

Retirement claim form



Why do I need to complete this form?

Because you are retiring from your employer, you need to tell Alexforbes what to do with your retirement benefits. It is important that you understand your options and make the right decision for you and your financial wellbeing.

Name of fund

Name of employer / paypoint



What are my options?

1 Defer your retirement from the fund and keep your benefits where they are

- Your money will stay invested in the same portfolios

How does this benefit me?

- It is the easiest process.
- You can change your decision or investment option later.

2 Transfer

- Move your money out of your employer fund, with an option to take a small cash portion or transfer all your benefits.
- This option can allow you to buy a monthly pension.

How does this benefit me?

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

3 Withdraw all your retirement benefit

- Take your retirement benefits in cash.
- This is only applicable if 2/3 of your total interest in your non-vested portion, calculated together with your total interest in your retirement pot, does not exceed R165 000.



Important:

Before you make any decision regarding your retirement benefit, it is important that you check the values in the vested, savings and retirement pots of your benefit. You can check your benefit online [click here](https://online.alexforbes.com/home) (<https://online.alexforbes.com/home>), on your benefit statement, request a quotation from your human resources department at your employer or discuss with your financial adviser.

If you are transferring to a retirement annuity, or a preservation fund, you must transfer your full benefit without doing a partial cash withdrawal.

Any 37D deductions (for example a divorce order, maintenance order, employer debt, and so on.) will be deducted proportionately from the vested pot, savings pot and retirement pot.



I have received retirement benefit counselling and understand the various options that I may choose and the implications of these options.

☐ Yes ☐ I elected not to receive retirement benefit counseling

please contact your dedicated financial advisor or ask your employer for more information. Alternatively, you can contact Alexforbes. We also encourage you to visit the My Money Matters website to get more information on the options available to you.

[Click here](https://mymoneymatters.alexforbes.com/) (<https://mymoneymatters.alexforbes.com/>).

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

If you want us to call you back [Click here](https://kfta.app.alexanderforbes.co.za/TotalAgility/Forms/Digital/Contact_Us.form) (https://kfta.app.alexanderforbes.co.za/TotalAgility/Forms/Digital/Contact_Us.form).



Choose an option here

Please **tick** one of the options and complete the correct sections:

1. Defer your retirement from the fund and keep your benefits where they are

☐ Complete sections 1 and 4

2. Transfer some or all your benefits

☐ Complete sections 1, 2 and 4

3. Withdraw all your benefits

☐ Complete sections 1, 3 and 4

4. No payment option selected by the member (For HR use only)

☐ Complete section 1 (HR only)

Human resources to complete section 5.

Section 1 | About you (the member)

Fill in the details below

Your name(s)

Your surname

Identity or passport number

Date of birth

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---



The details you include in the above section must be **accurate**. Your name, surname and ID or passport number must match your identity document. Alexforbes checks this information with the Department of Home Affairs and any errors or discrepancies may delay the processing and payment of your claim.

Residential address

Unit number

Complex name

Street number

Street or farm name

Suburb

City or town

Country

Code

Postal address (Tick yes if your postal address is the same as residential address)

Yes ☐

Code

Contact details

Please give us your **personal** (not professional) contact details.

Cell

Home

Work

Email

Tax details

Income tax number

Country of residence for tax purposes*



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.

Section 2 | Transfer

Move your money to another fund

Will you be transferring all of your benefits, or some of your benefits? Please **tick one** of the options:

■ Option 1 – Transfer all my benefits (complete 2.1)

☐

■ Option 2 – Withdraw some of my benefits and transfer the rest (complete 2.1 and 2.2)

☐

2.1: Transfer details

Please fill in the name of your fund and adviser details below for us to transfer your money correctly.

New fund name

Contact details of financial adviser or fund administrator

Name

Email

Cell

Work

2.2: Cash withdrawal details

The amount of cash you're asking for must not exceed the sum of your benefit in the following three parts:

- 100% of your **vested portion**
- One-third (1/3) of your **non-vested portion**
- 100% of your total **savings pot**

If two-thirds (2/3) of the money in your non-vested portion plus 100% of the benefit in your retirement pot, **does not exceed R165 000**, then:

- The total cash amount you request must not exceed the sum of your benefits in your:
 - Vested portion
 - Non-vested portion
 - Retirement pot
 - Savings pot

■ Option 1 – Withdraw in cash a specific amount

☐

Rand amount (R)

■ Option 2 – Withdraw the maximum amount allowed

☐

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



Note: For any cash benefit you take from your savings and vested pot, SARS will decide how much tax to deduct, according to the retirement tax tables. If your retirement benefit is less than the de minimus amount (the minimum amount that you can withdraw), you may also take your retirement pot in cash and SARS will decide how much tax to deduct, according to the retirement tax tables. The retirement tax tables are available on the SARS website (www.sars.gov.za). SARS will direct Alexforbes to deduct that amount from your net claim amount. No tax is deducted if you become a preserved member of the fund on retirement. You will only pay tax when you retire from the fund or any other fund that you transferred to.

Section 3 | Withdraw all your benefits

Fill in the details below if you have chosen to withdraw all your benefits.

This is only applicable if two-thirds (2/3) of the money in your non-vested portion plus 100% of the benefit in your retirement pot, **does not exceed R165 000**.

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



Note: For any cash benefit you take from your savings and vested pot, SARS will decide how much tax to deduct, according to the retirement tax tables. If your retirement benefit is less than the de minimus amount (the minimum amount that you can withdraw), you may also take your retirement pot in cash and SARS will decide how much tax to deduct, according to the retirement tax tables. The retirement tax tables are available on the SARS website (www.sars.gov.za). SARS will direct Alexforbes to deduct that amount from your net claim amount. No tax is deducted if you become a preserved member of the fund on retirement. You will only pay tax when you retire from the fund or any other fund that you transferred to.

Section 4 | Your declaration (the member)

Please read and sign that you agree with the following:

1. I understand my options and the tax implications.
2. I'm responsible for any loss suffered if I provide incorrect information.
3. I made my own decision or got financial advice.
4. My claim will be processed in line with the fund rules.
5. If applicable, any permissible deductions in terms of section 37D of the Pension Funds Act, will be applied to my benefit.
6. Once I have submitted my claim form, I cannot change it.
7. My decision will be shared with my employer for record keeping.
8. If I provide you with an instruction that is not legally binding, my instruction will not be actioned and the form will be rendered null and void:

Full name

Sign here _____

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Personal information, privacy and security

Find out how we protect your personal information, privacy and security. (<https://invest.alexforbes.com/za/en/global/popia-clause>)

Section 5 | Employer to complete

Date of employee leaving

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

 Member's employee number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Reason for member leaving the employer:

☐ Normal ☐ Voluntary early ☐ Ill-health ☐ At employer's request ☐ Late

Amounts owed to the employer

Fill 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**

--	--	--	--	--	--	--	--

 .

--	--

 or ☐ Not applicable

* Below are the **ONLY** debts that the employer may claim in terms of section 37D of the Pension Funds Act.

1. Debt for a housing loan, if one of the following has occurred:

- 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 a housing loan for the member and the guarantee is enforced.

2. Debt arising from theft, dishonesty, fraud or misconduct. If the employer has experienced loss because of this, and one of the following has occurred:

- The member admitted responsibility (liability) in writing.
- There is a court judgment against the member.
- If the above applies, please attach a copy of:
 - the court order
 - the member's admission of liability



Note: Please [click here](#) to download an indebtedness form if there is an amount to be deducted. Please return the indebtedness form with the claim form.

Employer declaration

Please **read** and **sign** that you agree with the following:

1. The member has left or is leaving your employment.
2. The correct contribution was deducted and paid to the fund up to the member's leaving date.
3. If there is any loss suffered as a result of you providing us with incorrect information, neither Alexforbes nor the fund is responsible for the losses.
4. You have given the member a copy of this form with their available options.
5. If the member has not signed or completed this form, you have signed this page and the member's fund benefit will be preserved in the fund as a deferred retirement.
6. If you provide us with an instruction that is not legally binding, we will not be able to action such instruction, the form will be rendered null and void and you have informed the member.

Name and surname

Job title

Sign here _____

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---



By signing here, you declare that you are duly authorised to do so.