

## LETTER OF INTRODUCTION

### Statutory Disclosure Notice and other Legal Requirements in terms of the Financial Advisory and Intermediary Services (FAIS) Act 37 of 2002

This Letter of Introduction (also known as the FAIS Disclosure Letter) is an important document and you are requested to please read it carefully. In terms of the Financial Advisory & Intermediary Services Act 2002 (FAIS) we are required to make you aware of certain information in respect of our business at an early stage. If there is anything that you do not understand please request further information from us. You are entitled to a copy of this document for your own records.

#### License Status

Atlantic Capital Partners (Pty) Ltd (“Atlantic Capital”) is a licensed Financial Services Provider (FSP) in terms of FAIS, with license number 54530. A copy of the license is available upon request.

#### Authorized Financial Services and Products

Atlantic Capital is authorized to render advice and intermediary services in respect of the following category 1 sub-categories:

1.1 Long-term insurance subcategory A	1.13 Derivative instruments
1.2 Short-term Insurance Personal Lines A1	1.14 Participatory interests in a collective investment scheme
1.3 Long-Term Insurance subcategory B1	1.16 Health Service Benefits
1.4 Long-term insurance subcategory C	1.17 Long-term Deposits
1.5 Retail Pension Benefits	1.18 Short-term Deposits
1.6 Short-Term Insurance Commercial Lines	1.20 Long-term insurance subcategory B2
1.7 Pension Funds Benefits	1.21 Long-term Insurance subcategory B2-A
1.8 Shares	1.22 Long-term Insurance subcategory B1-A
1.9 Money market instruments	1.23 Short-term Insurance Personal Lines A1
1.10 Debentures and securitised debt	1.24 Structured Deposits
1.11 Warrants, certificates and other instruments	1.25 Securities and Instruments
1.12 Bonds	1.26 Participatory interest in a hedge fund

#### Section 13 - Authorized Representatives

Atlantic Capital has duly authorized certain individuals to render advice and intermediary services as defined in terms of FAIS under the license of Atlantic Capital. The Key individual as well as the Representative is Lance Lawson. Atlantic Capital has the necessary controls and procedures in place as to ensure that the Key Individuals and Representatives comply with the prescribed FAIS Fit and Proper Requirements. Atlantic Capital accepts legal responsibility for the rendering of the services by the said Representative.

### **Indemnity Cover**

Atlantic Capital holds professional indemnity insurance underwritten by Aon South Africa (Pty) Ltd which is an authorized Financial Services Provider (FSP 20555).

### **Compliance with the Financial Advisory and Intermediary Services Act “FAIS”:**

Compliance with the FAIS Act is monitored by our compliance officers, Adrian Mains and Piet Kotze of Masthead SA (Pty) Ltd, who are contactable on 021 555 4121 or email [amains@masthead.co.za](mailto:amains@masthead.co.za) and/or [pkotze@masthead.co.za](mailto:pkotze@masthead.co.za)

### **Independent Status**

Atlantic Capital is an independent financial services provider that it has no shareholding in any product supplier. Conflicts of interest are inherent in any business and therefore the aim of Atlantic Capital is to take steps to identify, disclose and manage conflicts of interest that may arise and to further ensure that our clients are not unduly prejudiced.

### **Commission and Fees**

The costs for our services are duly laid out in our Client Mandate and Service Level Agreement. Refer also to relevant documentation completed as part of the Advice process, e.g. the relevant product quotations. Remuneration is based on the regulatory commission paid to the FSP and Representative from the providers. Atlantic Capital may receive commission from various product providers it has agreements with and is authorized to place business with any of them. A list of product providers is available on request and is disclosed in the Adviser Appointment letter. Any additional fee that may be applicable will be disclosed in advance. Fees may also be negotiated on an hourly basis as may be determined.

### **Confidentiality**

Where applicable all information will be kept by Atlantic Capital on a confidential basis and will not be made available to third parties by Atlantic Capital so authorised by the client beforehand or if Atlantic Capital is required to divulge such information in the public interest or under any law.

### **Financial Intelligence Centre Act (FICA)**

Please note that in terms of the Financial Intelligence Centre Act (FICA), Atlantic Capital is an accountable institution under law and as such obliged to report suspicious and unusual transactions that may facilitate money laundering to the authorities.

### **POPIA Policy**

In terms of the POPIA legislation, we are obliged to implement measures and strategies to ensure the protection of your Personal Information, whereby, unauthorised access and use is deterred. A copy of the POPIA Policy is available upon request.

### Complaints

Should you wish to pursue a complaint against a key individual or representative of Atlantic Capital, you should address your complaint in writing to Lance Lawson, either via email: [info@acp.co.za](mailto:info@acp.co.za) or posted to Atlantic Capital, Touchstone House 11FL, 7 Bree Street, Cape Town, 8000.

If you cannot settle your complaint with us, you are entitled to refer it to the office of the FAIS Ombud. The Ombud has been created to provide you with a redress mechanism for any inappropriate financial advice that you feel may have been given to you by a financial services provider.

### Contact particulars of the Ombud:

PO Box 74571 Lynnwood Ridge 0040

T +27 23 470 9080 F +27 23 348 3447

E [info@faisombud.co.za](mailto:info@faisombud.co.za) W [www.faisombud.co.za](http://www.faisombud.co.za)

We thank you for your interest and look forward to working with you in a helpful long-term relationship.

I, the undersigned hereby acknowledged this Disclosure Notice from Atlantic Capital and have read and understood the contents contained therein:

Client signature
Client name:
Date: