

## SUPPORTING DOCUMENTS

Supporting Documents required for Black People and Black Groups wishing to:

- complete the Application Process;
- complete the BEE Verification process;
- and/or change their details.

### B. BLACK PEOPLE

**If you are an Applicant (you do not already own Shares and you are applying to confirm whether you are an Eligible Person), refer to paragraph 1 below. Then proceed to the BEE Verification process in paragraph 2 below. Then, depending on the method of transacting chosen, you will be required to submit the Supporting Documents in paragraph 3 below.**

**If you already hold Shares, refer to paragraph 2 below. Then, depending on the method of transacting chosen, you will be required to submit the Supporting Documents in paragraph 3 below.**

**If you already hold Shares and wish to change the details that we have for you, refer to paragraph 4 below.**

**PLEASE NOTE: If you are signing the Application Form, the Verification Form or the Change of Details Form in a representative capacity, you will be required to submit the Supporting Documents in paragraph 5 below.**

#### 1. Application Process (Black People)

The Applicant must provide the following Supporting Documents:

Identity document	The green bar-coded South African Identity Document, ID Smart Card (both front and back) or passport reflecting the South African identity number or a certified copy.
Affidavit	An affidavit attached as Schedule 1 to the Application Form, signed by a Black Person confirming he/she is a Black Person (or signed by a parent or guardian of the Applicant, confirming that the Applicant is a Black Person).
Bank Account Details	If you intend to use the Standard Trading Process, provide details of the Applicant's active transactional bank account into which YeboYethu may pay purchase prices, dividends and any other payments. Obtain a stamp on the Application Form from the Applicant's bank or a confirmation letter from the bank or bank stamped bank statement verifying the transactional bank account details.
Proof of physical address	Provide a certified copy of any one of the following documents reflecting the Applicant's name and physical address and unless otherwise stated, these documents must be less than 3 months old and certified within the last 3 months: <ul style="list-style-type: none"> <li>utility bill;</li> <li>current lease or rental agreement reflecting that you are the tenant (not older than 1 year);</li> <li>bank statement;</li> <li>municipal rates and taxes invoice;</li> <li>current copy of valid television licence, not older than 1 year;</li> <li>mortgage bond statement;</li> <li>land-line or cellular telephone account;</li> <li>tax return (less than 1 year old);</li> <li>correspondence from a body corporate or shareblock association reflecting you as owner/tenant/occupant;</li> <li>payslip or salary advice; or</li> <li>letter from a tribal chief where you live. Motor vehicle licence not older than one year</li> </ul> If the Applicant is a Minor and the proof of residential address is in the name of the parent or guardian, the parent or guardian must provide a declaration or complete the co-habitant form stating that the Minor is residing at the relevant address.

## 2. BEE Verification process (Black People)

All Black People must provide the following Supporting Documents to the extent not already provided as part of the Application Process, or otherwise:

Identity Document	Provide a certified copy of not older than 1 year of any one of the following documents: the green bar-coded South African identity document; the South African smart identity card (front and back); or a valid passport reflecting the Black Person's South African identity number.
Affidavit	An affidavit attached as Schedule 1 to the Verification Form (Black People), signed by a Black Person confirming he/she is a Black Person (or signed by a parent or guardian of the Black Person, confirming that he/she is a Black Person).
Bank account details	If you intend to use the Standard Trading Process, provide details of the Black Person's active transactional bank account into which the Custody Entity (when using the Standard Trading Process) may pay purchase prices, dividends and any other payments. Obtain a stamp on the Verification Form (Black Person) from the Black Person's bank verifying the transactional bank account details or a confirmation letter from the bank or a bank stamped bank statement.
Proof of residential address	Provide a certified copy of any one of the following documents reflecting the Black Person's name and residential address and unless otherwise stated, these documents must be less than 3 months old and certified within the last 3 months: utility bill, such as water, electricity or rates ("Utility Bill"); current signed lease or rental agreement reflecting that you are the tenant (not older than 1 year); bank statement; municipal rates and taxes invoice; valid television licence document; mortgage bond statement; land-line or cellular telephone account; official tax return/tax assessment (less than 1 year old); correspondence from a body corporate or shareblock association reflecting you as the owner/tenant/occupant; payslip or salary advice; or letter from a tribal chief where you live. Motor vehicle licence not older than one year If the Black Person is a Minor and the proof of residential address is in the name of the parent or guardian, the parent or guardian must provide a declaration or complete the co-habitant form stating that the Minor is residing at the relevant address.

## 3. Additional Supporting Documents required depending on transaction method chosen

All Black People must submit the following Supporting Documents, depending on the selected method of transacting:

Method of transacting	Required documents
Standard Trading Process	A certified copy of the completed and properly signed Trading Entity Mandate (a copy of which is available on the Shareholder Platform Website or can be requested from the Call Centre). A certified copy of the completed and properly signed Custody Entity Mandate (a copy of which is available on the Shareholder Platform Website or can be requested from the Call Centre).
Own-Broker Trading Process	The original completed and properly signed YeboYethu BEE Contract (a copy of which is available on the Shareholder Platform Website or can be requested from the Call Centre) with each of the Relevant Market Participants. A certified copy of the completed and properly signed contracts/mandates which you have concluded with the Relevant Market Participants identified in the YeboYethu BEE Contract (which must be approved by YeboYethu).
Off-Market Transfers Process	Should you wish to do an Off-Market Transfer (i.e. a purchase, sale or transfer other than through the Own-Broker Trading Process) please contact the Call Centre for guidance on the BEE Verification process and the Supporting Documents required for purposes of such Off-Market Transfer as well as the cost for the transfer

#### 4. Change of details process (Black People)

The Black Person must provide the following Supporting Documents:

To change banking details	<p>The Change of Details Form (Black People) must be stamped by the Black Person's bank verifying its transactional bank account details, alternatively you must provide a bank stamped bank statement not older than 3 months or a letter from the bank (signed and stamped) confirming the Black Person's bank details.</p> <p>Provide a certified copy of the Black Person's green bar-coded South African identity document, the South African smart identity card (front and back) or valid passport reflecting his/her South African identity number.</p>
To change contact details or postal address details	<p>Complete the Change of Details form. Provide a certified copy of the Black Person's green bar-coded South African identity document, the South African smart identity card (front and back) or valid passport reflecting his/her South African identity number.</p>
To change residential address details	<p>Complete the Change of Details form. Provide a certified copy of any one of the following documents reflecting the Black Person's name and residential address and unless otherwise stated, these documents must be less than 3 months old:</p> <ul style="list-style-type: none"> <li>utility bill, such as water, electricity or rates ("Utility Bill");</li> <li>current signed lease or rental agreement reflecting that you are the tenant;</li> <li>bank statement;</li> <li>municipal rates and taxes invoice;</li> <li>valid television licence document;</li> <li>mortgage bond statement;</li> <li>land-line or cellular telephone account;</li> <li>official tax return/tax assessment (less than 1 year old);</li> <li>correspondence from a body corporate or shareblock association reflecting you as the owner/tenant/occupant;</li> <li>payslip or salary advice; or</li> <li>a letter from a tribal chief where you live.</li> </ul> <p>If the Black Person is a Minor and the proof of residential address is in the name of the parent or guardian, the parent or guardian must provide a declaration stating that the Minor is residing at the relevant address.</p> <p>Provide a certified copy of the Black Person's green bar-coded South African identity document, the South African smart identity card or valid passport reflecting his/her South African identity number.</p>
<p><b>NB: only one certified copy of the Black Person's green bar-coded South African identity document, the South African smart identity card (front and back) or valid passport reflecting his/her South African identity number is required per Change of Details Form.</b></p>	

#### 5. Representative capacity

If signing the Application Form, Verification Form or Change of Details Form in a representative capacity, the following Supporting Documents must also be provided by the person signing the applicable form:

Power of attorney	<p>To sign under a power of attorney, the following must be provided:</p> <ul style="list-style-type: none"> <li>the power or attorney together with a certified copy of the Black Person's identity document; and</li> <li>a certified copy of the representative's Utility Bill and ID.</li> </ul> <p>Where the representative is an attorney or an institution, the representative's letterhead in order to verify the representative's physical address. Alternatively a Utility Bill reflecting the representative's name and residential address which is less than 3 months old.</p>
Minors	<p>Minors must be assisted by their parents or guardians. Birth certificates for minors must be submitted. The parent or guardian must also submit their identity document.</p> <p>In the case of a legal guardian a certified copy of the Letters of Guardianship is required</p>
Joint holding	<p>Where the holding is in more than one name, the signature of the first mentioned YeboYethu shareholder and a certified copy of his/her green bar-coded South African identity document, the South African smart identity card or valid passport reflecting his/her South African identity number.</p>

Deceased YeboYethu shareholders	If signing the Change of Details Form, this must be signed by the executor/s of the deceased estate. If you have not already done so, please provide a certified copy of the death certificate and the Letters of Executorship together with a certified copy of the executor's green bar-coded South African identity document, the South African smart identity card or valid passport reflecting the executor's South African identity number and his proof of address and also provide the Bank account details in the name of the Estate.
YeboYethu shareholder under curatorship	If signing the Change of Details Form, this must be signed by the curator appointed by the Master of the High Court. If you have not already done so, please provide a certified copy of the Letters of Curatorship together with a certified copy of the curator's green bar-coded South African identity document, the South African smart identity card or valid passport reflecting the Curator's South African identity number and his proof of address.
YeboYethu shareholder under liquidation	If signing the Change of Details Form, this must be signed by the liquidator appointed by the Master of the High Court. If you have not already done so, please provide a certified copy of your Letter of Appointment together with a certified copy of the liquidator's green bar-coded South African identity document, the South African smart identity card or valid passport reflecting his/her South African identity number and his proof of address

### C. BLACK GROUPS

**If you are an Applicant (do not already own Shares, and you are applying to confirm whether you are an Eligible Person), refer to paragraph 1 below. Then proceed to the BEE Verification process in paragraph 2 below. Then, depending on the method of transacting chosen, you will be required to submit the Supporting Documents in paragraph 3 below.**

**If you already hold Shares, refer to paragraph 2 below. Then, depending on the method of transacting chosen, you will be required to submit the Supporting Documents in paragraph 3 below.**

**If you already hold Shares and wish to change the details that we have for you, refer to paragraph 4 below.**

**PLEASE NOTE: if you are signing the Change of Details Form in a representative capacity (ie if the entity is a joint holding or where a YeboYethu shareholder is under liquidation or business rescue), please refer to 5B below.**

#### 1. Application Process (Black Groups)

All Black Groups are required to submit the following certified Supporting Documents and comply with the following requirements:

A BEE Ownership Certificate (subject to the conditions below) or alternatively, BEE Ownership Document; A valid authorising resolution;

Proof of the Black Group's physical address, as set out below;

The identity document of the Authorised Representative; and

Proof of the physical address of the Authorised Representative as set out below.

In addition to the above, different types of Black Groups will need to submit certified copies of the corresponding Supporting Documents listed below:

Entity type	Required documents
Companies  (Note: References to "CoR" refer to the documents as per the Companies Act whereas references to "CM" refer to documents as per the Companies Act 61 of 1973, which may still be applicable to Black Companies incorporated prior to 1 May 2010 (being the effective date of the Companies Act.)	<p>Certificate of Confirmation issued by CIPC.  Registration certificate (CoR14.3) / Certificate of incorporation (CM1).  Amended registration certificate reflecting the change of name (CoR14.3) / Notice of amendment of Memorandum of Incorporation (CoR15.2) / Certificate of change of name of company (CM9).  Notice of change of registered office (CoR21) / Notice of registered office and postal address of company (CM22).  Notice of change of directors (CoR 39) / Contents of register of directors and officers (CM29).  Securities register.  A valid authorising resolution.</p> <p>For each individual shareholder who holds more than 25% of the voting rights of the company: a certified copy of (i) identity document (if a South African national) or (ii) a valid passport (if a foreign national).</p> <p>For each company or close corporation shareholder who holds more than 25% of the voting rights of the company: a certified copy of the registration certificate (CoR14.3) / certificate of incorporation (CM1) (if a company), Notice of change of registered office (CoR21) / Notice of registered office and postal address of company (CM22) (if a company), Founding statement (CK1) (if a close</p>

	<p>corporation) and a utility bill, such as water, electricity or rates to verify the trade name and physical address of such company or close corporation shareholder.</p> <p>For each other legal entity shareholder who holds more than 25% of the voting rights of the company: a certified copy of the constitutional documents of such other legal entity shareholder.</p> <p>For each trust shareholder who holds more than 25% of the voting rights of the company: a certified copy of the trust deed and the letters of authority issued by the Master of the High Court.</p> <p>Physical address and contact particulars for each shareholder who holds more than 25 % of the voting rights of the company.</p>
Trusts	<p>Trust deed or other founding document, as currently in force.</p> <p>Letters of authority issued by the Master of the High Court in respect of the current trustees.</p> <p>Certified copies of the identity documents for all the current trustees.</p>
Partnerships	<p>Partnership agreement, as currently in force.</p> <p>A valid authorising resolution and ID's of all partners..</p>
Close Corporations	<p>Founding statement and certificate of incorporation (CK1), as currently in force.</p> <p>Amended founding statement (CK2), if applicable, as currently in force.</p> <p>A valid authorising resolution.</p> <p>For each individual shareholder who holds more than 25% of the voting rights of the company: a certified copy of (i) the identity document (if a South African national) or (ii) a valid passport (if a foreign national).</p> <p>For each company or close corporation shareholder who holds more than 25% of the voting rights of the company: a certified copy of the registration certificate (CoR14.3) / certificate of incorporation (CM1) (if a company), Notice of change of registered office (CoR21) / Notice of registered office and postal address of company (CM22) (if a company), Founding statement (CK1) (if a close corporation) and a utility bill, such as water, electricity or rates to verify the trade name and physical address of such company or close corporation shareholder.</p> <p>For each other legal entity shareholder who holds more than 25% of the voting rights of the company: a certified copy of the constitutional documents of such other legal entity shareholder.</p> <p>For each trust shareholder who holds more than 25% of the voting rights of the company: a certified copy of the trust deed and the letters of authority issued by the Master of the High Court and all Trustees ID's.</p> <p>Physical address and contact particulars for each shareholder who holds more than 25 % of the voting rights of the company.</p>
Black Entities such as Stokvels	<p>Constitutional documents, founding documents or other such documents, as currently in force.</p> <p>Any rules or regulations governing the operation and management of the Black Entity.</p> <p>A valid authorising resolution.</p> <p>Certified copies of the identity document (if a South African national) or a valid passport (if a foreign national) of the representatives of the governing body (if any) of the Black Entity and all members.</p>

<p>Proof of physical address in respect of the Black Group and the Authorised Representative</p>	<p>Provide the original or a certified copy of any one of the following documents reflecting the Black Group or the Authorised Representative's (as the case may be) name and physical address and unless otherwise stated, these documents must be less than 3 months old:</p> <ul style="list-style-type: none"> <li>Utility Bill;</li> <li>current signed lease or rental agreement reflecting the Black Group or the Authorised Representative as the tenant;</li> <li>bank statement;</li> <li>municipal rates and taxes invoice;</li> <li>valid television licence document;</li> <li>mortgage bond statement;</li> <li>land-line or cellular telephone account;</li> <li>official tax return/tax assessment (less than 1 year old);</li> <li>correspondence from a body corporate or shareblock association reflecting the Black Group or the Authorised Representative as the owner/tenant/occupant;</li> <li>payslip or salary advice; or</li> <li>a letter from a tribal chief where the Black Group is situated or where the Authorised Representative lives.</li> </ul> <p>If none of the above are applicable or available in respect of a Black Group, a copy of a letterhead of the Black Group showing its operating address.</p>
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<p>Obtaining a BEE Ownership Certificate</p>	<p>An existing BEE Ownership Certificate may be submitted provided that:</p> <ul style="list-style-type: none"> <li>it was obtained from a South African National Accreditation System or Independent Regulatory Board of Auditors approved BEE Verification Agency;</li> <li>it shows that at least 50.1% of the Effective Interest of the Black Group is owned by Black People or Black Groups;</li> <li>specifically makes reference to the Flow-Through Principle (as defined in the BEE Codes) having been utilised in the determination of the BEE Status of the Black Group;</li> <li>it is not older than 12 months;</li> <li>it contains the following information as defined in the Codes: <ul style="list-style-type: none"> <li>o % voting rights of Black People;</li> <li>o % voting rights of Black women (if known);</li> <li>o % voting rights of Black new entrants (if known);</li> <li>o % economic interest of Black People;</li> <li>o % economic interest of Black women (if known); and</li> <li>o % economic interest of Black new entrants (if known);</li> </ul> </li> </ul> <p>It may also contain the following information as defined in the BEE Codes:</p> <ul style="list-style-type: none"> <li>% economic interest of black designated groups;</li> <li>% economic interest of employee ownership schemes, broad-based ownership schemes and co-operatives; and</li> <li>the net value for all Black People.</li> </ul> <p>The Black Group must also submit written confirmation, in the form of a written declaration signed by the relevant signatory/ies, that its ownership structure has not changed after obtaining the existing BEE Ownership Certificate and that the information recorded therein remains true and correct in all material respects.</p>
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## 2. BEE Verification process (Black Groups)

All Black Groups are required to submit the following Supporting Documents and comply with the following requirements:

A BEE Ownership Certificate (subject to the conditions below) or alternatively, BEE Ownership Documents; A valid authorising resolution;

Proof of the Black Group's physical address, as set out below;  
The identity document of the Authorised Representative; and

Proof of the physical address of the Authorised Representative as set out below.

In addition to the above, different types of Black Groups will need to submit certified copies of the corresponding Supporting Documents listed below:

Entity type	Required documents
<p>Companies</p> <p>(Note: References to "CoR" refer to the documents as per the Companies Act whereas references to "CM" refer to documents as per the Companies Act 61 of 1973, which may still be applicable to Black Companies incorporated prior to 1 May 2010 (being the effective date of the Companies Act.)</p>	<p>Certificate of Confirmation issued by CIPC.</p> <p>Registration certificate (CoR14.3) / Certificate of incorporation (CM1).</p> <p>Amended registration certificate reflecting the change of name (CoR14.3) / Notice of amendment of Memorandum of Incorporation (CoR15.2) / Certificate of change of name of company (CM9).</p> <p>Notice of change of registered office (CoR21) / Notice of registered office and postal address of company (CM22).</p> <p>Notice of change of directors (CoR 39) / Contents of register of directors and officers (CM29).</p> <p>Securities register.</p> <p>A valid authorising resolution.</p> <p>For each individual shareholder who holds more than 25% of the voting rights of the company: a certified copy of (i) identity document (if a South African national) or (ii) a valid passport (if a foreign national).</p> <p>For each company or close corporation shareholder who holds more than 25% of the voting rights of the company: a certified copy of the registration certificate (CoR14.3) / certificate of incorporation (CM1) (if a company), Notice of change of registered office (CoR21) / Notice of registered office and postal address of company (CM22) (if a company), Founding statement (CK1) (if a close corporation) and a utility bill, such as water, electricity or rates to verify the trade name and physical address of such company or close corporation shareholder.</p> <p>For each other legal entity shareholder who holds more than 25% of the voting rights of the company: a certified copy of the constitutional documents of such other legal entity shareholder.</p>

	<p>For each trust shareholder who holds more than 25% of the voting rights of the company: a certified copy of the trust deed and the letters of authority issued by the Master of the High Court.</p> <p>Physical address and contact particulars for each shareholder who holds more than 25 % of the voting rights of the company.</p>
Trusts	<p>Trust deed or other founding document, as currently in force.</p> <p>Letters of authority issued by the Master of the High Court in respect of the current trustees.</p> <p>Certified copies of the identity documents for all the current trustees.</p>
Partnerships	<p>Partnership agreement, as currently in force.</p> <p>A valid authorising resolution.</p>
Close Corporations	<p>Founding statement and certificate of incorporation (CK1), as currently in force.</p> <p>Amended founding statement (CK2), if applicable, as currently in force.</p> <p>A valid authorising resolution.</p> <p>For each individual shareholder who holds more than 25% of the voting rights of the company: a certified copy of (i) the identity document (if a South African national) or (ii) a valid passport (if a foreign national).</p> <p>For each company or close corporation shareholder who holds more than 25% of the voting rights of the company: a certified copy of the registration certificate (CoR14.3) / certificate of incorporation (CM1) (if a company), Notice of change of registered office (CoR21) / Notice of registered office and postal address of company (CM22) (if a company), Founding statement (CK1) (if a close corporation) and a utility bill, such as water, electricity or rates to verify the trade name and physical address of such company or close corporation shareholder.</p> <p>For each other legal entity shareholder who holds more than 25% of the voting rights of the company: a certified copy of the constitutional documents of such other legal entity shareholder.</p> <p>For each trust shareholder who holds more than 25% of the voting rights of the company: a certified copy of the trust deed and the letters of authority issued by the Master of the High Court.</p> <p>Physical address and contact particulars for each shareholder who holds more than 25 % of the voting rights of the company.</p>
Black Entities such as Stokvels	<p>Constitutional documents, founding documents or other such documents, as currently in force.</p> <p>Any rules or regulations governing the operation and management of the Black Entity.</p> <p>A valid authorising resolution.</p> <p>Certified copies of the identity document (if a South African national) or a valid passport (if a foreign national) of the representatives of the governing body (if any) of the Black Entity.</p>

Proof of physical address in respect of the Black Group and the Authorised Representative	<p>Provide the original or a certified copy of any one of the following documents reflecting the Black Group or the Authorised Representative's (as the case may be) name and physical address and unless otherwise stated, these documents must be less than 3 months old:</p> <ul style="list-style-type: none"> <li>Utility Bill;</li> <li>current signed lease or rental agreement reflecting the Black Group or the Authorised Representative as the tenant;</li> <li>bank statement;</li> <li>municipal rates and taxes invoice;</li> <li>valid television licence document;</li> <li>mortgage bond statement;</li> <li>land-line or cellular telephone account;</li> <li>official tax return/tax assessment (less than 1 year old);</li> <li>correspondence from a body corporate or shareblock association reflecting the Black Group or the Authorised Representative as the owner/tenant/occupant;</li> <li>payslip or salary advice; or</li> <li>a letter from a tribal chief where the Black Group is situated or where the Authorised Representative live.</li> </ul> <p>If none of the above are applicable or available in respect of a Black Group, a copy of a letterhead of the Black Group showing its operating address.</p>
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Obtaining a BEE Ownership Certificate	<p>An existing BEE Ownership Certificate may be submitted provided that:</p> <ul style="list-style-type: none"> <li>it was obtained from a South African National Accreditation System or Independent Regulatory Board of Auditors approved BEE Verification Agency;</li> <li>it shows that at least 50.1% of the Effective Interest of the Black Group is owned by Black People or Black Groups;</li> </ul>
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	<p>specifically makes reference to the Flow-Through Principle (as defined in the BEE Codes) having been utilised in the determination of the BEE Status of the Black Group;</p> <p>it is not older than 12 months;</p> <p>it contains the following information as defined in the Codes:</p> <ul style="list-style-type: none"> <li>o % voting rights of Black People;</li> <li>o % voting rights of Black women (if known);</li> <li>o % voting rights of Black new entrants (if known);</li> <li>o % economic interest of Black People;</li> <li>o % economic interest of Black women (if known); and</li> <li>o % economic interest of Black new entrants (if known);</li> </ul> <p>% economic interest of black designated groups;</p> <p>% economic interest of employee ownership schemes, broad-based ownership schemes and co-operatives; and</p> <p>the net value for all Black People.</p> <p>The Black Group must also submit written confirmation, in the form of a written declaration signed by the relevant signatory/ies, that its ownership structure has not changed after obtaining the existing BEE Ownership Certificate and that the information recorded therein remains true and correct in all material respects.</p>
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**3. Additional documents required depending on transaction method chosen**

All Black Groups must submit the following Supporting Documents, depending on the selected method of transacting:

<b>Method of transacting</b>	<b>Required documents</b>
Standard Trading Process	<p>A certified copy of the completed and properly signed Trading Entity Mandate (a copy of which is available on the Shareholder Platform Website or can be requested from the Call Centre).</p> <p>A certified copy of the completed and properly signed Custody Entity Mandate (a copy of which is available on the Shareholder Platform Website or can be requested from the Call Centre).</p> <p>If you have provided your bank account details above, provide details of the Black Group's transactional bank account into which the Trading Entity and/or the Custody Entity (when using the Standard Trading Process) may pay purchase prices, dividends and any other payments.</p> <p>If you have provided your bank account details above, obtain a stamp on the Verification Form from the Black Group's bank verifying the transactional bank account details.</p>
Own-Broker Trading Process	<p>The original completed and properly signed YeboYethu BEE Contract (a copy of which is available on the Shareholder Platform Website or can be requested from the Call Centre) with each of the Relevant Market Participants.</p> <p>A certified copy of the completed and properly signed contracts which you have concluded with the Relevant Market Participants identified in the YeboYethu BEE Contract (which must be approved by YeboYethu).</p>
Off-Market Transfers Process	<p>Should you wish to do an Off-Market Transfer (i.e. a purchase, sale or transfer other than through the Own-Broker Trading Process) please contact the Call Centre for guidance on the BEE Verification process and the Supporting Documents required for purposes of such Off-Market Transfer.</p>

**4. Change of details process (Black Groups)**

The Black Group must provide the following Supporting Documents:

To change banking details	The Change of Details Form must be stamped above by the Black Group's bank verifying its transactional bank account details, alternatively you must provide a bank stamped bank statement not older than 3 months or a letter from the bank (signed and stamped) confirming the Black Group's bank details and representative's ID..
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<p>To change physical address details</p>	<p>Change of Details form. Provide the original or a certified copy of any one of the following documents reflecting the Black Group's name and physical address and unless otherwise stated, these documents must be less than 3 months old:</p> <ul style="list-style-type: none"> <li>utility bill, such as water, electricity or rates;</li> <li>current signed lease or rental agreement reflecting the Black Group as the tenant;</li> <li>bank statement;</li> <li>municipal rates and taxes invoice;</li> <li>valid television licence document;</li> <li>mortgage bond statement;</li> <li>land-line or cellular telephone account;</li> <li>official tax return/tax assessment (less than 1 year old);</li> <li>correspondence from a body corporate or shareblock association reflecting the Black Group as the owner/tenant/occupant;</li> <li>payslip or salary advice; or</li> <li>a letter from a tribal chief where the Black Group is situated.</li> </ul> <p>If none of the above are applicable or available in respect of a Black Group, a copy of a letterhead of the Black Group showing its operating address.</p> <p><b>The representative 's ID must also accompany the Change of Details forms</b></p>
<p>To change BEE Status</p>	<p>Change of Details form</p> <p>Provide any one of the following documents:</p> <ol style="list-style-type: none"> <li>1. BEE Ownership Documents;</li> <li>2. Provide certified copy of current BEE Ownership Certificate; or</li> <li>3. An existing BEE Ownership Certificate may be submitted provided that: <ul style="list-style-type: none"> <li>It was obtained from a Valid BEE Verification Agency.</li> <li>It is not older than 12 months.</li> <li>It contains the following information as defined in the Codes: <ul style="list-style-type: none"> <li>○ % voting rights of Black People.</li> <li>○ % voting rights of Black women (if known).</li> <li>○ % voting rights of Black new entrants (if known).</li> <li>○ % economic interest of Black People.</li> <li>○ % economic interest of Black women (if known).</li> <li>○ % economic interest of Black new entrants (if known).</li> </ul> </li> </ul> </li> </ol> <p>It may also contain the following information as defined in the Codes:</p> <ul style="list-style-type: none"> <li>% economic interest of black designated groups.</li> <li>% economic interest of employee ownership schemes, broad-based ownership schemes and co-operatives.</li> <li>the net value for all Black People.</li> <li>Representative's ID</li> </ul> <p>The Black Group must also submit written confirmation, in the form of a written declaration signed by the relevant signatory/ies, that its ownership structure has not changed after obtaining the existing BEE Ownership Certificate and that the information recorded therein remains true and correct in all material respects.</p>
<p>To change the Authorised Representative details</p>	<p>A certified copy of the Authorised Representative's green bar-coded South African identity document, South African smart identity card or valid passport reflecting the Authorised Representative's South African identity number. Authorising Resolution (attached as Schedule 1 to the Change of Details Form).</p> <p>Proof of the Authorised Representative's residential address (refer to section on changing physical address details above for list of relevant documents which apply equally to the Authorised Representative).</p>

**4A. Representative capacity in a joint holding or a where a YeboYethu shareholder is under liquidation or business rescue**

If the Change of Details Form will be signed in a representative capacity, you must comply with the following and provide the following additional Supporting Documents:

Joint holding:	Where the holding is in more than one name, the signature of the first mentioned YeboYethu shareholder is required.
YeboYethu shareholder under liquidation or business rescue	The Change of Details Form must be signed by the liquidator appointed by the Master of the High Court or business rescue practitioner. If you have not already done so, please provide a certified copy of your Letter of Appointment.