



# SWITCHING FORM

#### **TO REDEEM UNITS FROM ONE FUND TO INVEST IN ANOTHER FUND**

## **IMPORTANT INFORMATION**

1. Please complete all the relevant sections and sign sections 6 and 8.
  2. The completed form and supporting documentation (see below) can be scanned and emailed to **OMNAMUTTRANS@oldmutual.com**, or handed in at any Old Mutual branch. Illegible and incomplete forms may lead to delays. Contact our Service Centre at **(061) 239 513/522** for any queries.
  3. Your investment will be made once we have received the completed form and supporting documentation and your money reflects in the correct bank account.
  4. Once your account has been opened, you can register via **www.oldmutual.com.na** to view your portfolio.
  5. Old Mutual Unit Trust Management Company Namibia Limited will henceforth be referred to as Old Mutual Unit Trust.

## **SUPPORTING DOCUMENTS (REQUIRED)**

## 1. Account Holder Documentation

### Namibian ID or Passport Holders

- Copy of Namibian ID document or Namibian Passport

### **Foreign ID or Passport Holders**

- Copy of Foreign ID document or Passport
  - Proof of Residential address (not older than 3 months)  
(e.g. Utility bill in the account holder's name, Cell phone contract or Fixed line account, Formal lease agreement)

**Contributions exceeding N\$ 250,000.00 or monthly contributions exceeding N\$ 6,000.00 p/m (per Investor)**

- Payslip or Proof of Income (e.g. proof of incorporation of own business)

## **2. Documentation for person acting on behalf of Investor**

## Namibian ID or Passport Holders

- Proof of authority to act  
(e.g. power of attorney, full birth certificate for minors)
  - Copy of Namibian ID document or Namibian Passport

### **Foreign ID or Passport Holders**

- Proof of Authority to Act  
(e.g. power of attorney, full birth certificate for minors)
  - Copy of Foreign ID document or Passport
  - Proof of Residential address (not older than 3 months)

### **3. Proof of income for all clients investing with us.**

## **PROCESSING TIMES**

If all the requirements are met by 15h00 (13h00 for all transactions involving Money Market Unit Trusts), you will receive the same day's price. Otherwise the first working day's price will apply once all requirements have been met, with the same cut-off times applying. Processing time for all withdrawals/selling's will take approx. 2-3 working days dependent receiving bank account. Please complete this form using block letters and tick (✓) where appropriate.

## 1. INVESTOR DETAILS

I am investing: For myself  On behalf of a minor

**INDIVIDUAL IN WHOSE NAME INVESTMENT IS HELD**

Previous names, if any: \_\_\_\_\_

Title and first names: \_\_\_\_\_

Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Martial status:	Married <input type="checkbox"/>	Single <input type="checkbox"/>	Widowed <input type="checkbox"/>	Divorced <input type="checkbox"/>
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OLDMUTUAL

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**INVESTOR DETAILS** (continued)

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**2. SWITCHING DETAILS**

Please adhere to the minimum amounts stipulated for each fund.

FROM		TO	
FUND NAME	ACCOUNT NUMBER	FUND NAME	ACCOUNT NUMBER (if existing)

COMPLETE APPROPRIATE OPTION:		
All Units <input checked="" type="checkbox"/>	Specific Number of Units	N\$ Value

**Please note:** Should the initial charge of the fund you are switching to be higher than what was paid on the original investment, the investor will incur the difference.

**3. MONTHLY INVESTMENT PLANS**

Please tick (✓) appropriate option/s or complete the necessary details.

**3.1 CURRENT RECURRING INVESTMENT (SELECT ONE OPTION):**

	OPTION 1	OPTION 2	OPTION3	
FUND NAME	REMAIN	CANCEL	TRANSFER TO (fund name)	ACCOUNT NUMBER (if existing)

**3.2 ACTIVATE NEW RECURRING INVESTMENT**

Please activate a new monthly investment, debiting my bank account (as detailed) with a total of

N\$

Debit order date (select one):  1  3  7  15  20  27

PLEASE ALLOW AT LEAST 10 DAYS' NOTICE

Commencing month:  D  M  M  C  C  Y  Y

FUND NAME	ACCOUNT NUMBER	MONTHLY AMOUNT	ANNUAL DEBIT ORDER INCREASE (% or N\$ value)	Distributions** (to action) Payout or Reinvest
		N\$		
		N\$		
		N\$		

**4. AUTOMATED REGULAR WITHDRAWALS**

Please tick (✓) if appropriate:

Switch cashflow plan to new fund

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**5. DECLARATION**

I agree to accept the number of units sold to me by virtue of this application and I warrant that I have full power and authority to enter into and conclude this transaction, with the necessary assistance where such assistance is a legal requirement. I am aware that this product offers no cooling-off rights. I know that the cost of buying units includes an initial charge and that there are no guarantees on my capital. I acknowledge that there are further allowable deductions from the fund (e.g. an annual service fee) that impact on the value of my investment. I am satisfied that the facts provided are accurate and complete. I am aware of the fund's/funds' objectives, risk factors, the charges and income distributions, as set out in the fund fact sheet/s. I acknowledge that Old Mutual Unit Trust may borrow up to 10% of the portfolio to bridge insufficient liquidity. I have read and fully understood all pages of this application form. I hereby authorise Old Mutual Unit Trust to debit the account mentioned above in section 3 with the monthly amount/ lump sum specified. I hereby consent to Old Mutual Unit Trust transmitting the information or documentation provided by me in so far as may be needed to facilitate its day-to-day business, including sharing the information provided by me with national and international regulatory authorities and further consent to Old Mutual Unit Trust transmitting information required to discharge local or international regulatory obligations without further notice to me. I further authorise Old Mutual Unit Trust to accept instructions from me via facsimile (please delete if not applicable).

Date  D  D  M  M  C  C  Y  Y

Signature of Investor \_\_\_\_\_

**6. ACCEPTANCE OF ADVICE**

A I am solely responsible for my investment choices and their associated outcomes, and acknowledge that I have entered into this transaction without obtaining financial advice as that is my preference. As a result no initial charge will be levied on any investment of R300 (the general unit trust minimum) or more.

OR

B I hereby confirm that, where applicable, the relevant intermediary (adviser or broker) has satisfied me that he/she is authorised to render financial services in respect of this product.

Do you want to appoint this intermediary as your Preferred Servicing Intermediary (PSI) for all your future Old Mutual financial services needs?

YES, I appoint and give the PSI access to information on all my existing Old Mutual financial services products.

NO, I will complete an Intermediary Appointment Note (IAN) selecting my Service intermediaries of preference per category of business.

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**7. INSTRUCTION FOR PAYMENT OF ADVISER FEES (If applicable)**

**AN INITIAL ADVISER FEE** has been agreed as follows (subject to the maximums for each Unit Trust, stipulated on the Unit Trust fund fact sheet). The applicable amount will be deducted prior to the purchase of units.

% for equity/asset allocation Unit Trusts (max. 3.00%) which is  N\$

% for fixed income Unit Trusts (max. 0.60%) which is  (Note: If % and N\$ amount differ, the % holds.)

**ANNUAL ADVISER FEE**

In addition, you may elect to pay an ongoing annual adviser fee. This fee is negotiated between yourself and your adviser or broker, and is over and above the initial adviser fee stipulated above.

YES  NO

If yes, specify percentage  % (max. 1.00% p.a.) of your discretionary Unit Trust portfolio. Note that this instruction overrides all existing annual adviser fee agreements.

A from  Fund (one Unit Trust only)  UT (Unit Trust account number)

OR

B Proportionally across all my Unit Trusts.

This annual fee is calculated as a percentage of the value of your discretionary Unit Trust portfolio. The annual adviser fee is deducted monthly, through the sale of units from the nominated Unit Trust(s). If this fee is being paid from a single Unit Trust and there is at any time an insufficient number of units in the Unit Trust, the fee will automatically be deducted from your Money Market Fund, failing which, the largest Unit Trust in your portfolio. Where investments are held in more than one class in the same Unit Trust, the fee will be deducted from the class open to new business (unless the closed unit trust class is stipulated above). You will receive confirmation of the implementation of this fee, any adjustments made to the annual percentage or to the Unit Trust, as well as the cancellation thereof. This fee is based on an agreement between the client and the intermediary. Old Mutual Unit Trust is not a party to the agreement and will cancel the fee on the written instruction of either party. The fee will further be cancelled by a change in servicing intermediary. Old Mutual Unit Trust will change any erroneous instructions received, but will not rectify prior payments based on erroneous instructions.

Date  D  D  M  M  C  C  Y  Y Signature of investor \_\_\_\_\_

**8. DECLARATION OF ADVISOR/BROKER**

I, the undersigned, hereby declare and warrant that I am duly authorised to render financial services in respect of this product. All parties concerned have been identified and verified and all relevant documentation has been obtained and appropriate procedures have been applied in accordance with the Financial Intelligence Act, Act 13 of 2012.

Name of introducer

Branch

Intermediary/Broker code

Tel. no.

Introducer's e-mail address

Signature of Introducer \_\_\_\_\_

**FOR OFFICE USE:**

Name of Reviewer:

Signature of Reviewer \_\_\_\_\_

Staff code:

**SPECIAL INSTRUCTIONS**

**SWITCHING FORM****TO REDEEM UNITS FROM ONE FUND TO INVEST IN ANOTHER FUND****PLEASE NOTE****• Buying and selling requests**

For requests to be processed on the same day as submitted, all requirements must be met by 15h00 (13h00 for the Old Mutual Nedbank Namibia Money Market and Old Mutual Nedbank Namibia Corporate Funds). Such investments will be valued on the day after processing.

Direct Deposits/EFTs: Kindly email all proof of deposits to [OMNAMUTTRANS@oldmutual.com](mailto:OMNAMUTTRANS@oldmutual.com) and then contact the Service Centre to obtain your account number. This account number must appear on the electronic fund transfer or Standard Bank deposit slip. To obtain the same day's value, email confirmation of transfer or direct deposit to [OMNAMUTTRANS@oldmutual.com](mailto:OMNAMUTTRANS@oldmutual.com) before 15h00 (13h00 for Old Mutual Nedbank Namibia Money Market and Old Mutual Nedbank Namibia Corporate Funds).

**• Monthly and lump sum debit orders**

No debit order payments will be allowed on behalf of another person - except where parents/grandparents are investing on behalf of a minor, or where an investment is made on behalf of a spouse. The amount/s you specify will be deducted from your bank account automatically by debit order (please note that credit cards are not accepted). Old Mutual Unit Trust is under no obligation to accept debit orders below the stipulated minimums. Old Mutual Unit Trust reserves the right to cease debiting your account under certain circumstances.

**• Distributions**

Historical income distributions are available on each fund fact sheet.

**• Annual Adviser Fee**

This annual fee is calculated as a percentage of the value of your entire unit trust portfolio. The fee is deducted monthly, through the sale of units from the nominated fund/funds. If this fee is being paid from a single fund and there is at any time an insufficient number of units in the fund, the fee will automatically be deducted from the largest fund in your Namibia portfolio.

You will receive confirmation of the implementation of this fee, any adjustments made to the annual percentage or to the fund, as well as the cancellation thereof. This fee is based on an agreement between the client and the intermediary. Old Mutual Unit Trust is not a party to the agreement and will cancel the fee on the written instruction of either party. The fee will further be cancelled by a change in servicing intermediary. Old Mutual Unit Trust will change any erroneous instructions received, but will not rectify prior payments based on erroneous instructions.

**STATUTORY INFORMATION**

Unit trusts are generally medium to long term investments. Past performance is no indication of future growth. It is important that you are prepared for some shorter term fluctuations as your investment moves in line with the markets. Fluctuations or movements in exchange rates may cause the value of underlying international investments to go up or down. An initial charge (from 0,25% to maximum 5% of the investment amount) is included in the buying price of units. This charge may include commission (up to 3% of the investment amount). An annual service fee (from 0,6% to 1,5%) is calculated on the market value of the fund's assets (excluding income and permissible deductions) and deducted from the portfolio on a monthly basis. Further fees that may be deducted from the fund's portfolio are compulsory and bank charges, brokerage, marketable securities tax, other taxes and levies, custodian and trustee fees and audit fees. A schedule of fees and charges and maximum commissions is available from the company/intermediary. The daily price is based on the current value of the fund's assets plus income (minus expenses) divided by the number of units in issue. You can easily sell your investment at the ruling price of the day (calculated at 15h00 on a forward pricing basis). The Old Mutual Nedbank Namibia Money Market and Old Mutual Nedbank Namibia Corporate Funds unit prices are static and interest is declared daily at 13h00. The Namibia Enhanced Income Fund and Namibia Dynamic Floor Fund may be capped in order to be managed in accordance with their mandates.

**CONTACT DETAILS****Old Mutual Unit Trust Management Company Namibia Limited**

(Registration no. 94/288)  
PO Box 165, Windhoek, Namibia

Telephone: 061 239 513/522  
Compliance Department: 061 299 8000  
[www.oldmutual.com.na](http://www.oldmutual.com.na)  
Email: [NamibiaUnitTrust@oldmutual.com](mailto:NamibiaUnitTrust@oldmutual.com)

**JTC Fund Solutions RSA (PTY) Limited**

Registration – 2006/028378/07  
Block B Century Falls,  
Century Boulevard Milnerton,  
Century City, 7441

Professional indemnity and fidelity insurance cover is in place.

**CONDENSED DISCLOSURE**

The Old Mutual Group would like to offer you ongoing financial services and may use your personal information to provide you with information about products or services that may be suitable to meet your financial needs. The Old Mutual Group may use your information or obtain information about you for the following purposes:

- Underwriting
- Assessment and processing of claims
- Credit searches
- Verifying your identity
- Verifying and/or updating your personal information
- Claims checks (Industry Life & Claims Register)
- Tracing beneficiaries
- Fraud prevention and detection (including anti-money laundering screening)
- Market research and statistical analysis
- Audit & record keeping purposes
- Compliance with legal & regulatory requirements
- Sharing information with service providers we engage to process such information on our behalf or who render services to us. These service providers may be abroad, but we will not share your information with them unless we are satisfied that they have adequate security measures in place to protect your personal information.

You agree that Old Mutual may view, search and update your information.

You agree that your medical information and the answers to the Health and Lifestyle questionnaire may be shared with relevant third parties (including the adviser involved in this application). If, as a result of your health, a decision is taken to increase premiums, not to cover certain conditions or not to accept the application for cover, you agree to the reasons for this decision being shared with the adviser. You understand that if you do not agree this application for cover will not be processed.

You may access your personal information that we hold and may, under certain circumstances, also request us to correct any errors or to delete this information. In certain cases, you have the right to object to the processing of your personal information.

To view our full privacy notice and to exercise your preferences, please visit our website on  
[www.oldmutual.com.na/about-old-mutual/how-we-do-business/legal/privacy-policy](http://www.oldmutual.com.na/about-old-mutual/how-we-do-business/legal/privacy-policy)