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

BRITAM UNIT TRUSTS INDIVIDUAL APPLICATION FORM

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

1. INVESTOR DETAILS (INDIVIDUAL PERSONS)

(i) Personal Information

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Other (Please Specify): ____________

Surname: ____________ First Name: ____________

Middle Name(s): ____________

Date of Birth: ____________ Gender: ☐ Male ☐ Female

ID/Passport Number: ____________ Nationality: ____________

Country of Residence: ____________ Tax Pin Number: ____________

Marital Status: ☐ Single ☐ Married ☐ Widowed ☐ Other (Please Specify): ____________

Postal Address: ____________ Postal Code: ____________

Residential Address: ____________ Town/City: ____________

Mobile Number: ____________ Email: ____________

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

Are you a Politically Exposed Person (PEP)? ☐ Yes ☐ No

(ii) Occupation Details

☐ Employed ☐ Self Employed ☐ Unemployed ☐ Retired Other (Please Specify): ____________

If self employed, state the business sector you operate in: ____________

If employed, please provide the information below:

Present Occupation: ____________ Employer's Name: ____________

Employer's Address: ____________

Employment Industry: ☐ Financial Services ☐ Hospitality ☐ Public Service/Government ☐ Education

☐ Student ☐ Entrepreneur ☐ Arts ☐ Legal/Accounting ☐ Health

☐ Others (Please Specify): ____________

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

Name	Mobile Number	Postal Address	Postal Code	Town

(iv) Source of Funds

☐ Rental/Property Sale ☐ Salary ☐ Dividends/Interest ☐ Pension ☐ Inheritance ☐ Gift

☐ Lottery/Betting ☐ Savings ☐ Sale of Shares ☐ Loan ☐ Maturing Investments

☐ Other (Please Specify): ____________

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

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

Client Address Description

____

____

Land Registration (L.R) Number: ____________________

House Number: ________________ Building/Estate: ________________

Postal Address: ________________ Postal Code: ________________

Road: ________________ Town/Area: ________________

Client’s Name: ____________________

Client’s Signature: ________________ Date: ________________

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? ☐ 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? ☐ Yes ☐ No

Are you registered for tax in any other country? ☐ 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 to 2 years ☐ (c) Less than one year

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

As per your score, your risk falls under:

Total Risk Score	**Most Appropriate Fund**	**Risk Profile of the Fund**
0 to 11	Britam Money Market Fund	Low Risk
12 to 19	Britam Bond Plus Fund	Low Risk
20 to 26	Britam Balanced Fund	Medium Risk
27 to 33	Britam Equity Fund	Medium to Higher Risk

If you feel the risk profile above, based on your total risk score, does not truly reflect your risk tolerance, please tick below your preferred risk profile.

Conservative ☐ Moderate ☐ Aggressive ☐

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 MONEY MARKET FUND

- Suitable for low-risk investors who seek competitive, stable returns and offers quick liquidity of funds.
- The fund invests in interest-bearing securities and other short term money market instruments.
- **Investment Risk Level:** Low risk investment.
- **Recommended Investment Horizon:** Short term.
- **Fee Structure:** Initial Fee - 0%
  Annual Management Fee - Maximum of 2% Per Annum

BRITAM BOND PLUS FUND

- Suitable for low-risk investors who seek competitive income and offers quick liquidity of funds.
- The fund primarily invests in long-term treasury bonds and other interest-bearing securities.
- **Investment Risk Level:** Low risk investment.
- **Recommended Investment Horizon:** Short to Medium term.
- **Fee Structure:** Initial Fee - 0%
  Annual Management Fee - Maximum of 2% Per Annum

BRITAM BALANCED FUND

- Suitable for medium-risk investors who seek to invest in a balanced portfolio offering exposure to all sectors of the market.
- The fund primarily invests in equities and fixed income securities.
- May have a maximum of 10% direct and/or indirect exposure to offshore investments as a hedge against inflation.
- **Investment Risk Level:** Medium risk investment.
- **Recommended Investment Horizon:** Medium to Long term.
- **Fee Structure:** Initial Fee - 0%
  Annual Management Fee - Maximum of 2% Per Annum

BRITAM EQUITY FUND

- Suitable for investors with a higher risk appetite seeking long term returns and inflation protection. The fund invests primarily in equities listed locally and regionally.
- The fund is a suitable option for investors looking for professional portfolio management.
- **Investment Risk Level:** Medium to Higher risk investment.
- **Recommended Investment Horizon:** Long term.
- **Fee Structure:** Initial Fee - 0%
  Annual Management Fee - Maximum of 2% Per Annum

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.

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:

Fund Name	Amount (KES)	Signature	Date

8. BRITAM PAYMENT DETAILS

STANDARD CHARTERED BANK OF KENYA LIMITED				
Fund (Account Name)	**Account Number**	**Branch**	**Clearing Code**	**M-Pesa Pay Bill**
Britam Money Market Fund Inflow Account	0105016761600	CSC Head Office (Code 078)	02	500005
Britam Bond Plus Fund Inflow Account	0105016761700	CSC Head Office (Code 078)	02	500006
Britam Balanced Fund Inflow Account	0105016761800	CSC Head Office (Code 078)	02	500007
Britam Equity Fund Inflow Account	0105016761900	CSC Head Office (Code 078)	02	500008
Britam Unit Trust Inflow Account	0105016762100	CSC Head Office (Code 078)	02	
Swift Code (For International Fund Movements)		SCBLKENXSSU		

9. CLIENT ACCOUNT INSTRUCTIONS

Payment Method *(Indicate your preferred payment transfer channel by ticking the box and providing the relevant information)*

☐ **Mobile Money Transfer (M-Pesa)**

I acknowledge that I chose to add the option of receiving and depositing payments through the following M-Pesa registered mobile phone number, and hereby confirm that I have read and understood declaration (g) concerning my payment instructions.

Mobile Phone Number: ______________________________

☐ **Direct Bank Transfer** (*Please provide your bank information below*)

Account Name: ______________________________

Account Number: ______________________________ Bank Name: ______________________________

Branch: ______________________________ Bank Code: ______________________________

10. 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 M-Pesa phone number on record or 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 M-Pesa 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.

11. DECLARATIONS

(a) I confirm that I have read and understood the Information Memorandum for the selected fund, and state that I make this application on the terms and conditions set out in the Fund's Information Memorandum.
(b) I 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. I hereby consent that Britam Asset Managers (Kenya) Limited may verify the information provided using such reasonable and necessary verification mechanisms.
(c) I confirm that the money used for this investment does not arise out of the proceeds of any money laundering or other illicit activities.
(d) I agree to accept the number of units bought by virtue of this application and Trust Deed and Rules for the selected fund and warrant that I/we have full power and authority to enter into and conclude this transaction.
(e) I 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) I hereby consent to all redemption proceeds and/or income distributions made to me being paid in accordance with my payment instructions above and as may be varied as per my written instructions. I hereby accept full responsibility for securing the integrity of my 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 my instructions.
(g) I hereby unconditionally and unequivocally agree that Britam Asset Managers (Kenya) Limited shall be entitled to act upon any instructions issued through my registered profile on a Britam Online Platforms or through electronic mail from my 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.

(h) I agree that Britam Asset Managers (Kenya) Limited shall not be responsible for any liability, losses or damages resulting from such electronic instructions, except where the loss results from the gross negligence or fraud on Britam's part. I agree to fully indemnify Britam against any proceedings, claims, expenses, and liabilities which may be taken or made against Britam by reason of Britam acting on my instructions.
(i) I 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) Upon receipt, I shall review all statements and will notify the Fund Manager immediately if there is a discrepancy.
(k) I have read and fully understand the funds' objectives, risk levels, income distribution and all charges as set out in the funds fact sheets and the Information Memorandum.

Client Acknowledgment

☐ By checking this box, I consent to Britam's Privacy Policy, and 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**.

☐ I confirm that I 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**

12. FOR OFFICIAL USE ONLY

Please provide copies of the following:

☐ Official Identification Document or current passport
☐ Tax (KRA) PIN 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

☐ KYC ☐ Sanctions Screening ☐ PEP ☐ FATCA

Customer AML Risk Category ☐ High ☐ Medium ☐ Low

Name: ______________________________

Signature: ______________ Date: ______________