momentum

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

Broker information

Broker name — Broker code

Broker house name — House code

Is the broker accredited to advise on this product?* Yes No FSP number

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

Must the broker be registered on the FundsAtWork website? Yes — No, the broker is already registered

Is the broker's Momentum contract in service?* Yes — No

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

Reference No (For ABSA & FNB brokers)

Title and name of contact person

Phone number — Fax 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 product workshops, etc.

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

If Yes, date training was done - -

If No, date training will be done - -

Name of person who conducted the training

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 done by the — Employer — Finacial adviser — Sales consultant — Not yet done

Date completed / to be completed - -

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 / broker channel

Marketing Adviser - Name and surname — Adviser code

Marketing Adviser - Production credits %

Signature of sales consultant / BDM / SMA

Date - -

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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	Title First Name Second Name **Date of Birth (yyyy-mm-dd) **Passport Number **Passport Country of Origin Marital Status 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 Tax Number Medical Fund Medical Aid Membership Number Salary Frequency
Contact information		Email Address Cell Phone Number	Home Telephone Number Fax Number Postal Address Line 1 Postal Address Line 2 Postal Address Line 3 Postal Address Postal Code Residential Address Unit No. Residential Address Complex Name Residential Address Street No. Residential Address Street/Farm Name Residential Address Suburb/District Residential Address City/Town Residential Address Postal Code
Banking information			Bank Name Account Holder Account Relationship (If not account holder) Account Number Account Type Branch Code

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Notes on installation requirements

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. 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.

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 broker to a scheme for the purpose of commission if the broker does 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.