

# TRANSFER SECRETARIES (PTY) LTD

PO Box 2401, 4 Robert Mugabe Avenue (Entrance in Dr Theo Ben Gurirab Street), Windhoek , Namibia;  
tel +264 61 227647; e-mail [ts@nsx.com.na](mailto:ts@nsx.com.na)

## Shareholder Contact Details Update

Shareholder Holder Number

Company in which shares are held


### A PERSONAL DETAILS (NEW contact details)

Surname / company name	
Full names as on ID	
Identity number / company reg no	
Residential address	
e-mail address [e-mail notifications]	
Contact phone number (8h00-17h00)	
Cell number	
Postal address	

### B PERSONAL DETAILS (OLD contact details)

<i>Surname / company name</i>	
<i>Full names as on ID</i>	
<i>Identity number / company reg no</i>	
<i>Residential address</i>	
<i>e-mail address [e-mail notifications]</i>	
<i>Contact phone number (8h00-17h00)</i>	
<i>Cell number</i>	
<i>Postal address</i>	

### Authority to Verify and Update Your Account

Signature \_\_\_\_\_

Date \_\_\_\_\_

By signing, you authorise Transfer Secretaries (Pty) Ltd to verify your details against any third party database. You acknowledge that Transfer Secretaries (Pty) Ltd might be unable to verify the authenticity of electronic instructions and therefore you hereby indemnify Transfer Secretaries (Pty) Ltd against any loss or damage incurred as a result of acting upon such instructions. You further acknowledge that it is your responsibility as the account holder to inform Transfer Secretaries (Pty) Ltd immediately and not later than a period of 1 month of any change made to the registered email address.

## Inclusion of Supporting Documents as per FIA

You will also need to include the below FIA documentation when you submit the above to us, refer to the following Fact sheets:

- > Physical Verification form to be completed
- > FIA Requirements for Individual Investors
- > FIA Requirements for Minors
- > FIA Requirements for Pension, Provident or Retirement Annuity Funds
- > FIA Requirements for Legal Entities
- > FIA Requirements for Trusts
- > FIA Requirements for Deceased Estates

	<b><i>Administrator One</i></b>	<b><i>Administrator Two</i></b>
Name of Administrator		
Captured / Reviewed		
Signed _____	_____	_____
Date _____	_____	_____

	<b><i>TS Senior Administrator</i></b>
Name of Administrator	
Reviewed	
Signed _____	_____
Date _____	_____