

Instructions for completing the Z125 Admission to the GEPF form:

1. This application form requires the following attachments:
 - A certified copy of an ID (preferably barcoded) or passport of the Member (certified within the last six (6) months).
 - A certified copy of the first salary advice from which the pension deductions were made as on the date of admission to fund.
 - One salary advice for each year worked previous to the date of submitting the application form.
 - Nomination of Beneficiaries Form - WP1002 - if this form has not previously been submitted to the Pensions Administration or the member's preferred nominees have changed.
 - Updating Personal Particulars of Member Form – Z864 with the Personal, Contact, Spouse/s, Life Partner and other dependants' particulars completed.
2. Where personal details are incorrect, outdated or changed after the original submission, a new application form should be completed. The admission transaction should be marked as 'Other Change'. The data that has changed, as well as the person's Pension number, Salary number, Surname, First name, Middle name(s), Date of Birth and ID number/Passport number must be completed.
3. For each confirmed new admission, a letter is issued to the member and the employer, providing them with the Pension Number and other personal information. Refer to this Pension Number when making enquiries.
4. If the data received is insufficient to admit the person to the Pension Fund, the Pension Administration System will generate a system error. The Employer will be notified of the error via the Pensions Administration Service Centre.
5. No duplication of Pension Numbers for members is allowed.
6. In cases of interdepartmental transfers, the new employer must obtain the personal profile of the member from the previous employer.
7. A type of transaction “[B.] Other change” is also applicable if a member transfers from one government employer to another, but still remains with the same Pension Fund.
8. The particulars of the person's last employment must only be provided if the person transfers between Pension Funds administered by the Pensions Administration. The “[C.] Transfer Between Funds” type of transaction must be selected.
9. All periods of leave without pay must be recorded on a continual basis by updating the Payroll Administration System (PERSAL, PERSOL or SARS). The Pensions Administration must be informed of periods in excess of 120 calendar days of leave without pay.
10. A new admission of a Government Employee can only be made to the Government Employees Pension Fund (GEPF) (Code 96).
11. *Although exceptions do exist, no new admissions are allowed for the Temporary Employees Pension Fund (TEPF) (Code 04) and the Associated Institutions Pension Fund (AIPF) (Code 06). Transfers are allowed between these funds and the GEPF.*

12. The following Occupation Codes are applicable:

Occupation Code	Occupation Description
1	Public Services
2 3	Provincial Services Permanent Force
4	S.A. Police Service
5	National Intelligence Services (NIA)/South African Secret Service (SASS)
6	Department of Correctional Services
7	Associated Institutions (AIPF Fund)
8	Authorities Services
9	Head of Department (Director General)
A	Magistrates

Submission Instructions:

1. After completing the form, the original form must be delivered to any GEPF regional office or posted to the GEPF, along with the attachments listed above.
2. Postal Return address:
Government Employees Pension Fund
Private Bag X63
Pretoria
SOUTH AFRICA
0001
3. Enquiries may be directed to the GEPF Call Centre: 0800 117 669

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.