Capricorn Asset Management
a member of Capricorn Group

A-1
v2025.01

NEW INVESTOR APPLICATION – NATURAL PERSON

When you should use this form

This application is intended for a new natural person/individual investor who does not have an existing investment with us. If you have an existing investment with us and wish to invest in a new fund, please use the **Additional Unit Trust Investment (B-1)** form.

Important Information

1. Capricorn Asset Management is the Administrator of the investment platform.
2. Please refer to the **Investment platform fund summary** and the **Investment platform terms and conditions**, which together with the terms and conditions herein shall, upon approval of this application, become the binding and enforceable agreement between yourself and the Administrator; for all information regarding the Administrators' processes, fees and the funds on offer. These documents are available at any Bank Windhoek branch, your financial advisor or via our website at www.cam.com.na ("website"). For any queries contact our sales & channel support at (+264 61) 299 1950 or via email cam.info@capricorn.com.na
3. This application may be submitted to your financial advisor or handed in at any Bank Windhoek branch or the offices of the Administrator at 3rd Floor Capricorn Corner, c/o Nelson Mandela and Hofmeyer Street, Klein Windhoek, Windhoek.
4. Applications will only be processed once all fields are duly completed and the required documents have been received. Funds may be transferred once confirmation is received that your application is approved.
5. All documents submitted must be **originally certified copies not older than 3 months.**
6. The minimum opening balance for an investor is N$ 75,000.

Required Identification Documents

☐ Originally certified copy of any of the following:
- Namibian ID
- New Namibian Driver's Licence
- Namibian passport (with minimum 6 months validity remaining)
- Foreign passport (with minimum 6 months validity remaining and includes visa entry stamp, work visa or residency stamp).
- Full birth certificate for minors.

Required Documents

☐ 3-Month Bank Statement of Nominated Bank Account
☐ Proof of Source of Funds & Income as per Annexure A

If Applicable

☐ Switch & Phase-in Annexure
☐ Legal Guardian, Power of Attorney or Donor Annexure
☐ Mandate Holder Details Annexure (for every mandate)

Investor Details

Surname				Title	
Full Name(s)				Gender	☐ Male ☐ Female
ID / Passport No.			Issued By (Country)		
Date of Birth			Country of Tax Residency		
Marital Status	☐ Single	☐ Divorced	☐ Widowed	☐ ANC with Accrual	☐ Married In Community / ☐ Married Out of Community
Contact Detail	Cell		Email		
	Work		Home		
Residential Address			Postal Address		
			Country of residence		
Employment Type	☐ **Salary Earner** (please complete below)		☐ **Minor (<16)**		☐ **Unemployed**
Name of Employer			Monthly Net Income		N$
Position at Workplace					
☐ **Self-Employed** (please complete below and provide the latest letter of drawings/payslip)					
Provide details of type and nature of business			Net Monthly Business Income/ Annual Turnover		N$
☐ **Pensioner** (please complete below)					
Name of Pension Fund			Monthly Net income		N$
Please specify in detail the source/ origin of the funds being invested.					
Please specify in detail Secondary Source of Funds / Additional Income (if applicable) and submit proof.	**Source**				**Amount**
					N$
					N$

Are you a US citizen, a US Green Cardholder or a person liable for any form of taxation in the US? **[1]If Yes, please also complete the IRS W9 Form and the FATCA Waiver Form (F-3).**	☐ Yes[1]	☐ No
Are you a Prominent Influential Person, a relative or a close associate of a Politically Exposed Person? **[2]If Yes, please also provide proof of source of funds, income, and residential address.**	☐ Yes[2]	☐ No

Digital Channels

Do you want access to Capricorn Online? (**Provides Full Access**) **[3]If yes, please complete user details below**			☐ Yes[3]	☐ No
ID / Passport No.		Cell no		
Email				
Do you want access to Bank Windhoek Electronic Channels? (**Provides Limited Access**)			☐ Yes	☐ No

Signing Arrangements (if applicable)

The following person(s), other than the account holder, is(are) authorized signatory(ies) on behalf of the investor and any instruction (limited to withdrawal & deposit instructions) submitted must be signed as indicated along with the **Mandate Holder Details Annexure (A-5) or Legal Guardian, Power of Attorney & Donor Annexure (F-2)**.

Please indicate the type of signatory	☐ A single signatory can authorise instructions	☐ Two signatories needed to authorise instructions	
Full Name(s) and Surname		**ID/Passport No.**	**Capricorn Online**
			☐ Yes ☐ No
			☐ Yes ☐ No

Unit Trust Investment Details

Fund Name	**Income Distribution Option[4] (Income on Account)**	**Recurring Instruction Amount[5]**	**Lump Sum Investment**
Capricorn Selekt Fund		N$	N$
Capricorn Investment Fund		N$	N$
Capricorn Corporate Fund		N$	N$
Capricorn Corporate Income Fund		N$	N$
Capricorn Enhanced Cash Fund		N$	N$
Capricorn High Yield Fund		N$	N$
Capricorn Stable Fund		N$	N$
Capricorn Premier Fund		N$	N$
Capricorn Managed Fund		N$	N$
Capricorn Bond Fund		N$	N$
Capricorn Property Fund		N$	N$
Capricorn Equity Fund		N$	N$
Capricorn International Equity Fund		N$	N$
Capricorn Global Bond Fund		N$	N$
Other			
		N$	N$
		N$	N$
		N$	N$
Total			**N$**

[4]Fund distributions are reinvested automatically. For Capricorn Unit Trust funds only, you have the option to either have the distributions paid out to your Nominated Bank Account ("N" in Income Distribution Option column) or for it to be paid out to any of your existing Capricorn Unit Trust Funds (specify the fund name in the Income Distribution Option column). Leaving the Income Distribution Option column blank will indicate the default reinvestment option.

If you have more than one Nominated Bank Account please indicate to which account the distributions should be paid.	☐ Nr.1	☐ Nr.2

Recurring Instructions

[5]Should you want to set up a recurring monthly instruction on a specific fund please indicate the amount in the "Recurring Instruction Amount" and indicate below whether it is a recurring monthly deposit or a recurring monthly withdrawal.

☐ Recurring Deposit		☐ Recurring Withdrawal	
Start Date		End Date	

Monthly Instruction Day		Annual Escalation %/N$	
If you have more than one Nominated Bank Account please indicate from/to which account the instructions should be processed (if applicable).	☐ Nr.1	☐ Nr.2	

Nominated Bank Account(s)

This bank account(s) will be the account to which all instructions will be processed. The "Nominated Bank Account(s)" should be in the investor's name for the Administrator to perform any future transactions as per the investor's instructions. No 3rd party payments will be allowed.

Nominated Bank Account nr.1

Name of Bank		Account No	
Branch Name		Branch No	
Account Type (only Cheque/Transaction and Savings accounts – no credit cards)		☐ Cheque/Transaction	☐ Savings

Nominated Bank Account nr.2

Name of Bank		Account No	
Branch Name		Branch No	
Account Type (only Cheque/Transaction and Savings accounts – no credit cards)		☐ Cheque/Transaction	☐ Savings

Payment Option

☐ Electronic Funds Transfer (EFT) (you transfer to us)	Once confirmation is received that your application is approved, the funds can be transferred to our bank account: The banking details are available on the following platforms: • Capricorn Asset Management website (www.cam.com.na) • Bank Windhoek Internet Banking Platform Please use your initials, surname & date of birth (DDMMMYY) as reference e.g. "JDoe01Jan90". Please email proof of payment to the Administrator at cam.service@capricorn.com.na
☐ Electronic Collection[6] (we collect from you)	The funds will be collected from the Nominated Bank Account limited to a maximum of N$ 1,000,000 per day from any Bank Account. **NOTE:** A 10-day hold on funds collected is applied before any withdrawals will be processed. ☐ I confirm that the funds are available on my Nominated Bank Account for electronic collection

[6]If you have more than one Nominated Bank Account please indicate from which account we should collect.	☐ Nr.1	☐ Nr.2

Product Information

☐ I have completed the Risk Assessment as provided by the Administrator and thus my investment is based on my risk tolerance, capacity and appetite. I hereby accept that if there are any life changes, they may have an effect on my investment goals and portfolio and therefore I will reassess my investment portfolio.

☐ I declare that I did not complete the Risk Assessment as provided by the Administrator and thus my investment option is not based on my risk tolerance, capacity and appetite.

☐ I declare that I choose not to receive any product advice in my investment decision.

Financial Advisor

☐ I hereby confirm that the person or firm, whose details are completed below, is my appointed financial advisor and I agree to pay the fees indicated below on my investments until otherwise specified (please complete the section below). This Authorisation includes rebalancing my portfolio, switching between different portfolios, changing income levels, effecting additional investments on my portfolio and repurchasing on my behalf into my bank account. No 3rd party payments will be allowed.

Financial Advisor Name		Advisor Code	
Practice / Company Name			
Initial Advice Fee (Once Off Fee)	%	Negotiable to a maximum of 2%, applicable to each contribution and deducted before an investment is made.	
Recurring Advice Fee	%	Negotiable to a maximum of 2% of the investment portfolio market value. The fee is charged proportionally monthly in arrears.	
	The Annual Fee selected above should be deducted from the investor's investment portfolio as follows:		
	☐ Highest valued Fund	☐ Proportional from all Funds	☐ Other Fund (please specify)

Discretionary Mandate Declaration	☐ Viewing/Information mandate only	☐ Transaction Rights (Full mandate) (sign below)[7]

[7]I authorise the Financial Advisor, whose name appears above, to give instructions to the Administrator, and I authorise the Administrator to accept and execute all instructions, except change in banking details, so submitted by the Financial Advisor on my behalf. I further acknowledge that all terms and conditions accepted by my Financial Advisor will be deemed accepted by myself, and that I will be bound by all such terms and conditions.

I confirm that:

- The Financial Advisor have properly explained all the relevant investment risks.
- The Financial Advisor have disclosed and explained all fees and commissions payable by me that relate to this investment.
- The Financial Advisor have identified all applicable parties to this transaction and verified their details under the requirements of the Financial Intelligence Act of 2012.

Signature of Investor_____

Financial Advisor Declaration

- I have properly explained all the relevant investment risks to the investor.
- I have disclosed and explained all fees and commissions payable by the investor that relate to this investment.
- I have identified all applicable parties to this transaction and verified their details under the requirement of the Financial Intelligence Act of 2012.
- I declare and warrant that I am duly authorised to render financial services.

Signature of Financial Advisor _____

Investor Declaration

- I confirm and warrant that all information provided, by me or on my behalf, to the Administrator, in this form is true, correct, complete and not misleading and I undertake to promptly provide updated information to the Administrator in the event of any change thereof.
- By my signature to this application form I acknowledge that I have been made aware of, understand and accept –
  - the Capricorn investment platform terms and conditions and Bank Windhoek Application End-User Licence Agreement (the "**Terms**"), all of which are binding upon me and which contain important provisions relating to, amongst others, the rights, duties and undertaking of the Administrator and myself towards each other, warranties, information and process arrangements, limitation of liability, provision and use of personal information to name but a few,
  - grants the Administrator the authority to view and instruct Bank Windhoek Ltd to allow the Administrator viewing rights on all accounts that I hold or may in future hold with Bank Windhoek Ltd and to obtain any and all information and documentation from Bank Windhoek Ltd that may be required to enable the Administrator to adequately attend to and perform the services and comply with relevant legislation as required;
  - that the Terms are available on the Website and as otherwise indicated in the application form are specifically incorporated herein; and
  - that the Administrator has the right, without prior notice to me, to change, modify, add to or remove from portions or the whole of the Terms from time to time. Changes to the Terms will become effective upon such changes being posted to the Website. It is my obligation to periodically check these Terms on the Website for changes or updates. My continued use of the Website following the posting of changes or updates will be considered notice (which is not required) of my acceptance to abide and be bound by the Terms and Conditions, including changes or updates thereto;
  - that these Terms will also apply to any new/other investments/funds in which I may invest in future on or through the investment platform.

Signature of Investor _____ **Signed at**_____ **Date** _____

For Bank Windhoek Branches/Broker House/CPW/CAM Official Use Only:
(Please email to cam.service@capricorn.com.na and send the original to the Administrator's Office)

Please select the applicable option and complete the details below.	☐ I confirm that I have identified & verified the investor and perused the original documents & verified these documents to be true copies of the originals.	☐ I confirm that I have identified & verified the investor.	☐ I confirm that I have received & perused the original documents & verified these documents to be true copies of the originals.
Bank Windhoek Branch / Broker House			
Bank Windhoek Official Name / Advisor Name / CAM Official Name			
Employee no / Broker code			
Contact Number			
Signature of Bank Windhoek Official / Advisor / CAM Official			
Lead (ASISA)			

Segment (UTSARBTYPE)	☐ Digital	☐ Retail	☐ CPW	☐ CAM wealth	☐ IFA	☐ Business	☐ Corporate	☐ Institutional

Annexure A: Source of Funds

Important Information

1. In the absence of any of the below documentary proof or agreements, an Affidavit needs to be provided.
2. All documents need to be in the Namibian official language, namely English, should it be in any other language an official sworn translated document need to be provided.
3. **"Source of Funds"** means the origin of the funds involved in a business relationship or a single transaction. It includes both the activity that generated the funds used in the business relationship (i.e. the investor's salary, occupation, business activities, proceeds of sale, corporate dividends, inheritance, savings etc.), as well as the means through which the investor's funds were transferred to Capricorn Asset Management obo Clients account.

Source of Funds type	Documentary Proof Requirements
Savings	• Statement of saving account reflecting the accumulated savings. The savings history on the bank statement should reflect at least three months data. If the amount was transferred from another bank account less than three months ago, the client must also submit a statement for the bank account from which the funds were transferred.
Salary/Bonus/Income	• A salary/bonus/income slip not older than three months or a letter from the client's employer confirming the payment.
Investments	• For Namibian and South African banking payments, a statement or letter confirming an investment which is not older than three months or a statement that reflects the disinvestment with proof of payment into the investor's bank account. • For international banking payments, a statement showing the value and a bank statement reflecting proof of payment into the investor's bank account is required. (Inward MT103 form)

Sale of a property or asset	• **Property sold**
	  ○ Copy of the sales contract, transfer letter from the transfer agent (lawyer/conveyancer).
	  ○ If the property is in the name of a third party (e.g. a trust or a company), the third party must provide a resolution confirming that the amount in question was paid to the investor and why the amount was paid to the investor.
	• **Sale of an asset**
	  ○ Sales agreement or on affidavit confirming the sale of the asset.

Company Sale/ Shares sold	• Copy of the company's sales agreement. • Copy of the company's shares sales agreement. • Copy of the Contract Note (if listed shares).
Company Profits/ Business Income	• Copy of the company's latest audited financial statements or latest management accounts.

Inheritance, gift or donation	• **Inheritance**
	  ○ Extract from the will/testament or copy of the distribution account or confirmation from the life insurance provider e.g. Old Mutual /Sanlam/Momentum.
	• **Gift or Donation**
	  ○ Donation Letter signed by donor explaining the nature of the donation and the Proof of payment made by the donor.

Trust donor	• A declaration by trust donor and copy of proof of payment of the donation amount to the investor.
Winnings	• A copy of the ticket/slip/receipt indicating winnings and date of winnings. • A bank statement indicating the amount won if the amount was deposited into a bank account.
Employers Pension Fund	• A copy of the letter/statement from employer's pension fund indicating amount due and payable to the investor.
Retirement Annuity	• A copy of the letter/statement from the retirement fund indicating amount due and payable to the investor.
Preservation Fund	• A copy of the letter/statement preservation fund indicating the amount due and payable to the investor.

Passive income	• **Rental**
	  ○ Copy of property rental agreements.
	• **Dividends**
	  ○ Share certificates or a dividend distribution letter signed by the company secretary/director.

Insurance Payments	• A copy of the letter on the insurer's letterhead indicating a valid insurance claim and amount due and payable to the investor. • A copy of a bank statement indicating receipt of insurance payment.
Child/Spousal Support Payments	• A copy of the court order for the support payment and banks statements reflecting payments.
Tax Refund	• A copy of the current tax return certificate reflecting tax refund, less than 12 months old.
Loan Repayment	• A copy of the loan agreement. In the absence of a formal loan agreement the client should provide and affidavit.
Other Third Party	• Other third-party source with details on third party source of wealth and funds.
Other	• Relevant official documentation evidencing source of wealth and funds.