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

|  |  |
| --- | --- |
| Return to: | Finance Division: Funds and Asset Management, 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 |
|  |
|  |
|  |