

INVESTMENT SWITCHING FORM

Please email this completed form (all 2 pages) to: **isasa@oldmutual.com**

Please ensure that you have read the "Investment Communication", which provides details of the different investment options and obtain appropriate financial advice before completing this form.

You should receive confirmation of receipt of your request within 5 working days. If you do not receive a response, you may call Old Mutual on 0860 455 455 or email **isasa@oldmutual.com**.

PART 1 PERSONAL DETAILS

Surname Initials

Date of birth

Scheme code Member reference number

School

Telephone number

Fax number

Cellphone number

Email

Date switch to be effected*:

* The switch will be carried out on the date requested provided the completed form is received by Old Mutual no later than 10 working days preceding the switch date. Please see the notes in the Agreement Section that pertain to switches from the Smooth Bonus Portfolio.

PART 2 INVESTMENT OPTIONS

I hereby confirm that I request to change my investment option as follows: (You may only elect **ONE** of the options)

OPTION	
1. Switch from Own Investment Option to the Goal's Based Life Stage Model	<input checked="" type="checkbox"/>
2. Switch from Own Investment Option to the Passive Life Stage Model	<input type="checkbox"/>
3. Switch from Goal's Based (Default) Life Stage Model to the Passive Life Stage Model	<input type="checkbox"/>
4. Switch from the Passive Life Stage Model to the Goal's Based Life Stage Model	<input type="checkbox"/>
5. Switch from Life Stage Model (Goal's Based or Passive) to Own Investment Option (If you elect this option, please complete Part 3 and Part 4 of this form.)	<input type="checkbox"/>
6. Remain with Own Investment Option, but switch my accumulated retirement savings and/or change my future retirement contributions. (If you elect this option, please complete Part 3 and/or Part 4 of this form.)	<input type="checkbox"/>

PART 3 CURRENT FUND CREDIT

Please invest my current Fund Credit as follows:

Portfolio	%
ISASA Performer Portfolio	
ISASA Protector Portfolio	
Balanced Index Portfolio (Passive)	
Conservative Index Portfolio (Passive)	
Smoothed Bonus Portfolio (see note below)	
Money Market Portfolio	
Shari'ah Compliant Portfolio	
TOTAL	100%

Must add up to 100%.

Note: Members are allowed to make Book Value or Market Value Switches out of the Smooth Bonus Portfolio. Please note the implications which are included in the "Agreement Section".

Book value or Market value

PART 4 FUTURE CONTRIBUTIONS

Please invest my future **Retirement Contributions** as follows:

Portfolio	%
ISASA Performer Portfolio	
ISASA Protector Portfolio	
Balanced Index Portfolio (Passive)	
Conservative Index Portfolio (Passive)	
Smoothed Bonus Portfolio	
Money Market	
Shari'ah Compliant Portfolio	
TOTAL	100%

Must add up to 100%.

PART 5 CONFIRMATION PROCEDURE

Old Mutual will confirm receipt of your switch instruction within 5 working days of receipt. Furthermore, confirmation of the implementation of the switch instruction will be advised to you within four weeks after the effective date of the switch. Such confirmations will be provided by email.

If you have **NOT** received confirmation from Old Mutual, please contact the Member Service Centre on the following telephone number: 0860 455 455. Please note that the **onus is on you to contact** Old Mutual if you do not receive confirmation of your switch.

PART 6 AGREEMENT

- I understand that the Trustees of the ISASA Retirement Funds may change the investment managers who manage any of the portfolios and/or the investment strategy if they believe it is in the best interests of the members.
- I accept that this instruction will only be processed if it is submitted to Old Mutual 10 working days prior to the switch effective date, for a switch due to be effected at the requested date, with the exception of book value switches from the Smooth Bonus Portfolio which require a 2 month notice period.
- Only percentage allocations will be accepted (not Rand amounts) for switching and it must total 100%.
- Contributions received for the month in which the switch instruction is received will be invested in terms of the switch instruction (future contribution allocation).
- I accept the use of email as a legally binding delivery mechanism.
- I accept that;
 - Old Mutual holds the right to withhold processing of any unclear, incomplete or ambiguous requests received from me.
 - Old Mutual will not be held liable for any loss incurred due to incorrect information supplied by me.
 - Old Mutual will not be held liable for any losses if a switch form is not received or is received late.
 - It is my responsibility to ensure that I received confirmation from Old Mutual in which the receipt of my switch instruction is confirmed and the subsequent implementation of the switch instruction is confirmed.
 - No alterations may be made to this form.

Switches out of the Smoothed Bonus Portfolio

Members are allowed to make Book Value or Market Value Switches out of the Smoothed Bonus Portfolio.

Book Value Switches:

- Allowed at the investment account value twice a year on 30 September and 31 March.
- A minimum of 2 months' notice for these switches is required, i.e. a completed switch form must reach Old Mutual at least 2 months before the switch date.
- There is an annual limit to this Book Value Switch facility to protect investors in this portfolio in adverse market conditions when the Bonus Smoothing Reserve is negative.
- If you want to switch on any date other than the two dates specified above, a Market Value Switch can be processed.

Market Value Switches

- Allows you to switch from the Smoothed Bonus Portfolio on a monthly basis at investment account value less a market value adjuster when applicable.
- Old Mutual must receive this instruction by close of business 10 working days prior to the switch effective date.
- The purpose of the Market Value Adjuster (MVA) is to protect the policyholders remaining in the fund.
- An MVA is applied when the market value of the assets is less than the investment account value.
- The MVA is expressed as a percentage (%) of the investment Account, so the amount switched is reduced by Investment Account Amount x MVA%.
- Old Mutual retains ultimate discretion on the level of an MVA.
- Your estimated switch value can be obtained by calling the Old Mutual Member Servicing Centre on 0860 455 455.

PART 7 DECLARATION

- I declare that I understand the risk profile of the investment portfolio of my choice and that I have obtained advice from a registered financial adviser.
- I declare that I understand the implications of my choice.
- I indemnify the Fund, the Trustees and the Principal Officer of the Fund, my employer and Old Mutual against any claim whatsoever arising from my investment choice.

Postal address

Member's signature

Date



Old Mutual is a Licensed Financial Services Provider