



Who must complete this form?

HR must complete this form on behalf of the transferring employee.



When must this form be completed?

HR must submit this form at least one month prior to the transfer of the employee.

SECTION A: MEMBER'S DETAILS

Pension number			
Surname		Initials	
First names			
Contact details	Home	Work	Cell
Email address			
Postal address			Code
Physical address			Code

SECTION B: OPERATION MEMBER IS TRANSFERRING FROM

Operation transferring from	
Date commenced work at this operation	
Address of operation	
Pensionable salary at date of transfer	

SECTION C: OPERATION MEMBER IS TRANSFERRING TO

Operation transferring to	
Date commencing work at this operation	
Address of operation	
Pensionable salary at date of transfer	

NOTE: If the transfer constitutes a promotion, please ensure that the Pensionable earnings in Section C reflects this.

AUTHORISATION

HR Officer Name		
Date		Signature

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