

## Tax-Free Savings Account Transfer Form Collective Investments (Unit Trusts)

**Please note: withdrawing will have an impact on the annual and lifetime limit contributions.**

### TRANSFER PROCESS

This process refers to the moving of a Tax-Free Savings Account from one Administrator (Manco) to a new STANLIB Tax-Free Savings Unit Trusts Account

### TRANSFER REQUIREMENTS FOR A TAX-FREE SAVINGS ACCOUNT- CHECKLIST

- TRANSFER FORM    UT TAX-FREE SAVINGS APPLICATION FORM    FICA DOCUMENTATION    CLIENT STATEMENT FROM ADMINISTRATOR (MANCO)

### TRANSFER PROCESS

- (a) The Client / Financial adviser submits a Transfer request form to STANLIB via email. For new clients, a Tax-Free Savings (New Business) application form and the required FICA documentation is to accompany the submitted Transfer request form.
- (b) STANLIB will instruct the Administrator (Manco) to transfer the account / funds / portfolio.
- (c) STANLIB will allocate the units and price the transaction once the Administrator (Manco) has confirmed the transfer of the account / funds / portfolio.
- (d) Details of the transaction will be available on STANLIB Online.

### ESTIMATED SERVICE LEVEL AGREEMENT

Seven to ten business days upon receipt of a fully completed instruction for a Tax-Free Saving Account transfer.

### CLIENT DETAILS \*

INVESTOR NAME & SURNAME / ENTITY NAME *	
IDENTITY / PASSPORT / REGISTRATION NUMBER *	
TAX NUMBER *	
EMAIL ADDRESS *	
CELL PHONE NUMBER *	

\* This is a mandatory field

### TRANSFERRING FROM \*

TRANSFER TYPE	<input type="checkbox"/> CASH		
TRANSFER AMOUNT	<input type="checkbox"/> FULL TRANSFER (100%)	<input type="checkbox"/> PARTIAL TRANSFER	
ESTIMATED VALUE OF TRANSFER IN RAND AMOUNT	<input type="text"/>		
CONTACT PERSON AT TRANSFERRING ADMINISTRATOR (MANCO)	<input type="text"/>		
CONTACT PERSON'S EMAIL ADDRESS / TELEPHONE NUMBER	<input type="text"/>		



**\*\*If partial transfer, please specify the amount to be transferred below:**

Name of Transferring Administrator (Manco)	Investment Account Number	** Rand Amount
		R
		R
		R
		R
		R

**\*\*An up to date statement will need to be attached to this form.**

**PRODUCT TO BE TRANSFERRED INTO**

NAME OF RECEIVING ADMINISTRATOR (MANCO)

\* This is a mandatory field

**INVESTOR DECLARATION**

I/We request that the above mentioned Tax-Free Savings Account be transferred to the specified Receiving Administrator (Manco) in this transfer form.

We are required to collect, process, store, disclose and share your Personal Information (PI). Your PI is collected and processed by our staff, representatives or third-party contractors and we make every effort to protect and secure your PI. You are entitled at any time to request access to the information STANLIB has collected, processed, stored, disclosed and shared.

I/We agree to provide all documentation and information requested in this document and further required by law and consent to STANLIB processing my information for the purposes stipulated within the Terms and Conditions.

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

SIGNATURE OF CLIENT / AUTHORISED SIGNATORY *	<input type="text"/>	DATE *	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		SIGNED AT *	<input type="text"/>
<b>*If no date is indicated, we will refer to the transaction receipt date</b>			
SIGNATURE OF FINANCIAL ADVISER *	<input type="text"/>	DATE *	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		SIGNED AT	<input type="text"/>

**TRANSFERRING TO \***

INVESTOR NAME & SURNAME / ENTITY NAME *	<input type="text"/>
IDENTITY / PASSPORT / REGISTRATION NUMBER *	<input type="text"/>
TAX REFERENCE NUMBER *	<input type="text"/>
EMAIL ADDRESS *	<input type="text"/>
CELL PHONE NUMBER *	<input type="text"/>
NEW INVESTMENT ACCOUNT	<input type="checkbox"/> YES <input type="checkbox"/> NO

**If yes, a New Business Tax-Free Savings Application form and FICA documentation is required.**

IF NO, PROVIDE INVESTMENT ACCOUNT NUMBER

\* This is a mandatory field

**Please indicate the Fund / Portfolio details on the New Business Application form for a new account or an Additional Investment form for an existing account. The completed Transfer form must be attached to applicable investment form.**



Name of Receiving Administrator (Manco)	Account Number to transfer into (if applicable)	** Rand Amount
		R

\*\* Please attach proof / confirmation of the Tax-Free Savings Bank Account details to be transferred into.

## RECEIVING ADMINISTRATOR DECLARATION

- The account to be transferred into is a Tax-Free Savings Account as defined in S12T of the Income Tax Act.
- We accept the above Tax-Free Savings Account transfer and confirm that the above transfer request will be processed in terms of the Regulations of Section 12T(8) of the Income Tax Act.

SIGNATURE OF AUTHORISED  
SIGNATORY / STAMP OF THE  
RECEIVING ADMINISTRATOR  
(MANCO)

DATE

		-			-				
D	D		M	M		Y	Y	Y	Y

SIGNED AT

## TERMS AND CONDITIONS

1. **Net Asset Value (NAV):** Prices are calculated on a NAV basis, which is the total value of all assets in the Portfolio including any income accrual and less any permissible deductions from the Portfolio divided by the number of participatory interests in issue. Permissible deductions include brokerage, Securities Transfer Tax, auditor's fees, bank charges, trustee/custodian fees and the service charge levied by the Manager.

2. **Initial Financial Adviser Charges:** The initial Financial Adviser charge is deducted from the full investment value and the remaining amount is allocated to the selected investment options. Any additional investment will incur an initial Financial Adviser charge. The charge is set at a maximum of 3.00% (excluding VAT) of investments made in the equity portfolios and the asset allocation portfolios, and may range from 0.60% to 1.80% (excluding VAT) in the fixed-interest portfolios.

3. **Service Charge (levied monthly incl. VAT):** The service charge for the individual portfolios is accrued daily and levied monthly on the market value of the portfolio. Please refer to the latest fact sheet(s) for more details. The service charge is normally deducted from the income received by the portfolios.

4. **Total Expense Ratio:** The Total Expense Ratio (TER) of a portfolio is a measure of the portfolio's assets that were relinquished as operating costs expressed as a percentage of the daily average value of the portfolio calculated over a period of usually a financial year. Typical expenses which are deducted from a portfolio include service charges, trustee fees and audit fees. The TERs can be located on the Fact Sheets.

5. **Electronic Transactions:** the Client agrees that STANLIB shall be entitled to implement all instructions and applications of whatever nature received on their Internet site, by telephone or any other electronic medium and which appear to emanate from the Client. The Financial Adviser and/or Manager is indemnified against any losses, claims or damages arising from acting on such instructions and/or applications, notwithstanding that it may later be proved that any such instruction was not given by the Client. The Client agrees that the electronic records of all instructions and applications processed by/or on behalf of him/her or which purport to be processed on behalf of the Client via STANLIB's Internet site, telephone or any other electronic medium shall constitute prima facie proof of the contents of such instructions and applications.

### 6. General

6.1. Collective investment schemes in securities are generally medium to long term investments

6.2. The value of participatory interests may go down as well as up and past performance is not necessarily a guide to the future.

6.3. An investment in the participatory interests of a collective investment scheme in securities is not the same as a deposit with a banking institution.

6.4. Where exit charges are applicable, participatory interests are redeemed at the net asset value where after the exit charge is deducted and the balance is paid to the Client.

6.5. A Portfolio of a collective investment scheme in securities may borrow up to 10% of the market value of the Portfolio to bridge insufficient liquidity as a result of the redemption of participatory interests, and may also engage in scrip lending.

6.6. Where different classes of participatory interests apply to certain Portfolios, they would be subject to different charges.

6.7. A schedule of charges and maximum charges is available on request from the Manager. Commission and incentives may be paid and if so, would be included in the overall costs. Ongoing commission may be paid to Financial Advisers. Such ongoing commission, if applicable, will be paid by the Manager from the service charge paid to it. Details of such ongoing commission paid by the Manager to the Financial Adviser on record in respect of your investment are available on request from the Manager.

6.8. The exposure limit to a single security in certain Portfolios can be greater than is permitted for other Portfolios in terms of the Collective Investment Schemes Control Act, 2002. Details are available from the Manager.

6.9. A Fund of Funds Portfolio only invests in other portfolios of collective investment schemes, which levy their own charges, which could result in a higher cost structure for these portfolios.

6.10. A Feeder Fund Portfolio only invests in the participatory interests (units) of a single portfolio of a collective investment scheme, apart from assets in liquid form.

6.11. The Manager reserves the right to close certain Portfolios from time to time in order to manage them more efficiently. More details are available from the Manager.

6.12. The holdings of offshore investments in certain portfolios are subject to current South African Reserve Bank Regulations.

6.13. Forward pricing is used.

6.14. Fluctuations or movements in exchange rates may cause the value of underlying offshore investments to go up or down.

6.15. The Manager undertakes to repurchase participatory interests at the price calculated according to the requirements of the Collective Investment Schemes Control Act, 2002, and on the terms and conditions of the relevant Deeds.

6.16. Payment will be made within 7 days of receipt of a valid repurchase form or regular income request. Please note that there is a 21-day clearance period for cheques and direct deposits, a 45-day clearance period for once off and recurring debit orders. A maximum of R33 000.00 can be collected as a once off debit transaction.

6.17. All portfolios are valued daily at 15h00, except for fund of funds which are valued at 24h00. For non-money market funds, investments and repurchases will receive the price of the same day if a complete instruction is received prior to 15h00.

6.18. All portfolios are valued daily at 15h00, except for fund of funds which are valued at 24h00. For money market funds, investments will receive the price of the following trading day if a complete instruction is received together with investment funds prior to 12h00 on the day of submission, and repurchases will receive the price of the following day if a complete instruction is received prior to 12h00.

6.19. The Client confirms that neither the Manager nor any of its staff provided any advice and that the Client has taken particular care to consider whether the investment is appropriate considering the unique investment objectives, financial situation and particular needs.

6.20. All bank accounts supplied for the duration of this investment will be verified with the relevant banks prior to the investment being placed.

6.21. Conflicts of interest disclosure: the Manager shall, wherever possible avoid situations causing a conflict of interest. Where it is not possible to avoid such conflict: the Manager shall advise the Client, of such conflict in writing at the earliest reasonable opportunity and shall mitigate the conflict of interest in accordance with its Conflict of Interest Management Policy. A copy of this Policy is available on the STANLIB website. The Manager is part of the Standard Bank Group of companies and both the Liberty Agency and SBFC financial Advisers are permitted to sell various STANLIB Collective Investments (RF) Proprietary Limited products. Stonehouse Capital holds equity interests in various FSP's which may result in an unavoidable conflict of interest. Clients of StoneHouse Capital partners are encouraged to familiarize themselves with the conflict of interest disclosures, as required by their FAIS license, prior to engagement. The Client may at any time terminate the Financial Adviser's appointment. It is the Client's responsibility to advise the Manager of such termination in writing. Upon receipt of such notification The Manager will cease payment of any further service charge to the Financial Adviser. However the client understands that this will not result in a lower annual service charge as the full service charge will now be paid to the Manager.

6.22. No repurchases may be made into the bank account of a third party. Where the client is a minor repurchases may only be made into a bank account in the minor's name.

6.23. If the Manager receives a deposit and cannot identify the client within 30 days of deposit, an instruction will be sent to the bank, to return the monies to the bank account where the funds were received from.

7. **FICA:** The Client agrees to provide all documentation and information required in terms of the Financial Intelligence Centre Act, No. 38 of 2001, and understands that the Manager is prohibited from processing any transactions on the Client's behalf until all such documentation and information has been received unless the FICA submission and declaration has been completed by the Financial Adviser.

### 8. Statements

8.1. Clients in the STANLIB Money Market Fund will receive consolidated statements monthly if the investment value is greater than R25 000. Quarterly statements will be issued to clients if their investment value fall below R25 000.

8.2. All other Clients will receive consolidated statements quarterly.

8.3. IT3B and IT3C documents will be sent to Clients by May each year.

8.4. A Client can register on STANLIB Online and access statements 24 hours a day in a secured environment



**9. Privacy:** It is important to us that you understand how we obtain, process, store, and share your information. This will apply to all the products and/or services which we provide to you, including any products and/or services provided by our affiliates and associates. When you open an investment with us, you give us permission to disclose information for the purposes described herein, including the information of dependents and beneficiaries. You consent to STANLIB collecting, processing, storing, and disclosing this information for the purposes of:

- 9.1. Administering your investment account and processing any instructions on the account.
- 9.2. Communicating with you and your Financial Adviser/ broker.
- 9.3. Providing your information to any entity within Standard Bank Group Limited, including its subsidiaries and affiliates, where you already have a relationship with, or where you have applied for a product or benefit from, such entity. This information will only be shared for the administration of your products or benefits by this entity.
- 9.4. Providing relevant information to a contracted third party who requires the information to provide a service to you for your investment. We will ensure that the third party agrees to keep your information confidential and appropriately secured.
- 9.5. Transferring your Personal Information outside the borders of the Republic of South Africa. We will ensure that anyone to whom we pass on your Personal Information agrees to treat your information with the same level of protection as we do.
- 16.6. Providing information to industry registers such as ASISA, and contracted third parties, such as tracing agents, attorneys, debt collectors and other persons that assist with the enforcement of agreements.
- 9.7. Providing your information to regulatory authorities, governmental departments, local and international tax authorities and other persons that STANLIB under the law have to share your information with.
- 9.8. Payment processing for services providers, merchants, banks and other persons that assist with the processing of your payment instructions.
- 9.9. Assisting law enforcement and fraud prevention agencies and other persons tasked with the prevention and prosecution of crime.
- 9.10. Persons to whom STANLIB cede their rights or delegate their obligations to under agreements.
- 9.11. Conducting research or servicing products. Where appropriate, this information will be de-identified such that it cannot be linked back to you personally.
- 9.12. We undertake solely to collect and process your information as permitted by law. If you feel we have not done so, you have the right to contact us and object.
- 9.13. We will take reasonable steps to ensure that all Personal Information you provided to us is kept secure and confidential.
- 9.14. We will keep your Personal Information until such time as we are compelled to delete it, as prescribed by applicable law.
- 9.15. If we become involved in a proposed or actual merger, acquisition, or any form of sale of assets, we may use and disclose your Personal Information to third parties in connection with the evaluation of the transaction. The surviving company, or the acquiring company in the case of a sale of assets, would have access to your Personal Information, which would continue to be subject to these terms.
- 9.16. You have the right to request a copy of the Personal Information we hold about you. We are allowed to charge you a fee to provide this information to you.
- 9.17. You have the right to request that we update, correct, or delete your Personal Information.

**10. Collection of Investor information:** STANLIB reserves the right to go back to the client for more information if this has been identified during the compliance process. Unless previously provided to STANLIB, please send verified/certified copies of the documents set out below. These are used to verify the identity of the Investor. strictly, only clear, legible copies of identity and other documents will be accepted, the Manager reserves the right to ask for further documentation.

**11. Off-Boarding the Investor:** STANLIB reserves the right to off-board a client should any aspects of the compliance process deem the client to be of an unacceptable risk. We can only process instructions which are fully complete and accurate, and once the money for the investment reflects in our bank account. We may suspend, delay, or reject your instruction if it does not meet our requirements. You indemnify STANLIB against any loss of any nature which may arise if any money that you pay to a STANLIB bank account is reversed for any reason.

**12. Unclaimed Assets:** The client acknowledges that it will ensure that STANLIB has their most up to date contact details and takes responsibility to inform STANLIB of any changes in personal information. In the event that the client becomes unreachable or any payment due to the client is rejected by the receiving bank, the client's investment will be regarded as an unclaimed asset. STANLIB will make a concerted effort in contacting the client with unclaimed assets which may result in STANLIB appointing an external tracing company to trace and contact the client in respect of any unclaimed assets. Costs related to tracing and administering unclaimed assets may be recovered from the client. Unclaimed assets will continue to be invested in the portfolio until such time the assets are claimed or transferred to another portfolio with the Authority's or client's consent.

**13. Cooling off rights:** Due to the nature of this product, cooling off rights are not applicable to Collective Investment Schemes.

**14. Trustees:** Standard Chartered Bank, 4 Sandown Valley Crescent, Sandton, 2196, Johannesburg. Telephone: (011) 217 6600

**15. Query Support and Middle Office:** STANLIB Compliance, PO Box 202, Melrose Arch, 2076 Telephone: 0860 123 003

**16. Complaints:** Should the Client wish to lodge a complaint with STANLIB regarding the services being provided, the Client can locate STANLIB's Complaints procedure on [www.stanlib.com/Contactus/Pages/FurtherQueries](http://www.stanlib.com/Contactus/Pages/FurtherQueries), alternatively the Client can send an email to [rateus@stanlib.com](mailto:rateus@stanlib.com)

**17.** STANLIB is a member of the Liberty Group of companies. Liberty is a full member of the Association for Savings & Investments South Africa (ASISA).

**18.** This application form and the relevant trust deed in respect of the STANLIB Collective Investments Scheme will form the agreement between the investor and the Manager. The investment will be administered in terms of the Collective Investment Schemes Control Act, 45 of 2002 (The Act)

**19. Contact details:** STANLIB Collective Investments (RF) Proprietary Limited (Reg. No. 1969/003468/07). 17 Melrose Boulevard, Melrose Arch, 2196 | P O Box 202, Melrose Arch, 2076; T + 27 (0)11 448 6000 | F 086 727 7505/+ 27 (0)11 448 6666; E [contact@stanlib.com](mailto:contact@stanlib.com) | W [www.stanlib.com](http://www.stanlib.com).

**20. FAIS Ombudsman details:** Block B, Sussex Office Park, 473 Lynwood Road, Pretoria, 0081. Telephone 012 470 9080.

