



Standing Instruction and Indemnity

All fields are mandatory.
 This form remains valid until cancelled in writing.

Account Details

Account Number Branch Code

Beneficiary Details (Capitec Bank Client)

Title Gender Male Female Date of Birth
D D M M Y Y Y Y

Names

Surname

Residential/Business Address
 (Not PO Box)

City Province

Country Postal Code **RSA Resident** Yes No

Contact Number Email/Fax

Temporary Resident Permit/ ID Number

Sender's Details

Gender Male Female

Names/ Entity

Surname

Foreign Country

RSA Resident Yes No

The field below is only applicable to South African residents transferring money from their own foreign bank account.

Resident Foreign Bank Account Yes No

Payment Details

Reason for Payment

Use the addendum to complete the category and subcategory. Choose a category for the reason of the payment or the one that best suits the reason for your payment.

Category Subcategory (If applicable)

Complete the below if you have chosen the GIFT (Code 401) category ONLY. As instructed by the South African Reserve Bank, a specific amount and frequency must be stated, as well as the specific period over which the gifts will be received.

Amount (May be ZAR/ Foreign Value) .

Frequency (e.g. Monthly, Quarterly) End Date
D D M M Y Y Y Y

Authorisation: Conversion and Rand-denominated Payment

I hereby authorise Capitec Bank to use any bank to convert any foreign currency received to rand at the ruling buying rate of conversion, deduct the applicable charges and credit my Capitec Bank account accordingly with the rand value.

General

Should your personal details on this form not correspond with those we have on record, it could result in your payment not being processed. All clients participating in international transactions must be FICA compliant.

Terms and Conditions

The purpose of this document is to obtain your declaration of the Balance of Payments (BOP) category for the account listed herein. Standing instructions can only be processed for the specific beneficiary account listed herein.

The terms and conditions hereunder contain sections in bold (clauses 4, 5.3, 5.4, 5.5 and 6):

- which limit the risks and liability of the Bank to you and other parties
 - where you assume certain risks and liabilities
 - which impose an obligation on you to indemnify the Bank in certain circumstances
 - where you acknowledge that you are aware of certain facts relating to giving the Bank standing instructions and the methods of communication with the Bank
1. I hereby confirm that I shall not at all times be able/available to provide the Bank with a BOP form and hereby authorise Capitec Bank Limited, registration number 1980/003695/06 ('Capitec Bank' or 'the Bank'), to declare money received on my behalf in terms of the Exchange Control Regulations of the South African Reserve Bank.
 2. I warrant that the BOP category will not change in relation to future inward payments, alternatively that I shall provide a newly completed and signed instruction form and indemnity to the Bank prior to any change of category that I expect to continue as the appropriate category and only if I expect such change to occur, and inform the Bank of such change by way of electronic instructions.
 3. I confirm that the Bank is not obliged to confirm receipt of instructions either telephonically or electronically (by fax or email) to me in writing or otherwise.
 4. **I understand, confirm and acknowledge that:**
 - 4.1 **the use of telephone, fax or email may not be the safest or most prudent way of providing instructions as a result of the inherent shortcomings in these methods, including without limitation, equipment malfunction, distortion and the like;**
 - 4.2 **aside from asking questions relating to personal information, it is not possible for the Bank to confirm the identity or the authority of the person(s) providing the instructions either telephonically or electronically;**
 - 4.3 **should personal information or instructions fall into the hands of an unauthorised party, it may be used to commit fraud; and**
 - 4.4 **by instructing and authorising the Bank to accept instructions either telephonically or electronically, I may be exposing myself to substantial risk, not specified herein.**
 5. Therefore, as a prerequisite to the Bank accepting my instructions as above:
 - 5.1 I consent to the electronic recording by the Bank of instructions provided telephonically. I also consent to the recording of the instructions, whether received telephonically or electronically on the Bank's processing systems.
 - 5.2 confirm that I am legally bound by the telephone recordings of the instructions or purported instructions, and by instructions or purported transactions provided electronically in the same manner as I would have been had I completed and signed the Balance of Payments form, the terms and conditions of which I am fully aware of and to which I agree.
 - 5.3 **I hereby indemnify and agree to keep the Bank indemnified against all demands, actions and**
- proceedings which may be made or instituted against the Bank, and all injury, loss or damage which may be suffered by the Bank, whether directly or indirectly, arising out of or in connection with this agreement and/or relating to the receipt and implementation of instructions or purported instructions either telephonically or electronically (by fax or email), or the electronic recording of telephone conversations in respect thereof.**
- 5.4 **I also hereby indemnify and agree to keep the Bank indemnified against all demands, actions and proceeding which may be made or instituted against the Bank, and all injury, loss or damage which may be suffered by the Bank, whether directly or indirectly, arising out of or in connection with or relating to any transgression of Exchange Control Regulations and/or the fact that the money received by inward payment may not relate to an underlying export trade or transaction.**
 - 5.1 **The liability of the Bank or any of its employees in the event of any successful claim instituted against the Bank shall be limited to actual financial loss incurred by me and shall exclude indirect and consequential loss or special damages of any nature whatsoever.**
 6. **In particular, I agree and confirm that the Bank or employees shall not be liable for any loss or damage caused as a direct or indirect result of instructions or purported instruction received either telephonically or electronically and implemented by the Bank, including but not limited to loss or damage (of whatever nature) brought about by or in relation to any or all of the following:**
 - 6.1 **infringements of confidentiality arising from the use of the telephone, fax or email to receive information from or to send instructions or information to the Bank;**
 - 6.2 **malfunctions, failures or unavailability of any hardware, software or equipment;**
 - 6.3 **reliance placed on incorrect, illegible, inaudible, incomplete or inaccurate information or instructions of any kind provided by telephone, fax or email;**
 - 6.4 **false, fraudulent or altered information or instructions of any kind provided by telephone, fax or email;**
 - 6.5 **delay in acting immediately upon information of any kind provided to the Bank either telephonically or electronically, irrespective of the reason for the delay and whether or not there was negligence on the part of the Bank or any of its employees; and/or**
 - 6.6 **any event beyond the Bank's control.**

Declaration

I/We the undersigned, _____, hereby declare that:

- I/we have read this document and know and understand the contents thereof
- the information provided is in all respects both true and correct
- the currency applied for will only be used for the specific purpose stated
- the documentation presented in support of this application is in all respects authentic
- I/we have been informed of the limit applicable to the above transaction and confirm that this limit will not be exceeded as a result of the conclusion of this transaction
- I/we consent to this information being provided to the South African Revenue Service and/or the Financial Intelligence Centre

Signature: _____

Date

D	D	M	M	Y	Y	Y	Y



Standing Instruction and Indemnity Addendum

Balance of Payments Category (Mark applicable box 'X')

1. MERCHANDISE

Transaction Adjustments

100 Adjustments/Reversals/Refunds applicable to merchandise

Exports: Advance Payments

- 101 01 Export advance payment (excluding capital goods, gold, platinum, crude oil, refined petroleum products, diamonds, steel, coal, iron ore and goods exported via the South African Post Office)
- 101 02 Export advance payment – capital goods
- 101 03 Export advance payment – gold
- 101 04 Export advance payment – platinum
- 101 05 Export advance payment – crude oil
- 101 06 Export advance payment – refined petroleum products
- 101 07 Export advance payment – diamonds
- 101 08 Export advance payment – steel
- 101 09 Export advance payment – coal
- 101 10 Export advance payment – iron ore
- 101 11 Export advance payment – goods exported via the South African Post Office

Exports

- 103 01 Export payments (excluding capital goods, gold, platinum, crude oil, refined petroleum products, diamonds, steel, coal, iron ore and goods exported via the South African Post Office)
- 103 02 Export payment – capital goods
- 103 03 Export payment – gold
- 103 04 Export payment – platinum
- 103 05 Export payment – crude oil
- 103 06 Export payment – refined petroleum products
- 103 07 Export payment – diamonds
- 103 08 Export payment – steel
- 103 09 Export payment – coal
- 103 10 Export payment – iron ore
- 103 11 Export payment – goods exported via the South African Post Office

Exports: Other

- 105 Consumables acquired in port
- 106 Trade finance repayments in respect of exports
- 107 Export proceeds where the customs value of the shipment is less than R500

108 Export payments where goods were declared as part of passenger baggage and no UCR is available

Invoice Number

- 109 01 Proceeds for goods purchased by non-residents where no physical export will take place, excluding gold, platinum, crude oil, refined petroleum products, diamonds, steel, coal and iron ore as well as merchanting transactions
- 109 02 Proceeds for gold purchased by non-residents where no physical export will take place, excluding merchanting transactions
- 109 03 Proceeds for platinum purchased by non-residents where no physical export will take place, excluding merchanting transactions
- 109 04 Proceeds for crude oil purchased by non-residents where no physical export will take place, excluding merchanting transactions
- 109 05 Proceeds for refined petroleum products purchased by non-residents where no physical export will take place, excluding merchanting transactions
- 109 06 Proceeds for diamonds purchased by non-residents where no physical export will take place, excluding merchanting transactions
- 109 07 Proceeds for steel purchased by non-residents where no physical export will take place, excluding merchanting transactions
- 109 08 Proceeds for coal purchased by non-residents where no physical export will take place, excluding merchanting transactions
- 109 09 Proceeds for iron ore purchased by non-residents where no physical export will take place, excluding merchanting transactions
- 110 Merchanting transaction

2. INTELLECTUAL PROPERTY AND OTHER SERVICES

Transaction Adjustments

200 Adjustments/Reversals/Refunds applicable to intellectual property and service-related items

Related Reference

Charges for the Use of Intellectual Property

- 201 Rights assigned for licences to reproduce and/or distribute
- 202 Rights assigned for using patents and inventions (licensing)
- 203 Rights assigned for using patterns and designs (including industrial processes)
- 204 Rights assigned for using copyrights
- 205 Rights assigned for using franchises and trademarks

Disposal of Intellectual Property (excluding computer-related and audiovisual)

- 210 Disposal of patents and inventions
- 211 Disposal of patterns and designs (including industrial processes)
- 212 Disposal of copyrights
- 213 Disposal of franchises and trademarks

Balance of Payments Category (Mark applicable box 'X')

Research and Development

- 220 Proceeds received for research and development services
- 221 Funding received for research and development

Audiovisual and Related Items

- 225 Sales of original manuscripts, sound recordings and films
- 226 Receipt of funds relating to the production of motion pictures, radio and television programs and musical recordings

Computer Software and Related Items

- 230 The outright selling of ownership rights of software
- 231 Computer-related services including maintenance, repair and consultancy
- 232 Commercial sales of customised software and related licenses for use by customers
- 233 Commercial sales of non-customised software on physical media with periodic licence to use
- 234 Commercial sales of non-customised software provided on physical media with right to perpetual (ongoing) use
- 235 Commercial sales of non-customised software provided for downloading or electronically made available with periodic license
- 236 Commercial sales of non-customised software provided for downloading or electronically made available with single payment

Technical-related Services

- 240 01 Fees for processing – processing done on materials (excluding gold, platinum, crude oil, refined petroleum products, diamonds, steel, coal and iron ore)
- 240 02 Fees for processing – processing done on gold
- 240 03 Fees for processing – processing done on platinum
- 240 04 Fees for processing – processing done on crude oil
- 240 05 Fees for processing – processing done on refined petroleum products
- 240 06 Fees for processing – processing done on diamonds
- 240 07 Fees for processing – processing done on steel
- 240 08 Fees for processing – processing done on coal
- 240 09 Fees for processing – processing done on iron ore
- 241 Repairs and maintenance on machinery and equipment
- 242 Architectural, engineering and other technical services
- 243 Agricultural, mining, waste treatment and depollution services

Travel Services for Non-residents

- 250 Travel services for non-residents – business travel
- 251 Travel services for non-residents – holiday travel
- 252 Foreign exchange accepted by residents from non-residents

Travel Services for Residents

- 255 Travel services for residents – business travel
- 256 Travel services for residents – holiday travel

Travel Services in Respect of Third Parties

- 260 Proceeds for travel services in respect of third parties – business travel
- 261 Proceeds for travel services in respect of third parties – holiday travel

Telecommunication and Information Services

- 265 Proceeds for telecommunication services
- 266 Proceeds for information services including data, news-related and news agency fees

Transportation Services

- 270 01 Proceeds for passenger services – road
- 270 02 Proceeds for passenger services – rail
- 270 03 Proceeds for passenger services – sea
- 270 04 Proceeds for passenger services – air
- 271 01 Proceeds for freight services – road
- 271 02 Proceeds for freight services – rail
- 271 03 Proceeds for freight services – sea
- 271 04 Proceeds for freight services – air
- 272 01 Proceeds for other transport services – road
- 272 02 Proceeds for other transport services – rail
- 272 03 Proceeds for other transport services – sea
- 272 04 Proceeds for other transport services – air
- 273 01 Proceeds for postal and courier services – road
- 273 02 Proceeds for postal and courier services – rail
- 273 03 Proceeds for postal and courier services – sea
- 273 04 Proceeds for postal and courier services – air

Financial Services Provided

- 275 Commission and fees
- 276 Proceeds for financial services charged for advice provided

Construction Services

- 280 Proceeds for construction services

Government Services

- 281 Proceeds for government services
- 282 Diplomatic transfers

Study-related Services

- 285 Tuition fees

Other Business Services Rendered

- 287 Proceeds for legal services
- 288 Proceeds for accounting services
- 289 Proceeds for management consulting services
- 290 Proceeds for public relation services
- 291 Proceeds for advertising and market research services
- 292 Proceeds for managerial services
- 293 Proceeds for medical and dental services
- 294 Proceeds for educational services
- 295 Operational leasing
- 296 Proceeds for cultural and recreational services
- 297 Proceeds for other business services not included elsewhere

Balance of Payments Category (Mark applicable box 'X')

3. TRANSACTIONS RELATING TO INCOME AND YIELDS ON FINANCIAL ASSETS

Transaction Adjustments

300 Adjustments/Reversals/Refunds related to income and yields on financial assets

Related Reference

Income Receipts

- 301 Dividends
- 302 Branch profits
- 303 Compensation paid by a non-resident to a resident employee temporarily abroad (excluding remittances)
- 304 Compensation paid by a non-resident to a non-resident employee in South Africa (excluding remittances)
- 305 Compensation paid by a non-resident to a migrant worker employee (excluding remittances)
- 306 Compensation paid by a non-resident to a foreign national contract worker employee (excluding remittances)
- 307 Commission or brokerage
- 308 Rental
- 309 01 Interest received from a resident temporarily abroad in respect of loans
- 309 02 Interest received from a non-resident in respect of individual loans
- 309 03 Interest received from a non-resident in respect of study loans
- 309 04 Interest received from a non-resident in respect of shareholders loans
- 309 05 Interest received from a non-resident in respect of third party loans
- 309 06 Interest received from a non-resident in respect of trade finance loans
- 309 07 Interest received from a non-resident in respect of a bond
- 309 08 Interest received not in respect of loans
- 310 01 Income in respect of inward listed securities equity individual
- 310 02 Income in respect of inward listed securities equity corporate
- 310 03 Income in respect of inward listed securities equity bank
- 310 04 Income in respect of inward listed securities equity institution
- 311 01 Income in respect of inward listed securities debt individual
- 311 02 Income in respect of inward listed securities debt corporate
- 311 03 Income in respect of inward listed securities debt bank
- 311 04 Income in respect of inward listed securities debt institution
- 312 01 Income in respect of inward listed securities derivatives individual
- 312 02 Income in respect of inward listed securities derivatives corporate
- 312 03 Income in respect of inward listed securities derivatives bank
- 312 04 Income in respect of inward listed securities derivatives institution
- 313 Income earned abroad by a resident on an individual investment

4. TRANSFERS OF A CURRENT NATURE

Transaction Adjustments

400 Adjustments/Reversals/Refunds related to transfers of a current nature

Related Reference

Current Payments

- 401 Gifts
- 402 Annual contributions
- 403 Contributions in respect of social security schemes
- 404 Contributions in respect of charitable, religious and cultural (excluding research and development)
- 405 Other donations/aid to Government (excluding research and development)
- 406 Other donations/aid to private sector (excluding research and development)
- 407 Pensions
- 408 Annuities (pension-related)
- 409 Inheritances
- 410 Alimony
- 411 01 Tax – income tax
- 411 02 Tax – VAT refunds
- 411 03 Tax – other
- 412 Insurance premiums (non-life/short-term)
- 413 Insurance claims (non-life/short-term)
- 414 Insurance premiums (life)
- 415 Insurance claims (life)
- 416 Migrant worker remittances (excluding compensation)
- 417 Foreign national contract worker remittances (excluding compensation)

5. TRANSFERS OF A CAPITAL NATURE

Capital Transfers and Immigrants

Transaction Adjustments

500 Adjustments/Reversals/Refunds related to capital transfers and immigrants

Related Reference

Capital Transfers Relating to Government/Corporate Entities (excluding loans)

- 501 Donations to SA Government – fixed assets
- 502 Donations to corporate entities – fixed assets
- 503 Investment into property by a non-resident corporate entity
- 504 Disinvestment of property by a resident corporate entity

Capital Transfers by Non-resident Individuals

- 510 01 Investment into property by a non-resident individual
- 510 02 Investment by a non-resident individual – other

Capital Transfers by South African Resident Individuals

Disinvestment of Capital

- 511 01 Disinvestment of capital by a resident individual – shares
- 511 02 Disinvestment of capital by a resident individual – bonds
- 511 03 Disinvestment of capital by a resident individual – money market instruments
- 511 04 Disinvestment of capital by a resident individual – deposits with a foreign bank
- 511 05 Disinvestment of capital by a resident individual – mutual funds/collective investment schemes

Balance of Payments Category (Mark applicable box 'X')

- 511 06** Disinvestment of capital by a resident individual – property
 - 511 07** Disinvestment of capital by a resident individual – other
 - 516** Repatriation of capital, on instruction by the Financial Surveillance Department, of a foreign investment by a resident individual in respect of cross-border flows
 - 517** Repatriation of capital, on instruction by the Financial Surveillance Department, of a foreign investment by a resident individual originating from an account conducted in foreign currency held at an Authorised Dealer in South Africa
- Tax Number**

Immigrants

- 530 01** Immigration

6. FINANCIAL INVESTMENTS/DISINVESTMENTS AND PRUDENTIAL INVESTMENTS

Transaction Adjustments

- 600** Adjustments/Reversals/Refunds related to financial investments/disinvestments and prudential investments

Related Reference

Financial Investments/Disinvestments (excluding local institutional investors)

Investment by a Non-resident

- 601 01** Investment in listed shares by a non-resident
- 601 02** Investment in non-listed shares by a non-resident
- 602** Investment into money market instruments by a non-resident
- 603 01** Investment into listed bonds by a non-resident (excluding loans)
- 603 02** Investment into non-listed bonds by a non-resident (excluding loans)

Disinvestment by a Resident Corporate Entity

- 605 01** Disinvestment of shares by resident – agriculture, hunting, forestry and fishing
- 605 02** Disinvestment of shares by resident – mining, quarrying and exploration
- 605 03** Disinvestment of shares by resident – manufacturing
- 605 04** Disinvestment of shares by resident – electricity, gas and water supply
- 605 05** Disinvestment of shares by resident – construction
- 605 06** Disinvestment of shares by resident – wholesale, retail, repairs, hotel and restaurants
- 605 07** Disinvestment of shares by resident – transport and communication
- 605 08** Disinvestment of shares by resident – financial services
- 605 09** Disinvestment of shares by resident – community, social and personal services

Inward Listed Investments

- 610 01** Inward listed securities equity individual buyback
- 610 02** Inward listed securities equity corporate buyback
- 610 03** Inward listed securities equity bank buyback
- 610 04** Inward listed securities equity institution buyback
- 611 01** Inward listed securities debt individual redemption
- 611 02** Inward listed securities debt corporate redemption
- 611 03** Inward listed securities debt bank redemption

- 611 04** Inward listed securities debt institution redemption
- 612 01** Inward listed securities derivatives individual proceeds
- 612 02** Inward listed securities derivatives corporate proceeds
- 612 03** Inward listed securities derivatives bank proceeds
- 612 04** Inward listed securities derivatives institution proceeds

Prudential Investments (institutional investors and banks)

- 615 01** Disinvestment by resident institutional investor – asset manager
- 615 02** Disinvestment by resident institutional investor – collective investment scheme
- 615 03** Disinvestment by resident institutional investor – retirement fund
- 615 04** Disinvestment by resident institutional investor – life linked
- 615 05** Disinvestment by resident institutional investor – life non-linked
- 616** Bank prudential disinvestment

7. DERIVATIVES

Transaction Adjustments

- 700** Adjustments/Reversals/Refunds related to derivatives

Related Reference

Derivatives (excluding inward listed)

- 701 01** Options – listed
- 701 02** Options – unlisted
- 702 01** Futures – listed
- 702 02** Futures – unlisted
- 703 01** Warrants – listed
- 703 02** Warrants – unlisted
- 704 01** Gold hedging – listed
- 704 02** Gold hedging – unlisted
- 705 01** Derivative not specified above – listed
- 705 02** Derivative not specified above – unlisted

8. LOAN AND MISCELLANEOUS PAYMENTS

Transaction Adjustments

- 800** Adjustments/Reversals/Refunds related to loan and miscellaneous payments

Related Reference

Loans (capital portion)

Loans Granted to Residents

- 801** Trade finance loan drawn down in South Africa
- 802** International bond drawn down
- 803** Loan made to a resident by a non-resident shareholder
- 804** Loan made to a resident by a non-resident third party

Loans Repaid by Residents Temporarily Abroad

- 810** Repayment by a resident temporarily abroad of a loan granted by a resident

Loans Repaid by Non-residents

- 815** Repayment of an individual loan to a resident
- 816** Repayment of a study loan to a resident
- 817** Repayment of a shareholders loan to a resident

Balance of Payments Category (Mark applicable box 'X')

818 Repayment of a third-party loan to a resident (excluding shareholders)

819 Repayment of a trade finance loan to a resident

Loan Reference

Tenor

Interest Rate

SARB Approval Number

Date

D D M M Y Y Y Y

Related Bank Reference Number

Date

D D M M Y Y Y Y

Miscellaneous Payments

830 Details of payments not classified

Payment Description

832 Rand drafts/cheques drawn on vostro accounts (only applicable if no description is available)

833 Credit/Debit card company settlement as well as money remitter settlements