

Bifm Unit Trusts Application Form

Non - 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 or Plot 396/7 Moffat Street, Central Residential Area, Francistown.
- To comply with regulatory requirements, we must verify your identity before investing your funds
- In terms of the Financial Intelligence Regulations 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, mandate or board resolution
- Do not write any instructions outside the allocated fields
- Initial any changes made
- Complete and return the following sections if applicable:
 - **Appoint Broker/Sales Consultant** - Form A
 - **Authorisation from a bank account holder** - Form B
 - **Additional Information required for KYC** - Form C



Please submit verification documents as per Annexure A



Our contact details

E-mail RetailServices@bifm.co.bw
Tel +267 395 1564 / +267 241 3041
Website www.bifm.co.bw

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

1. Investor details

All fields in section 1 are mandatory and must be completed in the name of the registered legal entity, regardless of who the payer is.

Registered name of legal entity _____

Trading name _____
(only complete if different from registered name)

Entity registration number _____

Country of incorporation _____ Date of incorporation _____
(dd/mm/yyyy)

Type of entity			
Body Corporate		Government / state owned	Partnership
Charitable organisation		Listed Company	Retirement Funds
Church / Religious organisation		Linked Investment Service Provider	Schools/University
Close Corporation		Long term insurer	Stokvel
Club		Medical Scheme	Trade Union
Collective Investment Scheme		Non-Government Organisation	Trust
Foundation		Non-profit Organisation	Unlisted Company
Fund of Funds			

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	

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

Registered address		
Country		Postal code
Postal address (only complete if different from registered address)		
Country		Postal code
Operating address (only complete if different from registered address)		
Country		Postal code
Operating address (only complete if different from registered address)		

Controlling persons & Signatories

Please provide details of the signatories / controlling persons below. Each signatory / controlling person needs to complete a Form C and provide copies of their identity documents. If you require assistance with this section, please contact your broker/ sales consultant.

Name of Authorised Signatory		Capacity	
Name of Authorised Signatory		Capacity	
Name of Authorised Signatory		Capacity	
Name of Authorised Signatory		Capacity	

2. Details of contact person

Title	Dr	Mr	Mrs	Ms	Other (Please specify)	
Full name(s)						
Surname						
Date of birth			Country of birth			
	(dd/mm/yyyy)					
Email address						

	Contact
Telephone (office)	
Telephone (home)	
Mobile	

3. Investment Fund details

Please select the fund(s) you would like to invest in and indicate the amount you would like to invest in each.

If you are unsure about which funds suit your needs, please consult your broker/ sales consultant.

To review the full list of funds, fees and fund factsheets, 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	

Minimum lump sum: P1,000.00

Minimum recurring debit order: P200.00 per month

* The Fund has a 7 year lock-in period

Note: Any distribution / reinvestment less than P200.00 will be automatically reinvested

** Global Sustainable Growth Fund:

- Minimum initial lump sum: P5,000.00

- Minimum recurring debit order: P1,000.00 per month

- The Fund has a 1 year lock-in period

4. Payment instructions

You have the following options for payment:

5.1 We collect funds via debit order

- Lump sum deposit
- We will debit your bank account within 5 business days if all your documentation is in order.
 - Amounts are restricted to a maximum of BWP1 million per debit. Use the EFT payment option in section 5.2 for amounts exceeding BWP1 million.

And/Or

Monthly debit

Commencement Date

	1st		10th		21st		25th
M			Y				

Escalation rate per annum

	0%		2.5%		5%		10%
--	----	--	------	--	----	--	-----

Expiry Date

D			M			Y					
---	--	--	---	--	--	---	--	--	--	--	--

Payment is from my own bank account

(Complete Section 6)

OR

Payment is from a third-party bank account

(Complete Form B).

OR

For use when opening an investment for a Minor, or if the debit order is being paid by a third party.

5. Source of Funds for Investment

Please advise where the funds for this investment come from:

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

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

Name of Authorised Signatory	_____	Date	_____	Capacity	_____
			(dd/mm/yyyy)		
Authorised Signature	_____				
Name of Authorised Signatory	_____	Date	_____	Capacity	_____
			(dd/mm/yyyy)		
Authorised Signature	_____				
Name of Authorised Signatory	_____	Date	_____	Capacity	_____
			(dd/mm/yyyy)		
Authorised Signature	_____				
Name of Authorised Signatory	_____	Date	_____	Capacity	_____
			(dd/mm/yyyy)		
Authorised Signature	_____				

7. Investor interaction preference

I would like to receive E-mail notifications when I transact on my account	Yes	No
I want to receive marketing information	Yes	No
Preferred method of correspondence (Select only one)	Email	Post

Note: If you have selected email, all correspondence will be sent to the email provided.

8. Signature Authority

Please indicate whether you require a 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 as per company resolution or signing instruction provided.

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.

9. Tax status

The following information is required for international Tax compliance with the Foreign Account Tax Compliance Act (FATCA) and Common Reporting Standards (CRS)

Primary country of tax residence _____ Tax Identification Number _____

If your primary country of tax residence is Botswana, are you registered for Value-Added Tax (VAT)? Yes No

If "Yes", please supply your VAT number: _____

Is the organisation 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

9.1 Organisation's classification under FATCA

It is mandatory to classify yourself in this section. For guidance please refer to the Legal Entities Tax Residency Classification for FATCA and CRS document, available at www.bifm.co.bw. Alternatively, speak to your tax adviser.

If your organisation is a Financial Institution, please specify which type:

Participating Foreign Financial Institution (in a non-Intergovernmental Agreement jurisdiction).

Non-Participating Foreign Financial Institution (in a non - Intergovernmental Agreement jurisdiction).

Financial Institution resident in the USA or in a US Territory.

Exempt Beneficial Owner (this includes a Botswana registered retirement scheme, a Botswana Governmental Organisation or an International Organisation).

Deemed Compliant Foreign Financial Institution (this includes Non-Profit Organisations and Financial Institutions with a Local Client Base).

If you are a financial institution that has obtained a Global Intermediary Identification Number (GIIN), kindly provide GIIN number below:

If your organisation is not a Financial Institution, please specify below:

Active Non-Financial Entity

Passive Non-Financial Entity

Please select an option if your organisation is a US tax resident and not a specified US person:

A regularly traded corporation on a recognised stock exchange.

Any corporation that is a member of the same expanded affiliated group as a regularly traded corporation on a recognised stock exchange.

A government entity.

Any bank as defined in section 581 of the U.S. Internal Revenue Code.

A retirement plan under section 7701(a)(37), or exempt organization under section 501(a) of the U.S. Internal Revenue Code.

OR any other exclusion.

Form A

Appoint a Broker/Sales Consultant



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.

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 you do not fill in any fees, it will default to 5%.
- 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
_____	_____ (dd/mm/yyyy)	_____
Authorised Signature		

Name of Authorised Signatory	Date	Capacity
_____	_____ (dd/mm/yyyy)	_____
Authorised Signature		

Name of Authorised Signatory	Date	Capacity
_____	_____ (dd/mm/yyyy)	_____
Authorised Signature		

Name of Authorised Signatory	Date	Capacity
_____	_____ (dd/mm/yyyy)	_____
Authorised Signature		

Form B

Authorisation from bank account holder



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 / Country of birth /
Date of incorporation _____ 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	

Form B

Authorisation from bank account holder



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	Salary
Company profits	Lobola	Sale asset / property
Company sale / sale of interest in company	Lottery winnings	Sale of Shares
Debt capital	Maintenance (formal agreement)	Savings
Disability / Social grant	Maintenance (informal agreement)	Settlement
Divorce Settlement	Maturing Investments	Tax Rebate
Dividends from investments	Pension	Transfer to/from approved funds
Equity capital	Rental of Property	Trust income
Gambling winnings	Retirement funds	

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
Salary	Trust income	Trust income

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 _____

Form C

Additional information required for KYC



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 _____ Country of issue _____

(dd/mm/yyyy)

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 provided above is true and correct.

Authorised signatory _____ Date signed _____

(dd/mm/yyyy)

Authorised signatory acting on behalf of the Legal Entity.

Form D

Authority to act on behalf of another



(reg. 4(5))

We _____ of Entity Registration No _____

willfully do hereby appoint _____

of Entity Registration No _____ to act for or on our behalf from _____
 until _____ (dd/mm/yyyy)
 (dd/mm/yyyy)

This appointment is executed for the purpose of expediting the transaction of all investment affairs of ours and to permit action in our name and on our behalf with respect to our financial transactions or our property during this period of appointment. We confer power on our 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 their discretion and with respect to Bifm Unit Trusts (PTY) LTD in which we now or hereafter have any interest.

Thus, signed on this _____ day of _____ 20____ at _____

Signatories

1 _____ Signature _____

2 _____ Signature _____

Annexure A

KYC checklist



Before we can enter into a transaction with you, the Financial Intelligence Act of Botswana (2019) and the Financial Intelligence Regulations (2019) as well as the Non-Bank Financial Institutions Regulatory Authority (NBFIRA) requires that we verify both the identity of the Legal Entity in whose name the Unit Trust Investment will be opened, as well as the identities of all beneficial owners, controlling persons and authorised signatories associated with the Legal Entity. We also require certain information from the legal entity and its beneficial owners, controlling persons and authorized signatories to establish residency, citizenship, countries of incorporation and/or operation and tax in order to perform regulatory reporting.

Please submit the following verification documents:

The following documents **MUST** be submitted for all beneficial owners, directors, shareholders with 10% or more shareholding, and authorized signatories;

Certified Copy of identity document (ID) e.g., Omanyang or Passport (if foreign national)
Proof of physical address
Please ensure that documents clearly show your Full names, Surname, ID number, issue & expiry date.

Please note that below are considered as Controlling Persons:

- Any member with a shareholding or Voting rights of 10% or more
- Directors
- Management
- Signatories
- Trustees

For Trusts, the following are considered as Controlling Persons:

- Settlers
- Founders
- Trustees
- Protector (if any)

1. Companies

a. Public Listed Company

Certificate of incorporation

Certificate of name change (if applicable)

Proof of operating address

Proof of banking details (stamped)

Organogram showing ownership and control structure of the company.

Directors Resolution of Authorised Signatories with specimen signatures on a company letterhead

Proof of registration with BURS for income tax and VAT

Tax exemption certificate (if applicable)

Latest audited financial statements (if not available on BSE or company website)

Confirmation of the nature of business (Regulatory licenses and /or AFS may be used)

Company Constitution

Form C- Completed by all signatories

Form C- Completed by all directors.

Form C- Completed by all shareholders with 10% shareholding or more.

Proof of identity for all signatories (certified)

Proof of identity for all directors (certified)

Proof of identity for all shareholders with 10% shareholding or more

Proof of residential address of all authorised signatories

Proof of residential address of all directors

Proof of residential address of all shareholders with a 10% shareholding or more

b. Private Unlisted Company

Certificate of incorporation

Certificate of Name change (if applicable)

Proof of operating address

Proof of banking details (stamped)

Organogram showing ownership and control structure of the Private Company.

Directors Resolution of Authorised Signatories with specimen signatures on a company letterhead

Proof of registration with BURS for Income tax and VAT (if applicable)

Tax exemption certificate (if applicable)

Latest audited financial statements

Confirmation of the nature of the business. (Regulatory licenses and /or AFS may be used)

Company constitution

Form C - completed by all signatories

Form C - completed by all directors

Form C - completed by all shareholders with 10% shareholding or more

Proof of identity for all authorised signatories (certified)

Proof of identity for all directors (certified)

Proof of identity for all shareholders with a 10% shareholding or more (certified)

Proof of residential address of all authorised signatories

Proof of residential address of all directors

Proof of residential address of all shareholders with a 10% shareholding or more

2. Close Corporations

Certificate of Incorporation

Amended Certificate of Incorporation (if applicable)

Proof of operating address

Latest audited financial statements

Proof of banking details (stamped)

Ownership structure

Proof of registration with BURS for Income tax and VAT (if applicable)

Proof of tax exemption (if applicable)

Proof of regulation (if applicable)

Resolution of Authorized Signatories with specimen signatures

Form C - completed by all signatories

Form C - completed by all directors

Form C - completed by all shareholders with 10% shareholding or more

Proof of identity for all authorized signatories (certified)

Proof of identity for all directors (certified)

Proof of identity for all shareholders with a 10% shareholding or more (certified)

Proof of residential address of all authorised signatories

Proof of residential address of all directors

Proof of residential address of all shareholders with a 10% shareholding or more

3. Partnerships

Founding Statement and/or Partnership Agreement
 Proof of operating address for the Partnership
 Resolution of Authorized Signatories with specimen signatures
 Proof of registration and registration number of the partnership
 Proof of banking details (Stamped)
 Proof of registration with BURS for Income tax and VAT (if applicable)
 Proof of tax exemption (if applicable)
 Ownership/Partnership structure
 Proof of Identity of all Partners (certified)
 Proof of identity for all beneficial owners (certified)
 Proof of identity for all controlling persons (certified)
 Proof of identity for all authorised signatories (certified)
 Proof of residential address of all Partners
 Proof of residential address of all beneficial owners
 Proof of residential address of all controlling persons
 Proof of residential address of all authorised signatories
 Form C – completed by all Partners
 Form C – completed by all beneficial owners
 Form C – completed by all controlling persons
 Form C – completed by all authorized signatories

4. Trusts

a. Inter Vivos

Certificate of registration with the Registrar of Trusts
 Trust Deed
 Proof of physical address
 Proof of banking details (stamped)
 Resolution of authorized signatories with specimen signatures
 Proof of registration with BURS for Income tax and VAT (if applicable)
 Proof of tax exemption (if applicable)
 Latest audited financial statements
 Statement of Accounts (AFS may be used)

For Settlers, Founders, Trustees, Beneficiaries, Signatories and Protectors, please provide the following for each person:

Certified proof of identity
 Proof of physical address (recent utility bill)
 Proof of association with the trust
 Completed Form C

b. Testamentary, Curatorship and Trusts by Court Order

Certificate of registration with the Registrar of Trusts
 Last Will and Testament or Trust Deed
 Letters of Authority (stamped by the Master of the High Court)
 Resolution of authorized signatories with specimen signatures
 Proof of banking details (stamped)
 Proof of registration with BURS for Income tax and VAT (if applicable)
 Proof of tax exemption (if applicable)
 Latest audited financial statements
 Statement of Accounts (AFS may be used)

For Settlers, Founders, Trustees, Beneficiaries, Signatories and Protectors, please provide the following for each person:

Certified proof of identity
 Proof of physical address (recent utility bill)
 Proof of association with the trust
 Completed Form C

5. Other Legal Entities

Proof of principal activities

a. Unions, Associations, Medical Schemes, Clubs, Churches, etc.

Founding document or Constitution
 Proof of operating/physical address
 Proof of banking details (stamped)
 Members Resolution of Authorised Signatories with specimen signatures
 Proof of Identity of all persons authorised to act on behalf of the Legal Entity (certified)
 Proof of residential address for all persons authorised to act on behalf of the legal entity

b. Motshelo

Founding Statement
 Proof of banking details (stamped)
 Members resolution of authorised signatories with specimen signatures
 Proof of Identity of all members of the Motshelo (certified)
 Proof of residential address of all members of the Motshelo
 Form C - completed by the Chairperson and all Authorised Signatories of the Motshelo

6. Pension/Provident Funds

A copy of a registration document reflecting the Fund's Registration Number
 Resolution of Authorised Signatories with specimen signatures
 Proof of operating address
 Proof of banking details (Stamped)
 Proof of registration with BURS for Income tax and VAT (if applicable)
 Proof of tax exemption (if applicable)
 Confirmation of any beneficial owners with 10% or more of the fund
 Proof of Identity of all persons authorised signatories (certified)
 Proof of Identity of all Trustees to the Fund (certified)
 Proof of physical address of all authorised signatories
 Proof of physical address of all Trustees to the Fund
 Form C - completed by all authorised signatories
 Form C - completed by all Trustees to the Fund

7. Government Entity

Act of Parliament
 Certificate of name change (if applicable)
 Proof of operating address
 Proof of banking details (stamped)
 Directors Resolution of Authorised Signatories with specimen signatures
 Proof of registration with BURS for Income tax and VAT
 Latest audited financial statements
 Proof of registration with BURS for Income tax and VAT (if applicable)
 Proof of tax exemption (if applicable)
 Proof of identity of all authorised signatories
 Proof of identity of all directors
 Proof of physical address of all authorised signatories
 Proof of physical address of all directors
 Form C - completed by all authorised signatories
 Form C - completed by all directors

8. Discretionary Financial Services Providers and Brokers

a. Onboarding a Broker / Financial Services Provider

Certificate of incorporation / Certificate of registration

Proof of banking details (stamped)

A copy of brokerage license and Annexures reflecting the Broker/FSP number

Resolution of Authorised Signatories for the Broker/FSP with specimen signatures

Proof of Identity of all persons authorised to act on behalf of the Broker/FSP

Proof of residential address of all persons authorised to act on behalf of the entity

9. 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

a. These may include:

Proof of physical/operating address

Proof of banking details (stamped)

Proof of source of funds

10. Documents that we accept as proof of address:

Utility bill in the entity's name (Council Rates and Taxes, Water, Electricity)

Telecommunications contract statement in the entity's name

Wi-Fi provider statement in the entity's name

Letter from the Rental company on a letterhead (stamped)

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 & address is reflected on these pages)

Police Affidavit

A letter from the company secretary (stamped)

FOR OFFICE USE ONLY

Checked by

Name & Signature

Received by

Name & Signature

Reviewed by

Name & Signature

Annexure B

Important notes, Terms and Conditions



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 orders, and 4 business days for recurring debit orders.
- If there is 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.

- Original documents (Application Form and supporting KYC documents) are required to open an account with Bifm Unit Trusts. 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

- Please make sure you 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 funds and,
 - 15:00 for all other funds.
- 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 by the cut-off time, 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 amendments should be submitted 7 days before collection date. Failure to do so will result in the change taking effect the following month.

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
- 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 in 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:

- request access to your personal data;
- request correction or deletion;
- object to processing;
- restrict processing;
- request data portability;
- withdraw your consent where processing is based on consent
- 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. Restriction waivers 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.
- Cancellation of debit orders will not be permitted save for reasons stated in sections above which qualify as extenuating circumstances.

3.4 Switches

- 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.
- 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.

Declaration and signature

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

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		

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.