

# Member Emergency Savings Pot Withdrawal Form – via Employer

Please note that this form is purely designed for a member to request their employer to submit an Emergency Savings Pot Withdrawal on their behalf.

The form should NOT be emailed to Sanlam.

## Important Information

- You are encouraged to familiarise yourself with the implications of making withdrawals from your Retirement Fund prior to retirement.
- For access to retirement benefits counselling contact Individual Member Support (IMS) on 080 0111 956 or send an e-mail to [IMS@sanlam.co.za](mailto:IMS@sanlam.co.za) for support, guidance or referral to a Financial Adviser.
- You will only be entitled to make an Emergency Savings Pot Withdrawal under the following conditions:
  - Your Emergency Savings Pot amount is greater than R2 000, and
  - You have not made an Emergency Savings Pot Withdrawal in the current tax year (1 March to 28 February).
- The personal information requested in this form will be processed in terms of the Protection of Personal Information Act, 2013. For further information, please refer to <https://www.sanlam.com/legal>.

## Document checklist included

	Yes
1. This completed Member Savings Pot withdrawal claim form.	<input type="checkbox"/>
2. Certified copy of your South African bar-coded Identity Document or valid Passport.	<input type="checkbox"/>
3. Original bank statement - stamped by the bank (not older than three months).	<input type="checkbox"/>
4. Certified copy of the marriage certificate, final divorce order or letter from Home Affairs confirming surname change.	<input type="checkbox"/>

**SECTION A: Member's personal details**

Title			
Full name(s)			
Surname			
RSA Identity Number		<i>Compulsory</i>	
If not RSA, Passport number		<i>Compulsory (if RSA ID not used)</i>	
Date of birth (dd/mm/yyyy)		<i>Compulsory if Passport number is used</i>	
E-mail address			
Income tax number		<i>Compulsory</i>	
Annual taxable income		<i>Compulsory</i>	
<b>Please note:</b>			
<p>Income tax is the tax which you pay on <b>your annual taxable income</b>. Your taxable income is the total income earned for the tax year (salaries, wages, business profits, rental income, and investment returns) less any taxable deductions (retirement fund contributions, medical expenses, travel allowances). Different tax tables apply according to your taxable income. The higher your taxable income, the more tax you pay.</p> <p>Withdrawals from your emergency savings pot will be subject to tax at your marginal tax rate (PAYE). Please provide the figure to state your total taxable income. Using an incorrect amount may result in tax debt becoming payable when you submit your tax return at the end of the year.</p> <p>The total taxable income on record will be used to determine the tax table applicable when calculating the tax on your emergency savings pot withdrawal.</p>			
Employer name			
Employee number			
Postal address			Postal code
Residential address (If different from above)			Postal code
Contact number(s)**	Cell phone		Alternative

**Banking details**

Name of account holder			
Bank name			
Account number			
Type of account			
<b>Please Note:</b>			
<ul style="list-style-type: none"> <li>Account Type should only be Current or Savings. Payments cannot be made to credit card or bond accounts, third parties or split into different accounts.</li> </ul>			

## SECTION B: Emergency Savings Pot Withdrawal Instruction

### Important Information:

- In terms of legislation, your total benefit is made up of different Components (or Pots).
- Emergency Savings Pot Withdrawals can only be made from the Emergency Savings Pot.
- Please refer to your member benefit statement for the values of your member share in the different Pots.

Please select one of the below boxes to indicate the Emergency Savings Pot withdrawal amount

<p><b>1. Full Amount</b></p> <p>This option will pay out the <b>FULL</b> value of your Emergency Savings Pot.</p> <p>Please note: This value may change slightly by the time of the actual payment, owing to unit price fluctuations or future transactions on your account.</p>	<input type="checkbox"/>
<p><b>2. Specified Amount</b></p> <p>You may select a value between <b>R2 000.00</b> and the <b>FULL</b> value of your Emergency Savings Pot, should you wish to withdraw less than the maximum available in your Emergency Savings Pot.</p> <p>ENTER YOUR REQUIRED WITHDRAWAL AMOUNT: R <input style="width: 200px; height: 20px;" type="text"/></p>	<input type="checkbox"/>

### Please Note:

- The following deductions will be made from the payment amount selected:
  - Income tax, which will be calculated by SARS based on the PAYE tax tables (i.e. your marginal income tax rate), and
  - An administration fee of R330.00 plus VAT.
- In addition, SARS is entitled to recover any tax debt you may currently owe SARS. It is important that you confirm you are in good standing with SARS before submitting your claim.

## SECTION C: Member Declaration

I, the undersigned member, hereby confirm that:

- The information given herein is true and correct.
- I am the account holder of the bank account provided.
- This is my final decision, and I understand I will not be able to change my decision once I have submitted this form to my employer.
- I instruct and authorise Sanlam to pay the monies due in accordance with my instructions above.
- I have been made aware that retirement benefits counselling services are available to assist me with making a decision.
- I understand that the values reflected on this form may change by the time of claim payment, owing to unit price movements and / or future transactions processed against my account.
- I understand that the benefit amount payable will be reduced by tax (payable at SARS PAYE rates) and an administration fee of R330.00 plus VAT will be levied by Sanlam.
- I understand that SARS is entitled to recover any tax debt I may currently owe SARS.
- I can be contacted on the contact details provided.

Member's signature		Date (dd/mm/yyyy)	
--------------------	--	-------------------	--

**SECTION D: Emergency Savings Pot withdrawal terms and conditions**

I, hereby confirm that I agree and understand that:

- This is my final decision and I will not be able to change my decision once I have submitted this form.
- Sanlam will process the Emergency Savings Pot withdrawal as soon as possible, but it may take up to 10 business days, provided that Sanlam receives a tax directive from SARS within two business days of applying.
- The annual taxable income displayed above is the amount that Sanlam will submit to SARS in the tax directive application process. If this amount too low, I may be liable to pay SARS the difference when I submit my annual tax return.
- Income tax, calculated at my marginal tax rate as determined by SARS, will be deducted from the withdrawal amount (Pay-As-You-Earn).
- If I have tax debt with SARS, they may recover the tax debt from this withdrawal.
- The bank account details displayed above are my bank account details, and this is the account into which my Emergency Savings Pot withdrawal will be paid.
- The values reflected on above may change by the time of claim payment, due to unit price movements and / or future transactions processed against my account.
- Making a withdrawal from my Emergency Savings Pot reduces the funds I will have available at retirement, and I will lose out on interest for the amounts withdrawn before retirement.
- I can only make an Emergency Savings Pot withdrawal once per tax year (1 March to 28 February).
- An administration fee of R330.00 plus VAT will be deducted from the amount withdrawn.
- My withdrawal may be denied if, after the withdrawal, I am unable to pay for a claim against my fund credit, including but not limited to:
  - a housing loan or guarantee granted by the Fund, a credit provider or the employer;
  - a maintenance order;
  - a divorce order; and/or
  - a claim by my employer against my fund credit.
- If my Emergency Savings Pot is invested in a smooth bonus portfolio (such as Stable Bonus Portfolio or Monthly Bonus Fund), the withdrawal from the Emergency Savings Pot will be treated as a termination. This means that the amount paid will be at the lower of market and book value. In a market downturn I may receive less than the amount requested. Please copy and paste the following link into your browser to access the information: <https://www.sanlaminvestments.com/SISharedDocuments/Market-Value-Adjustment.pdf>.

## Protection of Personal Information Disclosure

**Why Personal Information is required:** Sanlam Life Insurance Limited ("Sanlam Life"), a subsidiary of Sanlam Limited, will process and protect your personal information as required by relevant laws and the Constitution of the Republic of South Africa ("RSA"). The personal information requested in this form, which may include special personal information is being collected and will be processed for the following purposes:

- underwriting and providing accurate and effective insurance cover and related value-added services;
- member communication;
- market research and statistical analysis;
- verification of the personal information provided;
- to comply with all legal and regulatory requirements, including applicable codes of conduct;
- for operational and administrative processes to protect Sanlam Life's interests.

Failure to provide the mandatory information will prejudice your insurance cover.

**Changing and correcting Personal Information:** You have the right to:

- Request a copy of your personal information as processed by Sanlam Life;
- Ask for an update and/or correction of your personal information;
- Lodge a complaint with the Information Regulator.

Sanlam Life may charge an administrative fee subject to prior notice of any such cost before executing the request for a copy of your personal information.

**Other parties that may receive the Personal Information:**

- We may share your personal information within Sanlam Limited and/or with other service providers where required for any of the purposes listed above, or with third parties where Sanlam Life is lawfully required to do so.
- We may send your personal information to service providers outside the RSA for storage or further processing on Sanlam Life's behalf. We will not send your information to a country that does not have information protection legislation similar to that of the RSA, unless we have a binding agreement with the service provider which ensures that it effectively adheres to the principles for processing of personal information in accordance with the Protection of Personal Information Act, 2013.

For more information, please refer to the [Sanlam Group Privacy Notice](#).

Member  
Quick Access  
Self Service



Get in touch with your  
retirement information

### Member Support:

You can update your contact details by registering and logging into our member portal here:

**Web:** <https://www.sanlamonline.co.za/login/> **or Email:** [SCClientCare@sanlam.co.za](mailto:SCClientCare@sanlam.co.za) **or Tel:** 086 122 3646