

**Please complete this form using block letters and tick (✓) where appropriate.**

**To enable Old Mutual Unit Trusts (Pty) Ltd to process this change request form, please ensure that it is completed in FULL and that all required verification documentation is submitted together with this form.**

**IMPORTANT INFORMATION**

1. Please complete all the relevant sections
2. Submit the correctly completed form and supporting documentation to Old Mutual Eswatini's offices in Mbabane or fax it to (+268) 2404 5449. Illegible and/or incomplete forms may lead to delays. Contact our Service Centre on (+268) 2411 7800 if you have any queries
3. Your investment will be made once we have received the completed forms and documentation and your money reflects in the correct bank account

**SUPPORTING DOCUMENTATION REQUIREMENTS**

Buying and selling requests require at least proof of identity (e.g. barcoded ID/passport) and residential address (e.g. utility bill), unless we have your current documents on record. Please refer to the section at the end of this form entitled "Supporting Document Requirements" for further information. We cannot process your application without the relevant information.

**PROCESSING TIMES**

If all the requirements are met by 14:30 (12:30 for all transactions involving money market funds), you will receive the same day's price. Otherwise the first working day's price will apply once all requirements have been met, and the same cut-off times will apply.

**APPLICATION TO SELL UNITS**

I hereby apply for Old Mutual Unit Trust Managers to buy units from me as indicated below at the price applicable when all requirements are met. I hereby cede, assign all my rights, title and interest in and to the said units to Old Mutual Unit Trust Managers Ltd. All transactions are subject to the conditions of the relevant Trust Deed(s).

Unit Trust number

**1. INVESTOR DETAILS**
**Individual in whose name the investment is held**

Initials  Surname

Title  First names

Gender: Male  Female  Marital Status: Married  Single  Date of birth

ID/Passport number  Nationality

Occupation  Income Tax number

**Or full names of institutional investor in which the investment is held**

Company/entity name

Full name of authorised representative

**PROVIDE APPLICABLE CONTACT INFORMATION**

Tel: (H) Code  No.  (W) Code  No.

Fax Code  No.  Cellphone

Preferred method of communication: Email  Postal

Email address

Physical address  Postal code

Postal address  Postal code

**Investor details of person acting on behalf of an investor (parent/guardian)**

Initials  Surname

Title  First names

ID/Passport number  Date of birth

Tel: (H) Code  No.  (W) Code  No.

Fax Code  No.  Cellphone

Physical address  Postal code



## 5. YOUR BANK DETAILS

A recent bank statement (not more than three months old) must accompany this application form as confirmation of proof of bank details. No payment will be made to third parties (i.e. payments will only be made to the bank account in the name of the registered investor). Deductions cannot be made from credit cards. Debit orders can only be raised from your own account.

### BANK DETAILS FOR DEDUCTIONS (We will deduct this and all future payments from this account)

Initials of accountholder	<input type="text"/>	Surname of accountholder	<input type="text"/>
Name of bank	<input type="text"/>		
Branch name	<input type="text"/>	Branch code	<input type="text"/>
Account number	<input type="text"/>	Type of account: Current	<input type="checkbox"/> Savings <input type="checkbox"/> Other <input type="text"/>

### BANK DETAILS FOR PAYOUTS IF DIFFERENT FROM ABOVE (We will pay dividends, proceeds of sales and regular withdrawals into this account)

Initials of accountholder	<input type="text"/>	Surname of accountholder	<input type="text"/>
Name of bank	<input type="text"/>		
Branch name	<input type="text"/>	Branch code	<input type="text"/>
Account number	<input type="text"/>	Type of account: Current	<input type="checkbox"/> Savings <input type="checkbox"/> Other <input type="text"/>

## 6. ACCEPTANCE OF ADVICE

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 this is my preference. No initial adviser fee on any amount invested above the fund minimum.

OR

I hereby appoint and give the broker access to information on all my existing financial services products. I confirm that, where applicable, the relevant broker has satisfied me that he/she is authorised to render financial services in respect of this product.

## 7. INSTRUCTION FOR PAYMENT OF COMMISSION AND FEES TO BROKER (IF APPLICABLE)

Commission has been agreed as follows (subject to the maximums for each fund, stipulated in the fund fact sheet). The applicable amount will be deducted prior to the purchase of the units.

For equity/asset allocation funds (max 3.00%)	<input type="text"/>	%
For fixed interest funds (max 1.00%)	<input type="text"/>	%

## 8. DECLARATION BY BROKER

I, the undersigned, do hereby declare 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 verification procedures have been applied.

Name of introducer	<input type="text"/>		
Broker code	<input type="text"/>	Telephone Code	<input type="text"/> No. <input type="text"/>
Introducer's email address	<input type="text"/>		

### SPECIAL INSTRUCTIONS

Signature of broker

Date

## 9. CLIENT SIGNATURE

Date

## 10. STATUTORY INFORMATION

Unit trusts are generally medium to long term investments. Past performance is no indication of future growth. Shorter term fluctuations can occur 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. Unit trusts can engage in borrowing and scrip lending. The fund's TER reflects the percentage of the average Net Asset Value of the portfolio that was incurred as charges, levies and fees related to the management of the portfolio. A higher TER does not necessarily imply a poor return, nor does a low TER imply a good return. The current TER cannot be regarded as an indication of future TERs. A schedule of fees, charges and maximum adviser fees is available from the company. You may sell your investment at the ruling price of the day (calculated at 15:00 on a forward pricing basis. The Old Mutual Enhanced Money Market Fund unit price aims to be static but investment capital is not guaranteed. The total return is primarily made up of interest (declared daily at 13:00), but may also include any gain/loss on any particular instrument. In most cases this will merely have the effect of increasing or decreasing the daily yield, but in an extreme case it can have the effect of reducing the capital value of the fund. Specialist equity funds may hold a greater risk as exposure limits to a single security may be higher. A feeder fund is a portfolio that, apart from assets in liquid form, consists solely of participatory interests in a single portfolio of a collective investment scheme. A fund of funds unit trust invests only in other collective investment schemes, which may levy their own charges. Certain funds may be capped to be managed in accordance with their mandates. Different classes of units apply to these portfolios and are subject to different fees and charges.

## 11. 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 may include an initial charge plus GST, depending on the amount invested and whether or not I use an intermediary, 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 Trusts (Pty) Ltd Managers Ltd may borrow up to 10% of the portfolio to bridge insufficient liquidity. I have read and fully understood this application form. I hereby authorise Old Mutual Unit Trust Pty Ltd to debit the account mentioned above with the monthly amount/lump sum specified.

## 12. CONTACT DETAILS

### Old Mutual Unit Trusts (Pty) Ltd

Certificate of Incorporation No. 15032009

<b>Physical address</b>	Old Mutual Eswatini (Proprietary) Limited 4th Floor Public Services Pension Fund Building, Mhlambanyatsi Road, Mbabane, Eswatini
<b>Postal address</b>	PO Box 95 , Mbabane H100, Eswatini
<b>Telephone number</b>	(+268) 2411 7800
<b>Fax number</b>	(+268) 2404 5449
<b>Complaints</b>	Write to our Team Leader at the above address or call (+268) 2404 4189/5

### Old Mutual Investment Administrators (Pty) Ltd

(Registration no. 1988/003478/07)

<b>Physical address</b>	Mutualpark, Jan Smuts Drive, Pinelands 7405, South Africa
<b>Postal address</b>	PO Box 5408, Cape Town 8000, South Africa
<b>Telephone number</b>	+27 021 503 1770
<b>Fax number</b>	+27 021 509 7100
<b>Compliance Department</b>	+27 021 503 1770

Professional indemnity cover and fidelity insurance cover are in place.

Old Mutual Investment Administrators (Pty) Ltd is a third party administration and service provider to Old Mutual Unit Trust Managers Limited and is a licensed financial services provider.

## SUPPORTING DOCUMENTATION REQUIREMENTS

### PROOF OF RESIDENTIAL ADDRESS

Copies of one of the following documents will be considered proof of residential address:

- Utility bill\*
- Bank, building society or credit card statement\*
- Municipal rates and taxes invoice\*
- Mortgage statement from a bank or other recognised lending institution\*
- Current rent/lease agreement
- Telephone account\*
- Cellphone account\*
- Recent tax return
- Recent policy document, statement or valuation from another long term insurance company\*
- Recent client statement issued by a linked investment services provider
- Recent correspondence from a body corporate or share block association\*
- Current television licence
- Current motor vehicle or motorcycle licence
- Current short term insurance documents showing the risk address
- Recent payslip or salary advice\*

Note: Items marked \* must be less than 6 months old.

(MTN with regard to cell phone bills for example would provide a postal address and not a residential address)

## CLIENT IDENTIFICATION REQUIREMENTS

### INDIVIDUAL

- A copy of the customer's identity document or a copy of a valid passport
- A cancelled cheque or copy of a recent bank statement indicating the customer's banking details
- A signed and stamped letter from the Chief for those investors living in the rural areas with no street or postal address

### COMPANY

- A copy of the Certificate of Incorporation of the company (CM1)
- A copy of a Certificate of Name Change of Company, if applicable (CM29)
- A copy of a Notice of Registered Office and Postal Address (CM22)
- Proof of address (not older than 6 months)
- A copy of the Contents of Register of Directors, Auditors and Officers
- All of the above documents must contain a Registrar's stamp and must be signed by the company secretary
- A directors' resolution on a company letterhead authorising the signatory of the investment application form to make the investment on behalf of the company
- A list of authorised signatories on a company letterhead with sample signatures (with supporting copies of the signatories' identity documents). This list must state whether signatories can transact on their own or if all the signatories are required; and
- A cancelled cheque or copy of a recent bank statement indicating the customer's banking details
- Identification documents of any person or legal entity holding 25% or more voting rights in the company
- Written confirmation of the address and contact particulars of each manager, all authorised representatives and each person holding 25% or more of the voting rights in the company

### CLOSE CORPORATION

- A copy of the Founding Statement of the close corporation
- A copy of the Amended Founding Statement, if applicable
- All of the above documents must contain a Registrar's stamp and must be signed by an authorised representative
- Proof of address (not older than 6 months)
- A members' resolution on a close corporation letterhead authorising the signatory of the investment application form to make the investment on behalf of the close corporation
- A list of authorised signatories of the close corporation on a close corporation letterhead with sample signatures (with supporting copies of the signatories' identity documents and confirmation of address not older than 6 months). This list must state whether signatories can transact on their own or if all the signatories are required
- A cancelled cheque or copy of a recent bank statement indicating the customer's banking details

### TRUST

- A copy of the Trust Deed or Founding Document (a Will in the case of a testamentary trust)
- A copy of the updated Letter of Authority
- A resolution by the trustees authorising the investment with OMUT Eswatini and empowering those trustees, either individually or collectively, to transact with OMUT Eswatini
- A list of authorised signatories of the trust with sample signatures. This list must state whether signatories can transact on their own or if all the signatories are required; and
- Confirmation address and contact information for each member and authorised representative
- A cancelled cheque or copy of a recent bank statement indicating the trust's banking details (bank account must be in the trust's name)
- Confirmation of address and contact particulars for each trustee, the founder, and each beneficiary named in the Trust Deed
- Copies of Identity Documents of the founder, each authorised signatory and each trustee

### DECEASED ESTATE

- Copy of Letter of Executorship or Letter of Authority in terms of section 18 (3) from the Master of the High Court
- Where another person is acting on behalf of the executor, written Power of Attorney from the executor to act on the executor's behalf; and
- A cancelled cheque of the deceased estate or recent copy of the deceased estate's bank account statement indicating the customer's banking details
- Identity document and proof of address (not older than 6 months) of executor

### PARTNERSHIP

- A copy of the partnership agreement (if available)
- Copies of the partners' identity documents and proof of address not older than 6 months
- A resolution by the partnership authorising the investment with OMUT Eswatini and empowering those partners, either individually or collectively, to transact with OMUT
- A list of authorised signatories of the partnership on a partnership letterhead with sample signatures (with supporting copies of the signatories' identity documents plus proof of address not older than 6 months). This list must state whether signatories can sign on their own or if all the signatories are required
- A cancelled cheque or copy of a recent bank statement indicating the customer's banking details

### OTHER LEGAL PERSONS (e.g. CLUB, ASSOCIATION, CHURCH)

- The constitution or other founding document in terms of which the entity is created
- A list of authorised signatories on a club or association letterhead with sample signatures (with supporting copies of the signatories' identity documents and proof of address not older than 6 months)
- A resolution authorising the club or association to make the investment(s) and empowering those persons, either individually or collectively, to transact with OMUT Eswatini; and
- A cancelled cheque or copy of a recent bank statement indicating the customer's banking details

### GOVERNMENT INSTITUTION

- Municipalities: a special resolution by the Board of the city/town council authorising the town clerk to act on behalf of such council
- Statutory institutions: a copy of the act/statute stating the powers and duties of the authorised official
- Governmental departments: a copy of the act/statute pertaining to the department that indicates the Director-General as the authorised official who may act on behalf of the department
- If the above powers are delegated to another official, OMUT will require a certified copy of the document indicating the transfer of powers and duties, as well as a copy of the authorised person's identity document
- A cancelled cheque or copy of a recent bank statement indicating the customer's banking details

### FOREIGN COMPANIES

- Official document from the foreign regulator witnessing the incorporation, bearing the name, number and address
- Proof of address of the company reflecting the physical address of Eswatini operations
- ID documents of the manager and all authorised representatives
- A directors resolution on a company letterhead authorising the signatory of the investment application form to make the investment on behalf of the company
- A list of authorised signatories on a company letterhead with sample signatures. This should indicate if they make act alone or otherwise
- Identification documents of any person or legal entity holding 25% or more voting rights in the foreign company
- Written confirmation of the address and contact particulars of each manager, all authorised representative and each person holding 25% or more of the voting rights

