

**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 and sign the applicable sections
2. The transfer notice must be signed by both the Transferor and the Transferee in the presence of a witness. The Transferor is the person whose units are transferred from. The Transferee is the person who is being transferred to (person receiving units)
3. Submit the correctly completed form and supporting documentation to Old Mutual Swaziland's offices in Mbabane or fax it to (+268) 2404 5449. Illegible and incomplete forms may lead to delays. Contact our Service Centre on (+268) 2411 7800 if you have any queries
4. Complete the Additional and Monthly Investment Amendment Form, Switching Form or Selling Form for any additional changes

**SUPPORTING DOCUMENTATION REQUIREMENTS**

- Buying and selling requests require at least proof of identity (e.g. bar-coded ID/passport) and residential address (e.g. utility bill not older than 6 months), unless we have your current documents on record
- Please refer to the document entitled "Supporting Document Requirements" (available on our website) for further information
- The Anti-Money Laundering Act requires that documents have to be provided for every individual listed, including individuals acting on behalf of others
- Institutional investors must also supply "Self-certification of Exchange Control Compliance" documentation, if applicable
- We cannot process your application without the relevant information

**1. TRANSFER FROM (TRANSFEROR)**

**Please ensure that all the required supporting documentation is provided for every person listed on the form.**

Initials	<input type="text"/>	Surname	<input type="text"/>
Title	<input type="text"/>	First names	<input type="text"/>
ID/Passport number	<input type="text"/>	Nationality	<input type="text"/>
If passport, place of issue	<input type="text"/>		
Income Tax number	<input type="text"/>		

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

Company/entity name	<input type="text"/>
Full name of authorised representative	<input type="text"/>

**PROVIDE APPLICABLE CONTACT INFORMATION**

Tel: (H) Code	<input type="text"/>	No.	<input type="text"/>	Fax Code	<input type="text"/>	No.	<input type="text"/>	
Email address	<input type="text"/>							
Physical address	<input type="text"/>						Postal code	<input type="text"/>
Postal address	<input type="text"/>						Postal code	<input type="text"/>

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

Initials	<input type="text"/>	Surname	<input type="text"/>					
ID/Passport number	<input type="text"/>	Date of birth	<input type="text"/>					
Initials	<input type="text"/>	Surname	<input type="text"/>					
ID/Passport number	<input type="text"/>	Date of birth	<input type="text"/>					
Tel: (H) Code	<input type="text"/>	No.	<input type="text"/>	(W) Code	<input type="text"/>	No.	<input type="text"/>	
Fax Code	<input type="text"/>	No.	<input type="text"/>	Cellphone	<input type="text"/>			
Physical address	<input type="text"/>						Postal code	<input type="text"/>
Tel: (H) Code	<input type="text"/>	No.	<input type="text"/>	(W) Code	<input type="text"/>	No.	<input type="text"/>	
Fax Code	<input type="text"/>	No.	<input type="text"/>	Cellphone	<input type="text"/>			

## 2. DETAILS OF TRANSFER

ACCOUNT NUMBER	UNIT TRUST NAME	TRANSFER DETAILS		
		No. of Units	OR	Rand Value
			R	
			R	
			R	
			R	

### MY EXISTING DEBIT ORDER DETAILS RELATING TO THE ABOVE ACCOUNTS

UNIT TRUST NAME	ACCOUNT NUMBER	DEBIT ORDER (✓ to action)	
		Cancel	Remain

I hereby apply to transfer the number of units or the number of units equivalent to the rand amount at the date of transfer, to the Transferee. I, the Transferor, hereby warrant that I have full power and authority to enter into and conclude this agreement. In the case of transfers from a minor child, the guardian hereby indemnifies Old Mutual Unit Trusts against any claim by the minor child as a result of the transfer of units.

Signed at  on this  day of  20

Signature of Witness

Signature of Transferor

Address of Witness

  


Name of Transferor

Capacity

## 3. TRANSFER TO (TRANSFEEE)

I, the Transferee, hereby agree to accept and take the said units subject to the provisions of the Trust Deeds. No initial charges are incurred on the transfer of units. I acknowledge that I will incur an annual service fee applicable to the fund(s).

Do you already have an Old Mutual Unit Trusts investment?

YES  NO

If Yes, please provide Unit Trust number

Initials  Surname

Title  First names

Relationship to Transferor

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

ID/Passport number  Nationality

If passport, place of issue

Income Tax number

### Or full names of institutional investor

Company

Company name (if applicable)

### 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



## 6. DECLARATION BY ADVISER/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

Branch  Intermediary/Broker code

Telephone Code  No.

Introducer's email address

### SPECIAL INSTRUCTIONS

Signature of introducer

Date

## 7. STATUTORY INFORMATION

Unit trusts are generally medium- to long-term investments. Past performance is no indication of future performance. 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 commissions is available from Old Mutual Unit Trust Managers Ltd (OMUT). You may sell your investment at the ruling price of the day (calculated at 15:00 on a forward pricing basis and 17:00 at month-end for Old Mutual RAFI® 40 Tracker Fund, Old Mutual Top 40 Fund and SYmMETRY Equity Fund of Funds). The Old Mutual 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.

## 8. CONTACT DETAILS

### Old Mutual Unit Trusts (Pty) Ltd

Certificate of Incorporation No. 1503\2009

**Physical address** Old Mutual Eswatini (Proprietary) Limited  
4th Floor Public Services Pension Fund Building,  
Mhlambanyatsi Road, Mbabane, Eswatini

**Postal address** PO Box 95, Mbabane H100, Eswatini

**Telephone number** (+268) 2411 7800

**Fax number** (+268) 2404 5449

**Complaints** 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)

**Physical address** Mutualpark, Jan Smuts Drive, Pinelands 7405, South Africa

**Postal address** PO Box 5408, Cape Town 8000, South Africa

**Telephone number** +27 021 503 1770

**Fax number** +27 021 509 7100

**Compliance Department** +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.

