SWITCH AND REBALANCE GUIDE

STANLIB

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Switch and Rebalance Tool with CGT Calculator

Introduction

The objective of this guide is to assist you with the preparation of a switch or rebalance instruction using our Switch and Rebalance Tool. The tool is designed in Microsoft Excel and requires that the Macros on your computer are enabled in order for you to proceed. The purpose of this tool is to show your client how their switch or rebalance instructions will be done.

For Switch Instructions

Step 1:
Log onto STANLIB Online and obtain a current dated, detailed statement for your client.

Step 2:
Open the tool in Microsoft Excel and enable all Macros. The tool is available on www.stanlib.com.

Step 3:
Select “Switch”.

Step 4:
Complete the Investor Details section.

Step 5:
Complete the details under the “Switch From” section using the details in the client’s detailed statement.

Step 6:
In the “Switch To” section, select a percentage or rand value switch. Complete the detail of the portfolios you would like to switch to and click “Calculate”.

Note: The tool will take a few seconds to prepare the switch instruction.

Step 7:
Select “Switch” if you want to change the input data on your switch, “Rebalance” if you would like to do a rebalance instead of a switch or select “Generate Form” to generate a Switch/Rebalance form with the instructions.

Step 8:
Once generated, you have the option to print the switch form, enter information to rebalance another client’s investment account or enter information to switch portfolios for another client’s investment account.

For Rebalance Instructions

Step 1:
Log onto STANLIB Online and obtain a current dated, detailed statement for your client.

Step 2:
Open the tool in Microsoft Excel and enable all Macros. The tool is available on www.stanlib.com.

Step 3:
Select "Rebalance".

Step 4:
Complete the Investor Details section.

Step 5:
Complete the details under the "Switch From" section using the details in the client's detailed statement.

Step 6:
In the "Rebalance To" section, select a percentage or rand value rebalance, complete the details and click "Calculate".

Note: The tool will take a few seconds to prepare the rebalance instruction.

Note: The "Rebalance Instruction" section shows you how the client's portfolios will be rebalanced. The "Rebalanced Portfolio" section will display the new portfolio selections.

Step 7:

Select "Rebalance" if you want to change the input data on your rebalance, "Switch" if you would like to do a switch instead of a rebalance or select "Generate Form" to generate a Switch/Rebalance form with the instructions.

Step 8:
Once generated, you have the option to print the Rebalance form, enter information to rebalance another client's investment account or enter information to switch portfolios for another client's investment account.

Disclaimer

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