



National Fund for Municipal Workers Member Investment Portfolio Switch Instruction

Investment return on an individual's retirement savings is probably the most significant factor in determining the level of financial independence that he/she will enjoy after retirement. This document facilitates a member's intervention in that regard. The Board of Trustees of the NFMW cautions members to act sensibly in altering their investment strategy and portfolio compilation. Members are urged to consult with a qualified financial advisor before effecting this instruction.

SEND COMPLETED FORM TO E-MAIL: A002@nationalfund.co.za

The fund will not accept any Member Investment Portfolio Switch Instruction form, sent to an email address other than the above.

Please indicate your instruction type below and complete the sections as indicated.

LIFE STAGE MODEL
(Please complete Sections A and D)

OR

INDIVIDUAL MEMBER CHOICE
(Please complete Sections A, C and D)

SECTION A – PERSONAL and MEMBERSHIP INFORMATION

Surname	
Full names	
E-mail address	
ID number <small>ATTACH COPY OF ID DOCUMENT</small>	
Telephone number – Mobile	
Telephone number – Office	
Telephone number – Home	
Home postal address	
Postal code	
Home physical address	
Postal code	
Employer <small>(MUNICIPALITY)</small>	
Employee number <small>(PAYSLIP NUMBER)</small>	

SECTION B – LIFE STAGE MODEL

The Life Stage Model ensures that members are automatically moved through investment portfolios, with their investments becoming more conservative as they age. As a result, a member's default investment portfolio will change with age, in line with the following schedule *(This might change from time to time as determined by the Board of Trustees)*:

Stage	Age Bracket	Investment Portfolio
1	Up until 55 years. <small>Funds will be switched at the end of the month in which the member turns 55.</small>	Aggressive Growth
2	From 55 until 62 years. <small>Funds will be switched at the end of the month in which the member turns 62.</small>	Capital Growth
3	Older than 62 years.	Stable Growth

Once a member has reached the recommended age limit for a portfolio, 25% of the member's assets (fund credit) and 25% of subsequent contributions will immediately be switched to the lower risk portfolio. A further 25% of assets and subsequent contributions will be switched after every 4 months until 100% of the fund credit and subsequent contributions have been switched to the lower risk portfolio i.e. after a 12-month period. The first 25% switch to the new recommended portfolio will

commence at the end of a member's birthday month. As a result, it will take 12 months for a total portfolio switch to be completed. After the 12-month phase-in period, all future member contributions will accrue to the new default life stage portfolio.

SECTION C – INDIVIDUAL MEMBER CHOICE

Please indicate the % split for **each** category of membership in the table below.

Membership number >	Category A ¹	Category C ²	Category E ³
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Portfolio	% Split	% Split	% Split
Capital Protector	<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"/> %
Stable Growth	<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"/> %
Capital Growth	<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"/> %
Aggressive Growth	<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"/> %
NFMW Shari'ah	<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"/> %
TOTAL	1 0 0 %	1 0 0 %	1 0 0 %
1. <u>Category A</u> (also called the 2% Fund) is a fund established by collective bargaining as a top-up benefit to enhance retirement and for local government employees. Membership has therefore been a condition of service at participating councils since 1987.			
2. <u>Category C</u> , the retirement fund is a defined contribution fund operating nationally within local government			
3. <u>Category E</u> is members who previously belonged to the National Pension Fund for Municipal Workers or where transfers to NFMW d from a pension fund.			

SECTION D – DECLARATION by MEMBER

I hereby confirm that I elect to transfer my fund credit, as well as all future contributions, to the investment portfolios as indicated above.

I further agree/declare that:

1. I bear the full investment risk of the financial markets and am satisfied that my selection above supports my needs.
2. Bonuses will vest in the newly selected portfolio/s within 5 – 7 working days following the date of receipt of the duly completed switch instruction by the Administrator, regardless of the signature date below.
3. The onus is on me to ensure that I have received a Switch Instruction Certificate from the Fund within 60 days from sending this instruction and to verify that the instruction has indeed been correctly processed on my fund record; failing which I indemnify the Fund from any claims in respect of investments in any of the options against my intention.
4. I have consulted with a qualified financial advisor in order to obtain professional advice insofar the above requested amendments to my investment portfolio are concerned. Alternatively, I declare that I have the necessary knowledge of investments and therefore do not need the advice of a qualified financial advisor.
5. I accept sole responsibility for the choices selected above and irrevocably indemnifies the National Fund for Municipal Workers, its Board of Trustees, my employer or any representative of the aforementioned entities for any losses or damages that I may incur as a result of the investment portfolios selected and hereby relinquish all rights to any potential claim that I might have against the mentioned entities.

Signature: Member

Date