



## SUMMARY OF LOWNDES JORDAN INVESTMENT PROCEDURES

1. **How to make payments**

Clients may pay investment funds for Lowndes Jordan by way of cash, cheque or direct credit. All payments should be made to "Lowndes Jordan Trust Account" and cheques should be crossed "Not Negotiable" or "Account Payee Only".

Receipts will be issued for cash payments and otherwise upon request.

Please note that payments received by personal cheque require bank clearance before Lowndes Jordan commences an investment. The standard clearance period is five business days.
2. **All funds will be held in trust**

All clients funds received by Lowndes Jordan are held on trust and are paid out in accordance with instructions received from the client.
3. **Investment authority**

A signed investment authority is required to be completed and signed by the client. The investment will be made in the name of Lowndes Jordan in trust for the client. If an investment authority is not received and monies must be placed on deposit, they will attract the full 39% withholding tax rate.
4. **Records**

Lowndes Jordan maintains detailed records of all trust account investment transactions made on behalf of clients. Lowndes Jordan will provide copies of client records if requested by the client.
5. **Statement**

Lowndes Jordan will provide a detailed investment statement and Resident Withholding Tax certificate annually following the conclusion of the 31 March tax year.
6. **Use of client investment funds by Lowndes Jordan**

Lowndes Jordan does not use client investment funds for its own benefit, except that it may:

  - 6.1 charge a fee of up to 5% of the gross interest earned on the funds invested and administered by Lowndes Jordan on behalf of clients; and
  - 6.2 make any other lawful set-off against, or claim any lawful lien on, all or part of the investment money (including its proceeds) for any of the client debts due to Lowndes Jordan.
7. **When the investment matures**

At the end of the term of the investment, the proceeds will be banked into Lowndes Jordan's trust account. Lowndes Jordan will then disburse the investment funds to the client or reinvest the funds in accordance with instructions received from the client.