

FundsAtWork Umbrella Funds

Changes to product option and investment portfolio (Advisory Body)

To help you make an informed decision, please read the relevant minimum disclosure document, also known as a fund fact sheet, for each of the collective investments schemes (unit trusts) which members are invested in for this portfolio. These documents explain the nature and risk profile of the collective investment scheme's investment portfolio and highlight possible risks associated by investing in that portfolio. As this information can change, please make sure that you have the most recent minimum disclosure documents. You can get these from your financial adviser or investment manager. They are also available on the websites of the specific collective investment scheme manager.

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

Section 1: Employer details

Employer's full name/s

Type of fund

Section 2: Advisory body choice

The changes requested in this form are applicable to:

If the changes are applicable to a selection of members, please attach an annexure with the details of the members whose option choice or investment choice are affected. Please include the details as shown in the template below:

Title	Initial/s	First name	Surname	ID Number

Section 3: Product option choice

To be completed by the advisory body on behalf of members.

Please indicate which product option the members are currently in and which product option they wish to move to.

From:

To:

If Founder is chosen, please complete section 4.

If Provider or Entrepreneur is chosen, please complete the applicable part of section 5.

Investing in portfolios that offer no capital or performance guarantees have varying degrees of market risk. In times of poor investment market performance, it is possible that capital losses may occur.

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 account to protect the interests of remaining members. This can happen mainly due to market fluctuations. If the members are invested in a portfolio with an MVA, this means they could receive less than the value reflected on their benefit statements if you change their portfolio. An MVA may apply in the following instances:

- when all the members with a particular employer elect to exit the portfolio due to moving to another fund or due to liquidation or,
- when an individual member chooses to move to a new investment portfolio.

If you are uncertain if an MVA applies to the members' current investment portfolio/s please check their benefit statement.

Section 4: Investment portfolio change (to be completed if Founder applies)

To be completed by the advisory body on behalf of members belonging to the Founder option.

Section 5: Investment portfolio change (to be completed if Provider or Entrepreneur applies)

Section 5a: Investment portfolio choice: Momentum Lifestages portfolio

To be completed by the advisory body on behalf of members belonging to the Provider and Entrepreneur options, who wish to move to a Momentum Lifestages portfolio.

Provider <input type="checkbox"/>	Entrepreneur <input type="checkbox"/>
<input type="text" value="Momentum Enhanced Lifestage"/> <input type="text"/>	<input type="text" value="Momentum Enhanced Lifestage"/> <input type="text"/>
<input type="text" value="Momentum Target Lifestage"/> <input type="text"/>	<input type="text" value="Momentum Target Lifestage"/> <input type="text"/>
<input type="text" value="Momentum Classic Lifestage"/> <input type="text"/>	<input type="text" value="Momentum Classic Lifestage"/> <input type="text"/>
<input type="text" value="Momentum Default Lifestage"/> <input type="text"/>	<input type="text" value="Momentum Passive Lifestages portfolio 100%"/> <input type="text"/>

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

To be completed by the advisory body on behalf of members belonging to the Provider and Entrepreneur options if the portfolio selected is not one of the Momentum Lifestages portfolios.

(i) Retirement savings account

Please switch the amount in the members retirement savings accounts as follows:

From: Name of investment portfolio/s	Percentage allocation	To: Name of investment portfolio/s	Percentage allocation

(ii) Future contributions

Please switch the future contribution investments as follows:

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

(iii) Group Specific Lifestages

Each member's retirement savings account and future contribution investments must be invested in the lifestage portfolio set out below.

Age bands (For example, 5 years to retirement)	Investment portfolio and asset management fee (For example Momentum Enhanced Factor 6 at 0.90%)	Percentage allocation (For example, 100%)

(iv) Section 14 transfer

Please invest the money transferred to Momentum FundsAtWork from another pension or provident fund (Section 14 transfer) as follows:

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

Section 6: Advisory body details

The following comprise the advisory body and are authorised to sign documentation in respect of the employer's participation in the Fund. **Please note that you may not have more employer representatives than member representatives.**

All the advisory body members should authorise this product option/ investment portfolio selection.

Passed at an advisory body meeting held on

D	D	-	M	M	-	2	0	Y	Y	at	
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The members have been fully informed, in writing, of the impact these changes will have.

If the advisory body members signing below differ from the information previously submitted or if no details were previously submitted to FundsAtWork, please also complete and submit the following form together with this instruction: MEB084 - FundsAtWork Umbrella Funds Advisory body change of details form

Member representatives

Name

Surname

Signature	<input type="text"/>	Signed at	<input type="text"/>								
		Date	<table border="1"><tr><td>D</td><td>D</td><td>-</td><td>M</td><td>M</td><td>-</td><td>2</td><td>0</td><td>Y</td><td>Y</td></tr></table>	D	D	-	M	M	-	2	0
D	D	-	M	M	-	2	0	Y	Y		

Name

Surname

Signature	<input type="text"/>	Signed at	<input type="text"/>								
		Date	<table border="1"><tr><td>D</td><td>D</td><td>-</td><td>M</td><td>M</td><td>-</td><td>2</td><td>0</td><td>Y</td><td>Y</td></tr></table>	D	D	-	M	M	-	2	0
D	D	-	M	M	-	2	0	Y	Y		

Name

Surname

Signature	<input type="text"/>	Signed at	<input type="text"/>								
		Date	<table border="1"><tr><td>D</td><td>D</td><td>-</td><td>M</td><td>M</td><td>-</td><td>2</td><td>0</td><td>Y</td><td>Y</td></tr></table>	D	D	-	M	M	-	2	0
D	D	-	M	M	-	2	0	Y	Y		

Name

Surname

Signature	<input type="text"/>	Signed at	<input type="text"/>								
		Date	<table border="1"><tr><td>D</td><td>D</td><td>-</td><td>M</td><td>M</td><td>-</td><td>2</td><td>0</td><td>Y</td><td>Y</td></tr></table>	D	D	-	M	M	-	2	0
D	D	-	M	M	-	2	0	Y	Y		

Section 7: 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. 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. 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. Please Note that if a selected portfolio is capped, the switch instruction in this form will not be executed in its entirety.
4. Momentum FundsAtWork will not be liable for any losses the member incurs if the information the advisory body supplies is unclear, illegible or incorrect in any way.
5. 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 Momentum FundsAtWork, and
 - The instruction must be sent to the facsimile number or e-mail address as specified by Momentum FundsAtWork.

Section 7: Terms and Conditions (continued)

6. The investment instruction can be submitted to 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 advisory body; or
 - where the administration system of the administrator allows for it, via voice-recorded transaction, subject to the terms and conditions determined by Momentum FundsAtWork.
 7. The instruction will not apply to a member who opted out of the product option and investment portfolio that the advisory body selected.
 8. If for whatever reason Momentum FundsAtWork does not receive correct and valid instructions, the instructions will not be executed and the retirement savings account balances, future contribution and transfer amount, if applicable, of the members will be kept in the current investment portfolio, or, if no investment portfolio was previously chosen, it will be placed into the Trustee Choice Portfolio under the Provider Option.
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When you sign this form by inserting a digital signature it confirms that the information provided is true and correct.

Options to sign the form:

1. Print out the form, sign and scan it and send it back via email to FAWAdmin@momentum.co.za or fax it to +27 (0)12 675 3970.
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.