



FORM OF DISCHARGE FOR FULL OR PARTIAL ENCASHMENT

This form should only be used to request a partial or full encashment from an Old Mutual Guernsey contract.

BEFORE COMPLETING AND SUBMITTING THIS FORM YOU SHOULD:

- Speak to your financial adviser to ensure you are following the most suitable course of action for your circumstances
- Refer to your Contract Terms and Conditions and product literature.
- Old Mutual Life Assurance Company South Africa (OMLACSA) has provided details of all our Privacy Notices to you via our literature and General terms and conditions. Our full Privacy Policy can be viewed at www.omi-int.com/privacyPolicy.html or can be obtained by requesting a copy from our Data Protection Officer at enquiries@impaction.com.

The Old Mutual Guernsey 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 policy with any other financial product, he/she is 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 policy in comparison to this contract, which have been or will be paid on this investment, including initial commission and ongoing advice fees,
- any differences in tax implications between the replacement product and your Old Mutual Guernsey contract, including taxation of proceeds,
- any material differences in investment risk between the replacement investment and this contract,
- any encashment penalties which may be payable on encashment from the contract,
- any differences in liquidity between the replacement product and this investment, and
- all incentives, remuneration, commission or fees to be received on the replacement product 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 product is more suited to your needs than your Old Mutual Guernsey contract and a summary of the information and material on which his/her advice is based. Your financial adviser is obliged to notify Old Mutual Guernsey of this advice no later than the date of submission of this Form of Discharge to its offices.

TO COMPLETE THIS FORM:

- Use BLOCK LETTERS only
- Use blue or black ink
- Specify choices as appropriate
- Complete all relevant sections; refer to the guidance notes where relevant
- Do not use correction fluids; any amendments should be crossed out and initialled by all Contract Holders
- Please submit a separate form for each investment to be encashed.

For a list of important requirements and guidance notes to complete this form please refer to page 2.



IMPORTANT REQUIREMENTS AND GUIDANCE NOTES

Certification Requirements:

In the certification, preferably but not necessarily in the form of a stamp, the certifier must:

- state that he/she is a Commissioner of Oaths, Advocate, Lawyer, Solicitor, Accountant or Notary Public,
- certify that he/she has seen the original document, and that the copy is a true copy of the original,
- sign and date the certification, and
- provide his/her full name and contact details in the form of a physical address.

To start the encashment process, documentation can be faxed through initially, but please bear in mind that the funds will only be released once all original documentation has been received and verified by Old Mutual Guernsey.

Please provide the documents indicated below (✓)

In order to initiate an encashment and secure the next available price date:

1. ☐ Original fully completed, signed and dated Form of Discharge.
 - Page 7 must be signed by all Contract Holders

Old Mutual Guernsey's policy is not to make Third Party payments. However, payment may be considered in the following circumstances:

- Payments to a recognised Investment House, agreed with Old Mutual Guernsey, clearly referenced with the name of the Old Mutual Guernsey Contract Holder along with a signed copy of the new investment application.
- Payment to a Solicitor/Executor following a death claim. In this case the appropriate Death Claim form must be completed.

All requests for payment to Third Parties other than those stated above will be rejected.

In order to action the payment of the encashment proceeds:

2. ☐ An originally certified copy of a valid passport OR a bar-coded ID for each Contract Holder with clear and recognisable photo likeness.

NB: ID must not be older than 10 years from date of issue. If the ID is older than 10 years (maximum 20 years) an originally certified clear and recognisable copy of a valid Driver's Licence must accompany the originally certified copy of the ID. Alternatively the certifier must certify that the ID is a true likeness of the person represented and that it is a true copy.

3. ☐ Original or originally certified copy of proof of residential address for example: utility bill, bank statement, not older than three months from date of issue, for each Contract Holder (Postal or P.O. Box addresses will not be accepted unless a supply address is shown).

Should the policy be jointly owned by a married couple and one of the owners is unable to produce proof of residential address due to all correspondence being addressed to their spouse, Old Mutual Guernsey will accept the following:

- Original or originally certified copy of residential address for the correspondent party,
- Originally certified copy of a marriage certificate, and
- A letter signed by the servicing adviser confirming that the clients are currently married and cohabiting.
- Where no financial adviser, a letter signed by both spouses confirming that they are currently married and cohabiting.

4. ☐ Trust/Corporate Contract Holders

- Originally certified copy of a valid passport OR a bar-coded ID for all named persons on the Trust Deed or Company documentation or any documentation evidencing changes to the Deed or documentation with clear and recognisable photo likeness.

NB: ID must not be older than 10 years from date of issue. If the ID is older than 10 years (maximum 20 years) an originally certified clear and recognisable copy of a valid Driver's Licence must accompany the originally certified copy of the ID, or the certifier must certify that it is a true likeness of the person represented and that it is a true copy.

- Original or originally certified copy of proof of residential address for example: utility bill, bank statement, not older than three months from date of issue, for all named persons on the Trust Deed or Company documentation or any documentation evidencing changes to the Deed or documentation.
- Originally certified copy of Trust Deed and any change documentation if applicable
- Authorised signatory list with specimen signatures and signing powers.

5. ☐ Any amendments to the form must be initialled by all Contract Holders.

6. ☐ Please ensure that you have made yourself aware of the contract Terms and Conditions surrounding encashments as well as the early encashment charges relevant to the contract.



A DETAILS OF THE CONTRACT TO BE ENCASHED

Contract number from to

Please submit a separate form for each investment to be encashed.

TYPE OF INVESTMENT (✓)

☐ Life Account ☐ Life Account 2 (Complete Section B2 Type of Encashment)

☐ Other (please specify)

TRUST/CORPORATE (✓)

Trust/Corporate name

DETAILS OF CONTRACT HOLDER(S) (✓)

Contract holder(s)	1. <input type="text"/>	2. <input type="text"/>
	3. <input type="text"/>	4. <input type="text"/>
	4. <input type="text"/>	6. <input type="text"/>

Contract Holder 1 residential address	<input type="text"/>
	<input type="text"/>

Contract Holder 2 residential address	<input type="text"/>
	<input type="text"/>

Contract Holder 3 residential address	<input type="text"/>
	<input type="text"/>

Contract Holder 4 residential address	<input type="text"/>
	<input type="text"/>

Contract Holder 5 residential address	<input type="text"/>
	<input type="text"/>

Contract Holder 6 residential address	<input type="text"/>
	<input type="text"/>

Contact details for any queries relating to this encashment

Email address

Telephone/cell number

Please complete either section B1 OR B2 to follow.



B1 FOR ALL CONTRACTS EXCEPT LIFE ACCOUNT 2

For Life Account 2 encashments please complete Section B2 on the next page

Reason for
encashment

FULL ENCASHMENT

Is this a full encashment? (✓) Yes ☐

By ticking above, I/we acknowledge that the amount paid constitutes full and final settlement and where applicable will incur an early encashment charge. Please refer to your Contract Terms and Conditions.

PARTIAL ENCASHMENT OPTIONS (PLEASE CHOOSE ONE OF THE FOLLOWING)

I/We acknowledge that the benefits secured by the Contract will be reduced when the partial encashment is effected, as detailed in the Contract Terms and Conditions.

B1.1 I/We require a partial encashment in Contract Currency of:

proportionate across all funds held in Contract Currency

Note: this cannot be a ZAR amount and must be quoted in Contract Currency

OR

B1.2 I/We require the maximum partial encashment amount (✓) ☐

OR

B1.3 I/We require a partial encashment as detailed below

Please state in the space below which specific fund(s) held in the Contract should be encashed.

Please tick one of the options below to confirm how the encashment should be actioned (✓).

Number of units ☐ OR Percentage ☐ OR Amount in Contract Currency ☐

A mix of amount, percentage and unit encashment cannot be accepted.

Encashments from Managed Portfolios can only be accepted in percentages.

Fund name

Number of Units/Percentage/Amount in
Contract Currency (as indicated above)

Please now refer to sections C and D.



B2 FOR LIFE ACCOUNT 2 ENCASHMENTS ONLY

You should be aware that in the first five years, encashments are subject to restriction. It may be that you are unable to access all or part of your capital during the initial five-year period. Any encashment may be subject to an early encashment charge. Full details can be found in the Life Account 2 General Conditions.

Reason for
encashment

Please refer to the following encashment options and complete the appropriate section to confirm your encashment choice for Life Account 2.

FULL ENCASHMENT

Full encashment? (✓) Yes ☐

By ticking above, I/we acknowledge that the amount paid constitutes full and final settlement of any and all claims under all Contracts and where applicable will incur an early encashment charge in accordance with Life Account 2 General Conditions.

FULL ENCASHMENT OF A SPECIFIC NUMBER OF CONTRACTS

Full encashment (specific number) of **Contracts**

By completing the box above, I/we acknowledge that the amount paid constitutes full and final settlement of any and all claims under these Contracts and where applicable will incur an early encashment charge in accordance with Life Account 2 General Conditions.

PARTIAL ENCASHMENT OPTIONS (PLEASE CHOOSE ONE OF THE FOLLOWING)

I/We acknowledge that the benefits secured by the Contract will be reduced when the partial encashment is effected, as detailed in the Life Account 2 General Conditions.

B2.1 I/We require a partial encashment in Contract Currency of:

proportionate across all funds held in Contract Currency

Note: this cannot be a ZAR amount and must be quoted in Contract Currency

OR

B2.2 I/We require the maximum partial encashment amount (✓) ☐

OR

B2.3 I/We require a partial encashment as detailed below

Please state in the space below which specific fund(s) held in the Contract should be encashed.

Please tick one of the options below to confirm how the encashment should be actioned (✓).

Number of units ☐ OR Percentage ☐ OR Amount in Contract Currency ☐

A mix of amount, percentage and unit encashment cannot be accepted.

Encashments from Managed Portfolios can only be accepted in percentages.

Fund name

Number of Units/Percentage/Amount in
Contract Currency (as indicated above)

Please now refer to sections C and D.



C PAYMENT DETAILS

Please make sure this section is completed in clear BLOCK CAPITALS.

If you do not indicate which currency you wish to receive the payment in, we will make the payment in your Contract Currency.

BANK ACCOUNT DETAILS

Please send via electronic transfer to the following account.

Note: where a separate addendum has been provided with banking details, this must be signed by all Contract Holders.

Please select the applicable currency listed below (✓)

US\$ ☐ £ ☐ € ☐ ZAR ☐

BENEFICIARY BANK (Always complete this section)

Bank name	<input type="text"/>		
Bank address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
Account holders name	<input type="text"/>		
Account number	<input type="text"/>	Sort code (GBP only)	<input type="text"/> - <input type="text"/> - <input type="text"/>
International Bank Account Number (IBAN)	<input type="text"/>		
SWIFT/bank code	<input type="text"/>	Branch code	<input type="text"/> - <input type="text"/> - <input type="text"/>
Ref to be quoted	<input type="text"/>		

CORRESPONDENCE/ROUTING (To be completed for all currencies except GBP & ZAR)

Correspondent Bank	<input type="text"/>		
Account number	<input type="text"/>	Sort code	<input type="text"/> - <input type="text"/> - <input type="text"/>
International Bank Account Number (IBAN)	<input type="text"/>		
SWIFT/bank code	<input type="text"/>	Branch code	<input type="text"/> - <input type="text"/> - <input type="text"/>
Ref to be quoted	<input type="text"/>		

Old Mutual Guernsey's policy is not to make Third Party payments.

However, payment may be considered in the following circumstances:

- Payments to a recognised Investment House, agreed with Old Mutual Guernsey, clearly referenced with the name of the Old Mutual Guernsey Contract Holder and providing a signed copy of the new investment application is attached.
- Payment to a solicitor/executor following a death claim. In this case the appropriate Death Claim form must be completed.

All requests for payment to Third Parties other than those stated above will be rejected.



D DECLARATION

I/We instruct Old Mutual Guernsey to make payments as detailed on page 6 and understand:

- Whilst payment can be made in any major currency, encashment instructions can only be accepted in Contract denomination.
- The current minimum request that will be accepted is as detailed in the Product Information Sheet.
- That payments will incur bank transmission charges.
- Most funds are currently priced weekly and unit transactions carried out on a forward pricing basis. For funds that are not weekly priced, proceeds can only be paid after the next available price date, which may result in delay to all or part of the payments. Details can be found in the specific fund literature.
- A Market Value Adjustor may apply for disinvestment for Fixed Rate Accounts.
- The charges that may be levied against this encashment as detailed in the Terms and Conditions.
- That encashments will be made in accordance with any applicable legislation.
- Certain funds may have extended redemption periods applied from time to time and this may delay any encashments, exchanges of units, claims or switches out from such a fund.
- Where a Contract has been issued as one of a number of Contracts this request applies to all.
- Failure to complete all relevant bank details or provide all required documentation will delay payment for which Old Mutual Guernsey will accept no liability.
- Old Mutual Guernsey's legal obligation is to pay proceeds in the currency in which the Contract is denominated. If payment is requested in a currency other than the Contract denomination this may result in delays, arising from availability of forex and other reasons beyond the control of Old Mutual Guernsey.
- Where a full surrender has been paid, this will be in full and final settlement and Old Mutual Guernsey 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 Guernsey can accept no liability for delays or costs.

Authorised signature(s) of Contract Holder(s). All signatures must be dated.

Signature	Print name	Date
1. <input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text"/>	<input type="text"/>
6. <input type="text"/>	<input type="text"/>	<input type="text"/>

Please note that if the Contract is jointly owned, this form must be signed by all authorised signatories. If this form is not dated Old Mutual Guernsey will not be able to process the instruction.

If the Contract is under Security Cession, the authorised signatory(ies) of the Security Cession must sign and date this request.

(Note: a certified authorised signatory list including signing powers must accompany this instruction)

Authorised signatory of Securitisation Cessionary

Signature	Print name	Date
1. <input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>

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INTERNATIONAL

www.omi-int.com

Old Mutual Guernsey is the trading name of Old Mutual Life Assurance Company (South Africa) Limited, Guernsey Branch. Old Mutual Guernsey, whose principal place of business is Albert House, South Esplanade, St Peter Port, Guernsey, GY1 1AW, is a branch of Old Mutual Life Assurance Company (South Africa) Limited, which is incorporated in South Africa. Old Mutual Guernsey is licensed by the Guernsey Financial Services Commission under The Insurance Business (Bailiwick of Guernsey) Law, 2002 to carry on long term insurance business.

Old Mutual Life Assurance Company (South Africa) Limited, Registration Number 1999/004643/06. A licensed FSP and Life Insurer. Registered office: Mutual Park, Jan Smuts Drive, Pinelands, Cape Town, South Africa.