



Notification of Death

(DCRF2025)



Instructions to complete this form

1. This form must be completed and signed by the authorised signatory at the employer in the event of the death of a member.
2. It constitutes the employer's confirmation to the fund and its administrator that the member has passed away.
3. The employer must ensure that all information requested completed in full, that the employer's authorised signatory sign the form and that all relevant supporting documentation referred to herein and in Ensimini's Death Claims Manual is attached to the form. Failure to do so will cause delays in processing the claim.

1. MEMBER DETAILS

Fund Name			
Employer Name			
Member's Surname			
First Names			
Date of Birth	DD/MM/YYYY	Identity Number/ Passport Number	
Date of Death	DD/MM/YYYY	Tax Number	
Date of Last Contribution	DD/MM/YYYY		
Residential Address			
	Postal Code		
Contact Person/Next of Kin			
Contact Person/Next of Kin Contact No.			
Was Member Employed Outside of South Africa?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If YES, from	DD/MM/YYYY	to	DD/MM/YYYY

2. DISTRIBUTION OF DEATH BENEFITS

Section 37C of the Pension Funds Act sets out how death benefits should be distributed amongst the member's beneficiaries, following an assessment by the Trustees. Section 37C also allows for death benefits to be paid to persons other than dependants, if nominated by the member. However, the first consideration must be to protect the dependants of the deceased member.

Beneficiary is defined as a nominee of a member or a dependant who is entitled to a benefit, as provided for in the Rules of the Fund.

Dependant is defined as:

- (a) A person in respect of whom the member is legally liable for maintenance;
- (b) A person in respect of whom the member is not legally liable for maintenance, if such person:
 - Was, in the opinion of the board, upon death of the member in fact dependent on the member for maintenance
 - Is the spouse of the member
 - Is a child of the member, including a posthumous child, an adopted child and a child born out of wedlock.
- (c) A person in respect of whom the member would have become legally liable for maintenance had the member not died.

Nominee is defined as a person who is not a dependant of the member but who has been designated in writing by the member as a nominee, to receive such part of the benefit as is specified by the member.



3. NOMINATION OF BENEFICIARY FORM

Did the deceased complete a Nomination of Beneficiary form?	Yes (Attach Copy)	<input type="checkbox"/>	No	<input type="checkbox"/>
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Are you aware of any additional beneficiaries to be considered such as:

- Children not mentioned in the beneficiary nomination form;
- Change in spouse/partner details, and
- Any additional financial dependents – if yes please can you specify the details of such persons

4. INDEBTEDNESS

Deductions from benefits are only permissible in the following circumstances:

- Where the member's indebted in respect of a housing loan in terms of Section 19(5) of the Pension Funds Act
- Damage caused to the Employer as a result of the member's misconduct, dishonesty, theft or fraud, where a court order or admission of guilt has been obtained
- Valid court order e.g. divorce or maintenance

Do any of the following apply, affecting the payment of benefits?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
• Housing loan in terms of Section 19(5)	Amount	R			
• Indebtedness to the Employer as a result of damage caused by the member	Amount	R			
• Court Order					
× Maintenance Order	Amount	R			
× Divorce Order	Amount	R			

Please attach proof of any such indebtedness indicated above, in respect of court orders kindly attach a certified copy of the court order.

5. DECLARATION BY MEMBER AND EMPLOYER

As employer, we declare that:

1. We will keep all information that we collect and process in relation to the fund its members confidential and will only process the information for the purposes of the fund.
2. Our employees who process fund related information are contractually obliged to protect the confidentiality of any personal information which they process.
3. Should there be a breach of personal information related to the fund, we will notify the breach to the fund in accordance with the law, but not exceeding two ordinary days. Breach means a circumstance where the personal information of a member, dependant, nominee or any other persons whose personal information has been processed by the employer related to the fund has been accessed or acquired by any unauthorised person.
4. The fund and its administrator are not responsible for our or our agent's conduct or our compliance with the law in relation to the protection or security of information, including personal information, including the obtaining of consent from persons we are required to obtain consent from before personal information is processed.
5. We consent to the fund and its administrator processing the employer's personal information so as to process payments in accordance with the information provided in this form.

Employer's Authorised Signature		Date	DD/MM/YYYY
Designation		Company Stamp	



Personal Information that you provide to us

1. We wish to protect your personal information. Personal information is any information about or associated with a person and that can identify the person. We are collecting and processing personal information that you are providing to us for the purposes of actioning and paying the retirement benefit option selected by you (and other aligned fund purposes as set out in the Fund's PAIA Manual (if any)).
2. The processing of the personal information is in your legitimate interests because without it the fund cannot assist you in implementing the retirement benefit option selected by you.
3. Certain of the information collected about you in this form is obtained from your employer or your financial advisor. It is in your legitimate interests that we do this in order to assist the trustees in allocating your death benefit. Such collection is also in terms of the fund's rules.
4. The fund has an obligation in law to process for these purposes in terms of the Pension Funds Act.
5. It is optional for you to provide the fund with the requested information. However, if you do not give it to us the fund cannot assist you in actioning and paying the retirement benefit option selected by you.
6. You may:
 - request from us what personal information we hold about you (free) and for a copy of it (may be subject to a fee);
 - request information from us about which third parties have access to your personal information;
 - request us to delete or destroy your information, if we are no longer authorised to keep it;
 - object to us processing your personal information. Please use Form 1 in the Regulations to the Protection of Personal Information Act ("POPIA"), which is available on the Information Regulator's website (see website address below).
 - request us to correct or delete your personal information if it is inaccurate, irrelevant, excessive, out-of-date, incomplete, misleading or unlawfully obtained. Please use Form 2 in the Regulations to POPIA, which is available on the Information Regulator's website.
7. The Promotion of Access to Information Act ("PAIA") provides you with the right of access to information held by the fund when you request such information under PAIA, so that you can exercise or protect your or another person's rights. If you want to make a PAIA request of the fund, you must use the prescribed form (Form C). You can find Form C on this website: www.sahrc.org.za. For more information, please request the fund's PAIA Manual, which is available, from 1 July 2021, from the fund's administrator.
8. If you do not use the mandatory prescribed forms, set out above, we may not process your request or we may deny your request.
9. From time to time, we may disclose personal information you provide to us to: regulators, ombud or government entities; our tracing or other agents; other companies in the Ensimini Group; our auditors or legal providers; any person or organisation having legal entitlement to access the information or any person notified in our PAIA manual (if any).
10. We will keep the personal information for as long as the fund needs to for our purposes, as required by law or contract.
11. Once we are no longer authorised to keep the personal information, we can delete, destroy, restrict or de-identify it. It is important to realise that funds are often required to keep personal information related to the fund, its members, former members, and beneficiaries for many years, even long after the member has left the fund. If you, provide us with any personal information that requires you to have first obtained consent to process it, then it is your responsibility to obtain the consents.

Complaints and queries:

If you have complaints about the way in which we have used your personal information, you can lodge a complaint with the Information Regulator at tel: 012 406 4818; fax: 086 500 3351; email: inforeq@justice.gov.za; website: <https://www.justice.gov.za/inforeq/>.

Other complaints and queries: if you have other complaints or queries, please address them in writing to the Ensimini Administration Services (Pty) Ltd contact details set out above. If we do not reply to you within 30 days or you are not satisfied with the response, you can contact the Pension Funds Adjudicator on tel: (012) 748 4000 or (012) 346 1738; fax: 086 693 7472; email: enquiries@pfa.org.za.



**COLUMBUS
RETIREMENT
FUND**



Ensimini

In the event of any queries please feel free to contact the Fund Administrator, Ensimini Administration Services (Pty) Ltd at yourfund@columbus.co.za.

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