



# Sanlam Staff Umbrella Pension and Provident Funds (SSUF)

Phased Retiree  
Member Guide



Updated: October 2016

Insurance

Financial Planning

Retirement

Investments

Wealth

# Phased Retiree members



## What is a Phased Retiree?

You became a Phased Retiree when you retired from your employer, but chose to postpone the payment of your retirement benefit.

Leaving your money invested in the SSUF could have the following advantages for you, like:

- You don't have to withdraw your fund value immediately and possibly lose out in bad market conditions
- You have time to think about what it is you will be doing with your SSUF fund value
- Your SSUF retirement savings can continue to grow
- You continue to benefit from the favourable tax treatment of your retirement savings within the SSUF
- You may decide to retire from the SSUF at any stage in the future

## You remain a member of the SSUF

Although you have retired in terms of your employment contract from the service of your employer, you have not retired from the SSUF and therefore you will still be a member of the SSUF.

Your retirement savings (your entire fund value), remains invested in the SSUF and it continues to earn investment income.

The SSUF Rules still apply to you.

## What benefits will you have?

As a Phased Retiree of the SSUF, the following benefits apply to you:

1. Retirement benefit
2. Death benefit

### 01

#### Your retirement benefit

You may decide to retire from the SSUF at any stage. At that time, your entire fund value will be paid as a retirement benefit and you would have the following choices:

- Use your entire retirement benefit to purchase an annuity (monthly pension) from Sanlam or another provider.
- Take a portion of your retirement benefit in the form of a taxable cash lump sum, not higher than the permitted maximum, and use the rest to purchase an annuity (monthly pension) from Sanlam or any other provider.
- In respect of the provident fund, you can take your entire retirement benefit in the form of a cash lump sum. Be aware that such a cash payment is subject to tax.
- In respect of the pension fund, you can only take your entire retirement benefit in the form of a taxable cash lump sum if the amount is not more than R247 500.
- You may, subject to certain conditions, use your retirement benefit to purchase an annuity (monthly pension) from the SSUF (In-fund living annuity).

There are many annuity products available and making this decision can be complex. It is therefore strongly recommended that you seek the assistance of a financial adviser before you make any decisions regarding your retirement benefit payment from the SSUF.

## What are the tax implications?

Should you decide to buy an annuity (monthly pension), the amount used to buy the pension will not be taxed, but the pension paid to you on a monthly basis will be taxed as income.

Benefits paid in cash lump sums will be taxed according to the relevant tax tables at the time the benefit is paid to you.

Tax legislation is complex and it is also amended from time to time. It is therefore strongly recommended that you seek the assistance of a tax/financial adviser before you decide on any benefit payment from the SSUF.

## How to claim your retirement benefit

Once you are ready to retire from the SSUF you need to complete the relevant benefit claim forms. The forms can be obtained from [HRSSPayrolldocumentation@sanlam.co.za](mailto:HRSSPayrolldocumentation@sanlam.co.za)

### 02

#### Your death benefit

In the event of your death while you are still a member of the SSUF, your fund value will be paid to your estate according to the rules of the Fund.

## Your investment must work for you

### Consider the investment risk

When it comes to investing, there is a direct relationship between the risk taken and the returns achieved. The higher the risk the higher the potential returns, but also the greater the volatility of returns (tendency of markets to move up and down suddenly).

### The investment menu available to you

At the time you become a Phased Retiree, your investments will either stay in the same portfolios as they were prior to your termination from employment, or be transferred to another portfolio(s) selected by you.

You have further investment options. Refer the Investment Information Brochure for information on the investment menu available to you.

## Keep in touch

Since you are no longer part of the communication channels of your previous employer, it is vitally important that you ensure Sanlam always has your latest contact details on record.

Please logon to [www.retirementfundweb.co.za](http://www.retirementfundweb.co.za) and update your personal details without delay or send an email to [myretirementfund@sanlam.co.za](mailto:myretirementfund@sanlam.co.za).

The trustees and Sanlam will make use of the Retirement Fund Web facility as the main communication tool to keep you informed of Fund matters.

You are automatically granted access to this facility.

## What does it cost to be a Phased Retiree member?

The following fees are payable and these are automatically deducted from your fund value on a monthly basis.

<b>Admin fees</b>	There is an administration fee payable per month. The current fee will be reflected on your online benefit statement.
<b>Investment management fees</b>	Investment management fees are calculated and charged on a monthly basis. The latest investment management fees can be obtained on the Investment Fund Fact Sheets.

If you experience any access problems, you may contact the web team for your access details via email:

[retirementfundweb@sanlam.co.za](mailto:retirementfundweb@sanlam.co.za)

You can also access the SSUF website at <http://www.sanlam.co.za/campaigns/myretirementfund/Pages/default.aspx> for other SSUF related detail, including:

- Information on investment returns and investment portfolios
- Documentation relating to the SSUF

Should you have any enquiries, please send it by email to [myretirementfund@sanlam.co.za](mailto:myretirementfund@sanlam.co.za)