

De Beers Pension Fund – Defined Benefit Section

DB7: Formal notification from the employer that a member has withdrawn, been dismissed, retrenched or has retired where the member has to date not elected a particular option (option pending) or where the member is not available to complete the required termination documentation.

Resignation		Dismissal	
Retrenchment/withdrawal		Retirement & Retrenchment Retirement	

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.

SECTION A – MEMBER'S PERSONAL DETAILS									
SURNAME									
INITIALS					TITLE				
FIRST NAMES					GENDER				
ID NUMBER					DATE OF BIRTH				
PASSPORT NUMBER (for Non-RSA residents)					PASSPORT COUNTRY OF ISSUE				
MARITAL STATUS					POLICY NUMBER				
OPERATION NAME					LAST WORKING DAY				
DATE JOINED FUND					DATE EMPLOYED				
E-MAIL ADDRESS									
TELEPHONE NUMBER (work)					CELLPHONE NUMBER				
TELEPHONE NUMBER (home)					FAX NUMBER				
POSTAL ADDRESS					POSTAL CODE				
PHYSICAL ADDRESS					POSTAL CODE				
ALTERNATE CONTACT DETAILS E.G. FAMILY MEMBER					TELEPHONE NUMBER				
REVENUE OFFICE WHERE TAX LAST PAID					TAX NUMBER (Compulsory)				
ETHNIC ORIGIN	BLACK	☐	WHITE	☐	COLOURED	☐	ASIAN	☐	

SECTION B - TO BE COMPLETED BY THE EMPLOYER				
ANNUAL TAXABLE INCOME AS INDICATED ON THE LATEST TAX CERTIFICATE OR PAYSIP				
WAS THE MEMBER A MEMBER OF NUM AT RETIREMENT	YES	☐	NO	☐



DEFINED BENEFIT DEFINED CONTRIBUTION

DE BEERS PENSION FUND

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SECTION C - SERVICE OUTSIDE OF SOUTH AFRICA – TO BE COMPLETED BY THE EMPLOYER

Did the member have any group service outside the Republic of South Africa	YES	☐	NO	☐
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:				
- 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 (where applicable). - The De Beers Pension Fund has an obligation to conform to these requirements and is not allowed any discretion in this regard.				

SECTION D - CERTIFICATE BY EMPLOYER OF MEMBER'S OUTSTANDING DEBT

DOES 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	☐	NO	☐
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 FORM D – DB9	
2	FINAL YEARS EARNING FORM DB6.2	
3	LETTER FROM OPERATIONAL MANAGER FOR RETRENCHMENTS AND NORMAL EARLY RETIREMENTS	
4	SWORN DECLARATION – DB3 (for retirements only)	
5	MARRIAGE CERTIFICATE (for retirements only)	
6	MEMBER'S BIRTH CERTIFICATE / ID	
7	SPOUSE'S BIRTH CERTIFICATE / ID (for retirements only)	
8	CHILDRENS' BIRTH CERTIFICATES / ID (for retirements only)	
9	AFFIDAVIT OF LIFE PARTNER (with supporting documentation) , if applicable	
10	IF MEMBER IS DIVORCED, COPY OF FINAL DIVORCE ORDER AND SETTLEMENT IF NOT YET SUBMITTED TO THE FUND	

SIGNATURES

HR OFFICER	FULL NAME	
	DATE	
	SIGNATURE	

The information disclosed in this document will be treated as confidential and will only be used for the purposes for which it is intended in terms of applicable legislation. The De Beers Pension Fund (the Fund) has accordingly developed a Privacy Policy which covers how the Fund collects, uses, discloses, transfers, and stores members' personal information. Please visit the Fund's website to view the Privacy Policy should you require additional information