

## Eskom Pension and Provident Fund Claims process

### Deferred Pensioner

- 1. Counselling** – All members exiting the Fund are required to meet with a Retirement Fund Consultant before their exit date for a Benefits Counselling session which is compulsory. This will provide them with the information they need to make an informed decision when retiring.
- 2. Retirement application** – The member must complete the application form. This application form is used to process the pension as per the member's instruction.
- 3. Documents** – All documents requested on the application form must be provided to the Fund before the member's retirement date. The documents that are required are as follows:
  - Deferred Benefit Pension Application Form 10
  - Certified ID copy of the member
  - Certified ID copy of spouse (if applicable)
  - Certified marriage certificate (if applicable)
  - Certified birth certificates of children
  - Final decree of divorce and settlement agreement (where applicable) if member had been previously divorced.
  - The member's bank statement with bank stamp or confirmation letter from the bank (not older than 3 months)
  - Proof of tax details
  - Any form of proof that the member was a former Eskom employee (certificate of service, benefit statement older than 3 years, payslip etc).
- 4. Uploading** – The retirement application together with the documents are securely uploaded to the EPPF's administration system.
- 5. Calculation** – The member's final retirement calculation is done in accordance with the Fund rules.
- 6. Tax** – The lumpsum benefit calculation is sent to SARS to confirm the tax deductible.
- 7. Cash Lumpsum** – The member is paid the Nett cash lumpsum value after tax clearance.
- 8. Monthly Pension** – The arrear monthly pension is then processed after approval of the member's benefit lump sum. Once the arrear monthly pension has been approved, it will be sent through to the payroll department for payment.
- 9. Welcome letter** – The member is sent a welcome letter providing them with their total fund credit value, lump sum benefits as per the member's commutation option as well as their tax deduction (if applicable), monthly pension benefit and the tax certificate.
- 10. Pensioner card** – The card is produced and posted to members which enables them to get discounts, this could be store or region specific.

