



The Home of Exchange Traded Funds™

APPLICATION FORM COVERING LETTER

etfSA Investor Scheme

Investors can transact (buy, sell, switch, transfer, etc.) on any of the ETF products listed on this website through the “etfSA Investor Scheme”.

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For advice and information on the ETFs available on the etfSA website, please contact:
Mike Brown Tel: 011 561 6653 Fax: 011 388 4674 Email: info@etfsa.co.za

Administration of the etfSA Investor Scheme

Investors who invest in ETFs through etfSA will have their investments administered by Automated Outsourcing Services (Pty) Ltd, an authorized Financial Services Provider (No 650) who will register all ETFs owned by etfSA investor scheme clients under the clients own name on the JSE/STRATE securities register.

The Investor, or where applicable, his authorized signatory, by appending his signature to this application form states and declares that he/she has read and understood the terms and conditions pertaining to this investment product and the investment media selected and warrants that such authorisation shall form the basis of the contract, which is to be entered into with Automated Outsourcing Services (Pty) Ltd, as well as the contract between the Investor and the Financial Service Provider/ Representative.

How to invest

- Complete application form – either online or download and print.
- If you are investing a lump sum, a copy of the deposit slip or proof of electronic payment must be submitted together with the application form.
- The following documents must be submitted with the application form:
 - Clear copy of ID document
 - A clear copy of proof of residence document
 - Proof of South African banking details (must reflect bank name, acc. holder’s full name and bank acc. no.) No internet and credit card banking details will be accepted. – refer to FICA documentation checklist on page 9 of the application form.
- Application forms may be forwarded to queries@etfsa.co.za.

For any queries on the administration of the “etfSA Investor Scheme”, please contact:

Tel: 0861 383 721 (0861 ETFSA1)
International: +27 11 561 6687
Fax: 011 388 6845
Email: queries@etfsa.co.za

FEE SCHEDULE AS FROM 1 APRIL 2010 – applicable to all ETFs on the etfSA Investor Scheme Platform

Annual administration fee (calculated daily and deducted quarterly):	
Total Investment Per Fund	Fee
R0 to R100 000	0,80%
R100 000 to R250 000	0,75%
R250 000 to R1 000 000	0,70%
R1 000 000 to R3 000 000	0,50%
R3 000 000 or more	0,45%

Transaction Fees

- Debit order fee: R3,50. Debit order rejection fee: R110
- Stock brokerage fees 0.10% (buying and selling) and Nominal JSE/Strate and Investor Protection fees (plus VAT) will be charged.
- All fees quoted are exclusive of VAT. VAT will be levied where applicable.

				Yes		No		Yes		No	
				Yes		No		Yes		No	
				Yes		No		Yes		No	

Please Note:

- Should the market value of the Securities fall below R1000.00, a full repurchase will be processed.
- There may be a delay in the payment if this Repurchase Form is not fully completed. The repurchase will only be effected if all relevant FICA documentation has been received.
- No payments will be made to third parties. If the bank details differ from the details in the original New Business Application Form, please provide proof of new bank details. There may be a delay in the repurchase if such proof is not provided.
- No other account types are permitted.
- The investor must initial all amendments made to the Repurchase Form.
- Funds will be paid to the investor 7 working days from the processing of this application form
- There is a 40 day holding period on all securities bought with the most recent debit order
- The administrator must receive from the investor by 11h00 – South African time – on a business day, a written and signed repurchase form to sell, in order for a sale to be carried out the following business day.

4. FEE SCHEDULE AS FROM 1 APRIL 2010

Annual administration fee: (calculated daily and deducted quarterly)

Total Investment Per Fund	Fee
R0 to R100 000	0,80%
R100 000 to R250 000	0,75%
R250 000 to R1 000 000	0,70%
R1 000 000 to R3 000 000	0,50%
R3 000 000 or more	0,45%

Transaction Fees

Debit order fee: R3.50

Stock brokerage fees: 0,10% (buying and selling) and Nominal Strate and Investor Protection levels (0.0002% plus VAT) will be charged.

All fees quoted are exclusive of VAT. VAT will be levied where applicable.

Debit order rejection fee: R110

Financial Services Provider Fees:

Annual Service Fee: 0%, 0.25%, 0.50%, 0.75% or 1%

Please be aware that the etfSA Investor Scheme does not charge any upfront commissions

5. INVESTOR DECLARATION

(This declaration must be signed by all investors).

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

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

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

Signed at

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

Date (ccyy-mm-dd)

Signature of Contact Person or Legal Guardian (if applicable)

Date (ccyy-mm-dd)

5. ADMINISTRATOR CONTACT DETAILS

The etfSA Investor Scheme		
Contact Details	Postal Address	Physical Address
Contact Centre : 0861 383 721 Fax: +27 (011) 388 6845 International: +27 11 561 6687	PO Box 4769 Randburg 2125	15 Philips Street Randburg

FICA Documentation Checklist

Due Diligence Requirements – New Applicants must send the following applicable FICA documents

Together with a fully completed New Business Application form.

Additional or updated documentation may be requested in certain circumstances.

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

All FICA documents must be less than 3 months old except for income tax forms / property insurance policy schedules.

If a Financial Service Provider (FSP) / Representative is utilised, a certified copy of the FSP license is required.

Individual	Trust
<p style="text-align: center;">Identification</p> <p><u>Clear copy of one of the following:</u></p> <ul style="list-style-type: none"> • Current valid passport • National identity card or document • Armed Forces identity card <p style="text-align: center;">Confirmation of address</p> <p><u>Clear copy of one of the following, confirming Name and Address:</u></p> <ul style="list-style-type: none"> • A utility bill • A council tax bill / assessment • An income tax form / extract [NB: a printout off e-filing is not acceptable proof of residence] • A property insurance policy schedule • A most recent lease / rental agreement • Affidavit (NB: this must be declared by the investor and not a third party). <p style="text-align: center;">Related due diligence</p> <ul style="list-style-type: none"> • Proof of South African Banking details – either: <ul style="list-style-type: none"> - Cancelled Cheque or Bank Statement (no internet or credit card statement accepted) - A letter from Bank confirming banking details • Proof of Income Tax Number 	<p style="text-align: center;">Identification</p> <ul style="list-style-type: none"> • Trustees – as per individual requirements, or company requirements for corporate trustees • Extract of Trust Deed pages showing name of Trust, parties to the Trust and signature pages • Letter of Authority from Master (SA Trust) or Foreign Regulator (Foreign Trusts) to Trustees <p style="text-align: center;">Confirmation of address</p> <ul style="list-style-type: none"> • Trust – as per individual requirements • Trustees – as per individual requirements <p style="text-align: center;">Related due diligence</p> <ul style="list-style-type: none"> • Authorised signatory list including specimen signatures • Proof of Trust banking details – as per individual requirements • Proof of VAT registration (if applicable) • Proof of Income Tax Number
<p style="text-align: center;">Investing in Name of Minor</p> <ul style="list-style-type: none"> • Minor – Certified copy of birth certificate • Legal Guardian – as per individual requirements • 	<p style="text-align: center;">Investor Clubs and Stokvels</p> <ul style="list-style-type: none"> • Copy of constitution / founding document • Copy of register of investors • Letter electing and authorising person to act on behalf of the club / stokvels • Representative – as per individual requirements • Administrator reserves the right to request FICA documents for all investors <p style="text-align: center;">Related due diligence</p> <ul style="list-style-type: none"> • Authorised signatory list including specimen signatures • Proof of Club and Stokvel banking details – as per individual requirements
<p style="text-align: center;">Company</p> <p style="text-align: center;">Identification</p> <ul style="list-style-type: none"> • Certificate of Incorporation (CM1, CM22 and CM29) • Board resolution authorising the investment (and / or approval to act as trustee if a corporate trustee) • Directors – as per individual requirements • All shareholders holding 25% or more of voting rights at a general meeting – as per individual requirements <p style="text-align: center;">Confirmation of address</p> <ul style="list-style-type: none"> • Company – CM1, CM22 and CM29 • Directors – as per individual requirements • Name(s) and address(es) of all directors • All shareholders holding 25% or more of voting rights at a general meeting – as per individual requirements <p style="text-align: center;">Related due diligence</p> <ul style="list-style-type: none"> • Authorised signatory list including specimen signatures • Proof of Banking details – as per individual requirements • Proof of VAT registration (if applicable) • Proof of Income Tax Number 	<p style="text-align: center;">Partnership</p> <p style="text-align: center;">Identification</p> <ul style="list-style-type: none"> • Latest Annual Reports and Accounts • Resolution of the partners to invest • All Partners – as per individual requirements <p style="text-align: center;">Confirmation of address</p> <ul style="list-style-type: none"> • All Partners – as per individual requirements <p style="text-align: center;">Related due diligence</p> <ul style="list-style-type: none"> • Authorised signatory list including specimen signatures • Proof of Banking details – as per individual requirements • Proof of VAT registration (if applicable) • Proof of Income Tax Number <hr/> <p style="text-align: center;">Closed Corporations</p> <p style="text-align: center;">Identification</p> <ul style="list-style-type: none"> • Founding Statement and Certificate of Incorporation • Resolution of the members to invest • Members – as per individual requirements <p style="text-align: center;">Confirmation of address</p> <ul style="list-style-type: none"> • Close Corporation – CK1 and CK2 • Members – as per individual requirements <p style="text-align: center;">Related due diligence</p> <ul style="list-style-type: none"> • Proof of Banking details – as per individual requirements • Proof of VAT registration (if applicable) • Proof of Income Tax Number
<p>Source of funds (the proceeds to be invested need to have been accumulated and invested legitimately):</p> <ul style="list-style-type: none"> - Declaration on the application advising how the funds have legitimately arisen (from which legitimate activity, event or circumstances) 	