



**IMPORTANT INFORMATION**

1. This Form is for Individuals already invested in an Old Mutual Unit Trust(s) and wants to issue a sell (withdrawal/disinvestment) instruction and/or make changes to their monthly investment plan.
2. If you have not provided us with your Tax Residence information before, or your details have changed, you will need to provide us with the updated information first - so that we may complete our verification requirements required in line with regulation, before we process this instruction.  
  
Individual Investors may complete our [Old Mutual Client Details Update form](#) to provide this.
3. Investors in Shari’ah-compliant unit trusts must sign section 7 as well.
4. The completed form and supporting documentation (see below) can be scanned and emailed to [uttransactions@oldmutual.com](mailto:uttransactions@oldmutual.com). Illegible and incomplete forms may lead to delays. Contact our Service Centre at 0860 234 234 if you have any queries.
5. Your transaction will be actioned once we receive the fully completed form, and have reviewed and verified any required supporting documentation requested with the client details update form.
6. In the event that the proceeds are to be credited to a bank account outside of South Africa we require the appropriate permission from the South African Reserve Bank (SARB). Units will be sold once we have received SARB approval, at the price applicable at that time.
7. You can register via [www.oldmutualinvest.com](http://www.oldmutualinvest.com) to view and/or transact on your portfolio.
8. It is important to provide a **cellphone number**, as transaction notifications are only sent via SMS.

**SUPPORTING DOCUMENTATION REQUIREMENTS**

Buying and selling requests require at least proof of identity (e.g. bar-coded ID/passport). Please refer to the document entitled “Supporting Document which may be required” (available on [www.oldmutualinvest.com](http://www.oldmutualinvest.com)) for further information. The Financial Intelligence Centre Act (FICA) requires that the investor and all related parties are identified and verified before the investment is processed. We cannot process your application without the relevant information.

**PROCESSING TIMES**

The same day’s price is applied to transaction requests submitted (with all requirements met) by 15h00 (13h00 for all transactions involving money market funds). Transaction requests received after these times will be processed the next available working day, once all requirements have been met, with the same cut-off times applying.

Please complete this form using block letters and tick (✓) where appropriate.

**APPLICATION TO SELL UNITS**

I hereby apply for Old Mutual Unit Trust Managers to buy units from me as indicated below at the price applicable when all requirements are met. I hereby cede, assign all my rights, title and interest in and to the said units to Old Mutual Unit Trust Managers (RF) (Pty) Ltd. All transactions are subject to the conditions of the relevant Trust Deed(s).

Unit trust number

Does this application to sell units include a Money Market Unit Trust Fund? No  Yes

**1. INVESTOR’S DETAILS**

**INDIVIDUAL IN WHOSE NAME INVESTMENT IS HELD**

Title and surname

Full first names

ID/Passport/Other Number

I confirm that my current Personal Details and Tax Residency Detail are unchanged since my last transaction on this portfolio Yes  No

If NO, I confirm I have completed the Old Mutual Unit Trusts Client Details Update form [\[click here to complete form\]](#) which I will submit with this investment instruction.



**1. INVESTOR'S DETAILS CONTINUED**

**Residential address**

My address  **OR** Care of (c/o)\* address  Care of (c/o)\* Name

\* Care of: If you do not have a residential address of your own and require your post to be directed to the care of this person

Address 



  

 Postal code 



  
Country

**Contact details:**

Cellphone 



  
(For eg. South Africa +27)

Telephone (Home) 



  
(For eg. South Africa +27)

Telephone (Work) 



  
(For eg. South Africa +27)

E-mail Address

Old Mutual Unit Trusts' preferred method of communication is e-mail

**EMPLOYMENT DETAILS**

**Employment position:**

Managing director/CEO <input type="checkbox"/>	Executive management/ Director <input type="checkbox"/>	Senior management <input type="checkbox"/>	Non-senior management <input type="checkbox"/>
Foreman/Supervisor <input type="checkbox"/>	General Employee/ Non-management <input type="checkbox"/>	Self-employed <input type="checkbox"/>	Retired/Unemployed <input type="checkbox"/>

**Industry or nature of business:**

Administrative and Support service <input type="checkbox"/>	Agriculture/ Forestry and Fishing <input type="checkbox"/>	Arts/Entertainment and Recreation <input type="checkbox"/>	Construction and Infrastructure <input type="checkbox"/>
Education/Healthcare and Social work <input type="checkbox"/>	Financial and Insurance <input type="checkbox"/>	Hospitality <input type="checkbox"/>	Imports/Exports <input type="checkbox"/>
Information/Communication and Technology <input type="checkbox"/>	Manufacturing <input type="checkbox"/>	Mining and Quarrying <input type="checkbox"/>	Motor trade <input type="checkbox"/>
Non-Profit Organisation /NGO etc. <input type="checkbox"/>	Other Services <input type="checkbox"/>	Professional Services <input type="checkbox"/>	Public Sector: Defence and Safety <input type="checkbox"/>
Public Sector: Other <input type="checkbox"/>	Public Sector: Procurement, Infrastructure and Administration <input type="checkbox"/>	Real estate and Property <input type="checkbox"/>	Science and Laboratories <input type="checkbox"/>
Transporting, Storage and Logistics (excluding imports/exports) <input type="checkbox"/>	Utilities <input type="checkbox"/>	Wholesale and Retail trade <input type="checkbox"/>	None <input type="checkbox"/>

**Source of income:**

Annuity Payment <input type="checkbox"/>	Commission <input type="checkbox"/>	Director's remuneration <input type="checkbox"/>	Disability Grants <input type="checkbox"/>
Gratuities/Tips <input type="checkbox"/>	Income protection payment <input type="checkbox"/>	Independent contractor /Labour broker <input type="checkbox"/>	Inheritance <input type="checkbox"/>
Maintenance Support <input type="checkbox"/>	Monthly Pension <input type="checkbox"/>	Salary <input type="checkbox"/>	Scholarship/Bursary <input type="checkbox"/>
Self-Employed/ Own Business <input type="checkbox"/>	Third Party (Spouse/Partner/ Family Member) <input type="checkbox"/>	Other Investments Income <input type="checkbox"/>	

**Source of funds for this transaction:**



**2. TAX RESIDENCY DETAIL**

As a financial institution we are obliged to comply with international agreements signed by our government aimed at combatting tax evasion. In terms of these agreements, we are required to collect information regarding where you are resident for tax purposes including the related tax reference numbers. If you are resident for tax purposes in a country other than South Africa, certain of your information will be reported to SARS who will automatically share this information with the participating countries where required.

Each country has its own rules for whether a person is resident for tax purposes or not. It is possible to be resident for tax purposes in more than one country. Depending on the rules of the country, tax residency may be determined by factors such as where you permanently live, where you were born, or if you live and work in the country for more than half the year. If you are a US citizen or hold a US passport or green card, you will also be considered resident for tax purposes in the US even if you live outside the US, unless you have given up your citizenship.

Please answer the following questions and complete your tax reference number(s) in the table below, along with details of your identifications and any other nationality or citizenship, providing identification for each country for which you are a resident for tax purposes.

	Yes	No	Country of tax residence	Income tax reference number (TIN) <small>(* mandatory - If you do not have an Income Tax reference number please select reason code (A/B/C) in table below)</small>	Foreign ID/passport of country	ID type
Are you a resident for Tax purposes in South Africa?						
If YES please include your South African Income Tax Number						
Do you have a Value Added Tax (VAT) Number?						
If YES please include your VAT Number						
Are you a citizen and/or tax resident of the United States of America?						
If "Yes", please provide the following information						

	Yes	No	Country of tax residence	Income tax reference number (TIN) <small>(* mandatory - If you do not have an Income Tax reference number please select reason code (A/B/C) in table below)</small>	Foreign ID/passport of country	ID type
Are you a resident for <b>tax purposes</b> in any other country?						
If "Yes", please provide the following information						
Country 1						
Country 2						
Country 3						

**TIN reason code table**

Reason	Description	Please tick (✓)	Why is TIN unobtainable
<b>A</b>	The country/jurisdiction does not issue TINs to its residents		
<b>B</b>	The Account Holder is otherwise unable to obtain a TIN or equivalent number (Please explain why you are unable to obtain a TIN if you have selected this reason)		
<b>C</b>	No TIN is required. (Note. Only select this reason if the domestic law of the relevant jurisdiction does not require the collection of the TIN issued by such jurisdiction)		

I (Full Name)  , ID/Passport number

certify that the information provided above is correct. If I am a tax resident of any country other than or in addition to South Africa, I have stated this above. I undertake to advise Old Mutual Unit Trust Managers (RF) (Pty) Ltd within 30 days should information contained in this form change.

Signature

Date  **D D M M C C Y Y**



### 3. CONFIRMATION OF TAX STATUS FOR WITHHOLDING TAX

Old Mutual Unit Trusts requests investors as beneficial owners of the investment, or their authorised signatory on behalf of the beneficial owner/ investors to confirm your tax status to us in writing in the section provided below. This is to ensure that you receive the applicable tax exemption or that your tax is at the applicable reduced rates for Dividends Tax and the Withholding tax on Interest. Should you not complete and sign this section, until we are in possession of correctly completed and signed forms, Old Mutual Unit Trusts will be required to:

- Withhold Dividends Tax at the applicable rate stipulated in the legislation on all dividends, and if applicable
- Withhold tax at the applicable rate stipulated in the legislation, on all interest, subject to the tax Withholding Tax on Interest (applicable to tax residents of a country other than South Africa).

#### WHO QUALIFIES FOR A DIVIDENDS TAX EXEMPTION?

All investors qualify for an exemption from Dividends Tax on dividends distributed. However, qualification is not automatic and you have to complete the Declaration below confirming where you are resident for tax purposes.

- If you are resident for Tax purpose in South Africa, you should qualify for the para (l) exemption because:
  - a. Income declared by a Real Estate Investment Trust [REIT] is deemed a dividend and subject to normal Income Tax in the hands of a South African Tax Resident.
  - b. Due to a South African Tax Resident being subject to normal tax on the income, exemption (l) would then apply for Dividend Tax.
- If you are not resident for tax purposes in South Africa, but resident for tax purposes in another jurisdiction, the para (j) exemption should apply where instances of para (x), (y) or (z) do not.

#### To claim the benefit from a dividends tax exemption

You as the investor, as the beneficial owner of this investment, or the authorised signatory on behalf of the beneficial owner, need to indicate below why the investor is exempt from dividends tax and to sign the declaration and undertaking provided below.

- Par (j) – a person that is not a resident and the dividend is a dividend contemplated in paragraph (b) of the definition of “dividend” in section 64D (i.e. a dividend on a foreign company’s shares listed in SA, such as dual-listed shares)
- Par (l) – any person insofar as the dividend constitutes income of that person (i.e. falls into normal tax system)\*
- Par (x) – Other
- Par (y) – Double Taxation Agreement
- Par (z) – Other international agreement

#### DECLARATION IN TERMS OF SECTION 64FA(1)(A)(I), 64G(2)(A)(AA) OR 64H(2)(A)(AA) OF THE ACT:

I  (full names in print please), the undersigned, hereby declare that dividends paid to the beneficial owner is exempt, or would have been exempt had it not been a distribution of an asset in specie, from the dividends tax in terms of the paragraph of section 64F of the Act indicated above.

Signature

(Duly authorised to do so)

Date

D	D	M	M	C	C	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Capacity of Signatory (if not the investor):- \_\_\_\_\_

#### UNDERTAKING IN TERMS OF SECTIONS 64FA(1)(A)(II), 64G(2)(A)(BB) OR 64H(2)(A)(BB) OF THE ACT:

I  (full names in print please), the undersigned, undertake to inform the Withholding Agent in writing should the circumstances of the beneficial owner referred to in this declaration change.

Signature

(Duly authorised to do so)

Date

D	D	M	M	C	C	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Capacity of Signatory (if not the investor):- \_\_\_\_\_

#### CLAIMS FOR DIVIDENDS TAX REDUCED RATES TO BE APPLIED\*, EXEMPTION FROM THE WITHHOLDING TAX ON INTEREST OR FOR REDUCED RATES TO BE APPLIED IN RELATION TO THE WITHHOLDING TAX ON INTEREST\* (\*ONLY APPLICABLE TO PERSONS TAX RESIDENT IN A COUNTRY OTHER THAN SOUTH AFRICA)

- I qualify for a reduced rate of Dividend Withholding Tax because a double tax agreement is in place. Please complete and sign the Declaration of Beneficial Owner Form in relation to Double Taxation Agreement relief available from [www.oldmutualinvest.com](http://www.oldmutualinvest.com) or by calling the Service Centre at 0860 234 234 and return the signed form to Old Mutual Unit Trusts to claim the reduced rate of tax.



4. SELLING INSTRUCTIONS

List the number of sell instructions from each fund account below.

UT Account number [grid] unit trust name [grid]

Please sell\*: All units  OR specify number of units [grid] OR units to the value of R [grid]

\* Please select one sell option.

UT Account number [grid] unit trust name [grid]

Please sell\*: All units  OR specify number of units [grid] OR units to the value of R [grid]

\* Please select one sell option.

UT Account number [grid] unit trust name [grid]

Please sell\*: All units  OR specify number of units [grid] OR units to the value of R [grid]

\* Please select one sell option.

5. YOUR BANK DETAILS

Payments can only be made to Investor's own bank account.

Surname of account holder [grid] Initials [grid]
Bank and branch [grid]
Branch code and account number [grid]
Account type: Current  Savings

6. CHANGES TO YOUR MONTHLY INVESTMENT PLAN

Distributions will be reinvested automatically if no selection is made. Unit trust minimums apply for new investments.

Cancel existing debit order

Table with 2 columns: UNIT TRUST FUND NAME, ACCOUNT NUMBER (if existing)

Amend existing debit order

Table with 4 columns: UNIT TRUST FUND NAME OR ACCOUNT NUMBER (Current monthly investment), Transfer TO (unit trust name), NEW MONTHLY INVESTMENT AMOUNT, DISTRIBUTIONS (Pay out, Reinvest\*)

TOTAL DEBIT ORDER AMOUNT [grid]

You can increase your debit order on the anniversary date of your investment contract to counteract the effects of inflation on your investment.

Please select a percentage increase: 5%  10%  15%  or  %



**7. OLD MUTUAL SHARI'AH-COMPLIANT FUND RANGE**

I agree that any income deemed to be non-permissible by the Shari'ah Supervisory Board will be paid to the charitable trust elected by the Shari'ah Supervisory Board in line with the principles of Shari'ah and the supplemental deed of the unit trust. I acknowledge that this does not form part of my income and will not reflect on my tax certificate.

Date 

D	D	M	M	C	C	Y	Y

Signature of investor 

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**8. DECLARATION BY ADVISER/BROKER**

I, the undersigned, hereby declare and warrant that I am duly authorised to render financial services in respect of this product. All parties concerned have been identified and verified and all relevant documentation has been obtained and appropriate procedures have been applied in accordance with FICA (Act 38 of 2001). I confirm that all personal information is true and correct and there are no anomalies to my knowledge.

--

  
Name of introducer

--

  
Branch

--

  
Intermediary/Broker code

--

  
Tel. no.

--

  
Introducer's email address

--

  
Signature of introducer

**9. PROTECTION OF PERSONAL INFORMATION**

Old Mutual would like to offer you ongoing financial services and may use your personal information to provide you with information about product or services that may be suitable for your financial needs.

Please indicate here if you do not wish to receive this.

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

- 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 renders 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 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](mailto:inforeg@justice.gov.za)

You may access the personal information that we hold and request us to correct any errors or to delete this information. To view our full privacy notice and to exercise preferences, visit our website on [www.oldmutualinvest.com](http://www.oldmutualinvest.com).



## 10. DISCLAIMER

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.

- We believe in the value of sound advice and so recommend that you consult a financial adviser before buying or selling unit trusts. You may however, buy and sell without the help of a financial adviser. If you do use a financial adviser, we remind you that they are entitled to certain negotiable adviser fees or commissions.
- You should ideally see unit trusts as a medium to long term investment. The fluctuations of particular investment strategies affect how a fund performs. Your fund value may go up or down. Therefore, we cannot guarantee the investment capital or return of your investment. How a fund has performed in the past does not necessarily indicate how it will perform in the future.
- Our cut-off time for client instructions (e.g. buying and selling) is at 15:00 each working day for all funds, except the Money Market Funds, which is at 13:00. These are also the times we value our funds to determine the daily ruling price (other than at month-end when we value the Old Mutual Index Funds and Old Mutual Multi-Managers Fund of Funds ranges at 17:00 close). Daily prices are available on our public website ([www.oldmutualinvest.com](http://www.oldmutualinvest.com)) and in the media.
- The daily ruling price is based on the current market value of the fund's assets plus income minus expenses (NAV of the portfolio) divided by the number of units in issue.
- The fund fees and costs that we charge for managing your investment is accessible on the relevant fund's minimum disclosure document (MDD) or Table of fees and charges, both available on our public website ([www.oldmutualinvest.com](http://www.oldmutualinvest.com)), or from our contact centre (0860 234 234).
- Additional information on this proposed investment can be obtained, free of charge, from our public website or our contact centre.
- Funds may borrow to pay client disinvestments and may engage in scrip lending. A process of ring-fencing of withdrawal instructions and managed pay-outs over time may be followed should excessive withdrawals from a fund place the fund under liquidity pressures.
- Old Mutual Unit Trust Managers (RF) (Pty) Ltd has the right to close a portfolio to new investors in order to manage it more efficiently in accordance with its mandate.
- Old Mutual Unit Trust Managers (RF) (Pty) Ltd is a registered manager in terms of the Collective Investment Schemes Control Act 45 of 2002.
- Old Mutual is a member of the Association for Savings & Investment South Africa (ASISA).

### Money Market Funds:

A Money Market Fund is not a bank deposit account. Its unit price aims to be constant but investment capital is not guaranteed. The total return is primarily made up of interest (declared daily at 13:00) but may also include any gain/loss on any particular instrument. In most cases this will merely have the effect of increasing or decreasing the daily yield, but in the case of abnormal losses, it can have the effect of reducing the capital value of the fund. The published yield is calculated using the average of the fund's previous seven days' net income (and assumes all income was reinvested). This figure is then annualised, which is the weighted average compound growth rate. A process of ring-fencing of withdrawal instructions and managed pay-outs over time may be followed should excessive withdrawals from a fund place the fund under liquidity pressures.

### Income Funds:

Income funds derive their income primarily from interest-bearing instruments as defined. The published yield is a current yield and is calculated daily. The value of underlying assets of Income funds are marked to market on a daily basis.

### Fund of Funds:

A fund of funds is a portfolio that invests in other funds in order to meet the investment objective of the fund of funds. Fund of funds can invest in local, foreign or offshore funds which levy their own charges, and may result in a higher fee structure.

### Feeder Funds:

A feeder fund is a portfolio that invests all of its capital in a single underlying fund. This underlying fund can be a local, foreign or offshore fund and levy its own charges which may result in a higher fee structure.

### Third-Party Named Funds (co-branded):

Old Mutual Unit Trust Managers (RF) (Pty) Ltd is the manager of Adviceworx, Old Mutual Multi-Managers and Public Investment Corporation SOC Limited suites of co-branded funds and retains full legal accountability.

### Funds holding foreign assets:

Some funds hold assets in foreign countries and therefore may have risks, in these countries, regarding liquidity, the repatriation of funds, political and macro-economic situations, foreign exchange, tax, settlement and the availability of information.



**11. DECLARATION**

- 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 product 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 acknowledge that there are further allowable deductions from the unit trust/s (e.g. an annual service fee) that impact on the value of my investment. I am satisfied that the facts provided are accurate and complete. I am aware of the unit trust's/unit trusts' objectives, risk factors, the charges and income distributions, as set out in the unit trust fund fact sheet/s.
- I acknowledge that Old Mutual Unit Trust Managers (RF) (Pty) Ltd may borrow up to 10% of the portfolio to bridge insufficient liquidity.
- I have read and fully understood all the pages of this application form.
- I hereby authorise Old Mutual Unit Trust Managers (RF) (Pty) Ltd to debit the account mentioned above with the monthly amount/lump sum specified.
- I further authorise Old Mutual to accept instructions from me via facsimile (please delete if not applicable).
- 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). Once my investment has been processed, Old Mutual Unit Trust Managers (RF) (Pty) Ltd will confirm the EAC to me in writing.
- I have read and am aware of the unit trust's/unit trusts' 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 Unit Trust Managers (RF) (Pty) Ltd, 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 undertake to advise Old Mutual Unit Trust Managers (RF) (Pty) Ltd within 30 days should information contained in this form change.
- I understand that Old Mutual Unit Trust Managers (RF) (Pty) Ltd 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 take note that in some instances, income may be reflected as "interest income" but accept that such income is fully Shari'ah compliant and has been approved as such by the Shari'ah Supervisory Board.

Signed at (place)

on (date) 

D	D	M	M	C	C	Y	Y

Signature of contracting party

Signature of contracting party

Signature of legal guardian/parent (if applicable) of contracting party

Signature of authorised person (on behalf of contracting party)

**CONTACT DETAILS**

**Old Mutual Unit Trust Managers (RF) (Pty) Ltd**  
 Registration no.: 65/08471/07  
 VAT no.: 4230116479  
 Mutualpark, Jan Smuts Drive, Pinelands 7405, South Africa  
 PO Box 207, Cape Town 8000, South Africa  
 Telephone no.: +27(0)21 503 1770  
 Helpline: 0860 234 234  
 Internet address: [www.oldmutualinvest.com](http://www.oldmutualinvest.com)  
 Email: [unittrusts@oldmutual.com](mailto:unittrusts@oldmutual.com)  
 Complaints may be directed to the Client Relationship Manager at the above address. Our complaints process is available via our website [www.oldmutualinvest.com](http://www.oldmutualinvest.com) or by contacting 0860 234 234.  
 Compliance Department: +27(0)21 503 1770

**Old Mutual Investment Administrators (Pty) Ltd**  
 Registration no.: 1988/003478/07  
 Mutualpark, Jan Smuts Drive, Pinelands 7405, South Africa  
 PO Box 5408, Cape Town 8000, South Africa  
 Telephone no.: +27(0)21 503 1770  
 Compliance Department: +27(0)21 503 1770  
 Professional indemnity cover and fidelity insurance cover are in place.  
 Old Mutual Investment Administrators (Pty) Ltd is a third party administration and service provider to Old Mutual Unit Trust Managers (RF) (Pty) Limited and is a licensed financial services provider.

Visit [www.oldmutualinvest.com](http://www.oldmutualinvest.com) for unit trust information, prices and news. Log in to view your portfolio online.