

UNIT TRUST SWITCH FORM

ALL INVESTORS - STANDARD INVESTMENT PRODUCT & TAX FREE SAVINGS ACCOUNTS

1. IMPORTANT INFORMATION

- Please send a signed completed form to clientservices@ipmc.co.za.
- The cut-off time for receipt of instructions is 14h30.

2. INVESTOR DETAILS

Investor name: _____

ID/Passport number (Individual Investors): _____

Entity Registration Number (Entity Investors): _____

IP Issued Investor Number (200xxxxxx): _____ IP Issued Account Number (300xxxxxx): _____

Contact telephone number: _____ Email address: _____

3. FUND SWITCH

This instruction relates to my existing investment in: Standard Investment Product ☐ Tax Free Savings Account ☐

An all units (100%) switch instruction, will result in a carryover of any debit order or regular withdrawal in effect for that investment

The retail fund class will apply by default. Other classes are available subject to approval.

SWITCH FROM FUND	FROM A/c number (300xxxxxx)	Switch Out value R or %	SWITCH TO FUND	TO A/c number (To be opened or 300xxxxxx)

4. DECLARATION BY INVESTOR

I understand and warrant that:

- I have understood the information provided and confirm that I have received the Minimum Disclosure Document/s (MDD).
- I will be bound by the provisions of this application form. If, on the date of signature an updated application form exists and the fees and / or terms and conditions are different on that form, the updated application form will apply.
- where this application form is signed in a representative capacity, I have the necessary authority to sign.
- I will notify IP immediately if my tax details or equivalent classifications changes in the future, or if there are any changes in circumstances that may impact my tax residency status. I acknowledge that IP may be required to submit my tax information provided to SARS who may share it with your local tax authority to adhere to the Foreign Accounts Tax Compliance Act ("FATCA"), the Organisation for Economic Co-operation and Development ("OECD") and Common Reporting Standard ("CRS").
- I indemnify and hold IP harmless against any claim of whatsoever nature, which I may have, resulted from conducting business by telephone, facsimile, email, website or any other electronic means. I hereby consent to IP taking any security precautions it may deem necessary to proceed with my application. IP shall, at its discretion, have the option to pay or collect any amounts (provided that I/we owe the amount to IP), via the Automated Clearing Bureau or EFT.
- I will remain responsible for ensuring that my contact information is kept up to date.
- I consent to IP using my personal information to facilitate tracing where required in the future. The consent will allow the sharing of personal information and ensure compliance with the Protection of Personal Information legislation.
- I consent to any direct administration, tracing and management costs associated with unclaimed assets to be recovered by a deduction from the value of the investment.
- I confirm acceptance of all Disclosures, Terms & Conditions and Policies, as set out in www.IPMC.co.za and as updated from time to time.
- I have been informed of the information produced in the EAC calculator found on www.IPMC.co.za/effective-annual-cost
- I will notify IP immediately if there are any changes in circumstances relating to status of prominent influential person, close associate connected to a prominent person or immediate family member of a prominent person.
- I/We consent to the processing of my/our personal information by IP in accordance with the www.IPMC.co.za/Privacy Policy
- I/We acknowledge and accept that it is my/our responsibility to ensure that this form has been completed correctly and fully and confirm that I/we are not signing it with any section left blank, except where a section has been struck through where not applicable. IP Management Company RF (Pty) Ltd shall not be liable for any loss or damage that I/we may suffer on account of incorrect or fraudulent information later inserted or of any unauthorised amendments to this form

Investor Signature: _____ Date: _____

5. TERMS AND CONDITIONS

1. The application form and the Deed will form the agreement between the investor and IP Management Company (RF) Pty Ltd, an authorized Manager of a Collective Investment Scheme in Securities in terms of the Collective Investment Schemes Control Act, 45 of 2002 ("the Act"). The Deed is available for viewing at the registered office of the Manager.
2. Collective Investment Schemes in Securities (CIS) are generally medium to long term investments. The value of units may go down as well as up and past performance is not necessarily a guide to future performance. CIS are traded at ruling prices and can engage in borrowing and scrip lending.
3. Commission and advisor fees may be paid as per your application. Please refer to the fund summary at the back of this application form for a list of the initial fees and annual management fees applicable to each collective investment portfolio.
4. All IP collective investment portfolios are valued and priced using forward pricing at 15h00 each business day with the exception of quarter end when valuation is at 17h00 and 20h00 for fund of funds and certain funds with significant investments in CIS.
5. Collective investment prices are calculated on a net asset value basis by determining the total market value of all assets in the collective investment portfolio scheme, including any income accruals, less any permissible deductions from the portfolio namely: brokerage fees, marketable securities tax, Value Added Tax, auditors' fees, bank charges, trustee and custodian fees, and the service charges of the manager. Please refer to the fund summary at the back of the application form.
6. Units will be repurchased by the manager at the ruling price calculated in accordance with the requirements of the Act and the relevant deeds and paid to the investor only. Subject to occurrences beyond the control of IP, transaction requests received by IP before 14h30 will be actioned at that day's price. Monies from the repurchase of units will not be paid to third party bank accounts.
7. Fluctuations or movements in exchange rates may cause the value of underlying international investments to go up or down.
8. The manager may borrow up to 10% of the market value of the collective investment scheme portfolio to ensure liquidity.
9. The fund(s) may engage in scrip-lending activities, subject to the limits and conditions imposed by the Act.
10. The IP collective investments portfolios may at any stage be closed to new/additional investments to enable the portfolios to be managed in accordance with their mandates. It may also stop your existing debit order investment.
11. IP reserves the right to repurchase unit balances with a market value less than the minimum monthly investment amount and close the investment account. Investors will be notified beforehand should this be contemplated.
12. If the investor requests a unit certificate, IP reserves the right to repurchase units from the investor in order to pay for the stamp duty payable in respect of the unit certificate and the net number of units will be certified.
13. The clearance period on investments made by debit order is 45 (forty-five) days, in line with ASISA and PASA (Payments Association of South Africa) guidance. Should a 100% redemption instruction be issued, IP will process a full redemption and retain the value of any uncleared units. Once cleared, the remaining monies will be paid over.
14. In the event that this application form is faxed or emailed to IP, the responsibility of ensuring that the instruction has been received and actioned by IP will lie with the instructor. A fax confirmation in the hands of the sender will not be regarded as proof that IP received a specific document. IP does not accept any liability and responsibility for having acted on a faxed document that on the face of it appears valid and the investor consequently bears the risk of fraud and/or forgery. IP reserves the right to only process instructions that are submitted on IP standard transaction forms. IP reserves the right to withhold processing of any unclear, incomplete or ambiguous requests forwarded by the investor / Authorised Representative. IP will not be liable for any damages or losses of whatsoever nature arising out of IP's failure to action this instruction due to occurrences beyond the control of IP. IP will not be liable for any loss incurred due to incorrect information being supplied by the investor or his/her Authorised Representative. This includes, but is not limited to, IP being unable to identify a deposit or transfer made to the respective IP bank account, for any reason whatsoever. Proof of payment and copies of all verification documentation requested must accompany this application form. IP will not be obliged to process this application form until it has received proof of payment and the verification documentation and IP will not be liable for any loss or damage of whatsoever nature arising from the inability of IP to process this application form due to the fact that the requirements of the Financial Intelligence Centre Act, 38 of 2001 ("FICA") have not been complied with. The investor indemnifies and holds IP harmless against any loss or damage which the investor may suffer as a result of any commission or omission by IP which is a result of an obligation imposed on IP by FICA.
15. SARS requires us to pay over Dividend Withholding Tax (DWT) on your behalf where applicable. We will deduct this tax before we pay any dividends to you or reinvest into your account. Unless we receive information from you indicating otherwise, we will be obliged to withhold the default DWT of 20%.
16. The Manager does not provide any guarantee either with respect to the capital or the return of a portfolio. Fund of funds and feeder funds invest in portfolios of other Collective Investment Schemes that levy their own charges, which could result in a higher fee structure for the fund of funds.
17. The Manager retains full legal responsibility for the Fund, regardless of Co-Naming arrangements.
18. Prices are published daily and available in newspapers countrywide, as well as on request from the Manager.
19. IP Management Company (RF) Pty Ltd is the authorised Manager of the Scheme – contact 021 673 1340 or clientservices@ipmc.co.za. Standard Bank is the trustee / custodian – contact compliance-IP@standardbank.co.za. Additional information including the annual report of the Manager and detailed holdings of the portfolio as at the last quarter end are available, free of charge, from clientservices@ipmc.co.za
20. IP Management Company (RF) (Pty) Ltd is a member of Association for Savings & Investment SA (ASISA).
21. Complaints should be in writing and clearly marked for the attention of the Compliance Officer and should be sent to clientservices@ipmc.co.za or faxed to 086 557 4848
22. IP reserves the right to restrict subsequent investment into a fund should the transacting behaviour of an investor be deemed to be to the detriment of the fund. This determination will be at the sole discretion of the Manager.
23. Investments will only be processed on receipt of monies and all documentation. No interest shall accrue to monies awaiting allocation or payment provided IPMC adheres to the timeline stipulated in the Act, the Deed and the application form / agreement with the investor. Transactions which are delayed will be managed in accordance with ASISA standards and our Treating Customers Fairly policy.
24. If the investment is cancelled after funds were deposited into our bank account, but before all relevant documentation (as required in terms of the Financial Intelligence Centre Act No. 38 of 2001) was submitted, IP shall be entitled to receive any such outstanding documentation prior to processing a refund.
25. If you are acting as a third party, proof of appointment (power of attorney, letter of executorship, guardian, discretionary mandate, etc) must be provided.
26. IP reserves the right to request additional information if client due diligence deems it necessary (as required in terms of the Financial Intelligence Centre Act No. 38 of 2001).
27. IP may amend any existing reinvestment option to pay-out, should a 100% redemption instruction be issued by the investor.
28. Investors should consult their financial advisor or seek professional Capital Gain tax advice before investing/transacting in a CIS product.

6. CONTACT DETAILS

Manager:	IP Management Company (RF) Pty Ltd is a licensed CIS Manager No. 915
Address:	1st Floor, Mariendahl House, Newlands on Main, Newlands, Cape Town, 7700
Telephone:	021 673 1340
Email:	clientservices@ipmc.co.za
Trustee:	Standard Bank of South Africa Limited
Address:	20th Floor, Main Tower, Heerengracht, Cape Town, 8000
Telephone:	021 441 4100
Email:	compliance-IP@standardbank.co.za
Investment Manager:	Emperor Asset Management (Pty) Ltd Reg. no 2010/019682/07 is a licensed Financial Services Provider No. 44978
Address:	16 th Floor, 25 Owl Street, Auckland Park, Johannesburg, 2092
Telephone:	087 940 6121
Email:	info@emperor.co.za