National Fund for Municipal Workers

Notice of Withdrawal – Resignation / Retirement

SEND COMPLETED FORM TO E-MAIL: exits@nationalfund.co.za

The Fund will not be liable for any losses or delays as a result of forms sent to an e-mail address other than the above.

DECEASED ESTATE - In the event of a member passing away subsequent to leaving the service of the employer and electing his benefit, but before the pension benefit payment, the Estate Executor or Master's Representative must complete the relevant information on this form A019; initial each page and sign page 2.
Form A029 "Deceased Estate – Executor's Declaration" must also be completed and attached hereto.

SECTION A MEMBERSHIP INFORMATION

To be completed by MEMBER

☐	**Category A**	Membership No.
☐	**Category C**	Membership No.
☐	**Category E**	Membership No.

Category A (also called the 2% Fund) is a fund established by collective bargaining as a top-up benefit to enhance retirement and risk benefits for local government employees. Membership has therefore been a condition of service at participating councils since 1987.

Category C, the retirement fund is a defined contribution fund operating nationally within local government.

Category E is members who previously belonged to the National Pension Fund for Municipal Workers or where transfers to NFMW were affected from a pension fund.

SECTION B APPLICANT INFORMATION

To be completed by MEMBER

Surname	
Full names	
ID number	
Telephone number – Mobile	
Telephone number – Home	
e-Mail address (For future use)	

SECTION C EMPLOYER CONFIRMATION

To be completed by EMPLOYER

Employer (Local authority)	
Last salary deduction date	D D M M Y Y Y Y
Last day of service	D D M M Y Y Y Y
Employer debt (Section 37D) ATTACH COURT ORDER	R -

Reason for termination of service

☐ Resignation ☐ Dismissal ☐ Retrenchment ☐ Expiry of contract
☐ Early Retirement ☐ Normal Retirement ☐ Disability

I understand that in terms of the NFMW fund rules, the member is not entitled to withdraw his/her benefit if he/she resigns and immediately re-enter the service of his current Local Authority that participates in the NFMW. By submitting this payment instruction, I solemnly declare that the member will not be immediately re-entering the service of his/her current Local Authority following the termination of his/her service.

SECTION D BENEFIT ELECTION

Note:

1. Benefits payable from the Fund may be taxable according to the relevant tax tables, depending on your own financial circumstances and applicable tax legislation.
2. Your benefit values will fluctuate owing to unit price fluctuations or future transactions on your account.
3. Therefore, please contact your employer or the NFMW to obtain a personalised withdrawal / retirement consent form, listing the prescribed payment options available to you in accordance with the applicable legislation and fund rules.
4. The member's benefit will remain in the active investment portfolio until the benefit calculation date. Members are entitled to switch their investment portfolio at any time with a formal written instruction to the Fund by submitting a NFMW A002 Investment Portfolio Switch Instruction form to the dedicated e-mail address as indicated on the form or by making use of the online web facility.

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SECTION E DECLARATION

I understand that in terms of the NFMW fund rules, I am not entitled to claim my withdawal benefit in the event where I resign and immediately enter the service of another Local Authority that participates in the NFMW. The same rule applies to contract workers who are reappointed immediately by the same or another participating employer after their employment contract ended. By submitting this payment instruction, I solemnly declare that I will not be immediately entering the service of my current or another Local Authority that participates in the NFMW following the termination of my service with my current employer.

Signature Member

Signature Employer/
Commissioner of Oaths

D D M M Y Y Y Y

D D M M Y Y Y Y

Signature: Deceased Estate
Executor / Representative

Official Stamp Employer/
Commissioner of Oaths

Documents required for payment purposes:

1. In terms of the NFMW fund rules, the member is not entitled to withdraw his/her benefit if he/she resigns and immediately enters the service of another Local Authority that participates in the NFMW. The same rule applies to contract workers who are reappointed immediately by the same or another participating employer after their employment contract ended. By submitting this payment instruction, the member and current employer solemnly declare that the member will not be immediately re-entering the service of his/her current employer OR be entering the service of another Local Authority that participates in the NFMW, following the termination of his/her service.
2. NFMW A019 Notice of Withdrawal / Retirement form - duly completed and signed by the member as well as the employer or Commissioner of Oaths. (NB: Kindly ensure that the current version of the NFMW A019 form is used as outdated versions may not be accepted for payment purposes. Please visit the NFMW's official website www.nationalfund.co.za to download the current version of NFMW A019 form);
5. Personalised member withdrawal / retirement consent form, duly completed and signed by the member (Please contact your employer or the NFMW to obtain the personalised member withdrawal / retirement consent form);
3. Please note: The tax number field on the personalised member withdrawal / retirement consent form is mandatory for payment purposes as we will not be able to apply for a tax directive without the member's valid tax number;
4. Copy of member's ID document;
5. Bank statement reflecting the member's name, branch code, account number and residential address;
6. Proof of residence (if not on the bank statement);
7. Employer's written confirmation of termination of service (including exit date and exit reason);

In the event where any portion of the member's benefit must be reinvested, the following documentation are also required in addition to the above:

8. Bank details of receiving fund;
9. FSCA registration number or Life License number of the receiving fund (must be on the receiving fund's letterhead);
10. Signed copy of the quote / proposal.

The payment process can only commence after:

- Written confirmation from the employer that the member's service was terminated (including the exit reason);
- The final monthly contributions payable in accordance with the date of termination of service were allocated on the member record;
- If the expected final contributions received differs from the date of termination of service, the Fund will submit a query to the employer to resolve the matter;
- A journal allocation may be required based on the feedback received from the employer;
- Receipt of a valid payment instruction from the member;
- Receipt of the pre-liminary ROT from the receiving fund (if applicable).

The payment process consists of a number of steps including but not limited to:

- Verification that the payment instruction received complies with the payment options available as stipulated in terms of the Fund Rules and applicable legislation;
- Scrutinizing of the supporting claim documents to ensure that it meets the minimum requirements for payment purposes. If the payment instruction and supporting documents do not meet the minimum requirements, the member / employer will be contacted to request the outstanding information / supporting documents. Payment will be placed on hold until receipt of the outstanding information / supporting documents;
- The member may be contacted by the Fund Counsellor to ensure that the member understands the payment options available as well as the tax implications of his/her payment instruction;
- Verification that the member's service was already terminated;
- Verification that the final contributions payable were received and allocated on the member record;
- Verification that the final journal (if applicable) was allocated to the member record;
- Written feedback was received from the home loan credit providers serving as confirmation of any pension backed home loan balances to be settled by the Fund during the exit process;
- Application for the tax directive from SARS;
- Receipt of the tax directive from SARS;
- The bank account details provided by the member passed the bank verification process.

The average turn-around time for the processing of a benefit payment is 6 – 8 weeks, provided that all minimum requirements have been complied with.