

Retirement claim form - Preserved members

Why do you need to complete this form?

This form instructs Alexforbes what to do with your money when you are ready to retire from the fund.



Important:

Before you make any decision regarding your retirement benefit, it is important to know how much you have in your vested, savings and retirement pots. You can view the values of your different pots online [here](https://online.alexforbes.com/home) (<https://online.alexforbes.com/home>), on your benefit statement, by requesting a quotation from your human resources department at your previous employer or you can discuss this with your financial adviser.

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

Any deductions (for example a divorce order, maintenance order, employer debt.) 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) (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/) (<https://mymoneymatters.alexforbes.com/>).



Required document checklist.

Please confirm you have provided the following documents. Your application will only be processed once all required documents are received.

A copy of your identity document or passport.

Pending and active divorce or maintenance court orders (if applicable).

One of the following

Bank letter with account details (recent within 3 months)

Latest bank statement (recent within 3 months).

Section 1 | About you (the member)

Fill in the details below

Your name(s)

Your surname

Member number

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 benefit.

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.

My Financial adviser's details

Financial adviser's name

Financial adviser's FSP number

Financial adviser's contact details

Cell

Work

Email

Is this a unit transfer - Yes No

Has your adviser made prior arrangements for an unit transfer? Yes No (This is only applicable to transfers within Alexforbes)

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:	
Transfer my full benefit to purchase an annuity	<input type="checkbox"/>
Transfer my full benefit to another fund	<input type="checkbox"/>
Take a full or partial cash withdrawal and purchase an annuity with the balance	<input type="checkbox"/>

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

Contact number for fund or insurer

Policy or deposit reference

If you are taking a cash withdrawal, 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 R165,000, 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 pots, SARS will decide how much tax to deduct, according to the retirement tax tables. If your retirement benefit is less than the de minimis amount (the minimum amount that you can use to buy an annuity), 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 the amount due by you from your benefit before making payment to you. No tax is deducted if you preserve your benefit in the fund, transfer to another fund, or buy an annuity. Tax is only applied to cash withdrawals and any future pension payments from an annuity.

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 informed 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 my payment option.
7. If I provide 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
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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>)

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