

10 REASONS WHY YOU CAN TRUST US TO DELIVER...

AS TRUSTEE, YOU ACT IN A FIDUCIARY CAPACITY FOR THE BENEFIT OF BENEFICIARIES. YOUR PRIMARY ROLE IS THEREFORE TO ACT INDEPENDENTLY ACCORDING TO THE TERMS OF THE TRUST DEED AND IN THE BEST INTEREST OF BENEFICIARIES. THE ESSENCE OF YOUR DUTY AS TRUSTEE IS UNDERPINNED BY THE GOVERNANCE AND ADMINISTRATION OF THE TRUST IN ACCORDANCE WITH THE TRUST PROPERTY CONTROL ACT AND THE SPECIFIC REQUIREMENTS OF THE TRUST DEED.

AS TRUST ADMINISTRATOR, OUR OBJECTIVE IS TO PROVIDE THE TRUSTEES WITH THE TOOLS TO ENSURE THAT ALL ASPECTS OF GOOD GOVERNANCE AND ADMINISTRATION HAVE BEEN ADDRESSED AND ARE UP TO DATE.

WE BELIEVE THAT BY HELPING YOU GET TO THE RIGHT SOLUTIONS FOR THE ADMINISTRATION OF THE TRUST, WE WILL BE ABLE TO MAKE A SIGNIFICANT CONTRIBUTION TO YOUR ROLE AS TRUSTEE.

- 1** We consider all aspects of trust administration to ensure compliance with legislation and the trust deed. We employ a systematic, solutions focussed approach to achieve thoroughness and efficiency in providing our service offering.
- 2** Our scope of work includes the following aspects of trust administration on your behalf:
 - a. Setting up the Trust on the BDO Trust Portal and attending to related administrative tasks on an ongoing basis;
 - b. Preparing annual financial statements for the Trust; and
 - c. Preparing tax returns for the Trust.
- 3** We guide you in adhering to the adoption of best practice in governance of the trust, specifically ensuring that:
 - resolutions are timeously drafted and stored;
 - meetings are scheduled and minutes recorded;
 - an asset register is recorded and maintained;
 - annual financial statements are prepared timeously;
 - all tax compliance (returns and submissions) are prepared and submitted as required; and
 - a central database created and maintained of trustees, beneficiaries and connected persons data and contact details.
- 4** We will make available to all trustees, secure access to the 'BDO Trust Portal'. This is an online cloud-based platform that will serve as the central data repository for all trust documentation and information. A single, virtual 'trust file' for all trustees to access, when ever and from where ever you may be in the world.
- 5** Online access to a library of resolution templates, agreements and documents to facilitate efficient recording of all actions and decisions taken by the trustees.
- 6** Conference call facility for the hosting and recording of trustee meetings. Audio file records are permanently stored on the 'BDO Trust Portal' for future reference.
- 7** Effective administration requires a time commitment from you as well as from us. We undertake to be available to you when you require our assistance. We will strive to ensure that you remain compliant with and up to date on the administrative and governance requirements for the Trust.
- 8** We keep all information confidential, safe and secure. Our systems employ advanced security features and protocols to protect your data.
- 9** We love what we do and commit to always doing our best on your behalf. We are proud to serve in an administrative capacity for you.
- 10** We are compensated by fees only. Our fees are fully disclosed to you.

ENGAGING WITH THE BDO TRUST PORTAL



FEE FOR SERVICE

We Offer a comprehensive administrative service offering encompassing all aspects of best practice for fulfilling a Trustee's fiduciary responsibility for the administration of trust assets for the benefit of beneficiaries. We adopt a holistic approach in administering a Trust so our range of service includes:

- Governance
- Financial reporting
- Tax compliance

We tailor our scope of administration services to the requirements of each Trust, which is aligned to the complexity of the Trust's affairs as benchmarked by assets, transactions and connected parties to the Trust.

Our engagement as Trust Administrator is aligned to a financial reporting period. The annual fee for service starts from R1,500 per month (ex vat) per Trust.

ADDITIONAL ADVISORY SERVICES BEYOND ADMINISTRATION

From our experience, we have found the following complementary professional advisory services to be of value to trustees, founder of the trust and or the beneficiaries of the trust:

- Tax consulting
- Financial planning
- Will and Estate planning
- Legal Advisory including trust deed review, amendments or trustee changes

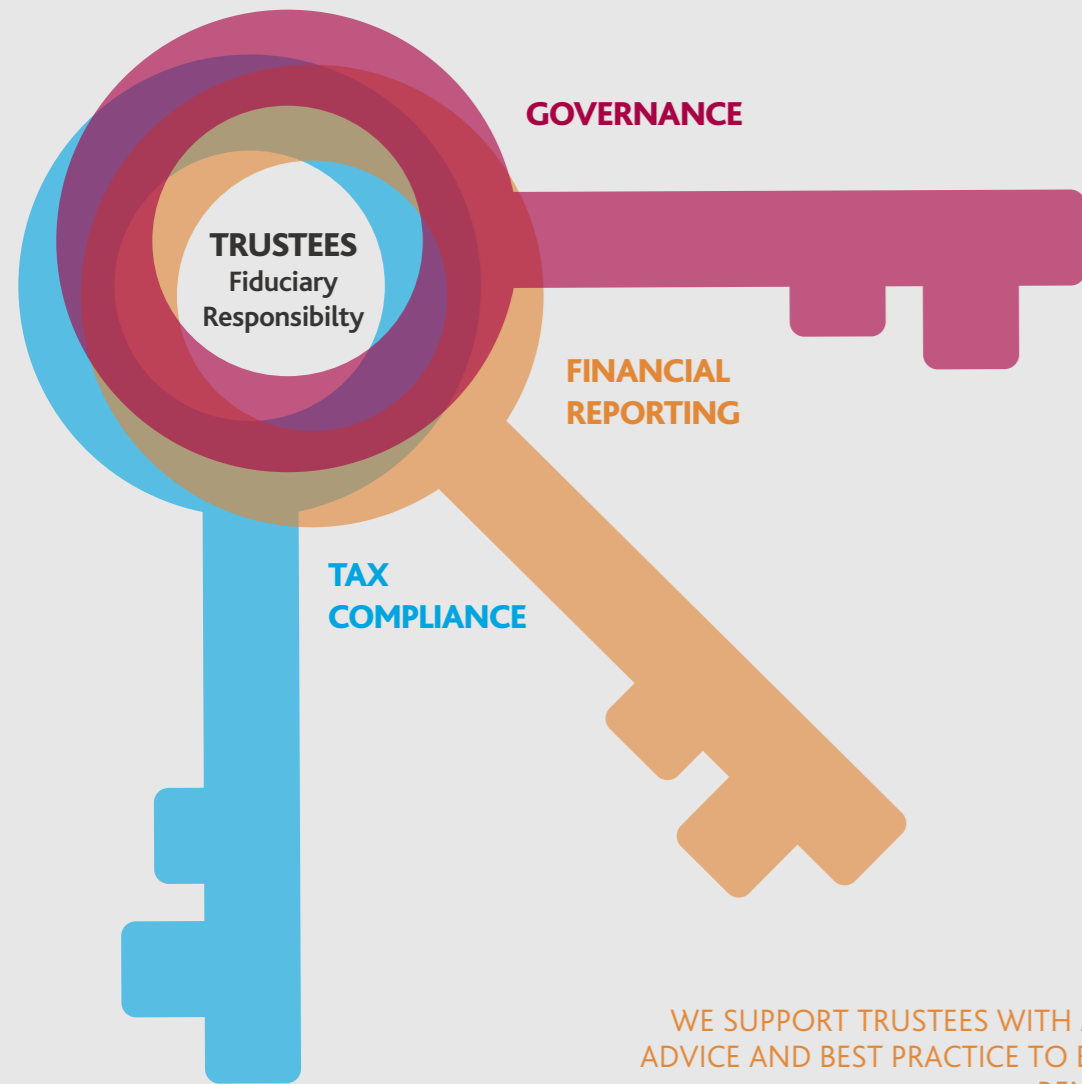
These complimentary advisory services are beyond the scope of administration services. We can make an introduction to the appropriate professional as required.

TERM OF ENGAGEMENT

Our appointment as Trust Administrator is an annual engagement linked to the completion of a annual financial reporting period of the Trust.

WE LOVE WHAT WE DO AND COMMIT TO ALWAYS DOING OUR BEST ON YOUR BEHALF. WE ARE PROUD TO SERVE IN AN ADMINISTRATIVE CAPACITY FOR YOU.

OUR VALUE-ADDED SERVICE



WE SUPPORT TRUSTEES WITH ACCESS TO TOOLS,
ADVICE AND BEST PRACTICE TO ENSURE THE TRUST
REMAINS COMPLIANT.

YOUR TRUST ADMINISTRATOR

WE TAKE IT PERSONALLY. FOR FURTHER
INFORMATION, PLEASE CONTACT US:

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