Bifm Unit Trusts Application Form
Individual Investors (new investors only)

- Please read all the information in this form carefully, including the terms and conditions in Annexure B and ensure you understand it.
- **Please initial the bottom of each page as well as any changes made on this form.**
- To view the full list of funds and the Fund Factsheets with applicable fund minimums and fees, refer to www.bifm.co.bw
- If you cannot access the link provided above this can be obtained from our Client Contact Centre at Fairgrounds Office Park, Plot 66458, Block A, Ground Floor.
- To comply with regulatory requirements, we must verify your identity before investing your funds.
- In terms of the Financial Intelligence Regulation of Botswana, we are required to obtain the prescribed documents for all legal entities as well as the applicable parties acting on their behalf. Please complete the information and supply the documents as specified in the KYC Requirements document
- The investment will be finalised once we receive the fully completed, dated and signed form, with all the necessary supporting documents.

Completing the information correctly will ensure that the investment is processed without delays.

- All information must be accurately completed.
- The form must be completed, dated and signed by the registered investor, or authorised signatories with valid authorisation from the investor such as a power of attorney or a mandate.
- Do not write any instructions outside the allocated fields
- Initial any changes made.

Please submit the following verification documents:

Individual Investors

- Certified copy of identity document (Omang or Passport if foreign national or birth certificate for minors).
- Proof of residential address - utility bill not older than 3 months / police affidavit / employment confirmation letter stating residential address
- Proof of banking details (a bank statement, not older than 3 months that includes a bank logo and date stamp.)
- Proof of source of contribution

Please submit the following verification documents if you are acting on behalf of an investor:

Acting on behalf of an investor

- Certified copy of identity document (Omang or Passport if foreign national).
- Proof of residential address - utility bill not older than 3 months / police affidavit / employment confirmation letter stating residential address
- Proof of banking details (a bank statement, not older than 3 months that includes a bank logo and date stamp)
- Investor authorisation, such as a power of attorney or mandate.

Our contact details

E-mail	RetailServices@bifm.co.bw
Tel	+267 399 2199 and +267 241 3041
Website	www.bifm.co.bw

Please note that your instruction will be processed within 5 business days

Initial

1. Type of Account

☐ Individual ☐ Acting on behalf ☐ Joint ☐ Motshelo

2. Investor details

All fields in this section are mandatory

Title ☐ Dr ☐ Mr ☐ Mrs ☐ Ms ☐ Other (Please specify) ______________________

First name(s) ______________________ Surname ______________________

Citizenship ______________________ Residential address ______________________

Postal address ______________________ ______________________ Postal code ______________________

Date of birth ______________________ (dd/mm/yyyy) Country of birth ______________________

Omang / Passport Number (if foreign national): ______________________ Expiry date ______________________

If US Citizen, please provide your social security number ______________________ Country of issue ______________________

Email address ______________________ Employer ______________________

Occupation types: ☐ Salaried employee ☐ Self-employed ☐ Minor/Scholar ☐ Student ☐ Retired ☐ Unemployed

Please specify your regular source of income		
☐ Allowance	☐ Gift / Donation	☐ Salary
☐ Bonus	☐ Gratuity	☐ Tax Rebate
☐ Bursary	☐ Income from previous employment	☐ Transfer to/from approved funds
☐ Business Operating Income	☐ Inheritance	☐ Trust income
☐ Commission	☐ Loan	☐ Sale asset / property
☐ Company profits	☐ Lobola	☐ Sale of Shares
☐ Company sale / sale of interest in company	☐ Lottery winnings	☐ Savings
☐ Debt capital	☐ Maintenance (formal agreement)	☐ Settlement
☐ Disability / Social grant	☐ Maintenance (informal agreement)	☐ Tax Rebate
☐ Divorce Settlement	☐ Maturing Investments	☐ Transfer to/from approved funds
☐ Dividends from investments	☐ Pension	☐ Trust income
☐ Equity capital	☐ Rental of Property	
☐ Gambling winnings	☐ Retirement funds	

Industry type		
☐ Administrative and support services	☐ Electricity, solar, water, gas and waste services	☐ Motor wholesale, retail trade and repair
☐ Agriculture, forestry and fishing	☐ Entrepreneurship	☐ Non profit organisation / regulated charity
☐ Arts, entertainment and recreation	☐ Estate, living and family trusts	☐ Non-government organisation (NGO)
☐ Bank	☐ Extractive services, mining and quarrying	☐ Professional sport
☐ Broadcasting and entertainment	☐ Financial and insurance	☐ Real estate and property services
☐ Chemical engineering and/or Chemical manufacturing	☐ Gambling	☐ Retired
☐ Community and social activities	☐ Government services, arms and State Owned Enterprises	☐ Shell banking
☐ Construction and civil engineering	☐ Healthcare and medical	☐ Transport, storage, courier and freight
☐ Consumer Goods: Wholesale and Retail	☐ Information technology, communication and telecoms	☐ Travel, tourism, accommodation and food services
☐ Education	☐ Legal practitioner	☐ Virtual currencies
☐ Manufacturing		

____
Initial

Monthly Income Range

☐ P0 - P5,000 ☐ P5,001 - P20,000 ☐ P20,001 - P50,000 ☐ P50,001+

Contact	
Telephone (work)	Telephone (home)
Mobile	

2. Investment Fund details

Name your Investment Goal ______________________

(example Thabiso's University fund, Tebogo's Holiday Fund, Gorata's Emergency Fund)

Please select the fund(s) you would like to invest in and indicate the amount you would like to invest.
If you are unsure about which funds suit your needs, please consult your broker / sales consultant or financial adviser.
To review the full list of Fund factsheets please refer to www.bifm.co.bw

Core fund range	Lump sum deposit (BWP)	Lump sum debit (once off) (BWP)	Monthly recurring debit order (BWP)	Income distribution (please tick selection)		For Office Use Only
				Reinvest	Pay out	Fund Class
You are very careful and want to protect your capital						
Bifm Pula Money Market Fund						
You are willing to take risks with some of your assets						
* Bifm Letlotlo Education Fund						
Bifm Balanced Prudential Fund						
* Bifm Ya Masa Junior Fund						
You're willing to risk more for maximum return						
Bifm Local Equity Fund						
** Bifm Global Sustainable Growth Fund				N/A	N/A	

3. Payment instructions

You have the following options for payment:

3.1 We collect funds via debit order

☐ Lump sum debit

- Should you opt for a once off debit order, we will debit your bank account within 5 business days if all your documentation is in order.
- Amounts are restricted to a maximum of P1 million per debit. Use the EFT payment option in section 4.2 for amounts exceeding P1 million.

And/Or

☐ I authorise Bifm Unit Trusts to draw monthly debits from my account on the specified dates below:

Commencement Date ☐ 1st ☐ 10th ☐ 21st ☐ 25th M _ _ Y _ _ _ _

Escalation rate per annum ☐ 0% ☐ 2.5% ☐ 5% ☐ 10%

Expiry Date D _ _ M _ _ Y _ _ _ _

Payment selection

☐ Payment is from my own bank account **(Complete Section 5)**

OR

☐ Payment is from a third-party bank account **(Complete Form B).**
For use when opening an investment for a Minor, or if the debit order is being paid by a third party.

OR

3.2 You pay via an Electronic Fund Transfer (EFT)

☐ Lump sum deposit

Initial

4. Source of Funds for this Investment

Please specify where the funds for this investment come from.

Source of Funds for Investment		
☐ Allowance	☐ Commission	☐ Company profits
☐ Business Operating Income	☐ Cryptocurrency	☐ Debt capital
☐ Company sale/sale of interest in company	☐ Equity capital	☐ Employee benefits
☐ Dividends from investments	☐ Inheritance	☐ Maturing Investments
☐ Gift/Donation	☐ Pension	☐ Retirement funds
☐ Member Contributions	☐ Retained Earnings	☐ Rental Property
☐ Sale asset/property	☐ Sale of Shares	☐ Savings
☐ Settlement	☐ Tax Rebate	☐ Transfer to/from approved funds
☐ Trust income	☐ Salary	

5. Investor banking details

The banking details specified will be used for

- Disinvestments
- Income distribution payments
- Debit order

Payments will only be made into the account of the registered investor. **Payments cannot be made to third parties.**

Bank account name ______________________________

Name of bank ______________________________

Account number ______________________________

Name of branch ______________________________

Branch code ______________________________

Type of account: ☐ Current ☐ Savings

I instruct and authorise Bifm Unit Trusts (Pty) Ltd to draw direct debits against my bank account as per this instruction, and section 2 and 3.

Full name ____________________ Signature of bank account holder ____________________ Date ____________ (dd/mm/yyyy)

Full name ____________________ Signature of bank account holder ____________________ Date ____________ (dd/mm/yyyy)

6. Investor interaction preference

I would like to receive SMS notifications when I transact on my account. ☐ Yes ☐ No

I want to receive marketing information. ☐ Yes ☐ No

Preferred Method of Correspondence **(Select one)**

☐ Email ☐ Post

We will send you all your investment correspondence to the email / postal address which you provided.

Initial ____________

7. Tax status

We require this information in order to report for Foreign Account Tax Compliance Act (FATCA) and Common Reporting Standards (CRS) for International tax compliance.

Is Botswana your primary country of tax residence? ☐ Yes ☐ No

Are you registered to pay tax in Botswana? ☐ Yes ☐ No

If "Yes", please provide your Botswana Tax Identification Number (or reason why one has not been issued).

Are you registered for tax in any other country? ☐ Yes ☐ No

If "Yes", please provide your Tax Identification Number for each country (or reason why none has been issued).

Country of tax residence	Tax Identification Number	OR	Reason Tax Number not applicable

8. Signature Authority

Please indicate whether you require joint signing authority by making an election below:

☐ We instruct Bifm Unit Trusts to only action instructions signed by all investors named above.

☐ We instruct Bifm Unit Trusts to action instruction signed by any of the investors named in Sections 1 and Form C and agree to terms (a) to (f) below.

Bifm will action instructions signed by any of the investors named above if no election is made.

We jointly and severally authorise Bifm Unit Trusts to act upon instructions placed by any one investor on behalf of all joint investors subject to terms (a) to (f) below:

(a) We authorise Bifm Unit Trusts to act upon the instructions given in writing with regard to the units in the Fund(s) that we have selected, signed or purportedly signed by any one of the signatories in Sections 1 and Form C

(b) We confirm that, upon the death of any of the signatories, this authorization will continue in force and Bifm Unit Trusts may without liability as aforesaid, act on the instructions with regards to the units or monies standing to our credit, signed by the survivor or survivors as provided above.

(c) We confirm that these authorisations shall apply to any further units purchased, transferred or otherwise held registered jointly in all of the names of the signatories above.

(d) We agree that this authorisation shall remain in force until notice signed by all investors in writing of its termination or replacement is received by Bifm Unit Trusts and any such notice shall be without prejudice to the completion of transactions already initiated by the Bifm Unit Trusts pursuant to the above terms.

(e) We agree that this authorisation shall be construed in accordance with and governed by laws of Botswana.

(f) It is the policy of Bifm Unit Trusts to send monies to the same bank account from where it originated.

NOMINATION OF BENEFICIARIES

1. The Unit holder may nominate a beneficiary to receive the proceeds of their units in the Fund following the death of the Unit holder. The Unit holder may appoint a natural person only and may withdraw the nomination in writing at any time. The change or withdrawal of the nomination shall not be binding on the Management Company (Bifm Unit Trusts Proprietary Limited) unless the member informed the Management Company in writing allowing enough time for the Management Company to record the nomination (5 working days)
2. The nomination of a beneficiary shall not allow a beneficiary to claim the benefits of the Unit holder during the lifetime of the Unit holder.
3. A beneficiary may be disqualified through a court order or in the event that the Management Company is unable to locate the beneficiary within a reasonable period of time (four months) after the death of the Unit holder. If the Unit holder dies without nominating a beneficiary the proceeds of the Units held by the Unit holder will be paid to claimants who submit a successful claim for the Units held by the Unit holder as determined by the Management Company.
4. The beneficiary will be eligible to claim the proceeds only in the event of the death of the Unit holder.
5. Other nominations or provisions in a will or other testamentary instruments

Beneficiaries

It is recommended that nominated beneficiaries be above the age of 21

Surname	First name(s)	identity (Omang, Birth Certificate)	Relationship	Date of birth	Portion (% Allocated)	Contact number

You must provide a Relationship and Portion of benefit for each beneficiary or your nomination will be invalid. Your nominations must add up to 100%. Where they do not add up to 100%, the allocations will be prorated. Where there are no allocations, beneficiaries will be allocated equally

We recommend you review your nomination as your personal circumstances change, for example if you:

i. marry, divorce or change a partner;

or

ii. become a parent, step-parent or guardian. You can amend or cancel your nomination in writing at any time.

PROCEDURE TO CLAIM FOR BENEFITS ON THE DEATH OF THE UNITHOLDER

1. The Beneficiary or claimant must contact the Management Company within 4 (four) months of the death of the Unit holder, failing to do so, the Management company may process alternative claims not in line with the beneficiary nomination form.
2. The following information shall also be provided:
   a. A certified copy of the death certificate;
   b. A certified copy of the beneficiary/claimant's identity document i.e. Omang (citizen)
   c. A claim form fully completed by the beneficiary or claimant obtainable from the Management Company;
   d. A police report in the event of accidental death.

Declarations

I declare and agree to the following terms and conditions:

1. That all the information on this form, or supplied in connection with the completion of this form is true and complete
2. That I understand fully and accept the terms and conditions stated above relating to the nomination of beneficiaries. I have read the Information on the beneficiary nominations section of this form
3. I understand that should I not nominate a beneficiary, at the time of my death the management company will have discretion to pay my benefit to anyone or more of my dependant(s), or legal personal representative (if I have one) in any proportion that the management company determines appropriate
4. I understand that I can cancel or amend my beneficiary nomination at any time
5. I understand that if I amend my beneficiary nomination, any prior beneficiary nomination I have made will be revoked

Full Name: ………………………………………………………………………….. Date: ……………………………………………………..
(dd/mm/yyyy)

Signature: ……………………………………………………………...……….. Place: ……………………………………………………..

Completion of nomination of beneficiaries is compulsory

Initial

Form A
Appoint a Broker/Sales Consultant

Bifm Unit Trusts

10. Broker / Sales Consultant details

Complete and submit this section with your investment application form if you received advice from a Broker/Sales Consultant.

I wish to appoint the following Broker/Sales Consultant on all my Bifm Unit Trusts Accounts:

Broker/ Sales Consultant Code ______________________________

Full name(s) ______________________ Surname ______________________

Declaration

I declare that I am a financial services provider or a representative of a financial services provider. I am authorised to sell unit trusts for Bifm.

I confirm that I have identified the investor of this application, as well as the person acting on their behalf (if applicable). I have verified their identity in line with the requirements of the Financial Intelligence Regulations of Botswana, and any legislation, regulations or guidelines related to it.

Copies of these documents are attached.

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Signature of Bifm Sales Consultant/Broker

10.1 Fee instruction

I agree to pay the following Initial Fee (excluding VAT).

Bifm Unit Trust Fund Name		Initial Fee %	
		MANCO	BROKER
1.	Bifm Pula Money Market Fund	N/A	N/A
2.	Bifm Letlotlo Education Fund	N/A	N/A
3.	Bifm Balanced Prudential Fund		
4.	Bifm Ya Masa Junior Fund	N/A	N/A
5.	Bifm Local Equity Fund		
6.	Bifm Global Sustainable Growth Fund	N/A	N/A

- If no fees are entered, the default initial fee of 5% excl VAT will be applied
- If you have selected a fee greater than that of the fund's maximum, the fee will default to the fund's maximum.

Name of Authorised Signatory ______________ Date ______ Capacity ______________

Authorised Signature ______________

Name of Authorised Signatory ______________ Date ______ Capacity ______________

Authorised Signature ______________

Name of Authorised Signatory ______________ Date ______ Capacity ______________

Authorised Signature ______________

Name of Authorised Signatory ______________ Date ______ Capacity ______________

Authorised Signature ______________

Initial ______

Form B
Authorisation from bank account holder

Bifm Unit Trusts

Complete and submit this section, along with the required KYC documents below, if the payment is from a third party's bank account

Individuals

- Certified copy of the third party's identity document.
- Proof of residential address - utility bill not older than 3 months / police affidavit / employment confirmation letter stating residential address of the third party
- Proof of banking details (a bank statement, not older than 3 months that includes a bank logo and date stamp.)

Non-individuals

- A Board Resolution from the legal entity stating the list of authorised signatories and KYC documents for Authorised Signatories.
- Certified copies of verification documents - see KYC requirements for non-individuals
- Certificate of incorporation, WHT Certificate
- Proof of address - utility bill not older than 3 months / police affidavit.
- Proof of banking details (a bank statement, not older than 3 months that includes a bank logo and date stamp.)

Third Party information

First name(s) and Surname / Registered name of legal entity ______________________

Date of birth / Date of incorporation ______________________ Country of birth / Country of incorporation ______________________

Entity Registration number ______________________

OR

Omang / Passport Number (if foreign national): ______________________ Expiry date (dd/mm/yyyy) ______________________

Country of issue ______________________ If US Citizen, please provide your social security number ______________________

Residential/Physical address ______________________ Postal code ______________________

Email address ______________________ Contact number(s) ______________________

Please specify where the funds for this investment come from:

☐ Salary ☐ Inheritance ☐ Savings ☐ Bonus ☐ Other (Specify) ______________________

Third Party banking details

Bank account name ______________________ Name of bank ______________________

Account number ______________________ Name of branch ______________________

Branch code ______________________ Type of account: ☐ Current ☐ Savings

Occupation Type selections and Industry Type

Occupation type		
☐ Salaried employee	☐ Self employed	☐ Minor scholar
☐ Student	☐ Retired	☐ Unemployed

Industry type		
☐ Administrative and support services	☐ Electricity, solar, water, gas and waste services	☐ Motor wholesale, retail trade and repair
☐ Adult entertainment	☐ Entrepreneurship	☐ Non profit organisation / regulated charity
☐ Agriculture, forestry and fishing	☐ Estate, living and family trusts	☐ Non-government organisation (NGO)
☐ Arts, entertainment and recreation	☐ Extractive services, mining and quarrying	☐ Professional sport
☐ Bank	☐ Financial and insurance	☐ Real estate and property services
☐ Broadcasting and entertainment	☐ Gambling	☐ Retired
☐ Chemical engineering and/or Chemical manufacturing	☐ Government services, arms and State Owned Enterprises	☐ Shell banking
☐ Community and social activities	☐ Healthcare and medical	☐ Transport, storage, courier and freight
☐ Construction and civil engineering	☐ Information technology, communication and telecoms	☐ Travel, tourism, accommodation and food services
☐ Consumer Goods: Wholesale and Retail	☐ Legal practitioner	☐ Virtual currencies
☐ Education	☐ Manufacturing	

____
Initial

Form B
Authorisation from bank account holder

Please specify your regular source of income		
☐ Allowance	☐ Business Operating Income	☐ Dividends from investments
☐ Commission	☐ Commission Company profits	☐ Company sale/sale of interest in company
☐ Cryptocurrency	☐ Debt capital	☐ Employee benefits
☐ Dividends from investments	☐ Equity capital	☐ Maturing Investments
☐ Gift/Donation	☐ Inheritance	☐ Provident fund
☐ Member Contributions	☐ Pension	☐ Retirement funds
☐ Rental Property	☐ Retained Earnings	☐ Sale asset/property
☐ Settlement	☐ Sale of Shares	☐ Savings
☐ Transfer to/from approved funds	☐ Trust income	☐ Tax Rebate
☐ Salary		

Source of Funds for Investment		
☐ Allowance	☐ Dividends from investments	☐ Company profits
☐ Business Operating Income	☐ Commission	☐ Debt capital
☐ Company sale/sale of interest in company	☐ Cryptocurrency	☐ Employee benefits
☐ Dividends from investments	☐ Equity capital	☐ Maturing Investments
☐ Gift/Donation	☐ Inheritance	☐ Retirement funds
☐ Member Contributions	☐ Pension	☐ Tax Rebate
☐ Rental Property	☐ Retained Earnings	☐ Savings
☐ Sale asset/property	☐ Sale of Shares	☐ Settlement
☐ Transfer to/from approved funds	☐ Trust income	☐ Salary

Declaration

I/we instruct and authorise Bifm Unit Trusts or its agents to draw direct debits against my bank account as per the instruction in sections 3 and 5.

Name of Authorised Signatory ______________________ Date __________ Capacity ______________

Authorised Signature ______________________

Name of Authorised Signatory ______________________ Date __________ Capacity ______________

Authorised Signature ______________________

Name of Authorised Signatory ______________________ Date __________ Capacity ______________

Authorised Signature ______________________

Name of Authorised Signatory ______________________ Date __________ Capacity ______________

Authorised Signature ______________________

Initial ______________

Form C
Authorisation to Act on behalf of an investor

Bifm Unit Trusts

Important information

- This form must be completed by all parties stated in the Application Form.
- Each person is required to complete the sections below. In the event that more than one page is required, copies of this section can be made and must accompany the fully completed application form.
- Documents must be provided as stated in the Application Form.

Personal details

Title ☐ Dr ☐ Mr ☐ Mrs ☐ Ms ☐ Other (Please specify) ____________________

First name(s) ____________________

Surname ____________________

Capacity ____________________

Residential address ____________________

Country ____________________ Postal code ____________________

Date of birth ____________________ Country of birth ____________________
(dd/mm/yyyy)

Omang / Passport Number
(if foreign national): ____________________

Expiry date ____________________
(dd/mm/yyyy)

Country of issue ____________________

If US Citizen, please provide
your social security number ____________________

Email address ____________________

Contact number(s) ____________________

Primary country of tax residence ____________________

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 residency.

Country of tax residence	**Tax Identification Number**	OR	**Reason Tax Number not Applicable**

Declaration and signature

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

Authorised signatory ____________________ Date signed ____________________
(dd/mm/yyyy)

Form D
Authority to act on behalf of another

(reg. 4(5))

I____of Identity Number/Passport No _______________________________________

being of sober and sound mind and acting willfully do hereby appoint____

of Identity Number/Passport No _______________________________________to act for or on my behalf from _________________________________
(dd/mm/yyyy)

until____________________________________ .
(dd/mm/yyyy)

This appointment is executed for the purpose of expediting the transaction of all investment affairs of mine and to permit action in my name and on my behalf with respect to my financial transactions or my property during this period of appointment. I confer power on my representative to do all things deemed necessary or proper to carry out the provisions and intent of this appointment or carry out including but not limited to the following powers, all of which may be exercised from time to time at his or her discretion and with respect to Bifm Unit Trusts (PTY) LTD in which I now or hereafter have any interest.

Thus, signed on this _______________________________ day of_______________________________20______ at ____

Witness

1 ____ Signature _______________________________

2 ____ Signature _______________________________

Form E
Individual Clients Fax & Email Indemnity Form

Bifm Unit Trusts

Release and indemnity, fax and email transmissions

(If this facility is not required, please indicate by inserting a diagonal line across this page and duly initial) (delete or indicate "not applicable" where relevant)

Whereas I/we, the undersigned, ______________________________ herein

represented by ______________________________ and ______________________________

in their capacities as ______________________________ and ______________________________

respectively, have requested Bifm Unit Trusts (Pty) Ltd ("Bifm Unit Trusts") to act on written instructions transmitted by me/us to it by facsimile transceiver or by means of an email message; and whereas Bifm Unit Trusts has informed me/us that it is prepared to act on such faxed/ emailed instructions which purport to emanate from me/us if it receives a release and indemnity in the form hereof.

and whereas I/we am/are prepared to give such releases and indemnity.

Therefore, I/we do hereby:

- Agree that this indemnity is given in respect of
- Additional investments into any account held by Bifm Unit Trusts in my name;
- Withdrawals from any account held by Bifm Unit Trusts in my name
- Changes to or cancellations of existing debit orders in my name.

Acknowledge that it is not practical for Bifm Unit Trusts to establish the authenticity of all messages telefaxed or emailed to Bifm Unit Trusts which purport to emanate from me/us. All email messages sent to Bifm Unit Trusts shall be sent from the email address held on record by Bifm Unit Trusts, unless otherwise changed and such change has been communicated to Bifm Unit Trusts. Bifm Unit Trusts shall act only on instructions, mandates, consents and commitments that emanate from an email address held on client's records.

Agree that all faxed or email instructions, mandates, consents, commitments and the like which purport to emanate from me/us shall be deemed to have been given by me/us in the form actually received by Bifm Unit Trusts (purported faxed or email instructions) - which may as a result of the malfunction of equipment, the distortion of communication links and the like, be different from that intended or sent - and I/we shall be bound thereby.

Waive any rights I/we may have or obtain against Bifm Unit Trusts arising directly or indirectly from losses or damages including matters related to notice of lost and which I/we may suffer because Bifm Unit Trusts acts on purported faxed or emailed instructions, and I/we agree to indemnify Bifm Unit Trusts in respect of any claims, demands or actions made against it or losses or damages by it because it so acted

Agree that Bifm Unit Trusts is not to be held liable for errors or delays in transmissions, or the misinterpretation on receipt, or for any loss or damage from whatever cause as a result of Bifm Unit Trusts permitting this agreement, excluding losses arising from the proven unlawful or fraudulent acts of Bifm Unit Trusts' employees.

Agree to implement and adhere to any procedures and/or restrictions imposed on me/us by Bifm Unit Trusts from time to time regarding the sending of faxed or emailed instructions to Bifm Unit Trusts.

Agree that this release and indemnity will not be affected by any failure by Bifm Unit Trusts to impose any or sufficient procedures or restrictions or to ensure that any, or all of them are adhered to.

Agree that Bifm Unit Trusts will not be obliged to act on any purported faxed or emailed instructions and that it may at any time on written notice sent to me/us

at______________________________ (insert Email Address) withdraw from the arrangements envisaged in this document.

It is further agreed that in the absence of formal written instruction, any faxed or email instruction shall be purported to be valid in terms of this form hereof and Bifm Unit Trusts shall be permitted to act on such instruction.

Agree that this indemnity shall not apply to instructions for the withdrawal of funds from any account held by Bifm Unit Trusts in my name.

Signed at ______________________________ on this ________ day of ____________________ 20________

______________________________ ______________________________

Name Signature

______________________________ ______________________________

Name Signature

Annexure A
KYC checklist

Please submit all the following verification documents:

Individual Investors

- [ ] Certified copy of identity document (Omang or Passport if foreign national or refugee identity card or birth certificate for minors)
- [ ] Proof of residential address - utility bill not older than 3 months / police affidavit / employment confirmation letter stating residential address
- [ ] Proof of banking details (a bank statement, not older than 3 months that includes a bank logo and date stamp)
- [ ] Proof of source of income
- [ ] Proof of source of Funds (where Lump sum is invested)

Please submit all the following verification documents if you are acting on behalf of an investor:

Acting on behalf of an investor

- [ ] Certified copy of identity document (Omang or Passport if foreign national or refugee identity card or birth certificate for minors)
- [ ] Proof of residential address - utility bill not older than 3 months/police affidavit/employment confirmation letter stating residential address
- [ ] Proof of banking details (a bank statement, not older than 3 months that includes a bank logo and date stamp)
- [ ] Proof of Source of Contribution
- [ ] Investor authorisation, such as a power of attorney or mandate (if applicable)

We may require additional documents if:
- You are not a Botswana citizen or Botswana registered entity
- We are unable to verify your information
- You are tax resident outside of Botswana
- You are deemed to be a high risk investor

These may include:
- Proof of Residential Address
- Proof of Banking Details
- Proof of Source of Funds

Documents we accept as Proof of Residential Address
- Utility bill in the investor's name clearly displaying the residential address
- Copy of Telecommunications contract statement in the investor's name
- Confirmation letter from the rental company on a rental letterhead
- Copy of BURS 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)
- Confirmation letter from your employer
- Affidavit

FOR OFFICE USE ONLY

Received by	Reviewed by
Name & Signature	Name & Signature

Initial

Annexure B
Important notes, Terms and Conditions

Bifm Unit Trusts

1. Important notes

- If you are making a once-off Electronic Funds Transfer (EFT) or depositing your lump sum into our Inflow Account, the funds will only be invested once they have been cleared.
- Switches will only be processed on cleared units i.e. if the funds used for investment/s have been cleared by the bank
- There is a clearance period of 10 calendar days for switches, lump sum investments and once–off debit order, and 4 business days for recurring debit orders
- If there's no active recurring monthly contribution on a fund and a switching instruction is received, all units will be switched if the amount remaining after the switch is less than the required fund minimum for the specific fund
- Should the existing debit order(s) not meet the required fund minimum(s), the debit order(s) will automatically be cancelled.
- It is advisable to first compare the cost structures before you submit the switch instruction. You may need to pay the difference in costs, especially if a switch is made from a fund with a lower cost structure to one with a higher cost structure
- Please note that a switch may trigger capital gains tax (CGT) and you may be liable to pay tax. If a switch is made between the time the income is declared and the actual payment date, this income declared will be switched, unless you instruct us differently
- When switching between funds, units are sold in one fund, and with the proceeds from that sale, units are bought in another fund
- Each fund has a different investment aim and investor risk profile. Switching could impact on your ability to reach your original investment goals. For this reason, it is a good idea to consult with your broker/ sales consultant to review your original motivation for investing and decide whether or not the current investment is still appropriate for you
- There are risks to investing in any fund. In the case where the fund is too aggressive, the value of the investment may fluctuate too wildly for the investors' purposes in the short-term, although an aggressive fund is likely to give higher returns in the long-term
- In the case where a fund is too conservative, the investor is likely to have a more stable short-term investment experience, but in the long-term, the fund is unlikely to outpace inflation and grow sufficiently to achieve the desired investment goal.

2. Terms and conditions

2.1 About unit trusts

- When you invest in a unit trust (also called a collective investment undertaking), your money is pooled with the money of other investors. This pool of money is used to buy a portfolio of assets, such as shares (equities), bonds or listed property. As an investor, the value of the units you own is calculated by taking the number of units you own and multiplying them by the latest ruling price per unit. Forward pricing is used. Details of what each fund invests in, as well as its risk profile, are specified in the Minimum Disclosure Documents (fund factsheets).
- The price per unit (excluding money market type funds) goes up and down according to the value of the underlying assets in the relevant portfolio. Neither your capital nor the return of your investment is guaranteed for any unit trust fund investment. For information on unit trusts and how they work, along with our full range of funds and the relevant Minimum Disclosure Documents (fund factsheets), please visit our website at www.bifm.co.bw or alternatively you can call us on (+267) 395 1564.
- Unit trusts are generally medium to long-term investments. Past performance is not necessarily a guide to future performance. Unit trusts are traded at ruling prices and may engage in borrowing. Unit trust prices are calculated on a net asset value basis, which is the total value of all assets in the portfolio, including any income accrual, less any permissible deductions from the portfolio and divided by the units in the portfolio.
- For money market fund, the price of each participatory interest is aimed at a constant value. While a constant price is maintained, the investment capital is not guaranteed. A money market portfolio and short-term debt portfolio is not a bank deposit. The total return of the investment is primarily made up of interest received. The return may also include any gain or loss made on any particular instrument. In most cases this will merely have the effect of increasing or decreasing the daily yield, but in the case of abnormal losses it can have the effect of reducing the capital value of the portfolio. The daily yield is calculated by taking the daily income earned from dividends and interest, subtracting the expenses at fund level, and dividing it by the current value of all the assets held in the fund. Excessive withdrawals from the portfolio may place the portfolio under liquidity pressures, and in such circumstances, a process of ring-fencing the withdrawal instructions, and managed pay-outs over time, may follow.
- For onboarding purposes, a fully completed application form signed with wet ink and supporting KYC documents are required. Original documents are to be provided within 30days of the account opening. Electronic copies of the documents may be submitted for account opening purposes, however restrictions will be placed on the account until such a time when the original documents have been provided

2.2 Fees and charges

- A schedule of fees and charges and maximum commissions is available from the fund factsheets:
    - The following charges are levied against the portfolio: brokerage, auditors' fees, performance fees, service fees, applicable taxes, custodian fees, bank charges, trustees' fees and management fees (trailer commission is paid by Bifm Unit Trusts to broker/ sales consultants on a monthly basis; it forms part of the annual management fee charge, which is a fixed percentage per annum that is calculated and deducted daily from the accrued income in the portfolio)

2.3 Transaction cut-off times

- We can only process your instructions once we have received the correct and accurately completed form and the required supporting documents. If an instruction is issued incorrectly, is unclear, incomplete, or if the supporting documents are not received timeously, the processing of the transaction will be delayed. Any loss will be for the investors' account.
- Your transaction will be priced using the ruling price of the fund for the day the transaction is processed i.e. the day we receive all of the required information. Any loss will be for the investor's account.
- If a debit order collection date falls on a non-business day, we will collect it on the first available business day thereafter.
- All debit order ammendments should be submitted 7days before collection date. Failure to do so will result in the change taking effect the following month.
- For any future transactions, please make sure to send us your completed instruction (including supporting documents) before the transaction cut-off time. The Botswana business day transaction cut-off times for our funds are:
    - 12:00 for money market fund and,
    - 15:00 for all other funds.

2.4 Ownership, information security and instructions

We accept that the instructions we receive are correct and signed by the authorised individual or signatories.

2.5 Unclaimed assets and how they affect you

An unclaimed asset is any unit trust investment on which there have been no transactions for ten years, or in the case of a deceased estate, more than three years have passed since we have received the notice of death. Our policy is to continue reinvesting all income distributions (interest) until the unit trust is sold, regardless of the time frame.

We follow a process of tracing investors or beneficiaries on any unclaimed assets. Any reasonable administrative costs incurred to trace the investor may be recovered from the value of the portfolio, thereby reducing the value of your investment. Tracing will cease where the value of the unit trust investment is less than P1000 and the costs of tracing exceeds the benefit of tracing.

Please note that to prevent your investment becoming an unclaimed asset, it is your responsibility to inform us of any change in your personal information.

2.6 Update your personal details

It is your responsibility to keep us informed of any changes in your banking details, personal information or current identification information (e.g. change of address, change of surname and contact details). If any of your details have changed, you will need to complete an Investor Details Update form available from www.bifm.co.bw

2.7 Complaints

We want to give you outstanding client service. If you are dissatisfied with our service, please contact us at:

- Telephone: (+267) 395 1564
- Email: RetailServices@bifm.co.bw
- Complete a complaint form online at www.bifm.co.bw
- Visit the Bifm Unit Trusts Client Contact Center.

Please note that the complaints procedure is available at www.bifm.co.bw or at the Bifm Unit Trusts Client Contact Center. Your views are very important to us. When we receive your complaint, a competent team, specifically trained to handle and resolve complaints, will investigate it and try to resolve it as soon as possible in a fair manner.

2.8 How we process your personal information

We process your personal data based on your consent, the necessity of processing for the performance of a contract, compliance with legal obligations, protection of your vital interests, public interest, or legitimate interests pursued by Bifm UT or a third party.

Bifm UT will only collect, transfer and disclose your information for the following purposes:

- Providing you with its products and services
- Managing your investments
- Complying with your instructions or the instructions of your appointed financial advisor
- Verifying your identity
- Detecting and preventing fraud or money laundering

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- Compliance with laws and public duties
- Monitoring of electronic transactions with you in order to accurately carry out your instructions or those of your financial advisor
- To assist tin improving our services and in the interest of security and crime prevention
- For analysis in order to assess and improve our business or the business of the BIHL Group and the services offered
- For operational, marketing, audit, legal and record keeping purposes.

In addition, Bifm UT may collect necessary information from you directly, from your appointed agent, authorised financial services provider, any regulator, Credit Bureau or other legally authorized third party that may hold such information.

2.8.1 Use of information

We will only collect personal data that is necessary for the specific purposes outlined above. Your information may be shared within the BIHL Group and with agents or subcontractors who process data on our behalf for investment administration purposes.

We will not transfer your personal information outside the BIHL Group, its associates, or agents without your consent unless legally required or permitted to do so. We may disclose your information when necessary to comply with the law, regulatory obligations, or to protect our legal rights.

2.8.2 Sharing of information

We shall take all reasonable steps to protect your personal information, including, where appropriate, the use of encryption technology to ensure that your personal information is safeguarded against loss, misuse, unauthorised access, disclosure, or alteration.

2.8.3 Electronic communications and records

Under the Data Protection Act, you have the right to:

a. request access to your personal data;
b. request correction or deletion;
c. object to processing;
d. restrict processing;
e. request data portability.
f. withdraw your consent where processing is based on consent
g. not be subject to a decision based solely on automated processing, including profiling

For any such request, please contact our Risk and Compliance Officer at riskandcompliance@bifm.co.bw.

2.8.4 Data Retention

We will retain your personal information for as long as necessary to fulfil the purposes for which it was collected, including for legal, regulatory, tax, accounting, or reporting requirements. After this period, your information will be securely destroyed or anonymized.

2.8.5 International Transfers

Where we transfer your personal data outside Botswana, we ensure that such transfers are made in compliance with the Data Protection Act, and we ensure that appropriate safeguards are in place to protect your information during such transfers.

2.8.6 Automated Decision Making

We do not make decisions based solely on automated processing, including profiling, that significantly affect you. If this changes, you will be notified and given the right to object or request human intervention.

2.8.7 Security and Safeguards

We implement appropriate technical and organisational security measures, including firewalls, access controls, secure servers, and data encryption to protect your personal data against unauthorised access, alteration, disclosure, or destruction.

2.8.7 Consent

Where we rely on your consent (Such as marketing communication) to process personal data, you have the right to withdraw your consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal.

3. Terms and conditions - Bifm Letlotlo Education Fund And Bifm Ya Masa Junior Fund

Below are the terms and conditions of the Bifm Letlotlo Educational Fund and Bifm Ya Masa Junior Fund not included in the fund prospectuses. These terms and conditions shall be read in conjunction with the fund prospectus and will be used as a guideline when conducting business with both existing and new clients. The provisions of the fund prospectus shall take precedence in the event of discrepancies between the two.

3.1 Purchases (New business & Additional investments - lump sum/debit order)

- The funds have a seven (7) year lock-in period. After the lapse of the initial seven years, the client will have the option of withdrawing either all or a portion of their investment. After the initial withdrawal from the fund, withdrawals will be restricted to once a calendar quarter.
- Distributions are automatically reinvested during the lock-in period, thereafter, they may be paid out in cash.
- The seven (7) year lock in period on the funds is only triggered by the initial investment, subsequent investments will be retrospectively subject to the lock-in period.

3.2 Withdrawals/redemptions

- Withdrawals/Redemptions from the funds before the lapse of the initial lock-in period will only be permitted under extenuating circumstances such as:
    - Death of the principal member
    - Death of the beneficiary (including miscarriages)
- In the two instances mentioned above, restrictions within the seven (7) year lock-in period may be waived, and the investor may be allowed to switch to a different fund or may opt to continue investing in the fund(s)
- Restrictions can be waived (early maturity) at any time at the decision and sole discretion of Bifm UT. Such decisions will be considered on a case by case basis.
- Approval to waive restrictions shall be obtained from the Bifm Chief Executive Officer (CEO).

3.3 Suspension/discontinuation of debit orders

- Suspension/discontinuation of debit orders within the seven (7) year lock-in period will only be permitted under extenuating circumstances such as;
    - Loss of employment and/or main source of income of the principal member/investor
    - Death of the principal member
    - Death of the beneficiary (including miscarriages)
- Decision to grant suspension/discontinuation of debit orders will be at the sole discretion of Bifm UT. Such decisions will be made on a case by case basis.
- Cancelation of debit orders will not be permitted save for reasons stated in sections above which qualify as extenuating circumstances.

3.4 Switches/transfers

- Switching is only permitted if it is into the funds. Switching out will only be allowed after the seven-year lock-in period.
- Switching between the Letlotlo Fund and the Ya Masa will not be permitted within the seven (7) year lock-in period.

3.5 Fund minimums

- The minimum debit order amount for both funds is P200.00 (two hundred Pula) monthly. The debit order amounts may be increased/decreased so long as the minimum threshold remains.
- There is no minimum lump sum amount for clients with debit orders.
- Should a client insist on only investing a lump sum, that is making no contributions by monthly debit order, a minimum lump sum amount of P20,000.00 (twenty thousand Pula) will be required.

3.6 Transferability

- In instances where an investment in the Fund(s) is transferred, the transfer will not trigger a new seven (7) year lock-in period.

3.7 Fees

- The funds will not levy initial fees.

There will be no early redemption fees charged to the clients for withdrawals permitted under extenuating circumstances.

4. Terms and conditions - Bifm Global Sustainable Growth Fund

Below are the terms and conditions of the Bifm Global Sustainable Growth Fund not included in the fund prospectus. These terms and conditions shall be read in conjunction with the fund prospectus and will be used as a guideline when conducting business with both existing and new clients. The provisions of the fund prospectus shall take precedence in the event of discrepancies between the two.

4.1 Purchases (New business & Additional investments - lump sum/debit order)

- The fund has a one (1) year lock-in period. After the lapse of the initial one year, the client will have the option of withdrawing either all or a portion of their investment at predetermined intervals. After the initial lock-in period, withdrawals will be restricted to once per calendar quarter.
- Distributions are automatically reinvested.
- The one (1) year lock in period on the fund is only triggered by the initial investment, subsequent investments will be retrospectively subject to the lock-in period.

4.2 Withdrawals/redemptions

- Withdrawals/Redemptions, transfers and switches out from the fund before the lapse of the initial lock-in period will only be permitted under extenuating circumstances such as:
    - Death of the principal member
    - Job loss where contributions are financed by salary
- In the two instances mentioned above, restrictions within the one (1) year lock-in period may be waived, and the investor may be allowed to switch to a different fund or may opt to continue investing in the fund.
- Restrictions can be waived (early maturity) at any time at the decision and sole discretion of Bifm Unit Trusts. Restriction waivers will be considered on a case-by-case basis.

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- Approval to waive restrictions shall be obtained from the Bifm Chief Executive Officer (CEO).

4.3 Switches/transfers

- Switches/Transfers are only permitted into the fund. Switches and transfers out will only be allowed after the one (1)-year lock-in period.

4.4 Fund minimums

- The minimum debit order amount for the fund is P1,000.00 (One Thousand Pula) monthly. The debit order amounts may be increased/decreased so long as the minimum threshold remains.
- The minimum initial lump sum amount is P5,000.00
- The minimum additional lump sum amount is P1,000.00

4.5 Fees

- The fund will not levy initial fees.
- There will be no early redemption fees charged to clients for withdrawals permitted under extenuating circumstances.

Investor declaration

By signing this application form I/we agree that I/we have read and understand the application form and related terms and conditions.

Name of Authorised Signatory ______________________ Date __________ Capacity ______________________

Authorised Signature ______________________

Name of Authorised Signatory ______________________ Date __________ Capacity ______________________

Authorised Signature ______________________

Name of Authorised Signatory ______________________ Date __________ Capacity ______________________

Authorised Signature ______________________

Name of Authorised Signatory ______________________ Date __________ Capacity ______________________

Authorised Signature ______________________

NB: Authorised signatories acting on behalf of the investor (e.g. parents / guardians of a minor and persons authorised to act on behalf of the investor).

Disclaimer

Collective investment schemes are generally medium to long-term investments. Please note that past performances are not necessarily an accurate determination of future performances, and that the value of investments / units / unit trusts may go down as well as up. A schedule of fees and charges and maximum commissions is available from Bifm Unit Trusts (Pty), a registered and approved Manager in Collective Investment Undertakings (CIUs) in Botswana. Additional information of the proposed investment, including brochures, application forms and annual or quarterly reports, can be obtained from the Manager, free of charge. Collective investments are calculated on a net asset value basis, which is the total market value of all assets in the portfolio including any income accruals and less any deductible expenses such as audit fees, brokerage and service fees. Actual investment performance of the portfolio and the investor will differ depending on the initial fees applicable, the actual investment date, and the date of reinvestment of income as well as dividend withholding tax. Forward pricing is used. The Manager does not provide any guarantee either with respect to the capital or the return of a portfolio. The performance of the portfolio depends on the underlying assets and variable market factors. International investments or investments in foreign securities could be accompanied by additional risks such as potential constraints on liquidity and repatriation of funds, macro-economic risk, political risk, foreign exchange risk, tax risk, settlement risk. Bifm Unit Trusts (Pty) Ltd is regulated by the Non-Bank Financial Institutions Regulatory Authority (NBFIRA). Prospectuses for the Funds may be viewed at the Bifm Unit Trusts (Pty) Ltd offices plot 66458, Fairgrounds Office Park, Block A, Ground Floor.

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