

## Revision of personal details form

Everything you need to know

### Our contact details

**Tel:** 0800 864 418  
**Fax:** 088 021 671 3112  
**Email:** [clientservice@camissa-am.com](mailto:clientservice@camissa-am.com)  
**Website:** [www.camissa-am.com](http://www.camissa-am.com)

### Postal address

PO Box 1016  
 Cape Town  
 8000

### Physical address

5th Floor, MontClare Place  
 Cnr Campground and Main Roads  
 Claremont  
 7708

### Before you start

Please note that the onus is on the investor to inform us of any changes to personal details (including, but not limited to, bank account, address and contact details).

Should you require any assistance in completing this form, please contact our client service team on 0800 864 418 or email us at [clientservice@camissa-am.com](mailto:clientservice@camissa-am.com).

### Completing this form

Please complete all relevant sections of this form indicating your selections with a tick mark (where applicable).

Instructions will only be processed once all requirements (as specified in this form) have been met. Fax the completed form and all supporting documents to +27 88 021 671 3112, or email [clientservice@camissa-am.com](mailto:clientservice@camissa-am.com).

### Check list

Refer to the **Supporting Guidelines for FICA** documents for detailed information. In simple terms you will need:

- Signed and dated revision of personal details form
- Certified copy of South African identity document (ID) or marriage certificate (as appropriate)
- Proof of residential address\*
- Proof of bank account\*
- Proof of income tax number\*

\* These documents must be less than three months old

### Cut-off times

Investment applications will be processed on the same day as received, provided the form and all necessary documentation is received prior to 14:00 on any week day. After 14:00 or on a weekend or public holiday, processing will take place on the following business day.

### Important information

The Camissa unit trust fund range is offered by Camissa Collective Investments (RF) Limited (Camissa), registration number 2010/009289/06. Camissa is a member of the Association for Savings and Investment SA (ASISA) and is a registered management company in terms of the Collective Investment Schemes Control Act, No 45 of 2002. Camissa is a subsidiary of Camissa Asset Management (Pty) Limited [a licensed financial services provider], the investment manager of the unit trust funds.

Investments in the selected Collective Investment Schemes in Securities (unit trusts) are made and administered subject to the provisions of the Collective Investment Schemes Control Act No. 45 of 2002, in accordance with the deeds of such funds and subject to each scheme's fee structure as amended from time to time. Based on Exchange Control Regulations, certain unit trust portfolios are subject to availability. All of the funds may be capped at any time in order for them to be managed according to their respective mandates. Unit trusts are generally medium to long-term investments. The value of units will fluctuate in line with market and exchange rate movements. Past performance should not be used as a guide for future performance. Unit trusts are traded at ruling prices, which are calculated on a Net Asset Value (NAV) basis. NAV refers to the value of the fund's assets less the value of its liabilities. The Camissa funds, with the exception of the Camissa Islamic funds, may engage in scrip lending and borrowing (up to 10% of the value of the fund). Camissa will engage in borrowing if a fund has insufficient cash or if its assets cannot be released to repurchase or cancel units. All funds are valued and priced at 15:00 each business day and at 17:00 on the last business day of the month.

# Revision of personal details form

## A Investor's details (individual/legal entity)

Investor number

Title  Surname/Entity name

First name(s)

ID/passport number if foreign national/entity's registration number

Occupation (individual)

Nature of business (legal entities)

## B New details

Only supply the details you wish to change and submit the relevant documentation as specified.

### Change of name

Please send us proof of your new name, eg a copy of your new ID or marriage certificate

Title  Surname

First name(s)

### Change of address/contact details

Please send us proof of your new residential address, eg utility/telephone bill less than three months old

Postal address

Code

Residential address

Code

Home number  Work number

Cell number  Fax number

Email address

### Change in bank account details

Please send us proof of your new details, eg a cancelled cheque or bank statement less than three months old

Bank  Account number

Branch  Branch code

Name of account holder

Account holder's signature

Initial: \_\_\_\_\_

## C Change in tax status

We require this information in order to fulfil our obligations to the South African Revenue Services (SARS) for the Foreign Account Tax Compliance Act (FATCA) and Common Reporting Standards (CRS) reporting under agreements for the Automatic Exchange of Information relating to tax residency. If any assistance is required regarding completion of this tax information, please contact your tax adviser.

### Tax residence

Is South Africa your primary tax residence?  Yes  No

Income tax number

(Please send us proof of income tax number, eg a document issued by SARS containing this number)

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

If yes, please provide information below for each country of tax residency

Country of tax residence	Tax identification number (TIN)

If you are unable to supply a TIN number, please provide a reason below

## D Change of prominent influential person, domestic politically exposed person or foreign politically exposed person status

Are you a domestic politically exposed person (DPEP), foreign politically exposed person (FPEP) or a prominent influential person (PIP)?\*  Yes  No

\* Please refer to Annexure B for a definition and examples of DPEP, FPEP or PIP

If yes, please specify

## E Investor declaration

- I declare and/or confirm that all information provided in and with this application form, whether in my handwriting or not, is true and correct.
- For the purposes of the Protection of Personal Information Act No. 4 of 2013 (POPI), I consent and acknowledge that all personal data provided by me to Camissa or their independent third-parties (such as administrators) and their respective employees may be used to enable each of the aforesaid entities to carry out their respective duties and obligations in relation to this investment or as may be permitted under POPI. Information will be shared if required by SARS or other tax authority with which South Africa has signed an Intergovernmental Agreement.

Signed at  on this  day of  year

Investor's signature

Initial: \_\_\_\_\_

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## Annexure B

### Communication from Camissa

SMS confirmations will be sent for the following transactions one day after they have been processed:

- Lump sum investments
- Debit order investments
- Withdrawals
- Regular withdrawal payments/cash flow plan
- Reinvestment of income distributions
- Switches between funds
- Static detail changes
- Banking detail changes

Other communication includes:

- Transaction statements
- Our quarterly publication, UP

All Fact sheets/Minimum Disclosure Documents are updated monthly and can be accessed on our website. If you would like these to be sent to you, please contact us as per the details supplied on the cover sheet of this form.

### Definition on FPEP, DPEP and PIP

A foreign politically exposed person (**FPEP**) 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;
- member of a foreign royal family;
- government minister or equivalent senior politician or leader of a political party;
- senior judicial official;
- senior executive of a state-owned corporation; or
- high-ranking member of the military.

A domestic politically exposed person (**DPEP**) is an individual who holds, including in an acting position for a period exceeding six months, or has held a prominent public function in the republic, including that of:

- 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;
- an executive mayor of a municipality elected in terms of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998);
- a leader of a political party registered in terms of the Electoral Commission Act, 1996 (Act No. 51 of 1996);
- a member of a royal family or senior traditional leader as defined in the Traditional Leadership and Governance Framework Act, 2003 (Act No. 41 of 2003);
- the head, accounting officer or chief financial officer of a national or provincial department or government component, as defined in section 1 of the Public Service Act, 1994 (Proclamation No. 103 of 1994);
- the municipal manager of a municipality appointed in terms of section 54A of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000), or a chief financial officer designated in terms of section 80(2) of the Municipal Finance Management Act, 2002 (Act No. 56 of 2003);
- the chairperson of the 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 of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

- the chairperson of a 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, 2000 (Act No. 32 of 2000);
- a constitutional court judge or any other judge as defined in section 1 of the Judges' Remuneration and Conditions of Employment Act, 2001 (Act No. 47 of 2001);
- an ambassador or high commissioner or other senior representative of a foreign government based in the republic; or an officer of the South African National Defence Force above the rank of major-general;
- an officer of the South African National Defence Force above the rank of major general; or holds, including in an acting position for a period exceeding six months, or has held the position of head, or other executive directly accountable to that head, of an international organisation.

A prominent influential person (**PIP**) is an individual who holds, or has held at any time in the preceding 12 months, the following positions:

- chairperson of the board of directors;
- chairperson of the audit committee;
- executive officer; or
- chief financial officer of a company, as defined in the Companies Act, 2008 (Act No. 71 of 2008), if the company provides goods or services to an organ of state and the annual transactional value of the goods or services or both exceeds an amount determined by the minister by notice in the Gazette.