

Please print in block letters using black or blue ink.

INSTRUCTIONS AND REQUIREMENTS

1. The cession notice must be completed in duplicate in pen.
2. One of them to be submitted to Old Mutual. One to be attached to the original policy contract.
3. The cession notice must be signed and dated by the cedent and cessionary (please note that the cedent must sign in the presence of an independent Commissioner of Oaths and must, where necessary, complete the capacity in which he/she signs).
4. If the spouse's consent is required, the cedent's husband/wife must sign the cession notice.
5. A cession agreement should comply with all legislation, including the Income Tax Act.
6. The applicable reason for the cession must be completed (examples listed below).
7. If the cedent or cessionary is a non-natural person, complete the full name and registration number under "Title" and the authorised signatory's details thereafter.

Reason	Additional requirements
a. Free gift	
b. Free gift with reversion to me should the cessionary predecease me	
c. Free gift with reversion to me should the cessionary predecease me or our marriage dissolve by divorce	
d. Value received/Sale of policy	d. Refer to Branchnet at local Old Mutual Branch
e. Antenuptial contract	e. Copy of antenuptial contract
f. Partnership	f. Copy of partnership/buy-and-sell agreement
g. Partnership dissolved	g. All ex-partners must sign cession form
h. Divorce agreement	h. Certified copy of divorce agreement and court order
i. Deceased estate	i. Certified copy of letters of executorship or authority
j. Subject to usufruct in will	j. Copy of letter of executorship and will from the Master
k. Tax-exempt institutions	k. SARS certificate for tax-exempt institutions
l. Specify other reason	

CHECKLIST:

In regard to all of the above reasons, the following requirements may be applicable and should be submitted to Old Mutual with the cession notice:

- Cancellation of existing stop/debit order and implementation of new stop/debit order details
- Request for addition of life assureds
- Notice of appointment of new beneficiaries
- Instructions regarding any required policy change, e.g. extension of term
- For cession of policies in a capacity other than owner, the applicable proof of authorisation to sign the cession notice (*Examples: company-owned policies, deceased estates, trusts, insolvent estates.*)
- Acknowledgement of debt by cessionary if there is a loan on the policy
- Consent of the security cessionary to cede the policy held as security. If the cedent is a security cessionary: a copy of the security cession authorising them to alienate the policy and proof that section 44 of the Long-Term Insurance Act has been complied with.
- Application for a duplicate policy
- Details of the servicing agent of the cession

For value received/sale of policy:

- Affidavit by buyer and seller
- Certified copy of the buyer's ID document
- Administration cost recovery payment

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Notice to Old Mutual of Transfer of Ownership (Cession)

Please print in block letters using black or blue ink.

The submitting party must please fax the completed form to: 0860 555 111 / 0860 604 502

DETAILS OF CESSION

Full name of cedent [input box]

Identity number [input box]

Current owner [checkbox] Authorised signatory of policy number [checkbox] [input boxes]

I am transferring ownership of this policy to the new owner (cessionary) mentioned below, for the following reason (refer to examples and additional requirements):

[input box]

State capacity if an authorised signatory [input box]

- I understand that: [checkbox] by transferring ownership neither I nor my beneficiaries will be entitled to benefits from this policy. [checkbox] by signing this document I am instructing Old Mutual to note the transfer of ownership of this policy.

Signed at [input box] this [input box] day of [input box] 20 [input box]

Signature of current owner/authorised signatory [input box]

Signature of spouse [input box]

NOTE: Signature of spouse required for (i) a male policyholder, married in community of property, nominating a beneficiary other than his wife; (ii) a female policyholder, married in community of property, nominating a beneficiary other than her husband and if the policy is not on her life or that of her husband. If female policyholder is married outside R.S.A. with inclusion of marital powers, signature of husband is required.

DETAILS OF NEW OWNER (CESSIONARY)

Title [input boxes]

First name(s) [input boxes]

Surname/Trust/ Company name [input boxes]

[input boxes]

Date of birth [input boxes] ID number [input boxes]

Company registration/ Trust number [input boxes]

Postal address [input boxes]

Postal code [input boxes]

Residential address [input boxes]

Postal code [input boxes]

Tax status: Natural person [checkbox] Corporate [checkbox] *Tax-exempt institution [checkbox] Income tax number [input box]

Trust, for the benefit of: (The status of a trust is determined with reference to the beneficiaries who will receive benefits in terms of the trust deed.)

Natural person [checkbox] Corporate [checkbox] *Tax-exempt institution [checkbox]

* IMPORTANT NOTE: Investments will be held in the untaxed policyholders fund, only if the Contracting Party is able to satisfy Old Mutual, beyond all reasonable doubt, of its tax-exempt status. Old Mutual reserves the right to, hold an investment in, or to move it to, an appropriate taxed policyholders fund, and, where necessary, to adjust the value of the underlying investment should Old Mutual not be so satisfied. Attach certificate from SARS for tax-exempt institutions.

Language: English [checkbox] Afrikaans [checkbox] Gender: Male [checkbox] Female [checkbox]

Signed at [input box] this [input box] day of [input box] 20 [input box]

Signature of new owner [input box]

Capacity [input box]

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