

FundsAtWork Umbrella Funds

Retirement contribution relief options for employers in business rescue under the Companies Acts

Please fill in the fields by using the tab key to move from one to the next.
Attach proof that you are in business rescue under the Companies Act of 2008.

Section 1: Employer details

Full registered name	<input type="text"/>		
Registration number	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>	Postal code	<input type="text"/>
Fund group code	<input type="text"/>		
Name of Fund	<input type="text" value="FundsAtWork Umbrella Pension Fund"/>	<input type="text" value="FundsAtWork Umbrella Provident Fund"/>	<input type="text"/>

Section 2: Retirement contribution relief period

Please carefully consider your situation and then indicate your chosen period (up to a maximum of 6 months).

Relief period:

Section 3: Terms and conditions

- If some contributions and/or the late payment interest are outstanding when you ask the trustees of the Funds to consider the contribution relief, they will decline it.
- The trustees of the Funds will decide on your application and whether the chosen period is in the best interest of the affected employees. They will consider each case's facts and the impact on the affected employees.
- If the trustees approve your request you must continue to pay the administration fees, Fund expenses and approved and unapproved insurance benefit premiums (including the premiums for the Family Protector funeral benefit) on behalf of the affected members.
- The Fund must inform all affected employees of your chosen contribution relief period. To help the Fund fulfil their duty, you must provide the cellphone numbers, or email addresses if a cellphone number is not available, of all affected employees. Provide this information in an Excel spreadsheet and send it with this form. **The trustees will not consider your request until they receive all the affected employees' contact details.**
- If your request is declined, the trustees will give you a reason. You may then review your request and submit a new relief form to the Fund. The trustees will then reconsider your revised request.

Section 4: Declaration by the employer's authorised signatory

I, (full names)

certify that all details in this form and the accompanying documents are true and correct.

Designation

Signed at

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signed on behalf of the employer						Date			

Sign the form:

1. Print out the form, sign and scan it and email it to momentumcorporateclient@momentum.co.za.
2. Place your scanned signature in the signature block.
3. How to use a scanned signature
 - 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.
 - Store your scanned signature in a safe place on your computer.

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.