

## HOW TO SWITCH YOUR INVESTMENT

1. Read the applicable Offering Document(s) listed in Annexure 2 before making a decision to convert units/shares between the Foord global funds.
2. Complete all sections of this conversion form using BLOCK LETTERS.
3. Submit the completed form and all investor identification documentation listed in Annexure 1 by fax to +352 2460 4459 or by email to [investments@foord.com](mailto:investments@foord.com). The cut-off time for dealing is 16:00 Central European Time. Dealing instructions received after the cut-off time will be processed the following business day.
4. If updated investor identification documents are submitted with this conversion form, or if the conversion is an initial subscription by the investor in any Foord global fund, these original onboarding documents must be sent by mail or courier to an agent office within 30 calendar days. Redemption payments will be delayed until the original onboarding documents are received in good order. Any redemption monies awaiting payment will not bear any interest for the investor.
5. Foord Asset Management (Guernsey) Limited is the global distributor of the Foord global funds. Agent offices are maintained in Luxembourg, Singapore and South Africa. If you require assistance or further information, please contact the agents in any of these locations:

	LUXEMBOURG	SINGAPORE	SOUTH AFRICA
Agent	RBC Investor Services Bank S.A. (for the attention of Foord Dealing team)	Foord Asset Management (Singapore) Pte. Limited	Foord Unit Trusts (RF) (Pty) Limited
Address	14, Porte de France, L-4360 Esch sur Alzette, Luxembourg	9 Raffles Place, Republic Plaza, #18-03 Singapore 048619	8 Forest Mews, Forest Drive, Pinelands 7405, South Africa
Telephone	+352 2605 2200	+65 6521 1100	+27 21 532 6969

## A. INVESTOR DETAILS

NATURAL PERSON/LEGAL ENTITY INVESTOR

Investor's full names \_\_\_\_\_  
 Investor number \_\_\_\_\_ Telephone \_\_\_\_\_  
 Permanent residence address \_\_\_\_\_  
 \_\_\_\_\_ Country \_\_\_\_\_ Postal code \_\_\_\_\_

## B. CONVERSION INSTRUCTION

Conversions between Foord funds may have capital gains tax consequences. Please consult your tax practitioner.

FROM: Redeem shares/units:

FUND	CLASS	CURRENCY	CONVERSION AMOUNT
Foord International Fund	Class R ISIN: LU0914416325		
Foord International Trust	Single Class ISIN: GB0003495107		
Foord Global Equity Fund	Class B ISIN: SG9999010573		

TO: And subscribe for shares/units:

FUND (Refer Annexure 2 for further information)	CLASS	CURRENCY	CONVERSION AMOUNT
Foord International Fund	Class R ISIN: LU0914416325		
Foord International Trust	Single Class ISIN: GB0003495107		
Foord Global Equity Fund	Class B ISIN: SG9999010573		

- NOTES
- Fund minimum holdings apply. If a partial redemption causes the remaining investment value to decline below the minimum holding, Foord may deem the redemption instruction to be for the full investment balance.
  - Where the conversion is based on a number of units/shares, or is for the full holding, the subscription transaction will be executed on the dealing day following that of the redemption transaction. Separate contract notes will be issued for the redemption and subscription components of the transaction.

## C. INVESTOR DECLARATION

1. All information in this conversion form and submitted by me is true, accurate and complete. I will promptly inform Foord of any changes.
2. We are duly organised and in good standing under the laws of the jurisdiction in which we are organised, if applicable. I have full power, authority, eligibility and permission to conclude this contract, with the necessary assistance where such assistance is a legal requirement.
3. I confirm that the money or assets to be invested are not the proceeds of any criminal act.
4. I have read and fully understood all the pages of this conversion form and the Offering Documents listed in Annexure 2 and I agree to the terms and conditions of this investment, as set out in the Offering Documents, as amended or supplemented by Foord.
5. I am aware of the charges and fees, the total expense ratio, investment objective and risk factors applicable to my investment in the fund(s) as set out in this conversion form, the latest factsheet (available at [www.foord.com](http://www.foord.com)) and in other documentation provided to me. I know that there are no guarantees on my investment capital or the performance return of the investment.
6. I confirm that I am making an unsolicited offer to purchase units/shares in the fund(s), and that Foord has not provided any form of advice with regards to my investment in the Foord global funds.
7. I am aware that the country of domicile of the funds may not be my home country and that:
  - 7.1. The level of investor protection and safeguards may differ from my home country, and
  - 7.2. I may be exposed to further tax implications, currency risks and/or incur additional transaction costs related to my investment in the fund(s).
8. I consent to all personal data (including sensitive personal data) and other information provided by me to Foord and its related corporations and/or independent third parties/delegates and their respective employees being collected, used, disclosed or otherwise processed to enable each of them to carry out their respective duties and obligations in relation to my investment in the fund(s) for each of the purposes as set out in the relevant Prospectus or as may be permitted under the applicable personal data protection legislation. I agree that any information provided by me may be disclosed to any other person, to the extent required or permitted by law.
9. I authorise Foord to:
  - Accept this conversion form and all subsequent instructions if delivered by email and I hereby indemnify Foord against any resulting claim or loss;
  - Email contract notes and statements of account to the address specified in section A and I hereby indemnify Foord against any resulting claim or loss; and
  - Suspend redemption payments until Foord is in receipt of the original conversion form for initial subscription to any Foord global fund and all supporting documents.

## SIGNATURES

### MAIN INVESTOR/AUTHORISED PERSON

Signature \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

### JOINT INVESTOR/AUTHORISED PERSON (IF APPLICABLE)

Signature \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

NOTES • This form must be signed in accordance with the signing instructions previously provided to Foord.

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## ANNEXURE 1

Foord must verify the identity of its investors.

If any of the information requested below has changed since it was previously submitted to Foord, please attach to the investment conversion form the following required documentation:

### 1. FOR INDIVIDUAL IDENTIFICATION DOCUMENTS:

- 1.1. An original certified true copy of passport photo page, driving licence or identity card, preferably in colour, showing clear photo identification, date of birth and signature. Where the photo ID does not include the nationality of the individual, this information should be provided separately. The photo identification document must be valid at the date of subscription (not expired).
- 1.2. An original certified true copy of a recent utility bill (not older than 90 days) as proof of residential address.
- 1.3. An original certified true copy of a recent bank statement (not older than 90 days) as proof bank account.

### 2. FOR CORPORATE INVESTORS:

- 2.1. An original certified true copy of Certificate of Incorporation/Registration and evidence of Good Standing.
- 2.2. An original certified true copy of Memorandum & Articles of Association or By-Laws (or the equivalent).
- 2.3. Details of the registered office and the address from which the business is transacted.
- 2.4. Nature of the business of the company.
- 2.5. An original certified true copy of Registers of Members/Shareholders/Investors showing addresses and amounts or percentages of contributions.
- 2.6. An original certified true copy of Register of Directors (if directors are appointed).
- 2.7. Where bearer shares are issued, please provide details on the current beneficial owner and safekeeping arrangement.
- 2.8. A copy of structure chart, showing holdings up to the ultimate beneficial owners and identifying the percentage holding of each such ultimate beneficial owner (if applicable).
- 2.9. Where applicable, an original certified true copy of an authorised signatory list (if any) with specimen signatures of the authorised signatories and signing mandate, or if none, certified true copy(ies) of Board Resolution(s) or other evidence of authority of persons representing the Corporation.
- 2.10. A copy of audited financial statements (if prepared), or if none, a copy of latest financial statements, or document supporting the source of funds being invested.
- 2.11. Individual identification documents referred to in Section 1 of this Annexure in respect of each of the directors, all authorised signatories, all ultimate principals and all beneficial owners (where applicable).
- 2.12. Individual identification documents referred to in Section 1 of this Annexure, in respect of beneficial owners, may not be required in circumstances where the corporation is a government entity or is listed on a stock exchange.

### 3. FOR MUTUAL FUNDS:

- 3.1. An original certified true copy of the most recent offering memorandum.
- 3.2. Documentation supporting the source of funds being invested.
- 3.3. If the fund manager is not a financial institution (FI) or is an FI but not subject to and supervised for compliance with the AML/CFT requirements consistent with standards set by the FATF, the documents to be provided are based on the type of entity (corporate, partnership) as indicated in this Annexure. Otherwise, refer to documents under Section 6 of this Annexure.

### 4. FOR LIMITED PARTNERSHIPS:

- 4.1. An original certified true copy of Certificate of Registration and evidence of Good Standing.
- 4.2. An original certified true copy of Limited Partnership Agreement.
- 4.3. Details of the registered office and the address from which the business is undertaken.
- 4.4. Nature of the business of the Limited Partnership.
- 4.5. An original certified true copy of the Register of Limited Partnership Interests.
- 4.6. Individual identification documents referred to in Section 1 of this Annexure in respect of all partners, authorised representatives or persons exercising executive control.
- 4.7. Corporate identification documents referred to in Section 2.1 and 2.2 of this Annexure in respect of any institutional partners, and individual identification documents referred to in Section 1 of this Annexure in respect of authorised representatives or natural persons exercising executive control in the aforementioned institutional partners.
- 4.8. Partnership authorisation of transaction.
- 4.9. An original certified copy of the authorised signatory list with specimen signatories of authorised signatories and signing mandate.
- 4.10. A copy of the Partnership's audited financial statements (if prepared), or if none, a copy of the Partnership's latest financial statements, or document supporting the source of funds being invested.

**5. FOR TRUSTS:**

- 5.1. An original certified copy of the Trust Deed or other satisfactory evidence of the Trustee relationship.
- 5.2. An explanation as to general nature of the Trust.
- 5.3. Full name of the Trust relevant party in relation to the Trust. Trust relevant party means the settlor, the trustee, beneficiary(ies) of the Trust or any person who has any power over the disposition of any property that is subject to the Trust.
- 5.4. Individual identification documents referred to in Section 1 of this Annexure if the Trust relevant party is an individual.
- 5.5. If the Trust relevant party is a legal person, the documents to be provided are based on the type of entity (corporate, regulated financial institution, mutual fund, partnership) as indicated in Section 2 to Section 4 of this Annexure.
- 5.6. Documentation supporting the confirmation on the source of funds being invested. Additional steps may need to be taken to verify information regarding the source of funds or wealth with respect to the Trust. This may include the origin of the settlor's wealth as well as identifying the source of income that the Trust is receiving.
- 5.7. An original certified copy of the authorised signatory list with specimen signatures of the authorised signatories and signing mandate.

In circumstances where the appropriate identification checks have already been undertaken by a regulated trust company in a country, which is subject to disciplinary action or sanctions for failure to comply with the anti-money laundering laws of that country, a letter of undertaking from that trust company, in lieu of obtaining the identification documents of the underlying beneficial owners described above, is acceptable. The letter of undertaking should confirm that (a) it is subject to disciplinary action or sanctions for failure to comply with the anti-money laundering laws of that country where the AML/CFT requirements are consistent with standards set by the FATF, (b) the underlying beneficial owners have been identified, and (c) anti-money laundering checks have been carried out to the FATF standards on the underlying investors/beneficial owners in the investing fund.

**6. FOR REGULATED FINANCIAL INSTITUTIONS IN JURISDICTIONS THAT ARE MEMBERS OF FATF (Other than those holding a money changer's licence or a remittance licence)**

- 6.1. Independent evidence that the financial institution is licensed and the jurisdiction where the financial institution is located.
- 6.2. An original certified true copy(ies) of an authorised signatory list (if any) with specimen signatures of the authorised signatories and signing mandate, or if none, an original certified true copy(ies) of Board Resolution(s) or other evidence of authority of persons representing the financial institution.
- 6.3. Individual identification documents referred to in Section 1 of this Annexure in respect of each of the natural persons having executive authority to open or maintain the account with Foord.
- 6.4. Where a financial institution is subscribing on behalf of its client, an AML comfort letter confirming that (a) the financial institution is regulated, subject to and supervised for compliance with the AML/CFT requirements consistent with standards set by the FATF; (b) the underlying investors including beneficial owners have been identified; and (c) anti-money laundering checks have been carried out to the FATF standards on the underlying investors/beneficial owners in the investing fund.
- 6.5. Documentation supporting the source of funds being invested.

**TRANSLATION AND CERTIFICATION OF DOCUMENTS**

Where documents are not in English, a certified translation must also be provided which is sufficient to ensure that the document is clearly understood.

Where documents are not provided in original form, original certified true copies can be accepted if certified in accordance with the below guidance and by a suitable certifier, such as an accountant, a notary public, an independent legal professional, or a director/senior management employee of a regulated financial institution that is in countries or jurisdictions which are members of the Financial Action Task Force (FATF). Certification should include the following wording:

**PHOTOGRAPHIC IDENTIFICATION:**

"I certify that I have seen the original documentation and the copy documentation hereby represents a complete and accurate copy of the original identity documentation and is a true likeness of the person whom I have met."

Signature \_\_\_\_\_

Name \_\_\_\_\_

Professional title \_\_\_\_\_

Date \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

**OTHER DOCUMENTS:**

"I certify that I have seen the original documentation and that the copy documentation hereby provided represents a complete and accurate copy of the original."

Signature \_\_\_\_\_

Name \_\_\_\_\_

Professional title \_\_\_\_\_

Date \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

**Foord reserves the right to request additional documents and information required before acceptance of this investment conversion form.**

## ANNEXURE 2: PRODUCT INFORMATION

The product information below is a summary of the main features of the Foord global funds, more fully described in the applicable Offering Document(s). Investors should read the applicable Offering Document(s) before making a decision to convert units/shares between the funds listed below.

	<b>FOORD INTERNATIONAL TRUST, a Unit Trust</b>	<b>FOORD INTERNATIONAL FUND, a sub-fund of FOORD SICAV</b>	<b>FOORD GLOBAL EQUITY FUND, a Unit Trust</b>
Country of Domiciliation and Contract Governing Law	Guernsey	Luxembourg	Singapore
Share/Unit Class	ISIN GB0003495107	CLASS R, ISIN LU0914416325	CLASS B, ISIN SG9999010573
Initial, Exit and Switching Fees	0.0%	0.0%	0.0%
Management Fee (Minimum)	N.A. A 1.35% per annum fixed management fee is levied in the Foord International Fund	1.35%	0.85%
Management Fee (Maximum)		1.35%	Uncapped
Performance Fee Sharing Rate	N.A.	N.A.	15% performance fee (subject to high water mark)
Other Charges Against Income of the Portfolio	Trustee fee, Audit fee and other professional fees including out-of-pocket expenses legal and applicable taxes Regulatory fees	Depository fee, Audit fees and other professional fees and applicable taxes Annual subscription tax (taxed'abonnement) Regulatory fees Brokerage and clearing fees, taxes and governmental duties and charges	Trustee fee, Custodian fee, Audit fee and other professional fees including out-of-pocket expenses, legal and applicable taxes (i.e. Goods and Services Tax [GST]) Regulatory fees Brokerage and clearing fees, taxes and governmental duties and charges
Benchmark	N.A.	N.A.	MSCI All Country World Net Total Return Index
Total Expense Ratio	The total expense ratio (TER) of a portfolio, which is set out in the latest Fund Factsheet, is a measure of a portfolio's annual expenses, fees and charges, expressed as a percentage of the average daily value of the portfolio. These expenses include the annual fee, VAT, audit fees, bank charges and costs incurred in any underlying funds. Included in the TER, but separately disclosed, is a performance fee (or credit) resulting from overperformance (or underperformance) against the benchmark. A higher TER ratio does not necessarily imply a poor return, nor does a low TER imply a good return. The current TER cannot be regarded as an indication of future TERs. Performance return information and prices are always stated net of the expenses, fees and charges included in the TER.		
Mandate Restrictions	Feeder fund, invested exclusively in Class A shares of Foord International Fund, sub-fund of Foord SICAV	<ul style="list-style-type: none"> <li>Complies with Luxembourg UCITS regulations as further detailed in the Prospectus.</li> <li>Maximum 20% of portfolio in UCITS or other UCIs</li> <li>Maximum 10% of portfolio in sub-investment grade fixed-interest securities</li> <li>Borrowing, limited to 10% of portfolio, is permitted to accommodate redemption requests only.</li> <li>Derivatives may be used to protect the fund, on a prudent basis, against adverse currency or security price movements.</li> </ul> <p>May not invest in a security that compels the acceptance of physical delivery of a commodity</p>	Maximum of 100% of portfolio, minimum 6 issues, maximum 30% of portfolio per issue Derivatives may be used for efficient portfolio management Shall not have exposure to commodities Complies with Code on Collective Investment Scheme issued by the Monetary Authority of Singapore
Income Distributions	Accumulating Shares	Accumulating Shares	Accumulating Shares
Portfolio Orientation	Invests exclusively in Class A shares of Foord International Fund (the "Master Fund"), a sub-fund of Foord SICAV	Investment in global equities, warrants, exchange traded funds, UCITS and other UCIs, interest-bearing securities (collectively "international securities") as well as cash instruments	To achieve optimum risk adjusted total return by investing primarily in a diversified portfolio of global equities
Risk of Loss	Generally medium to long term investments and are subject to investment risks, including the possible loss of the principal amount invested		

	<b>FOORD INTERNATIONAL TRUST, a Unit Trust</b>	<b>FOORD INTERNATIONAL FUND, a sub-fund of FOORD SICAV</b>	<b>FOORD GLOBAL EQUITY FUND, a Unit Trust</b>
Return Objective	To achieve meaningful long-term inflation-beating US\$ returns over rolling five-year periods	To achieve meaningful long-term inflation-beating US\$ returns over rolling five-year periods. Refer Prospectus for full description of the investment objective, policy and strategy	To achieve a higher total rate of return than the benchmark, without assuming greater risk
Suitable Investors	Investors requiring a UCITS accredited fund with exposure to a balanced but conservatively managed portfolio of international securities and cash instruments	Investors requiring a UCITS accredited fund with exposure to a balanced but conservatively managed portfolio of international securities and cash instruments	Investors requiring long-term growth and who can withstand investment volatility in the short to medium term
Minimum Subsequent Investment Amount	US\$ 1 000 or equivalent	US\$10 000 or equivalent	US\$10 000 or equivalent
Offering Documents (available free of charge on <a href="http://www.foord.com">www.foord.com</a> )	Prospectus Minimum Disclosure Document (MDD) and Schedule of Similarities and Differences - For South African investors only	Prospectus Key Investor Information Document (KIID) Minimum Disclosure Document (MDD) and Schedule of Similarities and Differences - For South African investors only. Product Highlights Sheet (PHS) - For Singaporean investors only	Prospectus Product Highlights Sheet (PHS) Minimum Disclosure Document (MDD) and Schedule of Similarities and Differences - For South African investors only
Investment Manager	Foord Asset Management (Guernsey) Limited	Foord Asset Management (Guernsey) Limited	Foord Asset Management (Singapore) Pte. Limited
Sub-Investment Manager	N.A.	N.A.	Foord Asset Management (Pty) Ltd
Investment Advisor	N.A.	Foord Asset Management (Singapore) Pte. Limited	N.A.
Management Company/Trustee	Royal Bank of Canada (Channel Islands) Limited	Lemanik Asset Management S.A	RBC Investor Services Trust. Singapore
Depository/Custodian	Limited	RBC Investor Services Bank S.A	Limited
Fund Administrator	RBC Offshore Fund Managers Limited		
Registrar and Transfer Agent			

N.A = Not applicable