

For use by existing Preserver, Deferred Retirement or Choice members.

Please print in block letters using black or blue ink.

**Fax the completed and signed form to Old Mutual on 0860 38 38 48
or email to superfund@oldmutual.com**

Tick blocks where applicable.

- Investment Package Change** (complete Section A).
This will affect the investment options available to you, and the monthly administrative cost payable by you.
AND/OR
- Investment Portfolio Switch** (complete Section B).
This will affect where your **Member Account** will be invested (i.e. transferring from one investment Portfolio to another, within the same Investment Package Option)
AND/OR
- Future Contribution Election Change** (complete Section B).
This will affect where your **Future Contributions** will be invested.
AND/OR
- Target Retirement Age Change** (Lifestage only – complete Section C).
This will default to the sub-fund's Normal Retirement Age if no selection is made.

EMPLOYER DETAILS (Not applicable to Old Mutual SuperFund Preserver and Deferred Retirement members)

Employer/
Company name

Scheme code

Member number

PERSONAL DETAILS

Surname

Full name(s)

Identity number

CONTACT DETAILS

Telephone number Code

 No.

Fax number Code

 No.

Cellphone number*

Email address*

*A cellphone number OR email address is compulsory information to be provided in order to confirm your switch instruction. If you provide a cell number we will provide confirmation of the switch via SMS.

SECTION A PACKAGE OPTIONS

Select the Package Option (only ONE) in which your Member Account and future contributions will be invested.

- TRUSTEE CHOICE**
If you choose Trustee Choice, fill in your name and sign on page 4.
- LIFESTAGE**
If you choose Lifestage, complete Section C.
- STRATEGY**
If you choose Strategy, complete Section B (Strategy).
- EXTENDED**
If you choose Extended, complete Section B (Extended).

SECTION B INVESTMENT PORTFOLIO SWITCH AND FUTURE CONTRIBUTION ELECTION CHANGE

STRATEGY			EXTENDED		
Portfolio available	Investment Portfolio Switch ¹	Future Contribution Election Change ²	Portfolio available	Investment Portfolio Switch ¹	Future Contribution Election Change ²
	Allocate member account % (No decimal points)	Allocate future contributions % (No decimal points)		Allocate member account % (No decimal points)	Allocate future contributions % (No decimal points)
Old Mutual CoreGrowth 100 Fund**			Old Mutual CoreGrowth 100 Fund**		
Old Mutual Absolute Stable Growth Portfolio**			Old Mutual Absolute Stable Growth Portfolio**		
Old Mutual Absolute Smooth Growth Portfolio**			Old Mutual Absolute Smooth Growth Portfolio**		
Old Mutual Investment Group (Macro Solutions) - Profile Edge28 Portfolio			Old Mutual Guided Growth Fund		
Old Mutual Investment Group (Macro Solutions) - Profile Capital Portfolio			Old Mutual Investment Group (Macro Solutions) - Profile Edge28 Portfolio		
Old Mutual Albaraka Balanced Fund (Shari'ah compliant)			Old Mutual Investment Group (Macro Solutions) - Profile Capital Portfolio		
Old Mutual Albaraka Composite Fund (Shari'ah compliant)			Old Mutual Albaraka Balanced Fund (Shari'ah compliant)		
Old Mutual Balanced Index Fund			Old Mutual Albaraka Composite Fund (Shari'ah compliant)		
Old Mutual Moderate Index Fund			Old Mutual Balanced Index Fund		
Old Mutual Multi-Managers Max 28 Portfolio			Old Mutual Moderate Index Fund		
Old Mutual Multi-Managers Managed Fund			Old Mutual Multi-Managers Max 28 Portfolio		
Old Mutual Multi-Managers Defensive Balanced Fund			Old Mutual Multi-Managers Managed Fund		
Old Mutual Multi-Manager Inflation Plus 5 - 7			Old Mutual Multi-Managers Defensive Balanced Fund		
Old Mutual Multi-Manager Inflation Plus 3 - 5			Old Mutual Multi-Manager Inflation Plus 5 - 7		
Old Mutual Multi-Manager Inflation Plus 1 - 3			Old Mutual Multi-Manager Inflation Plus 3 - 5		
Nedgroup Investments Core Diversified Fund			Old Mutual Multi-Manager Inflation Plus 1 - 3		
Nedgroup Investments Core Guarded Fund			Nedgroup Investments Core Diversified Fund		
Nedgroup Investments XS Diversified Fund of Funds			Nedgroup Investments Core Guarded Fund		
Nedgroup Investments XS Guarded Fund of Funds			Nedgroup Investments XS Diversified Fund of Funds		
			Nedgroup Investments XS Guarded Fund of Funds		
			Nedgroup Investments Flexible Income Fund		
	100%	100%	Allan Gray Global Absolute Portfolio		
			Allan Gray Global Balanced Portfolio		
			Allan Gray Global Stable Portfolio		
			Coronation Global Houseview Portfolio (Pre September 2013) ³		
			Coronation Global Houseview Portfolio (Post September 2013) ⁴		
			Coronation Managed Portfolio (Pre September 2013) ³		
			Coronation Managed Portfolio (Post September 2013) ⁴		
			Coronation Global Absolute Portfolio (Pre September 2013) ³		
			Coronation Global Absolute Portfolio (Post September 2013) ⁴		
			FutureGrowth Core Money Market (OMIG SA Money Market)		
			Investec Managed Fund		
			Kagiso Islamic Balanced (Shari'ah Compliant)		
			Alexander Forbes Investments Limited Performer		
			Prudential Life Global Balanced Fund		
			Prudential Inflation Plus Fund		
			Taquanta Enhanced Cash Portfolio		
			Taquanta Optimal Income Fund		
			Vunani Global Inflation +7% (available from 1 December 2019)		
				100%	100%

Instructions:

¹ There is no maximum number of investment portfolios in which a member can have retirement money invested at any one time.

² Contributions can only be allocated towards a maximum number of 10 portfolios. The allocation must be made in % terms (minimum percentage of 1% and % allocations to be specified without decimal points and the sum of these % allocations must add up to 100%).

³ Applies to participating employers who joined Old Mutual SuperFund **before** September 2013.

⁴ Applies to participating employers who joined Old Mutual SuperFund **after** September 2013.

Absolute Growth Portfolios	✓
Book Value Switch required	
Market Value Switch required	

**If you are invested in any of the Absolute Growth or CoreGrowth 100 Investment Portfolios, please indicate whether you would like to switch at Book Value or Market Value. Refer to notes below.

Notes:

- 1) The Fund encourages members to obtain **financial advice** to assist them with their investment decisions.
- 2) If you would like to be contacted by an accredited Old Mutual financial adviser, please call 0860 38 88 73.
- 3) You will receive a letter confirming the investment change from Old Mutual confirming that your change was implemented within **5 working days** from the processing date. If you do not receive the letter or you have any queries, please contact Old Mutual SuperFund Call Centre on 0860 20 30 40 or email superfund@oldmutual.com.
- 4) **Switches out of the Old Mutual Absolute Growth Portfolios and Old Mutual CoreGrowth 100 Fund**

Members are allowed to make Book Value or Market Value Switches out of the Old Mutual Absolute Growth and the Old Mutual CoreGrowth 100 Fund.

Book Value Switches:

- Allowed at the **Investment Account value** twice a year on 30 September and 31 March.
- A minimum of 3 months' notice for these switches is required, i.e. a completed switch form must reach Old Mutual at least 3 months before the switch date.
- There is an annual limit to this Book Value Switch facility to protect investors in these portfolios in adverse market conditions when the Bonus Smoothing Reserve is negative.
- If you want to switch on any date other than the two dates specified above, a Market Value Switch can be processed.

Market Value Switches

- Allows you to switch from the Absolute Growth and CoreGrowth 100 Portfolios on a monthly basis at **Investment Account value less a market value adjuster when applicable**.
- Old Mutual must receive this instruction by close of business on the 20th of each month. Any instruction received after this date will only be processed in the following month.
- The purpose of the Market Value Adjuster (MVA) is to protect the policyholders remaining in the fund.
- An MVA is applied when the market value of the assets are less than the Investment Account value.
- The MVA is expressed as a percentage (%) of the Investment Account, so the amount switched is reduced by Investment Account Amount x MVA%.
- Old Mutual retains ultimate discretion on the level of an MVA.
- Your estimated switch value can be obtained by calling the Old Mutual Member Servicing Centre on 0860 20 30 40.

Example A: MVA = 0%; Investment Account = R1 000

Member wants to switch all his money to another fund. Investment Account reduces by 0% and R1 000 is switched.

Example B: MVA = 10%; Investment Account = R1 000

Member wants to switch all his money to another fund. Investment Account reduces by 10% and only R900 is switched.

- 5) Voluntary contributions will be invested in the same way as recurring contributions.

SECTION C LIFESTAGE OPTIONS

If you have selected the Lifestage investment package option then you must elect ONE of the Lifestage options below, failing which the Trustee or Employer elected default will be applied:

LifeStage Option	Growth Phase	Protection Phase	✓
Smoothing	Old Mutual Absolute Smooth Growth Portfolio	Old Mutual Absolute Stable Growth Portfolio	
Single Manager	Old Mutual Investment Group (Macro Solutions) – Profile Edge28 Portfolio	Old Mutual Investment Group (Macro Solutions) – Profile Capital Portfolio	
Multi-Manager	Old Mutual Multi-Manager Inflation Plus 5 - 7	Old Mutual Multi-Manager Inflation Plus 3 - 5	
	Nedgroup Investments XS Diversified Fund of Funds	Nedgroup Investments XS Guarded Fund of Funds	
Index Tracker	Old Mutual Multi-Managers Balanced Tracker Fund	Old Mutual Multi-Managers Moderate Tracker Fund	
	Nedgroup Investments Core Diversified Fund	Nedgroup Investments Core Guarded Fund	

TARGET RETIREMENT AGE

The Target Retirement Age will default to the sub-fund's Normal Retirement Age when no selection is made by the member. The minimum Target Retirement Age is 55 years, to any maximum. However, members who set their Target Retirement Age higher than the sub-fund's Normal Retirement Age should be made aware that they may be compelled to retire at the sub-fund's Normal Retirement Age.

SECTION D DECLARATION

STRATEGY & EXTENDED PORTFOLIOS

- I understand the risks associated with choosing my own Investment Portfolios.
- I understand that the investment risk is borne by me and that the Old Mutual SuperFund Pension/Provident Fund, the Trustees and the administrator of the Old Mutual SuperFund Pension/Provident Fund shall not be liable for any losses incurred by me as a result of the choices that I make.
- I understand that there are additional monthly costs associated with selecting Strategy or Extended.
- I choose to invest my Member Account and Future Contributions as indicated in this form.
- I understand that the onus is on me to ensure that the investment change instruction is received by Old Mutual. Therefore, if Old Mutual does not acknowledge receipt of my instruction within five working days, then the change may not have taken place.
- I am aware that no administrative fee will be applied to any switching instruction.
- I understand that should this form be incomplete or inaccurately completed, the instruction may not be actioned by Old Mutual. Old Mutual and the Fund will not be liable for any losses should an incorrect or no transaction take place and I do not notify the Fund or Old Mutual within 1 month from the date of the investment change.
- I declare that I understand the risk profile of the investment portfolio(s) of my choice and that I have obtained advice where appropriate.
- I declare that I have obtained advice where appropriate and where I have not obtained advice, that I understand the implication and consequences of my choice.
- I indemnify the Fund, the Trustees, the Principal Officer of the Fund, and Old Mutual against any claims whatsoever arising from my investment portfolio choice.

OLD MUTUAL ABSOLUTE GROWTH AND COREGROWTH PORTFOLIOS, AND GUIDED GROWTH FUND

- I accept that switch restrictions will be applied and I have familiarised myself with these restrictions.
- I accept that switches out of these investment portfolios may be subject to a notice period. As such, these assets will remain invested in the said portfolio for the duration of the notice period, and will be based on the unit price as at the effective date of the switch.
- I am aware that, in respect of the Guided Growth Fund, my switch date will be subject to a waiting period of up to 5 business days from the date of request and that my switch value will be determined on the switch date.
- I understand that, for Old Mutual Absolute Growth Portfolios and/or Old Mutual CoreGrowth 100 Fund, there is an annual limit to Book Value Switches in order to protect investors in these portfolios.
- I also understand that for a Market Value switch out of Old Mutual Absolute Growth Portfolios and/or Old Mutual CoreGrowth 100 Fund, that the switch will be processed at lower of book and market value.
- The estimated switch value can be obtained by calling the Old Mutual Member Servicing Centre on 0860 20 30 40. I am aware that, in respect of Smoothed Bonus Portfolios (including but not limited to the Old Mutual Absolute and CoreGrowth Portfolios) and Guided Growth Fund, my switch value may be equal to or lower than the requested withdrawal percentage applied to my fund balance.

Tick the applicable box below.

- I am aware that financial advice is available from an accredited Old Mutual financial adviser, but I have elected not to make use of this service in making my decision.
- I received financial advice from a licensed financial adviser before making this decision.

Member's name

Member's surname

Member's signature

Date

