

Endowment

Application form

Quick product guide

- **Who may invest?** Individuals and entities.
- **Minimum investment:** The minimum lump-sum contribution is R20 000, and the minimum recurring contribution is R500 per month.



Make sure that this is the product for you

Before you complete this application form, make sure that this is the right product for you. On our website you will find:

- the Key Information Document with more information about the PSG Wealth Endowment, and
- the list of funds in which you can invest.



Complete the application form

You need to:

- the complete all the relevant fields to help us process your application without delay,
- have your tax number and the list of funds with the fund classes, and
- accept our terms and conditions by signing the application form.



Submit your documents

Once you've completed and signed your application form and read our terms and conditions, send only your application form (without the terms and conditions), your FICA documents, and any additional forms you had to complete to instructions@psg.co.za or your financial adviser.



Transfer your retirement savings to your investment

You may choose how you want to invest, whether by lump sum, recurring contribution, or both.



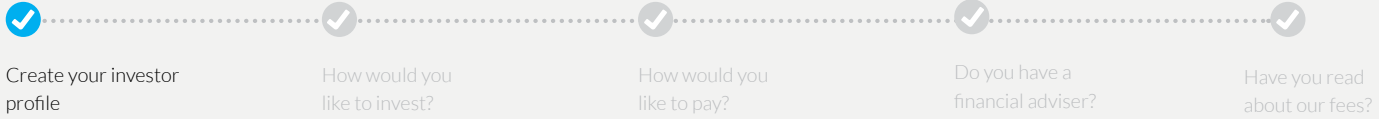
Receive your investment schedule

Once we receive your application form, FICA documents and any other relevant forms, we will process your application and send you your investment schedule.



Access your investment online

Ask our Client Services Centre to activate your online account for secure access to your investment.



Create your investor profile

Individual details

Title ☐ Ms ☐ Mr ☐ Dr ☐ Prof ☐ Adv Other

First names

Surname

Date of birth

Country of birth ☐ South Africa Other

Nationality ☐ South African Other

ID/Passport number

Passport country of issue

What is your occupation?

☐ Clerical support ☐ Head of government/cabinet minister/judge

☐ General staff ☐ Professional

☐ Management ☐ Self-employed

☐ Religious leader ☐ Traditional leader/royal family

☐ Executive Other

☐ Unemployed

Are you a registered tax payer in South Africa? ☐ Yes ☐ No

South African income tax number

Do you have tax obligations in another country? ☐ Yes ☐ No

If yes, please indicate all countries in which you are a tax resident or have tax responsibilities, or both.

	Country(ies) of Tax Residency	Tax Identification Number (If you do not have a TIN, please provide reason)
1.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>

If you are investing as an individual and you are a United States national or person* you must also complete an [IRS W-9 form](#).

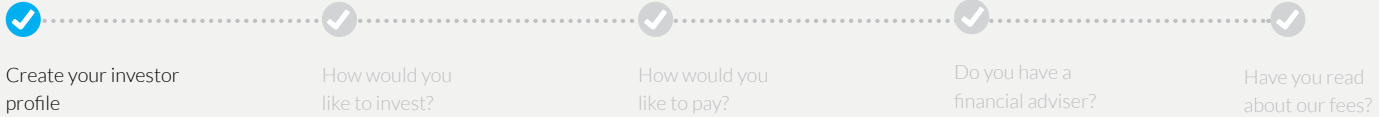
* The terms 'US national' and 'US person' are explained in the [CRS and FATCA certification form glossary](#).

Please submit the following FICA documents with your application:

- A copy of your ID or your passport (if you are not a South African citizen)
- Proof of address (less than three months old)
- A copy of a SARS document that confirms your tax number
- A letter from the bank confirming your bank details (less than three months old)

[Visit our website](#) for the list of FICA documents required for minors.

Our risk-based approach to money laundering means we must record your occupation. We must consider your occupation when we determine the source of funds used for the investment.



Entity details

Entity name

Entity registration number

Country of incorporation or organisation ☐ South Africa

Other

Authorised signatory ID/passport number

Designation

What is the nature of the business (e.g. administrative and support services, customer service, distribution, consulting, management, retail)?

Is the entity a registered tax payer in South Africa? ☐ Yes ☐ No

South African income tax number

You must also complete the [CRS and FATCA certification Form for entities](#).

Visit our [website](#) for the list of FICA documents required from entities

PIP or PPO status

Are you a Prominent Influential Person (PIP) or Prominent Public Official (PPO)?

☐ Yes ☐ No

If you are completing this on behalf of an entity, is the authorised signatory, ultimate beneficial owner or any stakeholders in the entity a PIP or PPO?

☐ Yes ☐ No

What is the purpose of your investment?

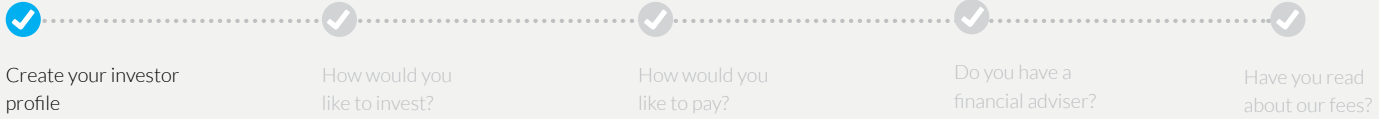
I want to

☐ save for an education ☐ save for retirement ☐ meet my financial goals

☐ start and grow a business ☐ wind up an estate

Other (please specify)

PIPs and PPOs are or were local prominent influential people or foreign prominent public officials. If the investor is a family member, close associate, or a prominent member of the same political party, organisation, or union as a PIP or PPO, the investor is also considered to be a PIP or PPO. This includes heads of state, cabinet ministers, government officials, influential officials and political and military leaders. For a complete definition refer to the 'We have to identify PIPs or PPOs' section of our terms and conditions.



What industry do you work in or is your business operating in?

- | | |
|--|--|
| <input type="checkbox"/> Administrative and support service | <input type="checkbox"/> Manufacturing, wholesale or retail |
| <input type="checkbox"/> Agriculture, forestry and fishing | <input type="checkbox"/> Mining and quarrying |
| <input type="checkbox"/> Arts, entertainment and hospitality | <input type="checkbox"/> Motor vehicles, transportation, distribution |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Non-profit/religious organisation |
| <input type="checkbox"/> Electricity, water, gas supply and waste management | <input type="checkbox"/> Politics |
| <input type="checkbox"/> Financial, investment and insurance | <input type="checkbox"/> Professional, scientific, technical and education |
| <input type="checkbox"/> Gambling | <input type="checkbox"/> Real estate |
| <input type="checkbox"/> Government, state-owned enterprise, armed forces | <input type="checkbox"/> Unemployed |
| <input type="checkbox"/> Human health and social work activities | Other <input type="text"/> |
| <input type="checkbox"/> Information, technology and communication | |

Our risk-based approach to money laundering means we must record the industry in which you work. Different industries have different exposures to money laundering risk, and we need to determine whether you operate in an industry that is subject to anti-money laundering measures.

Contact details

Cell phone	<input type="text"/>	Work number	<input type="text"/>
Email address	<input type="text"/>		
Physical address: Unit and street	<input type="text"/>		
<input type="text"/>			
Suburb	<input type="text"/>	Code	<input type="text"/>
Town/City	<input type="text"/>	Province	<input type="text"/>
Country	<input type="text"/>		

We prefer to communicate with you electronically to ensure that we provide information to you in a secure, reliable and prompt manner.

Postal address if it differs from your physical address:

PO Box	<input type="text"/>		
Suburb	<input type="text"/>	Code	<input type="text"/>
Town/City	<input type="text"/>	Province	<input type="text"/>
Country	<input type="text"/>		



Create your investor profile



How would you like to invest?



How would you like to pay?



Do you have a financial adviser?



Have you read about our fees?

Communication with you about your investment

You may choose a unique name for your investment which we will use when we communicate with you about your investment.

Where should we send your transaction confirmation?

☐ To me ☐ To my financial adviser ☐ To both of us (This is the default option.)

Where should we send your statements and other communication?

☐ To me (This is the default option.) ☐ To my financial adviser ☐ To both of us

Would you like secure online access to your investment? ☐ Yes ☐ No

Nominate your beneficiaries

You may nominate beneficiaries to receive the proceeds of your investment when you pass away.

Primary beneficiaries

Individuals							
Title	First name(s)	Surname	Date of birth	ID number*	Relationship to you	% benefit	
							%
							%
							%
							%
							%

*passport number if you are not a South African citizen

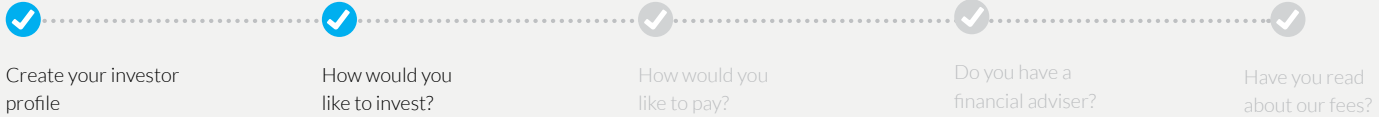
Trusts (South African registered only)			
Registered trust name	Registration number	% benefit	
			%
			%
			%
			%
			%

Total	100	%
-------	-----	---

Alternative beneficiaries

Individuals							
Title	First name(s)	Surname	Date of birth	ID number*	Relationship to you	% benefit	
							%
							%
							%
							%
							%

*passport number if you are not a South African citizen



Trusts (South African registered only)

Registered trust name	Registration number	% benefit	
			%
			%
			%
			%
			%

Total	100	%
-------	-----	---

Are you married? ☐ Yes ☐ No

If yes, are you married in community of property? ☐ Yes ☐ No

If you are married in community of property you require your spouse's written consent to appoint a beneficiary other than your spouse.

To be completed by the investor's spouse:

Spouse name and surname

I consent to the nomination of the beneficiaries in this application form.

Spouse signature

Date

How would you like to invest?

You may choose to invest a lump sum, or to make recurring contributions by debit order, or both. If you choose to invest a lump sum you may phase in the funds over time.

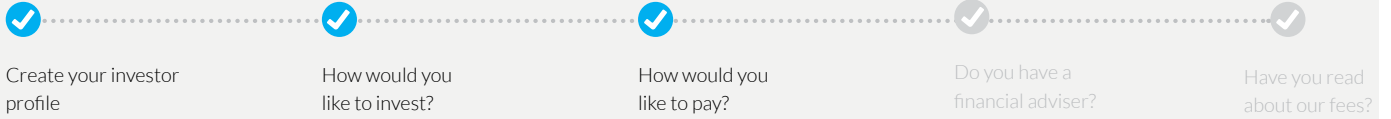
Lump-sum investment and phase in

How much would you like to invest? R

Please select the funds in which you would like to invest from the list of available funds at www.psg.co.za. You can select a maximum of 10 funds to invest in.

- Minimum lump-sum amount: R20 000
- Minimum phase-in amount: R5 000

The first table below must include the source fund (if you want to phase in your funds to the lump sum investment) and must exclude the destination funds for phase-in. The second table must be used to indicate the source fund for your phase-in transaction, and the third table must indicate the destination fund(s) for the phase-in transaction. For the source fund, you have the option to use either the PSG Money Market Fund (F) or the PSG Wealth Enhanced Interest Fund (D). The latter is only available to clients of PSG Wealth Financial Planning advisers.



Please indicate your fund class clearly. If you do not indicate your fund class, we will default to the clean fee class of the particular fund:

Fund name(s) for Lump-Sum Investment	Fund class	Percentage	
			%
			%
			%
			%
			%
			%
			%
			%
			%
			%
	Total	100	%

Phase-in

You may only select one of the below source funds to phase in from. The PSG Wealth Enhanced Interest Fund (D) is only available to clients of PSG Wealth Financial Planning advisers.

Source fund for phase-in instruction (must also be listed in table above)	Fund class	Percentage	
PSG Money Market Fund	F		%
PSG Wealth Enhanced Interest Fund	D		%

Destination fund(s) for phase-in instruction	Fund class	Percentage	
			%
			%
			%
			%
			%
			%
			%
			%
			%
	Total	100	%



Create your investor profile



How would you like to invest?



How would you like to pay?



Do you have a financial adviser?



Have you read about our fees?

Lump-sum contribution

How would you like to pay your lump-sum contribution?

☐ Electronic fund transfer ☐ Electronic collection by PSG (direct debit)

Collection date if collected by PSG

(if not completed, collection will be done immediately, subject to cut-off times)

Bank details

You may provide details for more than one bank account.

- Cut-off time for transactional requests is 10h30 for that day. For Money Market Funds, the cut-off time is 08h30 for that day. Instructions received after cut-off will be processed on the following business day.
- The maximum once-off amount we may collect is R1 million per day. If you would like us to take a larger amount from your account, please consider using an electronic fund transfer (EFT).

	Investor account A	Investor account B	Third party account
Account holder			
Bank name			
Account number			
Branch code			
Account type	<input type="checkbox"/> Cheque/Current <input type="checkbox"/> Savings	<input type="checkbox"/> Cheque/Current <input type="checkbox"/> Savings	<input type="checkbox"/> Cheque/Current <input type="checkbox"/> Savings

Which account should we use for which transaction?

	Investor account A	Investor account B	Third party account
Lump-sum contribution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recurring contribution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recurring withdrawal	<input type="checkbox"/>	<input type="checkbox"/>	

If a third party is contributing to your investment, we need their details and FICA documents.

Name and surname of account holder

ID/passport number of account holder

Physical address of account holder

Third party authorisation

I authorise PSG to draw the debit order amount or specified lump-sum debit from the South African bank account I have provided.

Account holder signature

Date



Create your investor profile



How would you like to invest?



How would you like to pay?



Do you have a financial adviser?



Have you read about our fees?

Where does the money come from?

We are required by law to ask where the money comes from, and in some cases to verify the source of the investment. Please tick the appropriate blocks for your lump-sum contribution, recurring contribution, or both.

	Lump-sum contribution	Recurring contribution
Business income/profits	<input type="checkbox"/>	<input type="checkbox"/>
Credit	<input type="checkbox"/>	<input type="checkbox"/>
Donations/Gifts/Inheritance/Winnings	<input type="checkbox"/>	<input type="checkbox"/>
E-gambling	<input type="checkbox"/>	<input type="checkbox"/>
Passive income (rental, dividends, interest)	<input type="checkbox"/>	<input type="checkbox"/>
Pension interest in a divorce order	<input type="checkbox"/>	<input type="checkbox"/>
Property sale	<input type="checkbox"/>	<input type="checkbox"/>
Retirement annuity fund/Insurance/Tax payout	<input type="checkbox"/>	<input type="checkbox"/>
Salary/Bonus	<input type="checkbox"/>	<input type="checkbox"/>
Savings	<input type="checkbox"/>	<input type="checkbox"/>
Transfer	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify) <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you have a financial adviser?

If you are investing with the help of a financial adviser, please complete this section.

Have you signed an investment mandate?

☐ Yes ☐ No

If 'yes', have you given your financial adviser full or limited discretion?

☐ Full discretion ☐ Limited discretion

If your financial adviser was appointed with limited discretion, which transaction(s) may he or she complete on your behalf?

☐ Withdrawals ☐ Switch transactions ☐ Rebalance transactions

☐ Additional investments Other

If my financial adviser makes decisions for me as a licenced Category II Discretionary FSP, I instruct you to:

☐ accept instructions my financial adviser signs on my behalf

☐ accept instructions with my signature only

An investment mandate authorises your financial adviser to submit instructions for this investment on your behalf. Your financial adviser must be an authorised representative of a financial services provider which must hold a Category II licence (discretionary investment services) with the Financial Sector Conduct Authority (FSCA).

Full discretion means that your financial adviser has a mandate to act on your behalf to achieve your investment objectives without further authorisation required from you.



Create your investor profile



How would you like to invest?



How would you like to pay?



Do you have a financial adviser?



Have you read about our fees?

Your financial adviser must complete this section

Name and surname	<input type="text"/>
FSP name	<input type="text"/>
FSP code	<input type="text"/>
Financial adviser code	<input type="text"/>
Agency code	<input type="text"/>

Advisory fees

If this section is not completed, no fees will apply.

Lump sum (initial)	<input type="text"/>	% excl. VAT
Recurring contribution	<input type="text"/>	% excl. VAT
Additional contributions	<input type="text"/>	% excl. VAT
Ongoing financial advisory fee	<input type="text"/>	% excl. VAT
Model portfolio management fee	<input type="text"/>	% excl. VAT

Please indicate any fund-specific fees in the table below.

Fund name	Class	Ongoing financial advisory fee (excl. VAT)	
			%
			%
			%
			%
			%

I confirm that I:

- am appropriately registered in terms of the Financial Advisory and Intermediary Services Act 37 of 2002 (FAIS) to act as the investor's financial adviser of record.
- made the disclosures required in terms of FAIS,
- explained all the fees to the investor, and
- discussed the impact and costs of a replacement with the investor, as required by the FAIS and the Association of Savings and Investment South Africa (ASISA) replacement policy advice record process.

Adviser signature

Date



Create your investor profile



How would you like to invest?



How would you like to pay?



Do you have a financial adviser?



Have you read about our fees?

Have you read about our fees?

Your investment fees

The fees associated with the administration of your investment are explained in the fees section of the terms and conditions.

Preferred fee fund

You may choose to have your ongoing investment administration fee and financial adviser fee deducted from a specific fund instead of proportionately from each fund. This will be known as your preferred fee fund. Do you require a preferred fee fund?

Do you require a preferred fee fund? ☐ Yes ☐ No

Fund Name	Fund Class

Signatures

By signing this form, I confirm that:

- I have given you accurate information,
- my financial adviser has explained the fees (where applicable) to me.
- I have read and accepted the latest terms and conditions.
- If I am also responsible for payments to this investment, I agree that for this investment you can collect money from my bank account(s) and that I can sign for the bank account(s).
- I know that my financial adviser must be appropriately licenced with the Financial Sector Conduct Authority (FSCA).
- I will inform PSG immediately if there is any change in circumstances that affect my tax status or tax obligations or that may change the information I have provided. I will also provide PSG with an updated CRS and FATCA certification form within 90 days of change in circumstances.

If any of your information changes, you must let us know.

Investor signature Date

If you are signing on behalf of the investor, please provide your details below.

Name Surname
ID/passport number Designation
Signature

Thank you for your application



You only need to submit your application form, your FICA documents, and any additional forms required, to instructions@psg.co.za or your financial adviser. The rest of this document contains our terms and conditions. They do not have to be submitted with your application form.

Endowment

Terms and conditions

1. About these terms and conditions

1.1 What is the PSG Wealth Endowment?

The PSG Wealth Endowment is a sinking fund policy issued by PSG Life as part of its long-term insurance business under the provisions of the Long-term Insurance Act. A sinking fund policy does not have a life assured. This investment gives you full access to your money after a restriction period of five years, or to your beneficiaries should you die.

What are linked investments?

The PSG Wealth Endowment is a linked investment. This means that the value of your investment is linked to the market value of the underlying investments chosen and is not guaranteed.

1.2 Who are the different role players?

PSG Wealth Holdings (Pty) Ltd is a division of PSG Konsult Limited and is the brand under which this product is marketed.

PSG Life Ltd is a registered linked insurer in terms of the Long-term Insurance Act and an authorised financial services provider, FSP no 22557. Registration Number 1999/010087/06. This product is underwritten by PSG Life.

PSG Invest (Pty) Ltd is the administrator of your investment. PSG Life has outsourced functions such as processing instructions, providing statements and confirming changes to your investment to PSG Invest. PSG Invest is an authorised administrative financial services provider in terms of the Financial Advisory and Intermediary Services Act, FSP no. 563. Registration number 1999/014522/07.

A management company is a company that launches and manages unit trusts. The management company is responsible for managing the unit trust, appointing asset managers, appointing trustees, and marketing the fund to investors. PSG Collective Investments (RF) Limited is an example of a management company.

Your financial adviser. You can appoint a financial adviser. Your financial adviser may provide you with financial and product advice or other intermediary services. You can also authorise your financial adviser by means of a signed mandate to make investment decisions on your behalf without getting any further authorisation from you. In order to perform these functions your financial adviser must be an authorised representative of a financial services provider which must hold a Category I licence (advice and intermediary services), or a Category II licence (discretionary investment services), or both.

PSG Invest Nominees (Pty) Ltd is the company that holds your investments in safe custody. This means that your units in the unit trust will be registered in the name of the nominee company. PSG Invest is approved by the Financial Sector Conduct Authority.

1.3 Who are the parties to our agreement?

The parties to our agreement are:

- You
- PSG Life
- PSG Invest
- PSG Invest Nominees

1.4 What else is part of our agreement?

Our agreement consists of:

- These terms and conditions
- Your application form (including any supporting documents)
- Your investment schedule (a summary of the information you have provided as well as the details relating to your investment)
- The rules of the relevant management company(ies)
- Any valid instructions from you or your financial adviser
- PSG Konsult Website and Online Transactions Terms and Conditions (available at www.psg.co.za)
- The PSG Konsult Group Privacy Policy (available at www.psg.co.za)

1.5 What about changes to the terms and conditions?

- 1.5.1 You will always be notified in writing about any material changes to the terms and conditions. Your investment is always subject to the most recent set of terms and conditions, available at www.psg.co.za.
- 1.5.2 Minimum contribution amounts, what fees are charged, how they are calculated, and how frequently they are payable will change from time to time.
- 1.5.3 We may also be forced to make changes to the terms and conditions due to changes in financial or tax legislation, in business practices, in the rules prescribed by regulatory authorities, and how the legislation and rules are interpreted.
- 1.5.4 Contact Client Services on 0860 774 774 or ask your financial adviser for the most recent terms and conditions.

1.6 The duration of our agreement

The terms and conditions only become binding once we have accepted your application and your initial investment has been received and cleared.

Our agreement comes to an end when the total value of your investment, less fees and charges, is paid out.

1.7 South African law applies

South African law applies to these terms and conditions. The most important laws being FAIS, FICA, LTIA, CIS Control Act, the Income Tax Act, and the VAT Act.

2. Your information

2.1 Your privacy is important to us

We collect your personal information to provide you with our products and services. The type of personal information we collect will depend on the purpose for which it is collected and used. We may also use your information to help us trace you or your beneficiaries should your investment be classified as unclaimed.

Our [Group Privacy Policy](#) is also part of this agreement. It explains why we use your personal information, how we collect it, what sources we use, when we must disclose your information, and how you can get access to your information.

2.2 Make sure that your information is accurate and up to date

- 2.2.1 You must ensure that all the information you provide during the application process and subsequent transactions is complete, true, and accurate. You must update your information immediately if it changes. Depending on the change, we may require supporting documentation.

Incorrect information can have serious consequences

- 2.2.2 If you withhold information or provide inaccurate information, we may declare the agreement void.
- 2.2.3 We are also not responsible for any delays or the incorrect processing of instructions caused by inaccurate information.
- 2.2.4 If you fail to provide information in your application form or when you send us an instruction, we may collect the information from another appointed financial services provider, a financial adviser, or the financial adviser's administrative assistant.

2.3 Why we ask for your FICA documents

The Financial Intelligence Centre Act (FICA) requires that financial services providers must assist in combatting all criminal activities, including money laundering and financing terrorism. This means that we must collect information and documentation that allow us to know our members.

When you apply, your application and the supporting documents are verified and screened, and applicants are grouped in risk categories. Depending on the risk category you fall into you may be asked to submit further documents (e.g. bank statements) or your application may be denied. This process will be repeated from time to time during our relationship.

2.4 We have to identify PIPs or PPOs

PIPs and PPOs are or were local prominent influential people or foreign prominent public officials. If the investor is a family member, close associate, or a prominent member of the same political party, organisation, or union as a PIP or PPO, the investor is also considered to be a PIP or PPO.

Examples of PIPs or PPOs:

- Heads of state or their deputies
- Cabinet ministers or their deputies
- Premiers
- Judges
- Political and military leaders
- Ambassadors or high commissioners of foreign governments
- Executives or senior management of state-owned entities
- Executives or senior management of companies that do business with governments
- Members of ruling or royal families
- Municipal executive mayors or managers
- Executives or heads of international organisations based in South Africa

3. How to invest

3.1 Choose your unit trust OR life portfolio

- 3.1.1 You can choose a combination of unit trusts and life portfolios that meet your requirements and risk profile from the list of funds on the PSG website.

We cannot guarantee availability

- 3.1.2 We cannot guarantee the availability of all the unit trusts or life portfolios on our fund list. Availability may depend on the discretion of the management company or PSG.
- 3.1.3 PSG may remove or add unit trusts or life portfolios to the list. It may also change the composition of life portfolios as long as the change does not substantially vary your risk profile or the asset allocation. We will notify you if a unit trust or life portfolio is no longer available.

3.2 Examine the unit trust and life portfolio prices

- 3.2.1 The price of a unit of an investment (if it is a unit trust or a life portfolio) is calculated daily by dividing the total value of all assets (with income accrual, but less the permitted deductions) by the number of units. Share prices are determined by the market.
- 3.2.2 Prices are calculated **at the close of each business day** and become available the next day.

We cannot guarantee the price or market value

- 3.2.3 Prices cannot be guaranteed or determined in advance and may fluctuate during the course of a day. This means that the prices quoted in the media or even on your statement may no longer be up to date even though the information was accurate at the time.
- 3.2.4 Outdated information from third parties may affect the accuracy of your statement.
- 3.2.5 Always ensure that you confirm the latest figures before you make any decisions regarding your investment.

3.3 Nominate beneficiaries

- 3.3.1 We asked you to nominate beneficiaries in the application form.
- 3.3.2 It is important to keep your nominations up-to-date. You can nominate new beneficiaries at any time by completing the Beneficiary Nomination Form and sending it to us. We must receive this form while you are still alive, as we are not obliged to accept a Beneficiary Nomination Form after your death.
- 3.3.3 Once we have confirmed the change we will appoint the new beneficiary and cancel the prior appointment.
- 3.3.4 Even if you have nominated other beneficiaries in your will, you still have to give us notice to change the beneficiaries by completing the [Beneficiary Nomination Form](#) and sending it to us. We must honour your beneficiary nominations as recorded in the application form, or any changes made in terms of the Beneficiary Nomination Form.

3.4 Manage your contributions

3.4.1 The size of your contribution may extend the restriction period

Endowments are subject to a 5-year restriction period during which you can only make one withdrawal. The 5-year restriction period may be extended if you invest more over one year than 120% of your investments over either of the past two years. This is discussed in section 4.2.

3.4.2 Manage your recurring contribution

You are entitled to stop and restart your contributions at any time. However, should your contributions breach the 120% rule, a new five year restriction period will start. This is discussed at 4.2.

3.4.3 Make additional contributions

You may make additional contributions subject to our business rules and any regulatory requirements.

3.5 Reinvest your income distributions

If there is an income distribution within a unit trust or life portfolio, your share will automatically be reinvested after any applicable taxes are deducted.

3.5.1 Switching between investments

You can switch between unit trusts or life portfolios on the Fund list. This involves the sale of your units in your current unit trust or life portfolio and purchasing units in another unit trust or life portfolio.

This may not happen on the same day and we cannot guarantee that the prices will remain the same. It normally takes a **maximum of two business days** to switch between the unit trusts of the same management company and a **maximum of four business days** to switch between the unit trusts of different management companies.

In the process of effecting the switch, we may have to hold your funds. No interest will be payable to you during this period if we complete the switch in time.

3.5.2 Choosing another unit trust if your unit trust is no longer available

If one of the unit trusts or life portfolios you have chosen is no longer available, we will notify you in writing and ask you to choose an alternative unit trust within a specific timeframe.

If you do not select an alternative **within 30 business days**, we will automatically switch your contribution to the to the PSG Money Market Fund.

3.6 Change your investment

3.6.1 Ring-fencing a transaction

A sale of units in a unit trust may be delayed by the management company. This is referred to as ring-fencing. It becomes necessary if the scale of the transaction will result in the sale of the investment at a price which will have a negative impact on other investors. If your transaction has been ring-fenced, you will not be able to proceed until we have been notified by the management company that the constraints have been lifted.

The price at the time of the transaction will be applied, not the price on the date of the original instruction.

We are not responsible for any losses that you may suffer because of ring-fencing (e.g. fluctuations in the price or other losses relating to the delay of the transaction).

3.6.2 Deciding on residual balances

If funds remain invested in a fund after a 100% switch or withdrawal (e.g. if a dividend is declared after the switch or withdrawal or if units have been reserved for another transaction at the time we receive your instruction), we will not automatically switch or withdraw this residual balance. You have to instruct us to switch or withdraw the residual balance.

3.7 Correcting errors

3.7.1 You have **10 business days** after receiving confirmation of your investment or a change to your investment, or any statement from us to correct any errors.

What happens after 10 business days?

- 3.7.2 If you fail to correct the error within the **10 business day period**, changes to your investment can only be made by selling the units or switching unit trusts at the market value at that time.
- 3.7.3 The **10 business-day period** does not apply if the error was a result of our negligence. If this is the case, we will put you in the position you would have been had we not made the mistake. However, by law, we are not required to pay interest in addition to the restoration.
- 3.7.4 PSG is not responsible for errors made by the management company or your financial adviser. However, you must still bring these errors to our attention within **10 business days** so that we can try to correct them.

4. Access to your investment

4.1 Cooling-off right

4.1.1 You can cancel your investment within **31 days** from receiving the investment schedule from us. This is known as your "cooling-off right".

Why is there a cooling-off right?

The cooling-off period gives you the opportunity to change your mind and cancel the agreement. It is a way of protecting you from being talked into an investment without giving it enough thought, planning and consulting with others about the merits of such investment.

- 4.1.2 We will refund you for the market value of the investment, less any fees and charges we incurred until the date that we process your instruction.
- 4.1.3 If you transact (e.g. make a withdrawal or perform a switch) during the cooling-off period, you can no longer cancel the agreement.

4.2 The 5-year restriction period and the 120% rule

- 4.2.1 Legislation prescribes that endowments are subject to a 5-year restriction period. Within that time you may only make one withdrawal. The balance of your investment must remain invested for the 5-year period.
- 4.2.2 The maximum you may withdraw is the lesser of
 - 4.2.2.1 the market value of your investment (less fees and charges);
 - 4.2.2.2 your contributions during the restriction period plus 5% compound interest.
- 4.2.3 Endowments are subject to the 120% rule. It states that the 5-year restriction period may be extended if your annual contribution is more than 120% of the total annual contribution made in either of the previous two years.

How does the 120% rule work?	
Year 1	You can contribute as much as you want in the first year.
Year 2	If you contribute more than 120% of the amount you contributed in year one, the rule will be triggered on the 1 st day of the month and a new 5-year period will start to run.
Year 3, 4 and 5	If you contribute more than 120% of the total annual contribution made in either of the previous two years, the rule will be triggered on the 1 st day of the month and a new 5-year period will start to run.

Here is an example	
Year 1	You contribute R200 000
Year 2	You contribute R100 000
Year 3, 4 and 5	<p>You contribute R250 000</p> <p>The 120% rule is triggered: A new 5-year period will start to run and you will only be able to access your investment in year seven. Why? R250 000 is more than 120% of your annual contribution in year one.</p>

4.3 Withdrawals after the 5-year restriction period

Once the restriction period has passed, you may withdraw part or all of the market value (less fees and charges) of the investment or you may schedule regular withdrawals.

5. Transfer ownership or cede your investment

5.1 Transferring ownership to another investor

- 5.1.1 You may transfer ownership of all or part of your investment to another investor, subject to our approval and the minimum investment amounts.
- 5.1.2 You and the new owner must complete the [Outright Cession Form](#).

5.2 Cession as security for a loan

- 5.2.1 You may cede your investment to a financial institution to use as security for a loan. Ownership of the investment will not pass to the financial institution, but it will have a right to the investment if you default on the loan.
- 5.2.2 You and the financial institution must complete the [Collateral Cession Form](#).

- 5.2.3 It is your responsibility to manage the cession and to cancel it once security is no longer required.

6. Take out a loan against your investment

You are entitled to apply for one interest-free loan against the investment during the 5-year restriction period. We will determine the amount and terms of the loan.

7. What happens when you die

- 7.1 On notification of your death your investment will not be switched to cash but will remain invested. We must be informed of our death in writing as soon as possible.
- 7.2 Should you pass away, your beneficiaries will be entitled to the market value of your benefit less fees and charges, any loans made to you, and amounts you used to secure a loan or that you ceded. We determine the value of the investment when we release the funds to your beneficiaries or your estate.
- 7.3 Your beneficiaries can choose to either receive your benefit as a lump sum (after tax has been deducted), or to continue with the investment until it matures.
- 7.4 If you did not select any beneficiaries, the market value of your investment less fees and charges will be paid to your estate.

8. Fees

8.1 Information about fees

- 8.1.1 In addition to the adviser fees that you agreed directly with your financial adviser, PSG will charge the following fees

Administration fees	Fees (VAT exempt)	
Ongoing administration fee (for investments with a total value less than R50 000)	PSG funds	Other funds
<R50 000	1.15%	1.15%
Ongoing administration fee (for investments with a total value greater than R50 000)	PSG funds	Other funds
First R1 500 000	0.350%	0.575%
Next R4 500 000	0.230%	0.230%
Above R6 000 000	0.115%	0.115%
The sliding scales above apply to the total market value across all platform investments linked to your investor number assigned by PSG Wealth.		
Transaction fees	Fee	
Switching fee	None	
Debit order returning fee	None	
Early surrender fee	None	
You can also calculate the effective annual cost of your investment using the calculator on our website (www.psg.co.za). For more detailed information regarding EAC calculations please refer to the EAC Standard on the ASISA website.		

- 8.1.2 The ongoing administration fee is calculated daily based on the value of your investment.
- 8.1.3 If a rebate is received from the management company on a unit trust, PSG will deduct it from the ongoing administration fee.

8.2 Fees may change

- 8.2.1 We may adjust fees from time to time as a result of changes in the regulatory or business environment.
- 8.2.2 We will give you **three months'** written notice when new or additional fees or charges are added; the applicable fee percentage is increased; and if there is a change in the method of calculating any fee which leads to an increase in fees.
- 8.2.3 We will notify you of the effective annual cost every year.

8.3 How the fees will be paid

- 8.3.1 We deduct fees from your investment. All ongoing fees are deducted monthly. This deduction will be proportional to the size of your investment, and will be made from the funds in which you have invested.
- 8.3.2 Alternatively, you can select a preferred fee fund. We will deduct all ongoing investment administration fees and financial adviser fees from this fund. If the balance in your preferred fee fund is insufficient, we will deduct the fees from the funds to which they relate. If the balances in those funds are also insufficient, we will divide the fees between the remaining funds.

9. Tax

9.1 Applicable taxes

- 9.1.1 We will deduct all income tax and Capital Gains Tax on the investment, and pay it to the South African Revenue Service (SARS). Capital Gains Tax becomes payable when you sell units in a unit trust or life portfolio (e.g. when you withdraw from or switch funds).
 - 9.1.2 Income tax becomes payable when you receive income distributions, made within a unit trust or life portfolio.
 - 9.1.3 The rates at which you will be taxed depends on whether you are classified as an individual, company, or untaxed policyholder in terms of the Income Tax Act. Trusts are taxed according to the classification of its beneficiary.
 - 9.1.4 We must pay tax on any dividends earned that you earn if you are classified as an individual. We will deduct this tax from the dividend before reinvesting the dividend.
- 9.1.5 We cannot give any tax advice. We encourage you to obtain advice from a tax practitioner before investing.
 - 9.1.6 Tax legislation changes from time to time. We are not responsible for any loss than you may suffer because of such changes.

9.2 FATCA and other foreign tax reporting obligations

If you are registered for tax in another country, SARS requires that we provide them with information that they will share with the relevant foreign tax authority in terms of the Foreign Account Tax Compliance Act (FATCA) and the Organisation for Economic Co-operation and Development's (OECD) Common Reporting Standard (CRS). FATCA targets tax non-compliance by United States tax payers with foreign accounts, while the OECD focusses on all other foreign account holders.

If you require more information, please visit the following websites:

- FATCA: www.irs.gov
- CRS: <https://oecd.org>

10. Rules that apply when you give us instructions

10.1 How to give us instructions

- 10.1.1 You, or a third party that you authorised in writing must instruct us in writing. A copy of the written authorisation (i.e. power of attorney) must be provided to us.
- 10.1.2 Your financial adviser may also submit instructions. This is discussed in the section relating to "Appoint a financial adviser" below.
- 10.1.3 You can send instructions to us using our instruction forms (such as our secure, electronic instruction forms). In certain specific circumstances, we accept email instructions. You will receive written confirmation of your instruction within **one business day** of giving it. You must carefully monitor these communications and ensure that they are accurate and that you have authorised them.

Your username and password are how we identify you and it is your responsibility to keep them safe

- 10.1.4 When we receive instructions from the account using your username and password, we will assume that you authorised those instructions.
- 10.1.5 Online transactions are subject to the PSG Konsult Website and Online Transactions Terms and Conditions (available at www.psg.co.za). It is your responsibility to ensure that both your username and password are secure, that you never share them with third parties (including your financial adviser) and that you monitor activity on all the products and services you have selected for unauthorised access. You must notify us immediately if you suspect or become aware of any unauthorised use of your username and password, or if you did not receive an accurate confirmation of your instruction within **one business day** of giving it.
- 10.1.6 We are not responsible for any losses you may suffer because you did not adhere to the Website and Online Transactions Terms and Conditions. If you disclose your username or password to any third party, we are entitled to terminate our agreement with you.
- 10.1.7 We cannot guarantee that the website and the electronic services will be available at all times. They may be unavailable during periods of peak demand, system upgrades or for other reasons. We are not liable if you are unable to access your account or to give us instructions.

10.1.8 Please make sure that you complete all forms correctly. It is particularly important that you specify:

- your PSG username,
- the applicable investment option, and
- the correct account for contributions by debit order.

10.1.9 If you completed any form incorrectly, this may result in a delay in processing your instruction or lead to an incorrect investment. We do not accept any liability for any losses these delays or errors may cause.

10.2 Requirements for a valid instruction

Whether an instruction is accepted or not will depend on:

- our rules and those of the relevant management company,
- any applicable legislation,
- whether the investment you want to invest in is available,
- whether you have met requirements such as the minimum contribution amount, and
- whether our processing requirements have been met, (e.g. whether you have completed the correct form, provided the correct documentation and adhered to the relevant time periods and cut-off times).

10.3 Time periods and cut-off times

10.3.1 Transactional requests

All **requests relating to transactions** must reach PSG by **10h30** on the day on which the request must be executed. Requests relating to the **PSG Money Market Fund** must be received before **08h30**.

10.3.2 Debit orders

The **instruction to contribute via debit order** must reach PSG **four business days** before the date that you selected for the debit order. If the instruction is received after the cut-off time, it will only be processed in the next month.

10.3.3 Phase-in

Phase-in instructions must reach us by **08h30**. If the instruction is received after the cut-off time, we will only process it on the next business day.

10.4 Maximum processing times

Transaction	Maximum processing time after receiving your instruction
New investments	
Investing in a unit trust	1 business day
Investing in a life portfolio	5 business days
Switches	
Switching between the unit trusts of the same management company	2 business days
Switching between the unit trusts of different management companies	4 business days
Switching between life portfolios	9 business days
Withdrawals	
Withdrawals from one unit trust	PSG Money Market Fund: 1 business day. In most other cases: 2 business days.
Withdrawals from a single life portfolio	5 business days

10.5 Processing delays

We will do our best to ensure that your instructions are carried out within a reasonable time. However, often the selected investment may be managed by a third party that can cause a delay and is outside our control. Similarly, unforeseen events that cause widespread disruption can also cause delays.

We are not responsible for any loss you may suffer if we do not make payment in time for a new investment option or any other lost opportunity.

10.6 Instructions will be confirmed

We will confirm all instructions in writing.

11. Appoint a financial adviser

11.1 Appointing a financial adviser

- 11.1.1 You could benefit from appointing a financial adviser who can give you ongoing investment advice for this investment.
- 11.1.2 Your financial adviser must be registered in terms of the Financial Advisory and Intermediary Services (FAIS) Act and with us.
- 11.1.3 We are not responsible for any loss or damages caused by your financial adviser not being appropriately licenced.

11.2 The FAIS authority of your financial adviser

- 11.2.1 Only Category II financial advisers can instruct us on your behalf. We will follow their investment instructions in line with the signed client mandate, and our application form.
- 11.2.2 If you appoint a Category II financial adviser, the following will apply:
 - You have agreed to specific contractual obligations in your mandate with your financial adviser.
 - If you send us an instruction directly, and your adviser has discretion over that specific transaction, then we can only process it if your financial adviser has agreed to it.
 - We are not responsible for any loss or damages because of a delay in processing your direct instructions.

You are also responsible to ensure that your financial adviser is authorised

- 11.2.3 We will verify that the financial adviser is an authorised representative of a financial services provider which holds the appropriate licence(s), but you are also responsible to determine whether your financial adviser has authorisation. You can contact the Financial Sector Conduct Authority at 0800 20 37 22.
- 11.2.4 Financial services providers will let us know if the financial adviser is not an authorised representative anymore.
- 11.2.5 However, it is possible that we may receive instructions from financial advisers who are no longer authorised, but that we have not yet been notified of this change. Under these circumstances, we are not responsible for any loss you may suffer as a result of the unauthorised instruction.

11.3 Financial adviser fees

You and your adviser must agree on the adviser fee. If there are any disputes about the adviser fee, please contact your financial adviser. The adviser fee will be deducted from your investment. If it is an annual fee, it will be deducted in monthly instalments.

11.4 Changing financial advisers

You may decide to appoint, remove, or change your financial adviser at any stage and inform us of your decision in writing. We will inform the financial adviser of the change.

12. Our responsibilities

12.1 What are we responsible for?

- 12.1.1 Providing you with statements.
- 12.1.2 We have indemnity and fidelity insurance cover. This covers us against fraud, negligence, and dishonest behaviour.
- 12.1.3 If your investment is not claimed within a reasonable period of time, we may classify it as unclaimed. If this happens, we will take actions to trace your beneficiaries. Any reasonable costs associated with this tracing process will be deducted from the value of your investment.

12.2 Where does our responsibility end?

This section describes things for which we are not responsible. However, there are other exclusions of liability in relevant sections in other parts of this document. Please read all the terms carefully.

12.2.1 We do not give financial advice. We are not authorised to give any financial advice. This means that PSG is not responsible for the consequences of your investment decisions, specifically:

- You must ensure that you are aware of all the financial and tax implications of your investment decisions.
- You must appoint a financial adviser (who is a representative of an authorised financial services provider) to assist you in your investment decisions. We are not responsible for
 - the quality of the financial advice,
 - losses, delays or the rejection of your application that may occur if your financial adviser is not an authorised representative of a financial services provider or if they act beyond the scope of their licence, and
 - unauthorised instructions given by your financial adviser.
- You should continually monitor your investments to ensure that they continue to meet your needs.
- We will give you access to information about the investments, financial market data, news, research and opinions that we obtained from various sources (e.g. investment providers, financial market information services, financial publishers). You should treat this information with care. Neither we, nor the third-party sources are giving financial advice and will not accept responsibility if the information is inaccurate, incorrect, or out of date.

12.2.2 The management company. We are not responsible for any errors that the management company makes.

12.2.3 Investments are inherently risky. Investments are inherently risky due to the uncertainty of market fluctuations. This is why the investments are considered medium- to long-term investments. We do not guarantee the performance of any investment.

12.2.4 Changes in the law. Changes to financial and tax legislation may result in losses to you. We have no control over these changes and are not responsible for the impact they have on your investment.

12.2.5 Unauthorised access. We are not responsible for any loss caused by unauthorised access to your account. For instance, we are not responsible if you fail to safeguard your username and password, disclose them to a third party, or fail to notify us immediately if there has been suspicious activity on your account.

- 12.2.6 Acting on valid instructions.** We are entitled to act on any signed instruction we receive. We are not responsible for any loss you may suffer as a result of such an instruction (e.g. if you did not authorise the transaction).
- 12.2.7 Lost communications.** We accept instructions via electronic communications (e.g. fax, email, or the website). We are not responsible if these communications do not reach us as a result of a network or device failure.
- 12.2.8 Acting on incorrect information.** We are not responsible if you suffer any loss because you did not provide accurate information or did not inform us when your information changed.
- 12.2.9 Impossibility.** PSG is not responsible for any loss that resulted from circumstances beyond our control (e.g. an act of God, a natural or man-made disaster, armed conflict, act of terrorism, riot, labour, economic or financial disruption). We may also refuse to price investments under these circumstances.

What do we mean by loss?

Loss includes any financial loss, loss of returns, claims by third parties, or expenses. The term includes both direct and indirect losses.

13. How to lodge a complaint

13.1 Please come to us first

If you are not satisfied with your investment or the level of service you have received from us, we would like the opportunity to assist you in resolving your complaint. You can contact our client services centre and we will follow our complaints resolution process. A copy of our process is available on request.

13.2 Contact the Ombud for Financial Services Providers (FAIS Ombud)

If you are not satisfied with the advice you have received from your financial adviser, you can contact the Ombud for Financial Services Providers.

Postal address: PO Box 74571, Lynnwood Ridge, 0040
Tel: +27 (12) 765 5000 / +27 (12) 470 9080
Fax: +27 (12) 348 3447 / +27 (12) 470 9097 / 086 764 1422
Email: info@faisombud.co.za
Website: www.faisombud.co.za

13.3 Contact the Ombud for Long-term Insurers

If you are not satisfied with this product you can contact the Ombud for Long-term Insurers.

Sharecall: 0860 103 236
Tel: +27 (21) 657 5000 / 0860 103 236
Fax: +27 (21) 674 0951
Email: info@ombud.co.za
Post: Private Bag X45, Claremont, Cape Town, 7735

14. Contact us

Physical address: Building 1, The Ingress, Corner of Magwa and Lone Creek Crescents, Waterfall City, Waterfall, 2090, Gauteng, South Africa
Postal address: PO Box 61295, Marshalltown, 2107, South Africa
Sharecall: 0860 774 774
Email: clientservice@psg.co.za
Website: www.psg.co.za