

# Investment Selection Form

WIO2023

## PLEASE NOTE

1. The University of the Witwatersrand Retirement Fund uses the Growth Risk Profile as the default investment portfolio. Completion of this form is only required if the member does not wish to be fully invested in this default portfolio.
2. This Investment Selection Form must be completed and signed by the member of the University of the Witwatersrand Retirement Fund and returned to the Pensions Office.
3. Paid-up members of the Fund who are no longer employees of the participating employer should return this form to Ensimini by e-mail to [info@ensimini.com](mailto:info@ensimini.com).
4. Ensimini will confirm receipt of the Investment Selection Form within 5 working days of receipt thereof and will initiate the changes required within 5 working days after confirmation. If you do not receive a Fund confirmation of your requested switch, you must assume the Fund has not received your request and please follow up with Ensimini.
5. If the form is incomplete or not submitted as required in 2 or 3 above, the investment selection instruction may not be actioned by Ensimini.
6. It is advisable that you obtain advice before concluding this transaction.
7. By signing the option form, you acknowledge that you fully understand the consequences of the selections made herein and that you take full responsibility for your choice and hereby indemnify and undertake not to hold the University of the Witwatersrand Retirement Fund, the Board of Trustees, your employer, or Ensimini Administration Services (Pty) Ltd its officers and directors responsible for any losses or damages that may result from the selections made herein.
8. The University of the Witwatersrand Retirement Fund may use the information provided in this form to effectively process the required transactions, detect and prevent fraud, comply with auditing and record-keeping requirements, comply with legal and statutory requirements, verify the member's identity and/or share the information with service providers with whom the University of the Witwatersrand Retirement Fund has a business agreement to process such information on its behalf or those who render services to the University of the Witwatersrand Retirement Fund.
9. The Fund is governed by the Rules of the Fund and the relevant legislation that it is subject to. If any statement made contradicts the Fund's Rules or legislation, the Rules and legislation shall prevail.
10. We wish to protect your personal information. Personal information is any information about or associated with a person and that can identify the person. We are collecting and processing personal information that you are providing to us for the purposes of actioning your investment selection choice (or for any purpose set out in the Fund's PAIA manual (if any)). The processing of the personal information for this purpose is in your legitimate interests as without it the Fund cannot action your choice as to investment selection.
11. It is optional for you to provide the Fund with the requested information. However, if you do not give it to us, the Fund cannot action your investment selection choice.
12. You may:
  - request from us what personal information we hold about you (free) and for a copy of it (may be subject to a fee);
  - request information from us about which third parties have access to your personal information;
  - request us to delete or destroy your information, if we are no longer authorised to keep it;
  - object to us processing your personal information. Please use Form 1 in the Regulations to the Protection of Personal Information Act ("POPIA"), which is available on the Information Regulator's website (see website address below).
  - request us to correct or delete your personal information if it is inaccurate, irrelevant, excessive, out-of-date, incomplete, misleading or unlawfully obtained. Please use Form 2 in the Regulations to POPIA, which is available on the Information Regulator's website.
13. The Promotion of Access to Information Act ("PAIA") provides you with the right of access to information held by the Fund when you request such information under PAIA, so that you can exercise or protect your or another person's rights. If you want to make a PAIA request of the Fund, you must use the prescribed form - Form C. You can find Form C on this website: [www.sahrc.org.za](http://www.sahrc.org.za). For more information, please request the fund's PAIA manual which is available from the Fund's administrator.
14. If you do not use the mandatory prescribed forms, set out above, we may not process your request or we may deny your request.
15. From time to time, we may disclose personal information you provide to us to: regulators, Ombud or government entities; our tracing or other agents; other companies in the Ensimini Group; our auditors or legal providers; any person or organisation having legal entitlement to access the information, or any person notified in our PAIA manual (if any). We will keep the personal information for as long as the fund needs to for our purposes, as required by law or contract. Once we are no longer authorised to keep the personal information, we can delete, destroy, restrict or de-identify it. It is important to realise that funds are often required to keep personal information related to the fund, its members, former members, and beneficiaries for many years, even long after the member has left the fund.
16. Complaints and queries about the way in which we have used your personal information:  
You can lodge a complaint with the Information Regulator at tel: 012 406 4818; fax: 086 500 3351; email: [inforeg@justice.gov.za](mailto:inforeg@justice.gov.za); website: <https://www.justice.gov.za/inforeg/>.  
Other complaints and queries:  
Please address them in writing to Ensimini at [info@ensimini.com](mailto:info@ensimini.com). If we do not reply to you within 30 days or you are not satisfied with the response, you can contact the Pension Funds Adjudicator on tel: (012) 748 4000 or (012) 346 1738; fax: 086 693 7472; email: [enquiries@pfa.org.za](mailto:enquiries@pfa.org.za).

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PERSONAL DETAILS	
Full Names & Surname:	
Employee Number (if applicable):	
Identity Number/Passport Number:	
E-mail Address:	
Cell Number:	

INVESTMENT SELECTION		
I select that my Share of Fund and all recurring monthly contributions allocated towards retirement savings henceforth be invested in the following portfolio. You may choose to change either 'current accrued benefit' or 'future contributions' or both.		
Name of Portfolio	% Allocation	
	Current Accrued Benefit	Future Contributions
1. Growth Risk Profile		
2. Conservative Risk Profile		
3. Capital Protection Risk Profile		
4. Shariah Risk Profile		
<b>Total</b>	<b>100%</b>	<b>100%</b>

#### Signed by Member:

Signature		Date	DD/MM/YYYY
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#### Received by Pensions Office or Ensimini:

Signature		Date	DD/MM/YYYY
Name and Surname			

#### Guidance in selecting the correct investment option

Your choice of the investment portfolio in which your Fund Credit is invested will have a significant impact on your benefit over the long-term. Please take the time to read the information outlined in this form and the portfolio fact sheets, as it could be the key to a more comfortable retirement.

Please note that the Trustees of the University of the Witwatersrand Retirement Fund do not take the personal objectives, financial situation or needs of a particular member into account in reviewing the investment portfolios that are made available. This and the fact sheets are not intended to offer financial advice, and the Trustees recommend that you familiarise yourself with the options, and if necessary, obtain professional financial advice before making your Fund investment choice.

If you do not have a Financial Advisor and require assistance with your portfolio selection, please contact Mr. Andrew Smythe from NMG on 083 294 0315 at [asmध्ये@nmg.co.za](mailto:asmध्ये@nmg.co.za) or Mr. Rainer Sztap from Octagon Financial Services on 082 440 2749 at [rainers@octagonfinancial.co.za](mailto:rainers@octagonfinancial.co.za)

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## Important notes on Investment Choice

1. The Board of Trustees, together with the investment consultant have designed the following 4 Risk Profiles for members of the Fund:
  - a) Growth risk profile for members under the age of 55, or with more than 10 years to retirement;
  - b) Conservative risk profile for members over the age of 55, or with less than 10 years to retirement;
  - c) Capital protection risk profile for members over the age of 60 years, or with less than 5 years to retirement; and
  - d) Shariah risk profile for members who subscribe to the laws of Shariah.
2. The Fund uses the Growth Risk Profile as the default investment portfolio for members who do not explicitly select investment portfolios in which to invest
3. Switches are allowed to and from any of the portfolios on an annual basis at any time of the year. Only one switch per calendar year is allowed and multiple portfolios is allowed. You may choose any of the portfolios even though they were designed for members of a certain age/term to retirement age (or religious belief).
4. Members may use this form to action a switch and if no confirmatory email is received from the fund administrators, Ensimini, within 5 days from the date of submission, you must assume the Fund has not received your request and please follow up with Ensimini. The onus is on the member to ensure that the election has been implemented.
5. The member recognises and accepts that his or her ultimate benefit from the Fund will be directly impacted by any investment choice made. By completing this form, the member indemnifies the Trustees, the administrator and consultants of the Fund in respect of any loss that results from their choice. The member further acknowledges that he or she is bound by his or her investment choice and is not permitted to make further switches, except to the extent permitted as outlined in point 3, above.
6. Further information about the investment options is available at [www.uwrf.co.za](http://www.uwrf.co.za). A member contemplating a switch should read the investment choice information brochure in order to make an informed decision. If a member does not have access to the internet, they may request a copy of this brochure from the Pensions Office.
7. The above procedures on investment choice are part of the Registered Rules of the Fund. The rules governing the investment choice options and procedures do not contain a discretion allowing the Board of Trustees to vary these procedures, and no application to exercise such discretion will thus be entertained.

### Please take note of the following

1. If you fail to select one of the options listed above, your Fund Credit will automatically be invested in the Growth Risk Profile
2. Please note that past investment returns are not indicative of future investment returns, and the value of investments can be volatile, particularly in the short-term.
3. Your latest available Fund Credit is available via the Administrator's website and their mobile phone application.