



**NOTE:** Please check with your financial adviser that this is the latest available form for your servicing needs.

Please refer to the **Annexures** at the end of this form, which detail the following:

**1. Important Requirements and Information. 2. Data Privacy Notices.**

[www.omi-int.com](http://www.omi-int.com); [ominternationalservice@omwealth.co.za](mailto:ominternationalservice@omwealth.co.za)

# Full or Partial Withdrawal

Investment Portfolio (IP),  
Investment Portfolio+ (IP+)

September 2023

## A Details of Contract

Contract number

Reason for Withdrawal

### 1. Details of Individual Contract Holder(s)

If there are any further contract holders, please photocopy the relevant sections, attach details with this form and tick here (✓) ☐

#### Contract Holder 1

#### Contract Holder 2

Title

Mr ☐ Mrs ☐ Miss ☐ Other

Mr ☐ Mrs ☐ Miss ☐ Other

Full forenames/s

Full Surname/s

Previous name/s  
or alias/s

Email Address

Nationality

Country of primary  
residential address

Current residential  
address

Country of current  
residential address

Contact Number

### 2. Employment Details

Complete this section if there have been any changes to your employment details since commencement of your contract  
**OR (✓) if there have been no changes:** ☐

#### Contract Holder 1

#### Contract Holder 2

Type of employment

Employed ☐ Self-Employed ☐ Retired/  
Unemployed ☐

Employed ☐ Self-Employed ☐ Retired/  
Unemployed ☐

Occupation or occupation  
prior to retirement/  
unemployment

Industry or industry  
prior to retirement/  
unemployment

Name of employer  
or name of your own  
company or employer  
name prior to retirement/  
unemployment



### 3. Politically Exposed Persons (PEP)

Complete this section if there have been any changes to your PEP status since commencement of your contract  
**OR** (✓) **if there have been no changes:** ☐

PEP; i.e. a person who holds or has held high political office, or is or has been employed in a prominent public capacity, or the contract holder is closely related to or associated with such a person. If the contract holder/s, or any other party connected to this contract either now or in the past/future, could be classed as a PEP, or connected with a PEP, please provide details:

Contract Holder 1 Yes ☐ No ☐

Contract Holder 2 Yes ☐ No ☐

Reason for PEP status

Please note that Old Mutual Isle of Man will need further documentary evidence on the origin of wealth to support applications from parties who are, or are connected to PEP's.

### 4. Tax Residency Details

Complete this section if there have been any changes to your tax residency details since commencement of your contract  
**OR** (✓) **if there have been no changes:** ☐

#### TAX RESIDENCY DETAIL

Each country has its own rules for whether a person is resident for tax purposes or not. It is possible to be resident for tax purposes in more than one country. Depending on the rules of the country, tax residency can be determined by factors such as where you permanently live, where you were born, or whether you live and work in a country for more than half the year. If you are a USA citizen or hold a USA passport or green card, you will also be considered a resident for tax purposes in the USA even if you live outside the USA, unless you have given up your citizenship.

#### Contract Holder 1

SA Resident for Tax

Yes ☐ No ☐

Income Tax  
Reference Number

USA citizen and/or  
Tax Resident

Yes ☐ No ☐

Income Tax  
Reference Number

Tax Resident in any  
other Country

Yes ☐ No ☐

Income Tax  
Reference Number

Country

#### Contract Holder 2

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

### 5. Details of a Trust Contract Holder

Trust Name

Trust Address

| Name of the Contact person/s of the Trust* | Email address of Contact person/s of the Trust | Contact number of Contact person/s of the Trust |
|--|--|---|
|  |  |   |
|  |  |   |

### 6. Details of a Corporate Contract Holder

Corporate name

| Name of the Contact person/s of the Company* | Email address of Contact person/s of the Company | Contact number of Contact person/s of the Company |
|--|--|---|
|  |  |   |
|  |  |   |

\* Only required for the Authorised Signatories signing this form.



## B Instruction

Please note for Asset /In-specie transfers – please complete page (4) ONLY.

### Full/Maximum Withdrawal

I/We require a Full withdrawal/Maximum Full withdrawal (✓) ☐ Yes

#### Contracts within their restricted period

By ticking above, I/we acknowledge that the maximum amount payable may not exceed the initial premium plus 5% per annum compound growth and less, where applicable, taxes and unrecouped fees. Where the investment growth has been greater than 5% per annum compounded or where a contract has already been partially redeemed, Old Mutual Isle of Man will withhold that amount until the restricted period has completed. The remaining balance will then be available to be redeemed by the Contract Holder upon request. This is subject to the conditions set out in the General Conditions, and is in compliance with the Long Term Insurance Act, No 52 of 1998.

### Partial Withdrawal – Direct Funds

I/We require a specific cash amount (✓) ☐ Yes

Any Capital Gains Tax (CGT) resulting from this withdrawal will be deducted from the proceeds and paid to SARS.

**Please note:** If you require a net of CGT amount, please increase the amount requested below.

Amount

Currency: GBP £ ☐ EUR € ☐ USD \$ ☐ CHF ☐ AU \$ ☐

(If currency is not confirmed contract currency will apply)

If you do not specify which funds, we will withdraw proportionately across all funds excluding structured products.

If however, you wish to withdraw specific funds, please list them in the table below:

Note: the selection of funds which are not daily priced will cause a delay in the payment of the requested withdrawal.

| Fund (s) name | Percentage OR Amount (NO COMBINATION) |
|---------------|---------------------------------------|
|               |                                       |
|               |                                       |
|               |                                       |
|               |                                       |
|               |                                       |
|               |                                       |
|               |                                       |
|               |                                       |

### Partial Withdrawal – Authorised Custodian

I/We require a specific amount (✓) ☐ Yes

It is the responsibility of the Discretionary Investment Manager (DIM), should you have one, to contact the Custodian to ensure the liquidity of any assets. Old Mutual Isle of Man cannot be held responsible for any delays in respect to trading instructions with the Custodian.

Amount

Currency: GBP £ ☐ EUR € ☐ USD \$ ☐ CHF ☐ AU \$ ☐

(If currency is not confirmed, contract currency will apply)



## C Asset or In-specie Transfers Only (IF APPLICABLE)

Full ☐ Partial ☐ (please complete table below for specific assets to transfer)

### Requirements

1. An authorised custodian opening statement held in the contract holder's name, clearly indicating the account number, where assets are to be transferred
2. Contact details of new custodian and transfer desk contact who will assist in the transfer
3. Banking details for any cash proceeds on a letterhead of the new custodian – to be completed in payment details – section D

### Important – Please Note

It is the responsibility of the Discretionary Investment Manager (DIM) should you have one to contact the Authorised Custodian to ensure the liquidity of any assets. Old Mutual Isle of Man cannot be held responsible for any delays in respect to trading instructions with the Custodian.

**Old Mutual Isle of Man will receive all cash.**

**It is the obligation of the financial adviser/contract holder/s to guarantee that sufficient cash is available to recoup fees and Capital Gains Tax - CGT. The residual amount will be deposited into the specified bank account. This is a CGT event. To complete a transfer, the financial adviser/contract holder/s should ensure that the assets currently held can be transferred to the new custodian.**

**Structured notes must be examined with the previous custodian to confirm that they are transferable; if not, assets must be sold. Old Mutual Isle of Man is not liable if structured notes cause delays in processing of the transfer.**

### Contact Information for New Authorised Custodian

Please liaise with the following person regarding the transfer:

|                         |  |
|-------------------------|--|
| Institution Name:       |  |
| Institution Address:    |  |
| Contact Name & Details: |  |
| New Account Number:     |  |

Please indicate specific assets:

| Asset name | Amount/Units (please indicate) |
|------------|--------------------------------|
|            |                                |
|            |                                |
|            |                                |
|            |                                |
|            |                                |
|            |                                |
|            |                                |
|            |                                |
|            |                                |
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|            |                                |



## D Payment Details

**Please note:** Old Mutual Isle of Man is not responsible for any tax advice or tax implications related to this contract. As different tax regimes may be applicable, contract holder/s are advised to seek tax advice, in the event of a relocation to another tax jurisdiction outside of South Africa.

### Bank Account Details – Please send the withdrawal proceeds via electronic transfer to the following account:

Where a separate addendum has been provided with banking details, this must be signed by all Contract Holders/Signatories.

Be aware that where the currency of the payment differs from the contract currency, currency fluctuations may apply.

Please select the applicable payment currency listed below (if this is not indicated we will make payment in Contract currency) (✓):

GBP £ ☐

EUR € ☐

USD \$ ☐

CHF ☐

AU \$ ☐

ZAR ☐

If payment is to be made outside of your tax residency/where you are residing, please provide a reason:

### BENEFICIARY BANK (Always complete this section)

|   |                      |                        |                      |
|---|----------------------|------------------------|----------------------|
| Bank name                                   | <input type="text"/> |                        |                      |
| Bank address                                | <input type="text"/> |                        |                      |
|   | <input type="text"/> |                        |                      |
|   | <input type="text"/> |                        |                      |
|   | <input type="text"/> |                        |                      |
|   | <input type="text"/> |                        |                      |
| Account holder's name                       | <input type="text"/> |                        |                      |
| Account number                              | <input type="text"/> | Sort code<br>(UK only) | <input type="text"/> |
| International Bank<br>Account Number (IBAN) | <input type="text"/> |                        |                      |
| SWIFT/bank/ABA code                         | <input type="text"/> |                        |                      |
| Reference to be quoted                      | <input type="text"/> |                        |                      |

### CORRESPONDENCE/ROUTING BANK (To be completed for all currencies except GBP and ZAR)

|   |                      |                        |                      |
|---|----------------------|------------------------|----------------------|
| Correspondent bank<br>name                  | <input type="text"/> |                        |                      |
| Account number                              | <input type="text"/> | Sort code<br>(UK only) | <input type="text"/> |
| International Bank<br>Account Number (IBAN) | <input type="text"/> |                        |                      |
| SWIFT/bank/ABA code                         | <input type="text"/> |                        |                      |
| Reference to be quoted                      | <input type="text"/> |                        |                      |

### Approximate turnaround times for payment:



|                                     |  |
|-------------------------------------|--|
| Daily/Weekly priced Funds           | From receipt of a completed and verified instruction, allow for up to 15 working days.     |
| Authorised Custodian accounts       | From receipt of a completed and verified instruction, allow for up to 15 working days.     |
| In-specie Transfers/Asset Transfers | From receipt of a completed and verified instruction, allow for up to 6 weeks to finalise. |

**Please note:** Final payment will be made - on receipt and verification of any applicable supporting documents and will conclude with a security call.



## E Declaration

I hereby confirm that none of my/our personal particulars, tax information or other details have changed from the information previously provided to Old Mutual Isle of Man other than as indicated on the form. I further confirm that I/we will advise Old Mutual Isle of Man in writing should any information change in the future.

- ☐ I understand that Old Mutual Isle of Man will be relying on the validity of this information for the purposes of complying with both local and foreign regulations, including, but not limited to, Anti-Money Laundering, FATCA/CRS and Dividend Withholding Tax regulatory requirements.

I/We instruct Old Mutual Isle of Man to make payments as detailed on Page 5, and understand:

- The Contract General Conditions surrounding withdrawal as well as the early withdrawal charges relevant to the Contract and any tax implications. To make the required amount available, Old Mutual Isle of Man will withdraw as many policies as may be needed to provide the necessary funds. In withdrawing the policies, Old Mutual Isle of Man are limited to legal restrictions imposed by SA Law applicable to the withdrawal.
- The current minimum request that will be accepted is as detailed in the Contract General Conditions.
- That payments will incur bank transmission charges (Estimated fee 25.00 GBP or currency equivalent).
- The charges that may be levied against this withdrawal are detailed in the Contract General Conditions.
- That withdrawals will be made in accordance with any applicable legislation.
- Certain funds may have limited redemption periods applied from time to time and this may delay any withdrawals, exchanges of units, or switches out from such a fund.
- Failure to complete all relevant bank details or provide all required documentation will delay payment for which Old Mutual Isle of Man will accept no liability.
- Old Mutual Isle of Man's obligation is to pay proceeds in the currency in which the contract is denominated. If payment is made in a currency other than the Contract denomination, this may result in delays arising from availability of exchange rates or other reasons beyond the control of Old Mutual Isle of Man.
- Where a full withdrawal has been paid, this will be in full and final settlement and Old Mutual Isle of Man will be discharged from all liabilities and claims arising by virtue of this request.
- Once payment has been released into the banking system, Old Mutual Isle of Man can accept no liability for delays or costs.

### Signature(s) of Contract Holder(s)/Authorised Signatories. All signatures must be dated.

Note: If the Contract Holder is a trust company/corporate, an up-to-date signatory list with signing powers will be required, and if the signatories have changed or the signatory list has not been provided during the previous twelve months.

|   | Signature            | Country where signed | Date  |
|---|----------------------|----------------------|---|
| 1 | <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"/> |
| 2 | <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"/> |

If the Contract is jointly owned, this form must be signed by all Contract Holders. If this form is not dated, Old Mutual Isle of Man will not be able to process the instruction.

If the Contract is under Security Cession, the Security Cessionary or Authorised Signatory must sign and date this request in the boxes included below.

### Signature of Cessionary

|  | Name of Company      | Contact details      | Date of Cession   |
|--|----------------------|----------------------|---|
|  | <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"/> |

  

|   | Signature            | Country where signed | Date  |
|---|----------------------|----------------------|---|
| 1 | <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"/> |
| 2 | <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"/> |

**Old Mutual International Contact Details:**

Telephone: +27 (0)21 509 2187 - Monday to Friday, from 08:00 - 16:30 (SAT).

Email: [ominternationalservice@omwealth.co.za](mailto:ominternationalservice@omwealth.co.za)IMS Login: <https://www.omi-int.com/ims/login>Website: [www.omi-int.com](http://www.omi-int.com)**ANNEXURE 1: Important Requirements and Information****Supporting Documentation Requirements****Supporting documentation which may be required**

|   |  |
|---|--|
| <b>Individual Contract Holders/individual Trustees:</b> | <ul style="list-style-type: none"> <li>• <b>A “selfie” of the contract holder/s holding their Identity Document (ID) along with a separate clear uncertified copy of the same ID OR a certified copy of identification</b> will be required if the existing document held by Old Mutual Isle of Man has expired and/or changed. (If the new <b>South African ID Card</b> is submitted as Proof of Identity, please ensure that both sides of the ID card is submitted as the rear/back view of the ID Card reflects the date of issue).</li> <li>• <b>An uncertified E-statement downloaded as a pdf, ie not printed and scanned before submitting OR a certified copy of the proof of residential address</b> will be required if the existing document held by Old Mutual Isle of Man has changed. The document must not be older than 3 months indicating the residential address for each contract holder.</li> <li>• Proof of banking details, not older than 3 months in the name of one of the contract holder/s (except where proceeds have previously been paid to the same bank account).</li> </ul>   |
| <b>Trust/Corporate Contract Holders</b>                 | <ul style="list-style-type: none"> <li>• <b>A “selfie” of the contract holder/s holding their Identity Document (ID) along with a separate clear uncertified copy of the same ID OR a certified copy of identification</b> will be required if the existing document held by Old Mutual Isle of Man has expired and/or changed. (If the new <b>South African ID Card</b> is submitted as Proof of Identity, please ensure that both sides of the ID card is submitted as the rear/back view of the ID Card reflects the date of issue). For the signatories and at least two directors, one of whom must be an executive director.</li> <li>• <b>An uncertified E-statement downloaded as a pdf, ie not printed and scanned before submitting OR a certified copy of the proof of residential address</b> will be required if the existing document held by Old Mutual Isle of Man has changed. The document must not be older than 3 months indicating the residential address for the signatories and at least two directors, one of whom must be an executive director.</li> <li>• Certified copy of the Authorised signatory list/Resolution may be required.</li> <li>• Certified copy of the Extract of the Trust Deed and SA High Court Letter of Authority may be required.</li> </ul> |
| <b>Third party payments</b>                             | <p>Old Mutual Isle of Man's policy is not to pay withdrawal proceeds to third parties. However, payment may be considered in the following circumstances (third party payment requests other than these below will be rejected):</p> <ul style="list-style-type: none"> <li>• An account in the Contract Holder's name at a reputable well known and well regulated financial institution, clearly referenced with the name of the Old Mutual Isle of Man Contract Holder, and upon receipt of a signed copy of the new investment application, or evidence of an existing account.</li> <li>• To an attorney/solicitor's account referenced with the name of the Contract Holder.</li> <li>• Payment to a spouse if the spouse is not a Contract Holder. A suitably certified copy of the marriage certificate, spouse's passport or national ID card and a suitably certified copy of proof of residential address.</li> </ul>   |
| <b>Certification Requirements</b>                       | <p><u>In the certification, preferably but not necessarily in the form of a stamp, the certifier must:</u></p> <ul style="list-style-type: none"> <li>* State the capacity in which they are certifying the document, e.g., that they are a Commissioner of Oaths, Advocate, Lawyer, SA Attorney, Notary Public, an employee of Old Mutual International or any group company, an IFA or CFP regulated in SA, an Accountant or a Police Officer.</li> <li>* Certify and include the following wording: 'Certified a true copy of the original document, which I have seen, and a true likeness of the person whom I have met.'</li> <li>* Sign and date the certification, and provide their full name and contact details in the form of a physical address and include telephone number or email address.</li> </ul>   |

**Important Information**

1. Please ensure you complete all sections of this form in full.
2. Speak to your financial adviser to ensure you are following the most suitable course of action for your circumstances.
3. Be aware that in the first five years, withdrawals are subject to restrictions. It may be that you are unable to access all or part of your capital during the initial five-year period. Any withdrawal may be subject to the recovery of any outstanding fees and taxes on your contract. Full details can be found in the Investment Portfolio and Investment Portfolio+ General Conditions.
4. Be aware that your withdrawal request will be sent for pricing upon receipt of a fully completed and signed instruction.
5. Be aware that where trades have been initiated, the withdrawal request cannot be cancelled.
6. Custodian Accounts: It is the DIM/Contract Holder responsibility to send all trading instructions and for instruments held in the account which includes sale of assets for a withdrawal.

**The Old Mutual Isle of Man contracts are long-term insurance contracts. In terms of the General Code of Conduct for Financial Services Providers, if your financial adviser has advised you to replace this investment contract with any other financial product, they are obliged to disclose to you in writing the actual and potential financial implications, costs and consequences of the replacement, including:**

- Fees and charges on the replacement contract in comparison to this contract, which have been or will be paid on this investment, including initial commission and ongoing advice fees. *Note: If there will be a replacement contract, you may incur some charges and fees twice, ie on the exit contract for accrued fees and the new contract. Furthermore, there may be restrictions on the amount you are allowed to withdraw if the new contract initiates a new five-year restricted period. Any differences in tax implications between the replacement product and your Old Mutual Isle of Man contract, including taxation of proceeds,*
- Any material differences in investment risk between the replacement investment and this contract,
- Any withdrawal penalties which may be payable on withdrawal from the contract,
- Any differences in liquidity between the replacement investment and this contract, and
- All incentives, remuneration, commission or fees to be received on the replacement investment as well as any that may have been received on this contract.

*In addition, your financial adviser is required to provide you with a comparison with other financial products considered, the reason why the replacement investment is more suited to your needs than your Old Mutual Isle of Man contract and a summary of the information and material on which their advice is based. Your financial adviser is obliged to notify Old Mutual Isle of Man of this advice, in writing, no later than the date of submission of this withdrawal form to its offices.*



## ANNEXURE 2: Data Privacy Notices

### Old Mutual Isle of Man Branch Privacy Notice:

The Company: Old Mutual Isle of Man Branch of Old Mutual Life Assurance Company (South Africa) Limited

Jurisdiction: Isle of Man

Contact details for the Data Protection Officer:

**Telephone:** +44 (0) 1624 690200

**E-mail:** [enquiries@impactiom.com](mailto:enquiries@impactiom.com)

**Postal:** 5A Village Walk, Onchan, Isle of Man, IM3 4EA

The Company processes your personal data and that of any other party whose personal data has been supplied to us, for the purpose of establishing and servicing the IP+ contract. Personal data will be processed and may be shared with other parties outside of the Old Mutual Group for the following purposes:

- (a) Check against credit reference or databases to verify information provided for regulatory due diligence purposes. Prevention and detection of crime including money laundering, terrorist financing, bribery, or fraud;
- (b) Allow for the provision of services relating to reinsurance, data hosting, online services, payment or reporting of any tax or levy, or provision of any other services to Contract Holders from time to time;
- (c) Enable your appointed financial adviser to assist in the provision of services to the Contract Holder;
- (d) Compile statistical analysis or market research, where information is not specific to an individual.
- (e) Comply with any legal obligation which includes the releasing of personal data to regulators, law enforcement authorities or other bodies where there is a legal requirement to do so.

### Transfer of data

Personal data may be shared or transferred both within the Isle of Man and the European Economic Area (EEA) and outside the EEA with members of the Old Mutual Group (OMG) and third parties who provide services to OMG. It should be noted that countries outside the EEA do not necessarily have data protection legislation equivalent to those that apply within the Isle of Man or EEA. In such instances, we will ensure that the transferred personal data is protected by a data transfer contract.

### How to withdraw consent

You can withdraw your consent for us holding your personal information at any time.

Should you withdraw your consent, preventing the processing of your personal data, this may impact the service we provide, or stop us from administering your contract.

### Privacy policy

You will find parts of this notice included as part of our full privacy notice on our website ([www.omi-int.com/privacyPolicy.html](http://www.omi-int.com/privacyPolicy.html)) and in the Investment Portfolio+ General Conditions.

### Data Protection Officer (DPO)

You can contact the DPO for a full copy of our privacy notices using the contact details above.

### Old Mutual Life Assurance Company South Africa (OMLACSA) Privacy Notice:

The Old Mutual Group may use your information or obtain information about you for the following reasons:

- (a) Underwriting;
- (b) Assessment and processing of claims;
- (c) Credit searches and/or verification of personal information;
- (d) Claims checks (ASISA Life and Claims Register);
- (e) Tracing beneficiaries;
- (f) Fraud prevention and detection;
- (g) Market research and statistical analysis;
- (h) Audit and record keeping purposes;
- (i) Compliance with legal and regulatory requirements;
- (j) Verifying your identity;
- (k) Sharing information with service providers we engage to process such information on our behalf or who render services to us. These service providers may be abroad, but we will not share your information with them unless we are satisfied that they have adequate security measures in place to protect your personal information.

You may access your personal information that we hold and may also request us to correct any errors or to delete this information. In certain cases you have the right to object to the processing of your personal information.

You also have the right to complain to the Information Regulator, whose contact details are:

**Website:** <https://www.justice.gov.za/infoereg>

**General enquiries:** [infoereg@justice.gov.za](mailto:infoereg@justice.gov.za)

**Complaints:** [complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za)

To view our full privacy notice and to exercise your preferences, please visit – [www.oldmutual.co.za](http://www.oldmutual.co.za)