

UNISARF
Unisa Retirement Fund
Registration number: 12/8/31320

:alexforbes
insight · advice · impact

ALEXANDER FORBES FINANCIAL SERVICES (PTY) LTD
Registration number: 1969/018487/07 |
FAIS licence number: 1177
A licensed financial services provider

Institutional Funds Administration

Alexforbes, 115 West Street, Sandton, 2196
PO Box 787240, Sandton, 2146
Telephone: 0860 100 333 | **Fax:** +27 (0)11 263 2948
Email: zzswitches@alexforbes.com
Website: www.alexforbes.com/za/en

Member investment choice switch

The purpose of this form is for you to instruct us where to place your investment.

In this form:

- 'You' refers to the person named on this form as the member.
- 'We' and 'us' refer to the company in Alexforbes that is shown at the top of this form, who is also the administrator of your fund.
- 'Fund' refers to the fund that you are a member of.

About new investments

You should get financial advice before you make these important decisions, in particular if you decide to choose your own investment portfolios. If you have any questions, you can contact Alexforbes (details at the top of this form). You can also ask us for brochures about the fund investments and the investment portfolios offered to members.

Key points to understand about this form

You should sign the form only if you agree to all the terms and conditions in it. The form is part of your contract with us. You must make sure that all the information is correct and that all parts of the form are complete. We have the right to treat the information given in the form as accurate and complete. If you make changes to what you have already filled in, you must sign next to each change.

Follow these steps

1. You need to fill out the form. You do have the option of filling in this form electronically and printing the electronic version of the form to be signed.
2. You must sign the form and date it.
3. Keep the first and second pages to refer to for any queries.

Personal information, privacy and security

FIND OUT how we protect your personal information, privacy and security.

Alexforbes is not responsible for any loss you or anyone else may suffer if important information is left out of this document.

How to contact us

If you want to ask us if we have your personal information, you can contact us at the telephone number shown at the top of the form.
If your personal information is incorrect, we will change it if you make us aware of this.

If you have a complaint

We would like to hear from you if you have a complaint:

- Visit us in person at any of our offices.
- Email **contactus@alexforbes.com**.
- Phone 0860 000 279 or +27 (0)11 669 7026 if you're outside South Africa.
- Follow our complaints process at **www.alexforbes.co.za/contactus/complaints.aspx**.

If you need more information

Please contact us if you have any questions or if you need more information.

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Member investment choice switch

Name of fund

University of South Africa Retirement Fund

About your employer

Name of employer

Name of section, division or paypoint

About you (the member)

Please fill in all the information in this section. If there are any changes to your personal particulars, please write to let us know.

Personal and contact details

Surname

First names

Maiden name

Title ☐ Prof ☐ Dr ☐ Mr ☐ Mrs ☐ Ms ☐ Other (specify)

ID or passport number

Country of issue

Date of birth D D M M Y Y Y Y

Employee number

Residential address (this is the address where you live most of the time)

Unit number

Complex

Street number

Street or farm name

Suburb

City or town

Country

Code

Postal address

Code

Contact details

Home number

Work number

Cell number

Email

Investment portfolio options

There are three options for choosing your investment strategy:

- **Option 1** – **Nominate your intended retirement age**
  If you are currently an own choice member and you want to revert back to the LifeStage model, please complete this section.
  I wish to nominate my intended retirement age as (tick appropriate box):

  ☐ 55 years ☐ 60 years ☐ 65 years

- **Option 2** – **Investing in the default investment strategy (LifeStage Model)**

  ☐ Tick this box to instruct us to invest your ongoing contributions in the default strategy chosen by the Board of Fund.

- **Option 3** – **Own choice portfolio**
  Only complete this section if you wish to follow an own choice investment strategy

Investment portfolio

Investment portfolio	Main account	
	% Fund credit	% Future contributions
UNISARF Inflation Target portfolio (UL)		
UNISARF Stable portfolio (UL)		
UNISARF Income Protection portfolio (UL)		
UNISARF Shari'ah portfolio (UL)		
Total (must add up to 100%	**100%**	**100%**

Initial here

Important notes

Sending the switch form

An email delivery receipt is not proof that Alexforbes has received the switch form from you. If you have not received confirmation (by sms or email) within five (5) working days that your switch form has been received, please contact Alexforbes contact centre on 0860 100 333.

You need to make sure that Alexforbes has received the switch form. If you have not received confirmation (by sms or email) within five (5) working days that your switch form has been received, the switch instruction may not take place.

Conditions regarding switching

Please refer to the Fund's Switching Rules and ensure that the election is made in accordance with the options available to the Fund and its Specific Investment Portfolios. Please note that certain Investment Portfolios have specific rules, such as notice periods and maximum amounts, these rules rank the highest in terms of priority and apply over and above the Fund's switching rules.

Switch fee to be charged

I understand that a switch fee of R560.16 (plus VAT) will be deducted from my Fund Credit as a result of an own choice switch instruction (Option 2 and 3). Please note that the switch fee is not applicable when you nominate a different retirement age – this switch instruction is free of charge (Option 1).

If you are entitled to the minimum retirement benefit, you lose this right should you at any time elect an own choice portfolio i.e. Option 3. Even if you subsequently elect to switch your fund credit back into the LifeStage model, you still will have no right to the minimum benefit. However, should you exercise an own choice option in respect of the Supplementary Account (comprising post-retirement medical aid contributions, additional voluntary accumulated balance and contributions and any other amounts as detailed in the Rules), you will still be entitled to your minimum benefit at retirement.

Time to make the switch

For your Switch Notification Form to be processed on the first day of the immediately ensuing month, the form must be returned by not later than the last business day of the month by e-mailing it to **zzswitches@alexforbes.com** or alternatively faxing it to fax number +27 11 263 2948.

Options you selected

If option 3 is selected, please complete Columns "Fund Credit" and "Future Contributions". (Note – A member may only choose a different election for "Fund Credit" and "Future Contributions" IF THE Fund's Switching Rules allow for it)

Confirming your switch has been made

Alexander Forbes will send you confirmation that your switch has been made within (20) workings working days after the cut-off date.

Check that the switch has been made properly

On viewing of the switch election change, it is important to ensure that the switch instruction has been actioned in accordance with your intention. Please inform Alexforbes (0860 100 333) within 60 days should you have any queries. Any failure on your part to notify Alexforbes within 60 days of your switch instruction of any errors and / or omissions will be deemed acceptance by you and neither the Fund, the Trustees, the Principal Officer of the Fund, the Participating Employer nor Alexforbes will be liable for any resultant loss.

If the switch form is not complete

If the switch form is not complete or not filled in correctly, Alexforbes may not be able to make the switch.

If the switch is not made

Alexforbes will maintain procedures for disaster recovery in the event of catastrophe. Alexforbes will have no liability for any loss that results directly or indirectly from a force majeure or from the lack of electricity supply or such other resources over which Alexforbeshas no control provided that Alexforbes has informed the Board of Trustees of the University of South Africa Retirement Fund of such force majeure event. Alexforbes will take all reasonable commercial steps to make sure that the switch takes place. If this does not happen because of an administration error, your money in the fund will be placed in the same position it would have been had the error not take place. This means that the money may be increased or decreased once the error has been corrected

View your switch election on Alexforbes(online)

Please view the result of the election change on Alexforbes (AF) Online, using the following address to connect to the website: **https://www.alexanderforbesonline.co.za**. Alternatively, should you not have access, please call the AF Online help line on 0860 100 333 to assist in the registration process to gain access.

Your declaration

By signing this form, you confirm that you have read and understood this form and agree with the terms.

1. You understand the risk profile of the investments you have chosen, and the consequences of your choices.
2. You have received financial advice (where appropriate) in choosing a portfolio if you filled in investment portfolio options.

What we are not responsible for (indemnity)
By signing this form, you agree that the Fund, the trustees of the fund, the principal officer of the fund, your employer and Alexforbes are not responsible (liable) for any claim arising from your investment choices.

No responsibility for events beyond our control (*force majeure*)
We are not legally responsible for any loss that you or any other person suffers resulting directly from circumstances beyond your or our control. Examples of these circumstances are including but not limited to natural disasters, poor weather, power outages, war, strikes and government intervention. This is referred to as *force majeure*.

We have taken reasonable measures to protect ourselves against these events and we have put in place technologies and processes that are designed to allow us to recover as quickly as possible if there is a disaster.

Your full name

Your signature _____

Date D D M M Y Y Y Y

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