

Hollard Discretionary Savings Products

Switch and Rebalance Instruction Form



1. Important Information

- 1.1 This instruction form is applicable to the following products:
 - a) Hollard Investment Plan
 - b) Hollard Savings Plan
- 1.2 Hollard cares about your privacy. In order to provide you with our service, we and our service provider have to process the personal information you provide us with by completing this form. We will treat this information with caution and we have put reasonable security measures in place to protect it.
- 1.3 Hollard Investments is a division of Hollard Life Assurance Company Limited and Hollard Investment Managers.
- 1.4 Premier Product Solutions (Pty) Ltd ('The Administrator') is the administrator of this investment.
- 1.5 Protected Nominees (Pty) Ltd is an independent company approved by the Financial Services Conduct Authority that holds assets for the investor's exclusive benefit.
- 1.6 This switch instruction will only be processed once all investment requirements are met and all required documents are received and subject to the relevant Terms and Conditions and applicable legislation.
- 1.7 The switch may be subject to Capital Gains Tax (CGT).
- 1.8 All documents can be sent via email to customercare@hollardinvestments.co.za or faxed to +27(0)11 351 3816.
- 1.9 The daily cut-off for receipt of instructions is **14h00**.
- 1.10 Any instructions received on a public holiday or over a weekend will be processed at the next available working day.
- 1.11 **Please note:** Hollard Investments will only accept an instruction that has been signed by the investor/authorised person using either a physical "wet" signature or an electronic signature (that has an associated signing audit trail).

2. Document Checklist



<input type="checkbox"/>	Completed switch and rebalance instruction form.
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3. Investor Details



3.1	Investment Number:	
	Investor Name:	

3.2	Contact Details		
	Telephone:		Mobile:
	*Email:		
	Please indicate if these are new contact details? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Premier Product Solutions (Pty) Ltd (Reg. No.2021/848795/07) is an authorised Financial Services Provider, FSP No. 52376. Suite 206, Strauss Daly Building, 41 Richfond Circle, Ridgeside Office Park, Umhlanga, Kwazulu Natal Tel: +27 (0)12 945 9002 Email: info@premierfin.co.za.

Hollard Life Assurance Company Limited (Reg. No.1993/001405/06) a licensed life insurer FSP No.17697, and Hollard Investment Managers (Pty) Ltd (Reg. No.1997/001696/07), FSP No.32521 are authorised Financial Services Providers. 22 Oxford Road, Parktown, Johannesburg, 2193, Tel: 0860 202 202, Fax: +27 (0)11 351 3816, Email: customercare@hollardinvestments.co.za

4. Phase-In Cancellation

4.1	Please complete this section if you wish to cancel your existing phase-in instruction. If you do not wish to cancel your phase-in, your phase-in will continue as per your original phase-in instruction provided there are still funds in the Hollard Prime Money Market Phase-in account.
4.2	Should you have an existing phase-in instruction, and you elect to switch out of the Hollard Prime Money Market Fund Phase-in account, your phase-in instruction will stop.
4.3	Cancel your Phase-In? <input type="checkbox"/> Yes

5. Switch Instruction Details

5.1	Please see the latest portfolio list to confirm your selection of investment portfolios. This portfolio list is available from your Financial Advisor, the Hollard Investments Client Service Centre or at www.hollard.co.za .
5.2	Should you elect to switch out of your Hollard Prime Money Market Fund "Income and Expense account", all future regular withdrawal payments and fees will be deducted proportionally from the remaining investment portfolios after the switch.
5.3	Income and Expense Account You can choose to have your annual administration fee, Financial Advisor annual fee and your regular withdrawal payments deducted from a nominated expense account, designated as the Hollard Prime Money Market Fund. Do you require an Income and Expense account? <input type="checkbox"/> Yes If yes, please ensure to select the Hollard Prime Money Market Fund as one of your underlying investment portfolios. If the Income and Expense account does not have sufficient funds at the time that annual fees and regular withdrawal payments are deducted, annual fees and regular withdrawal payments will be deducted proportionally from the remaining investment portfolios in the investment account.

6. Investment Portfolio Switch

If you wish to switch specific investment portfolio(s) into new investment portfolio(s) please complete this section.

Please complete the details of the "Switch From" Investment Portfolio and the "Switch To" Investment Portfolio by completing the table below.	
6.1	Percentage Switch: The percentage "Switch To" must add up to 100%.
6.2	Rand Switch: The Rand "Switch To" must add up to the total value of the "Switch From" Investment Portfolio.

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6.3	Should you request to switch an amount in excess of 90% of the rand value of your investment portfolio, a percentage of unit's switch will be processed equivalent to the rand amount requested. For example, if the switch rand amount equates to 92% of your investment portfolio, 92% of the unit balance will be switched. In these instances, depending on the confirmed Unit Price for the investment portfolio/s the switch amount may be greater or smaller than was originally requested.
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SWITCH FROM

Investment Portfolio Name	Portfolio Code	Percentage	OR	Rands
		%	OR	R
		%	OR	R
		%	OR	R
		%	OR	R
		%	OR	R
Total				R

SWITCH TO:

Investment Portfolio Name	Portfolio Code	Percentage
		%
		%
		%
		%
		%
Total		100%

7. Investment Portfolio Rebalance

If you wish to rebalance your entire Investment Account, please complete this section.

Please complete the table below with the target portfolio allocation percentage. The administrator will rebalance your investment account to the specified allocation by buying and selling the required units.

Investment Portfolio Name	Portfolio Code	Percentage
		%
		%
		%
		%
		%
Total		100%

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8. Debit Order Instructions

8.1	Please indicate how you would like your debit order to be treated after the switch (If no election is made the debit order will continue for the current portfolio selection):
	<input type="checkbox"/> Debit order instruction to remain unchanged.
	<input type="checkbox"/> Debit order to continue for the investment portfolio/s you have chosen to switch into.
8.2	Should you wish to cancel or change your existing debit order, please complete the Hollard Discretionary Savings Products Change of Details Instruction Form. A request to cancel a debit order must be received 10 working days prior to the debit order run date.

9. Regular Withdrawal Instruction

9.1	Please indicate how you would like your regular withdrawal to be treated after the switch (If no election is made the regular withdrawal will continue on the current portfolio selection):
	<input type="checkbox"/> Regular withdrawal instruction to remain unchanged.
	<input type="checkbox"/> Regular withdrawal to continue for the investment portfolio/s you have chosen to switch into.
9.2	Should you wish to cancel or change your regular withdrawal please complete the Hollard Discretionary Savings Products Change of Details Instruction Form.

10. Investor Declaration

10.1	I confirm that all information provided in this form is correct.
10.2	I have not received advice from Hollard Investments and/or the administrator in respect of this instruction.
10.3	I understand and accept all risks associated with this investment. In addition, I confirm that I have read and understood all relevant documentation associated with this investment.
10.4	I have read and understood the respective products 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)

Signature:

Signature:

Official Capacity: _____

Official Capacity: _____

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

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