Camissa Asset Management

Invest **different**

Appointment of financial adviser and change in fee form

Contact details

Tel: 0800 864 418		**Postal address**	**Physical address**
Fax: 088 021 671 3112		PO Box 1016	Fifth Floor, MontClare Place
Email: clientservice@camissa-am.com		Cape Town	Cnr Campground and Main Roads
Website: www.camissa-am.com		8000	Claremont 7708

Before you start

It is important that you read the relevant Minimum Disclosure Document(s), Effective Annual Cost disclosure, our Investment Guide (which outlines the terms and conditions that apply to this investment) and FICA documents required for submission guide. The latest versions are available on our website (www.camissa-am.com). **Refer to Annexure A for a summary of our fund range.**

Please note that the onus is on the investor to inform us of any changes to personal details (including, but not limited to, bank account, address and contact details).

We do not provide financial advice, so you may wish to speak to an Independent Financial Adviser. We will only allow authorised Financial Services Providers who are registered with us to submit investment applications on behalf of investors. We will verify each adviser's licence with the Financial Sector Conduct Authority (FSCA). Please note that if your financial adviser is not authorised by the FSCA, or is not registered with us, we will not be held responsible for any losses suffered due to delays in processing, or the rejection of this application.

Should you require any assistance in completing this form, please contact our client service team on 0800 864 418 or email us at clientservice@camissa-am.com.

Completing this form

All investors must complete all relevant sections of this form indicating your selections with a tick mark (where applicable). Instructions will only be processed once all requirements (as specified in this form) have been met. Fax the completed form, a copy of the deposit slip and all supporting documents to +27 88 021 671 3112, or email clientservice@camissa-am.com.

Checklist

Refer to the **Supporting Guidelines for FICA documents** for detailed information. In simple terms you will need:

- ☐ Signed and dated Appointment of financial adviser and change in fee form
- ☐ Proof of authority (where applicable)
- ☐ Updated FICA documents (if any information has changed - see Revision of personal details form)*

*These documents must be less than three months old

Important information

The Camissa unit trust fund range is offered by Camissa Collective Investments (RF) Limited (Camissa) [Reg no 2010/009289/06] a registered management company in terms of the Collective Investment Schemes Control Act, No 45 of 2002. Camissa is a subsidiary of Camissa Asset Management (Pty) Ltd [a licensed FSP], the investment manager of the unit trust funds and a member of the Association for Savings and Investment SA (ASISA). Camissa has the right to refuse an application if it considers an investor to be a high risk and/or especially sanctioned client. Investments in the selected Collective Investment Schemes in Securities (unit trusts) are made and administered subject to the provisions of the Collective Investment Schemes Control Act No. 45 of 2002, in accordance with the deeds of such funds and subject to each scheme's fee structure as amended from time to time. Based on Exchange Control Regulations, certain unit trust portfolios are subject to availability. All of the funds listed in our fund range may be capped at any time for them to be managed according to their respective mandates. Unit trusts are generally medium to long-term investments. The value of units will fluctuate in line with market and exchange rate movements. Past performance should not be used as a guide for future performance. Unit trusts are traded at ruling prices, which are calculated on a Net Asset Value (NAV) basis. NAV refers to the value of the fund's assets less the value of its liabilities. The Camissa funds, except for the Camissa Islamic funds, may engage in scrip lending and borrowing (up to 10% of the value of the fund). Camissa will engage in borrowing if a fund has insufficient cash or if its assets cannot be released to repurchase or cancel units. All funds are valued and priced at 15:00 each business day and at 17:00 on the last business day of the month.

Appointment of financial adviser and change in fee form

Would you like to appoint a financial adviser? ☐ and/or change your financial adviser's fee? ☐

A. Investor's details (individual/legal entity)

Investor number

Title | Surname/entity

ID/passport number (if foreign national)

B. Person acting on behalf of investor (if applicable)

To be completed by the legal guardian or person with Power of Attorney to act on behalf of the investor.

(Please send us proof of authority)

Capacity of person acting on behalf of investor

Power of attorney ☐ Curatorship ☐ Legal guardian ☐ Parent ☐

Other (please specify)

Title | Surname

First name(s)

SA ID number

Passport number (if foreign national)

Expiry date | Country of issue

Preferred contact number

Email address

Residential address

Code

Are you a domestic politically exposed person (DPEP), foreign politically exposed person (FPEP) or a prominent influential person (PIP)?* Yes ☐ No ☐

**Please refer to Annexure B for a definition and examples of a FPEP, DPEP and PIP*

Please note that we require the following documents (if they were not previously submitted to us):

- Proof of authority
- Copy of ID/passport (if foreign national)
- Proof of residential address (less than three months old).

Initial

C. Financial adviser's details and declaration (if applicable)

Full name(s) and surname

Practice name

Adviser code | FSP licence number

Work number | Cell number

Email address

I, the undersigned, hereby declare and confirm that:

Regulatory framework

- ○ I declare that I am a licensed Financial Services Provider and that I am acting within the scope of my FSCA licence conditions. I have made the disclosures required in terms of the Collective Investment Schemes Control Act No. 45 of 2002, the Financial Advisory and Intermediary Services Act No. 37 of 2002, and subordinate legislation thereto, to the investor.
- ○ I acknowledge and confirm that I have established and verified the investor's identity in accordance with the Financial Intelligence Centre Act No. 38 of 2001 ('the Act'), and will keep records of such identification and verification according to the provisions of the Act.

Fees

- ○ I declare that I have explained all fees and terms and conditions related to this investment to the investor. I understand and accept that the investor may withdraw his/her authority for payment of fees to me by submitting a written instruction to Camissa Collective Investments.
- ○ I warrant that any fee arrangement with the investor has been made in a transparent manner and has been disclosed to the investor.
- ○ I warrant that any and all fee arrangements are made in the best interest of the investor and are in adherence with the principles of treating customers fairly.

Tax responsibility

- ○ I acknowledge that I am responsible to disclose any fee income to SARS and that Camissa takes no responsibility to do so.

Signed at ______ on this ______ day of ______ Year ______

Financial adviser's signature

D. Financial adviser fees (if applicable)

Please note that we will facilitate the payment of fees as agreed to by you and your financial adviser.

I hereby confirm that the financial adviser, whose details are completed in the section above, is my appointed financial adviser and agree to the payment of fees as follows:

Financial advice fee ______ % *(This fee is negotiable to a maximum of 3% exclusive of VAT and is deducted from each contribution before the investment is made. An initial advice fee is not applicable to the Camissa Top 40 Tracker Fund and the Camissa Islamic High Yield Fund.)*

Initial ______

Ongoing advice fee ______ % of the investment portfolio's market value per annum

(This fee is charged by way of unit reduction and is paid to the financial adviser monthly in arrears. This authority may be withdrawn by written notice to the Administrator. This fee is negotiable to a maximum of 1% exclusive of VAT. Where the initial advice fee is higher than 1.5%, the maximum annual advice fee will be 0.5%. Please note that this annual advice fee is not part of the normal annual management fee charged by the relevant fund(s). The ongoing advice fee for the Camissa Top 40 Tracker Fund is negotiable to a maximum of 0.25% and 0.50% for the Camissa Islamic High Yield Fund.)

I consent to the fee arrangement as indicated above and I am aware that my appointed financial adviser may reinvest the fees into Camissa's unit trust funds.

Signed at ______ on this ______ day of ______ year ______

Signature ______

E. Investor declaration

I understand and agree to be bound by the provisions of this application form. If, on the date of signature of this application form, an updated application form exists and the fees are different on that form, the fees on the updated application form will apply.

I, the undersigned, hereby declare and confirm that:

Acknowledgement of Terms and Disclosures

- ○ I have read, understood, and agree to the latest terms and conditions applicable to this investment, as specified in the Minimum Disclosure Document(s), Effective Annual Cost disclosure, and Investment Guide.

Regulatory framework

- ○ I acknowledge that this investment is governed by the Collective Investment Schemes Control Act, 45 of 2002 (CISCA) and confirm that I understand the nature and implications of investing in a collective investment scheme.

No financial advice provided

- ○ I confirm that I have not received any financial advice or recommendations from Camissa regarding:
  - Buying or investing in any financial products.
  - Making changes to, replacing, or ending any financial products.
  - Assuming any responsibility or obtaining any benefit related to financial products.
  - Financial planning or decisions about financial products in any form (including in person, by phone, email, or any other method).
- ○ I understand that any assistance provided was administrative in nature and does not constitute advice as defined by the Financial Advisory and Intermediary Services Act (FAIS).

Investment risk and liability

- ○ I acknowledge the inherent risk associated with my investment and accept full responsibility for all investment decisions. I will not hold Camissa liable for market fluctuations, changes in unit prices, or any loss (consequential or otherwise) arising from changes in tax or other legislation that may affect the performance of my investment.

Accuracy of information

- ○ All information provided in and with this form, whether in my handwriting or otherwise, is true and correct.

Initial ______

Instructions and authorisations

- Camissa may accept instructions from my appointed financial adviser or any authorised third party, provided such adviser is duly authorised and licensed in terms of FAIS.
- Camissa cannot be held accountable for any loss or damage suffered as a result of my financial adviser acting outside of their FSCA licensing conditions.
- I authorise Camissa to make all reports and statements regarding my investment available to my appointed financial adviser, where applicable.

Tax responsibility

- I acknowledge that all tax implications arising from this investment are my responsibility and confirm that I have sought independent tax advice where necessary.

Protection of Personal Information (POPI)

- For the purposes of the Protection of Personal Information Act No. 4 of 2013 (POPI), I consent and acknowledge that all personal data provided by me to Camissa or their independent third parties (such as fund administrators) and its respective employees may be used to enable each of the aforesaid entities to carry out their respective duties and obligations in relation to this investment or as may be permitted under POPI.
- Information will be shared if required by SARS or any other tax authority with which South Africa has signed an Intergovernmental Agreement, or to any other regulatory authority.

Signed at ____________ on this ______ day of ____________ year ______

Investor's signature ____________

Assisted by (if applicable)

Full name(s) and surname ____________

Capacity ____________

Signature ____________ Date ____________

Initial ______