

Please complete in **BLOCK LETTERS** using black or blue ink.

This form must be completed to request access to Old Mutual's systems as specified.

DETAILS OF SCHEME

Participating employer name

Scheme code

Number of authorisers

Authorisation Limit

For security reasons, you might want to impose a 2nd or even 3rd or 4th level of authorisation to finalise your monthly submissions to Old Mutual. Please note, if more than 1 authoriser is selected all authorisers are required to authorise every monthly submission. (A separate Authorisation of Access for Employer Personnel form must be submitted for each authoriser for registration purposes).

ACCESS DETAILS

Select with an **X**

Please indicate whether this authorisation request is NEW a CHANGE or a DELETION

DETAILS OF SERVICER/AUTHORISER/VIEWER

- Role:
- Payroll Servicer: Submits Payroll Data
 - eClaims View Only
 - Payroll View Only
 - Payroll Authoriser: Authorise Payroll Data & Collection of Contributions
 - eClaims Servicer: Submits claim electronically
 - My Corporate Services

Please attach an addendum listing all Scheme Names and Numbers where access to multiple paypoints are required.

Paypoint name

Paypoint number

Title Initials Designation Gender M F

Surname

First name

ID number Date of birth

Passport number (where no South African ID number is available)

Country of issue of passport

Business tel. Code No. Cellphone number

Email address

Business physical address Postal code

THE FOLLOWING MUST BE COMPLETED FOR A DELETION OF A SERVICER/AUTHORISER/VIEWER ACCESS

Please cancel the access for the existing Servicer/Authoriser/Viewer/eClaims Servicer:

Name

Surname

ID number Effective date

AUTHORISATION BY EMPLOYER

In my capacity as authorised signatory for the Employer, I hereby authorise the access of the parties listed above to the indicated bill groups in the Web Enabled Payroll and/or eClaims Application roles as specified in this document.

By signing this form, I confirm that:

1. I understand that the Fund will rely on the information or communication received from the employer and/or its authorised staff.
2. I accept that Old Mutual and the Fund will not be liable for any loss which may arise as a result of the fund's reliance on any information or communication conveyed to it by the employer and/or its authorised staff.
3. The granting of access to the systems mentioned above is in the sole discretion of Old Mutual.
4. Old Mutual reserves the right to suspend access to all systems pertaining to the parties listed above at any time, without notice.
5. I understand that I will be held liable for any loss or damage caused as a result of the unauthorised access to or obtaining of information by a third party due to negligence on behalf of those authorised.

Without limiting generality, negligence will be presumed where

- i. Access rights are shared with any other person;
- ii. Browser windows are left unattended while in an active session;
- iii. Failure to log off after each session, and clearing browser history.

6. I undertake to furnish Old Mutual with a revised written instruction should there be any change to the personnel requiring access.

Name

Surname

Designation/job title

Signature

Date



(NB: Forms received without an official company stamp, will not be processed).

COMPLIANCE WITH THE PROTECTION OF PERSONAL INFORMATION ACT (PPI, POPI)

Old Mutual SuperFund may collect, use and share your personal information for the following purposes:

- To administer your membership of the Old Mutual SuperFund;
- To provide you with information about offerings that will support and enhance your retirement benefits;
- To provide products or services to you, to carry out the transaction you requested and to maintain our relationship;
- For underwriting purposes;
- To assess and process claims;
- To conduct credit reference searches or verification;
- To confirm and verify your identity, address or banking details;
- To verify that you are an authorised user for security purposes;
- For maintaining the accuracy of your personal information;
- For operational purposes, and where applicable, credit scoring and assessment and credit management;
- For purposes of claim checks (e.g. the Industry Life and Claims Register);
- For the detection and prevention of fraud, crime, money laundering or other malpractice;
- To trace you where you are uncontactable;
- To conduct market or customer satisfaction research or for statistical analysis;
- For audit and record keeping purposes;
- For social responsibility purposes;
- In connection with legal proceedings;
- Sharing information with your employer (its intermediary/broker), your intermediary/broker (when applicable), service providers we engage to process such information on our behalf or who render services to us. These service providers may be abroad, but we will not share your information with them unless we are satisfied that they have adequate security measures in place to protect your personal information;
- To comply with legal and regulatory requirements or industry codes or when otherwise allowed by law.

You agree that we may view, search and update your information and you further agree we may, where required, process your special personal information (and share this information with relevant third parties) in order to achieve a purpose set out above.

You warrant that when you give us personal information about third parties, this information is accurate and correct, and you have received their permission to share their personal information with us.

You confirm that if you are giving consent for a person under 18 (a minor) you have the required authority to do so.

We may transfer your personal information to another country for processing or storage. We will ensure that anyone to whom we pass your personal information agrees to treat your information with the same level of protection as we are obliged to.

You may access the personal information that we hold about you and may also request us to correct any errors or, under certain circumstances request us to delete this information. In certain circumstances, you have the right to object to the processing of your personal information. To do this, simply contact us at the numbers/addresses listed below and specify what information you would like or if you have any questions about this Notice, please contact us at:

- SuperFund Service Centre: 0860 20 30 40
- superfund@oldmutual.com

You have the right to complain to the Information Regulator, whose contact details are:

- www.justice.gov.za/inforeg/index.html
- General enquiries: enquiries@infoeregulator.org.za

Complaints (complete POPIA/PAIA form 5)

- paia.complaints@infoeregulator.org.za should your PAIA request be denied or there is no response from a public or private bodies for access to records you may use this email address to lodge a complaint.
- popiacomplaints@infoeregulator.org.za - should you feel that your personal information has been violated, you may use this email address to lodge a complaint.

Please visit www.oldmutual.co.za/corporate/retirement-funds/superfund-privacy-policy to read the full version of the Fund Member Privacy Notice.

FOR OLD MUTUAL USE:

Access type

Client ID

Disclaimer

Old Mutual will not be held responsible and disclaims all liability for any loss, liability and damage, whether direct or consequential, or expense of any nature whatsoever which may be suffered as a result of or which may be attributable, directly or indirectly, to the use or reliance upon any information, links or service provided by the Web Enabled Payroll and/or eClaims Application by personnel for which registration is authorised.

