

## Unit Trust Disinvestment Form



**Before disinvesting** your funds, note the following:

- Read and understand the important notes, terms and conditions in Annexure A
- We only make payments into the bank account of the registered investor
- We do not make payments into third party bank accounts, credit cards, money market or bond accounts
- Payments will be made via EFT
- Only cleared units will be paid. Refer to 'Payment of uncleared amounts' in Annexure A
- If the balance after the disinvestment is less than R2000, the full amount will be withdrawn
- After disinvesting all your units and your monthly debit order is below the minimum amount, the debit order will be cancelled
- 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.



**Completing the information correctly** will ensure that the Disinvestment instruction is processed without delays:

- All information must be accurately completed
- The form must be **dated and signed** by the registered investor, or authorised signatories with valid authorisation from the investor such as a power of attorney or a mandate
- Do not write instructions outside the allocated fields
- Initial any changes made
- Only return **page 2** to us
- To change your personal information, regular disinvestment amount(s) or contributions to your funds, you will need to complete a Unit Trust Investor Details Update Form and send us the relevant supporting documents. The form is available on [www.sanlamunittrustsforms.co.za](http://www.sanlamunittrustsforms.co.za)



**Please submit the following verification documents if you are an individual and have not previously sent them to us:**

- Copy of ID document or Passport or Smart card (both sides)
- Proof of address less than 3 months old
- Proof of bank account less than 3 months old

**Please submit the following verification documents if you are acting on behalf of an investor and have not previously sent them to us:**

- The abovementioned documents for the authorised person
- Investor authorisation, such as a power of attorney or mandate



**Our contact details**

**Send the completed form and supporting documents to:**

E-mail [UTinstructions@sanlaminvestmentssupport.com](mailto:UTinstructions@sanlaminvestmentssupport.com)

**If you have any questions, contact us on:**

E-mail [service@sanlaminvestments.com](mailto:service@sanlaminvestments.com) | Tel 0860 100 266

**Website** [www.sanlamunittrusts.co.za](http://www.sanlamunittrusts.co.za)



**Cut off times**

**Fund type**

Sanlam Alternative Income Funds

Money market funds

All other funds

**Cut off time**

11:00

13:00

15:00

**All required documents must be provided before the cut off time in order for your instruction to be processed**

**1. Investor details**

Investor code \_\_\_\_\_  
 Title \_\_\_\_\_ First name(s) \_\_\_\_\_  
 Surname / registered name of legal entity \_\_\_\_\_  
 Identity / Passport / Entity registration number \_\_\_\_\_  
 Date of birth \_\_\_\_\_ (ddmmccyy) Passport expiry date \_\_\_\_\_ (ddmmccyy)  
 Work tel number ( ) ( ) Cell number ( ) ( )  
Country and area codes, e.g. +27 21 555 5555 +27 82 555 5555  
 E-mail address \_\_\_\_\_

**2. Disinvestment options**

Account number or Unit trust fund(s) name	Class	Amount (R)	OR	Number of units	OR	All units	AND	Please cancel my		
								Debit order	Monthly withdrawal	Monthly switch

**3. Payments into another Sanlam product (to be completed by Broker/Adviser)**

Broker/Adviser Code \_\_\_\_\_ Full name(s) \_\_\_\_\_  
 Email address \_\_\_\_\_ Cell number ( ) ( )  
Country and area codes, e.g. +27 82 555 5555  
 Sanlam product name \_\_\_\_\_ Sanlam product number \_\_\_\_\_  
 Please complete the relevant Sanlam bank account details in **Section 4** below

**4. Bank details**

Name of account holder \_\_\_\_\_  
 Identity / Passport / Entity registration number \_\_\_\_\_  
 Passport expiry date \_\_\_\_\_ (ddmmccyy)  
 Name of bank \_\_\_\_\_ Account number \_\_\_\_\_  
 Name of branch \_\_\_\_\_ 6-digit branch code \_\_\_\_\_  
 Type of account Current  Savings

**5. Investor declaration**

I / We confirm that I / We:

- have read and understood the important notes, terms and conditions in Annexure A.
- have the authority and am / are legally competent to enter into and conclude this transaction, with the necessary legal assistance when it is required.
- are aware that the legal guardian must sign the instruction on behalf of a minor (if applicable).

Signature of investor \_\_\_\_\_ Date \_\_\_\_\_ (ddmmccyy)

Signature of authorised signatory \_\_\_\_\_ Date \_\_\_\_\_ (ddmmccyy)



## Annexure A Important notes, Terms and Conditions

This Annexure A should not be returned with your disinvestment form

### 1. Important notes

- **Invalid bank details** - If the bank details you provide for the disinvestment are not valid and we could not contact you successfully, the money returned to us will automatically be reinvested.
- **Change in bank details** - If we are not able to verify your bank details, we may contact you to provide us with proof of bank details, e.g. a cancelled cheque or recent bank statement that includes a bank logo and date stamp (not older than 3 months).
- **Authorised to act on behalf of the investor** - If you are acting on behalf of the investor, please provide us with proof of authority to act (letter of appointment, letter of executorship or letter of guardianship if not a parent). In the case of a company, pension fund, club etc. Minutes of the meeting or resolution and signatures of all signatories will need to be submitted.
- **Accrued income payment** - If you disinvest all your money market and/or Sanlam Alternative Income funds, your accrued income will be paid into the same bank account as your repurchase proceeds.
- **Capital Gains Tax (CGT)** - The sale of units may trigger CGT and you may be liable for taxes. We will issue a CGT certificate at the end of the tax year.
- **Minimum Disclosure Documents** - Please read the Minimum Disclosure Documents which can be found on our website [www.sanlamunittrustsmdd.co.za](http://www.sanlamunittrustsmdd.co.za)

### 2. Expected processing times

You can expect the money to reflect in your bank account within 2 working days (unless otherwise contracted on an individual basis). This depends on whether the pricing time of your fund/s is morning or evening priced and provided the cut-off times have been met and all supporting documents received.

### 3. Terms and conditions

#### 3.1 Transaction cut-off times

- Please make sure you send us your completed instruction (including supporting documents) before the trading closing time. Your transaction will be priced using the ruling price of the fund for the day the transaction is processed i.e. the day we receive all of the required information.

#### 3.2 Complaints

We want to give you outstanding client service. If you are dissatisfied with our service, please contact us at:

- Telephone: 0860 100 266
- Email: [complaints@sci.sanlam.com](mailto:complaints@sci.sanlam.com)
- Complete a complaint form online at [www.sanlaminvestments.com](http://www.sanlaminvestments.com)
- 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.

### Disclaimer

Sanlam Group is a full member of the Association for Savings and Investment SA. Collective investment schemes are generally medium to long-term 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 ex-div 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 such as potential constraints on liquidity and repatriation of funds, macro-economic risk, political risk, foreign exchange risk, tax risk, settlement risk. 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