

## Unit Trust Application Form Individuals

### How to Invest

1. Please send the completed Application Form, together with the required supporting FIA documentation and proof of payment to Catalyst Investment Managers at fax number +264 833308081 or email to [units@catalyst.com.na](mailto:units@catalyst.com.na)
2. Cut-off time for receiving transactions is **11:00am** (Namibian Time).
3. The following supporting documentation must be submitted with this application:

☐

FIA documentation

☐

Proof of deposit

☐

Proof of banking details

### Details

New Investor

☐

Existing Investor

☐

Client Number

### Investor

Title \_\_\_\_\_ Surname \_\_\_\_\_

First Name(s) \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Date of Birth \_\_\_\_\_ Nationality \_\_\_\_\_

Identity Number or Passport (if no Namibian ID) \_\_\_\_\_

Income Tax Number \_\_\_\_\_

Occupation \_\_\_\_\_ Country of Residence \_\_\_\_\_

Physical Address \_\_\_\_\_

Post Code \_\_\_\_\_

Postal Address \_\_\_\_\_ Post Code \_\_\_\_\_

Telephone (H) \_\_\_\_\_ Telephone (W) \_\_\_\_\_

Cell \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

Please specify your preferred method of receiving correspondence \*

E-mail ☐

Postal address ☐

\*Where no selection is made correspondence will be sent to the e-mail address supplied above.

Marital Status

Single ☐

ANC ☐

Community of Property ☐

### Acting on behalf of Investor\*

\* This is for Guardians/ persons with Powers of Attorney

Title \_\_\_\_\_ Surname \_\_\_\_\_

First Name(s) \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Date of Birth \_\_\_\_\_ Nationality \_\_\_\_\_

Identity Number or Passport (if no Namibian ID) \_\_\_\_\_

Income Tax Number \_\_\_\_\_

Physical Address \_\_\_\_\_

Post Code \_\_\_\_\_

Postal Address \_\_\_\_\_ Post Code \_\_\_\_\_

Telephone (H) \_\_\_\_\_ Telephone (W) \_\_\_\_\_

Cell \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

Occupation \_\_\_\_\_

Capacity \_\_\_\_\_

### Sources of Funds Invested

Please specify the source of funds (e.g. salary; investment proceeds; sale of assets; inheritance etc.) The manager reserves the right to request documentary proof e.g. income statement, bank statement.

## Banking Details

Name of Account Holder \_\_\_\_\_

Name of the Bank \_\_\_\_\_

Branch Name \_\_\_\_\_ Branch Code \_\_\_\_\_

Account Number \_\_\_\_\_ Account Type \_\_\_\_\_

Signature of Account Holder \_\_\_\_\_

- A cancelled cheque or bank statement must be attached as proof of banking details.
- The account holder must have a Namibian bank account.
- Debit orders and electronic collections will be deducted from this account.
- The onus is on the investor to inform the manager of any changes to the bank account details.
- No payments will be made into third party bank accounts or credit cards. (i.e. payments will only be made to the bank account in the name of the registered investor).

## Method of Payment

### Lump Sum

Please deposit your lump sum investment directly into the following bank account:

Account Name	Account Number	Bank	Branch	Branch Code
BCIN – Catalyst Inflow Account	11990787664	Nedbank Namibia	Corporate and Investment Banking	461617

#### Cheque deposit

☐

All cheques need to be endorsed as "Non-Transferable" and deposited directly into the unit trust inflow account by the investor. Banks do not accept cheques that exceed an amount of N\$100 000.00. Please insert investors name and surname as reference. The investment will only be made when cheques are cleared.

#### Electronic/Internet transfer

☐

Electronic internet transfers may take up to 2 days to appear in the bank account. Units may only be purchased upon receipt of documentation and funds into the account. Please insert investors name and surname as reference. Please attach proof of transfer.

### Debit Order / Electronic Collection

I hereby authorise the manager to deduct the stated amount for the investment from the bank account above. I agree to pay bank charges and costs incurred by this electronic collection or debit order. Any debit order amendment must be received in writing by the company prior to the 7<sup>th</sup> day of the month in order for it to be acted upon in the following month.

#### Electronic collection

☐

Funds are deducted from the investor's bank account 4 days after the receipt of this application form and supporting documentation. Electronic collection by the manager is restricted to a maximum of N\$500 000.00 per debit. Where a higher amount than this is requested, multiple debits will be processed on the same day. .

#### Regular debit order

☐

Funds are deducted from the investor's bank account on the 1<sup>st</sup> working day of each month or as soon as possible thereafter

Commencement date

Annual Escalation    %

## Appointment of Financial Advisor and Fees

I, the appointed Financial Advisor for this investment application declare as follows:

Name of Financial Advisor \_\_\_\_\_

Name of Financial Services Provider \_\_\_\_\_

NAMFISA License Number \_\_\_\_\_

The manager's Financial Services Provider code (to be obtained from the company) \_\_\_\_\_

VAT Vendor Status: Registered ☐ Not Registered ☐

VAT Number \_\_\_\_\_

### I declare that:

1. I am licensed to render services in respect of this product
2. I have fully explained the meaning and implications of replacement (if applicable) to the investor/s and that I am fully aware of the possible detrimental consequences of replacement.

4. I have established and verified the identity of the investor/s (and persons acting on behalf of the investor) in accordance with the Financial Intelligence Act, 2007 (Act No. 3 of 2007), and the regulations thereto, and I will keep records of such identification and verification according to the provisions of FIA.
5. I have explained all fees that relate to this investment to the investor/s and I understand and accept that the investor/s may withdraw his/her authority for payment to me in writing and inform the manager.
6. My personal information may be used by the manager in the normal course of business to provide the products and services and the manager may retain any information for purposes of investment transactions, processing and administration and to communicate directly with me. Personal information will not be given or sold to any third parties. The manager will disclose or report personal information if and when required to do so by law or any regulatory authority, and to our employees or agents who require such information to carry out their duties.

Signature of Investor \_\_\_\_\_ Date \_\_\_\_\_

Signature of financial advisor \_\_\_\_\_ Date \_\_\_\_\_

## Special Instructions

\_\_\_\_\_  
 \_\_\_\_\_

## Terms and Conditions

### General

1. This application together with the Main Deed and the relevant Supplemental Deeds, will govern the legal relationship between the investor and Catalyst Investment Managers ("the manager"). It is the manager's sole discretion to accept or reject the investor's application form.
2. Please note that all documents, notifications of deposit, contributions and investment applications must be received by the manager by or before 11:00am (Namibia time), to be transacted at the net asset value price for that day. The cut-off time also applies to redemptions and switch transactions. Where all required documentation is not received before the stated cut-off time the manager shall not be obliged to transact at the net asset value price for that day.
3. No interest will accrue to monies awaiting allocation.
4. All redemptions must be submitted in writing and will be executed following receipt and acceptance of such instruction. Please note in the case of redemptions, settlement may take up to 48 hours.
5. Investors wishing to redeem units amounting to more than 5% of the total market value of the relevant unit trust fund portfolio must provide the manager with at least 7 business days' written notice of such redemption. If this notice is not received by the manager, the manager may treat such withdrawal as only having taken place on the 7th business date after such instruction is received. However, where the amount to be redeemed exceeds 10% of the total market value of the portfolio, the parties shall determine the actual date of withdrawal through mutual agreement between them.
6. The net asset value price is calculated using the forward pricing methodology. The net asset value can be defined as the total market value of all assets in the unit portfolio including any income accruals and less any permissible deductions from the portfolio, divided by the number of units in issue.
7. Units will be bought and sold at the net asset value price in accordance with the requirements of the Unit Trust Control Act and the relevant Deeds.
8. The manager may, at his/her discretion, close portfolios to new investors and existing unit holders, including the cessation of debit orders, if applicable.
9. The manager reserves the right to terminate this contract by giving 30 days' written notice to the investor. Units shall be repurchased on the 30th day after notification of termination at the ruling price on that day. Any proceeds from the termination shall be paid to the investor's bank account given in this application form.
10. All material facts must be accurately and properly disclosed, and the accuracy and completeness of all answers, statements or other information provided by or on behalf of the client, are the client's own responsibility.
11. No indulgence granted by the manager shall affect or prejudice the rights of the manager, nor shall it be regarded as a waiver of the manager's rights.
12. The Trustee's details are: Nedbank Namibia Ltd. No. 55 Rehoboth Drive, Ausspannplatz, Nedbank Building, 2nd Floor.

### Applicable if appointing a Financial Advisor/FSP

1. The manager will only accept applications, submitted on behalf of investors, from FSP's who have been granted a licence.
2. The manager will verify the existence of such FSP licence, but it is the responsibility of the FSP to ensure he/she acts within the licence conditions.
3. The FSP is responsible for ensuring that the investor receives and understands all appropriate advice, product and fee information including changes in the working practices and procedures of the manager.

### Instructions

1. Only signed written instructions (faxed copies included) from the unit holder or the FSP will be acted upon.
2. Units may be ceded or assigned for which a processing cost may be levied.
3. The manager will not proceed with any transaction if there is any doubt as to the validity of any signatures/information or if the instruction is deemed to be incomplete in any way and the manager cannot be held liable for any resultant losses as a result thereof.

### Reporting

Unit Holder statements will be issued quarterly. Transaction notes are sent on a transaction basis. Additional client statements are available on request from the manager.

### Fees

1. The manager does charge an *initial fee*.
2. You may negotiate an *initial advisor fee*, subject to the relevant maximums, to be paid to your financial advisor before your first contribution is invested.
3. The *annual management fee* is the fee you pay to the manager for managing the funds.
4. The manager may pay an *annual advisor service fee* to your financial advisor out of the annual management fee of the manager. This is set and taken into account when the price of the fund is calculated (i.e. part of the standard expense of the fund). You cannot negotiate this fee percentage.
5. You may negotiate an *additional annual advisor fee* to be paid to your financial advisor. Units will need to be cancelled to pay your advisor this fee.

## Risk warning

Collective Investment Schemes in Securities (CIS) should be considered as medium to long-term investments. The value may go up as well as down and past performance is not necessarily a guide to future performance. CIS are traded at the ruling price and can engage scrip lending and borrowing up to 10% of the market value of the portfolio to bridge insufficient liquidity. A schedule of fees, charges and maximum commissions is available on request from the manager. Commission and incentives may be paid and if so, would be included in the overall costs. Different classes of units may apply in a portfolio and are subject to different fees and charges. A fund of funds is a portfolio that invests in portfolios of collective investment schemes, which levy their own charges, and could result in a higher fee structure for these portfolios. A Feeder Fund is a portfolio that, apart from assets in liquid form, consists solely of participatory interests in a single portfolio of a collective investment scheme. A unit trust fund may be capped at any time in order for it to be managed in terms of its mandate. Forward pricing is used. Fluctuations or movements in exchange rates may cause the value of any underlying international investments to go up and down. CIS prices are calculated on a net asset basis, which is the total value of all the assets in the portfolio, including any income accruals and less any permissible deductions (Brokerage, STT, VAT, Auditor's fees, Bank Charges, Trustee and Custodian fees and the Annual Management fee) from the portfolio divided by the number of participatory interests (units) in issue. The Fund's Total Expense Ratio (TER) reflects the percentage of the average Net Asset Value of the portfolio that was incurred as charges, levies and fees related to the management of the portfolio. A higher TER does not necessarily imply a poor return, nor does a low TER imply a good return. The current TER cannot be regarded as an indication of future TER's. During the phase in period TER's do not include information gathered over a full year. The investor acknowledges the inherent risk associated with the selected investments and that there are no guarantees. The investor furthermore agrees that the company will not be liable for the consequences of market influences and consequent changes in unit prices.

## FIA Requirements

In terms of the Financial Intelligence Act, 2007 ("FIA") the company requires a copy of each of the following documents:

An "ID document" means a document containing a photo, full names, date of birth and ID number, a passport or a valid driver's licence. "Proof of address/business address" means a document less than 3 months old containing residential address that is a utility bill, bank statement, rates account or tax invoice.

1. **Namibian Citizens and Residents or Foreign Nationals (Natural Person)**
  - Certified ID document, drivers' licence or passport
  - Proof of address
  - Proof of banking details
  - Source of Funds
2. **Third Party Representing another Individual/Power of Attorney (Natural Person)**
  - Certified ID document in respect of both parties
  - Proof of address
  - Proof of authority to act e.g. power of attorney, mandate, resolution or court order
  - Proof of banking details
  - Source of Funds

## Authorisation & Declaration

1. I have read and fully understood all the pages of this application form and agree to the terms and conditions of this investment and I understand that this application and any further documents, read with the Deed, constitutes the entire agreement between the manager and me.
2. I warrant that the information contained herein is true and correct and that where this application is signed in a representative capacity, I have the necessary authority to do so and that this transaction is within my power.
3. I am aware of the charges and fees, the total expense ratio, investment objectives, risk factors and income distributions applicable to my investment as set out in this form and in other documentation provided to me.
4. I authorise the manager to deduct any debit orders, electronic collections, any applicable taxes and also to pay all fees. If the additional annual advisor fees are insufficient to pay the financial advisor from one fund, the manager will sell units proportionately from the funds and pay the amounts to the advisor monthly. Permissible deductions from the fund include management fees, performance fees, bank charges, trustee/custodian fees, audit fees, STT and brokerage.
5. I know that there are no guarantees on my investment capital and that this product offers no cooling-off rights.
6. I confirm that information pertaining to my account (including duplicate statements, valuations and other information that may be required from time to time) may be released to me in electronic or written format
7. I authorise the manager to accept and act upon instructions by facsimile or e-mail and hereby waive any claim that I have against the manager and indemnify the manager against any loss incurred as a result of the manager receiving and acting on such communication or instruction.
8. The manager shall deduct any required tax on your behalf where applicable.
9. Any personal information may be used by the manager in the normal course of business to provide the products and services and the manager may retain any information for purposes of investment transactions, processing and administration and to communicate directly with me. Personal information will not be given or sold to any third parties. The manager will disclose or report personal information if and when required to do so by law or any regulatory authority, and to our employees, or agents who require such information to carry out their duties.
10. If I have appointed a Financial Advisor I authorise the payment of the negotiated fees to be paid to my Financial Advisor from my portfolios as per the Unit Trust Option Table. This authority to pay fees may be withdrawn by written notice to the manager.
11. I confirm that I have received the following information:
  - investment objectives
  - the calculation of the NAV and dealing prices
  - charges and fees
  - risk factors
  - distribution of income accruals
  - any additional information necessary to enable the investor to make an informed decision

Signed at \_\_\_\_\_ Date \_\_\_\_\_

1. Full Name of Signatory \_\_\_\_\_ Capacity \_\_\_\_\_

Signature of Investor/Legal Guardian \_\_\_\_\_

2. Full Name of Signatory \_\_\_\_\_ Capacity \_\_\_\_\_

Signature of Legal Guardian \_\_\_\_\_

**Contact**

Catalyst Investment Managers	P O Box 96323	Tel: +264 83 330 8080
47 Jason Hamutenya Ndadi Street	Windhoek	Fax: +264 83 330 8081
Olympia		info@catalyst.com.na
Windhoek		www.catalyst.com.na

**Compliance Department**

Please do not hesitate to contact us if you are not satisfied with this investment or the services received from the manager. A complaint must be submitted to the Compliance Officer. The contact address of the Compliance Officer is the same as the address above. The manager will acknowledge the complaint in writing and will inform the investor of the contact details of the persons involved in the resolution thereof.

## Unit Trust Fund Options

1. I hereby apply to purchase units in the selected portfolios subject to the conditions of the relevant Deed at the ruling fund prices.
2. The manager does charge an initial fee.
3. Should you agree to an initial advisor fee with your financial advisor, this must be included in this table below subject to the maximum reflected.
4. Should you agree to an additional annual advisor fee to be paid to your financial advisor this will be paid by the sale of units.
5. All fees are exclusive of VAT.

Unit Trust Portfolio	Annual Management Fees <i>(The manager's charge)</i>	Annual Advisor Service Fee <i>(Included in the annual management fee)</i>	Additional Annual Advisor Fee <i>(Paid by the investor to the advisor by sale of units)</i>	Maximum Initial Advisor Fee	Initial Advisor Fee <i>(Paid by the investor to the advisor before the contribution is invested)</i>	Lump Sum <i>(Minimum N\$10 000.00 per fund)</i>	Debit Order <i>(Minimum N\$500.00 per fund)</i>	Distributions* (please tick)	
								Re-invest	Pay-out
Catalyst Cash Enhanced Fund	1.00%	0.25%		3.00%		N\$	N\$		
Catalyst Cautious Balance Fund	1.25%	0.31%		3.00%		N\$	N\$		

\* Should you elect to have your distributions paid out, they will be paid into the bank account specified in this application. All distributions below N\$1 000 will automatically be re-invested.

## Unit Trust Portfolios - Summary Sheet

Fund Name	Fund Category	Risk Rating	Investment Objective	Benchmark	Reg 28 Compliant?	Income Distributions	Annual Management Fees <small>(The manager's charge excluding VAT)</small>	Annual Advisor Service Fee <small>(included in the annual management fee)</small>	Maximum Initial Advisor Fee
Catalyst Cash Enhanced Fund	Income Fund	Conservative	The Fund aims to achieve returns above the benchmark (IBCR), while minimising the risk of any underperformance. At the same time, it aims to maintain capital stability and liquidity.	IJG Call Index		Quarterly	1%	0%	3.00%
Catalyst Cautious Balance Fund	Multi asset low equity	Moderate	The portfolio invests in a balanced mix of domestic asset classes including equities, bonds, cash and financial instruments. The mandate is subject to Regulation 28 guidelines and represents our best investment view. The aim of the portfolio is to grow purchasing power over time and is thus benchmarked against inflation. Protection strategies may be included to reduce market downside.	Namibian CPI + 3%	Yes	Semi-Annually	1.25%	0%	3.00%

Current TER's are reflected in the Fact Sheet of the specific Portfolio.