Sanlam
Live with confidence

portfolios managed by
TBI Investment Managers

Unit Trust Disinvestment Form

Before disinvesting your funds, note the following:
- Read and understand the important notes, terms and conditions in Annexure A
- We only make payments into the bank account of the registered investor
- We do not make payments into third party bank accounts, credit cards, money market or bond accounts
- Payments will be made via EFT
- Only cleared units will be paid. Refer to 'Payment of uncleared amounts' in Annexure A
- If the balance after the disinvestment is less than R2000, the full amount will be withdrawn
- After disinvesting all your units and your monthly debit order is below the minimum amount, the debit order will be cancelled
- Your investment instruction is subject to our Terms and Conditions. The personal information collected is also subject to our Privacy statement. If you provide us with the personal information of other persons, you warrant that you have the necessary consent or other justification to do so.

Completing the information correctly will ensure that the Disinvestment instruction is processed without delays.
- All information must be accurately completed
- The form must be **dated and signed** by the registered investor, or authorised signatories with valid authorisation from the investor such as a power of attorney or a mandate
- Do not write instructions outside the allocated fields
- Initial any changes made
- To change your personal information, regular disinvestment amount(s) or contributions to your funds, you will need to complete a Unit Trust Investor Details Update Form and send us the relevant supporting documents. The form is available on www.sanlaminvestments.com

Please submit the following verification documents if you are an individual and have not previously sent them to us:
- Copy of ID document or Passport or Smart card (both sides)
- Proof of address less than 3 months old
- Proof of bank account less than 3 months old

Please submit the following verification documents if you are acting on behalf of an investor and have not previously sent them to us:
- The abovementioned documents for the authorised person
- Investor authorisation, such as a power of attorney or mandate

Our contact details

Send the completed form and supporting documents to:

E-mail Address	priority@sanlaminvestmentssupport.com

If you have any questions, contact us on:

E-mail Address	clientsupport@sanlaminvestments.com
Tel	0860 100 266
Website	www.sanlaminvestments.com

Before disinvesting your funds, note the following:
- **As part of our transition to a digital environment, we will gradually be phasing out the Disinvestment Form. You can conveniently and securely submit your disinvestment instruction via Sanlam Online on** www.sanlamonline.co.za
- Read and understand the important notes, terms and conditions in Annexure A
- We only make payments into the bank account of the registered investor
- We do not make payments into third party bank accounts, credit cards, money market or bond accounts
- Payments will be made via EFT
- Only cleared units will be paid. Refer to 'Payment of uncleared amounts' in Annexure A

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- Your investment instruction is subject to our Terms and Conditions. The personal information collected is also subject to our Privacy statement. If you provide us with the personal information of other persons, you warrant that you have the necessary consent or other justification to do so.
- We charge a minimum administration fee on all Client Accounts (all investment accounts of a client) below the minimum average monthly value requirement as set out in the Terms and Conditions, irrespective of investment type. The current minimum administration fee is R20 (VAT Exclusive) per month and the minimum average monthly value of the Client Account is set at R50 000. In other words, if the minimum average monthly value of your Client Account is below R50 000, your will be charged a fee of R20 (VAT Exclusive) per month. You need to take note of this fee when withdrawing from your investments in order to determine whether the minimum administration fee will impact you. Clients with an active recurring monthly debit order will not be levied this fee.

Completing the information correctly will ensure that the Disinvestment instruction is processed without delays.

- All information must be accurately completed
- The form must be **dated and signed** by the registered investor, or authorised signatories with valid authorisation from the investor such as a power of attorney or a mandate
- Do not write instructions outside the allocated fields
  Initial any changes made to change your personal information, regular disinvestment amount(s) or contributions to your funds, you will need to complete a Unit Trust Investor Details Update Form and send us the relevant supporting documents. The form is available on www.sanlaminvestments.com

You may be requested to submit the following verification documents:

- Copy of ID document or Passport or Smart card (both sides)

You may be requested to submit the following verification documents if you are acting on behalf of an investor:

- The abovementioned document for the authorised person
- Investor authorisation, such as a power of attorney or mandate

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Unit Trust Disinvestment Form

1. Investor details

Investor code ______________________

Title __________ First name(s) ______________________

Surname / registered name of legal entity ______________________

Identity number / Passport number / Registration number ______________________

Date of birth ____________ (ddmmccyy) Passport expiry date ____________ (ddmmccyy)

Work tel number ( ) ( ) ____________ Cell number ( ) ( ) ____________

Country and area codes, e.g. +27 21 555 5555 +27 82 555 5555

E-mail address ______________________

Occupation

- ☐ Minor/Scholar
- ☐ Retired
- ☐ Salaried employee
- ☐ Self-employed
- ☐ Student
- ☐ Unemployed

2. Industry of Occupation / Entity (Select only one option)

Please provide us with the nature of your business activities or occupation

- ☐ Accounting Services
- ☐ Administrative and Support Services
- ☐ Adult Entertainment
- ☐ Aerospace & Defense
- ☐ Agriculture, Forestry and Fishing
- ☐ Arms Dealers
- ☐ Arts, Entertainment and Recreation
- ☐ Automobiles & Parts
- ☐ Banks
- ☐ Beverages
- ☐ Broadcasting and Entertainment
- ☐ Cannabis/CBD Industry
- ☐ Cash Aggregators
- ☐ Chemical Engineering/ Manufacturing
- ☐ Community and Social Activities
- ☐ Construction and Civil Engineering
- ☐ Consumer Goods: Wholesale and Retail
- ☐ Domestic Services/Gardening Services
- ☐ Education
- ☐ Electricity, Solar, Water, Gas and Waste Services
- ☐ Electronic & Electronical Equipment
- ☐ Entrepreneurship
- ☐ Equity Investment Instruments
- ☐ Estate, Living and Family Trusts
- ☐ Extractive Services, Mining and Quarrying
- ☐ Financial and Insurance
- ☐ Food Producers
- ☐ Gambling
- ☐ Government Services
- ☐ Healthcare and Medical
- ☐ High Transaction Volume Import/Export Companies
- ☐ High Value Goods Dealers (Including Motor Vehicle Dealers, Art Dealers, Luxury Goods/Services Etc)
- ☐ Household Goods & Home Construction Materials
- ☐ Industrial Engineering
- ☐ Industrial Metals
- ☐ Informal Trading
- ☐ Information Technology, Communication and Telecoms
- ☐ Legal Practitioner
- ☐ Manufacturing
- ☐ Media
- ☐ Minor
- ☐ Money Transfer/Service Business

- ☐ Motor Wholesale, Retail Trade and Repair
- ☐ Non-Equity Investment Instruments
- ☐ Non-Profit Organisation/Regulated Charity
- ☐ Non-Government Organisation (NGO)
- ☐ Oil & Gas Producers/Suppliers
- ☐ Pawn Brokers/Second Hand Dealers
- ☐ Pharmaceutical & Biotechnology
- ☐ Precious Metals and Stone Dealers
- ☐ Professional Sport
- ☐ Public Finance Management Art Schedule
- ☐ Real Estate and Property Services
- ☐ Reinsurance
- ☐ Retired
- ☐ Scrap Metal Industry
- ☐ State Owned Enterprises
- ☐ Tobacco
- ☐ Transport, Storage, Courier and Freight
- ☐ Travel, Tourism, Accommodation and Food Services
- ☐ Unemployed
- ☐ Virtual Currencies

Source of Income

If the investor is a non-individual, select one of the following source of income selections:

- ☐ Business Operating Income
- ☐ Commission
- ☐ Cryptocurrency
- ☐ Company Profits
- ☐ Company sale/sale of interest in company
- ☐ Dividends from investments
- ☐ Member Contributions
- ☐ Pension
- ☐ Rental of Property
- ☐ Retained Earnings
- ☐ Savings
- ☐ Trust Income

If the investor is an individual, select one of the following source of income selections::

- ☐ Allowance
- ☐ Bonus
- ☐ Business Operating Income
- ☐ Commission
- ☐ Company sale/sale of interest in company
- ☐ Disability/Social Grant
- ☐ Dividends from Investments
- ☐ Gratuity
- ☐ Maintenance (formal agreement)
- ☐ Maintenance (informal agreement)
- ☐ Pension
- ☐ Rental of Property
- ☐ Salary
- ☐ Savings
- ☐ Trust Income
- ☐ Virtual Currency

Source of Funds

If the investor is a non-individual, select one of the following source of income selections:

- ☐ Commission
- ☐ Company Profits
- ☐ Cryptocurrency
- ☐ Debt Capital
- ☐ Employee Benefits
- ☐ Equity Capital
- ☐ Gift/Donation
- ☐ Inheritance
- ☐ Maturing Investments
- ☐ Pension
- ☐ Provident Fund
- ☐ Retained Earnings
- ☐ Retirement Funds
- ☐ Sale asset/property
- ☐ Sale of Shares
- ☐ Sanlam Payout
- ☐ Savings
- ☐ Settlement
- ☐ Tax Rebate
- ☐ Transfer to/from approved funds

If the investor is an individual, select one of the following source of funds selections:

- ☐ Bonus
- ☐ Bursary
- ☐ Commission
- ☐ Company Profits
- ☐ Debt Capital
- ☐ Divorce Settlement
- ☐ Equity Capital
- ☐ Gambling Winnings
- ☐ Gift/Donation

☐ Income from previous employment	☐ Inheritance	☐ Loan
☐ Lobola	☐ Lottery Winnings	☐ Maturing Investments
☐ Provident Fund	☐ Pension	☐ Retirement Funds
☐ Sale asset/property	☐ Sale of shares	☐ Salary
☐ Sanlam Payout	☐ Savings	☐ Settlement
☐ Tax Rebate	☐ Transfer to/from approved fund	

3. Disinvestment options

Account number or Unit trust fund(s) name	Class	Amount (R)	OR	Number of units	OR	All units	AND	Please cancel my Debit order	Monthly withdrawal	Monthly switch
SCI Alternative Income Fund						☐				
SCI Diversified Income Fund of Funds						☐				
						☐				
						☐				

4. Payments into another Sanlam product (to be completed by Broker/Adviser)

Broker/Adviser Code ____________________ Full name(s) ____________________

Email address ____________________ Cell number ( ) ( ) ____________________

Country and area codes, e.g. +27 82 555 5555

Sanlam product name ____________________ Sanlam product number ____________________

Please complete the relevant Sanlam bank account details in **Section 4** below

5. Bank details

Name of account holder ____________________

Identity number/ Passport number/ Entity registration number ____________________

Passport expiry date ____________________ (ddmmccyy)

Name of bank ____________________ Account number ____________________

Name of branch ____________________ 6-digit branch code ____________________

Type of account: ☐ Current ☐ Savings

6. Investor declaration

I / We confirm that I / We:

- have read and understood the important notes, terms and conditions in Annexure A.
- have the authority and am / are legally competent to enter into and conclude this transaction, with the necessary legal assistance when it is required.
- are aware that the legal guardian must sign the instruction on behalf of a minor (if applicable).

Signature of investor ____________________ Date ____________________ (ddmmccyy)

Signature of authorised signatory ____________________ Date ____________________ (ddmmccyy)

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Annexure A
Important notes, Terms and Conditions

This Annexure A should not be returned with your disinvestment form

1. Important notes

Invalid bank details - If the bank details you provide for the disinvestment are not valid and we could not contact you successfully, the money returned to us will automatically be reinvested.

Change in bank details - If we are not able to verify your bank details, we may contact you to provide us with proof of bank details, e.g. a cancelled cheque or recent bank statement that includes a bank logo and date stamp (not older than 3 months).

Authorised to act on behalf of the investor - If you are acting on behalf of the investor, please provide us with proof of authority to act (letter of appointment, letter of executorship or letter of guardianship if not a parent). In the case of a company, pension fund, club etc. Minutes of the meeting or resolution and signatures of all signatories will need to be submitted.

Accrued income payment - If you disinvest all your money market and/or Sanlam Alternative Income funds, your accrued income will be paid into the same bank account as your repurchase proceeds.

Capital Gains Tax (CGT) - The sale of units may trigger CGT and you may be liable for taxes. We will issue a CGT certificate at the end of the tax year.

Minimum Disclosure Documents - Please read the Minimum Disclosure Documents which can be found on our website www.sanlamunittrustsmdd.co.za

2. Expected processing times

You can expect the money to reflect in your bank account within 2 working days (unless otherwise contracted on an individual basis). This depends on whether the pricing time of your fund/s is morning or evening priced and provided the cut-off times have been met and all supporting documents received.

3. Terms and conditions

3.1 Transaction cut-off times

Please make sure you send us your completed instruction (including supporting documents) before the trading closing time. Your transaction will be priced using the ruling price of the fund for the day the transaction is processed i.e. the day we receive all of the required information.

3.2 Complaints

We want to give you outstanding client service. If you are dissatisfied with our service, please contact us at:

Telephone: 0860 100 266
Email: complaints@sci.sanlam.com
Complete a complaint form online at www.sanlaminvestments.comVisit your nearest Sanlam office.

Your views are very important to us. When we receive your complaint, a competent team, specifically trained to handle and resolve complaints, will investigate it and try to resolve it as soon as possible in a fair manner.