Britam Asset Managers (Kenya) Limited
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www.britam.com

Britam
With you every step of the way

Britam Asset Managers (Kenya) Limited is licensed and regulated by the Capital Markets Authority and Retirement Benefits Authority

BRITAM USD FIXED INCOME FUND - JOINT CONTRIBUTION AGREEMENT

Please print clearly in BLOCK letters and tick (✓) where appropriate.

1. SUBSCRIBER (PARTNER) DETAILS

(i) Personal Information

	Principal Partner	Partner 2	Partner 3	Partner 4
Title e.g. Mr/Mrs/Other (Specify)				
First Name				
Middle Name(s)				
Surname				
Nationality				
Gender				
Date of Birth (dd/mm/yyyy)				
ID/Passport Number				
KRA PIN Number				
Country of Residence				
Marital Status e.g. Single				
Are you a Politically Exposed Person?(Yes/No)				
Residential Address				
Postal Address				
Postal Code				
Town				
Mobile Number				
Office Number				
Email Address				

(ii) Occupation Details

	Principal Partner	Partner 2	Partner 3	Partner 4
Employment Status (Employed/Other(Specify))				
Employer's Name				
Employer's Physical Address				
Employer's Telephone Number				

Employment Industry:

	Principal Partner	Partner 2	Partner 3	Partner 4
Financial Services	☐	☐	☐	☐
Hospitality	☐	☐	☐	☐
Legal/Accounting	☐	☐	☐	☐
Government/Public Service	☐	☐	☐	☐
Arts	☐	☐	☐	☐
Health	☐	☐	☐	☐
Student	☐	☐	☐	☐

Others ____________ ____________ ____________ ____________

(iii) Contact Person Details *(Details are for contacting purposes in case we cannot reach you via the contacts provided)*

	Principal Partner	Partner 2	Partner 3	Partner 4
Full Names				
Mobile Number				
Postal Address				
Postal Code				
Town				

Preferred Method of Contact: ☐ Email (Free) ☐ Post (At a Fee)

(iv) Source of Funds

	Principal Partner	Partner 2	Partner 3	Partner 4
Rental/Property Sale	☐	☐	☐	☐
Salary	☐	☐	☐	☐
Dividends/Interest	☐	☐	☐	☐
Pension	☐	☐	☐	☐
Inheritance	☐	☐	☐	☐
Gift	☐	☐	☐	☐
Property Sale	☐	☐	☐	☐
Savings	☐	☐	☐	☐
Sale of Shares	☐	☐	☐	☐
Loan	☐	☐	☐	☐
Maturing Investments	☐	☐	☐	☐

Others ____________ ____________ ____________ ____________

Please note that Britam reserves the right to seek further information or documentation on the source of funds to be invested

2. PHYSICAL ADDRESS VERIFICATION

We write to confirm that the below is a description of our residential/business address. A description has been provided as we do not have any utility bill that may be used to verify our current residential/business address.

	Principal Partner	Partner 2	Partner 3	Partner 4
Land Registration				
House Number and Estate				
Road				
City/Town				

3. IF ACCOUNT IS FOR A MINOR, PROVIDE THE FOLLOWING

Minor's Name: ______________________________

Date of Birth: ____________________ Relationship to Minor: ____________________

Note to attach a copy of the minor's birth certificate. Written mandate instructions should be provided for minor accounts.

4. FOREIGN ACCOUNT TAX COMPLIANCE ACT (FATCA)

Are you a US Citizen or Resident?

Principal Partner: ☐ Yes ☐ No

Partner 2: ☐ Yes ☐ No

Partner 3: ☐ Yes ☐ No

Partner 4: ☐ Yes ☐ No

If Yes, complete the US Indicia Form

US citizens and residents include persons; born in the US, or holders of a US Green Card, US residential address, US telephone number, standing order to a US Bank account, granted power of attorney or have signatory authority to a person with a US address

Self-Certification (Tax Status)

Are you registered for tax in Kenya?

Principal Partner: ☐ Yes ☐ No

Partner 2: ☐ Yes ☐ No

Partner 3: ☐ Yes ☐ No

Partner 4: ☐ Yes ☐ No

Are you registered for tax in any other country?

Principal Partner: ☐ Yes ☐ No

Partner 2: ☐ Yes ☐ No

Partner 3: ☐ Yes ☐ No

Partner 4: ☐ Yes ☐ No

If "Yes", please provide your Tax Identification Number for each country (or reason why none has been issued)

Country (ies) of Tax Residency	Tax Identification Number

Or Reason

Tax Number Not Applicable

5. RISK ASSESSMENT QUESTIONNAIRE

1. What is your age bracket?

☐ (a) 18 to 30 years ☐ (b) 31 to 45 years ☐ (c) Over 45 years

2. How long do you want to invest?

☐ (a) Above 3 Years ☐ (b) 1 to 3 years ☐ (c) 0 to 1 years

3. Have you invested in any of the investments below? *(Please tick where applicable)*

☐ Fixed Deposit ☐ Land/House ☐ Shares ☐ T-Bills/T-Bonds ☐ Unit Trusts

☐ (a) More than 3 investment categories ☐ (b) 1 to 3 investment categories ☐ (c) None of the above

4. What type of savings or investments do you currently hold? *(Please tick where applicable)*

☐ Fixed Deposit ☐ Land/House ☐ Shares ☐ T-Bills/T-Bonds ☐ Unit Trusts

☐ (a) More than 3 investment categories ☐ (b) 1 to 3 investment categories ☐ (c) None of the above

5. What do you expect of your income in the next one to three years?

☐ (a) Increase ☐ (b) Stay about the same ☐ (c) Decline/stop

6. Approximately what portion of your total savings will this investment present?

☐ (a) Less than 10% ☐ (b) 10% to 50% ☐ (c) 51% and above

7. Would you say about your knowledge on financial and investment markets?

☐ (a) I have a sound understanding ☐ (b) I have a basic understanding ☐ (c) I have little or no knowledge

8. If your investment value fell by 20% over the course of the next three months, how would you react?

☐ (a) Buy more of the investment ☐ (b) Hold on to the investment ☐ (c) Sell some or all of the investment

9. What attracts you to an investment?

☐ (a) Its good return regardless of the risk ☐ (b) A combination of security and income ☐ (c) Purely security

10. Do you have other savings you can access immediately?

☐ (a) I have adequate funds to last me more than 1 year ☐ (b) Yes, but less than 6 months worth ☐ (c) No

11. When do you expect to need most of your money from this investment?

☐ (a) Above 3 Years ☐ (b) 1 - 3 Years ☐ (c) 0 - 1 Years

Key: (a) = 3, (b) = 2, (c) = 1, Please add all your scores. Your final score should fall within the risk rating column

Total Risk Score	**0 - 19**	**20 - 26**	**27 - 33**
Risk Profile	**Conservative Investor**	**Moderate Investor**	**Aggressive Investor**
Description	Usually want stability and protection of current investment. Generally seeks to preserve capital and are prepared to accept lower investment returns as a trade off.	Usually medium term investors who want to protect their capital and achieve some real increase in the value of their investments. Seeks a diversified portfolio with exposure to a broad range of investment sectors.	Usually long term investors seeking high capital growth. Substantial year to year fluctuations in value are acceptable in exchange for potentially high long term returns. They are comfortable accepting high volatility in their capital value, with the risk of short to medium term periods of negative returns.

Disclaimer
This risk profile questionnaire and the results should not be regarded as investment advice or an offer to sell, or a solicitation for an offer to purchase any investment products or services. Britam accepts no responsibility or liability as to the accuracy or completeness of the information provided in this risk profile questionnaire and the results. This questionnaire is not a substitute for professional advice.

6. FUND INFORMATION

WHAT ARE UNIT TRUSTS?

- **Unit Trust**: A collective investment scheme in which investors' contributions are pooled together to purchase a portfolio of financial securities such as equities (shares), bonds, cash, bank deposits etc. The portfolio is managed by professional fund managers.
- **Unit**: Your contributions to a unit trust are used to purchase units. Each unit represents an equal fraction of the total value of the pool of the invested money. The number of units you are allocated is calculated by dividing the amount you invest by the offer price at the time.

Britam USD Fixed Income Fund

Britam USD Fixed Income Fund is suitable for investors whose liquidity needs are predictable and are able to invest their funds in largely fixed income securities. The fund is ideal for;

- Short term savings/deposits
- Investment of retirement proceeds to generate consistent monthly income
- Investment of reserve funds (sinking funds) for landlords to cater for maintenance and insurance costs
- Accumulation of project funds
- Investment of business income

Points to Consider	Expected Returns Depend On	Benefits
• Your risk profile • Your time horizon for the investment • Whether you require regular income from the investment or purely looking for capital growth	• Returns from the financial markets • The type of assets within the unit trust portfolio	• Attractive returns • Easy and affordable investment • Diversification of risks • Expertise in professional management • Value for money • Flexible investment options • Liquidity etc.

Fund Objective	The investment objective of the Fund is to endeavor to maximize the level of total return to investors by generating a reasonable level of current income and maximum stability of the capital invested while minimizing the volatility of the portfolio.
Investment Risk Level	Low to Medium Risk Fund
Currency	USD
Minimum Investment Amount	Minimum initial investment and holding - USD 1,000 Minimum top up amount - USD 500 Minimum Withdrawal Amount - USD 100
Tax on Interest	The Income Tax Act (ITA) of Kenya applies
Initial Fees	0%
Annual Management Fee	Maximum of 1.5%p.a. of Assets Under Management.
Switch Charge	A switch charge shall not be applicable.
Outperformance Fee	Calculated daily as 20% of returns above the performance hurdle rate defined as the SOFR. The performance hurdle rate is ONLY used for assessing the outperformance fee.

7. FUND SELECTION

I confirm that I have read the Fund Information section and I understand my risk profile. I have chosen to invest as follows:

Initial Investment Amount/Capital Contribution (USD): ____________________

	Name	Signature	Date
Principal Partner			
Partner 2			
Partner 3			
Partner 4			

8. PARTNERSHIP ACCOUNT DETAILS

Currency:	US Dollars
Bank:	Standard Chartered
Account Name:	Britam Fixed Income Fund Inflow Account (USD)
Branch:	Kenyatta Avenue Branch
Bank Code	02
Branch Code	500
Account Number:	8705016785800
Account Currency:	US Dollars
Swift Code:	SCBLKENXXXX

9. CLIENT ACCOUNT INSTRUCTIONS

Signing Mandate (Authorized Signatory)

Note that the authorized signatories can fully operate the account including switching funds, withdrawing funds and closing accounts.

☐ Either/Or ☐ 2 to Sign ☐ 3 to Sign ☐ 4 to Sign

Signature Samples of Authorized Signatories

Name	Signature Sample	Date

Type of Partnership: You are required to specify the type of partnership arrangement for this contract.

1. Where the investment is owned jointly, no partner is entitled to any separate share in the investment, and the doctrine of survivorship shall apply consequently: –
   - On the death of a joint partner, their share of the investment shall vest in the surviving partner(s) jointly.
2. Where any investment is owned in common, each partner Account holder shall be entitled to an undivided share in the whole of the Account (in the proportions indicated above, or in the absence of prescribed proportions, the Fund Manager will be entitled to make a presumption of equal proportions between the Account holders) . Upon the death of one Account Holder, their share shall devolve to their Estate and the other Account holders will be unable to access the deceased Account holder's proportionate share of the Account without instructions from the personal representatives of the estate and such relevant court orders.

Indicate the Type of joint partnership: ☐ (a) Joint Ownership ☐ (b) Tenant in Common (Split proportions)

Account Ownership (Indicate in Percentage)

	Principal Partner	Partner 2	Partner 3	Partner 4
Percentage Ownership:				

10. CLIENT ACCOUNT INSTRUCTIONS

Payment Method: Direct Bank Transfer (*Please provide your bank information below*)

Account Name: ______________________________

Account Number: ____________________ Bank Name: ____________________

Branch: ____________________ Bank Code: ____________________

11. GENERAL TERMS AND CONDITIONS

(a) Units are traded at the daily ruling prices which prices may go up as well as down.

(b) The Investment will only be applied once the completed application form together with notification of deposit is received by Britam. Subscriptions monies received will be dealt with on the next Dealing Day.

(c) Investors are reminded that in certain specified circumstances their right to redeem their units may be suspended.

(d) Britam will only accept deposits made through your Bank Account Number on record. Payments from third parties made on your behalf may be accepted on an exceptional basis and solely at the discretion of Britam.

(e) Once an account has been opened, all statements, reports and notices will be sent by default through the e-mail address provided.

(f) Britam shall remain authorized to accept any instruction request received from your authorized modes (registered email and/or Mobile number) unless otherwise instructed. If you lose your mobile phone or other electronic device or have any reason to believe that the integrity and security of your means of instructions or mode of payment has been accessed by an unauthorized person, it shall be your responsibility to take such actions to secure your investment by immediately notifying Britam Customer Care Centre for assistance. Until and unless we receive notice of loss of your electronic device or unauthorized access to your account, we shall remain authorized to accept any instructions requests received from the authorized modes.

(g) The Client and/or his/her financial advisor shall at all times be responsible for ensuring that the unit trust and its representatives receive any instructions from the Client and/or financial advisor, whether by facsimile or mail, and that such instructions are complete and correct in all respects.

(h) Past performance is not a guide to future performance and may not be repeated. The price of units and the income from them may fall as well as rise and Clients may not realize their initial investment.

(i) Capital Preservation as highlighted in the Trust Deed, Rules and Information Memorandum means that the fund manager will aim to invest in assets which have fairly stable market prices. There is no guarantee that the investment objectives of the Fund will be attained. The price of the units and income may fall as well as rise and Clients may not realize their initial investment.

(j) No third-party cheques are allowed. Payments made by a third party on behalf of a Client will need to be supported by further documentation.

(k) All transaction charges on purchasing securities shall be borne by the Fund and not the Fund Manager.

13. DECLARATIONS

(a) WE confirm that WE have read and understood the Fund Partnership Agreement, and state that WE make this application on the terms and conditions set out therein.

(b) WE confirm that the information provided in this application, together with all supporting documentation that will be supplied in connection with this application, is true, correct and accurate. WE hereby consent that Britam Asset Managers (Kenya) Limited may verify the information provided using such reasonable and necessary verification mechanisms.

(c) WE confirm that the money used for this investment does not arise out of the proceeds of any money laundering or other illicit activities.

(d) WE agree to accept the number of units bought by virtue of this application and warrant that I/we have full power and authority to enter into and conclude this transaction.

(e) WE confirm that the units are not being acquired either directly or indirectly by or on behalf of any person restricted by law of any relevant jurisdiction from acquiring the units.

(f) WE hereby consent to all redemption proceeds and/or income distributions made to me being paid in accordance with OUR payment instructions (as provided in section 10 above, and as may be varied as per OUR written instructions). WE hereby accept full responsibility for securing the integrity of OUR selected payment mode, and fully indemnify Britam from any claims, losses or liabilities that it may incur in connection with the processing of payment in accordance with OUR instructions.

(g) WE hereby acknowledge that the account or any payments/transactions therefrom may be suspended, restricted or cancelled if: -

 (i) Britam is concerned about security of my account or has reasonable suspicion that unauthorized of fraudulent activities are taking place;

 (ii) Britam has reasonable grounds to believe that I am acting in breach of this Declaration;

 (iii) Britam believes that a transaction is potentially suspicious or illegal. In which case, Britam may require such verification as may be deemed reasonable and necessary in the circumstances.

(h) WE hereby unconditionally and unequivocally agree that Britam Asset Managers (Kenya) Limited shall be entitled to act upon any instructions issued through OUR registered profile on a Britam Online Platforms or through electronic mail from OUR indicated email address (including scanned copies of documentation) , which instructions shall be binding and enforceable against me notwithstanding that any such instruction may later be shown to be in any way false, incomplete, inaccurate, delayed, erroneous, unauthorized or otherwise not authentic.

(i) We consent to the disclosure of the information provided in this application for compliance purposes to the companies within the Britam Group or its agents and the necessary regulators and government agencies.

(j) The Partner shall remain authorized to accept any instruction request received from your authorized modes (registered email) unless otherwise instructed. If you lose your mobile phone or other electronic device or have any reason to believe that the integrity and security of your means of instructions or mode of payment has been accessed by an unauthorized person, it shall be your responsibility to take such actions to secure your investment by immediately notifying Britam Customer Care Centre for assistance.

(k) We confirm that in the instance of one of the account holder(s) death, the beneficial ownership of funds will pass to the surviving account holder (s).

(l) We confirm that the funds are not being held in trust for any other third party and each of us, severally and jointly have full authority to make this declaration with respect to the Funds.

(m) Where we have indicated that the investment funds are not jointly owned such that survivorship does not apply, We confirm that the % apportionment represents our individual entitlement to the Funds in the Account and survivorship shall

14. CLIENT ACKNOWLEDGMENT

☐ By checking this box, WE confirm that WE have read and understood, and hereby consent to Britam's Privacy Policy.

WE hereby authorize Britam to collect, use, disclose, and/or process our personal data or information without further notification to me/us, confidentially with its affiliated companies, third party service providers, business partners and/or other parties which may be sited outside of Kenya, for setting up and administering our investment account with Britam, customer services and to allow Britam and/or its business partners to perform marketing and related activities, until Britam receives our written instruction to the contrary. Britam's Privacy Policy is available at **https://ke.britam.com/privacy-policy**.

☐ We confirm that we have read and understood, and hereby consent to the general terms and conditions, and hereby make the above declaration.

Name	Signature	**Email Address** (*if consenting to email instructions*)	Date

15. FOR OFFICIAL USE ONLY

Documents Required
Please provide copies of the following:

☐ Official Identification Document or current passport
☐ Personal Identification Number
☐ Personal Identification Number certificate
☐ Utility Bill (Electricity, water, proof of address letter not more than three months old)
☐ Proof of banking details (copy of ATM card, original cancelled cheque or certified letter from the bank or bank statement not more than three months old)
☐ Investment cheque / deposit slip in correct fund
☐ Income Tax Exemption Certificate (If applicable)

Is this direct business? ☐ Yes ☐ No

If No, please populate the Financial Advisor/Intermediary Section below

Financial Advisor/Intermediary

I confirm that all the above documents have been attached:

Name of Financial Advisor: ______________________

Financial Advisor Code: ______________________ Branch: ______________________

Mobile Number: ______________________ Email Address: ______________________

Signature: ______________________ Date: ______________________

Branch Administrator

Name: ______________________

Signature: ______________________ Date: ______________________

Compliance Checks *(Tick Appropriately)*

☐ KYC ☐ Sanctions Screening ☐ PEP ☐ FATCA

Customer AML Risk Category ☐ High ☐ Medium ☐ Low

Name: ______________________

Signature: ______________________ Date: ______________________