



SUBMITTING CONTRACT CHANGES ONLINE

Our clients and planners are at the centre of our business. To make it easier for you to manage your clients' investments we have designed our secure planner website to **encourage you to focus on your clients' unique investment needs, one client at a time.**

Our intuitive online financial planning and transactional tools **support your dual role as a financial planner and business owner** by reducing your time spent on managing administrative requirements, allowing more time to focus on enriching your client relationships.

PLANNER BENEFITS



Quick & easy to use



Submit multiple transactions at the same time



Paper-based applications only required for certain transactions



Transact in a secure online environment

AMEND YOUR CLIENT'S INVESTMENT IN 3 SIMPLE STEPS:

1

Select the investment contract that you want to update or amend and select the types of changes* that you want to make.

2

Capture the relevant details.

3

Upload any supporting documents and click submit.

* The types of contract changes available depend on the investment vehicle.

WHAT TYPES OF CONTRACT CHANGES CAN I SUBMIT ONLINE FOR MY CLIENT?

WHAT IS YOUR CLIENT INVESTED IN?	CONTRACT CHANGES AVAILABLE TO YOU
LINKED INVESTMENT & STANDARD UNIT TRUST	<ul style="list-style-type: none"> • Add recurring investment or recurring withdrawal • Amend recurring investment fund allocation • Update your client's bank details • Distribution options • Cancel recurring investment
LIFE WRAPPED INVESTMENT	<ul style="list-style-type: none"> • Beneficiary nominations • Distribution options
TAX-FREE INVESTMENT	<ul style="list-style-type: none"> • Add recurring investment or recurring withdrawal • Beneficiary nominations (Old Mutual Wealth Tax-Free Investment only) • Distribution options (for Old Mutual Unit Trusts Tax-Free Investment)
PRESERVATION, RETIREMENT ANNUITY & LINKED RETIREMENT INCOME INVESTMENTS	<ul style="list-style-type: none"> • Add recurring investment on a Retirement Annuity investment • Beneficiary nominations • Distribution options • Retirement income changes at client's income anniversary

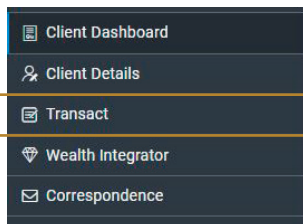
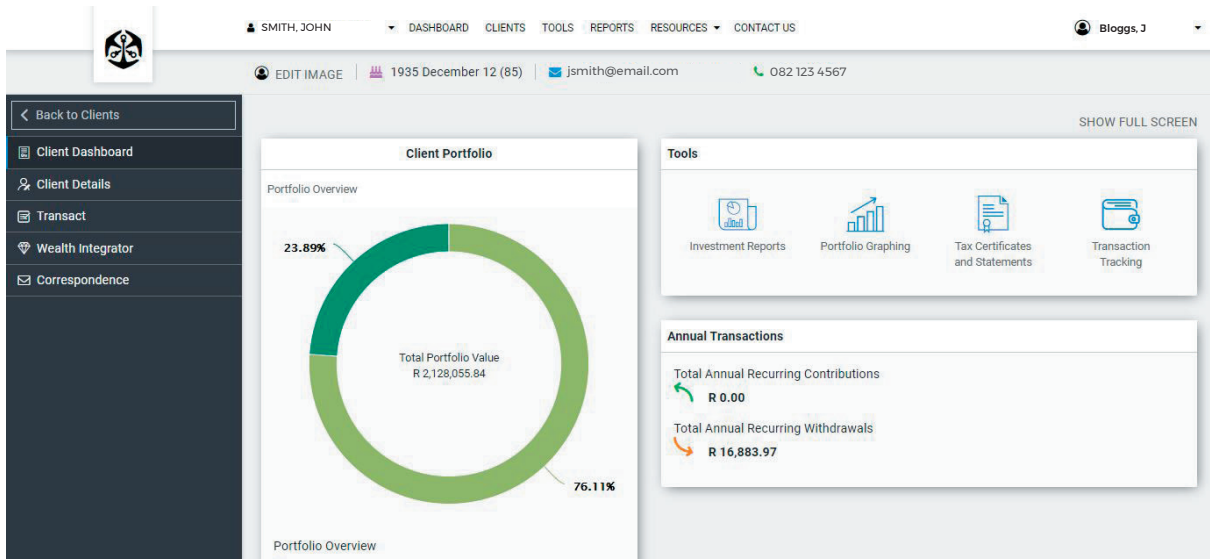
YOUR ONLINE EXPERIENCE

ACCESSING THE DASHBOARD

Simply click on your **Client List** to select your client and then click on **Dashboard**.

The screenshot displays the 'My Clients' section of a web application. At the top, there is a header 'My Clients' with a sub-description: 'Manage client details and portfolios using transacting capabilities to perform instructions on behalf on your clients.' Below this, there are two buttons: 'Go to Clients' (highlighted with a red box) and 'Add new Client'. A navigation bar at the bottom contains several tabs: 'Available Actions', 'Dashboard' (highlighted with a red box), 'Client Details', 'Engage', 'Calculators', 'Wealth Integrator', and 'Tools'. Below the navigation bar, client details for 'Smith, John' are shown, including an individual ID, contact information (phone numbers and email), and investment statistics (3 Investment Vehicles, R 2,128,055.84).

The **Client Dashboard** provides you with a **holistic view of your client's portfolio** – at a glance, you will be able to see your client's overall portfolio and by clicking on an interactive graph, you can drill down to view their investment details at a contract level, and even further to a fund level.

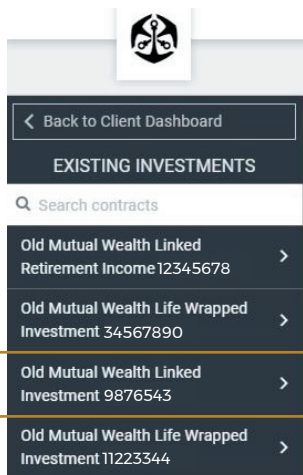


ACCESSING ONLINE CONTRACT CHANGES

All transactional tools can be accessed via the navigation menu on the left-hand side of the Dashboard. Simply click on **Transact**.

Here you will be able to see your client's existing investments on the left, as well as a list of transactions that are either:

- Captured but **Not Yet Submitted**
- **Submitted**, or
- **Awaiting Client Authorisation**.



Select the **Investment Contract** on which you would like to transact and click on **Contract Details** (as shown below).

You can amend or update your client's **Purpose of investment**.

Depending on the type of investment, you can add a **Recurring Investment** or simply amend the details for the **distribution of your client's dividends and fees**.

If you choose to **add a Recurring Investment**, you are required to capture all relevant investment-related information, e.g. **investment amount, fund allocation, fee and distribution details**.

Capture the investment amount and select the relevant transaction dates.

Old Mutual Wealth Linked Investment 9876543

What is your client investing for? (Optional)

Create a custom name for this Investment (Optional)

Investment Amounts: (You can set up a Lump Sum Investment, a Recurring Transaction or a combination of both)

Lump Sum

Recurring

Amount

Frequency

Preferred Debit Order Day

First Transaction Date

Escalation Rate

Month of Escalation

Recurring Investment
 The debit order dates reflected above are inclusive of the minimum 4 day lead time and to a maximum of 3 months into the future. Subsequent recurring investments will occur based on the frequency selected, calculated from the first transaction date.

Select a **Personal Investment Target** that supports your client's investment goals. This is an inflation-linked return target that will assist clients in achieving their financial goals, based on their ideal investment period and the relevant risk required to achieve that return.

Select a Personal Investment Target:

Choose a Personal Investment Target to see more information. If you selected Own Personal Investment Target, you will be able to choose from all funds. ⓘ

Cash

Enhanced Income

Inflation Plus 2-3%

Inflation Plus 3-4%

Inflation Plus 4-5%

Inflation Plus 5-7%

Maximum Return

Own Personal Investment Target

Understanding your personal investment target

Inflation Plus 5-7%

Ideal Minimum Investment Period: 7 - 10 years

Suited for clients who want:
 High real capital growth rates from mostly local assets, or Regulation 28 compliance for retirement investments.

Potential annual loss:
 Possible loss of 20.0% over any given 12-months.

[Inflation Plus 5-7% Information](#)

You can choose to add the new recurring investment to the existing funds in your client's investment contract or select a new fund.

Fund Selection and Allocation

Fund Range [?](#)

Strategy Funds Target Funds

Select your funds:

- Old Mutual Flexible Fund B1 Class (CPI 6) [?](#)
- Old Mutual Multi-Managers Aggressive Balanced FOF B4 Class (CPI 6) [?](#)

Click on the Adobe PDF icon to quickly download the relevant **Minimum Disclosure Document**.

	CPI Target % ?	Investment Allocation	Recurring Investment <input type="checkbox"/> % <input type="checkbox"/> R
Existing Funds			
Ninety One Managed Fund E Class ?	4.5%	26.21%	20.00 ?
Old Mutual Global Equity Fund B1 Class ?		26.05%	20.00 ?
Marriott Core Income Fund C Class ?	1.5%	23.66%	20.00 ?
Nedgroup Investments Stable Fund A2 Class ?	3.5%	24.08%	20.00 ?
New Funds			
Old Mutual Flexible Fund B1 Class ?	?	6%	20.00 ?
CPI Totals (5% - 7%)			

Select the relevant options to confirm how you would like your client's **dividends** to be distributed and from which funds you would like their **fees** to be paid.

Distribution Options:

Distribution Options refer to the distribution of dividends and payment of fees across all funds in the contract. Please note that the selections made will apply to the entire investment contract.

How would you like your dividends to be distributed?

- Bank Account
- Into the funds from which they originated
- Specific Funds

How would you like your fees to be paid?

- Pay Across All Funds
- Pay from Specific Fund

Where was the money for the investment raised from? [Why we need this information](#)

Select a source:

Salary [?](#)

Where was the money for the investment raised from? [Why we need this information](#)

Select a source:
Salary

Fees (including VAT):

Initial Financial Planning Fee (Recurring Investment)	Ongoing Financial Planning Fee
2.000 % R	0.870 % R
max of 3.450% incl VAT p.a	max of 1.150% incl VAT p.a

Split fees with additional Financial Planner(s)?
Yes No

Effective Annual Cost Summary >

Asset Class Exposure (Recurring Investment) >

Reports

[Detailed Portfolio Report \(Recurring Investment\)](#)
[Summary Portfolio Report \(Recurring Investment\)](#)

[CONTINUE](#)

Depending on the type of investment, your client can **add beneficiaries or amend any existing beneficiaries** linked to their investment.

BENEFICIARY DETAILS

Linked Beneficiaries

Full Name	Relationship	Allocation %	
		EQUAL SPLIT	
		hide beneficiary details	100.00 <input type="checkbox"/>

Beneficiary Type: Individual Organisation

Full Names: Jane

Surname: Smith

ID Type: Identity Document (Optional)

ID Number: 8309060011010

Date of Birth: 06/09/1983

Relationship to Client: Niece

Contact Number: 0821234567 (Optional)

[DONE](#)

Allocation Totals		100 %
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[+ ADD BENEFICIARY](#)

I don't want to nominate a beneficiary

[CONTINUE](#)

You have the option to update any client information when submitting a contract change by clicking on the toggle next to **Client Details**.

Investment Amounts

Fund Selection

Bank Details

Client Details

Documents

Easily track your progress through the transaction and once all required information is captured, click **SUBMIT APPLICATION.**

You have the option to submit the transaction either **manually** or **electronically**:

- **Manually:** You can email the generated Contract Change Declaration to your client so that they can print, sign, scan and email it to you to upload in the Contract Changes tool.
- **Electronically:** The transaction and Contract Change Declaration are sent for your client's approval via the secure client website or the Old Mutual Wealth Client App.
 - **Via the secure client website:** Your client can simply log in and click on "Transact", and then click on "Awaiting your Authorisation" to view the transactions awaiting approval.
 - **Via the client app:** Your client can log in and click on the "Approve" tab to view their pending transactions.

Once your client has reviewed the transaction detail via the secure website or app, they can either "Accept" or "Decline" the transaction.

ANYTIME, ANYWHERE... OLD MUTUAL WEALTH'S CLIENT APP

We have enhanced the overall digital experience for our clients. The **Old Mutual Wealth Client App** provides clients with easy access to their portfolio information at any time, and gives them an overview of all of their Old Mutual holdings in one place, as well as the ability to approve any submitted transactions through the electronic signature functionality.



TRACK YOUR TRANSACTIONS ONLINE

Our online Transaction Tracking tool allows you and your clients to follow the progress of transactions submitted by you and your client, as well as to view any outstanding information that may be required.

OLDMUTUAL

Old Mutual Unit Trust Managers (RF) (Pty) Ltd is a registered manager in terms of the Collective Investment Schemes Control Act 45 of 2002. The fund fees and costs that we charge for managing your investment are set out in the relevant fund's Minimum Disclosure Document (MDD) or table of fees and charges, both available on our public website, or from our contact centre. Old Mutual is a member of the Association for Savings & Investment South Africa (ASISA).