

# THE PRINCIPAL OFFICERS ASSOCIATION OF SOUTH AFRICA

## STEPS TO FOLLOW WHEN ASSESSING FITNESS AND PROBITY OF PRINCIPAL OFFICERS WITHIN THE RETIREMENT INDUSTRY



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## IMPORTANT NOTE

The purpose of this document is to provide general guidance on the steps one needs to take to assess the fitness and probity of a principal officer within the retirement industry as well as issues arising from section 8 of the Pension Funds Act as amended by the Financial Services Law General Amendment Act. It is not exhaustive in its coverage of rights or obligations under any law.

This document is based on the POA's interpretation of the relevant legislation and has no legal status or effect. It may be affected by changes to legislation.

Users of this document are encouraged to obtain professional advice on the relevant legislation and to exercise their own skill and care in relation to any material contained in it.

The POA disclaims any and all liability or responsibility for any loss or damages arising out of any use of, or reliance on, this guidance note.

## Who should read this document

This document should be read by incumbent and aspiring Principal Officers, trustees and any other person who:

- ✱ wish to be assessed for fitness and probity,
- ✱ Principal officers who are concerned about their whistle blowing duties,
- ✱ wish to fill appointments for new Principal Officers,
- ✱ wish to register a new retirement fund,
- ✱ Principal Officers whose services have been terminated,

## What are the fit and proper requirements?

The fit and proper requirements are a list of requirements that apply to the appointment of pension fund Principal Officers, auditors and valuers. They are used to assess whether a person is qualified to occupy each of these positions. To decide whether a person meets the fit and proper requirements, the Registrar may consider the following factors:

- ✱ whether the person is competent and has sound judgment to be able to fulfill the responsibilities of the particular office and the type of fund;
- ✱ whether the person applies diligence in fulfilling their responsibilities;
- ✱ the previous conduct and activities of the person in business or financial matters;
- ✱ whether the person has been convicted of a criminal offence relating to dishonesty, fraud or a financial crime
- ✱ whether the person has been convicted or found guilty in proceedings of a disciplinary or criminal nature

- \* whether the person has been the subject of adverse findings or any settlement in civil proceedings
- \* whether the person or business in which the person has a controlling share or controlling interest has been investigated and disciplined or suspended by a regulatory or professional body, or a court or tribunal
- \* whether the person has been the owner, manager or director of a company, partnership or other organization that has been refused registration, approval, membership or a licence to conduct trade, business or profession, or has had that registration, approval, membership or licence revoked, withdrawn, or terminated as a result of wrongdoing;
- \* whether, as a result of the refusal or withdrawal of the licence, registration or approval, the person has been refused the right to carry on a trade, business or profession requiring a licence, registration or other approval;
- \* whether the person has been a director, partner, or otherwise involved in the management of a business that has gone into curatorship, insolvency or liquidation while the person was connected with the organization, or within a reasonably short period after the person's departure from the organization;
- \* whether the person has been dismissed, asked to resign or resigned from employment, or from a position of trust, fiduciary appointment or similar position because of questions about honesty and integrity;
- \* whether the person has been disqualified from acting as a director or serving in a managerial capacity because of wrongdoing;
- \* whether the person has not been fair, truthful and forthcoming in dealings with customers, superiors, auditors, and regulatory authorities within the past ten years and has been subject to any justified complaint relating to regulated activities; and
- \* whether the person demonstrates a readiness and willingness to comply with the requirements and standards of the regulatory authorities, and any other legal regulatory or professional requirements and standards.

## A – New funds and new Principal Officers

### 3. What must a new fund do within 30 days of having been registered?

The fund must give the Registrar written notice of the appointment of its Principal Officer. It must give the Registrar the prescribed information about the appointee.



#### **4. What must any fund do within 30 days of having appointed a Principal Officer?**

The fund must give the Registrar written notice of the appointment of the Principal Officer. It must give the Registrar the prescribed information about the appointee.

### **B - Recruitment and appointment of the Principal Officer**

#### **5. What must the fund be aware of when recruiting a Principal Officer?**

All written material that provides information about the process leading to appointment as a Principal Officer must clearly indicate that anyone who applies for the position will be subject to the fit and proper requirements. All documents relating the fit and proper requirements (including forms and information sheets) must be readily available to an applicant for the position of Principal Officer.

#### **6. What is required of applicants and retirement funds when a person applies for the position of Principal Officer?**

##### **Applicants**

- ★ Applicants must complete the Personal Questionnaire and Declaration Form (Annexure B) when applying for the position of Principal Officer. The purpose of this form is to assist the board of trustees in selecting a person for an advertised post as a Principal Officer and for assessing the fitness and propriety of the candidate.
- ★ Applicants must provide the following additional information: their CV, a copy of their identity document, proof of their education, details of their work experience and a police clearance form.

##### **Funds**

- ★ Funds must explain to applicants what information will be required. They must list the categories contained in the questionnaire and declaration so that the applicant knows what information will be expected of him or her.
- ★ Funds must explain how they will handle the applicant's information. They must mention any special conditions.
- ★ If the applicant is unable to produce a police clearance form, the fund must undertake to obtain one.



- ★ Funds must complete the Notification of the Appointment of a Principal Officer form (Annexure C). The purpose of this form is to inform the Registrar about the appointment of the Principal Officer.

## **7. Are there any special conditions that apply to the appointment of the Principal Officer?**

- ★ When the Fund appoints a Principal Officer, the Fund must complete the Notification of Appointment form (See Annexure C).
- ★ The appointment of the Principal Officer may be terminated in terms of section 8(5)(b) if the Registrar objects to the appointment and following the finalization of a hearing conducted in accordance with the provisions of PAJA. The Fund must make the Principal Officer's appointment subject to this condition.

## **C - How the Registrar objects**

### **8. What happens if the Registrar objects to the appointment of the Principal Officer?**

The Registrar may object to the Fund's appointment of a particular person as a Principal Officer. To make his objection, the Registrar must follow the procedures set out in the Promotion of Administrative Justice Act. Once he has done so, the Registrar must inform the Fund that the procedure set out in the Promotion of Administrative Justice Act has been followed and finalized. Then the Fund has to terminate the appointment of the Principal Officer within 30 days of being so informed.

### **9. When can the Registrar object to the appointment of a Principal Officer?**

The Registrar can object to the appointment at any time if he reasonably believes that the Principal Officer (auditor or valuator) is not, or is no longer, a fit and proper person to hold that office. He can also do so if it is not in the public interest for the Principal Officer (auditor or valuator) to hold the office.

### **10. How does the Registrar object?**

The Registrar must state the grounds of his objections and provide them to the chairperson of the board of the Fund, and the appointee. The Registrar must also follow the relevant procedures of the Promotion of Administrative Justice Act by giving the Fund and the appointee



an opportunity to make representations before making a final decision, and then inform the Fund once the process has been finalized.

### **11. What kind of help can the Registrar make use of to determine whether a person is fit and proper to act as Principal Officer of a fund?**

The Registrar may request any person to assist him in assessing whether a person is fit and proper to act as Principal Officer, auditor or valuator of a fund. This person can assist the Registrar in conducting an investigation or a hearing into the matter and then make a recommendation to the Registrar before the registrar can make a final decision.

### **12. What happens if following the finalization of the process the Registrar still objects to the appointment of a Principal Officer?**

- ✦ The board of trustees must terminate the appointment it within 30 days of the Registrar informing the board of the finalization of the processes.
- ✦ The Fund or the Principal Officer can lodge an appeal with the FSB Appeal Board if they so chose.
- ✦ The Appeal Board will examine the relevant evidence, then make a determination on whether the Registrar's objection was justified or not.
- ✦ If any party is unhappy about the appeal board's decision, they can take the Appeal Board's decision on review to the High Court.



**13. What must a Principal Officer do if his or her appointment is terminated by the board of the Fund and such termination is not the result of an objection by the Registrar?**

The Principal Officer must submit a written report to the Registrar within 21 days of his or her termination.

The report must state the Principal Officer's perceived reasons for the termination.

If the Principal Officer is aware of any matter relating to the affairs of the Fund which could prejudice the Fund or its members, the Principal Officer must inform the Registrar about it in writing.





## Annexures

The following prescribed forms, to be used to determine whether an applicant for the position of Principal Officer meets the fit and proper requirements, are attached:

<b>ANNEXURE A – EXTRACT FROM THE ACT .....</b>	<b>10</b>
<b>ANNEXURE B - PERSONAL QUESTIONNAIRE AND DECLARATION FORM.....</b>	<b>13</b>
<b>ANNEXURE C - NOTIFICATION OF THE APPOINTMENT OF A PRINCIPAL OFFICER.....</b>	<b>24</b>
<b>ANNEXURE E – NOTIFICATION OF TERMINATION FORM .....</b>	<b>27</b>

<b>Annexure</b>	<b>Description</b>
<b>Annexure A1</b>	Extracts from the Act
<b>Annexure A2</b>	FSB Directive (To be inserted)
<b>Annexure B</b>	<p>Personal Questionnaire and Declaration Form</p> <p><i>The form below helps the Board of Trustees select a person for an advertised position as a Principal Officer by assessing the candidate's fitness for the position. It must be completed by persons wishing to apply for a position as a Principal Officer.</i></p>
<b>Annexure C</b>	<p>Notification of the Appointment of a Principal Officer</p> <p><i>The form below informs the Registrar about the appointment of a Principal Officer. It should be completed by the Chairperson of the Board of Trustees.</i></p>
<b>Annexure D</b>	<p>Notification of Termination Form</p> <p><i>The form below informs the Registrar about the reasons for the termination of a Principal Officer's services, other than in the case of a voluntary resignation. It should be completed by Principal Officers whose services have been terminated by the Board of Trustees.</i></p>
<b>Annexure E</b>	Police Clearance Form (To be obtained from nearest Police Station)
<b>Annexure F</b>	Notice of Appeal

## ANNEXURE A 1 – EXTRACT FROM THE ACT

### Extract from the Act:-

#### 4. **Section 8 of the Pension Funds Act, 1956 (Act No. 24 of 1956), as amended by Act 22 of 2008:**

- “(1) Every registered fund shall have a principal executive officer.
- (2) The principal officer of a registered fund shall be an individual who is resident in the Republic, and if he is absent from the Republic or unable for any reason to discharge any duty imposed upon him by any provision of this Act, the fund shall, in the manner directed by its rules, appoint another person within thirty days to be its principal officer.
- (3) Every fund must within 30 days after the registration of a fund or within 30 days after the appointment of a principal officer give the registrar written notice of the appointment by furnishing the registrar with the prescribed information in respect of the appointee.
- (4) Despite anything to the contrary in any law or in any agreement, the appointment by a fund of a principal officer is subject to the condition that the appointment may be terminated under subsection (5)(b) and the fund must make any appointment subject to this condition.
- (5) (a) The registrar, subject to the Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000), may, if the registrar reasonably believes that a principal officer is not, or is no longer, a fit and proper person to hold that office, or if it is not in the public interest that the principal officer holds or continues to hold such office, object to the appointment of a principal officer, stating the grounds for the objection, and provide such to the chairperson of the board and to the appointee.
- (b) If the registrar objects to an appointment in terms of paragraph (a), the board must terminate the appointment within 30 days of the registrar informing the board of the finalisation of the processes and procedures provided for in the Promotion of Administrative Justice Act, 2000 (Act No.3 of 2000).

- (c) The registrar may for purposes of assessing if a principal officer is not, or is no longer, a fit and proper person in accordance with paragraph (a), have regard to—
- (i) the competence and soundness of judgment of the person for the fulfillment of the responsibilities of the particular office and type of fund;
  - (ii) the diligence with which the person concerned is likely to fulfill those responsibilities;
  - (iii) previous conduct and activities of the person in business or financial matters; and
  - (iv) any evidence that the person—
    - (aa) after 27 April 1994 has been convicted in the Republic or elsewhere of theft, fraud, forgery or uttering a forged document, perjury, an offence under the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004), an offence under the Prevention of Organised Crime Act, 1998 (Act No. 121 of 1998), or any offence involving dishonesty;
    - (bb) has been convicted of an offence committed after the Constitution of the Republic of South Africa, 1993 (Act No. 200 of 1993), took effect, and sentenced to imprisonment without the option of a fine;
    - (cc) has contravened the provisions of any law the object of which is the protection of the public against financial loss;
    - (dd) is a former principal officer of a fund and whose actions contributed to that fund's inability to pay its debts or caused financial loss to its members;
    - (ee) has taken part in any business practices that, in the opinion of the registrar, were deceitful, prejudicial, or otherwise improper (whether unlawful or not) or which

otherwise brought discredit to that person's methods of conducting business; or

(ff) has taken part in or been associated with any other business practices, or conduct that casts doubt on his or her competence and soundness of judgement.

(d) The registrar may request any person to assist him or her in assessing whether a person is fit and proper to act as a principal officer of a fund.

(6) A principal officer of a fund must—

(a) within 21 days of his or her appointment being terminated, other than in accordance with the condition referred to in subsection (5)(b), submit a written report to the registrar detailing the principal officer's perceived reasons for the termination; and

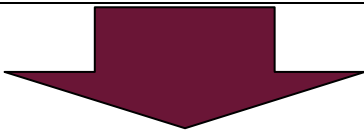
(b) on becoming aware of any matter relating to the affairs of the pension fund which, in the opinion of the principal officer, may prejudice the fund or its members, inform the registrar thereof in writing.”.

## ANNEXURE A 2– FSB Directive



# Annexure B - PERSONAL QUESTIONNAIRE AND DECLARATION FORM

## PERSONAL QUESTIONNAIRE AND DECLARATION FORM



### WHAT IS THE PURPOSE OF THIS FORM

To assist a Board of Trustees to shortlist a person for an advertised post as a principal officer and for assessing the fitness and probity of the candidate.

### WHO SHOULD COMPLETE THIS FORM

Persons wishing to apply for a position as a Principal Officer of a pension fund organization as defined in the Pension Funds Act, 1956.

### ADDITIONAL INFORMATION

This form requires basic information as required by law. Candidates might be requested to furnish additional certified information that may be required to make a final selection.

### SPECIAL NOTES

- All information will be treated with the strictest confidentiality and will not be disclosed or used for any other purpose than to assess the suitability of a person, except in so far as it may be required and permitted by law.
- This information is required to enable the Board of Trustees to comply with the Pension Funds Act as amended by Financial

### A. THE ADVERTISED POST

Position for which you are applying (as advertised)	Where the position was advertised:
---	------------------------------------

### B. PERSONAL PARTICULARS:

Surname			
First names			
Date of birth			
Identity number			
Gender			
Do you have a disability?			
Are you a South African Citizen?			
Passport Number			
If no, what is your nationality?			
And do you have a valid work permit?			

### C. HOW DO WE CONTACT YOU?

Preferred language for correspondence?			
Telephone number during office hours			
Preferred method for correspondence	Phone	Fax	e-mail

<p>Services Laws General Amendment Act, 2008.</p> <p>3. This information will only be taken into account if it directly relates to the requirements of the position.</p> <p>4. Applicants may attach a CV with additional information</p>	<p>Correspondence contact details (in terms of the above)</p>	
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**D. ADDITIONAL DETAILS**

Have you ever been subject to a change of Name (if 'Yes' provide details below).

Previous Family Name	Previous Name	Date of change
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Reasons for change

Have you changed your permanent address during the last ten years	Yes	
(if 'Yes' provide full details below)	No	

<b>Full previous permanent address</b>	<b>Date of change</b>
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**E. ACADEMIC QUALIFICATIONS**

Name of School / Technical College	Highest qualification obtained	Year obtained
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**Tertiary education (complete for each qualification you obtained)**

Name of institution	Name of qualification	Year obtained
---------------------	-----------------------	---------------

Current study (institution and qualification):		

<b>F. PROFESSIONAL QUALIFICATIONS</b>		
Professional Body	Status	Date of Admission

<b>G. SIGNIFICANT SHAREHOLDING HISTORY (INCLUDING INDIRECT HOLDINGS) OVER AT LEAST THE LAST FIVE YEARS (including only those holdings which provided you a significant influence over the operations and affairs of the entity)</b>		
Name of the Entity	Date influence was acquired	Date influence was relinquished

**H. PROPRIETOR, PARTNERSHIP AND DIRECTORSHIP HISTORY OVER AT LEAST THE LAST FIVE YEARS**

Name of Entity	Date of appointment	Date of resignation

**I. WORK EXPERIENCE COVERING AT LEAST THE LAST FIVE YEARS (start with current and most recent position)**

1. Employer (including current employer)	Post held	From		To		Reason for leaving
		MM	YY	MM	YY	
Nature of Employer's business						
Employer's phone number						
Brief description of duties						
2. Employer (including current employer)	Post held	From		To		Reason for leaving
		MM	YY	MM	YY	
Nature of Employer's business						



**I. WORK EXPERIENCE COVERING AT LEAST THE LAST FIVE YEARS (start with current and most recent position)**

Employer's phone number						
Brief description of duties						
3. Employer (including current employer)	Post held	From		To		Reason for leaving
		MM	YY	MM	YY	
Nature of Employer's business						
Employer's phone number						
Brief description of duties						
4. Employer (including current employer)	Post held	From		To		Reason for leaving
		MM	YY	MM	YY	

**I. WORK EXPERIENCE COVERING AT LEAST THE LAST FIVE YEARS (start with current and most recent position)**

Nature of Employer's business			
Employer's phone number			
Brief description of duties			
If you were previously employed as a principal officer, indicate whether any condition exists that prevents your re-appointment.	Yes	No	
If yes, provide the name of the previous employing retirement fund			

**J. REFERENCES. (Please provide references which are relevant to the retirement funds industry. Where appropriate, indicate *how* these references are relevant.)**

Name	Relationship to you	Tel. No. (office hours)

**K. SPECIFIC TEST TO ASSESS FITNESS AND PROBITY**

**If any answers to any of these questions is 'yes' please provide details on separate pages with proper referencing**

No 1	Question	Yes	No	Ref
1	Have you ever been subject to any proceedings of a disciplinary or criminal nature, or have been notified of any impending proceedings or of any investigation, which might lead to such proceedings?	Yes	No	Ref
2	Have you, or any business in which you have had controlling interest or have exercised significant influence, been investigated, disciplined, suspended or criticized by a regulatory or professional body, a court or tribunal, whether publicly or privately?	Yes	No	Ref
3	Have you ever been associated, in ownership or management capacity, with a company, partnership or other business association that has been refused registration, authorization, membership or a license to conduct trade, business or profession, or has had that registration, authorization, membership or licence revoked, withdrawn or terminated?	Yes	No	Ref
4	As a result of the removal of the relevant licence, registration or other authority mentioned in question 3 above, have you ever been refused the right to carry on a trade, business or profession requiring a licence, registration or other authorization?	Yes	No	Ref

**K. SPECIFIC TEST TO ASSESS FITNESS AND PROBITY**

**If any answers to any of these questions is 'yes' please provide details on separate pages with proper referencing**

5	Have you ever been subject of any justified complaint relating to regulated activities?	Yes	No	Ref
6	Have you ever been charged or convicted of any criminal offence, particularly an offence relating to dishonesty, fraud, forgery, uttering a forged document, perjury any financial crime or other criminal acts or been involved in acts of serious financial or other misconduct?	Yes	No	Ref
7	Have you ever contravened any of the requirements and standards of a regulatory body, professional body, government or its agencies?	Yes	No	Ref
8	Have you ever been a director, partner, or otherwise involved in the management of a business that has gone into curatorship, insolvency or liquidation while you have been connected with that business or within one year after that connection?	Yes	No	Ref
9	Have you ever been dismissed, asked to resign or resigned, from employment or from a position of trust, fiduciary appointment or similar because of questions about your honesty and integrity?	Yes	No	Ref

**K. SPECIFIC TEST TO ASSESS FITNESS AND PROBITY****If any answers to any of these questions is 'yes' please provide details on separate pages with proper referencing**

10	Have you ever been disqualified, under the South African Companies Act or any other financial services legislation or regulation the object of which is the protection of the public against financial loss from acting as a director or serving in a managerial capacity?	Yes	No	Ref
11	Have you ever been diagnosed as being mentally ill or unstable?	Yes	No	Ref
12	Have you ever been disciplined by a professional, trade or regulatory body, or dismissed or requested to resign from any position or office for negligence, incompetence or mismanagement?	Yes	No	Ref
13	Have you ever been the subject of any adverse judgment or award, in South Africa or elsewhere that remains outstanding or was not satisfied within a reasonable period?	Yes	No	Ref
14	Have you ever made any arrangements or composition with your creditors, filed for bankruptcy, been adjudged bankrupt, had your assets sequestrated, or been involved in proceedings relating to any of these?	Yes	No	Ref

**K. SPECIFIC TEST TO ASSESS FITNESS AND PROBITY**

**If any answers to any of these questions is 'yes' please provide details on separate pages with proper referencing**

15	Have you ever been a senior officer of a company or a shareholder in a position to exercise significant influence in the company that:  (a) Has been the subject of any adverse judgment or award, in South Africa or elsewhere, which remains outstanding or was not satisfied within a reasonable period?  (b) Has, in South Africa or elsewhere, made any arrangements or composition with its creditors, filed for bankruptcy, been adjudged bankrupt, had assets sequestrated, or been involved in proceedings relating to any of the foregoing?	Yes	No	Ref
16	Do you have reasons to believe that any of your close relatives or business associates, if subject to the above tests, would have responded by a 'Yes' to any of these questions?	Yes	No	Ref

**DECLARATION**

I hereby declare that:

All the information provided (including any attachments) is complete and correct to the best of my knowledge and that there are no other facts that are relevant to the Board of Trustees for assessing my fitness and propriety;

I understand that the Board of Trustees may seek additional information from any third parties it deems necessary in view of assessing my fitness and propriety;

I undertake to bring to the attention of the Board of Trustees any matter which may potentially affect my status as being someone fit and proper as and when it arises; and

I understand that any false information provided could lead to my application being disqualified or my discharge once I am appointed.


I understand that my appointment by the Board of Trustees is dependent on the Registrar of Pension Funds being satisfied that I meet the fit and proper requirements as per the required information.

**Signature:**

**Date:**

**ANNEXURE C - NOTIFICATION OF THE APPOINTMENT OF A PRINCIPAL OFFICER (To be replaced once the FSB Directives have been published)**

**NOTIFICATION OF THE APPOINTMENT OF A PRINCIPAL OFFICER**



**WHAT IS THE PURPOSE OF THIS FORM**

To inform the Registrar of Pension Funds about the appointment of a Principal Officer.

**WHO SHOULD COMPLETE THIS FORM**

The Chairperson of the Board of Trustees.

**ADDITIONAL INFORMATION**

This form requires basic information as required by law.

**SPECIAL NOTES**

- All information will be treated with the strictest confidentiality and will not be disclosed or used for any other purpose in so far as it may be required and permitted by law.
- This information is required to enable the Board of Trustees to comply with the provisions of the Pension Funds Act as amended by the Financial Services Laws General Amendment Act, 2008.
- All the required attachments must be certified as true copies. 4. All documentation must be kept for a period of

**A. NOTIFICATION**

I hereby give notice that we, the Board of Trustees of

(Name of Fund)

have appointed

(Name of Principal Officer)

with effect from dd / mm / yyyy.

**B. PERSONAL PARTICULARS:**

Surname			
First names			
Date of birth			
Identity number			
E-mail address			
Tel number		Mobile	
Home address			
Postal address			



three (3) years.

**C. FUND PARTICULARS**

Name of Fund

Name of chairperson

E-mail address

Tel number

Mobile

Work address

Postal address

**D. DECLARATION**

I hereby declare that:

All the information provided (including any attachments) is complete and correct to the best of my knowledge and that there are no other facts which are relevant to the Board of Trustees for assessing the fitness and propriety of the principal officer;

I undertake to bring to the attention of the Registrar of Pension Funds any matter which may potentially affect the status of the principal officer's fitness and propriety, as and when such matter arises.

**Signature:**

**Date:**



**ANNEXURE E – NOTIFICATION OF TERMINATION FORM (To be replaced once the FSB Directives have been published)**

**NOTIFICATION OF TERMINATION FORM**

**WHAT IS THE PURPOSE OF THIS FORM**

To inform the Registrar of Pension Funds about the reasons for the termination of a Principal Officers services other than a voluntary resignation.

You need to fill in this form completely, accurately and legibly. This will help your application and assessment fairly.

**WHO SHOULD COMPLETE THIS FORM**

Principal Officers whose services have been terminated by the Board of Trustees.

**ADDITIONAL INFORMATION**

This form requires basic information as required by law.

**SPECIAL NOTES**

1. All information will be treated with the strictest confidentiality and will not be disclosed or used for any other purpose in so far as it may be required and permitted by law.
2. This information is required to enable the Principal Officer to comply with the provisions of the Pension funds act as amended by the Financial Services Laws General Amendment Act, 2008.
3. Applicants with substantial

**A. NOTIFICATION**

I hereby give notice that my services as a principal officer have been terminated effective from DD/MM/YYYY.

**B. PERSONAL PARTICULARS:**

Surname	
First names	
Date of birth	
Identity number	
E-mail address	
Tel Number	
Mobile Number	
Residential Address	
Postal Address	

**C. FUND PARTICULARS**

Name of Fund	
Name of chairperson	
E-mail address	
Tel Number	

information must attach an annexure...	Mobile Number	
	Residential Address	
	Postal Address	

**D. PERCEIVED REASONS FOR TEMINATION (provide detailed information)**

**DISCLAIMER**

I hereby declare that:

All the information provided (including any attachments) is provided without prejudice, complete to the best of my knowledge and that there are no other facts that are relevant to the Registrar of Pension Funds.

<b>Signature:</b>	<b>Date:</b>
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