

FundsAtWork Umbrella Funds Savings component investment option form

Member number

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Fill in this form in the fields provided. Use the tab key to move from one field to the next.

If you belong to both the FundsAtWork Umbrella Pension Fund and the FundsAtWork Umbrella Provident Fund, you must complete two separate forms.

You may also log onto our website at www.momentum.co.za and provide us with your switching instructions electronically.

Section 1: Employer and Fund details

Name of Fund	<input type="checkbox"/> FundsAtWork Umbrella Pension Fund	<input type="checkbox"/> FundsAtWork Umbrella Provident Fund
Name of employer	<input type="text"/>	
Group code	<input type="text"/>	

Section 2: Member details

Employee number	<input type="text"/>		
Title	<input type="text"/>	Initial(s)	<input type="text"/>
First name(s)	<input type="text"/>		
Surname	<input type="text"/>		
Date of birth	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
ID/passport number	<input type="text"/>		
Passport country of origin	<input type="text"/>		
Cellphone number	<input type="text"/>	Alternative number	<input type="text"/>
Email address	<input type="text"/>		

Section 3: Savings component investment option

Section 3a: Opt into the default Savings Component Money Market Portfolio

Switch the current retirement savings in my savings component, and invest all future contributions in my savings component to the default Savings Component Money Market Portfolio.

Section 3b: Switch the retirement savings in your savings component back to the investment portfolio(s) of your vested and retirement components

Switch the retirement savings in my savings component, and invest my future contributions in my savings component from the Savings Component Money Market Portfolio to the same investment portfolio(s) as my vested and retirement components.

Section 4: Declaration by member

I, (full names)

declare that:

- all information provided in this form is true and correct.
- after looking for the relevant financial and investment advice, the option shown in this form are my final switching instructions.
- I will not hold the trustees of the Fund responsible for the performance of the investment portfolio(s) I choose to invest in.
- I acknowledge that the Fund and its administrator, Momentum Corporate, will not be liable for any losses that I may incur if the information supplied is unclear, illegible or incorrect in any way
- I will track this instruction via the website, www.momentum.co.za and I will inform the Momentum Corporate 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. I acknowledge that after the expiry of 20 working days, neither the Fund, nor its administrator will accept any liability or responsibility whatsoever for any losses incurred as a result from the incorrect execution of my instruction.
- I have read and understood the notes in section 5.

I agree that the Fund and its administrator, Momentum Corporate may process all information that I provide in this form. I understand that the information will be processed according to the Protection of Personal Information Act, 2013 and Momentum Corporate's strict policies on protecting the confidentiality of my personal information.

[Click here to read the Fund's privacy notice.](#)

Signed at

Member's signature	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Section 5: Notes

1. A money market portfolio is a conservative portfolio with lower market volatility. This means that it is not impacted by market fluctuations as much and you will have more certainty about the amount you can withdraw in a financial emergency.
2. If you keep the money in your savings component invested in the same portfolio(s) as the rest of your retirement savings in your vested and retirement components, you could benefit more from investment returns over the long term.
3. Switching the money in your savings component to the default Savings Component Money Market Portfolio:
 - All the future contributions to your savings component will also be invested in the default Savings Component Money Market Portfolio as this option cannot be split.
 - If you have a pension-backed home loan, the portion of your savings component that is used as surety for the loan will not be affected by this switch and will remain invested in the Housing Loan Default Portfolio.
 - Your choice will not affect your investment choice for your vested and retirement components, and it will remain as is.
4. You may elect at any time to switch the retirement savings in your savings component back to the same investment portfolio(s) that your vested and retirement components are invested in.
5. Momentum Corporate will process a valid instruction to switch your chosen investment portfolio within 7 working days after we have received the correct and valid instruction.
6. An instruction will only be considered to be correct and valid if all of these and such other requirements as determined by the Fund and its administrator, Momentum Corporate, from time to time are met:
 - The instruction must be readable.
 - The form must be signed.
 - It must be clear which portfolio(s) you choose.
 - The allocation between different portfolios must add up to 100% (where applicable).
 - The investment allocation following the execution of the investment instruction must comply with Regulation 28 of the Pension Funds Act.
7. If we receive a divorce order and/or a maintenance order that will result in a deduction as stipulated in section 37D(1)(d) of the Pension Funds Act before we receive an investment instruction, we will not process the investment instruction until the deduction has been made or the expiry of 120 calendar days, whichever is earlier.
8. When investing in portfolios that offer capital guarantees, a market value adjuster (MVA) might apply when moving assets out of these portfolios. An MVA is an exit penalty which may be deducted from your retirement savings to protect the interests of the remaining members. This is mainly due to market fluctuations. If you are invested in a portfolio with an MVA, this means you could receive less than the value reflected on your benefit statement if you change your portfolio.

If you are uncertain if an MVA applies to your current investment portfolio(s) please check your benefit statement.

Options to sign the form:

1. Print out the form, sign and scan it and send it back via email to momentumcorporateclient@momentum.co.za.
2. Place your scanned signature in the signature block.
 - Store your scanned signature in a safe place on your computer.
 - Select the 'comments' tab from your menu in Adobe.
 - Select the 'add stamp' icon.
 - Select custom stamps.
 - Create custom stamps.
 - You can now browse and upload your signature to save it as a custom stamp under 'sign here' in Adobe.
 - You can now go back to your 'stamps' icon and select 'sign here' and select your saved signature.
 - Place it in the document and save the document.

When you want to print the form to complete by hand you can turn off the field highlights by selecting the "highlight existing fields" on the top right hand corner of your screen.