

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

Important Notes:

- If you have an existing portfolio with Stanlib under your ID number, this application will be linked to that portfolio.
- Existing portfolio holders are to use the 'Additional Investment form' for any additional deposits (top-up investments).
- For debit order, cash flow and details amendments, the 'Change of Details form' is to be used.

The abovementioned forms can be found on www.stanlib.com/Individuals/Investwithus/Pages/ApplicationForms.aspx if required .

A copy of this form must be sent to the Manager and the Financial Adviser must also retain a complete copy. In terms of the FAIS Act, the Financial Adviser that dealt with the Client must deliver the original to the Client for safe custody. All amendments / changes made on the application form are to be initialed by the investor.

FICA DOCUMENTS

Please attach verified copy of: IDENTITY DOCUMENT **OR** PASSPORT **AND** UTILITY BILL

Please note, these documents need to be e-mailed with the application form. If you are an existing Client you do not have to send the FICA documents, unless the documents have changed.

NATURAL PERSON TYPE

PLEASE INDICATE THE PERSON NATURE: INDIVIDUAL SOLE PROPRIETOR FOREIGN INDIVIDUAL ASSISTED INSOLVENT ESTATE DECEASED ESTATE **ASYLUM SEEKER **REFUGEE

****NOTE:** If asylum seeker and refugee natural person types are selected, we will require a copy of your asylum /refugee documentation.

CLIENT DETAILS: INDIVIDUAL

TITLE *	<input type="text"/>	NAME/S *	<input type="text"/>
SURNAME *	<input type="text"/>	ID/PASSPORT NUMBER *	<input type="text"/>
MAIDEN NAME	<input type="text"/>	PASSPORT EXPIRY DATE *	<input type="text"/> - <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
			D D M M Y Y Y Y
TRADE NAME (SOLE PROPRIETOR) *	<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"/>	GENDER	<input type="checkbox"/> FEMALE <input type="checkbox"/> MALE
	D D M M Y Y Y Y		
MARITAL STATUS *	<input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> COMMON LAW SPOUSE <input type="checkbox"/> DIVORCED <input type="checkbox"/> WIDOWED		
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 PRIMARY RESIDENCE*	<input type="text"/>		
COUNTRIES OF CITIZENSHIP*	<input type="text"/>		
NATIONALITY *	<input type="text"/>		

***Compulsory fields**

SOURCE OF INCOME *

CODE:

01. Gifts / inheritance / winnings	04. Passive income (Rental, Dividends, Interest)	07. Retirement / insurance pay out
02. Trade / business	05. Savings	08. Salary / bonus
03. Credit	06. Child / spousal support payments	09. Tax refund

***Compulsory Section**



PURPOSE OF INVESTMENT *

CODE:

- 01. Start and expand a business
- 02. Education savings
- 03. Foreign exchange hedging
- 04. Save for retirement / financial goals
- 05. Winding up estate

*Compulsory Section

INDUSTRY *

CODE:

- | | | | | |
|---|---|---|--|--|
| <input type="checkbox"/> 01. Government, state owned enterprise, armed forces | <input type="checkbox"/> 05. Politics | <input type="checkbox"/> 09. Administrative and support service | <input type="checkbox"/> 13. Professional, scientific, technical and education | <input type="checkbox"/> 17. Information, technology and communication |
| <input type="checkbox"/> 02. Gambling | <input type="checkbox"/> 06. Mining and quarrying | <input type="checkbox"/> 10. Agriculture, forestry and fishing | <input type="checkbox"/> 14. Electricity, water, gas supply and waste management | <input type="checkbox"/> 18. Manufacturing, wholesale or retail |
| <input type="checkbox"/> 03. Non-profit / religious organisation | <input type="checkbox"/> 07. Motor vehicles, transportation, distribution | <input type="checkbox"/> 11. Arts, entertainment, hospitality | <input type="checkbox"/> 15. Financial, investment and insurance | |
| <input type="checkbox"/> 04. Real estate | <input type="checkbox"/> 08. Unemployed | <input type="checkbox"/> 12. Construction | <input type="checkbox"/> 16. Human health and social work activities | |

*Compulsory Section

OCCUPATION *

CODE:

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> 01. Executive / General | <input type="checkbox"/> 04. Management | <input type="checkbox"/> 07. Self employed | <input type="checkbox"/> 10. Clerical support |
| <input type="checkbox"/> 02. Heads of government / cabinet minister / judges | <input type="checkbox"/> 05. Professional | <input type="checkbox"/> 08. Unemployed | <input type="checkbox"/> 11. Craft and trades worker |
| <input type="checkbox"/> 03. Traditional leader / royal family | <input type="checkbox"/> 06. Religious leader | <input type="checkbox"/> 09. Technician, Sales or Services | <input type="checkbox"/> 12. General Staff |
| | <input type="checkbox"/> 13. Retired | <input type="checkbox"/> 14. Sports Professional | <input type="checkbox"/> 15. Security Services |

*Compulsory Section

ADDRESS DETAILS *

PHYSICAL ADDRESS *

BUILDING / PLOT / FARM NUMBER AND NAME

STREET NUMBER AND STREET NAME

SUBURB CITY

COUNTRY POSTAL CODE

*Compulsory fields

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), 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 regulation. **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.**

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? 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



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

1. By ticking 'No' you confirm that you are not registered for Tax and you are still required to complete country(ies) of tax residency on the table above.
2. If 'YES' to any of the above, please list all countries in which you are a resident for tax purposes and provide the associated Tax Identification Numbers on the table above.
3. By ticking 'Not applicable' on the table above, you confirm that the country specified does not issue Tax Identification Numbers.

***Compulsory Section**

DIVIDENDS TAX / INTEREST TAX EXEMPTIONS OR REDUCED RATES

1. SARS will levy a withholdings default tax on dividends of 20%.
2. On interest earned SARS will levy a withholding default tax rate of 15%.

I HAVE AN EXEMPTION OR REDUCED RATE ON DIVIDENDS AND/OR INTEREST WITHHOLDING TAX (*SA NATIONALS AND FOREIGN NATIONALS)

If you are exempt or have a reduced rate, please submit the fully completed declaration annexure required together with this form. The declaration annexures are available on www.stanlib.com and the default rate will be applied if the annexure is not completed and submitted.

RELATED PARTY (PERSON ACTING ON BEHALF OF INVESTOR / THIRD PARTY FUNDER IF APPLICABLE)

Please note: We will require FICA documentation for the person acting on behalf of the investor (e.g. parent / legal guardian / proxy etc) or the Third Party Funder to this investment application. For a list of FICA Requirements refer to FICA and Business Requirements page under Individual/Sole Proprietor: South Africa.

A **related party** is a person or an entity that is **related** to the reporting entity: A person or a close member of that person's family is **related** to a reporting entity if that person has control, joint control, or significant influence over the entity or is a member of its key management personnel.

FICA DOCUMENTS ATTACHED

CAPACITY OF PERSON ACTING ON BEHALF OF INVESTOR * :

POWER OF ATTORNEY CURATORSHIP LEGAL GUARDIAN PARENT 3RD PARTY BANK ACCOUNT HOLDER

OTHER

IF PARENT, DOES THE MINOR LIVE WITH YOU: YES NO

RELATED PARTY DETAILS (PERSON ACTING ON BEHALF OF INVESTOR / THIRD PARTY FUNDER IF APPLICABLE)

TITLE *	<input type="text"/>	NAME/S *	<input type="text"/>
SURNAME *	<input type="text"/>	ID/PASSPORT NUMBER *	<input type="text"/>
MAIDEN NAME	<input type="text"/>	PASSPORT EXPIRY DATE *	<input type="text"/> - <input type="text"/> - <input type="text"/> D D M M Y Y Y Y
TRADE NAME (SOLE PROPRIETOR)	<input type="text"/>		
DATE OF BIRTH *	<input type="text"/> - <input type="text"/> - <input type="text"/> D D M M Y Y Y Y	GENDER	<input type="checkbox"/> FEMALE <input type="checkbox"/> MALE
MARITAL STATUS *	<input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> COMMON LAW SPOUSE <input type="checkbox"/> DIVORCED <input type="checkbox"/> WIDOWED		
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 PRIMARY RESIDENCE*	<input type="text"/>		
COUNTRY OF CITIZENSHIP*	<input type="text"/>		
NATIONALITY *	<input type="text"/>		



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

BUILDING / PLOT / FARM NUMBER AND NAME			
STREET NUMBER AND STREET NAME			
SUBURB	CITY		
COUNTRY	POSTAL CODE		

Compulsory Section*CORRESPONDENCE METHOD**

All statements, reports and notices will be sent electronically hence the investor's email and/or cellphone number are mandatory requirements.

INVESTMENT SELECTION

Kindly complete the investment amount next to the portfolio selection in the space provided.

Please Note:

1. In the interest of 'best advice' STANLIB promotes the use of a licensed Financial Adviser. Should a Financial Adviser, who must be contracted with STANLIB, be used by the Client, STANLIB will pay the initial Financial Adviser and service charge, to the Financial Adviser for the services rendered by the Financial Adviser to STANLIB in terms of section 3A(1)(a)(v) of the General Code of Conduct for Authorised Financial Services Providers and Representatives issued by the Registrar of Financial Services Providers in terms of the Financial Advisory and Intermediary Services Act, 2002.
2. Financial Adviser negotiates the initial charges with the Client and should depend on the level of professional advise/service rendered. STANLIB may at its sole discretion, vary the percentage of the initial charge that it pays to the Financial Adviser.
3. If the Client chooses not to use a Financial Adviser service, no initial charge will be applied to the investment.
4. Service charges (annual administration charges) are set by the administrator.
5. If the initial Financial Adviser charge is not specified, zero fees will be applied. If the initial Financial Adviser charge specified is higher than the maximum fee, the maximum will be applied.
6. STANLIB will not charge initial fees.

Portfolio	Fee Class	Total Service Charge (excl. VAT)	Lump sum investment			Recurring debit order			Ongoing Financial Adviser Fee - max 1% (excl. VAT)
			Minimum amount	Investment amount	Initial Financial Adviser Charge - max 3% (excl. VAT)	Minimum amount	Investment amount	Initial Financial Adviser Charge - max 3% (excl. VAT)	
Melville Douglas STANLIB Bond Fund	A	0.75%	R50 000		%	R1000		%	
Melville Douglas STANLIB Bond Fund	B3	0.35%	R50 000		%	R1000		%	
Melville Douglas STANLIB Balanced Fund	B1	1.00%	R10 000		%	R500		%	%
Melville Douglas STANLIB High Alpha Fund	B1	1.00%	R10 000		%	R500		%	%
Melville Douglas STANLIB High Alpha Fund			R10 000		%	R500		%	%
Melville Douglas STANLIB Global Equity Feeder Fund	B1	1.30%	R10 000		%	R500		%	%
Melville Douglas STANLIB SA Equity Fund	B1	1.00%	R10 000		%	R500		%	%

OTHER PORTFOLIOS

Portfolio Name	Class	Lump sum investment		Recurring debit order		Ongoing Financial Adviser Fee up-to 1% P/A (excl. VAT)
		Investment amount	Initial Advice Fee, excl. VAT (Max 3%)	Investment amount	Initial Advice Fee, excl. VAT (Max 3%)	
			%		%	%



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

The following will not be acceptable for debit collections:
Market link accounts, Credit cards, Call accounts and Notice deposits

If the debit order is funded by a 3rd party (spouse included):

****For individuals:** FICA documents, i.e. Certified copy of third party's identity document with a specimen signature and proof of address.

****For entities:** (Standard Bank) - Bank account mandate and FICA documents of the person acting on behalf of the entity.

****Other banks:** Letter from the bank confirming signing authority and a certified copy of identity document with a specimen signature of the signatory/ies including proof of address.

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

***Compulsory section**

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% EFFECTIVE MONTH * -

M M Y Y Y Y

BANKING DETAILS TO BE LINKED TO THIS INVESTOR FOR E-TRADE*

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

It is compulsory to furnish us with banking details. Use the bank details provided to link to e-trade.

E-trade refers to the electronic portal designed to provide Investors with a service to actively manage their portfolios and instruct trades at their discretion. Transactions are executable with a computer or smartphone device and are made quickly with no paperwork required. Typically the user will login to the STANLIB Online website and process transactions on their portfolios. **These transactions can be additional investments, switches, redemptions and regular cash flow plans (CFPs).** This service is appealing to investors as it allows more control and easier transactability over their portfolios. "You may want to link to E-trade so that you can always get a trade in quickly when you need to".

AUTO LINK ME TO E-TRADE

Please fill in this section if banking details are different from the banking details provided above.

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



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
Melville Douglas STANLIB SA Equity Fund		
Melville Douglas STANLIB Bond Fund		
Melville Douglas STANLIB Balanced Fund		
Melville Douglas STANLIB High Alpha Fund		
Melville Douglas STANLIB Global Equity Feeder Fund		

INTERNET BANK LINKING REQUEST (ONLY AVAILABLE TO STANDARD BANK ACCOUNT HOLDERS)

If you have a Standard Bank account, your Unit Trust Investments may be linked via your Standard Bank Internet Banking profile to provide you with visibility and transactability for your investments via Standard Bank Internet banking.

LINK ALL MY/OUR STANLIB ACCOUNTS LINK ONLY THE STANLIB ACCOUNTS SPECIFIED BELOW

Fund Name	Investment Account number

If the name of the cardholder is not the same as the Investor, a Power of Attorney/Mandate must be attached.

STANDARD BANK CARD NUMBER (USED FOR INTERNET BANKING)

ACCOUNT HOLDERS NAME

ACCOUNT TYPE CHEQUE/CURRENT SAVINGS

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
	%
	%
	%

PLEASE PHASE IN THE AMOUNT OF R ON THE OF THE MONTH

PHASE IN FREQUENCY MONTHLY QUARTERLY BI-ANNUALLY ANNUALLY

COMMENCEMENT DATE - -

D D M M Y Y Y Y



- Registration certificate (provide proof of registration of the partnership by a regulatory body)
- Partners resolution (authority to act)
- Identity document residential and contact details for persons authorised to act and of the Person Exercising Executive control of the partnership
- Proof of physical business address

Proof of physical residential address: One of the following documents reflecting name and physical residential address (must be less than 3 months old) is required for proof of address:

- | | |
|--|--|
| • Utility bill (must be less than 3 months old, unless otherwise specified) | Spouse/partner |
| • Current lease or rental agreement | Any of above documents for spouse, together with marriage certificate or if not available; affidavit from person co-habiting with Client, providing: |
| • Bank statement | |
| • Municipal rates and taxes invoice | |
| • Valid television licence | |
| • Mortgage statement | |
| • Telkom account | <ul style="list-style-type: none"> • Name, identity number and physical residential address of client and co-habitant • Relationship between client and co-habitant • Confirmation that residential address is shared |
| • Valid motor vehicle licence | Parent: |
| • Insurance policy | |
| • Tax return (less than 1 year old) | <ul style="list-style-type: none"> • Any of above documents for parent • Must be accompanied by the child's birth certificate (for a minor) |
| • Letter from bank manager, medical practitioner, accountant, or attorney, on a formal letterhead, stating that they know the Client for three years and confirming physical address | If above documentation not available: |
| • Letter on letterhead, signed by board of trustees, directors' etc. confirming physical business address | |
| • Correspondence from a body corporate or shareblock association | |
| • Payslip or salary advice | <ul style="list-style-type: none"> • Visit to physical address by a STANLIB employee, or |

Parent:

- Any of above documents for parent
- Must be accompanied by the child's birth certificate (for a minor)

If above documentation not available:

- Visit to physical address by a STANLIB employee, or

Affidavit from client (as a last resort), providing:

- Name, identity number and physical residential address
- Confirmation that client resides at physical residential address

All address verification documents must be valid and reflect the name and the current physical address of the client (legal property descriptions are also acceptable - e.g. erf/stand numbers).

If a 3rd party is acting on behalf of the client the following is required:

1. Proof of authority i.e. power of attorney, mandate, resolution, court order, letters of appointment by the Master of the High Court.
2. Documents as for Individual FICA above, for the person who is acting on behalf of the client and a specimen signature on the ID/ passport.
3. If the client is a minor, the application form must be signed by the legal guardian.

This section details the documentation required from clients (individuals and entities) for SARS foreign tax reporting.

AUTOMATIC EXCHANGE OF INFORMATION (FATCA/CRS BUSINESS REQUIREMENTS)

The Governments of the Republic of South Africa and the United States of America (USA) have entered into an Agreement in terms of which each party has agreed to share information allowing for the improvement of tax compliance between the countries in respect of financial assets held within their boundaries with the overall aim to improve information gathering from financial institutions.

What this means for you as a client is that STANLIB is legally obliged to provide South African Revenue Service (SARS) with certain information you provide to STANLIB when you invest or transact with us. SARS in turn will pass such information to the Inland Revenue Services of the USA. STANLIB, in complying with its obligations to SARS may make use of the services of other affiliate companies in its group of companies in collating, interpreting, storing and forwarding of your information to SARS.

Individuals: Foreign

- Proof of naturalization as a South African
- Proof of dual citizenship, if you have been issued with a South African identity document
- Tax registration certificate
- US TIN number or equivalent registration number in country of dual citizenship

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 the Manager.

2. Initial Financial Adviser Charges: The initial Financial Adviser charge is deducted from the full investment value and the remaining amount is allocated to the selected investment options. Any additional investment will incur an initial Financial Adviser charge, provided that the applicable Adviser charge is on the application form, should any funds be deposited with an account number as reference without an application form, the investment will be placed with no initial fees. No corrections will be done once the investment has been placed. It is therefore imperative that an application form be submitted with every additional investment should there be a need for initial Financial Adviser charges. The charge is set at a maximum of 3.00% (excluding VAT) of investments made in the equity portfolios and the asset allocation portfolios, and may range from 0.60% to 1.80%(excluding VAT) in the fixed-interest portfolios.

3. Ongoing Financial Adviser Fees:

- Negotiable to a maximum amount of 1% excluding VAT per annum of the market value of the investment portfolio. The ongoing advice fee is calculated on the daily market value of the investment portfolio, paid to the financial adviser monthly. This is paid in arrears by selling units from the respective investment accounts, thereby reducing the units. STANLIB will facilitate the deduction of the ongoing advice fees as agreed to by your financial adviser and will recover these fees from your investment. It is the responsibility of the Financial Adviser to make sure that the investor is fully informed of all fees applicable under this investment. VAT will be added to fees where applicable".
- All requests to change ongoing advice fees requested during the month will be effected on the first day of the following month.
- The amount is expressed as an annual percentage (excluding VAT), and is accrued daily and levied on a monthly basis on the Net Asset Value ("NAV") of the investor's selected portfolio or portfolios, and will give rise to Capital Gains Tax ("CGT").
- The NAV of the investment will be determined by multiplying the number of participatory interests that the investor has in the selected portfolio or portfolios with the price calculated for the selected portfolio or portfolios on that particular day.
- The agreed annual percentage will be applied to the calculated NAV of the selected portfolio or portfolios and divided by the actual number of days in a calendar year. The effect is that a proportional amount is calculated for every day in a calendar month for each of the selected portfolios.
- As an example, if an investor's daily balance for a particular month is R1 million, and the agreed annual percentage is 1% (excluding VAT), then in a 31 day month, an amount of R976.71 will be deducted from the investor's participatory interests and paid to Financial Adviser. (R1 million x 1.15% x 31/365 = R976.71).

4. 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. The Portfolio Charges document (including Performance Fee Frequently Asked Questions) is available on www.stanlib.com.

5. 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. The Portfolio Charges document (including Performance Fee Frequently Asked Questions) is available on www.stanlib.com ("Investment for Individuals" section).

6. **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 and the Portfolio Charges document which is available on www.stanlib.com ("Investment for Individuals" section).

7. **Overnight Interest Allocation:** Interest earned by STANLIB in its bank account (subscription) on deposits made by you will be added to the investment amount if it takes longer than 1 Business Day, after the receipt of the deposit and/or the fulfilment of any outstanding requirements, to process the transaction. Deposits made on a non-business day (i.e. public holidays, Saturdays and Sundays) will also not attract any interest.

8. **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 Financial Adviser 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 Financial Adviser charges. However, the Client and the Financial Adviser may agree on a different arrangement to that mentioned above, in which case an initial Financial Adviser 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. **STANLIB monitors account patterns of transactions for practices such as but not limited to market timing where an investor purchases and sells units within a short time period to take advantage of limitations in determining the net asset value of the funds. STANLIB reserves the right to delay or reject such transactions where investors engage in such practices in order to protect and ensure equitable treatment of all investors in the fund.**

9. **Income Distributions:** Income distributions are made at regular intervals for all portfolios. Portfolios either declare distributions monthly, quarterly (31 March, 30 June, 30 September, 31 December), bi-annually (30 June, 31 December), or annually (31 December). 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.

10. **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 minimum transaction amount for this portfolio is R2,000. The initial minimum lump sum investment is R25,000. If the balance of the account is below R2,000, any repurchase instruction will result in the total balance being redeemed. If the balance of the account is above R2,000, any repurchase request below R2,000 will result in the minimum transaction amount of R2,000 being redeemed.

11. **Other Fixed Interest Portfolios and Equity Portfolios:** Minimum remaining amount on all STANLIB Funds is R2,000.00. The minimum redemption amount on All STANLIB Funds is R2,000, any redemption request below R2,000 will result in the minimum transaction amount of R2,000 being redeemed. If the balance falls below R2,000, after the redemption, instruction will result in the total balance being redeemed.

12. **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 and/or Financial Adviser 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/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. STANLIB will not be held responsible for any failure, malfunction or delay of any networks, electronic or mechanical device or any other form of communication used in the submission, acceptance and processing of applications and/or transactions. STANLIB will not be liable to make good or compensate any investor or third party for any damages, losses, claims or expenses resulting there from.

13. **Electronic Signatures:** This transaction may be executed by means of a Client's electronic signature. The Client agrees that in accepting these terms and conditions, the Client consents to executing this transaction by means of an electronic signature. The Manager is indemnified against any losses, claims or damages arising from acting on such an electronic signature, notwithstanding that it may later be proved that the electronic signature was not given by the Client.

14. **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 or cheque payments will be made.

15. **Shari'ah Compliant Portfolios:** Where a client invested via a 'Linked Investment Platform' the client may have earned interest. It is the clients responsibility to purify such interest sum by donating it in charity to ensure the Shari'ah Compliance of the investment. The Shari'ah Advisory Committee (SAC) oversight starts when the investments enter the Islamic Funds. The SAC does not have control of the processes/platforms that the client utilises to access the Islamic Funds. In terms of Shari'ah Law, the Manager will purify the dividend income earned by automatically deducting all non-permissible income from the total dividend income distribution due to the Client. The income, net of non-permissible income, is then applied according to the Client's further instructions, i.e. either reinvested or paid to the Client's bank account. All non-permissible income deducted will be donated on behalf of Clients to charitable organizations, as directed by the Shari'ah Supervisory Board. Non-permissible income sources include interest income earned from companies invested in. The quantum of non-permissible income will be determined by the fund manager and approved by Shari'ah Supervisory Board which will typically be a percentage of the total dividend income that accrued to the portfolio, e.g. 5%. For example, the Shari'ah Board determined that 5% of all dividends that accrued to the portfolio are non-permissible. A proportionate amount of the dividend income due to the Client (i.e. 5%) will be deemed to be non-permissible and will be deducted from the total dividend income distribution due to the Client and donated on behalf of the Client to charitable organizations, as directed by the Shari'ah Supervisory Board. Clients must take note that their statements and the statutory tax certificates (I.T. 3 (b)) will indicate the total income distributed to them, net of non-permissible income. It is also important to note that certain permissible income received by the portfolio is deemed to be interest income in terms of the Income Tax Act, as amended from time to time, and will be reflected as such. Clients are accordingly advised to seek appropriate tax advice as to the potential tax consequences they may be subjected to. Clients should note that all income paid by the fund is purified before being paid out to Clients.

16. General

16.1. Collective investment schemes in securities are generally medium to long term investments.

16.2. The value of participatory interests may go down as well as up and past performance is not necessarily a guide to the future.

16.3. An investment in the participations of a collective investment scheme in securities is not the same as a deposit with a banking institution. A Money Market portfolio is not a bank deposit account.

16.4. Where exit charges are applicable, participatory interests are redeemed at the net asset value where after the exit charge is deducted and the balance is paid to the Client.

16.5. A Portfolio of a collective investment scheme in securities may borrow up to 10% of the market value of the Portfolio to bridge insufficient liquidity as a result of the redemption of participatory interests, and may also engage in scrip lending.

16.6. Where different classes of participatory interests apply to certain Portfolios, they would be subject to different charges.

16.7. A schedule of charges and maximum charges is available on request from the Manager. Commission and incentives may be paid and if so, would be included in the overall costs. Ongoing commission may be paid to Financial Advisers. Such ongoing commission, if applicable, will be paid by the Manager from the service charge paid to it. Details of such ongoing commission paid by the Manager to the Financial Adviser on record in respect of your investment are available on request from the Manager.

16.8. The exposure limit to a single security in certain Portfolios can be greater than is permitted for other Portfolios in terms of the Collective Investment Schemes Control Act, 2002. Details are available from the Manager.

16.9. A Fund of Funds Portfolio only invests in other portfolios of collective investment schemes, which levy their own charges, which could result in a higher cost structure for these portfolios.

16.10. A Feeder Fund Portfolio only invests in the participatory interests (units) of a single portfolio of a collective investment scheme, apart from assets in liquid form.

16.11. The Manager reserves the right to close certain Portfolios from time to time in order to manage them more efficiently. More details are available from the Manager.

16.12. The holdings of offshore investments in certain portfolios are subject to current South African Reserve Bank Regulations.

16.13. Forward pricing is used.

16.14. Fluctuations or movements in exchange rates may cause the value of underlying offshore investments to go up or down.

16.15. The Manager undertakes to repurchase participatory interests at the price calculated according to the requirements of the Collective Investment Schemes Control Act, 2002, and on the terms and conditions of the relevant Deeds.

16.16. Payment will be made within 14 days of receipt of a valid repurchase form or regular income request. Please note that there is a 21-day clearance period for cheques and direct deposits, a **45-day clearance period for once off and recurring debit orders will apply before funds can be withdrawn.** A maximum of R1,000,000 can be collected as a once off debit transaction in a 45 day period per bank account.

16.17. Any capital gain realised on the disposal of a participatory interest in a collective investment scheme is subject to Capital Gains Tax (CGT).

16.18. The Manager is obliged to report on the weighted average cost method for CGT purposes.

16.19. All portfolios are valued daily 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.

16.20. For money market funds, investments will receive the price of the following trading day if a complete instruction is received together with investment funds prior to 12h00 on the day of submission, and repurchases will receive the price of the following day if a complete instruction is received prior to 12h00.

16.21. 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.

16.22. All bank accounts supplied for the duration of this investment will be verified with the relevant banks prior to the investment being placed.

16.23. **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 STANLIB website. The Manager is part of the Standard Bank Group of companies (Standard Bank Group means the affiliates, associates, subsidiaries and divisions amongst which include STANLIB, Standard Trust Limited (STL), Standard Bank Financial Consultancy (SBFC) and Liberty group) and both the Liberty Agency and SBFC Financial Advisers can sell various STANLIB Collective Investments (RF) Proprietary Limited products. The Client may at any time terminate the 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.

16.24. **Dividends tax:** SARS will levy a withholdings tax on dividends at a rate of 20% with effect from 1st April 2017. If you are an exempt entity or if you are liable for dividends tax at a reduced rate then please download and complete the Exemption form or the Reduced Rates form. These forms are available on STANLIB's website. The default rate of 20% will be applied to all Clients if an Exemption from tax or the Reduced rates form is not supplied at the time we receive your Investment application form.

16.25. If the Manager receives a deposit and cannot identify the Client within 30 days of deposit, an instruction will be sent to the bank, to return the monies to the bank account where the funds were received from.

17. **FICA:** The Client agrees to provide all documentation and information required in terms of the Financial Intelligence Centre Act, No. 38 of 2001, 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 FICA submission and declaration has been completed by the Financial Adviser.

18. Statements

- 18.1. STANLIB will send you quarterly correspondence with a link, and directions on how to retrieve your statement from the link.
- 18.2. Statements and Tax Certificates are available at any time from STANLIB's secure online platform on <https://secure.stanlib.com/Web/>.
- 18.3. Additionally Statements, Tax certificates and Balances are available at any time from the STANLIB Chatbot on www.stanlib.com.
- 18.4. You may also Contact STANLIB on 083 123 003 and follow the voice prompts to receive your statements or SMS the word "balance" to 43939 and an SMS with fund balances will be sent to the cellphone number on record.

19. 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:

- 19.1. To provide you with products and services;
- 19.2. To manage and administer your investments;
- 19.3. To communicate with you and/or your financial adviser;
- 19.4. To comply with your instructions or the instructions of your financial adviser;
- 19.5. 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.
- 19.6. For payment processing for services providers, merchants, banks and other persons that assist with the processing of your payment instructions;
- 19.7. 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;
- 19.8. To provide relevant information to a contracted third party who requires the information to provide a service to you for your investment;
- 19.9. 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.
- 19.10. To send your information to a third party to perform verification checks on the information provided by you to STANLIB. .
- 19.11. To assist in enhancing our services and your client experience;
- 19.12. For analysis in order to assess and improve our business and services or the business and services of the Standard Bank Group;
- 19.13. To verify your identity;
- 19.14. To detect and prevent fraud or money laundering;
- 19.15. To comply with laws and public duties;
- 19.16. In the interests of security and crime prevention;
- 19.17. For operational, marketing, audit, legal and record keeping purposes;
- 19.18. 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
- 19.19. 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;
- 19.20. 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;
- 19.21. To provide your information to persons to whom STANLIB cedes its rights or delegates its obligations to under agreements; and;
- 19.22. 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 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.

20. Large Withdrawals: An investor should provide 10 business days written notice if they wish to redeem units in excess of 5% of the total portfolio's net asset value (NAV). In the case where such notice is not given, STANLIB retains the right to delay the honour of a repurchase or withdrawal instruction by up to 20 business days as stipulated in Board Notice 573. The delay is for purposes of generating the necessary cash in order to settle the repurchase instruction by liquidating some of the underlying investments and making sure that as a result, other investors will not be negatively impacted by the selling of units.

21. Collection of investor information: STANLIB reserves the right to go back to the client for more information if this has been identified during the compliance process. Unless previously provided to STANLIB, please send verified/certified copies of the documents set out below. These are 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.

22. Off-Boarding the Investor: STANLIB 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 STANLIB against any loss of any nature which may arise if any money that you pay to a STANLIB bank account is reversed for any reason.

The Client or Manager may terminate the investment for any reason, and without having to provide reasons, by giving written notice to the other party. Termination by a Client shall be subject to the repurchase terms set out in these terms and conditions, and to any restrictions in respect of repurchases as set out in applicable legislation. The Manager shall not be held liable for any losses (including claims, liabilities, expenses and damages of any kind) incurred by the Client or any other person as a result of the termination of the investment(s) unless such loss was caused by the Manager's gross negligence, willful misconduct, or fraud.

The Manager may amend these Terms and Conditions from time to time. All Clients will be bound by these Terms and Conditions as amended by the Manager. The latest version will be available on the website www.stanlib.com.

23. Unclaimed Assets: The client acknowledges that it will ensure that STANLIB has their most up to date contact details and takes responsibility to inform STANLIB 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 will be regarded as an unclaimed asset. STANLIB will make a concerted effort in contacting the client with unclaimed assets which may result in STANLIB 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.

24. Cooling off rights: Due to the nature of this product, cooling off rights are not applicable to Collective Investment Schemes.

25. Non-residents and Emigrants: Foreign money must be sent to our bank account via Standard Bank International Trade Services swift code SBZAZAJJ and can be transferred in foreign currency or SA Rands. Standard Bank International Trade Services will contact Clients who have sent foreign currency, regarding the conversion date, unless the spot rate or a conversion date is specified with the payment. Clients have 30 days from receipt to convert. The Manager is not responsible for confirming the conversion date or spot rate.

26. Trustees: Standard Chartered Bank, 2nd Floor, 115 West Street, Sandton, 2196, Telephone: (011) 217 6600.

27. Customer Service Queries: You can contact our Customer Service team to log a query by visiting our website on www.stanlib.com or send all queries to contact@stanlib.com or contact our contact centre on 086 123 003.

28. Complaints: Should the you need to lodge a complaint with STANLIB regarding the services being provided, you can log on to www.stanlib.com to submit a complaint or alternatively send complaints to complaints@stanlib.com.

29. STANLIB is a member of the Liberty Group of companies. Liberty is a full member of the Association for Savings & Investments South Africa (ASISA).

30. This application form and the relevant trust deed in respect of the STANLIB Collective Investments Scheme will form the agreement between the Client and the Manager. The investment will be administered in terms of the Collective Investment Schemes Control Act, 45 of 2002 (The Act).

31. **Contact details:** STANLIB Collective Investments (RF) Proprietary Limited Reg. No. 1969/003468/07. 17 Melrose Boulevard, Melrose Arch, 2196 | P O Box 202, Melrose Arch, 2076; T + 27 (0)11 448 6000 | F 086 727 7505/+ 27 (0)11 448 6666; E contact@stanlib.com | W www.stanlib.com

32. **FAIS Ombudsman details:** Block B, Sussex Office Park, 473 Lynwood Road, Pretoria, 0081. Telephone 012 470 9080



FICA DECLARATION

TO BE COMPLETED BY FINANCIAL ADVISERS NOT SUBMITTING FICA DOCUMENTATION

I confirm that I am the primary accountable institution (as described in the FICA regulations) in respect of the investor on whose behalf I am establishing a business relationship or concluding a single transaction with the Manager (the secondary accountable institution). I confirm that I have established and verified the identity of the investor in terms of section 21 of FICA. I confirm that I will keep a record of the investor's records as is required in terms of section 21 of FICA. I will make available copies of these documents and details of the verification procedures followed on request from any party entitled thereto in terms of FICA within 5 business days of request

SIGNATURE OF FINANCIAL ADVISER	<input type="text"/>	DATE	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			D	D	M	M	Y	Y	Y	Y
		*If no date is indicated, we will default to the receipt date								
	SIGNED AT	<input type="text"/>								

INVESTOR DECLARATION

1. 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 the Manager.
2. I/we agree to provide all documentation and information required in terms of the Financial Intelligence Centre Act, No. 38 of 2001, and understand that The Manager is prohibited from processing any transaction on my behalf until all such documentation and information has been provided. Any money received by the Manager that is not accompanied by the required documentation will be held in the STANLIB Collective Investments (RF) Limited bank account until said documentation is received.
3. 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 Processing of Personal Information, Investment Objective, Information on Net Asset Value, Charges, Risk Factors, Income Accruals and declare that the Manager 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 the Manager as well as the contract between the Client and the Financial Adviser.
4. By signing this form, the client consents to STANLIB processing their personal information in accordance with the terms and conditions.
5. The Client understands that in terms of the Financial Advisory and Intermediary Services Act, 2002 ("FAIS"), his Financial Adviser must be mandated by a licensed FSP as a representative with the necessary FAIS sub - categories to act on the Client's behalf and that it is also the Client's responsibility to determine whether his Financial Adviser has the necessary authorization. (FSCA toll free number: 0800 203722). If a financial adviser is not mandated as required by the Financial Sector Conduct Authority, the Manager is obliged by law to decline any instructions from such Financial Adviser.
6. The Manager may and will accept instructions on the strength of the Client's signature.
7. I/We hereby authorise the Manager to repurchase participatory interests from my investment account on a monthly basis, calculated as per the method prescribed below and pay this amount over monthly in arrears to Financial Adviser, into an account nominated by Financial Adviser in writing from time to time.
8. By submitting this form, I consent to the Manager making arrangements with my bank for payment of the investment amounts as indicated above, including any amendments made during the investment's life. Investors may request collection of a maximum of R1 million per debit order mandate. To collect more than R1 million, the investor must submit more than one signed debit order mandate, alternatively transfer any amount greater than R1 million. Debits can only be loaded 2 business days after receiving the completed information.
9. I declare that I added the tax residency details for all the countries that this Entity is a tax resident in and that I am in compliance with the Common Reporting Standards (CRS).
10. I declare that I added my US tax residency details if this Entity is registered in the US and that all US Controlling Persons will be identified accordingly during the account creation in order to be in compliance with the FATCA

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 *	<input type="text"/>	DATE *	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			D	D	M	M	Y	Y	Y	Y
		SIGNED AT	<input type="text"/>							
SIGNATURE OF FINANCIAL ADVISER	<input type="text"/>	DATE *	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			D	D	M	M	Y	Y	Y	Y
		SIGNED AT	<input type="text"/>							

Important to Note:

1. If no date is indicated, we will default to the receipt date.
2. If date on the instruction form is older than one month of date received, the instruction will be processed based on date received.
3. An instruction with a future date, will be processed based on the date received.

***Compulsory field**

