



EVERGREEN RETIREMENT FUNDS

INSTRUCTIONS

COMPLETING THE NEW MEMBER FORM

Your Member Pack contains detailed information on the choices available to you. Please read the relevant sections of your Member Pack before completing this form.

STEP 1

Read and select the applicable blocks. It is highly recommended that you read your Member Pack before completing this form. Should you choose Flexible Choice, it is furthermore recommended that you consult a qualified financial adviser/broker.

STEP 2

Choose which Package Option would suit you best. The three Package Options are Low Choice, Managed Choice and Flexible Choice. (Please check the 'Employer Specific' insert included in your Member Pack to make sure of the Package Options you may select.)

If no choice has been indicated or if this form is not returned to the Evergreen Retirement Funds within eight (8) weeks of joining the Evergreen Retirement Funds, the default option determined by the Management Board in terms of the Evergreen Pension/Provident Fund Rules and Special Rules will be used.

LOW CHOICE

If you have selected Low Choice, you do not need to complete anything else on this page. Please proceed to the Notification of Dependants and Beneficiaries form on page 4.

MANAGED CHOICE

If you have selected Managed Choice, you now need to indicate where you would like to invest your fund transfer value* as well as your future contributions. You can refer to the Investment Fund sheet in your Member Pack for your investment options. You can only select ONE investment fund for your future contributions and ONE investment fund for your transfer value.

If you choose SYmmETRY ForLife, you also need to indicate your risk profile. (Read the section on investment in your Member Pack for more information on your risk profile.)

Investment Funds

Each investment fund is subject to its own requirements, terms and conditions. These are available on request from the Evergreen Service Centre and are also available on our website: www.oldmutual.co.za/evergreen.

** Fund transfer value refers to the monies that will be transferred from your former fund (if applicable) to the Evergreen Retirement Funds, in terms of Section 14 of the Pension Funds Act. It does not include any other discretionary retirement savings you may wish to transfer to Evergreen Retirement Funds. Such discretionary savings will be allocated together with your future contributions.*

STEP 2 (continued)

FLEXIBLE CHOICE

If you have selected Flexible Choice, you now need to indicate where you would like to invest your fund transfer value* as well as your future contributions. You can refer to the Investment Fund sheet in your Member Pack for your investment options. Please ensure that each column adds up to 100%, i.e. your future contributions allocations should add up to 100% and your fund transfer value* allocations should add up to 100%.

If you choose SYmmETRY ForLife, you also need to indicate your risk profile. (Read the section on investment in your Member Pack for more information on your risk profile.)

Investment Funds

Each investment fund is subject to its own requirements, terms and conditions. These are available on request from the Evergreen Service Centre and are also available on our website: www.oldmutual.co.za/evergreen.

The Management Boards of the Evergreen Retirement Funds are required to maintain a portfolio of investments that complies with Regulation 28 of the Pension Funds Act, Foreign Exchange regulations and any other regulations that may come into effect. You will be notified should your portfolio not comply. If you fail to act on this notification your assets may be switched to cash (or an investment fund determined by the Management Board of the Evergreen Pension/Provident Fund) to make your portfolio compliant.

** Fund transfer value refers to the monies that will be transferred from your former fund (if applicable) to the Evergreen Retirement Funds in terms of Section 14 of the Pension Funds Act. It does not include any other discretionary retirement savings you may wish to transfer to Evergreen Retirement Funds. Such discretionary savings will be allocated together with your future contributions.*

STEP 3

Please read the following before completing the Notification of Dependants and Beneficiaries form.

Should you die while still a contributing member of the Evergreen Retirement Funds, a death benefit will be paid to your dependants and/or beneficiaries. The benefit consists of a death cover amount (if applicable) plus your accumulated credit in the Fund. Please refer to your Member Pack for more information.

A new Notification of Dependants and Beneficiaries form should be completed whenever the information on this form changes, e.g. number of children, percentage allocation or any addresses. Special instructions or additional information may be given in a separate letter.

1 List your dependants and beneficiaries

1. First list the details relating to your spouse. If you have more than one spouse, a customary law spouse or a life partner (i.e. someone with whom you live as if married, whether same sex or other), please include their details.
2. Next, list ALL your children, including those adopted, from previous marriages or born outside of marriage.
3. Now list any legal dependants, such as a former spouse from a previous marriage to whom you are paying maintenance, or anyone else who receives financial support from you (for example an aged parent, a family member or even a friend).

For all of the above, indicate each individual's dependency on you as a percentage of your average monthly income, in the column "% dependency".

4. Now list anyone else who is not financially dependent on you, but whom you would like to receive part of your death benefit.

2 Share the benefit

After you have listed all your dependants and beneficiaries, you need to decide how much (if any) of your benefits you would like them to receive. Keep in mind that:

- Not everyone on the list needs to have a share allocated to him/her.
- The percentage in the 'Benefit %' column must add up to 100%.

Note: There is no limit to the number of beneficiaries you may nominate. If you would like to add more names than the space available allows, please photocopy the Notification of Dependants and Beneficiaries page and return with the original form.

3 Read the declaration and sign the form

The Trustees are by law obliged to exercise an independent discretion and accordingly are not compelled to follow your allocations, but will be guided by them.

The Trustees will only take non-dependent beneficiaries into account if the needs of your dependants have been addressed. The Trustees will then decide in terms of the discretion imposed upon them by Section 37C of the Pension Funds Act how much of the death benefit available to allocate to these non-dependent beneficiaries.

4 Give additional motivation

To distribute your benefit as fairly as possible, it would help the Trustees to understand why you have proposed certain share allocations to your beneficiaries.

For example, a member may propose that one minor child who is disabled receives a large share while another minor child, who has a good scholarship, receives nothing.

Add any information that may assist the Trustees in understanding your share allocation on page 4 of the New Member Form or on a separate page.

Queries

If you have any specific query regarding Evergreen Retirement Funds, you can either contact the Service Centre directly or write down your query on page 5 of the New Member Form and the Service Centre will contact you.

STEP 4

Please read the declaration on page 5 of the form, sign and return your form to Evergreen Retirement Funds.