



UNIT TRUST APPLICATION FORM

FOR OFFICE USE ONLY	
ENTITY NUMBER	INVESTOR NUMBER

INDIVIDUALS

Do you already have an Old Mutual Unit Trust Account?

Yes No

If yes, please provide entity number

IMPORTANT INFORMATION:

Only deposit funds after you have received the entity number. This must be used as your reference when depositing funds at the bank.

- Direct deposits and electronic transfers can be made to the following bank account:

STANDARD BANK ACCOUNT	OR	FDH BANK ACCOUNT
Bank: Standard Bank Branch: Corporate Banking Centre Branch Branch code: 010002 Swift Code: SBICMWMX Account Name: Old Mutual Unit Trust Company (Malawi) Limited - Clearing Account Account Number: 9100000417553		Bank: FDH Bank Branch: Umoyo Branch Branch code: MW0010085 Swift Code: FDHFMWMW Account Name: Old Mutual Unit Trust Company (Malawi) Limited Account Number: 1850000643677

- Old Mutual Unit Trust does not accept cash payments/ deposits at our premises and our sales agents are prohibited from collecting cash from customers.

Please complete using **BLACK** ink in **BLOCK** letters and tick (✓) where appropriate.

A. PERSONAL DETAILS

(Please ensure all required supporting documentation is submitted)

Applicant title:

Name of Applicant (Surname):

First Names: Maiden name:

Gender: Male Female Marital status: Married Single Other

Date of birth: Nationality: Malawian Other

Status: Resident individual Non resident Foreign National Asylum Seeker

NB: Passport copy mandatory for non-resident individuals and foreign nationals.

Proof of identity: National ID Other

ID Number Validity/ Expiry date

Politically exposed person or related to a politically exposed person* YES NO

Source of Investment Funds/Occupation: Business Employment Other

Name of Employer If Business, Name of business and provide business certificate

Provide support documentation (See page 3, part F for more details)

Address Details:

Postal Address:

City/District: Country:

Mobile: Email:

Next of kin:

Full Name

Postal-Address

National ID Number

Mobile E-mail:

Politically Exposed Person* " individuals who are or have been entrusted with prominent public functions in Malawi or a foreign country e.g. Heads of State, senior politicians, Government/judicial/military officers, senior executives of state owned enterprises." Related to a Politically Exposed Person* " immediate/ close family / close business associates of a Politically Exposed Person as defined above."



Is this investment a joint account? **YES** **NO**

If yes, please fill in the other person's details below:

Surname

First Names: Maiden name:

Gender: Male Female **Marital status:** Married Single Other

Date of birth: **Nationality:** Malawian Other

Status: Resident individual Non resident Foreign National Asylum Seeker

NB: Passport copy mandatory for non-resident individuals and foreign nationals

Proof of identity: National ID Other

ID Number Validity/ Expiry date

Mobile Number: **Email:**

B: FATCA INFORMATION (US FOREIGN ACCOUNT TAX COMPLIANCE ACT)

Individuals and Sole Traders

Are you a US citizen **YES** **NO**

Do you hold dual citizenship **YES** **NO**

If yes, provide the individual's US taxpayer identification number (TIN)

C. INVESTMENT DETAILS

Investment Purpose

Unit Trust	Initial Lump Sum	Debit Order (optional)	Distribution Method (Tick preferred)
Interest Bearing Assets (IBAF) Fund			<input type="checkbox"/> Payout <input type="checkbox"/> Reinvest
Balanced Fund (BF)			<input type="checkbox"/> Payout <input type="checkbox"/> Reinvest

Debit Order Date 1st 22nd 25th 28th

D. PAYMENT BANKING DETAILS (FOR SECURITY PURPOSES, NO PAYMENT WILL BE MADE TO THIRD PARTIES. PAYMENTS WILL BE MADE TO THE BANK ACCOUNT IN THE NAME OF THE INVESTOR ONLY)

Name of Account holder:

Please note that the bank account must be in the name of the Investor

Bank Account Number:

Branch Branch Code

Type of Account: Current Savings Other (Specify)

Can the Same account be used for debit order collection? **YES** **NO**

No payment will be made to third parties (i.e. payments will only be made to the bank account in the name of the registered investor).

Please submit proof of bank account in the name of the investor e.g., Bank Statement, a Deposit slip, a Bank letter (not older than three months / 90 day



E. PRODUCT KEY FEATURES/FACT SHEET

	Interest Bearing Assets Fund	Balanced Fund
Fund Description	The fund invests in Interest Bearing Assets ranging from less than a year to not more than five (5) years with target duration of 2 years.	The fund is exposed to various sectors of the market (shares, bonds, money market & property) with a maximum of 65% exposure to equities.
Fund Objective	The fund aims to deliver a regular income while preserving capital through investments in a diversified portfolio of debt securities, fixed deposit instruments or near cash and cash holdings in interest bearing assets.	The fund aims to deliver a steady regular income as well as capital growth while carrying a medium level of risk. The fund invests in listed equities, debt securities, fixed deposit instruments and cash or near cash instruments. This fund has a medium to long term focus.
Benchmark	Average 91-day Treasury bill yield plus 200 basis points.	Benchmark is a composite of 40% MASI index return, 5% SA inflation plus currency depreciation, 35% average 91-day Treasury bill yield plus 200bps and 20% average 91 day Treasury bill yield.
Fund Manager	Old Mutual Investment Group Limited	
Trustee & Custodian	Standard Bank Limited	
Launch Date	1 st September 2011	
Minimum Investments	MK 50 000 (Initial Deposit) and MK 30 000 (Adhoc Deposit)	
Duration	Open Ended	
Termination Penalties	None	
Additional Investment	Funds are allocated to investment accounts after the submission of complete KYC documentation, proof of payment and application forms.	
Redemptions Turnaround	Redemptions are payable within 3 working days (72hours). Transactions are processed only on working days i.e. Monday – Friday excluding public holidays.	
Rights To Statements	All investors have the right to obtain a transaction statement report of their investment free of charge.	
Income Distribution	Income accrues daily and is distributed monthly to investors. Investors can choose between an income payout or reinvestment.	Income is distributed semi-annually to investors. Investors can choose between an income payout or reinvestment.
Taxes	Withholding tax of 20% on interest earned	Withholding tax of 20% and 10% on interest earned and dividends respectively.

Investment Class	Interest Bearing Assets Fund			Balanced Fund		
	A	B	C	A	B	C
Investment Bracket	> MK40m	MK25m < MK40m	MK50,000 < MK25m	> MK40m	MK25m < MK40m	MK50,000 < MK25m
Initial Fees	0%	0%	0%	3%	3%	3%
Annual Service Fee	2.60%	2.80%	3.00%	2.60%	2.80%	3.00%
Switch Fees	Difference between lower entry fee class/fund and high entry fee class/fund					
Other Fees	Annual service fees also cater for commission to distribution agents ranging from 0.25% to 0.50%.			Initial fee includes a commission portion of maximum 2.2% payable to commissioned agents		

F. KYC DOCUMENTATION CHECKLIST

Malawi citizens	Client	Agent	Back Office
<ul style="list-style-type: none"> • Identification documents <ul style="list-style-type: none"> o National ID o Passport o Driving licence • Copy of a utility bill (ESCOM, Water Board, MTL Ground Line) • Source of income <ul style="list-style-type: none"> • Employment <ul style="list-style-type: none"> • Copy of the recent payslip (not more than 3 months old) and/or copies of bank statement (not more than 3 months old) • Business <ul style="list-style-type: none"> • Copies of bank statement where business proceeds are deposited (not more than 3 months old) • Letters of administration / copy of will (duly attested by a Commissioner of Oath/notary public) 			
Additional Requirements for Non-Residents / Foreign Nationals <ul style="list-style-type: none"> • Identification documents <ul style="list-style-type: none"> o Copy of permit OR copy of visa or permit in the country of residence and or copy of valid passport 			

All Old Mutual Unit Trust (Malawi) Limited (OMUTM) Unit Trust portfolios are valued and priced using forward pricing by 15h00 each business day. Unit Trust prices are calculated on a net asset value basis by determining the total market value of all assets in the Unit Trusts portfolio scheme, including any income accruals, less any permissible deductions from the portfolio namely: brokerage fees, Value Added Tax, auditors' fees, bank charges, trustee and custodian fees, and the service charges of the manager. Units will be repurchased by the manager at the ruling price calculated in accordance with the requirements of the Act and the relevant deeds and paid to the investor only. Subject to occurrences beyond the control of OMUTM, transaction requests received by OMUTM before 9:30am for Interest Bearing Assets Fund and Balanced Funds will be actioned at that day's price.



G. PROTECTION OF PERSONAL INFORMATION (PPI) NOTICE

Old Mutual Malawi Limited would like to offer you ongoing financial services and may use your personal information to provide you with information about products or services that may be suitable to meet your financial needs.

We may use your information or obtain information about you for the following purposes:

- Underwriting
- Assessment and processing of claims
- Credit searches and/or verification of personal information
- Claims checks
- Tracing beneficiaries
- Fraud prevention and detection
- Market research and statistical analysis
- Audit & record keeping purposes
- Compliance with legal & regulatory requirements
- Verifying your identity

Sharing information with service providers we engage to process such information on our behalf or who render services to us. These service providers may be abroad, but we will not share your information with them unless we are satisfied that they have adequate security measures in place to protect your personal information.

You may access your personal information that we hold and may also request us to correct any errors or to delete this information. In certain cases, you have the right to object to the processing of your personal information.

To view our full privacy notice and to exercise your preferences, please visit our website on <https://www.oldmutual.co.mw/about-us/privacy-policy>

H. DECLARATION FROM INVESTOR

1. I/We understand and agree to be bound by the provisions of this form. If on the date of signature of this application form an updated application form exists and the fees are different on that form the fees on the updated application form will apply.
2. I/We confirm to have read and understood the characteristics of the Product Key Features/Fact Sheet.
3. I/we undertake to keep Old Mutual informed of any changes to the personal information provided. I/we consent to Old Mutual Unit Trust Company (Malawi) Limited sharing my/our personal information within Old Mutual's different business units in Malawi for internal purposes only. All personal information is treated with strict confidentiality by Old Mutual employees and Old Mutual is legally bound to protecting client's personal information. Where this application form is signed in a representative capacity I/We have the necessary authority to sign.
4. Old Mutual Unit Trust Company (Malawi) Limited reserves the right to request any additional evidence to identify the source or the investment amount prior to processing this application; and
5. Any amounts received by Old Mutual Unit Trust Company (Malawi) Limited by debit order or Electronic Funds Transfer (EFT) will be deemed not to have been received and no transaction(s) in respect of such application may be made until the amount has been unconditionally credited to the Old Mutual Unit Trust Company (Malawi) Limited bank account.
6. I/We indemnify and hold Old Mutual Unit Trust Company (Malawi) Limited harmless against any claim of whatsoever nature which I/We may have resulting from conducting business by telephone, facsimile, email, website, delegating to a 3RD party or any other electronic means.
7. Old Mutual Unit Trust Company (Malawi) Limited shall at its discretion, have the option to pay or collect any amounts (provided that: I/We owe the amount to Old Mutual), via the Automated Clearing Bureau or EFT.
8. Debit order disclosure: I/we instruct and authorize Old Mutual Unit Trust Malawi Company Limited to draw against my/our nominated account the amount stated for payment of the monthly contributions due in respect of my/our investment account, on the day nominated by me/us each and every month and continuing until termination or three unsuccessful collection efforts from my/our account.
9. RING FENCING:
Ring fencing is the separation and delayed sale of units in a Portfolio. Large sale of units in a Portfolio above certain thresholds may cause ring-fencing. This ensures that the sale of a large number of units will not force Old Mutual Unit Trust Company (Malawi) Limited to sell the underlying investments at a price in the market which could have a negative impact on investors. Old Mutual Unit Trust Company (Malawi) Limited may delay the payment of reinvestments of the proceeds of the sale of units.
10. I agree that OMUTM may, if required by law, transfer my personal data to third party entities.
11. I agree that OMUTM may use my personal data for sanctions screening purposes.
12. OMUTM reserves the right to refuse to enter into or to terminate this business relationship at its discretion.
13. Client funds may be invested in related entities (including listed entities) at arm's length.

Authorized Signature 1

Authorized Signature 2

Date:

Date:

SIGNATORIES ARRANGEMENTS

Either one to sign Two to sign

Blantyre Office:

Old Mutual Building,
30Glyn Jones Road,
P.O Box 393,
Blantyre.
Tel: +265 111 820 677, Fax +265 111 822 649
E-mail: info@oldmutual.co.mw
Website: www.oldmutual.co.mw

Lilongwe Office:

Old Mutual Building,
Robert Mugabe Crescent,
P.O. Box 30158,
City Centre, Lilongwe.
Tel: +265 1 773 522, Fax +265 1 771 075
E-mail: info@oldmutual.co.mw
Website: www.oldmutual.co.mw

Mzuzu Office:

Lutho Archade Building,
Orton Chirwa Avenue,
P.O Box 266,
Mzuzu.
Tel: +2651 311 308, Fax +265 1 310 078
E-mail: info@oldmutual.co.mw
Website: www.oldmutual.co.mw



I. FOR OFFICE USE ONLY

First name and Surname of Broker/Agent, Business Development Officer (BDO):

Branch:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Mobile No:

E-mail address:

Agent Code:

I declare that I have fully explained the Unit Trusts product and its implications to the Investor and I confirm that I have collected all the necessary KYC Documentation.

Signature of Agent/Broker/BDO:

Date:

Application received and checked by: _____ Signature: _____

Date received: ____/____/____ Time: ____: ____

Authorized by _____ Signature: _____

Date authorized: ____/____/____ Time: ____: ____

NB: _____
