



IMPORTANT INFORMATION

- 1. Please complete all the relevant sections using block letters and tick (✓) where appropriate.
2. The completed form and supporting documentation (see below) can be scanned and emailed to:
- Old Mutual Wealth investment vehicles to wealthinstructions@oldmutual.com.
- Old Mutual investment vehicles to retire@oldmutual.com.
- Illegible and incomplete forms may lead to delays. Contact our Service Centre at 0860 999 199 or 0860 234 234 if you have any queries.
3. The Effective Annual Cost (EAC) is a standard industry measure for your information and to facilitate comparing the cost of an investment over specific periods. (Visit www.oldmutualinvest.com for more information and to access the EAC illustrator.)
4. Your switch will be completed once we have received the completed form and supporting documentation and the sale of units have been effected and the units are available for reinvestment into the new fund(s). Differences in pricing times between funds may lead to delays if the earliest applicable cut-off time is missed (e.g. if switching from money market funds to funds that invest in shares).

PROCESSING TIMES

- Switches will be processed at the earliest available working date after submission (subject to the number of instructions the administrator receives).
Any instructions received after 3pm can only be processed on the next business day (subject to the amounting of instructions the administrator receives).
Switches into Money Market Funds are processed over 2 working days.

1. CLIENT DETAILS

INDIVIDUAL IN WHOSE NAME INVESTMENT IS HELD

Contract number [grid]
Title: Mr [ ] Ms [ ] Mrs [ ] Other [ ] Initials [ ]
Surname [grid]
First names [grid]

OR FULL NAME(S) OF INSTITUTIONAL CLIENT IN WHICH NAME THE INVESTMENT IS HELD

Company/entity name (if applicable) [grid]
Full name of authorised representative [grid]

Cellphone Country dialling code [ ] No. [ ]
Telephone (Home) Country dialling code [ ] No. [ ]
Telephone (Work) Country dialling code [ ] No. [ ]

E-mail Address [grid]

Old Mutual's preferred method of communication is e-mail

Preferred method of communication E-mail [ ] Post [ ] If no selection has been made your correspondence preference will default to E-mail.

2. SWITCH EXISTING ACCOUNT BALANCE

Table with 4 columns: From: Originating Fund Name(s), Amount/Percentage, To: Destination Fund Name(s), Amount/Percentage. Multiple empty rows for data entry.



### 3. RECURRING INVESTMENT INSTRUCTION (DEBIT ORDER)

I would like to:

Cancel my recurring investment

Amend existing recurring investment

If no start date is specified, the soonest available date will apply, and if no month is selected for the annual increase, the month in which the investment was originally started will apply. If the administrator does not receive your instruction at least by the business day before your chosen recurring investment start date, it will process the debit order to start the month after your stipulated start date. Thereafter, it will deduct payments according to your specified frequency. Please see the administrative Procedures and Requirements section in your contract for more details around debit order processing.

Date of first payment         Rand amount: R             .

Frequency:  Monthly  Quarterly  Half-Yearly  Yearly

Annual increase rate  0%  5%  10%  15%  20%  % Other (between 0% - 20%)

Please allow at least 10 days' notice.

Commencing month

### 4. REGULAR WITHDRAWAL INSTRUCTION

Date of first payment         Rand amount: R            .

From which funds  Proportionately across all funds  Specific fund(s) (specify below)

Frequency:  Monthly  Quarterly  Half-Yearly  Yearly

FUND NAME	REGULAR WITHDRAWAL AMOUNT
	R
	R
	R
	R

If you currently have an existing regular withdrawal instruction and wish to switch out all of your units before the payment is deducted, the regular withdrawal payment may be delayed.

### 5. ANNUITY INCOME AMENDMENT

Your annuity income will be deducted from:

Proportionately across all funds  Specific fund(s) (specify below)

FUND NAME	% OF ANNUITY INCOME AMOUNT
	%
	%
	%
	%
<b>TOTAL</b>	<b>100%</b>

If you wish to switch out all of your units before the annuity income is deducted, the annuity income payment may be delayed.



6. YOUR BANK DETAILS

BANK DETAILS FOR DEDUCTIONS (We will deduct this and all future payments from this account.)

The payment is made:

For myself  On behalf of an institution  On behalf of a minor (as indicated on page 1)

Surname of account holder  Initials

Bank and branch

Branch code and account number

Account type: Current  Savings  Transmission

7. PROTECTION OF YOUR PERSONAL INFORMATION

The Old Mutual Group would like to offer you ongoing financial services and may use your personal information to provide you with information about products or services that may be suitable to meet your financial needs. Please sms your ID number to 30994 if you would prefer not to receive such information and/or financial services.

We may use your information or obtain information about you for the following purposes:

- Underwriting
- Assessment and processing of claims
- Credit searches and/or verification of personal information
- Claims checks (ASISA Life & Claims Register)
- Tracing beneficiaries
- Fraud prevention and detection
- Market research and statistical analysis
- Audit & record keeping purposes
- Compliance with legal & regulatory requirements
- Verifying your identity

Sharing information with service providers we engage to process such information on our behalf or who render services to us. These service providers may be abroad, but we will not share your information with them unless we are satisfied that they have adequate security measures in place to protect your personal information.

You may access your personal information that we hold and may also request us to correct any errors or to delete this information. In certain cases you have the right to object to the processing of your personal information.

You also have the right to complain to the Information Regulator, whose contact details are:

- http://www.justice.gov.za/inforeg/index.html
- Tel: 012 406 4818
- Fax: 086 500 3351
- Email: inforeg@justice.gov.za

To view our full privacy notice and to exercise your preferences, please visit our website on [www.oldmutualinvest.com](http://www.oldmutualinvest.com).



8. DECLARATION

Signed by the client or appointed person acting on behalf of the Investor as completed on Page 1 of this form.

- I agree to accept the number of units sold to me by virtue of this application and I warrant that I have full power and authority to enter into and conclude this transaction, with the necessary assistance where such assistance is a legal requirement.
- I am aware that this instruction offers no cooling-off rights.
- I know that the cost of buying units may include an initial charge plus VAT, depending on the amount invested and whether or not I use an intermediary, and that there are no guarantees on my capital.
- I have read and fully understood all the pages of this application form.
- I hereby authorise Old Mutual to debit the account mentioned above with the monthly amount/lump sum specified.
- We aim to treat our clients fairly by giving you the information you need in as simple a way as possible to enable you to make informed decisions about your investments.
- I am aware that I may view the Effective Annual Cost (EAC) of my investment on [www.oldmutualinvest.com](http://www.oldmutualinvest.com).
- I have read and am aware of the unit trust's objectives, risk factors, the charges and income distributions, as set out in the unit trust fund fact sheet/s (Minimum Disclosure Document).
- I warrant that all the information given in this form, and in the additional documentation specifically requested by Old Mutual, as well as in any documentation which will be or has been supplied and signed by me in connection with this form, is true and correct and as per my instructions, whether in my handwriting or not.
- I understand that Old Mutual may be legally obliged to disclose information in this form and in any other documentation supplied in connection with this contract to the South African Revenue Services and other legal authorities.
- I understand that if I invest 100% into a SHARI'AH-compliant fund(s), all impermissible interest will be paid to a charitable trust. However, in the event of retirement, death or where my investment breaches the requirements of Regulation 28 of the Pension Funds Act, the administrator may move your investment to a money market fund where the investment will earn interest.

Signed at (place)

on (date)

Signature of client/authorised signatory