

# Useful information about your Beneficiary Details Amendment Form



## When to use this form

- This form is to be used to update beneficiaries on all PPS/OPN Investment products except for the PPS/OPN Investment Account and the PPS/OPN Tax-Free Investment Account.
- This form only relates to the PPS Investments investment number completed on this form.
- For beneficiary changes on PPS Insurance products, please complete the "Beneficiary Nomination Form" available from [memberservices@pps.co.za](mailto:memberservices@pps.co.za).

## Contact details

Email: [admin@ppsinvestments.co.za](mailto:admin@ppsinvestments.co.za)

Tel: 0860 468 777 (0860 INV PPS)

Fax: 021 680 3680

Website: [www.pps.co.za/invest](http://www.pps.co.za/invest)

## Cut off and time lines

- All complete and valid instructions received **before 14:00** on a business day will be processed on the **same day**.
- Complete and valid instructions received **after 14:00** will be processed on the **next business day**.
- Any errors are to be reported within **fourteen (14) days** of your beneficiary amendment confirmation being received.

## Useful information

Please refer to our website [www.ppsinvestments.co.za](http://www.ppsinvestments.co.za) for:

- The latest Product Terms, Conditions and Declarations.
- You can manage your investment, view balances, transact and download tax certificates on the PPS Investments Secure Online Services website ([www.ppsisecure.co.za](http://www.ppsisecure.co.za)) or the PPS for Professionals mobile app for IOS or Android.

## Important information about your beneficiary nomination

- Beneficiary nominations must be kept up to date with all necessary information, so that you can have peace of mind knowing that all relevant information would be available.
- Investors who do not keep their nomination of beneficiaries updated risk their family members being unable receive death benefits after they have passed on.
- Where payment to a natural person via a trust is required, the natural person must still be nominated, but the nomination must be qualified by a request to make payment to the person via the trust.
- For retirement funds, please note that the allocation to your beneficiaries is at the discretion of the Trustees, based on the provisions of Section 37C of the Pension Funds Act, No. 24 of 1956.
- If you elect to review and make changes to the nomination of any beneficiaries, a signed instruction must be received by PPS Investments before your death.
- If no beneficiary is nominated, the proceeds may be payable to your estate on your death, subject to legislative requirements. This may have a negative impact on estate duty, executor fees and income tax payable.

# BENEFICIARY DETAILS AMENDMENT FORM



## A PERSONAL DETAILS OF INVESTOR

Title First name and Surname  
ID or passport number

## B RETIREMENT FUNDS BENEFICIARY NOMINATIONS

- If there are additional beneficiaries, please attach this information on a separate signed page.
- Please ensure the total percentages nominated are equal to 100%.

**Please apply this instruction to my retirement funds as follows:**

The beneficiary selection below is to be applied to all my PPS/OPN Retirement Funds; OR

**I wish to apply a different nomination for each Retirement Fund policy/investment (please print this page and complete it per fund)**

PPS Retirement Annuity Fund	POL/INV number
PPS Personal Pension Retirement Annuity Fund	POL/INV number
OPN Personal Pension Retirement Annuity Fund	POL/INV number
PPS/OPN Preservation Pension Fund	POL/INV number
PPS/OPN Preservation Provident Fund	POL/INV number

You may only nominate beneficiaries who are natural persons to receive a benefit in the event of your death before retirement from the Fund. Where payment to a natural person via a trust is required, the natural person must still be nominated, but the nomination must be qualified by a request to make payment to the person via the trust. Please note that the allocation to your beneficiaries is at the discretion of the Trustees, based on the provisions of section 37C of the Pension Funds Act, No. 24 of 1956. Your nomination will serve to assist the Trustees in making these decisions, although it may not be binding on them. If you elect to review and make changes to the nomination of any beneficiaries, a signed instruction must be received by PPS Investments before your death.

Please note that we will not capture an Estate as a beneficiary on your investments. We will capture "No beneficiary nominated".

	Beneficiary 1	Beneficiary 2
Surname		
First name(s)		
Relationship		
ID / Passport number		
Percentage		
Postal address		
Contact number		

	Beneficiary 3	Beneficiary 4
Surname		
First name(s)		
Relationship		
ID / Passport number		
Percentage		
Postal address		
Contact number		

**C2 BENEFICIARY NOMINATIONS (Applicable to Living Annuity and Vested Profit Share Account)**

	<b>Beneficiary 1</b>	<b>Beneficiary 2</b>
Surname		
First name(s)		
Relationship		
ID / Passport number		
Percentage		
Postal address		
Contact number		

	<b>Beneficiary 3</b>	<b>Beneficiary 4</b>
Surname		
First name(s)		
Relationship		
ID / Passport number		
Percentage		
Postal address		
Contact number		

**C3 BENEFICIARY NOMINATIONS FOR PROCEEDS (Applicable to Endowment Plan Only)**

You are required to nominate at least one beneficiary who may receive a benefit following the death of the life assured under this investment. If you elect to review and make changes to the nomination of any beneficiaries, a signed instruction must be received before the death of the life assured. Should you NOT nominate a beneficiary for proceeds the life assureds estate will receive the benefit of this investment. This may have a negative impact on estate duty and executor fees payable on the death of the life assured.

	<b>Beneficiary 1</b>	<b>Beneficiary 2</b>
Surname		
First name(s)		
Relationship		
ID / Passport number		
Percentage		
Postal address		
Contact number		

	<b>Beneficiary 3</b>	<b>Beneficiary 4</b>
Surname		
First name(s)		
Relationship		
ID / Passport number		
Percentage		
Postal address		
Contact number		

**C4 BENEFICIARY NOMINATION FOR OWNERSHIP (Applicable to Endowment Plan Only)**

This is only applicable where the policyholder is a different person to the life assured. You are required to nominate a beneficiary to become the owner of this policy after your death. If you elect to review and make changes to the nomination of your beneficiary, a signed instruction must be received before your death. If no beneficiary for ownership is nominated then ownership defaults to the estate of the policy holder on their death. This could have a negative impacts on the estate.

	Beneficiary For Ownership
Surname	
First name(s)	
Relationship	
Gender	
ID / Passport number	
Postal address	
Contact number	

**D COMPULSORY COMPLETION BY INVESTOR (Applicable to Living Annuity, Endowment Plan and Vested Profit Share Account)**

Are you married in community of property? Yes No

If yes, have you nominated a beneficiary other than your spouse? Yes No

If yes to all the above, you require your spouse's written consent.

Name of spouse

**Signature of spouse**

**Date**

**E CLIENT DECLARATION**

I, \_\_\_\_\_ hereby confirm that:

- All information provided in this form and all other documents signed by me, whether in my handwriting or not, is correct
- I am responsible for the accuracy and completeness of all answers, statements or other information provided by me or on my behalf
- I will inform PPS Investments if any of the information supplied changes
- I have not received advice from PPS Investments or the Administrator

and I have read, understood and agreed to:

- The Product Terms, Conditions and Declarations which may change from time to time

**Signature of investor**

**Date**

PPS Investments (Pty) Ltd, PPS Multi-Managers (Pty) Ltd, PPS Investment Administrators (Pty) Ltd and PPS Insurance Company Ltd are licensed financial services providers. Coronation Life Assurance Company Limited is registered in terms of the Long Term Insurance Act 53 of 1998 to carry on long term insurance business. PPS Management Company (RF) (Pty) Ltd is a licensed collective investment scheme manager. PPS Nominees (Pty) Ltd is an independent nominee company approved by the Financial Sector Conduct Authority.

PPS House, Boundary Terraces, 1 Mariendahl Lane, Newlands, 7700  
Website: [www.pps.co.za/invest](http://www.pps.co.za/invest) Email: [clientservices@ppsinvestments.co.za](mailto:clientservices@ppsinvestments.co.za)