

## Member investment choice switch - Generic

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**The purpose of this form is for you to instruct us where to place your investment.**

In this form:

- 'You' refers to the person named on this form as the member.
- 'We' and 'us' refer to the company in Alexander Forbes that is shown at the top of this form, who is also the administrator of your fund.
- 'Fund' refers to the fund that you are a member of.

### About new investments

You should get financial advice before you make these important decisions, in particular if you decide to choose your own investment portfolios. If you have any questions, you can contact Alexander Forbes (details at the top of this form). You can also ask us for brochures about the fund investments and the investment portfolios offered to members.

### Key points to understand about this form

You should sign the form only if you agree to all the terms and conditions in it. The form is part of your contract with us. You must make sure that all the information is correct and that all parts of the form are complete. We have the right to treat the information given in the form as accurate and complete. If you make changes to what you have already filled in, you must sign next to each change.

### Follow these steps

1. You need to fill out the form. You do have the option of filling in this form electronically and printing the electronic version of the form to be signed.
2. You must sign the form and date it.
3. Keep the first and second pages to refer to for any queries.
4. Please email the completed form to [zzswitches@forbes.co.za](mailto:zzswitches@forbes.co.za) or fax to **011 263 2948**. This form must not be sent to your human resources or payroll department at your employer.



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## Protecting your information

For us to provide the service to you, you must give us the personal information we ask for in this form. We will process your personal information for valid and lawful reasons only.

It is the company in Alexander Forbes shown at the top of this form that is collecting and processing this information.

### Why we need your personal information

We collect your personal information in this form so that we can:

- pay your benefit from the fund or under the policy
- share it with a third party (who we contract with to provide services to you) so that we can provide services and products to you.

### Other parties that may get your personal information from us

We have the right to share your personal information with the following parties:

- regulators or government entities so that they can perform their duties to us
- our auditors so that they can perform their duties to us
- any person or organisation that has a legal right to access your information.

### Keeping your personal information safe and confidential

We will take care to keep your personal information safe and obey any legal requirements about protecting your personal information (for example the *Protection of Personal Information Act* when it becomes effective).

**We will keep your personal information confidential and will not share it except in the circumstances explained in this document. We will keep your personal information for as long as:**

- we need it to achieve the purposes set out above
- any law or contract requires us to keep the information
- the fund or insurer needs it for lawful purposes linked to its functions.

**Once we are no longer authorised to keep your information, we have the right to take any one or more of the following actions:**

- destroy the information
- delete the information
- de-identify the information.

We do not have to let you know when we take any of these actions.

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**Alexander Forbes is not responsible for any loss you or anyone else may suffer if important information is left out of this document.**

### How to contact us

If you want to ask us if we have your personal information, you can contact us at the telephone number shown at the top of the form. If your personal information is incorrect, we will change it if you make us aware of this.

### If you have a complaint

We would like to hear from you if you have a complaint:

- Visit us in person at any of our offices.
- Email [contactus@forbes.co.za](mailto:contactus@forbes.co.za).
- Phone 0860 000 279 or +27 (0)11 669 7026 if you're outside South Africa.
- Follow our complaints process at [www.alexanderforbes.co.za/contactus/complaints.aspx](http://www.alexanderforbes.co.za/contactus/complaints.aspx).

### If you need more information

Please contact us if you have any questions or if you need more information.

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The logo for KZN Municipal Pension Fund, featuring the letters 'KZN' in a large, bold, black, sans-serif font.

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## Member investment choice switch

Name of fund

**KZN Municipal Pension Fund**

### About your employer

Name of employer

eThekweni Municipality

### About you (the member)

Please fill in all the information in this section. If there are any changes to your personal particulars, please write to let us know.

#### Personal and contact details

Surname

[Grid for Surname]

First names

[Grid for First names]

Maiden name

[Grid for Maiden name]

Title:  Dr  Mr  Mrs  Ms  Prof.  Other (specify) [Grid]

ID or passport number

[Grid for ID or passport number]

Country of issue Date of birth

[Grid for Country of issue Date of birth]

[Grid for Date of birth: D D M M Y Y Y Y]

Employee number

[Grid for Employee number]

#### Residential address (this is the address where you live most of the time)

Unit number

[Grid for Unit number]

Complex

[Grid for Complex]

Street number

[Grid for Street number]

Street or farm name

[Grid for Street or farm name]

Suburb

[Grid for Suburb]

City or town

[Grid for City or town]

Country

[Grid for Country]

Code

[Grid for Code]

#### Postal address

[Grid for Postal address]

Code

[Grid for Postal address Code]

#### Contact details

Home number

[Grid for Home number]

Work number

[Grid for Work number]

Cell number

[Grid for Cell number]

Email

[Grid for Email]

## Investment portfolio options

There are two options for choosing your investment strategy:

### ■ The KZN LifeStage Model

The LifeStage Model can be invested in specialist, balanced or passive investment portfolios. The model has a set format for investing depending on how many years you have to normal retirement age.

### ■ Your own choice of portfolios. This is a list of investment portfolios that you choose

from. You need to choose one of the following options. Details of these options are provided below.

#### 1. The KZN LifeStage Model

Tick this box to instruct us to invest 100% of the money in your fund credit and future contributions in the KZN LifeStage Model. I acknowledge and understand that at the date of the switch 100% of my existing retirement fund savings, i.e my current Fund Credit and my Future Contributions of the Fund will be invested in the KZN Lifestage Model.

The normal retirement date is the date given in the special rules of your fund. To find out what it is, please refer to your member booklet or fund rules.

#### 2. Your own choice of portfolios

Tick this box to invest your fund credit and future contributions in the portfolios shown below. If you choose this option, you must make sure that you have received appropriate advice.

Indicate how you choose to invest by selecting from the options below. Then show how you divide the investment within that choice. Your choices must equal 100%.

#### Investment portfolio

SYG KZN Aggressive Fund
SYG KZN Managed Fund
SYG KZN Islamic Fund
SYG KZN Moderate Fund
SYG KZN Defensive Fund
SYG KZN Money Market Fund
KZN Global Balanced Fund
<b>TOTAL</b>

#### “A” % Fund Credit

	%
	%
	%
	%
	%
	%
	%
	%
<b>100</b>	%

#### “B” % Future Contributions

	%
	%
	%
	%
	%
	%
	%
	%
<b>100</b>	%

# KZN

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## Important notes

### Sending the switch form

An email delivery receipt is not proof that Alexander Forbes has received the switch form from you. If you have not received confirmation (by sms or email) within **five (5)** working days that your switch form has been received, please contact Alexander Forbes contact centre on 0860 100 333.

You need to make sure that Alexander Forbes has received the switch form. If you have not received confirmation (by sms or email) within **five (5)** working days that your switch form has been received, the switch instruction may not take place.

### Options you selected

If Option 2 is selected, please complete columns "A" and "B". (NOTE – A member may only choose a different election for "A" and "B" if the Fund's Switching Rules allow for it.)

### Conditions regarding switching

Please refer to the Fund's Switching Rules and ensure that the election is made in accordance with the options available to the Fund and its Specific Investment Portfolios. Please note that certain Investment Portfolios have specific rules, such as notice periods and maximum amounts, these rules rank the highest in terms of priority and apply over and above the Fund's switching rules.

### Switch fee to be charged

A **switch fee** may be deducted from the member's current Fund Credit per the Fund's Switching Rules. The **first switch** in every financial year is free. A **switch fee** of R350 plus VAT will be deducted from the member's current Fund Credit on completion of every subsequent switch in the same financial year.

### Time to make the switch

Investment switches are made within **five (5)** working days of Alexander Forbes receiving the switch instruction, if applicable, in accordance with the time frame prescribed in the Fund's Switching Rules, or, if applicable any specific notice period relating to the Fund's Investment Portfolio/s.

### Confirming your switch has been made

Alexander Forbes will send you confirmation that your switch has been made within **ten (10)** working days of receiving your switch form.

### If the switch form is not complete

If the switch form is not complete or not filled in correctly, Alexander Forbes may not be able to make the switch.

### Check that the switch has been made properly

You need to advise Alexander Forbes contact centre on 0860 100 333 within **30 (thirty)** days if the switch has not been made in the way you instructed and intended.

### If the switch is not made

Alexander Forbes will take all reasonable commercial steps to make sure that switches take place within **five (5)** working days. If this does not happen because of an administration error, your money in the fund will be placed in the same position it would have been had the error not been made. This means that the money may be increased or decreased once the error has been corrected.

### View your switch election on Alexander Forbes (online)

Please **view the result of the election change** on Alexander Forbes (AF) Online, using the following address to connect to the website: <https://www.alexanderforbesonline.co.za>. Alternatively, should you not have access, please call the AF Online help line on 0860 100 333 to assist in the registration process to gain access.

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## Your declaration

By signing this form, you confirm that you have read and understood this form and agree with the terms.

1. You understand the risk profile of the investments you have chosen, and the consequences of your choices.
2. You have received financial advice (where appropriate) in choosing a portfolio if you filled in investment portfolio options.

### What we are not responsible for (indemnity)

By signing this form, you agree that the Fund, the trustees of the fund, the principal officer of the fund, your employer and Alexander Forbes are not responsible (liable) for any claim arising from your investment choices.

### No responsibility for events beyond our control (*force majeure*)

We are not legally responsible for any loss that you or any other person suffers resulting directly from circumstances beyond your or our control. Examples of these circumstances are natural disasters, poor weather, power outages, war, strikes and government intervention. This is referred to as *force majeure*.

We have taken reasonable measures to protect ourselves against these events and we have put in place technologies and processes that are designed to allow us to recover as quickly as possible if there is a disaster.

Your full name

Your signature \_\_\_\_\_

Date

D D M M Y Y Y Y

The logo for KZN Municipal Pension Fund, consisting of the letters 'KZN' in a large, bold, black, sans-serif font.

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