

REORGANISATION AND COMPULSORY EARLY RETIREMENT CLAIM FORM

The purpose of this form is for you to instruct the Fund and its administrator to change the investment of your Member Share (including all future contributions). This instruction is important. If you do not understand the possible consequences of this instruction, please ask your financial adviser for assistance or contact the Fund.

YOUR PERSONAL AND CONTACT DETAILS

Fund membership number Title Dr ☐ Mr ☐ Mrs ☐ Ms ☐ Prof ☐

Surname First names

Date of birth Identity number

Passport number Country of issue

Income tax number Cell phone number

Home telephone number Work telephone number

Email address

Residential address

Postal code

Postal address

Postal code

* The cellphone and email address are important - the Administrator will confirm with you via SMS or via email once your switch instruction has been processed

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Spouse's surname and names

Spouse's date of birth Spouse's identity number

Passport number Country of issue

*Spouse is a person who is your partner in a marriage, civil union or customary marriage recognised under SA law, or living with you in a long-term relationship.

INVESTMENT CHOICE

Please select ONE of the following options:

OPTION 1

☐ I wish to elect the Life Stage investment portfolio and understand that at the date of the switch, 100% of my member share value (i.e. my retirement savings) and my future contributions will be invested in this portfolio.

OR

OPTION 2

☐ I wish to elect one of the following investment portfolios and understand that at the date of the switch, 100% of my member share value (i.e. my retirement savings) and my future contributions will be invested in this portfolio.

Please select ONE of the following investment portfolios:

LA capital protection	LA cash plus	LA wealth consolidation	LA wealth creation	LA Shari'ah
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IMPORTANT NOTES:

- You may elect to transfer 100% of your Member Share to either the Life Stage investment portfolio (option 1) or to one of the above investment portfolios (option 2).
- Once you elect to transfer your Member Share into a new investment portfolio, all future member and net Local Authority contributions, including any additional voluntary contributions made by you, the member, or the Local Authority shall be allocated solely into the selected investment portfolio.
- Switching is limited to a maximum of two switches per fund year (i.e. from 1 July to 30 June).
- Every member is allowed one free switch. The second switch costs R350 (incl VAT) and this fee is recovered from your Member Share value.
- Your investment switch option form is processed on the later of the 1st working day of the month or once the Fund receives the confirmation of trade of the contributions.

YOUR DECLARATION

This section is to be completed by you, the member.

I hereby confirm that:

- My choice is irrevocable.
- Neither the LA Retirement Fund nor the Administrator, Verso Benefits Administrator (Pty) Ltd, are responsible for or able to influence the investment performance of any of the appointed investment manager(s) who are responsible for the investment portfolios.
- Neither the LA Retirement Fund nor the Administrator, Verso Benefits Administrator (Pty) Ltd, have influenced my choice.
- I understand the implications of my choice and I indemnify the Fund, the Trustees, the Principal Officer of the Fund, my employer and the Administrator, Verso Benefits Administrator (Pty) Ltd, against any claim arising from my written instruction to switch my investment portfolio and the consequences thereof.
- I declare that I understand the risk profile of the investment portfolio of my choice and that I have obtained advice where appropriate.

Your full name

Your signature

Date

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 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 the justifiable limitations.

It further establishes a common standard on the appropriate protection of personal information of members and fund officers 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. 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 provision 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.

- Underwriting in respect of Fund risk benefits
- Assessment and processing of Fund benefit claims
- Member communication
- Verification of personal information
- Claim checks (industry life and claims register)
- Tracing beneficiaries
- Fraud and prevention protection
- Market research and statistical analysis
- Audit and record keeping purposes
- Compliance with legal and regulatory requirements
- Verifying your identity
- Updating your personal information
- Sharing information with service providers we engage to process such information on behalf of 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 information. In certain cases, you have the right to object to the processing of your personal information.