

## **Shareholder and/or Representative Personal Information Consent Form** **(POPIA)**

*Altinvest (Pty) Ltd trades as Altinvest MultiAsset Management, herein referred to as Altinvest*

The Protection of Personal Information Act (POPIA) applies to the processing of personal information by a responsible party. A responsible party, such as Altinvest (Pty) Ltd, requires your consent to store, process and use your personal data in terms of your capacity as a representative and/or shareholder of Altinvest. Altinvest requires your personal information to comply with legal obligations imposed by the law and regulatory frameworks\*.

**Use of Information:** Your personal information is used where necessary to conduct normal course of business as a shareholder and or representative. We use your personal information for the following purposes:

- to fulfil our contract and obligations with you;
- verify and identify your identity and conduct checks required by regulatory frameworks\*;
- communicate with you;
- comply with legal obligations imposed by the law and regulatory frameworks\*.

**Collection:** We will collect the following (but not limited to) data directly and or/indirectly from you:

- your title, full name, your contact details (email address and telephone/cellphone number);
- that of the shareholder of Altinvest as well as beneficial owners, trustees etc. thereof as required;
- proof of residential address;
- your date of birth;
- proof of identification, registration, entity verification documents;
- occupation;
- tax number, tax certificates or tax clearance;
- payslip;
- financial information: investment value, source of wealth, source and proof of funds.
- bank account details
- Or as required

For Altinvest to fulfil their contract with you, it is mandatory that the personal information listed above is provided in to enable Altinvest to carry out its mandated duties and services. Should you fail to provide Altinvest with the information, Altinvest will be forced to terminate the representative contract with you.

**Sharing of Information:** The personal information provided to Altinvest is kept strictly confidential and Altinvest will not rent, trade or sell your personal information. Altinvest will, however, disclose or report personal information if and when required to do so by law or any regulatory framework\*.

**Your rights:** As the 'data subject', you have the right to (after having provided adequate proof of identity):

- access and rectify the information collected;
- object to the processing of personal information;
- request a responsible party to confirm, free of charge, whether or not the responsible party holds personal information about the data subject
- request from a responsible party the record or a description of the personal information about the data subject held by the responsible party, including information about the identity of all third parties, or categories of third parties, who have, or have had, access to the information—
  - i. within a reasonable time;
  - ii. at a prescribed fee, if any;
  - iii. in a reasonable manner and format; and
  - iv. in a form that is generally understandable.
- the right to lodge a complaint to the Information Regulator and the contact details of the information regulator;

**Altinvest (Pty) Ltd** trading as **Altinvest MultiAsset Management** (Reg. No. 2006/003340/07) is a licensed Financial Services 43208

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Details of the Information Regulator (South Africa):

Website: [www.justice.gov.za/inforeg](http://www.justice.gov.za/inforeg)

Email Address: [complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za) | [inforeg@justice.gov.za](mailto:inforeg@justice.gov.za)

Address: 33 Hoofd Street, Forum III, 3rd Floor Braampark, P.O Box 31533, Braamfontein, Johannesburg, 2017

**Consent and Undertaking**

- o The Shareholder and or representative hereby consents to Altinvest to collect, procure, obtain, receive, directly and/or indirectly, process, information of, amongst others, a personal and/or confidential nature; and
    - process and/or outsource, store, retain, share and disclose,
  - o The Shareholder and or representative hereby consents to Altinvest to collect, procure, obtain and receive, directly and/or indirectly, from the Client or another third party, information of, amongst others, a personal and/or confidential nature; and
    - process and/or outsource such information electronically and/or otherwise; and
    - store and retain, where applicable, such information; and
    - share or disclose, where required or obliged, such information; and as the case may be, such information in accordance with the laws prevailing from time to time and Altinvest's prevailing Protection of Personal Information Policy which,
  - o can be accessed on Altinvest's website [www.Altinvest.co.za](http://www.Altinvest.co.za); and
  - o may be updated from time to time, with such updated version automatically superseding and replacing the previous version, with the Client hereby undertaking to keep himself/herself or itself up to date with any and all such changes or updates by regularly viewing the applicable page on the Altinvest website.
- The Shareholder and or representative hereby undertakes to:
- o acquaint himself/herself or itself with Altinvest's prevailing Protection of Personal Information Policy from time to time with particular reference to the notification provisions provided for in Section 18 of the PoPI Act and the FIC Act requirements; and
  - o provide Altinvest with such information and documentation as may be required, from time to time, by law or to enable Altinvest to carry out its mandate or perform its duties and undertake its responsibilities.
- Should the Shareholder and or representative not have access to the internet, a copy of Altinvest's prevailing Protection of Personal Information Policy can be obtained by requesting a copy by emailing Altinvest at [info@miplan.co.za](mailto:info@miplan.co.za)

Shareholder name: \_\_\_\_\_

Representative name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*\*regulatory frameworks: Financial Intelligence Act ("FIC Act"); Financial Advisor and Intermediary Services Act ("FAIS Act"); Collective Investment Schemes Control Act ("CISCA"); Protection of Personal Information Act ("PoPI Act"); Consumer Protection Act; Electronic Communications and Transactions Act; Promotion of Access to Information Act ("PAIA") and Income Tax Act or any such applicable acts.*