



# Switch Instruction

## Classic Range

**Please note:** A copy of this form must be sent to **STANLIB** and the **Intermediary** must also retain a complete copy of the application. In terms of the **FAIS Act**, the financial services provider that dealt with the Client must deliver the original to the **CLIENT** for safe custody.

Investment number

### Client's details

Title

First name (if individual)

Surname/Name of legal entity

Identity/Registration number  Date of birth   -   -

Telephone  -  Cellphone  -

### Switch instruction

#### How to do your switch

Select a switch option (percentage or rand) by ticking **one** of the boxes but **not both**.

- Where a **Percentage Switch** has been requested:
  - Percentage "Switch From" represents the percentage of holdings in that portfolio and **not** of your entire portfolio.
  - Percentage "Switch To" must add up to 100%.
- Where a **Rand Switch** has been requested:
  - Rand "Switch from" a portfolio can never be more than 90% of the portfolio value (unless 100% is being switched out).
  - Rand "Switch to" must add up to the total value in the "Switch From" column.
- The switch will be completed only once all the required documentation has been received.
- Where the portfolio range is not selected or left blank, the Select portfolio range will apply. If the portfolio selected is not offered on the Select portfolio range, then the Classic portfolio range will apply. *For a complete list of the Classic and Select portfolio ranges, please visit [www.stanlib.com](http://www.stanlib.com).*

#### Switch option

Switch option (select one)  Percentage Or  Rand

Switch From			
Portfolio name	Portfolio Range (e.g. Classic, Select)	Percentage	Amount
1.		% R	
2.		% R	
3.		% R	
4.		% R	
5.		% R	
6.		% R	
7.		% R	
8.		% R	
<b>Total</b>			R

**Switch option**

Switch To			
Portfolio name	Portfolio Range (e.g. Classic, Select)	Percentage	Amount
1.		%	R
2.		%	R
3.		%	R
4.		%	R
5.		%	R
6.		%	R
7.		%	R
8.		%	R
<b>Total</b>		100%	R

**Phasing-in and future debit order instructions**

**In respect of future phasing-in (if applicable)**

Change the mix of collective investments (*unit trusts*) as shown below for this switch

Change future phasing-in  Yes  
 No

Portfolio name	Portfolio Range (e.g. Classic, Select)	Percentage	Amount
1.		%	R
2.		%	R
3.		%	R
4.		%	R
5.		%	R
6.		%	R
7.		%	R
8.		%	R
<b>Total</b>		100%	R

If the above table is left blank, the existing portfolio on record will remain unchanged.

**In respect of future debit orders (if applicable)**

Change the mix of collective investments (*unit trusts*) as shown below for this switch

Change future debit orders  Yes  
 No

The product minimum recurring debit order amounts must be met: R1 000 per portfolio on the Classic Investment Plan; R500 per portfolio on the Classic Retirement Annuity.

Portfolio name	Portfolio Range (e.g. Classic, Select)	Percentage	Amount
1.		%	R
2.		%	R
3.		%	R
4.		%	R
5.		%	R
6.		%	R
7.		%	R
8.		%	R
<b>Total</b>		100%	R

If the above table is left blank, the existing portfolio on record will remain unchanged.

## Terms and conditions

- Where a fully completed and accurate instruction is received by STANLIB head office before close of business on **business day 1**. The following switching turnaround times and prices will apply:
  - Intra-Manco Switch: Funds will be switched out and priced on day 2; the switch into the new fund will also be priced on day 2.
  - Inter-Manco Switch: For switches from the money market fund or call account to an external Manco, the fund will be switched out and priced on day 2, the switch into the external manager's fund will be priced on day 3. For switches from all other funds, the fund will be switched out and priced on day 2 and the switch into the external manager's fund will be priced on day 4.
- Please note: The monthly expense run takes place on the 10th of the month.** In the event of the 10th being a weekend or public holiday, the expense run will take place on the **next business day**. The monthly annuity run takes place on the **22nd of the month**. In the event of the 22nd being a weekend or public holiday, the annuity run will take place on the **preceding business day**. Switch requests received during the monthly expense run or monthly annuity run will only be processed once the run has been priced up. This will generally add up to **2 business days** to the above service levels. STANLIB will not be responsible for any losses caused or damages suffered due to STANLIB being unable to meet these service levels due to unforeseeable circumstances beyond STANLIB's control.
- Any values previously advised are only guides to the actual values of the assets being switched.
- This instruction must be signed and dated by the legal owner, including the cessionary if ceded collaterally or a person holding a Power of Attorney or the Client's FSB licensed Financial Services Provider ("Intermediary"). STANLIB will only accept an instruction from the Intermediary, if the Client explicitly authorised STANLIB in writing to accept instructions from the Intermediary. The Client understands that by authorising his/her Intermediary to sign this instruction on his/her behalf, STANLIB will implement the instruction, whether in written or electronic format, as if it were the Client's own instruction.
- The Client understands that where he/she switches to other portfolios, different or new charge structures could apply and that it is the Client's responsibility, or where applicable that of the Client's Intermediary, to determine the relevant charge structures prior to conducting the switch. A Collective Investment Manager Charge (usually 0,25%) may be charged when switching between Collective Investment Scheme Managers and/or different asset classes. Should the Client switch into an offshore STANLIB Funds Limited portfolio, a service charge of 1% and an annual foreign currency charge of 0,48% will be levied (no VAT is payable). Please refer to [www.stanlib.com](http://www.stanlib.com) for a complete list of the underlying portfolio charges.
- A maximum of eight portfolios is allowed after completion of the switch.
- The Client confirms that neither STANLIB nor any of its representatives provided him/her with any advice and that he/she has taken particular care to consider on his/her own or with the assistance of his/her authorised Intermediary whether the switch is appropriate considering his/her unique objectives, financial situation and particular needs.
- The Client understands that all material facts must be accurately and properly disclosed and the accuracy and completeness of all information provided by or on behalf of the Client, is the Client's own responsibility. The Client understands that no Intermediary may request the Client to sign any written or printed form or document unless all details required to be inserted thereon by the Client or on behalf of the Client have already been inserted.
- If this investment has been ceded, then the signature of the cessionary is required to process this switch.
- Multiple transactions cannot be processed simultaneously.
- The Client understands that STANLIB is prohibited from processing any transactions on the Client's behalf (including but not limited to switches) until all documentation has been received in terms of the Financial Intelligence Centre Act, No. 38 of 2001.

## Declaration

I/We hereby agree to provide all documentation and information required in terms of STANLIB's business rules and the Financial Intelligence Centre Act, No. 38 of 2001, and understand that STANLIB is prohibited from processing any transaction on my behalf until all such documentation and has been provided.

I/We confirm that all information provided herein is true and correct and that I have read and understood the contents of this form.

Signature of Client	<input type="text"/>	Date	<input type="text" value="D D"/> - <input type="text" value="M M"/> - <input type="text" value="2 0"/> <input type="text" value="Y Y"/>
		Signed at	<input type="text"/>
Signature of Intermediary	<input type="text"/>	Date	<input type="text" value="D D"/> - <input type="text" value="M M"/> - <input type="text" value="2 0"/> <input type="text" value="Y Y"/>
		Signed at	<input type="text"/>

In the event of any modification or variation of this standard form, STANLIB will regard this form as being invalid and of no force and effect.