



"A Higher Financial Altitude"

UNIT TRUSTS (COLLECTIVE INVESTMENT) APPLICATION FORM (INDIVIDUAL)

Instructions:

- Please complete all forms in CAPITAL letters
- Altus Unit Trust Fund is managed by Altus Capital Limited
- The cut off time for processing all investment transactions is 12:00 daily, any funds received after will be transacted on the next business day
- The completed form should be accompanied with proof of payment, KYC documentation and confirmation of banking details (cancelled cheque, bank statement or confirmation directly from the bank)
- Completed documentation can be emailed to info@altus.co.zm
- Original forms can be delivered to Altus Capital, Ground Floor Mpilo Office Park, 74 Independence Avenue Lusaka
- No instruction will be process without a complete set of documentation having been received • Address all queries to +260211 253566

NEW CLIENT

EXISTING CLIENT

1. I AM INVESTING FOR:

MYSELF

MINOR

2. INVESTOR DETAILS

Title

MR

MRS

MISS

OTHER

Surname

Names

Date of Birth

Marital Status

Single

Married

Occupation

NRC/Passport Number

Cell-phone number

Email Address

Physical Address

Postal Address

Employer

3. INVESTOR DETAILS (If joint account)

Title MR MRS MISS OTHER

Surname

Names

Marital Status

Single

Married

Occupation

NRC/Passport Number

Cell-phone Number /
Telephone Number

Email Address

Physical Address

Postal Address

Employer

4. DETAILS OF PERSON ACTING IN THE CASE OF A MINOR

POWER OF ATTORNEY

PARENT

LEGAL GUARDIAN

Surname

Names

NRC/Passport Number

Cell-Phone number

Email Address

Physical Address

5. DETAILS OF NEXT OF KIN

Relationship type (eg. Husband Mother, father, child etc)

Surname

Names

NRC/Passport Number

Cell-phone number

Email Address

Physical Address

6. INVESTMENT SELECTION

I hereby apply to invest in the Altus Unit Trust Fund in Accordance with the provisions of the Unit Trust Deed of the fund at the respective fund price(s) ruling on the date of receipt of the monies by Altus Unit Trust Fund, subject to receipt of a duly completed Application form, proof of deposit and provision of all the relevant supporting documentation.

Altus Unit Trust Fund	Lump Sum *	Monthly Direct Debit*
Altus Money Market Fund		
Altus Private Wealth Fund		
Altus Bond Fund		
Altus Equity Fund		
Altus Property Fund		

Any income made off this investment should be:

Reinvested

Paid Out

The following terms of investment apply;

- Minimum investment period is as follows;

Altus Money Market Fund	90 days
Altus Private Wealth Fund	180 days
Altus Equity Fund	365 days
Altus Bond Fund	365 days
Altus Property Fund	365 days

- Minimum deposit for Money Market is K100, Bond fund is K500 and Private Wealth Fund is K1,000
- For property fund minimum deposit is K5, 000.
- Altus Capital require 48 hours' notice for funds in excess of K50, 000.
- All withdrawals will be paid via transfer.
- The first withdraw made in a month is free. Any additional withdraws will attract a transaction fee.
- Withdrawal request to be received no later than 15:30hrs

* Enter amount to be paid via Bank deposit lump sum, once off debit collection or recurring debit order

7. DEBIT ORDER DETAILS

I Hereby authorize the collection via direct debit by Altus Capital as per the below:

ONCE OFF

RECURRING

Collection date of Debit Order (if recurring) Day of every month foryear(s)

Bank Name

Branch Name

Account Name

Account Number

Account Type

Authorised Signatory on account

Authorised signatory

I hereby authorize the Manager to arrange with our bank for the payment of the investment amounts as indicated in this application, including amendments that may be made during the life of the investment on the specific day as indicated.

*A maximum of ZMK 75, 000 may be debited from a Client's bank account.

8. PAYMENT DETAILS

Electronic transfers can take up to 3 working days to reflect. Cheque payments take up to 24 hours to clear.

Please attach your proof of payment (bank deposit slip, cheque, proof of payment, transmission copy etc.) to this application form.

For Money Market Fund Investments:

Account Name: Stanbic Nominees: Altus Money Market Collection

Bank : Stanbic Zambia Limited

Branch : Manda Hill

Branch code : 040015

Account number : 9130000962728

For Equity Fund Investments:

Account Name: Stanbic Nominees: Altus Equity Collection Account

Bank : Stanbic Zambia Limited

Branch : Manda Hill

Branch code : 040015

Account number : 9130000962965

For Bond Fund Investments:

Account Name: Stanbic Nominees: Altus Bond Collection

Bank: Stanbic Zambia Limited

Branch: Manda Hill

Branch code: 040015

Account number: 9130001037513

For Private Wealth Fund Investments

Account Name: Stanbic Nominees: Altus Private Wealth Collection

Bank: Stanbic Zambia Limited

Branch: Manda Hill

Branch code: 040015

Account number: 9130002434621

9. DECLARATION

I/We hereby apply for investment in the above selected portfolios and warrant that I/we have read and understand that this investment will be subjected to the governing schemes administered by Altus Capital. Altus Capital will not be held liable for any loss incurred due to incorrect information and misrepresentations.

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 confirm that I/we have read and understood the minimum disclosure documents and agree to provide all KYC documentation while understanding that Altus Unit Trust Fund is prohibited from processing any transaction on our behalf until all such information has been provided. Any monies received with incomplete documentation will be held until all documents have been submitted to Altus Capital.

I/We warrant that all funds invested with Altus Capital 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 consent to Altus Capital debiting the nominated bank account with the abovementioned sum and indemnify Altus Capital against any loss or damage it may suffer or incur should the once-off electronic collection either be reversed or not honoured for any reason whatsoever.

10. FINANCIAL ADVISOR

I, the undersigned, hereby declare and warrant that I am duly authorised to render financial services in respect of this product. All parties concerned have been identified and verified and all relevant documentation has been obtained and appropriate procedures have been applied

Name..... Signature..... Date.....

Processed by..... Signature..... Date.....

Signature of investor:

***Authorised signatory:**

*Authorised signatory/ (ies) acting on behalf of the investor (e.g. parents / guardians of a minor).

*Please refer to Annexure A for additional information / documentation required.

ANNEXURE A

Unless previously provided to the Manager, please send verified/certified copies of the documents set out below. These are used to verify the identity of the Client. Strictly, only clear, legible copies of identity and other documents will be accepted, the Manager reserves the right to ask for further documentation

Individual/ Sole Proprietor: Zambian Individual

National Registration Card (NRC) / Copy of Passport

Proof of physical residential address (not older than 3 months)

Passport size pictures

Proof of Bank Details: Copy of Bank Statement OR cancelled Cheque OR letter from bank confirming account (Clearly indicating bank details)

Authority to act (if applicable)

Power of attorney / letter of appointment from the court and NRC, proof of physical residential address and contact details of persons authorised to act

Birth certificate (for minors under 18 years) and proof of authority (where minor is assisted by legal guardian) Passport size pictures

Trusts

Trust deed or other founding document

Proof of physical registered address of Master of High Court (stamp on letter of authority)

Letter of authority from the Master of the High Court and trustees' resolution **Authority**

to act:

Copy of NRC, proof physical residential address and contact details of each trustee, each beneficiary, the founder and the persons authorised to act

Partnerships

Partnership Agreement

Proof of registered physical address

Partners' Resolution **Authority**

to act:

NRC, physical residential address and contact details of all the partners and persons authorised to act and of the Person Exercising Executive control of the partnership

Unlisted companies: Zambian

Certificate of Incorporation

Certified copy of Change of Name, if applicable

Proof of Registered Office and Postal Address

Current list of Directors **Authority**

to act:

Directors' (Board) Resolution and/or Delegation of Authority

Certified copy of the NRC of authorized signatories

Proof of residential address and contact details of authorized signatories Proof of physical business address and trading/operating name

Listed companies

Certificate of Registration

Certified copy of Articles of Association

Copy of PACRA companies form 2

Headed Letter/board resolution confirming list of authorized signatories Proof of VAT/TPIN registration

Proof of Bank Details: Copy of Bank Statement OR cancelled Cheque OR letter from bank confirming account (Clearly indicating bank details)

Authority to act:

Directors' (Board) resolution

NRC copy, proof of residence and contact details of persons authorised to act

Pension funds

Registration certificate (Registrar of Pension Funds)

Authority to act: trustees' resolution Proof

of physical residential address NRC of

persons authorised to act

Details of Residential Address and contact details of the Trustees and persons authorized to act **Authority**

to act (if applicable):

Power of attorney / letter of appointment from the court and Identity document, physical residential address and contact details of persons authorised to act

Other entities (Legal persons)

Founding Document/Document of Constitution/Registration Certificate

Schools: Registration Certificate issued by the relevant Department of Education

Public Schools: Government Gazette which stipulates the full name of the school

Regulated Funds: Certificate of Registration/Letter from regulator confirming that the entity has been registered and copy of the Rules of the Fund - must bear the stamp of the Regulator

Churches and other Non Profit Organisations: registration certificate issued by the Non Profit Organisation Directorate

Governmental bodies other than municipalities: Government Gazette which includes the name of the relevant Municipality/

Governmental Body and proof of investment mandate **Authority to act:**

Authorised Signatories' Resolution

Identity document, details of physical residential address and contact details of

Person/s Authorised to act and of the of the Person Exercising Executive control Proof

of physical business address

Deceased estates

Letter of Executorship/Letter of Authority **Authority**

to act:

Special power of attorney (if applicable)/ executors'/ authorized signatories' resolution

Identity document, details of physical residential address and contact details of persons authorised to act

Medical aids

Registration certificate (Council for Medical Schemes) trustees'

resolution

Authority to act:

Identity document, physical residential address and contact details of trustees and persons authorised to act Proof

of physical business address