

Benefit Claim Form: Paid-Up Member

Important Information

- If you are **retiring**, complete **Sections A, C and D**.
- If you are **withdrawing** your benefit, complete **Sections A, B and D**.
- You are encouraged to familiarise yourself with the various options available to you at withdrawal or retirement. The Fund provides access to retirement benefits counselling to assist you with deciding.
- For access to retirement benefits counselling contact Individual Member Support (IMS) on **080 0111 956** or send an e-mail to IMS@sanlam.co.za for support, guidance or referral to a Financial Adviser.
- The personal information requested in this form will be processed in terms of the Protection of Personal Information Act, 2013. For further information, please refer to <https://www.sanlam.com/legal>.
- For enquiries/member support contact the Member Call Centre on **086 122 3646** or WhatsApp **086 122 3646** or send an e-mail to SCClientCare@sanlam.co.za.
- Please e-mail the completed documentation to: sanlameb@sanlam.co.za.

Document checklist included

	Yes
1. This completed retirement/withdrawal claim form.	<input type="checkbox"/>
2. Certified copy of your South African bar-coded Identity Document or valid Passport.	<input type="checkbox"/>
3. Original bank statement - stamped by the bank (not older than three months).	<input type="checkbox"/>
4. Certified copy of the marriage certificate, final divorce order or letter from Home Affairs confirming surname change.	<input type="checkbox"/>

SECTION A: Member's personal details			
Title			
First name(s)			
Surname			
RSA Identity Number		<i>Compulsory</i>	
If not RSA, Passport number		<i>Compulsory (if RSA ID not used)</i>	
Date of birth (dd/mm/yyyy)		<i>Compulsory if Passport number is used</i>	
Income tax number			
Postal address			
			Postal Code
Residential/physical address (if different to the postal address)			
			Postal Code
Contact number(s)*	Cell phone		Alternative
Email*			

*These contact details will be our main means of communicating directly with you

Banking details	
Account holder's name	
Bank name	
Account number	
Type of account	
Please Note: <ul style="list-style-type: none"> Account Type should only be Current or Savings. Payments cannot be made to credit card or bond accounts, third parties or split into different accounts. 	

Important Information about Retirement Reform Changes known as “T-Day” and the “Two-Pot System”

- **“T-Day”** came into effect on 1 March 2021. This means that from 1 March 2021, your member share consisted of two components (or pots): a vested member share and a non-vested member share. The vested member share reflects your fund credit as at 28 February 2021 (plus interest thereon). The non-vested member share reflects all contributions from 1 March 2021 to 31 August 2024 (plus interest and growth thereon).
- The **“Two-Pot System”** came into effect on 1 September 2024. This means that from 1 September 2024, your member share will consist of different components (or pots): a vested pot (fund credit as at 31 August 2024), an emergency savings pot (seed amount and one-third of future savings) and a retirement pot (two-thirds of future savings), if any, depending on whether seeded capital and transfers (or pots) were received from another approved Fund when the two-pot system was implemented.
 - **Vested pot (if any):** Your accumulated fund credit (vested and non-vested member share) up to 31 August 2024 (plus interest thereon) will be allocated to this pot as well as any transfers received from the vested pot in another approved Fund, as elected upon transfer.
 - **Emergency savings pot (if any):** Ten percent (10%) of your vested pot on 31 August 2024, up to a maximum of R30 000, will be allocated to your emergency savings pot. You can make one withdrawal from this pot in a tax year, subject to a minimum withdrawal amount of R2 000.
 - **Retirement pot (if any):** Any transfers received from the retirement pot, the vested pot and/or the emergency savings pot from another approved Fund where the Two-Pot system was implemented will be allocated to this pot, as elected upon transfer. No withdrawals can be made from this pot prior to retirement and the total balance of this pot must be used to buy a pension at retirement.
- **At Withdrawal:**
 - **Vested pot (if any):** This amount may be preserved in the Fund, transferred to another approved Fund, or taken in cash. If taken in cash, the amount will be taxed according to SARS withdrawal tax tables.
 - **Emergency savings pot (if any):** This amount must be preserved, unless (1) it is less than R2 000 or (2) you have not made an emergency savings pot withdrawal in the current tax year, in which case it may be taken in cash. If taken in cash, this amount will be taxed according to your marginal tax rate.
 - **Retirement pot (if any):** This amount must be preserved until retirement or transferred to another approved Fund, i.e., no pre-retirement withdrawal is allowed.
- **At Retirement:**
 - **Vested pot (if any):** You may either take the vested amount as cash (it will be taxed according to SARS retirement tax tables), or use it to buy an annuity. You may take a maximum of one-third of your non-vested amount as cash. If two-thirds of your non-vested member share plus your entire retirement pot is R165 000 or less, you may take the entire amount in cash (i.e., both the non-vested amount and the retirement pot).
 - **Emergency savings pot (if any):** You can take this amount as cash (it will be taxed according to SARS retirement tax tables), or you can add it to your retirement pot to buy an annuity.
 - **Retirement pot (if any):** The total balance in your retirement pot must be used to buy a pension at retirement. If two-thirds of your non-vested member share in your vested pot plus your entire retirement pot is R165 000 or less, you may take the entire amount in cash (i.e., both the non-vested amount and the retirement pot).

Important Note:

Please refer to your member benefit statement for the values of your member share in the different pots.

Important Information

- If you are **retiring**, complete **Sections A, C and D**.
- If you are **withdrawing**, complete **Sections: A, B and D**.

SECTION B: Withdrawal Claim

To be completed by the member - please select **one** of the withdrawal options below.

This section applies to members who:

- left their money in the Fund previously (when they left the service of their employer),
- have not yet reached retirement age, and
- now wants to withdraw their money.

Important Information

- Please provide the applicable forms for the receiving fund. The fund will need to provide their forms directly to you.
- **Vested pot:** This amount may be preserved, transferred, or taken in cash.
- **Emergency savings pot:** This amount may be preserved, transferred, or taken in cash if (1) it is less than R2 000 or (2) you have not made a savings withdrawal in the current tax year.
- **Retirement pot:** This amount must be preserved until retirement, i.e., no pre-retirement withdrawal allowed.

	Vested pot	Emergency savings pot	Retirement pot	
100% Preserve / Transfer				
1. Transfer the full benefit to a Pension Fund, Provident Fund, Retirement Annuity Fund or a Preservation Fund, e.g. the Sanlam Plus Preservation Fund <ul style="list-style-type: none"> • Please complete the membership application form 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Take maximum / less cash then permitted by legislation and preserve / transfer the balance				
2. Pay maximum/a portion of the benefit in cash and transfer the balance to a Pension Fund, Provident Fund, Retirement Annuity Fund or a Preservation Fund (e.g. the Sanlam Plus Preservation Fund) <ul style="list-style-type: none"> • Please complete the membership application form • Indicate the % you would like to receive in cash. OR <ul style="list-style-type: none"> • The Rand amount to be paid in cash. • Please Note: The gross portion in cash will be subject to tax. The balance will be transferred to your bank account. 	%	%	Full benefit must be preserved until retirement	
	OR			
	R	R		

If you have chosen to transfer the benefit to another fund, please provide the details of the fund

Name of approved Fund	
Administrator of the Fund	
Contact number	
Email address	

SECTION C: Retirement Claim

To be completed by the member - please select **one** of the withdrawal options below.

This section applies to members who:

- left their money in the Fund previously (when they left the service of their employer),
- are at retirement age, and
- now wants to withdraw their money.

Important Information

- Please provide the applicable forms for the receiving fund. The fund will need to provide their forms directly to you.
- **Vested pot:** You can take the vested amount as cash, or use it to buy an annuity. You can take a maximum of one-third of your non-vested amount as cash and must use the balance to buy an annuity/pension. If two-thirds of your non-vested amount plus your entire retirement pot is R165 000 or less, you can take both the non-vested amount and retirement pot in cash.
- **Emergency savings pot:** You can take this amount as cash, or you can buy a pension/annuity.
- **Retirement pot:** This amount must be used to purchase a pension/annuity. If two-thirds of your non-vested amount plus your entire retirement pot is R165 000 or less, you can take both the non-vested amount and retirement pot in cash.

	Vested pot	Emergency savings pot	Retirement pot
100% Preserve / Transfer			
1. Receive an In-Fund annuity with the Fund Please note: <ul style="list-style-type: none"> • Your own Fund may offer an In-Fund annuity option 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Transfer full benefit to receive an out-of-fund annuity Please Note: <ul style="list-style-type: none"> • This may be your Fund's chosen annuity or any other annuity 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Transfer full benefit to a Preservation Fund	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Transfer full benefit to Retirement annuity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Take maximum / less cash permitted by legislation and preserve / transfer the balance																				
<p>1. Pay a portion of the benefit in cash and use the balance to:</p> <p>a. Receive an In-Fund annuity with the Fund Please note:</p> <ul style="list-style-type: none"> Your own Fund may offer an In-Fund annuity option <p>OR</p> <p>b. Receive an out-of-fund annuity Please Note:</p> <ul style="list-style-type: none"> This may be your Fund's chosen annuity or any other annuity <p>Related to your answer above, please select one of the options:</p> <p>Vested amount –</p> <ul style="list-style-type: none"> Indicate the % of the total amount you would like to receive in cash <p>OR</p> <ul style="list-style-type: none"> Indicate the Rand amount to be paid in cash <p>Non-vested amount –</p> <p>a. You may take a maximum of one-third (33%) in cash. The balance must be used to buy an annuity:</p> <ul style="list-style-type: none"> Indicate the % of the total amount you would like to receive in cash <p>OR</p> <ul style="list-style-type: none"> Indicate the Rand amount to be paid in cash <p>b. If two-thirds (67%) of your non-vested amount plus your entire retirement pot is R165 000 or less, you may take the entire amount in cash (i.e., both the non-vested amount and the retirement pot).</p> <p>Please note: The gross portion in cash will be subject to tax. The balance will be transferred to your bank account.</p>	<div style="text-align: center; margin-bottom: 10px;"><input type="checkbox"/></div> <div style="text-align: center; margin-bottom: 10px;">OR</div> <div style="text-align: center; margin-bottom: 10px;"><input type="checkbox"/></div> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 30%; text-align: center;">%</td> <td style="width: 30%; text-align: center;">Cash <input type="checkbox"/></td> <td rowspan="2" style="width: 40%; text-align: center; vertical-align: middle;">Benefit must be used to purchase an annuity</td> </tr> <tr> <td style="text-align: center;">OR</td> <td style="text-align: center;">OR</td> </tr> <tr> <td style="text-align: center;">R</td> <td style="text-align: center;">Annuity <input type="checkbox"/></td> <td></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 30%; text-align: center;">%</td> <td style="width: 30%; text-align: center;">Cash <input type="checkbox"/></td> <td rowspan="2" style="width: 40%; text-align: center; vertical-align: middle;">Benefit must be used to purchase an annuity</td> </tr> <tr> <td style="text-align: center;">OR</td> <td style="text-align: center;">OR</td> </tr> <tr> <td style="text-align: center;">R</td> <td style="text-align: center;">Annuity <input type="checkbox"/></td> <td></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">Cash <input type="checkbox"/></td> <td style="width: 33%; text-align: center;">Cash <input type="checkbox"/></td> <td style="width: 33%; text-align: center;">Cash <input type="checkbox"/></td> </tr> </table>	%	Cash <input type="checkbox"/>	Benefit must be used to purchase an annuity	OR	OR	R	Annuity <input type="checkbox"/>		%	Cash <input type="checkbox"/>	Benefit must be used to purchase an annuity	OR	OR	R	Annuity <input type="checkbox"/>		Cash <input type="checkbox"/>	Cash <input type="checkbox"/>	Cash <input type="checkbox"/>
%	Cash <input type="checkbox"/>	Benefit must be used to purchase an annuity																		
OR	OR																			
R	Annuity <input type="checkbox"/>																			
%	Cash <input type="checkbox"/>	Benefit must be used to purchase an annuity																		
OR	OR																			
R	Annuity <input type="checkbox"/>																			
Cash <input type="checkbox"/>	Cash <input type="checkbox"/>	Cash <input type="checkbox"/>																		

If you have chosen to transfer the benefit to another fund, please provide the details of the fund	
Name of approved Fund	
Administrator of the Fund	
Contact number	
Email address	

SECTION D: Declaration**Declaration by the member**

I, the undersigned member, hereby confirm that:

- The information given herein is true and correct.
- I am the account holder of the bank account provided.
- I instruct and authorise Sanlam to pay all monies due to me in accordance with my instructions above.
- I furthermore confirm that I am withdrawing from my retirement fund and that I have chosen the option as indicated on this form, for the payment of my benefit due to me from the fund.
- I confirm that I have been made aware that retirement benefits counselling services are available to me.

Member's Signature		Date (dd/mm/yyyy)	
--------------------	--	-------------------	--

Protection of Personal Information Disclosure

Why Personal Information is required: Sanlam Life Insurance Limited ("Sanlam Life"), a subsidiary of Sanlam Limited, will process and protect your personal information as required by relevant laws and the Constitution of the Republic of South Africa ("RSA"). The personal information requested in this form, which may include special personal information is being collected and will be processed for the following purposes:

- underwriting and providing accurate and effective insurance cover and related value-added services;
- member communication;
- market research and statistical analysis;
- verification of the personal information provided;
- to comply with all legal and regulatory requirements, including applicable codes of conduct;
- for operational and administrative processes to protect Sanlam Life's interests.

Failure to provide the mandatory information will prejudice your insurance cover.

Changing and correcting Personal Information: You have the right to:

- Request a copy of your personal information as processed by Sanlam Life;
- Ask for an update and/or correction of your personal information;
- Lodge a complaint with the Information Regulator.

Sanlam Life may charge an administrative fee subject to prior notice of any such cost before executing the request for a copy of your personal information.

Other parties that may receive the Personal Information:

- We may share your personal information within Sanlam Limited and/or with other service providers where required for any of the purposes listed above, or with third parties where Sanlam Life is lawfully required to do so.
- We may send your personal information to service providers outside the RSA for storage or further processing on Sanlam Life's behalf. We will not send your information to a country that does not have information protection legislation similar to that of the RSA, unless we have a binding agreement with the service provider which ensures that it effectively adheres to the principles for processing of personal information in accordance with the Protection of Personal Information Act, 2013.

For more information, please refer to the [Sanlam Group Privacy Notice](#).

Member
Quick Access
Self Service



Get in touch with your
retirement information

Member Support:

You can update your contact details by registering and logging into our member portal here:

Web: <https://www.sanlamonline.co.za/login/> **or Email:** SCClientCare@sanlam.co.za **or Tel:** 086 122 3646