



WITHDRAWAL BENEFIT CLAIM FORM

TO BE COMPLETED IN THE EVENT OF AN EMPLOYEE'S RESIGNATION, RETRENCHMENT OR DISMISSAL.

PARTICIPATING EMPLOYER BUSINESS DETAILS (please complete in full)

Name of employer

Telephone number Code No.

Email address

Contact Person

MEMBER'S PERSONAL DETAILS (please complete in full)

Title Surname

First names

RSA ID 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



MEMBER EXIT DETAILS

Date of withdrawal [D][D][M][M][Y][Y][Y][Y]

Final contributing month [M][M][Y][Y][Y][Y]

REASON FOR WITHDRAWAL (please select one)

Resignation Retrenchment Dismissal
Are there any outstanding housing loans Are there any prior claims by the employer
Is there an outstanding divorce order against the member's benefit

MEMBER REMUNERATION DETAILS

Annual pensionable salary at date of exit R
GROSS annual taxable salary at date of exit R

DECLARATION BY PARTICIPATING EMPLOYER

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

Signed on behalf of employer []

Designation []

Date [D][D][M][M][Y][Y][Y][Y]



DOCUMENTATION REQUIRED

- Fully completed withdrawal 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)

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.

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.

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

**BENEFIT OPTIONS WHEN LEAVING YOUR EMPLOYER**

When you resign from your employer, are retrenched or dismissed, your membership of the Retirement Fund comes to an end. At that point, the total retirement savings that have built up within the fund become due to you and there are a number of options available as to what you can do with the benefit. These include:

1. You can leave your Retirement Savings **PAID-UP** within the fund.

Leaving benefits **PAID-UP** will preserve your retirement savings within the fund and allows them to continue growing until such time as you choose to claim the benefits at a future date decided by you.

2. You can transfer your retirement saving to another approved fund including either your new employer retirement fund OR an alternative Preservation Fund or Retirement Annuity Fund. (this will normally be done with the assistance of a financial adviser)
3. You may elect to take the benefit in cash.
4. You may select a combination of 2 & 3 above.

PLEASE NOTE: IF YOU DO NOT MAKE AN ELECTION WITH RESPECT TO THE ABOVE WITHIN 120 DAYS OF LEAVING YOUR EMPLOYER, YOUR BENEFIT WILL AUTOMATICALLY BECOME PAID-UP.

DID YOU KNOW

Did you know that only about 6 out of 100 South Africans Retire Financially independent with enough money to enjoy a comfortable and dignified retirement?

The rest of South Africans are left to either rely on the State Old Age Pension, family and friends, OR they simply have to carry on working.

By choosing to preserve your benefit when you change jobs, you can make a big difference to your long-term financial wellbeing and also give yourself a better chance of achieving financial independence in retirement.

BENEFITS OF BECOMING A PAID-UP MEMBER

Leaving your benefits **PAID-UP** within the fund provides you with an effortless and cost-effective way to preserve your retirement savings for the future.

If your benefit becomes **PAID-UP**, no further contributions will be payable, and your money will remain invested up until such time as you provide us with an instruction to either pay the benefit out in cash, transfer it to another approved fund or until you retire and elect to receive your savings as a retirement benefit.

TAX ON PAID-UP BENEFITS

There will be no tax payable on your benefit when it becomes **PAID-UP**. Tax only becomes payable when you elect to take your benefit out of the fund.

PAID-UP MEMBERS

If you need more detailed information on how the **PAID-UP** benefit option works, please contact Evolution Corporate Benefits OR your Employer HR/Payroll department. Or logon to www.unicover.co.za go to **PAID-UP & DEFERRED** members.

ELECTING TO TAKE CASH WHEN YOU LEAVE THE FUND

If you are thinking about taking your retirement fund benefits in cash, please consider the following:

- When you take cash from a retirement fund, you will most likely be require to pay tax on the benefit. That tax payment is money that you will never get back from the Receiver of Revenue again.
- If however, you leave your money as **PAID-UP** within the Fund, or transfer it to another approved fund, there is a good chance that there will be no tax payable.
- Experience shows, money that members take in cash normally gets spent fairly soon after they leaves the fund. It is important to remember that these savings are intended for retirement purposes, and once spent, will be very difficult (if not impossible) to make up again.

DO YOU WANT ADVICE REGARDING YOUR RETIREMENT BENEFITS?

The purpose of **offering a PAID-UP benefit option**, is to help members preserve their hard-earned retirement saving for later in life.

The Trustees of the Unicover Retirement Funds have aimed to ensure that benefits can be made **PAID-UP** at the lowest possible cost, that your money is invested in an appropriate way, and that you should not need financial advice in order to make your benefits **PAID-UP**, all of which makes the process even more cost effective.

If however you do feel that you need more detailed Financial Advice regarding your retirement savings and related benefits, please speak to your financial adviser OR contact Evolution Corporate Benefits (Pty) Ltd. One of our qualified financial advisers will be able to assist you.

CONTINUING YOUR LIFE AND DISABILITY COVER

If you are interested in continuing with your Insured Death and Disability Benefits in your personal capacity, please check whether your employer fund offers this option.

If you have been a member of your employer fund for more than 12 months and the option is available, you will be able to convert the cover that you enjoy as a member of the fund into a personal policy. If you are interested, please speak to your financial adviser OR contact Evolution Corporate Benefits (Pty) Ltd. One of our qualified financial advisers will be able to assist you.

PLEASE NOTE: THIS BENEFIT IS NOT AVAILABLE ON RETRENCHMENT.



WITHDRAWAL BENEFIT CLAIM FORM



THE FOLLOWING SECTION IS TO BE COMPLETED BY THE MEMBER.

BENEFIT PAYMENT OPTIONS

For further assistance regarding these options please contact one of our financial advisors

BENEFIT OPTIONS – PLEASE SELECT ONE OF THESE OPTIONS

1. Leave my retirement savings in the Unicover Fund as a Paid-Up Benefit. (see page 3 for further explanation)

2. Transfer full benefit to another approved Fund. (Please attach a copy of the proposal/application form.)

Full name of fund

Insurance company / Administrator name

Contact person's name

Contact person's telephone number

Contact person's email address

3. Part Cash / Part Transfer

Insert Cash Amount or percentage required to be encashed, and complete the Bank Details for Payment of Cash section below.

Please note: Cash benefits requested will be reduced by any tax payable on the amount.

R OR %

Transfer the remainder of the benefit to another approved Fund (including a Preservation Fund). Attach copy of proposal or application form.

Full name of approved fund

Contact Person Contact Number

4. I wish to receive the full benefits in cash. (For cash payment: Please complete the Bank Details for Payment of Cash section below.)

Please note: Any cash amount requested will be reduced by any tax payable on it.

CONVERSION OPTION (if selected by your employer as an option)

Do you wish to utilise the conversion option in respect of your Insured Group Life or Disability Cover offered under your current Fund? YES NO

Please speak to one of the Evolution Consultants for further assistance in this regard however please note that you only have 60 days from date of resignation to exercise this option.

For additional information on how you can benefit from a CONVERSION OPTION, please refer to www.unicover.co.za (go to Frequently Asked Questions) FAQ

BANK DETAILS FOR PAYMENT OF CASH

Name of account holder

Name of bank Name of branch

Account number Bank branch code

Type of account Cheque Savings

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

