

SUPPORTING DOCUMENT REQUIREMENTS

PROOF OF RESIDENTIAL ADDRESS

Copies of one of the following documents will be considered proof of residential address:

- Utility bill*
- Retail account statement - only if the provider is regulated by FAIS or NCA
- Bank, building society or credit card statement*
- Municipal rates and taxes invoice*
- Mortgage statement from a bank or other recognised lending institution*
- Current rent/lease agreement
- Telkom account*
- Cellphone account*
- Recent SARS tax return or IRP5
- Recent policy document, statement or valuation from another long term insurance company*
- Recent client statement issued by a linked investment services provider in terms of the Stock Exchanges Control Act and FAIS Act*
- Recent member's statement issued in terms of the Collective Investment Schemes Control Act*
- Recent correspondence from a body corporate or share block association*
- Current television licence
- Current motor vehicle or motorcycle licence
- Current short term insurance documents showing the risk address
- Recent payslip or salary advice*
- Recent services invoice from a retirement village in the case of a person older than 55*

Note: Items marked * must be less than 6 months old.

CLIENT IDENTIFICATION REQUIREMENTS

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| INDIVIDUAL | <ul style="list-style-type: none"> • A copy of the customer's green bar-coded identity document (SA citizen/resident) or a copy of a valid passport (foreign national); and • A cancelled cheque or copy of a recent bank statement indicating the customer's banking details. |
| COMPANY | <ul style="list-style-type: none"> • A copy of the Certificate of Incorporation of the company (CM1). • A copy of a Certificate of Name Change of Company, if applicable (CM9). • A copy of a Notice of Registered Office and Postal Address (CM22). • Proof of address (not older than 6 months). • A copy of the Contents of Register of Directors, Auditors & Officers (CM29). <p>All of the above documents must contain a Registrar's stamp and must be signed by the company secretary.</p> <ul style="list-style-type: none"> • A directors' resolution on a company letterhead authorising the signatory of the investment application form to make the investment on behalf of the company. • A list of authorised signatories on a company letterhead with sample signatures (with supporting copies of the signatories' identity documents). This list must state whether signatories can transact on their own or if all the signatories are required; and • A cancelled cheque or copy of a recent bank statement indicating the customer's banking details. • Identification documents of any person or legal entity holding 25% or more voting rights in the company. • Written confirmation of the address and contact particulars of each manager, all authorised representatives and each person holding 25% or more of the voting rights in the company. |
| CLOSE CORPORATION | <ul style="list-style-type: none"> • A copy of the Founding Statement of the close corporation (CK1). • A copy of the Amended Founding Statement (CK2), if applicable. <p>All of the above documents must contain a Registrar's stamp and must be signed by an authorised representative.</p> <ul style="list-style-type: none"> • Proof of address (not older than 6 months). • A members' resolution on a close corporation letterhead authorising the signatory of the investment application form to make the investment on behalf of the close corporation. • A list of authorised signatories of the close corporation on a close corporation letterhead with sample signatures (with supporting copies of the signatories' identity documents and confirmation of address not older than 6 months). This list must state whether signatories can transact on their own or if all the signatories are required; and • A cancelled cheque or copy of a recent bank statement indicating the customer's banking details. |
| TRUST | <ul style="list-style-type: none"> • A copy of the Trust Deed or Founding Document (a Will in the case of a testamentary trust). • A copy of the updated Letter of Authority or Letter of Registration from the Master of the High Court (SA trust) or foreign regulator (foreign trusts). • A resolution by the trustees authorising the investment with OMUT and empowering those trustees, either individually or collectively, to transact with OMUT. • A list of authorised signatories of the trust with sample signatures. This list must state whether signatories can transact on their own or if all the signatories are required; and • Confirmation address and contact information for each member and authorised representative. • A cancelled cheque or copy of a recent bank statement indicating the trust's banking details (bank account must be in trust's name). • Confirmation of address and contact particulars for each trustee, the founder, and each beneficiary named in the Trust Deed. • Copies of Identity Documents of the founder, each authorised signatory and each trustee. |
| DECEASED ESTATE | <ul style="list-style-type: none"> • Copy of Letter of Executorship or Letter of Authority in terms of section 18 (3) from the Master of the High Court. • Where another person is acting on behalf of the executor, written Power of Attorney from the executor to act on the executor's behalf; and • A cancelled cheque of the deceased estate or recent copy of the deceased estate's bank account statement indicating the customer's banking details. • Identity document and proof of address (not older than 6 months) of executor. |
| PARTNERSHIP | <ul style="list-style-type: none"> • A copy of the partnership agreement (if available). • Copies of the partners' identity documents and proof of address not older than 6 months. • A resolution by the partnership authorising the investment with OMUT and empowering those partners, either individually or collectively, to transact with OMUT. • A list of authorised signatories of the partnership on a partnership letterhead with sample signatures (with supporting copies of the signatories' identity documents plus proof of address not older than 6 months). This list must state whether signatories can sign on their own or if all the signatories are required; and • A cancelled cheque or copy of a recent bank statement indicating the customer's banking details. |
| OTHER LEGAL PERSONS (e.g. CLUB, ASSOCIATION, CHURCH) | <ul style="list-style-type: none"> • The constitution or other founding document in terms of which the entity is created. • A list of authorised signatories on a club or association letterhead with sample signatures (with supporting copies of the signatories' identity documents and proof of address not older than 6 months). • A resolution authorising the club or association to make the investment(s) and empowering those persons, either individually or collectively, to transact with OMUT; and • A cancelled cheque or copy of a recent bank statement indicating the customer's banking details. |
| GOVERNMENT INSTITUTION | <ul style="list-style-type: none"> • Municipalities: a special resolution by the Board of the city/town council authorising the town clerk to act on behalf of such council. • Statutory institutions: a copy of the act/statute stating the powers and duties of the authorised official. • Governmental departments: a copy of the act/statute pertaining to the department that indicates the Director-General as the authorised official who may act on behalf of the department. • If the above powers are delegated to another official, OMUT will require a certified copy of the document indicating the transfer of powers and duties, as well as a copy of the authorised person's identity document. • A cancelled cheque or copy of a recent bank statement indicating the customer's banking details. |
| FOREIGN COMPANIES | <ul style="list-style-type: none"> • Official document from the foreign regulator witnessing the incorporation, bearing the name, number and address. • Proof of address of the company reflecting the physical address of SA operations. • ID documents of the manager and all authorised representatives. • A directors resolution on a company letterhead authorising the signatory of the investment application form to make the investment on behalf of the company. • A list of authorised signatories on a company letterhead with sample signatures. This should indicate if they make act alone or otherwise. • Identification documents of any person or legal entity holding 25% or more voting rights in the foreign company. • Written confirmation of the address and contact particulars of each manager, all authorised representative and each person holding 25% or more of the voting rights. |

BODY CORPORATES ARE NOT ALLOWED TO INVEST WITH INSURERS.

The Sectional Titles Act stipulates that the monies of a body corporate must be invested in a savings account or a building society. Old Mutual Unit Trusts may amend the list of required supporting documents from time to time.

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