

# Withdrawal/Transfer Instruction

## Retirement Fund Portfolio

Wealthport (Pty) Ltd (2012/025878/07)

Wealthport (Pty) Ltd ("Wealthport") is an Authorised Financial Services Provider (FSP No. 44158)

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Contact number: 010 593 3103 • Facsimile: 087 231 6972 • Email: [admin@wealthport.co.za](mailto:admin@wealthport.co.za)

### Important Information:

- Please read the latest Terms and Conditions applicable to this investment. This is available from your Financial Advisor, the Client Services Centre at 010 593 3103 or at [www.wealthport.co.za](http://www.wealthport.co.za)
- Please submit applications for processing to [admin@wealthport.co.za](mailto:admin@wealthport.co.za) or fax to 087 231 6972.

Please select the Retirement Fund of which you are a Member and would like to withdraw/transfer from:

Retirement Fund Name	FSB Registration Number
Wealthport Retirement Annuity Fund	38096
Wealthport Pension Preservation Fund	38092
Wealthport Provident Preservation Fund	38097

### 1. Member details

First name:

Surname:

ID number:

Email address:

Cell phone number:

Marital Status:  Married  Divorced\*  Single  Widowed

\*If Divorced, please attach a copy of the divorce order.

Portfolio number:

Portfolio name:

Estimated income:\*\* R

\*\* Annual income for the current tax year required for tax purposes.

### 2. Member Bank Account details for withdrawal payment

Please attach a cancelled cheque or recent bank statement for the bank account specified, as proof of banking details.

Bank:

Branch:

Branch code:

Account holder:

Account number:

Account type:  Current  Savings  Transmission

**All payments are made electronically to the bank account of the Member only, except for Section 14 transfer requests. Payments to third party bank accounts are not permitted.**

### 3. Retirement Annuity Fund withdrawal/transfer

A withdrawal from the Retirement Annuity fund prior to retirement is only permitted if:

- The Member has emigrated, or
- The Member's total interest in the retirement annuity fund is less than R7, 000.

In both scenarios only a 100% withdrawal may be processed.

Please select your withdrawal option below:

- Withdrawal: Emigration
- Withdrawal: Portfolio value less than R7, 000
- Full transfer to another retirement annuity fund (Please complete section 5 below)

Debit order details:

- Cancel debit order       Continue debit order

### 4. Pension Preservation or Provident Preservation Fund withdrawal/transfer

You are permitted **one** (taxable) withdrawal from your preservation fund prior to retirement. The Administrator will contact you in the event that one permitted withdrawal has already taken place and the subsequent withdrawal requested cannot be processed.

Please select your withdrawal option below:

- Full withdrawal
- Partial withdrawal (Please complete section 7 below)
- Full transfer to another pension preservation/provident preservation fund (Please complete section 5 below)

### 5. Transfer to another retirement fund (Section 14 transfer): Receiving Fund details

A section 14 transfer is a transfer to another approved retirement annuity/preservation fund, subject to the rules of the funds. A transfer will only take place if approved by the Board of Trustees of both funds as well as the Financial Services Board. Only full 100% transfers are permitted and will be facilitated in cash only. Unit transfer requests cannot be accommodated. The transferrable amount will be paid into the bank account of the receiving fund once all requirements have been met.

Registered fund name:

Fund FSB registration number:

Member account number:

Fund administrator:

Contact person:

Contact email address:

Contact telephone number:

Fund rule number allowing for Section 14 transfers:

Is this fund Valuation Exempt?       Yes       No

**If "Yes", please provide us with a certified copy of the fund's Valuation Exemption certificate:**

### 6. Disinvestment option

- Switch applicable funds to a Money Market fund on receipt of this instruction prior to tax directive request
- Do not switch applicable funds to a Money Market fund on receipt of this instruction prior to tax directive request\*

\* This option does not apply to ETF investments. Any amount due from an ETF fund will be switched into a Money Market fund on receipt of this instruction due to the time required to sell ETFs.

## 7. Withdrawal details

For a partial withdrawal, please complete details below:

Withdrawal amount (before tax): R

Fund Name	Fund class	Amount	% of fund
		R	%
		R	%
		R	%
		R	%
		R	%
		R	%
	<b>TOTAL</b>	<b>R</b>	<b>100%</b>

**Please note:** There is a 30 (thirty) day holding period on all investment amounts received via deposit or debit collection, which means that these investment amounts may not be withdrawn within this period.

## 8. Member declaration

- I have read, understand and agree to the latest Terms and Conditions AND latest Conditions of Membership governing this agreement, as published on the Wealthport website.
- I confirm that all information provided herein is true and correct and I will advise Wealthport in writing should any of the details change subsequent to signature hereof.
- I confirm that Wealthport may accept all instructions signed by me, including instructions submitted via electronic means.
- I confirm that the Financial Advisor signature below is that of my appointed Financial Advisor.
- I instruct and authorise Wealthport and the Fund (where applicable) to pay all the monies due in accordance with the instructions herein, subject to the rules of the Fund (where applicable).
- I understand that the administrator must apply for a tax directive in the name of the Member and any tax due will be deducted from the amount payable/transferrable. I understand that the payment/transfer will be delayed until a successful tax directive has been received.
- I understand that this application will only be finalised once Wealthport has received and verified all required documentation.

Member signature:

Date:

    /   /  

Financial Advisor signature:

Date:

    /   /

## 9. Supporting Documents Required

### Retirement annuity withdrawal due to emigration

Please submit the applicable documents according to whether the emigration has or has not yet occurred and whether the emigration has been recognised by the South African Reserve Bank:

- Where the emigration has not yet occurred, i.e. not yet recognised by SARB:
- Copy of the Member's passport or SA ID
  - Copy of the IT21(a) 'Application form for Tax Clearance Certificate' in respect of emigrating from SA together with the signed and bank stamped MP336
  - Confirmation of the Member's 'blocked' bank account details.
  - A letter from the authorised dealer (i.e. bank or other institution that assisted with the Member's emigration), on a letterhead, stating the Accountholder's name, Account number and that the account is 'blocked' as required for exchange control purposes.
- Where the emigration has occurred, i.e. recognised by SARB:
- Copy of the Member's passport or SA ID
  - Copy of South African Reserve Bank emigration clearance
  - Copy of tax clearance certificate issued by SARS
  - Member certificate of residency obtained from the relevant Tax authority of the country in which the Member resides
  - A letter from the authorised dealer (i.e. bank or other institution that assisted with the Member's emigration), on a letterhead, stating the Accountholder's name, Account number and that the account is 'blocked' as required for exchange control purposes.

### Transfer to another fund

- Copy of receiving fund application form, completed and signed by the Member
- Copy of product replacement advice record completed by Financial Advisor, if applicable
- Copy of divorce order if the member is divorced
- Copy of receiving fund valuation exemption certificate, if applicable