

# FAIS Disclosure Document



## Introduction

The Financial Sector Conduct Authority, together with the Financial Advisory and Intermediary Services Act, No. 37 of 2002 ('FAIS Act'), regulates the South African financial services industry and requires Afena Capital Proprietary Limited (hereinafter referred to as 'Afena Capital') to disclose certain information to existing as well as prospective clients. This FAIS Disclosure Document is furnished as part of Afena Capital's commitment to act with the highest standards of professional integrity and with the objective of instilling a culture of accountability and good corporate governance.

## License Information

Afena Capital Proprietary Limited (Registration No: 2005/017613/07) has been approved by the Financial Sector Conduct Authority as a licensed Financial Services Provider (License no: 25033) in terms of the FAIS Act. Afena Capital is licensed as a Category I and II Financial Services Provider and is authorised to provide discretionary financial services in respect of the following categories of financial services, namely:

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Securities and Instruments: Shares;</li><li>• Securities and Instruments : Money Market Instruments;</li><li>• Securities and Instruments : Bonds</li><li>• Securities and Instruments : Debentures and Securitised Debt;</li><li>• Securities and Instruments : Derivative instruments</li></ul> | <ul style="list-style-type: none"><li>• Securities and Instruments : Warrants, certificates and other instruments acknowledging, conferring or creating rights to subscribe to, acquire, dispose of, or convert securities and instruments</li><li>• Participatory interests in Collective Investment Schemes</li><li>• Short-term deposits</li><li>• Long-term deposits</li></ul> |
|---|--|

## Key Individuals

The following persons are registered Key Individuals of Afena Capital:

- Mila Mafanya
- Shoab Vayej
- Zain Parker
- Zahira Osman

## Representatives

The following persons are registered Representatives of Afena Capital:

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Mila Mafanya</li><li>• Zahira Osman</li><li>• Shoab Vayej</li></ul> | <ul style="list-style-type: none"><li>• Necessity Ngorima*</li><li>• Christopher Twycross</li><li>• Bongani Ngwanya*</li></ul> |
|---|--|

*\*Representative under supervision*

## Compliance Officer

The appointed Compliance Officer is Mr Tim Howse and his contact details are as follows, Phone: (021) 671 8162, Cellular: 082 900 3362, e-mail: [tim@ecomply.co.za](mailto:tim@ecomply.co.za)

## Professional Indemnity and Fidelity Guarantee Insurance

Afena Capital is covered by a comprehensive Insurance Programme provided by Santam Limited. The cover consists of Crime and Civil Liability (including Fidelity Guarantee & Professional Indemnity) and Directors and Officers Liability.

## Gifts, Sponsorships and Donations Policy

Afena Capital has implemented a gifts, sponsorships and donations policy in order to establish principles and guidelines regarding what would constitute normal and acceptable behaviour in relation to gifts and entertainment as opposed to what would be regarded as illegal, unethical or contrary to good corporate governance. This policy also aims to prevent any situation that may create the impression of a conflict of interest between Afena Capital, its clients and/or product suppliers.

## Conflict of Interest

Afena Capital has implemented a Conflicts of Interest Management Policy in accordance with the General Code of Conduct issued in terms of the FAIS Act. The Policy will be made available on written request to the Compliance Officer.

**Financial Intelligence Centre Act**

In terms of the Financial Intelligence Centre Act, No. 38 of 2001 ("FICA") Afena Capital is an accountable institution and as such is required to record and verify the identity of a client as prescribed in FICA as well as report suspicious and unusual transactions that may facilitate money laundering to the Financial Intelligence Centre.

**Complaints Procedure**

Should a client feel that any representative of Afena Capital has contravened or failed to comply with a provision of the FAIS Act, and that as a result thereof the client has suffered or is likely to suffer financial prejudice or damage; or if any representative of Afena Capital has willfully or negligently rendered a financial service to the client which has, or is likely to cause prejudice or damage to the client; or where the client believes he has been treated unfairly, the client has the right to complain.

As a first step the complaint must be lodged in writing with the compliance officer of Afena Capital, Mr Tim Howse. He can be contacted on 021 671 8162 or tim@ecomply.co.za.

- The Compliance Officer must acknowledge receipt of the Client's complaint in writing to the Client.
- The complaint must be recorded into a "complaints register" at Afena Capital (all relevant facts and supporting documentation must be kept on record too).
- The complaint must be resolved within six (6) weeks of receipt.
- Should the Client not be entirely satisfied with the resolution of the complaint the Client may then complain to the Ombud for Financial Services Providers.
- The Office of the Ombud will not investigate a complaint unless it has been lodged with the Compliance Officer of the Financial Services Provider first.

The Ombud can be contacted on the following details:

Postal address:                   The Financial Services Ombud  
   PO Box 74571  
   Lynnwoodridge  
   0040

Telephone:                       (012) 470 9080 / (012) 762 5000

Facsimile:                       (012) 348 3447 / (012) 470 9097

E-mail address:                info@faisombud.co.za

Website:                         www.faisombud.co.za

**Contact Details**

Name	Zain Parker	Mila Mafanya	Tim Howse
Title	Chief Operating Officer	Interim Chief Executive Officer and Head of Equities	Compliance Officer
Postal Address	PO Box 23883 Claremont 7735	PO Box 23883 Claremont 7735	PO Box 45083 Claremont 7735
Physical Address	6th Floor, Sunclare Building, 21 Dreyer Street, Claremont, 7708	6th Floor, Sunclare Building, 21 Dreyer Street, Claremont, 7708	3rd Floor, Sunclare Building, Dreyer Street, Claremont, 7708
Phone	+27 21 657 6277	+27 21 657 6255	+27 21 671 8162
Fax	+27 21 671 4658	+27 21 671 4658	+27 21 671 8165
Email	<a href="mailto:zparker@afenacapital.com">zparker@afenacapital.com</a>	<a href="mailto:mmafanya@afenacapital.com">mmafanya@afenacapital.com</a>	<a href="mailto:tim@ecomply.co.za">tim@ecomply.co.za</a>

**Acceptance of Disclosure Document**

SIGNED at \_\_\_\_\_ on this the \_\_\_\_\_ day of \_\_\_\_\_ 2019.

1. \_\_\_\_\_

Witness

\_\_\_\_\_  
Name of Client

\_\_\_\_\_  
Duly authorised signature of Client

2. \_\_\_\_\_

Witness

## DETAILS OF KEY INDIVIDUALS AND REPRESENTATIVES

### Zain Parker



Zain is the Chief Operating Officer at Afena Capital. He serves as an Executive Director at Afena Capital. Zain holds a Bcom Accounting degree from the University of the Western Cape and BCom Accounting (Hons) degree from the University of South Africa. He is a qualified Chartered Accountant (South Africa). He has 11 years industry experience which includes time at KPMG as an External Audit Manager. Zain has completed the FAIS regulatory examinations for Key Individuals as required by the Financial Sector Conduct Authority.

### Mila Mafanya



Mila is the Interim Chief Executive Officer and Head of Equities. He serves as an Executive Director at Afena Capital. He is a Chartered Financial Analyst (CFA) charter holder and holds a Bachelor of Business Science degree majoring in Actuarial Science from the University of Cape Town. He has 15 years industry experience which includes time at OMIGSA as an assistant Portfolio Manager and Sanlam Investment Managers as an Investment Analyst. Mila has completed the FAIS regulatory examinations for Key Individuals and Representatives as required by the Financial Sector Conduct Authority. He is currently under supervision for the following asset classes:

- Money market instruments
- Debentures and securitised debt
- Warrants, certificates and other instruments
- Bonds
- Derivative instruments
- Participatory interests in Collective Investment Schemes
- Long-Term Deposits
- Short-Term Deposits

### Shoab Vayej



Shoab is the Head of Research and Portfolio Manager at Afena Capital. He serves as an Executive Director at Afena Capital. He is a Chartered Financial Analyst (CFA) charter holder and holds a Bachelor of Science degree in Chemical Engineering from the University of Kwa-Zulu Natal. He has 15 years industry experience which includes time at Sanlam Investment Managers as Investment Analyst and later as Portfolio Manager on the model portfolio group as well as Manager of the Resources Unit Trust. Shoab has completed the FAIS regulatory examinations for Key Individuals and Representatives as required by the Financial Sector Conduct Authority.

### Zahira Osman



Zahira is a Portfolio Manager at Afena Capital. She is a Chartered Financial Analyst (CFA) charter holder and holds a Bachelor of Business Science degree (First Class Honours) majoring in Quantitative Management from the University of Cape Town. She has 16 years industry experience and has been at Afena Capital since its inception in 2005. Zahira started her career as an Investment Analyst at Investec Asset Management. Zahira has completed the FAIS regulatory examinations for Key Individuals and Representatives as required by the Financial Sector Conduct Authority.

Name	Status	Phone	E-mail
Shoaib Vayej	Key Individual & Representative	(021) 657 6252	svayej@afenacapital.com
Mila Mafanya	Key Individual & Representative	(021) 657 6282	mmafanya@afenacapital.com
Zain Parker	Key Individual	(021) 657 6277	zparker@afenacapital.com
Zahira Osman	Key Individual & Representative	(021) 657 6280	zosman@afenacapital.com

As at date of appointment, the above people all met the necessary personal character qualities of honesty and integrity plus the competency requirements relating to experience and minimum qualifications. Afena Capital accepts responsibility for the activities of these people performed within the scope of their employment contracts or mandatory agreements.