

# TRANSFER OF OWNERSHIP FORM

## TRANSFER PROCESS

### IMPORTANT INFORMATION

- The **Terms and Conditions** agreed to in the investment form and the **RCIS Fund Information Document** will remain in force and apply to this Transfer of Ownership form. By signing this Transfer of ownership form you undertake to be bound by the provisions of the investment form, this Transfer of Ownership form and any annexures hereto, as read with the Terms and Conditions, which you understand may have changed since the original investment was made. This is available from RCIS on request by you.
- By completing this form, you are applying to transfer ownership of your investment to another person or legal entity (called a transferee /beneficiary).
- Transfers for deceased investors must be completed and signed by the executor(s) of the deceased investor's estate.
- If the investor is a minor the Transfer of Ownership form must be signed by the legal guardian/parent.
- This form must be completed and signed by the individual/legal entity making the transfer (the investor) as well as the entity/natural person that the units are being transferred to (the transferee/beneficiary).
- **RealFin Collective Investment Schemes (RF) Proprietary Limited** is registered and approved by the Financial Services Conduct Authority as a manager of Collective Investment Schemes approved in terms of the Collective Investment Schemes Control Act ("CISCA").

### STEP 1

- If the Transferee is not an existing investor, then the Transferee will first have to complete an Investment form for the Portfolio in which the Transferor is invested in and which is the subject of this Transfer of Ownership form.
- Please note the Transferee will also be required to supply such additional documents as required in the relevant Investment form.
- As the transfer of ownership does not result in a change in the investments held within the Portfolio, there will be no exit costs payable.
- Transferring units may trigger capital gains tax ("CGT") and you may be liable for taxes. We will issue a CGT certificate at the end of the applicable tax year.
- Please refer to the **Minimum Disclosure Document (MDD)** in respect of your selected Portfolios before completing this investment form. The minimum disclosure document reflects the fees, investment objectives, risk profile and income distribution dates for your chosen portfolio(s).
- Please read the **RCIS Fund Information Document** for Terms and Conditions, Investment and Redemption cut-off times as well as specific disclosures relating to your investment.

### STEP 2

- Please complete all relevant sections within this Transfer of Ownership form.

### STEP 3

- Please read and make sure that you understand the terms and conditions in this form, including those in **Section 3**.
- Your Investment form (if applicable) together with the Transfer of Ownership form, and all required supporting documentation must be submitted to RCIS for verification.
- Once we have verified your identity as required in terms of the **Financial Intelligence Centre Act ("FICA")**, we will be able to process the Transfer of Ownership instruction.
- The verification process is not instantaneous so please ensure that your Investment form together with all required supporting documentation is submitted to RCIS well in advance to ensure that you can make the transfer before the cut off date.
- Please send the completed Transfer of Ownership form along with the relevant FICA to: [clientservices@realfin.co.za](mailto:clientservices@realfin.co.za)

## CONTACT DETAILS

Management Company - RCIS

Tel: +27 21 701 3777

Email: [clientservices@realfin.co.za](mailto:clientservices@realfin.co.za)

Website: [www.realfin.co.za](http://www.realfin.co.za)

Physical Address:

1st Floor, 4 Silverwood Close, Steenberg Office Park, Tokai, Cape Town, 7945

Complaints:

Should you have any complaints, please send an email to [complaints@realfin.co.za](mailto:complaints@realfin.co.za).

Trustees:

FirstRand Bank Limited (acting through its RMB Trustee Services Division) is the appointed Trustee and can be contacted on 087 736 1732.

## SECTION 1 | INVESTOR DETAILS

### TRANSFEROR

Existing Investor Number:  Surname/Entity Name:

Full Name(s)/Authorised Contact Person:

ID/Passport Number (Foreign National)/Entity Registration Number:

Telephone (Home or Mobile) :  Email Address:

### TRANSFeree

Existing Investor Number:  Surname/Entity Name:

Full Name(s)/Authorised Contact Person:

ID/Passport Number (Foreign National)/Entity Registration Number:

Telephone (Home or Mobile) :  Email Address:

## SECTION 2 | PORTFOLIO TRANSFER OPTIONS

Please make sure that you have read and understood the **RCIS Fund Information Document** as well as the relevant **Minimum Disclosure Document** for the desired portfolio(s), before completing the below. Kindly note that Debit orders are not available for these products.

PORTFOLIO NAME	FEE CLASS	NUMBER / % / RAND VALUE OF UNITS	DATE OF TRANSFER	DISTRIBUTIONS	
				RE-INVESTED	PAID OUT
<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"/>

A schedule of fees, charges and maximum commissions is available on request from RCIS.

## SECTION 3 | TRANSFEROR/TRANSFeree DECLARATION

I/We understand and have read all the pages of this Transfer of Ownership form and that this Transfer of Ownership form, read with the **Terms and Conditions** set out in the **RCIS Fund Information Document**, read together with the Deed and Supplemental Deed of the relevant Portfolio(s), constitutes the entire agreement between myself/ourselves and RCIS.

I/We the Transferee understand and/or confirm that:

- The information which I/we have provided is true and correct, and that if this Transfer of Ownership form is signed in a representative capacity, I/we have the necessary authority to do so and that this transaction is within my/our powers.
- I/We understand that I/we are responsible for ensuring that RCIS always has up to date information and should any information provided herein to RCIS change I/we undertake to immediately notify RCIS of such changed information.
- I/We am/are acting for my/our own account and that I/we have made my/our decision(s) to enter into the investment and as to whether the investment is appropriate for me/us independently, based upon my/our own judgment, and upon advice from such advisers as I/we may deem necessary.
- I/We declare that I am/we are not relying on any communication received from RCIS, whether written, oral or implied as investment advice or as a recommendation to enter into the investment.
- I/We understand that information and explanations relating to the terms of an investment shall not be considered investment advice or a recommendation to enter into the investment. I/we acknowledge that RCIS is not authorised to provide investment advice to me/us.
- I/We have read and understood the contents of the Terms and Conditions which I/we understand may have changed since my/our original investment.
- I/We have read and understood the contents of Transfer of Ownership form and agree to its terms and conditions.
- I/We acknowledge that I/we are required to keep RCIS informed of any changes to my/our address or banking accounts. If you do not do this RCIS may be required, at your cost, to trace you in order to ensure that you receive your assets.
- I/We acknowledge that we shall have no recourse against RCIS for any loss which I/we may suffer in this regard.
- Any personal information may be used by RCIS in the normal course of business to provide the products and services and RCIS may retain any information for purposes of investment transactions, processing and administration and to communicate directly with me. Personal information will not be given or sold to any third parties. RCIS will disclose or report personal information if and when required to do so by law or any regulatory authority, and to RCIS's employees (if relevant), or agents who require such information to carry out their duties. I/we consent to the processing of my/our personal information/data and the disclosure of my/our personal information/ data to any tax authority and/or as may be required to comply with FATCA and the Common Reporting Standard (CRS) as explained in Annexure C – Tax Residency Self-Certification, attached hereto. I consent to RCIS making enquiries of whatsoever nature and in particular the use of a digital KYC solution for the purpose of identification and verification requirements in terms of FICA and for the purpose of verifying the information disclosed in this application and I expressly consent to RCIS obtaining any other information concerning me from any source whatsoever to enable RCIS to process this application. To view our full privacy notice, please visit our website on [www.realfin.co.za](http://www.realfin.co.za).

- RCIS will not proceed with any transaction if there is any doubt as to the validity of any signatures/information or if it deems the application to be incomplete in any way and RCIS cannot be held liable, and the investor hereby waives any claim, for any resultant losses as a result thereof.
- I/We hereby indemnify and hold RCIS harmless against any loss which RCIS may suffer as a result of any of the above representations proving to be untrue and I/we hereby undertake to pay to RCIS, forthwith on demand, any amount which RCIS may claim in terms of this indemnity.

I/We, the Transferor understand and/or confirm that:

- Hereby transfer ownership of the participatory interests in the Portfolio(s) detailed in the table above to the Transferee.
- Give RCIS permission to effect the transfer of the participatory interests.
- If applicable, we declare that my/our estate is not insolvent and has not been sequestered.
- Further declare that the participatory interests which are the subject of this transfer are not subject to any pledge or other encumbrance.

## TRANSFEROR

<p>Authorised Signature:</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<p>Date (DD/MM/YYYY):</p> <div style="border: 1px solid black; display: flex; justify-content: space-between;"> <div style="width: 10%;"></div> <div style="width: 10%;"></div> <div style="width: 10%;"></div> <div style="width: 10%;"></div> <div style="width: 10%;"></div> <div style="width: 10%;"></div> <div style="width: 10%;"></div> <div style="width: 10%;"></div> <div style="width: 10%;"></div> <div style="width: 10%;"></div> </div>
<p>Name and Surname:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<p>Place of Signature:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
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## TRANSFEEEE

<p>Authorised Signature:</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<p>Date (DD/MM/YYYY):</p> <div style="border: 1px solid black; display: flex; justify-content: space-between;"> <div style="width: 10%;"></div> <div style="width: 10%;"></div> <div style="width: 10%;"></div> <div style="width: 10%;"></div> <div style="width: 10%;"></div> <div style="width: 10%;"></div> <div style="width: 10%;"></div> <div style="width: 10%;"></div> <div style="width: 10%;"></div> <div style="width: 10%;"></div> </div>
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