



# Change of Details Form

## Linked Investments

### CLIENT DETAILS

Please ensure that all required supporting documentation is submitted with this instruction as stipulated in the Financial Intelligence Centre Act.

ENTITY/INVESTMENT ACCOUNT NUMBER	<input type="text"/>	TITLE	<input type="text"/>
NAME/S	<input type="text"/>	SURNAME/NAME OF LEGAL ENTITY	<input type="text"/>
IDENTITY/PASSPORT / REGISTRATION NUMBER	<input type="text"/>	CELLPHONE NUMBER	<input type="text"/>
TELEPHONE (WORK)	<input type="text"/>	EMAIL ADDRESS	<input type="text"/>

### ADDRESS DETAILS

#### PHYSICAL ADDRESS

COMPLEX/UNIT/ NUMBER	<input type="text"/>	COMPLEX NAME	<input type="text"/>
STREET NUMBER	<input type="text"/>	STREET NAME*	<input type="text"/>
SUBURB*	<input type="text"/>	CITY*	<input type="text"/>
COUNTRY*	<input type="text"/>	POSTAL CODE*	<input type="text"/>

\*Compulsory fields

#### POSTAL ADDRESS

SAME AS PHYSICAL ADDRESS

ADDRESS TYPE	<input type="checkbox"/> PO BOX	<input type="checkbox"/> PRIVATE BAG	<input type="checkbox"/> POSTNET SUITE	POSTNET SUITE NUMBER	<input type="text"/>
NUMBER	<input type="text"/>	POST OFFICE NAME	<input type="text"/>	POSTAL CODE	<input type="text"/>

### CHANGE OF CORRESPONDENCE ADDRESS

If you wish for correspondence to be sent to a different address to your physical or postal address, please complete this sections.

COMPLEX / UNIT / HOUSE NUMBER	<input type="text"/>	COMPLEX NAME/ ESTATE	<input type="text"/>
STREET NUMBER	<input type="text"/>	STREET NAME/ FARM NAME/ AREA NAME	<input type="text"/>
SUBURB/ DISTRICT	<input type="text"/>	CITY/ TOWN	<input type="text"/>
COUNTRY	<input type="text"/>	CODE	<input type="text"/>

ADDRESS TYPE	<input type="checkbox"/> PO BOX	<input type="checkbox"/> PRIVATE BAG	<input type="checkbox"/> POSTNET SUITE
POSTNET SUITE NUMBER	<input type="text"/>	NUMBER	<input type="text"/>
POST OFFICE NAME	<input type="text"/>	POSTAL CODE	<input type="text"/>

### CORRESPONDENCE PREFERENCE

All statements, reports and notices will be sent to you via the selected preference indicated below:

ELECTRONIC (EMAIL)       HARDCOPY (POSTED)



**CHANGE OF EMAIL ADDRESS**

EMAIL ADDRESS

**CHANGE OF RECURRING DEBIT ORDER DETAILS**

We deduct recurring debit orders on the 1st or the 15th of each month except where it falls on a weekend or public holiday. In this case we will deduct it on the first business day thereafter. The cut-off for all recurring debit order changes is five business days before the 1st or the 15th day of the month.

LOAD A NEW DEBIT ORDER  YES  NO

CHANGE AN EXISTING DEBIT ORDER  YES  NO

CANCEL A DEBIT ORDER  YES  NO

EFFECTIVE DATE OF CHANGE \*   -   -

D D M M Y Y Y Y

RECURRING DEBIT ORDER FREQUENCY  MONTHLY  ANNUALLY

Portfolio name	Portfolio range (e.g. Linked Range, Select)	New debit order amount	Change debit order portfolio to (specify new portfolio name)
1.		R	
2.		R	
3.		R	
4.		R	
5.		R	
6.		R	
7.		R	
8.		R	
9.		R	
10.		R	
11.		R	
12.		R	

**ANNUAL CONTRIBUTION INCREASE**

Should you wish to increase your recurring debit order automatically each year, please indicate this below:

PERCENTAGE INCREASE PER ANNUM  5%  10%  15%  20%

EFFECTIVE MONTH \*   -

M M Y Y Y Y

**CANCEL EXISTING ANNUAL CONTRIBUTION INCREASE**

CANCEL ANNUAL DEBIT ORDER INCREASE  YES

EFFECTIVE DATE \*   -

M M Y Y Y Y

**Note:** \* If the effective period of the change is not completed, your change will be effective from the date your instruction is being processed.

**REGULAR INCOME OPTION**

The regular income option is applicable to the Classic Investment Plan. It allows you to invest money in a specific portfolio and then draw funds from that portfolio (or from an existing portfolio) on a regular basis (usually monthly). The minimum amount is R500. The payments you receive are redemptions and not income distributions. Where the regular income option is selected participatory interests will be repurchased from the call account or money market fund. Where the Client does not have any such funds then the repurchases will be made from the Client's other investments proportionately.

Regular income transactions are processed on the 20th of the month and payments will be received by the 1<sup>st</sup> business day of the following month. A complete instruction must be sent to STANLIB 7 days prior to the annuity run, for the regular withdrawal to be paid in the current month.

If the first payment month of the change is not completed, your payment will be made in the next applicable annuity run.

A clearance period of 21 calendar days for cheques and 45 calendar days for recurring and once-off debit orders will apply.



LOAD A NEW REGULAR WITHDRAWAL  YES  NO

INCREASE / DECREASE WITHDRAWAL AMOUNT  YES  NO

CANCEL REGULAR WITHDRAWAL  YES  NO

AMOUNT R            .

FIRST PAYMENT MONTH   -

PAYMENT FREQUENCY  MONTHLY  QUARTERLY  BI-ANNUALLY  ANNUALLY

**BANKING DETAILS**

Details	Redemption	Regular Withdrawals	Debit Order
BANK			
BRANCH			
BRANCH CODE			
ACCOUNT TYPE			
ACCOUNT NUMBER			
ACCOUNT HOLDER'S NAME			
ACCOUNT HOLDER ID/REGISTRATION NUMBER			
SIGNATURE OF BANK ACCOUNT HOLDER/ AUTHORISED SIGNATORY *			

If the debit order is funded by a third 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.

**PORTFOLIO NOMINATION FOR INCOME DEDUCTION**

STANLIB allows you to select a specific portfolio/s from which to pay your regular income. If you have not selected a specific portfolio/s, STANLIB will pay your income from Call accounts and Money Market portfolios first. Thereafter, income will be paid proportionately from other portfolios in your investment.

If a portfolio/s is selected below, all income will be paid from this portfolio/s until the portfolio/s is depleted. Thereafter the default fee deduction rules will apply.

Portfolio Name

**PORTFOLIO NOMINATION FOR FEE DEDUCTION**

STANLIB allows you to select a specific portfolio/s for the deduction of fees. If you have not selected a specific portfolio/s, STANLIB will deduct fees from Call accounts and Money Market portfolios first. Thereafter, fees will be deducted proportionately from Unit Trust portfolios, then Model Portfolios and lastly Personal Share Portfolios.

If a portfolio/s is selected below, all fees will be deducted from this portfolio until the portfolio is depleted. If multiple portfolios are selected, the fees will be deducted proportionately across these portfolios until the portfolios are depleted. Thereafter the default fee deduction rules will apply.

Portfolio Name



<b>Portfolio Name</b>

**BENEFICIARY NOMINATION\***

Please fill in details of your nominated beneficiaries. Refer to terms and conditions for details of how your investment will be dealt with on your death.

Name	Surname	ID/Passport Number	Relationship to Investor	Percentage
				%
				%
				%
				%
<b>Total</b>				%

**FINANCIAL ADVISER DETAILS\***

Details	Financial Adviser 1	Financial Adviser 2
FINANCIAL SERVICE PROVIDER LICENCE NO:		
STANLIB ID		
NAME OF SOLE PROPRIETOR OR REPRESENTATIVE		
FEE SPLIT*	%	%

\*Fee Split: Only available to financial advisers from the same Financial Service Provider.

**FINANCIAL SERVICE PROVIDER CHARGES (EXCLUDING VAT)**

Where the Client has not specified an Initial FSP charge for recurring investments STANLIB will not deduct these fees.

Initial FSP Charge: Recurring Investment	Financial Adviser Fee Split	
	Financial Adviser 1	Financial Adviser 2
%	%	%

**TERMS AND CONDITIONS**

**1. Electronic Transactions**

I/we agree that you shall be entitled to implement all instructions and applications of whatever nature received by you on your Internet site, by telephone, by fax or any other electronic medium and which appear to emanate from me. You are indemnified against any losses, claims or damages arising from you acting on such instructions and/or applications, notwithstanding that it may later be proved that any such instruction was not given by me. I agree that the electronic records of all instructions and applications processed by/or on behalf of myself or which purport to be processed on behalf of myself via your Internet site, telefax, telephone or any other electronic medium shall constitute prima facie proof of the contents of such instructions and applications.

**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 our Contact Centre on 0860 123 003

2.2 STANLIB Wealth Management (Pty) Limited will endeavour to process a change of details instruction within a period of 48-hours, provided that there are no outstanding administrative (requirements) issues between the Manager and the Client.

2.3 Signature will be verified against the existing signature on our records and change can only be effected upon such verification.

**3. Beneficiary Nomination**

3.1 Classic Investment Plan: This is a voluntary investment. There is no option to nominate beneficiaries or nominees to whom the investment may transfer to on your death. The investment will form part of your estate and will be distributed by the Executor of your estate.

3.2 Retirement Funds: You acknowledge that on your death the proceeds of the investments you hold in any of the retirement funds will be distributed by the Trustees of the fund(s) in terms of section 37C of the Pension Funds Act. Note that nominating a person as a beneficiary does not guarantee that they will receive a share of the proceeds. Any persons nominated by you may be paid a portion or all of the proceeds of your retirement fund death benefit should they qualify according to the law. The hierarchy of who may receive a benefit is the following;

- Financial and legal dependants, nominees and then estate.

3.3 Linked Life Annuity: You may nominate one or more natural persons who may receive a benefit on your death. Proceeds of a living annuity are payable strictly according to the beneficiary nomination form. If no beneficiary is nominated, the proceeds of your living annuity are payable to your estate.

3.4 In the event of your death as a linked life annuitant or retirement fund member, your nominated beneficiaries have the following options:

- To commute the full value of the policy(ies) and receive cash; or
- To buy a living annuity(ies), in their own name, with the proceeds; or



- A combination of the above.

4. Trustees: Standard Chartered Bank, 4 Sandown Valley Crescent, Sandton, 2196, Johannesburg. Telephone: (011) 217 6600  
 5. Middle Office: STANLIB Compliance and Complaints PO Box 202, Melrose Arch, 2076 Telephone: 0860 123 003

**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 *	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr><td style="text-align: center; font-size: 8px;">D</td><td style="text-align: center; font-size: 8px;">D</td></tr> </table> <span style="margin: 0 5px;">-</span> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr><td style="text-align: center; font-size: 8px;">M</td><td style="text-align: center; font-size: 8px;">M</td></tr> </table> <span style="margin: 0 5px;">-</span> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr><td style="text-align: center; font-size: 8px;">Y</td><td style="text-align: center; font-size: 8px;">Y</td><td style="text-align: center; font-size: 8px;">Y</td><td style="text-align: center; font-size: 8px;">Y</td></tr> </table>			D	D			M	M					Y	Y	Y	Y
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		SIGNED AT																	

**\*Compulsory Section**

