

## Withdrawal of a Member – Death – Z102

| #   | Forms and Attachments Required   | Application Type         |  |
|-----|--|--------------------------|--|
|     |  | DEATH WITHOUT DEPENDANTS | DEATH WITH SPOUSE/LIFE PARTNER AND/OR CHILDREN |
|     | Refer to the rules of the GEP Act:<br>Without any dependants: 14.5.1: < 10 Years; 14.5.2: >= 10 Years<br>With dependants: 14.5.1: < 10 Years; 14.5.2: >= 10 Years  |                          |  |
|     | <b>Tick type of transaction and missing attachment(s) ►</b>  |                          |  |
| 1.  | Duly completed Withdrawal from Fund Form (Z102).   | Attached                 | Attached                                       |
|     |  | Missing Data             | Missing Data                                   |
| 2.  | An originally <b>certified copy</b> of the deceased member's <b>Death Certificate</b> (Issued by the Department of Home Affairs).  | Attached                 | Attached                                       |
|     |  | Missing                  | Missing  |
| 3.  | A <b>copy</b> of the deceased member's <b>ID</b> (preferably bar-coded) or <b>Passport</b> .   | Attached                 | Attached                                       |
|     |  | Missing                  | Missing  |
| 4.  | Copy of the Nomination of Beneficiaries Form (WP1002), where available.  | Attached                 | Attached                                       |
|     |  | Missing                  | Missing  |
| 5.  | Duly completed <b>Spouse (Z143) and/or Child Pension Form (CHP1)</b> . A separate application form is needed for each applicant.   |                          | Attached                                       |
|     |  |                          | Missing  |
| 6.  | Proof of termination of service is required such as a printout of the <b>Service Termination</b> or <b>Service Record</b> from PERSAL stating the Payroll No (PERSAL No), Withdrawal reason, Withdrawal date, Salary level and notch on the last day of service of the member.   | Attached                 | Attached                                       |
|     |  | Missing                  | Missing  |
| 7.  | <b>Conditional:</b> For when a <b>spouse</b> is registered then an originally <b>certified copy</b> of the <b>Marriage Certificate</b> is required or alternatively an <b>affidavit</b> . For a <b>Life Partnership</b> : A duly completed life partner application and attachments must be submitted. For traditional marriages a marriage certificate, lobolla letter, or 2 affidavits from each side of the family must be submitted. For marriages according to religious tenet, proof of the marriage or or 2 affidavits from each side of the family must be submitted   |                          | Attached                                       |
|     |  |                          | Missing  |
|     |  |                          | N/A  |
| 8.  | An originally <b>certified copy</b> of a South African <b>ID Card (both sides)</b> or <b>Green ID Book</b> (must be bar-coded) or <b>Passport</b> of the <b>applicant / spouse</b> – exceptions as per ID Policy.  | Attached                 | Attached                                       |
|     |  | Missing                  | Missing  |
| 9.  | Duly completed <b>ACB Bank Particulars Form (Z894)</b> for each spouse, guardian for a minor child, major child (over the age of 18) or the Estate/Trust.  | Attached                 | Attached                                       |
|     |  | Missing                  | Missing  |
| 10. | <b>Conditional:</b> For <b>debt deduction</b> : An originally certified copy of a <b>Court Order</b> or Member's approval in writing for debt due to Negligence, Misconduct or Theft as per GEP Law - Section 21.3(c) or in respect of debt for more than the value of R10,000.  | Attached                 | Attached                                       |
|     |  | Missing                  | Missing  |
|     |  | N/A                      | N/A  |
| 11. | <b>Conditional:</b> Where the deceased member had a <b>previous marriage</b> , an originally certified copy of the former spouse's <b>ID</b> (must be bar-coded) or <b>Passport, Marriage Certificate, Death Certificate, Settlement Agreement</b> and/or <b>Decree of Divorce</b> are needed. Where payments are due to an ex-spouse, an <b>ACB Bank Particulars Form (Z894)</b> is needed. Divorce Settlement Agreements for the division of pension interest <b>are only effective from 1 August 1989 as per the amendment to the Divorce Act<sup>1</sup></b> and a separate <b>Withdrawal from Fund Form (Z102)</b> completed by the employer is needed. | Attached                 | Attached                                       |
|     |  | Missing                  | Missing  |
|     |  | N/A                      | N/A  |

<sup>1</sup> In 1989 the Divorce Act was amended to provide for the definition of pension interest in respect of pension- and retirement funds. Accordingly a portion of the pension interest may be awarded to an ex- spouse.

|     |  |          |
|-----|--|----------|
| 12. | <b>Conditional:</b> For any <b>possible dependants</b> (current marriage or previous marriage) (natural or adopted), an originally <b>certified copy</b> of the <b>Full Birth Certificate</b> or <b>ID</b> (must be bar-coded). Benefits will be paid to the Master of the High Court for minors. In order to establish dependency an <b>originally certified</b> copy of a <b>Court Order</b> in respect of maintenance payable where applicable. | Attached |
|     |  | Missing  |
|     |  | N/A      |
| 13. | <b>Conditional:</b> If a child is <b>disabled</b> and over 18, <b>medical proof of the disability</b> and of <b>financial dependency</b> is required through an <b>Affidavit</b> that states the: amount of financial dependency and personal income of person concerned.  | Attached |
|     |  | Missing  |
|     |  | N/A      |
| 14. | <b>Conditional:</b> If an adopted child is applicable, an originally <b>certified copy</b> of a <b>Legal Adoption Certificate</b> (Issued by the Department of Home Affairs) is required upon which the names of the adopted parents appear.   | Attached |
|     |  | Missing  |
|     |  | N/A      |
| 15. | <b>Conditional:</b> For children in the care of a <b>guardian</b> (from current or previous marriage) (natural or adopted), a <b>letter</b> from a <b>Magistrate</b> or <b>Master of the High Court</b> that indicates the appointment as guardian over the children is required.  | Attached |
|     |  | Missing  |
|     |  | N/A      |
| 16. | <b>Conditional:</b> For when a portion of the benefit payable is due to an <b>Estate</b> , an originally certified copy of the <b>letter of Executorship</b> is needed.  | Attached |
|     |  | Missing  |
|     |  | N/A      |
| 17. | <b>Conditional:</b> If a <b>Trust</b> is applicable, a copy of the <b>letter of authorisation</b> from the <b>Master of the High Court</b> and a copy of the <b>Trust Deed</b> are needed. A duly completed <b>ACB Bank Particulars Form (Z894)</b> is required for the Trust.   | Attached |
|     |  | Missing  |
|     |  | N/A      |
| 18. | <b>Conditional:</b> An originally <b>certified copy</b> of the deceased member's Last Will and Testament (where it exists).  | Attached |
|     |  | Missing  |
|     |  | N/A      |
| 19. | <b>Conditional:</b> For when the <b>surname</b> of the person is different to the surname on the <b>ID, Passport or Death Certificate</b> documents, a letter from the Department of Home Affairs or Full Birth Certificate of a child is required to confirm the surname.   | Attached |
|     |  | Missing  |
|     |  | N/A      |
| 20. | <b>Conditional:</b> For when the Commencement Date ( <b>Service Date</b> ) is amended, then proof of contributing service is needed in the form of a copy of an appointment advice to the salary department, salary / leave record, staff record, pay slips, or IRP 5 tax certificates for the applicable years. A duly <b>completed Membership Update Form (Z125)</b> is also required.   | Attached |
|     |  | Missing  |
|     |  | N/A      |
| 21. | <b>Originally certified copies</b> of the member's <b>last two salary advices</b> printed from the payroll system.   | Attached |
|     |  | Missing  |
| 22. | Medical Subsidy Specific Attachments Required:   |          |
| a.  | An <b>originally certified</b> copy of the previous medical scheme <b>Membership Certificate</b> of the deceased member and new medical scheme <b>Membership Certificate</b> for the spouse that is registered as the main medical scheme member.  | Attached |
|     |  | Missing  |
|     |  | N/A      |
| b.  | <b>Conditional:</b> An <b>affidavit</b> or an <b>originally certified</b> copy of the <b>service records</b> to prove additional periods of broken government service that need to be added for medical subsidy purposes to prove 10 or 15 years of government service.  | Attached |
|     |  | Missing  |
|     |  | N/A      |
| c.  | <b>Conditional:</b> For a contributing member, pensioner or spouse that choose a gratuity payment, a duly completed Updating Bank Particulars Form - Z894.   | Attached |
|     |  | Missing  |
|     |  | N/A      |
| d.  | A duly completed <b>State Subsidised Medical Contribution Choice Form</b> to choose between continued memberships (4/6 GEFP subsidised) or the payment of an once-off gratuity.  | Attached |
|     |  | Missing  |
|     |  | N/A      |

*This checklist is a guideline and is subject to the requirements stipulated in the relevant Acts, Regulations and rules applicable. Please confirm and adhere to the instructions and rules that will be applicable to the specific exit type on date of exit.*