

FundsAtWork Umbrella Funds Namibia

Withdrawal form (resignation, dismissal, retrenchment, end of contract, liquidation of employer, employer's termination of participation in the Fund, other)

Member number

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Please complete this form using the fields provided. Use the tab key to move from one field to the next.

Please attach the following documents:

- A copy of the members' ID / Passport.
- A copy of your bank statement not older than three months or a cancelled cheque.

Section 1: Employer and fund details

Name of fund	FundsAtWork Umbrella Pension Fund Namibia	FundsAtWork Umbrella Provident Fund Namibia
Name of employer		

Section 2: Member details

Member number												
Title		Initial/s		First name								
Surname												
Date of birth	D	D	-	M	M	-	Y	Y	Y	Y		
National identity document	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Identity / Passport number							
Passport country of origin												
Residential address												
											Postal code	
Postal address												
											Postal code	
Telephone - work								Fax				
Telephone - home								Cellphone number				
Personal email address								Alternative email address				
Tax number												
Tax office												

Section 3: Withdrawal details (to be completed by the employer)

Reason for withdrawal	Resignation	<input type="checkbox"/>	Dismissal	<input type="checkbox"/>	Retrenchment *	<input type="checkbox"/>	End of contract	<input type="checkbox"/>
	Liquidation of employer	<input type="checkbox"/>	Employer's termination of participation in the Fund	<input type="checkbox"/>				
	Other							(Please specify)

*Retrenchment is:

1. When a member loses their employment.
2. When the member's employment comes to an end because the employer stops or intends to stop carrying on the trade in which the member was employed.
3. When the member's job has become redundant and the member is no longer required to work.
4. When the employer cuts down the number of people employed and the member is one of those people that are let off.

If the employer was a company and the member held more than 5% of the issued shares or member interest in the company, retrenchment does not apply.

Month of last contribution deducted from the member	D	D	-	M	M	-	2	0	Y	Y
Effective date of withdrawal	D	D	-	M	M	-	2	0	Y	Y

If the member belongs to the Pension and Provident Fund, please complete both tables

	Pension Fund	Provident Fund		
Amount of last contribution - Member	N\$		N\$	
Amount of last contribution - Employer	N\$		N\$	

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Section 4: Indebtedness to employer (to be completed by the employer)

In terms of Section 37D of the Pension Funds Act, the only payment in respect of which a member's benefit may be reduced is recovery for damages caused to the employer as a result of fraud, theft, dishonesty or misconduct, which can only be recovered if the member admits to it in writing, or if a court order is obtained ordering the member to repay the damages. Please provide a court order obtained by the employer, or proof of the member's written admission of liability.

Damages caused to the employer Yes No

Amount to be deducted in favour of employer N\$

The recovery of personal indebtedness to the employer (such as personal loans, cell phone costs, etc) is not permitted

Section 5: Declaration by employer (authorised signatory)

I (full names)

certify that all particulars furnished in this form and accompanying documentation are true and correct

Signed at

Designation

Signature on behalf of employer

Date - - 2 0

Section 6: Withdrawal details and options (to be completed by the member)

If you belong to the FundsAtWork Umbrella Pension Fund Namibia, complete the Pension Fund section.

If you belong to the FundsAtWork Umbrella Provident Fund Namibia, complete the Provident Fund section.

If you belong to both, complete both the Pension Fund and Provident Fund sections.

Cash withdrawals are subject to income tax.

Pension Fund

- transfer the whole withdrawal benefit to the Metropolitan Preservation Pension Fund (not necessary to complete section 6a and 6b);
- transfer the whole withdrawal benefit to another approved pension fund, approved provident fund, approved pension preservation fund, or approved retirement annuity fund (complete section 6b);
- take a portion of the withdrawal benefit in cash and transfer the balance to the Metropolitan Preservation Pension Fund (complete section 6a);
Indicate the N\$ amount / percentage you want to withdraw in cash N\$ or %
- take a portion of the withdrawal benefit in cash and transfer the balance to another approved pension fund, approved provident fund, approved pension preservation fund or approved retirement annuity fund (complete section 6a and 6b1);
Indicate the N\$ amount / percentage you want to withdraw in cash N\$ or %
- transfer a portion of the withdrawal benefit to an approved retirement annuity fund and the balance to an approved pension preservation fund (complete section 6b1 and 6b2);
Indicate the N\$ amount / percentage you want to transfer to the approved annuity fund N\$ or %
- take the whole withdrawal benefit in cash (complete section 6a).

Provident Fund

- transfer the whole withdrawal benefit to the Metropolitan Preservation Pension Fund (not necessary to complete 6a and 6b);
- transfer the whole withdrawal benefit to the Metropolitan Preservation Provident Fund (not necessary to complete 6a and 6b);
- transfer the whole withdrawal benefit to another approved pension fund, approved provident fund, approved pension preservation, approved provident preservation or approved retirement annuity fund (complete section 6b);
- take a portion of the withdrawal benefit in cash and transfer the balance to the Metropolitan Preservation Pension Fund (complete section 6a);
Indicate the N\$ amount / percentage you want to withdraw in cash N\$ or %
- take a portion of the withdrawal benefit in cash and transfer the balance to the Momentum Corporate Provident Preservation Fund (complete section 6a);
Indicate the N\$ amount / percentage you want to withdraw in cash N\$ or %
- take a portion of the withdrawal benefit in cash and transfer the balance to another approved pension fund, approved provident fund, approved pension preservation fund, approved provident preservation fund or approved retirement annuity fund (complete section 6a and 6b);
Indicate the N\$ amount / percentage you want to withdraw in cash N\$ or %
- take the whole withdrawal benefit in cash (complete 6a).

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Provident Fund (continued)

Split the withdrawal benefit between:

- approved pension fund N\$ or %
- approved provident fund N\$ or %
- approved pension preservation fund N\$ or %
- approved provident preservation fund N\$ or %
- approved retirement annuity fund N\$ or %

Section 6a: Existing bank account details (if cash was selected)

Name of account holder (member)

Name of financial institution

Bank name

Account type Current/Cheque Savings Transmission

Account number Branch code - -

Member's signature Date - - 2 0

Section 6b: Transfer details (if transfer was selected)

1.

Note:

- A transfer of benefits to another approved fund will not attract any tax.
- While this claim is being processed, the benefit will be placed in Momentum FundsAtWork Namibia's bank account in order to eliminate the possibility of the benefit being reduced because of volatile market conditions.

Name of receiving fund

Financial adviser's name

Financial adviser's code

Telephone work

Fax work

Email address

2.

Name of receiving fund

Financial adviser's name

Financial adviser's code

Telephone work

Fax work

Email address

Section 7: Disinvestment effective date (to be completed by the member)

Momentum FundsAtWork will start the disinvestment process of your retirement savings account within 7 days of receiving this withdrawal notification. If you want your retirement savings account to stay invested until the effective withdrawal date, please tick the block below.

Yes, my retirement savings account should stay invested until the effective date of my withdrawal.

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Section 8: Declaration by member

I (full names)

declare that:

- all particulars furnished in this form are true and correct;
- payment by electronic transfer will constitute full and final settlement discharging Momentum FundsAtWork Namibia of its liability in terms of the rules of the Fund;
- the benefit payment options available to me, as well as the tax implications, have been explained to me in full; and
- after receiving relevant financial advice, I confirm that the choices indicated here are my final instructions and acknowledge that I am aware that the benefit paid will be subject to the rules of the Fund and relevant legislation.

Signed at

Member's signature

Date

D	D	-	M	M	-	2	0	Y	Y
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Completed form together with supporting documents to be faxed to +264 61 234 851 or emailed to fundsatworknamibia@momentum.co.za.

When you sign this form by inserting a digital signature it confirms that the information provided is true and correct.

Options to sign the form:

1. Print out the form, sign and scan it and send it back via email to fundsatworknamibia@momentum.co.za or fax it to +264 61 234 851.
2. Place your scanned signature in the signature block.
 - Store your scanned signature in a safe place on your computer.
 - Select the 'comments' tab from your menu in Adobe.
 - Select the 'add stamp' icon.
 - Select custom stamps.
 - Create custom stamps.
 - You can now browse and upload your signature to save it as a custom stamp under 'sign here' in Adobe.
 - You can now go back to your 'stamps' icon and select 'sign here' and select your saved signature.
 - Place it in the document and save the document.

When you want to print the form to complete by hand you can turn off the field highlights by selecting the "highlight existing fields" on the top right hand corner of your screen.