
Instructions for Completing Form Z864: Updating the Personal Particulars of a Member or Pensioner of the GEPF

1. This form notifies the GEPF of any changes to the particulars of
 - A Member,
 - A Pensioner or
 - Dependants of a Member or Pensioner (Spouse, Life Partner or Minor Child).
2. Please complete all sections of the form.
3. Contact particulars of the member are of particular importance to ensure that the GEPF can contact the member by e-mail (preferred) or on a cell number (SMS preferred), or post, if e-mail and SMS contact is not available.
4. If any particulars of the member change, it is the responsibility of firstly the member and secondly the employer to notify the GEPF.
5. This application form requires at least the following attachments:
 - A certified copy of an ID Card or green barcoded ID, or valid passport (for non South African Citizens) of the Member (certified within the last six (6) months).
 - If the Member's Marital Status is "Married" to a Spouse (Not Life Partner): A certified copy of the marriage certificate: - Religious, Customary Union or Civil as issued by Home Affairs. Alternatively, a certified copy of a Customary Union Certificate, Hindu Certificate or "Lobola" Affidavit. The affidavit should contain the names of both parties, names of family members of both parties, ID numbers of both parties, statement of marriage, date of marriage, place of marriage and registration number (if available).
 - If the Member's Marital Status is "Life Partner": A life partner application must be completed and submitted to the GEPF, along with the prescribed attachments
 - If any minor child is registered (biological or adopted), a certified copy of the Birth Certificate or proof of adoption.
 - For a major child and other person that is financially dependent on the member, a certified copy of the person's identity document/passport and proof of financial dependency if applicable.
 - Optional: A Nomination of Beneficiaries Form - WP1002, if no such form has previously been submitted, or the member's preferred nominees have changed. Please note that such a nomination can also be completed on the GEPF App.

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.
