

## Tax-free investment switch instruction form

Everything you need to know

### Our contact details

**Tel:** 0800 864 418  
**Fax:** 088 021 671 3112  
**Email:** [clientservice@camissa-am.com](mailto:clientservice@camissa-am.com)  
**Website:** [www.camissa-am.com](http://www.camissa-am.com)

**Postal address**  
P O Box 1016  
Cape Town  
8000

**Physical address**  
5th Floor, MontClare Place  
Cnr Campground & Main Roads  
Claremont  
7708

### Tax-free investments

Tax-free investments are open to all South African investors. You can make a total contribution of R36 000 per year or R500 000 over your lifetime – across all your tax-free investments with financial institutions. SARS will tax any contribution in excess of the above limits at a flat rate of 40%. **Please refer to the Tax-free Investment Guide for more clarity.**

### 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 Supporting Documents Required guide. The latest versions are available on our website ([www.camissa-am.com](http://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](mailto:clientservice@camissa-am.com).

### Completing this form

Please 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](mailto:clientservice@camissa-am.com).

### Check list

Refer to our **Supporting Documents Required guide** for detailed information. In simple terms you will need (if not previously submitted):

- Signed and dated tax-free investment switch instruction form
- Proof of authority (where applicable)
- Updated FICA documents (if any information has changed - see Revision of personal details for )\*

\* 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 week day. 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), registration number 2010/009289/06. Camissa is a member of the Association for Savings and Investment SA (ASISA) and is 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) Limited [a licensed financial services provider], the investment manager of the unit trust funds.

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 (on page 5) may be capped at any time in order 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, with the exception of 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.

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## A Investor's details

Investor number

Title  Surname

First name(s)

ID/passport number (if foreign national)

## 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)

## 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
<b>Equity</b>								
Top 40 Tracker Fund	0.50%							
<b>Multi-asset class</b>								
Balanced Fund	1.25%							
Protector Fund	1.25%							
Stable Fund	1.25%							
<b>Shariah-compliant **</b>								
Islamic Equity Fund	1.25%							
Islamic Balanced Fund	1.25%							
Islamic High Yield Fund	0.50%							
<b>Global Feeder Funds</b>		<b>Minimum R20,000</b>						
Islamic Global Equity **	1.35%							
Global Equity	1.35%							

\* 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.

\*\* I acknowledge that I have chosen to invest in a Sharia-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 Sharia 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

## D Debit order details (if applicable)

Debit order contribution limits are a minimum of R500 per month per fund to a maximum of R2 500 per month). 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  d  d  m  m  y  y  y  y

Initial: \_\_\_\_\_

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## E Financial adviser's details and declaration (if applicable)

Full name(s) and surname	<input type="text"/>												
Practice name	<input type="text"/>												
Adviser code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	FSP licence number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Work number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Cell number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email address	<input type="text"/>												

- 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, in my capacity as the primary accountable institution, with Camissa being the secondary accountable institution, I have established and verified the investor's identity in accordance with Section 21 of the Financial Intelligence Act No. 38 of 2001 ('the Act'), and will keep records of such identification and verification according to the provisions of Section 22 of the Act.
- 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 the Administrator.

Signed at  on this  day of  year

Financial adviser's signature

## F 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)*

Initial: \_\_\_\_\_

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## G Investor declaration

I understand, declare and/or confirm that:

- I have read, understood and agree to the latest terms and conditions that apply to this investment, as specified in the Minimum Disclosure Document(s), Effective Annual Cost disclosure and Tax-free Investment Guide.
- Camissa does not give advice and I have therefore not received advice and/or recommendations from Camissa.
- I acknowledge the inherent risk associated with my investment and that I bear the total investment risk. I will not hold Camissa liable for the impact of market influences and the resultant change in unit prices.
- Camissa will not be responsible for any loss, consequential or otherwise, arising from changes in tax or other legislation that may affect the performance of my investment.
- All information provided in and with this application form, whether in my handwriting or not, is true and correct and I confirm that this transaction is within my powers as the authorised representative of the entity.
- Camissa may accept instructions from the financial adviser or any authorised third-party appointed and authorised by me in writing.
- Camissa cannot be held accountable for loss or damage suffered as a result of my financial adviser acting outside of his/her FSCA licensed conditions.
- I authorise Camissa to make all reports and statements regarding my investment available to my appointed financial adviser.
- 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 its independent third-parties (such as 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 other tax authority with which South Africa has signed an Intergovernmental Agreement.

Signed at  on this  day of  year

Investor's signature

**Assisted by** (if applicable)

Full name(s) and surname

Capacity

Signature  Date

Initial: \_\_\_\_\_

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## Annexure A - our fund range

The Camissa unit trust fund range is offered by Camissa Collective Investments (RF) Limited (Camissa), registration number 2010/009289/06. Camissa is a member of the Association for Savings and Investment SA (ASISA) and is 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) Limited [a licensed financial services provider], the investment manager of the unit trust funds.

	Camissa Islamic Equity Fund	Camissa Top 40 Tracker Fund	Camissa Global Equity Feeder Fund	Camissa Balanced Fund	Camissa Islamic Balanced Fund	Camissa Protector Fund	Camissa Stable Fund	Camissa Islamic High Yield Fund	Camissa Islamic Global Equity Feeder Fund
<b>Category</b>	South African - Equity - General	South African - Equity - Large Cap	Global - Equity - General	South African - Multi Asset - High Equity	South African - Multi Asset - High Equity	South African - Multi Asset - Medium Equity	South African - Multi Asset - Low Equity	South African - Multi Asset - Income	Global - Equity - General
<b>Fund objective</b>	A Sharia compliant fund that aims to provide steady capital growth and a total portfolio return that is 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. In order 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.	A Sharia-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.	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 Sharia-compliant fund that aims to provide capital stability and optimal income returns. This will be achieved by using income generating securities within the constraints of the statutory investment restrictions for retirement savings.	A Sharia-compliant Feeder Fund that aims 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.
<b>Inception dates</b>	13 July 2009	1 August 1997	1 November 2019	3 May 2011	3 May 2011	11 December 2002	3 May 2011	11 March 2019	7 January 2019
<b>Portfolio manager</b>	Abdul Davids	Aslam Dalvi	Gavin Wood	Gavin Wood	Abdul Davids	Dirk van Vlaanderen	Gavin Wood	Abdul Davids	Abdul Davids
<b>Benchmark</b>	South African - Equity - General funds mean	FTSE/JSE Top 40 Index	FTSE World Index ZAR	South African - Multi Asset - High Equity funds mean	South African - Multi Asset - High Equity funds mean	CPI + 4%	CPI + 2%	Short-term Fixed Interest Index (STeFI)	Global - Equity - General funds mean
<b>Minimum lump sum</b>	R5 000	R5 000	R20 000	R5 000	R5 000	R5 000	R5 000	R5 000	R20 000
<b>Minimum debit order</b>	R500	R500	Not available	R500	R500	R500	R500	R500	Not available
<b>Risk profile</b>	Medium - high	Medium - high	Medium-high	Medium	Medium	Low - medium	Low	Low	Medium-high
<b>Annual service fee (excl. VAT)</b>	1.25%	0.50%	1.35%	1.25%	1.25%	1.25%	1.25%	0.50%	1.35%
<b>Upfront fee (excl. VAT)</b>	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 - 0%	Camissa - 0% Broker max - 3%
<b>Annual ongoing advice fee (excl. VAT)</b>	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 0.50%	Max 1%, but if upfront fee > 1.5%, then max 0.5%