



GROUP RA SYSTEM USER GUIDE

27 August 2021

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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 Password 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

The screenshot shows the Allan Gray web application interface. At the top, there is a navigation bar with the Allan Gray logo, 'CONTACT US', 'LOGOUT', and a search bar. Below the navigation bar, there is a tab menu with 'Employers' (highlighted with a red box) and 'Own Profile'. A red alert box at the top of the main content area says 'Alert: You have unread messages'. Below the alert, there is a 'Person' profile card. The profile card has two sections: 'Contact Details' and 'Group Administrator'. The 'Contact Details' section shows 'Telephone (w)' as 0845562538 and 'Email' as farouk.wyngaard@allangray.co.za. The 'Group Administrator' section shows 'Group' as The Training Company, 'Number of contributing members' as 6, and 'Last contribution' as March 2017. A 'Back' button is located at the bottom left of the profile card. At the bottom of the page, there is a footer with the text 'Allan Gray Proprietary Limited is an authorised financial services provider' and links for 'ADOBE DOWNLOAD', 'LEGAL INFO', and 'CONTACT US'.

AMEND EMPLOYEE DETAILS

Amend Employee Details - Contribution amounts and Status Changes

- Select the group name.

The screenshot shows the Allan Gray web application interface. At the top, there is a navigation bar with the Allan Gray logo, 'Long-term oriented', 'CONTACT US', and 'LOGOUT'. Below the navigation bar, there is a tab menu with 'Employers' (highlighted with a red box), 'Own Profile', and 'Investment'. Below the tabs, there is a section titled 'ACTIVE EMPLOYERS'. This section contains a table with the following columns: Group, Contributions, Days to submission, Contribution status, Surplus, Not Invested, and Training completed. The table has one row with the following data: Group: Test Company, Contributions: Show, Days to submission: 21, Contribution status: Invested, Surplus: R 0.00, Not Invested: R 0.00, Training completed: Yes. The 'Test Company' cell in the 'Group' column is highlighted with a red box. At the bottom of the page, there is a footer with the text 'Allan Gray Proprietary Limited is an authorised financial services provider' and links for 'Adobe download', 'Legal info', and 'Contact Us'.

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

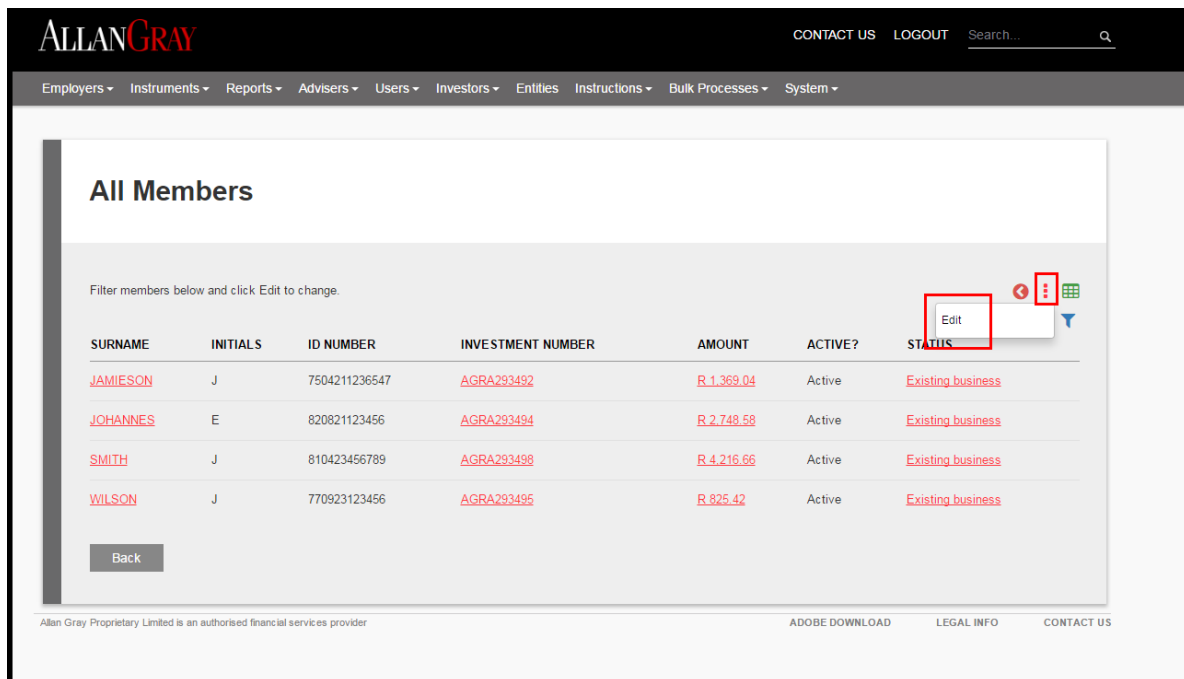
The screenshot displays a web application interface for an employer. The top navigation bar is labeled 'Employer'. The main content area is divided into several sections:

- Employer**: A section containing details for 'The Training Company', including its group and employer client number (895754).
- Adviser**: A section identifying the adviser as 'PETER PAUL WILLIAMSON (D303, AG83)'.
- Default Contact Details**: A section providing contact information for 'DENIS NEL', including a telephone number and email address.
- New And Existing Members**: A section featuring a table of members and three action buttons: 'Add Employee', 'Change Member Status', and 'Change Amounts' (which is highlighted with a red box). Below the table is an 'Import' button.
- Contributions**: A section showing a summary of the last contribution, including the created date, total contribution amount, status, and submission month. A 'New Contribution' button is located at the bottom of this section.

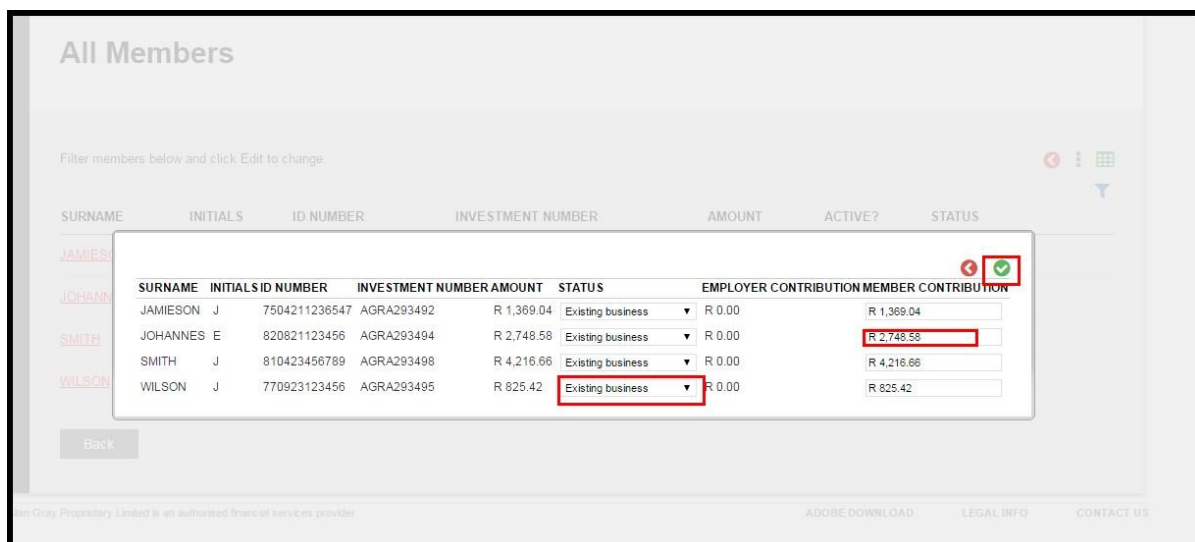
PRODUCT	RECURRING	#
Group Retirement Annuity	R 12,265.30	6
	R 12,265.30	6

Last Contribution	
Created Date	2017/03/20
Total Contribution	R 12,265.30
Status	Invested
Submission month	March 2017

- 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
 - Suspended/Absconded
 - Suspended/Maternity
 - Suspended/Sabbatical
 - Payment stopped
 - Not Taken Up (if a member was added but decided not to join)
 - Resigned
 - Retired
 - Deceased
- Scroll down to the top of the page and click Save

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

The screenshot shows the ALLAN GRAY system interface. The top navigation bar includes links for CONTACT US, LOGOUT, and a search bar. Below the navigation bar is a menu with various options: Employers, Instruments, Reports, Advisers, Users, Investors, Entities, Instructions, Bulk Processes, and System. The main content area is divided into three sections:

- Employer:** Displays information for The Training Company Pty Ltd, including the Group and Employer client number (247152).
- Adviser:** Displays information for F Financial Advisor (C220, AG78), including Initial advisor fee (%) and Annual advisor fee (%) both at 1.00%.
- Default Contact Details:** Displays contact information for FAROUK WYNGAARD, including Name, Telephone (w) 0860000870, and Email.
- New And Existing Members:** A table showing membership details for Group Retirement Annuity, with columns for PRODUCT, RECURRING, and #. The table lists two entries with recurring amounts of R 9,159.70 and a count of 4. Below the table are buttons for Add Employee, Change Member Status, Change Amounts, and Import.
- Contributions:** Displays the Last Contribution details, including Created Date (2017/02/28), Total Contribution (R 9,159.70), Status (Invested), and Submission month (March 2017). A button for New Contribution is also present.

ADDING NEW MEMBERS

- Click on “Add Employee”

This screenshot is identical to the previous one, showing the ALLAN GRAY system interface. The main difference is that the "Add Employee" button in the "New And Existing Members" section is highlighted with a red box, indicating the next step in the process.

- The following screen will appear

ALLAN GRAY CONTACT US LOGOUT Search

Employers Instruments Reports Advisers Users Investors Entitles Instructions Bulk Processes System

Add New Member Account

Title

Surname*

First name(s)*

Initials*

Nationality

Identification document type*

ID Number*

Date of birth*

Email

Product

Investment amount

- 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 page13 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

From: GroupRAInvestments@allangray.co.za [mailto:mailer@finworks.biz]

Sent: 23 October 2015 08:55 AM

To: James Smith

Subject: Your new Allan Gray Retirement Annuity investment

Dear Mr James Smith,

Your employer, Test Company, recognises the importance of saving for retirement and has asked us to set up an Allan Gray Retirement Annuity (RA) for you.

We would like to take this opportunity to tell you more about who we are and the retirement product that your employer has chosen. We will also require some information from you to start your investment.

About Allan Gray

Established in 1973, we are an investment manager dedicated to helping investors build wealth over the long term. We seek to earn the trust of our clients by providing superior long-term investment performance, outstanding client service and holding ourselves to the highest ethical standards.

About the Allan Gray RA

The Allan Gray RA gives you tax savings and a measure of protection, but comes with some restrictions

Your contributions to a retirement annuity (RA) are tax deductible and the returns you earn while invested are tax free. Although you cannot access your money until you retire after the age of 55 (except in certain circumstances), you can choose the unit trusts you invest in and change your selection, as well as your contribution amount, if you need to. If you change jobs, your RA continues without the need to transfer. You may, at any time, transfer your investment to any other approved retirement annuity, without cost or penalty. For more information please visit the ['saving for retirement'](#) section of our website.

Your investment return comes from the unit trusts you choose

We offer a simple range of unit trusts to meet your investment needs. Please talk to your independent financial adviser (IFA), Joe Bloggs, about which unit trusts meet your needs, and how much you will need to contribute to achieve your objectives.

How to start your investment in the Allan Gray RA

1. Please click [here](#) to complete your application before 30 October 2015
2. Read the supporting documents that are generated at the end of the online application process
3. Sign the confirmation documents, then send them to your IFA, who will counter sign them and then pass them on to us

What happens next?

We will set up your investment account and give you secure online access if you have supplied us with your email address. Each month, your contribution will be deducted from your salary and we will invest it into your RA. Your first contribution will be deducted and invested after your employer's next payroll run.

If you have any questions, please talk to your employer, your IFA, or contact our Client Service Centre on 0860 000 654 or info@allangray.co.za during business hours.

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”

1 Choose your funds 2 Fill in your details 3 Submit your investment 4 Print, sign & send us your documents

Mr Smith, please follow the prompts to complete the process - it shouldn't take more than 10 minutes. We have pre-populated some information. Please make sure that it is correct - and contact Marlene Contrade if it is not.

Details you need before you start
We require details of your beneficiaries. These are the people you would like to receive money from your investment if you die before you retire. We need their full names, dates of birth, SA ID numbers (passport numbers if foreign nationals) and contact number.

Please enter your SA ID or passport number: [Next](#)

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

Choose your funds 2 Fill in your details 3 Submit your investment 4 Print, sign & send us your documents

Please select the unit trusts you would like your RA contributions to be invested in. Your selection must comply with the legal limits for retirement funds.
Your agreed contribution amount is R 1,500.00. Please speak to Melany Timm if you would like to change this amount.

Select	Fund	Monthly contribution
<input checked="" type="checkbox"/>	Allan Gray Balanced Fund	100.00% <input type="text" value="1,500.00"/>
<input checked="" type="checkbox"/>	Allan Gray Stable Fund	0.00% <input type="text" value=""/>
<input checked="" type="checkbox"/>	Coronation Balanced Defensive Fund (Class A)	0.00% <input type="text" value=""/>
<input checked="" type="checkbox"/>	Coronation Balanced Plus Fund (Class A)	0.00% <input type="text" value=""/>
<input checked="" type="checkbox"/>	Coronation Capital Plus Fund (Class A)	0.00% <input type="text" value=""/>
<input checked="" type="checkbox"/>	Foord Balanced Fund (Class B2)	0.00% <input type="text" value=""/>
<input checked="" type="checkbox"/>	Prudential Balanced Fund (Class X)	0.00% <input type="text" value=""/>
<input checked="" type="checkbox"/>	Prudential Inflation Plus Fund (Class X)	0.00% <input type="text" value=""/>
<input type="checkbox"/>	Add another retirement regulation compliant fund	
<input type="checkbox"/>	Add another non-compliant fund	

100.00%

Note: You should ensure that the funds that you select are appropriate for your needs and objectives. Please read the latest fund factsheets (minimum disclosure documents), which offer a detailed explanation of the nature of the funds and their fee structures.

[Back](#) [Next](#)

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

Please fill in your details below:

INVESTOR DETAILS

Personal details		Contact details	
Title*	Mr ▼	Telephone (h)	+ 0214177675
First name(s)*	JAMES EDWARD	Telephone (w)	+ 0214150933
Surname*	SMITH	Fax	+
Initials*	J E	Cell	+ 0732513500
Identification document type*	Passport ▼	Email (preferably personal)*	faroukwyngaard@gmail.co
Identification document expiry date*	2015/11/13	Residential address*	70 High Street
ID Number*	78052831245941		Claremont
Date of birth*	1976/05/26		Cape Town
Country of birth*	South Africa ▼		Postal code 7925
Tax identification number	997654321	Postal address	<input type="checkbox"/> Same as residential address
			PO Box 2234
			Claremont
			Cape Town
		Postal code 7900	
		Please send communication by	<input type="radio"/> Post <input checked="" type="radio"/> Email

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*	Mr ▼	Identification document type*	Identity Document ▼
Name*	Luke	ID Number	
Surname*	Smith	Date of birth	1999/10/02
Relationship*	Son ▼	I nominate this individual as a beneficiary	<input checked="" type="checkbox"/>
Contact number	0732413509	Benefit	100.00 %

[Add Beneficiary](#)

FINANCIAL ADVISER DETAILS

Financial adviser details		Financial adviser fees	
FSP adviser code	Y173	Initial adviser fee (%)	0.00%
First name(s)	John	Annual adviser fee (%)	0.75%
Surname	Howard		
Brokerage	SURELINK CONSULTANTS CC		

[Back](#)
[Next](#)

Adrian Gray Proprietary Limited is an authorised financial services provider

[Adobe download](#)
[Legal info](#)
[Contact](#)

The employee:

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

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'.

FUND S

Fund	Monthly contribution
Allan Gray Balanced Fund	R 1,500.00
	R 1,500.00

INVESTOR DETAILS

Personal details		Contact details	
Title	Mr	Telephone (h)	+ 0214177675
First name(s)	JAMES EDWARD	Telephone (w)	+ 0214159933
Surname	SMITH	Cell	+ 0732513500
Initials	J E	Email (preferably personal)	faroukwyngaard@gmail.com
Identification document type	Passport		70 High Street
Identification document expiry date	2015/11/13		

Title	Mr	Identification document type	Identity Document
Name	Luke	Date of birth	1996/10/02
Surname	Smith	I nominate this individual as a beneficiary	true
Relationship	Son	Benefit	100.00%
Contact number	0732413509		

FINANCIAL ADVISER DETAILS

Financial adviser details		Financial adviser fees	
FSP adviser code	Y173	Initial advisor fee (%)	0.00%
First name(s)	John	Annual advisor fee (%)	0.75%
Surname	Howard		
Brokerage	SURELINK CONSULTANTS CC		

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

[Back](#) [Submit](#)

- **The employee prints the RA confirmation page, sign it and return it to the employer**

The screenshot shows a web page with a progress bar at the top: 'Choose your funds' (selected), 'Fill in your details', 'Submit your investment', and 'Print, sign & send us your documents'. Below the progress bar, the text reads: 'Thank you, we've received your application. To complete the process for your retirement annuity, please:' followed by a bulleted list: 'Read your Investment Overview and the Conditions of Membership', 'Print out and sign your Retirement Annuity Confirmation', and 'Get your signed Confirmation to John Howard to be countersigned'. A button labeled 'Print Your RA Confirmation' is on the right. The footer contains the text 'Allan Gray Proprietary Limited is an authorised financial services provider' and links for 'Adobe download', 'Legal info', and 'Contact Us'.

- **The employee will receive a confirmation email with the following attachments:**

1. Confirmation of application (see sample of confirmation page 23)
2. Investment Overview
3. Conditions of Membership

From: Allan Gray <clientservices@allangraygroup.co.za>

Subject: Confirmation of your Allan Gray Retirement Annuity application

Attachments: RA Confirmation for James Smith;
RA Investment Overview for James Smith;
RA Conditions of Membership

Dear Mr Smith

Thank you for submitting your retirement annuity application online.

To complete the application process, please print out and sign the attached retirement annuity confirmation and send it to your financial adviser to be countersigned if you have not done so already. In case you were unable to download the relevant documents when submitting your application online, we have attached them to this email for your reference.

For more information, please contact your financial adviser, our Client Service Centre on 0860 000 654, or email us at info@allangray.co.za.

Yours sincerely

Faizil Jakoet
Head of Retail Client Services

HOW TO SET UP A 'HELPER' EMAIL ADDRESS

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

The screenshot displays the ALLAN GRAY system interface. The top navigation bar includes links for CONTACT US, LOGOUT, and a search field. Below this is a menu bar with various system options. The main content area is divided into three columns. The left column contains three sections: 'Employer', 'Adviser', and 'Default Contact Details'. The 'Employer' section has a red box highlighting a 'Back' button in its top right corner. The 'Adviser' section shows details for 'F. Financial Advisor (C220_AG78)'. The 'Default Contact Details' section shows contact information for 'FAROUK WYNGAARD'. The right column contains two sections: 'New And Existing Members' and 'Contributions'. The 'New And Existing Members' section includes a table with columns for PRODUCT, RECURRING, and #. The 'Contributions' section shows details for the 'Last Contribution'.

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

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)

ALLANGRAY

CONTACT US LOGOUT Search...

Employers Instruments Reports Advisers Users Investors Entities Instructions Bulk Processes System

Employer

Company*

The Training Company Pty Ltd

Change

Group*

The Training Company Pty Ltd

Integration Code*

DARO

Employer client number

247152

Ignore minimum amount?

☒

Make system wide instruments available

☒

Training completed

☒

Add employer contribution?

☐ [View members with employer contributions](#)

Automatic email notification?

☒

Email notification address

farouk.wyngaard@allangray.co.za

Helper email

Display fund list contributions?

☒

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.

PRINTING THE APPLICATION FORM

- On the “Employer” screen click on “The Arrow”

ALLANGRAY

CONTACT US LOGOUT Search...

Employers Instruments Reports Advisers Users Investors Entities Instructions Bulk Processes System

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

Add Employee Change Member Status Change Amounts

Import

Contributions

Last Contribution

Created Date

2017/02/28

Total Contribution

R 9,159.70

Status

Invested

Submission month

March 2017

New Contribution

- Under “New Business” click on the amount under “Recurring”

Page 14

ALLANGRAY

CONTACT USLOGOUTSearch...

EmployersInstrumentsReportsAdvisersUsersInvestorsEntitiesInstructionsBulk ProcessesSystem

Mr Jon Peters

860325123456

Add Account

Contact Details

No contact details captured

Communication

No recent communication is available. Please select 'View All', and then 'Add' to manually log communication.

Documents

No documents

Account Owner

INVESTMENT NAME	ACCOUNT	PRODUCT	AMOUNT
Group Retirement Annuity		GRA	R 1,500.00

- In the “Member Account” box click on the “The Arrow” tab

ALLANGRAY

CONTACT USLOGOUTSearch...

Employers Instruments Reports Advisers Users Investors Entitles Instructions Bulk Processes System

Member Account

Mr Jon Peters

Product

Group Retirement Annuity

Status

Active (New business)

Annual platform (ex VAT)

0.50%

Employer

The Training Company Pty Ltd

Take on date

2017/04/13

Active Instructions

DATE	INSTRUCTION TYPE	STATUS	AMOUNT
2017/04/13	Investment Recurring	New	R 1,500.00

Add Instruction

Outstanding Requirements

No outstanding requirements

Adviser

Same as group

Initial advisor fee (%)

1.00%

Annual advisor fee (%)

1.00%

Group adviser

F Financial Advisor (C220_AG78)

Advisor does not have access to: (Product) Group Retirement Annuity

Documents

No documents

Reviews

- The application form can be printed by clicking on the applicable link.

Account Details For Mr AAA AAAAAA

Account number

Investment name

Override Preferred Currency

Product

Policy number

Model portfolio

Employer

Employee number

Reference numbers

Group Retirement Annuity

☐

Group Retirement Annuity

Unmanaged portfolio

Change

1000 Hills Chef School Pty Ltd

Status Information

Status description

Notes on investment status

Regulation 28 Status

New business

Compliant

Communication and Process

Send correspondence to

Take on date

Age at entry

Account Term (years)

Complete online application status

Application form verified

☐ Client
☐ Advisor

2019/09/05

42

none

☐

Distribution option

Income and Risk

Annual review month

Increase date

Annual increase type

Annual increase

Fluctuation in income level

Leave Distribution in Cash

2017/03/01

☐ Amount ☒ Percentage

10.00%

☐

Documents

Generate application form

Overview

Upload

Upload

- 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 'Employer' screen with the following sections:

- Employer**:

Company	The Training Company Pty Ltd
Group	The Training Company Pty Ltd
Employer client number	247152
- Adviser**:

<u>F Financial Advisor (C220_AG78)</u>	
Initial advisor fee (%)	1.00%
Annual advisor fee (%)	1.00%
- Default Contact Details**:

Name	FAROUK WYNGAARD
Telephone (w)	0860000870
Email	groupira@allangray.co.za
- 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**:

Buttons: All Contributions (highlighted with a red box)

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

Button: New Contribution (highlighted with a red box)

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 826.42	50.00%	0.00%	50.00%	0.00%	Existing business	R 0.54	New
			R 10,659.70							

Save Historical Changes **Submit Instruction** Authorise Instruction Status Changes Back

Contribution Summary ☐ include employees

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

ALLAN GRAY

CONTACT US LOGOUT Search...

Employers ▾ Instruments ▾ Reports ▾ Advisers ▾ Users ▾ Investors ▾ Entities Instructions ▾ Bulk Processes ▾ System ▾

Employer

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

New And Existing Members

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

[Add Employee](#)
 [Change Member Status](#)
 [Change Amounts](#)

[Import](#)

Adviser

F Financial Advisor (C220_AG78)

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

Default Contact Details

Name	FAROUK WYNGAARD
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Contributions

Last Contribution	
Created Date	2017/04/13
Total Contribution	R 10,659.70
Status	Submitted
Submission month	April 2017

PRINTING AN INVOICE

- Click on the box next to “Contribution” to view all payments

The screenshot displays a web application interface for managing financial data. It is divided into three main columns. The left column contains three stacked panels: 'Employer', 'Adviser', and 'Default Contact Details'. The middle column contains 'New And Existing Members' and 'Contributions'. The right column contains a sidebar with a link to 'All Contributions'.

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
Email	grouppra@allangray.co.za

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

Buttons: All Contributions (highlighted), New Contribution (highlighted)

Last Contribution

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

- Click on the date you wish to print

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.

COPY OF CONFIRMATION PAGE

Retirement Annuity Fund Confirmation

Investor details			
Title:	Mr	Tax identification number:	987654321
First name:	JAMES EDWARD	Employer:	African Nature Trading (Pty) Ltd
Surname:	SMITH		
Identity/passport number:	78052631245941		
Date of birth:	1978/05/26		
Country of birth:	South Africa		
Contact details			
Telephone (h):	0214177675	Residential address:	70 High Street
Telephone (w):	0214159933		Claremont
Cell:	0732513500		Cape Town
Email:	faroukwyngaard@gmail.com		7925
		Postal address:	PO Box 2234
			Claremont
			Cape Town
			7900
Communication preferences			
Online access to my investment:	Yes	Quarterly statements to be sent by:	Email
Investment details			
Method of payment:	Deposit by Employer		
Fund		Monthly contribution	
Allan Gray Balanced Fund		R 1,500.00	
Beneficiary nominations		Number of beneficiaries	1
Title:	Mr	Relationship:	Son
Name:	Luke	Identification document type:	Identity Document
Surname:	Smith	Benefit:	100.00%
Contact number:	0732413509	Nominated to be a beneficiary:	Yes
Date of birth:	1996/10/02		
Investor declaration			
<ol style="list-style-type: none">1. 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.2. I am responsible for the accuracy and completeness of all answers, statements or other information provided by me or on my behalf.3. I have not received advice from the Administrator regarding this application.4. I confirm that the Administrator may accept instructions from any authorised third party who has been authorised by me in writing.5. I confirm that the Administrator may accept instructions in the prescribed format by fax or via other electronic means.6. I have read and understood the Investment Overview. The version number is compulsory for the application to be processed. Investment Overview version number: 6.67. I have read, understood and agree to the Conditions of Membership8. 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).9. 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.			

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 administration fees if invested in Allan Gray portfolios
- 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