Useful information about your Switch Form

INVESTMENTS

Contact details
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Cut off and time lines
- All complete and valid instructions received **before 14:00** on a business day will be processed on the **same day**.
- Complete and valid instructions received **after 14:00** will be processed on the **next business day**.
- Switches will be processed and finalised within a maximum of **five (5) business days**.
- Certain switches cannot be processed during the period where fees, annuity income or regular withdrawal payments are being processed. This is to ensure those payments can be made. Please contact us to confirm timings.
- Any errors are to be reported within **fourteen (14) days** of your switch confirmation being received.

Useful information
Please refer to our website www.ppsinvestments.co.za for:
- Fund fact sheets (Minimum Disclosure Documents) for each of the available Investment Option(s).
- The Effective Annual Cost measure (EAC) is an industry-wide disclosure standard. It can be used by investors and financial advisers to compare charges on most retail investment products, and their impact on investment returns, so that investors are placed in a better position to make informed decisions around investment choices. The EAC is a measure of the charges that an investor will likely incur in purchasing and holding a financial product, and does not attempt to measure the features of a financial product.
- The latest Product Terms, Conditions and Declarations.
- You can manage your investment, view balances, transact and download tax certificates on the PPS Investments Secure Online Services website (www.ppsisecure.co.za) or the PPS for Professionals mobile app for IOS or Android.

Consider getting financial advice
PPS Investments does not provide financial advice. However, we believe in the merits of good financial advice. If you are not comfortable making your own investment decisions, consider using the services of a PPS Investments accredited financial adviser.

Investment Option ranges
- PPS Investments has two Investment Option (fund) ranges; Original and Select. The fund classes (fees) and administration fees differ for each.
- It is essential that you select Investment Option(s) from the correct range when completing this form.
- Please refer to the relevant Investment Option Schedule on the PPS Investments Secure Online Services portal for more information.
- It is not possible to mix funds from the Original and Select ranges in the same investment.
- You can move from the Original to the Select range but not from the Select range to Original range.

Tax Free Investment Account
The Investment Option(s) for the PPS Tax Free Investment Account (TFIA) are restricted by legislation. No funds that charge performance fees can be offered. Please refer to the Select Investment Option Schedule for the full list of available funds. This also applies to Customised Solutions.

Regulation 28 for retirement funds
If you have a retirement fund investment, Regulation 28 of the Pension Funds Act requires that your investment adhere to the following asset class limits; 75% equities, 25% property and 30% foreign. A switch instruction may affect the Regulation 28 compliance status of your investment. To ensure your switch complies with Regulation 28, please use our online Regulation 28 Guide. Alternatively, contact your financial adviser or our Client Service Centre. This also applies to Customised Solutions.

SWITCH INSTRUCTION

INVESTMENTS

Please apply this switch instruction to investment number (starts with POL or INV)

A CONTACT PERSON FOR OUTSTANDING REQUIREMENTS

Name and surname

Telephone number

Email

Capacity

B PERSONAL DETAILS OF INVESTOR

Title

First name and surname

First name, surname and designation of contact person of entity

Identity or passport number / Registration number of entity

C SWITCH DETAILS

☐ I am switching within my current range (Original or Select).

☐ I am switching from the Original Range to the Select Range (100% must be switched out of Original range)

- Only complete the **Switch TO** section.
- Please note that not all Original Range Investment Options are available in the Select Range.
- Should you be switching 100% out of your Original Range to the Select Range, your debit order allocation will follow the switch (unless otherwise stated in Section D)

Switch FROM: Investment Option (Please complete full fund name and class)	Rand value or %

Switch TO: Investment Option (Please complete full fund name and class)	Rand value or %
TOTAL	100%

D DEBIT ORDER

If you have an active debit order on this investment, it may be impacted by this switch. Should this section not be completed, your debit order will follow your switch instruction.

☐ Future debit order must remain unchanged.

☐ Future debit order must be invested as per the table below.

Investment Option (Please complete full fund name and class)	%
TOTAL	100%

E REGULAR WITHDRAWAL / ANNUITY INCOME

- If you are drawing a regular withdrawal or annuity income from your investment, it may be impacted by the above switch.
- Regular withdrawals / annuity income will be drawn proportionately across all Investment Option(s), unless specified differently below.
- If there is insufficient money in the selected Investment Option(s), we will withdraw the income proportionately from all Investment Option(s).

Investment Option (Please complete full fund name and class)	Amount	% of withdrawal
Total		100%

F FEES

If you choose a specific fund for financial advice and / or administration fees to be deducted from, it may be impacted by the above switch.
Fees will be deducted proportionately from all Investment Option(s), unless specified differently below.

Investment Option

Should there be insufficient funds in the selected Investment Option to pay your fees, they will be drawn proportionately from all Investment Option(s).

G CLIENT DECLARATION

I hereby confirm that:

- All information provided in this form and all other documents signed by me, whether in my handwriting or not, is correct
- I am responsible for the accuracy and completeness of all answers, statements or other information provided by me or on my behalf
- I will inform PPS Investments if any of the information supplied changes
- I have not received advice from PPS Investments or the Administrator

and I have read, understood and agree to:

- The Product Terms, Conditions and Declarations which may change from time to time
- The Minimum Disclosure Documents (MDD) of my chosen Investment Option(s), including but not limited to the Total Expense Ratio (TER) and Transaction Cost (TC). In the case of Customised Solutions, the Minimum Disclosure Document of the underlying funds can be obtained from the respective Managers.
- The Effective Annual Cost disclosure available from my financial adviser, the PPS Investments website or from the Client Services Centre.

Signature of investor(s)/Authorised signatory(ies)

Date

Print and sign

Contact us

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