

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

**IMPORTANT INFORMATION**

- Please complete all the relevant sections and sign sections A, F and G.
- The completed form and supporting documentation (see below) can be scanned and emailed to **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.
- Transfer 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** 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.

**SECTION A TRANSFER FROM/TRANFEROR** (Insert full names of the present unit holder(s) in block letters)

I am investing: 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)

ID/Passport number  Date of birth

Income tax number  Tax residence

Nationality

Country of residence

Country of birth

**CONTACT INFORMATION**Contact number (Home)  (Work)  Cellphone Language preference: English  Afrikaans Email (Home)  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 **TRANSACTION DETAILS**

FUND NAME	UNIT TRUST NUMBER	TRANSFER DETAILS		DISTRIBUTIONS (to action)	
		No. of Units	N\$ Value	Payout	Reinvest
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**MANDATORY**Reason for the transaction **DECLARATION**

I, the Transferor, hereby warrant that I have full power and authority to enter into and conclude this agreement.

Signed this  day of  year 

Witness' signature

Transferor's signature

Address

Postcode 

Print Name

Capacity (e.g. Executor/Guardian/Institution/Nominal Holder)

**NOTE:** In the case of transfers from a minor child, the guardian hereby indemnifies Old Mutual Unit Trust against any claim by the minor child as a result of the transfer of units.

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.

**SECTION B TRANSFER TO/TRANFEREE**

I, the transferee, hereby agree to accept and take the said units subject to the provisions of the trust deed(s).

Do you already have an Old Mutual Unit Trusts investment? Yes  No If Yes, please provide Unit Trust number Relation to Transferor Title:  Mr  Ms  Mrs Other Initials First name(s) Surname

Previous names (if applicable)

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 (Home)

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

**SECTION C MONTHLY INVESTMENT PLANS** Please tick (✓) and complete relevant option(s).

FUND NAME	ACCOUNT NUMBER	OPTIONS		
		Remain	Cancel	Transfer to Transferee*
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**\*Note:** All future monthly deductions will be made from the Transferee's bank account (as detailed below):

Activate new monthly Investment(s):

Please activate a new monthly investment, debiting the Transferee's bank account (as detailed) with a total of

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

FUND NAME	MONTHLY INVESTMENT AMOUNT	Distributions (to action)	
		Payout	Reinvest

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

**SECTION D TRANSFEREE'S BANK DETAILS**

Please note that we will use these bank details to make all future deductions and payments to you. Persons acting on behalf of the investor must complete Section E of the form.

Account holder's name

Account number

Bank name

Branch name

Branch code

Account type: Current  Savings  Cheque

**SECTION E 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  Gaurdian  Power of attorney  Executor

**SECTION F TRANFEREE'S DECLARATION**

I, the Transferee, hereby warrant that I have full power and authority to enter into and conclude this agreement. I agree to accept the number of units transferred to me by virtue of this application and I warrant that I have full power and authority to enter into and conclude this transaction, with the necessary assistance where such assistance is a legal requirement. I am aware that this product offers no cooling-off rights. I know that there are no guarantees on my capital. I acknowledge that there are further allowable deductions from the fund (e.g. an annual service fee) that impact on the value of my investment. I am satisfied that the facts provided are accurate and complete. I am aware of the fund(s) objectives, risk factors, the charges and income distributions, as set out in the fund fact sheet(s). I acknowledge that Old Mutual Unit Trust may borrow up to 10% of the portfolio to bridge insufficient liquidity. 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. I have read and fully understood all pages of this form. I further authorise Old Mutual Unit Trust to accept instructions from me via email.

Signed this  day of  year

Witness' signature

Transferor's signature

Address

Postcode

Print name

Capacity (e.g. Executor/Guardian/Institution/Nominal holder)

## SECTION C ADVISER/BROKER'S DECLARATION

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 Act, Act 13 of 2023.

Adviser/Broker's full name

Branch

Adviser/Broker's code

Telephone number

Adviser/Broker's email address

Signature of Adviser/Broker's

### 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** omnmuttrans@oldmutual.com

Professional indemnity and fidelity insurance cover is in place.

## SECTION H PROTECTION OF PERSONAL INFORMATION DISCLOSURE

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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)

