

## Unit Trusts Cession Form

By completing this form, you are instructing us to record a cession on your unit trust investment, in favour of another individual or legal entity, to whom you are ceding your investment. A cession usually takes place to give the ceded units as security for a loan provided by the other individual or legal entity.

Submit the completed form to:

E-mail [UTInstructions@sanlaminvestmentsupport.com](mailto:UTInstructions@sanlaminvestmentsupport.com)

If you have any questions, contact us at:

Tel 0860 100 266

E-mail [service@sanlaminvestments.com](mailto:service@sanlaminvestments.com)

### Notes on completion of this form

- This form will be used to process your cession instruction only. Should you wish to change your personal information, you will need to complete an Investor Details Update form, available on [www.sanlaminvestments.com](http://www.sanlaminvestments.com).
- If you want to cancel your cession, we will need a letter, in writing, signed by both parties (cedent and cessionary) on a company letterhead (where applicable).
- We will only proceed with the cession instructions once the form has been completed, dated and signed by the investor and / or authorised signatories and we have received all of the necessary supporting documents. This includes your verified bank account details and Financial Intelligence Centre Act 38 of 2001 (FICA), requirements, if applicable.
- Please initial the bottom of each page as well as any changes made on this form.
- Any writing outside of the allocated blocks or incomplete fields might result in a delay in processing the cession instruction.
- Please read all the information in this form carefully, including the terms and conditions in section 6, and ensure you understand it.
- 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. Details of cedent (investor) (all fields are compulsory)

Investor code

Title

Full name(s) and Surname / registered name of legal entity: \_\_\_\_\_

Identity number / Passport number / Registration number: \_\_\_\_\_

Telephone (h) (\_\_\_\_\_) (\_\_\_\_\_) \_\_\_\_\_

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

E-mail address \_\_\_\_\_

**2. Details of cessionary (all fields are compulsory)**

Investor code (if existing investor): \_\_\_\_\_

Title \_\_\_\_\_

Full name(s) and Surname / registered name of legal entity: \_\_\_\_\_

Identity number / Passport number/ Registration number: \_\_\_\_\_

Date of birth \_\_\_\_\_ (ddmmccyy)     Passport expiry date \_\_\_\_\_ (ddmmccyy)

Physical address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Country \_\_\_\_\_ Postal code \_\_\_\_\_

Postal address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Country \_\_\_\_\_ Postal code \_\_\_\_\_

Telephone (h) (\_\_\_\_) (\_\_\_\_) \_\_\_\_\_  
Specify country and area codes, e.g. +27                                         21                                         555 5555

E-mail address \_\_\_\_\_

**3. Collateral cession (for security)**

Unit trust fund(s)	Class	Investor code	*Rand	OR	Number of units	OR	All units
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>

\*Rand selection only available for money market type funds.

Married in community of property? (indicate with an 'X')

Yes    No    N/A   |   If "Yes", the written consent of the cedent's spouse is required in terms of section 15(2) of the Matrimonial Property Act 88 of 1984. Your spouse must sign section 7b of this form.

**4. Documentation required**

- Copy of the deed of pledge / underlying principal agreement between the parties.
- Cession form completed in full by the cedent and cessionary.
- If the cedent is not FICA compliant, copies of the cedent's FICA documents will need to be submitted.

**5. Important notes**

**What is the function of this form?**

This form acts as your instruction to record a cession on this investment. This is not the actual cession agreement. You will enter into the cession agreement with a third party (usually a bank or financial institution) to which you are ceding your investment. If you wish to transfer full ownership of your units to a third party, you must fill out a Unit Trust Transfer form, available from [www.sanlaminvestments.com](http://www.sanlaminvestments.com)

**Cedent**

The person or legal entity in whose name the investment is held, i.e., the investor. The cedent cedes units in the investment to the cessionary (usually a financial institution).

**Cessionary**

The person or legal entity (usually a financial institution) in whose favour units in the investment have been ceded. The cessionary has full rights in the units that have been ceded to it.

**How do we record the cession?**

We record a cession by restricting the cedent (the investor) from transacting on the units indicated in section 3.

**Who can transact on the ceded units?**

As long as the cession remains in place, the cedent may not withdraw, transfer or switch the ceded units without the written consent from the cessionary. If the cessionary agrees, the cedent and cessionary will need to provide consent for the transaction to be processed.

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**6. Terms and conditions**

- The cedent and cessionary acknowledge and understand that the value of the investment may fluctuate from time to time.
  - If no units or rand amount is specified, the total unit balance will be ceded. If we receive a request to record a cession for a rand amount, the rand amount will be converted to the equivalent value of units. After we record the cession, the units will be priced at the latest available price. The cedent and cessionary acknowledge and understand that the value of the investment may fluctuate from time to time. The cedent and cessionary accept the risk of such fluctuation and that it is their responsibility to monitor the value of the security given.
  - No withdrawals and switches will be allowed on ceded units without the written consent of the cessionary. If the total unit balance has been pledged, both the cedent and cessionary have to consent to a withdrawal. If only a portion of the unit balance has been pledged, the unpledged portion of the balance is available for withdrawal by the cedent and the consent of the cessionary is not required. If the cedent wants to withdraw from the pledged portion of the account, the consent of both the cedent and cessionary will be required.
  - If the cedent's (investor's) personal information has changed, an *Investor Details Update form* will need to be completed and is available at [www.sanlaminvestments.com](http://www.sanlaminvestments.com).
  - We accept that the instructions we receive are correct and signed by the authorised individual or signatories (cedent and cessionary).
  - We will only carry out instructions that are complete and supported by accurately completed documents. Similarly, your instruction may be delayed if it has been issued incorrectly, is unclear, incomplete, or if the supporting documents have not been submitted in full. All the fields are compulsory and need to be filled out in full.
  - The cedent and cessionary understand that the cession will continue to be noted on our records until we are advised by the cessionary, in writing, that the record of cession should be cancelled.
  - We or our authorised agents cannot be held liable for direct or indirect damages arising from any cause as a result of us acting on the instructions in this form. Similarly, the cedent (investor) and cessionary will indemnify us, our directors, employees, representatives and agents against any claim that may result from us acting on the instruction in this form or any future instructions received from the cedent or cessionary following the record of a cession.
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**7. Investor declaration**

- I / We confirm that I / we have the authority and am / are legally competent to enter into and conclude this transaction, with the necessary legal assistance when it is required.
- I / We have read and understood the contents of this cession form and agree to its terms and conditions.
- I / We warrant that I / we have the necessary consent from the cessionary to provide their personal information and that their personal information may be processed by Sanlam Collective Investments for purposes of the cession.

**7a. Signature of cedent (investor)**

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

OR

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

## Cession Form

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

Title \_\_\_\_\_  
Full name(s) and Surname \_\_\_\_\_  
ID number \_\_\_\_\_  
Capacity \_\_\_\_\_  
Telephone (h) ( \_\_\_\_\_ ) ( \_\_\_\_\_ ) \_\_\_\_\_  
Specify country and area codes, e.g. +27 21 555 5555  
E-mail address \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ (ddmmccyy)  
Authorised signatory/(ies) acting on behalf of the investor

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### 7b. Signature of spouse

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ (ddmmccyy)  
Signature of spouse (if married in Community of Property)

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### 7c. Signature of cessionary

Title \_\_\_\_\_  
Full name(s) and Surname \_\_\_\_\_  
ID number \_\_\_\_\_  
Capacity \_\_\_\_\_  
Telephone (h) ( \_\_\_\_\_ ) ( \_\_\_\_\_ ) \_\_\_\_\_  
Specify country and area codes, e.g. +27 21 555 5555  
E-mail address \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ (ddmmccyy)  
Signature of cessionary / authorised signatory

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## Important information

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 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 authorised 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.