

Withdrawal and Retirement Claim Form

A. MEMBERSHIP DETAILS (Documents to be attached : Copy of ID / Passport and proof of banking details Bank statement not older than 3 months)

Name of fund			
Employer name			
Member full name and surname			
Employer/Company/ Pension Number		ID or passport number	
Country of issue		Date of birth	
Member's Income Tax Number		Member's Contact Number	
Member's email address			
Members residential address		Member's postal address	

Bank Details

Account holder name			
Name of bank		Account number	
Branch code _____	Type of Account –	☐	Current
Payments cannot be made to credit card or bond accounts		☐	Savings
Payments cannot be made to third parties		☐	Transmission
Payments cannot be split into different bank accounts			

B. WITHDRAWAL CLAIM

Resignation ☐	Dismissal ☐	Retrenchment	Expiry of visa ☐	Other ☐
If other : _____				

Withdrawal and Retirement Claim Form

If last contribution date differs from exit date, please provide a reason : _____

Withdrawal date

Last contribution date

Divorce or maintenance court orders *If yes, please provide a certified copy of the court order/s.*

Divorce Order ☐ Yes ☐ No

Maintenance Order ☐ Yes ☐ No

MEMBER'S WITHDRAWAL OPTIONS (Please contact your broker for advice)

You can only choose one withdrawal option as set out in point 1 to 5 below, i.e. tick one box only.

1. Take after tax cash benefit

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Vested Component (% or R amount)	Savings Component (% or R amount)	Retirement Component (% or R amount)
		No

- If you select this option your Retirement Component will remain in the fund as a Paid-Up Benefit until retirement
- You can only take your Savings Component in cash if you have not yet made a claim from the Savings Component in the current tax year or if the balance in your Savings Component is less than R2 000. **If you have already claimed in the current tax year and the balance in your Savings Component is more than R2 000, the full balance in your Savings Component can only be claimed in the next tax year.**

2. Take after tax cash benefit – ONLY IRO MEMBERS WHOSE REASON FOR EXIT IS A RESULT OF A VISA/WORK PERMIT EXPIRING

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Vested Component (% or R amount)	Savings Component (% or R amount)	Retirement Component (% or R amount)
100%	100%	100%

- You can only select this option if you are exiting the fund because your visa/work permit expired and your employment will be terminating as a result of this. A copy of your expiring permit/visa must be attached.

3. Transfer full benefit to another fund

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Vested Component (% or R amount)	Savings Component (% or R amount)	Retirement Component (% or R amount)

- If you select this option the values in all components will be transferred and the fund will have no further liability to you
- If you elect to transfer, you must transfer all 3 components to the same other fund

Withdrawal and Retirement Claim Form

4. **Part transfer to another approved fund and part cash benefit. (If this option is elected 100% of your benefits must be taken as cash/transferred and you cannot leave a portion behind in the fund)**

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- Cash benefit (specify amounts or %)
- You can only take your Savings Component in cash if you have not yet made a claim from the Savings Component in the current tax year or if the balance in your Savings Component is less than R2 000. **If you have already claimed in the current tax year and the balance in your Savings Component is more than R2 000, the full balance in your Savings Component must be transferred.**
- **Transfer benefit (specify amount or %)**

Vested Component (% or R amount)	Savings Component (% or R amount)	Retirement Component (% or R amount)
		No

- **Remain in the fund as paid-up member**

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Vested Component (% or R amount)	Savings Component (% or R amount)	Retirement Component (% or R amount)
100%	100%	100%

- If you elect this option your benefits as held in the different Components will become Paid-up. We will issue you with a Paid-up Certificate. Your benefit will remain invested in your current investment strategy or the strategy agreed by the trustees, if applicable.

Amounts owed to the employer or fund

Fill in this section only if there is an amount to be deducted from the benefit and paid to the employer in terms of section 37D of the *Pension Funds Act* or if the member has an outstanding housing loan.

There are two situations when a fund may deduct amounts from a member's benefit to pay an employer:

1. Debt for housing loan. This is when one of the following has occurred:

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- The fund or the employer gave a housing loan to the member and the member owes money on the loan.
- The fund or the employer provided a guarantee (for example a surety ship) for a housing loan for the member and the guarantee is enforced.

2. Debt arising from theft, dishonesty, fraud or misconduct.

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- This is if the employer has experienced loss because of the member's theft, dishonesty, fraud or misconduct, and one of the following has occurred:
 - The member admitted responsibility (liability) in writing.
 - There is a court judgment against the member.
 If there is debt arising from theft, dishonesty, fraud or misconduct, you must attach one of the following documents:
 - A copy of the court order
 - A copy of the member's admission of liability.

This is according to section 37D of the Pension Funds Act. Please speak to your financial adviser or to us if you need more information

Withdrawal and Retirement Claim Form

C. RETIREMENT CLAIM

Retirement date

Last contribution date

If last contribution date differs from retirement date, please provide a reason : _____

Normal

☐

Early

☐

Late

☐

Ill-health

☐

RETIREMENT CLAIM OPTIONS (Please contact your broker for advice)

You can only choose one of the options as set out in points 1 to 5 below, i.e. tick one box only

1. Transfer full benefit to an Annuity, Pension or Provident Preservation Fund

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Pre Annuitisation Vested Component (% or R amount)	Post Annuitisation Vested Component (% or R amount)	Savings Component (% or R amount)	Retirement Component (% or R amount)
100%	100%	100%	100%

2. Take a portion of the benefit in cash and transfer the balance to an Annuity (PENSION FUND MEMBERS ONLY)

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Pre Annuitisation Vested Component (% or R amount)	Post Annuitisation Vested Component (% or R amount)	Savings Component (% or R amount)	Retirement Component (% or R amount)

Cash benefit (specify Amounts or %)

- The full amount in your Savings Component may be taken as a cash lump sum
- A maximum of 1/3rd of the total of your Vested Components and Retirement Component may be taken as a cash lump sum
- If the total value of your Vested Components and Retirement Component is less than R360 000, the full value in these Components may be taken as a cash lump sum
- Transfer benefit (specify amount or %)

Withdrawal and Retirement Claim Form

3. Take a portion of the benefit in cash and transfer the balance to an Annuity (PROVIDENT FUND MEMBERS OVER 55 MEMBERS WHO OPTED INTO THE TWO POT)



Cash benefit (specify Amounts or %)

- The full amount in your Pre Annuity Vested Component and Savings Component may be taken as a cash lump sum
- A maximum of 1/3rd of the total of your Post-Annuity Vested Component and Retirement component may be taken as a cash lump sum
- If the total value of your Post-Annuity Vested Component and Retirement Component is less than R360 000, the full value in these Components may be taken as a cash lump sum

- Transfer benefit (specify amount or %)

Pre Annuity Vested Component (% or R amount)	Post Annuity Vested Component (% or R amount)	Savings Component (% or R amount)	Retirement Component (% or R amount)

4. Take a portion of the benefit in cash and transfer the balance to an Annuity (PROVIDENT FUND MEMBERS OVER 55 MEMBERS WHO DID NOT OPT INTO THE TWO POT)



Cash benefit (specify Amounts or %)

- The full amount of all Components may be taken as a cash lump sum

- Transfer benefit (specify amount or %)

Pre Annuity Vested Component (% or R amount)	Post Annuity Vested Component (% or R amount)	Savings Component (% or R amount)	Retirement Component (% or R amount)

5. Remain in the fund as a paid-up member



Pre Annuity Vested Component (% or R amount)	Post Annuity Vested Component (% or R amount)	Savings Component (% or R amount)	Retirement Component (% or R amount)
100%	100%	100%	100%

- If you elect this option your benefits as held in the different Components will become Paid-up and you will become a Deferred Retiree. We will issue you with a Paid-up certificate. Your benefits will remain invested in your current investment strategy or the strategy agreed by the trustees, if applicable

Withdrawal and Retirement Claim Form

D. COMPLETE THIS SECTION IF YOUR FULL OR A PORTION OF YOUR BENEFIT IS GOING TO BE TRANSFERRED TO A RETIREMENT ANNUITY, PRESERVATION FUND OR YOUR NEW EMPLOYER'S RETIREMENT FUND OR ANNUITY

Transfer Details

Name of fund or insurer			
Contact Person			
E-mail		Contact Number	
Financial Sector Conduct Authority (FSCA) registration number		SARS approval number for fund	

Broker / Intermediary Details

Broker's name			
Broker's Contact Details	Cell Number		Work Number
E-mail			

E. YOUR DECLARATION

You need to read and sign this page

By signing this page you confirm that:

1. You have left the service of the employer.
2. You understand the options available to you about the payment of your benefits, including that tax may be deducted from your benefit in terms of the *Income Tax Act*. You confirm that you are making an informed decision.
3. All information on this form is correct and complete. This includes all banking information. You understand that if there is any loss because you or your employer has given incorrect or incomplete information in this form, neither GQM Fund Administrators nor the fund is responsible for the losses.
4. You made the decision about the payment of your benefit voluntarily.
5. You acknowledge that when the fund receives this completed form, your benefit will be disinvested and held in the fund's bank account until the payment of the benefit is made in terms of your payment instructions. Exceptions to this are:
 - If the administrator is instructed in writing not to disinvest the benefit
6. I have read the "Notice to members on leaving the fund"

Member full Name (Print)	
Contact Number	
MEMBER SIGNATURE	DATE

Withdrawal and Retirement Claim Form

F. EMPLOYER'S DECLARATION

This section needs to be completed by the employer. In this declaration, 'you' refers to the employer. By signing this section of the form, you confirm that:

1. The member has left your employment.
2. GQM Fund Administrators will accept the claim form as accurate unless you tell us about any changes within one business day of submitting the form.
3. You have ensured that the member has signed this form. You have signed the form using a manual stamp and your signature.

Employer's Stamp

Authorised Signature _____

Name (Print)	
Job title	
Contact Number	

Date ____ / ____ /20__

You must attach the following documents to this form

- Copy of ID document/passport
- Proof of bank details (Cancelled cheque or copy of bank statement not older than 3 months)
- Please e-mail this form with the attached document to claims@gqm.co.za

Disclosure of information

GQM and the fund understand privacy and the confidentiality of personal information. If required, we may disclose your personal information to 3rd parties. These 3rd parties are insurance and service providers who are involved in the delivery of products or services to you. The same strict confidentiality standards are imposed on 3rd parties. Signing of this form confirms acknowledgement and consent to the above. We will treat personal information with caution and have security measures in place to protect it. The information provided will be used for intended purpose only. Such purposes include fund and related communications. We may also disclose your information:

- Where we have a duty or a right to disclose in terms of law or industry codes;
- Where we believe it is necessary to protect our rights.

Where the person signing this document is someone other than the person whose personal information is being supplied, such signatory confirms that the necessary consent has been obtained to supply personal information and that the information is true and correct.