

HOW DO I CHANGE MY INVESTMENTS?

First of all you need to decide what you want to do.

A “switch” is when you move money that you currently have invested from one fund to another fund.

When you switch out of the fund, the final unit price that you sell at will determine the value that you take out. When you switch in to the fund, the unit price at the time you buy, will determine how many units you get.

You can choose whether you want to carry out a switch of all the funds in your member account in which case you would select “ALL”. If you just want to change your investment choice for one particular contribution type, for example your employer regular contribution then you would select the relevant contribution type from the drop down box.

There are two types of switch available to you:

Target Switch – This is if you want to change all your funds at the same time.

- You may want to keep all the same funds but change the percentage invested into each fund.
- You may want to keep some of the funds but add new ones and change the percentage invested into each.

Directed Switch – This is if you only want to swap one existing fund for another fund.

The cash value at the time of the switch will stay the same when you come out of one fund and go into a new fund. However your number of units will change because this depends upon the price of the fund. You have a choice of selecting a percentage, a cash amount or a number of units. If you want to switch out of the fund completely, you would need to select percentage and 100%.

“Redirection” – This is when you want to change the fund selection for your future contributions.

- You can decide to keep all of your existing money invested where it is and then change the investment selection for all your future contributions to something different. This would be a redirection.
- If you decide to change all your existing investments and all your future contributions then you will need to carry out a switch and a redirection.

There is added flexibility if you wish to have a different investment choice for a different contribution type. For example, you may want to take less risk with the employer contribution and you would therefore select low risk investment options. However you may want to take more risk with your employee contribution and you would therefore select higher risk investment options.

HOW DO I USE THE PORTAL TO MAKE MY INVESTMENT CHANGES?

I want to do a target switch

- 1) Log on to the MSS>Select Member Services>Fund Switch.
- 2) Select the switch type: Target switch.
- 3) On the Target switch screen select the fund or funds in which you wish to switch. You can click on the chevron at the end of the fund box to get the list of funds.
- 4) If you want another fund, simply press the red box with a +.
- 5) Make sure that for each contribution type (employer contribution/employee contribution) that the total adds up to 100%.
- 6) Once you are happy with your selection press SUBMIT.
- 7) If everything is acceptable a green “Success” notification will pop up on the screen.

I want to do a directed switch

- 1) Log on to the MSS>Select Member Services>Fund Switch.
- 2) Select the switch type: Directed switch.
- 3) On the Switch-out screen you will find the fund box. You can click on the chevron to get the list of funds that you are currently invested in. Select the fund you want to change.
- 4) You can select to change a percentage, cash amount or number of units. (If you want to take it all out select percentage and 100%.)
- 5) On the Switch-in screen you will find the fund box. You can click on the chevron to get the list of funds that you can invest in. Select the fund you want and input the %/cash amount or units you are changing. They should match what you are switching out.
- 6) If you want to move out of one fund, for example 100%, and switch into two funds at 50% each, simply press the red box with a + and select the next fund.
- 7) Make sure that for each contribution type (employer contribution/employee contribution) that the total adds up to 100%.
- 8) Once you are happy with your selection press SUBMIT.
- 9) If everything is acceptable a green "Success" notification will pop up on the screen.

I want to redirect my contributions

- 1) Log on to the MSS>Select Member Services>My current investment choices.
- 2) a) If you want to change all of your contribution types then select CHANGE ALL
b) if you want to change only one of your contribution types (for example just your employee contribution) then select the relevant contribution type and select CHANGE
- 3) On the Fund choice screen select the fund or funds you wish to switch in to and the percentage.
- 4) If you want another fund, simply press the red box with a +.
- 5) Make sure that for each contribution type (employer contribution/employee contribution) that the total adds up to 100%.
- 6) Once you are happy with your selection press SUBMIT.
- 7) If everything is acceptable a green "Success" notification will pop up on the screen.

HOW IS THE AMOUNT CALCULATED?

Your investments are unitised. A unit price is issued on a regular basis by the fund manager and is the price of 1 unit.

When you buy a fund: it is the cash amount divided by the unit price = number of units you receive.

When you sell a fund: it is the number of units multiplied by the unit price = value you will receive.

The unit price can go up as well as down because it depends upon the market and how the fund has performed. This is called volatility.

Therefore the value of the investment in your account is determined by the unit price of the day multiplied by the number of units = the value.

Please note that there is no guarantee of performance. The value of your account will fluctuate depending upon the unit price. You will only crystallise the value of the investment at the time you liquidate the units.