



# FINANCIAL COOPERATIVE ASSOCIATION OF INTERNATIONAL CIVIL SERVANTS

COOPERATIVE SOCIETY SA - R.C. N° B35566

**REGISTERED OFFICE**  
25A BOULEVARD ROYAL  
L-2449 LUXEMBOURG

**POSTAL ADDRESS**  
BP 268  
L-2012 LUXEMBOURG

**TELEPHONE**  
(+352) 42 36 61 1

**FACSIMILE**  
(+352) 42 36 60

**INTERNET**  
WWW.AMFIE.ORG

**E-MAIL**  
AMFIE@AMFIE.ORG

## MEMBERSHIP FORM PHYSICAL PERSONS

To join AMFIE, please send this membership form duly completed and signed, together with the documents below to:

**AMFIE**  
**BP 268**  
**L-2012 Luxembourg**

*For AMFIE use only*

Name .....

Account n° .....

1. **A certified copy (both sides) of your valid Passport or National identity card.** This copy has to include the document's number, the bearer's photo, signature and birth date as well as the validity date.

If you have more than one nationality, please provide us with a true certified copy of a valid passport or ID card of at least one nationality, and a simple copy of the other nationalities' ID documents (even expired ones).

The certification of the identity document is mandatory and should also include the surname, first name and position of the person who certified the document, as well as its official stamp.

The certification can be obtained from an authorised official (e.g.: notary public, police officer, city-hall official, consular official), the human resources director of an intergovernmental organisation, of an European Union organisation or a coordinated organisation), or someone accredited by AMFIE (AMFIE directors, AMFIE coordinators, AMFIE Staff).

2. An **official certificate from your employer** specifying your contract start and end dates (if applicable), your function, your current duty station and the gross amount of your annual salary.

- If you are **no longer employed by an intergovernmental organisation**, a copy of your contract of employment or an official certificate stating that you were previously a member of an organisation.
- If you are **retired from an intergovernmental organisation**, your notice of retirement stating the annual amount of your pension.
- If you have **never been an employee of an intergovernmental organisation**, please also enclose a **letter signed by an employee of an intergovernmental organisation** already a member of AMFIE, specifying your kind of relationship (family or personal link...).

3. **Proof of address issued within the last 3 months**, which can be a certificate of residence / a water, gas or electricity bill / a certificate from your organisation confirming your address.

4. **Payment for the purchase of a member share of € 10** in cash by transfer\*

*If your member share is paid in a currency other than Euro, the daily exchange rate will be applied to purchase the amount of EUR 10.  
\*Please contact the secretariat for the Bank details*

After acceptance of your membership file and payment for your member share, AMFIE will send you your login details to connect to the member area of our website [www.amfie.org](http://www.amfie.org). You will find information on our services and products and you can access the AMFIE.NET platform to consult your account and carry out your transactions.

**► For any questions, please do not hesitate to contact our Secretariat by phone at (+352) 42 36 61 1 or by email: [amfie@amfie.org](mailto:amfie@amfie.org)**

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**I** **HOLDER (to be completed in capital letters)**

Mr Mrs Ms

Family name: .....

First Name(s): .....

Maiden name: .....

Civil Status: Married Single  
Widow(er) Divorced Other (please specify): .....

Date of birth: ..... Place of birth (City and country): .....

Nationality: ..... Other nationalities: .....

**► Legal residence**

Number and Street: .....

Postal code: ..... City: .....

Country: .....

**► Contacts**

Private phone: (+ ) ..... Professional phone: (+ ) .....

Private cell phone: (+ ) ..... Professional cell phone: (+ ) .....

Personal email: .....

Professional email: .....

I agree to receive information from AMFIE at my addresses mentioned above.

**► Current or previous (for retirees) occupation**

Organisation: .....

Staff member Retired Other (please specify): .....

Position/responsibilities: .....

**► If you are not an international civil servant, please specify:**

Employer: .....

Active Retired Other (please specify): .....

Function/responsibilities: .....

**► Politically Exposed Person**

The notion of Politically Exposed Person means any individual who is or has been entrusted with prominent public functions as well as their family members (spouse, partner legally considered as spouse equivalent, children and their spouses or partners, parents, brothers and sisters), or persons known to be closely related to him/her.

Prominent public functions include the following: heads of State, heads of government, ministers and deputy or assistant ministers; members of parliament or of similar legislative bodies; members of the governing bodies of political parties; members of supreme courts, of constitutional courts or of other high-level judicial bodies, the decisions of which are not subject to further appeal, except in exceptional circumstances; members of courts of auditors or of the boards of central banks; ambassadors, chargés d'affaires and high-ranking officers in the armed forces; members of the administrative, management or supervisory bodies of State-owned enterprises; directors, deputy directors and members of the board or equivalent function of an international organization.

Given the above statement, are you politically exposed?                      YES                      NO

If yes, please specify: .....

**► Diplomatic status**

Do you have a diplomatic status?                      YES                      NO

If yes, please send AMFIE the documentation to support this statement.

**► Legal incapacity and investment restrictions**

Do you suffer from legal incapacity?                      YES                      NO

If yes, please specify: .....

Are you subject to restrictions on investments as a result of your duties and/or occupation/responsibilities?

YES                      NO

If yes, please specify: .....

**II DECLARATION OF ULTIMATE BENEFICIAL OWNERSHIP (to be completed in capital letters)**

According to Luxembourg law, AMFIE is required to identify the ultimate beneficial owner of every account opened in its books. AMFIE requests that the account holder be the only ultimate beneficial owner of this account. Please complete the following declaration:

I, the undersigned, Mr / Mrs / Ms.....

hereby declare that I am the ultimate beneficial owner of the assets held in the account opened by the present application.

Signature of the ultimate beneficial owner

## ► Nature of funds to be deposited in the account:

Professional - from an International Organisation

Professional - other than from an International Organisation

Inheritance

Income from property

Pension

Investments

Other (please specify): .....

Country where the revenues are generated: .....

## ► Use of the account:

Current account

Savings account

Investments

Provident savings plan

Other (please specify): .....

## ► Country(ies) of residence for tax purposes

**Important :** Please indicate ALL the countries where you are considered as tax resident.

We kindly draw your attention that a physical person is a tax resident of at least one country.

In case of doubts, please do not hesitate to contact a tax adviser to help you determine your country(ies) for tax purposes.

Country	Tax Identification Number <sup>1</sup>	The country does not issue TIN
1.		
2.		
3.		

I confirm that I have no country of residence for tax purposes other than that stated above.

## ► Information relating to the data exchanged

I certify that I understand that AMFIE will securely and confidentially send annual data<sup>2</sup> relating to my account(s) to the Luxembourg tax authorities, which will in turn exchange those data with the tax authorities of my country/countries of residence. In this regard I have a right of information, which I may invoke and on request obtain information on the data exchanged.

I undertake to notify AMFIE without delay of any change in my personal situation affecting the accuracy of the above details.

This self-certification respects Community fundamental rights and complies with recognised principles, notably those enshrined in the EU Charter of Fundamental Rights, and specifically the right to the protection of personal data.

For TINs and more information regarding the concept of tax residences, you can visit:

<https://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-identification-numbers/>

<https://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-residency/>

1. This is your personal tax identification number, assigned to you by the relevant tax authority.

2. Personal information (name, forename, address, etc.), the different type of financial income received and the amount of the assets.

**V****AUTHENTICATION**

For identification purpose during the telephone calls, please answer at least four questions:

1. What is your maternal grandmother's maiden name? .....
2. What was your first pet's name? .....
3. Where did you meet your spouse? .....
4. What is the name of the street on which you grew up? .....
5. Which sport did you practice when you were a child? .....
6. What is your eldest child's nickname? .....
7. What was the make of your first car? .....
8. What was the color of your first car? .....
9. What is your favorite color? .....
10. What is your favorite city? .....

**VI****WHERE DID YOU HEAR ABOUT AMFIE?**

- |                       |                           |  |
|-----------------------|---------------------------|--|
| through a colleague   | through my organisation   | during a visit from an AMFIE representative to my organisation |
| through a coordinator | through the AMFIE website | through social networks  |
| through inheritance   | by a presentation         | other.....   |

## ► BETWEEN

Name and first name: .....

Hereafter “the Member”

## ► AND

AMFIE, FINANCIAL COOPERATIVE ASSOCIATION OF INTERNATIONAL CIVIL SERVANTS, Société coopérative S.A., registered in the Luxembourg Trade Register at number B35566 and with registered offices at 25A boulevard Royal, L-2449 Luxembourg, represented by its Board in office,

Hereafter «AMFIE»

IT HAS HEREBY BEEN AGREED AS FOLLOWS:

### Article 1: Purpose and scope of the present Mandate

(the Member already being a Member of AMFIE)

Under the present agreement the Member awards a discretionary mandate to AMFIE, which accepts the mandate, to manage for and on the Member's behalf all the liquid assets (hereafter “the liquid assets” held now or to be deposited in the future by the Member in his personal AMFIE account (hereafter “the account”) and transferred to the omnibus accounts opened in AMFIE's name at all its partner deposit-holding banks (hereafter “AMFIE SCOP S.A. account”) on the terms set out herein. The Member declares these liquid assets to be his to dispose of freely.

(the Member being a new Member of AMFIE):

Under the present agreement the Member awards a discretionary mandate to AMFIE, which accepts the mandate, to manage for and on the Member's behalf all the liquid assets (hereafter “the liquid assets” to be deposited in the future by the Member in his personal AMFIE account (hereafter “the account”) and transferred to on the omnibus accounts opened in AMFIE's name at all its partner deposit-holding banks (hereafter “AMFIE SCOP S.A. account”). The Member declares these liquid assets to be his to dispose of freely.

It is specified that AMFIE is a regulated entity subject to prudential supervision as an investment firm in accordance with Directive 2014/65/EU of the European Parliament and Council of 15th May 2014 on markets in financial instruments as modified from time to time (hereafter, the MiFID II Directive) and the amended law of 5th April 1993 relating to the financial sector (hereafter, the “LSF”).

For the sake of clarity the Parties explicitly acknowledge that the present discretionary mandate relates only to the liquid assets and excludes all assets and securities other than cash that may be held by the Member.

For this purpose the Member confers on AMFIE, as discretionary manager, all powers to manage the liquid assets in the Member's best interests, as it sees fit, although within the provisions of the present Mandate and the agreed investment policy and in conformity with accepted practice and in compliance with the rules of conduct incumbent upon AMFIE. The Member explicitly waives the obligation

on AMFIE to consult or seek his prior agreement.

The investment decisions are the sole responsibility of AMFIE. Notably, AMFIE may at its convenience select the aim of investments and the most opportune moment for their execution, so long as they fall within the management strategy set out in Article 3 and are compatible with the investment profile it has drawn up in accordance with the Member's investment experience, financial situation, investment horizon, aims and knowledge.

The discretionary character of the present mandate necessarily implies that the Member shall not intervene in the investment decisions made by AMFIE and relating to the liquid assets. Any instruction relating to financial instruments initiated by AMFIE can be executed only in accordance with AMFIE's General Terms and Conditions.

The Parties explicitly acknowledge that the present Mandate is agreed by reason of the intuitu personae nature of relations between the Member and AMFIE and that for the management of the liquid assets AMFIE consequently has no authority to call in the services of any third party management company. Breach of this requirement shall engage the Association's liability in accordance with Article 6 below.

### Article 2: AMFIE SCOP S.A. Account – Depositing of assets of the Member

Liquid assets shall be deposited by the Member or when appropriate his agents on the account of AMFIE SCOP S.A..

The Member acknowledges being fully aware that the AMFIE SCOP S.A. account brings together the various omnibus accounts opened in AMFIE's name solely with depositary banks in Luxembourg which are the Association's partners (hereafter “the Depositaries”, and individually “the Depositary”) and approved by the Ministry of Finance after scrutiny by the Commission de Surveillance du Secteur Financier (hereafter “the CSSF”), a list of which is published and regularly updated on AMFIE's website and will be provided to the Member on request.

The Member remains the owner of the funds deposited by himself or when appropriate his agents on the account of AMFIE SCOP S.A.. Such funds, along with those of other AMFIE members, are the assets of third parties under wealth management, recorded off balance-sheet in

AMFIE's book-keeping. The Depositaries and AMFIE ensure in particular that the AMFIE SCOP S.A. account holds none of the Association's own funds, which are held on distinct accounts with the Depositaries in question.

The AMFIE SCOP S.A. account may also hold the dividends, interest and other income generated by the investments made by AMFIE arising from the liquid assets, as well as the proceeds of any disposal of such investments. It is also explicitly agreed between the parties that the Member may at any moment withdraw his share of the assets held on the AMFIE SCOP S.A. account. AMFIE guarantees that it will keep enough liquid funds immediately available on the AMFIE SCOP S.A. account to meet any unplanned withdrawal by the Member.

Nevertheless, any substantial withdrawal of funds by the Member during the lifetime of the present Mandate may result in the reorganisation of his assets, beyond the liability of the Association vis-à-vis the Member. The Member recognises explicitly that any withdrawal of capital will (i) automatically result in a reduction in interest receivable over the remaining period because of the reduced nominal amount deposited on the remunerated sight or term account and (ii) the possibility of penalties which may outweigh the interest yield proposed.

### Article 3: Management objective

AMFIE shall manage the Liquid assets prudently, in accordance with the accepted practice for such management, and shall perform its mandate in accordance with the strategy required for management of the Liquid assets, as described below. This management strategy has been determined principally by the fact that the Member is a member of AMFIE and accordingly approves of its cooperative nature which demands but also guarantees the sharing of the revenues realised by AMFIE from the whole of the assets entrusted to it by all its members, and not for reasons of past management performance, the prospects of future returns or management strategies defined in the light of the Member's investment profile. The management objective assigned by the Member is that corresponding to CONSERVATIVE MANAGEMENT, i.e. that of preserving the value of the capital.

In particular, AMFIE recognizes that it is alone responsible for respecting the rules of conduct applicable to the provision of the service and the discretionary management of the Liquid assets. In application of the rules set out in MiFID II, AMFIE will classify the Member in the light of his investment profile and perform the test to assess the suitability of the discretionary management service in view of the Member's personal and financial situation and the investment objectives set out in Article 3. The Member acknowledges having studied AMFIE's General Terms and Conditions and notably Section III entitled Characteristics and Fundamental Risks of Financial Instruments which are the subject of the investments defined in the management strategy. He confirms that he has been informed by AMFIE of the risks associated with the investment strategy set out in the present article and declares that he is aware that investments in instruments in the financial or monetary markets involve risks such as economic risks, risks associated with the quality of issuers or counterparties, currencies or interest rates which may result in losses that will be at his expense.

The management aim is to seek a gain from the liquid assets compatible with the aim of preserving the value of the capital. The management aim is a low risk investment providing regular income to the Member.

The value of the Member's assets can thus fluctuate moderately.

Liquid assets will be invested solely in money-market investments, fixed- or variable-rate instruments (with low volatility) and in investments with limited risk of capital loss. The authorized products are indicated in Article 4.

AMFIE will invest the Liquid assets following a policy of risk-diversification at three levels. (i) no more than 25% of the deposits of AMFIE members will be invested with any one Depositary and (ii) at least 20% and no more than 50% will be invested in sight deposit or term accounts. As for investment products, (iii) in accordance with a diversification policy, no more than 25% will be invested in a single product.

Over time and depending on the manager's opinion on the economic trend, he may amend these percentages but without abandoning the

rule of a minimum of four products.

In principle, AMFIE will invest the liquid assets in the same currency as the deposits made by the Member in his account.

### Article 4: Authorized operations and product types

#### a) List of authorized investment products

AMFIE is authorized to invest in the following products:

1. Government bonds or bonds issued by so-called supranational bodies;
2. Non-convertible bonds issued by listed or unlisted companies ("corporate") from the financial and non-financial sectors;
3. Mutual funds invested at a minimum level of 75% in the products indicated in points 1 & 2 of this list;
4. EMTN (European Medium Term Notes) with guaranteed and non-guaranteed capital (with underlying minimum grade investment type);
5. Property funds belonging to the categories "Core Funds"<sup>1</sup> and "Value Added Funds"<sup>2</sup> according to the categories set out by INREV (European Association for Investors in Non-listed Real Estate Vehicles), as well as infrastructural funds of a similar profile;

#### b) Restrictions

Liquid assets may not be invested in shares or in bonds convertible into shares, or, in the case of the authorized products 1 to 4 (article 4, point a), in securities rated other than "investment grade" i.e. Aaa/ Aa1–Aa3/ A1–A3/Baa1–Baa3 by Moody's<sup>3</sup>, or AAA-BBB by S&P.

Investments in rates-based products shall only be as firm purchases, with the unwinding of the investment being in principle on the maturity date of the bond in question, except in the theoretical case of a specific security sold because its value was falling or raising steadily. AMFIE's policy rules out all speculative transactions including forward, swaps, options, investments in derivative instruments for speculative purposes, etc. However, AMFIE is authorized to acquire hedging instruments with the aim solely of protecting itself against risks (currency or rates-related) concerning the investments it has made and not for speculative purposes.

#### c) Operations

The Member grants AMFIE full powers to manage the Liquid assets, executing on its own initiative such transactions on the account as the manager finds necessary or useful, and in particular to:

- make money-market investments (deposits or certificates of deposit) in euros or any other currency;
- buy, sell, subscribe to or exchange rates-based securities, fund holdings or any other authorized product (Article 4, point a) corresponding to the management objective as defined in Article 3; and
- diversify the investments arising from the liquid assets.

Acting in the Member's best interests AMFIE shall on his behalf give such instructions as are necessary to exercise all rights attached to the securities resulting from the investments made, and to draw all coupons, interests and other incomes arising from the securities.

It is nevertheless understood that AMFIE shall on no account be required to attend on the Member's behalf any meeting of bondholders or other, nor to participate in ballots.

<sup>1</sup> "Core Funds" have a low exposure to leases, that is to say a low exposure to vacancies and short-term lease instalments and a low to moderate leverage effect. A small percentage of non-essential assets is retained. In consequence, these funds have, in principle, relatively high yields and exhibit relatively low volatility. INREV defines two subcategories of core funds as a function of the leverage effect applied. Core ≤ 40% loan-to-value ratio permitting a leverage effect up to 40% of the loan-to-value ratio and Core > 40% permitting a leverage effect of more than 40% of the loan-to-value ratio

<sup>2</sup> Added-value funds generally contain a combination of core investments and non-essential investments that will have less stable revenue flows. These less stable revenue flows may be due to vacancies, short-term lease instalments and refurbishment requirements which, at the same time, offer potential for increases. A large proportion of the yield from value-added funds should come from appreciation/amortization and they should exhibit moderate volatility.

<sup>3</sup> Moody's rating scale:

AAA: The highest rating. The ability to pay the interest and repay the capital is extremely high; Aa1 – Aa3: The ability to cope with the interest payments and repayment of the capital remains strong and differs only slightly from the category "Aaa";

A1-A3: Strong ability to pay the interest and repay the capital, but certain sensitivity to the unfavourable effects of changes in circumstances or economic conditions.

Baa1-Baa3: Ability to pay interest and repay capital still sufficient but unfavourable economic conditions or a change in circumstances are more likely to affect normal servicing of the debt.



All the aforementioned transactions shall be executed within the framework of the regulations and legislation in force on the markets where the transactions are begun.

## **Article 5: Informing and remunerating the Member**

### **5.1. AMFIE's reporting obligations**

If the Member subscribes to AMFIE.NET he will, by accessing the online platform, receive the following information:

- Statements of account;
- Net worth Statements;
- Securities portfolio statements;
- Credit card statements.

### **5.2. Payment to the Member of the income arising from the Liquid assets**

Income generated by the investments made on the AMFIE SCOP S.A. account is distributed to the Member pro rata to the amount and duration of the deposits of Liquid assets on the AMFIE SCOP S.A. account. It takes the form of a quarterly distribution of interest.

### **5.3. Information obligations of the Member**

The Member undertakes to inform AMFIE immediately of any errors, differences and irregularities observed in the statements of account or any other document sent under the present Mandate, and of any delay or omission in the sending of such communications.

Unless otherwise agreed, the provisions of the General Terms and Conditions shall apply.

For the purposes of the present Mandate, AMFIE is authorised to rectify without notice and at any time any material error appearing in statements of account.

## **Article 6: Responsibilities of AMFIE**

AMFIE's commitment as regards the yield objectives is to the means employed, and not the results obtained. Investment necessarily involve an element of unpredictability even in the case of the conservative management described in Article 3. AMFIE thus cannot guarantee that the objectives sought will necessarily be attained.

AMFIE's liability thus cannot be invoked as regards performance, including in the event of capital loss on the liquid assets under management, or in the event of a reduction or fluctuation in the yield, or loss of value of the securities invested, so long as AMFIE has acted within and in accordance with the management objective described in Article 3. The Parties explicitly acknowledge that AMFIE's management shall be in good faith and prudent, and its liability can be invoked only in the event of malicious or fraudulent conduct or gross negligence.

In any event, AMFIE shall not be held liable for the consequences of events or circumstances beyond its control, including in particular the civil or criminal seizure of the account, strikes, computer or communications systems failures, malfunction in a payment, compensation or stock exchange system, or any other event of whatever nature. Nor may AMFIE be held liable for measures adopted by national or foreign authorities in amending either domestic or foreign regulations or legislation, or the Member's tax situation. AMFIE shall not be held liable in the case of force majeure.

## **Article 7: Declarations and obligations of the Parties**

### **7.1. Declarations and obligations of the Member**

The Member declares that he enjoys full legal capacity to act in granting the present management Mandate.

The Member declares that all the information on his personal situation and wealth communicated to AMFIE on signature of the present Mandate, and those communicated when opening his AMFIE account, are true and correct, and undertakes to inform AMFIE of any change without delay.

The Member declares that he is fully aware of all his statutory duties resulting from all laws applicable to him, notably on tax and criminal matters. The Member declares that he complies with all reporting obligations, and other such requirements.

Lastly, the Member declares that he:

(i) realises that losses can occur, notably as a result of adverse market trends;

(ii) has been sufficiently informed by AMFIE to be able to give the Association the powers required for the proper execution of the present discretionary management Mandate;

(iii) and is fully informed (a) of the financial risks which may flow from execution of the transactions forming the subject of the present Mandate, whose nature is unpredictable, and (b) that previous losses and good results are not a guide to future results.

### **7.2. Declarations and obligations of AMFIE**

AMFIE undertakes to deploy all necessary means for the proper management of the liquid assets under mandate in conformity with the objectives or investment policy agreed with the Member and as defined in Article 3.

AMFIE undertakes to monitor the value of the liquid assets according to the nature of the risks inherent in the investments made, using a treasury management system which tracks the day-to-day value of the assets, yields, counterparty and country risks.

More generally, AMFIE undertakes to respect all the rules applying to it, notably in its capacity as an investment enterprise whose activity is subject to the supervision and control of the CSSF, and in particular the rules of conduct relating to the financial sector, the provision of investment services to clients, and the requirement of professional secrecy set out in Articles 37-2, 37-3 and 41 of the LSF, together with the provisions of the Civil Code relating to management mandates.

AMFIE will refrain from any conduct liable to generate a conflict of interest between it and the Member. It will also avoid any action or operation that might prejudice the image and good reputation of the Member.

AMFIE undertakes to consult the situation of the account on a regular basis and to check that the instructions that it has given to its Depositaries relating to one of the AMFIE SCOP S.A. accounts have been executed correctly.

The Member and AMFIE recognise and agree that the Depositary is granted no management powers.

### **Article 8: Remuneration of AMFIE**

By reason of its cooperative nature, AMFIE does not charge a management fee. AMFIE is remunerated on the totality of the managed assets on the AMFIE SCOP S.A. account. The membership as a whole remunerates the Association with no distinction as to the percentage payable based, for example, on the amount deposited or seniority in the Association.

AMFIE's remuneration is not a fixed percentage but varies according to (i) its operating costs and the constitution of such reserves as are required by law or by prudent management of its activities and growth, and (ii) the rates of interest negotiated or accepted by AMFIE for its investments and the total amount under management on the AMFIE SCOP S.A. account.

The amount due from each member under the present Mandate, calculated by AMFIE applying the principle of equality and the criteria defined in the foregoing paragraph, will be deducted from the amount distributable to the Member in accordance with Article 5.2.

In the event of the present mandate being terminated during the course of a quarter, the remuneration on the Liquid assets received by AMFIE for that quarter will remain with the Association.

### **Article 9: Duration and termination**

The present management Mandate shall remain in force until terminated by one of the parties. It may be terminated by either the Member or AMFIE at any time, without reason or justification, by registered letter with advice of receipt.

- If at the initiative of the Member, termination shall take effect immediately on receipt of the registered letter by AMFIE, which thereby loses its authority to undertake new transactions.

- If at the initiative of AMFIE, it shall take effect five days after receipt of the registered letter by the Member.

Termination of the management mandate shall result in closure of the

account and loss of membership of the Association.  
If for whatever reason the present Mandate is terminated, the Member or his heirs or legal representatives undertake to give AMFIE instructions on closure of the account within thirty (30) days.

**Article 10: Post mortem mandate**

The present Mandate shall not end with the death of a Member who is a natural person, but will remain in effect until the Association is otherwise instructed in writing by the heir or heirs of the deceased, their legal representatives or the law officer mandated to deal with the estate.

It is explicitly agreed that following the death of the Member AMFIE will continue to manage the liquid assets on the basis of the investment strategy of the present Mandate.

**Article 11: Communication and Correspondence**

For the purposes of the present mandate, all correspondence between AMFIE and the Member, and in particular the language and address to be used, shall be in accordance with AMFIE's General Terms and Conditions.

In particular, if the Member has opted for domiciliation of correspondence with AMFIE, any correspondence addressed by

AMFIE to the Member shall be held at AMFIE's registered office. Notwithstanding this domiciliation, the Member undertakes to acquaint himself with that correspondence regularly, and in any event to inform himself of the situation of the investments representing the liquid assets and their estimated value at 31 December each year.

**Article 12: Applicable law and competent jurisdiction**

Relations between the Member and AMFIE pursuant to the present contract shall be governed by the Law of Luxembourg, and, for what is not otherwise provided by the present contract, by AMFIE's General Terms and Conditions. The Courts of the City of Luxembourg shall have exclusive jurisdiction for any dispute between the Member and AMFIE.

Done in Luxembourg

Date.....

*The signature should be preceded by the handwritten words « Good for mandate».*

For AMFIE

A copy of the present «Discretionary management mandate» duly signed by AMFIE's authorised management will be sent back to you for your files.

## YOUR MiFID INVESTOR PROFILE

### governing relations between AMFIE and its members

Since 1 November 2007, the European directive «Markets in Financial Instruments Directive» (MiFID) is applicable to all financial institutions. AMFIE must be informed of your knowledge and / or experience regarding financial products. This information is strictly confidential and intended solely for AMFIE.

#### I. Your knowledge of financial instruments and your experience in trading

- I.1 Do you have experience in financial investment? YES NO
- I.2 How many transactions in financial instruments have you completed in the last two years?  
0 <2 2 - 4 5 - 10 >10
- I.3 How do you assess your knowledge of financial products? "High" means you already have a good idea of the risks, the expected return and tax implications of the financial product.  
High Medium Low None
- Current accounts and money market products (time deposits, money market funds, structured products with underlying monetary assets ...)
- Bonds
- Stocks
- Alternative Investments
- Structured products, derivatives, futures

#### II. Your financial situation

- II.1 At how much do you estimate your annual net income in Euro (net of taxes and other liabilities)?  
<100.000 100.000 - 250.000 250.000 - 500.000 500.000 - 1.000.000 >1.000.000
- II.2 What is your main source of income?  
Inheritance Professional activity Pension Investments
- II.3 At how much do you estimate your annual expenses in Euro?  
<100.000 100.000 - 250.000 250.000 - 500.000 500.000 - 1.000.000 >1.000.000
- II.4 How is your net worth divided, in Euro?  
<100.000 100.000 - 250.000 250.000 - 500.000 500.000 - 1.000.000 >1.000.000
- Bank deposits and securities
- Real estate assets
- Other assets
- Debts
- Structured products, derivatives, futures
- II.5 What is the planned frequency of your withdrawals?  
No planned withdrawal Monthly Quarterly Annual
- II.6 Have you planned extraordinary expenses in the next three years? YES NO

### III. Sustainability preferences

Would you like to integrate sustainability criteria (ESG: Environmental, Social, Governance) into your investment decisions?

YES

NO

If you checked YES, please answer the following questions:

III.1	Environment (E) :	High	Medium	Low	No preference
	How sensitive are you to environmental issues such as climate change and the preservation of biodiversity?				
	To what extent would you be willing to invest in companies implementing environmentally-friendly practices, even if this could result in lower potential financial returns?				
III.2	Social (S) :	High	Medium	Low	No preference
	What importance do you attach to social issues such as gender equality, diversity and inclusion in your investment choices?				
	To what extent would you be inclined to support companies implementing social initiatives, even if this might involve some volatility in financial performance?				
III.3	Gouvernance (G) :	High	Medium	Low	No preference
	To what extent would you be inclined to support companies implementing social initiatives, even if this might involve some volatility in financial performance?				
	Would you be prepared to give preference to companies with high standards of corporate governance, even if this might result in more modest financial returns?				
III.4	Sustainable products and services:	High	Medium	Low	No preference
	How interested would you be in investments specifically focused on products or services related to sustainable development?				
	How important is it to you that the companies you invest in adopt sustainable and responsible business practices?				
III.5	Transparency and Communication	High	Medium	Low	No preference
	What level of transparency do you expect from the companies you invest in regarding their sustainability efforts?				
	Would you like AMFIE to communicate on the ESG performance of the investments you hold?				

## IV. Investment objectives

What is the maximum level of risk that you are willing to take relative to your performance expectations?

GREEN Equities 0 % Bonds / cash 100 %	Conservative: aims for a medium-term performance superior to that of a money market investment. In order to achieve this goal, you are prepared to accept the volatility inherent to bond prices and interest rates.
BLUE Equities 30 % Bonds / cash 70 %	Defensive: aims for a medium-term performance superior to that of a bond portfolio. In order to achieve this goal, you are prepared to take a moderate risk on your invested capital.
YELLOW Equities 50 % Bonds / cash 50 %	Neutral: aims to maintain a balance between bonds for (-> return) and equity investments (-> capital growth) if you accept variations in the market value of your investments.
ORANGE Equities 75 % Bonds / cash 25 %	Dynamic: the main objective is appreciation. Bond investments are added in order to generate returns and reduce the volatility of the investment.
RED Equities 100 % Bonds / cash 0 %	Aggressive: aims at long-term capital growth, you are prepared to stand the volatility of equity markets.

For ease of understanding, the profiles are based on simplified assumptions for the allocation between stocks and bonds. Choosing a profile does not mean that the investment will have to be limited to these two asset classes.

## V. Education

IV.1. What is your highest level of education?

High school or equivalent

University degree or equivalent

None

IV.2. What is your experience in financial markets?

None

Employee in the Financial Sector

Professional Investor

The Member Investor Profile thus defined will determine whether the Member may envisage a transaction given its characteristics and the risks of investing in these financial instruments. This profile has been determined based on the responses to the above questionnaire. The Member may amend his/her Investor Profile at any time depending on changes in his/her situation, needs or projects. In this case, s/he undertakes to immediately inform AMFIE of such changes.

### ► Risks associated with investments

The Member has been informed that investing in financial instruments involves certain risks, such as risks linked to the economic situation and the quality of the issuer or counterparty, and currency or exchange risks which could lower the value of his/her investments. The Member's knowledge of financial instruments and the associated risks have been identified in the responses to the questionnaire given to the Member. The Member also confirms that s/he has received a copy of the Agreement on Financial instrument, the aim of which is to help the Member understand financial information and to guide his/her investment decisions.

### ► Release from liability

If for personal reasons of discretion, the Member does not provide AMFIE with the information required to define his/her investor profile, s/he acknowledges that s/he is aware that AMFIE will not be able to guarantee that the services offered are in line with his/her requirements, and that the latter may be required to refrain from providing the Member with certain financial recommendations. The "Investor Profile" document shall be used in conjunction with the AMFIE's General Terms and Conditions, which the Member has signed, as well as all other agreements between AMFIE and the Member, and, which, in the absence of any information to the contrary, shall apply to all his/her dealings with AMFIE and accounts with AMFIE.

**This section must be completed.**

- Are you a 'US Person' according to the definition below or do you have unlimited US taxpayer status for other reasons?
- YES NO

You should answer «YES» if you meet at least one of the following criteria:

- a. You are a US citizen (including those with double or multiple nationalities),
- b. You are born in the USA,
- c. Non-US citizens resident in the USA,
- d. Persons with a permanent residence permit (e.g. Green Card),
- e. Persons that are living/have lived in the USA for a long period (substantial presence test), i.e: -at least 31 days in the current calendar year and more than 183 days in total in the current and two previous calendar years. The calculation is made as follows: days in the current year are counted whole; days in the prior year are counted as one-third; days in the year before prior year are counted as one-sixth.

A non-'US Person' may have unlimited US taxpayer status for another reason (e.g. double residency, joint tax declaration with a 'US Person' [e.g. as spouse], as a consequence of renouncing US citizenship or a residence permit after long-term residency.

► **Reporting duty**

The member must report to AMFIE immediately if he/she assumes the status of a 'US Person' or if he/she assumes unlimited US taxpayer status for other reasons. It is also obligatory to report if the member loses the status of 'US Person' or no longer has US taxpayer status for other reasons.

► **Cooperation duty**

If indicia are identified of US taxpayer status, AMFIE must investigate whether the affiliate actually has US taxpayer status or not. The affiliate is obliged to cooperate with AMFIE with this investigation to determine his/her status. The duty to cooperate specifically includes providing truthful answers to the questions asked by AMFIE.

- If you are a 'US Person', you are requested to complete and sign the W9 form\*.
- If you are not a 'US Person', but one or several US indicia as mentioned above remain, you are requested to complete and sign the W-8BEN form\*.
- If you live in the USA, do you hold a G visa? YES NO  
If you answered "yes", please attach a copy of your G visa to this membership form.
- If you lost your US citizenship, please attach a copy of your "Certificate of Loss of Nationality of the United States".

\* These forms are available on our website in the "Documents" area or on the official website of the *Internal Revenue Service* ([www.irs.gov](http://www.irs.gov)), or upon request from the AMFIE Secretariat.

I hereby,

- Certify having taken note and accept of AMFIE's Statutes and General Terms and Conditions;
- Commit to inform AMFIE in case of any changes regarding the information provided in this membership form;
- Fully understand the implications of the "US Declaration Form (US Person)" and hereby authorise AMFIE to disclose my identity and to report any required information concerning my account(s) to the custodian and/or to the U.S. tax authorities, if necessary;
- Declare that AMFIE has collected the information required to assess my investment knowledge and experience, my financial situation and investment aims prior to investing;
- Certify that the information mentioned in this document is complete, exact and sincere.

Done in Luxembourg,

Date .....

Signature\*

\* This signature confirms unequivocally the statements which precede and will act as reference signature in your relations with the Association.

AMFIE membership entitles you, free of charge to a current account in 7 currencies (EUR, GBP, CHF, USD, AUD, CAD, DKK), and on request, to a savings account in 7 currencies as well as a term deposit account (applicable rate on amfie.org).

Once you are an AMFIE member, you can also :

- subscribe to the AMFIE provident savings plan;
- subscribe to the investment funds savings plan, AMFund;
- open a savings account 0-18 for an underage;
- build an investment portfolio;
- obtain a credit card.



Find all our products and  
services on our website  
[www.amfie.org](http://www.amfie.org)