

Date:

Dear

LETTER OF INTRODUCTION AND ENGAGEMENT

We empower people to make the best decisions so they can live life with peace of mind.

Background

Galileo Capital Group (Pty) Ltd is a financial services company that offers Wealth Management and Retirement Planning services. Our Wealth Management and Retirement Planning service provides unbiased and objective investment advice to our clients. Our primary area of focus is investment planning. We make use of external specialists to provide other services such as life assurance, estate planning and tax advice at an additional cost as these are not our areas of expertise. We have world class staff and exemplary processes that enable us to create unique, well-structured solutions for our clients.

Galileo Capital (Pty) Ltd is a registered financial services provider with FSP licence number 21239.

Introducing **Sherelee Van Rooyen**



Contractual Status

I am an authorised representative of Galileo Capital, which accepts responsibility for the financial services rendered by myself in the financial product categories listed below. I have an employment contract with Galileo Capital, and I am paid for the advice I dispense and the service I render through a salary.

Qualifications and Experience

I am a Financial Planner working as a representative of Galileo Capital. I am a CERTIFIED FINANCIAL PLANNER® professional as accredited by the Financial Planning Institute of Southern Africa (FPI). I have completed the Representatives regulatory examination successfully. In addition, I hold a BCom Honours – Financial Planning degree. I have been active in the private client services industry since 2014.

Authorised Product Categories for Category I Advisory

1. Long-Term Insurance including assistance policies, life risk policies, life investment policies, fund policies, sinking fund policies, long -term reinsurance policies.
2. Investments including shares, money-market instruments, Debentures and securitized debt, bonds, derivative instruments, securities and instruments, participatory interest in hedge funds, participatory instruments in a collective investment scheme, retail pension benefits.
3. Pension Fund Benefits.
4. Short-term and Long-term deposits.
5. Structured deposits.

What would you like us to do for you?

Please initial next to the service options that suits your needs best.

Option 1: Wealth Management (Ongoing adviser fee – R5m minimum investment) Initial here

Detailed written Holistic Financial Plan that we will implement and manage on an ongoing basis.

Our Financial Planning Process is thorough and incorporates gathering and analysis of information, preparing your plan, and implementation. This includes all meetings required to run this process. We discount the full R 59,800 (including VAT) Financial Plan and implementation fee for our Wealth Management clients.

Our annual fees are charged according to a sliding scale as per the table below. Should you require long-term insurance, we will earn a small fee for the ongoing management and servicing of your policies.

Size of assets under our advice	Fee	Fee + VAT
First R5m – R10m	1%	1.15%
Next R10m – R60m	0.5%	0.58%
Thereafter assets above R60m	0.3%	0.35%
*Note that the fee rate applies on a cumulative basis		

Below is an example of our fees on different portfolio values:

Assets under management	Fee % (incl. VAT)	Annual Fee	Monthly Fee
R5m	1.15%	R57,500	R4,792
R15m	0.96%	R143,750	R11,980
R30m	0.77%	R230,000	R19,167
R80m	0.59%	R471,500	R39,292

We will review your investment portfolio with you at least annually or whenever changes occur in your life where advice is required. An Investment Plan is not a static document. As your circumstances change, so your plan must be adapted to remain relevant and supportive of your financial goals. Where necessary, we will be proactive to ensure that you make informed decisions and that you are kept informed of developments that will affect you and your financial plan. Our service objective is to have you spend less time worrying about your lifestyle and financial goals, and more time enjoying the benefits of a well-structured, diversified investment strategy.

We will:

- Act as a sounding board for your major financial decisions, so that you can make the right choices with confidence;
- Alert you to new or better techniques or services that may assist you to reach your goals;
- Advise you on day-to-day issues such as budgeting and managing your cash flow, which helps your on-going money management to support your long-term plan;
- Help you with estate planning, risk management, structuring debt and more – this might incur additional costs and will be disclosed before the time.

Please refer to the graphic below, which illustrates *the key benefits of financial advice* for our wealth management clients.

Option 2: Investment Plan (Once off fee)

[Initial here](#)

Detailed written Investment Plan that is designed for you to manage on your own that we will implement on your behalf.

We charge a flat fee of R 59,800 (including VAT) for an Investment Plan that we will implement on your behalf. The Investment Plan will provide an overall investment strategy designed for your needs as well as detailed recommendations for how your investments should be managed going forward. We will recommend investment companies that will deal directly with you without charging an ongoing advice fee.

Option 3: DIY Investor (Hourly consultation)

[Initial here](#)

We charge R2,400 (including VAT) for hourly consultations with our qualified Financial Planners to discuss a specific personal finance issue that you might have.

Option 4: DIY Investor Plus (R150 000 minimum investment)

[Initial here](#)

As with DIY Investor, we charge R2,400 (including VAT) for an initial consultation to discuss your personal circumstances and ensure this solution is best for you. You will then develop your own financial plan using an automated advice platform. We review your plan before implementation and you will receive regular statements and an automated annual progress report. The cost of this platform is 0.25% (excl. VAT). You will receive discounts on future hourly consultations as follows:

Size of assets under our advice	Fee + VAT	Discount on future consultations
R150,000 – R3m	0.29%	20%
R3m – R5m	0.29%	40%

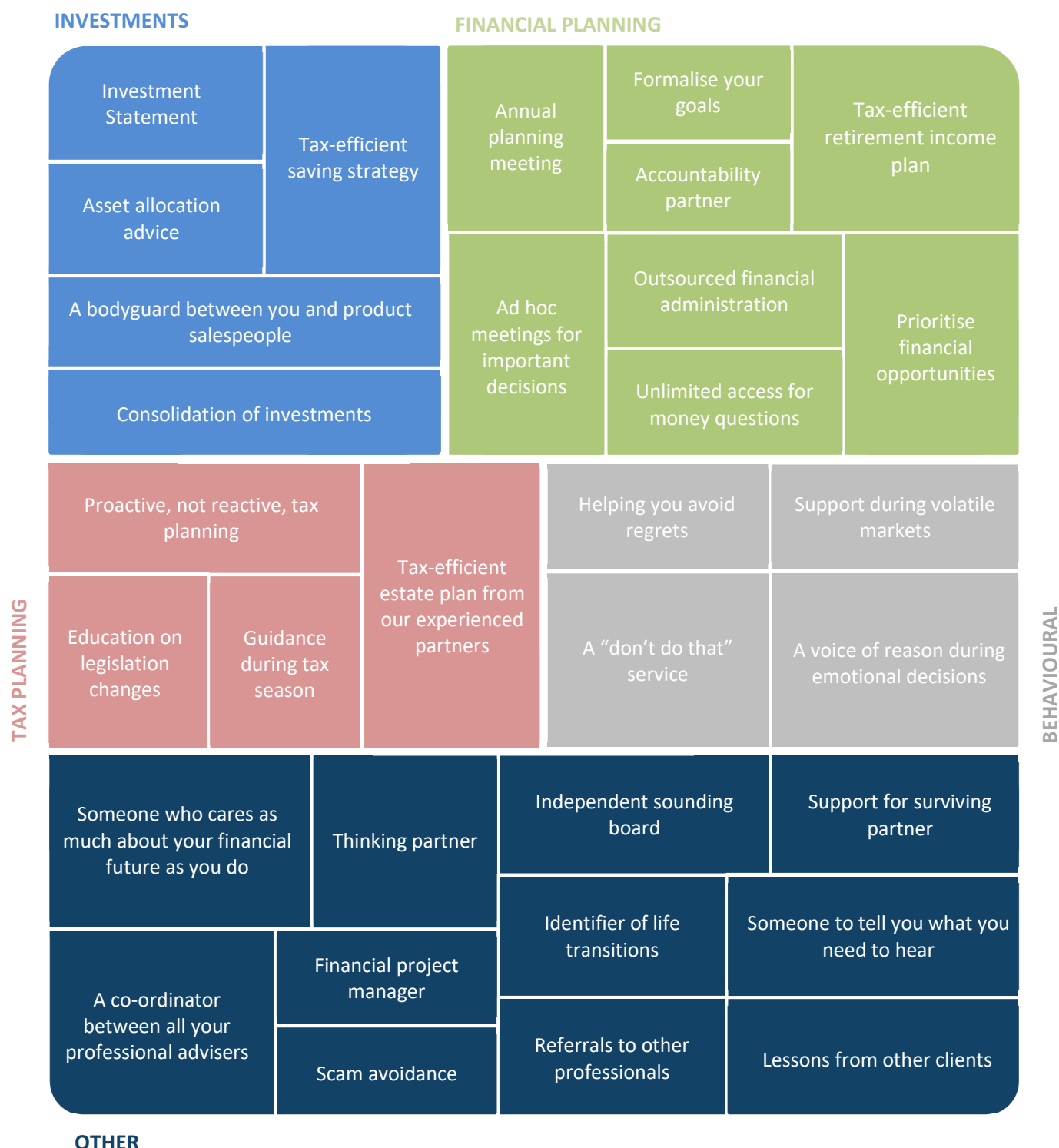
Option 5: Email consultation (Once off fee)

[Initial here](#)

We charge R1,630 (including VAT) for an email consultation with one of our qualified Financial Planners to discuss specific financial questions that you may have. This option is suitable if you are not able to take time out from work during business hours, or if you have already met with one of our Financial Planners, and just have additional questions.

The Key Benefits of Financial Advice

ARE YOU GETTING THE HELP YOU NEED?



Meet the team



Theo Vorster
CEO



Warren Ingram CFP® Professional
Executive Director and Senior Financial
Planner



Yolande Botha CFP® Professional
Executive Director and Senior Financial
Planner



Frank Daubenton CFP® Professional
Operations Executive & Financial Planner



Sherelee Van Rooyen CFP® Professional
Regional Manager & Financial Planner



Stienemarié Bonsma-Potgieter CFP®
Professional
Financial Planner



Katlego Mei CFP® Professional
Financial Planner



Monique Bräsler CFP® Professional
Financial Planner



Dimpho Kiti
Para Planner



Braam van der Vyver
Para Planner



Lyndi Smith
Relationship Manager



Charlene van Rooyen
Relationship Manager



Nana Dube
Relationship Manager

Contracts with Product Suppliers

Galileo Capital holds several contracts with authorised product suppliers and we have been accredited with the following suppliers:

Allan Gray Investment Services	Nedgroup Investments
Ashburton Investments-Local and International	PSG Wealth
Coronation Investment Services	Sanlam Life and Glacier Financial Solutions
Ninety One Investment Management Services including Investec Corporate Cash Manager and Investec Bank Foreign Currency	Swissquote Bank Ltd
Momentum Group including Momentum Securities	Interactive Brokers
Old Mutual Life and Investment Services	Canaccord
Alexforbes Invest	FNB Stockbroking & Portfolio Management
Currency Partners	Fundhouse
Prescient	

Remuneration

We are paid for the advice we dispense and the service we render through a salary. In addition to this, some of our planners are also shareholders in the Galileo Group of Companies. As such, our planners may be indirect shareholders in Galileo Asset Managers (Pty) Ltd.

In the last twelve months, we received more than 46% of our fee income from Swissquote Bank Ltd.

Treatment of Funds

No monies will be paid directly into Galileo Capital's bank account; all investments shall be made directly to the applicable investment company.

Waiver of rights

As an authorised Financial Services Provider I / we may not request or induce in any manner a Client to waive any right or benefit conferred on the Client by or in terms of any provision of the General Code of Conduct, or recognise, accept or act on any such waiver by a Client.

Compliance with Financial Advisory and Intermediary Services Act "FAIS"

Galileo Capital has contracted the services of Moonstone Compliance (Pty) Ltd to support the compliance process. Moonstone Compliance (Pty) Ltd (Practice number 188) is represented by André Knobel email: aknobel@moonstonecompliance.co.za. Moonstone Compliance can be contacted at: Physical address: 25 Quantum Street, Techno Park, Stellenbosch, 7600. Tel No: 021-8838000.

Financial Intelligence Centre Act (FICA)

Please note that in terms of the Financial Intelligence Centre Act (FICA), Galileo 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.

Protection of Personal Information Act (POPIA)

Please note that in terms of the Protection of Personal Information Act (POPIA), Galileo Capital is a responsible party, and we understand that your personal information is important to you. Your privacy is important to us, and we are committed to safeguarding and processing your information in a lawful manner. For more information on how we safeguard, process, and when necessary share your personal information with 3rd parties in terms of our services, please follow this link on our website to the Galileo Capital privacy notice: <https://galileocapital.co.za/privacy-notice/>.

Treating Customers Fairly (TCF)

The principles of TCF form a central part of the culture of our business. These principles aim to protect the client and instil confidence in the financial services industry. We strive to simplify the investment process by providing relevant information in a manner that is understandable to the client. Both you and Galileo Capital will derive a benefit from our relationship.

Conflict of Interest Policy

Please note that Galileo Capital has a conflict-of-interest policy in place and this policy is available for public scrutiny. Please contact our compliance team at compliance@galileocapital.co.za if you would like to view our conflict-of-interest policy.

Complaints

If you are dissatisfied with any aspect of my service you may contact my employer at compliance@galileocapital.co.za. Galileo Capital has a complaints handling process to deal with any complaints that may arise.

Should you wish to pursue a complaint against me, you should address your complaint in writing to Theo Vorster, the CEO of Galileo Capital at PO Box 2754, Saxonwold, 2132.

Indemnity Insurance

Galileo Capital holds professional indemnity and fidelity insurance.

Confidentiality

Galileo Capital wish to confirm that all information obtained or acquired about you shall remain confidential unless you provide written consent, or unless we are required by any law to disclose such information.

Termination

This agreement may be terminated by either party within 30 calendar days' written notice to the other party.

Basis of advice

For us to provide you with appropriate advice it is important that you give us sufficient particulars of your current financial circumstances. Failure to make a full disclosure could result in our advice being compromised and may result in you embarking on a course of action that is inappropriate to your needs and financial objectives.

How to contact us:	Our physical address:
Switchboard: 011- 502 8810/0873536992 (o/h) Email Details: Sherelee Van Rooyen: sherelee@galileocapital.co.za	Fountain Grove Office Park 5 Second Road Hyde Park 2195

Conclusion

The object of this letter of introduction is to provide you with information required by law, but also additional information about ourselves and the business we represent to allow you to make an informed decision about your choice of financial planner and financial planning service. Should there be any additional information you require during our process of engagement please feel free to ask us.

Yours sincerely,



Sherelee Van Rooyen
Financial Planner

CLIENT ACKNOWLEDGEMENT

I, the undersigned hereby acknowledge receipt of this **Letter of Introduction and Letter of Engagement** and confirm that I have been advised of and understand its contents.

CLIENT CONSENT TO PROCESS AND SHARE INFORMATION

I, the undersigned hereby provide authorisation/consent to the processing and sharing of my personal information for the purposes outlined in the Galileo Capital Privacy Notice that is updated from time to time and available at <https://galileocapital.co.za/privacy-notice/>.

CLIENT SIGNATURE

PRINT NAME

DATE

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