

FundsAtWork Umbrella Funds Retirement form

Member number

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Please attach the following documents:

- A certified 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. If you do not have a bank account please refer to section 6b and appendix A of this form.

Section 1: Employer and fund details

Type of fund	Pension fund	<input type="checkbox"/>	Provident fund	<input type="checkbox"/>						
Name of fund	<input type="text"/>									
Name of employer	<input type="text"/>									
Type of retirement	Ill-health	<input type="checkbox"/>	Normal	<input type="checkbox"/>						
Date of retirement	D	D	-	M	M	-	Y	Y	Y	Y

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	D	D	-	M	M	-	Y	Y	Y	Y	
RSA ID	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Identity/ Passport number	<input type="text"/>					
Passport country of origin	<input type="text"/>										
Residential address	<input type="text"/>										
	<input type="text"/>										
	<input type="text"/>										
	<input type="text"/>										
Postal address	<input type="text"/>										
	<input type="text"/>										
	<input type="text"/>										
	<input type="text"/>										
Telephone - work	<input type="text"/>					Fax	<input type="text"/>				
Telephone - home	<input type="text"/>					Cellphone number	<input type="text"/>				
Email address	<input type="text"/>										
Tax number	<input type="text"/>					Tax office	<input type="text"/>				
Was any period of service rendered outside the RSA?						Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		

If Yes, please complete the following:

From	To	Company
D D - M M - Y Y Y Y	D D - M M - Y Y Y Y	<input type="text"/>
D D - M M - Y Y Y Y	D D - M M - Y Y Y Y	<input type="text"/>
D D - M M - Y Y Y Y	D D - M M - Y Y Y Y	<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 Sections 37D of the Pension Funds Act, the only payment in respect of which a member's benefit may be reduced are 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.

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

Damages caused to the employer Yes No

Section 5: Contribution details

Month of last contribution	<input type="text"/> M <input type="text"/> M - <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y	
	Pension Fund	Provident Fund
Amount of last member contribution	R <input type="text"/>	R <input type="text"/>
Amount of last employer contribution	R <input type="text"/>	R <input type="text"/>
Amount of last monthly additional voluntary contribution (if any)	R <input type="text"/>	R <input type="text"/>
Comments (eg contributions proportioned/paid in advance):	<input type="text"/>	

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

The options available to members at retirement differ from fund to 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"/>	take the whole retirement benefit in cash (only benefit less than R75 000);
<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"/>	purchase an annuity with the full benefit.
Provident Fund	
<input type="checkbox"/>	take the whole retirement benefit in cash;
<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"/>	purchase an annuity with the full benefit.

Member number

Grid for member number

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

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

Member's signature and date field for Section 6a

Section 6b: FNB Smart Account (complete if you do not have an existing bank account)

Would you like Momentum FundsAtWork to open a First National Bank (FNB) bank account on your behalf? Yes No

I voluntarily authorise Momentum FundsAtWork to open a bank account on my behalf with FNB and warrant that I have read, understood and accepted the content in Appendix A. The money in the FNB account will only be made available once I have produced the required documentation. No liability in favour of Momentum FundsAtWork will arise as a result of the withdrawal benefit being transferred to the account held in my name.

Once the FNB account has been opened, Momentum FundsAtWork will notify you via sms.

The closest FNB Branch to me is

Member's signature and date field for Section 6b

Witness 1 signature and date field for Section 6b

Witness 2 signature and date field for Section 6b

Section 6c: Annuity Details (if an annuity should be purchased)

Form for Section 6c: Annuity Details (if an annuity should be purchased)

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.

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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 retirement effective 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.

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 - - 20

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 relevant financial advice, I confirm that the choices indicated here are my final instructions and 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 - - 20

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

Note

We recommend that you contact your financial adviser before you make any changes to your product option, benefits and beneficiaries.

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Appendix A

FNB Smart Account DDA17

Momentum FundsAtWork will open a DDA17 FNB Smart Account on behalf of the client that has provided them with consent to do so. The DDA17 account is a transactional account that is exempt from complying with the 'know your client' (KYC) requirements, provided certain parameters are met. In terms of the Financial Intelligence Centre Act (FICA) of 2001, with effect from 1 July 2003, the Bank may not establish a relationship with anybody unless they have provided them with acceptable documentation to verify their identity and residential address.

Should the client be unable to provide the Bank with the required documents to verify their residential address the client must, in addition to the product specific terms and conditions, comply with the requirements as set out in Exemption 17 of FICA namely:

- The client must be a citizen of, or resident of the Republic of SA.
- The client cannot withdraw, transfer or make payments exceeding R5,000 per day. All withdrawals, transfers and payments cannot exceed R25,000 per month.
- The client cannot transfer funds outside the Republic, except where the transfer is done by a point of sale or a cash withdrawal in the Rand Common Monetary Area (Lesotho, Namibia, Swaziland and South Africa).
- The accumulated balances on all accounts cannot exceed R25,000 at any time. If the initial deposit exceeds R25,000 a hard hold will be placed on the account until such time as the client can provide the FICA requirements. If the client cannot provide proof of residency, a sworn affidavit at the Police will be accepted as FNB knows the source of the funds.
- The client is not allowed to hold more than one of the same type of accounts with the Bank.

The client will need to comply with the provision of the legislation and agree to be bound by the rules set out above. If the client does not comply with the above requirements, the Bank will be obliged, in terms of FICA, to freeze the account without prior notice to the client, until they provide the Bank with an acceptable document to verify their residential address. The client will therefore not be able to transact on the account.

When the client goes to the FNB branch, a FNB consultant will do a full needs analysis for the client and change the DDA17 account to an account more suitable to the client and the above restrictions will be lifted.

Should a DDA13 account be opened and the client provides the required documentation, the above restrictions will not apply.

General

The client confirms that the information provided by them is true and correct.

When the client goes to their nearest branch the following will be explained to them.

- The features and benefits of the account.
- The way in which the account works.
- The fees and charges for opening and operating the account.
- The client will receive all the terms and conditions governing the product they have applied for and agree to be bound by them.
- The client undertakes to inform the Bank of any change of information.

The client will have the right to accept the terms, or change to a more suitable account or close the account when they visit their nearest FNB Branch.