SANLAM CORPORATE NEW INVESTMENT BUSINESS FORM

To:	SC Investment Contracts (scic@sanlam.co.za) SCinvestmentinstructions (SCinvestmentinstructions@sanlam.co.za) SC Investments (SCInvestments@sanlam.co.za Marie.duplessis@sanlam.co.za
From:	
Email address	

In this form 'SC' means Sanlam Corporate, a division of Sanlam Life Insurance Limited, a registered long-term insurer and Authorised Financial Services Provider.

SECTION A: Fund details			
Full registered name of Fund:			
FSCA Registration number:			
Fund email address:			
Registered Address of Fund: (*This address will be included in the policy as domicilium for the service of any notices or process):*			
Does the fund have a current investment policy with Sanlam Corporate?		NO ☐	YES ☐
If YES, please provide the policy number:			
Annual Revision Date	(for Financial Reporting purposes)		
Effective date of investment			
Estimated Size of Investment			

SECTION B: Administrator details			
Is Sanlam the appointed Retirement Fund Administrator?		NO ☐	YES ☐
Please complete if Sanlam is **not** the Retirement Fund Administrator:			
Name:			
Contact details:			
Group e-mail address:			

*Please see Section I, supporting document 2, regarding Administrator's authorised signatories. (**Only required if Sanlam is not the Retirement Fund Administrator)***

SECTION C: Retirement Fund's full banking details for disinvestments (only required where Sanlam is not the Retirement Fund administrator)			
Name of bank:		Account number:	
Branch code:		Reference number:	

Please note: *Payments to any other accounts must be authorised by the Board of the Fund.*
See Section I, supporting document 3, regarding the required bank statement. ***This refers to the bank account of the Retirement Fund.***

SECTION D: Appointed Benefit Consultant	
This information is required to validate the Benefit Consultant when providing Fund related information	
Name:	
FSP code:	
E-mail address:	

SECTION E: Appointed Investment Consultant	
This information is required to validate the Investment Consultant when providing Fund related information	
Name:	
FSP code:	
E-mail address:	

SECTION F: Contact Person Details	
Details of contact person(s) to receive investment policy documents and/or any related investment product changes	
Name:	
Email address:	
Name:	
Email address:	
Details of contact person(s) to receive monthly investment statements	
Name:	
Email address:	
Name:	
Email address	

SECTION G: Investment Portfolios

Please select the applicable portfolio/s

Smoothed Bonus Portfolios	
○ Stable Bonus Portfolio	
○ Monthly Bonus Fund	
○ Sanlam Absolute Return Plus	
○ Sanlam Progressive Smooth Bonus Fund	

Market Value Portfolios	
○ **Single Managed**	
SIM Cash Fund	
SIM Enhanced Cash Fund	
SIM Cautious Absolute Fund	
SIM Moderate Absolute Fund	
SIM Growth Absolute Fund	
SIM Temperance Balanced Fund	
SIM Balanced Fund	
SPW Balanced Fund	
SEB Inflation Annuity Tracker	
SIM Absolute Return Medical Fund	
Sanlam Investments Alternative Multi-Strategy Fund	
SI Sustainable Infrastructure Fund **see Section H to be completed"*	
SI Direct Property Fund	
○ **Passive**	
Satrix Enhanced Balanced Tracker Fund	
Satrix High Equity Balanced Fund	
Satrix Medium Equity Balanced Fund	
Satrix Low Equity Balanced Fund	
Satrix Global Achiever Fund	
○ **Multi-Managed**	
SMM 70	
SMM 50	
SMM 30	
SMM Cautious Absolute Fund	
SMM Moderate Absolute Fund	
SMM Growth Absolute Fund	
SMM NUR Balanced Fund	
SMM Select Balanced Fund	
Sanlam The Most Aggressive Portfolio	
Sanlam Accumulation Portfolio	
SI MM Global Equity Portfolio	
Sanlam Wealth Creation Portfolio	
Graviton Balanced Fund	
Graviton Low Equity Fund	
○ **Sanlam Lifestage**	

○ **Single Managed – external portfolios**	
Sanlam Allan Gray Global Balanced Portfolio (01/07/2015)	
Sanlam Coronation Houseview Portfolio (01/07/2015)	
Sanlam Ninety One Balanced Fund	
Other Investment Plans	
Please specify	

* SECTION H: SI Sustainable Infrastructure Fund (the Portfolio)

1. Liquidity Risk: Policyholders will be exposed to liquidity risk due to the unlisted nature of the underlying investments.

2. Income Distributions: The Investment Manager will make quarterly distributions from income subject to available cash. The policyholder can elect to retain the income for reinvestment or have it distributed to the policyholder.

- *Please select the applicable option:*

Interest Income: Reinvested	
Interest Income: Distributed to the policyholder	

3. Effective date: means the date on which the policyholder makes a commitment to the portfolio and the terms and conditions of the policy become effective.

4. Committed capital: means the amount of capital committed by the policyholder for investment in the Portfolio.

SECTION I: Supporting Documents required

1.	A certified copy of the Identity Documents of the Fund officials who are the authorised signatories.(see Annexure B, Party Due Diligence)	
2.	A full list of names and specimen signatures will be required in respect of the signatories of the Fund's appointed Retirement Fund Administrator on a letterhead of the Administrator. It is the responsibility of the Administrator to inform Sanlam Corporate of any changes to the authorised signatory list. The same list is required in respect of the authorised administration officials of Funds which handle their own administration. ***(only required where Sanlam is not the appointed Retirement Fund Administrator)***	
3.	A Fund bank statement not more than 3 months old is required as confirmation of bank details. ***(only required where Sanlam is not the appointed Retirement Fund Administrator)***	
4.	The Fund's FSCA registration certificate.	

The submission of this completed and signed new investment business form with the relevant documents serves as a valid instruction from the Fund to Sanlam Corporate to open the investment portfolio referred to in Section G.
Sanlam Corporate will contact the Fund to confirm receipt and processing of the instruction and issue an Investment policy to the Fund.

Signed on behalf of the Fund

To be signed by two of the authorised signatories named in the attached Resolution (Annexure A) if available, otherwise the Chairman or Principal Officer and a board member.

1. ……. ……..
Name (in print) Capacity

……. ……..
Signature Date

2. ……. ……..
Name (in print) Capacity

……. ……..
Signature Date

The board of trustees undertakes to communicate the information regarding investment portfolio changes contained in this form to its membership in clear and concise language as required by the amended Policyholder Protection Rules under section 62 of the Long-Term Insurance Act 1998 (Act No.52 of 1998).

Annexure A
RESOLUTION BY THE BOARD
OF

_____

("Fund")

The Board,

At its meeting on	(date), at	(place)
By round robin /in counterparts		

resolved that:

1. Any two of the duly authorised signatories of the Fund Administrator (as per Section I, supporting document 2) be authorised to instruct SC regarding Fund transactions and information; provided that for a), b) and c) below, additional authorisation shall be provided from at least two Fund officials nominated as Fund authorised signatories.

   Actions requiring written confirmation signed by at least two Fund authorised signatories
   a) Termination of Fund investments, not relating to general Fund administration payments.
   b) Changes to the Fund's investment mandate / portfolio selection.
   c) Changes to bank details

2. Any two of the following Fund officials be authorised to instruct SC regarding a), b) and c) above.

Initials and Surname (In Print)	Specimen Signature

3. The Fund hereby approves that SC retrieve the information as per Section I, supporting documents 2 and 3 (bank account statement and authorised signatories) where Sanlam is the appointed Retirement Fund Administrator.
4. The Fund hereby indemnifies SC for any loss or damages the Fund may suffer as a result of SC acting on a signatory which appears to be an authorised signatory. This indemnity will only apply where SC has acted with reasonable care.
5. The Fund further indemnifies SC against any loss or damages the Fund may suffer in the event that the instruction forms are incomplete or incorrect.
6. The Fund further resolves that it will advise SC in the event of changes to the Fund authorised signatories.

Signed on this ……..… day of …… 20….

_____ _____
Chairperson of the Board / Principal Officer Name in print

_____ _____
Member of the Board Name in print

Annexure B
PARTY DUE DILIGENCE

Sanlam requires the following information and documents as part of its risk management and compliance program established in accordance with the FIC Amendment Act 2017.

Details of Fund authorised signatories (as specified in Annexure A)

Initials and Surname (In Print)	Country of residence	Certified copy of ID document attached?

Mandatory ongoing FIC Screenings

In line with the FIC Amendment Act 2017 and other Party Due Diligence requirements, Sanlam has the obligation to identify and verify all persons and entities on first interaction and on an on-going basis thereafter. Should any concerns be raised, Sanlam will be obliged to act as prescribed in the Act, which may include the cessation of business between the parties.

Provision and use of Personal Information

Sanlam Life Insurance Limited ("Sanlam Life"), a subsidiary of Sanlam Limited, will process and protect your personal information as required by relevant laws and the Constitution of the Republic of South Africa ("RSA"). This may include health and financial information.

The personal information requested in this form is being collected and will be processed for the following purposes:

- To provide access to the investment portfolios as specified on this form; as well as the related administrative services;
- To comply with all legal regulatory requirements, including applicable codes of conduct in our industry such as FIC Amendment Act 2017 and other Party Due Diligence requirements;
- To protect Sanlam Life's interests and the interests of the retirement fund members invested in our portfolios;
- And any purposes related to the above.

If you do not provide the required information Sanlam Life cannot provide you with access to our services in terms of investment portfolios in this form.

We may share your personal information within the Sanlam Group* and/or with other service providers where required for any of the purposes listed above, or with third parties where Sanlam Life is lawfully required to do so.

We may send your personal information to service providers outside the RSA for storage or further processing on Sanlam Life's behalf. We will not send your information to a country that does not have information protection legislation similar to that of the RSA, unless we have a binding agreement with the service provider which ensures that it effectively adheres to the principles for processing of personal information in accordance with the Protection of Personal Information Act, 2013.

You have the right to:

- Request a copy of your personal information as processed by Sanlam Life;
- Ask for an update and/or correction of your personal information;
- Object, on reasonable grounds, to Sanlam Life processing your personal information to protect your legitimate interest or where processing is necessary for pursuing the legitimate interests of Sanlam Life or a third party to whom the information is supplied or where processing is necessary for the proper performance of a public law duty by a public body;
- Lodge a complaint with the Information Regulator.

The Sanlam Group Privacy Notice is available on www.sanlam.co.za, alternatively it can be sent to you on request.

**Sanlam Group includes all the companies and businesses, whether corporate or unincorporated, that comprises the Sanlam Group or is under the direct or indirect control of Sanlam Limited, and includes its representatives.*