



RETIREMENT NOTIFICATION

1. RETIREMENT PARTICULARS

Please note, fields marked with an asterisk (*) are compulsory and claims cannot be processed without this information.

Scheme name	*	Scheme no	*
Employer name	*	Employee/Payroll ref no	*
Member's ID no	*	Membership no	*
Member's full name (as per ID document)	Surname	*	
	Forenames	*	
Member's contact number	(w) _____	(h) _____	(cell) _____
Date of retirement	*	Month of last contribution	*
Does the member participate in any other Liberty Life scheme?			<input type="checkbox"/> YES <input type="checkbox"/> NO
If "YES", please state name of scheme and complete notification if necessary: _____			

2. MEMBER PARTICULARS

2.1 Member's annual taxable income for preceding tax year *R _____

Please provide salary advice of previous year's tax assessment should your annual taxable income for preceding year be less than the tax threshold (currently R43000). (An affidavit from the employer will also be accepted).

Note: Taxable income is the salary less tax-free deductions. Gross Remuneration is the full salary package before deductions.

2.2 Residential address: _____ Code _____

2.3 Postal address _____ Code _____

2.4 Member's income tax reference no: _____ Revenue office to which last tax return was rendered: _____

If Member is not registered for income tax tick applicable block: Site Other

If Other, please provide details: _____

2.5 Have you transferred any cash into this fund from a public sector fund? YES NO

If "YES" what was the tax free portion? R _____

NB: All above information (as well as that below) must be completed. If not, we will be unable to process this claim.

3. PRIOR LIEN DETAILS

3.1 Where the scheme or employer has concluded a formal home loan agreement with a lending institution, YES NO
 does the member have any outstanding home loans in terms of this agreement?
 If yes, please provide details: (Documentary proof will be required) : _____

3.2 Are there any divorce orders against the fund in respect of this member? YES NO
 If "YES" provide copies of final divorce order.

3.3 Are there any maintenance orders against the fund in respect of this member? YES NO
 If "YES", provide copies of final maintenance order.

3.4 Are there any other prior liens against the fund in respect of this member? YES NO
 If "YES", please attach copies for validation.

Please note that in the event of any modification or variation of this standard form Liberty Life will regard this form as being invalid and of no force and effect. **Do not sign blank or incomplete forms.**

Options on leaving the service of an employer and terminating membership of a pension or provident fund prior to normal retirement

RETIREMENT

Corporate Benefits Operations strongly recommends that members seek professional advice before retiring. It is crucial that benefits are arranged correctly to provide financial security after retirement.

The following options are generally available on retirement, irrespective of whether retirement takes place at normal retirement date, or at an earlier or later date.

Option 1: Taking the benefit in cash

In the case of retirement from a provident fund the member may decide to take the full benefit in cash. If the member is retiring from a pension fund up to one-third of the full benefit may be taken as a cash lump sum, whilst the balance will have to be taken in the form of a pension.

The member will receive a portion of the lump sum commutation free of tax. Commutation will be taxed in terms of the following table over your lifetime.

Amount	Tax Rate
First R300,000 of the lump sum	Tax free- see above
R300,001 to R600,000	18%
R600,001 to R900,000	27%
R900,001 plus	36%

Option 2: Taking the benefit as a pension

On retiring from a provident fund the member may choose to take all or part of their benefit as a pension. There are two ways of doing this:

- Purchasing a voluntary purchase annuity from a registered insurer. The advantage here is that only a portion of the monthly pension is subject to tax, OR where the rules of the member's provident fund state that the retirement benefit is a lump sum.
- Selecting a compulsory purchase annuity with the full pre-tax proceeds available at retirement. The resulting monthly income is taxable in full.

Various forms of annuity can be selected according to the member's needs, for example:

- Is there a requirement to make provision for a spouse or other dependants if the member dies after retirement?
- Will there be a requirement to verify the minimum period for which the annuity will be paid irrespective of whether the member survives to the end of that period?
- Will the member want the annuity to increase each year to offset inflation?
- Will the member want to take advantage of a living annuity where income may be varied and the residual capital on death may be made available to dependants?

Annuities to meet all these requirements are freely available and we suggest that the member seeks advice from his/her financial consultant.

Option 3: Cession of an individual policy (provident funds only)

Provided your fund provided for this option, and you meet the criteria, you may take any after tax cash lump sum in the form of the cession of a matured endowment policy in your own name. Please consult your financial advisor if you are considering this option.

Option 4: Mix of cash, annuity and individual policy

The member may take benefits as a mixture of cash, a compulsory purchase annuity and an individual policy (provident funds only). The proportions selected can be chosen at the member's discretion. Through careful selection the member can structure their retirement benefits to suit the member's needs in the most tax-effective manner. The decision only has to be made at the time of retirement where the benefit is paid,

Actual retirement benefits

The actual retirement benefit that will become payable to each member, will be a result of the combination of actual investment returns earned, membership duration and the actual contribution made in the period of membership. Please refer to illustrative benefits reflected on any member benefit statement.

Financial Advisory and Intermediary Services Act 37, 2002

The FAIS legislation was introduced for your protection against the possibility of receiving inappropriate advice regarding your financial needs. Please ensure that your financial adviser is duly licensed under the FAIS Act and provides you with a written record of the advice given to you. Your financial adviser is obliged to fully disclose any material information pertaining to the product, the product supplier and his/her relationship with the product supplier. In terms of this legislation, your financial adviser must ensure that all the necessary steps have been taken to place you in position to make an informed decision in respect of your retirement fund benefit.