



University of South Africa Retirement Fund

Additional Voluntary Contribution (AVC) Form

Use this form if you would like to make additional, voluntary contributions to your retirement fund savings. You can make additional contributions by increasing your contribution percentage or rand amount.

Section 1: Member details - Please complete your personal and contact details below

Title		Initial(s)		First name(s)											
Surname															
Date of birth	<table><tr><td>D</td><td>D</td><td>-</td><td>M</td><td>M</td><td>-</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>					D	D	-	M	M	-	Y	Y	Y	Y
D	D	-	M	M	-	Y	Y	Y	Y						
RSA ID	<table><tr><td>Yes</td><td>☐</td><td>No</td><td>☐</td></tr></table>		Yes	☐	No	☐	ID/passport no								
Yes	☐	No	☐												
Passport country of origin															
Employee Number		College/ Dept													
Cellphone number		Home number													
Email															

Option

I hereby elect to make a member contribution to the Unisa Retirement Fund on a monthly basis at the following rate or fixed rand amount
Please select one of the following by marking the appropriate box.

☐ 2.5%	☐ 5.0%	☐ 7.5%	☐	or	☐ R	This rand amount will replace your previous fixed rand amount.
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In making this election I understand and accept the following:

1. It is entirely my responsibility (and not that of the Fund or its Board or my employer) to establish the tax deductibility of any member contributions I make. I understand that there is a particular risk of my contributions exceeding the tax deductible-amount if I am also making contributions to a retirement annuity fund or I am making other additional voluntary contributions to the Fund (based on fixed percentage or rand amount on a monthly basis).
2. The employer will continue to deduct from my salary and pay to the Fund the member percentage contribution or fixed rand amount I have elected to contribute to the Fund unless and until such time I revoke or change my option, which I may only do with effect from 1 March in any year.
3. This option will only be implemented if my employer informs me and the Fund in writing that it will do so and it is entirely my responsibility to check that my employer has paid the correct monthly member percentage contribution or rand amount to the Fund.
4. Any member percentage or fixed rand amount contribution I make (plus the investment return thereon) must remain in the Fund until I receive a benefit payment.
5. I can refer to the member investment switch notification form should I wish to make any investment choices. I have noted that the investment switch notification form must be submitted to the Administrator, Alexander Forbes, whereas this form, indicating that I want to make additional voluntary contributions, must be submitted to the Department of Human Resources.

Signature		Signed at									
		Date	<table><tr><td>D</td><td>D</td><td>-</td><td>M</td><td>M</td><td>-</td><td>2</td><td>0</td><td>Y</td><td>Y</td></tr></table>	D	D	-	M	M	-	2	0
D	D	-	M	M	-	2	0	Y	Y		

- Please return the completed form to your Department of Human Resources
- Unisarf members: your form will be automatically submitted to vstadpjn@unisa.ac.za
- The security and protection of your personal information is important to the Fund.
For more details, please visit <http://unisarf.co.za/unisarf/policies-and-rules>

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.