

**INSTRUCTION TO INVEST TRUST MONEYS**

*(In respect of a conveyancing transaction)*

To: **CLIFFE DEKKER HOFMEYR**  
Attorneys, Notaries & Conveyancers  
**SANDTON**

RE: UNIT \_\_\_\_ THE MIX

Pursuant to the provisions of Rule 54.17 of the South African Legal Practice Council Rules made in terms of sections 95(1), 95(3) and 109(2) of the Legal Practice Act

I/We, \_\_\_\_\_, instruct you to invest the sum of – R\_\_\_\_\_ deposited on account of the purchase price, in your trust banking account or to be deposited in your trust banking account, with a deposit-taking institution of your choice on the basis that the -

- 1 amount is invested in a trust savings account or other interest-bearing account;
- 2 account contains a reference to Section 86(4) of the Legal Practice Act;
- 3 the interest that accrues on such investment is to be for my benefit and is to be paid to me, after deducting your costs for administering the investment ("**Administration Fee**"), as soon as possible after the date of registration of the above-mentioned transaction, subject to paragraph 4 below
- 4 the Legal Practice Act requires that from 1 March 2019 5% of the interest owing to a client will be paid by the bank to the Legal Practitioners Fidelity Fund, and that after that date only 95% of the interest such investment will accrue to you;
- 5 capital amount invested is to be paid in accordance with the transferor's instructions on the date of registration of transfer;
- 6 administration Fee will be calculated as follows –

Amount Invested	Administration Fee
R1 – R500,000	1.50% per annum of the amount invested
R500,001 – R2,500,000	1,00% per annum of the amount invested
Amounts in excess of R2,500,000	0.50% per annum of the amount invested

- 7 if the investment is held for less than a year or for a period longer than a year, the fee shall be calculated on a pro rata basis. The Administration Fee will be subject to a minimum of R450.00 and exclusive of Value-added Tax.
- 8 Please complete the form in Annexure A (individuals) / Annexure B (Juristic Persons) in compliance with the requirements of the Financial Intelligence Centre Amendment Act, No 1 of 2017 in order for CDH to process this Instruction.
- 9 **CDH will invest funds on the next business day that follows the day on which we receive all information that is required in Annexure A or Annexure B.**
- 10 **Please note that a failure to provide all the information required in Annexure A or Annexure B will delay the investment of funds. CDH cannot be held liable for any lost interest as a result of the failure to provide the necessary information.**

SIGNED at \_\_\_\_\_ on \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Signatory

\_\_\_\_\_  
Designation of Signatory

**ANNEXURE A**

**INFORMATION REQUIRED IN TERMS OF THE FINANCIAL INTELLIGENCE AMENDMENT ACT, 2017**

**FOR INDIVIDUALS**

- 1 Full name of client: \_\_\_\_\_
- 2 Title: \_\_\_\_\_
- 3 Employment Status: \_\_\_\_\_
- 4 Occupation: \_\_\_\_\_
- 5 Standard Occupation Code:\* \_\_\_\_\_
- \*(consult [http://www.statssa.gov.za/?page\\_id=377](http://www.statssa.gov.za/?page_id=377))
- 6 Identity no: \_\_\_\_\_
- 7 Income tax no: \_\_\_\_\_
- 8 South African resident (yes/no): \_\_\_\_\_

Source of Funds (Mark with an X): i.e the source of the funds being invested

Allowance		Director/Member of Company/CC		Income from Employment	
Bursary		Dividends from Investments		Inheritance	
Company Profits		Divorce Settlement		Loan	
Company Sale or Sale of Interest in Company		Encashment claim		Lottery/Gambling Winnings	
Court Order		Gift/Donation		Maintenance	
Director/Owner of Business		Income from previous Employment		Maturing Investments	

Other (please indicate) \_\_\_\_\_

9 Source of Wealth (Mark with an X):

Allowance		Director/Member of Company/CC		Income from Employment	
Bursary		Dividends from Investments		Inheritance	
Company Profits		Divorce Settlement		Loan	
Company Sale or Sale of Interest in Company		Encashment claim		Lottery/Gambling Winnings	
Court Order		Gift/Donation		Maintenance	
Director/Owner of Business		Income from previous Employment		Maturing Investments	

Other (please indicate) \_\_\_\_\_

- 10 Physical address: \_\_\_\_\_
- 11 Postal address: \_\_\_\_\_
- 12 Tel no (incl. area code): \_\_\_\_\_
- 13 Email address: \_\_\_\_\_

**ANNEXURE B**

**INFORMATION REQUIRED IN TERMS OF THE FINANCIAL INTELLIGENCE AMENDMENT ACT, 2017**

**FOR JURISTIC PERSONS**

- 1 Full name of client: \_\_\_\_\_
- 2 Industry: \_\_\_\_\_
- 3 Standard Industry Code:\* \_\_\_\_\_  
(\*consult [http://www.statssa.gov.za/?page\\_id=377](http://www.statssa.gov.za/?page_id=377))
- 4 Registration no: \_\_\_\_\_
- 5 Residency status (RSA/Non-RSA) \_\_\_\_\_
- 6 Income tax no: \_\_\_\_\_

Source of Funds (Mark with an X):

Allowance	<input type="checkbox"/>	Director/Member of Company/CC	<input type="checkbox"/>	Income from Employment	<input type="checkbox"/>
Company Profits	<input type="checkbox"/>	Dividends from Investments	<input type="checkbox"/>	Loan	<input type="checkbox"/>
Company Sale or Sale of Interest in Company	<input type="checkbox"/>	Encashment claim	<input type="checkbox"/>	Lottery/Gambling Winnings	<input type="checkbox"/>
Court Order	<input type="checkbox"/>	Gift/Donation	<input type="checkbox"/>	Maturing Investments	<input type="checkbox"/>
Director/Owner of Business	<input type="checkbox"/>				

Other (please indicate) \_\_\_\_\_

7 Source of Wealth (Mark with an X):

Allowance	<input type="checkbox"/>	Director/Member of Company/CC	<input type="checkbox"/>	Income from Employment	<input type="checkbox"/>
Bursary	<input type="checkbox"/>	Dividends from Investments	<input type="checkbox"/>	Inheritance	<input type="checkbox"/>
Company Profits	<input type="checkbox"/>	Divorce Settlement	<input type="checkbox"/>	Loan	<input type="checkbox"/>
Company Sale or Sale of Interest in Company	<input type="checkbox"/>	Encashment claim	<input type="checkbox"/>	Lottery/Gambling Winnings	<input type="checkbox"/>
Court Order	<input type="checkbox"/>	Gift/Donation	<input type="checkbox"/>	Maintenance	<input type="checkbox"/>
Director/Owner of Business	<input type="checkbox"/>	Income from previous Employment	<input type="checkbox"/>	Maturing Investments	<input type="checkbox"/>

Other (please indicate) \_\_\_\_\_

- 8 Countries traded with: \_\_\_\_\_
- 9 Physical address: \_\_\_\_\_
- 10 Postal address: \_\_\_\_\_
- 11 Tel no (incl. area code): \_\_\_\_\_
- 12 Email: \_\_\_\_\_

**Details of Ultimate Beneficial Owner (UBO)**

*(The natural person(s) who ultimately owns or controls a client and/or the natural person on whose behalf a transaction is being conducted. It also includes those persons who exercise ultimate effective control over a legal person or arrangement.)*

**UBO 1**

- 1 Name of UBO: \_\_\_\_\_
- 2 Date of birth of UBO: \_\_\_\_\_
- 3 ID/Passport number of UBO \_\_\_\_\_
- 4 Tax Registration number of UBO \_\_\_\_\_

**UBO 2**

- 1 Name of UBO: \_\_\_\_\_
- 2 Date of birth of UBO: \_\_\_\_\_
- 3 ID/Passport number of UBO \_\_\_\_\_
- 4 Tax Registration number of UBO \_\_\_\_\_

**UBO 3**

- 1 Name of UBO: \_\_\_\_\_
- 2 Date of birth of UBO: \_\_\_\_\_
- 3 ID/Passport number of UBO \_\_\_\_\_
- 4 Tax Registration number of UBO \_\_\_\_\_

**Additional Information:**

\_\_\_\_\_  
 \_\_\_\_\_  
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