



**Dear Pensioner**

As a pensioner who is currently receiving a monthly income from the Fund, you are required to complete and submit a Certificate of Existence (COE) each year. We would hereby like to remind you to please ensure that you complete and return your COE before this year's deadline of 30 September 2020. If we do not receive your submission before the deadline, your pension will unfortunately be suspended in October and will only be reinstated once the required documentation has been submitted.

**Not sure whether the Fund received your COE?**

Please contact us on 021 943 5305 and we will confirm whether your COE was received. Please remember you can fax the certificate to 021 917 4114 or email it to [support@laretirementfund.co.za](mailto:support@laretirementfund.co.za).

**Misplaced your form?**

Please [click here](#) to access a new form and read more now.

**Change of details?**

Please do not forget to inform the LA Retirement Fund if you change your address, personal details, or banking details. Should your banking details change, please notify the Fund in writing before the 10th of the month for your pension to be paid into your new account. Any notifications received after the 10th of the month will only be implemented the following month.

Also note that the Fund's decision to email rather than post payslips is another reason why it is essential that we have your most recent details on record. This is a great opportunity for you to help us get your payslips to you safely and instantly, by ensuring that we have an updated email address.

If you have already completed your COE, not to worry, simply send us an email containing your details/ updated details and request to [support@laretirementfund.co.za](mailto:support@laretirementfund.co.za).

We look forward to hearing from you.

**Ilse Hartlief  
Principal Officer**

Trustees: Mr DL Carstens (Chairperson),  
Mrs M van Zyl (Deputy Chairperson), Adv CJ Franken, Mr J Lawack  
Mr J Jacobs, Mr WR Meiring, Mr S Philander, Mr JAH van den Berg,  
Principal Officer: Mrs IT Hartleif



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