

RETIREMENT BENEFIT CLAIM FORM

TO BE COMPLETED BY THE EMPLOYER IN THE EVENT OF AN EMPLOYEE'S RETIREMENT.

PARTICIPATING EMPLOYER BUSINESS DETAILS (please complete in full)

Name of employer

Telephone number Code No.

Cellphone number

Email address

Contact branch

MEMBER'S PERSONAL DETAILS (please complete in full)

Title Surname

First names

Identity number Date of birth

Income tax number (compulsory where member has worked in South Africa)

Passport number (Only if no South African ID number is available)

Country of issue

Telephone number* (Home) Code No.

Cellphone number Code No.

Email address*

* Insert the details where the member will be contactable after leaving this employer.

Residential address

Unit number Complex name

Street number

Street name

Suburb

City/Town Code

Postal address

(complete only if different from residential address)

Code



RETIREMENT BENEFIT CLAIM FORM



MEMBER EXIT DETAILS

Date of retirement

D	D	M	M	Y	Y	Y	Y
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Final contributing month

M	M	Y	Y	Y	Y
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Amount of final contribution:

Employee

R															
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Employer

R															
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TYPE OF RETIREMENT [indicate the appropriate option with a tick (✓)]

Normal retirement Early retirement Ill-health retirement (attach approval) Late retirement

REMUNERATION DETAILS

Final GROSS **annual** pensionable salary at date of retirement

R															
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Final GROSS **annual** taxable salary at date of retirement

R															
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PRIOR CLAIM

Are there any Prior Claims payable? YES NO

e.g. Pension Backed Housing Loans, Divorce Orders, etc. (please provide details)

DECLARATION BY PARTICIPATING EMPLOYER

I,

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 the undersigned, hereby certify that all particulars furnished in this form and accompanying documentation are true and correct.

Signed on behalf of employer

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Designation

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Date

D	D	M	M	Y	Y	Y	Y
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OFFICIAL COMPANY STAMP

DOCUMENTATION REQUIRED

- Fully completed Retirement Benefit Claim from
- Copy of member's ID book/passport
- For cash payments please provide proof of member's banking details (cancelled cheque, copy of bank statement or a letter from the bank)
- Annuity Application Form (if applicable)





BENEFIT PAYMENT OPTIONS (Options must be elected in terms of the rules of the Fund)

For more information on the available options please refer to page 4 of this document

BENEFIT PAYMENT OPTION (select ONE only)

Defer Retirement; or
Full Annuity
Cash of [] % or R [] (max. one-third in respect of Pension Fund) of the total available benefit and the balance to an annuity

Annuity to be purchased from a Registered Insurer (please complete the table below and attach copies of the application/proposal form(s)).

Details of annuity provider, please complete the following:

Name of annuity product []

Percentage of total Benefit to be applied to this product [] %

Name of Registered Insurer []

Table with 3 columns: Contact name, Contact number, Address

Conversion Option (if selected by the employer as a benefit option)

Do you wish to utilise the Conversion Option in respect of your Group Life Cover? YES [] NO []

Please contact Evolution Corporate Benefits or your financial adviser for further information.

COURT ORDERS - COMPULSORY TO COMPLETE

Do you have any divorce order(s) and/or maintenance court order(s) against your benefit? YES [] NO []

If "Yes", please attach: - original certified copy/copies of the relevant court order(s); and - in the case of divorce court order(s), contact details of your former spouse/s.

YOUR BANK DETAILS FOR CASH PORTION OF BENEFIT (If applicable)

Electronic Fund Transfer (Must be your own bank account)

Name of account holder []
Name of bank [] Name of branch []
Account number [] Bank branch code []
Type of account [] Cheque [] Savings [] Transmission []

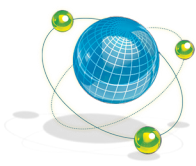
Note: We regret that payment by cheque is not allowed.

DECLARATION BY MEMBER

- The details provided herein, in particular my banking details, are true and correct.
I understand the options available to me with regards to the payment of my benefit, including the tax implications.
In the event of any loss suffered as a result of any incorrect details provided herein, neither the fund nor Evolution Corporate Benefits can be held liable for such losses.
I acknowledge that my benefit will be disinvested and held in the funds bank account until such time as payment of the benefit is made in terms of my payment instruction. The only exception to this practice will be where the administrator is separately instructed in writing not to disinvest the monies.

Member's signature [] Date [D D M M Y Y Y Y]





WHAT ARE MY OPTIONS AT RETIREMENT?

RETIREMENT

Retirement and the decision to stop working is a very important milestone in one's life. As a member of a Pension or Provident Fund, it is also the time at which you will need to make some important decisions about how to best make use of your Retirement Savings in order to ensure that you receive a reliable and long-lasting pension income after you have stopped working.

DID YOU KNOW – YOU MAY DEFER YOUR RETIREMENT

If you are fortunate enough, that at retirement age, you don't immediately need to take your retirement savings out of the fund, you do have the option to **DEFER** your retirement.

What this means is that your retirement savings will remain within the Unicover fund after your normal retirement date. You will no longer be required to contribute, and your savings will continue to be invested on your behalf. If you do choose to **DEFER** your retirement, you will still be able to claim your retirement benefit at any future date chosen by you without penalties or restrictions. For more information on how the **DEFERRED BENEFIT** option works, please go to www.unicover.co.za – go to PAID-UP & DEFERRED MEMBERS.

RETIRING FROM A PENSION FUND

When you retire from a Pension Fund you have the following options:

- You can take a maximum of 1/3rd of your Share of Fund in cash and you must use the balance to purchase a Pension income from a registered insurer.
- You can purchase a Pension income using your full Share of Fund.

(Please note that if your total Share of Fund is less than R 247 500, you may take the full amount in cash.)

RETIRING FROM A PROVIDENT FUND

When you retire from a Provident Fund you have the following options:

- You can take your full Share of Fund in cash
- You may take a portion of your Benefit in Cash and use the remainder to purchase a Pension from a registered insurer
- You can use your full Share of Fund to buy a Pension from a Registered insurer.

PLEASE NOTE: Any cash portion taken at retirement will be subject to tax. The more cash you elect to take at retirement, the more tax you are likely to pay and the lower your Pension income is likely to be.

REINVESTING YOUR MONEY

There are many different options available to you for reinvesting your money. The money is normally reinvested in what is known as an Annuity, of which there are a number of different types. Some of these are listed below:

1. **Level Annuity** – Pays a level monthly pension to you for the rest of your life. This annuity does not offer any protection against inflation.
2. **Escalating Annuity** – Pays a monthly pension to you for the rest of your life, this pension increased each year at a pre-determined rate in order to provide protection against inflation.
3. **Inflation-Linked Annuity** – Pays a monthly pension to you for the rest of your life, this pension increases every year at a rate that is linked to inflation therefore providing you with important protection against the ever-increasing cost of living.
4. **Joint & Survivor Annuity** – Pays a monthly Pension to you and in the event of your death will continue to pay a monthly pension to your surviving Spouse until they pass away. The Pension can be set up to increase every year at a fixed rate or in line with inflation.

With all of the above options, the insurer that you purchase the pension from will determine where the money is invested as well as the amount of Pension income that you receive. The amount of income is indicated in a quote that can be obtained from the insurer.

Living Annuity (also called an Investment Linked Living Annuity) – This option allows you to actively control how the money is invested and how much monthly income you receive (you can choose between 2.5% and 17.5% per annum of the amount invested). You then become fully responsible for ensuring that your Pension keeps up with inflation and that you don't run out of money during your retirement.

IMPORTANT:

We have only listed some of the options that are available to you above. Each one comes with its own set advantages and disadvantages.



UNICOVER TRUSTEES RETIREMENT INCOME OFFERING

In order to help you with the difficult decision about what to do with your retirement savings, the trustees of the Unicover Pension fund now provide an option for members that will help you secure an income for life.

The Just Life Retirement Income provides:

1. Income that is guaranteed to last for the rest of your life
2. A guaranteed pension for life for your spouse should you pass away.
3. An income that aims to keep up with inflation for the rest of your life.

If you do want to consider this as an option for your retirement income, please indicate so in the form (under Benefit Payment Options), please speak to one of our **Retirement Benefit Counsellors** who will provide you with the necessary quotes and information free of charge. (021) 551 2140 or (011) 675 3000. (please note that the Benefit Counsellors cannot provide financial advice or make recommendations)

FINANCIAL ADVICE

If you are unsure about what option will be best suited to your needs once you have reached retirement age and you do feel that you need financial advice, please speak to your Financial Adviser OR contact Evolution Corporate Benefits (Pty) Ltd – one of our **Certified Financial Planner**® professionals will be able to assist you.

PROTECTION OF PERSONAL INFORMATION

In order to provide administration and other services related to your retirement fund membership and benefits, it is necessary for Evolution Corporate Benefits to collect, process and store some of your personal information. This may also include sharing your information with third-party providers that form part of the service value chain, as well as the office of the South African Revenue Services.

Amongst other reasons, the sharing of information will be for the following purposes:

- Medical Underwriting
- Assessing and processing of claims
- Verification of Bank details for claims payments
- Beneficiary tracing
- Audit and Record Keeping
- Fraud Prevention and detection
- Compliance Monitoring
- Verifying your identity

Personal Information will only be released to a third-party where the release of such information is critical to the services that Evolution provides to you as a member or former member of the fund. Evolution will not release or disclose your Private Information to any other party unless required to do so by Law.

Where you have provided Evolution with personal information of a third party (for example beneficiary details), please ensure that such third party has given you consent to provide us with their personal information and that you both agree to the processing of such personal information.

Please be assured that Evolution Corporate Benefits is committed to protecting your privacy and ensuring that where necessary for us to collect, store and process your information, it will be done properly, lawfully and in a transparent manner.

To view our full Privacy Notice, please log onto www.evolutiongroup.co.za.

By signing this form, you confirm acceptance of the term set out above as well as the additional details set out in our Privacy Policy.

If you do have any concerns or objections regarding above, please do not hesitate to contact us on privacy@evolutiongroup.co.za.

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

You also have the right to complain to the Information Regulator, whose contact details are:

Website justice.gov.za/inforeg/index.html
Tel 012 406 4818
Fax 086 500 3351
Email inforeg@justice.gov.za