|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | | | |
| **REQUEST TO INVEST IN SU**  **INVESTMENT POOL (“IP”)** | | | |

|  |  |
| --- | --- |
| Return to: | Finance Division: Funds and Asset Management, [caro@sun.ac.za](mailto:caro@sun.ac.za) |
| Documentation: | **Include all relevant documentation (Minutes/Regulation/Will/ or Resolution)** |

**OrganisaTIONAL struCTURE (to be completed by cost centre owner)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| OE code | | |  |  |  | | |  |
|  | |  | | | |
| OE name |  | | | | | | | |
|  | |  | | | | |

**INVESTMENT INFORMATION**

|  |  |
| --- | --- |
| Name of Investment |  |
| Purpose of Investment (attach documentation |  |
| Source of funds (attach documentation) |  |
| Capital amount of Investment | **R** |
| Limitations on application of capital (attach documentation) |  |
| Authorised mandate to withdraw capital (attach documentation) |  |

|  |  |
| --- | --- |
| Current Cost Centre |  |

|  |
| --- |
| Provide current Cost Centre |

Cost Centre detail for fund

|  |  |
| --- | --- |
| New Cost Centre |  |

|  |
| --- |
| *Ask FSM for new Cost Centre* |

(E-cost centre)

|  |  |
| --- | --- |
| Current Cost Centre |  |

|  |
| --- |
| Provide current Cost Centre |

Cost Centre detail for return on fund

(P-cost centre)

|  |
| --- |
| *Ask FSM for new Cost Centre* |

|  |  |
| --- | --- |
| New Cost Centre |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

**INSTRUCTION FOR RETURN ON INVESTMENTS (“ROI”)**

(Please attach documentation to confirm)

|  |  |
| --- | --- |
| Capitalise a fixed % of ROI | Confirm % to capitalise |
| Instructions | who authorise pay-out and application/purpose of return |

**declaration**

That I am the authorised owner to give these instructions.

|  |  |
| --- | --- |
| **Name and Surname** |  |
| **SU Number** |  |
| **E-mail** |  |
| **Signature** |  |
| **Date** |  |

**FOR OFFICE USE (to be completed by finance division: funds and asset management)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
|  | | | |
| Short-term Interest (GL Acc 5705) | YES |  | NO | |
|  | | | |
|  | | | |
| Date included in SU Investment Pool | MONTH | YEAR | | |
|  | | | |
|  | | | |
|  | | | |