

# MEMBER INVESTMENT CHOICE PRE-RETIREMENT SWITCH NOTIFICATION FORM

**NAME OF FUND:** **University of KwaZulu Natal Retirement Fund**

**Member details** Fax this form to Alexander Forbes on 011 263 2948.

Please complete your personal and contact details below:  
Compulsory information - must be completed

Surname and initials: \_\_\_\_\_ Date of birth: \_\_\_\_\_

ID number: \_\_\_\_\_ or Passport number: \_\_\_\_\_

Cell number: \_\_\_\_\_ and/or Email address: \_\_\_\_\_

Additional information to be completed

Name of employer: \_\_\_\_\_ Employee number: \_\_\_\_\_

Tel number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Member's physical address: \_\_\_\_\_ Member's postal address: \_\_\_\_\_

**PRE- RETIREMENT OPTIONS**

The Trustees have agreed to introduce the Lifestage Model Portfolio Range, Purchasing Power Lifestage Model Portfolio and Inflation Linked Bond Portfolio to members who are approaching retirement. These portfolios more optimally integrate a member's pre-retirement and post-retirement investment strategies and are generally suitable for those members who are planning to purchase a living annuity, a Lifestage annuity or an inflation linked annuity.

**A. Alexander Forbes Lifestage Model**  **Tick if applicable**

I choose to invest my fund credit and ongoing contributions in the Alexander Forbes LifeStage Model portfolio range as detailed below:

More than 7 years to NRD	100% AF High Growth Portfolio
6- 7 years to NRD	50% AF High Growth Portfolio 50% AF High / Medium Growth Portfolio
5-6 years to NRD	100% AF High / Medium Growth Portfolio
4 - 5 years to NRD	50% AF High / Medium Growth Portfolio 50% AF Medium Growth Portfolio
3- 4 years to NRD	100% AF Medium Growth Portfolio
2 - 3 years to NRD	50% AF Medium Growth Portfolio 50% AF Medium / Conservative Growth Portfolio
1- 2 years to NRD	50% AF Medium / Conservative Growth Portfolio 50% AF Conservative Growth Portfolio
Less than 1 year to NRD	100% AF Conservative Growth Portfolio

Please note that age-related progression of your fund credit and ongoing contributions through the LifeStage Model will occur in the month of your birthday. NB - NRD is the Normal Retirement Date as defined in the Special Rules of your Fund.

OR

**B. I elect that 100% of my fund credit and future contributions be invested in one of the following Alexander Forbes Lifestage Portfolios**

Tick if applicable

INVESTMENT PORTFOLIO	Fund Credit	Future Contributions
AF High Growth		
AF High/Medium Growth		
AF Medium Growth		
AF Medium/Conservative Growth		
AF Conservative Growth		
<b>TOTAL</b>	<b>100%</b>	<b>100%</b>

**C. Purchasing Power Lifestage Channel**

Tick if applicable

I elect to invest my fund credit and ongoing contributions in accordance with the Purchasing Power LifeStage Model as detailed below:

5 years to NRD	Purchasing Power T5
4 years to NRD	Purchasing Power T4
3 years to NRD	Purchasing Power T3
2 years to NRD	Purchasing Power T2
1 year to NRD	Purchasing Power T1

Please note that age-related progression of your fund credit and ongoing contributions through the LifeStage Model will occur in the month of your birthday. NB - NRD is the Normal Retirement Date as defined in the Special Rules of your Fund.

**Important Notice! You may only elect the Purchasing Power Lifestage Channel if you are 5 years from retirement and have consulted an accredited Financial advisor.**

**D. Market Related Portfolio**

Tick if applicable

I elect to invest my fund credit and ongoing contributions in the Market Related Portfolio.

**DECLARATION**

I understand that a confirmation slip doesn't constitute proof of receipt by Alexander Forbes and that it is my responsibility to ensure that Alexander Forbes receives the switch instruction. If Alexander Forbes doesn't acknowledge receipt of the switch instruction within five (5) working days, then the switch might not take place. I understand that if the form is incomplete or inaccurately completed (see Important Notes over the page), Alexander Forbes might not complete the switch. I will advise Alexander Forbes within 30 days of the switch instruction if the switch has not happened as per my instruction (as per note 6 and 7). Any failure on my part to notify Alexander Forbes of any errors and omissions relating to my switch instruction within 30 days will be deemed acceptance by me.

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

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. 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.
3. (A) Should you be switching out of or into the Market Related Portfolio, your switch will only be actioned once the Fund Actuary has calculated the monthly unit price in respect of the Market Portfolio. Since the Market Portfolio is not a daily priced portfolio, the Fund Actuary is required to calculate the monthly unit price, following receipt of the information from the Asset managers. In order for your Switch to be processed, your Switch Notification Form must reach Alexander Forbes by the 25th day of the preceding month.  
(B) Should you be switching between the Lifestage Model, individually elected Lifestage Portfolios, the Inflation Linked Bond Channel or the Purchasing Power Lifestage Channel, your Switch Notification Form will be processed within 5 working days after receipt, or, if applicable, in accordance with the time frame prescribed in the Fund's Switching Rules.
4. No switch fee will be deducted from the member's current Fund Credit.
5. 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.
6. 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.
7. 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.

I understand that should the form be incomplete or inaccurately completed, the switching instruction may not be actioned by Alexander Forbes.

I will advise Alexander Forbes within 30 days if the switch election change has not been actioned as per my intention and advice.

I confirm that I understand the risk profile of the investment portfolios and the implications of my choice and I have obtained financial advice where appropriate.

I indemnify the Fund, Trustees, Principal Officer and Alexander Forbes, against any claim whatsoever, arising from my investment portfolio choices.

Alexander Forbes will maintain procedures for disaster recovery in the event of a 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 will take all reasonable commercial steps to ensure switches occur within 5 business days. Should this not happen due to an administrative error, a member will be placed in the same position he/she would have been in, had the error not occurred.