SUBMITTING SWITCHES 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

SUBMIT SWITCHES IN 3 SIMPLE STEPS:

1 Select the investment contract that you want to switch.

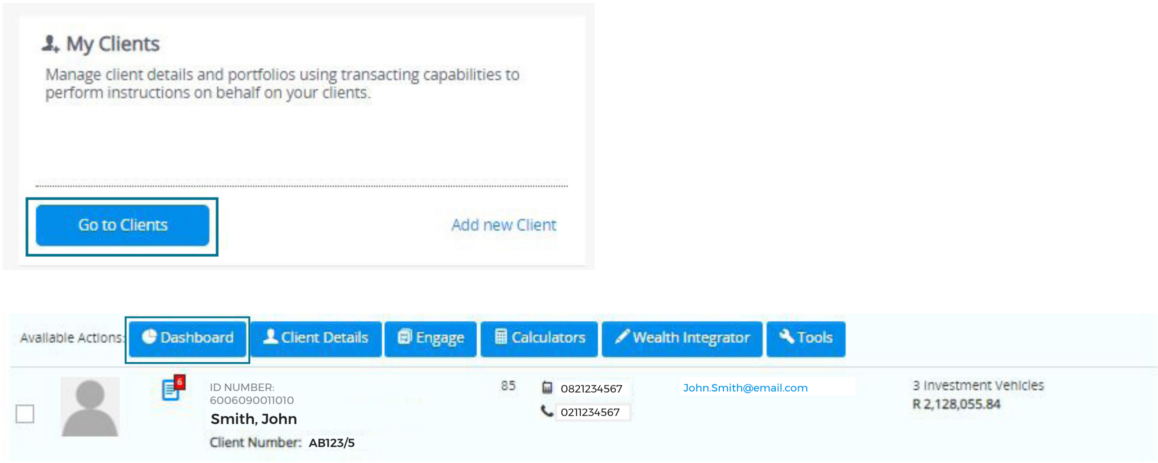
2 Capture the relevant details.

3 Upload any supporting documents and click submit.

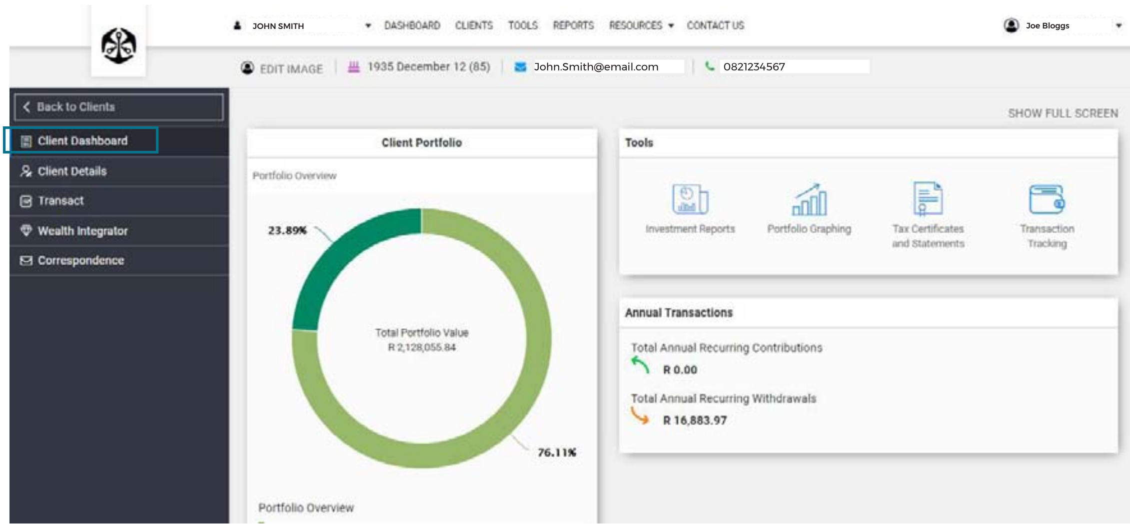
YOUR ONLINE EXPERIENCE

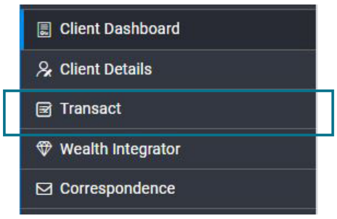
ACCESSING THE DASHBOARD

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



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.

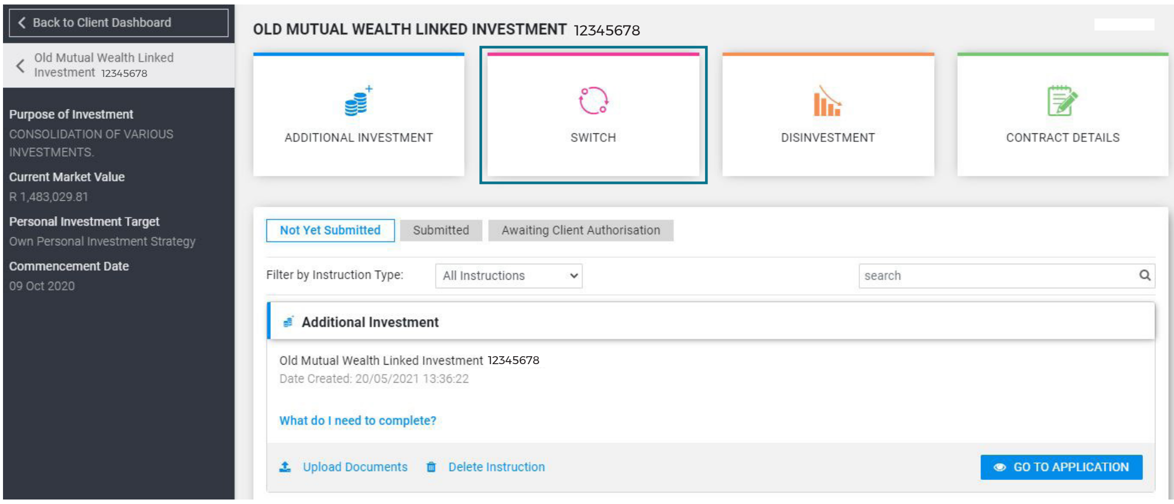




ACCESSING THE SWITCHING TOOL

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

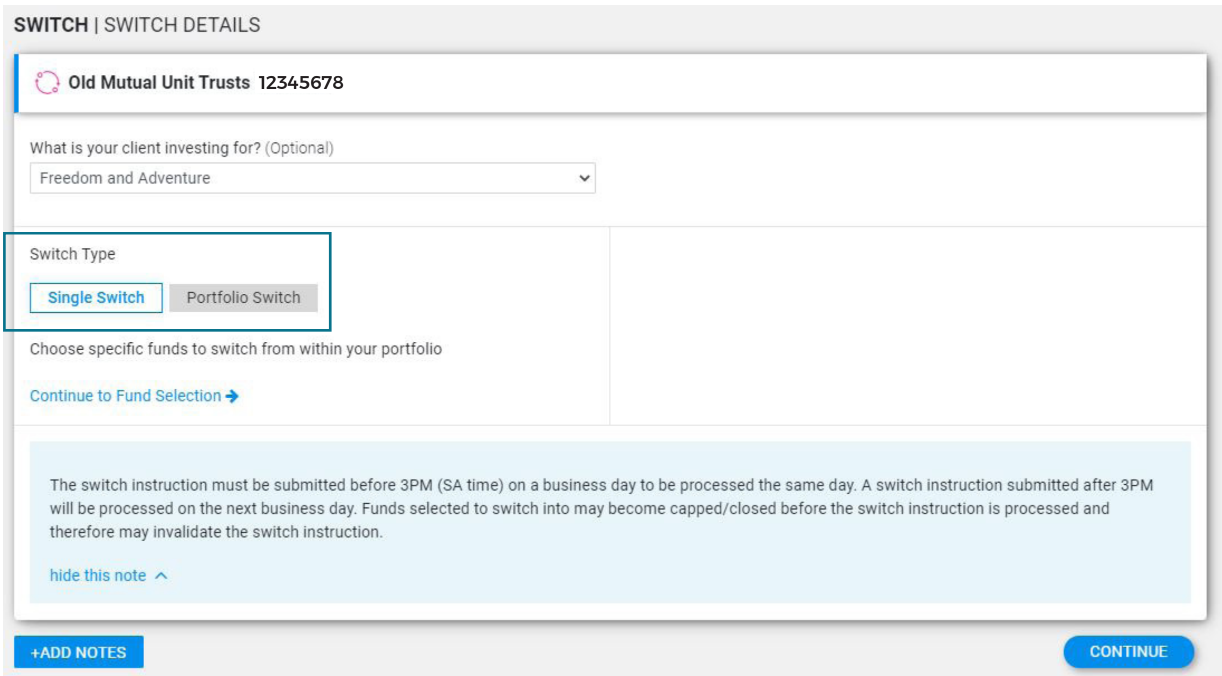
Simply click on **Transact**.



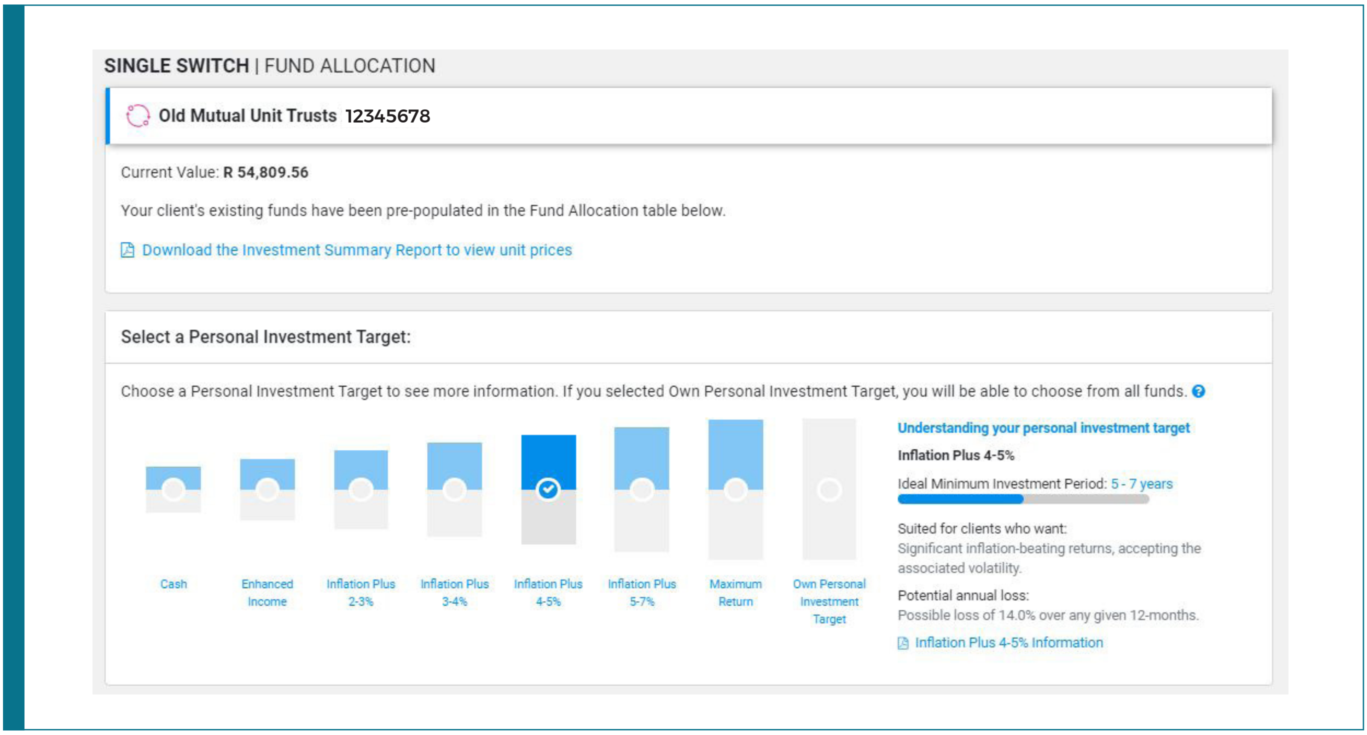
You can choose to submit a:

- **Single Switch:** Choose specific funds to switch from within your client's investment contract.

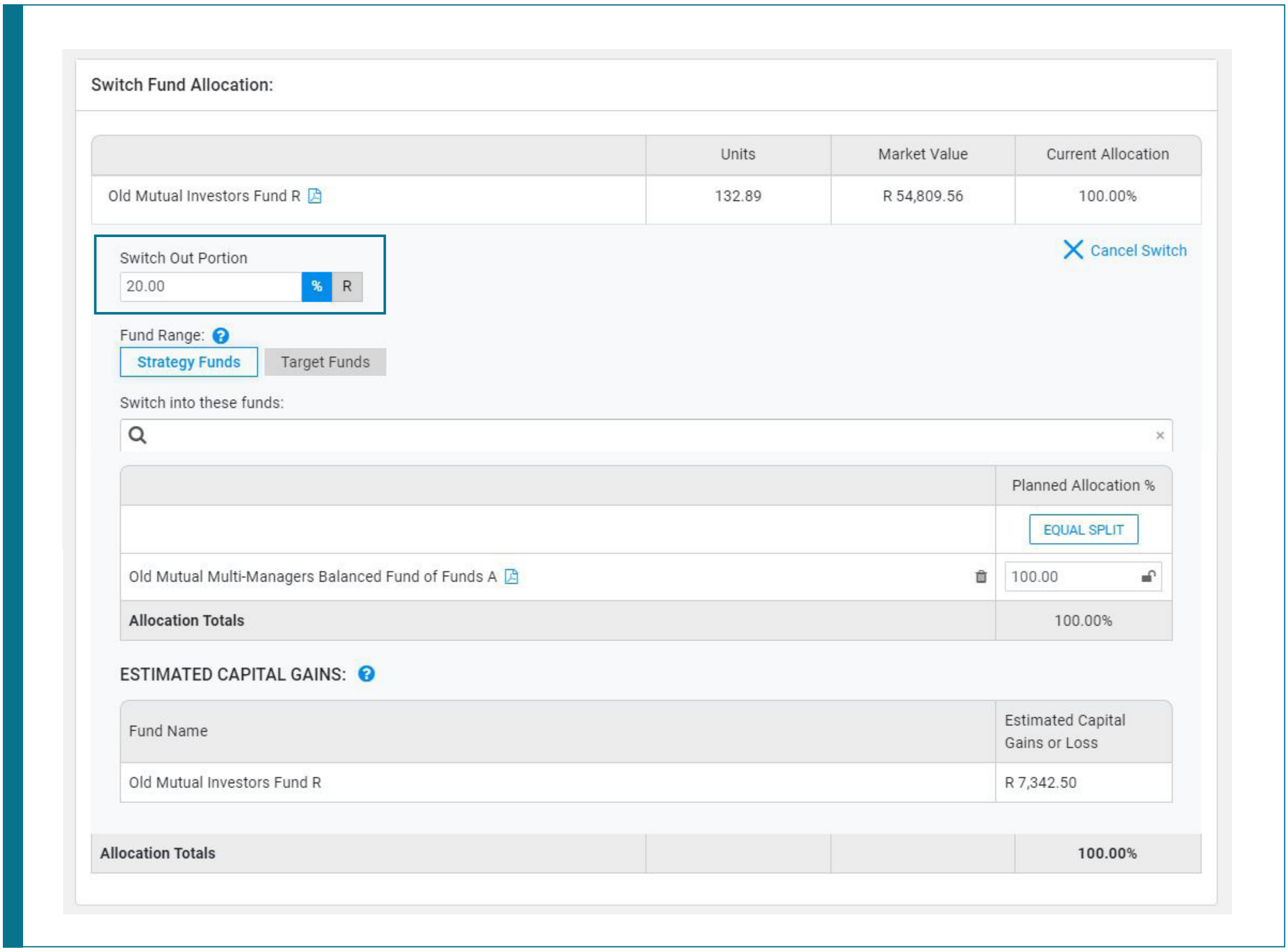
  OR
- **Portfolio Switch:** Switch from **all** funds within your client's investment contract to rebalance their existing fund allocation.



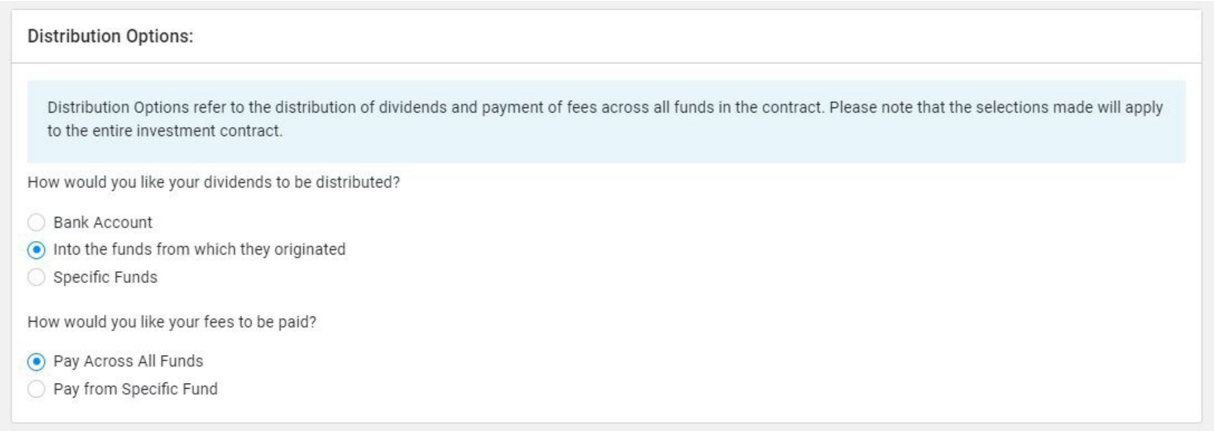
Select a **Personal Investment Target** that supports your client's investment goals. This is an inflation-linked return target that will assist clients in achieving their financial goals, based on their ideal investment period and the relevant risk required to achieve that return.



Click on **Switch** and a drop-down window will appear allowing you to capture the relevant switch details.



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

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

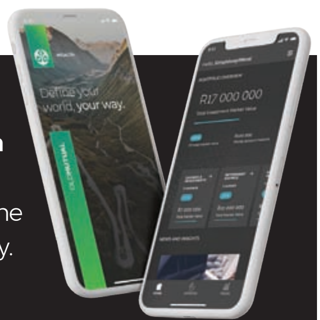
Switch Details ☑
Fund Selection ☑
Client Details ☑
Documents ☑

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 Switch Declaration to your client so that they can print, sign, scan and email it to you to upload in the Switching tool.
- **Electronically:** The transaction and Switch 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.