



# Transfer Form

## Transfer of units from an Administrator (Manco) to STANLIB Linked Investments (LISP)

STANLIB Wealth Management (Pty) Limited Registration number 1996/005412/07 an Authorised Administrative FSP in terms of the FAIS Act, 2002 (FSP No. 26/10/590)

### TRANSFER PROCESS

This process refers to the moving of units (all or partial) in an investment from one Administrator (Manco) to STANLIB Linked Investments (LISP).

### TRANSFER REQUIREMENTS FOR A NEW LISP INVESTMENT

- TRANSFER FORM
- LISP APPLICATION FORM
- FICA DOCUMENTATION
- CLIENT STATEMENT FROM ADMINISTRATOR (MANCO)

### TRANSFER REQUIREMENTS FOR AN EXISTING LISP CLIENT

- TRANSFER FORM
- LISP ADDITIONAL INVESTMENT FORM
- CLIENT STATEMENT FROM ADMINISTRATOR (MANCO)

### TRANSFER PROCESS

1. The Client/ Financial adviser submits an instruction to STANLIB via email or fax.
2. The LISP team will instruct the Administrator (Manco) to transfer the units.
3. The LISP team will allocate the units and price the transaction once the Administrator (Manco) has confirmed the transfer of units.
4. Details of the transaction will be available on STANLIB Online.

### ESTIMATED SERVICE LEVEL AGREEMENT

Seven to ten business days upon receipt of a fully completed instruction for a unit transfer.

### TAX IMPLICATIONS

The units will be transferred with the existing base cost price. If a switch is processed, a CGT event is triggered and an IT3(c) will be issued at the end of the financial tax year. New funds will have a new base cost.

### CLIENT DETAILS

INVESTMENT NUMBER	<input type="text"/>
NAME & SURNAME / ENTITY NAME	<input type="text"/>
IDENTITY / PASSPORT / REGISTRATION NUMBER	<input type="text"/>

### TRANSFERRING FROM:

Name of Transferring Administrator (Manco)	Investment Account Number	Percentage of Units	Amount
1.		% R	
2.		% R	
3.		% R	
4.		% R	
5.		% R	

### TRANSFERRING TO:

NEW INVESTMENT ACCOUNT  YES  NO IF NO, PROVIDE INVESTMENT ACCOUNT NUMBER

Please indicate the Fund/ Portfolio details on the New Business Application form for a new account or an Additional Investment form for an existing account. The completed Transfer form must be attached to applicable investment form.



**TERMS AND CONDITIONS**

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 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
2. 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 form will apply.
3. STANLIB reserves the right to apply discretion when processing a transfer between fund/ portfolio classes. STANLIB reserves the right to instruct the relevant Manco to switch fund/ portfolio before completing the unit transfer instruction.
4. 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.
5. Any values previously advised are only guides to the actual values of the assets being transferred.
6. 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.
7. The Client understands that where he/she transfers/ switch to other portfolios and / or platform, different or new charge structures could apply and that it is the Client's responsibility, or where applicable that of the Client's Financial adviser, to determine the relevant charge structures prior to conducting the switch. A Collective Investment Manager Charge (usually 0,25%) may be charged when switching between Collective Investment Scheme Managers and/or different asset classes. Should the Client switch into an offshore STANLIB Funds Limited portfolio, a service charge of 1% and an annual foreign currency charge of 0,48% will be levied (no VAT is payable). Please refer to [www.stanlib.com](http://www.stanlib.com) for a complete list of the underlying portfolio and / or platform charges.
8. 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 Financial adviser, whether the switch is appropriate considering his/her unique objectives, financial situation and particular needs.
9. 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.
10. Multiple transactions cannot be processed simultaneously.
11. 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.
12. Any capital gain realised on the disposal of a participatory interest in a collective investment scheme is subject to Capital Gains Tax (CGT).
13. 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.

**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="0" style="margin: auto;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="font-size: 8px; text-align: center;">D</td> <td style="font-size: 8px; text-align: center;">D</td> <td style="width: 10px; text-align: center;">-</td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="font-size: 8px; text-align: center;">M</td> <td style="font-size: 8px; text-align: center;">M</td> <td style="width: 10px; text-align: center;">-</td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="font-size: 8px; text-align: center;">Y</td> <td style="font-size: 8px; text-align: center;">Y</td> <td style="font-size: 8px; text-align: center;">Y</td> <td style="font-size: 8px; text-align: center;">Y</td> </tr> </table>			D	D	-			M	M	-					Y	Y	Y	Y
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**\*Compulsory Section**

