

Sanlam Umbrella Fund

In-Fund Living Annuitant instruction form

A. General information

1. The Sanlam Umbrella Fund Benefit Claim form must be completed together with this instruction form. If the benefit claim form is not received we will not be able to complete this request. If all forms are not received by the 7th of a month, no income will be paid for that month.
2. Completed documentation should be returned to Sanlam Umbrella Fund Administration via email to: SanlamEB@sanlam.co.za.
4. The minimum member share to invest in one of the In-fund Living Annuity options is R100 000.
5. Secure online access:
 - ⦿ The Sanlam Corporate Member Portal, allows members online access to information regarding their retirement fund benefits.
7. Beneficiary nominations and future investment choices can be made online at cp.sanlam.co.za.
8. Please ensure you read the Member Guide and Welcome Pack which contains important further information.
9. As a member of the Sanlam Umbrella Fund, you have access to retirement benefit counselling. If you require Individual Member Support, call 080 0111 956 or send an e-mail to IMS@sanlam.co.za.

B. Member's personal particulars

Member

* Beneficiary

* Attach the signed Sanlam Umbrella Fund Trustee Resolution

Title and initials

Full names and surname

ID nr / Passport nr

Date of birth

Member number

Contact number (mobile)

E-mail address (*this will be our main means of communicating directly with you*)

Secondary contact person

Title and initials

Full names and surname

Relation to member

Contact number

E-mail address (*this will be our main means of communicating directly with you*)

Important information when selecting a drawdown rate:

“A living annuity allows you to set your income level subject to constraints imposed by the authorities from time to time and allows you to select a wide range of investments in respect of the capital that will generate the annuity.

The level of income you select is not guaranteed for the rest of your life. The level of income you select may be too high and may not be sustainable if:

- you live longer than expected with the result that the capital is significantly depleted before your death; or
- the return on the capital is lower than that required to provide a sustainable income for life.

It is your responsibility (in consultation with your financial advisor) to ensure that the income that you select is at a level that would be sustainable for the rest of your life. You need to carefully manage your income drawdown relative to the investment return on the capital in order to achieve this. The table below can be used as a guide.

Years before your income will start to reduce

	Investment return per annum (before inflation & after all fees)					
		2.50%	5.00%	7.50%	10.00%	12.50%
Annual income rate selected at inception	2.50%	21	30	50+	50+	50+
	5.00%	11	14	19	33	50+
	7.50%	6	8	10	13	22
	10.00%	4	5	6	7	9
	12.50%	2	3	3	4	5
	15.00%	1	1	2	2	2
17.50%	1	1	1	1	1	

It is important to note that the table above assumes that you will adjust your percentage income selected over time to maintain the same amount of real income (i.e. allowing for inflation of 6% per annum). Once the number of years in the table above has been reached, your income will diminish rapidly in the subsequent years.

Please ensure that your financial advisor has explained both the advantages and the risks of the living annuity and compared these against conventional annuities (where the insurer carries the full investment risk and the risk of you living longer than expected).

The table is a general guideline and should be considered, taking into account each annuitant's financial situation and all other sources of income. It is an indicative guideline only, to assist you in making informed decisions in respect of your annuity.”

SOURCE: ASISA Standard on Living Annuities; 2009

C. In-Fund Living Annuity Selection

Option 1:

Trustee Endorsed In-fund Living Annuity

The Trustee-approved investment strategy for this option is the Sanlam Capital Protection portfolio - you will not have any other investment choice.

Note: The prescribed maximum drawdown rates below have been determined by age band and gender. These relate to limits to preserve sustainability, which depends on longevity. Members may select a lower drawdown rate (subject to a minimum of 2.5%). However, members may not elect a drawdown higher than the prescribed drawdown rates below.

If no selection is made, members will be defaulted into the prescribed drawdown rate indicated below.

Age	Males	Females
55 - 59	4.5%	4.0%
60 - 64	5.0%	4.5%
65 - 69	5.5%	5.0%
70 - 74	5.5%	5.0%
75 - 79	6.0%	5.5%
80 - 84	7.0%	6.0%
85+	8.0%	7.0%

Drawdown selection

% **OR**

Option 2:

Extended range In-fund Living Annuity

Choose up to a maximum of four portfolios from the following selection

- ⊙ If no portfolio is indicated, your monthly income will be drawn across the investment portfolios selected.
- ⊙ If you have selected more than one portfolio to invest in from the investment selection please indicate the portfolio your monthly income should be drawn from.

	Portfolios	% per portfolio	Drawdown portfolio
Single manager range	SIM Balanced Fund	%	
	SIM Moderate Absolute Fund	%	
	SIM Cash Fund	%	
	SIM Temperance Balanced Fund	%	
	SPW Balanced Fund	%	
Multi-manager range	SMM 70 Portfolio	%	
	SMM 50 Portfolio	%	
	SMM 30 Portfolio	%	
	SMM Moderate Absolute Fund	%	
	SMM NUR Balanced Fund	%	
	SMM Select Balanced Fund	%	
	Sanlam Accumulation Portfolio	%	
	Sanlam The Most Aggressive Portfolio	%	

External Multi-manager range	Sanlam Wealth Creation Portfolio	%	
External Single Manager range	Allan Gray Global Balanced Portfolio	%	
	Coronation Houseview Portfolio	%	
	Kagiso Balanaced Fund	%	
	Ninety One Balanced Fund	%	
	PSG Balanced Fund	%	
	Sanlam Foord Balanced Fund	%	
	Sanlam Prudential Balanced Portfolio	%	
	Truffle Balanced Fund	%	
Portfolios		% per portfolio	Drawdown portfolio
Smoothed Bonus range	Sanlam Monthly Bonus Fund	%	
	Sanlam Stable Bonus Portfolio	%	
	Sanlam Progressive Smooth Bonus Fund	%	
Index-tracking range	Satrix Enhanced Balanced Tracker Fund	%	

Drawdown rate selection

Please choose an annual drawdown rate between 2.5% and 10% of your gross benefit paid as a monthly benefit (if no selection is made, you will be defaulted to a drawdown rate of 5%). Your monthly benefit (pension) will be disinvested proportionately from your assets/member share which will be paid out to you.

If you have selected an amount which is above the drawdown rate of 10%, you will be defaulted to the maximum drawdown rate of 10%. If you have selected an amount which is below the drawdown rate of 2.5%, you will be defaulted to the minimum drawdown rate of 2.5%.

Drawdown rate selection:

<input type="text" value=""/>	%	OR	R	<input type="text" value=""/>
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D. Fees and expenses

Administration Fees are collected by Sanlam to cover the cost of administering the Fund. The Fund charges the following operational expenses per member and may be adjusted from time to time:

Administration fee	
Trustee-endorsed annuity option	Extended In-fund Living Annuity
0.05% p.a. (excluding VAT), recovered monthly, in respect of the first R1 500 000 of the member share (and nil in respect of the portion of the member share above this threshold). The fee will automatically be adjusted as each member share amount changes. Subject to a minimum of R 26.50 per member per month (excluding VAT).	Fixed fee of R 26.50 per member per month (excluding VAT).
Advice fees	
<ul style="list-style-type: none">- It is not compulsory to appoint an adviser.- A once-off initial fee of up to 0.50% (excluding VAT) of the member share.- An on-going fee of up to 0.75% per annum (excluding VAT) of the member share.	
Investment management fees	
<ul style="list-style-type: none">- Investment management fees are calculated and charged on a monthly basis.- The fee is dependent on the portfolio(s) selected.	
Contingency reserve account levy	
R3.00 per member per month including VAT.	

E. Member declaration

Choose either option A or B

Option A: I have appointed a financial adviser and declare the following:

- ⊗ The information given herein is true and correct.
- ⊗ I take full responsibility for my choices and hereby indemnify and undertake not to hold the Sanlam Umbrella Fund, the Board of Trustees, Sanlam Life Insurance Limited (acting herein through its Sanlam Corporate division), its agents, directors, officers and any entity in the Sanlam Group of Companies responsible for any losses or damages that may result from the investment portfolios I select.
- ⊗ I understand that the onus is on me to inform the Administrator of any change in my contact details and that any reasonable costs incurred to trace me in future will be deducted from my benefits.
- ⊗ I understand that Sanlam requires access to my personal information in order to administer my retirement fund.
- ⊗ Financial adviser fee: Annual fees are subject to a maximum of 0.75% (excluding VAT) of the investment portfolio, charged and paid monthly in arrears.
- ⊗ Agreed financial adviser fee: % of assets (excluding VAT).

Signature of member: _____ Date: _____

Option B: I have not taken financial advice and declare the following:

- The information given herein is true and correct.
- I have a good understanding of investments and do not need the services of a financial adviser.
- I understand the risks in selecting my own investment portfolios and am satisfied that my selection serves my needs.
- I take full responsibility for my choices and hereby indemnify and undertake not to hold the Sanlam Umbrella Fund, the Board of Trustees, Sanlam Life Insurance Limited (acting herein through its Sanlam Corporate division), its agents, directors, officers and any entity in the Sanlam Group of Companies responsible for any losses or damages that may result from the investment portfolios I select.
- I understand that the onus is on me to inform the Administrator of any change in my contact details and that any reasonable costs incurred to trace me in future will be deducted from my benefits.
- I understand that Sanlam requires access to my personal information in order to administer my retirement fund.

Signature of member: _____ Date: _____

Disclaimer:

Personal Information (PI) requested in this form is mandatory for operational and administrative processes, and to comply with regulatory requirements. If the mandatory information is incomplete, your request may not be processed. Sanlam Life Insurance Limited will take reasonable steps to ensure that the PI collected on this form is processed responsibly, kept safe and confidential, and does not unjustifiably infringe your privacy. You can read the Sanlam Privacy Notice on <https://www.sanlam.com/legal/pages/sanlams-privacy-policy.aspx> ; it can be sent to you on request. You can update your contact details by registering and logging onto our member portal here: <https://cp.sanlam.co.za> or email: SCClientCare@sanlam.co.za or call: 086 122 3646.

F. Financial adviser details

Full names and surname		ID number	FSP nr (compulsory)
<input type="text"/>		<input type="text"/>	<input type="text"/>
Brokerage name		VAT reg. number	Sanlam commission code (if applicable)
<input type="text"/>		<input type="text"/>	<input type="text"/>
Office number	Cell number		
<input type="text"/>	<input type="text"/>		
e-mail address			
<input type="text"/>			
Postal address			
<input type="text"/>			
<input type="text"/>			
Consultancy fees paid via:	1. Sanlam code	<input type="text"/>	2. Business account
		<input type="text"/>	<input type="text"/>

Complete banking details only if option 2 selected (verification of bank details is required)

Name of bank	Account holder	Account number	Branch code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Savings	<input type="checkbox"/>	Cheque	<input type="checkbox"/>

Financial adviser declaration

I the undersigned confirm the following:

- Ⓞ I have made the disclosures required, in terms of the FAIS Act 37 of 2002, to the investor.
- Ⓞ I have explained all the fees that relate to this investment to the investor.

Signature of Financial Adviser: _____ Date: _____