

Investment switch instruction form

Contact details

Tel:	0800 864 418	Postal address	Physical address
Fax:	088 021 671 3112	PO Box 1016	Fifth Floor, MontClare Place
Email:	clientservice@camissa-am.com	Cape Town	Cnr Campground and Main Roads
Website:	www.camissa-am.com	8000	Claremont 7708

Before you start

It is important that you read the relevant Minimum Disclosure Document(s), Effective Annual Cost disclosure, our Investment Guide (which outlines the terms and conditions that apply to this investment) and FICA documents required for submission guide. The latest versions are available on our website (www.camissa-am.com). **Refer to Annexure A for a summary of our fund range.**

Please note that the onus is on the investor to inform us of any changes to personal details (including, but not limited to, bank account, address and contact details).

We do not provide financial advice, so you may wish to speak to an Independent Financial Adviser. We will only allow authorised Financial Services Providers who are registered with us to submit investment applications on behalf of investors. We will verify each adviser's licence with the Financial Sector Conduct Authority (FSCA). Please note that if your financial adviser is not authorised by the FSCA, or is not registered with us, we will not be held responsible for any losses suffered due to delays in processing, or the rejection of this application.

Should you require any assistance in completing this form, please contact our client service team on 0800 864 418 or email us at clientservice@camissa-am.com.

Completing this form

Complete all relevant sections of this form indicating your selections with a tick mark (where applicable).

Instructions will only be processed once all requirements (as specified in this form) have been met. Fax the completed form and all supporting documents to +27 88 021 671 3112, or email clientservice@camissa-am.com.

Checklist

Refer to the **Supporting Guidelines for FICA documents** for detailed information. In simple terms you will need (if not previously submitted):

- ☐ Signed and dated Investment switch instruction form
- ☐ Proof of authority (where applicable)
- ☐ Updated FICA documents (if any information has changed - see Revision of personal details form)*

*These documents must be less than three months old

Cut-off times

Investment applications will be processed on the same day as received, provided the form and all necessary documentation is received prior to 14:00 on any weekday. After 14:00 or on a weekend or public holiday, processing will take place on the following business day.

Important information

The Camissa unit trust fund range is offered by Camissa Collective Investments (RF) Limited (Camissa) [Reg. No. 2010/009289/06], a registered management company in terms of the Collective Investment Schemes Control Act, No 45 of 2002. Camissa is a subsidiary of Camissa Asset Management (Pty) Ltd [a licensed FSP], the investment manager of the unit trust funds and a voting member of the Association for Savings and Investment SA (ASISA). Camissa has the right to refuse an application if it considers an investor to be a high risk and/or especially sanctioned client. Investments in the selected Collective Investment Schemes in Securities (unit trusts) are made and administered subject to the provisions of the Collective Investment Schemes Control Act No. 45 of 2002, in accordance with the deeds of such funds and subject to each scheme's fee structure as amended from time to time. Based on Exchange Control Regulations, certain unit trust portfolios are subject to availability. All of the funds listed in our fund range may be capped at any time for them to be managed according to their respective mandates. Unit trusts are generally medium to long-term investments. The value of units will fluctuate in line with market and exchange rate movements. Past performance should not be used as a guide for future performance. Unit trusts are traded at ruling prices, which are calculated on a Net Asset Value (NAV) basis. NAV refers to the value of the fund's assets less the value of its liabilities. The Camissa funds, except for the Camissa Islamic funds, may engage in scrip lending and borrowing (up to 10% of the value of the fund). Camissa will engage in borrowing if a fund has insufficient cash or if its assets cannot be released to repurchase or cancel units. All funds are valued and priced at 15:00 each business day and at 17:00 on the last business day of the month.

Investment switch instruction form

A. Investor's details (individual/legal entity)

Investor number

Title

Surname

First name(s)

ID/passport number (if foreign national)/registration number

B. Person acting on behalf of investor (if applicable)

To be completed by the legal guardian or person with Power of Attorney to act on behalf of the investor.

(Please send us proof of authority)

Capacity of person acting on behalf of investor

Power of attorney

☐

Curatorship

☐

Legal guardian

☐

Parent

☐

Other (please specify)

Title

Surname

First name(s)

SA ID number

Passport number (if foreign national)

Expiry date

Country of issue

Preferred contact number

Email address

Residential address

Code

Please note that we require the following documents (if they were not previously submitted to us):

- ☐ Proof of authority
- ☐ Copy of ID/passport (if foreign national)
- ☐ Proof of residential address (less than three months old)

Initial

C. Switch request

You can choose to switch rands, units or a percentage from one fund into another. Please note that if you switch units, the number of units allocated to you may differ from the amount of units initially switched. This is due to pricing differences between the various funds.

Camissa funds	Annual management fee (excl VAT)	From			To		Income distribution*	
		Rands	Units	%	Rands	%	Reinvest	Deposit
Equity								
Equity Alpha Fund	** 1.25%	R		%	R	%		
SA Equity Fund	** 1.25%	R		%	R	%		
Top 40 Tracker Fund	0.50%	R		%	R	%		
Global Equity Feeder Fund	1.35%	R		%	R	%		
Multi-asset								
Balanced Fund	1.25%	R		%	R	%		
SA Balanced Fund	1.25%	R		%	R	%		
Protector Fund	1.25%	R		%	R	%		
Stable Fund	1.25%	R		%	R	%		
Shariah-compliant***								
Islamic Equity Fund	1.25%	R		%	R	%		
Islamic Balanced Fund	1.25%	R		%	R	%		
Islamic High Yield Fund	0.50%	R		%	R	%		
Islamic Global Equity Feeder Fund	1.35%	R		%	R	%		

* Please indicate whether your income distribution should be reinvested into your fund(s) or paid into your bank account. If a fund's total expenses exceed its income, it will not make a distribution.

** Performance fee: 10% of fund's outperformance of benchmark over rolling 12-month periods. Total fee (annual management fee plus performance fee) to be capped at 2%.

*** I acknowledge that I have chosen to invest in a Shariah-compliant fund that is managed in accordance with the guidelines of the Shariah Supervisory Board, and takes the Shariah Standards of the Accounting and Auditing Organisation for Islamic Financial Institutions into account. I agree that any income deemed to be non permissible by the Shariah Supervisory Board will be paid to a charitable trust elected at the sole discretion of the Shariah Board and Camissa Collective Investments (RF) Ltd, in line with the principles of Shariah and the Supplemental Deed of the fund. I acknowledge that this does not form part of my income and will not reflect on my tax certificate. I am aware that, in some instances, income may be reflected as interest income in line with current tax practices on my tax certificate, but accept that such income is fully Shariah compliant and has been approved as such by the Shariah Supervisory Board.

Investor's signature

Initial _____

D. Debit order details (if applicable)

My debit order on this account is to

☐ be changed to the fund into which I am switching at R per month commencing

☐ remain unchanged

☐ be cancelled from

E. Regular withdrawal details (if applicable)

☐ be changed to the fund into which I am switching at R per month commencing

☐ remain unchanged

☐ be cancelled from

F. Financial adviser's details and declaration (if applicable)

Full name(s) and surname

Practice name

Adviser code FSP licence number

Work number Cell number

Email address

I, the undersigned, hereby declare and confirm that:

Regulatory framework

- ☐ I declare that I am a licensed Financial Services Provider and that I am acting within the scope of my FSCA licence conditions. I 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 subordinate legislation thereto, to the investor.
- ☐ I acknowledge and confirm that I have established and verified the investor's identity in accordance with the Financial Intelligence Centre Act No. 38 of 2001 ('the Act'), and will keep records of such identification and verification according to the provisions of the Act.

Fees

- ☐ I declare that I have explained all fees and terms and conditions related to this investment to the investor. I understand and accept that the investor may withdraw his/her authority for payment of fees to me by submitting a written instruction to Camissa Collective Investments.
- ☐ I warrant that any fee arrangement with the investor has been made in a transparent manner and has been disclosed to the investor.
- ☐ I warrant that any and all fee arrangements are made in the best interest of the investor and are in adherence with the principles of treating customers fairly.

Tax responsibility

- ☐ I acknowledge that I am responsible to disclose any fee income to SARS and that Camissa takes no responsibility to do so.

Initial _____

Signed at on this day of year

Financial adviser's signature

G. Financial adviser fees (if applicable)

Please note that we will facilitate the payment of fees as agreed to by you and your financial adviser

I hereby confirm that the financial adviser, whose details are completed in the section above, is my appointed financial adviser and agree to the payment of fees as follows:

Initial advice fee % *(This fee is negotiable to a maximum of 3% exclusive of VAT and is deducted from each contribution before the investment is made. An initial advice fee is not applicable to the Camissa Top 40 Tracker Fund and the Camissa Islamic High Yield Fund.)*

Ongoing advice fee % of the investment portfolio's market value per annum
(This fee is charged by way of unit reduction and is paid to the financial adviser monthly in arrears. This authority may be withdrawn by written notice to the Administrator. This fee is negotiable to a maximum of 1% exclusive of VAT. Where the initial advice fee is higher than 1.5%, the maximum annual advice fee will be 0.5%. Please note that this annual advice fee is not part of the normal annual management fee charged by the relevant fund(s). The ongoing advice fee for the Camissa Top 40 Tracker Fund is negotiable to a maximum of 0.25% and 0.50% for the Camissa Islamic High Yield Fund.)

I consent to the fee arrangement as indicated above and I am aware that my appointed financial adviser may reinvest the fees into Camissa's unit trust funds.

Signed at on this day of year

Signature

H. Investor declaration

I, the undersigned, hereby declare and confirm that:

Acknowledgement of Terms and Disclosures

- ☐ I have read, understood, and agree to the latest terms and conditions applicable to this investment, as specified in the Minimum Disclosure Document(s), Effective Annual Cost disclosure, and Investment Guide.

Regulatory framework

- ☐ I acknowledge that this investment is governed by the Collective Investment Schemes Control Act, 45 of 2002 (CISCA) and confirm that I understand the nature and implications of investing in a collective investment scheme.

No financial advice provided

- ☐ I confirm that I have not received any financial advice or recommendations from Camissa regarding:
- Buying or investing in any financial products.
 - Making changes to, replacing, or ending any financial products.
 - Assuming any responsibility or obtaining any benefit related to financial products.
 - Financial planning or decisions about financial products in any form (including in person, by phone, email, or any other method).

Initial _____

- ☐ I understand that any assistance provided was administrative in nature and does not constitute advice as defined by the Financial Advisory and Intermediary Services Act (FAIS).

Investment risk and liability

- ☐ I acknowledge the inherent risk associated with my investment and accept full responsibility for all investment decisions. I will not hold Camissa liable for market fluctuations, changes in unit prices, or any loss (consequential or otherwise) arising from changes in tax or other legislation that may affect the performance of my investment.

Accuracy of information

- ☐ All information provided in and with this Switch instruction form, whether in my handwriting or otherwise, is true and correct.

Instructions and authorisations

- ☐ Camissa may accept instructions from my appointed financial adviser or any authorised third party, provided such adviser is duly authorised and licensed in terms of FAIS.
- ☐ Camissa cannot be held accountable for any loss or damage suffered as a result of my financial adviser acting outside of their FSCA licensing conditions.
- ☐ I authorise Camissa to make all reports and statements regarding my investment available to my appointed financial adviser, where applicable.

Tax responsibility

- ☐ I acknowledge that all tax implications arising from this investment are my responsibility and confirm that I have sought independent tax advice where necessary.

Protection of Personal Information (POPI)

- ☐ For the purposes of the Protection of Personal Information Act No. 4 of 2013 (POPI), I consent and acknowledge that all personal data provided by me to Camissa or their independent third parties (such as fund administrators) and its respective employees may be used to enable each of the aforesaid entities to carry out their respective duties and obligations in relation to this investment or as may be permitted under POPI.
- ☐ Information will be shared if required by SARS or any other tax authority with which South Africa has signed an Intergovernmental Agreement, or to any other regulatory authority.

Signed at on this day of year

Investor's signature

Assisted by (if applicable)

Full name(s) and surname

Capacity

Signature

Date

Initial

Annexure A – Camissa fund range

The **Camissa** unit trust fund range is offered by Camissa Collective Investments (RF) Limited (Camissa) [Reg. No. 2010/009289/06], a registered management company in terms of the Collective Investment Schemes Control Act, No 45 of 2002. Camissa is a subsidiary of Camissa Asset Management (Pty) Ltd [a licensed FSP], the investment manager of the unit trust funds and a voting member of the Association for Savings and Investment SA (ASISA).

	Equity Alpha Fund	SA Equity Fund	Top 40 Tracker Fund	Global Equity Feeder Fund	Balanced Fund	SA Balanced Fund	Protector Fund	Stable Fund	Islamic Equity Fund	Islamic Balanced Fund	Islamic High Yield Fund	Islamic Global Equity Feeder Fund
Category	South African - Equity - General	South African - Equity - SA General	South African - Equity - Large Cap	Global - Equity - General	South African - Multi-Asset - High Equity	South African - Multi-Asset - SA High Equity	South African - Multi-Asset - Medium Equity	South African - Multi-Asset - Low Equity	South African - Equity - General	South African - Multi-Asset - High Equity	South African - Multi-Asset - Income	Global - Equity - General
Fund objective	To provide strong capital growth and a total portfolio return that is in the top quartile for general equity funds.	To deliver strong capital growth and a portfolio return that is significantly better than the average general equity fund.	To track the movements and replicate the performance of the FTSE/JSE Top 40 Index over time.	A feeder fund that will be fully invested in the dollar-denominated Camissa Global Equity Fund. To achieve its objective, the portfolio invests in an underlying portfolio which invests the majority of its net assets directly in listed shares on recognized markets.	To provide investors with high long-term capital growth, within the constraints of the statutory investment restrictions for retirement funds. The fund seeks to provide a moderated exposure to volatility in the short term.	The fund aims to deliver strong capital growth and income over the long term and thereby significantly outperform the average competitor balanced fund. The fund has a balanced mandate, and investments are diversified across domestic equities, bonds and cash.	To provide steady capital growth and returns that are better than equity market returns on a risk adjusted basis over the medium to longer term.	To provide total returns that are in excess of inflation over the medium term. It seeks to provide a high level of capital stability and to minimise loss over any one-year period, within the constraints of the statutory investment restrictions for retirement funds.	A Shariah-compliant fund that aims to provide steady capital growth and a total portfolio return that is better than the average general equity fund.	A Shariah-compliant fund that aims to provide steady long-term returns and capital growth. The fund seeks to provide a moderated exposure to volatility in the short term.	A Shariah-compliant fund that aims to provide capital stability and optimal income returns. To achieve its objectives, the fund will be using short-term, medium-term and long-term income generating securities as outlined by the constraints of the restrictions for retirement savings.	The portfolio will be a Feeder Fund. The investment objective of the portfolio is to achieve optimum risk adjusted total returns by providing investors with exposure to an international collective investment scheme portfolio comprising a diversified mix of global equity and equity-related securities.

Tax-free option	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Inception dates	26 Apr 2004	1 Sept 2022	1 Aug 1997	1 Nov 2019	3 May 2011	1 Aug 2023	11 Dec 2002	3 May 2011	13 Jul 2009	3 May 2011	12 March 2019	7 Jan 2019
Portfolio manager	Gavin Wood	Gavin Wood	Aslam Dalvi	Gavin Wood	Gavin Wood	Gavin Wood	Dirk van Vlaanderen	Gavin Wood	Abdul Davids	Abdul Davids	Abdul Davids	Abdul Davids
Benchmark	South African - Equity - General funds mean	South African - Equity - SA General funds mean over a rolling 12-month period	FTSE/JSE Top 40 Index	FTSE World Index ZAR	South African - Multi-Asset - High Equity funds mean	South African - Multi-Asset - SA High Equity funds mean	CPI + 4%	Total return of CPI + 2% pa	South African - Equity - General funds mean	South African - Multi-Asset - High Equity funds mean	Short-term Fixed Interest Index (STeFI)	Global Equity General funds mean
Minimum lump sum	R5 000	R5 000	R5 000	R5 000	R5 000	R5 000	R5 000	R5 000	R5 000	R5 000	R5 000	R5 000
Minimum debit order	R500	R500	R500	R500	R500	R500	R500	R500	R500	R500	R500	R500
Risk profile	High	High	High	High	Medium - high	Medium - high	Low - medium	Low	High	Medium - high	Low	High
Annual service fee (excl VAT)	1.25%*	1.25%*	0.5%	1.35%	1.25%	1.25%	1.25%	1.25%	1.25%	1.25%	0.5%	1.35%
Upfront fee (excl VAT)	Camissa 0% Broker max - 3%	Camissa 0% Broker max - 3%	Camissa 0% Broker max - 0%	Camissa 0% Broker max - 3%	Camissa 0% Broker max - 3%	Camissa 0% Broker max - 3%	Camissa 0% Broker max - 3%	Camissa 0% Broker max - 3%	Camissa 0% Broker max - 3%	Camissa 0% Broker max - 3%	Camissa 0% Broker max - 0%	Camissa 0% Broker max - 3%
Annual ongoing advice fee (excl VAT)	Max 1%, but if upfront fee > 1.5%, then max 0.5%	Max 1%, but if upfront fee > 1.5%, then max 0.5%	Max 0.25%	Max 1%, but if upfront fee > 1.5%, then max 0.5%	Max 1%, but if upfront fee > 1.5%, then max 0.5%	Max 1%, but if upfront fee > 1.5%, then max 0.5%	Max 1%, but if upfront fee > 1.5%, then max 0.5%	Max 1%, but if upfront fee > 1.5%, then max 0.5%	Max 1%, but if upfront fee > 1.5%, then max 0.5%	Max 1%, but if upfront fee > 1.5%, then max 0.5%	Max 0.5%	Max 1%, but if upfront fee > 1.5%, then max 0.5%

* Performance fee: 10% of fund's outperformance of benchmark over rolling 12-month periods. Total fee (annual management fee plus performance fee) to be capped at 2%.