

**DC7: Formal notification from the employer that a member has withdrawn, dismissed, retrenched or retired where the member has not to date elected a particular option (option pending) or where the member is not available to complete the required termination documentation.**

<b>Resignation</b>		<b>Dismissal</b>	
<b>Retrenchment/withdrawal</b>		<b>Retirement (Normal, Early or Retrenchment)</b>	

Where members **do not exercise a choice** regarding their DBPF benefit, they will automatically become a deferred pensioner in the DBPF. This default preservation option does not mean that they are locked-in by not making an election, it just means that their benefit will be treated as a deferred benefit rather than an unpaid or unclaimed benefit. Members will still have the option to withdraw (provided that they have not retired from service and are under the age of 60 when they make their election) or retire from the DBPF (provided that they are over the age of 50 when they make their election) at any date into the future.

<b>SECTION A – MEMBER'S PERSONAL DETAILS</b>			
SURNAME		INITIALS	
FIRST NAMES		TITLE	
ID NUMBER		GENDER	
DATE OF BIRTH		MARITAL STATUS	
PASSPORT NUMBER (for Non-RSA residents)		PASSPORT: COUNTRY OF ISSUE	
OPERATION NAME		POLICY NUMBER	
DATE JOINED FUND		LAST WORKING DAY	
TELEPHONE NUMBER (home)		DATE EMPLOYED	
FAX NUMBER		CELLPHONE NUMBER	
POSTAL ADDRESS			
		POSTAL CODE	
PHYSICAL ADDRESS			
		POSTAL CODE	
REVENUE OFFICE WHERE TAX LAST PAID		TAX NUMBER (Compulsory)	

<b>SECTION B – TO BE COMPLETED BY THE EMPLOYER</b>				
<b>WAS THE MEMBER A MEMBER OF NUM AT RETIREMENT</b>	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
<b>WAS THE MEMBER RETRENCHED</b>	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
<b>IF MEMBER WAS RETRENCHED AND IS OVER 50 YEARS OF AGE, PROVIDE THE COST CENTRE FOR THE REMITTANCE OF THE RETRENCHMENT ENHANCEMENT</b>				
<b>WAS THE MEMBER A DEFINED BENEFIT MEMBER (DB) AS AT 31 JULY 2006</b>	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>

HR Initial

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SECTION C - SERVICE OUTSIDE OF SOUTH AFRICA				
Did the member have any group service outside the Republic of South Africa	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If yes, a letter from the employer on the letterhead of the employer must be attached confirming the foreign service.				
Where an employee has service in South Africa, Namibia, Botswana or any other country, please ensure that the employee has read and understands the following:				
<ul style="list-style-type: none"> <li>The De Beers Pension Fund will apply for a tax directive from the South African Revenue Service as well as the Namibian Inland Revenue Office.</li> <li>The De Beers Pension Fund has an obligation to conform to these requirements and is not allowed any discretion in this regard.</li> </ul>				
SECTION D - CERTIFICATE BY EMPLOYER OF MEMBER'S OUTSTANDING DEBT				
DOES THE EMPLOYEE HAVE A HOUSING LOAN/BOND FOR WHICH THE COMPANY PROVIDED SECURITY/GUARANTEE? (IF YES, A COPY OF THE SIGNED AGREEMENT MUST BE ATTACHED)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
AMOUNT TO BE RECOVERED FROM MEMBER'S PENSION MONIES	R			
PAYMENT TO BE ISSUED IN FAVOUR OF:				
EMPLOYER TO TICK TO CONFIRM THAT THE FOLLOWING DOCUMENTS ARE ATTACHED				
1	FIVE YEAR'S EARNINGS – DC9			
2	LETTER FROM BUSINESS UNIT MANAGER FOR RETRENCHMENTS AND EARLY RETIREMENTS			
3	COPY OF MEMBER'S ID DOCUMENT			
4	IF MEMBER IS DIVORCED, COPY OF FINAL DIVORCE ORDER AND SETTLEMENT IF NOT YET SUBMITTED TO THE FUND			
SIGNATURE				
HR OFFICER	FULL NAME			
	DATE			
	SIGNATURE			

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