

Sanlam Investment Management Retirement Plan Application Form



About the structure of this product

Sanlam Investment Management ("SIM") provides an investment management solution within the Sanlam Investment Management Retirement Plan. This is offered under the Personal Portfolios Retirement Annuity Fund ("the Fund"). By investing in this product, you become a member of the Fund which is administered by Glacier Financial Solutions (Pty) Ltd ("Glacier"). Glacier a licensed financial services provider (FSP number 770). Investment choice is limited to unit trust funds managed by Sanlam Investment Management. Glacier and Sanlam Investment Management are part of the Sanlam Group of Companies.



Important information

- Completing the information correctly will ensure that the investment is processed without delays.
- Please mark the appropriate block(s) with an "X"



FICA documents required

Copy of one of the following valid identification documentations to verify identity

RSA residents

- Green barcoded identity document (ID) or ID card, or
- Passport or driver's license accompanied by valid reasons why green bar coded ID or ID card is not available.

Foreign Nationals

- Copy of valid passport
- We may require a copy of a valid residence permit if residing in South Africa (e.g. work permit or asylum seeker permit)

Minors

- Copy of minor's birth certificate reflecting the name of the parent signing the form or a valid identification document as specified above(if minor is older than 16)
- Copy of valid identification document of the parent or legal guardian signing the form



Send the completed form and supporting documents to:

Glacier Financial Solutions (Pty) Ltd ("Glacier")

Address **Glacier Financial Solutions (Pty) Ltd,**
Private Bag X5, Tyger Valley
7536

South Africa

Fax 021 947 9210

E-mail simrp@glacier.co.za

If you have any questions, phone our Client Contact Centre at

E-mail simrp@glacier.co.za

Tel 0860 007 477

Website www.sanlaminvestments.com

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1. Particulars of member

All fields in section 1 are mandatory.

Title _____ First name(s) _____

Surname _____

Date of birth _____ (ddmmccyy) Gender: Male Female

Country of birth _____ Nationality _____

Identification details:

ID number _____ (If RSA)

OR

Passport (if foreign national): Number _____
 Expiry date _____ (ddmmccyy)
 Country _____

OR

US Citizens social security number _____

Contact details:

Email address _____

Postal address _____
 _____ Postal code _____

Country _____

Residential address _____
 _____ Postal code _____

Country _____

Contact numbers	International dialling code	Area code	Number
Telephone (work) - <i>optional</i>			
Telephone (home) - <i>optional</i>			
Cell/Mobile		n.a.	

Members tax details

In the table below, please list each country and tax number where you are resident for tax purposes:

Primary country of tax residency	Tax number
Other countries of tax residency	Tax number

In order to comply with FICA legislation we need your financial information

Do you earn an income Yes No

If you answered yes above, please complete the following:

How do you earn an income?

Salary Pension Business Dividends
 Other _____

What is your total annual income amount?

R0 00 – R500 000.00 R500 000.01 – R1 000 000.00 More than R1 000 000.00

What is your occupation? _____

Who is your employer? _____

Which industry/sector do you work in?

Only choose one.

Extractive services(e.g. mining) Construction
 State owned enterprises Public sector
 Agriculture Manufacturing
 Financial and business services Wholesale and retail trade
 Entrepreneurship Not applicable
 Other _____

Please indicate how you acquired most of your wealth?

Savings Proceeds of policy Proceeds of an investment Sale proceeds
 Retirement savings Inheritance Divorce settlement Donation

Other _____

2. Nominees

Important information when appointing a nominee

You can name nominees to receive the balance in your investment account in the event of your death. Note that your appointed nominees will not automatically receive the death benefits, as in terms of the Pensions Fund Act, the Trustees have to consider the needs of your dependants at the time of your death. Therefore, it is important to ensure your wishes are reflected and that your nominees are reviewed on a regular basis. **Please print this page again if there are more than 3 nominees.**

Nominee 1

Benefit percentage _____ %

Title _____ First name(s) _____

Surname _____

Date of birth _____ (ddmmccyy) Gender: Male Female

Relationship: Spouse Child Parent Brother/Sister Other _____

Country of birth _____ Nationality _____

ID number _____ (If RSA)

Passport (if foreign national): Number _____ Expiry date _____ (ddmmccyy)

Country _____

Contact details:

Email address _____

Postal address _____

Postal code _____

Country _____

Contact numbers	International dialling code	Area code	Number
Telephone (work) - <i>optional</i>			
Telephone (home) - <i>optional</i>			
Cell/Mobile		n.a.	

Nominee 2

Benefit percentage _____ %

Title _____ First name(s) _____

Surname _____

Date of birth _____ (ddmmccyy) Gender: Male Female

Relationship: Spouse Child Parent Brother/Sister Other _____

Country of birth _____ Nationality _____

ID number _____ (If RSA)

Passport (if foreign national): Number _____ Expiry date _____ (ddmmccyy)

Country _____

Contact details:

Email address _____

Postal address _____

Postal code _____

Country _____

Contact numbers	International dialling code	Area code	Number
Telephone (work) - <i>optional</i>			
Telephone (home) - <i>optional</i>			
Cell/Mobile		n.a.	

Nominees (continued)**Nominee 3**

Benefit percentage _____ %

Title _____ First name(s) _____

Surname _____

Date of birth _____ (ddmmccyy) Gender: Male Female Relationship: Spouse Child Parent Brother/Sister Other _____

Country of birth _____ Nationality _____

ID number _____ (If RSA)

Passport (if foreign national): Number _____ Expiry date _____ (ddmmccyy)

Country _____

Contact details:

Email address _____

Postal address _____

Postal code _____

Country _____

Contact numbers	International dialling code	Area code	Number
Telephone (work) - <i>optional</i>			
Telephone (home) - <i>optional</i>			
Cell/Mobile		n.a.	

3. Banking details (member details compulsory)

The following bank details will be used for benefit payments as well as for debit order deductions. No third party payments are allowed.

Name of account holder _____

ID /Passport number _____

Name of bank _____ Name of branch _____

Account number _____ 6-Digit branch code _____

Type of account: Cheque Savings **Debit order authorisation**

I, the account holder, authorise Glacier to arrange with the financial institution named above to collect monies through a debit order from this account.

Signature for account _____ Date _____ (ddmmccyy)

4. Investment details

Once-off debit order investment: The amount of R _____ must be drawn on _____ (ddmmccyy)
(Minimum: R10 000) (Please allow 4 working days' notice)

Regular debit order investments: The amount of R _____ must be drawn on the _____ day of
(Minimum: R500 pm) each month from _____ (ddmmccyy)

Frequency of regular debit orderMonthly Quarterly Half-yearly Yearly

Increase by _____ % per year (on the investment anniversary date).

5. Fund selection

This investment must comply with Regulation 28 of the Pension Funds Act, which aims to protect investors by ensuring funds are prudently invested prior to retirement. Regulation 28 sets certain asset limits that the investment must comply with. Currently, these are as follows:

- no more than 75% may be invested in equities;
- no more than 40% may be invested in foreign assets, of which no more than 30% may be invested in foreign assets outside of Africa
- no more than 25% may be invested in property.

INVESTMENT FUNDS

Once off debit order investment

Fund name	Allocation (%)
<input type="checkbox"/> Sanlam Investment Management Inflation Plus Fund	_____
<input type="checkbox"/> Sanlam Investment Management Balanced Fund	_____
<input type="checkbox"/> Sanlam Investment Management Money Market Fund	_____
	100

Regular debit order investment

Fund name	Allocation (%)
<input type="checkbox"/> Sanlam Investment Management Inflation Plus Fund	_____
<input type="checkbox"/> Sanlam Investment Management Balanced Fund	_____
<input type="checkbox"/> Sanlam Investment Management Money Market Fund	_____

Special requests

Please use the space provided for any additional information or requests.

6. Fees and charges (VAT is payable on all fees)

Glacier reserves the right to change the administration fees, the frequency thereof and investment minimums from time to time after prior written notice to the member.

Minimum investments

- R10 000 for a once off investment (with or without recurring investments) and/or,
- R500 pm for a regular investment.

Fees (excl. VAT)

Each fund has a different annual fee.

	Sanlam Investment Management Balanced Fund	Sanlam Investment Management Inflation Plus Fund	Sanlam Investment Management Money Market Fund
Initial administration fee	0%		
Annual service fee: SIM	0.60% + performance fee*	0.60%	0.30%
Annual administration fee: Glacier	0.50%		

*For more detail on the performance fee calculation, see the Minimum Disclosure Documents (fact sheets) on www.sanlaminvestments.com Note however that the minimum contributions and fees for the retirement plan as above apply

7. How would you like to receive your communication?

Initial investment confirmation will be sent to the investor.

Future investment statements:

- Download your statements from the Glacier website
(You will not receive posted statements)
- E-mail half-yearly to investor E-mail quarterly to investor

8. Terms and conditions

Annual administration fees

- Annual fees are charged monthly in arrears against the underlying asset value of the investment funds.
- **How these fees are calculated and recovered**
Unless stated otherwise, fees are calculated daily at the end of each day on the investment value. The fees are recovered monthly in arrears by selling units from the Money Market fund, if available. If no Money Market fund is available, fees are recovered by selling units proportionately from all the underlying collective investments.

Fees levied by the investment fund

An annual investment management fee is charged by collective investment managers. The relevant fees may differ between collective investments. These fees are deducted by the collective investment manager prior to the declaration of income and/or the calculation of prices. A performance fee may also be charged if the investment return of a collective investment is in excess of the benchmark for that specific collective investment.

About the investment

- The member applies for membership of the Personal Portfolios Retirement Annuity Fund ("the Fund").
- The Personal Portfolios Retirement Annuity Fund ("Fund") is administered by Glacier Financial Solutions (Pty) Ltd. ("Glacier") and the underlying assets are managed by Sanlam Investment Management (Pty) Ltd ("SIM").
- Glacier and SIM are licensed as Financial Services Providers under the Financial Advisory and Intermediary Services Act, 2002.
- This document forms the basis of any relationship between the Fund and the parties providing the particular investment.
- The proceeds of this investment becomes available as allowed in terms of the Rules of the Fund.
- Past performance is no guarantee of future returns. The value of investments in foreign currency may change due to changes in exchange rates.
- The performance of the investment is not guaranteed. This means that the value of the investments may go up or down.
- Any income distribution by investment funds will be reinvested in the investment funds concerned, within 21 days of declaration.
- The investment is subject to a 28 day clearing period and you will not be allowed to repurchase during this period.
- Investments are held in the name of an independent nominee, Axis Nominee (Pty) Ltd.
- Investments are administered subject to the terms and conditions stipulated by the providers.
- To ensure compliance with prescribed investment limits, the Fund reserves the right to change your investment's composition at any time. Should your investment exceed these limits, we will switch a percentage of your noncompliant investment into the Sanlam Investment Management Money Market Fund.
- Glacier has the right to close any investment fund for new investments at any time, and to direct all investment instructions in respect of investment funds that are closed for new business, to the Sanlam Investment Management Money Market Fund.
- Investment funds might close or become unavailable. If your investment is affected, we will provide you with the option to switch to any other collective investment funds available. If you do not select another fund within the prescribed time period the units will be switched into a money market fund with the highest value in your investment. The Sanlam Investment Management Money Market Fund will be used should there be no money market fund in your investment.
- If an investment fund is removed from the Glacier platform as an available investment option, Glacier has the right to switch all investments in the investment fund to the Sanlam Investment Management Money Market Fund. However, we shall give you three months prior written notice.
- You choose normal South African Postal Service mail as the carrier of notices in terms of this contract.

Instruction times

- We will capture investment instructions on the Glacier system within three business days after receiving the completed application form and any other supporting documents we require.
- If investment instructions are captured on the system **before close of business at 16h00 on any business day (day 1)** we will forward the investment instruction to the collective investment manager on **the next business day (day 2)**. Generally, you **should receive the price determined for this day (day 2)**, depending on the collective investment manager. This is a general indication of the date when the price will be determined and is not enforceable.
- If more than one completed business day (period from 16h00 on any business day and ending at 16h00 on the next business day), elapses between the deposit date and the capture date, then either interest will be credited to the member's investments, or the transaction will be backdated, depending on the reason for the delay. All other interest will accrue to Glacier.
- If there is a transaction in progress (e.g. switches, new business, repurchasing, cost recoveries, debit order transactions, etc.) any investment instruction or request may be delayed until the existing transaction in progress has been priced.

Glacier is not responsible for

Glacier and/or the Fund are not responsible or liable for any damages or losses (including consequential losses) suffered by the Member due to:

- errors, actions or omissions by third parties providing the underlying investments;
- any time calculation standards, practices or procedures of these parties;
- any refusals of third parties to allow repurchases at a specific date or price;
- the acting by Glacier on any instructions or information received electronically;
- the failure of any mechanical or electronic devices or networks;
- any tax or levies imposed because of your participation in this investment;
- any delays in the processing an instruction because it was sent to the incorrect fax, postal or e-mail address.

9. Member authorisation and declaration

I authorise Glacier and/or the Fund to:

- accept and act on any instruction given by me or any person I have authorised in respect of this investment. This includes instructions sent and received by telephone, fax, e-mail or the internet.
- deduct sufficient amounts from my investment for the payment of fees and charges;
- give my personal details and details of this investment to companies with whom it has business arrangements;
- withdraw a repurchase instruction if a collective investment manager refuses to carry out the instruction and resubmit it the next business day.

Declaration

- I declare that I am aware of and accept the risks of the investment and know that I may suffer financial loss because of the risks (including capital loss).
- I warrant that all information I give in this application form and all documents signed by me are true, complete and accurate.
- I am responsible for the completeness and accuracy of all the information I have given.
- I understand that the information I have given forms the basis of contracts which are to be entered into with the third parties providing the relevant investment.
- In entering into this agreement, I am not relying on any warranties, representations, disclosures or expressions of opinion which have not been incorporated into this agreement.
- If I am granted membership of the Fund, I agree that all statements in this application form, together with any amendments thereof, will form the basis of my participation in the Fund. I accept and bind myself to the rules of the Fund, as well as any conditions of the Fund set by the Board of Trustees.

Signature of member _____ Date _____ (ddmmccyy)

Initials and surname of member _____

Signature of parent/
guardian (if applicable) _____ Date _____ (ddmmccyy)

Initials and surname of parent/guardian _____

10. Definitions

Anniversary date

The annual anniversary of the inception date.

Business day

A business day is any day other than a Saturday, Sunday or a South African public holiday.

FSP

A financial services provider.

Investment amount

The amount received into the fund's bank account and/or the value of units transferred to Glacier.

Inception date

The date on which the investment is captured on the Glacier system.

Investment date

The date on which the net investment amount is invested in the investment options you selected.

Nominees

The person(s) you nominated to receive the fund benefit or a portion thereof on your death. However, the Board of Trustees will determine how the benefits will be allocated.

Participatory interest

The proportion that an investor owns in a collective investment scheme portfolio.

Regulation 28 requirements

The prescribed asset class exposure limits as set out in Regulation 28 of the Pension Funds Act.

The Fund

Personal Portfolios Retirement Annuity Fund. With reference numbers as follows:

- South African Revenue Services: 18/20/4/39519
- Financial Services Board: 12/8/35099

The rules of the fund can be found at www.sanlam.co.za