

# INSTRUCTION TO BUY SHARES

Section 1 : Important information

Section 2 : Personal particulars of the buyer

Section 3 : Fica documentation

- Individual
- Company/CC
- Trust

Section 4 : Resolution to authorise individual to act on behalf of legal entity or trust

Kindly forward all documents to:

**Post:**  
Trading Officer  
P O Box 13  
PORTERVILLE  
6810

**Courier:**  
Trading Officer  
33 Voortrekker Road  
PORTERVILLE  
6810

For Attention : Lizelle Bleeker

1.

**IMPORTANT INFORMATION**

The relevant parts of this document must be completed, failing which the transaction cannot be processed, transfer cannot take place and the document may be returned to you.

Kaap Agri Limited and/or Agri Voedsel Limited and/or Kaap Agri Bedryf Limited has no duty in this regard, but may advise you as soon as possible if the documents are not properly completed, or in the event that the rules with regard to the transfers of shares are not complied with, but does not accept liability for price movements during the period of consideration or any damages of whatsoever nature which may be suffered by the buyer or the seller during this period.

This instruction must be accompanied by all the documents that are required in terms of the Financial Intelligence Centre Act, 38 of 2001

Noted on this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF PURCHASER

2.

**PERSONAL PARTICULARS OF THE BUYER**

Surname/Company/CC/Trust Name

Full Name

Title  Initials  Race  Language

ID No./Company reg no/CC No

Income Tax Number  VAT Number

Postal Address

Street Address

Postal Code

Postal Code

Phone Office

Home

Cell

Facsimilee

E-mail

**Bank Details**

Account Name

Bank Name  Branch Name

Account No  Branch Code

Type of Account

**I confirm that the information contained herein is both true and correct and I hereby grant approval that any source of information with regard to the information provided may be fully investigated. Permission is hereby granted to each source to provide the information required to Kaap Agri Bedryf Limited.**

Date

\_\_\_\_\_  
Signature: Buyer

## **FICA DOCUMENTATION**

### **1. Attach these documents only if applicant is an individual:**

- ID documents / Passport
- Proof of physical address (for example – municipal account).
- Cancelled cheque and bank statement

### **2. Attach these documents in the event of a company**

- Certificate of Incorporation (CM1).
- Certificate to commence business (CM46).
- Certificate of registered address (CM22).
- Particulars of all directors including the name, ID, physical address and postal address.
- VAT certificate
- Cancelled cheque
- Letterhead
- Resolution authorising individual to act on behalf of the company.
- ID and prove of physical address of such person.

### **3. Attach these documents in the event of a CC**

- Certificate of Incorporation (CC1).
- Certificate of registered address (CC2 and CC2a).
- Particulars of all members including the name, ID, physical address and postal address.
- VAT certificate
- Cancelled cheque
- Letterhead
- Resolution authorising individual to act on behalf of the CC.
- ID and prove of physical address of such person.

### **4. Attach these documents in the event of an entity.**

- Trust Deed and Letter of Authorisation.
- Particulars of trustees including name, ID, physical and postal address.
- Resolution authorising individual to act on behalf of the trust.
- ID and prove of physical address of such person.

### **5. Attach these documents in the event of deceased estates.**

- ID of Deceased
- Death Certificate
- ID of Executor
- Letter of Executorship

***NOTE : All copies must be certified copies.***

RESOLUTION

To be completed in the event of a company.

EXTRACT FROM MINUTES OF A MEETING OF DIRECTORS OF

\_\_\_\_\_

HELD AT \_\_\_\_\_ ON \_\_\_\_\_

Resolution:

1. It is hereby approved that the company will buy shares in Kaap Agri Limited and/or Agri Voedsel Limited; and
2. that \_\_\_\_\_ in his capacity as director be and is hereby authorised to complete and sign all documents required and do everything necessary to give execution to the resolution.

Certified to be a true extract from the above-mentioned minutes.

\_\_\_\_\_  
DIRECTOR/ SECRETARY

RESOLUTION

To be completed in the event of a close corporation.

EXTRACT FROM MINUTES OF A MEETING OF MEMBERS OF

\_\_\_\_\_

HELD AT \_\_\_\_\_ ON \_\_\_\_\_

Resolution:

1. It is hereby approved that the close corporation will buy shares in Kaap Agri Limited and/or Agri Voedsel Limited; and
2. that \_\_\_\_\_ in his capacity as member be and is hereby authorised to complete and sign all documents required and do everything necessary to give execution to the resolution.

Certified to be a true extract from the above-mentioned minutes.

\_\_\_\_\_  
MEMEBER/ SECRETARY

RESOLUTION

To be completed in the event of a trust.

NAME OF TRUST

Resolution:

That \_\_\_\_\_ in his capacity as trustee be and is hereby authorised to buy shares on behalf of the trustees of the trust in Kaap Agri Limited and/or Agri Voedsel Limited and to sign all documents required and do everything necessary to give execution to this resolution.

Signed at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_  
TRUSTEE

\_\_\_\_\_  
TRUSTEE

\_\_\_\_\_  
TRUSTEE

All trustees must sign.