DE BEERS PENSION FUND

DEFINED BENEFIT

DEFINED CONTRIBUTION

Let's talk about death

An overview of Fund benefits payable on death, how to make things easier for your loved ones, and practical guidelines on processes to be followed after death

LIFE ANNUITANTS: DC SECTION

Contents

DISCLAIMER – Much of the information in this guide falls outside of the scope of the De Beers Pension Fund, and is intended to facilitate the process of preparing for death, and assisting those who stay behind. It is not intended to replace the Rules of the Fund, which will always take precedence over any information contained in this booklet.

1 Introduction

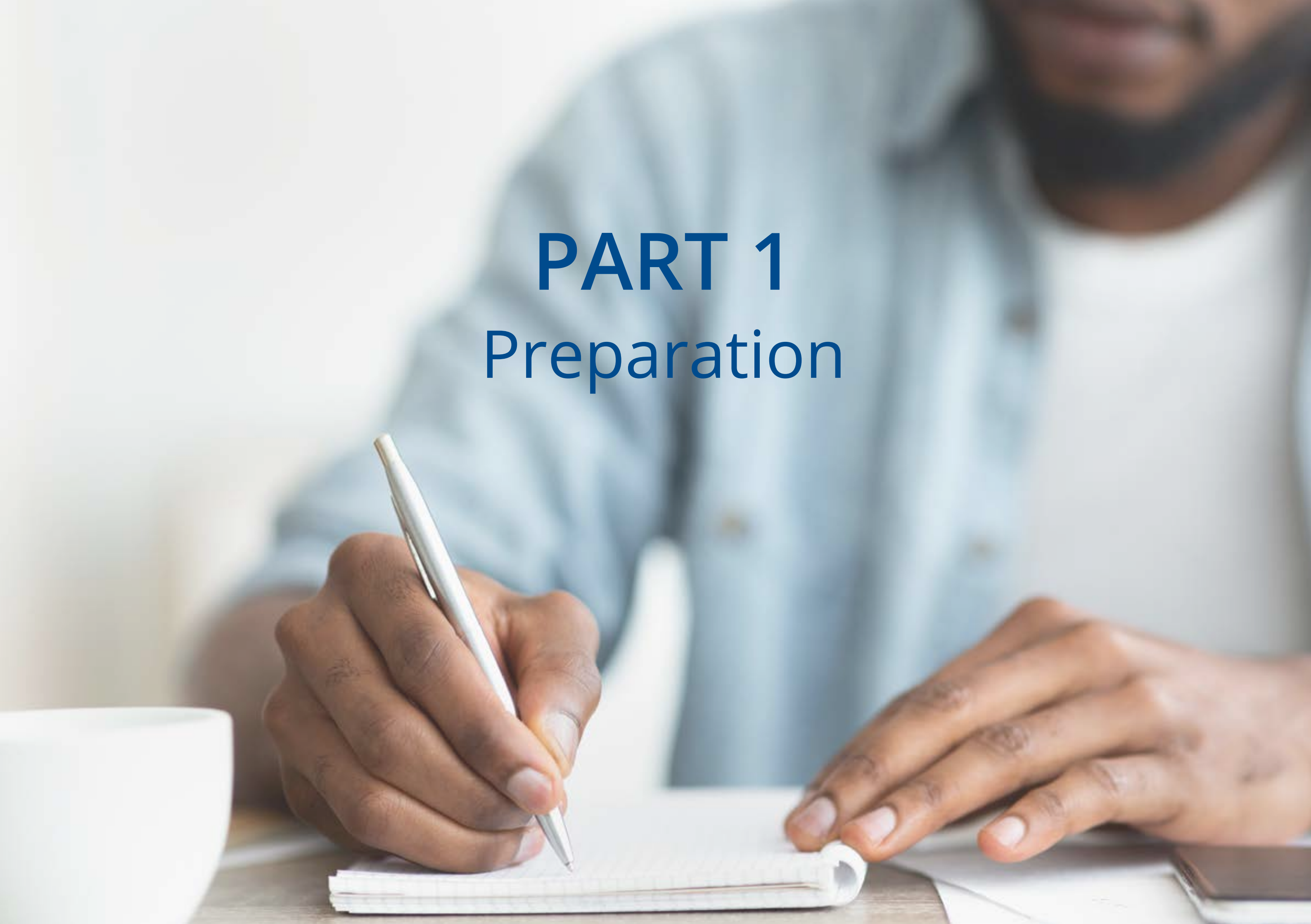
Although it is not a pleasant topic to discuss, the reality is that death is inevitable. The person who passes away is not affected by the administrative hassles – that is usually the responsibility of the already stressed and bereaved loved ones. It is therefore a great gift to one's loved ones to plan and prepare for death in such a way that at least the administrative stress on loved ones is reduced as far as possible.

This booklet has been put together to explain the potential benefits payable on the death of -

- a principal pensioner at any time after retirement,
- a principal pensioner during the guaranteed period, if elected, and
- a surviving spouse during the guaranteed period, if elected.

It also covers what the family must do to claim potential death benefits from the Fund, within the wider context of the tasks that face the family members left behind. Furthermore, it answers some frequently asked questions regarding the Fund's death benefits.

PART 1
Preparation



2 Making things easier for your loved ones

- Make sure you have a last will and testament. If you pass away without a testament, it will delay the finalisation of your estate and your loved ones can be negatively affected.

  (Please note that the death benefits paid from the Fund do not form part of your estate, except where there are no beneficiaries or nominees to whom the death benefit can be allocated.)

- Share, where relevant, the information about your benefits (explained in this booklet) with your loved ones, so that they will know what to expect and how they need to plan around your death.

- Keep this booklet, your last will and testament, and all other relevant documents in a safe place, and make sure your loved ones know where to find these in the event of your death.

- You may want to consider setting up a living will (see next page) to ensure that your family members know what your wishes are if you can no longer speak for yourself.

- Also share information about any funeral policies, life insurance policies, and your preferences about burial/cremation/scattering of ashes, etc. with your family. To make things easier, you can use the control sheet at the end of this booklet.

LIVING WILL

Your Living Will speaks for you if you are unable to communicate when you are dying. It will tell your family and your doctor what your wishes are with regard to medical treatment and attention.

Your Living Will must be addressed to your family, your doctor and any health authority, and could state something similar to the text in the block to the right, depending on your individual wishes.

Three (or more) original Living Will documents should be signed when of sound mind and after careful consideration. Sign it in the presence of two witnesses, who should also sign and print their names on the document. Make sure that your family members understand your wishes, and that they will be responsible for finding your Living Will and handing it to those treating you.

Source and more reading:
funeralguide.co.za/my-death-wish-list

"If the time comes when I can no longer take part in decisions for my own future, let this declaration stand as my directive.

If there is no reasonable prospect of my recovery from physical illness or impairment expected to cause me severe distress or to render me incapable of rational existence, I do not give my consent to be kept alive by artificial means, including any pacemaker, nor do I give my consent to any form of tube-feeding when I am dying; and I request that I receive whatever quantity of drugs and intravenous fluids as may be required to keep me free from pain or distress even if the moment of death is hastened.

DO NOT RESUSCITATE: I do not give my consent to any person's attempt at resuscitation, should my heart and breathing stop and my prognosis is hopeless."

3 The death benefits payable by the Fund

SPOUSE'S PENSION

If you have a spouse that is eligible for your death benefits, such a surviving spouse* will receive a monthly pension after your death, for the rest of their lives. The size of the spouse's pension will depend on the option that you chose for your spouse at retirement. Please read more about this on the next page.

Who qualifies to receive a spouse's pension?

- A spouse to whom you were married, or deemed by the Board to have been married, at the time of your retirement (for at least 12 months before you retired) will qualify for a spouse's pension.
- If you get married after your retirement, your new spouse will NOT qualify for a spouse's pension, as calculations would have been based on your status and life expectancy at retirement.
- If you divorced your marital spouse after your retirement, such ex-spouse will qualify for the spouse's pension you elected at retirement, unless the divorce order states otherwise.

**In terms of the Rules of the Fund, the term 'spouse' as used here refers to a widow/widower.*

WHAT ABOUT A LIFE PARTNER?

The Fund may recognise a life partner as a spouse, and the same conditions would apply as for a spouse. However, it is very important that such a person should have been registered with the Fund as your life partner at least 12 months before you retired. Should you wish to register a life partner, an 'Application for registering of a life partner as a Fund beneficiary' form needs to be completed. Please contact the Fund if you have any questions in this regard.

Should an eligible spouse pass away while you are still alive, please submit a certified copy of the death certificate to the Fund.

How much will the spouse's pension be?

There are two factors that will determine the size of the spouse's pension, and both will depend on the options you selected at retirement.

Basic spouse's pension

When you pass away, your eligible surviving spouse will receive a minimum of 50% of the pension that you were receiving as a pensioner at the time of death, but this value may be 60%, 70%, 80%, 90% or even 100% of your pension, if you elected this at retirement.

Guarantee period

When you retired, you could also choose an optional guarantee period of 5, 10, 15, 20 or 25 years. The guarantee period means that, if you die during this period, the full pension you were receiving at the time of death will be paid to your surviving spouse for the remainder of the guarantee period. Thereafter, the spouse's pension will revert to the level you chose for your spouse when you retired.

If your surviving spouse also passes away during the guaranteed period, or if you do not have a surviving spouse, the Fund Actuary will calculate the lump sum equivalent of the pension that would have been payable for the remainder of the guarantee period, and this will be paid out in terms of Section 37C of the Pension Funds Act.

Until when will a spouse's pension be paid?

The pension is payable for the remainder of the life of your eligible spouse.

Will a spouse lose his/her pension if he/she remarries?

If your spouse qualifies to receive a pension from the Fund and remarries, his/her pension will continue to be paid for the rest of his/her life.

Example

(For the sake of simplicity, this example does not take annual pension increases into consideration.)

At retirement, Sipho chooses a surviving spouse's pension of 60% of his monthly pension, as well as a guarantee period of 10 years. His monthly pension is R10 000.

If Sipho dies 7 years after retiring, his surviving spouse will continue to receive his R10 000 per month pension for another three years. At the end of the three years, her pension will be reduced to 60% of the full pension Sipho was receiving, which will be paid for the rest of her life.

Will any benefit be payable when the spouse passes away?

The only time that a benefit would be payable when your surviving spouse passes away, is if you elected a guarantee period, and such a spouse passes away after you, but still within the guarantee period you selected. Please see the previous page for more information about this eventuality.

WHAT MUST MY FAMILY DO TO CLAIM DEATH BENEFITS FROM THE FUND?

1. When you pass away, your family should report your death as soon as possible by contacting the Fund on 053 807 3222 (Option 1), via email at payroll.payslip@dbpf.co.za, via post or by visiting the Fund at 84 Du Toitspan Road, Kimberley.
2. They should submit a certified copy of the death certificate as soon as possible.
3. The Fund will contact the spouse/family for certain forms to be completed, plus supporting documentation to be submitted, for example, civil/customary marriage certificate.

NB: IF YOUR DEATH IS NOT REPORTED

If your family does not report your death, potential death benefits cannot be processed. Your family is not allowed to continue to draw the pension in your name – to do so will amount to fraud and may result in legal action being taken against them. The month in which you die is the last month that you are entitled to a pension from the Fund.

CAN MY DEPENDANTS STAY WITH THE DE BEERS BENEFIT SOCIETY?

If you are a member of the De Beers Benefit Society, and your spouse was a registered dependant on the Society, then he/she will retain membership of the Society and become the main member of the Society. A new membership card will be issued to reflect the change.

HOW LONG BEFORE THE DEATH BENEFITS ARE PAID OUT?

On the death of the pensioner, the surviving eligible spouse is required to complete certain forms and supply the Fund with certified copies of the deceased's death certificate, marriage certificate, identity documents and banking details. Once these are received, your spouse will be added to the next payroll to begin receiving a monthly pension for life.

Where the death benefit is allocated in terms of Section 37C of the Act, the Act allows the Fund 12 months from date of death to investigate, allocate and pay benefits. The Fund aims to pay the death benefit before the 12-month period comes to an end, but this depends on how soon the Fund receives the required documentation requested from dependants.

PART 2

Guidelines for those who stay behind after your death

4 Steps your family should take

Although the following checklist is mostly outside the scope of what is required by the Fund, we hope that this will help your loved ones keep track, during this very emotionally challenging time, of the main tasks that typically need to be undertaken when you pass away.

	CONTACT	*Contact details/Notes*
	Doctor	
	Religious/spiritual leader	
	Undertaker/Funeral home	
	Family and other next of kin/friends	
	Transport of body	
	Executor named in the last will and testament	

	OTHER ARRANGEMENTS	*Contact details/Notes*
	Funeral or memorial service	
	Cremation	
	Coffin	
	Flowers/donations	

	ALSO	*Contact details/Notes*
	Register the death with: • Department of Home Affairs (although the funeral home may do so – please check) • De Beers Pension Fund (see details earlier in this document) • De Beers Benefit Society (where applicable) or other medical aid • SARS	

	ALSO	*Contact details/Notes*
	Draft thank you notes.	
	Consider the choice of tombstone/ inscription.	
	Submit the last will and testament to the executor (or inform the institution 'holding' the last will and testament about the death).	
	Put together a file with relevant paperwork to facilitate the finalisation of the estate. The executor will assist with information on what is required.	

OTHER CONTRACTS/ARRANGEMENTS/ISSUES/SERVICE PROVIDERS THAT MUST POTENTIALLY BE REMEMBERED		
	Insurance companies – claiming potential life cover policies, ending policies/deductions where appropriate	
	Banks	
	Telephone contracts / payments	
	Cellphone contracts / payments	
	TV licence	
	Reregistration of car licence	
	Fire-arm licence	
	Municipal accounts	
	Short-term insurance providers	
	Social media profiles (passwords, etc.)	
	Investments other than in the Fund	

5 Where to find what

FUNERAL

Wishes about funeral: ☐ Burial ☐ Cremation

Minister

Service at which church/chapel/place

Other wishes

Where should ash be scattered/stored?

Gravestone: ☐ Yes ☐ No

Inscription

Other wishes

Grave purchased in advance? ☐ Yes ☐ No ☐ Double ☐ Single

Town/City ______ Graveyard ______ Number ______

Where are the documents to prove this? ______

Is spouse already buried there? ______

Funeral policies with:	Policy number	Amount	Where is policy document?

LAST WILL AND TESTAMENT

Where is the original? ______ Date of last revision ______

Executor ______

Email address ______ Telephone number ______

DOCUMENTS/INFORMATION OF IMMEDIATE IMPORTANCE

Identity number ______ Where document is stored ______

Passport number ______ Where document is stored ______

Type of marriage ☐ Within community ☐ Out of community ☐ Ante-nuptial contract

Where is marriage certificate and/or ante-nuptial contract stored? ______

Other insurance policies (life/endowment/ accident/short term/cover for bond, etc):	Policy number	Where is policy document?

Pension from	Number	Email address	Telephone number

Annuity from	Number	Email address	Telephone number

Medical scheme	Membership number	Email address	Telephone number

Income Tax	Tax number	Who handles tax returns?
Self		
Spouse		

BANK DETAILS

Bank	Branch	Type of account	Account number

INVESTMENTS / PROPERTY

Nature of investment	Broker/financial adviser	Where is proof/certificate?

Property	Bond with	Where is title deed?

OTHER DOCUMENTS/INFORMATION

Stop orders/debit orders in favour of	Account numbers	Contact details

Name of buying associations	Member number	Contact details

Other accounts	Account numbers	Contact details

Vehicles	Registration numbers	Financed by	Reference number

TV licence numbers	Where stored?

Firearms	Licence numbers	Where stored?

Driver's license number		Where stored?	
Municipality		Account number	
Cellphone company		Account number	
Telkom account number			
Internet provider		Account number	

Email addresses with	Email addresses

Internet access (only complete if this booklet is stored in a safe place)		
Website	Username	Password

Professional associations/ institutions to be notified of death/burial	Contact details	Message, if any