



Circular 2013/073

TO: All Pension Fund members

PENSION FUNDS: TRANSITION TO ALEXANDER FORBES

Pension fund members will recall that during the latter part of 2012, the Trustees of the University of Johannesburg Pension Fund, the University of Johannesburg Defined Benefit Pension Fund and the University of Johannesburg Disability Reserve Fund embarked on an extensive process to review the service providers to the funds. This process resulted in the appointment of Alexander Forbes on an initial three year term, effective 1 January 2013, to provide administration, benefit consulting, actuarial, asset consulting and funds management services to the abovementioned funds.

Detailed processes and safeguards were put in place to ensure that the transition from Absa to Alexander Forbes goes smoothly. It is also important to reiterate that the change in administrators does not have any impact on the legal entities, investments or management of the funds. Neither have the benefit structures in the funds changed.

This circular serves as a progress report to members.

Transfer of basic member data and member fund values as at 31 December 2012

The process to transfer basic member data and member fund values as at 31 December 2012 from ABSA to Alexander Forbes has now been completed. This is an extremely important milestone that has been achieved. Alexander Forbes is currently in the process of analysing, reconciling and auditing the data.

Dedicated Alexander Forbes call centre line

Members are advised that the dedicated Alexander Forbes call centre line for the university's pension funds is now active. The number is:

0860 042 837

This telephone number is prominently displayed on the Intranet pages for the pension funds.

Members are able to utilise this number for any fund queries they may have. While the fund data is being analysed, reconciled and audited, there may be certain queries that Alexander Forbes will not be able answer immediately. But all of these queries will be formally logged by their Call Centre and members will be contacted as soon as the information is available. The calls so logged are monitored by the funds.

Intranet pages for the pension funds

The Intranet pages for the pension funds have been updated with the standard Alexander Forbes forms that need to be completed by members going forward. These forms are applicable should members retire, resign, require their fund values or wish to change their nominated beneficiaries.

Members are encouraged to visit the Intranet pages regularly. Over and above the standard forms, all of the circulars about the funds, as well as the Alexander Forbes newsletters are available on this platform.

The Intranet pages may be accessed as follows:

- Click on <https://findit.uj.ac.za/sites/hr/pension>
- Log on to SharePoint with the normal logon credentials.

Alternatively, once logged on to the Intranet, click on the red button "Pension and provident funds" on the left hand side of the opening page to be redirected to the SharePoint page.

Benefit statements dated 31 December 2012

The preparation of each member's benefit statement dated 31 December 2012 is progressing as planned. Absa will prepare the individualised benefit statements and these will be distributed in April 2013, mirroring the timeline for the distribution of the previous benefit statements.

Should members have queries about their benefit statements then, queries may be directed to the dedicated Alexander Forbes call centre line for the university's pension funds. As was the case in the past, member road shows will be held in May to engage with members on their benefit statements.

At this time, there is no need for members to ask for benefit statements or fund values because of the transition from Absa to Alexander Forbes as the transfer procedures for individual member data and fund values were completed successfully. Benefit statements will be issued in April 2013.

Investment switch option 2013

Members of the University of Johannesburg Pension Fund; and Annexure D, E and F (members who have a medical lump sum invested) members of the University of Johannesburg Defined Benefit Pension Fund have the option to change their investment portfolio once annually, effective 1 July. The process to inform members of their 2013 investment switch option will commence in April 2013 with the issuance of benefit statements, and will follow the same timeline as in previous years. The investment switch options will be dealt with at member road shows taking place in May 2013 and will not be affected by the transition.

The payment of benefits for those who resigned or retired prior to December 2012

As set out in Circular 687 of 2012, the payment of withdrawal benefits for staff members who retired or resigned prior to December 2012 will be made in March 2013. The process to facilitate the payments is progressing as planned and is on schedule.

Members of the University of Johannesburg Defined Benefit Pension Fund (main rules, Annexure A, Annexure B and Annexure C categories) who purchased a pension directly from the fund received their first pensions as scheduled on 18 January 2013.

Quotations and fund values

Members who need quotations or fund values at this time for purposes of:

- divorce negotiations or divorce order preparations
- contemplating resignation
- contemplating early retirement
- financial planning

are requested to note the process below.

In order to ensure the confidentiality of fund members' financial affairs, requests for quotations or fund values will only be processed on completion of the form created for this purpose which is available as follows:

- Log onto the fund Intranet pages as described above.
- Click on the folder "2013 Pension fund forms, circulars, notices and documents".
- Open the form entitled "Request for quote or fund value".
- Complete the form and email it to the UJ HR address provided at the top of the form.

As explained in Circular 687 of 2012, the funds are currently able to provide quotations and fund values as at 31 December 2012. Once Alexander Forbes has completed the reconciliation and audit of all data and information received, 2013 values will be available.

On behalf of the Boards of Trustees I would like to express a sincere word of appreciation to all of our fund members for their understanding and patience during the transition and to again assure members of the utmost attention to detail during the transition.

Sincerely,

PROF. THEA VOOGT

PRINCIPAL OFFICER

University of Johannesburg Pension Fund

University of Johannesburg Defined Benefit Pension Fund

University of Johannesburg Disability Reserve Fund

2013-02-13