



TRANSFER PROCESS (aka CSDP transfer)

In order to successfully transfer a shareholding from Satrix Investment Plan over to SatrixNOW it is extremely important that the process outlined below is followed precisely.

Have you opened a SatrixNOW account?

You will utilise your SatrixNOW Account number (eg SX12345) later in the process to advise SatrixNOW into which account they are to allocate the shareholding

IF NOT – you can register an account online at this link [SatrixNOW registration](#)

It is imperative that a SatrixNOW account be opened and FICA'd before the transfer begins so please ensure you complete that process.

IF SO – is it FICA'd? Please ensure FICA is complete, or the transfer process could be delayed unnecessarily.

Complete the CSDP Transfer Application form

PLEASE NOTE: This .pdf document is a fillable form, meaning that you can type the details into the form.

Section 1 (Investor Details)

Complete this section by entering the full details of your Satrix Investment Plan account.

Section 2 (CSDP Transfer Details)

You'll notice the first section has been pre-populated with the details of SatrixNow C/O First World Nominees (Pty) Ltd. This is the name of the nominee company of SatrixNOW's platform partner.

1. Complete the details of your shareholding with Satrix Investment Plan you want to transfer. To do this:
 - i. Select the ETF name from the dropdown menu in the "From ETF Fund" column.
 - ii. Type in the number of shares you hold in that particular ETF in the "Security" column alongside.
 - iii. Please Note: Tax-Free securities cannot be transferred.

2. Confirm whether you'd like to cancel all future debit order contributions by ticking the appropriate box at the bottom of page 1.
3. Confirm whether you'd like to close your Investment Plan account by ticking the appropriate box at the bottom of page 1.

Section 3 (Investor Bank Details)

1. Complete this section by inputting your bank account details.

Please ensure these bank account details are the same as those bank details on your account that have already been FICA'D. Should they be different, the details will need to be FICA'd again which will require you to send proof of bank details to AOS Partners.

These details are important for the payment of any free cash back to you (see note on Free Cash below)

Section 6 (Investor Declaration)

1. Read the details of the section.
2. Sign the document, including the date on which it was signed and where it was signed at.

Transfer Fees

The fee charged by the administrator of the Satrix Investment Plan (AOS partner) to transfer a portfolio / shareholding to another entity is R171 (incl. VAT).

PLEASE NOTE: Should there be insufficient 'free / available cash' in your Investment Plan account to pay this transfer fee or any other pro-rata fees that may be outstanding at the time of transfer, Satrix will liquidate a holding / position in order to pay for the transfer.

Free Cash

If there is free cash in your portfolio, the transfer fee and any other admin fees will be deducted from that free cash and the balance will be paid out to your bank account.

Free cash can NOT be paid into your SatrixNOW account as free cash and therefore will be paid to you.

Timeframes

As the Satrix Investment Plan and SatrixNOW operate on different platforms with different partners, the transfer process is a slightly lengthier one than Satrix clients might assume it to be.

No debit order

If there is no debit order on the account, the process will take approximately 4-6 weeks.

Debit order on the account

If there is a debit order running on the account, the process will take approximately 6-8 weeks.

This slightly longer timeframe is due to the 40 day holding period on Satrix securities that are purchased with the proceeds of the most recent debit orders on that particular account.