



Withdrawal Retirement Request

(Only applicable to Absa Pension Preservation/Provident Preservation/Retirement Annuity and Living Annuity)

Confidential

Absa Investment Management Services (Pty) Ltd ("AIMS") is an authorised Financial Services Provider ("FSP"), authorised in terms of the Financial Advisory and Intermediary Services ("FAIS") Act and is further authorised as an administrative FSP. All these details are available on the Financial Sector Conduct Authority ("FSCA") website if required. All relevant sections must be completed in full. Please indicate all options selected by means of a tick (✓). The investor must initial next to any amendments made on the form. Please send fully completed instruction to aimsc@absa.co.za

Please indicate with a tick (✓) the reason for this withdrawal request:

Retirement request Withdrawal request Divorce order Emigration

Please indicate with a tick (✓) if this request applies to Sanlam Life Annuity

Sanlam Life Annuity (Default Annuity)

Investment number Investment product

Please indicate with a tick (✓) if the request is applicable to a specific or to all portfolios

Portfolio number or All portfolios

If the Sanlam Life Annuity product is selected:

- 1 Submit the completed Withdrawal Retirement Request form to aimsc@absa.co.za
- 2 Contact AIMS Client Services Monday to Friday between 08:00 and 16:30 on 0860 000 005 or email: aimsenquiries@absa.co.za in order to request all the required Sanlam Life Annuity product documents.

Documentation checklist

The following documents must accompany this form for withdrawals or retirement on the Retirement Annuity Fund and Pension/Provident Preservation Funds:

- Copy of the medical report if retirement is due to ill health.
- Product application form of the fund to which you are transferring to.
- Where applicable, proof of bank details for the member and for the provider of the compulsory annuity.
- Copy of divorce order (if applicable).
- Regulation 28 Calculation Report.

Please complete section relating to divorce orders

- Copy of divorce order.
- Copy of ID.
- Product application form of the fund the non-member is transferring to (if applicable).
- Proof of bank details.

Your details

Title Surname
First name(s) Initials
Residential/Registered address

Town/City Code Country
Postal address

Town/City Code Country
Identity/Passport number

If passport, state reason

Lost ID

Stolen ID

Non-SA national

*Income tax number

Reason for not providing tax number [please tick (✓) the applicable box]:

Minor

Earnings below taxable threshold

Telephone number (Member)

Date on which Fund Membership commenced (dd/mm/ccyy)

Contact person Telephone number of contact person

Email of contact person Fax number of contact person

***Note:** It is mandatory to provide a tax number.

Country of nationality Country of wealth

Gender Male Female

Employment details

Source of wealth: Full-time Part-time/Temporary Pensioner/Retired Unemployed Student/Scholar
 Self-employed Other If "Other", please specify

Monthly gross income

Occupation

Repurchase requirements for emigration

- Certificate of residence (issued by tax authority)
- TCS PIN confirming the date of cessation
- Client's VISA
- Passport stamps (showing movement in and out of the country)

Note: Should additional requirements be needed, AIMS will communicate with the client

Withdrawal details (only applicable to the Retirement Annuity, Provident/Pension Preservation Funds and Living Annuity)

Last day in employers service (dd/mm/ccyy)

Current annual pensionable salary **R**

Tax-free option (only applicable to preservation fund) **R**

Reason for withdrawal: Personal Transferring to another company *Emigration

Please note:

***Retirement Annuity: If Emigration has been selected, it must be accompanied by SARB Clearance Certificate.**

I hereby request you to withdraw from my account as follows:

Please indicate with a tick (✓) the applicable withdrawal option

100% Withdrawal

Partial (withdraw units spread proportionally across all funds to the amount of) **R**

The amount in words

Partial (withdraw from specific funds as indicated below)

Fund code/Fund name	Premium Fund range (✓)	*Wealth series (✓)	Amount	%	Units
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

***Please indicate with a tick (✓) if a Wealth Series fund is selected.**

Debit order to be cancelled (applicable to Retirement Annuity only) Yes No

Please note:

If withdrawing due to emigration, a copy of the IB-IT21(a) (application for a tax clearance certificate) as well as a copy of the MP336 submitted to the South African Revenue Service ("SARS") must be attached to the withdrawal request. The IB-IT21(a) should bear the date stamp of the SARS office where the tax clearance application was submitted. A letter from the authorised consultant confirming the emigration should also be attached to the withdrawal request. If you have already emigrated, the above, as well as a copy of his certificate of residency should accompany the withdrawal request. Note that the SARB must recognise the emigration as such for purposes of exchange control that applies to emigrations on or after 1 March 2008.

Bank details for withdrawal request

Name of accountholder Initials

Name of bank Branch code

Account number

Account type: Current Savings Transmission

Please attach proof of bank details (e.g. copy of bank statement).

Retirement details (only applicable to retirement from the Retirement Annuity, Provident/Pension Preservation funds)

Retirement date (dd/mm/ccyy) Pensionable service from date (dd/mm/ccyy)

Pensionable service to date (dd/mm/ccyy)

Current annual pensionable salary **R**

Reason for retirement: Retirement Retirement due to ill health

Please note:

Please include a copy of the medical report if retirement is due to ill health.

Benefit distribution for retirement request – cash portion

Indicate benefit portion to be commuted as a cash lump sum **R** or %

The amount in words

Indicate client's bank details for the cash lump sum payment.

Name of accountholder Initials

Name of bank Branch code

Account number

Account type: Current Savings Transmission

Benefit distribution for retirement request – compulsory annuity

Indicate benefit portion to be transferred to a compulsory annuity **R** or %

The amount in words

Transfer to AIMS Living Annuity

Indicate company bank details for the annuity lump sum payment.

Name of accountholder Initials

Name of bank Branch code

Account number

Account type: Current Savings Transmission

Please note:

- 1 Where applicable, please attach proof of bank details for the member and for the provider of the compulsory annuity (e.g. copy of bank statement, copy of application or bank details on a signed company letterhead).
- 2 A full completed product application form for the fund the member is transferring to must be submitted to AIMS, should a benefit portion be transferred to a compulsory annuity.
- 3 On retirement from either the Absa Pension Preservation Fund or the Absa Retirement Annuity Fund, a maximum of one third may be commuted in cash and the remaining of the benefit must be transferred to a compulsory annuity.
- 4 Where the two thirds of the total value of the annuity do not exceed the amount as prescribed by the Minister, then the annuity may be commuted to cash.

Benefit distribution for divorce order (Please complete in the case of a Divorce order)

Non-member spouse details

Title Surname

First name(s) Initials

Residential/Registered address

Town/City Code Country

Postal address

Town/City Code Country

Identity/Passport number

*Income tax number

Reason for not providing tax number [please tick (✓) the applicable box]:

Minor

Earnings below taxable threshold

Telephone number (Non-member)

Current annual pensionable salary

Contact person Telephone number (non-member)

Email address of contact person Fax number of contact person

***Note:** It is mandatory to provide a tax number.

Withdrawal details

Reason for withdrawal

Divorce order

Transfer to another approved Fund

Please note:

*Retirement Annuity and Preservation Funds: Please attach a valid Divorce Order.

*The withdrawal amount or percentage will be as per the divorce order. Same will be withdrawn *pro rata* from the underlying funds.

Bank details of non-member spouse for withdrawal request

Name of accountholder Initials

Name of bank Branch code

Account number

Account type: Current Savings Transmission

Please attach proof of bank details (e.g. copy of bank statement).

Declaration and signature of non-member spouse

Signature of non-member spouse

I hereby confirm that the above details are true and correct.

Signed at _____ on _____

Signature of non-member spouse [or duly authorised person(s) where applicable]

Timing standards

- 1 Preservation Funds:** Legislation permits only one full or partial withdrawal prior to retirement. Once the units are sold and priced, a tax directive is electronically applied for. The monies can only be paid, less any tax payable, once the tax directive is received from the South African Revenue Service ("SARS"). A tax directive usually takes 2 (two) days to be received from SARS. In total, Preservation Funds can take up to 10 (ten) business days to be paid out, provided that the tax directive received from SARS has not been declined.
- 2 Retirement Annuity:** Legislation does not permit any withdrawal prior to retirement unless the fund value is equal to or less than R15 000 or in the event that the member is emigrating from the Republic of South Africa, in which case it should be a 100% withdrawal. In these instances, once the units are sold and priced, a tax directive is electronically applied for. The monies can only be paid, less any tax payable, once the tax directive is received from SARS. In total, Retirement Annuities can take up to 10 (ten) business days to be paid out, provided that the tax directive received from SARS has not been declined.
- 3 Living Annuity:** The full remaining value of the assets of the Living Annuity may be paid as a lump sum when the value of those assets become at any time equal to or less than:
 - R125 000 regardless of whether or not any part of the retirement interest was previously commuted for a single payment.Once the units are sold and priced, a tax directive is electronically applied for. The monies can only be paid, less any tax payable, once the tax directive is received from the South African Revenue Service. A tax directive usually takes 2 (two) days to be received from SARS. In total, Living Annuity Funds can take up to 10 (ten) business days to be paid out, provided that the tax directive received from SARS has not been declined.
- 4** Where an **Emigration withdrawal** is selected, the withdrawal can take up to 21 (twenty one) business days to finalise.

Important notes:

- No payments will be made to third parties.
- Payment could be delayed if this request is not fully completed.
- No other bank account types are permitted other than specified on this form.
- Should the member select to transfer the investment, a fully completed application form must be submitted to us.
- Should an IT88 be received from the Receiver of Revenue on application of the tax directive, we are obligated to pay the outstanding amount.
- An IT34 is required should the member not have earned an income for the past tax year.
- If a divorce order is applicable, a copy thereof should be submitted to us.
- The market value indicated on the statements or the value that was quoted telephonically is merely an indicative value as at a specific date and due to possible changes in market forces, exchange rates, Capital Gains Tax or any other factors, the withdrawal value paid might not equal the value as quoted at such date.
- If the bank details differ from the details on the original application form, please provide proof of bank details. There may be a delay in payment if such proof is not provided.
- Where an Exchanged Traded fund is selected, whole shares will be redeemed the business day following the day the request is processed and the member will receive a spot price for this date.
- Once any applicable tax directive or other regulatory requirements have been received, the proceeds will be either paid to the member, less any tax if applicable or transferred. The proceeds may differ from the amount requested as only whole shares can be redeemed.
- Where a Personal Share Portfolio ("PSP") is selected, the portfolio will be redeemed within our timing standards. The proceeds of the redemption can take up to 60 (sixty) business days to be paid to AIMS, provided that the shares or other investment in the PSP is liquid.

Your declaration and signature

I confirm that this form has been signed by me personally, including instances where I have used an electronic signature. By signing this form you hereby indemnify AIMS against any loss, damage or cost that may arise as a result of your failure to have signed this form on your own.

Your signature

I hereby confirm that the above details are true and correct.

Signed at _____ on _____

Your signature [or duly authorised person(s) where applicable]

Signature of Financial Services Provider/Representative

I hereby confirm that the above details are true and correct and I have attached a copy of the approved FSP Discretionary Mandate (if applicable). I warrant that any electronic signature provided by the investor complies with the FSCA Communication 12 of 2021 on the Use of Electronic Signatures and Pre-populated Documents, as well as the Electronic Communications and Transactions Act, 2002.

Name and surname of Financial Services Adviser/Representative

Financial Adviser/Representative code

Signed at _____ on _____

Signature of Financial Services Provider/Representative