

Unit Trusts Switching Form

Submit the completed form to:

 E-mail UTInstructions@sanlaminvestmentssupport.com
If you have any questions, contact us at:

Tel 0860 100 266

 E-mail service@sanlaminvestments.com

Important Information

- This form will be used to process your switch instruction only. Should you wish to change your personal information or your regular withdrawal, you will need to complete an Investor Details Update form, available on www.sanlaminvestments.com
- We will only proceed with the switch 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 the Financial Intelligence Centre Act 38 of 2001 (FICA), and Financial Advisory and Intermediary Services Act 37 of 2002 (FAIS) requirements, if applicable.
- 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 _____

Full name(s) and surname _____

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

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

E-mail address _____

Please note: If you have provided different contact details on this form to what we currently have on our records, your details will not be updated until we receive a completed Investor Details Update Form, available on www.sanlaminvestments.com

2. Switch options

2.1 Once-off switch instruction

Please select either Rand or units or all units: (if no class is specified, it will be allocated to a default class).
 Fund minimums apply (see our Minimum Disclosure Documents (fund fact sheets) at www.sanlaminvestments.co.za).

1. FROM:

Full name of unit trust fund(s)	Class	Amount (R)	OR	Units	OR	All units
						<input type="checkbox"/>

TO:

Full name of unit trust fund(s)	Class	Amount (R)	OR	% of Units specified
1.				
2.				
3.				
4.				

2. FROM:

Full name of unit trust fund(s)	Class	Amount (R)	OR	Units	OR	All units
						<input type="checkbox"/>

TO:

Full name of unit trust fund(s)	Class	Amount (R)	OR	% of Units specified
1.				
2.				
3.				
4.				

3. FROM:

Full name of unit trust fund(s)	Class	Amount (R)	OR	Units	OR	All units
						<input type="checkbox"/>

TO:

Full name of unit trust fund(s)	Class	Amount (R)	OR	% of Units specified
1.				
2.				
3.				
4.				

2.2 Regular monthly switch (cash flow plan)

Please schedule a monthly switch from my investment until I cancel the instruction or my funds are depleted.

Switch the regular amount below at the price ruling on the _____ day or each month starting _____ (mmccyy)

FROM:

Full name of unit trust fund	Class	Total monthly amount (R)

TO:

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

3. Cancel existing cash flow plans (regular withdrawals and switches) (only if applicable)

3.1 Regular monthly withdrawals (sell)

Cancel my existing withdrawal Yes No

3.2 Regular monthly switch

Cancel my existing monthly switch Yes No

4. Change existing debit order (if applicable)

Please select your instruction

If it is too late to cancel or change the debit order on the date you have requested, we will cancel or change the debit order on the soonest available business day.

Cancel my existing debit order(s)

Unit trust fund(s)	Class*	Cancellation date (dd/mm/ccyy)

Changes to my existing debit order(s)

Unit trust fund(s)	Class*	Current debit order amount (R)	New debit order amount (R)

Please deduct the above amended monthly debit order amount(s) on the _____ day of each month starting _____ (mmccyy)

Annual increase _____ % Annual increase start date _____ (mmccyy)

Fund minimums apply (see our Minimum Disclosure Documents (fund fact sheets) at www.sanlaminvestments.co.za).

* If you do not specify a fund class, your investment will be allocated to a default class.

5. Income distribution payments

- If you have switched the total investment value of a fund, we will credit the distributions for that fund to the new fund.
- If you switched all units and there are no payment details on record, the income will be paid into the new fund.
- Should future income (interest and / or dividends) be paid out, please complete the Investor Details Update form available at www.sanlaminvestments.com.

6. Financial adviser**6.1 Broker / Sanlam financial adviser details (if applicable)**

Full name(s) _____ Code _____
 Surname _____ Biblife code _____
 Identity number _____ Contact telephone number (_____) _____
 E-mail address _____

Commission instruction*:

I wish to appoint the broker / financial adviser whose details appear above as my preferred intermediary on this application to switch.

I agree to pay an initial advice fee (exclusive of value-added tax (VAT)), as follows:

Pay initial advice fee applicable on switch (if any) No initial advice fee

Please note that this initial advice fee payable, if any, will be deducted before the switch transaction is done. This excludes the manager's initial fee, if any, as explained in the Minimum Disclosure Documents (fund fact sheets).

Ongoing advice fee

Ongoing financial advice fee _____ % per annum (negotiable up to a maximum of 1%, excluding VAT).

Signature of investor / authorised signatory /(ies) (compulsory) _____

Please note:

- This annual advice fee is based on the daily market value of the investment portfolio, paid to the broker / financial adviser monthly, in arrears from the sale of units (unit reduction).
- This is not part of the normal annual management fee charged by Sanlam.
- To cancel the ongoing advice fee, please complete an Investor Details Update form, available from www.sanlaminvestments.com
- This annual advice fee is not applicable to funds / classes where a trailer fee is already included in the service fee, as explained in the Minimum Disclosure Documents (fund fact sheets).

6.2 Cancel existing ongoing financial advice fee? Yes No

6.3 Preferred broker / financial adviser appointment

I confirm that I wish to appoint the above broker / financial adviser as my preferred financial intermediary on all my Sanlam unit trust funds. All future commission, trailer and ongoing financial advice fees (if applicable) must be paid to this newly appointed broker / financial adviser until further notice.

I am aware that the financial intermediary, who previously introduced me to Sanlam unit trusts, will now be replaced with this new appointment. I also understand that the above appointed (preferred) new broker / financial adviser will now receive the commission on the recurring contribution(s), ad hoc investments, trailer and ongoing financial advice fees (if applicable) that was previously paid.

Signature of investor / authorised signatory /(ies) _____

6.4 Declaration by broker / Sanlam financial adviser

Sanlam financial adviser:

Was financial advice provided? Yes No

It is the adviser's responsibility to complete the advice documents for this transaction and forward them, with this application form, to Sanlam.

Signature of Sanlam financial adviser

Broker:

FSP license

I declare that I am a licensed financial services provider or a representative of a financial service provider. I am authorised to sell unit trusts.

FSP license number _____

Signature of broker

7. Important notes

- Switches will only be processed on cleared units i.e., if the funds used for investment/s have been cleared by the bankers.
- If an investment is ceded as collateral, standard processing times will not apply. We will only process the switch transaction once we have received all the required documentation from the investor and cessionary.
- If no active recurring monthly contribution on a fund and a switching instruction is received, all units will be switched if the amount remaining after the switch is less than the required fund minimum for the specific fund.
- Should the existing debit order(s) not meet the required fund minimum(s), the debit order(s) will automatically be cancelled.
- It is advisable to first compare the cost structures before you submit the switch instruction. You may need to pay the difference in costs, especially if a switch is made from a fund with a lower cost structure to one with a higher cost structure.
- A switch may trigger capital gains tax (CGT) and you may be liable to taxes. We will issue a Capital Gains Tax certificate at the end of the tax year.
- If a switch is made between the time the income is declared and the actual payment date, this income declared will be switched, unless you instruct us differently.
- When switching between funds, units are sold in one fund, and with the proceeds from that sale, units are bought in another fund.
- Each fund has a different investment aim and investor risk profile. Switching could impact on your ability to reach your original investment goals. For this reason, it is a good idea to consult with your broker / financial adviser to review your original motivation for investing and decide whether or not the current investment is still appropriate for you.
- There are risks to investing in any fund. In the case where the fund is too aggressive, the value of the investment may fluctuate too wildly for the investors' purposes in the short-term, although an aggressive fund is likely to give higher returns in the long-term.
- In the case where a fund is too conservative, the investor is likely to have a more stable short-term investment experience, but in the long-term, the fund is unlikely to outpace inflation and grow sufficiently to achieve the desired investment goal.
- When you complete this form, you apply to switch units in the funds of your choice in line with the Trust Deed and mandate of the relevant funds. The fund fact sheets explain how each fund invests and what applicable fees will be charged.
- An additional investment, switch or transfer within a current portfolio may result in a change to the Effective 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.

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 switch instructions 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. Any loss will be for the investors' account.
- 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. 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.

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
- 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

8. Investor declaration

1. I / We confirm that I / we have the authority and am / are legally competent to enter into and conclude this transaction, with any legal assistance that may be required. The legal guardian must sign the instruction on behalf of the minor.
2. I / We understand that this instruction is subject to the Sanlam Collective Investments Scheme Deed (the Deed) and that this application, read together with the Deed, constitutes the entire agreement between Sanlam and myself / ourselves. A copy of the Deed is available upon request.
3. I confirm that I am familiar with the content and I understand the relevant Minimum Disclosure Document(s) (fund fact sheet(s)).
4. I am / We are aware of and consent to all costs and charges relating to the switch and that I / we may need to pay the difference in initial advice fees if I switch between funds that have different fee structures.
5. I / We acknowledge that there are further allowable deductions from the fund (e.g. an annual management fee) that may impact on the value of my / our investment.
6. I / We confirm that the risk profile of the investment has been explained to me / us and I / we understand that it is my / our obligation to familiarise myself / ourselves with and accept the risks associated with this switch.
7. I / We accept full responsibility for informing Sanlam of any changes in my / our personal information (e.g. change of address, change of surname and contact details).
8. I / We have read and I / we understand the contents of this switch form and I / we agree to its terms and conditions.

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 _____

Full names(s) and surname _____

Capacity _____

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

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

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

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.