

FundsAtWork Umbrella Funds

Additional information to be provided by the sales consultant on installation of a scheme

Section 1: Quote details

Name of employer on quote	<input type="text"/>				
Quote number	<input type="text"/>	Date of issue of quote	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Benefit structure number	<input type="text"/>	Expiry date of quote	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Version number	<input type="text"/>				

Section 2: Checklist

The following additional information, documents and forms must be submitted with the acceptance of quotation and installation document.

Please indicate if each item is attached.

Company letterhead	Attached	<input type="checkbox"/>	To follow	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Employer portal authorisation form	Attached	<input type="checkbox"/>	To follow	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Advisory body form (Umbrella Funds only)	Attached	<input type="checkbox"/>	To follow	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Financial adviser (key individual) accreditation from FSCA website	Attached	<input type="checkbox"/>	To follow	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Member data in MS Office Excel format	Attached	<input type="checkbox"/>	To follow	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Previously accepted cover from previous underwriter	Attached	<input type="checkbox"/>	To follow	<input type="checkbox"/>	N/A	<input type="checkbox"/>
FundsAtWork Umbrella Funds choice of default investment portfolio at installation form	Attached	<input type="checkbox"/>	To follow	<input type="checkbox"/>	N/A	<input type="checkbox"/>

Section 3: Financial adviser information

Financial adviser name	<input type="text"/>	Broker code	<input type="text"/>
Broker house name	<input type="text"/>	Broker house code	<input type="text"/>
Is the financial adviser accredited to advise on this product?*	Yes <input type="checkbox"/>	No <input type="checkbox"/>	FSP number <input type="text"/>

* Attach a copy of the financial adviser (key individual) accreditation from the FSCA website in terms of categories 1.3 and 1.7.

Must the financial adviser be registered on the FundsAtWork website?	Yes <input type="checkbox"/>	No, the financial adviser is already registered <input type="checkbox"/>
Is the financial adviser's Momentum contract in service?*	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**The new scheme may not be linked to a financial adviser who is out of service.

Reference number (for ABSA and FNB financial advisers)	<input type="text"/>
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Contact person

Title	<input type="text"/>	First name	<input type="text"/>
Surname	<input type="text"/>		
Work number	<input type="text"/>	Fax	<input type="text"/>
Cellphone number	<input type="text"/>		
Email address	<input type="text"/>		

Section 4: Treating Customers Fairly (TCF)

Momentum Corporate must ensure that all financial advisers providing information and advice relating to the FundsAtWork solutions have been provided with appropriate training on the product. Training can include, going through the product presentation, one-on-one product training, attending product workshops, etc.

Has the financial adviser been trained on the FundsAtWork solutions?

Yes

No

Name of person who conducted or will conduct the training

Signature

Date

Section 5: Member education (only for the FundsAtWork Umbrella Funds)

In terms of section 7D of the Pension Funds Act, trustees have a statutory duty to ensure that relevant and appropriate information is supplied to fund members to inform them of their rights, benefits and obligations in terms of the rules of the fund.

Member education has been/will be provided by the:

Employer

Financial adviser

Sales consultant

The presentation to the members must include the following:

- Benefit structure
- Flexibility and choices available to the members
- Explanation of the benefit statement
- The importance of preserving their benefits if they leave the scheme

Section 6: Sales consultant information

Momentum Corporate specialist

Name

Surname

Sales team/financial adviser channel

MDS business consultant

Name

Surname

Business consultant code

MDS branch

MDS branch code

Business/practice consultant - production credits

%

Signature of Momentum
Corporate specialist

Date

Signature of business/
practice consultant

Date

Section 7: New scheme installation member data requirements

To ensure that your scheme is installed smoothly, please submit the following member data with the installation documentation.

The minimum information required at installation of a new scheme is specified in the first two columns. Additional information required for smooth processing of transactions is specified in the third column.

All Umbrella Fund members will be issued with a welcome SMS and email, as well as a new member welcome pack and website registration details. This will enable them to log onto our secure website and update their personal and contact information online, subscribe to communication events, as well as access certain information and transactional tools that are made available depending on the benefit structure of the scheme.

Members with a valid cellphone number or email address will also be sent login details for Hello Doctor.

To ensure your employees get the maximum benefit from the scheme, please ensure that we are provided with each person's cellphone number and email address.

***Fields marked with an asterisk are mandatory.**

	Minimum information required at installation		Additional information required for transactional purposes
	Insurance only schemes	FundsAtWork Umbrella Funds	
Personal information	<ul style="list-style-type: none"> *Title *Initial *First name *Surname *ID number *Passport number and country of origin (if South African ID is not available) *Date of birth (yyyy-mm-dd) *Gender *Marital status if you have chosen the spouse's death benefit and/or the spouse's and children's pension benefit *Spouse's details (initials, surname, date of birth) if you have chosen the spouse's death benefit and/or the spouse's and children's pension benefit 	<ul style="list-style-type: none"> *Title *Initial *First name *Surname *ID number *Passport number and country of origin (if South African ID is not available) *Date of birth (yyyy-mm-dd) *Gender *Income tax number *Physical address *Marital status if you have chosen the spouse's death benefit and/or the spouse's and children's pension benefit *Spouse's details (initials, surname, date of birth) if you have chosen the spouse's death benefit and/or the spouse's and children's pension benefit 	<ul style="list-style-type: none"> Number of dependants Staff number Date employed *ID number Occupation (only required if it is linked to a category classification)
Scheme and occupational information	<ul style="list-style-type: none"> *Annual insurance salary *Pay point name (if more than one pay point) *Category of membership (as per quote) 	<ul style="list-style-type: none"> *Annual pensionable salary *Annual insurance salary *Package salary (total cost to company) *Pay point name (if more than one pay point) *Category of membership (as per quote) *Product option (as per quote) 	<ul style="list-style-type: none"> Package salary (total cost to company)
Contact information	<ul style="list-style-type: none"> *Cellphone number 	<ul style="list-style-type: none"> *Cellphone number 	<ul style="list-style-type: none"> Email address

Section 8: Notes on installation requirements

Registration certificate

Can be obtained from www.CIPC.co.za - Click on "Additional Services" and then insert the name of the company to search.

Letterhead

Required before the first recon is processed.

The letterhead should clearly indicate the registered name of the business, the registration number, registered address and the names of the MD, FD and other directors. If this information is not clearly stated or if the letterhead is not provided, the sales consultant must please ensure that it's completed in full on page 1 of the installation document.

ERP super-user

The ERP Authorisation Form is only required for additional users, over and above the super-user. The super-user will be able to assign access to additional users on the employer portal.

Advisory body - does not apply to insurance only schemes

The minimum number of advisory body members is two people, one employer representative and one member representative.

Delivery details

If no selection is made, by default all member communication will be emailed to members with valid email addresses and all other communication will be sent to the employer.

Contribution collection date, also referred to as debit order date or payment date

If the employer does not make a selection, the default is the 1st.

Recon reminder date

If the employer does not make a selection, the default is the 20th.

Product option and investment portfolio - does not apply for insurance only schemes

If no selection is made the default product option for all members of the scheme will be the product option stated on the quote.

For all options other than Core, if an investment portfolio is not selected, Momentum will not continue with the installation process until a selection is made.

There is no choice available for FundsAtWork Core. For Core, all members will be invested in Momentum Passive Lifestages.

FundsAtWork Umbrella Funds - Choice of default investment portfolio at installation

The FundsAtWork Umbrella Pension and Provident Funds offer three options from which the employer must select a default portfolio. The employer must complete the form MEB018.

Financial adviser accreditation

The financial adviser must be accredited for FAIS categories 1.3 and 1.7 to be able to give advice for the insurance products and/or pension fund benefits. We will not link a financial adviser to a scheme if they are not appropriately accredited. A copy of the FSP accreditation as well as the financial adviser accreditation must be submitted with the installation. We will not be able to pay commission until the supporting FAIS documentation is submitted.

Member data

Where a portion of an existing FundsAtWork scheme is breaking away to be installed under a separate group code, the existing member Person Numbers must be supplied with the installation data for the new scheme.

When you sign this form by inserting a digital signature it confirms that the information provided is true and correct.

Options to sign the form:

1. Print out the form, sign and scan it and send it back via email to FAWInstallations@momentum.co.za or fax it to +27 (0)12 675 3970.
2. Place your scanned signature in the signature block.
 - Store your scanned signature in a safe place on your computer.
 - Select the 'comments' tab from your menu in Adobe.
 - Select the 'add stamp' icon.
 - Select custom stamps.
 - Create custom stamps.
 - You can now browse and upload your signature to save it as a custom stamp under 'sign here' in Adobe.
 - You can now go back to your 'stamps' icon and select 'sign here' and select your saved signature.
 - Place it in the document and save the document.

When you want to print the form to complete by hand you can turn off the field highlights by selecting the "highlight existing fields" on the top right hand corner of your screen.