momentum

FundsAtWork Umbrella Funds

Additional information to be provided by the sales consultant on installation of a scheme

Section 1: Quote details

Name of employer on quote

Quote number or code

Date of issue of quote D D - M M - Y Y Y Y

Benefit structure number

Expiry date of quote D D - M M - Y Y Y Y

Version number

Section 2: Checklist

Company letterhead	Attached ☐	To follow ☐	N/A ☐
Employer portal authorisation form	Attached ☐	To follow ☐	N/A ☐
Advisory body form (Umbrella Funds only)	Attached ☐	To follow ☐	N/A ☐
Financial adviser (key individual) accreditation from FSB website	Attached ☐	To follow ☐	N/A ☐
Member data in MS Office Excel format	Attached ☐	To follow ☐	N/A ☐
Previously accepted cover from previous underwriter	Attached ☐	To follow ☐	N/A ☐

Section 3: Financial adviser information

Financial adviser name | Broker code

Broker house name | House code

Is the financial adviser accredited to advise on this product?* Yes ☐ No ☐ FSP number

** Attach a copy of the financial adviser (key individual) accreditation from the FSB website in terms of categories 1.3 and 1.7.*

Must the financial adviser be registered on the FundsAtWork website? Yes ☐ No, the financial adviser is already registered ☐

Is the financial adviser's Momentum contract in service?* Yes ☐ No ☐

**The new scheme may not be linked to a financial adviser who is out of service.*

Reference No (For ABSA & FNB financial advisers)

Contact person

Title | First name

Surname

Telephone - work | Fax

Email address

Section 4: Treating Customers Fairly (TCF)

Momentum must ensure that all financial advisers providing information and advice relating to the FundsAtWork solutions have been provided with appropriate training on the product. Training can include, for example, going through the product presentation, one-on-one product training, attending product workshops, etc.

Has the financial adviser been trained on the FundsAtWork solutions? Yes ☐ No ☐

Name of person who conducted or will conduct the training

Signature

Date D D - M M - 2 0 Y Y

Section 5: Member education (Only for the FundsAtWork Umbrella Funds)

In terms of Section 7D of the Pension Funds Act, trustees have a statutory duty to ensure that relevant and appropriate information is supplied to fund members to inform them of their rights, benefits and obligations in terms of the rules of the fund.

Member education has been / will be done by the Employer ☐ Financial adviser ☐ Sales consultant ☐

The presentation to the members must include the following:

- Benefit structure
- Flexibility and choices available to the members
- Explanation of the benefit statement
- The importance of preserving their benefits if they leave the scheme

Section 6: Sales consultant information

Name of sales consultant / BDM / SMA	
Sales team / financial adviser channel	

Marketing Adviser

Title		First name	
Surname		Adviser code	
Marketing Adviser - Production credits	%		

Signature of sales consultant / BDM / SMA		Date	D D - M M - 2 0 Y Y

Section 7: New scheme installation member data requirements

To ensure that your scheme is installed smoothly, please submit the following member data with the installation documentation.

Data fields

The minimum information required at installation of a new scheme is specified in the first two columns. Additional information required for smooth processing of transactions is specified in the third column.

All Umbrella Fund members will be issued with a welcome SMS and email, as well as a new member welcome pack and website registration details. This will enable them to log onto our secure website and update their personal and contact information online, subscribe to communication events, as well as access certain information and transactional tools that are made available depending on the benefit structure of the scheme.

Members with a valid cellphone number or email address will also be sent login details for Hello Doctor.

To ensure your members get the maximum benefit from the scheme, please ensure that we are provided with each person's cell phone number and email address.

*Fields marked with an asterisk are mandatory.

	Minimum information required at installation		**Additional information required for transactional purposes**
	Insurance Only Schemes	**FundsAtWork Umbrella Funds**	
Personal information	• *Initial • *Surname • *ID number • *Gender	• *Initial • *Surname • *ID number • *Gender • * Income tax number • * Physical address	• Title • First name • Second name • **Date of birth (yyyy-mm-dd) • **Passport number • **Passport country of origin • Marital status • Spouse's details • Number of dependants ** Only compulsory if no ID Number provided
Scheme and occupational information	• *Annual insurance salary • *Package salary (total cost to company) • *Pay point name (if more than one pay point) • *Category of membership (as per quote)	• *Annual pension / provident salary • *Annual insurance salary • *Package salary (total cost to company) • *Pay point name (If more than one pay point) • *Category of membership (as per quote) • *Product option (as per quote)	• Employee number • Date employed • Occupation
Contact information	• Email address • Cellphone number	• Email address • Cellphone number	
Banking information			

Section 8: Notes on installation requirements

ERP Super-user

The ERP Authorisation Form is only required for additional users, over and above the super-user. From November 2014 the super-user will be able to assign access to additional users on the employer portal.

Advisory body (Not applicable to insurance only schemes)
The minimum advisory body is 2 people, one employer representative and one member representative.

Delivery details

If no selection is made, by default all member communication will be emailed to members with valid email addresses and all other communication will be sent to the employer.

Contribution collection date (Also referred to as debit order date or payment date)
If the employer does not make a selection, the default is the 1st.

Recon reminder date

If the employer does not make a selection, the default is the 20th.

Product option and investment portfolio (Not applicable for insurance only schemes)

If no selection is made the default product option for all members of the scheme will be the product option stated on the quote.

If no default investment portfolio is selected, the default investment portfolio for all members of the scheme will be the investment portfolio stated on the quote. If no investment portfolio is stated in the quote, the default investment portfolio will be the Trustee Default Portfolio.

There is no choice available for FundsAtWork Core. For Core, all members will be invested in Momentum Passive Lifestages.

Financial adviser accreditation

We cannot link a financial adviser to a scheme for the purpose of commission if they do not have the necessary accreditation, categories 1.3 and 1.7 . A copy of the FSP accreditation must be submitted with the installation.

Member data

Where a portion of an existing FundsAtWork scheme is breaking away to be installed under a separate group code, the existing member Person Numbers must be supplied with the installation data for the new scheme.

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.

submit form | save form | print

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