## Useful information about your OPN Preservation Fund Application Form



#### **Contact details**

Email: admin@ppsinvestments.co.za Tel: 0860 468 777 (0860 INV PPS) Fax: 021 680 3680 Website: www.pps.co.za/invest

#### Cut off and timelines

- All complete and valid instructions received before 14:00 on a business day will be processed on the same day.
- Complete and valid instructions received after 14:00 will be processed on the next business day.
- · Investments will be processed and finalised within a maximum of five business days.
- Any errors are to be reported within fourteen days of your new business confirmation being received.

#### **Useful information**

Please refer to our website <u>www.pps.co.za/invest</u> for:

- Product brochures and key benefits.
- Fund fact sheets (Minimum Disclosure Documents) for each of the available Investment Option(s).
- Financial Intelligence Centre Act (FICA) requirements.
- The Effective Annual Cost measure (EAC) is an industry-wide disclosure standard. It can be used by investors and financial advisers to
  compare charges on most retail investment products, and their impact on investment returns, so that investors are placed in a better
  position to make informed decisions around investment choices. The EAC is a measure of the charges that an investor will likely incur in
  purchasing and holding a financial product, and does not attempt to measure the features of a financial product.
- The latest Product Terms, Conditions and Declarations.
- You can manage your investment, view balances, transact and download tax certificates on the PPS Investments Secure Online Services website (www.ppsisecure.co.za) or the PPS for Professionals mobile app for IOS or Android.

#### Consider getting financial advice

Neither the Fund nor PPS Investments provides financial advice. However, we believe in the merits of good financial advice. If you are not comfortable making

your own investment decisions, consider using the services of a PPS Investments accredited financial adviser.

#### **Regulation 28 for retirement funds**

Regulation 28 of the Pension Funds Act requires that your investment adhere to the following asset class limits; 75% equities, 25% property and 30% foreign. A switch instruction may affect the Regulation 28 compliance status of your investment. To ensure your switch complies with Regulation 28 please use our online Regulation 28 Guide, contact your financial adviser or our Client Service Centre.

#### Fund details

Product name:OPN Preservation Pension Fund / OPN Preservation Provident FundRegistered fund name:PPS Preservation Pension Fund / PPS Preservation Provident FundSARS registration number:18/20/04/041987 or 18/20/04/041989FSCA registration number:12/8/37737 or 12/8/37738

#### Vested Benefits

- If you were **55** or older on 1 March 2021, and you were a member of a provident fund or provident preservation fund on that date, then all your benefits in that fund are 'Vested Benefits'. This means that on retirement from the fund, you may take up to the full fund value as a cash lump sum, and you are not obliged to purchase an annuity.
- If you were younger than 55 on 1 March 2021, and you were a member of a provident fund or provident preservation fund on that date, then
  only the contributions or benefit transfers made prior to 1 March 2021, together with investment return, are Vested Benefits. All contributions
  made after this date, together with investment return, are regarded as Non-Vested Benefits. This means that when you retire from the fund, you
  may take full value of the Vested Benefit as a cash lump sum. You may only take up to a maximum of one third of the Non-Vested Benefit in cash,
  and the balance must be used to purchase an annuity of your choice.

#### **Document checklist and supporting documents**

Please send through these documents with your application form to admin@ppsinvestments.co.za or fax 021 680 3680:

A copy of your South African barcoded ID/smart card, valid passport (if foreign national), valid driver's license or unabridged birth certificate (if minor).

Proof of your residential address, not older than three months, (e.g. bank statement, utility bill or telephone account).

Proof of deposit.

If unit transfer - copy of current investment statement indicating Investment Option(s) and fund classes.

# **OPN PRESERVATION FUND APPLICATION FORM**



PROFESSIONAL PROVIDENT SOCIETY INVESTMENTS PROPRIETARY LIMIT	ED ("PPS INVESTMENTS")
CLIENT SERVICE CENTRE CONTACT DETAILS	TEL: 0860 468 777 (0860 INV I
	EMAIL: admin@ppsinvestmen

PPS) nts.co.za

**OPN Preservation Provident Fund** 

FAX: 021 680 3680 WEBSITE: www.pps.co.za/invest

Α	CONTACT PERSON FOR OUTSTANDING REQUIREMENTS		
Name	and surname		
Telepł	none number	Email	

Capacity

#### **FUND DETAILS** В

I hereby apply for the:	
-------------------------	--

**OPN Preservation Pension Fund** or

C PERSO	NAL DETAILS OF IN	VESTOR		
Title	Surname			
First name(s)				
Date of birth		Identity or passport	number	
Country of birth		Passport expiry date	,	
Gender	Male	Female		
Nationality	South African	Other (Please specify)		
Tax number		Occu	pation	
Physical address				
				Postal code
Postal address				
				Postal code
Telephone numb	er (home)		Telephone number (work)	
Cellphone numb	er		Fax	
Email (compulso	ry)			
D ACTING	G ON BEHALF OF TI	HE INVESTOR		

## D1. Legal guardian, parent, persons acting on behalf of investors. Proof to be sent to PPS Investments.

Title	Surname			
First name(s)				
Identity or passport r	number	Relationship to investor		
D2. Mandate for de	aling with the discretionary FSP acting on behalf of th	e investor. Please send us a copy of the signe	ed mandate.	
I have entered into a	discretionary mandate with a FAIS category II FSP		Full	Limited
authorise the Fund to accept instructions submitted by the FSP on my behalf. Yes No			No	
Please send us a cop	y of the signed mandate.			

<b>PAGE</b> 1 OF 4	OPN PRESERVATION FUND APPLICATION FORM	February 2021
--------------------	--	---------------

### **CONTRIBUTION DETAILS**

#### Contribution (minimum R50 000)

#### Date of transfer

Lump sum investments can be made directly into the Investment Option(s) of your choice or can be phased in over a period of time. If this option is selected, all monies will be invested in the PPS Enhanced Yield Fund and will be phased into your selected Investment Option(s). Your investment will not be phased in unless specified below.

#### **Phasing-in details**

Lump sum investments can be made directly into the Investment Option(s) of your choice or can be phased in over a period of time. If this option is selected, all monies will be invested in the PPS Enhanced Yield Fund and will be phased into your selected Investment Option(s). Your investment will not be phased in unless specified below.

12 months

Phase-in my investment

Please select phase-in period 3 months

Phase-ins will be generated on the 9th of the month, and priced on the 10th. Should either of these days fall on a weekend or public holiday, the process will take place on the following business day.

6 months

## **TRANSFERRING FUND DETAILS**

Please ensure that a copy of this completed application form is forwarded to the transferring fund before sending it to PPS Investments. Transfers can only take place where the Fund Rules of the transferring and receiving Funds specifically allow for transfers.

Fund 1 Estimated transfer amount						
Is this a unit transfer?	Switch to Investment Option(s) in	section H	(Please include state	ment from transfe	erring fund	/insurer)
Registered name of the transferring fund						
Transferring fund registration number						
Investment/member number						
Fund type	Pension Fund	Vested	R	Non-vested	R	
	Provident Fund	Vested	R	Non-vested	R	
	Preservation Pension Fund	Vested	R	Non-vested	R	
	Preservation Provident Fund	Vested	R	Non-vested	R	
f a transfer from a Preservation Pension of Fund 2 Estimated transfer amount Is this a unit transfer? Registered name of the transferring fund Transferring fund registration number Investment/member number	Switch to Investment Option(s) in s		a cash withdrawal was (Please include stater			No 'insurer)
Fund type	Pension Fund	Vested	R	Non-vested	R	
	Provident Fund	Vested	R	Non-vested	R	
	Preservation Pension Fund	Vested	R	Non-vested	R	
	Preservation Provident Fund	Vested	R	Non-vested	R	
If a transfer from a Preservation Pension of <b>BANK DETAILS FOR FUTU</b>	·	ase confirm if	a cash withdrawal wa	s previously taken	? Yes	No

I authorise the Fund to deposit monies into the bank account details specified below (no third party payments allowed):

Account ho	lder	name
------------	------	------

Bank			Account number			
Branch					Branch code	
Type of accou	int (	Current	Savings	Transmission		
<b>PAGE</b> 2 OF 4	OPN PRES		LICATION FORM			February 2021

E

## H INVESTMENT OPTION(S)

For a comprehensive list of available Investment Option(s), please refer to the Investment Option Schedule available on <u>www.pps.co.za/invest</u> or from the PPS Investments Client Service Centre.

Please ensure that the percentages completed in the lump sum investment column total 100%.

Investment Option (complete full Investment Option name and class)	Lump sum investment %
TOTAL	100%

## **BENEFICIARY NOMINATIONS**

You may only nominate beneficiaries who are natural persons to receive a benefit in the event of your death before retirement from the Fund. Where payment to a natural person via a trust is required, the natural person must still be nominated, but the nomination must be qualified by a request to make payment to the person via the trust. Please note that the allocation to your beneficiaries is at the discretion of the Trustees, based on the provisions of section 37C of the Pension Funds Act, No. 24 of 1956. The Trustees must determine who your dependants were, and will make payment in proportions that they deem fair based on the information provided at the time. Your nomination will serve to assist the Trustees in making these decisions, although it may not be binding on them. If you elect to review and make changes to the nomination of any beneficiaries, a signed instruction must be received by PPS

Investments before your death.

Please note that we will not capture an Estate as a beneficiary on your investments. We will capture "No beneficiary nominated".

	Beneficiary 1	Beneficiary 2
Surname		
First name(s)		
Relationship		
ID / Passport number		
Contact number		
Postal address		
Percentage		

	Beneficiary 3	Beneficiary 4
Surname		
First name(s)		
Relationship		
ID / Passport number		
Contact number		
Postal address		
Percentage		

If there are additional beneficiaries, please attach this information on a separate signed page. Please ensure the total percentages nominated are equal to 100%.

No

Should the PPS Beneficiaries Trust (IT 4876/01) be utilised when effecting payment to minors? Yes

I acknowledge that I have received financial advice from the financial adviser whose details are completed in Section L below. This is my appointed financial adviser and I agree to the payment of advice fees as follows:

Initial lump sum fee

#### Max. 3% (excl. VAT)

Ongoing fees per annum

Max. 1% (excl. VAT)

#### (No initial lump sum fee may be charged on a Section 14 Transfer)

#### Fees will be paid proportionately from all Investments Option(s) unless a specific Investment Option is indicated below:

A specific Investment Option

The Fund will pay ongoing advice fees to your financial adviser on your behalf and will recover these fees from your investment. These fees will therefore accrue to the Administrator as an additional fee over and above the administration fee applicable to your investment in terms of PPS Investments' fee structure.

## **CLIENT DECLARATION**

I.

- All information provided in this form and all other documents signed by me, whether in my handwriting or not, is correct
- I am responsible for the accuracy and completeness of all answers, statements or other information provided by me or on my behalf
- I will inform PPS Investments if any of the information supplied changes I have not received advice from PPS Investments or the Fund

#### and I have read, understood and agreed to:

- The Product Terms, Conditions and Declarations which may change from time to time
- The Minimum Disclosure Documents (MDDs) of the chosen fund(s) including, but not limited to, the Total Expense Ratio (TER) and Transaction Cost (TC) applicable to my investment. In the case of Customised Solutions, the Minimum Disclosure Document of the underlying funds can be obtained from the respective Managers.
- The Effective Annual Cost disclosure available from my financial adviser, the PPS Investments website or from the Client Service Centre

#### Signature of investor

## FINANCIAL ADVISER DETAIL AND DECLARATION

Financial adviser name

Financial adviser institution

Financial adviser code

To ensure fair outcomes for investors, we (as the product supplier) are required to ensure appropriate sharing of responsibility between ourselves and you (the financial adviser). As such, we request that you provide the following assurance to us:

- I confirm that I have concluded the analysis necessary to provide appropriate advice (which is both suitable for the investor and takes into account their circumstances) with respect to the product suppliers products considered and selected.
- I declare that I am a licensed Financial Services Provider and have made the disclosures required in terms of the Collective Investment Schemes Control Act, No. 45 of 2002; the Financial Advisory and Intermediary Services Act, No. 37 of 2002; and all subordinate legislation to the investor.
- I confirm that I have met directly with the client or the person acting on behalf of the client recorded in this application, and confirm that he/she bears a likeness to the photograph on his/her identity document; and
- I have verified his/her identity with original acceptable documentation, copies of which are attached.
- I warrant that I have explained all fees to the investor, including but not limited to the Effective Annual Cost (EAC), that relate to this investment and I understand and accept that the investor may withdraw his / her authority for payment of advice fees in writing to PPS Investments.

#### Signature of financial adviser



Date

PPS Investments (Pty) Ltd, PPS Multi-Managers (Pty) Ltd and PPS Investment Administrators (Pty) Ltd are licensed financial services providers. PPS Management Company (RF) (Pty) Ltd is a licensed collective investment scheme manager.

> PPS House, Boundary Terraces, 1 Mariendahl Lane, Newlands, 7700 Website: www.pps.co.za/invest Email: clientservices@ppsinvestments.co.za

FSP number

Date