

# Switch Form

## Collective Investments (Unit Trusts)

### CLIENT DETAILS

ENTITY ACCOUNT NUMBER	
NAME & SURNAME / ENTITY NAME	
IDENTITY/PASSPORT/REGISTRATION NUMBER	
CELL PHONE NUMBER	

### SWITCH/ TRANSFER OPTION

PLEASE SELECT THE APPLICABLE OPTION:

SWITCH
  TRANSFER  
 CONSOLIDATE DIFFERENT ACCOUNTS IN THE SAME PORTFOLIO
  TRANSFER/ SWITCH BETWEEN INVESTORS IN DIFFERENT PORTFOLIOS

### SWITCH FROM:

Portfolio Name	Account number	Percentage	Amount
		%	R
		%	R
		%	R
		%	R
		%	R
		%	R
		<b>TOTAL</b>	% R

### SWITCH TO:

Portfolio Name	Financial Adviser Charge (excl. VAT)	Account number	Percentage	Amount
	%		%	R
	%		%	R
	%		%	R
	%		%	R
	%		%	R
	%		%	R
		<b>TOTAL</b>	%	R

If the initial Financial Adviser charge is not specified, zero fees will be applied. If the initial Financial Adviser charge specified is higher than the maximum fee, the maximum will be applied.



SIGNATURE OF CLIENT/  
AUTHORISED SIGNATORY\*

DATE

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D		M	M		Y	Y	Y	Y

SIGNED AT

SIGNATURE OF FINANCIAL ADVISER

DATE

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D		M	M		Y	Y	Y	Y

SIGNED AT

\*Compulsory if fees have been selected. Where fees are not selected we will default to 0%.

### TRANSFeree DETAILS

Please supply the following details of the person or institution to whom the participatory interests/ units will be transferred to. All transfers require relevant FICA documentation.

NAME

SELECTED PORTFOLIO NAME

EXISTING CLIENT  YES  NO (COMPLETE A NEW APPLICATION FORM)

INVESTMENT ACCOUNT NUMBER

The transfer of participatory interests is automatically classified as a Capital Gains Tax event. If you are transferring ownership to your spouse, you may choose to have the event rolled over to the transferee. Please note your spouse must be a resident in terms of South African Tax law.

ROLL OVER CGT EVENT FOR THIS TRANSFER  YES  NO

### CHANGE OF RECURRING DEBIT ORDER DETAILS

The product minimum recurring debit order amounts must be met, refer to our website [www.stanlib.com](http://www.stanlib.com) for more information.

LOAD A NEW DEBIT ORDER  YES  NO

CHANGE AN EXISTING DEBIT ORDER  YES  NO

DEBIT ORDER PREFERRED DATE  1<sup>ST</sup> (DEFAULT DATE)  15<sup>TH</sup>  25<sup>TH</sup>

COMMENCEMENT DATE  -

M M      Y Y Y Y

\*If no date is selected, we will default to the 1<sup>st</sup> of the following month.

Fund name	New debit order amount	Change debit order portfolio to (specify new portfolio name)	Cancel
	R		
	R		
	R		
	R		
	R		

### INCOME DISTRIBUTION

All distributions will be reinvested as per the investment selection unless otherwise instructed.

Fund Name	Income Distribution Method			
	Pay into Bank Account	Reinvest into Existing Fund	Reinvest into Another Fund	Fund Name to Reinvest into
	<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>	



Fund Name	Income Distribution Method			
	Pay into Bank Account	Reinvest into Existing Fund	Reinvest into Another Fund	Fund Name to Reinvest into
	<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>	

**BANKING DETAILS**

Use the bank details listed below for the following transactions:

REDEMPTIONS       INCOME DISTRIBUTIONS       REGULAR WITHDRAWAL OPTIONS       DEBIT ORDERS

Payments to third party bank accounts are not allowed. Payments can only be paid into an account in the name of the Client.

BANK

BRANCH  BRANCH CODE

ACCOUNT NUMBER

ACCOUNT TYPE  CHEQUE       SAVINGS       TRANSMISSION

ACCOUNT HOLDER'S ID NUMBER

ACCOUNT HOLDER'S NAME

SIGNATURE OF BANK ACCOUNT HOLDER/ AUTHORISED SIGNATORY

If the debit order is funded by a 3rd party (spouse included):

- \* For individuals: Certified copy of the third party's identity document with a specimen signature.
- \* For entities: Standard Bank – Bank account mandate
- \* Other banks – Letter from the bank confirming signing authority and a certified copy of identity document with a specimen signature of the signatory/ies.

**TERMS AND CONDITIONS**

- 1. Switching**
- 1.1 All portfolios are valued daily at 15h00 except for fund of funds which are valued at 24h00.
  - 1.2 For non-money market funds, switches will receive the price of the same day if a complete instruction is received prior to 15h00. For money market funds, switches will receive the price of the following working day if a complete instruction is received prior to 12h00.
  - 1.3 An existing debit order will remain in force unless otherwise specified.
  - 1.4 Certificates issued in respect of participatory interests switched must be returned for cancellation.
  - 1.5 If the participatory interests to be switched are subject to a pledge, written consent to the transaction/cancellation of the pledge by the pledgee must accompany this request.
  - 1.6 In the case of a change of name/signature(s), a certified copy of the relative document with specimen signatures (new and previous) must accompany this request, unless previously recorded.
  - 1.7 If this form is signed under Power of Attorney, a copy of such Power must be attached unless previously recorded.
  - 1.8 In all cases where the registered owner is a trust, company or other institution, a copy of the Letter of Authority, Company Resolution or similar is required to support the request.
  - 1.9 Clients warrant that they understand the results of switches which, in line with provisions of the Deed of the scheme and the terms and conditions of the portfolio, equate to the renunciation of all rights, title and interest in and to such participatory interests. Where this switch form is signed in a representative capacity, the signatory warrants that they are the authorised representative of the Client and that they have authority to instruct STANLIB to carry out a switch transaction for the Client.
  - 1.10 A "switch" involves selling participatory interests (units) in one portfolio and investing the proceeds in another portfolio. The Manager does not normally charge initial manager charges twice, other than in the instance where the original entry was into a portfolio with lower charges than the portfolio into which the Client will be investing. Accordingly, the Client will have to pay in the difference in the initial manager charges. However, the Client and the Financial Adviser may agree on a different arrangement to that above-mentioned, in which case an initial manager charge as agreed, between the Client and the Financial Adviser, will be charged on the switch transaction. As costs may change from time to time, please consult with your authorised Financial Adviser.
- 2. General**
- 2.1 The terms and conditions signed and agreed to in the Investment Application form will remain in force and apply to this transaction. Refer to your Investment application form for the detailed terms and conditions. Alternatively you can request a copy of the terms and conditions from your Financial Adviser or the Contact Centre on 0860 123 003.
  - 2.2 Any capital gain realised on the disposal of a participatory interest in a collective investment scheme is subject to Capital Gains Tax (CGT).
  - 2.3 The Manager is obliged to report on the weighted average cost method for CGT purposes.
  - 2.4 FAIS Ombudsman details: Block B, Sussex Office Park, 473 Lynwood Road, Pretoria, 0081. Telephone 012 470 9080
  - 2.5 Standard Trust Limited ("STL") and STANLIB Collective Investments (RF) Proprietary Limited ("the Manager") have concluded a co-named agreement for nine Standard STANLIB co-named collective investment scheme portfolios ("the portfolios") referred to in this form. The Manager retains full legal responsibility for the portfolios and is responsible for ensuring they comply with CISC requirements. STL, an authorised financial services provider, is responsible for ensuring that customer monies are invested according to the guidelines provided. STL further delegated the investment management responsibilities to STANLIB Multi-Manager Limited, also a discretionary investment manager and authorised financial services provider.
  - 2.6 Electronic Transactions: the Client agrees that the Manager shall be entitled to implement all instructions and applications of whatever nature received on their Internet site, by telephone or any other electronic medium and which appear to emanate from the Client. The Financial Advisor is indemnified against any losses, claims or damages arising from acting on such instructions and/or applications, notwithstanding that it may later be proved that any such instruction was not given by the Client. The Client agrees that the electronic records of all instructions and applications processed by/or on behalf of him/her or which purport to be processed on behalf of the Client via the Manager's Internet site, telephone or any other electronic medium shall constitute prima facie proof of the contents of such instructions and applications.



**DECLARATION**

We are required to collect, process and share your Personal Information (PI). Your PI is collected and processed by our staff, representatives or sub-contractors and we make every effort to protect and secure your PI. You are entitled at any time to request access to the information STANLIB has collected, processed and shared.

I/We agree to provide all documentation and information required in terms of STANLIB's business rules and the Financial Intelligence Centre Act, No. 38 of 2001, and understand that STANLIB is prohibited from processing any transaction on my/our behalf until all such documentation has been provided.

I/We confirm that all information provided herein is true and correct and that I/We have read and understood the contents of this form.

SIGNATURE OF CLIENT /  
AUTHORISED SIGNATORY \*

DATE

		-			-				
D	D		M	M		Y	Y	Y	Y

SIGNED AT

SIGNATURE OF FINANCIAL ADVISER

DATE

		-			-				
D	D		M	M		Y	Y	Y	Y

SIGNED AT

