



N-e-FG Administrators (Pty) Ltd

Company Reg. No.2005/000513/07
Licensed to act as an Administrator in terms of section 13B of the Pension Funds Act(Act 24 of 1956)
License number 24/425, FSP licence number 45798
General e-mail address: retirement@n-e-fg.com
14 Silver Birch Building, Chopin Street SW5 Vanderbijlpark
P. O. Box 472 PARK SOUTH 1910 Republic of South Africa
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Dear Member

In order to claim due to resignation / dismissal, the following requirements must be met:

1. The withdrawal form must be completed correctly and all the required fields **MUST** be completed.
2. Company stamp on the last page of the withdrawal form is essential.
3. Certified copy of ID.
4. Copy of the member's resignation letter or relevant company letter if the member absconded or was dismissed.
5. Copy of bank stamped statement - NOT OLDER THAN 3 MONTHS and NO INTERNET STATEMENTS.
6. Certified proof of address - NOT OLDER THAN 3 MONTHS.
7. Proof of members SARS Tax Number - if the member doesn't have a tax number a certified letter from the member can accompany the withdraw form.

All the above paperwork must be in place before any exits or claims can be processed, under NO circumstances will money be paid out to anyone if the requirements are not met, due to FSB requirements on 13B Administrators.

Process of the withdrawal will work as follows:

- Claim will be sent for approval to financial department, where a processing date will follow.
- On the processing date the fund credit will be disinvested.
- The claim will then be sent to SARS (**please note** SARS can take 4-7 working days)
- After feedback from SARS has been received, the claim can then be sent for payment if there are no problems beyond N-e-FG's control.

If you need any help or have questions don't hesitate to phone us.