



Tax Information Addendum Individuals

Submit the completed form and supporting documents to:

E-mail UTinstructions@sanlaminvestmentssupport.com Fax 0860 724 0467

If you have any questions, contact us on:

Tel 0860 100 266 E-mail service@sanlaminvestments.com

Important information

- Please read all the information in this form carefully and ensure that you understand it.
- Any writing/instruction outside of the allocated fields will not be processed.
- We require this information in order to fulfil our obligations to the South African Revenue Services (SARS) for FATCA (Foreign Account Tax Compliance Act) and CRS (Common Reporting Standards) reporting under agreements for the Automatic Exchange of Information relating to tax residency.
- The Multilateral Competent Authority Agreements signed between the Government of South Africa and other countries were designed to improve international tax compliance.
- Sanlam and all its group companies are thus required to collect information from each client to ensure that their identification and classification is correct according to the tax requirements. We will report on clients' tax status to SARS.
- If you need assistance filling in this tax information, please contact your tax adviser.

1. Particulars of investor

Investor code _____

Title: Mr Mrs Other (please specify) _____

Full name(s) _____

Surname _____

Date of Birth _____ (dd/mm/ccyy)

Identity number _____ Nationality _____

Passport number _____ Passport expiry date _____ (dd/mm/ccyy)

Country of birth _____ Passport country of issue _____

Please specify any other nationality / citizenship _____

Primary country of residence for tax purposes _____

Tax Identification Number _____

Are you a registered tax payer of any country other than your primary country of residence? Yes No

If "Yes", please complete the information below for each country of tax residence:

Country of tax residence	Tax Identification Number	OR	Not applicable

**By ticking "Not Applicable", you confirm that the country specified does not issue a Tax Identification Number.
If you are a USA citizen you are resident for tax purposes in the USA.**

Initial _____

2. Declaration by investor / Authorised representative

- I certify that the information provided about my country of citizenship and country of tax residence is correct.
- I will notify Sanlam Collective Investments (RF) (Pty) Ltd immediately if my tax residency for Foreign Account Tax Compliance Act ('FATCA') or equivalent classification changes or if there are any changes in circumstances that may impact on my tax residency status and / or FATCA classification.

Signature of investor _____ Date signed _____ (dd/mm/ccyy)

*Authorised signatory _____ Date signed _____ (dd/mm/ccyy)

*Authorised signatory _____ Date signed _____ (dd/mm/ccyy)

*Authorised signatory _____ Date signed _____ (dd/mm/ccyy)

*Authorised signatory(ies) acting on behalf of the investor (e.g. parents / guardians of a minor and all persons authorised to act on behalf of the investor). Please refer to *Annexure A* for additional information required for each authorised signatory acting on behalf of the investor.

Initial _____



FICA - Additional information required

Important information

Each person acting on behalf of the investor will need to complete the sections below. In the event that more than one person is authorised to act on behalf of the investor, copies of this section can be made as required and must accompany the fully completed application form.

The information required is **mandatory** to meet legislative requirements and therefore the application will not be processed without receiving the additional information for each applicable party.

Particulars of Person acting on behalf of Investor

Title: Mr Mrs Other (please specify) _____

Full name(s) _____

Surname _____

Date of birth _____ (dd/mm/ccyy) Country of birth _____

Identity number _____ Nationality _____

Passport number _____ Passport expiry date _____ (dd/mm/ccyy)

Passport Country of Issue _____

Occupation _____

Address details:

Residential address _____

Country _____ Postal code _____

Postal address _____

Only complete if different from Residential address

Country _____ Postal code _____

Telephone (home) () () Work () ()
Country and area codes, e.g. +27 21 555 5555 +27 21 555 5555

Cell phone () () Fax: () ()
Country and area codes, e.g. +27 82 555 5555 +27 21 555 5555

Email address _____

Tax status

Primary country of residence for tax purposes _____

Tax Identification Number _____

Are you a registered tax payer of any country other than your primary country of residence? Yes No

If "Yes", please complete the information below for each country of tax residence:

Country of tax residence	Tax Identification Number	OR	Not applicable

By ticking "Not Applicable", you confirm that the country specified does not issue a Tax Identification Number. If you are a USA citizen you are resident for tax purposes in the USA.

I certify that the information I have provided above is true and correct.

*Authorised signatory _____ Date signed _____ (dd/mm/ccyy)

*Authorised signatory acting on behalf of the investor

Initial _____



FICA requirements Individuals

Documents that we accept to verify your details

Before we can enter into a transaction with you, the Financial Intelligence Centre (FICA) requires that we verify:

- Your Identity by means of a bar coded Identity document**
- Your Residential Address

Please ensure that documents clearly show your Initials, Surname, Residential/Physical address and issue date.

These are the documents we will accept that may not be older than 3 months

- Utility bill in your name (Municipal Rates and Taxes, Water, Electricity)
- A signed letter from a municipality on municipal letterhead confirming your address, provided that the municipality confirming the address is the municipality of the area where you reside
- A letter from your bank confirming that a physical site visit was conducted to verify your residential address provided that: it is on the bank's letterhead, and contains the official bank stamp.
- A signed confirmation of address letter from the bank on a bank letter head which displays your physical address.
- Copy of Telkom statement
- Copy of your bank, building society or credit card statement which displays physical address.
- Copy of your mortgage statement which displays physical address from a bank or other lending organisation.
- Recent pay slip or salary advice which displays physical address
- Letter of employment reflecting employee's (investor's) address
- Copy of your M-Net or DSTV account
- Copy of levy certificate issued by the body corporate, home owners association or managing agent for properties in sectional title, cluster or share block developments.
- A copy of a confirmation of residence from a retirement village / retirement home on their letterhead if the investor is 55 years or older recent
- Copy of long or short term insurance policy /communication excluding Sanlam,Santam or MiWay.
- A signed affidavit or proof by a Tribal Authority Council on letterhead confirming physical address in a rural settlement.
- Copy of a retail account
- Copy of a Loan Statement from Credit Providers
- Letter from the Rental company on a rental letterhead
- Copy of a cell phone contract statement which displays physical address.

These are the documents we will accept that may not be older than 12 months

- Copy of SABC television license or SABC license renewal letter which displays physical address.
- Copy of motor vehicle license which displays physical address.
- Copy of SARS document (excluding assessments or e-filing documents) which displays physical address.
- Copy of lease or rental agreement which displays physical address (it is acceptable to only accept the first and last page of the lease agreement if the lease period is reflected in these pages)
- Written confirmation of physical address by a Sanlam Advisor following an on-site visit.
- A letter (signed by a Commissioner of Oaths) will be accepted where another person (spouse/landlord/partner, etc.) confirms that the investor resides with them. The person confirming the address must also be identified and verified (provide proof of Identity** and address).

If you do not have a proof of address in your name;

Parent(s): Utility bill or acceptable prescribed proof of residence in your parent's name, Identity document** of the parent(s), *a letter (signed by a commissioner of oaths) from your parents declaring that you reside with them.

*(declaration letter is not applicable to applications for minors where the parent is the authorized signatory)

Trust: Utility bill or acceptable prescribed proof of residence in the name of the trust, a declaration letter (signed by all the trustees) or authorised signatory that you reside at the given address with a Resolution. A letter of authority from the trust.

*** If a Smart Card is used as an identification document, please ensure that we receive a clear copy of the back and the front of the Smart Card.*

Initial _____