

Reinvestment instruction form (Retirement annuity/Preservation fund)

Policy/Contract number

Important

1. This form must be signed by the fund member and co-signed by the spouse if married in community of property on/after 01/11/1984.
2. Attach a clear copy of the identity document (identity document, both sides of the smart ID card/driver's license or passport) of the fund member.
3. Attach proof of banking details (a bank statement, not older than three months).
4. We strongly suggest that you obtain a tax number from the South African Revenue Service (Sars) if you have not already done so.
5. You may not change any part of this form or the terms and conditions. When you correct any information you have completed, sign next to it.
6. Based on the information you provide, we may ask for additional information and documents.
7. If we cannot process any part of this application, we will inform you or your financial adviser.
8. This form is only valid for three months after the date of signature.

Contact person for requirements

If we cannot reach this contact person or if this section is not filled in, we will contact the fund member.

Name

Contact number Other

Email address

1: Fund member details

1.1. Personal details

Surname

Title Preferred name

Full names (As indicated on RSA identity document/passport/driver's licence)

Identity/Passport number

Issue date of passport Expiry date of passport

Country of issue

Nationality (ZA if South Africa) Country of birth (ZA if South Africa)

Citizenship (ZA if South Africa) If you hold dual citizenship, give the other country code

Date of birth Gender Male Female

Physical address

Unit number Complex

Street number Street name/Farm

Suburb/District

City/Town

Postal code Country code (ZA if South Africa)

Cell phone number Other

Email address

Language preference English Afrikaans

We will communicate by email. Do you prefer to receive communication by post instead? Yes No

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If "yes" and the postal address is different from the physical address above, we need the postal address.

Postal address

City/Town

Postal code

Country code

(ZA if South Africa)

1.2. Income tax details

Are you a registered taxpayer with the South African Revenue Service (Sars)?

Yes

No

If "yes", give your Sars tax number

If "no" give the reason

If you are currently or have been previously registered for tax in other countries, complete these details below.

Tax residence (country code)

Tax identification number (TIN)

1.3. Nature of business

What is the nature of your business that provides the money you use to sustain yourself on a day to day basis? You may have more than one source of income or wealth. We reserve the right to request proof of source of wealth, if needed.

Employed/Self-employed

Nature of business

Other

Specify

1.4. Source of funds for investment

The source of funds funding the transaction or investment will not always correspond with the source of income/wealth, e.g. an employed person may sell his/her property and invest the capital gained.

Salary/Remuneration

Name of employer

Business transaction

Nature of business transaction

Investment/Savings/Dividends

Source of capital/savings

Name of investment company

Account/contract number where the funds are held

Inheritance

Estate late name and relationship

Winnings

E.g. Lotto, casino or competition name

Other*

Specify

*E.g. sale of vehicle, sale of property, bonus from employer, dividends received, gift, donation, loan repayment from third party.

1.5. Influential persons

The Financial Intelligence Centre Act (Fica) requires that we know if you are an influential person as explained in the Act. It differentiates between a politically exposed person, domestic prominent influential person, foreign prominent public official and a known close associate or family of domestic prominent influential persons and foreign prominent public officials. More than one of the definitions can apply to the same person. Read the explanations below, indicate which explanations apply to you and give your reason.

Politically exposed person

Domestic prominent influential person

Foreign prominent public official

Known close associate

Family member

Definitions of influential persons

- A Politically exposed person** is someone who is or has been entrusted with prominent public functions, based on a specific political affiliation.
Examples: A head of state, cabinet minister, member of parliament/local/provincial government, senior administrator in government department (financial department/tender processes), senior judge, manager of local municipalities who award tenders, senior and/or influential official, ambassador/high commissioner, senior representative of a religious organisation.
- A Prominent influential person** refers to any individual who is or has in the past been entrusted with prominent functions in a particular country. A South African PIP would be known as a Domestic PIP. A Foreign Prominent Public Official (FPPO) would be someone who holds a Prominent Public Official (PPO) position in a foreign country.
Examples: Premier of a province, member of a foreign royal family, government minister or equivalent senior politician, leader of a political party, high ranking member of the military/police, etc.
- A known close associate** is an individual who is closely connected to a prominent person, either socially or professionally. The term “close associate” is not intended to capture every person who has been associated with a prominent person.
Examples: Known relationships outside the family unit (e.g. girlfriends, boyfriends, mistresses), a prominent member of the same political party, civil organisation, labour or employee union as the prominent person, business partner or associate, especially one who shares (beneficial) ownership of corporate vehicles with the prominent person, or who is otherwise connected (e.g. through joint membership of a company board), any individual who has sole beneficial ownership of a corporate vehicle set up for the actual benefit of the prominent person.
- A family member** is an individual who is related to a PEP/PIP either directly (consanguinity) or through marriage or similar (civil) forms of partnership.
Examples: Spouse or civil/life partner, previous spouse or civil/life partner, children and stepchildren and their spouses or civil/life partners, parents, siblings and stepsiblings and their spouses or civil/life partners.

1.6 Additional contributions

If you made any excess contributions to a retirement fund that you did not receive any tax relief for, we need the following information:

Did you make any excess contributions to retirement funds for which you have Sars IT34 confirmations? We need copies of Sars documents confirming excess contributions. Yes No

If “yes”, give the following:

The excess contribution you made to a provident fund before 1 March 2016. R

The excess contributions you made to all retirement funds, excluding the provident fund contribution. R

2: Continuation instruction

Continuation date (a future date)

The continuation date is the date of maturity but may move to the date of receipt of the full requirements, if this is later. The full proceeds will be continued.

Continuation term years and months

2.1. Continuation options

Please tick and fill in the corresponding information:

Continue **without** further contributions

Continue **with** further contributions

Recurring contribution Subject to the applicable minimum.

Payment date of the first contribution

Payment frequency Monthly Quarterly Half-yearly Yearly

Contribution growth , % or CPI* Date of first contribution increase

*Consumer Price Index (CPI) is applied with a five-month lag and limited to a minimum of 2,5% and a maximum of 20%.

Account information (for payment of contributions)

If the account holder differs from the member, please fill in a separate *Debit order form* (SERVICE 001).

Account holder name

Bank account number

Bank name Branch name

Branch code Account type Current/Cheque Savings Transmission

2.2. Investment details

Important

Fund availability is subject to capacity or restrictions imposed by the asset manager. Current Investo fund lists are available on the Momentum website at momentum.co.za. Please indicate the full and correct names of the funds you choose.

2.2.1. For the continuation amount

Fund name	Class	%	Rand value
		% or	R
		% or	R
		% or	R
		% or	R
		% or	R

2.2.2. For the recurring contribution

Do you want us to use the fund selection in 2.2.1 for your future recurring contributions as well?

 Yes

 No

If "no", please fill in the fund selection for the future recurring contributions.

Fund name	Class	%	Rand value
		% or	R
		% or	R
		% or	R
		% or	R
		% or	R

3: Financial adviser fees, details and declaration

For all contracts that started before January 2009

Recurring contribution – total commission limited to 5% of each contribution

Sales fee

Commission – as % of recurring contribution (maximum is 100%) payable as

Upfront commission % (0% - 50%)

As-and-when commission % (0% - 100%)

Total 1 0 0 %

Trail fee – as % of the fund value, per year % (0% - 1%)

For all contracts that started after January 2009

Continuation amount (preservation funds only)

Sales fee

Initial advice fee/commission % (0% - 3%)

Trail fee/commission % (0% - 1%)

Recurring contribution – total commission limited to 5% of each contribution

Sales fee

Commission – as % of recurring contribution (maximum is 5%) payable as

Advanced commission % (0% - 2.5% from each contribution, discounted)

As-and-when commission % (the balance of the 5% maximum)

Trail fee – as % of the fund value, per year % (0% - 1%)

Policy/Contract number

Momentum will split the adviser fee for the reinvestment (where applicable) as follows:

3.1. Financial adviser details

*If there is more than one financial adviser, please give the servicing adviser's details first.

Name and surname	Financial adviser code	FSP name	FSP code	Adviser fee reference number	Adviser fee split	Marketing adviser code
*						
						100 %

Servicing financial adviser details

Cell phone number + 2 7 (0) Other + 2 7 (0)

Email address

3.2. Fais - Accreditation of financial adviser at intermediary level

I declare that I have been issued with the following licences to render financial service under section 7(3) of the Financial Advisory and Intermediary Services Act (Fais) No. 37 of 2002:

Long-term Insurance Category 1

1. Category 1.3 - Long-term Insurance subcategory B1
2. Category 1.4 - Long-term Insurance subcategory C
3. Category 1.5 - Retail Pension Benefits
4. Category 1.20 - Long-term Insurance subcategory B2

3.3. Financial adviser declaration

1. I explained and provided all documents that apply to this investment to the fund member before this application was signed.
2. I explained to the fund member all the fees, charges and taxes that apply to this transaction.
3. I have provided and explained the relevant minimum disclosure documents (MDDs, also known as fact sheets) in the case of continuation, to the fund member before the fund member signed this form.
4. My fees, agreed with the fund member, are reasonable, considering the services the fund member needs and I will provide the services on an ongoing basis.
5. Please pay my fees monthly in arrears. Momentum Metropolitan Life Limited (Momentum) may immediately stop paying my fees if the fund member cancels my mandate.
6. I have explained to the fund member that Momentum uses a default investment fund (currently the Momentum Money Market Fund) for certain transactions and events. I have explained that the Momentum Money Market Fund is a collective investment scheme (unit trust) and that it carries a risk in the sense that, although unlikely, if any capital losses occur, it will also be a loss for the fund member.
7. Any instruction to Momentum will be within the limits of the mandate I have from the fund member.

3.4. Financial adviser signature

I have carefully read, understand and accept this application, the terms and conditions, these declarations, the valid Investo quotation, minimum disclosure documents (or fact sheets) and guides that apply to this retirement product. The information I provide is true and correct. I made sure that all details of this form were completed. I will not hold Momentum liable for any loss or damages if someone changes this form after I sign it.

Full name and surname	<input type="text"/>
Signature of financial adviser	<input type="text"/>
Date	<input type="text"/>

4: Declaration by the fund member and contribution payer

4.1. Declaration by the fund member

1. I have carefully read, understand and accept this application, the terms and conditions, these declarations, minimum disclosure documents (or fact sheets) and guides that apply to this retirement product. The information I provide is true and correct. I made sure that all details of this form were completed. I will not hold Momentum Metropolitan Life Limited (Momentum) liable for any loss or damages if someone changes this form after I sign it.
2. I am aware that I can access the terms and conditions on the Momentum website at momentum.co.za, request a copy from the Investo contact centre (0860 664 321) or from my financial adviser.
3. I know I must get advice at all stages of my investment. My adviser and I are responsible for making sure that I receive and understand everything that is relevant to this investment.
4. I know my adviser must be appropriately licensed with the Financial Sector Conduct Authority (FSCA) before advising me or making decisions for me.
5. I will tell Momentum if I change my adviser, change my adviser's fee, change the level of advice I receive and when I appoint more advisers.

6. I fully understand and accept all the fees and charges related to my investment and authorise Momentum to pay my adviser the agreed fees from my investment.
7. My investment contribution is not the proceeds of any crime, as defined in the Prevention of Organised Crime Act, no. 21 of 1998, as amended from time to time.
8. I am capable of evaluating my investment (either through independent professional advice or on my own). I accept the risks related to this investment if I refuse advice. I indemnify Momentum and its subsidiaries if I suffer loss or damages because I elected not to obtain investment advice.
9. I know my investment is subject to market risk and its value will fluctuate on market movements. I also understand that investment performance is not guaranteed.
10. I understand and agree that Momentum can use a default investment component (currently the Momentum Money Market Fund) for certain transactions and investment events.
11. I fully understand and accept all timelines, business practices and administrative processes related to my investment.
12. I understand that should any law, rule or directive change it might affect my investment.
13. I understand and accept the income tax implications of and on my investment.
14. I hereby certify that I confirm and guarantee that I hold no other citizenships and residencies for tax purposes, other than those disclosed on this application form. If this changes, I will inform Momentum in writing of any change within 30 days of the change occurring.
15. I am aware that the Financial Intelligence Centre Act (Fica) applies and I will comply with its requirements.
16. I agree that Momentum can share my personal information with Momentum Metropolitan Holdings Limited, its subsidiaries and contracted service providers in order to properly administer my investment and provide me with Financial Wellness information.
17. I will let Momentum know if any details provided changes.

4.2. Declaration by the contribution payer (from where Momentum will collect the recurring contributions - as per section 2)

1. I declare that Momentum may check my details with my bank, and collect money from this bank account for this investment.
2. Momentum can debit my account on my selected date or on the next possible date if Momentum could not collect on my selected date.
3. I confirm that I can sign for this bank account.
4. I will let Momentum know if I change my bank account.

4.3. Protection of Personal Information

Momentum is required to collect relevant information from each client for anti-money laundering and prevention of terrorist financing, for tax purposes according to the Intergovernmental Agreement ("the IGA"), and for reporting on these clients to the South African authorities where necessary.

We also collect personal information about you to offer you the best service. Your information is used for administrative, operational, audit, marketing, research, legal, statutory and record-keeping purposes. We will take all reasonable steps necessary to secure the integrity of any personal information which we hold about you and to safeguard it against unauthorised access. We will not share this information outside of Momentum, and its associated groups or agents, without your explicit consent.

If you do not consent to us using your personal information, there may be delays for you or some instructions might not be carried out. You can have access to your information at any time and ask us to correct any information we have in our possession. Please feel free to write to us to obtain a copy of this information of which copies will be kept for a period of five years or more, as required by law.

Signature of fund member

Full name and surname	<input style="width: 90%;" type="text"/>		
Signed at	<input style="width: 60%;" type="text"/>	Date	<input style="width: 20%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/>
Signature of fund member	<input style="width: 90%;" type="text"/>		

Signature of contribution payer (Only complete this section if the contribution payer is different from the fund member.)

Full name and surname or legal entity name	<input style="width: 90%;" type="text"/>		
Signed at	<input style="width: 60%;" type="text"/>	Capacity of signatory if not contribution payer	<input style="width: 90%;" type="text"/>
Date	<input style="width: 20%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/>		
Authorised signatory	<input style="width: 90%;" type="text"/>	Second signatory (if required)	<input style="width: 90%;" type="text"/>

Contact details

Client contact centre

Traditional - ShareCall: 0860 669 876, Telephone: +27 (0)12 675 3056, Email: client@momentum.co.za
Investo - ShareCall: 0860 664 321, Telephone: +27 (0)12 675 3034/24, Email: investo@momentum.co.za
 Address: 268 West Avenue Centurion, 0157, Postal: PO Box 7400 Centurion, 0046, Website: momentum.co.za

Momentum Metropolitan Life Limited

Momentum is part of Momentum Metropolitan Life Limited, an authorised financial services and registered credit provider. Reg no 1904/002186/06
 Refer to the company websites for directors and company secretary details momentum.co.za momentummeteropolitan.co.za