



1 | FUND DETAILS

Name of Fund

2 | EMPLOYER'S DETAILS

Name of Employer

Date of Withdrawal from the Fund

D	D	M	M	Y	Y	Y	Y
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Last Contribution Amount in Respect of Annual Pensionable Salary at Withdrawal Date

R

Reason for Withdrawal

<input type="checkbox"/>	RESIGNATION	<input type="checkbox"/>	RETRENCHMENT	<input type="checkbox"/>	DISMISSAL	<input type="checkbox"/>	RETIREMENT	<input type="checkbox"/>	ILL HEALTH EARLY RETIREMENT	<input type="checkbox"/>	DEATH
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3 | MEMBER'S DETAILS

Title

Initials

Surname

First Name/s

Employee Number

I.D. Number

Tax Office

Income Tax Number

Physical Address

<input type="text"/>		
<input type="text"/>		
<input type="text"/>	Postal Code	<input type="text"/>

Postal Address

<input type="text"/>		
<input type="text"/>		
<input type="text"/>	Postal Code	<input type="text"/>

Contact Number

Email Address

Exit date and processing date

The final contribution is due by the 7th of the following month, and therefore the claim process will not commence until the final contribution has been received by Tennant Administration Services and allocated to your record. If the contribution is received earlier than the date of exit, the claim process will not commence until the date of exit.

4 | BENEFIT PAYMENT INSTRUCTIONS

(If there is a prior claim by a third party, provide details below and attach any additional information)

Housing Loan / Guarantee

Damage Caused to Employer (If so, please provide: a court order obtained by the employer, or proof of employee's written admission of liability for recovery of damages caused by fraud, theft, dishonesty or misconduct)

Divorce and / or Maintenance Order (If yes, copy hereto)

Y	N
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5 | MEMBER'S BANKING DETAILS

Name of Account Holder

Name of Bank

Account Number

Branch Code

Name of Branch

6 | TRANSFER TO ANOTHER APPROVED FUND

(Please include and/or attach the application form if applicable and any other relevant details)

Type of Fund

<input type="checkbox"/>	PENSION FUND	<input type="checkbox"/>	PROVIDENT FUND	<input type="checkbox"/>	ANNUITY OR RETIREMENT ANNUITY
<input type="checkbox"/>	RETIREMENT	<input type="checkbox"/>	PRESERVATION PROVIDENT FUND	<input type="checkbox"/>	PRESERVATION PENSION FUND

New Fund Name

Policy Number

Registration / SARS Approval Number

Reference Number (will be used for transfer)

Title

Initials

Surname

First Name/s

Contact Number

Email Address

Options on Withdrawing from Your Employer’s Retirement Fund

Please read this section carefully, so that you are fully aware of all your options, you may also wish to seek expert financial advice to ensure that the decisions you make address your specific needs. Please note that the detail below is not intended to be advice as contemplated in terms of the Financial Advisory and Intermediary Service Act 202. For more information about this Section please contact your Financial Planner.

Counselling

Counselling entails describing the disclosure and explanation, in clear and understandable language, including risks, costs and charges of all options available to members. Retirement benefits counselling is not financial advice but instead a channel of communication through which to educate, empower and enable you to make informed financial decisions. Financial advice cannot be replaced by retirement benefits counselling. Please contact your administrator on 011 100 8100 or request the counselling document from fundadmin@tennant.co.za.

PRESERVATION FUND

Advantages

- Your fund is preserved for your retirement years.
- No tax is paid on transfer to another Preservation Fund.
- There is a choice of underlying investment portfolios.
- You are entitled to one withdrawal prior to retirement, provided that you do not take a cash withdrawal before you transfer to the Preservation Fund. This one withdrawal is taxable.

Disadvantages

- The allowance of the taxable cash withdrawal will reduce your ultimate Retirement Benefit.

Only tick if this option is applicable

RETIREMENT ANNUITY FUND

Advantages

- Your value is preserved for your retirement years.
- No tax is paid on transfer of a Retirement Annuity Fund.
- There is a choice of underlying investment portfolios.
- As long as you have attained age 55, you may retire from the Retirement Annuity Fund whether you have retired from the service of your employer or not.

Disadvantages

- Only one third of your Retirement Benefit may be taken as cash from the Retirement Annuity Fund. The remaining two thirds must be used to purchase an annuity, even if originally transferred from a Provident Fund.
- You are not entitled to a cash withdrawal prior to age 55.

Only tick if this option is applicable

NEW EMPLOYER’S FUND

Advantages

- Your fund value is preserved for your retirement years.
- It is generally a cost-effective option.
- No tax is paid on transfer, provided that you do not transfer from a Pension Fund to a Provident Fund.

Disadvantages

- You cannot access your Benefit unless you withdraw or retire from your new employer.
- Your new employer’s Fund may not have a similar investment strategy.

Only tick if this option is applicable

CASH

Advantages

- You may reinvest the money at your discretion in a voluntary / flexible investment vehicle and take ad-hoc tax-free withdrawals.

Disadvantages

- You will significantly reduce your Retirement Benefit and you may not have enough money to provide you with sufficient income after retirement.

Part Cash Amount: R

Only tick if this option is applicable

8 | MEMBER'S DECLARATION

Conversion Option (if applicable):

Y	N
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I have chosen to contact a Retirement Benefits Counsellor:

Y	N
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I agree that:

- All particulars furnished on this form and accompanying documentation are true and correct.
- This termination of service form is completed in its entirety.
- The benefit payment options available to me, and the tax implications thereof, have been explained to me in full.
- This payment is in full and final discharge of the Fund's liability.

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Member's Signature

D	D
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Date

M	M
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Y	Y	Y	Y
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9 | EMPLOYER'S DECLARATION

This serves to confirm that the above details are true and correct and completed in full.

We hereby authorise and request Tennant Administration Services (Pty) Ltd to pay the withdrawal benefit due in terms of the Rules of the Fund.

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Authorised Signatory

D	D
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M	M
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Y	Y	Y	Y
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Date

COMPANY STAMP

Full Name/s

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Designation

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