



Switch Form

Linked Investments

CLIENT DETAILS

INVESTMENT NUMBER	
NAME & SURNAME / ENTITY NAME	
IDENTITY/PASSPORT/REGISTRATION NUMBER	
CELL PHONE NUMBER	
EMAIL ADDRESS	

INSTRUCTION

INSTRUCTION TYPE REBALANCE SWITCH MODEL PORTFOLIO SWITCH PSP SWITCH DIRECT UNIT TRUST SWITCH*

*Fund list is available on the Direct Unit Trust application form. You can download the form from the STANLIB website, www.stanlib.com.

REBALANCE INSTRUCTION:

Rebalance refers to the process of re-aligning the weightings of your investment portfolios. This involves the buying or selling of assets in your investment to obtain the desired level of asset allocation. Please indicate your new portfolio selection and the weighting for each portfolio.

Portfolio Name	Portfolio Range (e.g. Linked Range, Select)	Percentage
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
		TOTAL <input type="text"/> %

SWITCH FROM:

Portfolio Name	Portfolio Range (e.g. Linked Range, Select)	Percentage	Amount
		% R	
		% R	



Portfolio Name	Portfolio Range (e.g. Linked Range, Select)	Percentage	Amount
		% R	
		% R	
		% R	
		% R	
		% R	
		% R	
		% R	
		% R	
		% R	
		% R	
		% R	
TOTAL		<input type="text"/> % R	<input type="text"/>

SWITCH TO:

Where the Client has chosen a portfolio but the Portfolio Range was left blank, the Linked Range will be applied. If the Portfolio Range selected is not offered on the Linked Range, then the Select Portfolio Range will apply. Visit www.stanlib.com for a complete list of our portfolio ranges.
Please note if its a switch from a Personal Share Portfolio to another Personal Share Portfolio it will be processed as a script transfer

Portfolio Name	Portfolio Range (e.g. Linked Range, Select)	Percentage	Amount
		% R	
		% R	
		% R	
		% R	
		% R	
		% R	
		% R	
		% R	
		% R	
		% R	
		% R	
		% R	
		% R	
		% R	
		% R	
TOTAL		<input type="text"/> % R	<input type="text"/>

DEBIT ORDER INSTRUCTION

Change the portfolio selection for the existing Unit trust funds as indicated below. If the table is left blank, the existing portfolio on record will remain unchanged.

CHANGE DEBIT ORDERS AS PER SWITCH / REBALANCE INSTRUCTION YES NO

Portfolio Name	Portfolio Range (e.g. Linked Range, Select)	Percentage	Amount
		% R	
		% R	
		% R	
		% R	
		% R	



Portfolio Name	Portfolio Range (e.g. Linked Range, Select)	Percentage	Amount
		% R	
		% R	
		% R	
		% R	
		% R	
		% R	
		% R	

PHASE-IN INSTRUCTION

Change the portfolio selection for the existing Unit trust funds as indicated below. If the table is left blank, the existing portfolio on record will remain unchanged. Phase-in's are only available for Unit Trust funds and at inception stage.

CHANGE PHASE-IN AS PER SWITCH/ REBALANCE INSTRUCTION YES NO

Portfolio Name	Portfolio Range (e.g. Linked Range, Select)	Percentage	Amount
		% R	
		% R	
		% R	
		% R	
		% R	
		% R	
		% R	
		% R	
		% R	
		% R	
		% R	
		% R	
		% R	

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

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

APPOINTMENT OF MODEL PORTFOLIO FINANCIAL SERVICES PROVIDER

A. APPOINTMENT OF STANLIB AS THE MODEL MANAGER

1. The Client hereby appoints STANLIB as his/her discretionary financial service provider with effect from the date of client's signature of this form on the terms and conditions set out herein and subject to applicable legislation. STANLIB hereby agrees to act as a discretionary financial services provider to the Client. In terms of this clause, the Client hereby confers on STANLIB complete discretion to take such action as STANLIB considers necessary to attain the investment objectives of the Client, namely to maximize the income on the investments of the Client over an extended period. STANLIB may vote on behalf of the Client in respect of the Client's investment. STANLIB as the Client's representative is authorised to enter into any agreements of the Client with any other person, financial exchange, member or regulatory body in the execution of its obligations in terms of the agreement. STANLIB may sub-contract its responsibilities in terms of this clause to another party.

2. Model portfolio manager charge: STANLIB will levy a Model portfolio manager charge of _____% This will be calculated on the last business day prior to the 10th day of each month on the market value of the model portfolio/portfolios selected by the Client.

3. Discretionary Financial Services Provider: STANLIB is an authorised Financial Services Provider in terms of section 8(5)(a)(i) of the FAIS Act and is licensed to carry on the business:

3.1. in respect of financial advisory services, financial intermediary services in the following products: Long-term Insurance: Category B1, c, B2, Retail Pension Fund Benefits, Securities and Instruments: Shares in a company other than a "share block company" as defined in the Share Blocks Control Act, 1980, Money Market instruments, Debentures and securities debt, Warrants, certificates and other instruments acknowledging, conferring or creating rights to subscribe to, acquire, dispose of, or convert securities, Bonds, Derivative instruments, Deposits as defined in the Banks Act, Participatory interests in one or more collective investment scheme, Foreign currency denominated investments instrument, including foreign currency deposit;

3.2. in respect of discretionary services in the following products: Long-term Insurance: Category B1, C, B2, Pension Fund Benefits: (Retail), Securities and Instruments: Shares in a company other than a "share block company" as defined in the Share Blocks Control Act, 1980, Money-market Instruments, Debentures and securitised debt, Warrants, certificates and other instruments acknowledging, conferring or creating rights to subscribe to, acquire, dispose of, or convert securities, Bonds, Derivative instruments, Participatory interests in one or more collective investment scheme, Foreign currency denominated investment instruments, including a foreign currency deposit, Long-term Deposits, Short-term Deposits.

3.3. in respect of administrative services in the following products: Long-term Insurance: Category B1, C, B2, Pension Fund Benefits: (Retail), Securities and Instruments: Shares in a company other than a "share block company" as defined in the Share Blocks Control Act, 1980, Money-market instruments, Debentures and securitised debt, Warrants, certificates and other instruments acknowledging, conferring or creating rights to subscribe to, acquire, dispose of, or convert securities, Bonds, Derivative instruments, Participatory interests in one or more collective investment schemes, Foreign currency denominated investment instruments, including foreign currency deposit.

ACCEPTANCE OF APPOINTMENT YES NO

B. OR APPOINTMENT OF EXTERNAL MODEL MANAGER

NAME OF FSP / ENTITY

FSP / ENTITY LICENCE NO

NAME OF SOLE PROPRIETOR OR REPRESENTATIVE

MODEL PORTFOLIO MANAGER CHARGE %

This will be calculated on the last business day prior to the 10th day of each month on the market value of the model portfolio/portfolios selected by the Client. The Client hereby appoints the FSP as the discretionary financial service provider with effect from the date of client's signature of this form on the terms and conditions set out herein and subject to applicable legislation.

ACCEPTANCE OF APPOINTMENT YES NO

TERMS AND CONDITIONS

- General**
- 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 detail 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
 - Where the terms and conditions contained in this form contradict the terms and conditions in the application form signed by the client, the terms and conditions contained in this switch form will apply.
 - Some of the terms and conditions are set out in the Investment Application Form and the remainder is set out in this Switch form. The Client agrees to be bound by the terms and conditions as set out in the Investment Application Form as well as those set out in this form. In the event of a conflict between the terms and conditions in the Investment Application Form and the terms and conditions contained in this Switch Form, the terms and conditions in this form will apply.
 - Where a fully completed and accurate instruction is received by STANLIB head office before close of business on **business day 1**. The following switching turnaround times and prices will apply:
 - Intra-Manco Switch: Funds will be switched out and priced on day 2; the switch into the new fund will also be priced on day 2.

Business Cut-off to Receive an Instruction	Process the instruction	The Administrator Sell or Buys Units	Transaction Complete	Reflect on Client Statement
Before 15:30	Day 1	Day 2	Day 3	Day 4



Business Cut-off to Receive an Instruction	Process the instruction	The Administrator Sell or Buys Units	Transaction Complete	Reflect on Client Statement
After 15:30	Day 2	Day 3	Day 4	Day 5

4.2. Inter-Manco Switch: For switches from the money market fund or call account to an external Manco, the fund will be switched out and priced on day 2, the switch into the external manager's fund will be priced on day 3. For switches from all other funds, the fund will be switched out and priced on day 2 and the switch into the external manager's fund will be priced on day 4.

Business Cut-off to Receive an Instruction	Process the instruction	The Administrator Sell Units	The Administrator Buys Units	The Administrator received money and pay new manager	Transaction Complete	Reflect on Client Statement
Before 15:30	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
After 15:30	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7

5. Please note: The monthly expense run takes place on the **10th of the month**. In the event of the 10th being a weekend or public holiday, the expense run will take place on the next business day. The monthly annuity run takes place on the **20th of the month**. In the event of the 20th being a weekend or public holiday, the annuity run will take place on the preceding business day. Switch requests received during the monthly expense run or monthly annuity run will only be processed once the run has been priced up. This will generally add up to 2 business days to the above service levels. STANLIB will not be responsible for any losses caused or damages suffered due to STANLIB being unable to meet these service levels due to unforeseeable circumstances beyond STANLIB's control.

- Any values previously advised are only guides to the actual values of the assets being switched.
- This instruction must be signed and dated by the legal owner, including the cessionary if ceded collaterally or a person holding a Power of Attorney or the Client's FSB licensed Financial Services Provider ("Financial adviser"). STANLIB will only accept an instruction from the Financial adviser, if the Client explicitly authorised STANLIB in writing to accept instructions from the Financial adviser. The Client understands that by authorising his/her Financial adviser to sign this instruction on his/her behalf, STANLIB will implement the instruction, whether in written or electronic format, as if it were the Client's own instruction.
- A maximum of 12 portfolios is allowed after completion of the switch.
- The Client confirms that neither STANLIB nor any of its representatives provided him/her with any advice and that he/she has taken particular care to consider on his/her own or with the assistance of his/her authorised adviser whether the switch is appropriate considering his/her unique objectives, financial situation and particular needs.
- The Client understands that all material facts must be accurately and properly disclosed and the accuracy and completeness of all information provided by or on behalf of the Client, is the Client's own responsibility. The Client understands that no Financial adviser may request the Client to sign any written or printed form or document unless all details required to be inserted thereon by the Client or on behalf of the Client have already been inserted.
- Multiple transactions cannot be processed simultaneously.
- The Client understands that STANLIB is prohibited from processing any transactions on the Client's behalf (including but not limited to switches) until all documentation has been received in terms of the Financial Intelligence Centre Act, No. 38 of 2001.
- Any capital gain realised on the disposal of a participatory interest in a collective investment scheme is subject to Capital Gains Tax (CGT).
- The Client understands that where he/she changes FSP the consequences of such change may result in different or new fund and fees structures. This may result in an increase to the platform service charges. It is the Client's and where applicable the Client's Financial adviser's responsibility to determine the relevant fund and/or charge implications. STANLIB will deduct the charges from the Client's portfolios. For further details please refer to the Fee Comparison Tool on STANLIB online.

Model Portfolios

- The Intermediary will determine the Investment Strategy applicable to the Client and the Client will be invested in a pre-determined selection of Collective Investment Portfolios selected by the Intermediary. The Client will not be entitled to alter the selection of portfolios in any way however the Client may repurchase the entire investment or a portion thereof. Any partial repurchase will result in a proportionate repurchase out of each Collective Investment Portfolio comprising the Investment Strategy.
- The Client hereby appoints Model Portfolio FSP as his/her discretionary financial service provider with effect from the date of client's signature of this form on the terms and conditions set out herein and subject to applicable legislation. Model Portfolio FSP hereby agrees to act as a discretionary financial services provider to the Client. In terms of this clause, the Client hereby confers on Model Portfolio FSP complete discretion to take such action as Model Portfolio FSP considers necessary to attain the investment objectives of the Client, namely to maximize the income on the investments of the Client over an extended period. Model Portfolio FSP may vote on behalf of the Client in respect of the Client's investment. Model Portfolio FSP as the Client's representative is authorised to enter into any agreements of the Client with any other person, financial exchange, member or regulatory body in the execution of its obligations in terms of the agreement. Model Portfolio FSP may sub-contract its responsibilities in terms of this clause to another party.
- Where the Client terminated his mandate with the Financial Service Provider, STANLIB has the right to terminate the Client's Model Portfolio investment.
- The Client may switch between model portfolios. The Client may switch in full or partially from the selected model investment into other funds offered on the STANLIB platform and vice versa.
- All redemptions will be applied proportionately across the underlying funds in the selected model investment.
- Additional investments into Model portfolios will be applied proportionately across the underlying funds in the selected model investment.

Personal Share Portfolio

(Available to the Classic Retirement Annuity Fund, Preservation Pension Plan, Preservation Provident Plan and Linked Life Annuity)

- STANLIB has entered into an Investment Management agreement with SGB Securities (Pty) Ltd (a member of the JSE Ltd) to manage the Personal Share Portfolio. SGB Securities (Pty) Ltd and is hereby referred to as the Investment Manager.
- New Business instruction: Where a fully completed and accurate instruction is received by STANLIB head office before close of business (15h30) on business day 1 (and where the relevant funds have been credited to the appropriate Nominee bank account), the instruction request to create the BDA account number will be forwarded to the Investment Manager. The purchase instruction will be forwarded to the Investment Manager within 2 business days of receiving the BDA account number. The Investment Manager has the authority to decline the opening of the account. The Client will be informed in writing of any rejections by STANLIB. The Client hereby indemnifies STANLIB and the Investment Manager against any loss of any nature which may arise should any funds, credited to a Nominee bank account, as contemplated above, be reversed for any reason.
- Withdrawal instruction: Any withdrawals applicable to the Classic Linked Life Annuity policy will be in the form of a Death Claim and the Standard Death Claim process for Living Annuities will be followed. A payment, as determined by a court order, will be processed according to the standard payment process. Commutation thresholds are set by SARS and these thresholds will be applied when an instruction is received by STANLIB from the Client. Due to the nature of the investment, the turnaround time for claims from Personal Share Portfolios will be determined by the Investment Manager. The maximum period for settling a claim is 60 days from the point when all requirements have been met.
- Switch instruction: Where a fully completed and accurate instruction is received by STANLIB head office before close of business on business day 1, the switch into the new portfolio will be completed and the process as followed in the New Business Process will apply.
- Income payment: The Client must draw an income within the specified limits and the income will be paid from the nominated fund. Payments will be received from STANLIB by the 1st business day of the month according to the selected payment frequency. The payment frequency option is monthly, quarterly, bi-annually and annually. The Client has one opportunity at anniversary date to review the income level and frequency of payments. The business cut off is 5 business days before the Client's anniversary date.
- This contract will become effective once STANLIB and the Investment Manager have accepted the application and the Investment Manager has the Client approved, and have received the investment funds. STANLIB will transfer the net investment amount to the Investment Manager as indicated on the Application Form. The Investment Manager will then invest the funds in accordance with the portfolio selected by the Client. The Investment Manager will contact the Client to verify the Personal Share Portfolio choice and disclose the Investment Manager fees. In the case of script transfers, the Client acknowledges that they are aware of the share transfer process and further acknowledge that only once the Investment Manager has received the shares in dematerialised form and provided the Administrator with a value, can the Administrator calculate the value of the investment.
- The fees and charges levied by the Investment Manager will be:
 - The investment Management fee at a maximum fee of 1% per annum but may vary at the discretion of the Investment Manager.
 - The Investment Manager fee shall be calculated and charged as a percentage of the market value of the portfolio on a monthly basis. The fee will be firstly be deducted from the cash portion of the Personal Share Portfolio otherwise securities will be sold at the discretion of the Investment Manager.
 - The Investment Manager shall charge a Brokerage fee at a maximum rate of 1% per trade with the discretion of the Investment Manager to vary the charger per trade.
 - The Brokerage fee will be charged upon execution of the trade.
 - The Investment Manager undertakes to deduct from the Portfolios all Taxes, STRATE, JSE and other applicable charges.
- The Client understands that where he/she switches to other portfolios, different or new cost structures may apply and that it is the Client's responsibility, or where applicable, that of the Client's Financial Service Provider, to determine the relevant cost structures prior to conducting a switch.
- Reporting to the Client: The Client can obtain detailed information regarding the underlying investment of the Personal Share Portfolio directly from the Investment Manager.
- Notional unit prices are calculated for the Personal Share Portfolio based on the values of the portfolio as received by the Investment Manager on a daily basis.
- Unless otherwise specified through Portfolio nomination for fee deduction, STANLIB will deduct all charges from call accounts and money market portfolios first. Thereafter charges will be deducted proportionately from other portfolios. If a charger is deducted from a Personal Share Portfolio the charge will be firstly be deducted from the cash portion of the Personal Share Portfolio otherwise securities will be sold at the discretion of the Investment Manager.
- The Client acknowledge that an investment in the Personal Share Portfolio is subject to the Investment Manager's standard business rules, procedures and service level agreement. STANLIB or the Investment Manager can provide the Investment Management agreement to the client on request. The Investment Manager will provide the Client with statements for the investment in the Personal Share Portfolio on a monthly basis. Please note that depending on expense runs and timing of the instructions there may be differences in the value provided by STANLIB or the Investment Manager. The Client acknowledges and understands that if the total investment value in the Personal Share Portfolio is less than the Investment Manager's minimum investment amount at any time during the duration of the contract, the Client may be obliged to switch 100% of the Personal Share Portfolio value if required by Investment Manager into Collective Investment Scheme Portfolios.
- The Client agrees to pay Investment Manager the charges specified in this document. Such charges shall be calculated and charged as indicated. Investment Manager shall be entitled to increase the charges charged to the Client by giving the Client three months prior notice of such an increase.



STANLIB Linked Investments Tax-Free Savings Plan

1. The STANLIB Linked Investments Tax-Free Savings Plan is governed by the Regulations in terms of section 12T of the Income Tax Act of 1962.
2. Only natural persons residing in South Africa may invest in the STANLIB Linked Investments Tax-Free Savings Plan.
3. All interest, dividends and capital gains earned in this may be automatically re-invested tax-free to accrue further interest and dividends. The plan allows a client to invest a maximum of R33 000 per year from 1 March 2017, with a maximum lifetime contribution of R500 000. The thresholds apply to the total capital contributions only per client.
4. Capital contributions in excess of the thresholds will be subject to 40% tax payable by the Client to SARS.
5. The legislated annual and lifetime contribution thresholds apply to a Client's tax-free savings plan across all financial services providers. It is the Client's responsibility to monitor their total contribution limits for tax-free savings plan with STANLIB Linked investments and other financial services providers.
6. Any funds withdrawn from the plan will still be regarded in the annual and lifetime contributions thresholds, as the investment limit is on gross contributions for both annual and lifetime limits. Any withdrawals made from a minor's STANLIB Linked Investments Tax-Free Savings Plan can only be transferred into the minor's bank account.

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	

***Compulsory Section**

