DATE OF BIRTH

		-			-						
D	D		M	M		Y	Y	Y	Y		

COUNTRY OF BIRTH

CELLPHONE (DIALLING CODE)

		-									
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TELEPHONE (DIALLING CODE)

		-									
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EMAIL ADDRESS

COUNTRY OF  
RESIDENCE**ADDRESS DETAILS FOR CONTACT PERSON REPRESENTING LEGAL ENTITY \*****PHYSICAL ADDRESS**

PLOT NUMBER

COMPLEX / BUILDING  
NAME

SUBURB

STREET NAME

COUNTRY

CITY

**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. The Client and the Financial Adviser may agree on an initial fee to the maximum fee allowed, which will be charged on the investment transaction.
4. If the Client chooses not to use a Financial Adviser service, there will be no initial fee charged on investment.
5. 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

SIGNATURE OF FINANCIAL ADVISER

DATE

SIGNED AT

-

-

D

D

M

M

Y

Y

Y

Y

BANKING DETAILS

Account Name: VUNANI INFLOW ACCOUNT  
Account Number: 9060006255774  
Account: BWP Current  
Bank: Stanbic Bank  
Branch Name: Fairgrounds  
Branch / Sort Code: 064967  
Swift Code: SBICBWGX

DEPOSIT REFERENCE - PROOF OF DEPOSIT REQUIRED

DEPOSIT AMOUNT

P

DEPOSIT DATE

-

-

D

D

M

M

Y

Y

Y

Y

DEPOSIT REFERENCE E.G. ID  
NUMBER, CONTRACT NUMBER ETC

DEBIT ORDER DETAILS FOR A NEW RECURRING DEBIT ORDER

DEBIT ORDER PREFERRED DATE

20TH (DEFAULT DATE)25TH (DEFAULT DATE)LAST DAY OF THE MONTH

COMMENCEMENT DATE

-

-

D

D

M

M

Y

Y

Y

Y

## BANKING DETAILS FOR DEBIT ORDER

BANK	<input type="text"/>																								
BRANCH	<input type="text"/>																BRANCH CODE	<input type="text"/>							
ACCOUNT NUMBER	<input type="text"/>																								
ACCOUNT TYPE	<input type="checkbox"/>	CURRENT																<input type="checkbox"/>	SAVINGS						
ACCOUNT HOLDER'S NAME	<input type="text"/>																								
SIGNATURE OF BANK ACCOUNT HOLDER/ AUTHORISED SIGNATORY	<input type="text"/>												SIGNATURE OF BANK ACCOUNT HOLDER/ AUTHORISED SIGNATORY												

## INCOME DISTRIBUTION

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

PAY INTO MY BANK ACCOUNT	<input type="checkbox"/>	YES
REINVEST INTO A DIFFERENT EXISTING VUNANI PORTFOLIO	<input type="checkbox"/>	YES
NAME OF SELECTED PORTFOLIO OR VUNANI ACCOUNT NUMBER	<input type="text"/>	

## BANKING DETAILS FOR PAYMENTS

Payments to third party bank accounts are not allowed. Payments can only be paid into an account in the name of the client.

BANK	<input type="text"/>																								
BRANCH	<input type="text"/>																BRANCH CODE	<input type="text"/>							
ACCOUNT NUMBER	<input type="text"/>																								
ACCOUNT TYPE	<input type="checkbox"/>	CURRENT																<input type="checkbox"/>	SAVINGS						
ACCOUNT HOLDER'S NAME	<input type="text"/>																								

## 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.

## FINANCIAL ADVISER

VUNANI ID	<input type="text"/>																							
NAME OF SOLE PROPRIETOR OR NAME OF REPRESENTATIVE	<input type="text"/>																							

## 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.

### Companies

- Certificate of Incorporation & CIPA Extract
- Proof of residence for directors and signatories.
- Identity documents (certified ID / certified passport) for directors and signatories
- Proof of registered business address and postal address
- Authority to Act: Board Resolution
- Certified identity documents & proof of residence for shareholders (persons holding more than 25% voting rights in a company)
- Proof of bank account
- Source of income
- Business profile / Business purpose
- Trading license
- Proof of tax registration or tax clearance certificate

### Partnerships

- Proof of residence for partners and signatories
- Identity documents (certified ID / certified passport) for partners and signatories
- Proof of registered business address and postal address
- Resolution or power of attorney
- Proof of bank account
- Source of income
- Business profile / Business purpose
- Trading license
- Proof of tax registration or tax clearance certificate

### Other Entities

- Founding document/document of constitution/registration certificate
- Proof of residence for signatories
- Identity documents (certified ID / certified passport) for signatories
- Proof of registered business address and postal address
- Authority to Act: Resolution or power of attorney
- Proof of bank account
- Source of income
- Business profile / Business purpose
- Trading license
- Proof of tax registration or tax clearance certificate

### Trusts

- Letter of authority from the Master of the High Court
- Trust deed or other founding document (e.g. will for Will Trust)
- Proof of residence for trustees and signatories
- Identity documents (certified ID / certified passport) for trustees
- Proof of registered business address and postal address
- Authority to Act: Board Resolution or power of attorney
- Certified identity documents & proof of residence for founders
- Proof of bank account
- Source of income
- Proof of tax registration or tax exemption

## 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](http://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](http://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. Data Protection: Vunani shall comply with all applicable Data Protection Act and laws in the Processing of your Personal Data and shall not Process Company Personal Data other than on your documented instructions received by signing off on this investment form. You hereby instruct Vunani to process your Personal Data in order to successfully invest and manage your funds. Vunani shall take reasonable steps to ensure the reliability of any employee, agent or contractor of any Contracted Processor who may have access to your Personal Data, ensuring in each case that access is strictly limited to those individuals who need to know / access your Personal Data, as strictly necessary for the purposes of this agreement, and to comply with applicable laws in the context of that individual's duties to the Contracted Processor, ensuring that all such individuals are subject to confidentiality undertakings or professional or statutory obligations of confidentiality. Vunani and its processors shall in relation to your Personal Data implement appropriate technical and organizational measures to ensure a level of security appropriate to that risk. Vunani and its processors shall assist you by implementing appropriate technical and organisational measures, insofar as this is possible, for the fulfilment of our obligations, as reasonably understood by us, to respond to requests to exercise your rights under the Data Protection Laws. You consent to Vunani transferring your data to other jurisdictions for purposes of fulfilling this agreement unless insofar as the Parties ensure that the personal data are adequately protected.

21. 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

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SIGNED AT

SIGNATURE OF  
AUTHORISED SIGNATORY

SIGNATURE OF  
AUTHORISED SIGNATORY

SIGNATURE OF FINANCIAL ADVISER