



## REPURCHASE FORM

**Please note:**

- Complete Repurchase Form and sign in the appropriate space/s.
- Fax or post your form to MET Collective Investments or submit it at the nearest Metropolitan office. If faxing please confirm by calling 0860 100 279.
- Please use one form per account number and fund. Correct completion and signing of this form, as well as attaching the supporting documents as required by FICA, will expedite the finalisation of the transaction. No responsibilities will be accepted for a delay in payment because the form was not filled in as required, or if any documentation is outstanding.
- Please attach a utility bill with residential address not older than 3 months & certified copy of ID.

Account number

Date

### 1. PERSONAL DETAILS

Full names and surname / entity name

Residential address

Postal code

Telephone number (H)  (W)

Cell phone number

Email address

I.D number  Date of birth

### 2. REPURCHASE DETAILS

Please repurchase my/our participatory interest as specified below, subject to the provisions of the Deed, at the price prevailing on the day of receipt of this letter and the required documents (daily cut-off time is 15:00). I/We declare that I am/we are the legal owner/s of such participatory interests and/or have the contractual power to proceed with this request.

**Please note** that there is a 7 day clearance period for cheques and direct deposits and a 40 day clearance period for debit orders.

Participatory interests arising from a debit order are not available for repurchase until the expiry of 40 days from the debit order transaction dates. If you are repurchasing all participatory interests and have elected to cancel your debit order, the participatory interests relating to uncleared debit order transactions will be paid out at the expiry of the 40 day clearing period.

**Portfolio name**

**To the value of** R  (Or lesser amount, being the total investments value)

OR  **A number of Units**  OR  Remaining balance

Cancel my debit order / stop order   Effective from

**If you are a certificate holder, please note:**

- When issued, the participatory interest certificate/s must be attached to the Repurchase Form.
- If the certificate/s has/have been mislaid, the prescribed indemnity form is to be completed and signed by the investor and verified by a Commissioner of Oaths.
- The participatory interests for the certificates that have been issued will be repurchased at the prevailing price on the day the certificates are received.

### 3. PAYMENT INSTRUCTION:

\*No 3<sup>rd</sup> party payment will be accepted unless accompanied by an original indemnity form and FICA for 3<sup>rd</sup> party

**Please note: Money can only be deposited into the bank account of the registered investor**

Bank

Branch  Branch code

Account number:  Account type Cheque  Savings

PRINT

SIGN

**Notes:**

- To safeguard our investors, proof of identity and a copy of a bank statement or cancelled cheque must be produced when this form is submitted at any Metropolitan office.
- In the event that we have insufficient documentation on file as required by Financial Intelligence Act of 2003, then the repurchase transaction will be kept on hold until such documentation has been received.
- Copy of your ID and a utility bill not older than 3 months stating your residential address is required.

Special instructions

### FOR OFFICE USE ONLY:

Signature and FICA checked by

SIGNATURE

Time and Date stamp:

## INFORMATION REQUIRED BY FICA

In order to comply with international Know Your Client (KYC) and Anti-Money Laundering legislation it is essential to provide the required information and documents in respect of all applicants.

### 1. INDIVIDUALS

#### 1.1 SA Citizen/Resident

- 1.1.1 Certified or notarised copy of a valid I.D document containing a photo, full names, date of birth & ID number
- 1.1.2 Cancelled cheque or bank statement (less than 3 months old) or
- 1.1.3 Document (less than 3 months old) showing residential address (e.g. utility bill, bank statement, tax invoice, Telkom account, payslip or municipal rates).

\* A passport /driver's licence containing the above information will only be accepted with a written reason for the unavailability of the ID document.

**Note:** All copies are to be notarised or certified by a notary public or person authorised to do so in terms of the laws of the country in which the application is completed.

#### 1.2 Foreign Nationals

- 1.2.1 Copy of passport containing a photo, full names, date of birth and ID number
- 1.2.2 Cancelled cheque or bank statement (less than 3 months old).

#### 1.3 Legal Incapacity

- 1.3.1 Document(s) set out above iro both parties (1.1.1 or 1.2.1)
- 1.3.2 Proof of authority to act (e.g. power of attorney, mandate, resolution, court order).
- 1.3.3 Document (less than 3 months old) showing residential address (e.g. utility bill, bank statement, tax invoice, Telkom account, payslip or municipal rates) for both parties.

### 2. INSTITUTIONS

#### 2.1 SA Companies

- 2.1.1 Certificate of Incorporation (CM1)
- 2.1.2 Notice of registered Office and Postal Address (CM22) containing registrars stamp and signed by the Company Secretary
- 2.1.3 List of Directors (CM29)
- 2.1.4 Certificate of name change (CM9) if applicable
- 2.1.5 Copy of document(s) issued by SARS bearing income tax and VAT registration numbers
- 2.1.6 Resolution by the board of directors authorising representative(s) to act on behalf of the company
- 2.1.7 Document (less than 3 months old) showing residential address (e.g. utility bill, bank statement, tax invoice, Telkom account, payslip or municipal rates) for all authorised representatives
- 2.1.8 Certified copy of a valid ID document/passport as set out in 1.1.1 and 1.2.1 respectively, iro the manager, all authorised representatives and all individuals holding 25% or more of the voting rights at a general meeting.
- 2.1.9 Applicable documentation refer to in 2.1.1 / 2.1.2 or 2.2.1 / 2.2.2 or 2.3.1 / 2.3.2 or 2.4.1, 2.5.1 or 2.6.1 iro institutions holding 25% or more of the voting rights at a general meeting.
- 2.1.10 Cancelled cheque or bank statement (less than 3 months old).

#### 2.2 SA Close Corporation

- 2.2.1 Founding Statement and Certificate of Incorporation (CK1)
- 2.2.2 Amended Founding Statement (CK2) if applicable, containing registrars stamp and signed by authorised representative/employee.
- 2.2.3 Document (less than 3 months old) containing trade name and business address (e.g. utility bill, bank statement, tax invoice, Telkom account, municipal rates).
- 2.2.4 Resolution by the board of members authorising representative(s) to act on behalf of the CC
- 2.2.5 Certified copy of a valid ID document/passport as set out in 1.1.1 and 1.2.1 respectively, iro each member and all authorised representatives.
- 2.2.6 Document (less than 3 months old) showing residential address (e.g. utility bill, bank statement, tax invoice, Telkom account, payslip or municipal rates) for all authorised representatives
- 2.2.6 Cancelled cheque or bank statement (less than 3 months old).

#### 2.3 Foreign Companies

- 2.3.1 Official document from foreign regulators witnessing incorporation, bearing the name, number and the address.
- 2.3.2 Document (less than 3 months old) containing trade name and business address (e.g. utility bill, bank statement, tax invoice, Telkom account, payslip or municipal rates).
- 2.3.3 Certified copy of a valid ID document/passport as set out in 1.1.1 and 1.2.1 respectively, iro the manager, all authorised representatives, all individuals holding 25% or more of the voting rights at a general meeting.
- 2.3.4 Resolution by the board of members authorising representative(s) to act on behalf of the company.
- 2.3.5 Applicable documentation refer to in 2.1.1 / 2.1.2 or 2.2.1 / 2.2.2 or 2.3.1 / 2.3.2 iro institutions holding 25% or more of the voting rights at a general meeting.
- 2.3.6 Cancelled cheque or bank statement (less than 3 months old).

#### 2.4 Other Legal Persons (i.e. club, association, body corporate)

- 2.4.1 Constitution or other founding documents in terms of which legal person is created.
- 2.4.2 Certified copy of a valid ID document/passport as set out in 1.1.1 and 1.2.1 respectively iro each member and all authorised representatives.
- 2.4.3 Resolution by the authorised body authorising representative(s) to act on behalf of the legal person
- 2.4.4 Document (less than 3 months old) showing residential address (e.g. utility bill, bank statement, tax invoice, Telkom account, payslip or municipal rates) for all authorised representatives.
- 2.4.5 Cancelled cheque or bank statement (less than 3 months old).

#### 2.5 Partnership

- 2.5.1 Partnership agreement.
- 2.5.2 Certified copy of a valid ID document/passport as set out in 1.1.1 and 1.2.1 respectively, iro to any individual partners, an individual exercising executive control and all authorised representatives.
- 2.5.3 Resolution by the partners authorising a representative(s) to act on behalf of the partnership.
- 2.5.4 Document (less than 3 months old) showing residential address (e.g. utility bill, bank statement, tax invoice, Telkom account, payslip or municipal rates) for all authorised representatives
- 2.5.5 Applicable documentation refer to in 2.1.1 / 2.1.2 or 2.2.1 / 2.2.2 or 2.3.1 / 2.3.2 iro any institutional partners or an institutional exercising executive control.
- 2.5.6 Cancelled cheque or bank statement (less than 3 months old).

#### 2.6 Retirement or Provident Fund

- 2.6.1 FSB number and proof of registration
- 2.6.2 Documentation/resolution authorising person(s) to act on behalf of retirement fund

#### 2.7 Trust

- 2.7.1 The trust deed or other founding document (ie a will). Resolution authorising investment and person to act on behalf of the trust;
- 2.7.2 Letters of authority from Master (SA trust) or foreign regulator (foreign trust) to trustees.
- 2.7.3 Certified copy of a valid ID document/passport as set out in 1.1.1 and 1.2.1 respectively, iro an individual founder of the trust, each individual trustee, each individual beneficiary, all authorised representatives details on determination of beneficiaries if not specified.
- 2.7.4 A death certificate or certificate of deregistration where founder died or ceased to exist.
- 2.7.5 Document (less than 3 months old) showing residential address (e.g. utility bill, bank statement, tax invoice, Telkom account, payslip or municipal rates) for individual founder of the trust, each individual trustee, each individual beneficiary, all authorised representatives.
- 2.7.6 Applicable documentation refer to in 2.1.1 / 2.1.2 or 2.2.1 / 2.2.2 or 2.3.1 / 2.3.2 or 2.4.1 / 2.5.1 or 2.7.1 or any institutional beneficiaries, any institutional trustees or institutional founder of the trust, details on determination of beneficiaries if not specified.
- 2.7.7 Cancelled cheque or bank statement (less than 3 months old).