

# ANNUAL CHANGE IN INSURED DEATH BENEFITS OPTION FORM

The purpose of this form is for you, the member, to inform the Fund and its Administrator of your wish to change your insured death benefit option provided by the Fund.

## MEMBERS PERSONAL DETAILS

Title Dr  Mr  Mrs  Ms  Prof

Fund membership number

Surname  First names

Date of birth  Identity number

Residential address

Postal code

Postal address

Postal code

Home telephone number  Work telephone number

Cellphone number  Facsimile number

Email address

## CHANGE OF OPTION

A request to decrease your death cover must be received by 31 May and will take effect from 1 July. A request to increase your death cover must be received by 31 March. The increased cover will only take effect once the insurer has confirmed acceptance and will be effective from the 1st of the month following the insurer's confirmation (earliest 1 July).

**IMPORTANT:** A member requesting an increase in death cover may be subject to the submission of medical evidence to the insurer and the insurer will confirm if the request is accepted.

## DEATH BENEFIT

Current age	Current age "X"	Confirm your selection by circling the multiple of cover for your current age. Multiples of annual pensionable salary available per age band.						
		No cover	1	2	3	4	5	6
Younger than 30		No cover	1	2	3	4	5	
Age 30 to 39		No cover	1	2	3	4	5	
Age 40 to 49		No cover	1	2	3	4	5	6
Age 50 to 54		No cover	1	2	3	4	5	
55 and older		No cover	1	2				

## Declaration and confirmation of death benefit option change:

Signed at  on this  day of  (month)  (year)

Surname  First names

Signature

**Important Notes:**

- You, the member, must inform the Fund's Administrator in writing of any increase in your death benefit option by 31 March. The insurer reserves the right to decline an increase in death benefit option, based on medical grounds.
- You, the member, must inform the Fund's Administrator in writing of any decrease in your death benefit option by 31 May.
- The premium for the above insurance cover is funded from the employer's contribution towards the Fund.

**Processing of personal information**

The Fund is committed to the adherence and compliance of the Protection of Personal Information Act (POPIA) and is committed to ensuring the protection of the Personal Information of Members and Fund Officers. This commitment is encompassed in the Fund's Data Protection and Privacy Policy which ensures that the Fund and its Service Providers Process Personal Information responsibly and in a manner that demonstrates their commitment to upholding the right to privacy of Members and Fund Officers, subject to justifiable limitations.

It further establishes a common standard on the appropriate protection of Personal Information of Members and provides general principles regarding the right of individuals to privacy and to reasonable safeguarding and protection of their Personal Information. The Board of Management, in its commitment to comply with POPIA, requires that the Fund's Service Providers adhere to the lawful Processing of Personal Information in line with POPIA. The Data Protection and Privacy policy therefore also specifies minimum requirements and standards that are to be adhered to with regards to the Processing of Personal Information by Service Providers of the Fund.

The Fund has concluded written agreements with its service providers and will ensure that your personal information is protected through adequate provisions in these agreements. If any of the Fund's service providers are abroad, the Fund will not share your personal information with them, unless we are satisfied that they have adequate security measures in place to protect your personal information.

The Fund may use your information or obtain information about you for the following purposes:

- Underwriting in respect of Fund risk benefits
- Assessment and processing of Fund benefit claims
- Member communication
- Verification of personal information
- Claims checks (industry Life & Claims Register)
- Tracing beneficiaries
- Fraud prevention and detection
- Market research and statistical analysis
- Audit & record keeping purposes
- Compliance with legal & regulatory requirements
- Verifying your identity
- Updating your personal information
- Sharing information with service providers we engage to process such information on our behalf or who render services to the Fund.

You may access your personal information that we hold and you may also request us to correct any errors or to delete this information. In certain cases you have the right to object to the processing of your personal information.