

General Information

Welcome to Gryphon Collective Investments!!

What follows are the easy steps to create **a NEW investor account** and, once you have an account number, keep on investing in an easy way thereafter with a template application form in PDF format.

Application forms and Client number

The application process consists of the following forms:

- Purchase Application Form;
 - Complete the Purchase Application Form as complete as possible, but in particular.
 - Source of Funds section, the correct banking details and **your Email address (if you have one)**
- The FICA form (new investors only); and
- Dividend Withholding Tax form (in some instances the duly completed.)
 - Dividend Withholding Tax - this section should only be considered and completed by investors who are not the beneficiaries of dividends from their investments, certain exempt institutions or if you are a foreign investor.

After completion of the various forms please –

- ✓ **save the PDF files on your computer;**
- ✓ **print and sign** the forms where indicated;
- ✓ as a first time investor, write the date (yyyymmdd) together with the first 4 digits of your Surname/Trust/Company name above the blank Investor no. on the application form – use this as your reference when transferring the payment to the account Gryphon Investment Account, account no: 40 49 71 64 04 at ABSA Bank (branch code 632005));
- ✓ scan these **completed forms** together with the **scanned FICA documents** required (bank statement, utility bill (or similar document), copy of your ID/Passport for natural persons); and
- ✓ send these to PDF files to invest@gryphon.com.

Template for Future investments and the Client number

On your **first statement**, as a **Gryphon Client**, you will find an **Investor No.** This is an **important number** - retain it for further correspondence and reference. All further investments should include your **Investor No** on the **Application form** as well as the **Investor No** as the required **reference on the banking system** when transferring additional investment amounts. This will secure an easy way of identifying your money on our bank account and the swift investment into the portfolio of your choice.

The benefit of using the PDF files and **saving it on your desktop** is that you can re-use the Application form for future investments as a **template** by just amending the relevant fields. The further advantage is that if you save this new investment under a different file name you can keep a record of your investments for reference purposes.

Real easy!!