

Registration number: 1969/018487/07 | FAIS licence number: 1177

Institutional Fund Administration – Member
Telephone: 0860 100 333 | Email: admin@aforbes.com

What to do with my retirement savings form

Why do I need to complete this form? Because you are leaving your employer, you need to tell Alexander Forbes what to do with your retirement savings. It is important that you understand your options and make the right decision for you and your financial well-being.
Name of fund



What are my options?

1 Keep your savings where they are

Your money will stay invested in the same portfolios which is known as the default option.

2 Transfer

Move your money out of your employer fund, with an option to take a small cash portion or transfer all your savings.



Important: The savings you withdraw may be taxed.

3 Withdraw all your savings

■ Take your retirement savings in cash.



Important: The savings you withdraw may be taxed.

How does this benefit me?

- It is the easiest process.
- You can change your decision or investment option later.
- You will not be taxed on this option.

How does this benefit me?

- Your transfer amount will be invested in a fund of your choice.
- You can add any other retirement savings you have, to keep them all in one place.

How does this benefit me?

■ You can access all your retirement savings now instead of at retirement.*

*Please note: If you cash in your retirement savings now, you will not be able to earn the income you need when you retire.



If you need help choosing or understanding your options, please contact your dedicated financial adviser or ask your employer if unknown. Alternatively you can contact Alexander Forbes below.

Telephone: 0860 100 444 | Email: iac@aforbes.com

Call me back: https://www.alexanderforbes.co.za/contact-us/call-me-back

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Choose an option here.

Human Resources to complete section 5.

Please	tick or	e of the	options	and	complete	the c	correct	sections:

rease tick one of the options and complete the correct sections.										
1. Keep your savings where they are	Complete sections 1 and 4									
2. Transfer	Complete sections 1, 2 and 4									
3. Withdraw all your savings	Complete sections 1, 3 and 4									
4. No payment option selected by the member	Complete section 1 (HR only)									

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Section 1 | About you (the member)

Fill in the detail	s bel	ow.																																
Your name(s)	ı	ı	I	I	I	ı	ı	ı	1	1	ı	ı	1	ı	ı	ı	ı	ı	ı	I	1		ı	1			ı	ı	ı	ı	1	ı	ı	1
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Note: *Please click here to complete a Withholding tax on interest (WTI) form if your country of residence for tax purposes is not South Africa. You employer will then complete the **Employment history for non-resident** which they can find under the employer section of this form.

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Section 2 | Transfer

Move your money to another fund. Will you be transferring all of your savings, or some of your savings? Please tick one of the options: ■ Transfer all my savings ■ Transfer some of my savings; I wish to withdraw some of my savings* *The savings you withdraw may be taxed Please fill in your fund and adviser details below, for us to transfer your money correctly. New fund name Contact details of financial adviser or fund administrator If you are transferring to your new employer, please fill in the fund administrator's contact details below. Name Email Work Cell If you would like to withdraw some of your savings, please fill in the details below. Do not complete if you are transferring all of your savings. How much would you like to withdraw? Note: Your cash benefit may be taxed, and could affect your future retirement savings. For guidance on this please visit the SARS website on www.sars.gov.za. Fill in the details below. Please give us your own personal bank details and not someone else's. Account holder's name Name of bank Account number Branch code Cheque or Savings

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Section 3 | Withdraw all your savings

Fill in the details below if you have chosen to withdraw all your savings.
Please give us your own personal bank details and not someone else's.
Account holder's name
Name of bank
Account number Branch code Cheque or Savings
Note: Your cash benefit may be taxed, and could affect your future retirement savings. For guidance on this please visit the SARS website on www.sars.gov.za.
Section 4 Your declaration (the member)
Please read and sign that you agree with the following:
 You understand your options, including the tax implications. If there is any loss as a result of incorrect information given, neither Alexander Forbes nor the fund are responsible for the losses. You made your own decision or were assisted by an adviser. When all your information has been received, we will process your decision according to the fund rules and the withdrawal process. If you are in debt to your employer, your savings will be used to pay the debt in terms of section 37D of the <i>Pension Funds Act</i>. Once you have chosen an option and SARS has issued a directive, the directive cannot be cancelled.
Full name
Sign here

Personal information, privacy and security

Alexander Forbes takes data protection seriously. We will look after your personal information carefully.

We will keep your personal information or share it with third parties in the following cases:

- for as long as we or the fund needs to act on your instructions
- if the law requires it
- so that we can communicate with you about our services and products where appropriate

If you provide us with the details of other people, you confirm that you have the permission or authority to do so.

Once we no longer have a need or legal basis to keep your personal information, we will dispose of it securely.

If you wish to update or correct your personal information, please contact us using the details provided.

Section 5 Employer to complete
Date of employee leaving
Reason for member leaving the employer:
Resignation Dismissal Qualifying retrenchment* Non-qualifying retrenchment**
Qualifying retrenchment occurs when your employer: In has stopped or intends to stop the job the member was employed to do In no longer needs the member's service
* Non-qualifying retrenchment occurs when the member: owns more than 5% of the issued share capital or member's interest in the company the member is leaving. does not meet the criteria for Qualifying retrenchment.
Amounts owed to the employer
ill in this section if there is an amount to be deducted from the member's benefit and paid to the employer in terms of section 37D of the Pension Funds Act. ***
Amount to be deducted from the benefit and paid to the employer: R Not applicable
 If the above applies, please attach a copy of: the court order the member's admission of liability Note: Please click here to complete an indebtedness form if there is an amount to be deducted. Note: If the members country of residence is not South Africa please click here to complete this one page form and submit to the administrator.
Employer declaration
Please read and sign that you agree with the following: The member has left or is leaving your employment. The correct contribution was deducted and paid to the fund up to the member's leaving date. If there is any loss as a result of incorrect information given, neither Alexander Forbes nor the fund are responsible for the losses. You have given the member a copy of this form with their available options. If the member has not signed or completed this form, you have signed this page and the member will remain in the default option.
lame and surname
Sign here Date Date
By signing here, you declare that you are duly authorised to do so.