

ANNEXURE A

The purpose of this form is for you to instruct the Fund and its administrator to process your retirement benefit because you are retiring from employment. 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.

EMPLOYEE PERSONAL AND CONTACT DETAILS

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

Surname First names

Date of birth Identity number

Income tax number Cell phone number

Home telephone number Work telephone number

Email address

Residential address

Postal code

Postal address

Postal code

The revenue authorities require both the above addresses

CLAIM DETAILS

Amount of claim R (approximate amounts of employer damage)

Interest Rate % per annum (applicable to the amount claimed)

Date from when interest will be calculated

CAUSE OF DEBT

Please tick the appropriate block:

Theft ☐ Dishonesty ☐ Misconduct ☐ Fraud ☐

Motivate background

CLAIM DETAILS

Amount of claim R
(approximate amount of employer damage)

Interest Rate % per annum (applicable to the amount claimed)

Date from when interest will be calculated

EMPLOYER BANKING DETAILS

Name of bank		Account holder's name	
Branch name		Branch code	
Account number		Type of account	
Reference number (if applicable)			

EMPLOYER DETAILS

Full name of authorised official of the employer			
Work telephone number		Cell phone number	
Email address			
Full name of authorised official of the employer			
Work telephone number		Cell phone number	
Email address			
Full name of authorised official of the employer			

Signature of authorised official of the employer

Date

Witness signature

Date

EMPLOYER STAMP

DOCUMENTATION REQUIRED

Please attach copies of the following documents:

1. Proof of banking details (stamped bank statement dated within the last 3 months)
2. Completed and signed the *Acknowledgement of Liability and Agreement* to pay form

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.