

## HOW TO CLAIM

### STEP 1: FILL IN YOUR CLAIM FORM

#### Where to get a claim form:

- [www.transportsectorfund.co.za](http://www.transportsectorfund.co.za)
- Call 011 544 8300 or visit the TSRF Walk-in centres in Johannesburg, Durban and Bellville (Cape Town);
- Employer's HR department.

The claim form includes a list of supporting documents that must be attached when sending in the claim.

#### The following information must be indicated on the claim form:

- Member's contact telephone/cell number and address;
- Valid Tax number (PAYE number that starts with 7 is not valid tax number);
- Date of exit (end of month member left);
- Last contribution paid by member and employer;
- Annual income;
- Reason for leaving (resigned, retired, retrenched, dismissed, end of contract);
- How benefit must be paid (i.e. cash to bank account, transfer to another fund etc).

### STEP 2: GET THE EMPLOYER TO SIGN AND STAMP THE CLAIM FORM

Your employer or HR department will need to sign and stamp the claim form so that the claim can be processed and payment made.

Disability claims require a medical certificate to be verified by the Fund's appointed medical provider.

Death and Funeral Claims require copies of the Death certificate for verification.

#### The following is required to finalise claim:

- Completed claim form (all fields!), signed by member with date, and signed and stamped by employer with date;
- Copy of 3 months bank statements showing member's name, stamped by bank. If passport holder a letter from the bank confirming your valid passport number linked to your bank account.
- No payments will be made to a third party's bank account.
- SARS tax number required and for passport holders a letter from SARS linking valid passport number to the SARS tax number.
- Certified copy of member's ID/ passport.

### STEP 3: SUBMIT CLAIM

Submit the signed and stamped claim form with the required supporting documents to TSRF Walk-in centres in Braamfontein, Durban and Bellville. Or submit via Fax or e-mail:

**Fax: 086 593 0006**  
**[members@tsrf.salteb.co.za](mailto:members@tsrf.salteb.co.za)**

## THE CLAIMS PROCESS

1. All documents are received and verified
2. Claims are investigated by the trustees to determine the benefit allocation (in death cases);
3. Tax calculation is applied;
4. Bank verification is received;
5. Deductions are made
6. Payment is made

## ROLE PLAYERS INVOLVED IN THE FUND

#### Salt EB

Front Office & Back Office - they collect and receive the contribution schedules and allocate contributions to members' accounts. Salt Employee Benefits collects claim forms and process and pay claims. They are the Registered 13B administrator to the Fund and is responsible for administration of member records and compiling the financial statements of the Fund as well as producing the member benefit statements. In addition Salt Employee Benefits handles all employer and member engagement, attending presentations all over the country for the TSRF. A call centre is available to members. Administration of the Fund's death, disability and funeral benefits is also done by Salt Employee Benefits.

#### Guardrisk Life Limited

A licensed life insurer and an authorised financial services provider with FSP No 76, the underwriter of the Funeral Benefit.

## FUND DETAILS

**Fund no:** 12/8/37811  
**Fund website:** [www.transportsectorfund.co.za](http://www.transportsectorfund.co.za)  
[members@tsrf.salteb.co.za](mailto:members@tsrf.salteb.co.za)



#### FRONT & BACK OFFICE ADMINISTRATORS

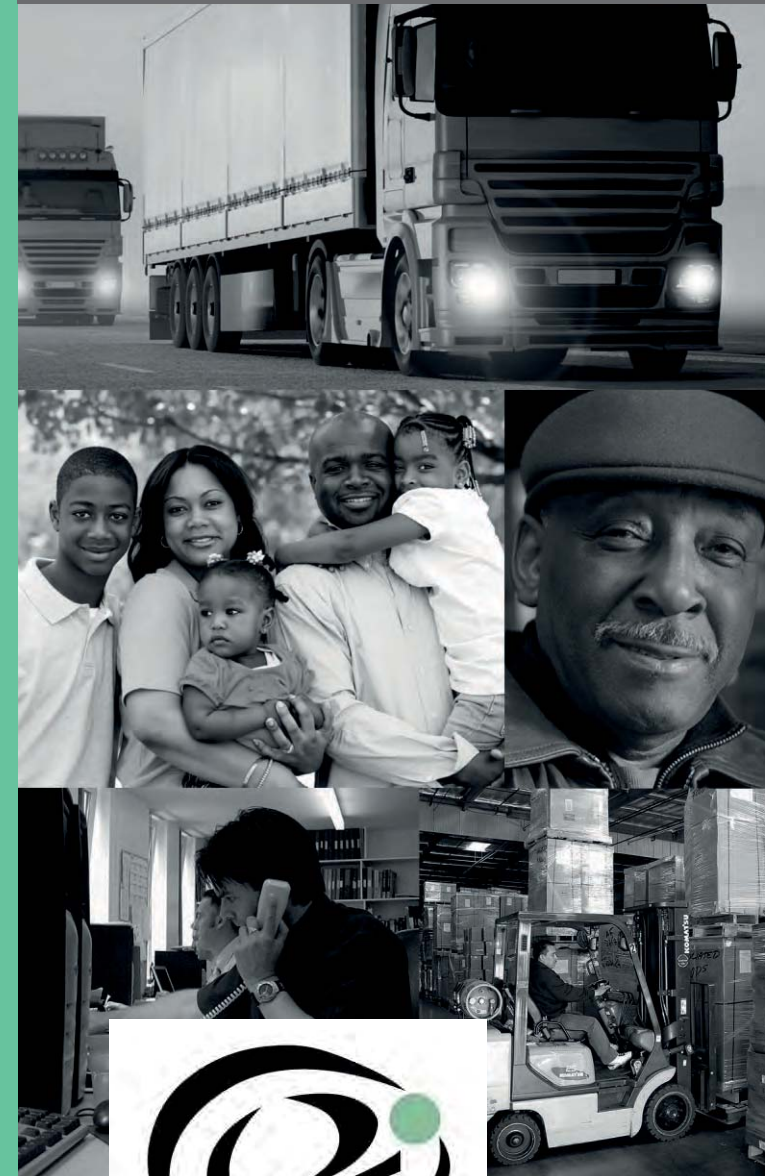
Tel: (011) 544 8300  
Email: [rfinfo@salteb.co.za](mailto:rfinfo@salteb.co.za)  
FSP: 18929



Website: [www.guardrisk.co.za](http://www.guardrisk.co.za)  
Email: [info@guardrisk.co.za](mailto:info@guardrisk.co.za)

The Funeral Benefit is underwritten by Guardrisk Life Limited, a licensed life insurer and an authorised financial services provider (FSP No 76)

## HOW THE FUND WORKS



**TRANSPORT**  
*Sector Retirement Fund*

Moving Towards A Better Future

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Every month, you contribute 10% of your wages or salary towards the Provident Fund.

In addition, the employer contributes 10% of your wages (on your behalf) to the Fund. A portion of this contribution goes towards your retirement savings and a portion is used to cover your risk benefit costs, such as death, disability and funeral benefits.

Retirement savings are invested by the Fund over the term of membership.



### BENEFITS STATEMENTS

Audited benefit statements are distributed annually.

## CONTRIBUTIONS



As from 1 March 2016 members will be able to receive a tax deduction on employer and member contributions to all retirement funds up to 27.5% of the greater of remuneration or taxable income. A maximum of R350 000 per year will apply to all funds combined.

Please check your payslip for the exact amount you are contributing.

## INVESTMENTS

The Fund provides a Life Stage investment strategy based on your age and remaining term to retirement.

For more information please refer to the Member Guide or the Benefits Fact Sheet available on the website.

## TSRF BENEFITS

WITHDRAWAL	QUALIFYING CRITERIA	DESCRIPTION OF BENEFIT	WITHDRAWAL
	All members qualify for this benefit.	When you leave your employer (resignation, abscondment, retrenchment, dismissal or end of contract) before normal retirement age you will receive your Fund Credit (total savings in the Fund).	100% as cash lump sum. If this benefit is more than R27 500 or if you have withdrawn previously, it may be taxed.
RETIREMENT	Members who joined the Fund before 1 March 2021 will have 2 fund <b>credit values</b> a vested value/"pot" and a non-vested value/"pot".	Vested value - The vested "pot" of money is the member's current fund savings as at 1 March 2021 plus growth on the money until the member retires.	100% as a cash lump sum. If this benefit is more than R550 000 it may be taxed.
		The non-vested "pot" of money is all the new contributions from 1 March 2021 up until the member retires plus growth.	At retirement the member can only take one-third of this money as a cash lump sum and two-thirds must be used to buy a pension (compulsory/guaranteed/life annuity).  If the non-vested "pot" is less than R247 500 (the de minimus) this may be taken as a cash lump sum.
		If you are 55 years and older on 1 March 2021 and you remain a member of the Fund until retirement.	100% as a cash lump sum. If the value is more than R550 000 it may be taxed.
	Members who joined the Fund after 1 March 2021 will have 1 fund credit value, a non-vested value/"pot".	If your retirement fund benefit is more than R247 500.	You may take up to one third in cash and two thirds will be utilised to purchase pension.
		If your retirement fund benefit is less than R247 500.	100% as a cash lump sum. No tax is payable.
RISK BENEFITS	<b>Disability:</b> You must inform the Fund of your disability within 3 months from date of disablement and provide the supporting documents within 6 months.	A disability benefit is payable if you are disabled due to an accident or illness and are unable to perform your own or similar occupation.  The benefit is 3x your Annual Salary at date of disability plus your vested and non-vested values in the Fund.	100% as cash lump sum.  No tax is payable.

## TSRF BENEFITS CONTINUED

RISK BENEFITS	Death:	A death benefit is payable to your dependants and or beneficiaries should you die whilst an active member of the Fund. The benefit is 3x your Annual Salary at date of death plus your vested and non-vested values in the Fund.	100% as a cash lump sum.  If this benefit is more than R550 000 it may be taxed.
	Funeral:	A funeral benefit is payable in the event of your or your listed immediate family members death.	100% as a cash lump sum.  No tax is payable.




## FNB HOUSING LOANS

Members can now apply for pension backed housing loans to purchase a property or renovate their homes.


For more information contact the **FNB call centre on 0860762278**

*Payments are made after all required supporting documents have been received and the claim has been approved and banking details verified.*



### NAME YOUR BENEFICIARIES

You should (at least once a year) complete or update the Nomination of beneficiaries form. Up to date beneficiaries information helps trustees distribute your death benefit.



### REGISTER FOR TAX

Without a tax number the fund can't pay your claim, even death claims require the member to be registered for tax before payment can be made.