

**SANLAM UMBRELLA PROVIDENT FUND (SUF):
PARTICIPATING EMPLOYER – SANLAM GROUP**

Application by member to preserve retirement benefit in the SUF: Sanlam Group on termination of service from the employer (become a Paid-up member or Phased retiree)

<u>Personal contact details</u>	
Full names and surname:	
Paycode:	Identity number:
Private e-mail address:	
Tax number:	Cell phone number:
Physical address:	
Postal address:	
<u>Contact details of a relative</u>	
Name and surname:	
Relationship:	Cell phone number:
VERY IMPORTANT: You need to inform Sanlam immediately of any changes to the above information. Send an email to: SanlamEB@sanlam.co.za	

1. Declaration:

I am a member of the SUF: Sanlam Group and hereby request that my member share (fund value) be preserved in the SUF: Sanlam Group (become a “Paid-up” or “Phased Retiree” member).

I confirm that I understand the following conditions that will be applicable.

- I am not allowed to preserve only part of my benefit in the SUF: Sanlam Group. I must preserve the full benefit.
- I will not be allowed to make any further contributions to the SUF: Sanlam Group or transfer a benefit from another fund to the SUF: Sanlam Group.
- I will not qualify for any insured death or other risk benefits. At termination of my employment I will be entitled to make use of the conversion options for risk benefits. I understand that these options have to be exercised within 2 months from termination of my employment and that I will not be entitled to exercise these options at a later date.
- I will be allowed to make investment switches. The same rules with regard to investment switches apply as for any other active employee who is a member of the SUF: Sanlam Group.
- A monthly administration fee will be payable by me and such fee will be recovered on a monthly basis from my accumulated fund value. The fee will be reviewed annually on 1 April.
- When I wish my benefit to be paid, I will inform Sanlam Corporate by sending an e-mail to: SanlamEB@sanlam.co.za. My benefit will accrue for tax purposes on the date on which I make an election regarding the manner in which the benefit must be paid.
- I undertake to keep Sanlam Corporate informed of any changes to my contact details.

2. Investment portfolio selection:

- My member share will remain invested in the current SUF:Sanlam Group portfolios

OR

- I hereby elect that my investment allocation must be changed as follows:

Market-related Portfolios	
SIM Moderate Absolute Fund	
SIM Temperance Balanced Fund	
SIM Moderate	
SIM Aggressive	
SMM Moderate Absolute Fund	
SMM NUR Balanced Fund	
SMM Select Balanced Fund	
Sanlam The Most Aggressive Portfolio (TMAP)	
Sanlam Accumulation Portfolio	
Sanlam Wealth Creation Portfolio	
Satrix Enhanced Balanced Tracker Fund	
Allan Gray Global Balanced Fund	
Camissa Balanced Fund	
Coronation Managed	
Foord Balanced Fund	
M&G Balanced Fund	
Ninety One Balanced Fund	
PSG Balanced Fund	
Truffle Balanced Fund	
Sanlam Living Planet Fund	
Glacier/SPW	
Smooth Bonus and Cash Portfolios	
Stable Bonus	
Monthly Bonus	
Cash Portfolio	
SIM Enhanced Cash	
Total	100%

3. Please note the following important terms and conditions

- If you have selected to invest in the Sanlam Lifestage Option your full fund value will be invested in the Sanlam Lifestage Option until you instruct the fund administrator otherwise. While invested in the Sanlam Lifestage Option you may not select any of the other investment portfolios.
- Please make sure you meet the minimum Glacier or SPW requirements. Also make sure that you follow the correct procedure and submit the necessary application form to Glacier or SPW before you submit this form to the administrator. Details of the minimum requirements and conditions are available on the SUF: Sanlam Group website - <http://www.sanlam.co.za/campaigns/myretirementfund/Pages/default.aspx>
- Options may not be backdated.
- The administrator should confirm within 5 working days that they have received your instruction. If you do not receive a confirmation, please contact SanlamEB@sanlam.co.za. **Please keep a copy of this form and proof of your submission thereof for your own records.**
- A confirmation will be issued once the instruction has been processed.
- The submission of this form is irrevocable.
- If you switch from the Stable Bonus or Monthly Bonus portfolios the specific product rules will apply. Please note that the disinvestment may be done at the lower of market or book value.

4. Read the following declaration and sign the form

By undersigning this form, I accept the above terms and conditions and understand that:

- the onus is on me to ensure that the Administrator receives the investment instruction. If they do not acknowledge receipt of the instruction, then the switch may not be implemented;
- should the form be incomplete or inaccurate, the instruction may not be implemented by the Administrator;
- I was not influenced by the Employer, Trustees, Joint Forum and other officers of the SUF: Sanlam Group or the Administrator in exercising my investment option and that I will not hold the Employer, Trustees, the SUF: Sanlam Group Joint Forum or any official of the SUF: Sanlam Group responsible for any consequences of my choice.

Signed at on

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Signature of member

Protection of Personal Information Act (POPIA) notice

- *The information requested in this document constitutes personal information in terms of POPIA and may include financial information.*
- *The Fund must collect, use and keep this personal information to enable it to process your withdrawal claim.*
- *The Fund may share your personal information contained herein with other relevant service providers of the Fund, such as tracing agents, but only to the extent necessary to fulfil its obligations in terms of the Pension Funds Act.*
- *If the information is not readily provided, the Fund may have difficulties to process your withdrawal benefit payment instruction.*
- *The information will be kept confidential and processed in accordance with POPIA and will be held for a period as set out in the Fund's Retention of Records Guide.*