



IMPORTANT INFORMATION

1. This Form is for Entities 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.

Entity and Institutional Investors may use our [Old Mutual Entity Client Details Update form](#) to provide this.
3. Investors in Shari’ah-compliant unit trusts must sign section 5 as well.
4. The completed form and supporting documentation (see below) can be scanned and emailed to 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 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) 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

LEGAL ENTITY IN WHICH INVESTMENT IS HELD

Entity Name

Entity Trade Name (if different from the legal entity name)

Details of authorised person

Power of Attorney Curatorship Authorised by entity as authorised person (documentation required, e.g. a resolution)

Title and surname

Full first names

ID/Passport/Other Number

We confirm that the current Entity Details and Tax Residency Detail are unchanged since the last transaction on this portfolio Yes No

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



1. INVESTOR'S DETAILS CONTINUED

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

2. SELLING INSTRUCTIONS

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

UT Account number unit trust name

Please sell*: All units OR specify number of units OR units to the value of R

* Please select one sell option.

UT Account number unit trust name

Please sell*: All units OR specify number of units OR units to the value of R

* Please select one sell option.

UT Account number unit trust name

Please sell*: All units OR specify number of units OR units to the value of R

* Please select one sell option.

3. YOUR BANK DETAILS

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

Surname of account holder Initials

Bank and branch

Branch code and account number

Account type: Current Savings

4. 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

UNIT TRUST FUND NAME	ACCOUNT NUMBER (if existing)



4. CHANGES TO YOUR MONTHLY INVESTMENT PLAN CONTINUED

Amend existing debit order

UNIT TRUST FUND NAME OR ACCOUNT NUMBER (Current monthly investment)	Transfer TO (unit trust name)	NEW MONTHLY INVESTMENT AMOUNT	DISTRIBUTIONS (✓ to action)	
			Pay out	Reinvest*
TOTAL DEBIT ORDER AMOUNT				

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 %

5. 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
<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 investor

6. 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	

7. 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

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.



8. 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) 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), 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.



9. DECLARATION

- I/We agree to accept the number of units sold to me by virtue of this application and I/We warrant that I/we have full power and authority to enter into and conclude this transaction, with the necessary assistance where such assistance is a legal requirement.
- I/We am aware that this product offers no cooling-off rights.
- I/We know that the cost of buying units may include an initial charge plus VAT, depending on the amount invested and whether or not I/we use an intermediary, and that there are no guarantees on my capital.
- I/We 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/We am satisfied that the facts provided are accurate and complete. I/We 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/We acknowledge that Old Mutual Unit Trust Managers (RF) (Pty) Ltd may borrow up to 10% of the portfolio to bridge insufficient liquidity.
- I/We have read and fully understood all the pages of this application form.
- I/We hereby authorise Old Mutual Unit Trust Managers (RF) (Pty) Ltd to debit the account mentioned above with the monthly amount/lump sum specified.
- I/We 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/We am aware that I/we may view the Effective Annual Cost (EAC) of my investment on 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/We 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/We 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/We undertake to advise Old Mutual Unit Trust Managers (RF) (Pty) Ltd within 30 days should information contained in this form change.
- I/We 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/We 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
 Email: 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 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 for unit trust information, prices and news. Log in to view your portfolio online.