



Unit Trusts Transfer Form

By completing this form, you are applying to transfer ownership of your Unit Trust Investment to another person or legal entity (called a 'beneficiary').

Submit the completed form to:

E-mail UTInstructions@sanlaminvestmentsupport.com Fax 0860 724 467

If you have any questions, contact us at:

Tel 0860 100 266 E-mail service@sanlaminvestments.com

Important information

- Please read all the information in this form carefully, including the terms and conditions in section 6, and ensure you understand it.
- This form will be used to process your transfer instruction only. Should you wish to change your personal information or your regular withdrawal / contribution(s), you will need to complete an Investor Details Update form, available on www.sanlamunittrusts.co.za
- We will only proceed with transfer instructions once the form has been completed, dated and signed by the investor and / or authorised signatories and we have received all the necessary Financial Intelligence Centre Act 38 of 2001 (FICA) requirements.
- Transfers for deceased investors must be completed and signed by the executor(s) of the deceased investor's estate.
- Other transfers must be completed and signed by the individual making the transfer (the investor) as well as the entity that the units are being transferred to (the beneficiary).
- Please initial the bottom of each page as well as any changes made on this form.
- Any writing/instruction outside of the allocated fields will not be processed.
- Your investment instruction is subject to our [Terms and conditions](#). The personal information collected is also subject to our Privacy statement. If you provide us with the personal information of other persons, you warrant that you have the necessary consent or other justification to do so.

1. Investor Details (all fields are compulsory)

Investor code _____

Title Mr Mrs Miss Other (specify) _____

Full name(s) and surname _____

Identity number / Passport number /
Entity registration number _____ Passport expiry date _____ (ddmmccyy)

Contact number () () _____
Specify country and area codes, e.g. +27 21 555 5555

E-mail address _____

2. Transfer options

If the beneficiary of the account is not an existing investor, this person or entity must complete a Unit Trust Application form for new investors (available at www.sanlamunittrusts.co.za) and submit it with this form. Standard rules and FICA requirement checks will apply.

Transfers to spouses (only to be completed if transfer is from a deceased estate): Yes No

If "Yes", please supply a copy of the marriage certificate.

Please select either Rand or units or all units: (if no class is specified, it will be allocated to a default class)

FROM

Full name of unit trust fund(s)	Class	Amount (R)	OR	Units	OR	All Units

TO

Beneficiary / entity name	Investor code: (if existing client)

Initial _____

Transfer option (continued)

FROM

Full name of unit trust fund(s)	Class	Amount (R)	OR	Units	OR	All Units

TO

Beneficiary / entity name	Investor code: (if existing client)

FROM

Full name of unit trust fund(s)	Class	Amount (R)	OR	Units	OR	All Units

TO

Beneficiary / entity name	Investor code: (if existing client)

FROM

Full name of unit trust fund(s)	Class	Amount (R)	OR	Units	OR	All Units

TO

Beneficiary / entity name	Investor code: (if existing client)

3. Cash flow plans (regular withdrawals and switches) (only if applicable)

3.1 Regular monthly withdrawals (sell)

Cancel my existing withdrawal Yes No

3.1 Regular monthly switch

Cancel my existing monthly switch Yes No

4. Change existing debit order instruction (only if applicable)

Please select your instruction

- Regular debit order to continue on existing fund(s)?
- Cancel my existing debit order(s)?

Please note: if you would like to change your existing regular debit order instruction or submit a new request, you will need to complete an Investor Details Update form, available from www.sanlamunittrusts.co.za

We will change the debit order on the soonest available business day.

5. Important notes

- Fund minimums apply to transfer requests (please see the relevant Minimum Disclosure Documents (fund fact sheets) available on www.sanlamunittrusts.co.za).
- If no regular withdrawal and changed debit order options are selected, the status of your investment will remain unchanged. However, should the existing debit order(s) not meet the required fund minimum(s), the debit order(s) will automatically be cancelled.
- Transfers between the same funds are free of costs.
- Transferring units triggers capital gains tax (CGT) and you may be liable for taxes. We will issue a Capital Gains Tax certificate at the end of the applicable tax year.
- After the transfer has taken place and the beneficiary wants to switch to a different fund or class, a Unit Trust Switching form must be completed, available from www.sanlamunittrusts.co.za
- Should any future income be paid out / amended or if your personal information has changed, you will need to complete an Investor Details Update form, available from www.sanlamunittrusts.co.za

Initial _____

6.2 Fees and charges

- Monthly debit orders will automatically be cancelled if funds are returned from the bank after 3 consecutive occasions. If a debit order or direct debit is returned by the bank due to insufficient funds being available or for any other reason, the units purchased for that transaction will be reversed (at no cost to the client) and the client's unit trust account will be debited with the units allocated.
- The client will be liable for any bank charges incurred as a result of a direct debit or monthly debit order being rejected by the bank.
- An additional investment, switch or transfer within a current portfolio may result in a change to the Effect Annual Cost (EAC) calculation. An updated calculation can be obtained by using our EAC calculator when visiting the Secure Services Portal at <https://cp.sanlam.co.za>. Alternatively you may contact your adviser or phone us on 0860 100 266.

6.3 Transaction cut-off times

- Please make sure you send us your completed instruction (including supporting documents) before the transaction cut-off time. The SA business day transaction cut-off times for our funds are:
 - 11:00 for Sanlam Alternative Income Funds
 - 13:00 for money market funds and,
 - 15:00 for all other funds.
- We can only process your instruction once we have received the correct and accurately completed form and the required supporting documents. If an instruction is issued incorrectly, is unclear, incomplete, or if the supporting documents are not received by the cut-off time, the processing of the transaction will be delayed.
- Your transaction will be priced using the ruling price of the fund for the day the transaction is processed ie the day we receive all of the required information. Any loss will be for the investor's account.
- If a debit order collection date falls on a non-business day, we will collect it on the first available business day thereafter.

6.7 Complaints

We want to give you outstanding client service, but sometimes things go wrong. If you are dissatisfied with our service, or any of our products have disappointed you, we would like to hear about it. Please get in touch:

- Telephone: 0860 100 266
- Fax: 021 947 8224
- Email: complaints@sci.sanlam.com
- Complete a complaint form online at www.sanlamunittrusts.co.za
- Visit your nearest Sanlam office.

Your views are very important to us. When we receive your complaint, a competent team, specifically trained to handle and resolve complaints, will investigate it and try to resolve it as soon as possible in a fair manner. If the complaint has not been resolved to your satisfaction, you may refer it to the Sanlam Arbitrator. The Sanlam Arbitrator is an impartial person that settles disputes between dissatisfied clients and Sanlam.

Sanlam Arbitrator contact details:

Fax: +27 21 957-1786

Email: arbitrator@sanlam.co.za

Initial _____

Signature of investor

Investor signature _____ Date signed _____ (ddmmccyy)

OR

Authorised signatory/(ies) acting on behalf of the investor

(e.g. parents / guardians of a minor, and all persons authorised to act on behalf of the investor)

Title Mr Mrs Miss Other (specify) _____

Full name(s) and surname _____

Capacity _____

Identity number / Passport number _____ Passport expiry date _____ (ddmmccyy)

Contact telephone () () _____

Specify country and area codes, e.g. +27 21 555 5555

Signature of authorised signatory/(ies) _____ Date signed _____ (ddmmccyy)

Broker / Sanlam financial adviser details (if applicable)

Only one broker/adviser is applicable per investor code.

Full name(s) and surname _____

Code _____

Contact telephone () () _____

Specify country and area codes, e.g. +27 21 555 5555

E-mail address _____

Important information

Sanlam Group is a full member of the Association for Savings and Investment SA. Collective investment schemes are generally medium to longterm investments. Please note that past performances are not necessarily an accurate determination of future performances, and that the value of investments / units / unit trusts may go down as well as up. A schedule of fees and charges and maximum commissions is available from the Manager, Sanlam Collective Investments (RF) Pty Ltd, a registered and approved Manager in Collective Investment Schemes in Securities. Additional information of the proposed investment, including brochures, application forms and annual or quarterly reports, can be obtained from the Manager, free of charge. Collective investments are traded at ruling prices and can engage in borrowing and scrip lending. Collective investments are calculated on a net asset value basis, which is the total market value of all assets in the portfolio including any income accruals and less any deductible expenses such as audit fees, brokerage and service fees. Actual investment performance of the portfolio and the investor will differ depending on the initial fees applicable, the actual investment date, and the date of reinvestment of income as well as dividend withholding tax. Forward pricing is used. The Manager does not provide any guarantee either with respect to the capital or the return of a portfolio. The performance of the portfolio depends on the underlying assets and variable market factors. Performance is based on NAV to NAV calculations with income reinvestments done on the exdiv date. Lump sum investment performances are quoted. The portfolio may invest in other unit trust portfolios which levy their own fees, and may result in a higher fee structure for our portfolio. All the portfolio options presented are approved collective investment schemes in terms of Collective Investment Schemes Control Act, No 45 of 2002 ("CISCA"). International investments or investments in foreign securities could be accompanied by additional risks as well as potential limitations on the availability of market information. The Manager has the right to close any portfolios to new investors to manage them more efficiently in accordance with their mandates. The portfolio management of all the portfolios is outsourced to financial services providers authorized in terms of the Financial Advisory and Intermediary Services Act, 2002. Standard Bank of South Africa Ltd is the appointed trustee of the Sanlam Collective Investments Scheme.

Initial _____