

### The services AMFIE offers

AMFIE was established in Luxembourg in 1990 by a group of international civil servants. Active and retired civil servants are present in all of AMFIE's governing bodies.

FINANCIAL COOPERATIVE ASSOCIATION OF INTERNATIONAL CIVIL SERVANTS

BP 268 - L-2012 luxembourg

Tel. (+352) 42 36 611

Facsimile (+352) 42 36 60 www.amfie.org amfie@amfie.org

Cooperative Society SA R.C. N° B35566

# Reduced charges

A transparent fee structure and reduced charges are a central feature of AMFIE's management policy

- No monthly account fees and no account opening and closing fees
- Maximum 0.4% administrative charges for foreign exchange transactions between AMFIE's 7 currencies
- No charges for any transfers between internal AMFIE's accounts
- AMFIE's online banking service is free
- AMFIE does not charge fees for transfers through our correspondent banks around the world (some intermediary banks may charge a fee).

# Accounts in 7 global currencies

EUR - CHF - GBP - USD - CAD - AUD - DKK

Members may keep funds in any or all of AMFIE's currencies within a single account at no additional charge.
Unlike most commercial banks, with AMFIE's savings accounts, your money is both remunerated and immediately available. Yields have consistently surpassed interbank rates such as the EURIBOR and the LIBOR.

AMFIE offers a range of different investment options:

- Term-deposit accounts
- Portfolio accounts, through our partner bank Keytrade. Members have access to over 600 investment funds. Withdrawals may be made by transfer to the member or a third party, in cash, by cheque, as well as by standing order, or by credit card.

#### Secure management

Security is the guiding principle of AMFIE's investment policy. AMFIE never speculates on foreign exchange fluctuations. Liquid assets will be invested solely in money-market and fixed – or variable - rate instruments in line with a policy of risk diversification.

AMFIE is supervised by internal and external auditors and subject to the regulations established by the CSSF (Luxembourg regulator).

# A free Mastercard

Our MasterCard Blue is free if you sign up for our online banking service. AMFIE also offers a range of credit cards at preferential rates.

# **Provident** savings plan

AMFIE, in partnership with La Bâloise Vie Luxembourg offers, to its international civil servants members, a flexible solution to build a pension or a complementary pension.

# Who can join?

Membership is open to anyone who is or has been employed by an intergovernmental organization. Each member acquires a

10 euro share when they join, the value of which is repaid to anyone who no longer wishes to benefit from the cooperative's services.

Membership is also open to the spouse/partner, children, nieces and nephews of members.

# WHAT DO WE OFFER?

### WIDE RANGE OF FINANCIAL SERVICES

Provident savings plan for retirement, term deposit accounts, securities...

**OPENING COST**Member share 10€

- MULTI CURRENCY SAVINGS ACCOUNTS EUR, USD, GBP, CHF, CAD, AUD, DKK
- MINIMAL FEES ON CURRENCY EXCHANGE
- FREE OR AT COST MONEY TRANSFERS
- FREE MASTERCARD
- NO ACCOUNT MAINTENANCE FEE



FINANCIAL COOPERATIVE ASSOCIATION OF INTERNATIONAL CIVIL SERVANTS

AMFIE's Secretariat in Luxembourg:

+352/42 36 611 amfie@amfie.org

WWW.AMFIE.ORG





Founded in 1990 by International Civil Servants to serve their colleagues, AMFIE works according to 3 basic principles:

SOLIDARITY

### We strive to provide services without fees and to offer our members a competitive return on their savings.

**SECURITY** 

EQUALITY OF TREATMENT

All members receive the same personalized service, no

### matter how much they have invested.

Maintaining a conservative investment policy is our priority.

OVER 5,000 MEMBERS WORKING IN OVER 85 INTERGOVERNMENTAL ORGANIZATIONS IN 110 COUNTRIES.

FINANCIAL SERVICES FOR

FOUNDED IN 1990, AMFIE NOW SERVES

# INTERNATIONAL CIVIL SERVANTS

# CHF, CAD, AUD and DKK.

EASY ACCESS TO MULTIPLE CURRENCIES

 Minimal fees on currency exchange between AMFIE's 7 currencies.

ACCESSIBLE FROM ANYWHERE IN THE WORLD

Accounts in up to 7 currencies: EUR, USD, GBP,

 An online banking service at no charge allows members to consult their accounts.

A small friendly staff trained to handle the

# NO FEES ON MANY BASIC SERVICES

No charges for transfers through our

specific needs of international civil servants.

No account fees.

may charge fees).

bonus.

pension.

A RANGE OF INVESTMENT
OPTIONS

correspondent banks (some intermediary banks

600 investment funds.
A long-term savings plan for international civil servants seeking to build a complementary

Portfolio accounts with access to over

Savings accounts with interest rates above

interbank rates and the possibility of a yearly

Term deposit accounts in EUR, USD and GBP.

- BECOMING A MEMBER
- Membership is open to active and former staff of intergovernmental organisation as well as their

To learn more, visit our website at www.amfie.org

spouses, children, nieces and nephews.

- AMFIE IN BRIEF
- Over 275 million EUROS in assets
  7 currencies EUR, USD, CAD, CHF, AUD, GBP, DKK
- Regulated by the Luxembourg Commission de Surveillance du Secteur Financier (CSSF)

Serving over 5,000 members

Located in Luxembourg

- the FGDL

Deposits are guaranteed up to 100,000 euros by



25A Boulevard Royal L-2449 Luxembourg Tel: +35 2 42 36 61 1

Tel: +35 2 42 36 61 1 Email: amfie@amfie.org www.amfie.org



# THE AMFIE CURRENCY EXCHANGE SERVICE

Currency exchange is one of AMFIE's most popular services.

Our Currency Exchange Service combines interbank

exchange rates with very competitive international transfers.

As staff members of intergovernmental

organizations, our members send money around the world more often than most people.

We are committed to ensuring that this process is

# WHY IS THE AMFIE CURRENCY EXCHANGE SERVICE SO POPULAR?

# MARKET AMFIE offers its members interbank exchange

SOME OF THE BEST EXCHANGE RATES ON THE

rates, usually reserved for high net worth clients. **EXTREMELY LOW FEES** 

# 0.4% fixed fee and no hidden fees, for exchanges

fast, convenient and secure.

between AMFIE's 7 currencies.

0.5% fixed fee for exchanges involving other

INTERNATIONAL TRANSFERS AT MINIMUM COST

Very competitive international transfers.\*

If you would like to convert a large amount

into another currency, but don't need to do so

\*See our "Conditions and Prices" for detailed information

LIMIT ORDERS

money when exchange rates improve.

You can do this by placing a limit order to convert your funds at a specific exchange rate. AMFIE will carry out the currency exchange as soon as the exchange rate reaches the specified level.

immediately, you may want to wait and convert the

The minimum amount required for placing a limit order is EUR 250,000 (or currency equivalent).

# By phone. A member of AMFIE's staff will quote you an exchange rate, which you can either accept

HOW DO I PLACE A FX ORDER?

form available on AMFIE.NET or in the Members' Area of our website.

Through AMFIE.NET or by fax. Simply fill out the

# THE AMFIE CURRENCY EXCHANGE SERVICE: EASY AND COMPETITIVE

- Interbank exchange rates, usually reserved for high net worth clients
- No hidden fees

or reject verbally.

Exchanges between all main currenciesFast, convenient and secure

Very competitive international transfers

- Personalized service



Financial Cooperative Association

25A Boulevard Royal L-2449 Luxembourg

Tel: +35 2 42 36 61 1

of International Civil Servants (AMFIE)

Email : amfie@amfie.org www.amfie.org



# YOUR FUTURE NOW, FOR YOUR LIFE AFTER RETIREMENT

organisation staff.

BUILDING



**CLEAR AND CONTROLLED** 

# AMFIE's Provident Savings Plan offers four

INVESTMENT SOLUTIONS

If you value peace of mind with a minimum yield guaranteed, choose the "Capital Guaranteed" option from La Bâloise.

If you choose to maximize the return on your

investment solutions which can be combined.

capital, while maintaining control of the risks inherent to the volatility of the securities markets, one of our three investment fund options will appeal to you.

The investment funds The capital guaranteed **BL Fund BL** Fund **BL** Global solution Selection Selection Bond 0 - 50**Equities** 

Investments

Un to 50%

Minimum 75%

Investments in

the financial markets with

Type of in- vestment	a guaranteed minimum rate + variable rate.	at 100% in bonds.	investments in shares.	investments in shares.
Risk	0000000	•••0000	•••0000	•••••
		Annual	return*	
2015	1.75%	0.89%	2.16%	10.55%
2014	2.25%	3.40%	6.73%	12.16%
2013	2.75%	-1.06%	3.89%	13.26%
* Past performa	ances does not	constitute a gua	aranty for future	performances.

FAVORABLE CONDITIONS.

WHY CHOOSE THE PEP?

Control the investment risk

Take advantage of low fees

THE PEP, GUARANTEED SERENITY

AND FLEXIBILITY, WITH THE MOST

# the plan and the age of your retirement Pay your contributions on a regular or occasional basis Manage your money with ease

Freely decide the amount of your contributions to

law, and enjoy the benefit of payments and contributions exempt from any Luxembourg tax levy for anyone not residing in Luxembourg

Possibility to designate a second beneficiary

1. Any staff member under contract from an

intergovernmental organisation, and

2. Who is a standing member of AMFIE.

Schedule the payment of your benefits, as a lump

sum, or on a monthly or quarterly basis

Sign a contract governed by Luxembourg

- WHO IS ELIGIBLE TO JOIN THE PEP?
- Note: US citizens, holders of a «Green card» or persons whose fiscal residence is in the United States, are not eligible under the plan.

LOW MANAGEMENT FEES

La Bâloise will only charge a 1% entry fee, and a 1% annual fee on the outstanding assets in the plan. AMFIE for its part, will not charge you any additional fees.

CHANGE YOUR PLANS ANY TIME

from the most favorable terms in the market:

With the AMFIE Provident Savings Plan, you benefit

### With the e-Benefits portal, you can easily change the terms of your plan and monitor the progress of

your invested capital in a few clicks.

national public servant may also be covered by the Plan, under certain conditions. WHAT IS AMFIE?

AMFIE is an association founded to serve the

staff of intergovernmental organisations.

most advantageous conditions

A change of career in the private sector or as a

## We offer our members banking services and products with the

Financial Cooperative Association

of International Civil Servants (AMFIE)

25A Boulevard Royal

L-2449 Luxembourg Tel: +35 2 42 36 61 1 Email: amfie@amfie.org

www.amfie.org Madame Gabriele STRUPP

Business Development Manager gst@amfie.org Madame Virginie SEGURA Senior Relationship Officer

vs@amfie.org



## 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 61 240

INTERNET WWW.AMFIE.ORG E-MAIL AMFIE@AMFIE.ORG

#### **Saving with AMFIE**

AMFIE has always strived to offer its members the best possible rates, while reducing fees to a minimum. Rates (per annum) are calculated for each of AMFIE's working currencies and are applied to all accounts regardless of the total deposited.

#### **SAVINGS ACCOUNT**

Available in a range of currencies, the AMFIE savings account allows you to build up savings while maintaining access to your money.

Your capital and the interest paid are protected.



**LIBOR** is the world's most widely-used benchmark for short-term interest rates. Our savings account rates have been consistently higher than LIBOR rates and those offered by most high street banks.

2017	1st Quarter	2nd Quarter	3rd Quarter
EUR	0.30%	0.30%	0.30%
USD	0.85%	0.85%	0.85%
CHF	0.10%	0.10%	0.10%
GBP	0.30%	0.30%	0.30%
CAD	0.60%	0.60%	0.60%
AUD	1.80%	1.80%	1.80%
DKK	0.00%	0.00%	0.00%

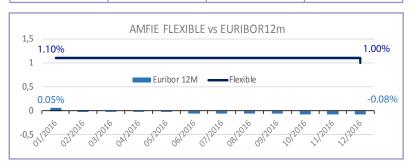
2016	YIELDS	BONUS	TOTAL	Average Libor3M
EUR	0.46%	0.15%	0.61%	-0.26%
USD	0.84%	0.21%	1.05%	0.74%
CHF	0.08%	0.00%	0.08%	NA
GBP	0.73%	0.05%	0.78%	0.50%
CAD	0.50%	0.20%	0.70%	NA
AUD	1.94%	0.10%	2.04%	NA
DKK	0.00%	0.00%	0.00%	NA

#### **TERM DEPOSITS - AMFIE FLEXIBLE**

A safe and guaranteed investment: a term deposit allows you to benefit from the best rates on the money market in return for blocking your money for the term of the deposit.

AMFIE's 12 month term deposit has been consistently higher than the Libor 12 month rate for 2016.

The following annual rates (per annum) are currently offered (3rd July 2017)					
Term EUR USD GBP					
12 Months	1.00%	1.50%	0.70%		





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FACSIMILE (+352) 42 36 61 240 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.

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.

The certification can be obtained from an authorised official (e.g.: notary public, police officer, city-hall official, consular official, Human Resources Director of your organisation), or someone accredited by AMFIE (AMFIE directors, AMFIE coordinators, AMFIE Staff).

In case of multiple citizenships, please provide AMFIE with a certified copy of the corresponding Passports or National identity cards.

2. A copy of an official document confirming your status as a present or former international civil servant (laissez-passer, organisation ID card, retirement card, etc.);

Or, if you are not yourself an international civil servant, a **letter signed by an international civil servant, already member of AMFIE**, submitting your application to AMFIE and specifying your family, personal or other relationship.

- 3. **A proof of residence** dated less than 3 months showing your address of residence (electricity or gas invoices, certificate of residence, rental agreement).
- 4. **Payment for the purchase of a member share**, the equivalent of €10 in cash by transfer by cheque

Your account number will be communicated to you by postal mail once the membership has been accepted and the member share paid.

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). Access to your online account will be sent with your account number.

Once you are an AMFIE member, you can also:

- subscribe to the AMFIE provident savings plan;
- build an investment portfolio;
- obtain a MasterCard.
- ► 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

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

	Mr	Mrs	Ms	
Family name:				
First Name(s):				
Civil Status:	Married	Cingle		
CIVII Status:	Married	Single		
	Widow(er)	Divorced	Other (please specify):	
Date of birth:	P	lace of birth (City and co	ountry):	
Nationality:		(	Other nationalities:	
► Legal residence				
Number and Street:				
Postal code:			City:	
			-117.	
Country:				
► Contacts				
Private phone: (+	)	1	Professional phone: (+ )	
Private cell phone: (+	)	1	Professional cell phone: (+ )	
Personal email:				
Professional email:				
Trolessional cirian				
► Current or previous (fo	or retirees) occupation			
Organisation/Employer:				
Staff member		Retired	Other (please specify):	
Position/responsibilities:				
► If you are not an inter	national civil servant, p	olease specify:		
Name and first name of th	ne AMFIE member subm	itting your membership	):	
Relationship with the mer	mber:			

#### ► 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 direct family members (spouse, legal partner, child, spouse or child of a partner, parents), or persons known to be closely related to him/her.

Are considered "physical persons occupying or having occupied an important function": heads of state, heads of government, ministers, deputy ministers and secretaries of state; parliamentarians; members of supreme courts, constitutional courts or other high courts whose decisions are not subject to appeal, except in exceptional circumstances; members of courts of auditors or of the boards of central banks; ambassadors, *chargés d'affaires* and senior military officers, members of the administrative, management or supervision organs of public enterprises, officials of political parties.

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 ar	nd/or occupation/respor	sibilities?
	YES	NO
If yes, please specify:		
II DECLARATION OF ULTIMATE BENEFICIAL O	WNERSHIP (to b	e completed in capital letters)
According to Luxembourg law, AMFIE is required to identify the ultimate I AMFIE requests that the account holder be the only ultimate beneficial ov	vner of this account. Plea	y account opened in its books. ase complete the following declaration:
I, the undersigned, Mr / Mrs / Ms		
hereby declare that I am the beneficial owner of the assets held in the acc	ount opened by the pre	sent application.
	Signature of the ultimate b	peneficial owner

п	п	п	
П	ш	П	
ш	ш	ш	

#### **FINANCIAL INFORMATION**

► Amount of the i	nitial deposit:			
Nature of the first	t deposit	Bank transfer	Cheque	
► Please specify th	he origin:			
Name of the bank	¢		Country:	
► Nature of funds	to be deposited in th	ie account:		
Professional - fr	rom an International (	Organisation Profession	al - other than from an International Organisation	
Income from pr	roperty	Other (ple	ase specify):	
Country where th	ne revenues are gener	ated:		
► Use of the accou	unt:			
Current accoun	ıt	Savings account	Investments	
Provident savin	ngs plan	Other (please specify):		
IV	SE	LF-CERTIFICATION OF RESI	DENCE FOR TAX PURPOSES	
► Current addres	ss of residence for ta	x purposes		
Street number an	nd name:			
Postal Code:		City:		
Country:				
Tax identification	number¹:	M	y country of residence does not assign tax identification nun	nbers
► Other current a	address(es) of reside	ence for tax purposes		
	I confirm that I have	e no address of residence for tax purpo	ses other than the one stated above.	
	In addition to the a following country/		stated above, I have an address of residence for tax purpose	es in the
Country:				
Tax identification	number¹:	Th	is country does not assign tax identification numbers	
Country:				
Tax identification	number¹:	Th	is country does not assign tax identification numbers	
► Information re	lating to the data ex	changed		
Lortifythatlund	orstand that AMEIE wi	ill cocuraly and confidentially cond annu	ial data <sup>2</sup> relating to my account(s) to the Luyembourg tay aut	horition

 $Icertify that \ I \ understand \ that \ AMFIE \ will \ securely \ and \ confidentially \ send \ annual \ data^2 \ relating \ to \ my \ account(s) \ to \ the \ Luxembourg \ tax \ authorities,$ 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.

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

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

#### **COMMUNICATION**

#### Account statements

Account statements will be made available monthly via our online consultation website AMFIE.NET.

AMFIE.NET offers you the possibility to:

- view the account balance(s) and the last recorded transactions (for the last 180 days).
- access your stock market transactions and daily portfolio valuations.
- print or download in pdf format your last 24 monthly account statements, 12 monthly credit card statements and 12 monthly portfolio statements.

Please note that the AMFIE.NET access codes will be sent to your residence address and cannot, in any circumstances, be communicated by electronic means or fax.

If you also wish to receive the account statements in paper format to your residence address, please confirm it by checking the following box:

Yes, I would also like to receive my account statements at my residence address.

(This option will generate additional fees.)

#### **▶** Correspondence

• The general correspondence will be sent to your attention at your address of residence.

W	
V I	

#### **AUTHENTICATION**

For identification purpose during the telephone calls, please indicate a password\* in the box hereunder and answer at least one question:

* Your password snould contain between 4 and 10 digits and snould be composed of numbers and/or letters. It will be asked when you will call AMFIE.
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?



#### **DISCRETIONARY MANAGEMENT MANDATE**

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,

Herafter «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 on 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 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.

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 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. The Member explicitly waives the obligation on AMFIE to consult or seek his prior agreement. 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 Member shall not require AMFIE to execute instructions relating to financial instruments on his behalf and acknowledges explicitly that under the terms of the present Mandate AMFIE will not execute orders. Any instruction relating to financial instruments

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 his 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 which is guaranteed by the issuer. 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.

#### a) Management orientation and allocation of investments

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 very low risk investment providing regular income to the Member.

The value of the Member's assets can thus fluctuate only a little or moderately.

Liquid assets will be invested solely in the money-market investments and fixed- or variable-rate instruments (with low volatility) listed below. 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 50% and no more than 99% will be invested in sight deposit or term accounts. As for rates-based investments, (iii) in accordance with a diversification policy under which no more than 25% will be invested in a single bond issue or a single EMTN (European Medium Term Note).

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 rates-based products.

Liquid assets may not be invested in shares or in bonds convertible into shares, or in securities rated below "investment grade" i.e. Aaa/Aa1–Aa3/A1–A3/Baa1-Baa3 in by Moody's ¹, or AAA-BBB by S&P. Finally, 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, etc.

AMFIE shall always invest Liquid assets in the same currency as the deposit made by the Member on his account.

#### b) List of securities

- Government bonds, bonds issued by supranational bodies, including bond funds;
- non convertible bonds issued by listed ("corporate") companies from the financial and non-financial spheres;
- guaranteed-capital EMTNs.

#### **Article 4: Authorised product types and transactions**

The Member grants AMFIE full powers to manage the Liquid assets, executing on its own initiative such transactions on the account as it 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 securities at rates 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.

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 obligation to inform is as follows.

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;
- MasterCard statements;

Net worth statements are also sent annually on paper.

#### 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 prorata 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 reporting 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.

#### 1. Moody's ratings:

Aaa: An obligor has extremely strong capacity to meet its financial commitments.

Aa1 – Aa3 An obligor has very strong capacity to meet its financial commitments. It differs from the highest rated obligors only in small degree.

A1-A3: An obligor has strong capacity to meet its financial commitments but is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligors in higher-rated categories.

Baa1-Baa3: An obligor has adequate capacity to meet its financial commitments. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity of the obligor to meet its financial commitments.

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 highly 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) as 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 accordance with the objectives 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 its professional obligations in the fight against money-laundering and the financing of terrorism, 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.

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».

 $A copy of the present \\ \text{ $\tt wDiscretionary mandate} \\ \text{ $\tt wduly signed by $\tt AMFIE's authorised management $\tt will be sent back to you for your files.} \\$ 



I.

#### 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.

	_	-	_	_	
11	Do you have experience in financial investment?				YES

1.2 How many transactions in financial instruments have you completed in the last two years?

Your knowledge of financial instruments and your experience in trading

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

Alternative Investments

Structured products, derivatives, futures

#### II. Your financial situation

Stocks

II.1. At how much do you estimate your annual net income in Euro (net of taxes and other liabilities)?

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?

II.4. How is your net worth divided, in Euro?

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?

NO

#### III. 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.

#### IV. 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.

#### IX

#### **US PERSON DECLARATION FORM**

#### 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,
- 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-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".

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

#### X

#### **DECLARATION**

I hereby,

- Certify having taken note of AMFIE's Statutes and General Terms and Conditions and agree with them;
- · 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*

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	

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