



GROUP RA SYSTEM USER GUIDE

27 September 2023

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CONTACT DETAILS

Employer-related enquiries

Email: grouppra@allangray.co.za

Telephone: 0860 000 870

Member-related enquiries

Email: info@allangray.co.za

Telephone: 0860 000 654

LOGGING INTO THE ALLAN GRAY GROUP RA PORTAL

Type the following URL into your browser: <https://grouppra.allangray.co.za>

We recommend that you use Google Chrome to access the portal.

Before you enter your username and password refer to the information section on the landing page.

- Click on **Training video *NEW** to watch a short video on how to navigate the system

ALLAN GRAY CONTACT US

WELCOME TO THE GROUP RETIREMENT ANNUITY ADMINISTRATION SYSTEM

Allan Gray is committed to providing employers with a secure and efficient administration system to monitor and manage:

- Employee information
- Monthly contributions

This administration system will provide access to the following features and functions:

For employers

- View your profile
- Manage member details and contributions
- View historic contributions
- View unit trusts available for selection by members
- Amend monthly contribution fund allocation percentage
- Confirm and submit schedule of monthly contributions
- Attach and upload proof of payment
- Access application forms and the Pre-Investment Disclosure documentation

For independent financial advisers (IFA)

- View your profile
- Pre-select unit trusts available for selection by members
- Automate reporting of member changes and member contributions
- Access application forms and the Pre-Investment Disclosure documentation

User Name
Password

Login Reset Passwords Problems logging in?

Information

- Group RA Brochure
- Group RA form
- Change in Contribution/Employer form
- Beneficiary nominations
- Member information
- Training video *NEW
- System user guide

Essential reading

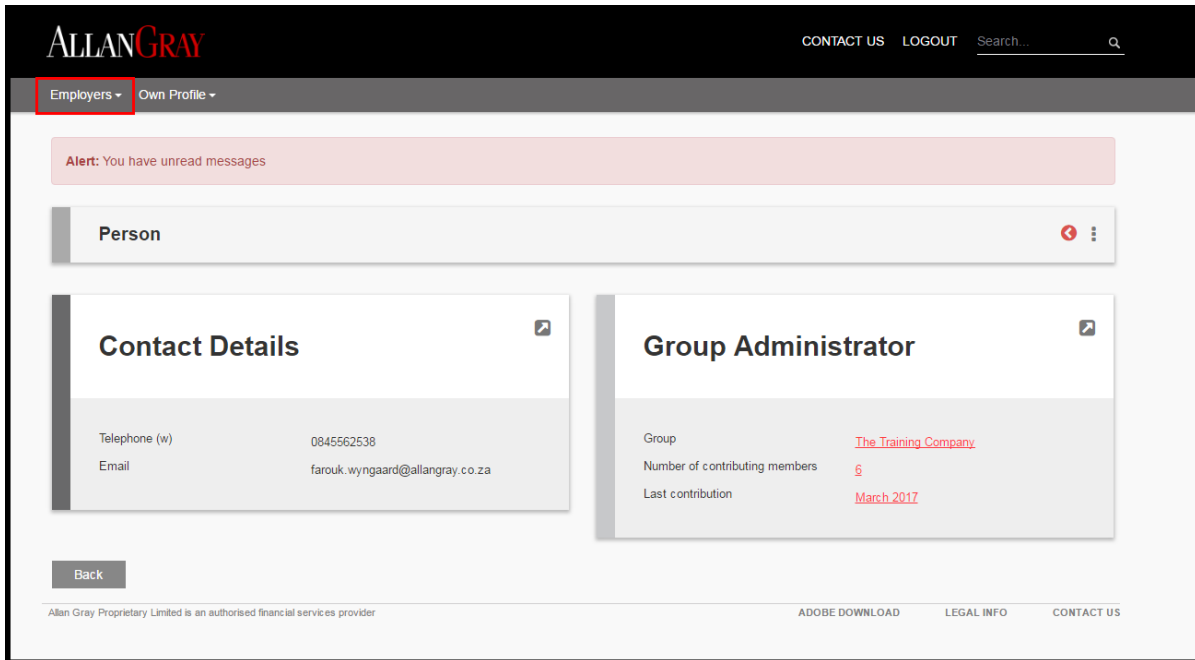
- Website requirements
- Security Information

Online user authorisation

If you would like to register for a new Allan Gray Group Retirement Annuity Administration System account, please [click here](#)

- Enter your username and password.
- Select log in.

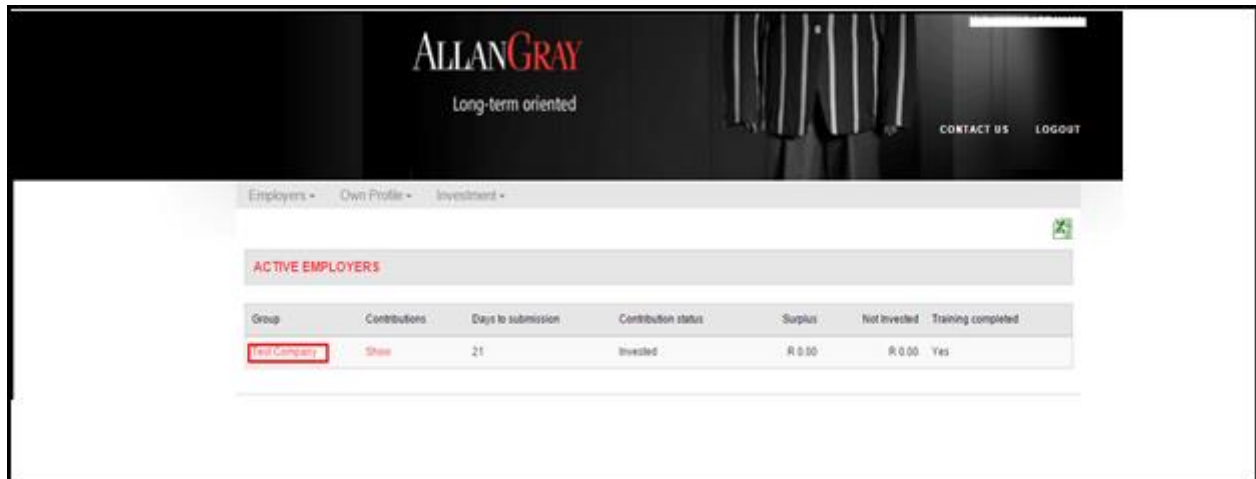
- The system will default to your profile after you have signed in
- Click on “Employers” and “Active Employers” to make changes



AMEND EMPLOYEE DETAILS

Amend Employee Details - Contribution amounts and Status Changes

- Select the group name.



- Under “New and Existing Members ” click on either “Change Amounts” or “Change Member Status”button.

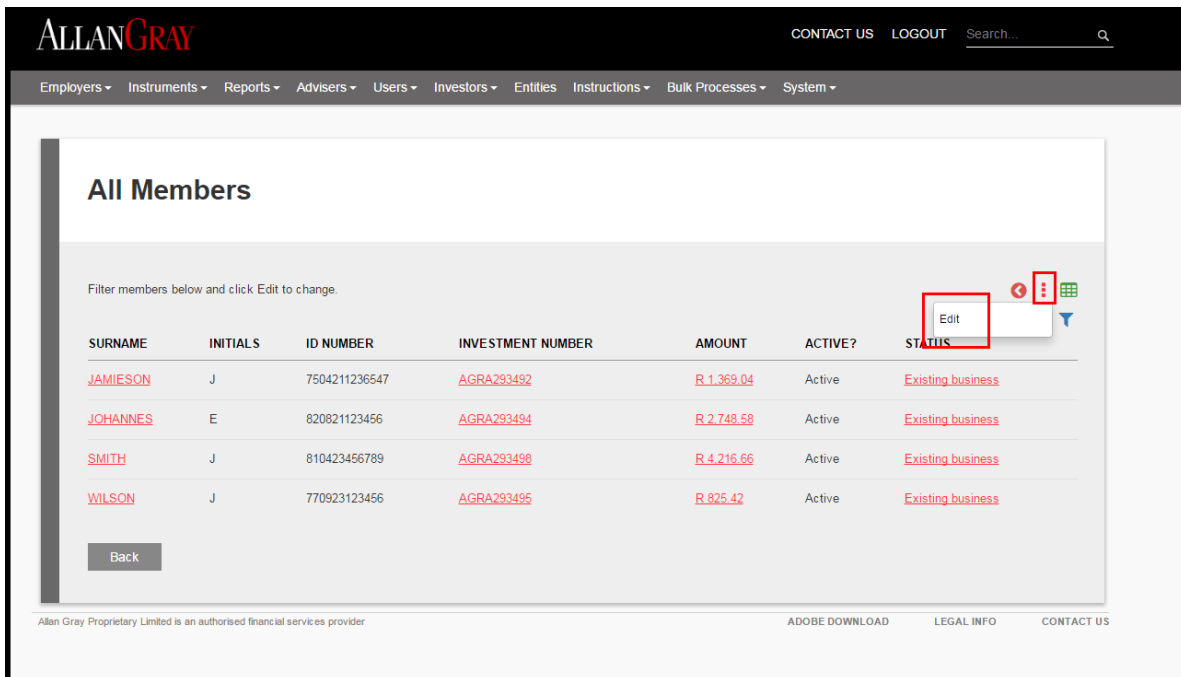
The screenshot displays a dashboard with several sections:

- Employer**:
 - Company: The Training Company
 - Group: The Training Company
 - Employer client number: 895754
- Adviser**:
 - PETER PAUL WILLIAMSON (D303, AG83)
- Default Contact Details**:
 - Name: DENIS NEL
 - Telephone (w): 0845562538
 - Email: farouk.wyngaard@allangray.co.za
- New And Existing Members**:

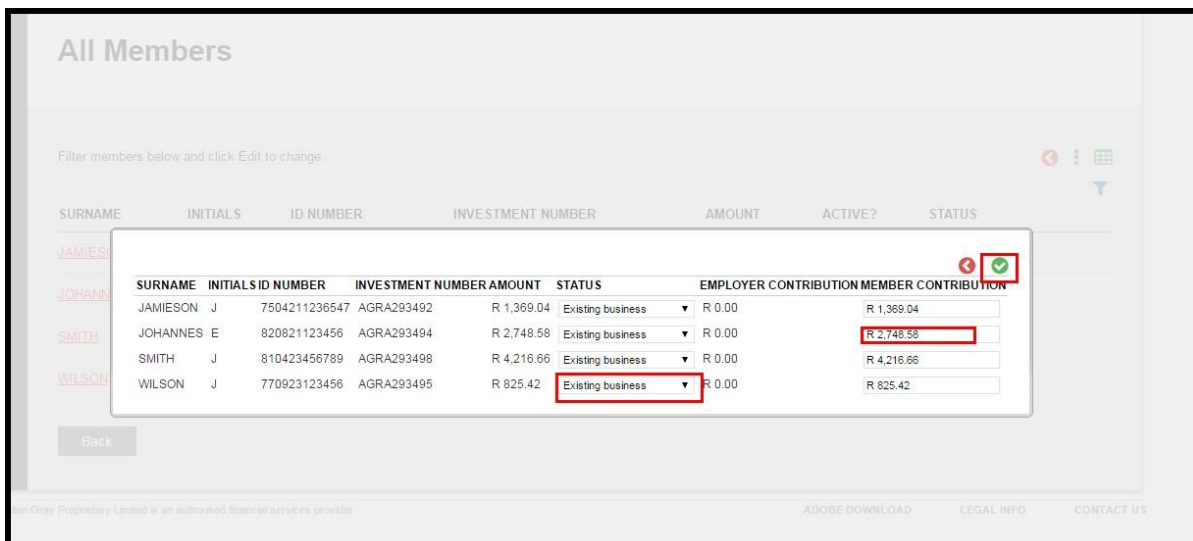
PRODUCT	RECURRING	#
Group Retirement Annuity	R 12,265.30	6
	R 12,265.30	6

Buttons: Add Employee, Change Member Status, **Change Amounts** (highlighted), Import
- Contributions**:
 - Last Contribution
 - Created Date: 2017/03/20
 - Total Contribution: R 12,265.30
 - Status: Invested
 - Submission month: March 2017
 - Buttons: New Contribution

- The following screen will appear.
- Click on the 3 dots and select edit



- The following screen will appear



- Click on the **member contribution** amount for the member you wish to change the amount for
- Click on the drop down arrow for the member you wish to change the **status** for
 1. Suspended/Absconded
 2. Suspended/Maternity
 3. Suspended/Sabbatical
 4. Payment stopped
 5. Not Taken Up (if a member was added but decided not to join)
 6. Resigned
 7. Retired
 8. Deceased
- Scroll down to the top of the page and click Save

- Click on “Back” to return to the “Employer” screen

The screenshot displays the ALLAN GRAY web application interface. The top navigation bar includes 'CONTACT US', 'LOGOUT', and a search field. Below the navigation bar, there are several tabs: 'Employers', 'Instruments', 'Reports', 'Advisers', 'Users', 'Investors', 'Entities', 'Instructions', 'Bulk Processes', and 'System'. The main content area is divided into three columns:

- Employer:** Shows details for 'The Training Company Pty Ltd' with an employer client number of 247152.
- Adviser:** Shows details for 'F Financial Advisor (C220_AG78)' with initial and annual advisor fees of 1.00%.
- Default Contact Details:** Shows contact information for FAROUK WYNGAARD, including a telephone number of 0860000870.
- New And Existing Members:** A table showing member details for 'Group Retirement Annuity' with a recurring amount of R 9,159.70 and 4 members. Below the table are buttons for 'Add Employee', 'Change Member Status', 'Change Amounts', and 'Import'.
- Contributions:** Shows the last contribution details, including a created date of 2017/02/28, a total contribution of R 9,159.70, and a submission month of March 2017. A 'New Contribution' button is visible.

ADDING NEW MEMBERS

- Click on “Add Employee”

This screenshot is identical to the previous one, but with a red rectangular box highlighting the 'Add Employee' button in the 'New And Existing Members' section. The rest of the interface, including the navigation bar, tabs, and other data sections, remains the same.

- The following screen will appear

The screenshot shows the 'Add New Member Account' form in the ALLAN GRAY system. The form is titled 'Add New Member Account' and is located in the 'System' menu. The form fields are as follows:

- Title: [Dropdown menu]
- Surname*: [Text input]
- First name(s)*: [Text input]
- Initials*: [Text input]
- Nationality: [Dropdown menu, South Africa]
- Identification document type*: [Dropdown menu, Identity Document]
- ID Number*: [Text input]
- Date of birth*: [Text input, yyyy/mm/dd]
- Email: [Text input]
- Product: [Dropdown menu, Group Retirement Annuity]
- Investment amount: [Text input, R 0.00]

At the bottom of the form, there are three buttons: 'Save', 'Save And Send Email Request' (highlighted with a red box), and 'Back'.

- Capture the member's details in Capital Letters and click save or save and send email
 1. Title
 2. Surname
 3. First name(s)
 4. Initials
 5. Identification document type
 6. ID number
 7. Date of birth
 8. Email
 9. Investment amount
- Once captured, click the "Save And Send Email Request" button to trigger the online application process.
- If no email address is captured for the employee, the online application will be sent to the "Helper" email address, if applicable. (see page 13 to setup a helper email).
- If you wish to print the application form, click "Save" and follow the steps from page 15.
- The employee will receive the following email and must click on the link to start the online application process
- The email will also outline the next steps to complete the online application

Your new Allan Gray Retirement Annuity investment - RTRT, EREEREERE



Group RA Investments <groupra@allangray.co.za>
To: Farouk Wyngaard

Reply Reply All Forward

Wed 27/09/2023 10:33 A

If there are problems with how this message is displayed, click here to view it in a web browser.

Dear Ms Ereereere Rtrt,

Your employer, Test E Signature, has asked us to set up a retirement annuity (RA) for you. Once set-up, you will be a member of the Allan Gray Retirement Annuity Fund. Each month, we will invest the R 1,000.00 deducted from your salary directly into the unit trust within your RA investment account. The investment will be in your name, which means you will remain a member even if you change jobs.

To make it all happen, please:

1. Read this email carefully
2. Click on the link below to complete and submit your application

We will do the rest

What is the Allan Gray RA?

Our RA is a tax-efficient retirement savings product. Your tax deductible (up to 27.5% of your salary) contributions are invested in the underlying unit trusts you choose. Although you cannot access your money until you retire (from the age of 55), you can change the amount you contribute as well as the unit trusts you invest in. For more information visit our [website](#)

You get to choose the underlying unit trusts

Your investment returns come from the unit trusts you select. Please talk to your financial adviser Mr F Adviser about which unit trusts meet your needs, and how much you will need to contribute to meet achieve your objectives. Your selection must comply with the retirement fund regulations, which limit exposure to equities (shares in listed companies), property and offshore investments.

Next steps

1. Please complete your application before 04 October 2023 by clicking on this link: <https://groupra.allangray.co.za/p?requestForAction=72899108865>.
2. **We will email you a confirmation of your application, please review and sign it electronically via DocuSign**
3. We will also email you an Investment Overview and a Conditions of Membership document
4. We will set up your investment account and send you a mail once it is done
5. You will receive login details for our secure website (see below)
6. We will invest your first contribution on the next salary run

Monitor and manage your investment via our secure website

You can see the contributions you have made as well as the value of your investment at any time. You are also able to review performance, get your annual tax certificate and make changes to your investment. You will receive a statement each quarter.

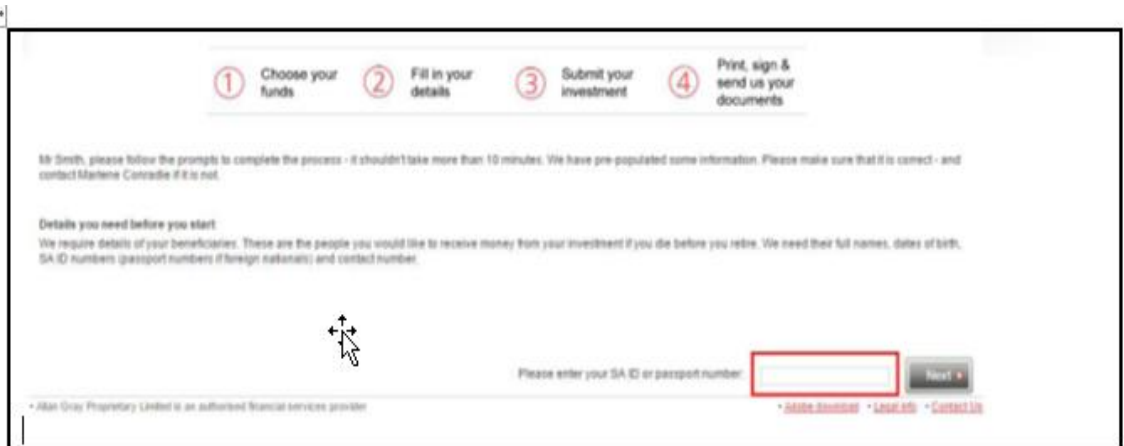
If you have any questions, please talk to your financial adviser Mr F Adviser or your employer.

Yours sincerely

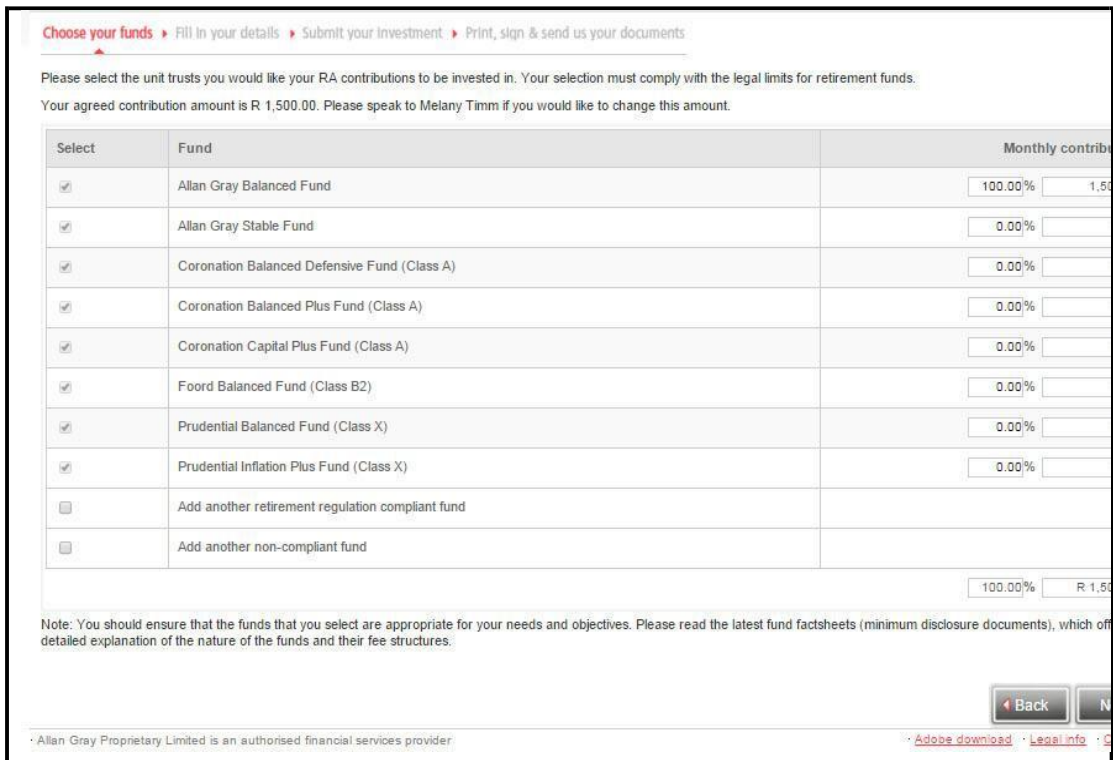
Faizil Jakoet

Head of Retail Client Services

- Once the employee has clicked on the link, the following screens will appear
- The employee enters his/her ID number and clicks “Next”**



- The employee confirms / amends fund selection and clicks “Next”**



- The employee completes personal and beneficiary details and clicks “Next”

ALLAN GRAY
CONTACT US

Choose your funds ▶ **Fill in your details** ▶ Submit your Investment ▶ Print, sign & send us your documents

Please fill in your details below:

INVESTOR DETAILS

Personal Details	Contact Details
Title* <input type="text" value="Ms"/>	Telephone (h) <input type="text" value="02111112336"/>
First name(s)* <input type="text" value="RTRT"/>	Telephone (w) <input type="text" value="02156659887"/>
Surname* <input type="text" value="ERERERE"/>	Fax <input type="text"/>
Initials* <input type="text" value="R"/>	Cell <input type="text" value="08273659871"/>
Identification document type* <input type="text" value="Birth Certificate"/>	Email (preferably personal)* <input type="text" value="farouk.wyngaard@allangray."/>
ID Number* <input type="text" value="77070712365487"/>	Email (Work) <input type="text" value="farouk.wyngaard@gmail.com"/>
Date of birth <input type="text" value="1977/07/07"/>	Residential address* <input type="text" value="10 Corfu Road"/> <input type="text" value="Wetton"/>
Country of birth* <input type="text" value="South Africa"/>	Postal code <input type="text" value="7700"/>
Are you a tax resident in South Africa? <input type="radio"/> No <input checked="" type="radio"/> Yes	Postal address <input checked="" type="checkbox"/> Same as residential address
<small>Regardless of whether you have a tax identification number or physically reside in South Africa, your tax residence is the country in which you are liable for tax (even if you are currently not paying any tax to that country).</small>	Please send communication by <input type="radio"/> Post <input checked="" type="radio"/> Email
Please complete your Tax Identification Number (TIN), or its functional equivalent, below.	Online access <input checked="" type="checkbox"/>
Tax identification number <input type="text" value="456956987"/>	How will we communicate with you? We will send all communication via email.* * If you do not have an email address, we will send all communication via post. Allan Gray does not accept any liability and can in no way be held responsible or liable for any damages, claims or losses caused directly, indirectly or consequently as a result of using the South African Post Office if your preferred method of communication is post.
<small>Please provide us with the nature of your main industry or business activities.</small>	
Industry* <input type="text" value="Agriculture, forestry, fishing"/>	
<small>Please provide us with your primary occupation.</small>	
Occupation* <input type="text" value="Manager"/>	
Are you a politically exposed person or a prominent influential person*? <input checked="" type="radio"/> No <input type="radio"/> Yes	
If yes, please specify <input type="text"/>	
Are any of your immediate family members or close associates foreign prominent public officials or domestic prominent influential persons? <input checked="" type="radio"/> No <input type="radio"/> Yes	
If yes, please specify <input type="text"/>	
<small>An individual who has been entrusted with a prominent public function, for example a Head of State, minister, senior judge, senior politician, military official or senior executive of a state-owned entity. You will also be considered a politically exposed person if you are a family member or close associate of the above.</small>	

MONTHLY CONTRIBUTION: YOUR FAMILY CIRCLE AND BENEFICIARY NOMINATIONS

The law requires that, if you die before you retire from the Fund, the Trustees of the Retirement Annuity Fund must identify your dependants, establish their financial circumstances and then allocate the benefits to those dependants - while also taking into account any beneficiaries that you may have nominated. Dependants are spouses, children and anyone who is financially dependent on you. Beneficiaries are people who you have specifically asked the Trustees to consider when the benefit is allocated, for example friends or other family members.

Title* <input type="text" value="Ms"/>	Identification document type* <input type="text" value="Other"/>
Name* <input type="text" value="HHHHHH"/>	ID Number <input type="text" value="8205052365487"/>
Surname* <input type="text" value="GGGGGGGG"/>	Date of birth <input type="text" value="1982/05/05"/>
Relationship* <input type="text" value="Sister"/>	I nominate this individual as a beneficiary <input checked="" type="checkbox"/>
Contact number <input type="text"/>	Benefit <input type="text" value="100%"/>
	Is primary beneficiary <input checked="" type="checkbox"/>

Allan Gray Proprietary Limited is an authorised financial services provider
ADOBE DOWNLOAD
LEGAL INFO
CONTACT US

The employee:

- Checks all details
- Ticks the box that he/she has read and understood the terms and conditions
- Clicks "Submit"

ALLAN GRAY
CONTACT US

Choose your funds ▶ Fill in your details ▶ **Submit your investment** ▶ Print, sign & send us your documents

Please check that your unit trust selection and other details are correct. If not, please click 'Back' to make changes. If you are happy with everything, please click 'Submit'.

FUNDS

Fund	R 1,000.00
Allan Gray Balanced Fund	R 1,000.00
	R 1,000.00

INVESTOR DETAILS

PERSONAL DETAILS		CONTACT DETAILS	
Title	Ms	Telephone (h)	02111112336
First name(s)	RTRT	Telephone (w)	02156659887
Surname	ERERERE	Fax	
Initials	R	Cell	08273659871
Identification document type	Birth Certificate	Email (preferably personal)	farouk.wyngaard@allangray.co.za
ID Number	77070712365487	Email (Work)	farouk.wyngaard@gmail.com
Date of birth	1977/07/07	Residential address	10 Corfu Road Wetton
Country of birth	South Africa	Postal address	7700
Are you a tax resident in South Africa?	Yes	Please send communication by	Email
Tax identification number	456956987	Online access	true
<i>Please provide us with the nature of your main industry or business activities.</i>		How will we communicate with you?	
Industry	Agriculture, forestry, fishing	We will send all communication via email *	
<i>Please provide us with your primary occupation.</i>		* If you do not have an email address, we will send all communication via post. Allan Gray does not accept any liability and can in no way be held responsible or liable for any damages, claims or losses caused directly, indirectly or consequently as a result of using the South African Post Office if your preferred method of communication is post.	
Occupation	Manager		
Are you a politically exposed person or a prominent influential person?	No		
If yes, please specify			
Are any of your immediate family members or close associates foreign prominent public officials or domestic prominent influential persons?	No		
If yes, please specify			
<i>An individual who has been entrusted with a prominent public function, for example a Head of State, minister, senior judge, senior politician, military official or senior executive of a state-owned entity. You will also be considered a politically exposed person if you are a family member or close associate of the above.</i>			

MONTHLY CONTRIBUTION: BENEFICIARY NOMINATIONS

Title	Ms	Identification document type	Other
Name	HHHHHH	ID Number	8205052365487
Surname	GGGGGGGG	Date of birth	1982/05/05
Relationship	Sister	I nominate this individual as a beneficiary	true
Contact number		Benefit	100.00%
		Is primary beneficiary	true

I have read, understood and agree to the [Terms and Conditions](#) that govern the use of the Allan Gray Website.

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- The employee will get an onscreen message with next steps

ALLAN GRAY
CONTACT US

Choose your funds ▶ Fill in your details ▶ Submit your investment ▶ **Print, sign & send us your documents**

Thank you, we've received your application.
To complete the process for your retirement annuity:

- We will email you the following documents, a copy of your Retirement Annuity application, Investment Overview and the Conditions of Membership.
- On receipt of the above email, please sign your Retirement Annuity application via DocuSign**
- Mr F Adviser will review and countersign.
- The fully signed application will automatically be emailed to Allan Gray, no need to send us a copy

Allan Gray Proprietary Limited is an authorised financial services provider
ADOBE DOWNLOAD LEGAL INFO CONTACT US

Review and sign application via DocuSign

- The employee will receive an email from DocuSign to review and sign the application electronically
- The employee will click on Review Document



[External email] Allan Gray Group RA application to be reviewed and signed by the member and IFA

DocuSign EU System <dse@eumail.docusign.net>
To Farouk Wyngaard

Reply Reply All Forward

Wed 27/09/2023 10:43 AM

If there are problems with how this message is displayed, click here to view it in a web browser.



GROUPRA sent you a document to review and sign.
[REVIEW DOCUMENT](#)
GROUPRA
grouppra@allangray.co.za

Dear Ms Erereere Rtrt,

Thank you for submitting your retirement annuity application. Find attached the document you need to complete the process.

1. Please sign your Retirement Annuity application electronically via the DocuSign process
2. Mr F Adviser the Independent Financial Adviser (IFA) will also review and countersign
3. Once the document is fully signed, a copy will be emailed to yourself, the IFA and to Allan Gray
4. To finalise your application, we will request a copy of your identity document/passport (and any outstanding requirements if applicable)
5. On receipt of all the outstanding requirements and the first payment by your employer, we will open your investment account

Yours sincerely

Faizil Jakoet

Head of Retail Client Services

The employee clicks on continue

Please Review & Act on These Documents

GROUPRA
Allan Gray

Dear Ms Ereere Rtrt,
Thank you for submitting your retirement annuity application. Find attached the document you need to complete the process.
[View More](#)

Please review the documents below.

CONTINUE OTHER ACTIONS ▾

Employer:	Test E Signature
Contact details	
Telephone (h):	0215656544
Telephone (w):	0214159365
Fax:	
Cell:	05827776324
Email:	farouk.wyngaard@allangray.co.za
Email (work):	farouk.wyngaard@gmail.com
Residential address:	10 Cofu Road Ottery 7700
Postal address:	10 Cofu Road Ottery 7700
Political exposure	
Are you a foreign prominent public official or domestic prominent influential person?	No
Are any of your immediate family members or close associates foreign prominent public officials or domestic prominent influential persons?	No
Communication preferences	
Online access to my investment: Yes	Quarterly statements to be sent by: Email

Employee click on start

Please review the documents below.

FINISH OTHER ACTIONS ▾

DocuSign Envelope ID: 83E80A86-F461-4ABF-8B01-DCFE9F631258

START

Retirement Annuity Fund Confirmation

Investor details

Title:	Ms
First name:	EREREERE
Surname:	RTRT
Identity/passport number:	77030132865886
Date of birth:	197701201
Country of birth:	South Africa
Industry:	Agriculture, forestry, fishing
Occupation:	Manager
Employer:	Test E Signature

Contact details

Telephone (h):	0215656544
Telephone (w):	0214159365
Fax:	
Cell:	05827776324
Email:	farouk.wyngaard@allangray.co.za
Email (work):	farouk.wyngaard@gmail.com
Residential address:	10 Cofu Road Ottery 7700
Postal address:	10 Cofu Road Ottery 7700

Political exposure

Are you a foreign prominent public official or domestic prominent influential person?
No

Are any of your immediate family members or close associates foreign prominent public officials or domestic prominent influential persons?
No

Communication preferences

Online access to my investment: Yes Quarterly statements to be sent by: Email

Tax information for the investor

Investor declaration

- I confirm that all information provided in this form and all other documents signed by me in connection with this application, whether in my handwriting or not, are correct.
- I am responsible for the accuracy and completeness of all answers, statements or other information provided by me or on my behalf.
- I have not received advice from the Administrator regarding this application.
- I confirm that the Administrator may accept instructions from any authorized third party who has been authorized by me in writing.
- I confirm that the Administrator may accept instructions in the prescribed format by fax or via other electronic means.
- I have read and understood the Investment Overview. The version number is compulsory for the application to be processed. Investment Overview version number: 9.11
- I have read, understood and agree to the Conditions of Membership.
- I agree that my contractual relationship with the Administrator will be subject to South African law and regulation (including but not limited to Exchange Control and tax requirements).
- I confirm that if I am not a South African resident, my investment through the Administrator is based on my own initiative and not due to any offer or solicitation by the Administrator.

Page 1 of 2

Application Form 1 of 2

DocuSign Envelope ID: 83E80A86-F461-4ABF-8B01-DCFE9F631258

Financial adviser details

First name:	F
Surname:	Advisor
Practice name:	ME Advisor Financial Services
Financial adviser code:	777776
Advisor assistant dealing with this:	

START

Investor declaration

- I confirm that the financial adviser, as authorized representative of the FSP above, is my appointed financial adviser.
- I confirm that the Administrator may accept instructions from my financial adviser who has been appointed by me in writing.
- I confirm that my appointed financial adviser will have access to my investment details via the secure section of the Allan Gray website (Allan Gray Online) or via a secure electronic channel at my adviser's request.
- I understand and agree that all instructions submitted by my financial adviser will be governed by the relevant and latest Conditions of Membership in force as at the date the instruction is submitted.
- I acknowledge and agree that the Administrator will not be held liable for acting on any instructions submitted by my financial (1) and I indemnify the Administrator from all direct or indirect claims (including claims for consequential damages) in this regard.
- I have read and agree to the investor declaration above.

Sign

Investor signature: EREREERE RTRT Investor sign date: 9/27/2023

Financial adviser FAIS declaration

- I have made the disclosures required in terms of the Financial Advisory and Intermediary Services (FAIS) Act, No. 37 of 2002 to the investor.
- I have explained all fees that relate to this investment to the investor. I understand and accept that the investor may write to the Administrator to cancel future fees.

Advisor signature: Advisor sign date:

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- Employee click on sign

Select the sign field to create and add your signature.

FINISH OTHER ACTIONS ▾

SIGN	<p>transaction:</p> <p>Initial adviser fee (%) 0.00%</p> <p>Annual adviser fee 0.50%</p> <p>IFA authorised to submit instructions? Yes</p> <p>Investor declaration</p> <ol style="list-style-type: none"> I confirm that this financial adviser, as authorised representative of the FSP above, is my appointed financial adviser I confirm that the Administrator may accept instructions from my financial adviser who has been appointed by me in writing. I confirm that my appointed financial adviser will have access to my investment details via the secure section of the Allan Gray website (Allan Gray Online) or via a secure electronic channel at my adviser's request. I understand and agree that all instructions submitted by my financial adviser will be governed by the relevant and latest Conditions of Membership in force as at the date the instruction is submitted. I acknowledge and agree that the Administrator will not be held liable for acting on any instructions submitted by my financial (1) and I indemnify the Administrator from all direct or indirect claims (including claims for consequential damages) in this regard. I have read and agree to the investor declaration above. <p style="text-align: center;">Sign</p> <p>Investor signature: EREERE RTRT Investor sign date: 9/27/2023</p> <p>Financial adviser FAIS declaration</p> <ol style="list-style-type: none"> I have made the disclosures required in terms of the Financial Advisory and Intermediary Services (FAIS) Act, No. 37 of 2002 to the investor I have explained all fees that relate to this investment to the investor. I understand and accept that the investor may write to the Administrator to cancel future fees. <p>Adviser signature: Adviser sign date:</p>
-------------	--

- Select adopt and sign

Select the sign field to create and add your signature.

FINISH OTHER ACTIONS ▾

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name* Initials*

SELECT STYLE DRAW UPLOAD

PREVIEW Change Style

DocuSigned by:

EREREERE RTRT

FF7A067AAC76406...

DS

ER

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts.

ADOPT AND SIGN CANCEL

- Click on Finish

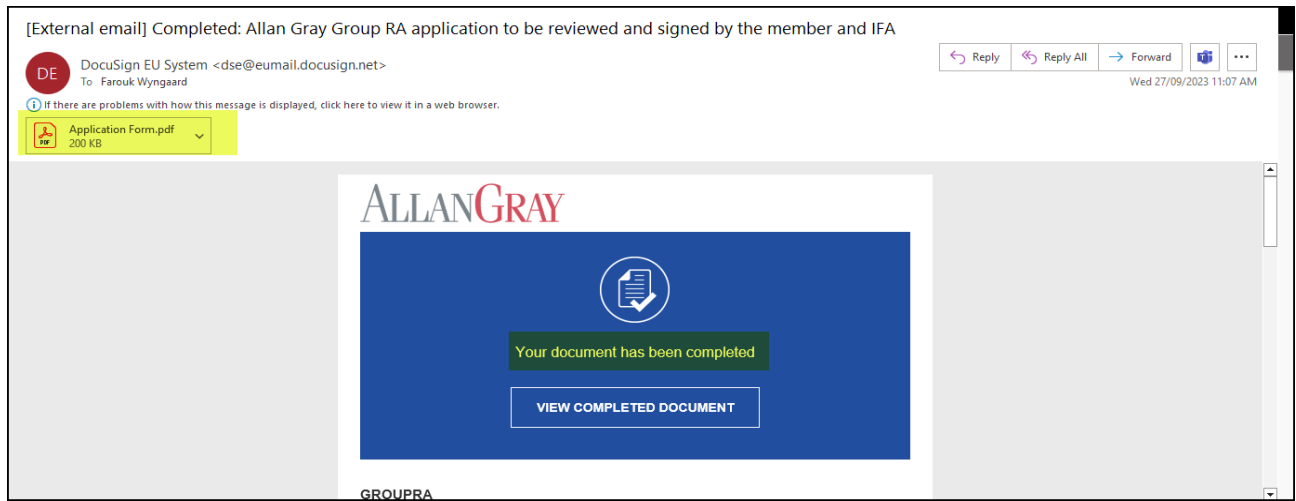
Done! Select Finish to send the completed document.

FINISH OTHER ACTIONS ▾

	<p>transaction:</p> <p>Initial adviser fee (%) 0.00%</p> <p>Annual adviser fee 0.50%</p> <p>IFA authorised to submit instructions? Yes</p> <p>Investor declaration</p> <ol style="list-style-type: none"> I confirm that this financial adviser, as authorised representative of the FSP above, is my appointed financial adviser I confirm that the Administrator may accept instructions from my financial adviser who has been appointed by me in writing. I confirm that my appointed financial adviser will have access to my investment details via the secure section of the Allan Gray website (Allan Gray Online) or via a secure electronic channel at my adviser's request. I understand and agree that all instructions submitted by my financial adviser will be governed by the relevant and latest Conditions of Membership in force as at the date the instruction is submitted. I acknowledge and agree that the Administrator will not be held liable for acting on any instructions submitted by my financial (1) and I indemnify the Administrator from all direct or indirect claims (including claims for consequential damages) in this regard. I have read and agree to the investor declaration above. <p style="text-align: center;">DocuSigned by: <i>EREREERE RTRT</i> FF7A067AAC76406...</p> <p>Investor signature: EREERE RTRT Investor sign date: 9/27/2023</p> <p>Financial adviser FAIS declaration</p> <ol style="list-style-type: none"> I have made the disclosures required in terms of the Financial Advisory and Intermediary Services (FAIS) Act, No. 37 of 2002 to the investor I have explained all fees that relate to this investment to the investor. I understand and accept that the investor may write to the Administrator to cancel future fees. <p>Adviser signature: Adviser sign date:</p>
--	---

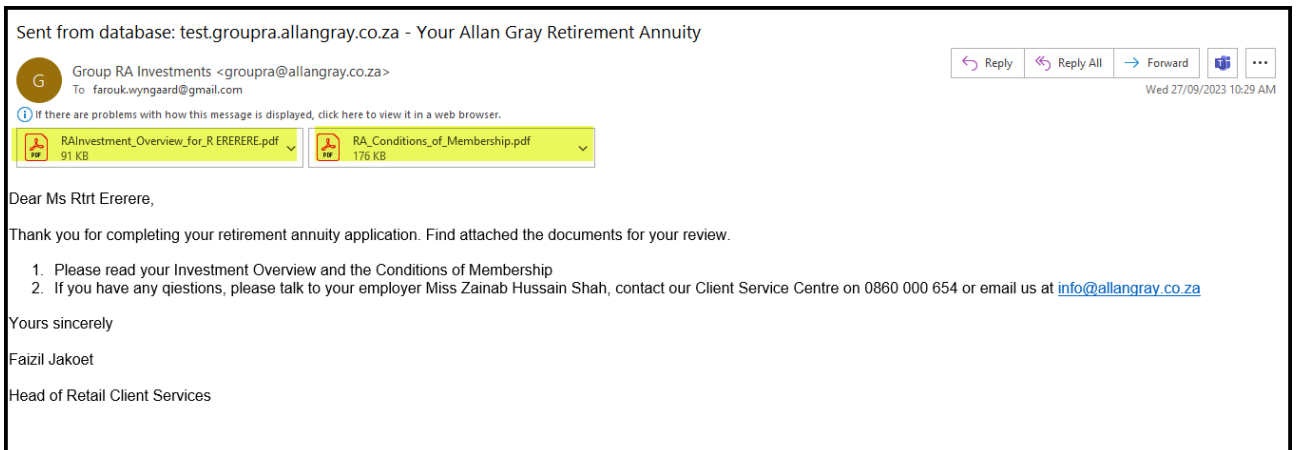
- If the employer appointed an Independent Financial Adviser (IFA) a copy will automatically be emailed to the IFA to review and sign. Same steps to be followed by the IFA as for the member
- After all parties have signed a copy of the fully signed application will be emailed to the employee, IFA and to Allan Gray
- There is no need to print, sign, rescan and email the application to Allan Gray

- The employee will receive a copy of the fully signed application



- The employee will also receive an email with the following attachments:

1. Investment Overview
2. Conditions of Membership



HOW TO SET UP A 'HELPER' EMAIL ADDRESS

- Click on “Back” to return to the “Employer” screen
- Click on the arrow

Employer

Company	The Training Company Pty Ltd
Group	The Training Company Pty Ltd
Employer client number	247152

Adviser

F. Financial Advisor (C220_AG78)	
Initial advisor fee (%)	1.00%
Annual advisor fee (%)	1.00%

Default Contact Details

Name	FAROUK WYNGAARD
Telephone (w)	0860000870

New And Existing Members

PRODUCT	RECURRING	#
Group Retirement Annuity	R 9,159.70	4
	R 9,159.70	4

Contributions

Last Contribution	
Created Date	2017/02/28
Total Contribution	R 9,159.70
Status	Invested
Submission month	March 2017

- Capture the helper email address
- Click save (the green button top right hand corner)

Employer

Company*	<u>The Training Company Pty Ltd</u> <input type="button" value="Change"/>
Group*	The Training Company Pty Ltd
Integration Code*	DARO
Employer client number	247152
Ignore minimum amount?	<input checked="" type="checkbox"/>
Make system wide instruments available	<input checked="" type="checkbox"/>
Training completed	<input checked="" type="checkbox"/>
Add employer contribution?	<input type="checkbox"/> View members with employer contributions
Automatic email notification?	<input checked="" type="checkbox"/>
Email notification address	farouk.wyngaard@allangray.co.za
Helper email	<input type="text"/>
Days to submit after payroll*	0

- N.B. The “Helper email” will only be used for the online application process. No member correspondence will be sent to this email address.
- Click on “Back” until you return to the “Employer” screen

MONTHLY CONTRIBUTION SUBMISSION

- On the “Employer” screen click on “New Contribution”
- If you want to view previous contributions click on the 3 dots and select All contributions

The screenshot displays the 'New And Existing Members' interface, which is divided into three main sections: Employer, Adviser, and Contributions.

Employer Section:

Company	The Training Company Pty Ltd
Group	The Training Company Pty Ltd
Employer client number	247152

Adviser Section:

[F Financial Advisor \(C220_AG78\)](#)

Initial advisor fee (%)	1.00%
Annual advisor fee (%)	1.00%

Contributions Section:

New And Existing Members

PRODUCT	RECURRING	#
Group Retirement Annuity	R 10,659.70	5
	R 10,659.70	5

Buttons: Add Employee, Change Member Status, Change Amounts, Import

Contributions

[All Contributions](#)

Last Contribution

Created Date	2017/02/28
Total Contribution	R 9,159.70
Status	Invested
Submission month	March 2017

[New Contribution](#)

1. **N.B** The “Submission month” will default to the next submission month

Contribution Instruction

Employer: The Training Company Pty Ltd

Status: New

Deposit date: 2017/04/13

Deposit amount: R 0.00

Expected transaction date: 2017/04/13

Surplus: (R 10,659.70)

Not invested amount: R 10,659.70

Submission month: April 2017

Additional deposit/(Refund): R 0.00

Add interest? Add interest?

Notes on additional deposit/refund:

Proof of payment: (Maximum file size: 10 MB)

Late submissions

- Scroll to the bottom of the page and click Submit Instruction

Late submissions

Late Submission(Group) Manually

Late Submission(Members) Manually

Official Late Submission(Group) Manually

Late Submission Second Reminder(Group) Manually

Late Submission Termination(Group) Manually

Late Submission Termination(Members) Manually

Employees

[▲ less information](#)

INVESTOR	PRODUCT	ACCOUNT	CONTRIBUTION	AGBF	CBDB4	FBCB2	FECB2	INVESTMENT STATUS	INTEREST	INSTRUCTION STATUS
JAMIESON, J	GRA	AGRA293492	R 1,369.04	50.00%	0.00%	50.00%	0.00%	Existing business	R 0.90	New
JOHANNES, E	GRA	AGRA293494	R 2,748.58	50.00%	0.00%	50.00%	0.00%	Existing business	R 1.81	New
Peters, J	GRA		R 1,500.00	100.00%	0.00%	0.00%	0.00%	New business	R 0.00	New
SMITH, J	GRA	AGRA293498	R 4,216.66	0.00%	50.00%	0.00%	50.00%	Existing business	R 2.77	New
WILSON, J	GRA	AGRA293495	R 825.42	50.00%	0.00%	50.00%	0.00%	Existing business	R 0.54	New
			R 10,659.70							

Contribution Summary include employees

- The previous screen will appear and the status will be submitted

The screenshot displays the ALLAN GRAY web application interface. The top navigation bar includes the logo, 'CONTACT US', 'LOGOUT', and a search field. Below the navigation bar is a menu with categories: Employers, Instruments, Reports, Advisers, Users, Investors, Entities, Instructions, Bulk Processes, and System.

The main content area is divided into several sections:

- Employer:**
 - Company: The Training Company Pty Ltd
 - Group: The Training Company Pty Ltd
 - Employer client number: 247152
- Adviser:**
 - [F Financial Advisor \(C220_AG78\)](#)
 - Initial advisor fee (%): 1.00%
 - Annual advisor fee (%): 1.00%
- Default Contact Details:**
 - Name: FAROUK WYNGAARD
- New And Existing Members:**

PRODUCT	RECURRING	#
Group Retirement Annuity	R 10,659.70	5
	R 10,659.70	5

Buttons: Add Employee, Change Member Status, Change Amounts, Import
- Contributions:**
 - Last Contribution
 - Created Date: 2017/04/13
 - Total Contribution: R 10,659.70
 - Status: Submitted (highlighted with a red box)
 - Submission month: April 2017

PRINTING AN INVOICE

- Click on the box next to "Contribution" to view all payments

The screenshot displays a dashboard with several key sections:

- Employer:** The Training Company Pty Ltd, Group: The Training Company Pty Ltd, Employer client number: 247152.
- New And Existing Members:** A table showing product details for Group Retirement Annuity with recurring amounts of R 10,659.70.
- Adviser:** F. Financial Advisor (C220_AG78) with initial and annual advisor fees of 1.00%.
- Default Contact Details:** Name: FAROUK WYNGAARD, Telephone: 0860000870, Email: groupra@allangray.co.za.
- Contributions:** Last Contribution created on 2017/02/28, Total Contribution: R 9,159.70, Status: Invested, Submission month: March 2017. A red box highlights the 'All Contributions' link, and another red box highlights the 'New Contribution' button.

- Click on the date you wish to print

All Contributions For The Training Company Pty Ltd

TRANSACTION DATE	SUBMISSION MONTH	CREATION DATE	STATUS	INSTRUCTIONS	TOTAL CONTRIBUTION	SURPLUS	NOT INVESTED	RECON FILE
2016/03/03	Feb 2016	2016/02/29	Cancelled	4	R 7,909.52	R 0.00	N/A	
2016/04/05	Mar 2016	2016/04/04	Invested	4	R 7,909.52	R 0.00	R 0.00	Download recon file
2016/05/05	Apr 2016	2016/05/03	Invested	4	R 7,909.52	R 0.00	R 0.00	Download recon file
2016/06/06	May 2016	2016/06/01	Invested	4	R 7,909.52	R 0.00	R 0.00	Download recon file
2016/07/05	Jun 2016	2016/07/04	Invested	4	R 9,159.70	R 0.00	R 0.00	Download recon file
2016/08/02	Jul 2016	2016/08/01	Invested	4	R 9,159.70	R 0.00	R 0.00	Download recon file
2016/09/07	Aug 2016	2016/09/05	Invested	4	R 9,159.70	R 0.00	R 0.00	Download recon file
2016/10/05	Sep 2016	2016/10/03	Invested	4	R 9,159.70	R 0.00	R 0.00	Download recon file
2016/11/07	Oct 2016	2016/11/04	Invested	4	R 9,159.70	R 0.00	R 0.00	Download recon file
2016/12/06	Nov 2016	2016/12/05	Invested	4	R 9,159.70	R 0.00	R 0.00	Download recon file
2017/01/06	Dec 2016	2017/01/05	Invested	4	R 9,159.70	R 0.00	R 0.00	Download recon file
2017/02/07	Jan 2017	2017/02/06	Invested	4	R 9,159.70	R 0.00	R 0.00	Download recon file
2017/02/27	Feb 2017	2017/02/27	Invested	4	R 9,159.70	R 0.00	R 0.00	Download recon file
2017/04/07	Mar 2017	2017/02/28	Invested	4	R 9,159.70	R 0.00	R 0.00	Download recon file
2017/04/13	Apr 2017	2017/04/13	Submitted	5	R 10,659.70	R 0.00	N/A	

<< 1 2 >>

- Scroll to the bottom of the page and tick the include employee box

Late submissions

Late Submission(Group) Manually

Late Submission(Members) Manually

Official Late Submission(Group) Manually

Late Submission Second Reminder(Group) Manually

Late Submission Termination(Group) Manually

Late Submission Termination(Members) Manually

Employees

▲ less information

INVESTOR	PRODUCT	ACCOUNT	CONTRIBUTION	AGBF	CBDB4	FBCB2	FECB2	INVESTMENT STATUS	INTEREST	INSTRUCTION STATUS
JAMIESON_J	GRA	AGRA293492	R 1,369.04	50.00%	0.00%	50.00%	0.00%	Existing business	R 0.90	Submitted
JOHANNES_E	GRA	AGRA293494	R 2,748.58	50.00%	0.00%	50.00%	0.00%	Existing business	R 1.81	Submitted
Peters_J	GRA		R 1,500.00	100.00%	0.00%	0.00%	0.00%	New business	R 0.00	Submitted
SMITH_J	GRA	AGRA293498	R 4,216.66	0.00%	50.00%	0.00%	50.00%	Existing business	R 2.77	Submitted
WILSON_J	GRA	AGRA293495	R 825.42	50.00%	0.00%	50.00%	0.00%	Existing business	R 0.54	Submitted
			R 10,659.70							

Save Historical Changes Reject Instruction Authorise Instruction Status Changes Back

Contribution Summary include employees

ALLAN GRAY

Employer The Training Company Pty Ltd
Status submitted
Expected Transaction Date 2017/04/13
Submission Month April 2017
Total Contribution Amount R 10,659.70

Employees

SURNAME	INITIALS	ACCOUNT NUMBER	AMOUNT
JAMIESON	J	AGRA293492	R 1,369.04
JOHANNES	E	AGRA293494	R 2,748.58
Peters	j		R 1,500.00
SMITH	J	AGRA293498	R 4,216.66
WILSON	J	AGRA293495	R 825.42
			R 10,659.70

- Untick the box next to "Contribution Summary" to exclude the employees on the invoice.

ADDITIONAL INFORMATION

Contributions:

- Payments must be made between the 25th of the current month and the 5th of the next month
- The February payment must be in our bank account before the last working day of February. If the payment is made on the last working day of February we must receive the proof of the payment before 14h00, and the online submission must be done, in order for the investments to be processed.
- If payments are not received by the 7th of the month we will proceed as follows:
 1. Send a reminder email to the employer, and give them 7 days to make payment
 2. If the payment is still not received, we will send an official email to the employer stating that if payment is not received within a further 7 days, we will be obliged to contact the members.
- If the money is in our bank account we cannot invest until the online submission has been done
- Minimum contribution is R1000.00 per month per member

Communication:

- We send quarterly statements directly to the members via email or post
- Tax certificates will also be sent directly to the members
- Employer system administrators may contact the Group RA team and individual members to contact our call centre.

Special features:

- No switching fees
- Fully portable (can be transferred to another Retirement Annuity fund at no fee on resignation)
- No penalties if member choose to stop contributions (suspension due to maternity leave)
- A wide range of investment portfolios (approximately 50 portfolios)
- Internet access for individuals to view and transact on their accounts

Notes