

### Important Information

- **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 completed form should be submitted to your employer.
- You are encouraged to familiarise yourself with the implications of making withdrawals from your Retirement Fund prior to retirement.
- Contact Individual Member Support (IMS) on **0800 111 956** 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).

### 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>	
Income tax number*		<i>*Compulsory</i>	
Annual taxable income		<i>*Compulsory</i>	
Employer name			
Employee number			
Postal address			Postal code
Residential address <i>(If different from above)</i>			Postal code
Contact number(s)**	Cell phone		Alternative
Email**			

### Banking details

Name of account holder			
Bank name			
Account number			
Type of account			

#### Please Note:

- 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

**\*\*These contact details will be used to inform you of the progress of your claim**

## 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: <input style="width: 200px; height: 20px;" type="text"/> R</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 marginal tax tables i.e. Pay-As-You-Earn (PAYE), 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: Emergency Savings Pot withdrawal terms and conditions and member declaration:**

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 2 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 value may change at 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).
- I understand that SARS is entitled to recover any tax debt I may currently owe SARS.
- 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.
- 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>.
- I understand that the value may change by the time of claim payment, owing to unit price movements and / or future transactions processed against my account.
- The information given herein is true and correct.
- I am the account holder of the bank account provided.
- 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 can be contacted on the contact details provided.

**Important:**

- **Please give this form to your Employer**, and do **NOT** email it directly to Sanlam. Your Employer will then capture the required details on your behalf, as part of the electronic Emergency Savings Pot Withdrawal claims submission process.

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