



## Hedge Funds Switch Form Hedge Fund Schemes

Submit the completed form and supporting documents to:

E-mail forms@sanlamhedgefunds.com

If you have any questions, contact us on:

Tel +27 (21) 916 6910

E-mail service@sanlamhedgefunds.com

Switching involves selling units in one hedge fund unit trust, and with the proceeds raised from that, buying units in another hedge fund. You can switch your units at any time. You may only switch units within a scheme, ie within a Retail Investor Hedge Fund Scheme or within a Qualified Investor Hedge Fund Scheme. You may not switch between a Hedge Fund Scheme and a traditional unit trust.

### Important information

- Please read all the information in this form carefully, including the terms and conditions in section 6, and ensure you understand it.
- This form will be used to process your switch instruction only. Should you wish to change your personal information or your regular withdrawal, you will need to complete an Investor Details Update form, available on [www.sanlamhedgefunds.com](http://www.sanlamhedgefunds.com)
- We will only proceed with the switch once the form has been completed, dated and signed by the investor and / or authorised signatories and we have received all of the necessary supporting documents. This includes the Financial Intelligence Centre Act 38 of 2001 (FICA), and Financial Advisory and Intermediary Services Act 37 of 2002 (FAIS) requirements, if applicable.
- Please initial the bottom of each page as well as any changes made on this form.
- Any writing/instruction outside of the allocated fields will not be processed.

### 1. Investor details *(all fields are compulsory)*

Investors code \_\_\_\_\_

Title: Mr  Mrs  Miss  Other *(please specify)* \_\_\_\_\_

Full name(s) \_\_\_\_\_

Surname / registered name of legal entity \_\_\_\_\_

Identity number / Passport number / Entity registration number \_\_\_\_\_

Contact telephone number ( ) ( ) \_\_\_\_\_  
Country and area codes, e.g. +27 21 555 5555

E-mail address \_\_\_\_\_

**Please note:** If you have provided different contact details on this form to what we currently have on our records, your details will not be updated until we receive a completed Investor Details Update Form, available on [www.sanlamhedgefunds.com](http://www.sanlamhedgefunds.com)

### 2. Switch options

**Switches between unit trust investments and hedge fund investments are not allowed**

Please select either Rand or units or all units Fund minimums apply, refer to our Minimum Disclosure Documents at [www.sanlamhedgefunds.com](http://www.sanlamhedgefunds.com)

\* If no class is specified, it will be allocated to a default class.

#### 1. From:

Hedge Fund Name	Class*	Total amount (R)	OR	Units	OR	All Units

Initial \_\_\_\_\_

**Switch options continued**

To:

Hedge Fund(s)	Class*	Amount (R)	OR	% of units

**2. From:**

Hedge Fund Name	Class*	Total amount (R)	OR	Units	OR	All Units

To:

Hedge fund(s)	Class*	Amount (R)	OR	% of units

**3. Income distribution payments**

- If you have switched the total investment value of a fund, we will credit the distributions for that fund to the new fund.
- If you switched all units and there are no payment details on record, the income will be paid into the new fund.
- Should future income (interest and/or dividends) be paid out, please complete the Investor Details Update form available at [www.sanlamhedgefunds.com](http://www.sanlamhedgefunds.com)

**4. Financial adviser**

**4.1 Broker / Sanlam financial adviser details (if applicable)**

Full name(s) \_\_\_\_\_ Code \_\_\_\_\_

Surname \_\_\_\_\_

Identity number \_\_\_\_\_

Contact telephone number ( ) ( ) \_\_\_\_\_  
Country and area codes, e.g. +27 21 555 5555

E-mail address \_\_\_\_\_

**Commission instruction\*:**

I wish to appoint the broker / financial adviser whose details appear above as my preferred intermediary on this application to switch.

**Broker / Financial adviser details continued**

**Ongoing advice fee:**

Ongoing financial advice fee: \_\_\_\_\_ % per annum (negotiable up to a maximum of 1%, excluding VAT).

Signature of investor / authorised signatory/(ies) \_\_\_\_\_ (compulsory)

**Please note**

- This annual advice fee is based on the daily market value of the investment portfolio, paid to the broker / financial adviser monthly, in arrears from the sale of units (unit reduction).
- This is not part of the normal annual management fee charged by Sanlam.
- To cancel the ongoing advice fee, please complete an Investor Details Update form, available from [www.sanlamhedgefunds.com](http://www.sanlamhedgefunds.com)
- This annual advice fee is not applicable to funds / classes where a trailer fee is already included in the service fee, as explained in the Minimum Disclosure Documents.

Initial \_\_\_\_\_

**Financial adviser details continued**

**4.2 Cancellation of existing ongoing financial advice fee**

Cancel my existing ongoing financial advice fee Yes  No

**4.3 Preferred broker / financial adviser appointment**

I confirm that I wish to appoint the above broker / financial adviser as my preferred financial intermediary on all my Sanlam hedge funds. All future commission, trailer and ongoing financial advice fees (if applicable) must be paid to this newly appointed broker / financial adviser until further notice.

I am aware that the financial intermediary, who previously introduced me to Sanlam unit trusts, will now be replaced with this new appointment. I also understand that the above appointed (preferred) new broker / financial adviser will now receive the commission on the contribution(s), ad hoc investments, trailer and ongoing financial advice fees (if applicable) that was previously paid.

Signature of investor / authorised signatory/(ies) \_\_\_\_\_

**4.4 Declaration by broker / Sanlam financial adviser**

**Sanlam financial adviser**

**Financial advice**

Was financial advice provided? Yes  No

It is the adviser's responsibility to complete the advice documents for this transaction and forward them, with this application form, to Sanlam.

**Broker**

**FSP license**

FSP license number \_\_\_\_\_

I declare that I am a licensed financial services provider or a representative of a financial service provider. I am authorised to sell unit trusts

\_\_\_\_\_  
Signature of Sanlam financial adviser

\_\_\_\_\_  
Signature of broker

**5. Investor declaration**

1. I / We confirm that I / we have the authority and am / are legally competent to enter into and conclude this transaction, with any legal assistance that may be required. The legal guardian must sign the instruction on behalf of the minor.
2. I / We understand that this application is subject to the Sanlam Collective Investments Scheme Deed (the Deed) and that this application, read together with the Deed, constitutes the entire agreement between Sanlam and myself / ourselves. A copy of the Deed is available upon request.
3. In terms of the Prevention of Organised Crime Act (No 121 of 1998), I / we confirm that the funds for this investment come from a legitimate source. I / we further agree to answer any questions on the source of the funds used for investment and to provide additional information if required.
4. I am / We are aware of and consent to all costs and charges relating to this investment. I / We understand that there is no guarantee with regards to the capital investment. I / We am / are aware that there are further allowable deductions from the fund (e.g. an annual management fee) that may impact the value of the investment.
5. I / We understand that the cost of buying units may include an initial upfront fee plus Value Added Tax (VAT) which may consist of Sanlam's manager's fee as well as a broker advice fee. This is additional to the annual management fee charged by Sanlam.
6. I / We confirm that the risk profile of the investment has been explained to me / us and I / we understand that it is my / our obligation to familiarise myself / ourselves with and accept the risks associated with this investment.
7. I / We accept full responsibility for informing Sanlam of any changes in my / our personal information (e.g. change of address, change of surname and contact details).
8. I / We have read and understood the contents of this application form and annexures and I / we agree to its terms and conditions.
9. I / We have read and understood the Minimum Disclosure Documents, the Upfront Disclosures and the policies applicable to this investment.

Signature of investor \_\_\_\_\_

Date signed \_\_\_\_\_ (ddmmccyy)

\*Authorised signatory \_\_\_\_\_

Date signed \_\_\_\_\_ (ddmmccyy)

Initial \_\_\_\_\_

## Authorised signatory details

\*Authorised signatory/(ies) acting on behalf of the investor (e.g. parents / guardians of a minor, and all persons authorised to act on behalf of the investor).

Title: Mr  Mrs  Miss  Other (please specify) \_\_\_\_\_

Full name(s) \_\_\_\_\_

Surname \_\_\_\_\_

Identity number \_\_\_\_\_

Contact telephone number ( ) ( ) \_\_\_\_\_  
Country and area codes, e.g. +27 21 555 5555

E-mail address: \_\_\_\_\_

Initial \_\_\_\_\_

## Important notes and Terms and Conditions

Please read all the information in this annexure carefully and ensure you understand it.

The **Annexure A** section does not have to be returned with your completed Switch form.

### Important notes

- Switches will only be processed on cleared units i.e. if the funds used for investment/s have been cleared by the bankers.
- There is a clearance period on switches of 14 calendar days for lump sum investments.
- All units will be switched if the amount remaining after the switch is less than the required fund minimum for the specific fund..
- A switch may trigger capital gains tax (CGT) and you may be liable to taxes. We will issue a Capital Gains Tax certificate at the end of the tax year.
- If a switch is made between the time the income is declared and the actual payment date, this income declared will be switched, unless you instruct us differently.
- When switching between funds, units are sold in one fund, and with the proceeds from that sale, units are bought in another fund.
- Each fund has a different investment aim and investor risk profile. Switching could impact on your ability to reach your original investment goals. For this reason, it is a good idea to consult with your broker / financial adviser to review your original motivation for investing and decide whether or not the current investment is still appropriate for you.

### About Hedge Fund Unit Trusts

- When you invest in a hedge fund unit trust (also called a collective investment scheme), your money is pooled with the money of other investors. This pool of money is used to buy a portfolio of assets, such as shares (equities), bonds or listed property. As an investor, the value of the units you own is calculated by taking the number of units you own and multiplying them by the latest ruling price per unit.
- For information on unit trust hedge funds and how they work, along with our full range of funds and the relevant Minimum Disclosure Documents, please visit our website at [www.sanlamhedgefunds.com](http://www.sanlamhedgefunds.com) or alternatively you can call us on +27 (21) 916 6910.
- When you complete this form, you apply to buy units in the hedge funds of your choice in line with the Trust Deed and mandate of the relevant funds. The Minimum Disclosure Documents explain how each fund invests and what applicable fees will be charged.
- If funds are deposited on a Saturday, Sunday or public holiday, investors will receive the next available price.

### Fees and charges

- A full list of our funds, a schedule of fees and charges and maximum commissions is available on the Minimum Disclosure Documents available on [www.sanlamhedgefunds.com](http://www.sanlamhedgefunds.com)
  - The following charges are levied against the portfolio: brokerage, auditors' fees, performance fees, service fees, applicable taxes, custodian fees, bank charges, trustees' fees and trailer fees (trailer commission is paid by Sanlam to financial advisers on a monthly basis; it forms part of the annual service charge, which is a fixed percentage per annum that is calculated and deducted daily from the accrued income in the portfolio).
  - These fees are charged to the client: Sanlam manager's fees as well as broker advice fees.
- Commission and incentives may be paid and if so, will be included in the overall costs. The fund manager may borrow up to 10% of the portfolio to bridge insufficient liquidity.
- The client will be liable for any bank charges incurred as a result of a payment being rejected by the bank.
- An additional investment, switch or transfer within your current portfolio may result in a change to the Effective Annual Cost (EAC) calculation. An updated calculation can be obtained by using our EAC calculator when visiting the Secure Services Portal at <https://cp.sanlam.co.za>. Alternatively you may contact your adviser or phone us on 0860 100 266.
- Contained within the TER are expenses that relate to the investment management fee, the service costs and performance fee. Performance fees are calculated by comparing the annual return of the Fund and Performance Fee Benchmark which is set in the Fund Minimum Disclosure Documents. Performance fees will only be charged if the Fund return is in excess of the performance Fee Benchmark. All fees are accrued daily in the Net Asset Value (NAV) of the Fund.

### Transaction cut-off times

- Please make sure you send us your completed instruction (including supporting documents) and proof of deposit before the transaction cut-off time. The SA business day transaction cut-off times for our funds is 14:00.
- We can only process your instruction once we have received the correct and accurately completed form and the required supporting documents. If an instruction is issued incorrectly, is unclear, incomplete, or if the supporting documents are not received by the cut-off time, the processing of the transaction will be delayed.
- We will process your investment only when all the required documentation has been received. Your transaction will be priced using the ruling price of the fund for the day the transaction is processed. Any loss will be for the investor's account.
- Any interest earned on:
  - money deposited for investment in a fund after the specified cut-off time,
  - incorrect deposits or,
  - deposits for applications with outstanding requirements, will not be paid to the client as we are unable to transfer the money in the fund(s) account.

Initial \_\_\_\_\_

## Conflict of interest

All actual and potential Conflicts of Interest are managed, reported and disclosed in line with the Managers Conflicts of Interest and Outsourcing Policy which is available on request, or on the Sanlam website [www.sanlamhedgefunds.com](http://www.sanlamhedgefunds.com)

## Ownership, information security and instructions

- The legal owner of the investment is the person in whose name the investment is registered, regardless of who the payer is. If the legal owner is a minor, we will only accept instructions from their legal guardian. We will only release information to, and act on instructions from, the investor, the authorised signatory or the appointed financial intermediary.
- We permit ring-fencing for large withdrawals in terms of Notice 573 of the Collective Investment Schemes Control Act. Ring-fencing is the separation of assets and the delayed sale of units in a unit trust fund, in the event of a large sale of units within the fund, subject to certain conditions. This ensures that the sale of a large number of units will not force us to sell the underlying investments at a price in the market which could have a negative impact on other investors. We may delay paying the proceeds of the sale of units. If your sell instruction is affected by this ring-fencing, the payment and the value of your withdrawal could be impacted. In the event of this, we will contact you to discuss the process, where applicable.

## Unclaimed assets and how they affect you

- More information on the ASISA Standard on Unclaimed Assets and the processes is available on [www.asisa.org.za](http://www.asisa.org.za) or from our client service centre on +27 (21) 916 6910.

## Complaints

If you are dissatisfied with our service, please contact us at:

- Telephone: +27 (21) 916 6910
- E-mail: [complaints@sci.sanlam.com](mailto:complaints@sci.sanlam.com)
- Complete a complaint form online at [www.sanlamhedgefunds.com](http://www.sanlamhedgefunds.com)
- Visit your nearest Sanlam office.

Your views are very important to us. When we receive your complaint, a competent team, specifically trained to handle and resolve complaints, will investigate it and try to resolve it as soon as possible in a fair manner.

## How we process your personal information

- We collect personal information about you to offer you the best service. We will not share this information outside of the Sanlam Group, its associated groups or agents, without your explicit consent. In order to provide you with an effective service, we may be required to share this information with our administrators or agents who perform certain services for us (e.g. mail houses who post your statements on our behalf), members of the Sanlam Group, your financial adviser or broker, as well as with any regulatory bodies as the law requires. We may share your information with foreign regulatory bodies if required.
- Your information is used for administrative, operational, audit, marketing, research, legal 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 unauthorized access. If you don't consent to us using your personal information, there may be delays 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. We keep relevant documents for a period of five years or more as required by the law. If you consent to us retaining your personal information for periods of longer than 5 years, we will restrict access to your information. It will only be processed for storage or for purposes of proof (with your consent).

Initial \_\_\_\_\_