



Withdrawal of a Member - Retirement/Discharge

#	Forms and Attachments Required Refer to the rules of the GEP Act: 14.1.1(b): Post Abolished; 14.3.1(a): Normal Retirement; 14.1.1(c) Promote Efficiency, etc; 14.1.1(a) Retire Medical; 14.3.1(c) Contract Expiry; 14.3.1(d) Early retirement 55-60 (downscale); 14.3.1(b) Early retirement <55 (no downscale); 14.3.1(e) Early age Teachers <55	Reason for Retirement / Discharge		
		SEVERANCE PACKAGES (MASP, EIP) AND RES.7 OF 2002)	CONT. EXPIRY, EARLY RETIRE, ILL HEALTH, POST ABOLISHMENT, PROMOTE EFFICIENCY, INCAPABILITY, PREMIER APPOINT, IOD.	ATTAINMENT OF REQUIRED PENSIONABLE AGE
	Tick type of transaction and missing attachment(s) ►			
1.	Duly completed Withdrawal from Fund Form (Z102) .	Attached	Attached	Attached
		Missing Data	Missing Data	Missing Data
2.	An originally certified copy of an ID (must be bar-coded) or Passport of the member – exceptions as per ID Policy.	Attached	Attached	Attached
		Missing	Missing	Missing
3.	Duly completed ACB Bank Particulars Form (Z894) or for actuarial transfer to an approved external retirement fund a duly completed Z1525 Form for the particulars of approved external retirement fund for transfer of funds.	Attached	Attached	Attached
		Missing	Missing	Missing
4.	Originally certified copies of documentation for proof of Retirement/Discharge :			
a.	Proof of termination of service is required such as a printout of the Service Termination or Service Record from PERSAL stating the Payroll No (PERSAL No), Withdrawal reason, Withdrawal date, Salary level and notch on the last day of service of the member.	Attached	Attached	Attached
		Missing	Missing	Missing
b.	Conditional: For early retirement a copy of letter of approval for early retirement or discharge signed by the Head of an office (Department).	Attached	Attached	
		Missing	Missing	
		N/A	N/A	
c.	Conditional: Discharge due to medical conditions a medical report stating the reason for discharge, applicable section of the act and date of withdrawal.	Attached	Attached	
		Missing	Missing	
		N/A	N/A	
d.	Conditional: For retirement of a Director-General : a copy of the service contract(s) .		Attached	Attached
			Missing	Missing
			N/A	N/A
e.	Conditional: For service contract(s) expiring : a copy of the service contract(s) .		Attached	Attached
			Missing	Missing
			N/A	N/A
f.	Conditional: For IOD Cases a copy of the medical report confirming the IOD.		Attached	Attached
			Missing	Missing
			N/A	N/A
5.	Conditional: For debt deduction : An originally certified copy of a Court Order or Member's approval in writing for debt due to Negligence, Misconduct or Theft as per GEP Law - Section 21.3(c) or in respect of debt for more than the value of R10,000.	Attached	Attached	Attached
		Missing	Missing	Missing
		N/A	N/A	N/A
6.	Conditional: For members with more than 10 years of pensionable service: Duly completed GEPF Spouse's Choice form where a once-off irrevocable choice is made for future pension for a widow upon the death of the member (even if the member is not currently married).	Missing	Attached	Attached
		N/A	Missing	Missing
		N/A	N/A	N/A

7.	Conditional: A duly completed GEPF Choice Form for Severance Packages (Res. 7 of 2002) or signed letter for other packages from the member.	Attached		
		Missing		
		N/A		
8.	Duly completed Updating Personal Particulars of Member Form (Z864) .	Attached	Attached	Attached
		Missing	Missing	Missing
9.	Conditional: When a spouse is registered an originally certified copy of the Marriage Certificate is required or alternatively the required affidavit(s) for consideration. For a Life Partnership: affidavits setting out the nature of the relationship, and indicators, (preferably with supporting documentation), of that relationship from a member of each party's family, a joint friend and/or an authorised member of any organisation, institution or society of which one or both parties has been a member.	Attached	Attached	Attached
		Missing	Missing	Missing
		N/A	N/A	N/A
10.	Conditional: Where the member had a previous marriage , an originally certified copy of the former spouse's ID (must be bar-coded) or Passport, Marriage Certificate, Death Certificate, Settlement Agreement and/or Decree of Divorce are needed. Where payments are due to an ex-spouse, an ACB Bank Particulars Form (Z894) is needed. Divorce Settlement Agreements for the division of pension interest are only effective from 1 August 1989 as per the amendment to the Divorce Act¹ and a separate Withdrawal from Fund Form (Z102) completed by the employer is needed.	Attached	Attached	Attached
		Missing	Missing	Missing
		N/A	N/A	N/A
11.	Originally certified copies of the member's last two salary advices printed from the payroll system.	Attached	Attached	Attached
		Missing	Missing	Missing
12.	Conditional: For when the Commencement Date (Service Date) is amended, then proof of contributing service is needed in the form of a copy of an appointment advice to the salary department, salary / leave record, staff record, pay slips, or IRP 5 tax certificates for the applicable years. A duly completed Membership Update Form (Z125) is also required.	Attached	Attached	Attached
		Missing	Missing	Missing
		N/A	N/A	N/A
13.	Conditional: For when the surname of the person is different to the surname on the ID or Passport documents, a letter from the Department of Home Affairs or Full Birth Certificate of a child is required to confirm the surname.	Attached	Attached	Attached
		Missing	Missing	Missing
		N/A	N/A	N/A
14.	Medical Subsidy Specific Attachments Required:			
a.	An originally certified copy of the existing medical scheme Membership Certificate (and new Membership Certificate for medical scheme transfers) of the contributing member that is registered as the main medical scheme member.	Attached	Attached	Attached
		Missing	Missing	Missing
		N/A	N/A	N/A
b.	Conditional: An affidavit or an originally certified copy of the service records to prove additional periods of broken government service that need to be added for medical subsidy purposes to prove 10 or 15 years of government service.	Attached	Attached	Attached
		Missing	Missing	Missing
		N/A	N/A	N/A
c.	Conditional: For a contributing member, pensioner or spouse that choose a gratuity payment, a duly completed Updating Bank Particulars Form - Z894.	Attached	Attached	Attached
		Missing	Missing	Missing
		N/A	N/A	N/A
d.	A duly completed State Subsidised Medical Contribution Choice Form to choose between continued memberships (4/6 GEPF subsidised) or the payment of an once-off gratuity.	Attached	Attached	Attached
		Missing	Missing	Missing
		N/A	N/A	N/A

¹ In 1989 the Divorce Act was amended to provide for the definition of pension interest in respect of pension- and retirement funds. Accordingly a portion of the pension interest may be awarded to an ex- spouse.