

Cover Letter – Unit Trust Application Form: Tax Free Savings Account for Individuals

Dear Investor,

You can invest a cumulative total of R36 000 per tax year and R500 000 over your lifetime. You may spread the R36 000 (and R500 000) over multiple investments, although it then makes it more complex for you to keep track of your total tax free investments.

At Perspective, our commitment is to communicate with our investors clearly and in a straightforward manner, without using industry jargon or legal terms. As a business operating in a licensed and highly regulated industry, we comply with strict protocols governing the way we process investor instructions. We understand and respect these protocols, but we know that they can often result in unintended confusion in communication. We therefore provide our investors with this cover letter that can be read alongside the application form.

We still recommend that you let us know to assist you in person, by contacting us at +27(0)21-418-0686 or investing@perspectiveim.co.za. If it is outside our regular work hours please leave a message with your contact details – one of us will contact you as soon as possible.

If you are intent on completing this form on your own, we believe this cover letter will save you valuable time and energy. It contains everything that we wish we knew when we first completed these forms as the funds' first investors!

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Taking the **Unit Trust Application Form: Tax Free Savings Account for Individuals.**

The first step is to please **check that you have the correct form.** This form is for individual investors, guardians and your financial advisors who are investing in the Tax Free Savings Account of either the *Perspective Balanced Prescient Fund* or the *Perspective Executive Equity Prescient Fund* for the first time.

To clarify, Prescient is our preferred business partner responsible for the administration of the funds. In short, Perspective makes all the investment decisions and Prescient handles the administration of both the Funds.

General guidelines on completing the form:

- Please write, in black ink, in clearly legible capital letters and large, well-spaced numbers.
- If you make any corrections, please initial alongside.
- Initial or sign at the bottom of each page.

HOW TO INVEST

Please note that it is important that your full set of documentation reaches Prescient **before 13:00** (SA time) for processing on the current day.

If you are using a scanner or photocopier, please ensure that your copy is clearly legible and that you use a high enough resolution.

Please e-mail the **complete** set of documentation indicated below in (1) to (4) to pmancoadmin@prescient.co.za, or fax it to the number +27(0)21-700-5331.

- 1) Completed application form, initialed on each page and signed where indicated.
- 2) FICA documentation (refer to pages 12 & 13 of the application form), copies of:
 - **Proof of identification.** A clear copy of **one** of your RSA green, bar coded ID book, both sides of your smart ID card, your passport or a valid driver's license that matches your investor name on the form

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- **Proof of address.** A copy of **one** of your recent (dated within the past 3 months) utility bills (for example a municipal or phone bill) that matches your investor name and residential address on the form.
 - **Proof of bank details.** A copy of the front page of **one** of your recent (within the past 3 months) bank statements that matches the bank details on the form.
- 3) Proof of deposit.
 - 4) Completed Compulsory Foreign Tax Declaration and Self-Certification (pages 9 & 10 of application form).

Please now **place a cross in the relevant 2 boxes on page 1** to indicate that you have all the necessary documentation, being the 'FICA Documentation' and 'Proof of Banking Details' boxes. We'll refer to the other two ("Proof of Deposit" and "Completed Compulsory Tax Annexure") later.

If there is anything at all that you are unsure of or if you would like us to do a final revision, please contact any of us on +27(0)21-418-0686 or investing@perspectiveim.co.za.

PERSONAL DETAILS

- Please **leave the client number field on page 1 blank if you are a new investor.** Following your first investment, you will be issued with a unique client number.
- If you only have a cellphone number leave all the other contact number fields blank.
- **We encourage you to make use of e-mail as a preferred communication method,** as it is faster, environmentally friendly and far more efficient and secure than postal systems.

ACTING ON BEHALF OF INVESTOR

Leave the section 'Acting on behalf of investor' on page 2 blank if you are acting in your own capacity.

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FINANCIAL ADVISOR DETAILS

Leave the section 'Financial Advisor Details' on page 3 blank if you are not making use of a financial advisor.

SOURCE OF FUNDS INVESTED

It is an important aspect of the increased regulation in terms of global anti-money-laundering initiatives. It is essential for all Financial Service Providers and their investors to assist in protecting the public from criminal activity. The examples provided should suffice in most cases. This section often causes uncertainty; please contact us if you need more information.

BANKING DETAILS OF INVESTOR

Please **check for accuracy**, as this is the bank account that your future payments are to be made into.

METHOD OF PAYMENT

- Most investors do electronic / internet transfer payments. If you plan to make a **cheque deposit**, please note that your investment can only be processed after your cheque has cleared by the bank, which **could take a week or longer**.
- Regular investors in the *Perspective Balanced Prescient Fund* can schedule direct debit orders from their own or other bank accounts (for example, if you are completing the form on behalf of a minor, you may wish to set up a direct debit drawing from your own bank account).
- Important to note that this option (direct debit orders) is not available on the *Perspective Executive Equity Prescient Fund*.

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FEE TEMPLATE

- Complete the 'Investment Option Details' on page 6 after making your decision as to which Fund you will be investing in i.e. either the *Perspective Balanced Prescient Fund* or the *Perspective Executive Equity Prescient Fund*.
- Indicate your choice as to whether to re-invest your apportioned income from the fund. If not, please complete the "Regular Withdrawals"-section of the form.
- Mark N/A (Not Applicable) in the column labelled 'Annual Distribution Fee'.
- If you are not using a financial advisor, mark N/A (Not Applicable) in the columns labelled 'Initial Financial Advisor Fee' and 'Annual Financial Advisor Fee'.
- If you are using a financial advisor, they should assist you in completing the 'Fee Template' section.

REGULAR WITHDRAWALS

Complete the section 'Regular Withdrawals' if you would like to have regular withdrawals set up from your apportioned income from the fund.

We recommend that you first read and initial the 'Terms and Conditions' section on pages 11 to 13 *before* you read, initial, date and sign the 'Authorisation and Declaration' section on pages 7 to 8.

Please be sure to answer the question under point 16 on page 8. As an industry, we are governed by strict rules concerning the receipt and management of funds by deemed 'politically connected persons'. This is in the public interest and we strongly support it.

COMPULSORY FOREIGN TAX DECLARATION AND SELF-CERTIFICATION

- Return to page 9 to complete this section till the end of page 10. Please **note that you must complete Section 3 on page 10. For a South African tax payer, the Tax ID number (TIN) is the same as your SARS Tax number.**
- After you've dated and signed the bottom of page 10, please go back to page 1 and place a cross in the box 'Completed Compulsory Tax Annexure'.

Submit your funds transfer to the funds' bank inflow account indicated on page 4. Please **triple-check to ensure that you transfer your funds to the correct bank account and that the amount you transfer or deposit matches the amount indicated on your form.** It is extremely time-consuming and costly to find and correct payments to the wrong bank account, not to mention risking losing your money if it ends up in the wrong bank account. As you make the payment, please get a copy of the proof of payment.

Place a cross in the box 'Proof of Deposit' on page 1 when you have a copy of your proof of payment.

Now, return to the "How to invest" section to submit your application.
