



What you need to know about retiring

Going on pension is a reality for all employees. This is a period when one has to reap the fruits of a hard-earned pension, which was prudently saved throughout one's pensionable service in government – a time to look forward to enjoying retirement peacefully.

A Government Employees Pension Fund (GEPF) member can retire from the age of 60, unless his or her employment contract or the law governing their employment stipulates otherwise. This means that as an employee, a member has attained a prescribed age and thus qualifies to retire from his/her employment in terms of his/her service condition.

GEPF members who are going on retirement have a particular process to follow to ensure that their exit is hassle-free.

Members must notify their employers of their exit at least six months in advance to allow for sufficient time for their documents to be processed by both the employer and the GEPF.

The following forms need to be completed by the member when they retire:

- n **Z894** (bank form) – to be completed by the bank
- n **copy of identity document (ID)** – must be certified (certification stamp must not be older than six months)

- n **Retirement Choice Form** – applicable if the member has more than 10 years' pensionable service and only if the member is married
- n **Z864** – updating of personal particulars; only applicable if the member has more 10 years' pensionable service
- n certified copies of the marriage certificate, birth certificate and copies of children's IDs
- n **Z583** – (medical subsidy form) – only applicable if a member wants a continuation of the medical subsidy (applicable for members with 15 years' pensionable service and who have contributed for at least one year to a medical scheme)
- n **Medical Choice Form** – applicable if a member has more than 10 years of service and a one-year medical membership certificate
- n **An approval letter** – applicable if retiring prior to the age of 60 (approved by the head of the department)
- n **WP 1002 Form** (to nominate beneficiaries).

The following form must be completed by your Human Resources (HR) Department:

- n **Z102** – withdrawal form or exit request



The following forms must be verified and co-signed by your HR Department:

- n Z583
- n Medical Choice Form
- n Retirement Choice Form.

Additional information required includes:

- n last two available salary pay slips
- n proof of supplementary contributions
- n proof of service termination (Persal printout).

It is the responsibility of the employer to submit the application forms to the GEPF three months prior to the member's exit date.

Members are advised to resolve outstanding debts with the employers to avoid deduction from their pension fund.

Tax issues with the South African Revenue Service (Sars) should also be addressed with that department. Members earning more than R60 000 must be registered with Sars.

Members are urged to confirm their starting date, i.e. when they were admitted as a GEPF member by submitting documents such as pay slips to the HR Department (the employer has this on record).

Benefits payable

If a member has worked for 10 or more years of pensionable service, he/she will receive a lump sum and a monthly pension, also known as monthly annuity.

If a member has worked for less than 10 years of pensionable service, he/she will receive only a cash lump sum called a gratuity.

For more information, contact: 0800 117 669

or visit: www.gepf.gov.za. You can also direct your queries and comments to enquiries@gepf.co.za.

GEPF regional offices

PROVINCE	CONTACT DETAILS
Gauteng (Pretoria) Head Office	34 Hamilton Street Arcadia, Pretoria
Johannesburg Satellite Office	2nd Floor, Lunga House, 124 Marshall Street (Cnr Marshall and Eloff streets – Gandhi Square Precinct) Marshalltown, Johannesburg
Limpopo	87a Bok Street Polokwane
Mpumalanga	19 Hope Street, Ciliata Building, Block A, Ground Floor, Nelspruit
KwaZulu-Natal	3rd Floor, Brasfort House 262 Langalibalele Street Pietermaritzburg
Durban Satellite Office	8th Floor, Salmon Grove Chambers 407 Anton Lembede Street Durban
North West	Mmabatho Mega City Ground Floor, Entrance 4 Mafikeng
Eastern Cape	Port Elizabeth Satellite Office Circular Drive Bisho
Port Elizabeth Satellite Office	Ground Floor, Kwantu Towers Vuyisile Mini-Square, next to City Hall Port Elizabeth
Mthatha	Office 53, 8th Floor, PRD Building Sutherland Street
Western Cape	21st floor, No 1 Thibault Square Long Street Cape Town
Northern Cape	Ground Floor, 11 Old Main Road Kimberley
Free State	No 2 President Brand Street Bloemfontein

Members/pensioners can visit regional offices/walk-in centres during office hours.