

Guide to the implementation of a Sanlam Annuity

Once a member receives a Sanlam annuity quotation, these steps must be followed for acceptance and implementation.

01

Return the signed quote along with the following to the Sanlam Product Support team at annuitiesupport@sanlam.co.za:

- ① a copy of the ID of the member
- ① a copy of the ID of the member's spouse (if applicable)
- ① confirmation of the member's banking details
- ① member's tax reference number; and
- ① member's proof of address.



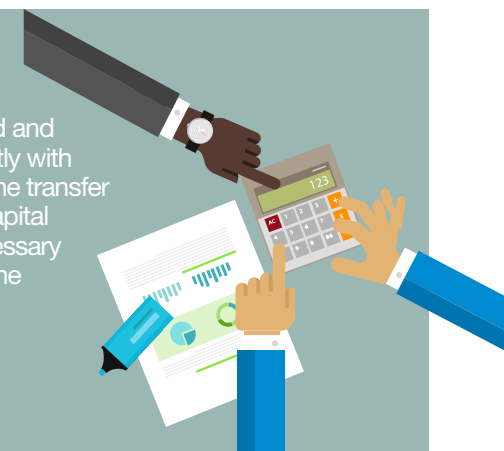
02

Complete retirement fund exit benefit claim form and return it to the HR department together with the signed quote.



03

The retirement fund and Sanlam liaise directly with each other about the transfer of the member's capital and make the necessary arrangements for the transaction to be implemented.



The remaining steps differ, depending on the annuity option that was chosen:



Sanlam Institutional Living Annuity

04

After Sanlam receives the member's retirement capital, the living annuity will be implemented and the investments will be made into the selected portfolios. Sanlam will send confirmation of the implementation within five days after the living annuity is implemented.

Sanlam Guaranteed Annuity

After Sanlam receives the member's retirement capital, the Sanlam Product Support team will provide a final quote, as the final amount may differ from the first quote, due to investment fluctuations. This quote must be signed by the member and returned to the Sanlam Product Support team.

05

The first income will be paid to the member on the selected payment date after the confirmation was received.



If the signed quote and all required documentation is received on or before the 15th of the month after the member's retirement, the first pension payment will be made at the end of that month. If it is received after the 15th of the month, a double pension payment will be made at the end of the following month.

