

## DIVORCE CHECKLIST

<b>#</b>	<b>Forms and Attachments Required</b>		
	Refer to the rules of the GEP Law: <ul style="list-style-type: none"> <li>• A non-member spouse can apply for pension interest upon the divorce date.</li> <li>• Only applicable to <b>GEPF (96 Fund)</b> members.</li> </ul>		
	<b>Tick type of transaction and missing attachment(s) ►</b>		
<b>Documentation to be submitted:</b>			
1.	Original certified copy of decree of divorce	Already supplied	
		Attached	
		Missing	
2.	Original certified copy of the settlement agreement	Already supplied	
		Attached	
		Missing	
3.	An originally certified copy of an ID (must be bar-coded) or Passport of the non-member spouse	Already supplied	
		Attached	
		Missing	
4.	Tax number of non-member spouse (proof from SARS)	Already supplied	
		Attached	
		Missing	
<b>To be completed/submitted by GEPF member's employer</b>			
5.	Duly completed Z103 (Divorce Z102) – to be completed by member's employer		
a.	Personal and Contact particulars completed in Part A and B	Completed	Not Completed
b.	Service particulars completed in Part C		
i)	Date of divorce prior to and up to 30 April 1996, last three years salary scales completed up to the date of divorce.	Completed	N/A
ii)	Date of divorce between 1 May 1996 and 30 April 1997, two separate Z102's: <ul style="list-style-type: none"> <li>• First Z102 completed from 1 May 1993 up to 30 April 1996</li> <li>• Second Z102 completed from 1 May 1996 to date of divorce</li> </ul>	Completed	N/A
iii)	Date of divorce on or after 1 May 1997, last two years salary scales up to date of divorce	Completed	N/A

c.	If any bought service period or break in service period	Completed	N/A
d.	Personal and Contact particulars of the ex-spouse - please complete Part E	Completed	N/A
6.	If more than one non-member spouse, a separate Z103 must be completed for each non-member spouse (refer Z103 overleaf)	Completed	N/A
<b>NB</b>	<b>Information of previous divorces under Section A20 is critical!!</b> Please note any previous divorces. If those divorces have not been reported to GEPF, please attach the Divorce Decrees and Settlement agreements to Allow the GEPF to confirm that there is no impact on the member pension	Already supplied	Already supplied
		Attached	Attached
		Missing	Missing
		N/A	N/A
<b>Pension number of Member:</b>			

**NOTE:**

1. A benefit choice form will be forwarded to the ex-spouse for completion once the divorce notification and supporting documents have been validated by the Clean Break Unit.  
Should the ex-spouse not respond within the prescribed period, the divorce benefit will be processed to unclaimed and the necessary service reduction applied to the member.
2. If both spouses are members of the fund, the same process applies to both spouses in their individual capacities
3. The GEPF will execute the court orders as issued and received.  
No variance to the requirements of the court orders will be considered unless a variance order is issued by the court and provided to the GEPF prior to the processing of the divorce benefit.
4. Once the processing of the divorce benefit has been completed, the member will be able to view the service reduction applied on the benefit statement issued to him or her. The service reduction does not change the nature of the benefit a member receives on exit - only the value i.e. if a member retires with more than ten years actual service, he or she will still receive a gratuity and an annuity, but the value of the gratuity and annuity will be calculated based on the reduced service.

The GEPF respects privacy and personal information of its members and pensioners and therefore subscribes to the provisions of the Protection of Personal Information Act 4 of 2013. Visit [www.gepf.co.za](http://www.gepf.co.za) to view GEPF Privacy Policy and Privacy statement.