

PLEASE COMPLETE THIS FORM USING BLOCK LETTERS AND TICK (✓) WHERE APPROPRIATE.

### IMPORTANT INFORMATION

- Please complete all the relevant sections and sign sections E and G.
- The completed form and supporting documentation (see below) can be scanned and emailed to [omnamuttrans@oldmutual.com](mailto:omnamuttrans@oldmutual.com) or handed in at any Old Mutual branch. Illegible and incomplete forms may lead to delays. Contact our Service Centre at **081 956 1015** for any queries.
- Withdrawal will be processed once all fields are completed and required documents received.
- Old Mutual Unit Trust Management Company Namibia Limited will henceforth be referred to as Old Mutual Unit Trust.
- It is important to provide a valid email address and cellphone number as communications are sent via email.
- Access the Unit Trust portal via the following link: [omnamut.jtcgroup.com](http://omnamut.jtcgroup.com) to view your portfolio

### SUPPORTING DOCUMENTS (REQUIRED)

#### 1. Account Holder Documentation

##### Namibian ID or Passport Holders

- Copy of Namibian ID document or Namibian Passport

##### Foreign ID or Passport Holders

- Copy of Foreign ID document or Passport
- Proof of Residential address (not older than 3 months) (e.g. Utility bill in the account holder's name, Cell phone contract or Fixed line account, Formal lease agreement)

#### Contributions exceeding N\$ 500 000 or monthly contributions exceeding N\$ 10 000 p/m (per Investor)

- Payslip or Proof of Source of Funds (e.g. proof of incorporation of own business)

#### 2. Documentation for person acting on behalf of Investor

##### Namibian ID or Passport Holders

- Proof of authority to act e.g. power of attorney, full birth certificate for minors
- Copy of Namibian ID document or Namibian Passport

##### Foreign ID or Passport Holders

- Proof of Authority to Act (e.g. power of attorney, full birth certificate for minors)
- Copy of Foreign ID document or Passport
- Proof of Residential address (not older than 3 months)

### PROCESSING TIMES

If all FIA requirements are met by 15:00 (or by 13:00 for Money Market Unit Trust transactions) the same day's price will apply. If they are met after 15:00 (or after 13:00 for Money Market Unit Trust transactions) the next working day's price will apply. The processing time for all withdrawals or sales transactions is approximately **two to three working days**, depending on the receiving bank account, provided that all supporting documents have been received.

\* In line with the FIA Act of 2012, as amended in 2023, Old Mutual Unit Trust Management Company (Namibia) Ltd has adopted a risk based approach to establish and verify the identity of individuals and entities it enters into business with. This verification process may require additional documentation. In this event there may be a delay in processing your transaction instruction and in some instances may result in the same day's price not being applied. The transaction will be applied once all additional verification processes have been completed, appropriate.

### INSTRUCTION TO SELL UNITS

In terms of the relevant Trust Deed(s) I hereby request Old Mutual Unit Trust to purchase the units indicated below from me at the price applicable on the date that this form and necessary supporting documentation are received.

Investor number

### SECTION A INVESTOR DETAILS

I am acting: For myself  On behalf of a minor

Unit Trust Number

#### INDIVIDUAL IN WHOSE NAME INVESTMENT IS HELD

Title:  Mr  Ms  Mrs Other

Initials

First name(s)

Surname

Previous names (if applicable)

Gender: Male  Female  Marital status: Married  Single  Widowed  Divorced

ID/Passport number  Date of Birth

Income tax number  Tax Residence

Nationality

Country of Residence

Country of birth

**SOURCE OF INCOME MANDATORY**

Employer Name/Name of own business

Occupation/Nature of own business

Employer/Business Address

**CONTACT INFORMATION**

Telephone number (Home)  (Work)  Cellphone

Language preference: English  Afrikaans

Email (personal)

I instruct Old Mutual Unit Trust to transmit all account related communications, including communications required to be transmitted to me by law, to the email address provided above.

Postal address

Postcode

Residential address

Postcode

**DETAILS OF PERSON ACTING ON BEHALF OF INVESTOR (PARENT/GUARDIAN)**

Title:  Mr  Ms  Mrs Other

Initials

First name(s)

Surname

Previous names (if applicable)

ID/Passport number  Date of birth

Physical address

Postcode

Postal address

Postcode

Telephone number (Home)  (Work)  Cellphone

Relation to Investor:  Parent  Guardian  Power of Attorney  Executor

**SECTION B SELLING INSTRUCTIONS** (Please select one sell option)

Unit Trust Account number  Fund name

Please sell: All units  OR Specify number of units:  OR Units to the value of  N\$

Unit Trust Account number  Fund name

Please sell: All units  OR Specify number of units:  OR Units to the value of  N\$

(Please note that monthly debit orders remain uncleared for 10 days and payment thereof will not be included with this transaction.)

Please give reason for disinvestments exceeding N\$ 150 000 or full disinvestments within 1 year of account opening **MANDATORY**:

Are you closing your account with Old Mutual Unit Trust Management Company (Namibia):

Yes  No

**SECTION C PAYMENT INSTRUCTIONS** (Payment only by electronic transfer to a bank account in the name of the unit holder.)

The proceeds will be credited directly to the bank account below:

Account holder's full name

Account number

Bank name

Branch name

Branch code  Account number

Account type: Current  Savings  Cheque

**SECTION D CHANGES TO MONTHLY INVESTMENT PLANS** Please tick (✓) and complete relevant option.

Please allow at least 10 days' notice before the debit date to amend a debit order.

a.  Please change my debit order details as follows (fund minimums apply):

FUND NAME	ACCOUNT NUMBER	N\$ Value	ANNUAL DEBIT ORDER INCREASE (% or N\$ value)	DISTRIBUTIONS** (to action)	
				Payout	Reinvest
		N\$			
		N\$			
		N\$			

PLEASE ALLOW AT LEAST 10 DAYS' NOTICE

Debit order dates (select one): 1  3  7  15  20  27

Start date:

\*Our annual debit order increase facility allows you to automatically increase your investment amount by a set percentage or namibian dollar amount on every anniversary date.

b.  Please cancel my debit order(s) in the following funds:

FUND NAME	ACCOUNT NUMBER

\*\* (Please allow at least 10 days' notice before the debit order date to amend a debit order).

**SECTION E DECLARATION (INVESTOR)**

I warrant that I have read this form and I have full power and authority to enter into and conclude this action, with the necessary assistance where such assistance is a legal requirement. I further authorise Old Mutual to accept instructions from me via email. I hereby consent to Old Mutual Unit Trust transmitting the information or documentation provided by me in so far as may be needed to facilitate its day-to-day business, including sharing the information provided by me with national and international regulatory authorities and further consent to Old Mutual Unit Trust transmitting information required to discharge local or international regulatory obligations without further notice to me.

Investor signature  Guardian signature

Date         Date

## SECTION F ACCEPTANCE OF ADVICE

I am solely responsible for my investment choices and their associated outcomes, and acknowledge that I have entered into this transaction without obtaining financial advice as that is my preference. As a result no initial charge will be levied on any investment of N\$100 (the general Unit Trust minimum) or more.

OR

I hereby confirm that, where applicable, the relevant intermediary (adviser or broker) has satisfied me that he/she is authorised to render financial services in respect of this product.

Do you want to appoint this intermediary as your Preferred Servicing Intermediary (PSI) for all your future Old Mutual financial services needs?

Yes, I appoint and give the PSI access to information on all my existing Old Mutual financial services products.

No, I will complete an Intermediary Appointment Note (IAN) selecting my servicing intermediary of preference per category of Old Mutual financial services product.

## SECTION G DECLARATION OF ADVISER/BROKER

I, the undersigned, hereby declare and warrant that I am duly authorised to render financial services in respect of this product. All parties concerned have been identified and verified and all relevant documentation has been obtained and appropriate procedures have been applied in accordance with the Financial Intelligence FIA Act of 2012, as amended in 2023.

Adviser/Broker's name

Branch

Adviser/Broker code

Telephone number

Adviser/Broker's email address

Adviser/Broker's signature

### FOR OFFICE USE:

Reviewer's name

Staff code

Reviewer's signature

### SPECIAL INSTRUCTIONS

### PLEASE NOTE

#### • Buying and selling requests

For requests to be processed on the same day as submitted, all requirements must be met by 15:00 (13:00 for the Old Mutual Namibia Money Market and Old Mutual Namibia Corporate Funds). Such investments will be valued on the day after processing. Direct Deposits/EFTs: Kindly email all proof of deposits to [omnamuttrans@oldmutual.com](mailto:omnamuttrans@oldmutual.com). Your Unit Trust account number must appear on the electronic fund transfer. For all queries/requests please email: [namibiaunittrust@oldmutual.com](mailto:namibiaunittrust@oldmutual.com)

#### • Monthly and lump sum debit orders

No debit order payments will be allowed on behalf of another person - except where parents/grandparents are investing on behalf of a minor, or where an investment is made on behalf of a spouse. The amount/s you specify will be deducted from your bank account automatically by debit order (please note that credit cards are not accepted). Old Mutual Unit Trust is under no obligation to accept debit orders below the stipulated minimums. Old Mutual Unit Trust reserves the right to cease debiting your account under certain circumstances.

#### • Distributions

Historical income distributions are available on each fund fact sheet.

#### • Annual Adviser Fee

This annual fee is calculated as a percentage of the value of your entire unit trust portfolio. The fee is deducted monthly, through the sale of units from the nominated fund/funds. If this fee is being paid from a single fund and there is at any time an insufficient number of units in the fund, the fee will automatically be deducted from the largest fund in your Namibia portfolio.

You will receive confirmation of the implementation of this fee, any adjustments made to the annual percentage or to the fund, as well as the cancellation thereof. This fee is based on an agreement between the client and the intermediary. Old Mutual Unit Trust is not a party to the agreement and will cancel the fee on the written instruction of either party. The fee will further be cancelled by a change in servicing intermediary. Old Mutual Unit Trust will change any erroneous instructions received, but will not rectify prior payments based on erroneous instructions.

## STATUTORY INFORMATION

Unit Trusts are generally medium to long term investments. Past performance is no indication of future growth. It is important that you are prepared for some shorter term fluctuations as your investment moves in line with the markets. Fluctuations or movements in exchange rates may cause the value of underlying international investments to go up or down. An initial charge (from 0.25% to maximum 5% of the investment amount) is included in the buying price of units. This charge may include commission (up to 3% of the investment amount). An annual service fee (from 0.6% to 1.5%) is calculated on the market value of the fund's assets (excluding income and permissible deductions) and deducted from the portfolio on a monthly basis. Further fees that may be deducted from the fund's portfolio are compulsory and bank charges, brokerage, marketable securities tax, other taxes and levies, custodian and trustee fees and audit fees. A schedule of fees and charges and maximum commissions is available from the company/intermediary. The daily price is based on the current value of the fund's assets plus income (minus expenses) divided by the number of units in issue. You can easily sell your investment at the ruling price of the day (calculated at 15:00 on a forward pricing basis). The Old Mutual Namibia Money Market and Old Mutual Namibia Corporate Funds unit prices are static and interest is declared daily at 13:00. The Namibia Enhanced Income Fund and Namibia Dynamic Floor Fund may be capped in order to be managed in accordance with their mandates.

## CONTACT DETAILS

**Old Mutual Unit Trust Management Company Namibia Limited**  
(Registration no. 94/288)  
PO Box 165, Windhoek, Namibia  
Telephone: 081 956 1015  
www.oldmutual.com.na

**JTC Fund Solutions RSA (PTY) Limited**  
Registration - 2006/028378/07  
Block B Century Falls,  
Century Boulevard Milnerton,  
Century City, 7441

**Queries email** namibiaunittrust@oldmutual.com  
**Transactions email** omnamuttrans@oldmutual.com  
Professional indemnity and fidelity insurance cover is in place.

## SECTION H PROTECTION OF PERSONAL INFORMATION DISCLOSURE

The Old Mutual Group would like to offer you ongoing financial services and may use your personal information to provide you with information about products or services that may be suitable to meet your financial needs. The Old Mutual Group may use your information or obtain information about you for the following purposes:

- Underwriting
- Assessment and processing of claims
- Credit searches
- Verifying your identity
- Verifying and/or updating your personal information
- Claims checks (Industry Life and Claims Register)
- Tracing beneficiaries
- Fraud prevention and detection (including anti-money laundering screening)
- Market research and statistical analysis
- Audit and record keeping purposes
- Compliance with legal and regulatory requirements
- Sharing information with service providers we engage to process such information on our behalf or who render services to us. These service providers may be abroad, but we will not share your information with them unless we are satisfied that they have adequate security measures in place to protect your personal information.

You agree that Old Mutual may view, search and update your information.

You agree that your medical information and the answers to the Health and Lifestyle questionnaire may be shared with relevant third parties (including the adviser involved in this application). If, as a result of your health, a decision is taken to increase premiums, not to cover certain conditions or not to accept the application for cover, you agree to the reasons for this decision being shared with the adviser. You understand that if you do not agree this application for cover will not be processed.

You may access your personal information that we hold and may, under certain circumstances, also request us to correct any errors or to delete this information. In certain cases, you have the right to object to the processing of your personal information.

To view our full privacy notice and to exercise your preferences, please visit our website on:

[www.oldmutual.com.na/about-old-mutual/how-we-do-business/legal/privacy-policy](http://www.oldmutual.com.na/about-old-mutual/how-we-do-business/legal/privacy-policy)

If you are unhappy with our service, please reach out to us [nam-cscomplaints@oldmutual.com](mailto:nam-cscomplaints@oldmutual.com)

If you are still not satisfied with the outcome of your complaint, please reach out to NAMFISA:

**Telephonically** 061 290 5134/061 290 5000  
**Online** [www.namfisa.com.na](http://www.namfisa.com.na)  
**Email** [complaintsdept@namfisa.com.na](mailto:complaintsdept@namfisa.com.na)

