Please note:
Everything possible was done to ensure the accuracy of this booklet. However, the official rules in terms of which the benefits are provided will apply at all times if discrepancies arise. The rules of the fund can be viewed at the Pensions Office.
Every day you become more aware of the need for security and independence when you retire. Unfortunately, you also have to plan for the unforeseen, namely job changes, death or disability.

This booklet informs you of the extent to which the University of Johannesburg Pension Fund (UJPF) contributes towards meeting your needs, should any of the events above occur.

The following expressions, used in the booklet, are explained below:

**Dependant:**
A person for whom you are or would be legally liable for maintenance if you had not died, or for whose maintenance you are not legally liable, but whom you in fact support financially.

Your spouse and children are deemed automatic / legal dependents. Other dependents can be financial dependents.

This definition of Dependant is as defined in the Pension Funds Act and not in accordance with the UJ Conditions of Service.

**Equitable Share:**
The total value of your benefits in the UJ Pension Fund, is made up of:
- the full value of your own contributions plus
- the university’s contributions towards retirement savings plus
- voluntary contributions (if any) plus
- any amount you transferred to the Fund plus
- the investment earnings on all these amounts
- less all expenses.

**Retirement Contributions:**
Your member contributions, plus employer contributions, less an allowance for the Fund’s operational expenses, less the cost of benefits payable on death prior to retirement and the cost of benefits under the Disability Reserve Fund.

**Transfer Credit:**
The value of the assets transferred into the Fund from a previous fund on your behalf.

**Pensionable Remuneration:**
That portion of your package, which you have elected to be deemed pensionable. This represents between 60% and 80% of you total package.
1. MEMBERSHIP

If you are a new permanent employee of the University of Johannesburg or are employed on a long term, fixed-term contract or specialist basis for a minimum period of 5 years, you will become a member of the Fund if you:

- have attained the age of 16 years, and are
- under the age of 70 years.

Your membership will cease only on the earliest of:

- your death, or
- your withdrawal from the employer before you retire, or
- your retirement, or
- the dissolution of the Fund.

Please note that you may not withdraw from the Fund while you are employed by the University of Johannesburg.

2. CONTRIBUTIONS

Member Contributions:

You contribute 7.5% of your monthly Pensionable Salary to the Fund.

Employer Contributions:

Your employer contributes 13.00% of your monthly Pensionable Salary to the Fund. This contribution is reduced by the Fund’s operational costs and death and disability benefit costs.

Additional Contributions:

In addition to the monthly contributions received by the Fund, you also have the option of making additional voluntary contributions (AVCs) to the Fund. These AVCs should be arranged through the UJ Salaries department and must be processed with your monthly contribution to the Fund.

3. RETIREMENT

It is important for all members to realise the importance of planning for retirement. It is recommended that you speak to a professional financial adviser at least five years before you retire. But, financial planning for your retirement must be a continuous process that must start when you enter the world of work.
Retirement Age:
Subject to the written consent of your employer, you may retire at any stage on or after your 55th birthday but the normal retirement date is the last day of the calendar year in which you turn 65. You should consult the UJ “Policy on Retirement” as approved by the UJ Council.

Retirement Benefits:

- On retirement you will receive your Equitable Share in the Fund and you will purchase a pension with a registered insurer.
- You will have the choice to:
  
  Utilise your full Equitable Share to purchase a pension from a registered insurer of your choice. The benefit that is utilised to purchase a pension will be transferred to the insurer tax-free; the monthly pension income from the insurer will be taxable.

  OR

  Receive up to one third of your Equitable Share as a cash lump sum payment, subject to taxation, and thereafter utilise the balance to purchase a pension from a registered insurer of your choice as above.

- As this is a defined contribution fund, you will not receive a pension directly from the Fund.

Getting ready for Retirement:

- When you retire, there is a set process that must be followed. Therefore it is in your best interest to contact UJ HR three months in advance of your proposed retirement date.

4. DEATH BEFORE RETIREMENT

If you were to die while still employed by the University of Johannesburg, but prior to the normal retirement age, the following benefits are payable:

- Your Equitable Share as at date of death; plus

- 4 times your annual Pensionable Salary as at date of death; plus

- An additional benefit of 4 times your annual Pensionable Salary as at date of death, is payable from the University of Johannesburg Group Life Policy. This policy is NOT a pension fund benefit.
Important Notes:

- A group insurance arrangement, like the one to which you belong in this Fund, operates differently to individual insurance policies. All members with individual policies have to submit medical evidence to qualify for any benefits under their policies. Under a group scheme, members are not required to submit medical evidence to the insurance company. The insurance company provides a limit based on the benefits provided, called the "Free Cover Limit", up to which all members enjoy automatic cover. If your benefit should be less than this benefit, you will enjoy full cover without having to submit any medical evidence. However, should your benefit exceed this limit, you will be asked to submit medical evidence to the insurance company to qualify for benefits in excess of the limit. You will of course still enjoy all benefits up to the limit automatically. You will be informed if it is necessary for you to submit any medical evidence. Based on the medical evidence provided, the insurance company may restrict the level of your cover.

- The Trustees will decide on the distribution of the death benefit to your dependants and/or nominees in terms of Section 37 (C) of the Pension Funds Act. The Trustees have 12 months in which to trace any dependants. You will be required to complete a “Nomination of Beneficiary Form” which clearly sets out your dependants when you join the Fund. Please note that as part of the distribution process, the Trustees will consider your nomination form, but are ultimately guided by the Section 37 (C) process.

Payment of Lump Sum Benefits:
Lump sum benefits will be paid to your dependants on your death. You may also nominate persons other than your dependants to receive part of the lump sum benefit. We would like to encourage you to complete a “Beneficiary Nomination Form” in order to indicate your wishes in this regard. This form should be updated when your circumstances change.

Funeral Benefits
As a member of the University of Johannesburg Pension Fund, you also have funeral benefit cover. The cover available is as follows:

<table>
<thead>
<tr>
<th></th>
<th>Cover</th>
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<tbody>
<tr>
<td>Member</td>
<td>R 20 000.00</td>
</tr>
<tr>
<td>Insured Spouse / Partner</td>
<td>R 20 000.00</td>
</tr>
<tr>
<td>Child older than age 14*</td>
<td>R 20 000.00</td>
</tr>
<tr>
<td>Child older than age 6 but under age 14</td>
<td>R 10 000.00</td>
</tr>
<tr>
<td>Child older than age 2 but under age 6</td>
<td>R 10 000.00</td>
</tr>
<tr>
<td>Child under age 2</td>
<td>R 10 000.00</td>
</tr>
<tr>
<td>Stillborn baby</td>
<td>R 10 000.00</td>
</tr>
</tbody>
</table>

*With regard to children, please note that we will cover children up to age 25 if they are registered for full time education and therefore fully financially dependent upon you.
5. RESIGNATION

If you leave the service of the University of Johannesburg for any reason (including resignation, dismissal or retrenchment) before you retire, a lump sum equal to your Equitable Share will be payable. You have the choice of

- Receiving the total benefit in cash, or
- Receiving the total or any part thereof in cash and transferring the balance to a retirement annuity, or
- Transferring the total benefit to a preservation fund, where after you have a once-off option to take any part of it in cash, or
- Transferring the total benefit to the retirement fund of your new employer.

When you withdraw your Equitable Share, you should be aware of the tax consequences of the options above. It is always best to seek professional financial advice.

Members are encouraged to rather preserve their lump sum benefits in a preservation pension fund, a retirement annuity fund or another pension fund as it will not attract tax and the full tax free amount of R 500 000 will be available on retirement.

6. DISABILITY

If you become disabled and you provide medical proof of your disability to the satisfaction of the insurer of the benefits under the University of Johannesburg Disability Policy, you will, after a 6-month waiting period, receive a disability income equal to:

- 82.5 % of your monthly Pensionable Salary

From this benefit, an amount equal to 7.5 % of the reduced monthly Pensionable Salary will be paid to the Fund on your behalf as your member contribution. Employer contributions to the Fund will continue while you are in receipt of the disability benefit. You therefore continue to be a contributing member of the Fund and will still be entitled to all the benefits provided by the Fund. All other benefits from the University will however cease.

The insurer of this benefits will require regular proof of your continued disability. If you recover or recover partially and can continue an occupation, the disability income will cease or be reduced.

The disability income will also cease:

- On your death, or
- When you reach your normal retirement age in terms of the Fund.
7. GENERAL

Benefit Statements:
You will receive an annual benefit statement indicating the benefits payable in the case of your withdrawal, death or disability, and a projection of the benefits you will receive on retirement.

These statements are e-mailed to each member annually and are prepared as at 31 December each year.

Tax Implications:
The lump sum cash benefits you receive will be subject to tax as determined by the Income Tax Act.

Any amount that you transfer to an approved pension or retirement annuity fund on termination of employment before you retire will be tax-free.
8. FINANCIAL PLANNING

Members are encouraged to seek financial advice from a suitably qualified financial planner. In order to select a qualified financial planner, please log onto the Financial Planning Institute’s website (www.fpi.co.za) to access a list of financial planners.

9. WHERE TO FIND INFORMATION ABOUT YOUR FUND

The rules of the fund, trustee reports, rule amendments and other useful information may be found on the UJ pension fund website - http://pension.uj.mobi/.

You can view your current balance of your Fund online at www.afonline.co.za – click on register and follow the instructions to register for use on this system.

10. GENERAL

Should you have any other queries regarding your fund, please contact the Principal Officer:
Evette Vanrenen-Linford
Tel: 011 559 4898
E-mail: evettevl@uj.ac.za
Pensions Office, APK, Outside of E-ring opposite the student centre.

The Board of Trustees of the Fund aim to make sure members are confident in the Fund and its service providers. According to the Fund’s complaints policy, a written complaint should be lodged with the office of the Principal Officer. You will be notified of the receipt of your complaint within 72 hours. The steps taken on your complaint as well as the expected date of resolution of your complaint will be made known to you. The final outcome of the complaint will be advised four weeks from the date the complaint has been lodged.

If, however, you are not satisfied with the outcome, you can lodge a complaint with:

Pension Funds Adjudicator
Telephone: 087 942 2700
Fax: 087 942 2644
Email: enquiries-jhb@pfa.org.za

FAIS Ombud
Telephone: 012 470 9080
Fax: 012 348 3447
Email: info@faisombud