

# ITRANSACT RETIREMENT ANNUITY FUND

## SWITCH FORM

(To be completed by members who wish to switch from one retirement annuity portfolio to another)

**VERSION NUMBER 9**

### IMPORTANT INFORMATION

1. Please send this form and all associated documents directly to the Administrator (by email only) to the following email address:  
**instructions@itransact.co.za**
2. Automated Outsourcing Services (Pty) Ltd, trading as Itransact is an authorised Financial Services Provider (FSP 650) and is the Administrator of this product.
3. The responsibility of transmitting the documents to the Administrator lies with the sender.
4. No form will be considered complete without all the required fields being completed and the required supporting documentation being submitted. The Administrator reserves the right to reject any application and or instruction at any time due to incomplete or insufficient documentation and information.
5. **It is important that you have read and understood all the latest product media, terms and conditions associated to this product before you sign this form, all of which are available from the Administrator whose details are provided at the end of this form.**

### SECTION 1: MEMBER DETAILS

Investor Number

Title  Surname

First Names

South African Identity Number  Male  Female

#### Person Acting On Behalf Of The Member

(Please provide the name of the legal guardians or persons with a power of attorney to act on behalf of this member)

Title  Surname

First Names

Relationship to Member

Residential Address

Postal Code

Telephone (w)

Cell Phone Number

Other contact Number

Email Address

**SECTION 2: SWITCH DETAILS**

Please note that 'Portfolio Name' refers to an Managed ETF Portfolio and/or Unit Trust available within the Retirement Annuity product.

I/We hereby request the administrator to switch portfolios as follows:

Vested Component

From (Portfolio Name)	Percentage %	To (Portfolio Name)
<input type="text"/>	<input type="text"/> %	<input type="text"/>
<input type="text"/>	<input type="text"/> %	<input type="text"/>
<input type="text"/>	<input type="text"/> %	<input type="text"/>
<input type="text"/>	<input type="text"/> %	<input type="text"/>

Savings Component

From (Portfolio Name)	Percentage %	To (Portfolio Name)
<input type="text"/>	<input type="text"/> %	<input type="text"/>
<input type="text"/>	<input type="text"/> %	<input type="text"/>
<input type="text"/>	<input type="text"/> %	<input type="text"/>
<input type="text"/>	<input type="text"/> %	<input type="text"/>

Retirement Component

From (Portfolio Name)	Percentage %	To (Portfolio Name)
<input type="text"/>	<input type="text"/> %	<input type="text"/>
<input type="text"/>	<input type="text"/> %	<input type="text"/>
<input type="text"/>	<input type="text"/> %	<input type="text"/>
<input type="text"/>	<input type="text"/> %	<input type="text"/>

Debit Order

From (Portfolio Name)	Percentage %	To (Portfolio Name)	Switch Debit Order	
<input type="text"/>	<input type="text"/> %	<input type="text"/>	<input type="button" value="YES"/>	<input type="button" value="NO"/>
<input type="text"/>	<input type="text"/> %	<input type="text"/>	<input type="button" value="YES"/>	<input type="button" value="NO"/>

**Please note that all contributions will automatically invest one third into a savings component and two thirds into a retirement component as per your fund(s) selected.**

I/We hereby request the administrator to switch my components as follows:

Switch from vested component to retirement component

Switch from savings component to retirement component

**Please note when switching to the retirement component that this instruction cannot be reversed. Funds within the retirement component are only accessible at retirement age.**

**Please note that transaction fees are charged on both the buy and sell legs of this transaction (where applicable).**

1. Stock Broker Fee which is currently set at 0.08% of the value of the transaction (excluding VAT) shall be charged by the brokerage through which the transaction is conducted for all purchase and sale transactions.
2. A nominal fixed Investor Protection Levy shall be charged by the Johannesburg Stock Exchange for all purchase and sale transactions.
3. A nominal STRATE fee shall be charged by STRATE on all purchase and sale transactions.
4. All fees quoted are exclusive of VAT.

