

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

or alternatively email it to zswitches@aforges.co.za

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: _____

My physical address: -(College and/or Campus) _____ My postal address: _____

Complete **ONE** of the following options A – C below:

A. Main Portfolio

Tick if applicable

I choose to invest my Fund Credit and ongoing contributions in the **Main Portfolio**.

B. Lifestage Model

I choose to invest my Fund Credit and ongoing contributions in the **Lifestage Model**

C. Combination of the Main Portfolio and AF Conservative Growth Portfolio

I choose to invest my Fund Credit and ongoing contributions in a combination of the UKZN Main Portfolio and AF Conservative Growth Portfolio as detailed below:

Main Portfolio	%
AF Conservative Growth Portfolio	%
TOTAL	100%

DECLARATION

I understand that a fax or email confirmation slip does not 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 does not 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 financial advice.

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. **Submission of the switch form to anywhere other than to:**
 - i. Email: zzswitches@forbes.co.za, or
 - ii. Fax: 011 263 2948**Will render the switch instruction invalid.**
3. If Option C is selected, please ensure your selection totals 100%
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. No switch fee is payable.
6. 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](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.
7. 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 the advice received. 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 losses.
8. 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, Employer and Alexander Forbes, against any claim whatsoever, arising from my investment portfolio choices.