

### Important Information

- This form must be completed by members who wish to make an application to select their own investment portfolios or who want to change the portfolios which they have already selected.
- Members can select the investment portfolios in respect of their existing investments. This document serves as an official investment selection instruction to Sanlam Corporate
- Please e-mail the completed documentation to: [SEBMemberSwitches@sanlam.co.za](mailto:SEBMemberSwitches@sanlam.co.za)

**Please note:** If you have selected the Trustee Endorsed In-fund Living Annuitant option, the member investment choices below will not apply to you. Your member share is wholly invested in the Trustee-endorsed Sanlam Capital Protection Portfolio.

### Member's personal details

Title			
First name(s)			
Surname			
RSA Identity number*		<i>*Compulsory</i>	
If not RSA, passport number*		<i>*Compulsory if the RSA ID not used</i>	
Date of birth*		<i>(dd/mm/yyyy) *Compulsory if Passport used</i>	
Contact number(s)	Cell phone	Alternative	
Email			
Employer name			
Fund code			

### I agree to the following investment choice and switch terms and conditions:

1. Sanlam Corporate will implement an investment instruction when they have received a completed application in the prescribed format, registered the member's request to make his or her own investment choice selections and have confirmed to the member receipt of the investment instruction form.
2. I understand that should the form be incomplete or inaccurately completed, the instruction may not be actioned by Sanlam Corporate.
3. An investment instruction will be implemented within 5 working days of confirmation of receipt.
4. Queries regarding the progress of an investment selection instruction must be directed to the call centre on [086 122 3646](tel:0861223646)
5. Information relating to the portfolios on the investment choice menu, their performance and any amendments thereto will be maintained on Sanlam Corporate's Member Portal (<https://www.sanlamonline.co.za/login/>) and will constitute the method of communication of investment related information with members in addition to the annual benefit statement.
6. If I switch from any smoothed bonus portfolio, the rules of the specific product will apply. In certain instances, the disinvestment(s) may be done at the lower of market- and book value.

**Member declaration**

I hereby make application to make my own investment choice and ask that my existing investments be invested as follows:

**Choose a maximum of 4 portfolios from the following selection**

	<b>Portfolios</b>	<b>Existing contributions</b>
<b>Single manager range</b>	Sanlam Multi Asset Growth Fund	%
	Sanlam Enhanced Cash Fund	%
	Sanlam Temperance Balanced Fund	%
	SPW Balanced Fund	%
<b>Multi-manager range</b>	SMM 70 Portfolio	%
	SMM 50 Portfolio	%
	SMM 30 Portfolio	%
	SMM Moderate Absolute Fund	%
	SMM NUR Balanced Fund	%
	SMM Select Balanced Fund	%
	Sanlam Accumulation Portfolio	%
	Sanlam Living Planet Fund	%
	Sanlam The Most Aggressive Portfolio	%
	Sanlam Wealth Creation Portfolio	%
<b>Smoothed Bonus range</b>	Sanlam Monthly Bonus Fund	%
	Sanlam Stable Bonus Portfolio	%
<b>Index-tracking range</b>	Satrix Enhanced Balanced Tracker Fund	%
	Satrix Global Achiever Fund	%
<b>External Single-manager range</b>	Allan Gray Global Balanced Portfolio	%
	Camissa Balanced Fund	%
	Coronation Houseview Portfolio	%
	Denker SCI Balanced Fund	%
	Foord Balanced Fund	%
	Ninety-One Balanced Fund	%
	M&G Balanced Fund	%
	PSG Balanced Fund	%

	Truffle Balanced Fund	%
<b>Other</b>	Glacier <i>(only available to Phased Retirees, subject to product minimum)</i>	%
	<b>Total</b>	<b>100%</b>

### I agree to the following Glacier terms and conditions (where applicable):

**Glacier** - An extensive range of Collective Investment Schemes available for members who agree to the following terms and conditions and who meet the following criteria:

1. Minimum fund credit of R2 million.
2. Members are required to:
  - Appoint and take financial advice from a FAIS-accredited financial adviser, and
  - Complete the separate Glacier form (attached) in addition to this investment selection form.

To invest via Glacier, the following administration fees will apply:

	Rate (excl. VAT)
On the first R1 000 000	0.40%
On the next R3 000 000	0.25%
On the next R3 500 000	0.15%
Thereafter	0.10%
Minimum administration fee	R80.00 per month (excl. VAT)
Additional administration fee on the value of a share portfolio	Up to 0.15% (excl. VAT)

### Member declaration

Choose either **Option A** or **Option B**

#### Option A - I have appointed a financial adviser and declare the following:

- The information given herein is true and correct.
- I take full responsibility for my choices and hereby indemnify and undertake not to hold the Sanlam Umbrella Fund, the Board of Trustees, Sanlam Life Insurance Limited (acting herein through its Sanlam Corporate division), its agents, directors, officers and any entity in the Sanlam Group of Companies responsible for any losses or damages that may result from the investment portfolios I select.
- I understand that the onus is on me to inform the Administrator of any change in my contact details and that any reasonable costs incurred to trace me in future will be deducted from my benefits.
- I understand that Sanlam requires access to my personal information in order to administer my retirement fund.

#### Financial adviser fees:

- Annual fees are subject to a maximum of 0.75% (excluding VAT) of the investment portfolio, charged and paid monthly in arrears.
- Agreed initial fee once-off of up to 0.50% (excluding VAT) of member share.
- Initial fee:  % of assets (excluding VAT)
- Agreed on-going fee of up to 0.75% per annum (excluding VAT) of member share.
- On-going fee:  % of assets (excluding VAT)

Signature of member:		Date (dd/mm/yyyy)	
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### Option B: Member declaration

#### Option B - I have not taken financial advice and declare the following:

- The information given herein is true and correct.
- I have a good understanding of investments and do not need the services of a financial adviser.
- I understand the risks in selecting my own investment portfolios and am satisfied that my selection serves my needs.
- I take full responsibility for my choices and hereby indemnify and undertake not to hold the Sanlam Umbrella Fund, the Board of Trustees, Sanlam Life Insurance Limited (acting herein through its Sanlam Corporate division), its agents, directors, officers and any entity in the Sanlam Group of Companies responsible for any losses or damages that may result from the investment portfolios I select.
- I understand that the onus is on me to inform the Administrator of any change in my contact details and that any reasonable costs incurred to trace me in future will be deducted from my benefits.
- I understand that Sanlam requires access to my personal information in order to administer my retirement fund.

Signature of member:		Date (dd/mm/yyyy)	
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### Financial adviser details

First name(s)			
Surname			
RSA identity number*			*Compulsory
If not RSA, passport number*			*Compulsory (if RSA ID not used above)
Brokerage name			
Brokerage postal address			Postal code
Brokerage contact number(s)	Cell phone		Work
Email address			
VAT registration number			
FSP number*			*Compulsory
FAIS number			
Sanlam commission code			(If applicable)
Consultancy fees paid via	1. Sanlam Code	<input type="checkbox"/>	2. Business Account <input type="checkbox"/>

#### Please Note:

Complete banking details if Option 2 (above) was selected above. Verification of bank details is required

Account holder name			
Bank name			
Account number			Branch code
Type of account			

### Financial adviser declaration

I the undersigned confirm the following:

- I have made the disclosures required, in terms of the FAIS Act 37 of 2002, to the investor.
- I have explained all the fees that relate to this investment to the member.
- I confirm that I have concluded this transaction in terms of my FAIS accreditation and that I am authorized to give advice on The Sanlam Umbrella Fund benefits and services.

Signature of Financial Adviser		Date (dd/mm/yyyy)	
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## Protection of Personal Information Disclosure

**Why Personal Information is required:** Sanlam Life Insurance Limited ("Sanlam Life"), a subsidiary of Sanlam Limited, will process and protect your personal information as required by relevant laws and the Constitution of the Republic of South Africa ("RSA"). The personal information requested in this form, which may include special personal information is being collected and will be processed for the following purposes:

- underwriting and providing accurate and effective insurance cover and related value-added services;
- member communication;
- market research and statistical analysis;
- verification of the personal information provided;
- to comply with all legal and regulatory requirements, including applicable codes of conduct;
- for operational and administrative processes to protect Sanlam Life's interests

Failure to provide the mandatory information will prejudice your insurance cover.

**Changing and correcting Personal Information:** You have the right to:

- Request a copy of your personal information as processed by Sanlam Life;
- Ask for an update and/or correction of your personal information;
- Lodge a complaint with the Information Regulator.

Sanlam Life may charge an administrative fee subject to prior notice of any such cost before executing the request for a copy of your personal information.

**Other parties that may receive the Personal Information:**

- We may share your personal information within Sanlam Limited and/or with other service providers where required for any of the purposes listed above, or with third parties where Sanlam Life is lawfully required to do so.
- We may send your personal information to service providers outside the RSA for storage or further processing on Sanlam Life's behalf. We will not send your information to a country that does not have information protection legislation similar to that of the RSA, unless we have a binding agreement with the service provider which ensures that it effectively adheres to the principles for processing of personal information in accordance with the Protection of Personal Information Act, 2013.

For more information, please refer to the [Sanlam Group Privacy Notice](#).

Member  
Quick Access  
Self Service



Get in touch with your  
retirement information

### Member Support:

You can update your contact details by registering and logging into our member portal here:

**Web:** <https://www.sanlamonline.co.za/login/> **or Email:** [SCClientCare@sanlam.co.za](mailto:SCClientCare@sanlam.co.za) **or Tel:** 086 122 3646