



# Investment switch form

Switch/Transfer/Consolidation instruction (Unit Trusts)

Please read the statutory disclosure and general terms and conditions overleaf before completing this form

## Instructions

1. If a certificate has been issued in respect of the participatory interests (units), it must accompany this instruction.
2. If a new account is to be opened, an Investment Application form must be completed. A completed CM42 (Securities Transfer Form) must accompany this instruction.
3. All transfers require relevant FICA documentation.

<input type="checkbox"/>	Switch participatory interests to a different portfolio for an investor	<input type="checkbox"/>	Transfer participatory interests between two investors in the same portfolio
<input type="checkbox"/>	Consolidate different accounts in the same portfolio for an investor	<input type="checkbox"/>	Transfer/switch participatory interests between 2 investors in different portfolios

## Investor details

Title	<input type="text"/>	Initial/s	<input type="text"/>
First name/s	<input type="text"/>		
Surname/Name of legal entity	<input type="text"/>		
Identity/Registration number	<input type="text"/>		
Telephone (work)	<input type="text"/> - <input type="text"/>	Telephone (home)	<input type="text"/> - <input type="text"/>
Cellphone	<input type="text"/>		

## Switch or transfer out of and switch or consolidate into

Out of	Portfolio name	1.	2.	3.
	Account number (if existing)	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Rand amount, participatory interest/units or all	R <input type="text"/> % <input type="text"/> All	R <input type="text"/> % <input type="text"/> All	R <input type="text"/> % <input type="text"/> All
Into	Portfolio name	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Account number (if existing)	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Total upfront manager charge (ex VAT) (Refer to point 11 on page 3)	<input type="text"/>	<input type="text"/>	<input type="text"/>

I undersign that no intermediary may request me to sign any written or printed form or document unless all details required to be inserted thereon by me or on my behalf have already been inserted.

Signature of investor	<input type="text"/>	Date	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Signature of intermediary	<input type="text"/>	Intermediary name	<input type="text"/>
		FSP/Brokerage name	<input type="text"/>
		Broker code	<input type="text"/>
		Branch code (SBFC)	<input type="text"/>
		FSP Licence no.	<input type="text"/>

## Transferee details

Please indicate the full name of the person or institution to whom the participatory interests will be transferred.

Full name/institution name

Selected portfolio name

Existing investor?  Yes Portfolio account number

No (A completed Investment Application form signed by the transferee must accompany this request)

I/we the undersigned, hereby request and authorise STANLIB Collective Investments Limited to transfer the abovementioned participatory interests from my/our account to the transferee's account stated above. I/we understand and acknowledge that this request will be executed at the price ruling on the date of receipt of this form by STANLIB Collective Investments Limited or any branch of the Standard Bank of South Africa Limited.

The transfer of participatory interests is automatically classified as a Capital Gains Tax event. If you are transferring ownership to your spouse, you may choose to have the event rolled over to the transferee. Please note that the spouse must be a resident in terms of South African Tax Law.

Roll over CGT event for this transfer

## Change of debit order instruction

Please read point 3 overleaf

Transfer debit order as per my switch instruction

Cancel debit order from  DD -  MM - 2 0 Y Y

Increase debit order to  R per month, as from  DD -  MM - 2 0 Y Y

Decrease debit order to  R per month, as from  DD -  MM - 2 0 Y Y

Signature of investor

Date  DD -  MM - 2 0 Y Y

Signed at

Assisted by

## Income distribution

Distribution instruction  Pay into my bank account\*

Reinvest into a new STANLIB portfolio

Reinvest income as per the switch instruction

Reinvest into a different existing STANLIB portfolio

Selected portfolio name/  
account number

## Bank details

Bank  Branch

Account number  Branch code

Account type  Cheque account  Transmission account

Savings account

Account holder's name

\* The Investor's banking details section must be completed below. See statutory disclosure and general terms and conditions for minimum requirements. It is also important to take note that no cheques will be issued - all payments are made electronically. Distributions are reinvested automatically on debit order accounts.

## Statutory disclosure and general terms and conditions

### Net Asset Value (NAV)

Prices are calculated on a NAV basis, which is the total value of all assets in the Portfolio including any income accrual and less any permissible deductions from the Portfolio divided by the number of participatory interests in issue. Permissible deductions include brokerage, UST, auditor's fees, bank charges, trustee/custodian fees and the service charge levied by STANLIB Collective Investments Limited ("the Manager").

### Upfront Manager Charges

The upfront manager charge is deducted from the full investment value and the remaining amount is allocated to the selected investment options. Commission paid to intermediaries is incorporated in the upfront manager charge. Any additional investment will incur an upfront manager charge. The charge is set at a maximum of 5,70% of investments made in the equity portfolios and the asset allocation portfolios, and may range from 1,14% to 3,42% in the fixed-interest portfolios. These charges are all VAT inclusive. In the Standard Bank Money Market Fund, an upfront manager charge of 0,29% is levied on debit order investments and lump sums below R10 000.

### Service Charge (levied monthly incl. VAT)

The service charge for the individual portfolios is accrued daily and levied monthly on the market value of the portfolio. Certain portfolios have a performance based service charge which shall be a variable amount that may either increase or decrease, depending on whether the Manager has added or detracted value for the portfolio relative to a passive investment in the portfolio's benchmark. Please refer to the latest fact sheet(s) for more details. The service charge is normally deducted from the income received by the portfolios. The Portfolio Charges document (including Performance Fee Frequently Asked Questions) is available on [www.stanlib.com](http://www.stanlib.com) ("Investment for Individuals" section).

### Performance Fees

Where fees are not accrued daily, the fee accrual is lagged and rolling measurement periods are used, certain participatory interest holders may carry a lower proportion of the performance fee relative to performance enjoyed, whilst other investors may carry a higher proportion of the performance fee relative to performance enjoyed. Where underlying portfolios charge implicit performance fees (i.e. implicit in their unit prices), participatory interest holders may carry these performance fees regardless of whether the top-tier portfolio or mandate has out-performed its own benchmark. The Portfolio Charges document (including Performance Fee Frequently Asked Questions) is available on [www.stanlib.com](http://www.stanlib.com) ("Investment for Individuals" section).

### Total Expense Ratio

The Total Expense Ratio (TER) of a portfolio is a measure of the portfolio's assets that were relinquished as operating costs expressed as a percentage of the daily average value of the portfolio calculated over a period of usually a financial year. Typical expenses which are deducted from a portfolio include service charges, taxes, trustee fees and audit fees. The TERs can be located on the Fact Sheets and the Portfolio Charges document (including the Performance Fee Frequently Asked Questions), which is available on [www.stanlib.com](http://www.stanlib.com) ("Investment for Individuals" section).

### Switching

1. Your switch is transacted at the price of the day on which STANLIB Collective Investments Limited receives a complete and correct written instruction before 15h30. The price which will apply to an instruction received on a Saturday/Sunday or a public holiday, will be that of the following Monday/trading day. A switch instruction may be faxed but must be confirmed by sending STANLIB Collective Investments Limited the original of the same.
2. A valuation given by STANLIB Collective Investments Limited is at the previous trading day and is not a realisation value. All portfolios are valued on a daily basis at 15h30 except for certain Fund of Funds portfolios and Feeder Fund portfolios which are valued at 17h00.
3. An existing debit order will remain in force unless otherwise specified.
4. In the event of a debit order cancellation, kindly put a stop payment on the next debit order at your banking institution.
5. Certificates issued in respect of participatory interests switched must be returned for cancellation.
6. If the participatory interests to be switched are subject to a pledge, written consent to the transaction/cancellation of the pledge by the pledgee must accompany this request.
7. In the case of a change of name/signature(s), a certified copy of the relative document with specimen signatures (new and previous) must accompany this request, unless previously recorded.
8. If this form is signed under Power of Attorney, a certified copy of such Power must be attached unless previously recorded.
9. In all cases where the registered owner is a trust, company or other institution, a copy of the Letter of Authority, Company Resolution or similar is required to support the request.
10. In accordance with the provisions of the Deed and terms and conditions of the Portfolios, I/we renounce all my/our rights, title and interest in and to such participatory interests, and warrant that where this request is signed in a representative capacity, I/we have the necessary authority to do so and that the transaction is within my/our powers.

11. A "switch" involves selling participatory interests (units) in one portfolio and investing the proceeds in another portfolio. **STANLIB Collective Investments Limited does not normally charge upfront manager charges twice**, other than in the instance where the original entry was into a portfolio with lower charges than the portfolio into which the investor will be investing. Accordingly, the investor will have to pay in the difference in the upfront manager charges. However, the investor and the intermediary may agree on a different arrangement to that mentioned above, in which case an upfront manager charge as agreed, between the investor and the intermediary, will be charged on the switch transaction. As costs may change from time to time, please consult with your authorised intermediary.

### Income Distributions

Income distributions are made at regular intervals for all portfolios. Portfolios either declare distributions monthly, quarterly (31 March, 30 June, 30 September, 31 December), half-yearly (30 June, 31 December), or annually (31 December). These distributions are paid by no later than the last working day of the following month. Please refer to the latest fact sheet(s) for more details. Distribution payments will only be made if the value of the payment is above R50. Upfront manager charges are levied on reinvestments.

### Money Market Portfolios

STANLIB Collective Investments Limited will endeavour to give investors access to their cash within a period of 48-hours, provided that there are no outstanding administrative issues between the Manager and the investor, that the investor has a bank account with Standard Bank, and that the investor's repurchase request has reached the Manager before 12h30 on any business day. The Manager will not accept responsibility for not being able to make payment to the investor within 48 hours if the above-mentioned requirements have not been met, or the delay was caused due to circumstances beyond the control of the Manager. The minimum transaction amount for this portfolio is R2'000. The initial minimum lump-sum investment is R25'000. If the balance of the account is below R2'000, any repurchase instruction will result in the total balance being redeemed and the account will be closed. If the balance of the account is above R2'000, any repurchase request below R2'000 will result in the minimum transaction amount of R2'000 being redeemed, in keeping with the new fund rules. Any additional investment below R10'000 will be charged an upfront manager charge of 0,25% (excl. VAT). The reinvestment of income does not attract this charge.

### Electronic Transactions

I/we agree that you shall be entitled to implement all instructions and applications of whatever nature received by you on your Internet site, by telephone, by fax or any other electronic medium and which appear to emanate from me. You are indemnified against any losses, claims or damages arising from you acting on such instructions and/or applications, notwithstanding that it may later be proved that any such instruction was not given by me. I agree that the electronic records of all instructions and applications processed by/or on behalf of myself or which purport to be processed on behalf of myself via your Internet site, telefax, telephone or any other electronic medium shall constitute prima facie proof of the contents of such instructions and applications.

### General

- Collective investment schemes in securities are generally medium to long term Investments.
- The value of participatory interests may go down as well as up and past performance is not necessarily a guide to the future.
- An investment in the participations of a collective investment scheme in securities is not the same as a deposit with a banking institution.
- A constant price will be maintained for the participatory interests of all Money Market Portfolios.
- Where exit fees are applicable, participatory interests are redeemed at the net asset value where after the exit fee is deducted and the balance is paid to the investor.
- A Portfolio of a collective investment scheme in securities may borrow up to 10% of the market value of the Portfolio to bridge insufficient liquidity as a result of the redemption of participatory interests, and may also engage in scrip lending.
- Where different classes of participatory interests apply to certain Portfolios, they would be subject to different fees and charges.
- A schedule of fees and charges and maximum commissions is available on request from STANLIB Collective Investments Limited ("the Manager").
- Commission and incentives may be paid and if so, would be included in the overall costs. Ongoing commission may be paid to intermediaries. Such ongoing commission, if applicable, will be paid by the Manager from the service charge paid to it. Details of such ongoing commission paid by the Manager to the intermediary of record in respect of your investment is available on request from the Manager.
- The exposure limit to a single security in certain Portfolios can be greater than is permitted for other Portfolios in terms of the Collective Investment Schemes Control Act, 2002. Details are available from the Manager.
- A Fund of Funds Portfolio only invests in other portfolios of collective investment schemes, which levy their own charges, which could result in a higher fee structure for these portfolios.
- A Feeder Fund Portfolio only invests in the participatory interests (units) of a single portfolio of a collective investment scheme, apart from assets in liquid form.

