

FundsAtWork Umbrella Funds withdrawal form

Resignation, dismissal, end of contract, retrenchment, employer's termination of participation in the Fund (not a section 14), no longer an eligible employee

Member number

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- If the member belongs to both the FundsAtWork Umbrella Pension Fund and the FundsAtWork Umbrella Provident Fund, two separate withdrawal forms must be completed.
- Complete form MEB003 if the member is retiring. ([Click here to get form](#))
- Please complete this form using the fields provided. Use the tab key to move from one field to the next.

Section 1: Employer and Fund details (member completes this section)

Name of Fund

Name of employer

Section 2: Member details (member completes this section)

Employee number

Title Initial(s)

First name

Surname

Date of birth - -

RSA ID ID/passport no

Passport country of origin

Attach a copy of ID/passport (if you have an identity card, please submit a copy of the front and back of the card).

Residential address

Postal address Postal code

Cellphone number Work number

Email address

Alternative email address

Tax number

Section 3: Withdrawal details (employer completes this section)

Reason for withdrawal

Resignation	<input type="checkbox"/>	End of contract	<input type="checkbox"/>	Retrenchment	<input type="checkbox"/>
Dismissal	<input type="checkbox"/>	No longer an eligible employee (proof must be attached)			
Employer's termination of participation in the Fund (not a section 14)					

Effective date of withdrawal (month of last contribution deducted from the member) - -

If the member left during the month, please specify whether a pro-rata contribution was paid and complete the amounts below. Yes No

Amount of last contribution - Member R

Amount of last contribution - Employer R

Notes:

- The Fund will only start processing the claim after the last contribution is received.
- Contributions are payable up to the date of exit. If the member is leaving during the month, the contributions will be a pro-rata amount based on the number of calendar days to the date of exit. The employer can increase the expected pro-rata amount to match the total amount on their payroll but not decrease the amount. For example, if a member leaves on 20 June and the full month's contribution is R1 000, then the pro-rata amount is $20/30 \times R1\ 000 = R666,67$.
- If an additional voluntary contribution is paid for the member in their last month, please insert the amount:
Additional voluntary contribution: R

Section 4: Indebtedness to employer (employer completes this section)

Section 37D of the Pension Funds Act states that a member's benefit may be reduced:

- If the member has caused damages to the employer because of fraud, theft, dishonesty, or misconduct. The member must have admitted liability in writing or there must have been a compensatory court order that has been obtained ordering the member to repay the damages to the employer. Together with this form, the employer must inform the Fund in writing of a potential claim against an employee. The employer must provide proof of the court order obtained or the written admission of liability by the member.
- If the employer has given a home loan as mentioned in section 19(5)(a) of the Pension Funds Act. The employer must provide proof of such loan agreement with this form.

Damages caused to the employer Yes No

Amount to be deducted for the employer's damages R

Home loan provided to the member by the employer Yes No

Amount to be deducted for the outstanding home loan R

The recovery of personal indebtedness to the employer, such as personal loans and cellphone costs, is not permitted.

Section 5: Withdrawal details and options (member completes this section)

Note: SARS does not allow cancellation of a tax directive once it is received. Please consider your choice carefully before this form is sent to the Fund for processing. After we receive the tax directive from SARS, and you owe them money we will transfer the amount of the tax debt to SARS before we finalise the payment of the claim to you.

<input type="checkbox"/>	Keep the whole withdrawal benefit in the Fund, this is called in-fund preservation and you will become a paid-up member.
<input type="checkbox"/>	Transfer the whole withdrawal benefit to the Momentum Corporate Pension or Provident Preservation Fund (not necessary to complete sections 5a and 5b).
<input type="checkbox"/>	Transfer the whole withdrawal benefit to another pension fund, provident fund, pension preservation fund, provident preservation fund or retirement annuity fund (complete section 5b).
<input type="checkbox"/>	Take a portion of the withdrawal benefit as a lump sum and transfer the balance to the Momentum Corporate Pension or Provident Preservation Fund (complete section 5a). Indicate the rand amount/percentage you want to withdraw as a lump sum R <input type="text"/> or <input type="text"/> %
<input type="checkbox"/>	Take a portion of the withdrawal benefit as a lump sum and transfer the balance to another pension fund, provident fund, pension preservation fund, provident preservation fund or retirement annuity fund (complete sections 5a and 5b). Indicate the rand amount/percentage you want to withdraw as a lump sum R <input type="text"/> or <input type="text"/> %
<input type="checkbox"/>	Transfer a portion of the withdrawal benefit to a retirement annuity fund and the balance to a pension or provident preservation fund (complete section 5b). Indicate the percentage you want to transfer to the annuity fund <input type="text"/> % preservation fund <input type="text"/> %
<input type="checkbox"/>	Take the whole withdrawal benefit as a lump sum (complete section 5a).

Section 6: Disinvestment effective date (member completes this section)

The Fund will start the disinvestment process of your retirement savings within 7 days of receiving this form and all the information required by the Fund so that it can fully process and pay your benefit. If you want your retirement savings to stay invested until the effective withdrawal date, please tick the block.

Yes, my retirement savings should stay invested until my effective withdrawal date from the Fund.

Section 7: Deductions (member completes this section)

Is there a maintenance order where the Fund is ordered to deduct a maintenance amount from your retirement savings in favour of a maintenance claimant? If yes, please provide a copy of the maintenance order.

Yes

No

Is there a divorce order where the Fund is ordered to deduct a portion from your retirement savings in favour of a non-member spouse? If yes, please provide a copy of the divorce order and the settlement agreement, if applicable, and complete the divorce order form.

Yes

No

Section 8: Declaration by the employer's authorised signatory

I, (full names)

certify that all particulars provided in this form and accompanying documentation are true and correct. I confirm that the reason for withdrawal is as stated in section 3. I undertake to carry any expenses incurred or damages caused because of incorrect information provided by the employer on this form.

Signed at

Designation

- -

Signed on behalf of the employer

Date

Section 9: Declaration by member

I, (full names)

declare that:

- all information provided in this form is true and correct.
- payment by electronic transfer will constitute full and final settlement discharging the Fund and their administrator, Momentum Corporate, of liability in terms of the rules of the Fund.
- the benefit payment options available to me, as well as the tax implications, have been explained to me in full.
- after looking for the relevant financial advice, I confirm that the choices indicated here are my final instructions and I acknowledge that I am aware that the benefit paid will be subject to the rules of the Fund and relevant legislation.
- I indemnify the Fund and their administrator, Momentum Corporate, against any claim, loss and/or damage that may arise from executing the choices in this form.

I agree that the FundsAtWork Umbrella Funds and Momentum Corporate may process all information that I provide on this form. I understand that the information will be processed in line with the Protection of Personal Information Act, 2013, and the FundsAtWork Umbrella Funds and Momentum Corporate's strict policies on protecting the confidentiality of my personal information.

[Click here](#) to read the Fund's Privacy Notice.

Signed at

- -

Member's signature

Date

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 momentumcorporateclient@momentum.co.za.
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.