

## Retirement claim – member

### Includes Alexander Forbes Retirement Income Solution Living Annuity option

**The purpose of this form is for you to instruct Alexander Forbes to withdraw your retirement savings because you are retiring. This instruction is important. If you do not understand the possible consequences of this instruction, please ask your financial adviser or us to explain.**

In this form:

- 'You' refers to the person named on this form as the member.
- 'We' and 'us' refer to the company in Alexander Forbes that is shown on the top of this form, who is also the administrator of the fund.
- 'Fund' refers to the fund that you are a member of.

#### KEY POINTS TO UNDERSTAND ABOUT THIS FORM

In the form, you will give details about:

- the member of the fund (you)
- your retirement
- the benefit and how we should pay it out.

Please read this document carefully. Contact us or your financial adviser if you have any questions. You should sign the form only if you agree to all the terms and conditions in it. The form is part of your contract with us. You must make sure that all the information is correct and that all parts of the form are complete. We have the right to treat the information given in the form as accurate and complete. If you make changes to what you have already filled in, you must sign next to each change.

If possible, the employer will ensure that you sign this form. If this is not possible, the employer will sign on your behalf.

#### DOCUMENTS YOU MUST ATTACH TO THIS FORM

You must attach copies of the following documents to this form. We will start to process your application only when we have received all the documents we need.

- Copy of ID/Passport/Drivers License or Birth Certificate
- Divorce or maintenance court orders (if applicable)
- A copy of the application form if you select Alexander Forbes Retirement Income Solution

#### FOLLOW THESE STEPS

1. You need to fill out the form. You do have the option of filling in this form electronically and printing the electronic version of the form to be signed.
2. You must sign the form and date it.
3. Attach the documents requested above to the completed form.
4. Keep the first and second pages to refer to for any queries.
5. Ask your employer to complete the Employer's declaration in the form and to submit it directly to the contact person at Alexander Forbes.

#### DELAYS IN CARRYING OUT YOUR INSTRUCTIONS

Neither we nor the fund are responsible for any losses that result from any delays you cause by:

- not filling in this form accurately and completely
- not giving us the documents we ask for.

This includes losses in the value of your investment and losses that occur because you may have to pay more tax than you anticipated.

## PROTECTING YOUR INFORMATION

For us to provide the service to you, you must give us the personal information we ask for in this form. We will process your personal information for valid and lawful reasons only.

It is the company in Alexander Forbes shown at the top of this form that is collecting and processing this information.

### Why we need your personal information

We collect your personal information in this form so that we can:

- pay your benefit from the fund or under the policy
- share it with:
  - a third party (who we contract with to provide services to you) so that we can provide services and products to you.

### Other parties that may get your personal information from us

We have the right to share your personal information with the following parties:

- regulators or government entities so that they can perform their duties to us
- our auditors so that they can perform their duties to us
- any person or organisation that has a legal right to access your information.

### Keeping your personal information safe and confidential

We will take care to keep your personal information safe and obey any legal requirements about protecting your personal information (for example the *Protection of Personal Information Act* when it becomes effective).

We will keep your personal information confidential and will not share it except in the circumstances explained in this document. We will keep your personal information for as long as:

- we need it to achieve the purposes set out above
- any law or contract requires us to keep the information
- the fund or insurer needs it for lawful purposes linked to its functions.

Once we are no longer authorised to keep your information, we have the right to take any one or more of the following actions:

- destroy the information
- delete the information
- de-identify the information.

We do not have to let you know when we take any of these actions.

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**Alexander Forbes is not responsible for any loss you or anyone else may suffer if important information is left out of this document.**

## HOW TO CONTACT US

- If you want to ask us if we have your personal information, you can contact us at the telephone number shown at the top of the form.
- If your personal information is incorrect, we will change it if you make us aware of this.
- If you want a record of the personal information we have for you, we might charge you a fee for this. Please contact us to find out what the fee is.

## COMPLAINTS

- We would like to hear from you if you have a complaint.
- You can do so in person at any of our offices, by email at [contactus@forbes.co.za](mailto:contactus@forbes.co.za), by phone on 0860 000 279 or +27 (0)11 669 7026 if you're outside South Africa, or by following our complaints process on the website at <http://www.alexanderforbes.co.za/ContactUs/Complaints.aspx>.
- Please contact us if you have any questions or if you need more information.

## Retirement claim – member

### Includes Alexander Forbes Retirement Income Solution Living Annuity option

#### NAME OF RETIREMENT SCHEME

#### NAME OF EMPLOYER OR PAYPOINT

#### ABOUT YOU (the member)

Please fill in all the information in this section. If there are any changes to your personal particulars, please write to let us know.

#### Personal and contact details

Surname

First names

Maiden name

Title:  Prof  Dr  Mr  Mrs  Ms  Other (specify)

ID or passport number

Country of issue

Date of birth

Do you have a spouse\*?

Yes  No If you have a spouse, please provide your spouse's ID number

\*Your spouse is the person you are married to under the laws of South Africa, according to the laws of your religion or in a customary union, or you are living with in a long-term relationship.

**Residential address** (this is the address where you live most of the time)

Unit number  Complex

Street number

Street or farm name

Suburb

City or town

Country

Code

**Postal address**

Code

**Contact details**

Cell

Home

Work

Email

## EMPLOYMENT, FINANCIAL AND TAX DETAILS

Employee number

Date of employment

Date of retirement

Annual taxable salary at date of retirement

R  .

Income tax number

Revenue office

Country of residence for tax purposes

If your country of residence for tax purposes is not South Africa, additional information and documents are required by the South African Revenue Services (SARS). Please contact your Human Resources department at your employer who will give you the documents to be completed.

If you are going to buy an annuity from an insurance company, is there a medical aid deduction?  Yes  No

Name of medical aid

You must fill in the form completely and correctly, and give us any other information we need. If you do not, there might be delays in settling your claim.

## TYPE OF RETIREMENT

Normal  Voluntary early  Ill-health  At the employer's request  Late

## DIVORCE OR MAINTENANCE COURT ORDERS

Is there a divorce or maintenance court order issued that could affect the payment of fund benefits?

Yes

No

If yes, please provide a certified copy of the court order.

## AMOUNTS OWED TO THE EMPLOYER

Fill in this section only if there is an amount to be deducted from the benefit and paid to the employer in terms of section 37D of the *Pension Funds Act*.

Please fill in the amount of debt that must be deducted from the benefit and paid to the employer.

R  .

There are two situations when a fund may deduct amounts from a member's benefit to pay an employer:

**1. Debt for housing loan.** This is when one of the following has occurred:

- The fund or the employer gave a housing loan to the member and the member owes money on the loan.
- The fund or employer provided a guarantee (for example a suretyship) for a housing loan for the member and the guarantee is enforced.

**2. Debt arising from theft, dishonesty, fraud or misconduct.** This is if the employer has experienced loss because of the member's theft, dishonesty, fraud or misconduct, and one of the following has occurred:

- The member admitted responsibility (liability) in writing.
- There is a court judgment against the member.

If there is debt arising from theft, dishonesty, fraud or misconduct, you must attach one of the following documents:

- a copy of the court order
- a copy of the member's admission of liability.

This is according to section 37D of the *Pension Funds Act*. Please speak to your financial adviser or to us if you need more information.

### DELAY COLLECTING YOUR RETIREMENT BENEFIT

Please tick the payment option that you choose. Note that pensions are provided according to the rules of the relevant fund. Please ask your financial adviser or us if you need any information about these choices.

On reaching normal retirement age, as defined in the *Income Tax Act*, you can choose to postpone receiving your retirement benefit payment to a later date. When you choose to receive your pension benefit, your benefit will be increased or decreased by the relevant fund returns to the date you made your election, and the benefit will be calculated in terms of the fund's rules. Any additional benefit due after your benefit is calculated and tax is deducted will be paid as late payment interest to you. In terms of the rules of the your fund, your benefit will be retained in the fund and will be debited with such reasonable expenses as the trustees may determine from time to time in line with the fund's agreed practice with us.

Do you wish to defer collecting your retirement benefit?

Yes

If your answer is yes, one of the following will take place regarding the future investment of your retirement savings:

- Your retirement savings will remain in the current investment portfolio.
- Your retirement savings will be transferred to the default investment portfolio that was created for deferred (postponed) retireals by the trustees of the fund (only if one exists for the fund).

Depending on the investment strategy of the fund, you may be allowed to switch your retirement benefit from one investment portfolio to another investment portfolio. In order for this switch to be actioned, you will need to contact Alexander Forbes at one of the contact numbers on this form for more information.

No

If your answer is no, make your choice below:

### SECTION 1: PAYMENT OPTIONS THAT YOU CHOOSE

Please tick the payment option that you choose. Note that pensions are provided according to the rules of the product. Please ask your financial adviser or us if you need any information about these choices.

#### Living annuity pension from the Alexander Forbes Retirement Income Solution product

This is the trustees choice living annuity, which is available to you because your trustees have chosen this as part of their annuity strategy.

For more details regarding the trustee's choice living annuity, refer to the Alexander Forbes Retirement Income Solution Living Annuity brochure

An application form must be completed for this option.

- 1. No payment option selected
- 2. Full benefit to provide a living annuity pension from the product
- 3. Part of benefit to provide a living annuity pension from the product with balance paid as a lump sum  Complete sections 2 and 3 below.

#### Pension outside the product

- 4. Full benefit to provide pension with an insurer
- 5. Part of benefit to provide pension with balance paid as a lump sum  Complete sections 2 and 3 below.

#### Transfer benefit

- 6. Full benefit to be transferred to a retirement annuity fund or a preservation fund (You are not allowed a part cash withdrawal)

#### Cash lump sum

- 7. Full benefit payable as a lump sum (provident products only)  Complete section 3 below.
- 8. Full benefit payable as a lump sum (pension product with product credit less than prescribed limit.)  Complete section 3 below.

### SECTION 2: HOW YOUR BENEFIT WILL BE DIVIDED

This section must be completed only if you chose to take a portion of your money in cash (option 3 or 5 in section 1).

- 1. Portion as a lump sum

Show portion to be paid as a cash lump sum into your bank account. (Note that this amount will be taxed and will not be the net amount paid to you. If you are member of a pension fund, the total must not be more than 33.33% of your total benefit.)

R  .  OR  %

- 2. Balance to be used to provide a pension from the fund or buy a pension from an insurer.

R  .  OR  %

### SECTION 3: PAYMENT INSTRUCTIONS

This section must be completed only if you chose to get some or all of your money in cash (option 3, 5, 6 or 7 in section 1).

This account is where you want the cash benefit chosen above to be paid. Please make sure that the bank account details are for your own account (if you choose for any portion to be paid in cash to your bank account).

Account holder's name

Name of bank

Account number

Branch code

Type of account:

Current

Savings

Transmission

If you do not give complete and correct information about banking details, there might be a delay in making this payment.

### FINANCIAL ADVICE

#### Details of your financial adviser

Complete this section if a financial adviser gave you advice on these choices.

Name of your financial adviser

#### Contact details

Cell

Work

Email

By completing the above, you have given us permission to deal directly with your financial adviser.

### YOUR DECLARATION

By signing this page, you confirm that:

1. You have left or are leaving the service of the employer.
2. You understand the options available to you about the payment of your benefits, including that tax may be deducted from your benefit in terms of the *Income Tax Act*. You confirm that you are making an informed decision.
3. All information on this form is correct and complete. This includes all banking information. You understand that if there is any loss because you or the employer has given incorrect or incomplete information in this form, neither Alexander Forbes nor the fund is responsible for the losses.
4. You made the decision about the payment of your benefit voluntarily.
5. When we receive this completed form (which includes all tax information required by SARS), we will process your benefit according to the fund's rules. After we have processed the benefit in terms of the fund's rules, you will have no further claim against the fund. If you choose to buy a pension outside the fund, you accept that:
  - You may need the consent of your spouse.
  - The fund, the trustees, the employer and Alexander Forbes will no longer have any responsibility to you.

Your full name

Your signature \_\_\_\_\_

Date

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