

# FUTURA FOCUS

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## DETAILS REQUIRED WHEN TRANSFERRING A MEMBER'S FUNDS

In the event of members leaving your service, they can **transfer** their fund value/member share to one of the following:

- A preservation fund; or
- A retirement annuity fund; or
- Their new employer's fund.

The below information will always be required by the fund administrator as part of the exit documentation. It would therefore be beneficial for the member to provide you with this information **before** they leave your service, as it would speed up the process of transferring their assets.

### When transferring to a preservation fund or retirement annuity:

- Name of financial service provider
- Registered name of preservation fund or retirement annuity
- Financial adviser's name, telephone number and email address
- Policy number (if available)

### When transferring to a new employer's fund:

- Name of new fund
- Name of administrator, i.e., Momentum/Old Mutual/Sanlam
- Fund approval number (SARS), i.e., 18/20/4/xxxxx
- Registration number (FSCA), i.e., 12/8/xxxxx
- Contact details of new employer

The *current* administrator will require the above information to liaise with the *new* administrator, as well as arrange for the completion of the relevant "Recognition of Transfer between Approved Funds" form.

If you have any questions about specific forms or the transfer process, kindly contact your benefit consultant as we will gladly assist. We can also facilitate workshops with HR staff on these matters.

The logo for Futura, featuring the word "futura" in a lowercase, sans-serif font. A horizontal green line is positioned above the letter "t".