

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

Download - Deferring in the fund brochure

Important: If you received advice from a financial adviser on this option, please tick this box and **click here** to complete this one-page form.

Yes my financial adviser assisted me in choosing this option.

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 R240 000, or If you were a member of a provident fund and were aged 55 or older on 1 March 2021, and you have not changed funds or opted into the two-pot system.



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 view the values of your different pots through the following options:

Online: Visit <https://online.alexforbes.com/home>

Benefit Statement: Refer to your latest benefit statement

Quotation Request: Request a quotation from the human resources department at your previous employer

Financial Adviser: Discuss the details 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 received help from a qualified professional when I completed this form and understand the various options that I may choose from and the implications of these options.

I elected not to receive help from a qualified professional

If you do not have a financial adviser and find that you need assistance in making the most appropriate decisions about your upcoming retirement, please reach out to Alexforbes by selecting one of the options below:

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)

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/>).

Section 1 | About you (the member)

Fill in the details below

Your name(s)

Your surname

Identity or passport number

Date of birth



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.

Financial adviser's details

Financial adviser's name

Financial adviser's FSP number

Financial adviser's contact details

Cell

Work

Email

Banking details (required for cash payments only)

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

Section 2 | Your options (the Member)

Date of retirement from the fund

I would like to:

1. Keep my money where it is - Complete sections 1 and 3	
2. Transfer my full benefit to purchase an annuity - Complete section 1, 2 and 3	
3. Transfer my full benefit to another fund - Complete section 1, 2 and 3	
4. Take a full or partial cash withdrawal and purchase an annuity with the balance - Complete sections 1, 2, and 3	
5. No payment option selected by the member (For HR use only) - Complete Sections 1 and 4	

Please fill in the name of the fund or annuity that you would like your benefit to be transferred to.

Name of fund or insurer

Policy or deposit reference

Please complete the below section.

Pot		Cash withdrawal	Purchase of annuity/pension
Vested pot	Vested portion	<input type="text"/> % or R <input type="text"/> (no withdrawal limit on vested portion)	<input type="text"/> % or R <input type="text"/>
	*Non-vested portion	<input type="text"/> % or R <input type="text"/> (max 1/3 of non-vested portion)	<input type="text"/> % or R <input type="text"/>
Savings pot		<input type="text"/> % or R <input type="text"/> (no withdrawal limit on savings pot)	<input type="text"/> % or R <input type="text"/>
**Retirement pot		<input type="checkbox"/> Not permitted, unless the total of *the non vested portion of your vested pot plus the **retirement pot is below R240 000, in which case you can tick this box for a full cash withdrawal	<input type="text"/> % or R <input type="text"/>

When you reach retirement age, you are no longer permitted to take a cash withdrawal and transfer the balance to another fund. If you take a cash withdrawal the balance must be used to buy an annuity/pension.



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 | 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:
9. All information provided by me in this form is true and accurate.

Full name

Sign here _____

Date

D	D	M	M	Y	Y	Y	Y
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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>)

