



AIMS Transfer Guide

Absa Linked Investment

Dear Financial Adviser

Thank you for considering Absa Investment Management Services (AIMS) to provide solutions to assist you and your clients in constructing proficient and goal-driven investment portfolios. Our talented teams who relentlessly drive a performance culture, are passionate about markets and delivering superior results.

This Transfers Guide is a document that serves to provide you with the necessary information when transferring your book to AIMS. It comprises of a summary of each of the product transfer processes, as well as a list of documents required to start the transfer process.

In the event that the selected funds are not on the AIMS platform, an additional process to make the funds available will be initiated. Providing the required documentation up front, will result in the timely conclusion of your book transfer.

Should you have any questions or queries about this process, please feel free to contact your dedicated Client Service Consultant. Regards, Absa Investment Management Services (AIMS) Team

Section 14 transfer to AIMS (Retirement Annuity and Preservation Funds)

Initial requirements:

- AIMS One Investment Application Form fully completed and signed by the policyholder
- AIMS Quote fully completed and signed by the member (regulation 28 aligned)
- A copy of the member's identity document
- Proof of banking details in the form of a cancelled cheque or recent copy of a bank statement
- Mandate (only applicable if the member is investing in a Managed Wrap Portfolio)
- The policyholder's current policy statement from the Transferring Company (only applicable when instructing a unit transfer).

Procedure:

- All section 14 requirements must be submitted via email to aimstransfers@absa.co.za
- Once all the requirements have been provided, AIMS will submit the section 14 instruction to the Transferring Company within 2 business days and request the Form H
- AIMS will sign the Form H on receipt and return it to the transferring company within 5 business days

- AIMS will request the Form J, the proof of payment or unit transfer, and the SARS ROT from the transferring company
- On receipt of the Form J, SARS ROT and transfer of cash or units, AIMS will finalize the transfer within 5 business days.

Section 37 transfer to AIMS (Living Annuity)

Initial requirements:

- AIMS One Investment Application Form fully completed and signed by the policyholder
- A copy of the policyholder's identity document
- Proof of banking details in the form of a cancelled cheque or recent copy of a bank statement
- Mandate (only applicable if the policy holder is investing in a Managed Wrap Portfolio)
- The policyholder's current policy statement from the Transferring Company (only applicable when instructing a unit transfer).

Procedure:

- All section 37 requirements must be submitted via email to Aimstransfers@absa.co.za
- Once all requirements have been provided, AIMS will submit the section 37 instruction to the transferring company within 2 business days by email and request the annexures
- Once received AIMS will draft and sign the annexures before requesting them to be signed by the client
- Once AIMS receives the signed annexures from the client, AIMS will return them to the transferring company, and request the confirmation of transfer
- On receipt of the transfer of cash or units, AIMS will finalize the transfer within 5 business days.

Discretionary Transfer to AIMS (Investment Account)

Initial requirements:

- AIMS One Investment Application Form fully completed and signed by the policyholder
- AIMS Units Transfers Form fully completed and signed by the policyholder
- A copy of the client's identity document
- Proof of banking details in the form of a cancelled cheque or recent copy of a bank statement
- Policyholder's current statement from the transferring company

- Mandate (only applicable if the policyholder is investing in a Managed Wrap Portfolio).

Procedure:

- All Discretionary Unit Transfers requirements must be submitted via email to Aimstransfers@absa.co.za
- Once all requirements have been provided, AIMS will submit the instruction to the transferring company within 2 business days and request confirmation of the unit transfer
- On receipt of the confirmation of the unit transfer, AIMS will process the instruction within 5 business days.

Discretionary Transfer to AIMS (Tax Free Savings Account)

Initial requirements:

- AIMS One Investment Application Form fully completed and signed by the policyholder
- Tax Free Savings Transfer Form fully completed and signed by the policyholder
- A copy of the client's identity document
- Proof of banking details in the form of a cancelled cheque or recent copy of a bank statement
- Policyholder's current statement from the transferring company reflecting all contributions and current funds

Procedure:

- All Discretionary Unit Transfers requirements must be submitted via email to Aimstransfers@absa.co.za
- Once all requirements have been provided, AIMS will submit the instruction to the transferring company within 2 business days and request confirmation of the unit transfer
- On receipt of the confirmation of the unit transfer, AIMS will process the instruction within 5 business days.

Transferring Fund Requirements:

In addition to the requirements stated under "Initial requirements", the following is required by the respective transferring companies:



Alexander Forbes

- AIMS One Investment Application Form fully completed and signed
- A copy of the client's identity document
- Section 14 & 37: Alexander Forbes Section 14/37 Form fully completed and signed
- Please note: "hybrid" transfers are processed (units and cash).

Allan Gray

- AIMS One Investment Application Form fully completed and signed
- Transfer out form (Section 37 and section 14 transfers)
- Client's income tax number
- Please note: "hybrid" transfers are processed (units and cash).

Citadel

- AIMS One Investment Application Form fully completed and signed
- Transfer letter (written instruction signed by the client instructing the transfer)
- Cash or unit transfers can be processed.

Discovery

- AIMS One Investment Application Form fully completed and signed
- Section 14: Discovery Application for Section 14 transfer out
- A copy of the client's identity document
- Transfer letter (written instruction signed by the client instructing the transfer)
- Client's income tax number
- Replacement Policy Advice Record Form (for Retirement Annuity Funds only)
- Cash or unit transfers can be processed.

Old Mutual Wealth

- AIMS One Investment Application Form fully completed and signed
- A copy of the client's identity document
- Section 14: Old Mutual Wealth Pre-Retirement Investments Section 14 Transfer Out Form
- Transfer letter (Letter of intent signed by the client instructing a Section 37 transfer).

Old Mutual Max Investments

- AIMS One Investment Application Form fully completed and signed
- A copy of the client's identity document
- Transfer letter (Letter of intent signed by the client instructing the transfer)

- Please note: Once the initial requirements (as listed in the list of "Initial Requirements") have been submitted to AIMS, additional form/s depending on the type of transfer may be requested to be completed by Old Mutual Max Investments.

Fairbairn Capital (Galaxy)

- AIMS One Investment Application Form fully completed and signed
- A copy of the client's identity document
- Transfer letter (Letter of intent signed by the client instructing the transfer)
- Cash or unit transfers can be processed, excluding the Cash Management Account, which will be transferred as cash.

Fairbairn Investment Frontiers

- AIMS One Investment Application Form fully completed and signed
- A copy of the client's identity document
- Transfer letter (Letter of intent signed by the client instructing the transfer)
- Please note: Voluntary Investments (VIP) may only be paid to the client, no third party payments are allowed. Section 14 and Section 37 transfers will be processed as cash transactions to the AIMS platform.

Glacier

- AIMS One Investment Application Form fully completed and signed
- Transfer letter (Letter of intent signed by the client instructing the transfer)
- Cash or unit transfers can be processed for section 14 and section 37 transfers.

Ninety One

- AIMS One Investment Application Form fully completed and signed
- Fully completed Investec Switch and Repurchase Form clearly indicating that the instruction is a unit transfer (discretionary products)
- Fully completed and signed Investec Transfer Out Form (Section 14 and Section 37 Transfers)
- Cash or unit transfers can be processed.

Investment Solutions

- AIMS One Investment Application Form fully completed and signed
- Investment Solutions (Alexander Forbes) Transfer Out Form fully completed and signed
- A copy of the client's identity document
- Please note: "hybrid" transfers are processed (units and cash).



Liberty

- AIMS One Investment Application Form fully completed and signed
- A copy of the client's identity document
- Aims Quote signed by the client
- Transfer letter (Letter of intent signed by the client instructing the transfer)
- Section 14: Liberty Application for Section 14 Out Form (for Retirement Annuity and Preservation Funds)
- Section 37: Liberty SARS member Information Form
- A Client Declaration will be issued once Liberty is satisfied with the initial requirements.

Metropolitan

- AIMS One Investment Application Form fully completed and signed Transfer letter (Letter of intent signed by the client instructing the transfer)
- A certified copy of the client's identity document, not older than 6 months
- Section 14 and Section 37: Replacement Policy Advice Record (RPAR).

Momentum Investo

- AIMS One Investment Application Form fully completed and signed
- Transfer letter (Letter of intent signed by the client instructing the transfer)
- Section 14 and Section 37: Replacement Policy Advice Record (RPAR)
- Section 14 and 37 transfers will be processed as cash transfers to the AIMS platform.
- Voluntary Investments (VIP) may only be paid to the client; no "third party payments" are permitted.

Momentum Wealth

- AIMS One Investment Application Form fully completed and signed
- Transfer letter (Letter of intent signed by the client instructing the transfer)
- Section 14 and Section 37: Replacement Policy Advice Record (RPAR)
- Cash or unit transfers can be processed.

Nedgroup Collective Investments

- AIMS One Investment Application Form fully completed and signed
- Transfer letter (Letter of intent signed by the client instructing the transfer)
- Old Mutual Section 14 Transfer Form.

Old Mutual

- AIMS One Investment Application Form fully completed and signed
- A copy of the client's identity document
- Transfer letter (Letter of intent signed by the client instructing the transfer)

- Old Mutual Section 14 Transfer Form
- Voluntary Investments (VIP) may only be paid to the client, no “third party payments” are permitted
- Section 14 and 37 transfers will be processed as cash transfers to the AIMS platform.

Sanlam/PPS

- AIMS One Investment Application Form fully completed and signed
- A copy of the client’s identity document
- Transfer letter (Letter of intent signed by the client instructing the transfer)
- Sanlam Transfer Form
- Please note: Old generation Sanlam/PPS policy numbers with an “X” are only processed as cash transfers. PPS process cash and unit transfers requests on Section 14 and Section 37 transfers.

Prudential

- AIMS One Investment Application Form fully completed and signed
- Transfer letter (Letter of intent signed by the client instructing the transfer)
- Transfer letter (Letter of intent signed by the client instructing the transfer)
- Prudential Repurchase Form (applicable to cash transfers) Prudential Indemnity Form.

Stanlib

- AIMS One Investment Application Form fully completed and signed
- Transfer letter (Letter of intent signed by the client instructing the transfer)
- Section 14 and 37: A certified copy of the client’s identity document with 3 specimen signatures
- AIMS Quote
- Voluntary Transfers: A certified copy of the client’s identity document with 3 specimen signatures if the client is not FICA compliant.

PSG Wealth

- AIMS One Investment Application Form fully completed and signed
- A certified copy of the client’s identity document with one specimen signature
- Transfer letter (Letter of intent signed by the client instructing the transfer). The letter should indicate the investment number and provide AIMS with authority to request information relating to the transfer from PSG wealth)
- PSG transfer Out Form fully completed and signed.

Discovery

Transfers in - Service level agreement	Tasks	SLA (Business Days)
Section 14	Initial assessment and submission of transfer request to transferring company	3
	Completion of regulated documents and trustee approval	5
	Policy activation upon receipt of all outstanding documents and proof of payment	3
Normal transfers (Retirement/employer withdrawal)	Initial assessment and submission of transfer request to transferring company	3
	Signing and returning of Recognition of transfer form (ROT)	2
	Policy activation upon receipt of all outstanding documents and proof of payment	3
Directive 135	Initial assessment and submission of transfer request to transferring company	3
	Completion of regulated documents and trustee approval	5
	Policy activation upon receipt of all outstanding documents and proof of payment	3



Old Mutual/Old Mutual Max and Wealth

Processing times (Please note that these are approximate times and may be impacted by volumes)

Request	Documentation/ Information Required	Estimated Processing Time
Request for Values	Recent Broker's note or instruction signed by policy holder with every request	5-10 working days from receipt of request
Form H Request	<ul style="list-style-type: none"> • A copy of Identity Document • A copy of Receiving Fund's Retirement Annuity Application Form signed by the client or most recent statement of the existing retirement annuity 	10-14 working days from receipt of Transfer of Interest Form
	<ul style="list-style-type: none"> • A fully completed Transfer of Interest Form (including all tick boxes – Yes or No) 	
	<ul style="list-style-type: none"> • A valid tax number 	
Payment Request & Form J	<ul style="list-style-type: none"> • Counter-signed Form H 	10-14 working days to apply for a Nil Tax Directive from SARS to proceed with payment. If unsuccessful, transfer is delayed
	<ul style="list-style-type: none"> • Tax may be declined by SARS if client's latest ID number is not updated on their records 	

SLA's are as at August 2020 and that we will not be held liable for any changes made from the different LISP companies

STANLIB

Process and Applicable Products	Tasks	Turnaround Time
Section 14 In Retirement Annuity, Pension Preservation, Provident Preservation	Initial instruction assessed. Outstanding requirements communicated (if applicable).	2 Working Days
	Completion of regulatory documents and Trustee approval.	5 Working Days
	Fully complete and compliant instructions will be processed.	5 Working Days
Section 14 In Retirement Annuity, Pension Preservation, Provident Preservation	Initial instruction assessed. Outstanding requirements communicated (if applicable).	2 Working Days
	Completion of regulatory documents and Trustee approval.	5 Working Days
	Fully complete and compliant instructions will be processed.	10 Working Days
Section 37 In (Directive 135) Living Annuity	Initial instruction assessed. Outstanding requirements communicated (if applicable).	2 Working Days
	Completion of regulatory documents.	10 Working Days

	Fully complete and compliant instructions will be processed.	10 Working Days
Section 37 Out (Directive 135) Living Annuity	Initial instruction assessed. Outstanding requirements communicated (if applicable).	2 Working Days
	Completion of regulatory documents.	10 Working Days
	Fully complete and compliant instructions will be processed.	10 Working Days
Discretionary Product Unit Transfers In Investment Account	Initial instruction assessed. Outstanding requirements communicated (if applicable).	2 Working Days
	Fully complete and compliant instructions will be processed.	10 Working Days
Discretionary Product Unit Transfers Out Investment Account	Initial instruction assessed. Outstanding requirements communicated (if applicable).	2 Working Days
	Fully complete and compliant instructions will be processed.	7 Working Days

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Discretionary Product Cash Transfers Out Investment Account	Initial instruction assessed. Outstanding requirements communicated (if applicable).	2 Working Days
	Fully complete and compliant instructions will be processed.	5 Working Days

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FNB Wealth/Ashburton

Request	Estimated processing Time
Compliance	24 hours from receipt of request
Send Out Requirements	24 hours from receipt of request and await response
Form H - Form J and Annexures	10-14 working days to apply for a Nil Tax Directive from SARS to proceed with payment. If unsuccessful, transfer is delayed
Complete Transfer	Depends on the transferring company, but should take 21 working days

SLA's are as at August 2020 and that we will not be held liable for any changes made from the different LISP companies

Liberty

Request	Turnaround Time
Unit Transfers	10 Working days
Section 14	180 Days
Signing of Form H (Section 14)	10 Working days
Signing of Form J (Section 14)	10 Working days
Signing of Annexures (Section 37)	10 Working days
Client Declaration	30 Working days

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Ninety One

Transfer Type	Tasks	Turnaround Time
Section 14	Conform and Request to transferring company	5 Working Days
	Rejection resolution by Advisor	3 to 30 Working Days
	Declaration\Interest form From Transferring Company	N/A
	Request form H	2 Working days
	Wait Form H From Transferring Company	20 Working days
	Sign Form H and request Form J	2 Working days
	Waiting for Form J/ROT From Transferring Company	14 Working days
	Sign Form J and request POD	2 Working days
	Wait for POD From Transferring Company	7 Working days
Authorise and Load transfer	5 Working days	

SLA's are as at August 2020 and that we will not be held liable for any changes made from the different LISP companies

Section 37	Conform and Request to transferring company	5 Working Days
	Rejection resolution by Advisor	3 to 30 Working Days
	Waiting for Outgoing Annexure From Transferring Company	20 Working days
	Prepare incoming Annexures	7 Working days
	Waiting for Client to sign Annexures	3 to 30 Working Days
	Submit Annexures and request Tax directive details	5 Working days
	Wait for Tax directive details From Transferring Company	14 Working days
	Submit ROT to SARS and request POD	5 Working days
	Wait for POD From Transferring Company	7 Working days
	Authorise and Load transfer	5 Working days

SLA's are as at August 2020 and that we will not be held liable for any changes made from the different LISP companies

Discretionary Unit Transfers	Conform and Request to transferring company	5 Working Days
	Rejection resolution by Advisor	3 to 30 Working Days
	Waiting for Closing and WAC statement From Transferring Company	20 Working days
	Authorise and Load transfer	7 Working days

SLA's are as at August 2020 and that we will not be held liable for any changes made from the different LISP companies

Momentum

Transfers in - Service level agreement	Tasks	SLA
		(Business Days)
Section 37	Finalizing the transfer once it is compliant	10-14 Working days
Section 14		180 days

SLA's are as at August 2020 and that we will not be held liable for any changes made from the different LISP companies

Citadel

Transfer Type	Tasks	Turnaround Time
Sec14,Sec37 and Unit Transfers	Compliance,Drafting and Finalizing	180 Days

Alexander Forbes

Transfer Type	Tasks	Turnaround Time
Sec14,Sec37 and Unit Transfers	Compliance,Drafting and Finalizing	180 Days

Fairbairn Capital

Transfer Type	Tasks	Turnaround Time
Sec14,Sec37 and Unit Transfers	Compliance,Drafting and Finalizing	180 Days/ depneding on how complex the transfer is

Nedgroup

Transfer Type	Tasks	Turnaround Time
Sec14,Sec37 and Unit Transfers	Compliance,Drafting and Finalizing	180 Days

