

1134 Park Street, ARC Building, Pension Office, Hatfield, 0002
Postnet Suite 402, Private Bag X06, Waterkloof, 0145
Office: 012 427 9917/6/0
Email: info@tglscheme.co.za



Ensuring that your family and dependants are financially secure and provided for in the event of your death or disability!

ASSISTANCE AT DEATH OF MAIN MEMBER

Condolences for the loss

This document is here to assist and provide you with some guidance in finding your way through this very unpleasant process following the death of your loved one!

1st thing. Immediately contact us at any of the numbers above to notify us of the passing of your loved one.

DOCUMENTS TO BRING

The following documents will be required by the Scheme to successfully lodge a death claim:

1. Certified copy of the original death certificate
2. Copy of the BI1663 form (Notification of Death / Stillbirth)
3. Certified copy of the original identity document of the deceased (if card type copies of both sides of the id-card)

Depending on the situation, completed nomination form in the Scheme's possession and other related factors the following documents will be required:

1. Copy of the last pay slip of the deceased.
2. If married a certified copy of the original marriage certificate.
3. Certified copies of the original identity documents of all nominated beneficiaries.
4. Bank statements of all nominated beneficiaries.
5. Certified copies of birth certificates of all minor nominated beneficiaries (if applicable)
6. Social worker's report where the guardian of a child is not the natural parent.
7. Police report in cases where the cause of death is "unnatural or under investigation.



QUANTUM WEALTH MANAGEMENT

YOUR SUCCESS | YOUR FREEDOM | YOUR FUTURE

Loosing a loved one is always hard, sustainably managing the money they leave behind for you, should not have to be...

Contact Alicia/Bertus



012 346 0084

www.quantumwealth.co.za

info@quantumwealth.co.za

Trusted Authorised Financial Services Provider No. 862

Important: Only documents certified by the South African Police Services will be accepted.

WHERE TO GO AND WHO TO CONTACT

One-Stop Services or Departmental HR are, with reference to the deceased's payslip, requested to assist and indicate below all relevant institutions that the beneficiaries need to visit or contact. **(indicate with X next to relevant institution)**

| | INSTITUTION | VISIT |
|-----|---|---|
| 1 | TGLS (Tshwane Group Life) - Refer to address on front page, top left. | X |
| 2.a | TMPNF (Tshwane Municipal Pension Fund) | <p>For all these funds and institution visit City of Tshwane One-Stop Services</p> <p>252 Middestad Building, Corner of Francis Baard and Thabo Sehume Streets, 5th Floor, Pretoria Central.</p> <p>Contact:</p> <ul style="list-style-type: none"> - Gladness Bosii (012 358 4364) - Tau Mahlaela (012 359 4414) - Freddy Matlala (012 359 4413) |
| 2.b | MEPF (Municipal Employees Pension Fund) | |
| 2.c | MGF (Municipal Gratuity Fund) | |
| 2.d | SALA Pension & Provident Funds | |
| 2.e | MWRF (Municipal Workers Retirement Fund) - previously SAMWU | |
| 2.f | SANLAM 2% Scheme (Centurion) Employees employed at Centurion before 2000 | |
| 2.g | No Pension or Provident Fund Old Pretoria City Council employees | |
| 3 | TMPF (Tshwane Municipal Provident Fund) Administration by Fairsure, 2 nd Floor, Building B, Loftus Park Centre, 416 Kirkness Street Arcadia, Pta. Agnes (086 000 4400/2) or Tshwaneprovfund@fairsure.co.za | |
| 4 | NFMW (National Fund for Municipal Workers) Section 2, Business Park@Zambezi, 860 Milkplum Street Montana, Pretoria. Bongisa Shongwe (012 743 3000 or 012 743 3018) or bongisa@nationalfund.co.za | |
| 5 | SANLAM 2% Scheme (Akasia) Employees employed at Akasia before 2000. 2 nd Floor, Building B, Loftus Park Centre, 416 Kirkness Street Arcadia, Pta. Agnes (086 000 4400/2) or Tshwaneprovfund@fairsure.co.za | |
| 6 | IMATU Imatu, corner of Francis Baard (previously Schoeman Street) and Hill Street, Hatfield - Lindiwe (012 431 2080) or lindiwe@imatu-pta.co.za | |
| 7 | CASEY AND ASSOCIATES Steyn Towers, 271 Pretorius Street, 3 rd Floor, Pretoria – Tel 0748291250 | |
| 8 | FIRE BRIGADE FUNERAL FUND Gauteng5@momentum.co.za ; Mervin.Zovetski@momentum.co.za ; MZovetski@momentum.co.za ; Tel: 0800 276 537 | |
| 9 | CHANNEL LIFE (SANLAM) 1059 Schoeman Street SABC Building, Hatfield 0083. Tel: 0124230300 | |
| 10 | METROPOLITAN Steyns Arcade, Francis Baard Street OR 3050 Daan de Wet Drive, Shop 26A, Station Square, Akasia. Tel: 082 465 9926 or 012 316 9401 | |
| 11 | UIF – Apply within 18 months!! Visit City of Tshwane Finance Department - Tshwane House at C/o Lillian Ngoyi Street and Madiba Street, Pretoria. Ask for Mathilda Kganakga 012 358 8397 or Laurentia Leshilo 012 358 8157. Get a hard copy of the U19 FORM to apply for UIF. The employer will also submit the documents electronically to UIF. | X |
| 12 | LETTER OF AUTHORITY/EXECUTORSHIP – Visit City of Tshwane Finance Department. Get a letter to confirm how much (leave money, last salary, pro-rata bonus etc.) the employer will pay to the estate. Then, with the letter apply to the Magistrate or Master of the High Court for a letter of Authority or Executorship. Hand the document in at the Tshwane House, together with the original estate account printout. | |
| 13 | OPEN ESTATE ACCOUNT – go to any bank with the Letter of Authority/Executorship to open an estate account to get payment from the employer (leave money, pro-rata bonus, last salary, arrear overtime etc.) – take original bank statement of the estate account and Letter of | |

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| | Authority/Executorship to Tshwane Finance Department. Ask for Laurentia Leshilo 0123588157, Mathilda Kganakga 012 3588397 or email to MathildaK@Tshwane.gov.za | |
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