

Call for **Nominations:** *Member Trustee Election* **2025**



"Every election is determined by the people who show up." — Larry J. Sabato



Mrs. Michelle van Zyl

One vacancy for a member trustee needs to be filled by 01 January 2026 as Mrs Michelle van Zyl's term as a member trustee will end on 31 December 2025. The elected member trustee will hold office for 5 years from 1 January 2026. Mrs van Zyl has confirmed that she **will** be available for re-election.

The Board of Trustees directs, controls and oversees the business of the Fund in accordance with the applicable laws and the provisions of the Rules. The current board is comprised as follows:

Two Member Trustees	Two Pensioner Trustees	Two Councillor Trustees	Two Additional Trustees
Mrs Michelle van Zyl Mrs Sweetlana Petersen	Mr Stephanus Du Toit Adv Christi Franken	Cllr Wouter Meiring Cllr Solomon Philander	Mr Johan Jacobs Mr Jonathan Lawack
Elected by active members (including disability claimants, in-fund living annuitants, deferred/paid-up members and members who have postponed their retirement from the fund)	Elected by pensioners (including Pooled Annuity Account Pensioners– PAC) *	Appointed by the Local Authority with the highest Fund membership and the other Councillor Trustee elected by the Local Authorities. The Councillor Trustee may or may not be a member of the LA Retirement Fund.	Suitably qualified individuals appointed by the Board of Trustees as additional trustees

* In the event that a retiree utilises both the IFLA (In-Fund Living Annuity) and the Pooled Annuity (PAC) products, the retiree is able to cast a vote for both a Member Trustee position and for a Pensioner Trustee position.

THE ELECTION PROCESS

The election process consists of two phases:

Phase 1: Nomination

You nominate a candidate who you feel would best represent you. The nomination process starts on 14 July 2025 and closes on 29 August 2025.

Phase 2: Voting

You will receive a list of all the valid nominated candidates. Vote for the one you feel will best represent you.

This process will occur over the next few months and will be run as follows:

- 29 August 2025 - Closing date for nominations
- 20 October 2025 - Dispatch ballot forms
- 14 November 2025 - Closing date for the return of ballot forms
- 28 November 2025 - Results confirmed by the auditors
- 8 & 9 December 2025 - Board is informed at their meeting
- No later than 10 December 2025 - Inform all nominated candidates
- 1 January 2026 - Term of office begins

WHAT DO YOU NEED TO DO?

01 ➤ Understand the role of a trustee.

Duties of a trustee: The duties can be accessed on the Fund's website (www.laretirementfund.co.za – see Fund Management, Trustee duties and responsibilities) or can be obtained from the Fund Support Services Centre.

In summary they are as follows:

- Take all reasonable steps to ensure that the interests of members in terms of the Rules of the Fund and the provisions of the Act are protected at all times;
- Act with due care, diligence and good faith;
- Avoid conflicts of interest;
- Act independently;
- Act with impartiality in respect of all members and other beneficiaries;
- Ensure that proper accounts, entries, registers and records of the operations of the Fund are kept;
- Ensure that adequate and appropriate information is communicated to the members and other beneficiaries informing them of their rights, benefits and duties in terms of the Rules, subject to such disclosure requirements as may be prescribed;
- Ensure that contributions are paid timeously to the Fund in accordance with the Rules and the Act;
- Obtain expert advice on matters where the Board of Trustees lacks sufficient expertise;
- Ensure that the Rules and the operation and administration of the Fund comply with all applicable legislation and any legally binding ruling laid down by the Financial Services Conduct Authority (FSCA) or the revenue authorities;



- Keep registers containing the information prescribed by the regulations to the Act at the Fund's registered office;
- Determine the manner of dealing with expenses of the Fund not provided for in the Rules;
- Ensure that the assets of the Fund are kept in the name of the Fund or in the name of a nominee company approved by the FSCA;
- Arrange for the safekeeping of all title deeds and other securities belonging to or held by the Fund and for the marking of those documents so as to easily establish at any time that the documents belong to or are held by the Fund; and
- Comply with any other prescribed requirements (such as Trustee Training).

The Board of Trustees currently meets once every second month for a two-day Board meeting and the trustees appointed to the Audit Committee are required to attend three committee meetings each year.



02 ➤ Consider a candidate who you feel will best fulfil this role.

Do you know anyone who is capable of representing the members, including yourself, and who wishes to serve on the Board of Trustees?

- Candidates allowed to stand for the position of member trustee:
 - Only one (1) member per Local Authority may be elected. This means that a candidate may not be elected from Breede Valley Municipality as Ms Petersen is a member elected trustee who is based there;
 - Deferred members, paid-up members, living annuitants and retirees who have postponed the payment of their benefit are seen as a separate category of membership and are not linked to the Local Authority from where they resigned or retired. No more than one trustee may be selected from this separate category of membership;
 - Only one nomination and thereafter one vote per member is allowed;

When nominating, remember that your candidate must be willing to serve for a 5-year term of office and the following exclusions apply:

In terms of Rule 14.3 of the Fund Rules, any person who is ineligible to be, or disqualified from being a director of a company in terms of the Companies Act, 2008, may not be appointed, be elected or act as trustee. This includes, amongst others, the following persons:

An induction programme, ongoing trustee training and access to self-study will be made available to the newly elected trustee. The newly elected trustee will be required to comply with the prescribed training requirements applicable to trustees.

- A juristic person;
- A minor or a person under legal disability;
- An un-rehabilitated insolvent;
- Any person who has been removed from an office of trust on account of misconduct; and
- Any person who has been convicted by a court of law, in South Africa or elsewhere, for theft, fraud, forgery, perjury or an offence involving fraud, misrepresentation or dishonesty, or an offence in connection with the promotion, formation or management of a company, subject to relevant legislation with regard to the disregarding of certain convictions which occurred prior to 1994.



NOMINATE

03 ➤ Nominate your candidate

A nomination form is attached to this notice to allow members to nominate one candidate for the member trustee vacancy.

Please e-mail the completed form to support@laretirementfund.co.za, take a photo of the form and send it to the Fund via WhatsApp (081 806 9959) or deliver it in person to the Fund Services Centre.

- All nominations must be received by the Fund before the closing date. **Friday, 29 August 2025 at 16h00.**
- Each nominated candidate must accept the nomination in writing and the nomination must be supported by signatures from two other members (i.e. seconders). Signatures may be electronic.
- The nominated candidates may be telephonically interviewed by the Principal Officer. The seconders will be screened by the Fund to confirm their Fund membership.
- Should only one nomination be received, no election will be necessary as the nominated candidate will automatically qualify to become a trustee.

DID YOU KNOW?

Trustee elections are your chance to shape the future of your fund.
Even one vote can make a difference.

**YOUR VOTE
HAS POWER**



Trustees: Mr J Jacobs (Chairperson) | Mrs M Van Zyl (Deputy Chairperson) | Mr SF du Toit | Adv CJ Franken | Mr J Lawack | Cllr WR Meiring | Mrs SLC Petersen | Cllr S Philander

Principal Officer: Mrs IT Hartlief

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www.laretirementfund.co.za | <https://www.facebook.com/LARetirementFund> | Fund Registration No. 12/8/1278