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From: UKZNRetFund <UKZNRetFund@aforbes.com>
Sent: Thursday, 23 September 2021 19:46
Subject: UNIVERSITY OF KWAZULU-NATAL RETIREMENT FUND - IMPORTANT RETIREMENT FUND DOCUMENTS FOR YOUR COMPLETION
Attachments: Nomination of Beneficiary Form-English.pdf; Funeral Nomination Form.doc
Follow Up Flag: Follow up
Flag Status: Flagged



As a member of the University of KwaZulu-Natal Retirement Fund, it is **extremely important** that you complete the following two documents and forward a copy of the completed documents to your Human Resources Site Administrator:

1. **Funeral Benefit Nomination Form; and**
2. **Nomination of Beneficiary Form.**

Additional details in respect of both forms are set out below and **copies of both forms have been attached to this email and are available on the Fund Website.**

For your ease of reference, the table below confirms the contact details for the relevant Human Resources Site Administrators:

NAME	DESIGNATION	CAMPUS	LOCATION	EXT	EMAIL ADDRESS
HR SITE ADMINISTRATORS / BENEFITS					
Miss Linda Ngwenya	Site Administrator for PMB Campus	PMB	Rm 113, 1st Floor Admin Building, Main Campus	5206	ngwenyal@ukzn.ac.za
Ms Zinhle Nhlebelaz	Site Administrator for Westville Campus	WVL	Room 306, 3rd Floor, MW Makgoba Admin Building, Westville Campus	2037	Nhlebelaz@ukzn.ac.za
Ms Zonke Sithole	Site Administrator Howard College campus	HC	RMS & HR Building, Gate 6	8030	sitholez@ukzn.ac.za

1. FUNERAL BENEFIT NOMINATION FORM

As a member of the University of KwaZulu-Natal Retirement Fund, should you die while in service, you family/ dependants will be entitled to be paid a funeral benefit of R30 000.

This benefit is used to meet the immediate needs following your death such as the cost of the funeral.

Should this benefit become payable upon your death, **the insurer will only pay the nominated person as contained on your funeral nomination form**. Payment is made within 48 hours of the receipt of all required documents which will include the funeral nomination form.

Should there be no form for you on the Human Resources file, **the benefit will be paid to your estate** which is a prolonged process which can easily take years.

It is thus imperative that this form is completed so that payment may be made timeously to your nominated family member.

2. NOMINATION OF BENEFICIARY FORM

As a member of the University of KwaZulu-Natal Retirement Fund your family will get a death benefit if you die before normal retirement age. Your family will get a benefit made up of:

- A multiple of 5 times fund salary PLUS;
- Your fund credit.

The death benefit will be taxed the same way your retirement fund benefit is taxed.

The nomination of beneficiaries form is a guide for the trustees that helps them to identify your dependents and promptly distribute your death benefit in an equitable manner. You must update your nomination of beneficiaries form each time your circumstances change, like when you get married, divorced or when a child is born.

Although the trustees are not compelled to distribute the death benefit according to this form, it does show them who you would like to receive some or all of your death benefit. The final decision of who receives the benefit lies with the trustees. The Trustees are obliged to consider:

- **Legal dependants:** People you have a legal duty to support, like spouses, children (irrespective of age), parents, grandparents, unborn, adopted and illegitimate children and any children born after your death;
- **Factual dependants:** People you may not have a legal duty to support, but who are financially dependent on you for their day-to-day survival;
- **Nominees:** People you would like to share in the death benefit, but who are not legal or factual dependants. This can be a friend, charity, school or other organisation.

If you have a beneficiary or dependant you don't want to share in your death benefit, you should still name them on your nomination of beneficiaries form as receiving 0% and give a valid reason for your decision.

AF ONLINE

The form may also be completed on AF Online. You may log onto AF Online to update the form, using the following link, <https://online.alexanderforbes.co.za/Account/Login>.

How to change your nomination of beneficiary form

1. Login

Login

*Username (PIN): *Password:

[Trouble Logging in? Click here](#)

2. Click on Individual
3. Then select Nomination of Beneficiaries

Beneficiaries

* Please remember to **save** once the total beneficiary allocation per fund/investment is equal to 100 percent

First Name	Initials	Last Name	Allocation %	Relationship	Beneficiary Type	Date Of Birth	Date Created	Fund/Investment Name

4. Scroll to the bottom of the screen until you get to beneficiaries, then use the edit button to update the form (make sure to allocate 100% of the benefit, the system will not save the form unless you allocate 100%);
5. Once complete, **make sure you click save.**
6. Send a copy of the completed form to Human Resources.

QUERIES

Should you have any queries, please email any of the contacts set out in the table below so that your query can be resolved without delay:

Fund Officer - Christine Hollocks	UKZNretirement@outlook.com
Fund Consultant – Sandhya Bhola (Alexander Forbes)	bholas@forbes.com
Principal Officer - Lindsay Lofstedt	lofstedtl@ukzn.ac.za