

Withdrawal of a Member - Resignation - Z102

#	Forms and Attachments Required Refer to the rules of the GEP Law: <ul style="list-style-type: none"> • 14.4.1(a): Benefits paid into own bank account • 14.4.1(b): Actuarial transfer to an approved external retirement fund 	Reason for Resignation		
		VOLUNTARY RESIGNATION	DISCHARGE - MISCONDUCT.	DISCHARGE - ILL HEALTH (Own Accord)
	Tick type of transaction and missing attachment(s) ►			
1.	Duly completed Withdrawal from Fund Form (Z102) .	Attached	Attached	Attached
		Missing Data	Missing Data	Missing Data
2.	An originally certified copy of an ID (must be bar-coded) or ID Card (both sides) or Passport of the member – exceptions as per ID Policy.	Attached	Attached	Attached
		Missing	Missing	Missing
3.	Proof of termination of service is required such as a printout of the Service Termination or Service Record 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	Attached
		Missing	Missing	Missing
4.	Conditional: DYGcbU` dUfHW`Ufg` æ^Ácañæ`áÁ æ æ`óÁ Ö[POÉÁ GÁ @Á] ææ æ•Á[} Á Ö[POÉ æ^Á á & ; !^&ÉÁ @•^Á] ææ æ•Á ~•Á^Á[; !^&áæÖ[POÉ æ^Á] -á{ æá } Á -Á @Á & @ *^•Á { ~•Á á^Á ~ à{ æ áÁ æ ÉÁ æ Á } áæ^áÁ OÉÁ Óá @Á Ô`áææ Á !Á @ !Á ! [-á•^áÁ` Ö[PCE	Attached	Attached	Attached
		Missing	Missing	Missing
		N/A	N/A	N/A
5.	Duly completed Bank Particulars Form (Z894) or for actuarial transfer to an approved external retirement fund a duly completed Z1525 form with Particulars of approved external retirement fund for transfer of funds.	Attached	Attached	Attached
		Missing	Missing	Missing
6.	Originally signed GEPF Resignation Choice Form from the member where a once-off irrevocable choice is made between: Option 1 : receiving a once-off gratuity payment; or Option 2 : transferring the benefit to an approved external retirement fund.	Attached	Attached	Attached
		Missing	Missing	Missing
7.	Copy of a letter of approval for discharge signed by the Head of an office (Department), stating the reason for discharge (Misconduct or Ill-health by own doing), applicable section of the act and date of resignation.		Attached	Attached
			Missing	Missing
8.	Copy of the Resignation Form (like Z280) or Letter of Resignation .	Attached	Attached	Attached
		Missing	Missing	Missing

Validation of Documentation Required

9.	Conditional: For debt deduction: An originally certified copy of a Court Order 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	Attached
		Missing	Missing	Missing
		N/A	N/A	N/A
10.	Conditional: Where the member had a previous marriage , an originally certified copy of the former spouse's ID (must be bar-coded) or Passport, Marriage Certificate, Death Certificate, Settlement Agreement and/or Decree of Divorce are needed. Where payments are due to an ex-spouse, an ACB Bank Particulars Form (Z894) is needed. Divorce Settlement Agreements for the division of pension interest are only effective from 1 August 1989 as per the amendment to the Divorce Act¹ and a separate Withdrawal from Fund Form (Z102) completed by the employer is needed.	Attached	Attached	Attached
		Missing	Missing	Missing
		N/A	N/A	N/A
11.	Conditional: For members with 10 years or more of service a duly completed Updating Personal Particulars of Member Form (Z864) .	Attached	Attached	Attached
		Missing	Missing	Missing
		N/A	N/A	N/A
12.	An originally certified copy of the member's final salary advice printed from the payroll system.	Attached	Attached	Attached
		Missing	Missing	Missing
13.	Conditional: For when the Commencement Date (Service Date) 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 completed Membership Update Form (Z125) is also required.	Attached	Attached	Attached
		Missing	Missing	Missing
		N/A	N/A	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.

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 to view GEPF Privacy Policy and Privacy statement.