



# Clientèle

## INVESTMENTS

### APPLICATION FORM

#### Document Checklist

Before Clientèle Life Assurance Company Limited (Clientèle Life) can enter into any transaction, it is mandatory in terms of the Financial Intelligence Centre Amendment Act, 2017 (FICA), that a process must be followed by all Accountable Institutions to identify and verify clients and the source of their funds in an effort to combat money laundering activities and the financing of terrorist and related activities. From time to time we may require you to provide us with updated information again to validate our records and to ensure that your investment is protected. The information is stipulated below:


1. This completed, signed and dated application form.
2. Proof of identity (Please refer to FICA and Supporting Documentation Annexure "A" for a list of documentation we will accept).
3. Proof of address, not older than 3 Months. (Please refer to FICA and Supporting Documentation Annexure "A" for a list of documentation that we will accept).
4. Proof of bank account (not older than three months).
5. If you are authorised to act on behalf of the client, please provide proof of authority and refer to Annexure "A".
6. Proof of source of funds, if applicable.


#### Next Steps


- Please fax, or scan and email a copy of this completed and signed application form accompanied by the supporting documentation to the contact details listed below.
- Please fax, or scan and email a copy of the signed quotation to the contact details listed below.
- Processing can only occur once all the necessary documentation as mentioned above has been received. Failure to do so will cause a delay in your funds being invested.

#### OUR CONTACT DETAILS:

 Physical address: Clientèle Office Park  
Cnr Rivonia & Alon Morningside,  
Sandton

 Tel: (011) 320 3233/3218/3160

 Fax: (011) 783 0115

 Postal address: PO Box 1316  
Rivonia  
2128

 Email: [investments@clientele.co.za](mailto:investments@clientele.co.za)

 Web: [www.clientele.co.za](http://www.clientele.co.za)

## Section A

### Investment Choice

**1** Guaranteed Income Plan   
(Natural persons and Special Trusts)

**2** Guaranteed Growth Plan   
(Natural persons and Trusts of whom  
the beneficiaries are natural persons)

**3** Linked Growth Plan   
(Natural persons and Trusts of whom  
the beneficiaries are natural persons)

Clientèle Life reinvestment

## Section B

### Client Details - All fields in this section are mandatory

**Individual**

Title  Initial(s)  Gender M  F   
First name(s)   
Surname   
ID number   
Country of birth   
Date of formal immigration  Y  Y  Y  Y  M  M  D  D  
Occupation   
Industry   
Contact number Work   
Home   
Cell   
Fax   
Income tax reference number (SARS)

Physical address   
  
Suburb   
City/Town   
Postal Code   
Postal address   
Suburb   
City/Town   
Postal Code   
Email   
Language English  Afrikaans   
The default method of communication will be the email as selected above. All correspondence and policy documents will be completed in your language of choice.  
The default method of policy document delivery is email, please select your preference: Email  Courier

**Trust**

Trust name   
Trust number   
Registered address of Trust   
  
**1** Trustee name   
Trustee address   
  
**2** Trustee name   
Trustee address   
  
**3** Trustee name   
Trustee address   
  
**4** Trustee name   
Trustee address

Founder of Trust   
Registered address of founder of Trust   
  
**1** Beneficiary name   
Beneficiary address   
  
**2** Beneficiary name   
Beneficiary address   
  
**3** Beneficiary name   
Beneficiary address   
  
**4** Beneficiary name   
Beneficiary address

Initial here

Other entity

Legal name of Entity   
Industry

Operating address of Entity

1 Name of Authorised Person   
ID number   
Address

2 Name of Authorised Person   
ID number   
Address

### Section C

#### Policy Beneficiary Details

1 Surname  Initial(s)   
ID number

Title  Relationship   
% benefit

2 Surname  Initial(s)   
ID number

Title  Relationship   
% benefit

3 Surname  Initial(s)   
ID number

Title  Relationship   
% benefit

### Section D

#### DPIP, FPPO and Foreign Client Details Please refer to Annexure "E"

If this section is applicable, also refer to pages 10-20. If not applicable, only complete up to Annexure "C".

Do you have any family members or associates who are DPIP's or FPPO's? Y  N

#### Please Indicate if you are one of the following:

FATCA and CRS   
(Please refer to Annexure "C" for Definitions and Glossary)

FATCA/CRS Self-Certification Declaration for an Individual   
(Complete Annexure "D" additionally)

FATCA/CRS Self-Certification for a Legal Entity and Trust   
(Complete Annexure "D" additionally)

DPIP (Domestic Prominent Influential Person)   
(See Annexure "C" for definition)

FPPO (Foreign Prominent Public Official)   
(See Annexure "C" for definition)

### Section E

#### Guaranteed Growth Plan OR Linked Growth Plan OR Guaranteed Income Plan

Term: 5 Years

Investment amount:  R

#### For Guaranteed Income Plan only:

#### Bank details for income payment

Bank name

Branch

Account type:

Account number

Code

Capital protector Y  N

(investment amount guaranteed at death)

#### Annuity details

Term: 5 Years

Gross Income  R

Yearly  Monthly

Clientèle Life will apply the standard tax tables to the taxable portions. Should you require that Clientèle Life deducts tax at a higher rate, please notify us in writing.

Initial here

## Section F

### Source of Funds/Wealth for Investment Amounts

Please indicate the source of this investment. We could request proof of this source:

Savings

Salary

Sale of assets

Inheritance

Maturity of Investment

Other   
Please specify

If client is a DPIP, FPPO or a foreigner, attach proof of source of funds and source of wealth.

For examples of proof of funds, refer to "Annexure A"

## Section G

### Replacement of Financial Product/Policy

Replacement of any insurance is generally to your disadvantage because it involves duplication of the initial costs on the policy and waiting periods are re-started. Is this application to replace the whole or any part of your existing insurance with any insurer (whether replacement is to occur immediately or to replace an insurance discontinued within the past four months or within the next four months)?

Please indicate your answer as a yes or a no.

Y  N

If "Yes", the representative must discuss and complete the Replacement Policy Advice Record ("RPAR") and attach it to this application form. Complete Annexure "B"

## Section H

### Client Declaration

1. I, the undersigned, understand that this application form and annexures together with Clientèle Life's terms and conditions are read and understood. This includes the FICA and business requirements and relevant disclosures and self-certifications.
2. I understand that the answers to all the questions and statements, and any other documents required by Clientèle Life shall be the basis of the contract.
3. I declare that the answers to all the questions and statements are true and complete to the best of my knowledge.
4. I declare that I have completed all the details on the self-certification form.
5. I will not hold Clientèle Life responsible for any loss for as a result of a self-certification form received that was not clear, not correct or where all information was not completed.
6. I agree to provide all documentation and information required in terms of Clientèle Life's business rules. I agree that should similar information sharing agreements with other countries be entered into the information contained in this form may be used once again by Clientèle Life in its reporting obligations to SARS. By signing this form, you consent to the reporting obligations of Clientèle Life to SARS.
7. I agree that Clientèle Life will not incur any obligation until unconditional acceptance thereof has been communicated in writing and the investment amount has been collected.
8. I acknowledge and agree that all faxed or emailed instructions, mandates, consents, commitments and the like, which purport to emanate from me, shall be deemed to have been given by me in the form actually received by Clientèle Life. I hereby waive any rights I may have or may obtain against Clientèle Life arising directly or indirectly from any losses or damages that I may suffer because Clientèle Life acted on any purported faxed or emailed instruction and I indemnify Clientèle Life against any claims, demands or actions suffered by them because they acted on a faxed or emailed instruction.
9. I confirm that the funds invested in terms of this agreement are not the proceeds of any unlawful activity, and that the source of any investment amount as been declared (with proof thereof provided where necessary) and any other aspect of a transaction relating to this investment complies with the applicable anti-money laundering & terrorist financing (AML/CFT) legislation, including FICA.
10. I, the undersigned, confirm that I have read this declaration and understand the implications thereof.

Signature \_\_\_\_\_

Date 

Y	Y	Y	Y	M	M	D	D
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Initial here

## Section I

### Financial Advisor Details

Firstname(s)	<input type="text"/>	Title	<input type="text"/>	Initial(s)	<input type="text"/>
Surname	<input type="text"/>	Name of brokerage	<input type="text"/>		
Contact number	Work <input type="text"/>	Broker code	<input type="text"/>		
	Home <input type="text"/>	VAT registered	Y <input type="checkbox"/>	N <input type="checkbox"/>	
	Cell <input type="text"/>	Email	<input type="text"/>		
	Fax <input type="text"/>	FSP number	<input type="text"/>		

Commission  % endowment portion  % annuity portion (*Income Plan*)

Commission  % of total investment amount (*Growth Plan*)

Commission  % of total investment amount (*Linked Growth Plan*)

### Financial Advisor Declaration

1. I confirm that I am fit and proper in terms of the Financial Advisory and Intermediary Services Act, 37 of 2002 (FAIS Act), and any other statutory obligation and criteria imposed by legislation and is registered in terms of FAIS and duly authorised to provide intermediary services and advice to the client.
2. I have made the necessary disclosures required in terms of the FAIS Act (and any relevant subordinate legislation) to the client.
3. I hereby confirm that I am a registered accountable institution as defined in FICA
4. I furthermore confirm that as an authorised financial services provider, and the party initiating the business relationship, I am responsible for conducting client due diligence (CDD) and record keeping in respect of each business relationship (or each client) as reflected in the Guidance to Broker – Customer Due Diligence document as distributed, which is aligned to the Clientèle Group's Anti-money Laundering and Counter Financing of Terrorism Risk Management and Compliance Programme (the RMCP).
5. I hereby confirm that I have established and verified the identity of the client and kept record of the identification process as required in terms of the RMCP.
6. I hereby confirm, that I will provide proof of the identification and verification of the client, together with the completed client application form to Clientèle Life.
7. I confirm that no funds will be directly or indirectly accepted or solicited prior to the identity of the clients having been established and verified in terms of AML/CFT legislation & the RMCP.
8. I confirm that I have established the source of the client's income and/or source of the funds that the client has used/will use to conclude this transaction.
9. I confirm that Annexures "A" and "C" form part of this application and where necessary, I have explained these to the client.
10. I confirm that I have specifically explained and consulted with the client regarding section D (refer to Annexure "C" for relevant definitions).
11. I confirm that I have taken all reasonable steps to confirm that the information in the RPAR is true and correct and that I explained the meaning of the replacement of policies and the consequences of replacement of policies. I also confirm that I obtained a record of such advice.

Signature \_\_\_\_\_

Date 

Y	Y	Y	Y	M	M	D	D
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The Financial Intelligence Centre Amendment Act, 2017 (FICA) combats money laundering activities and the financing of terrorist and related activities. It is mandatory that we obtain and verify certain information:

### Natural person

Document	Timeframe	Additional information
Valid South African ID / Smartcard / Passport		Copy both sides of Smart Card
Residential Address by way of any document that can reasonably achieve verification and in the client's name	Not older than 3months	List of proof of acceptable residential addresses to be used
Proof of banking with name and account number of client	Not older than 3 months	List of acceptable confirmation of banking details to be used
Proof of source of funds, if applicable		

### Trusts

Document	Timeframe	Additional information
Trust Name and Number by way Trust Deed or other Founding Document and Letter of authority from Master		The trust deed or founding document must be complete with the master's stamp as proof that it was lodged, dated and signed.
Residential Address of Trust (any document that can reasonably achieve verification)	Not older than 3 months	List of proof of acceptable residential addresses to be used
Full Names and ID numbers of Founder of Trust by way of ID Document / Smartcard / Passport		Copy both sides of Smart Card
Full Names & ID numbers of Trustees by way of ID Document / Smartcard/ Passport		Copy both sides of Smart Card
Full Names & ID numbers of Beneficiaries by way of ID Document / Smartcard / Passport		Copy both sides of Smart Card
Full Names & ID numbers of Signatories by way of ID Document / Smartcard/ Passport		Copy both sides of Smart Card
Residential Address of Trustees, Beneficiaries & Signatories	Not older than 3 months	

### Authorised to act on behalf of the investor

Document	Timeframe	Additional information
Application form completed by all Individuals authorised to act on behalf of the Investor accompanied by their Proof of Identity and proof of residential address.	Not older than 3months	Copy both sides of Smart Card and List of proof of acceptable residential addresses to be used.
Proof of Authority to Act:		Any of the following documents that provide Proof of Authority to Act (e.g. Guardian, Curator, Appointed Person, etc.), if applicable: <ul style="list-style-type: none"> <li>• Copy of Power of Attorney OR</li> <li>• Copy of court order (authorising the third party to conduct business on behalf of another person) OR</li> <li>• Copy of Letter of Executorship OR</li> <li>• Copy of a Resolution</li> </ul>
Proof of banking with name and account number of client	Not older than 3 months	List of acceptable confirmation of banking details to be used
Proof of source of funds, if applicable		

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## Annexure A (continued)

### Other Legal Persons i.e. Church

Document	Timeframe	Additional information
Constitution or other founding document		Signed and dated
Resolution signed by all members		
Proof of operating address in the name of the legal person	Not older than 3 months	List of acceptable proof of operating address
Valid South African issued green bar-coded identity document or smart identity document of the authorised person/s		Copy both sides of Smart Card
Proof of physical residential address in the name of the authorised person	Not older than 3 months	List of acceptable proof of residential address to be used
Contact particulars of the authorised person		Cellular, landline and email address
Proof banking in the name of the entity	Not older than 3 months	List of confirmation of banking details to be used
Proof of source of funds, if applicable		

#### List of acceptable proof of residential address

Below is a list of acceptable proof of residential address documents which must reflect the name and residential address of the person being identified and verified:

Property rental agreement reflecting the name and residential address of the person (less than 12 months old). A residential or lease agreement must include:

- a utility bill reflecting the name and residential address of the person
- a bank statement from another bank reflecting the name and residential address of the person if the person previously transacted with a bank registered in terms of the Banks Act
- a recent lease or rental agreement reflecting the name and residential address of the person
- municipal rates and taxes invoice reflecting the name and residential address of the person
- mortgage statement from another institution reflecting the name and residential address of the person
- telephone or cellular account reflecting the name and residential address of the person
- valid television licence reflecting the name and residential address of the person
- recent long-term or short-term insurance policy document issued by an insurance company and reflecting the name and residential address of the person
- recent motor vehicle license documentation reflecting the name and residential address of the person or
- a statement of account issued by a retail store that reflects the residential address of the person.

#### Acceptable proof of source of funds

- Savings bank statement showing savings reflecting
- Salary, salary slip or letter from Employer on company letterhead
- Sale of assets or a title deed or letter from attorney
- Maturity of Investment. If it's our policy maturing, just get from our records. If it's another institution, a letter from the institution confirming this.
- Inheritance – The relevant will showing that the person was mentioned or letter from attorney/executor.

#### List of acceptable proof of operating address

Below is a list of acceptable proof of operating address documents which must reflect the name of the company and operating address being identified and verified:

- Utility bill
- Recent lease or rental agreement
- Municipal rates and taxes invoice
- Telkom account
- Valid television license.

#### List of acceptable confirmation of banking details

Below is a list of acceptable documents for confirmation of banking details:

- Bank statement with a banks stamp on it
- Confirmation letter from bank with full name, date, account number, bank stamp and signature of banker who typed the letter on a bank letterhead
- Cancelled cheque.

Initial here

To be completed in consultation with your representative. Please note that this does not serve as a cancellation of the replaced policy; you must advise the insurer in writing about cancellation of a policy.

#### Policy holder

Title	<input type="text"/>	Initial(s)	<input type="text"/>
First name(s)	<input type="text"/>	ID number	<input type="text"/>
Surname	<input type="text"/>	Contact number	<input type="text"/>

#### Representative / Financial Advisor

Title	<input type="text"/>	Initial(s)	<input type="text"/>
First name(s)	<input type="text"/>	ID number	<input type="text"/>
Surname	<input type="text"/>	Contact number	<input type="text"/>

#### New Policy

Title	<input type="text"/>	Initial(s)	<input type="text"/>
First name(s)	<input type="text"/>	ID number	<input type="text"/>
Surname	<input type="text"/>	Contact number	<input type="text"/>

#### Policy Being Replaced

Title	<input type="text"/>	Initial(s)	<input type="text"/>
First name(s)	<input type="text"/>	ID number	<input type="text"/>
Surname	<input type="text"/>	Contact number	<input type="text"/>

#### Reasons why replacement may not be advisable

If you do replace any policy, we want to ensure that you make an informed choice. Please indicate below that the following information has been carefully discussed with you by your Representative:

- You will pay some charges and fees twice (for example, commission, underwriting expenses and other initial charges levied by the Insurer) - initially on the existing policy and once again on the new policy Y  N
- You may pay higher premiums for risk (or a bigger part of the premium) on the new policy because you are older now or your health situation may have changed Y  N
- Your new policy may not have the same life cover or premium guarantees as the existing policy. Check the period for which the life cover or other cover amounts are guaranteed before the Insurer is entitled to change your premiums or reduce or remove cover Y  N
- Your new policy may have more exclusions, restrictions or waiting periods particularly if your health has deteriorated Y  N
- Your new policy may not have the same investment performance guarantees as the existing policy (if applicable) Y  N
- The amount of money that you can withdraw under the new policy may be less (if applicable). A new policy will usually have legal restrictions on access within the first 5 years Y  N
- You may lose the tax advantage of your existing policy (if applicable) Y  N
- The surrender value or paid up value of your existing policy may be as low as 60% of the policy value before the change, and could be even less than premiums paid in since unrecovered initial expenses must first be deducted. Check what charges you will be paying on termination of the old policy and see whether the advantages of the new policy will make up for any such charges Y  N
- The investment risk under the new policy may be higher. Remember that the past performance of a fund or asset manager of a fund is not necessarily an indication of future performance Y  N

Initial here



**Annexure B (continued)**

10. The Representative informed you whether the existing / terminated policy could be amended to provide similar benefits to the replacement policy Y  N

11. If such amendment is / was possible, your Representative discussed with you why it is appropriate that the terminated policy be replaced by the replacement policy Y  N

**To Be Completed if The New Business Was Effected via Electronic Business**

Was the replacement policy effected as a result of the: Internet  Telephone  Direct Marketing

Please indicate the date, time of the phone call / negotiation and (if applicable) reference number Y  N

Reference \_\_\_\_\_

Time   :

Date

**Declaration**

Signatures compulsory unless the replacement was effected as a result of the internet, telephone or direct marketing.

**Representative**

I confirm that I have taken all reasonable steps to confirm that the information in this RPAR is true and correct. I confirm that in pursuance of my advice to the policyholder to replace the policy(ies) mentioned in the RPAR, I have fully discharged my duties as set out in section 8 (d) of the General Code of Conduct for Authorised Financial Services Providers and their Representatives (the Code) and have retained a record of such advice as required by section 3 of the said Code.

Signature \_\_\_\_\_

Date

**Policyholder**

I confirm that the Representative has fully explained the consequences of the replacement of the policy(ies) mentioned in the RPAR and I understand the consequences of such replacement(s).

Signature \_\_\_\_\_

Date

Initial here

### Domestic Prominent Influential Person (DPIP)

A DPIP is an individual who holds, including in an acting position for a period exceeding six months, or has held at any time in the preceding 12 months in South Africa a prominent public function including the following:

- The President or Deputy President.
- A Government Minister or Deputy Minister.
- The Premier of a Province.
- A Member of the Executive Council of a Province.
- The Head, Accounting Officer or Chief Financial Officer of a National or Provincial Department or Government Component.
- The Chairperson of a Controlling Body, the Chief Executive Officer, or a natural person who is the Accounting Authority, the Chief Financial Officer or the Chief Investment Officer of a Public Entity listed in Schedule 2 or 3 to the Public Finance Management Act.
- An Executive Mayor of a Municipality.
- The Municipal Manager of a Municipality.
- The Chief Financial Officer of a Municipality.
- The Chairperson of the Controlling Body, Chief Executive Officer, Chief Financial Officer or Chief Investment Officer of a Municipal Entity as defined in Section 1 of the Local Government: Municipal Systems Act.
- A Constitutional Court Judge or any other Judge.
- A Leader of a Political Party.
- A Member of a Royal Family or Senior Traditional Leader.
- An ambassador or high commissioner or other senior representative of a foreign government based in the Republic of South Africa
- An officer of the South African National Defence Force above the rank of major-general
- The position of head, or other executive directly accountable to that head, of an international organisation based in the Republic of South Africa

### Foreign prominent public official (FPPO)

An FPPO is an individual who holds, or has held at any time in the preceding 12 months, in any foreign country a prominent public function including that of a:

- Head of State or Head of a Country or Government.
- Government Minister or equivalent Senior Political or Leader of a Political Party.
- Member of a Foreign Royal Family.
- Senior Judicial Official.
- Senior Executive of a State-owned Corporation.
- High-ranking Member of the Military.

### The Foreign Tax Compliance Act (FATCA)

The Foreign Tax Compliance Act (FATCA), is an American law. FATCA requires reporting of specified United States (US) persons or entities controlled by specified US persons by certain foreign financial institutions. FATCA will impact individual clients in affected products who may be identified as a specified US person for US tax purposes. The legislation also impact certain types of businesses, trusts or legal entities (invested in affected products) that are incorporated in the US or have specified US owners who are regarded as controlling persons. An example of an affected product is an endowment policy.

### The Common Reporting Standards (CRS)

This encourages the exchange of information on a global scale between revenue authorities in order to ensure completeness of income reported by tax payers who have investments outside their country of tax residence.

### ID types

- The following are acceptable ID types:
- An official South African green barcoded identity document.
- Copy of the front and back of an official South African identity card ('Smart Card').\*
- A valid passport issued by the country of which a person is a citizen.

*Note: Once an individual has been issued with a Smart Card, his/her green barcoded identity document is no longer valid and may not be accepted.*

### US

United States of America includes US territories and is abbreviated as US or USA. US territories are territories of the US that are portions of the US that are not within the limits of any state and have not been admitted as states. The US currently has 16 territories, of which the following five are permanently inhabited:

- Puerto Rico
- Guam
- Northern Mariana Islands
- the US Virgin Islands
- American Samoa

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## Annexure C (continued)

### US citizen

The term 'United States citizen' or 'US citizen' means:

- an individual born in the US ; or
- an individual whose parent or parents is/are a US citizen(s); or
- an individual of whom either one or both parents were born in the US; or
- a former alien who has been naturalised as a US citizen; or
- an individual born in Puerto Rico; or
- an individual born in Guam; or
- an individual born in the US Virgin Islands.

### US person

- The term 'United States person' or 'US person' means:
- A US citizen (including dual citizen).
- A US resident.
- An individual born in the US but resident in another country and who has not given up his or her US citizenship.
- A person whose parents have permanent domicile and residence in the US.
- A person residing in the US (resident alien).
- A person who is holding or who previously held a Green Card.
- Certain persons who are physically present in the US for at least 31 days during the current year; 183 days during the three-year period that includes the current year and the two years immediately before that, counting: All the days you were present in the current year, and 1/3 of the days you were present in the first year before the current year, and 1/6 of the days you were present in the second year before the current year.
- A partnership organised in the US or under the laws of the US or any state thereof.
- A corporation organised in the US or under the laws of the US or any state thereof.
- Any estate where the deceased was a citizen or resident of the US other than a foreign estate.
- Any trust, if:
  - a court within the US is able to exercise primary supervision over the administration of the trust.
  - one or more US persons have the authority to control all substantial decisions of the trust.
- Any person that is not a foreign person.

### US national

An individual who owes his sole allegiance to the US, including all US citizens and some individuals who are not US citizens. For tax purposes the term US national refers to individuals who were born in America Samoa or who were born in the Common of the Northern Mariana Islands who have made the election to be treated as US nationals and not as US citizens.

### Entity

The term 'entity', for the purposes of CRS and FATCA, means any juristic person other than a natural person. Included in the definition of 'entity' in the intergovernmental agreement is any legal person or legal arrangement such as a trust, partnership or association. 'Entity' includes but is not limited to the following:

1. a private company [(Pty) Ltd company]
2. a public company, being a Ltd company (can be listed or unlisted)
3. a state-owned company (SOC)
4. an external or foreign company
5. a personal liability company (Inc.)
6. a non-profit company (NPC)
7. a close corporation (CC)
8. a partnership
9. a trust
10. an association
11. a stokvel

### Incorporation or organisation

- 'Incorporation' is the process of legally declaring a corporate entity as separate from its owners.
- 'Organisation' is the coordination, structuring or managing of entities such as partnerships, trusts or associations.

Initial here

## Annexure C (continued)

### Place of effective management

The 'place of effective management' will ordinarily be the place:

- where the most senior person or group of persons makes its decisions, being the place where the actions to be taken by the entity as a whole are determined; and
- where the board of directors formally finalises and/or routinely approves key management, commercial and strategic decisions necessary for the conduct of the entity's business.

In determining the place where material decisions are made, one should consider the place where advice on recommendations or options relating to the decisions are considered and where the decisions are ultimately taken. An entity may have more than one place of management, but it can have only one place of effective management at any one time.

### Controlling person(s)

The following are deemed to be controlling persons:

#### 1. For a company:

- Each Natural person who directly owns 25% or more of the company's shares.
- Where the company's shares are owned directly by a juristic person(s), each natural person who is the ultimate beneficial holder and indirectly owns 25% or more of the company's shares.
- Each natural person who exercises control (the ability to influence materially the outcome of a vote at a general meeting or appoint or veto the appointment of the directors of the entity) through other means such as personal connections or contractual relationships.
- If despite reasonable effort, the information required in the above bullet points cannot be determined, then each natural person who holds a senior management position and exercises executive control over the daily or regular affairs of the company, filling the position of chief executive officer, chairman of the board, chief financial officer, or similar positions.

#### 2. For a trust:

- Settlor
- Founder
- Donor
- Trustee
- Beneficiary/beneficiaries

#### 3. For a partnership of juristic persons:

- Each natural person who is the ultimate beneficial holder of 25% or more of the partnership interest.
- Each natural person who exercises control through other means such as personal connections or contractual relationships.
- Each natural person who controls the business decisions of the partnership, in terms of the partnership agreement.

#### 4. For a partnership of natural persons: All partners of the partnership.

#### 5. For a social club, stokvel or an association: All natural persons authorised to manage the affairs of the social club, stokvel or association in terms of the founding document/constitution.

#### 6. For a cooperative: The managing/executive director or person(s) in a similar capacity.

#### 7. For a close corporation: All members of the close corporation.

### Financial institution (FI)

The term 'financial institution' means a custodial institution, a depository institution, an investment entity or a specified insurance company.

### Investment entity

The term 'investment entity' includes two types of entities:

1. An entity that primarily conducts itself as a business, performing one or more of the following activities or operations for or on behalf of a customer:
  - Trading in money market instruments such as cheques, bills, certificates of deposit and derivatives, foreign exchange, exchange, interest rate and index instruments, transferable securities or commodity futures.
  - Individual and collective portfolio management.
  - Investing, administering or managing financial assets or money on behalf of other persons. Such activities or operations do not include rendering non-binding investment advice to a customer.
2. The second type of investment entity (an investment entity managed by another financial institution) is any entity whose gross income is primarily attributable to investing, reinvesting or trading in financial assets, and where the entity is managed by another entity that is a depository institution, a custodial institution, a specified insurance company or the first type of investment entity mentioned above.

### Participating jurisdiction

A 'participating jurisdiction' means a jurisdiction with which an intergovernmental or competent authority agreement is in place pursuant to which it will provide the information required on the automatic exchange of financial account information as set out in the CRS.

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## Annexure C (continued)

### Managed by

- An entity is 'managed by' another entity if the managing entity performs, either directly or through another service provider on behalf of the managed entity, any of the activities or operations described in (i) of the definition of 'investment entity'.
- An entity manages another entity only if it has discretionary authority to manage the other entity's assets (either in whole or part).
- Where an entity is managed by a mix of financial institutions, non-financial entities or individuals, the entity is considered to be managed by the financial institution, being the entity that is a depository institution, a custodial institution, a specified insurance company or an entity described in (i) of the definition of 'investment entity', as the case may be.
- Where the entity is located in a non-participating jurisdiction and managed by another financial institution, it is treated as passive non-financial entity.

### Other investment entity

An 'other investment entity' is an investment entity that is resident in a participating jurisdiction, whether managed by another financial institution or not.

### Depository institution

The term 'depository institution' refers to any entity that accepts deposits in the ordinary course of a banking or similar business.

### Custodial institution

The term 'custodial institution' means any entity that holds, as a substantial portion of its business, financial assets for the account of others.

An entity will be regarded as holding financial assets for the account of others as a substantial portion of its business if its gross income attributable to the holding of financial assets and related financial services equals or exceeds 20% of the entity's gross income during the shorter of:

- the three-year period that ends on 31 December (or the final day of a non-calendar year accounting period) before the year in which the determination is being made; or
- the period during which the entity has been in existence.

### Specified insurance company

The term 'specified insurance company' refers to any entity that is an insurance company (or the holding company of an insurance company) that issues, or is obligated to make payments with respect to, a cash value insurance contract or an annuity contract.

### Global Intermediary Identification Number (GIIN)

- The Global Intermediary Identification Number is issued by the US Internal Revenue Service (IRS) via the IRS registration portal. All participating foreign financial institutions need to register with the IRS to obtain a GIIN.
- It applies to financial institutions that have adopted FATCA either through an intergovernmental agreement or as a choice, being a Model 2 foreign financial institution.
- Certain deemed-compliant or non-reporting financial institutions must also obtain a GIIN.
- The GIIN is a unique reference number that has a specific format and is issued to identify each financial institution. Each part has a particular meaning, for example, it tells you whether the financial institution is part of a bigger group or whether the financial institution is a sponsoring entity. It also identifies the financial institution jurisdiction of residence in which it maintains a branch that is not treated as a 'limited' branch.

### Non-participating foreign financial institution (NPFFI)

'Non-participating foreign financial institution' means a financial institution that has not agreed to comply with the due diligence requirements of FATCA and, as a result, has not registered on the US Internal Revenue Service portal. Under FATCA, a non-participating foreign financial institution will be reported and any US source income that is fixed or determinable (such as dividends or interest) and that is annual or periodical (FDAP), will be subject to 30% withholding.

### IRS W-8BEN-E

This form is the Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities) and is used by foreign entities to document their status for purposes of chapter 3 and chapter 4 of the US Internal Revenue Service's Internal Revenue Code as well as other code provisions.

### Control

- 'Control' over an entity is generally exercised by the natural person(s) who ultimately has/have a controlling ownership interest in the entity.
- Where no natural person(s) exercise(s) control through ownership interests, the controlling person(s) of the entity will be the natural person(s) who exercise(s) control over the entity through other means.
- Where no natural person(s) is/are identified as exercising control of the entity through ownership interests, the reportable person will be deemed to be the natural person holding the position of senior managing official.

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## Annexure C (continued)

### IRS W-9

This form is to be used:

- only if the person is a US person (including a resident alien).
- to request a person's taxpayer identification number (TIN) (the form acts as a certification).
- by a person who is required to file an information return with the US Internal Revenue Service to report, for example, income paid to such person, real estate transactions, mortgage interest paid, acquisition or abandonment of secured property or cancellation of debt.

### Taxpayer Identification Number (TIN) (including functional equivalent)

A 'taxpayer identification number' is a unique combination of letters or numbers assigned by a jurisdiction to an individual or entity to identify the individual or entity for the purposes of administering the tax laws of such jurisdiction. In some jurisdictions taxpayer identification numbers are not issued. In such cases, instead of the taxpayer identification number, a functional equivalent can be issued, such as a high integrity number with an equivalent level of identification.

### Active non-financial entity (NFE)

Any non-financial entity can be an 'active non-financial entity', provided that it meets any of the criteria listed below.

In summary, those criteria refer to:

- active non-financial entities by reason of income and assets;
- publicly traded non-financial entities;
- governmental entities, international organisations, central banks or their wholly owned entities;
- holding non-financial entities that are members of a non-financial group;
- start-up non-financial entities;
- Active non-financial entities (NFE);
- non-financial entities that are liquidating or emerging from bankruptcy;
- treasury centres that are members of a non-financial group; or
- non-profit non-financial entities.

An entity will be classified as an 'active non-financial entity' if it meets any of the following criteria:

- Less than 50% of the non-financial entity's gross income for the preceding calendar year or other appropriate reporting period is passive income and less than 50% of the assets held by the non-financial entity during the preceding calendar year or other appropriate reporting period are assets that produce, or are held for the production of passive income.
- The stock of the non-financial entity is regularly traded on an established securities market or the non-financial entity is a related entity<sup>2</sup> of an entity of which the stock is regularly traded on an established securities market.
- The non-financial entity is a governmental entity, an international organisation, a central bank or an entity that is wholly owned by one or more of the foregoing.
- Substantially all of the activities of the non-financial entity consist of holding (in whole or in part) the outstanding stock of, or providing financing and services to, one or more subsidiaries that engage in trades or businesses other than the business of a financial institution, except that an entity does not qualify for this status if the entity functions as (or holds itself out to be) an investment fund, such as a private equity fund, venture capital fund, leveraged buyout fund or any investment vehicle whose purpose is to acquire or fund companies and then hold interests in those companies as capital assets for investment purposes.
- The non-financial entity is not yet operating a business and has no prior operating history, but is investing capital into assets with the intent to operate a business other than that of a financial institution, provided that the non-financial entity does not qualify for this exception after a date that is 24 months after a date of the initial organisation of the non-financial entity.
- The non-financial entity was not a financial institution in the past five years, and is in the process of liquidating its assets or is reorganising with the intent to continue or recommence operations in a business other than that of a financial institution.
- The non-financial entity primarily engages in financing and hedging transactions with, or for, related entities that are not financial institutions, and does not provide financing or hedging services to any entity that is not a related entity, provided that the group of any such related entities is primarily engaged in a business other than that of a financial institution.
- The non-financial entity meets all of the following requirements:
  - It is established and operated in its jurisdiction of residence exclusively for religious, charitable, scientific, artistic, cultural, athletic or educational purposes; or it is established and operated in its jurisdiction of residence and it is a professional organisation, business league, chamber of commerce, labour organisation, agricultural or horticultural organisation, civic league or an organisation operated exclusively for the promotion of social welfare; and
  - it is exempt from income tax in its jurisdiction of residence; and
  - it has no shareholders or members who have a proprietary or beneficial interest in its income or assets; and
  - the applicable laws of the non-financial entity jurisdiction of residence or the non-financial entity's formation documents do not permit any income or assets of the non-financial entity to be distributed to, or applied for the benefit of, a private person or non-charitable entity other than pursuant to the conduct of the non-financial entity's charitable activities, or as payment of reasonable compensation for services rendered, or as payment representing the fair market value of the property the non-financial entity has purchased; and
  - the applicable laws of the non-financial entity's jurisdiction of residence or the non-financial entity's formation documents require that, on the non-financial entity's liquidation or dissolution, all of its assets be distributed to a governmental entity or other non-profit organisation, or escheat to the government of the non-financial entity's jurisdiction of residence or any political subdivision thereof.

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## Annexure C (continued)

### Related/Related entity

An entity is a 'related entity' of another entity if either entity controls the other entity, or the two entities are under common control. For the purpose of this definition, control includes direct or indirect ownership of more than 50% of the value in an entity or a holding of more than 50% of the voting shares in an entity.

### International organisation

An 'international organisation' is an organisation with an international membership, scope or presence. There are two main types:

1. International non-governmental organisations (INGOs): non-governmental organisations that operate internationally. These include international non-profit organisations and worldwide companies such as the World Organisation of the Scout Movement and the International Committee of the Red Cross.
2. Intergovernmental organisations, also known as international governmental organisations (IGOs): the type of organisation most closely associated with the term 'international organisation' that is made up primarily of sovereign states (referred to as member states).

### Public benefit organisation (PBO)

A public benefit organisation can be a trust, a not-for-profit company in terms of section 10 of the Companies Act, 71 of 2008, or another association registered with the South African Revenue Services (SARS) in terms of section 30(1) of the Income Tax Act, 58 of 1962.

### Other active non-financial entity (NFE)

Other active non-financial entities are those entities that were not specifically identified in points 6.1 to 6.6 of the CRS and FATCA – Entity Self-certification form, such as:

- a holding non-financial entity that is a member of a non-financial group; or
- a start-up non-financial entity; or
- a non-financial entity that is either liquidating or emerging from bankruptcy; or
- a treasury centre that is a member of a non-financial group.

### Passive non-financial entity

A 'passive non-financial entity' is a non-financial entity of which 50% of its income is passive and more than 50% of its assets for the last financial year are in the form of passive investments.

A passive non-financial entity is:

- any non-financial entity that is not an active non-financial entity, and
- an investment entity resident in a non-participating jurisdiction and is managed by a financial institution.

However, if this entity is a corporate and is part of a group that is listed and whose shares are frequently traded on a regulated stock exchange, then it will default to an active non-financial entity.

'Passive income' means that portion of gross income consisting of:

- dividends, including substitute dividend amounts;
- interest;
- income equivalent to interest;
- rents and royalties, other than rents and royalties derived in the active conduct of a trade or business conducted, at least in part, by employees of the non-financial entity;
- annuities;
- the excess of gains over losses from the sale or exchange of property that gives rise to passive income as described in this definition;
- the excess of gains over losses from transactions (including futures, forwards and similar transactions) but not including:
  - any commodity hedging transaction;
  - active business gains or losses from the sale of commodities;
  - the excess of foreign currency gains over foreign currency losses;
  - net income from notional principal contracts;
  - amounts received under a cash value insurance contract; or
  - amounts received by insurance companies in connection with its reserves for insurance and annuity contract.

### Reportable account

The term 'reportable account' means an account held by one or more reportable person(s) or by a passive non-financial entity where one or more controlling persons is/are a reportable person(s), provided it has been identified as such pursuant to the prescribed due diligence procedures.

The term 'reportable person(s)' means all individuals or entities that are defined as specified US persons or an individual or entity that is resident in a reportable jurisdiction under the tax laws of such jurisdiction, or an estate if a descendant that was resident of a reportable jurisdiction.

The term 'reportable jurisdiction' means any jurisdiction other than US or South Africa.

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# Annexure D

## FATCA/CRS Self-Certification Declaration for an Individual (Refer to "Annexure C" for Definitions and Glossary)

Please note that the form cannot be completed by anyone other than the affected client. Clientèle Life will be unable to provide any guidance when completing the form as this can constitute tax advice. Clients are therefore advised, where necessary, to seek independent tax advice when completing the forms.

### D1. Identification of Individual Account Holder/Controlling Person

Title	<input type="text"/>	Initial(s)	<input type="text"/>	Gender	M	<input type="checkbox"/>	F	<input type="checkbox"/>	South African Tax reference number	<input type="text"/>	
First name(s)	<input type="text"/>								Physical address	<input type="text"/>	
Surname	<input type="text"/>									<input type="text"/>	
ID number	<input type="text"/>								Suburb	<input type="text"/>	
Country of birth	<input type="text"/>								City/Town	<input type="text"/>	
Trust registration number	<input type="text"/>								Postal Code	<input type="text"/>	
Date of formal emigration (if applicable)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Postal address	<input type="text"/>	
Contact number	Work	<input type="text"/>									<input type="text"/>
	Home	<input type="text"/>								Suburb	<input type="text"/>
	Cell	<input type="text"/>								City/Town	<input type="text"/>
	Fax	<input type="text"/>								Postal Code	<input type="text"/>

### D2. Certify Citizenship, Nationality and Country of Tax Residence

1. Do you have tax liabilities or tax residence outside South Africa? Y  N   
If 'yes', please complete C3, below.
2. Do you hold any citizenships or nationalities outside of South Africa, including US citizenship? Y  N
3. Are you a US citizen, a US person, a US national, or US tax resident? Y  N   
If 'no', then Section C3 below does not need to be completed.

### D3. Account Holder/Controlling Person's Tax Residency

This section must be completed for all countries where the client is tax resident/has tax responsibilities.

Country of tax residence	TIN (Tax Identification Number)	If you are unable to provide a TIN, please provide reason*
1.		
2.		
3.		
4.		
5.		

#### Guide to reasons for not being able to obtain a TIN:

1. The country/jurisdiction where the account holder is resident does not issue a TIN to its residents.
2. Account holder is unable to obtain a TIN or equivalent number. Explanation must be provided.
3. No TIN required (Only select this reason if the domestic law of the relevant jurisdiction does not require the collection of the TIN issued by such jurisdiction).

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## Annexure D (continued)

Please explain in the boxes below why you are unable to obtain a TIN if you selected Reason 2.

Country of tax residence/Country that issued TIN	Explanation of why you are unable to obtain TIN
1.	
2.	
3.	
4.	
5.	

### D4. Entity holding account at Clientèle in relation to which you are considered a controlling person

This section only needs to be completed when a person is considered a controlling person of an entity with an account at Clientèle.

*e.g. William Scott is a controlling person of a company that has an account with Clientèle Life.*

Name of entity  Registration number of entity   
Clientèle Life account number/policy number for the entity you are a controlling person of

### D5. Declaration and Signature of Account Holder/Duly Authorised Representative

I, the undersigned:

1. Declare that all statements made in this declaration are, to the best of my knowledge and belief, correct and complete.
2. Undertake to advise Clientèle Life within 30 days of any change in circumstances which affects the tax residency status of the individual identified in Section D of this form or causes the information contained herein to become incorrect or incomplete, and to provide Clientèle Life with a suitably updated self-certification and declaration within 90 days of such change in circumstances.
3. Acknowledge that the information contained in this form and the information regarding the account holder and any reportable accounts<sup>1</sup> may be provided to the South African Revenue Service, and exchanged with tax authorities of another country/jurisdiction or countries/jurisdictions in which the account holder may be tax resident pursuant to intergovernmental agreements to exchange financial account information.

Firstname(s)  Capacity in which client signs   
Surname  Date 

Y	Y	Y	Y	M	M	D	D
---	---	---	---	---	---	---	---

Signature \_\_\_\_\_

<sup>1</sup>If the person signing the form is not the account holder, he/she must indicate their capacity e.g. trustee/member.

<sup>2</sup>If signing under a power of attorney, please provide a certified copy of the power of attorney.

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This form, together with a FATCA/CRS Self-Certification Declaration for an Individual completed by each controlling person of an entity, make up the self-certification documentation required for entities.

**E1. Identification of Individual Account**

Legal name of entity/branch	<input type="text"/>	Physical address	<input type="text"/>
Entity registration number <small>(if registered)</small>	<input type="text"/>		<input type="text"/>
Country of incorporation or organisation	<input type="text"/>	Suburb	<input type="text"/>
South African tax reference number	<input type="text"/>	City/Town	<input type="text"/>
		Postal Code	<input type="text"/>
Contact number Work	<input type="text"/>	Postal address	<input type="text"/>
Home	<input type="text"/>		<input type="text"/>
Cell	<input type="text"/>	Suburb	<input type="text"/>
Fax	<input type="text"/>	City/Town	<input type="text"/>
		Postal Code	<input type="text"/>

**E2. Certify Country of Residence For Tax Purposes**

1. Is the entity incorporated or organised or has a place of effective management outside of South Africa? Y  N

2. Does the entity have tax obligations, tax liabilities or tax residencies outside of South Africa? Y  N

3. Do any of the controlling persons of the entity:

- have tax obligations, tax liabilities or tax residencies outside of South Africa, or Y  N
- hold citizenships or nationalities outside of SA (including US citizenship), or are they a US person or a US national\*? Y  N

*Note: Please complete a Clientèle Life CRS and FATCA Individual Self-certification form for every controlling person to whom this applies.*

**\*\*\* Important notes on completing the rest of this form:**

- If 'No' is selected for all the above questions, then proceed to Part E8 of the document.
- If the entity is a Financial Institution, complete E3. Do not complete part E6.
- If 'Yes' is selected for any of the above, complete E4 and Section E5. If the entity is not a Financial Institution, complete E6.

**E3. Certify Financial Institution Entity Type**

Is the entity:

1. An investment entity that is not resident in a participating jurisdiction and managed by another financial institution? Y  N   
*If 'Yes' is selected for 1, Section E7 must be completed.*

2. Any other investment entity? Y  N

3. A depository institution, custodial institution or specified insurance company? Y  N   
*If 'Yes' is selected for 1, 2 or 3, please provide the entity's GINN number*

If the GINN number provided belongs to a sponsoring entity, please provide the name of the sponsoring entity:

4. A financial institution that meets the definition of non-participating foreign financial institution (NPFFI)? Y  N

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## Annexure E (continued)

### E4. Certify United States Tax Residency

1. Is the entity incorporated in or organised in the US? Y  N
2. Is the entity a trust that the US would have jurisdiction over, or a trust where one or more US person(s) would have the authority to control decisions of the trust? Y  N
3. Does the entity have any tax obligations in the US? Y  N

### E5. Entity Tax Residency

This part must be completed for all countries where the entity is tax resident/has tax responsibilities

Country of tax residence/Country that issued TIN <sup>22</sup>	TIN (Tax Identification Number)	If unable to obtain TIN, indicate reason*
1.		
2.		
3.		
4.		
5.		

#### Guide to reasons for not being able to obtain a TIN:

- The country/jurisdiction where the account holder is resident does not issue a TIN to its residents.
- Account holder is unable to obtain a TIN or equivalent number. Explanation must be provided.
- No TIN required (Only select this reason if the domestic law of the relevant jurisdiction does not require the collection of the TIN issued by such jurisdiction).

Please explain in the boxes below why you are unable to obtain a TIN if you selected Reason 2.

Country of tax residence/Country that issued TIN	Explanation of why you are unable to obtain TIN
1.	
2.	
3.	
4.	
5.	

### E6. Entity Classification

This section only applies to entities that are not financial institutions. Please provide the account holder's status by ticking the boxes below.

1. Active non-financial entity (NFE): An entity whose shares are regularly traded on an established stock exchange or an entity that is related to another entity whose shares are regularly traded on an exchange. Y  N

If 'Yes' is selected for 1., please indicate which stock exchange

2. Active NFE: A governmental entity. Y  N
3. Active NFE: A central bank. Y  N
4. Active NFE: International organisation (e.g. United Nations, World Health Organisation). Y  N
5. Active NFE: Non-profit Entity that is registered as a PBO with SARS. Y  N

If 'Yes' is selected for 5., please provide PBO number issued by SARS

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**Annexure E (continued)**

6. Active NFE: An entity for which less than 50% of the gross income is passive income, and less than 50% of the assets held are assets that produce-, or are held for the production of, passive income. (Passive income includes dividends, interest, annuities, rent etc.) Y  N
7. Other Active NFE: An entity not qualifying as one of the above (1 – 7). Y  N
8. A Passive NFE: An entity not qualifying under any of the above criteria. Y  N

If 8. is selected, it is mandatory to complete E7.

**E7. Controlling Person Identification\***

This section only applies to entities that are not financial institutions. Please provide the account holder’s status by ticking the boxes below.

First name(s)	Surname	Country of issue	Identification Number	Email address

\*Please provide a completed FATCA/CRS Self-Certification Declaration for an Individual for each controlling person listed in the table above.

**E8. Declaration and Signature of Account Holder/Duly Authorised Representative**

I, the undersigned:

- Am authorised to sign this document on behalf of the entity and declare that all statements made in this declaration are, to the best of my knowledge and belief, correct and complete.
- Undertake to advise Clientèle Life within 30 days of any change in circumstances which affects the tax residency status of the individual identified in Part E of this form or causes the information contained herein to become incorrect or incomplete, and to provide Clientèle Life with a suitably updated self-certification and declaration within 90 days of such change in circumstances.
- Acknowledge that the information contained in this form and the information regarding any reportable accounts may be provided to the South African Revenue Service, and exchanged with tax authorities of another country/jurisdiction or countries/jurisdictions in which the Entity or any controlling persons may be tax resident(s) pursuant to South African tax legislation.

Firstname(s)

Surname

Capacity in which client signs

Date

Signature of duly authorised person \_\_\_\_\_

\* If signing under a power of attorney, please provide a certified copy of the power of attorney

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