

FOR USE WHEN LEAVING YOUR EMPLOYER DUE TO
RESIGNATION, RETRENCHMENT OR DISMISSAL

Please complete accurately, using CAPITAL/BLOCK LETTERS in blue or black ink. Tick (✓) blocks where appropriate. Return the completed form to your HR office. Please note that FULL COMPLETION OF ALL SECTIONS is necessary to ensure the processing of your claim.

THE FOLLOWING SECTIONS ARE TO BE COMPLETED BY THE EMPLOYEE (MEMBER) IN THE EVENT OF RESIGNATION, RETRENCHMENT OR DISMISSAL

This form aims to explain your options related to your Old Mutual SuperFund retirement savings to help you in your planning for a **happy retirement**. You will need to make an election regarding how you would like to handle your accumulated retirement savings when leaving your employer.

SECTION A RETIREMENT SAVINGS PRESERVATION WHEN LEAVING YOUR EMPLOYER (Resignation, retrenchment or dismissal)

Title

Surname

First name(s)

This is an important decision that affects the rest of your life:

- The Old Mutual SuperFund Rules allow for you to select one of a few options regarding your retirement savings when you leave your employer.
- The option that you select will have an impact on your total accumulated retirement savings, and therefore on your ability to retire happily.



“ Of those South Africans who manage to retire comfortably, most have consistently kept some portion of their retirement benefits invested each time they changed employers to ensure they remained on track for a **happy retirement**. An important step towards building enough wealth in order to retire is to **avoid early withdrawals**. By keeping your retirement benefit invested upon leaving your employer there is a higher chance of you becoming **one of those South Africans who can retire happily**. ”

- Your retirement savings have been built up through your hard work over time. It is therefore important that you understand your options and make the **right decision**.
- For assistance or for more information on your options, please contact your financial adviser. If you do not have a financial adviser, you can **email membersupportservices@oldmutual.com** or send a **FREE SMS to 30886** (please type 'Old Mutual SuperFund, your name, surname and ID number' in the body of the message) and one of our Old Mutual consultants will call you back within 48 hours. Alternatively, you can call 0860 38 88 73 (Sharecall) for assistance.

Please complete the following infographic accurately:

This exercise is important to assist you to calculate whether you are on track for a happy retirement, or whether you should continue saving. Correct completion will assist you to decide how to deal with your retirement savings. Please note that Old Mutual SuperFund and your HR personnel have access to all salary and savings information required below.

Indicate the value of your most recent annual salary

R

Multiply the value of your most recent annual salary by 20

x 20

Most recent annual salary multiplied by 20 equals

1. If I wanted to retire at age 55, I would need roughly: = R in order to retire happily.

2. So far, I have saved: R

3. What I currently have is: MORE than I would need in order to retire happy and comfortably.
 LESS than I would need in order to retire happy and comfortably.

4. Based on my answer to (3) above: I DO NOT NEED TO continue saving towards my retirement.
 I NEED TO continue saving towards my retirement.

The above exercise provides a quick overview but should not be seen as completely accurate. Please contact a financial adviser for a more detailed review of your financial position. If you do not have a financial adviser, you can **email membersupportservices@oldmutual.com** or send a **FREE SMS to 30886** (please type "Old Mutual SuperFund, your name, surname and ID number" in the body of the message) and one of our Old Mutual consultants will call you back within 48 hours. Alternatively, you can call 0860 38 88 73 (Sharecall) for assistance.

SECTION B: OLD MUTUAL SUPERFUND PRESERVER (Recommended preservation option by the Old Mutual SuperFund Management Board for the average Old Mutual SuperFund member)

KEY ADVANTAGES OF OLD MUTUAL SUPERFUND PRESERVER:

- **Keeps your retirement plan on track:** Your retirement savings will remain invested, while allowing you investment choice and flexibility.
- **Fuss-free and convenient:** Avoids the admin associated with transferring to another fund.
- **Keeps your options open:** Although you should do everything possible to keep your retirement savings invested, we understand that this is not always possible. Therefore, you will have access to your savings to take in cash, or to transfer to another retirement fund.
- **Gives you time and flexibility to make good choices:** Since your retirement savings will continue growing you can take the time to decide exactly how to invest them; it also affords you additional time to speak to a financial adviser.

Please Note:

- Old Mutual SuperFund Preserver Membership is only available to members of Old Mutual SuperFund.
- The investment portfolios as well as the investment and administration fees could be different from your current structure. For details regarding the investment portfolios and fee structures, please contact the service centre or access the Investment Portfolio and Fees List at oldmutual.co.za/superfund/investment-funds.
- However, you can still keep the balance of your retirement savings intact by moving your benefit to another retirement fund.
- **Retrenchment Benefit:** You may get a tax concession if you take your retrenchment benefit as a cash withdrawal benefit. This tax break is not available if you elect to become a Preserver Member or if you transfer to a preservation fund.
- Please refer to oldmutual.co.za/preserver for more information on Old Mutual SuperFund Preserver and your options. You can also **email membersupportservices@oldmutual.com** or send a **FREE SMS to 30886** (please type "Old Mutual SuperFund, your name, surname and ID number" in the body of the message) and one of our Old Mutual consultants will call you back within 48 hours. Alternatively, you can call 0860 38 88 73 (Sharecall) for assistance.

- **Old Mutual SuperFund Preserver** is the preservation option of choice, for the average Old Mutual SuperFund member, by the Trustees.
- Please indicate below if you would like to transfer your Old Mutual SuperFund retirement savings into **Old Mutual SuperFund Preserver** and continue your planning for a **happy retirement**.
- If you would like to make an alternative decision please proceed to Section C ("ALTERNATIVE REINVESTMENT OPTIONS").

TRANSFER TO Old Mutual SuperFund PRESERVER

SECTION C: ALTERNATIVE REINVESTMENT OPTIONS

Transfer 100% of Old Mutual SuperFund savings to Protektor or to another approved pension, provident, preservation* or retirement annuity fund

(Please indicate your specific choice below and attach a copy of the proposal or application form)

Old Mutual's **Protektor** Preservation Fund allows you to transfer your retirement savings, tax free, to ensure that you continue your planning for a **happy retirement**.

- Protektor Preservation Fund (Guaranteed Option – Absolute Stable Growth)
- Another approved Fund

Full name of other approved Fund

* Transferring to a preservation fund: pension fund savings can only be transferred to a pension preservation fund; provident fund savings can be transferred to a pension preservation fund or to a provident preservation fund.

Attach a copy of proposal or application form for approved Fund.

Part Cash/Part Transfer to another approved Fund

If preserving your full Old Mutual SuperFund savings amount is not financially possible, the option to preserve a portion is then strongly advised.

- In the case of a part-preservation, you cannot transfer the balance of your funds to Old Mutual SuperFund Preserver. This also applies in the case that a deduction has been made against your Old Mutual SuperFund savings for a housing loan and/or employer lien.
- You can, however, still keep the balance of your Old Mutual SuperFund savings intact by moving them to another pension, provident, preservation* or retirement annuity fund.
- Old Mutual's **Protektor** Preservation Fund is designed for this purpose and allows you to transfer your savings, tax free, to help you continue saving for a **happy retirement**.
- Insert cash amount, or percentage of total Old Mutual SuperFund savings, to be paid in cash:

R OR %

- Please specify to which approved Fund (including a Preservation Fund) the remainder of your savings should be transferred:

Full name of approved fund

* Transferring to a preservation fund: pension fund savings can only be transferred to a pension preservation fund; provident fund savings can be transferred to a pension preservation fund or to a provident preservation fund.

Attach a copy of proposal or application form for approved Fund.

Full cash payment

Please be aware that should you choose a full cash payment (not generally recommended for the average Old Mutual SuperFund member) you must indicate your agreement with ALL statements below through signing where required:

SIGNATURES

- Taking a full cash pay-out could prevent me from retiring happily in the future.
- In order to build enough wealth to retire it is very important that I avoid early withdrawals, where possible.
- Due to the potentially severe implications of this election, I have sought financial advice where I have been at all unsure of my options and the implications thereof.
- Any cash amount that I have requested will be reduced by any tax payable on it.

SECTION D CONVERSION OPTION (only complete if you have an Old Mutual Group Life product through your employer and the conversion option has been selected by your employer as a benefit option)

The **Conversion Option** allows you to purchase an individual life policy with minimal underwriting to replace some, or all, of your group cover when you leave your employer. You can therefore change your Group Life Cover into an individual life policy, which means you will still have a life policy/life cover when you leave your employer.

Do you wish to utilise the Conversion Option in respect of your Group Life Cover? Yes No

Please contact your financial adviser for further information on the Conversion Option.

If you do not have a financial adviser, you can **email membersupportservices@oldmutual.com** or send a **FREE SMS to 30886** (please type "Old Mutual SuperFund, your name, surname and ID number" in the body of the message) and one of our Old Mutual consultants will call you back within 48 hours. Alternatively, you can call 0860 38 88 73 (Sharecall) for assistance.

SECTION E BANKING DETAILS

Name of account holder

Name of bank Name of branch

Account number Bank branch code

Type of account Cheque Account Savings Account

Note:

(1) Payment by cheque is not permitted; (2) The Rules of Old Mutual SuperFund require that the member must be the Account holder.

SECTION F MEMBER'S PERSONAL DETAILS (All members to complete in full)

Identity number Date of birth

Income tax number (compulsory where member has worked in South Africa)

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

Country of issue

CONTACT DETAILS

Telephone number* Code No.

Cellphone number

Email address*

Residential address

Unit number Complex name

Street number

Street name

Suburb

City/Town Code

Postal address (complete only if different from residential address)

Code

* Insert the details at which you will be contactable after leaving this employer.

SECTION G DECLARATION BY MEMBER (All members to complete)

- I fully understand the options in terms of the Rules of the Old Mutual SuperFund.
- I have sought financial advice where I have been unsure of my options.
(If you still require assistance, you can **email membersupportservices@oldmutual.com** or send a **FREE SMS to 30886** (please type "SUPERFUND, your name, surname and ID number" in the body of the message) and one of our Old Mutual consultants will call you back within 48 hours. Alternatively, you can call 0860 38 88 73 (Sharecall) for assistance.)
- I confirm that I fully understand the decision that I am making and the implications thereof.
- I am aware of the consequences that this decision could have for my future and for my prospects of retiring happily and comfortably.
- I certify that all particulars furnished in this form and in the accompanying documentation are true and correct.
- For retrenchment benefits: I understand that I will lose the tax concession if I have elected to transfer a retrenchment benefit to Old Mutual SuperFund Preserver or to another fund. (For more information, contact the Old Mutual SuperFund Service Centre on 0860 20 30 40.)
- If I submit an incomplete form, e.g. where: I have not made an election that complies with the Rules of Old Mutual SuperFund, or I have elected to transfer to another fund, but have failed to supply the details of such a fund, I understand that I have not truly made an election and I accept that in terms of the Rules of Old Mutual SuperFund after a specified period (120 days) I will automatically become a Preserver member.

Member's signature

Date

THE FOLLOWING SECTIONS ARE TO BE COMPLETED BY THE EMPLOYER.

SECTION I PARTICIPATING EMPLOYER'S BUSINESS DETAILS

Name of employer

Telephone number Code No.

Cellphone number

Email address

Contact branch

SECTION J PARTICIPATING EMPLOYER'S SCHEME DETAILS

Scheme code

Member's Old Mutual SuperFund reference number

SECTION K MEMBER EXIT DETAILS

Date of withdrawal Final contributing month

Amount of final contribution:

Employee R

Employer R

TYPE OF WITHDRAWAL

Note:
Be aware of the Rules of Old Mutual SuperFund, as the member may already be eligible for retirement benefits.

Resignation Retrenchment Dismissal

REMUNERATION DETAILS

Final GROSS **annual** pensionable salary at date of exit R

Final GROSS **annual** taxable salary at date of exit R

PRIOR CLAIM

Is any Prior Claim payable? YES NO

If "YES", complete a Prior Claim Form and attach it to this form.

You can obtain the Prior Claim Form online at oldmutual.co.za/superfund/forms, or by phoning the Old Mutual SuperFund service centre on 0860 20 30 40.

SECTION L DECLARATION BY PARTICIPATING EMPLOYER

I, the undersigned,

hereby certify that:

- I am authorised to sign this form; and
- all particulars furnished in this form and accompanying documentation are true and correct.

Signed on behalf of employer



Designation

Date

