

Instructions

1. Please send the completed Retirement Form to the administrator at efunds@thecycle.co.za
2. Attach a copy of your bank detail/completed annuity application form/copy of your ID/proof of SARS registration number
3. Cut of time for receiving instructions is **13:00** (SA).

Fund Details

EasyEquities Preservation Provident Fund

EasyEquities Preservation Pension Fund

Membership number EE _____

Log onto the website easyequities.co.za to view your membership number

Personal Details

Title _____ Surname _____

First Name(s) _____ Date of Birth _____

ID Number or Passport Number (if foreigner)

Contact no. (H) _____ Contact no. (W) _____

Cell no. _____ Fax _____

E-mail address _____

Income tax reference number

Your income tax reference number is compulsory for the tax directive that we must request from SARS. Income tax reference numbers start with a 0, 1, 2 or 3 and are ten digits long.

Annual Income (Rand amount only)

Has any divorce order been made against your interest in the Fund which has not been paid to the non-member spouse?

Yes or No

If yes, please provide the details and attach a certified copy of the court order and settlement agreement, or amended agreement if not already provided.

Retirement Instructions

Retirement date: / /

Is your retirement due to Ill Health? Yes or No

You may retire early if you are permanently incapable of carrying on your own occupation due to sickness, accident or injury or incapacity through infirmity of mind or body. Proof must be submitted for the Trustees consideration

Do you want to take a portion of your benefit as a cash lump sum? Yes or No

Portion of your benefit to be taken as a cash lump sum (select one of the options):

Rand amount * , OR One third

* Please note that the cash lump sum may not exceed one third of your benefit.

The full benefit may be taken as a cash sum if equal to or not more than R245 000 on the date of retirement. This amount can change as determined by legislation or the regulatory authorities from time to time.

Please indicate by ticking the box if you want to receive the full benefit as a cash retirement benefit

*Please note that the cash lump sum will be reduced by any tax that may be payable as determined by legislation.

Bank Account Details for Cash Payment

Account holder _____

Signature of Account holder _____

Bank _____ Branch Name _____

Branch Code _____ Account number _____

Type of account Current Transmission Savings

- **A cancelled cheque or bank statement must be attached as proof of banking details.**
- **The account holder must have a South African bank account.**
- **No payments will be made into third party bank accounts, home loan accounts or credit cards (in terms of Section 37A of the Pension Funds Act, we cannot transfer money from a Retirement Annuity Fund to an account number held by a third party).**

Annuity Details

Choose one of the following

<input type="checkbox"/>	I elect to purchase a living annuity from the EasyEquities. (Please complete part 1 below)	1
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OR

<input type="checkbox"/>	I elect to purchase an annuity from another insurer (please complete part 2 below)	2
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PART 1

You are annually able to select your income to be a percentage of your capital or a Rand amount. You are also able to select the frequency of your income.

Income to be payable per annum (please enter a percentage or Rand amount):

Income Percentage	%	OR	Rand Amount	R
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Income frequency (please tick one):

Monthly in arrears	<input type="checkbox"/>	Quarterly in advance	<input type="checkbox"/>	Half-yearly in advance	<input type="checkbox"/>	Yearly in advance	<input type="checkbox"/>
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Do you want to specify an income tax rate? Yes No A tax directive is required if the tax rate specified is lower than that calculated from the income tax tables. The directive is valid for the period stated on it. The specified rate will be reviewed on an annual basis.

- Your investment selection on the EasyEquities platform will remain unchanged unless you instruct differently.
- The administrator will instruct a disinvested 10 days prior to payment of your annuity. Your annuity will be paid on the 25th of each month.
- Your chosen income percentage in terms of current legislation must fall between 2.5% minimum and 17.5% maximum per annum of your capital value. Should your chosen income fall outside this range, the limits will be applied.
- The income percentage selected is applied to the original contribution amount less all initial charges to calculate the Rand amount of income payable.
- For monthly income your fully completed application form together with proof of deposit must reach our offices by the 15th of the month in order to receive an income payment in the same month.
- The Rand value of income paid will remain constant throughout the year, notwithstanding fluctuations in the value of your policy.
- The amount or percentage of income drawn can be changed only once a year at the anniversary date.
- Unless a tax directive from SARS is attached, the minimum tax according to PAYE will be deducted on income payments.

PART 2

Name of the Annuity _____

Name of Insurer _____

Please provide a copy of the completed application form of the Insurer that will provide this Annuity.

The bank account of the Annuity:

Bank _____ Branch Name _____

Branch Code _____ Account number _____

Investor Declaration

1. I understand that the cash lump sum (if any) requested above is a pre-tax amount and that the Fund will have to apply for a tax directive and withdraw any tax payable from this amount before payment to me.
2. I have read and understood the risk warning attached hereto
3. I hereby instruct and authorise the Fund to pay all the monies due in accordance with the instructions above, subject to the Rules of the Fund.

Signed at _____ on this _____ day of _____ 20_____.

Signature of investor _____

Signature of investor's authorised representative* (if applicable) _____
If signing on behalf of the investor please provide proof of authority and supporting verifying documentation.

Risk Warning

A living annuity allows you to set your income level subject to constraints imposed by the authorities from time to time and allows you to select a wide range of investments in respect of the capital that will generate the annuity. The level of income you select is not guaranteed for the rest of your life. The level of income you select may be too high and may not be sustainable if:

- you live longer than expected with the result that the capital is significantly depleted before your death; or
- the return on the capital is lower than that required to provide a sustainable income for life.

It is your responsibility (in consultation with your financial advisor) to ensure that the income that you select is at a level that would be sustainable for the rest of your life. You need to carefully manage your income drawdown relative to the investment return on the capital in order to achieve this. The table below can be used as a guide.

Years before your income will start to reduce:

Investment Return per Annum (before inflation & after all fees)		2.50%	5.00%	7.50%	10.00%	12.50%
Annual Income Rate selected at Inception	2.50%	21	30	50+	50+	50+
	5.00%	11	14	19	33	50+
	7.50%	6	8	10	13	22
	10.00%	4	5	6	7	9
	12.50%	2	3	3	4	5
	15.00%	1	1	2	2	2
	17.50%	1	1	1	1	1

It is important to note that the table above assumes that you will adjust your percentage income selected over time to maintain the same amount of real income (i.e. allowing for inflation of 6% per annum). Once the number of years in the table above has been reached, your income will diminish rapidly in the subsequent years.

Please ensure that your financial advisor has explained both the advantages and the risks of the living annuity and compared these against conventional annuities (where the insurer carries the full investment risk and the risk of you living longer than expected). The table is a general guideline and should be considered taking into account each annuitant's financial situation and all other sources of income. It is an indicative guideline only, to assist you in making informed decisions in respect of your annuity.

It is important to note that investments held in your living annuity are made up of various types of assets classes such as equities, bonds, property or cash. These underlying assets have different levels of risks and returns associated with them. You and your financial adviser are therefore reminded to carefully consider the overall composition of your living annuity in terms of the exposure to these various asset classes. Too high a proportion of risky assets means there is a greater risk of losing capital while too low a proportion of risky assets means there is a risk that investment returns may be too low to sustain your income. In order to protect a member's retirement savings, the Pension Funds Act regulates the maximum limits to the different asset classes that a retirement fund may expose itself to. These limits are there to give guidance to what may be considered prudent investment limitations. However, this should never be seen as a substitute for obtaining professional advice and does not take your specific personal circumstances into account.

Broadly speaking the maximum exposure that retirement funds may have to the various asset classes are as follows:

- 75% to equity investments
- 50% to non-government debt instruments
- 25% to offshore investments
- 25% to property investments
- 15% to hedge funds, private equity funds and any other asset not specifically mentioned aggregated together
- 10% to commodities like gold

This regulated exposure will apply while you are saving up to your retirement through an approved retirement fund and if you purchase an annuity within the retirement annuity fund. After retirement, when you are normally dependent on receiving a regular and stable income, a more conservative approach to asset selection may be desirable. You are encouraged to review your living annuity investment strategy, as your capital within your living annuity may be exposed to undue risk.