

Debit Order Instruction

A. Important information

PSG Collective Investments (RF) Limited administers the unit trusts. It is authorised to do so as a manager in terms of the Collective Investment Schemes Control Act. In this form it is referred to as PSG Asset Management. **If you require assistance in completing this application, please contact Client Services on 0800 600 168.**

- Please complete all sections of this form.
- Note that the PSG Wealth funds are only available for investment through a PSG adviser where appropriate solutions have been determined by the PSG advice process.
- The completed form and confirmation of banking details should be faxed to PSG Asset Management, on +27 (11) 263 6099 or emailed to local.instructions@psgadmin.co.za.
- Please refer to the rules regarding faxed and e-mailed application forms as set out in the Terms and Conditions under Section O of the application form.
- Please inform us in writing should any of your personal details change.

B. Account details

Investor number	
Full name and surname / Entity name	
ID number / Passport number / registration numbers	
Contact number	
Email address	

Please indicate whether you would prefer to receive correspondence by email or post Email ☐ Post ☐

What industry do you work in?

What is your occupation?

What is the purpose of your investment?

Tax number

Are you a foreign public official or a domestic prominent influential person? Yes ☐ No ☐

If yes, please specify

C. New debit order instruction

Investment and financial adviser fee details Please select the following options:

Fund name	Annual management fee		Debit order amount min. R250 per month	Income		Initial adviser fee	Fund Class	Service fee (included in unit price)*	and sale of units service fee	Fund Class	Sale of units service fee (clean classes)**	Collection date 1 st day of month
				Reinvest	Pay out							
	Class			✓	OR	✓	Max of 2.00%	Max of 1.20% in total %			Max of 1.20%	
PSG Core Funds	A	E						Direct and advised clients			Advised clients	
PSG Equity Fund	1.50%	0.75%					A	0.50%		E		
PSG Flexible Fund	1.00%	0.75%					A	0.25%		E		
PSG Balanced Fund	1.50%	1.00%					A	0.50%		E		
PSG Stable Fund	1.50%	1.00%					A	0.50%		E		
PSG Diversified Income Fund	1.00%	0.45%					A	0.50%		E		
PSG Income Fund	0.65%	0.40%					A	0.25%		E		
PSG Money Market Fund	0.50%		NA			NA	A	0.00%		NA	NA	
PSG Global Equity Feeder Fund	0.75%	0.25%					A	0.50%		E		
PSG Global Flexible Feeder Fund	0.75%	0.25%					A	0.50%		B		



PSG Wealth Funds (The PSG Wealth funds are only available for investment through a PSG adviser where appropriate solutions have been determined via the PSG Wealth advice process)												
PSG Wealth Creator Fund of Funds	A	1.50%					A	1.15%		NA		NA
PSG Wealth Creator Fund of Funds	B	1.25%					B	0.90%		NA		NA
PSG Wealth Creator Fund of Funds	D	0.40%								D		
PSG Wealth Creator Fund of Funds	E	1.00%					E	0.50%		NA		NA
PSG Wealth Enhanced Interest Fund of Funds	A	0.70%					A	0.30%		NA		NA
PSG Wealth Enhanced Interest Fund of Funds	D	0.40%								D		
PSG Wealth Income Fund of Funds	A	1.25%					A	0.90%		NA		NA
PSG Wealth Income Fund of Funds	B	1.00%					B	0.65%		NA		NA
PSG Wealth Income Fund of Funds	D	0.40%								D		
PSG Wealth Moderate Fund of Funds	A	1.50%					A	1.15%		NA		NA
PSG Wealth Moderate Fund of Funds	B	1.25%					B	0.90%		NA		NA
PSG Wealth Moderate Fund of Funds	D	0.40%								D		
PSG Wealth Moderate Fund of Funds	E	1.00%					E	0.50%		NA		NA
PSG Wealth Preserver Fund of Funds	A	1.50%					A	1.15%		D		
PSG Wealth Preserver Fund of Funds	B	1.25%					B	0.90%		NA		NA
PSG Wealth Preserver Fund of Funds	D	0.40%								D		
PSG Wealth Preserver Fund of Funds	E	1.00%					E	0.50%		NA		NA
PSG Wealth Global Moderate Feeder Fund	A	1.50%					A	1.15%		NA		NA
PSG Wealth Global Moderate Feeder Fund	D	0.40%								D		
PSG Wealth Global Creator Feeder Fund	A	1.50%					A	1.15%		NA		NA
PSG Wealth Global Creator Feeder Fund	D	0.40%								D		
PSG Wealth Global Preserver Feeder Fund	D	0.40%								D		
PSG Wealth Global Flexible Feeder Fund	A	1.50%					A	1.15%		NA		NA
PSG Wealth Global Flexible Feeder Fund	D	0.40%								D		

All income will be reinvested unless otherwise instructed. Please also note that income distribution cannot be paid into credit card or post office accounts. Debit orders are not allowed on the PSG Money Market Fund. All fees disclosed are exclusive of VAT.

Please select the frequency: Monthly ☐ Quarterly ☐ Half yearly ☐ Yearly ☐

Please specify the month you wish the debit order to commence (month) (year)

Annual increase %

Service fees

* Where the investment is not facilitated through a financial adviser, a fee is charged by PSG Management for administrative and related services rendered to investors.

**Fund clean classes are only available where the investment is facilitated through a financial adviser and adviser fees are negotiated and recouped by sale of units.



D. Amendment to debit order

Investment and financial adviser fee details. Please select the following options

Fund name	Annual management fee		Old Debit Order Amount min.R250 per month per Fund	New Debit order amount min. R250 per month per Fund	Income		Initial adviser fee*	Fund Class	Adminis trative adviser fee*	Ongoing adviser fee*	Fund Class	Ongoing adviser fee (clean classes) **
					Reinvest	Pay out						
	Class	✓			OR	✓	Max of 2.00%		Max of 1.20% in total %	Max of 1.20%		
PSG Core Funds	A	E						Direct and advised clients			Advised clients	
PSG Equity Fund ⁽¹⁾	1.50%	0.75%						A	0.50%		E	
PSG Flexible Fund ⁽²⁾	1.00%	0.75%						A	0.25%		E	
PSG Balanced Fund	1.50%	1.00%						A	0.50%		E	
PSG Stable Fund	1.50%	1.00%						A	0.50%		E	
PSG Diversified Income Fund	1.00%	0.45%						A	0.50%		E	
PSG Income Fund	0.65%	0.40%						A	0.25%		E	
PSG Money Market Fund	0.50%			NA			NA	A	0.00%		NA	NA
PSG Global Equity Feeder Fund	0.75%	0.25%						A	0.50%		E	
PSG Global Flexible Feeder Fund	0.75%	0.25%						A	0.50%		B	
PSG Wealth Funds	Class		PSG advised clients only									
PSG Wealth Creator Fund of Funds	A	1.50%						A	1.15%		NA	NA
PSG Wealth Creator Fund of Funds	B	1.25%						B	0.90%		NA	NA
PSG Wealth Creator Fund of Funds	D	0.40%									D	
PSG Wealth Creator Fund of Funds	E	1.00%						E	0.50%		NA	NA
PSG Wealth Enhanced Interest Fund of Funds	A	0.70%						A	0.30%		NA	NA
PSG Wealth Enhanced Interest Fund of Funds	D	0.40%									D	
PSG Wealth Income Fund of Funds	A	1.25%						A	0.90%		NA	NA
PSG Wealth Income Fund of Funds	B	1.00%						B	0.65%		NA	NA
PSG Wealth Income Fund of Funds	D	0.40%									D	
PSG Wealth Moderate Fund of Funds	A	1.50%						A	1.15%		NA	NA
PSG Wealth Moderate Fund of Funds	B	1.25%						B	0.90%		NA	NA
PSG Wealth Moderate Fund of Funds	D	0.40%									D	
PSG Wealth Moderate Fund of Funds	E	1.00%						E	0.50%		NA	NA
PSG Wealth Preserver Fund of Funds	A	1.50%						A	1.15%		D	
PSG Wealth Preserver Fund of Funds	B	1.25%						B	0.90%		NA	NA
PSG Wealth Preserver Fund of Funds	D	0.40%									D	
PSG Wealth Preserver Fund of Funds	E	1.00%						E	0.50%		NA	NA
PSG Wealth Global Moderate Feeder Fund	A	1.50%						A	1.15%		NA	NA
PSG Wealth Global Moderate Feeder Fund	D	0.40%									D	
PSG Wealth Global Creator Feeder Fund	A	1.50%						A	1.15%		NA	NA
PSG Wealth Global Creator Feeder Fund	D	0.40%									D	
PSG Wealth Global Preserver Feeder Fund	D	0.40%									D	
PSG Wealth Global Flexible Feeder Fund	A	1.50%						A	1.15%		NA	NA
PSG Wealth Global Flexible Feeder Fund	D	0.40%									D	

*The PSG Wealth Funds A and B classes were soft closed on 1 March 2018.



All fees disclosed are exclusive of VAT.

The **PSG Wealth** funds are only available for investment through a PSG adviser where appropriate solutions have been determined via the PSG Wealth advice process.
All income will be reinvested unless otherwise instructed. Please also note that income distributions cannot be paid into credit card or post office accounts.

- (1) – Performance fees are charged at 20% of outperformance of the funds benchmark (Composite of 80% FTSE/JSE Capped Swix All Share Net Total Return Index and 20% MSCI Daily Total Return Net World USD Index) on a rolling 2 year period, capped at 2% p.a. excl. VAT – E Class only.
(2) – Performance fees are charged at 7.00% of outperformance of the high watermark - A and E class.
All fees exclude VAT.

Annual management fee

PSG Asset Management charges a fee for administrative and related services rendered to investors. This fee is included in the price of the fund. Please refer to the Unit Trust Summary form on our website for a list of the annual management fees applicable to each of the portfolios.

Financial Adviser fees*

Initial adviser fee: The financial adviser may receive an initial fee, per agreement with the client.

Ongoing adviser fee: The financial adviser may receive an additional ongoing fee, per agreement with the client, and is paid monthly via a sale of units.

Administrative adviser fee: This is paid monthly to the financial adviser by PSG Asset Management out of the annual management fee i.e. it is included in the price of the fund.

The administrative and ongoing fee in total may not exceed 1.20% p.a. per portfolio, with the exception of the PSG Money Market Fund which may not exceed 0.50%. Refer to the table above for details of such maximums. In respect of initial and ongoing adviser fees, if no fees have been specified, 0% will apply in respect thereof. If a fee higher than the maximum has been specified, the maximum will apply. Initial adviser fees may only be taken in 0.25% increments, and ongoing adviser fees in 0.05% increments.
Please specify all financial adviser fees that have not been pre-populated in the above table.

****Fund clean classes are only available where the investment is facilitated through a financial adviser. No administrative adviser fee is paid to the adviser by PSG Asset Management.**

I/We, the investor, hereby confirm to PSG Asset Management that the FSP indicated in Section J is my appointed financial adviser and authorise the payment of the fees as stipulated in the above table.

I/We understand that the ongoing adviser fee will be facilitated by the monthly sale of units from my investment before being paid to my appointed Financial Adviser.

I/We understand that the initial and ongoing adviser fees are negotiated between the investor and the Financial Adviser and I cannot hold PSG Asset Management liable for acting on the negotiated instructions.

Signature of investor/Authorised signatory

Signature of investor (if more than one signatory)

E. Debit Order Bank account details (New and amendments)

Full names of bank account holder

Name of bank

Branch code

Account number

Account type

Cheque ☐

Savings ☐

Signature of investor/Authorised signatory

Signature of investor (if more than one signatory)

Should the above bank account holder be different to the investor we will require full FICA documentation of the payer. Please refer to Section N on the original application form. Please include proof of bank account details and specimen signature of the payer.

Bank details will be verified using an external source and may be followed up with a telephone call to the owner of the account in order to confirm bank details and the transaction. No third party payments will be authorised.

Please note there is a **45 (forty five) day** holding period on debit order payments.



F. Source of funds

Source of amount invested*

Salary ☐ Bonus ☐ Savings/capital ☐ Inheritance ☐ Retirement ☐ Other

What is your source of wealth? *

*We may request proof of source of contribution, source of wealth and your annual salary/income.

Signature of Authorised Bank Account Holder

Signature of Authorised Bank Account Holder (if more than one signatory)

G. Cancellation of monthly debit order

Please specify the date you wish the debit order to be cancelled

Date

All debit orders to be cancelled

Yes ☐

No ☐

Fund to be cancelled

Fund name	Class
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

If the instruction to cancel the debit order is received after the 22nd of the month the instruction will be effective from the 1st day of the following month after the instruction is received. Please note there is a **45 (forty five) day** holding period on debit order payments.

H. Financial adviser declaration

- I have met with the investor prior to the investment being placed with PSG Asset Management and the necessary due diligence process as required by legislation has been satisfactorily carried out.
- I, an accountable institution so defined, warrant that I have established and verified the true identity of the Investor in accordance with the Financial Intelligence Centre Act 38 of 2001 (FICA) and confirm that identity checks have been undertaken to confirm that the Investor's name, address and identity as shown in this application form are true and correct. Attached please find copies of the documents evidencing the legal structure and existence of the Investor as required in Section N of the Application Form.
- I warrant that I have risk rated the client in terms of FICA as follows. A copy of the FICA risk rating result must be attached with this application.

Investor FICA Risk Rating

High

☐

Medium

☐

Low

☐

- I confirm that I subscribe and adhere to the fit and proper requirements and other statutory obligations and criteria imposed by legislation covering advice dispensed and/or intermediary services rendered to investors.
- I declare that I am required to sign an Intermediary Partner Agreement and I shall comply with the provisions set out in the Intermediary Partner Agreement entered into between myself and PSG Asset Management.
- I warrant that I have provided the client with the minimum disclosure documents and relevant information and disclosures as required by CISCA, FAIS and subordinate legislation and that I have performed and provided the EAC calculation disclosure.

Name of FSP

Name of financial adviser

FSP number

PSGAM adviser code

Date

Signature of financial adviser

I. Effective Annual Cost (EAC)



The Effective Annual Cost (EAC) is a measure which has been introduced to allow you to compare the charges you incur and their impact on investment returns when you invest in different Financial Products. It is expressed as an annualised percentage.

The EAC is made up of four components, which are added together, as shown in the results of the EAC Calculator available on our website. The effect of some of the charges may vary, depending on your investment period. The EAC calculation assumes that an investor terminates his or her investment in the Financial Product at the end of the relevant periods shown in the table. We recommend that you perform the EAC calculation before investing. To access the Effective Annual Cost Calculator in respect of the rand-denominated funds, please follow the link at [EAC Calculator](#).

J. Authorisation, declaration and acknowledgement

- I/We, the undersigned, hereby authorise PSG Asset Management to act upon instructions by facsimile / e-mail with regard to my/our investment in PSG Asset Management without liability in respect of any transfer, payment or other act done in accordance with such instructions and notwithstanding the absence of proof that the same was signed or sent by me/us and indemnify PSG Asset Management against any claim that may arise from my/our transacting by facsimile/email.
- I/We warrant that the information contained herein is true and correct, and that, where this application is signed in a representative capacity, I/we have the necessary authority to do so and that this transaction is within my/our powers.
- I/We warrant that all funds invested with PSG Asset Management are not the proceeds of unlawful activities and warrant that I/we have not contravened any anti-money laundering legislation and regulation applicable to me/us.
- I/We understand that the whole application, read with the Trust Deed, constitutes the entire agreement between PSG Asset Management and myself/ourselves and agree to be bound by the terms and conditions contained therein.
- I/We confirm that I/we have read and understand the terms and conditions as per the application form and agree to be bound by it, prior to completing this form.
- I/We hereby consent to PSG Asset Management making enquiries of whatsoever nature for the purpose of verifying the information disclosed and consent to PSG Asset Management obtaining any other information about me/us from any source whatsoever to enable PSG Asset Management to process this transaction form.
- I/We are aware of and consent to all costs relating to the investment.
- I/We confirm that I/we understand the risk profile of this investment and that it is my/our obligation to familiarise myself/ourselves with and accept the risks associated with this investment.
- I/We confirm that I/we have read and understood the minimum disclosure documents of the chosen fund/s selected for investment, the general terms, conditions and declarations and acknowledge that further information is available on PSG's website at www.psg.co.za/asset-management.
- I/We confirm that I/we have performed the Effective Annual Cost calculation using the [EAC Calculator](#) and obtained all costs applicable to my/our investment.

K. Protection of Personal Information Act

PSG Asset Management collects personal information about you to process and maintain your investment. PSG Asset Management will not share this information outside of the PSG Group, its associated groups or authorised agents. To provide you with an effective service, PSG Asset Management may be required to share this information with its administrators and authorised agents who perform certain services for us, your financial adviser or broker, as well as with any regulatory bodies as the law requires. PSG Asset Management may share your information with foreign regulatory bodies if required. Your information is used for administrative, operational, audit, marketing, research, legal and record keeping purposes. PSG Asset Management will take all reasonable steps necessary to secure the integrity of any personal information which we hold about you and to safeguard it against unauthorised access. You have access to your information at any time and can ask us to correct or delete any information we have in our possession.

I/we consent to the processing of my/our personal information/data and the disclosure of my/our personal information/data to any tax authority and/or as may be required to comply with FATCA and the Common Reporting Standard (CRS). I consent to PSG Asset Management making enquiries of whatsoever nature for the purpose of verifying the information disclosed in this application and I expressly consent to PSG Asset Management obtaining any other information concerning me from any source whatsoever to enable PSG Asset Management to process this application.

Signature of the investor / Authorised signatory

Print name

Date

Signature of the investor (if more than one signatory)

Print name

Date

Complaints

Please do not hesitate to contact us if you are not satisfied with this investment or the services from the Management Company. A complaint must be submitted to the Compliance Officer. The contact address of the Compliance Officer is:

1st Floor, PSG House, Alphen Park, Constantia Main Road, Constantia, 7806 or email psgamcompliance@psg.co.za.

The Compliance Officer will acknowledge the complaint in writing and will inform the investor of the contact details of the persons involved in the resolution thereof.

If an investor is not satisfied with the response from PSG Asset Management or if an investor has a complaint about the advice given by the Financial Adviser, he/she has the right to address his/her complaint in writing to the Ombud for Financial Services Providers

P O Box: 74571, Lynnwood Ridge, 0040

Telephone: +27 (12) 470 9080

Fax: +27 (12) 348 3447

Email: info@faisombud.co.za