

## Personal Information “Altinvest IP Unit Trust (CIS) Advisor Information”

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

The Protection of Personal Information (PoPI) Act applies to the processing of your personal information. The following sets out how, when and why IP Management Company (IPMC), the Collective Investment administrator of Altinvest, as the responsible party has your personal information, how it is used and what your rights are should you not be in accord.

**Use of Information:** Your personal information is used by IPMC and may be shared with Altinvest where necessary to provide our services in terms of the agreement with you, the advisor, and your linked clients invested in the Altinvest IP Collective Investments.

We use your personal information for the following purposes:

- to fulfil our contract with you in terms of our agreement, and your clients invested.
- to verify and confirm your identity; and conduct checks as required by legislation\*;
- to communicate with you;
- to comply with legal obligations imposed by the relevant regulatory frameworks\*.

**Collection:** We will collect the following where applicable (but not limited to) data directly and/or indirectly from you, the advisor (who has the consent), or any other appointed party:

- first and last names or legal entity identifier; and
- date of birth, identity number or legal entity identifier; and
- physical address, email address and telephone or mobile number; and
- source of funds and/or wealth and occupation or legal entity nature of business; and
- income tax/vat number and bank account number; and
- application forms and supporting documents with the above information which is required as part of the advisor account opening process; and
- correspondence from and to the advisor, including application forms and fee statements; and
- supporting documentation required to establish beneficial ownership and authorized persons and risk rating for the purpose of applicable anti money laundering legislation.

For IPMC and Altinvest to fulfil their respective agreements with you, it is mandatory that the personal information be provided to enable us to carry out our mandated duties and services. Should you fail to provide IPMC with the information, we will be unable to offer our services to you and your clients and/or will be forced to terminate our contract with you and cease to offer such contracted services to your clients .

**Sharing of Information:** The personal information provided to IPMC, if shared with Altinvest, is kept strictly confidential and Altinvest will not rent, trade or sell your personal information. We will, however, disclose or report personal information if and when required to do so by law or by any authorised regulatory body or in the fulfilment of our mandate and agreements.

**Your rights:** 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 IPMC holds your personal information;
- request from IPMC as the responsible party, the record or a description of the personal information about you, 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 that is understandable.
- to lodge a complaint to the Information Regulator. The contact details of the information regulator are as follows: The Information Regulator (South Africa): Website: [www.justice.gov.za/inforeg](http://www.justice.gov.za/inforeg) Email ss: [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.

**Therefore, this serves to confirm your accordance** that IPMC and Altinvest may (directly, indirectly) collect, procure, obtain, receive, process, outsource, store, retain, share with Altinvest and disclose such information as required by the prevailing laws and IPMC and Altinvest’s Protection of Personal Information Policy. Alternatively, a copy may be requested by emailing Altinvest at [info@miplan.co.za](mailto:info@miplan.co.za) or IPMC at [clientservices@ipmc.co.za](mailto:clientservices@ipmc.co.za).

\*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.