

HOLLARD INVESTMENT PLAN – TRANSFER OF OWNERSHIP

1. Important Information

- 1.1. Hollard Investments is a division of Hollard Life Assurance Company Limited and Hollard Investment Managers.
- 1.2. Global Fund Administrators (Pty) Ltd (GFA) ('The Administrator') is the administrator of the Hollard Investment Plan.
- 1.3. Global Nominees (Pty) Ltd is an independent company approved by the Financial Services Board that holds assets for the investor's exclusive benefit.
- 1.4. It is imperative that you familiarise yourself with the Information Document applicable to the Hollard Investment Plan. This is available from your Financial Services Provider, the Hollard Investments Client Service Centre on 0860 202 202 or on our web site at www.hollard.co.za.
- 1.5. If you are transferring to another person/entity who is not an existing Investor or if you would like to open a new investment account, this instruction must be accompanied by a Hollard Investment Plan Application Form completed in the name of the new investor, along with all required supporting documentation, and the minimum investment amount will apply.
- 1.6. Should the Transferee wish to switch to other investment portfolios after the transfer has been completed, a Hollard Investment Plan Switch Instruction Form must accompany this request.
- 1.7. This investment may not be transferred if it is already subject to a cession in favour of any other party. A written instruction from the cessionary cancelling the cession will be required in order for the transfer of ownership instruction to proceed.
- 1.8. The transfer will be subject to Capital Gains Tax (CGT), unless the transfer is to your spouse, in which case it is exempt. Please provide a copy of your marriage certificate in this instance.
- 1.9. This instruction will only be processed when all requirements are met and all required documents are received.
- 1.10. All documents can be sent via email to customercare@hollardinvestments.co.za or faxed to +27(0)11 351 3816.
- 1.11. The daily cut-off for receipt of instructions is **14H00**.
- 1.12. Any instructions received on a public holiday or over a weekend will be processed at the next available working day.
- 1.13. Each page of this instruction must be initialled by you or the person acting on your behalf.

2. Document Checklist

- Completed HOLLARD INVESTMENT PLAN – TRANSFER OF OWNERSHIP INSTRUCTION.
- Completed HOLLARD INVESTMENT PLAN APPLICATION FORM and supporting documents (for new Investors/new investment accounts).

3. Transferor Details

Investment Number: Investor Number:

Investor Name:

Contact Details: Tel: Fax:

Email:

Please indicate if these are new contact details Yes No

4. Transferee Details

- 4.1. Are you the spouse of the current investor? No Yes If yes, please provide proof in the form of a copy of your marriage certificate.
- 4.2. Are you an existing Investor? No Yes - please provide your investment number:
- 4.3. Would you like to transfer into your existing Investment Account listed above? Yes No

If no, please complete the details below and provide a completed Hollard Investment Plan Application form and supporting documentation along with this instruction.

4.4. Individual Investor

Title: Surname:

First Name(s):

ID/Passport No.: Date of Birth: dd/mm/yy

Contact Details: Tel: Fax:

Email:

4.5. Legal Entity

Registered Entity Name:

Registration Number:

Contact Details: Name:

Tel: Fax:

Email:

5. Transfer Details

- 5.1. Transfer all available units in the Investment Account: Yes No
If no, please complete the table below to indicate the amount or percentage you wish to transfer.
- 5.2. An investment in a Model Portfolio may only be transferred should the party to which the transfer is taking place be contracted with the Financial Services Provider which offers the Model Portfolio in question, and have signed the relevant Model Portfolio discretionary client mandate with Hollard investment Managers. Should this not be the case, a full switch out the Model Portfolio must take place prior to the transfer.
- 5.3. Please note that should you transfer in full from a Model Portfolio, this will constitute an automatic termination of your discretionary client mandate with Hollard Investment Managers, unless you are still invested in another Model Portfolio managed by Hollard Investment Managers.
- 5.4. If you are transferring a Model Portfolio investment, please provide the Model Portfolio name in the table below (and not the names of the Investment Portfolios in which the Model Portfolio invests). Hollard Investment Managers will process the request via a transfer from all the Investment Portfolios within the Model Portfolio proportionately.

Investment Portfolio Name/Model Portfolio Name	Transfer Amount	Percentage of Investment Portfolio to Transfer
	R	%
	R	%
	R	%
	R	%
	R	%

6. Recurring Instructions

Please indicate whether you wish to cancel or continue any recurring instructions on the account from which the transfer is taking place:

- 6.1. Recurring debit order: Cancel Continue
- 6.2. Regular withdrawal payment: Cancel Continue

7. Disclaimer, Declaration and Signature

- 7.1. I, the undersigned Transferor, confirm that I am the owner and/or authorised to act in respect of the assets being transferred. I instruct Hollard Investments and the administrator to transfer my rights, title and interest to the relevant Investment Portfolios to the Transferee.
- 7.2. I, the undersigned Transferee, accept such transfer.
- 7.3. We, the undersigned Transferor and Transferee, confirm that:
- a. All information provided in this form is correct.
 - b. Hollard Investments and/or the administrator have not provided advice with regards to this instruction.
- 7.4. We have read and understood the Hollard Investment Plan Information Document. This is available from your Financial Services Provider, the Hollard Investments Client Service Centre or on our web site at www.hollard.co.za.

Signed at on this day of

(Place) (Day) (Month) (Year)

On behalf of the Transferor:

Signature *: Official Capacity:

Signature *: Official Capacity:

Signature *: Official Capacity:

On behalf of the Transferee:

Signature*: Official Capacity:

Signature*: Official Capacity:

Signature*: Official Capacity:

* If the Transferor is under the age of 18, this signature must be that of the Person Acting on Behalf of the Investor.