

FUND MAINTENANCE FORM - INVESTMENT MANDATE

THIS FORM MUST BE SUBMITTED AT LEAST 1 MONTH PRIOR TO EFFECTIVE DATE. THE OPTION SELECTED WILL APPLY TO ALL MEMBERS OF THE PARTICIPATING EMPLOYER.

UMBRELLA FUND NAME: _____

PARTICIPATING EMPLOYER NAME: _____

MARKET EFFECTIVE DATE: _____ NEURON EFFECTIVE DATE: _____
To be completed by the administrator

IMPORTANT NOTE:

It is the responsibility of the consultant/broker to ascertain whether this change/amendment will have an administration cost/fee implication before submitting the document to the Administrator.

EXECUTIVE SUMMARY OF REASON FOR CHANGE

Please select **ONE** of the following options:

- 100% of the Fund Credit and Future Contributions / Transfer In will be invested in the portfolio/s selected.
- Only Future Contributions / Transfer In will be invested in the portfolios selected. 100% of the current Fund Credit to remain in the previous portfolio/s selected.

INVESTMENT MANDATE

INVESTMENT CHOICE OPTIONS

Please select **ONE** of the following options:

- Default Investment Portfolio/s - Please complete Part A
- Default with Capital Protection Option - Please complete Part A and Part B
- Life Stage Solution - Please refer Part C
- Member Investment Choice with Life Stage Default - Please complete Part D
- Member Investment Choice with Default Investment Portfolio/s - Please complete Part E

INVESTMENT PORTFOLIO OPTIONS:

Election may be made from the following Investment Portfolios which have been approved by the Board of Trustees.

Risk Profile	Investment Portfolio
Aggressive	Momentum MoM Enhanced Factor 7 Sygnia Skeleton 70 (passive)
Moderate / Aggressive	Alexander Forbes Investments Performer Alexander Forbes Shari'ah High Growth Sygnia Skeleton 60 (passive)
Moderate	Sygnia Signature 50 Alexander Forbes Investments Defender Plus Momentum MoM Enhanced Factor 4
Moderate/Conservative	Sanlam Monthly Bonus Fund
Conservative	Alexander Forbes Investments Banker

PART A: DEFAULT INVESTMENT PORTFOLIO

Please list the Investment Portfolio/s (max 4) together with the respective percentage (increments of 25%) that the Fund Credit and Future Contributions / Transfer In should be invested in.

Investment Portfolio	Percentage	Investment Account Number <small>(For office use only)</small>
	%	
	%	
	%	
	%	
	100%	

PART B: CAPITAL PROTECTION OPTION

When reaching the age of _____, the member will have the option to invest 100% of his/her Fund Credit and Future Contributions / Transfers In in the **Sanlam Monthly Bonus Fund**.

PART C: LIFE STAGE SOLUTION

Please note that the Life Stage Model can only be elected by Participating Employer's which have one Normal Retirement Age which applies to all their members.

The Verso Umbrella Retirement Funds make provision for two (2) Life Stage Model options from which Participating Employers can select. Please select **ONE** of the following options:

- Capital Protection Option (CPO) Life Stage Model
 Wealth Builder Life Stage Model

CAPITAL PROTECTION OPTION (CPO) LIFE STAGE MODEL

Years to Normal Retirement Date	% of Fund Value / Future Contributions allocated to a Portfolio	
	Sygnia Signature 50	Sanlam Monthly Bonus Fund
Investment Account Number <small>(For office use only)</small>		
More than 5	100%	
Less or equal to 5, but more than 4	75%	25%
Less or equal to 4, but more than 3	50%	50%
Less or equal to 3, but more than 2	25%	75%
Less than or equal to 2 years*		100%

WEALTH BUILDER LIFE STAGE MODEL

Years to Normal Retirement Date	% of Fund Value / Future Contributions allocated to a Portfolio		
	Alexander Forbes Investments Performer	Alexander Forbes Investments Defender Plus	Sanlam Monthly Bonus Fund
Investment Account Number <small>(For office use only)</small>			
More than 7	100%		
Less or equal to 7, but more than 6	50%	50%	
Less or equal to 6, but more than 5		100%	
Less or equal to 5, but more than 4		75%	25%
Less or equal to 4, but more than 3		50%	50%
Less or equal to 3, but more than 2		25%	75%
Less than or equal to 2 years*			100%

*Applicable to members who elect to remain on the Fund after Normal Retirement Age.

PART D: MEMBER INVESTMENT CHOICE WITH LIFE STAGE DEFAULT

MEMBER INVESTMENT CHOICE

Please select the Investment Portfolio/s (max 2), which will form part of the 'Members Investment Choice' options for the investment of Fund Credit and Future Contributions / Transfer In:

Investment Portfolio	Investment Account Number <small>(For office use only)</small>

100% of the Fund Credit and Future Contributions / Transfer In will be invested in the portfolio selected by the member. Split funding between the listed portfolios or Life Stage Default is not permitted.

LIFE STAGE DEFAULT

The Verso Umbrella Retirement Funds make provision for two (2) Life Stage Model options from which Participating Employers can select. Please select **ONE** of the following options:

Capital Protection Option (CPO) Life Stage Model

Wealth Builder Life Stage Model

PART E: MEMBER INVESTMENT CHOICE WITH INVESTMENT PORTFOLIO/S DEFAULT

MEMBER INVESTMENT CHOICE

Please select the Investment Portfolio/s (max 4), which will form part of the 'Members Investment Choice' options for the investment of Fund Credit and Future Contributions / Transfer In:

Investment Portfolio	Investment Account Number <small>(For office use only)</small>

DEFAULT INVESTMENT PORTFOLIO

Please list the Investment Portfolio/s (max 2) together with the respective percentage (increments of 25%) that the Fund Credit and Future Contributions / Transfer In should be invested in.

Investment Portfolio	Percentage	Investment Account Number (For office use only)
	%	
	%	
	100%	

ADDITIONAL INFORMATION / DOCUMENTATION

ATTACHMENTS

Please provide copies of the following:-

- Signed tender from Verso Financial Services (Pty) Ltd

AUTHORISATION

EMPLOYER

I _____ (FULL NAME) hereby confirm that:

- I have the authority to sign the document on behalf of the participating employer/Manco.
- That the investment and portfolio options were explained to me by my consultant.
- I am aware of the fact that the member's contributions would be invested in the Fund's bank account until such time that the portfolio/s have been opened by the administrator.
- The Trustees of the Verso Umbrella Retirement Fund and/or our consultant may act on our behalf regarding the execution of our investment options.

COMPANY NAME: _____

SIGNATURE: _____ DATE _____

DESIGNATION: _____

COMPANY STAMP:

CONSULTANT

I _____ (FULL NAME) hereby confirm that:

- The information provided in this form is to the best of my knowledge correct.
- Verso Financial Services (Pty) Ltd will not be held liable for any losses or damages due to acting on incorrect information provided in or together with this form.
- If this form has not been completed in its entirety and all relevant supporting documents has not been provided, Verso Financial Services (Pty) Ltd reserves the right to re-negotiate the effective implementation date.
- If the information on this form differs to the signed tender, Verso Financial Services (Pty) Ltd reserves the right to re-evaluate the administration fees quoted.

COMPANY NAME: _____

SIGNATURE: _____ DATE: _____