momentum
corporate

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

Name of employer on quote

Quote number | Date of issue of quote ___ - ___ - ___

Benefit structure number | Expiry date of quote ___ - ___ - ___

Version number

Checklist

The following additional information, documents and forms must be submitted with this installation. Please indicate if each item is attached.

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
FundsAtWork Umbrella Funds choice of default investment portfolio at installation form	Attached	To follow	N/A

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 FSCA website for 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)

Title and name of contact person

Phone number | Cellphone number

Email address

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 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

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

Sales consultant information

Name of sales consultant / BDM / SMA

Sales team / financial adviser channel

Business / Practice Consultant - Name and surname

Adviser code

Business / Practice Consultant - Production credits ___ %

Signature of sales consultant / BDM / SMA

Date ___ - ___ - ___

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FundsAtWork
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 help them to log onto our secure website and update their personal and contact information online, certain information and transactional tools that are made available depending on the benefit structure of the scheme. subscribe to communication events, as well as access.

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

To make sure \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) *Choice of investment portfolio as per the 'FundsAtWork Umbrella Funds choice of default investment portfolio at installation' form	Employee number Date employed Occupation
Contact information	Email address Cellphone number	Email address Cellphone number	

FundsAtWork
Notes on installation requirements

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Registration certificate

Can be obtained from www.CIPC.co.za - Click on "Additional Services" and then insert the name of the company to search.

Letterhead

Required before the first recon is processed.

The letterhead should clearly indicate the registered name of the business, the registration number, registered address and the names of the MD, FD and other directors. If this information is not clearly stated or if the letterhead is not provided, the sales consultant must please ensure that it's completed in full on page 1 of the installation document.

ERP Super-user

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

Advisory body - does not apply 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 - does not apply for insurance only schemes

The employer has to complete the "FundsAtWork Umbrella Funds choice of default investment portfolio" form at installation.

For all options other than Core, if an investment portfolio is not selected, Momentum will not continue with the installation process until a selection is made.

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

Financial adviser accreditation

The financial adviser must be accredited for FAIS categories 1.3 and 1.7 to be able to give advice for the risk products and / or pension fund benefits. We will not link a financial adviser to a scheme if they are not appropriately accredited. A copy of the FSP accreditation as well as the financial adviser accreditation must be submitted with the installation. We will not be able to pay commission until the supporting FAIS documentation is submitted.

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.