# Useful information about your PPS Living Annuity Application Form



# When to use this form

This application form is applicable to members of any Retirement Fund who are retiring and wish to invest their retirement savings, or a portion thereof, into the PPS Living Annuity.

Should you wish to to invest your retirement savings into the PPS Default Living Annuity Solution, please rather complete the "PPS Default Living Annuity 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). This 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 and Conditions and Additional Product Terms and Conditions for Living Annuities Holding a Lifetime Income Portfolio(s).

You can manage your investment, view balances, transact and download tax certificates on the PPS Investments Secure Site (www.ppsisecure.co.za) or the PPS for Professionals mobile app for IOS or Android.

### Consider getting financial advice

PPS Investments does not provide 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.

#### Document checklist and supporting documents

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

Proof of deposit.

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

Should the bank account holder be a third party, we require proof of bank details (e.g. bank statement) not older than three (3) months clearly displaying the account holder's name and the bank's logo. Collection from a third party legal entity account requires a letter from the bank listing the authorised signatories of the account along with copies of their ID documents and 3 specimen signatures.

### Please note: We may request additional documents after validating your application.

#### Kindly strike through all sections of the application form not completed or not applicable.

### The Ombud for Financial Services Providers

The Orehuld for Financial Comisse

Website:

If you are not satisfied with the response from PPS Investments or the Administrator or if you have a complaint about the advice given by your financial adviser, you have the right to address your complaint in writing to the Ombud for Financial Services Providers.

Kasteelpark, Orange Building, 2nd Floor 546 Jochemus Street, Erasmuskloof, Pretoria	PO Box 41 Menlyn Park 0063
0010 Telephone: Facsimile: E-mail:	+27 12 762 5000 / +27 12 492 9711 / 0860 066 3274 +27 86 546 5694 / +27 12 348 3447 info@faisombud.co.za

www.faisombud.co.za

The Ombud is legally empowered to investigate and adjudicate complaints in a procedurally fair, economical and expeditious manner.

# **PPS LIVING ANNUITY APPLICATION FORM**



PROFESSIONAL PROVIDENT SOCIETY INVESTMENTS PROPRIETARY LIMITED ("PPS INVESTMENTS") CLIENT SERVICE CENTRE CONTACT DETAILS EMAIL: admin@ppsinvestments.co.za

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

The PPS Living Annuity is a PPS Investments product issued under the life licence of PPS Insurance Company Limited ("PPS Insurance") under the provisions of the Long-term Insurance Act, No. 52 of 1998 in the name of the policyholder.

# CONTACT PERSON FOR OUTSTANDING REQUIREMENTS

Name	and	surname
1 tanic	ana	Sannanne

Telephone number

Email

Capacity

**PAGE** 1 OF 6

Α

BP	ERSONAL DETAILS OF INVESTOR	R			
Title	Surname				
First nar	e(s)				
Date of	irth	Identity or passport number			
Country	of birth	Country where passport issued			
Gender	Male	Female			
National	ty South African Of	ther (Please specify)			
Tax num	per	Member number			
Occupat	on				
Physical	ddress				
				Postal code	
Postal ac	dress			Postal code	
				Postal code	
Telepho	e number (home)	Telephone numbe	er (work)		
Cellphor	e number		Fax		
Email ad (Compu					
C A	CTING ON BEHALF OF THE INVE	STOR			
C1. Lega	l guardian, parent, persons acting on be	ehalf of investors. Proof to be sent to PPS Inves	stments.		
Title	Surname				
First nan	e(s)				
Identity	or passport number	Relationship to Investor			
C2. Man	late for dealing with the discretionary F	SP acting on behalf of the investor. Please sen	d us a copy of the si	gned mandate.	
I have er	tered into a discretionary mandate with a f	-AIS category II FSP		Full I	Limited
I authori	e PPS Investments to accept instructions s	ubmitted by the FSP on my behalf.		Yes	No
Please se	nd us a copy of the signed mandate.				

# D LUMPSUM INVESTMENT DETAILS

Lump sum contribution (minimum R165 000)

Date of deposit/transfer

Please note: The Administrator requires proof of transfer or deposit before this application can be processed. Electronic transfers may not reflect immediately.

### **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.

Please phase-in my investment over 3 months 6 months 12 months

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

# E 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 statement from tr	ansferring fund/insurer)
Registered name of the transferring fund			
Transferring fund registration number			
Investment/member number			
Fund type			
Living Annuity	Retirement Annuity	Pension Fund	Provident Fund
Preservation Pension Fund	Preservation Provident Fund		
Contact person at transferring fund			
Telephone number		Email	
Frond 2			
Fund 2			
Fund 2 Estimated transfer amount			
	Switch to Investment Option(s) in section H	(Please include statement from tr	ransferring fund/insurer)
Estimated transfer amount	Switch to Investment Option(s) in section H	(Please include statement from tr	ransferring fund/insurer)
Estimated transfer amount Is this a unit transfer?	Switch to Investment Option(s) in section H	(Please include statement from tr	ransferring fund/insurer)
Estimated transfer amount Is this a unit transfer? Registered name of the transferring fund	Switch to Investment Option(s) in section H	(Please include statement from tr	ransferring fund/insurer)
Estimated transfer amount Is this a unit transfer? Registered name of the transferring fund Transferring fund registration number	Switch to Investment Option(s) in section H	(Please include statement from tr	ransferring fund/insurer)
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 section H Retirement Annuity	(Please include statement from tr	ransferring fund/insurer) Provident Fund
Estimated transfer amount Is this a unit transfer? Registered name of the transferring fund Transferring fund registration number Investment/member number <b>Fund type</b>			
Estimated transfer amount Is this a unit transfer? Registered name of the transferring fund Transferring fund registration number Investment/member number <b>Fund type</b> Living Annuity	Retirement Annuity		

Please note:

• The PPS Living Annuity is a member annuity. It may only be purchased where the rules of the transferring retirement fund specifically allow for such an annuity.

• In the event that this form is being completed in order to facilitate a transfer of a living annuity from another administrator, and the policyholder is currently drawing an income of between 17.5% and 20%, the policyholder will be compelled to decrease their income to 17.5% or less on their next anniversary date.

# BANK DETAILS FOR ANNUITANT (NO THIRD-PARTY PAYMENTS ALLOWED)

Please complete the bank account details which relate to this instruction.

Please note: Payments are made electronically and we will not make any payments to credit cards, market-linked accounts or third party bank accounts.

Account	Holder	Name

Bank	Account number
Branch	Branch code

# Type of account

Current	Savings	Transmission

G	ANNUITY DETAILS	(not applicable to transfers from existing living annuities)	

I choose to invest my retirement savings, or a portion thereof, into the PPS Living Annuity, with the following income options:

# Pre-tax annuity income percentage/amount

Percentage income (2.5% - 17.5%	b) %	OR	Gross monthly amount (Rand value)	
Frequency of income				
Monthly in arrears	Ouarterly in advance		Half-vearly in advance	Yearly in advance

# Payment date

Regular income payments will be made by the **28th day of the respective month.** If finalised after the **14th of the month**, annuity income will be paid at the **end of the following month**.

### Special Tax Rate

The income tax on your combined living annuity payments is calculated based on the current income tax tables, assuming that you have no other source of income. If you would like to specify an income tax rate for the tax period that is different to the one calculated using the income tax tables, please provide us with that rate.

Apply special tax rate of

A South African Revenue Service (SARS) tax directive is required if the tax rate is lower than that calculated from the income tax tables. It will be required annually and the obligation to obtain tax directives rests with the policyholder.

# 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%.

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

Annuity payments will be paid proportionately from all investment options above unless a specific Investment Option(s) is indicated below: Where more than one Investment Option is specified please complete the percentage split. If none is stipulated the default is proportionately from Investment Options selected.

# Important information for a Living Annuity holding a Lifetime Income Portfolio:

The section below is **compulsory** for policy-holders holding a Lifetime Income Portfolio. Annuity payments cannot be paid proportionately from all investment options but must be funded from the specific unit trust(s) indicated below that you have selected within the Unit Trust portion of your Living Annuity:

Income from Specific Investment Option(s) (complete full Investment Option name and class)	Percentage
TOTAL	100%

# PRIMARY AND SECONDARY BENEFICIARY NOMINATIONS

You may nominate beneficiaries who may receive a benefit upon your death. If you elect to review and make changes to the nomination of any beneficiaries, a signed instruction must be received before your death. Beneficiary alterations received after your death will be treated as invalid. If no beneficiary is nominated, the proceeds may be payable to your estate subject to legislative requirements, this may have a negative impact on estate duty, executor fees and income tax payable on the death of the policyholder.

Note: The secondary beneficiary(ies) will receive the benefit in the event that all primary beneficiaries pass away within 30 days of your passing.

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

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

# Please ensure the total percentages nominated are equal to 100%.

If there are additional beneficiaries or nominees, please attach this information on a separate signed page.

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

Please ensure the total percentages nominated are equal to 100%.

If there are additional beneficiaries or nominees, please attach this information on a separate signed page.

Should the PPS Beneficiaries Trust (IT 4876/01) be utilised	when effecting payment to minors?	Yes	No
---	-----------------------------------	-----	----

# J COMPULSORY COMPLETION BY POLICYHOLDER

The signature of the policyholder's spouse is required if the policyholder is married in community of property and nominates a benef	liciary
other than the policyholder's spouse.	

Date

Are you married in community of property?	Yes	No
If yes, have you nominated a beneficiary other than your spouse?	Yes	No

If yes to all the above, you require your spouse's written consent.

Name of spouse

PAGE 4 OF 6

Signature of spouse

# FINANCIAL ADVICE FEES

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

Initial lump sum fee

Max. 1.5% (excl. VAT)

Ongoing fees per annum

Max. 1% (excl. VAT)

Should either of the above fee fields be left blank, fees will apply at 0.00% for the respective fields.

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

# Important information for a Living Annuity holding a Lifetime Income Portfolio:

Fees can only be paid from a specific investment option within the Unit Trust portion of your Living Annuity.

# A specific Investment Option

The Administrator 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.

# L MARKETING CONSENT

PPS operates under the ethos of mutuality and all PPS' profits are allocated to PPS members with qualifying products on an annual basis by way of allocations to their PPS Profit-Share Accounts. It is in your best interest, as a member, to be informed of changes that could benefit you. In order to comply with the requirements of POPI Act and respect your choices, PPS Group requires your consent to contact you regarding new products and services which may be beneficial to you, including promotions and research.

Give my consent

Do not give my consent

Please note: You will still receive communication regarding changes or enhancements to any existing products that you may have with us.

# M CLIENT DECLARATION I, , hereby confirm that:

- 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 Administrator;
- Under penalties of perjury, I declare that I have examined the information completed on this form and to the best of my knowledge believe it is true, correct, and complete; and
- I certify that the information provided in terms of Foreign Accounts Tax Compliance Act ("FATCA"), the Organisation for Economic Co-operation and Developments ("OECD") and Common Reporting Standard ("CRS") is correct and that unless stated otherwise, I am not a tax resident of the United States of America.
- I understand and acknowledge that where I have signed electronically and not used one of the PPS Group approved electronic signature method(s), PPS Investments may exercise additional verification(s) for my safety and security.
   PPS Investments may accept instructions submitted and signed by me in electronic format, which shall be considered as an original signature for all
- PPS Investments may accept instructions submitted and signed by me in electronic format, which shall be considered as an original signature for all
  intents and purposes and shall be enforceable as set out in the Electronic Communications and Transactions Act of 2002 ('ECTA').
- I acknowledge and accept any and all liability which may arise in connection with choosing to sign any application form(s) by electronic means.

and I have read, understood and agreed to:

- The <u>Product Terms and Conditions</u> (and where applicable the <u>Additional Product Terms and Conditions for Living Annuities Holding a Lifetime</u> Income Portfolio(s)) 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, which 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.
- Appropriate financial services can only be provided after full disclosure of my relevant personal information for purposes of opening and administering my financial products and products and services that I apply for;
- PPS Group will keep me informed about improvements and/or changes to my current products and services; and
- PPS Group may process my personal information for purposes of efficient client servicing and providing products and services to me.

### **Opportunity to share in profits**

If you're not already a holder of a PPS provider product, the Accidental Death product opens your door to a PPS Profit-Share Account into which you'll be paid a portion of our profits from your investments with us. With the Accidental Death product, a tax-free cash lump sum of up to R2 000 000 could be payable to your beneficiaries in the event of your accidental death. Ask your financial adviser for more information on this product or request information directly by ticking the box below.

I do not have a financial adviser and would like to receive an application form and explanatory brochure directly.

Date

# Signature of investor

# N FINANCIAL ADVISER DETAIL AND DECLARATION

Financial adviser name

#### Financial adviser institution

Financial adviser code

#### FSP number

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.

# Consent to collect personal information from the FSCA

- To provide you with our services, we may be required to collect information from the FSCA.
- We will at all times process the Personal Information solely upon instructions and for the purposes defined. We will not in any way further process the Personal Information except where the further processing is compatible with the original purpose in terms of applicable law.
- I consent to the request and collection of my Personal Information by PPS Investments from the FSCA to confirm that I am able to provide advice
  and intermediary services on the applicable product and its underlying investment options.

Date

### Signature of financial adviser



PPS Investments (Pty) Ltd, PPS Multi-Managers (Pty) Ltd and PPS Investment Administrators (Pty) Ltd are licensed financial services providers. Professional ProvidentSociety Insurance Company Limited is a licensed insurer and financial services provider. Coronation Life Assurance Company Limited is registered in terms of the Long-term Insurance Act 53 of 1998 to carry on long-term insurance business. PPS Management Company (Pty) Ltd (RF) is a licensed collective investment scheme manager.

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