



FINANCIAL ADVISORY AND
INTERMEDIARY SERVICES
ACT 37 OF 2002 (“FAIS”)
DISCLOSURE DOCUMENT

SYGNIA GROUP

TABLE OF CONTENTS

OVERVIEW	3
FINANCIAL SERVICE PROVIDERS IN THE GROUP	3
SYGNIA GROUP HEAD OFFICE PHYSICAL ADDRESS	5
GIFT AND ENTERTAINMENT AND CONFLICTS OF INTEREST POLICY	5
REMUNERATION	5
PROFESSIONAL INDEMNITY AND FIDELITY INSURANCE	6
COMPLAINTS PROCEDURE	6
DETAILS OF KEY INDIVIDUALS AND REPRESENTATIVES	7

OVERVIEW

Sygnia is a specialist financial services group headquartered in South Africa focusing on the provision of investment management and administration solutions to institutional and retail clients predominantly located in South Africa. The main services provided by Sygnia include Multi-Manager investment solutions, index-tracking investment solutions, customised/bespoke investment strategy management, transition management and investment administration/platform services. The primary institutional clients span both the private and public sector and include retirement funds, Umbrella Funds, life insurers, third party Multi-Managers, endowments and other special purpose funds.

The primary retail clients include individual members and beneficiaries of retirement funds, as well as the wider individual savings market. Sygnia's principal geographic focus is South Africa, where it has been operating in its current form since November 2006.

Sygnia acquired the Gallet Employee Benefits Group with effect from 1 April 2016 in order to speed up its expansion into the umbrella fund market.

Sygnia managed and administered assets of R158 billion as at 31 December 2016.

FINANCIAL SERVICE PROVIDERS IN THE GROUP

The Sygnia Group comprises of the following Financial Service Providers (FSP's) (collectively referred to as "Sygnia"):

Sygnia Asset Management (Pty) Ltd: an asset management company providing the following services and products to institutional and retail clients:

- Multi-Manager investment products;
- Specialist and balanced index-tracking products;
- Management and administration of custom-designed investment strategies; Transition management; and
- Investment administration services.

Sygnia Asset Management (Pty) Ltd is a Category II/IIA Discretionary Financial Service Provider (**FSP Registration No.873**).

Sygnia Life Limited: a life insurance license holder, limited to linked investment policies, used for the purposes of structuring pooled portfolios for retirement fund clients and issuing of sinking fund policies and living annuities to individual investors.

Sygnia Life Limited is a Category I and Category II/IIA Financial Service Provider **(FSP Registration No. 2935)**.

Sygnia Financial Services (Pty) Ltd: a Linked Investment Service Provider (LISP) offering investment administration services and savings products (retirement annuities, living annuities, preservation funds) to the retail market.

Sygnia Financial Services is a Category I/II/III LISP and approved Section 13 B Administrator **(FSP Registration No.44426)**.

Sygnia Securities (Pty) Ltd: a stockbroker currently used for cost-effective trading of Sygnia's index-tracking funds and for transition management programmes.

Sygnia Securities (Pty) Ltd is a Category I Financial Service Provider and member of the Johannesburg Stock Exchange (JSE.) **(FSP Registration No. 45818)**.

Gallet Retirement Fund Administration (Pty) Ltd: a Category I FSP and approved Section 13 B Administrator **(FSP Registration No. 873)**.

Gallet EB Support Services (Pty) Ltd: a Category I FSP **(FSP Registration No. 5667)**.

Gallet Asset Admin (Pty) Ltd: a Category I FSP **(FSP Registration No. 41129)**.

Gallet Risk Admin (Pty) Ltd: a Category I FSP **(FSP Registration No. 43189)**.

A copy of the above FAIS licenses is available on request.

SYGNIA GROUP HEAD OFFICE PHYSICAL ADDRESS

Physical Address:	7th Floor The Foundry Cardiff Street Green Point Cape Town 8001
Postal Address:	P O Box 51592 V & A Waterfront 8000
Tel:	+27 21 446 4940
Fax:	+21 21 446 4950
Email:	info@sygnia.co.za
Web:	www.sygnia.co.za

GIFT AND ENTERTAINMENT AND CONFLICTS OF INTEREST POLICY

Sygnia Group has a Gift/Entertainment and Conflicts of Interest Policy that aims to prevent any situation that could create an impression of conflict with a client's interest or compromise the company's independence from product suppliers. The Conflicts of Interest Management Policy is available on request.

REMUNERATION

From time to time, clients may be referred to other products or specialised services offered by affiliated companies within the Sygnia Group. Sygnia representatives do not receive any commission or incentives for such introductions or recommendations.

No employee of Sygnia shall be remunerated in any way as an incentive for that employee the effect of which will be the creation of a Conflict of Interest with the best interests of any client.

Sygnia further does not pay any remuneration to any Financial Services Provider or to a representative (either its own or that of a third party Financial Services Provider) other than what is permissible in accordance with the legislation applicable from time to time.

PROFESSIONAL INDEMNITY AND FIDELITY INSURANCE

Sygnia Group has Professional and Fidelity Insurance for all subsidiaries in the Group. Copies of insurance cover are available on request.

COMPLAINTS PROCEDURE

Should you wish to complain about the services that you have received from Sygnia, please direct your complaints in writing to the Compliance Officer:

Niki Giles

Tel: 021 446 4955

Fax: 021 446 4950

Email: ngiles@sygnia.co.za

Sygnia will conduct the required investigation into your complaint and will revert to you with a written response to your complaint within a maximum of 20 business days from the date on which your complaint had been received, provided that, where circumstances make it impossible for Sygnia to fully investigate your complaint within the allowed time frame, Sygnia may, supported by the reasons why it is unable to investigate your complaint in the time frame allowed, communicate an extended time frame to you. Please note that, for Sygnia to fully and comprehensively investigate any complaint, it may require additional information from you. Should you be unable to provide such information within the time frames required by Sygnia, it may take longer than the stated 20 business days to complete the investigation of the complaint. If you are not satisfied with the reply to your complaint or the outcome of the investigation into your complaint, or in the event that Sygnia is unable to resolve your complaint, you may direct your complaint to the Office of the Ombud for Financial Service Providers, whose contact details are:

PO Box 745714
 Lynnwood Road
 0040
 Tel: 0860 324 766
 Fax: 012 348 3447
 Email: info@faisombud.co.za

DETAILS OF KEY INDIVIDUALS AND REPRESENTATIVES

SYGNIA ASSET MANAGEMENT (PTY) LTD

	FULL NAMES	SURNAME
Key Individual/Representative	Simon John Benedict	Peile
Key Individual/Representative	Willem	Van Der Merwe
Key Individual/Representative	Magdalena Franciszka	Wierzycka
Key Individual/Representative	Niki Jane	Giles
Representative	Iain Mowat	Anderson
Representative	Andrew	Steyn
Representative	Rian	Brand
Representative	Michele	Ongley
Representative (Under Supervision)	Quinlan Duane	Gilbert
Representative	John Douglas	Anderson
Representative	David Roy	Huften

SYGNIA LIFE LIMITED

	FULL NAMES	SURNAME
Key Individual/Representative	Niki Jane	Giles
Key Individual/Representative	Simon John Benedict	Peile
Key Individual/Representative	Willem	Van Der Merwe
Key Individual/Representative	Magdalena Franciszka	Wierzycka
Key Individual/Representative	David Roy	Huften
Representative	Ian Mowat	Anderson

Representative	Rian	Brand
Representative	Michele	Ongley
Representative (Under Supervision)	Quinlan Duane	Gilbert
Representative	Niki Jane	Giles
Representative	Andrew	Steyn
Representative	John Douglas	Anderson
Representative	Duane Leevasen	Naicker

SYGNIA FINANCIAL SERVICES (PTY) LTD

	FULL NAMES	SURNAME
Key Individual/Representative	Niki Jane	Giles
Key Individual/Representative	Simon John Benedict	Peile
Key Individual/Representative	Magdalena Franciszka	Wierzycka

SYGNIA SECURITIES (PTY) LTD

	FULL NAMES	SURNAME
Key Individual/Representative	Willem	Van Der Merwe
Representative	Malcolm James	Moller
Representative (Under Supervision)	Wayne Peter	Brewer

GALLET EB SUPPORT SERVICES (PTY) LTD

	FULL NAMES	SURNAME
Key Individual/Representative	David Roy	Huften
Representative	Duane Leevasen	Naicker
Representative	Helen	Littlewood
Representative	Sumendren	Naidoo

Representative	Nimesh Narendra	Solanki
Representative	Bruce	Cruickshank
Representative	Unepa	Venter
Representative	Thomas	Martens
Representative	Favourite Sibongile Sithembile	Gcabashe
Representative(Under Supervision)	Kimesh	Komal

GALLET RETIREMENT FUND ADMINISTRATORS (PTY) LTD

	FULL NAMES	SURNAME
Key Individual/Representative	David Roy	Huften
Representative	Bruce	Cruickshank

GALLET ASSET ADMIN (PTY) LTD

	FULL NAMES	SURNAME
Key Individual/Representative	David Roy	Huften
Representative	Bruce	Cruickshank

GALLET RISK ADMIN (PTY) LTD

	FULL NAMES	SURNAME
Key Individual/Representative	David Roy	Huften
Representative	Bruce	Cruickshank

SYGNIA LIMITED Registration No. 2007/025416/06

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