

FundsAtWork Umbrella Funds Retirement form

You can choose from which date you want to receive your retirement benefit regardless of the date on which you reire from your employer and from the FundsAtWork Umbrella Funds.

Member number

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Please fill in this form in the fields provided. Use the tab key to move from one field to the next.

Please attach the following documents:

- A copy of the member's ID / Passport.
- If applicable, the proposal/s or annuity application form/s.
- If this is an ill-health retirement, proof of the employer's request to retire.
- A copy of the member's bank statement not older than three months (no ATM or internet statement will be accepted) or a cancelled cheque.

Section 1: Employer and fund details

Name of fund	<input type="text" value="FundsAtWork Umbrella Pension Fund"/>	<input type="text" value="FundsAtWork Umbrella Provident Fund"/>
Name of employer	<input type="text"/>	
Type of retirement	<input type="text" value="Ill-health"/>	<input type="text" value="Normal"/>
Date of last working day	<input type="text" value="DD - MM - YYYY"/>	
Effective date of retirement	<input type="text" value="DD - MM - YYYY"/>	(The date on which you want to withdraw your retirement savings benefit from the Fund)

Section 2: Member details

Employee number	<input type="text"/>		
Title	<input type="text"/>	Initial/s	<input type="text"/>
First name	<input type="text"/>		
Surname	<input type="text"/>		
Date of birth	<input type="text" value="DD - MM - YYYY"/>		
RSA ID	Yes <input type="checkbox"/>	No <input type="checkbox"/>	ID/Passport number <input type="text"/>
Passport country of origin	<input type="text"/>		
Telephone	<input type="text"/>		
Cellphone number	<input type="text"/>		
Residential address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		Postal Code <input type="text"/>
Postal address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		Postal Code <input type="text"/>
Email address	<input type="text"/>		
Tax Office	<input type="text"/>	Tax number	<input type="text"/>

Was any period of service rendered outside the RSA? Yes No

If Yes, please complete the following:

From	To	Company
<input type="text" value="DD - MM - YYYY"/>	<input type="text" value="DD - MM - YYYY"/>	<input type="text"/>
<input type="text" value="DD - MM - YYYY"/>	<input type="text" value="DD - MM - YYYY"/>	<input type="text"/>
<input type="text" value="DD - MM - YYYY"/>	<input type="text" value="DD - MM - YYYY"/>	<input type="text"/>

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Section 3: Outstanding information

For any outstanding information needed by Momentum FundsAtWork please contact:

Title	<input type="text"/>	First name	<input type="text"/>
Surname	<input type="text"/>		
Telephone - work	<input type="text"/>	Fax	<input type="text"/>
Email address	<input type="text"/>		

Section 4: Indebtedness to employer (to be completed by the participating employer)

In terms of Section 37D of the Pension Funds Act, the only payment in respect of which a member's benefit may be reduced is recovery for damages caused to the employer as a result of fraud, theft, dishonesty or misconduct, which can only be recovered if the member admits to it in writing, or if a compensatory court order is obtained (ordering the member to repay the damages). Please provide a court order obtained by the employer, or proof of the member's written admission of liability.

Damages caused to the employer Yes No

Amount to be deducted in favour of employer R

The recovery of personal indebtedness to the employer (such as personal loans, cell phone costs, etc) is not permitted

Section 5: Contribution details

Month of last contribution M M - Y Y Y Y

Pension Fund

Provident Fund

Amount of last member contribution R

Amount of last employer contribution R

Amount of last monthly additional voluntary contribution (if any) R

Comments (eg contributions proportioned/paid in advance):

Section 6: Retirement options (to be completed by the member)

The options available to members at retirement differ depending on whether you belong to the pension or provident fund.

If you belong to the pension fund, complete the below pension fund option.

If you belong to the provident fund, complete the below provident fund option.

If you belong to both, complete both the pension and provident fund options.

Cash withdrawals are subject to income tax.

Pension Fund	
<input type="checkbox"/>	purchase an annuity with the full benefit.
<input type="checkbox"/>	take up to one third of the benefit in cash and purchase an annuity with the balance. Indicate the rand amount / percentage you want to take in cash R <input type="text"/> or <input type="text"/> %;
<input type="checkbox"/>	take the whole retirement benefit in cash (only for benefits less than R75 000);
Provident Fund	
<input type="checkbox"/>	purchase an annuity with the full benefit.
<input type="checkbox"/>	take a portion of the benefit in cash and purchase an annuity with the balance. Indicate the rand amount / percentage you want to take in cash R <input type="text"/> or <input type="text"/> %;
<input type="checkbox"/>	take the whole retirement benefit in cash;

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Section 6a: Existing bank account details (if cash was selected)

Name of account holder (member)

Name of financial institution

Bank name

Account type Current/Cheque Savings Transmission

Account number Branch code - -

Member's signature

Date - - 2 0

Section 6b: Insurer details (if an annuity should be purchased)

Option 1: I want to buy the Momentum Golden With-Profit Annuity
 The trustees of the FundsAtWork Umbrella Funds have chosen this option as their preferred post-retirement solution.

Option 2: I want to buy a different Annuity
 If you choose this option, please supply the details below.

Name of insurer

Contact person

Contact number

Email address

Bank name

Type of account Current/Cheque Savings Transmission

Branch Bank branch code - - -

Financial adviser's name

Financial adviser's code

Telephone work - (code number)

Fax work - (code number)

Email address

- Note:**
- While this claim is being processed, the benefit will be placed in Momentum FundsAtWork's bank account in order to eliminate the possibility of the benefit being reduced due to volatile market conditions.

Section 7: Disinvestment effective date (to be completed by the member)

Momentum FundsAtWork will start the disinvestment process of your retirement savings account within 7 days of receiving this retirement notification. If you want your retirement savings account to stay invested until the effective retirement date, please tick the below block.

Yes, my retirement savings account should stay invested until the effective date of my retirement.

Section 8: Deductions (to be completed by the member)

The following amounts can be deducted from my retirement savings account at disinvestment.

- Home loans for which the Fund/s is / are the guarantor.
- Exceptions permitted in terms of section 37A of the Pension Funds Act are in respect of maintenance payments or divorce orders endorsed against the Fund, entitling the non-member spouse to a portion of the member benefit.

Maintenance order Yes No If yes, please provide maintenance order.

Divorce order Yes No If yes, please provide a copy of the divorce order and complete the divorce order form.

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Section 9: Declaration by employer

I (full names)

certify that all particulars furnished in this form and accompanying documentation are true and correct

Signed at

Designation

Signature on behalf of employer

Date - - 2 0

Official stamp of employer

Section 10: Declaration by member

I (full names)

declare that:

- all particulars furnished in this form are true and correct;
- payment by electronic transfer shall constitute full and final settlement discharging Momentum FundsAtWork of its liability in terms of the Rules of the Fund;
- the benefit payment options available to me, as well as the tax implications thereof, have been explained to me in full; and
- after seeking the relevant financial advice, I confirm that the choices indicated here are my final instructions and I acknowledge that I am aware that the benefit paid will be subject to the Fund Rules and relevant legislation.

Signed at

Member's signature

Date - - 2 0

Completed form together with supporting documents to be faxed to 012 675 3970 or emailed to clientcontactcentre@momentum.co.za.

Conditions for postponing the date on which a member wants to start receiving his retirement benefit

A member who has reached their normal retirement date and stops working may choose the date on which he wants to start receiving his retirement benefit.

The following will apply:

1. The member must have reached his normal retirement date;
2. the member's retirement form must indicate his intention to postpone the date on which his retirement benefit should be paid to him;
3. no further contributions, including voluntary contributions, will be payable;
4. the Fund will continue to debit fund expenses, asset management fees and asset based fees against the member's retirement savings account, but no further administration fees will be payable;
5. no change instructions requested by the advisory body or an investment adviser will apply to the member after his normal retirement date, unless the member clearly, in writing, requests this to apply;
6. the member can still change to another investment portfolio;
7. the member will not be entitled to any insurance benefits after his normal retirement date;
8. the member must advise the Fund of the date on which he wants it to pay his retirement benefit, in the format as determined by the trustees, and his benefit will become payable on that day; and
9. If the member dies before the retirement benefit becomes payable, his retirement benefit will be paid as a death benefit and the rules applying to the payment of a death benefit will apply.

When you sign this form by inserting a digital signature it confirms that the information provided is true and correct.

Options to sign the form:

1. Print out the form, sign and scan it and send it back via email to clientcontactcentre@momentum.co.za or fax it to +27 (0)12 675 3970.
2. Place your scanned signature in the signature block.
 - Store your scanned signature in a safe place on your computer.
 - Select the 'comments' tab from your menu in Adobe.
 - Select the 'add stamp' icon.
 - Select custom stamps.
 - Create custom stamps.
 - You can now browse and upload your signature to save it as a custom stamp under 'sign here' in Adobe.
 - You can now go back to your 'stamps' icon and select 'sign here' and select your saved signature.
 - Place it in the document and save the document.

When you want to print the form to complete by hand you can turn off the field highlights by selecting the "highlight existing fields" on the top right hand corner of your screen.