



## Section 5: Investment portfolio choice

### Section 5a: Investment portfolio choice: Momentum Lifestages portfolio

To be completed by a member who wishes to move to a Momentum Lifestages portfolio.

Provider

Entrepreneur

Momentum Lifestages portfolio 100%

Momentum Lifestages portfolio 100%

Momentum Passive Lifestages portfolio 100%

### Section 5b: Investment portfolio choice: Any other portfolio selection excluding Momentum Lifestages portfolios

To be completed by a member if the portfolio selected is not one of the Momentum Lifestages portfolios.

#### (i) Retirement savings account

Please switch the amount in my **retirement savings account** as follows:

From: Name of investment portfolio/s	Percentage allocation

To: Name of investment portfolio/s	Percentage allocation

Please note that a market value adjuster may be applied under certain conditions when you switch out of the Momentum StableGro portfolio and the Momentum Multi-Manager Smooth Growth Fund Global.

Please note that when you are switching in Rands, as opposed to percentages, if the amount you are switching exceeds 90% of the current value of that portfolio, then you should rather select the percentage allocation.

#### (ii) Future contributions

Please switch my **future contribution investments** as follows:

From: Name of investment portfolio/s	Percentage allocation (must add up to 100%)

To: Name of investment portfolio/s	Percentage allocation

## Section 6: Insurance benefit choice

Before you make your choice please refer to the table below indicating the insurance benefits that are available under each product option. Also refer to your benefit statement to familiarise yourself with your benefits. The information on the new insurance benefits will be shown on your benefit statement after the next monthly contribution reconciliation cycle has been finalised. Your benefit statement is available on the website [www.momentum.co.za/fundsatwork](http://www.momentum.co.za/fundsatwork) if you are registered or by phoning the client contact centre on 0860 65 75 85.

Insurance benefits under Provider or Entrepreneur	Insurance benefits under Founder	Insurance benefits under Narrator
FlexiCovers lump sum death benefit or Life Eventing lump sum death benefit	Lump sum death benefit	Life Eventing lump sum death benefit
FlexiCovers income disability benefit	Income disability benefit	Income disability benefit
Family Protector Base and Plus	Family Protector Base	Family Protector Base
Critical illness benefit	Critical illness benefit	
FlexiCovers lump sum disability benefit or Life Eventing lump sum disability benefit	Lump sum disability benefit	
FlexiCovers disability income benefit		
FlexiCovers spouse's and children's pension benefit		
FlexiCovers income and lump sum disability benefit or Life Eventing income and lump sum disability benefit		
Spouse's death benefit		
Lump sum accidental death benefit		

6.1 If you are currently in the Founder product option and you are moving to the Provider or Entrepreneur product option, the following choices are available to you. Please choose one.

Life Eventing group life cover and Permanent health insurance	
Keep the benefits I currently have under the Founder product option	
Your employer's insurance benefit choice under the destination product option. Please consult your employer	

6.2 If you are currently in the **Narrator** product option and you are moving to the **Founder, Provider or Entrepreneur** product option, the following choices are available to you. Please choose one.

Move to the Founder option's benefits. Please discuss this with your employer to find out which Founder benefits are available under the employer's default option.	
Keep the Life Eventing and PHI benefits I currently have under the Narrator product option.	
Your employer's insurance benefit choice under the destination product option. Please consult your employer	

6.3 If you are currently in the **Provider or Entrepreneur** product option and you are moving between the **Provider and Entrepreneur** product options, the following choices are available to you. Please choose one.

Founder option's benefits. Please discuss this with your employer to find out which Founder benefits are available under your employer's default option.	
Life Eventing and PHI benefits under the Narrator product option.	
Your employer's insurance benefit choice under the destination product option. Please consult your employer	

6.4 If you are currently in the **Provider or Entrepreneur** product option and you only want to change your insurance benefit option, the following choices are available to you. Please choose one.

Founder option's benefits. Please discuss this with your employer to find out which Founder benefits are available under your employer's default option.	
Life Eventing and PHI benefits under the Narrator product option.	
Your employer's insurance benefit choice under the destination product option. Please consult your employer	

## Section 7: Declaration by member

I  (full names)

hereby declare that:

- All particulars furnished in this form are true and correct;
- I have "opted out" of the trustee choice portfolio (refer to note 11);
- I will remain "opted" out and none of the future instructions by the advisory body with regards to the product option and investment portfolio will apply to me, unless I switch back to the product option and investment portfolio selected by the Advisory Body;
- I will not hold the trustees of the Fund responsible for the performance of the portfolio/s in which I have selected to invest; and
- I have read and understood the terms and conditions listed at the end of this form.

Signed at

<b>Member's signature</b>	<input type="text"/>	<b>Date</b>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
---------------------------	----------------------	-------------	----------------------	----------------------	---	----------------------	----------------------	---	----------------------	----------------------	----------------------	----------------------

Completed form to be faxed to 012 675 3970 or emailed to [clientcontactcentre@momentum.co.za](mailto:clientcontactcentre@momentum.co.za). You may also log onto our website at [www.momentum.co.za/fundsatwork](http://www.momentum.co.za/fundsatwork) and make changes to your investments electronically.

## Section 8: Terms and conditions

1. Momentum FundsAtWork will process a valid instruction to switch a member's product option or investment portfolio within 7 working days after it has received the correct and valid instruction. Momentum FundsAtWork will process a valid instruction to change both the product option and investment portfolio within 14 working days after it has received the correct and valid instruction. In the event of bulk transaction instructions, Momentum FundsAtWork may need to structure it over a longer period, as agreed by the investment manager. A bulk transaction is where the total investments involved equals or exceeds the percentage of the portfolio's total assets specified by the specific portfolio manager.
2. Please ensure that you track this instruction via the website, [www.momentum.co.za/fundsatwork](http://www.momentum.co.za/fundsatwork). Please inform our client contact centre on 0860 65 75 85 within 20 working days of submitting this form if the instruction was not executed or executed incorrectly by Momentum FundsAtWork. Please note that after the expiry of 20 working days, Momentum FundsAtWork will not accept any liability or responsibility whatsoever for any losses incurred resulting from the incorrect execution of your instruction.
3. You may be requested to go for medical examinations should any of your insurance benefits change.
4. Any changes to insurance benefits will only be processed after the monthly reconciliation cycle has been finalised.
5. Please note that if a selected investment portfolio is capped, the switch instruction in this form will not be executed in its entirety.
6. Please note that a market value adjuster may be applied under certain market conditions when you switch out of the Momentum StableGro portfolio and Momentum Multi-Manager Smooth Growth Fund Global.
7. Momentum FundsAtWork will not be liable for any losses the member incurs if the information supplied is unclear, illegible or incorrect in any way.

8. An instruction will only be considered to be correct and valid if all of the following and such other requirements as Momentum FundsAtWork may determine from time to time are met:
    - The instruction must be in writing;
    - The instruction must be readable;
    - The instruction must be on the form and in the format decided on by the trustees of the Fund;
    - The form must be signed;
    - The portfolio that is chosen must be clear;
    - The portfolio that is chosen must be available;
    - The allocation between different portfolios must add up to 100% (where applicable);
    - The investment allocation following execution of the investment instruction must comply with Regulation 28 of the Pension Funds Act;
    - The instruction must be addressed to the person as specified by FundsAtWork, and
    - The instruction must be sent to the facsimile number or e-mail address as specified by Momentum FundsAtWork.
  9. The investment instruction can be submitted to the Momentum FundsAtWork in one of the following ways:
    - by fax;
    - via the on-line internet portal using the relevant user identification and security code;
    - by e-mail from the member;
    - by fax signed by a person legally appointed to act on the member's behalf if the member is incapable of signing an instruction because of injury, illness or mental incapacity; and
    - by fax signed by the member's financial adviser, or via the internet by the member's financial adviser, using the relevant user identification and security code, as long as Momentum FundsAtWork has been provided with a mandate from the member authorising the financial adviser to act on his behalf and Momentum has approved such financial adviser.
  10. If for whatever reason Momentum FundsAtWork does not receive correct and valid instructions, the instruction will not be executed and the retirement savings account balances and future contributions of the member will be kept in the current investment portfolio, or, if no investment portfolio was previously chosen, it will be placed in the trustee choice portfolio under the Provider option.
  11. A member can opt out of the product option and investment portfolio that the advisory body selected. None of the future instructions by the advisory body pertaining to the product option and investment portfolio will apply to the member, unless the member switches back to the product option and investment portfolio selected by the advisory body.
-