

Investo maturity instruction form

(For endowments and sinking funds)

Contract number

Please make sure your contact and bank information is correct so that you can receive notifications from us, and that we pay into your bank account. We don't pay into third-party accounts.

- You can update your details on [momentum.co.za](#). Go to our home page, click on "Log in" in the top right corner and register there. You can use your registered username and password if you have already registered.
- Click [here](#) for the how-to guide on contact details, and [here](#) for the how-to guide to update your contribution or bank details.
- If a third party is paying the contributions on your contract, please give your bank details on the *Investo payment details form* (Investo005) so that we can pay the lump sum amount into your account.

We recommend that you contact your financial adviser before making any changes to your financial portfolio.

Important

1. The investment owner must sign this form.
2. You may not change any part of this form or the terms and conditions. When you correct any information you have completed, sign next to it.
3. Based on the information you give us, we may ask for additional information and documents.
4. If the contract has been ceded, the cessionary must sign this application.
5. This form is valid for only three months from the date of signature.
6. The Organisation for Economic Co-operation and Development (OECD) allows for the efficient exchange of information between member countries. We have to ask for the investment owner and other role players' country of residence and related tax information. If you represent a trust or entity, we need the *Self-certification form for entities* (Service065). For other countries' country codes, please use the *List of country codes* (Service052). It is available from your financial adviser or [momentum.co.za](#).
7. **Protection of Personal Information Act (POPIA), 4 of 2013.**
The person providing the personal information confirms that they have the consent of the party/parties whose personal information is given. We use the personal information to issue and administer this contract, and we do it in accordance with POPIA legislation. For more information on how we treat personal information, please visit: <https://www.momentum.co.za/momentum/support/privacy-policy>.

1. Investment owner details

1.1 Personal details

Surname/Name of entity

Title

Full names (as on identification document)

Identification type

Identity document

Passport

Registration number

Identity/Registration*/Passport number

*Compulsory for a registered legal entity

Issue date of passport

D

D

M

M

Y

Y

Y

Y

Expiry date of passport

D

D

M

M

Y

Y

Y

Y

Country of issue

Country of birth

Z

A

(ZA if South Africa)

Date of birth

D

D

M

M

Y

Y

Y

Y

Citizenship

Z

A

(ZA if South Africa)

If you hold dual citizenship, give the other country code

1.2 Tax information

Are you a tax resident in South Africa (SA)?

Yes

No

If "yes", give your SARS tax number

Is SA your primary tax residence country?

Yes

No

Do you have foreign tax residency?

Yes

No

If you have foreign tax residency, complete the table below.

Tax residence (country code)	Tax residence (country)	Tax identification number (TIN) or equivalent	Primary tax residence country	Non-TIN registration reason* (if applicable)
			☐	A/B/C
			☐	A/B/C
			☐	A/B/C

*The reason for not being TIN registered:

A The country/jurisdiction does not issue TINs to its residents (does not apply to South Africa or the United States).

B The investor is not required to be registered for tax (even though income tax is levied by the jurisdiction).

C TIN is not required to be reported by such jurisdiction under local law (does not apply to South Africa or the United States).

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1.3 Nature of business

What is the nature of your business that provides the money you use to sustain yourself from day to day? You may have more than one source of income or wealth. We may request proof of your source of wealth, if needed.

☐ Employed/Self-employed	Nature of business	
☐ Other	Specify	

1.4 Source of funds for investment

The source of funds funding the transaction or investment will not always correspond with the source of income/wealth, eg an employed person may sell their property and invest the money gained.

☐ Salary/Remuneration	Name of employer	
☐ Business transaction	Nature of business transaction	
☐ Investment/Savings/Dividends	Source of money/savings	
	Name of investment company	
	Account/Contract number where the money is held	
☐ Inheritance	Estate late name and relationship	
☐ Winnings	Eg Lotto, casino or competition name	
☐ Other*	Specify	

*Eg sale of vehicle, sale of property, bonus from employer, dividends received, gift, donation, loan repayment from third party.

1.5 Influential persons

The Financial Intelligence Centre Act (FICA) requires that we know if you are an influential person as explained in the Act. More than one of the definitions can apply to the same person. Read the explanations at the end of this form, indicate which explanations apply to you (if any) and give your reason.

☐ Domestic politically exposed person	☐ Foreign politically exposed person	☐ Prominent influential person
☐ Known close associate	☐ Family member	

Reason	
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2. Maturity instruction

2.1 Withdrawal options

You can combine this with section 2.2 if you take a part of the maturity proceeds as a lump sum.

Portion of proceeds to be paid as a lump sum:

Total net maturity value	
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OR

Part of the net maturity value	R
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2.2 Continuation options

Continuation date	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table> (a future date)	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y		

The continuation date is the date of maturity but may move to the date of receipt of the full requirements, if this is later.

Reinvestment amount	R	subject to the applicable minimum.
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Continuation term	<table border="1"><tr><td>Y</td><td>Y</td></tr></table> years and <table border="1"><tr><td>M</td><td>M</td></tr></table> months	Y	Y	M	M
Y	Y				
M	M				

Please tick and fill in the corresponding information:

2.2.1 Reinvest without further contributions	☐
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2.2.2 Reinvest with income required	☐ (This option is available only if the continuation amount exceeds R10 000.)
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No further contributions are payable if you choose this option.

We will use the bank details on our system to pay the income payment. (See the red block on page 1 if the investment owner is not the contribution payer.) We will make direct payments into your own bank account only.

Income amount	R	per month (rand amount only)
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Please choose the funds to pay the income from in section 3.

Income will be paid proportionately from the chosen Investo funds.

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2.2.3 Reinvest **with** further contributions ☐

If you choose a contribution where the new contribution payable is more than 20% of the contributions you paid in either of the previous two years, it will put your contract in a restricted period. This restriction may limit certain values and contract benefits for a further five years. Talk to your financial adviser about this.

Recurring contribution	R	Subject to the applicable minimum.									
Payment date of the first contribution	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y		
D	D	M	M	Y	Y	Y	Y				
Payment frequency	Monthly ☐	Quarterly ☐	Half-yearly ☐ Yearly ☐								
Contribution growth	%	or CPI* ☐	Date of first contribution increase <table border="1"><tr><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	M	M	Y	Y	Y	Y		
M	M	Y	Y	Y	Y						

*Consumer price index (CPI) is applied with a five-month lag and limited to a minimum of 2,5% and a maximum of 20%.

3. Investment information _____

Important

Fund availability is subject to capacity or restrictions imposed by the asset manager. Current Investo fund lists are available at momentum.co.za. Please give the full and correct names of the funds you choose.

3.1 For the continuation amount

Fund name	Class	Percentage	Rand value
		% or	R
		% or	R
		% or	R
		% or	R
		% or	R
Total		100 % or	R

3.2 For the recurring contribution

Do you want us to use the fund selection in section 3.1 for your future recurring contributions as well?	Yes ☐	No ☐
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If “no”, please give the fund selection for the future recurring contributions.

Fund name	Class	Percentage	Rand value
		% or	R
		% or	R
		% or	R
		% or	R
		% or	R
Total		100 % or	R

4. Financial adviser fees, details and declaration _____

Continuation amount

Sales fee

Initial advice fee/commission		%	(0% - 3%)
Trail fee/commission		%	(0% - 1%)

For all contracts that started before January 2009

Recurring contribution – total commission limited to 5% of each contribution

Sales fee

Commission – as % of recurring contribution (maximum is 100%) payable as			
Upfront commission		%	(0% - 50%)
As-and-when commission		%	(The balance of the 100% maximum)
Total	100	%	
Trail fee – as % of the fund value, per year		%	(0% - 1%)

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For all contracts that started after January 2009
Recurring contribution – total commission limited to 5% of each contribution

Sales fee
Commission – as % of recurring contribution (maximum is 5%) payable as
Advanced commission % (0% - 2,5% from each contribution, discounted)
As-and-when commission % (the balance of the 5% maximum)
Trail fee – as % of the fund value, per year % (0% - 1%)
We will split the adviser fee for the reinvestment (where applicable) as follows:

4.1 Financial adviser details

*If there is more than one financial adviser, please give the servicing adviser's details first.

Name and surname	Financial adviser code	FSP name	FSP code	Adviser fee reference number	Adviser fee split	Consultant code
*					%	
					%	

100 %

Servicing financial adviser details

Cell phone number	+27(0)	Other	+27(0)
Email address			

4.2 FAIS - Accreditation of financial adviser at intermediary level

I declare that I have been issued with the following licences to render financial service under section 7(3) of the Financial Advisory and Intermediary Services (FAIS) Act, 37 of 2002:

- Long-term Insurance Category 1**
- 1. Category 1.4 - Long-term Insurance subcategory C
 - 2. Category 1.5 - Retail Pension Benefits
 - 3. Category 1.20 - Long-term Insurance subcategory B2

4.3 Financial adviser declaration

- 1. **Rule 1.9 of the Policyholder Protection Rules of 2017** requires the insurer to take steps to mitigate against the risk of an intermediary providing unsuitable advice to the investment owner. As the financial adviser who provided financial services to the client, I confirm that I provided financial services in line with the information the client gave me and that I am satisfied that I have given the client sufficient information to enable them to make an informed decision regarding the purchase of the product as required by the FAIS Act.
- 2. I explained and gave all documents that apply to this investment to the investment owner before this application was signed. This includes the information concerning POPIA.
- 3. I explained to the investment owner all the fees and charges that apply to this investment.
- 4. I have given and explained the relevant fund fact sheets to the investment owner before the investment owner signed this form.
- 5. My fees, agreed with the investment owner, are reasonable, considering the services the investment owner needs and I will provide the services on an ongoing basis.
- 6. Please pay my fees monthly in arrears. You may immediately stop paying my fees if the investment owner cancels my mandate.
- 7. I have explained to the investment owner that you use a default investment fund (currently the Momentum Money Market Fund) for certain transactions and events. I have explained that the Momentum Money Market Fund is a unit trust and that it carries a risk in the sense that, although unlikely, if any capital losses occur, it will also be a loss for the investment owner.
- 8. Any instruction to you will be within the limits of the mandate I have from the investment owner.

Signature of financial adviser

Full name and surname											
Signature of financial adviser		Date	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y				

5. Notification to cedent

The financial institution must fill in this section for collateral security cessions.

I/We, , confirm that the debt for which the contract has served as security is due and payable and that I/we have informed the cedent which maturity option I will take on contract number

6. Mandate

I know my adviser must be appropriately licensed with the Financial Sector Conduct Authority (FSCA) before advising me or making decisions for me. If my financial adviser makes decisions for me as a licensed Category II discretionary financial services provider, I instruct you to:

accept instructions that my financial adviser signs on my behalf ☐ accept instructions with my signature only ☐

A level 3 mandate is applied by default to the servicing financial adviser. I will submit a signed *Mandate form* (Service038) with this application if I want to change this.

7. Declaration by the investment owner

- I have carefully read, understand and accept this application, the terms and conditions, these declarations, fund fact sheets and guides that apply to this investment. The information I give is true and correct. I made sure that all details of this form were completed. I will not hold Momentum Metropolitan Life Limited (you) liable for any loss or damages if someone changes this form after I sign it.**
- I am aware that I can access the *Terms for an Investo contract* (Investo002) at momentum.co.za, request a copy from the client contact centre or from my financial adviser.
- I am capable of evaluating my investment (either through independent professional advice or on my own). I accept the risks related to this investment if I refuse advice. I understand that you cannot be held responsible if I elect to buy any financial products that failed to address my financial needs and objectives appropriately by not appointing a financial adviser.
- I know I must get advice at all stages of my investment. My adviser and I are responsible for making sure that I receive and understand everything that is relevant to this investment.
- I know my adviser must be appropriately licensed with the Financial Sector Conduct Authority (FSCA) before advising me or making decisions for me.
- I will tell you if I change my adviser, change my adviser's fee, change the level of advice I receive and when I appoint more advisers. If I appoint a new financial adviser, I undertake to terminate the mandate with my current financial adviser (if applicable).
- I fully understand and accept all the fees and charges related to my investment and authorise you to pay my adviser the agreed fees from my investment.
- My investment contribution is not the proceeds of any crime, as defined in the Prevention of Organised Crime Act, 21 of 1998.
- I know my investment is subject to market risk and its value will fluctuate on market movements. I also understand that investment performance is not guaranteed.
- I understand and agree that you can use a default investment component (currently the Momentum Money Market Fund) for certain transactions and investment events.
- I fully understand and accept all timelines, business practices and administrative processes related to my investment.
- I understand that changes in legislation, directives, rules and other regulatory instruments might have an impact on my investment.
- I understand and accept the income tax implications of and on my investment.
- I am aware that FICA applies and I undertake to comply with its provisions.
- If I am an individual natural person, I certify that I confirm and guarantee that I hold no other citizenships and residencies for tax purposes, other than those disclosed on this application form. If this changes, I will inform you in writing of any change within 30 days of the change occurring. If I represent an entity, I will complete, sign and attach the *Self-certification form for entities* (Service065) to this application form.
- I acknowledge that you may be required to send the information provided in section 1 to SARS, who may share it with the local tax authority according to the Foreign Accounts Tax Compliance Act (FATCA) and the OECD Common Reporting Standard (CRS).
- I undertake to notify you of any changes to the personal information I gave, or that was given on my behalf.
- I understand that you will accept no liability for loss or damages of any nature resulting from my or my financial adviser's negligent use of any of your electronic platforms for transactional purposes, any data being incorrectly captured on my behalf, or my banking details being incorrect.

Signature of investment owner and/or cessionary

Name and surname														
Capacity/Designation of authorised signatory														
If you are signing on behalf of a legal entity, you confirm that you are authorised to represent the legal entity.														
Signed at							Date							
1. Signature of investment owner/authorised signatory														
2. Signature of cessionary/authorised signatory														

8. Definitions of influential persons

- A **domestic politically exposed person (DPEP)** holds or has held a prominent public function in South Africa, including an acting position for longer than six months.
Examples: President/Deputy president, a government minister/deputy minister, premier/member of the executive council of a province, an executive mayor, a leader of a political party, a member of a royal family/senior traditional leader, the head/accounting officer/chief financial officer of a national or provincial department or government component, municipal manager/municipal chief financial officer, a public entity or municipal chairperson/chief executive officer/chief financial officer/chief investment officer, a judge/constitutional court judge, an ambassador/high commissioner/senior representative of a foreign government based in South Africa, an officer of the South African National Defence Force above the rank of major general. It is also someone who holds or has held the position of head of an international organisation based in South Africa, or other executive directly accountable to that head, including in an acting position for longer than six months.
- A **foreign politically exposed person (FPEP)** holds or has held a prominent public function, including that of a head of state or head of a country or government, member of a foreign royal family, government minister or equivalent senior politician or leader of a political party, senior judicial official, senior executive of a state-owned corporation, or high-ranking member of the military, in any foreign country.
- A **prominent influential person (PIP)** holds, or has held at any time in the preceding 12 months, the position of chairperson of the board of directors, chairperson of the audit committee, executive officer or chief financial officer of a company, as defined in the Companies Act, 71 of 2008, if the company provides goods or services to an organ of state and the yearly transactional value of the goods and/or services exceeds an amount determined by the minister by notice in the Gazette.
- A **known close associate** is closely connected to a **PIP, DPEP or FPEP**, either socially or professionally. The term “close associate” isn’t intended to capture every person associated with a prominent person.
Examples: Known relationships outside the family unit (eg girlfriends, boyfriends, mistresses), a prominent member of the same political party, civil organisation, labour or employee union as the prominent person, business partner or associate, especially one who shares (beneficial) ownership of corporate vehicles with the prominent person, or who is otherwise connected (eg through joint membership of a company board), or any individual who has sole beneficial ownership of a corporate vehicle set up for the benefit of the prominent person.
- A **family member** is related to a **PIP, DPEP or FPEP** either directly (blood relative) or through marriage or similar (civil) forms of partnership.
Examples: Spouse or civil/life partner, previous spouse or civil/life partner, children and stepchildren and their spouses or civil/life partners, parents, siblings and step-siblings and their spouses or civil/life partners.

Contact details

Client contact centre

ShareCall: 0860 664 321, Telephone: +27 (0)11 505 1800, Email: investo@momentum.co.za
Address: 268 West Avenue Centurion, 0157

Momentum Metropolitan Life Limited

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Refer to the company websites for directors and company secretary details momentum.co.za momentumgrouppltd.co.za