



**ALEXANDER FORBES ADMINISTRATION SERVICES
MEMBER INVESTMENT CHOICE SWITCH NOTIFICATION FORM**

Please refer to "Important Notes" on reverse side - Fax this form to Alexander Forbes on **011 263 2948**

PetroSA Retirement Fund

MEMBER DETAILS

Please complete the following compulsory personal and contact details below:

Surname and Initials:	_____	Date of birth:	_____
ID Number:	_____	Passport Number (if no id number):	_____
Cell Number:	_____	Email Address:	_____
Member's Physical Address:	_____	Member's Postal Address:	_____
	_____		_____
Name of Employer:	_____		_____
Personnel Number:	_____	Pay Point:	_____
Tel Number:	_____	Fax Number:	_____

MEMBER INVESTMENT CHOICE

Your Accumulated Fund Credit and Retirement Savings contributions will be invested in the portfolios **EITHER** in accordance with the percentages you indicate in Option A, **OR** in the Life Stage Portfolios in accordance with Option B. **Please ensure that you tick the box next to the option you choose.**

I choose Option A below (Own Choice Portfolio)

Option A:

INVESTMENT PORTFOLIO	"A" % Fund Credit	"B" % Future Contributions
Market Linked Portfolio		
Stable Portfolio		
Money Market Portfolio		
Shari'ah Portfolio		
TOTAL (Both Columns A and B must add up to 100%)	100%	100%

OR

I choose Option B below

Option B:

I wish to elect the Life Stage Model and I acknowledge and understand that at the date of the switch 100% of my existing retirement fund savings, i.e. my current Accumulated Fund Credit and my future contributions to the Fund will be invested in the Life Stage Portfolio.

Initial here

DECLARATION BY MEMBER

I understand that a confirmation slip does not constitute sufficient proof of receipt by Alexander Forbes and that the onus is on me to ensure that the switch instruction is received by Alexander Forbes and if Alexander Forbes does not acknowledge receipt of the switch instruction within five working days, then the switch may not take place. I understand that should the form be incomplete or inaccurately completed (see "Important Notes" over the page), the switch instruction may not be actioned by Alexander Forbes. I will advise Alexander Forbes within 30 days of the switch instruction if the switch instruction has not been actioned as per my intention and advice (as per note 6 and 7). Any failure on my part to notify Alexander Forbes of any errors and /or omissions relating to my switch instruction within 30 days will be deemed acceptance by me. Should you have any queries, please contact the Alexander Forbes Switch help Line, on 0860 100 333.

I declare that I understand the risk profile of the investment portfolio/s of my choice and that I have obtained advice where appropriate.

I declare that I understand the implications of my choice. I indemnify the Fund, the Trustees, the Principal Officer of the Fund, my Employer and Alexander Forbes against any claim arising from my written instruction to switch my investment portfolio And the consequences thereof as set out in this Switch Notification Form (in particular, note 7).

Member Name: _____ Signature: _____ Date: _____

IMPORTANT NOTES

1. **Compulsory information**, please complete surname and initials, date of birth, ID number or passport number, cell phone number, and or email address. Additional information is not mandatory but will assist as alternative modes for communication with the member.
2. If **Option A** is selected, please **complete columns "A" and "B"**. If you do not, then your form cannot be acted upon.
3. If you have chosen **Option B**, please note that your Accumulated Fund Credit and future Retirement Savings contributions will be invested as set out in the section headed "The Life Stage Model" in your Investment Choice Guide. Should your choice result in a switch out of the Secure Portfolio, kindly read page 15 of your Investment Choice Guide carefully.
4. The Switch Notification Form will be processed within **5 working days** after date of receipt, or, 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.
5. 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.
6. You will receive one free switch per annum and a **switch fee** (amount as per the Fund's Switching Rules) will be deducted from the member's current Fund Credit on completion of every subsequent switch.
7. 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.
8. On viewing of the switch election change, it is important to check and **ensure that the switch instruction has been actioned in accordance with your intention and advice**. Please inform Alexander Forbes (0860 100 333) within 30 days should you have any queries. Any failure on your part to notify Alexander Forbes within 30 days of your switch instruction of any errors and /or omissions will be deemed acceptance by you and neither Alexander Forbes nor the Fund will be liable for any resultant loss.
9. Alexander Forbes will maintain procedures for disaster recovery in the event of catastrophe. Alexander Forbes will have no liability for any loss that results directly or indirectly from a *force majeure* or from the lack of electricity supply or such other resources over which Alexander Forbes has no control.

Alexander Forbes Administration Services,
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