

**A. IMPORTANT INFORMATION**

PSG Collective Investments (RF) Limited administers the unit trusts. It is authorised to do so as a manager in terms of the Collective Investment Schemes Control Act. In this form it is referred to as PSG Asset Management. **If you require assistance in completing this form, please contact Client Services on 0800 600 168.**

- Please complete all sections of this form.
- The completed form should be emailed to [local.instructions@psgadmin.co.za](mailto:local.instructions@psgadmin.co.za) or faxed to PSG Asset Management, on +27 (11) 263 6099.
- Please refer to the terms and conditions on the application form regarding faxed and e-mailed instructions.
- **The PSG Wealth funds are only available for investment through a PSG adviser where appropriate solutions have been determined via the PSG advice process.**
- **Please inform us in writing should any of your personal details change.**

**B. INVESTOR DETAILS**

Investor account number			
First name(s) / contact person			
Surname (for individuals)			
Registered name (for institutions)			
ID number / registration number			
Postal address			
Country		Postal code	
Physical address or principal place of business			
Country		Postal code	
Telephone home		Telephone work	
Cellphone		Fax	
Email address			

**C. SWITCH INSTRUCTION**

Source Fund Switch from (Name of fund and class)	No. of units/ rand amount	Target Fund Switch to (Name of fund)	Income		Initial advice fee	Fund Class	Referral Fee included in unit price* ✓	and sale of units advice fee* Max of 1.20% in total %	Fund Class	Sale of units Advice fee clean classes*	
			Reinvest	Pay out						✓	Max of 1.20 %
			✓ OR ✓	Max of 2.00%						✓	Max of 1.20 %

In the case of 100% switch, where the income distribution set up method is "reinvestment" and a debit order is being cancelled, any pending income distribution and/or uncleared units will be reinvested into the Target Fund Account.

\*Please refer to Annexure A of the original application form.

**D. STANDING INSTRUCTION** (only for investors with existing Standing Instruction)

Your monthly standing instruction may be affected by your switch instruction. Please indicate in the table below:

Fund name	Class	Debit order to			Regular withdrawals to		
		Remain unchanged	Be cancelled	Move to Target Fund Account	Remain unchanged	Be cancelled	Move to Target Fund Account

All such withdrawals from my/our account shall be treated as though they have been signed by me/us personally, and I/we request the bank to debit my/our account with these drawings. I/We agree to pay any bank charges and costs relating to this debit order authority. Should you wish to cancel the debit order and the instruction is received after the 22nd of the month, this cancellation will only take effect from the 1st day of the second month after notice is received. Please note there is a **40 (forty)** day holding period on debit order payments.

PSG Asset Management reserves the right to cancel debit orders to ensure the equitable treatment of investors should fund offshore capacity become restricted. For any changes please complete the Regular Withdrawal Payment Instruction Form on the website - [www.psg.co.za/asset-management/forms](http://www.psg.co.za/asset-management/forms).

**E. DECLARATION**

I/We, the undersigned, hereby give notice, in accordance with the provisions of the Trust Deed of the Fund(s), to switch the participatory interests (units) at the ruling price on the date of receipt of the written instruction by PSG Asset Management, subject to the instruction having been received before 14h30 on the business day and, in the case of the PSG Money Market Fund, before 11h00 on the business day.

I/We acknowledge and understand that this investment is subject to the Terms and Conditions as set out in this form.

Signature of the investor / Authorised signatory

Signature of the investor (if more than one signatory)

Date

\*Should the Financial Adviser sign on behalf of the investor, please attach proof of authority in order to proceed with this instruction, if this authority has not already been given on the original application form.

**F. FINANCIAL ADVISER FEES**

The Financial Adviser may receive an Initial Fee and an annual Ongoing Management Fee from the client, as well as an annual ongoing fee from PSG Asset Management. The latter fee is referred to as the Financial Adviser Referral Fee. Note that certain maximums per portfolio apply for each type of fee. Please refer to the Application Form for details of such maximums. The total ongoing Financial Adviser fee may not exceed 1.2% p.a. per portfolio.

In respect of Initial Fees and Ongoing Management Fees, please note that if no fees have been specified, 0% will apply. If a fee higher than the maximum has been specified, the maximum will apply. Initial Fees may only be taken in 0.25% increments, and Ongoing Management Fees in 0.05% increments.

I/We, the investor, hereby confirm to PSG Asset Management that the FSP below is my appointed financial adviser and authorise the payment of the fees stipulated in under Section C.

I/We understand that the Financial Adviser Ongoing Management Fee will be facilitated by the repurchase of units on a monthly basis from my/our investment before being paid to my/our appointed financial adviser.

I/We understand that the selected financial adviser fees are negotiated between the Investor and the Financial Adviser and I/we cannot hold PSG Asset Management liable for acting on these negotiated instructions.

Signature of the investor / Authorised signatory

Signature of financial adviser

## G. EFFECTIVE ANNUAL COST

The Effective Annual Cost (EAC) is a measure which has been introduced to allow you to compare the charges you incur and their impact on investment returns when you invest in different Financial Products. It is expressed as an annualised percentage.

The EAC is made up of four components, which are added together, as shown in the results of the EAC Calculator available on our website. The effect of some of the charges may vary, depending on your investment period. The EAC calculation assumes that an investor terminates his or her investment in the Financial Product at the end of the relevant periods shown in the table. We recommend that you complete the EAC calculator before investing. To access the Effective Annual Cost Calculator in respect of the rand-denominated funds, please follow the link at <http://tools.psg.co.za/EAC/AssetManagementCalculator>.

## H. COMPLIANCE DEPARTMENT

Please do not hesitate to contact us if you are not satisfied with this investment or the services from the Management Company. A complaint must be submitted to the Compliance Officer. The contact address of the Compliance Officer is: 1<sup>st</sup> Floor, PSG House, Alphen Park, Constantia Main Road, Constantia, 7806 or email [psgamcompliance@psg.co.za](mailto:psgamcompliance@psg.co.za).

The Compliance Officer will acknowledge the complaint in writing and will inform the investor of the contact details of the persons involved in the resolution thereof.

### COMPLAINTS

If an investor is not satisfied with the response from PSG Asset Management or if an investor has a complaint about the advice given by the Financial Adviser, he/she has the right to address his/her complaint in writing to the Ombud for Financial Services Providers

P O Box 74571, Lynnwood Ridge, 0040  
Telephone +27 (12) 470 9080  
Fax +27 (12) 348 3447  
Email [info@faisombud.co.za](mailto:info@faisombud.co.za)

## I. AUTHORISATION, DECLARATION AND ACKNOWLEDGEMENT

- I/We, the undersigned, hereby authorise PSG Asset Management to act upon instructions by facsimile with regard to my/our investment in PSG Asset Management without liability in respect of any transfer, payment or other act done in accordance with such instructions and notwithstanding the absence of proof that the same was signed or sent by me/us and indemnify PSG Asset Management against any claim that may arise from my/our transacting by facsimile/email.
- I/We warrant that the information contained herein is true and correct, and that, where this application is signed in a representative capacity, I/we have the necessary authority to do so and that this transaction is within my/our powers.
- I/We warrant that all funds invested with PSG Asset Management are not the proceeds of unlawful activities and warrant that I/we have not contravened any anti-money laundering legislation and regulation applicable to me/us.
- I/We understand that the whole application, read with the Trust Deed, constitutes the entire agreement between PSG Asset Management and myself/ourselves and agree to be bound by the terms and conditions contained therein.
- I/We hereby consent to PSG Asset Management making enquiries of whatsoever nature for the purpose of verifying the information disclosed and consent to PSG Asset Management obtaining any other information about me/us from any source whatsoever to enable PSG Asset Management to process this application form.
- I/We confirm that I/we have read and understand the terms and conditions as per the application form and agree to be bound by it, prior to completing the form.
- I/We are aware of and consent to all costs relating to the investment.
- I/We confirm that I/we understand the risk profile of this investment and that it is my/our obligation to familiarise myself/ourselves with and accept the risks associated with this investment.
- I/We confirm that I/we have read and understood the minimum disclosure documents of the chosen fund/s selected for investment, the general terms, conditions and declarations and acknowledge that further information is available on PSG's website at [www.psg.co.za/asset-management](http://www.psg.co.za/asset-management).
- I/We confirm that I/we have performed the Effective Annual Cost calculation at <http://tools.psg.co.za/EAC/AssetManagementCalculator> and obtained all costs applicable to my/our planned investment.

Signature of the investor / Authorised signatory

Print name

Date

Signature of the investor (if more than one signatory)

Print name

Date