momentum

Momentum Corporate Preservation Funds
Changes to product option and investment portfolio

Member number

Note: We recommend that you contact your financial adviser before you make any changes to your product option and investment portfolio.

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

Section 1: Fund details

Type of fund — Momentum Corporate Pension Preservation Fund ☐ Momentum Corporate Provident Preservation Fund ☐

Section 2: Member details

Title ______ Initial/s ______

First name

Surname

Date of birth D D - M M - Y Y Y Y

RSA ID — Yes ☐ No ☐ Identity / Passport number

Passport country of origin

Postal address

Postal Code

Residential address

Postal Code

Telephone - work ______ Fax ______

Telephone - home ______ Cell phone ______

Personal email address

Tax number ______ Tax Office ______

Section 3: Product option choice

To be completed if you want to change your product option.
Please indicate which product option you are currently in and to which product option you wish to move.
Before you make any changes to your product option make sure you know which option you are currently in. Refer to your benefit statement. Also refer to the brochure that explains the options available to you. This can be found on www.momentum.co.za.

From: Option 1 ☐ Option 2 ☐ Option 3 ☐ Option 4 ☐

To: Option 1 ☐ Option 2 ☐ Option 3 ☐ Option 4 ☐

I am not changing my product option; I am only changing my investment portfolio option ☐

Section 4: Investment portfolio choice

Section 4a: Moving to an investment portfolio under Option 1

To be completed by a member who is changing the investment portfolio to a portfolio available under Option 1. You can only select one of the Lifestages portfolios. No split funding is allowed and 100% of your money will be invested in the Lifestages portfolio that you choose.

☐ Living annuity lifestages 100%

☐ With-profits annuity lifestages (default choice) 100%

☐ Capital guaranteed lifestages 100%

☐ Inflation-linked annuity lifestages 100%

Section 4b: Moving to an investment portfolio under Option 2

To be completed by a member who is changing the investment portfolio to a portfolio available under Option 2. You can choose more than one portfolio. List all the portfolios and the percentage allocation that you want your retirement savings to be invested in.

Please invest my **retirement savings money** in the following investment portfolios:

Select the default option created by my previous employer ☐

Choose my own portfolio**s** ☐

Name of investment portfolio/s	% allocation

Section 4c: Moving to an investment portfolio available under Option 3.

To be completed by a member who is changing the investment portfolio to a portfolio available under Option 3. You can choose more than one portfolio. List all the portfolios and the percentage allocation that you want your retirement savings to be invested in.

Please invest my **retirement savings money** in the following investment portfolios:

Name of investment portfolio/s	% allocation

Section 4d: Moving to an investment portfolio available under Option 4.

To be completed by a member who is changing the investment portfolio to a portfolio available under Option 4. You can choose more than one portfolio. List all the portfolios and the percentage allocation that you want your retirement savings to be invested in.

Please invest my retirement savings money in the following investment portfolios:

Name of investment portfolio/s	% allocation

Section 5: Declaration by member

I ______________________ full names

hereby declare that:

- all particulars furnished in this form are true and correct, and
- I will not hold the trustees of the Fund responsible for the performance of the portfolio/s in which I have elected to invest.

Signed at ______________________

Member's signature ______________________ **Date** D D - M M - 2 0 Y Y

Completed form to be faxed to 012 675 3970 or emailed to fawpreservationfund@momentum.co.za.

You may also log onto our website at www.momentum.co.za/fundsatwork and make changes to your investments electronically.

Section 6: Terms and conditions

1. Momentum 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 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 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. 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. Please note that after the expiry of 20 working days, Momentum 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 will not be liable for any losses the member incurs if the information supplied 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 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;
   - It must be clear which portfolio you choose;
   - 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, and
   - The instruction must be sent to the facsimile number or e-mail address as specified by Momentum.
6. The investment instruction can be submitted to Momentum in one of the following ways:
   - by fax;
   - via the online internet portal using the relevant user identification and security code;
   - by email 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;
   - 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 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, or
   - where the administration system of the administrator allows for it, via voice-recorded transaction, subject to the terms and conditions determined by Momentum.
7. If for whatever reason Momentum does not receive correct and valid instructions, the instructions will not be executed and the retirement savings account balances and transfer amount, if applicable, of the member will be kept in the current investment portfolio.

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 fawpreservationfund@momentum.co.za, call 086 055 5572 or fax it to Fax +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.

submit form | save form | print

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