

OFFICE OF THE DIRECTOR: HUMAN RESOURCE ADMINISTRATION
Steve Vukile Tshwete Complex, Zone 6, Zwelitsha, 5608, \*Private Bag X0032, Bhisho, 5605, REPUBLIC OF SOUTH AFRICA. Enquiries: Mr Qaphela Luthuli

## **CIRCULAR NO:11 OF 2020**

TO: ALL EMPLOYEES OF THE DEPARTMENT

FROM: ACTING DEPUTY DIRECTOR GENERAL

SUBJECT: NOMINATION OF BENEFICIARIES FOR PAYMENT OF PENSION BENEFITS

IN THE EVENT OF DEATH

- 1. In terms of the Government Employee's Pension Law 21 of 1996, it is compulsory for all contributing members of the Government Pension Fund (GEPF) to complete and submit a WP1002: Nomination of Beneficiaries Form.
- 2. In completing this form, contributing members may nominate any person/s, entity or estate to receive part of the pension benefits upon his or her death. The nominations in this regard will not be taken into consideration should the contributing member terminates services for any reason.
- 3. Whilst the completion of this form is mandatory, contributing members are not obliged to nominate any beneficiary. Should they opt not to nominate any beneficiaries, they must indicate the world "NIL" across all seven spaces provided for the details of the beneficiaries.



- 4. The nomination form must be accompanied by the following documents:
  - a) Originally certified copy (certified within the last three months) of bar-coded ID document of the contributing member.
  - b) Originally certified copy (certified with the last three month) of bar-coded ID document / Birth Certificate in respect of each nominee and if an institution is nominated, proof of registration of the institution.
- 5. Provision is made for the particulars of seven (7) beneficiaries. Should there be more than seven beneficiaries, a separate nomination form must be completed and attached. Each form must be clearly numbered at the top of the page. For example, Form 1 of 2.
- 6. One set of an original nomination form and supporting documentations must be forwarded to the relevant Human Resource Administration Offices.
- 7. A copy of WP1002: Nomination of beneficiaries' form is attached and may be reproduced as required.
- 8. Contributing members are required to note that the WP1002: Nomination forms may be changed at any time depending on personal circumstances.
- 9. Please note that in view of serious difficulties experienced in the payment of pension benefits upon death, it is in the interest of each contributing member to nominate beneficiaries. This will obviously assist in processing the necessary documents to expedite the payment of pension benefits. However, the final decision to distribute the benefits rests with the Board of trustees.



- 10. Kindly ensure that the contents of this communication are brought to the attention of all employees.
- 11. The date for nominations are from 1 September 2020 to 15 October 2020. Should further information be required regarding the content of this memorandum, Mr Luthuli, can be contacted through email at <a href="mailto:qaphela.luthuli@ecdoe.gov.za">qaphela.luthuli@ecdoe.gov.za</a>.
- 12. The full co-operation of all relevant parties will be much appreciated.

DR N MBUDE

**ACTING DDG: CORPORATE SERVICES** 

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## National Treasury Pensions Administration NOMINATION OF BENEFICIARIES



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