

# Form 4



## BIPS INVESTMENT PLAN – DEBIT ORDER AMENDMENT FORM

Please complete this application form and submit by fax to 011 252 7044 or E-mail [bips@aospartner.com](mailto:bips@aospartner.com). Should you have any queries concerning this application form, please contact our Call Centre on: 0860 00 2477.

### 1. INVESTOR DETAILS

Bips Investment Plan Client No.:

Title:  First Names:

Surname / Registered Name:

Identity / Passport No.:  Date of birth:

Home Tel No.:  Office Tel. No.:

Fax No.:  Cellular No.:

E-mail Address:

### 2. AMENDMENT DETAILS

I hereby instruct the Administrator to amend my current debit order instruction as follows:

Cancel my debit order on the following portfolio(s) with immediate effect

Portfolio No.:	<input type="text"/>	Security:	<input type="text"/>
Portfolio No.:	<input type="text"/>	Security:	<input type="text"/>
Portfolio No.:	<input type="text"/>	Security:	<input type="text"/>
Portfolio No.:	<input type="text"/>	Security:	<input type="text"/>
Portfolio No.:	<input type="text"/>	Security:	<input type="text"/>
Portfolio No.:	<input type="text"/>	Security:	<input type="text"/>

Amend my current debit order on the following portfolio(s) with immediate effect as indicated below:

Portfolio No. :	<input type="text"/>	Security:	<input type="text"/>	Total Debit Order Amount:	R	<input type="text"/>
Portfolio No. :	<input type="text"/>	Security:	<input type="text"/>	Total Debit Order Amount:	R	<input type="text"/>
Portfolio No. :	<input type="text"/>	Security:	<input type="text"/>	Total Debit Order Amount:	R	<input type="text"/>
Portfolio No. :	<input type="text"/>	Security:	<input type="text"/>	Total Debit Order Amount:	R	<input type="text"/>
Portfolio No. :	<input type="text"/>	Security:	<input type="text"/>	Total Debit Order Amount:	R	<input type="text"/>
Portfolio No. :	<input type="text"/>	Security:	<input type="text"/>	Total Debit Order Amount:	R	<input type="text"/>

Amend my current debit order date with immediate effect as indicated below:

Debit Order Date: 3rd of the Month  25th of the Month

Amend my investment interval with immediate effect as indicated below:

Investment Intervals: Monthly  Quarterly  Half yearly  Annually

Amend my annual escalation with immediate effect as indicated below:

Annual Increase: 0%  5%  10%  15%  20%

Amend my current debit order bank account details with immediate effect as indicated below:

**Please note, for changes in debit order banking details we will require proof of the South African bank details in the form of a cancelled cheque or bank statement: (which reflects bank name, acc. holder's full name and bank acc. no.). No Internet or Credit Card statements will be accepted.**

Name of account holder:

Bank:

Account No.:  Account Type: Cheque  Savings  Transmission

Branch Name:  Branch Code:

**Debit Order Authority**

- I/We hereby request, instruct and authorize Automated Outsourcing Services (Pty) Ltd, its successors or its assignees to draw against my/our account with the bank noted above (or any bank or branch to which I/we may transfer my account).
- I/We understand that all such withdrawals from my/our bank account shall be treated as though they had been signed by me/us personally.
- I/We agree to pay any bank charges and costs relating to the debit order authority, including debit order rejection fees.
- I/We acknowledge that I/we may cancel this authority by giving the Administrator not less than 10 calendar days' written notice.
- I/We agree that receipt of this instruction by the Administrator shall be regarded as receipt thereof by my/our bank.
- In order to activate the debit order, the Administrator must receive the application form at least 10 days prior to the first debit order date.
- The debit order will only be actioned on the signing of this Authority.
- There is a 40 day holding period on securities bought with the most recent debit order.

\_\_\_\_\_  
Signature of bank account holder

\_\_\_\_\_  
Date (ccyy-mm-dd)

**3. INVESTOR DECLARATION**

(This declaration must be signed by all investors).

The Investor, or where applicable, his authorized signatory, by appending his signature hereto, states and declares that he/she has read and understood the terms and conditions pertaining to this investment product and the investment media selected; warrants that all statements given by him in the application form and this form are true and correct in every respect and that such statements, together with the Investment Confirmation, shall form the basis of this agreement, which is to be entered into with Automated Outsourcing Services (Pty) Ltd, as well as the contract between the Investor and the Financial Service Provider/ Representative.

The Investor acknowledges that he/she is aware of and understands the fees and commissions applicable to this investment, and the risks associated with the investment choice.

The investor agrees that the responsibility to assure receipt of any instruction by the Administrator via fax or e-mail remains the responsibility of the investor

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

\_\_\_\_\_  
Signature of Investor (or duly authorised person/s where applicable)

\_\_\_\_\_  
Date (ccyy-mm-dd)

\_\_\_\_\_  
Signature of Contact Person or Legal Guardian (if applicable)

\_\_\_\_\_  
Date (ccyy-mm-dd)

**4. CONTACT DETAILS**

**Bips Investment Plan**

Contact Details		Postal Address	Physical Address
Bips Contact Centre :	0860 00 2477	PO Box 4769 Randburg 2125	15 Philips Street Randburg
Fax:	+27 (011) 252 7044		
Email:	<a href="mailto:bips@aospartner.com">bips@aospartner.com</a>		
Website:	<a href="http://www.bipsetf.co.za">www.bipsetf.co.za</a>		

## FICA Documentation Checklist

**Due Diligence Requirements – New Applicants must send the following applicable FICA documents Together with a fully completed New Business Application form.**

**Additional or updated documentation may be requested in certain circumstances.**

**Please ensure that the information provided on the FICA documentation is clear and certified if a copy.**

**All FICA documents must be less than 3 months old except for income tax forms / property insurance policy schedules. If a Financial Service Provider (FSP) / Representative is utilised, a certified copy of the FSP license is required.**

Individual	Trust
<p style="text-align: center;"><b>Identification</b></p> <p><u>Clear copy of one of the following:</u></p> <ul style="list-style-type: none"> <li>• Current valid passport</li> <li>• National identity card or document</li> <li>• Armed Forces identity card</li> </ul> <p style="text-align: center;"><b>Confirmation of address</b></p> <p><u>Clear copy of one of the following, confirming Name and Address:</u></p> <ul style="list-style-type: none"> <li>• A utility bill</li> <li>• A council tax bill / assessment</li> <li>• An income tax form / extract <b>[NB: a print out off e-filing is not acceptable proof of residence]</b></li> <li>• A property insurance policy schedule</li> <li>• A most recent lease / rental agreement</li> <li>• Affidavit <b>(NB: must be declared by the investor and not a third party).</b></li> </ul> <p style="text-align: center;"><b>Related due diligence</b></p> <ul style="list-style-type: none"> <li>• Proof of Banking details – either: <ul style="list-style-type: none"> <li>- Cancelled Cheque or Bank Statement</li> <li>- A letter from Bank confirming banking details</li> </ul> </li> <li>• Proof of Income Tax Number</li> </ul>	<p style="text-align: center;"><b>Identification</b></p> <ul style="list-style-type: none"> <li>• Trustees – as per individual requirements, or company requirements for corporate trustees</li> <li>• Extract of Trust Deed pages showing name of Trust, parties to the Trust and signature pages</li> <li>• Letter of Authority from Master (SA Trust) or Foreign Regulator (Foreign Trusts) to Trustees</li> </ul> <p style="text-align: center;"><b>Confirmation of address</b></p> <ul style="list-style-type: none"> <li>• Trust – as per individual requirements</li> <li>• Trustees – as per individual requirements</li> </ul> <p style="text-align: center;"><b>Related due diligence</b></p> <ul style="list-style-type: none"> <li>• Authorised signatory list including specimen signatures</li> <li>• Proof of Trust banking details – as per individual requirements</li> <li>• Proof of VAT registration (if applicable)</li> <li>• Proof of Income Tax Number</li> </ul>
<p style="text-align: center;"><b>Investing in Name of Minor</b></p>	<p style="text-align: center;"><b>Investor Clubs and Stokvels</b></p>
<ul style="list-style-type: none"> <li>• Minor – Certified copy of birth certificate</li> <li>• Legal Guardian – as per individual requirements</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Proof of South African Reserve Bank approval (if applicable)</li> <li>• Copy of constitution / founding document</li> <li>• Copy of register of participants</li> <li>• Letter electing and authorising person to act on behalf of the club / stokvels</li> <li>• Representative – as per individual requirements</li> <li>• Administrator reserves the right to request FICA documents for all participants</li> </ul> <p style="text-align: center;"><b>Related due diligence</b></p> <ul style="list-style-type: none"> <li>• Authorised signatory list including specimen signatures</li> <li>• Proof of Club and Stokvel banking details – as per individual requirements</li> </ul>
<p style="text-align: center;"><b>Company</b></p>	<p style="text-align: center;"><b>Partnership</b></p>
<ul style="list-style-type: none"> <li>• Proof of South African Reserve Bank approval (if applicable)</li> </ul> <p style="text-align: center;"><b>Identification</b></p> <ul style="list-style-type: none"> <li>• Certificate of Incorporation (CM1, CM22 and CM29)</li> <li>• Board resolution authorising the investment (and / or approval to act as trustee if a corporate trustee)</li> <li>• Directors – as per individual requirements</li> <li>• All shareholders holding 25% or more of voting rights at a general meeting – as per individual requirements</li> </ul> <p style="text-align: center;"><b>Confirmation of address</b></p>	<ul style="list-style-type: none"> <li>• Proof of South African Reserve Bank approval (if applicable)</li> </ul> <p style="text-align: center;"><b>Identification</b></p> <ul style="list-style-type: none"> <li>• Latest Annual Reports and Accounts</li> <li>• Resolution of the partners to invest</li> <li>• All Partners – as per individual requirements</li> </ul> <p style="text-align: center;"><b>Confirmation of address</b></p> <ul style="list-style-type: none"> <li>• All Partners – as per individual requirements</li> </ul> <p style="text-align: center;"><b>Related due diligence</b></p>

- Company – CM1, CM22 and CM29
- Directors – as per individual requirements
- Name(s) and address(es) of all directors
- All shareholders holding 25% or more of voting rights at a general meeting – as per individual requirements

**Related due diligence**

- Authorised signatory list including specimen signatures
- Proof of Banking details – as per individual requirements
- Proof of VAT registration (if applicable)
- Proof of Income Tax Number

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- Proof of Banking details – as per individual requirements
- Proof of VAT registration (if applicable)
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**Closed Corporations**

**Identification**

- Founding Statement and Certificate of Incorporation
- Resolution of the members to invest
- Members – as per individual requirements

**Confirmation of address**

- Close Corporation – CK1 and CK2
- Members – as per individual requirements

**Related due diligence**

- Proof of Banking details – as per individual requirements
- Proof of VAT registration (if applicable)
- Proof of Income Tax Number

**Source of funds** (the proceeds to be invested need to have been accumulated and invested legitimately):

- Declaration on the application advising how the funds have legitimately arisen (from which legitimate activity, event or circumstances)