



April 2020

Dear Member

**OPN PERSONAL PENSION PLAN
ANNUAL MEMBER COMMUNICATION**

Your retirement savings are a significant part of your overall investment portfolio and an essential part of holistic estate planning. It is important that you understand all the information relating to your investment contract and your membership of the Fund.

This annual member communication covers important information relating to the Fund. We urge you to go through this information carefully and to keep this document for future reference. There are many legislative requirements relating to retirement funds, and there are a variety of investment options available to members, so you are encouraged to please seek the advice of a financial advisor before making decisions regarding your investment.

As an OPN client, we communicated with you recently regarding the transfer of your membership from the Coronation Retirement Annuity Fund to the PPS Personal Pension Retirement Annuity Fund. This transfer is effective 20 April 2020, but there are a few members who will be transferred at a later date due to legal requirements, and we will communicate the process to these members. Your investments in your chosen unit trust portfolios are simply transferred from one retirement fund to the other retirement fund, and there will be no disinvestment or market loss due to the transfer. Your access to your investment information on the PPS secure site will remain the same, and you may contact the PPS Investments Client Service Centre in the same way as before.

We urge you to go through this information carefully and to keep this document for future reference. Should you have any queries or require further information, please contact the PPS Investments Client Service Centre on 0860 468 777 (0860 INV PPS), Mondays to Fridays between 08:00 and 17:00, or at clientservices@ppsinvestments.co.za.

Yours sincerely,

Megan Young
Principal Officer

A. Retirement fund reform and legislative changes

There is an ongoing focus by the Government on retirement fund reform, to ensure that members save for their retirement, however there have been no recent proposed legislative changes affecting retirement fund members.

B. Important matters to review regularly

Review your beneficiary nomination

- The payment of death benefits from a retirement fund is governed by section 37C of the Pension Funds Act. This means the Trustees must determine who your dependants and nominees are, and based on the circumstances of each individual, pay the benefit in such proportions that are fair and equitable.
- A beneficiary nomination made by the member is not binding on the Trustees, however they will take it into account when determining a fair and equitable distribution. Your personal and financial circumstances may have changed over the last year, so it is important to review your beneficiary nomination. You can do this on the secure site at www.pps.co.za or you may contact the PPS Investments Client Service Centre.
- Your nominated beneficiary must be a natural person. You may nominate a trust to receive and hold the benefits on behalf of that person, but this is not binding on the Trustees. Please do not nominate your estate as a beneficiary as the Trustees may pay benefits to the estate only in the event that there are no dependants and no other nominees, and will be obliged to wait for 12 months before making payment.

Review your savings goals

- With the assistance of your financial advisor, you should regularly review whether you are saving enough to meet your retirement needs.
- The tax deductibility for contributions to retirement funding (including the Fund), up to 27.5% of taxable income or remuneration, is a great way of saving more towards your retirement and being able to reduce your tax.

Review your planned retirement date

- You may elect to retire from the Fund at any time after the age of 55 years. The longer your retirement capital remains invested in the Fund, the more it can grow.
- Investments within the Fund are exempt from income tax, capital gains tax and dividend withholding tax.

Review your investment options

- With the assistance of your financial advisor, you should regularly review whether your selected investment options are appropriate for your age and personal financial circumstances. Younger members can tolerate the risks in a more aggressive portfolio over a longer term of investment, whilst older members approaching retirement may consider a strategy that minimises the potential for capital loss.
- Be aware that if your current investment enjoys a 'grandfathered' status in terms of Regulation 28, you will lose this status if you switch to another portfolio.

C. Summary of the fund rules relating to the payment of benefits

Retirement

- You may retire from the Fund at any time after reaching the age of 55 years, by notifying the Fund of your intention to retire from the Fund.
- When you retire, you may take up to one third of the investment value as a cash lump sum. The balance must be used to purchase an annuity of your choice. An exception is if the investment value is less than R247 500, in which event the full investment value may be taken as a cash lump sum and an annuity need not be purchased.

- The cash lump sum may be subject to tax. The first R500 000 is tax free, and thereafter a sliding scale is applied. The retirement lump sum tax tables may be found at www.sars.gov.za. The tax free portion is cumulative, meaning that it is determined by taking into account the lump sums paid from all retirement funds that you belong to or had belonged to. The Fund must apply to SARS for a tax directive before paying a lump sum or before the purchase of an annuity.
- The annuity that you choose may be a life annuity, which provides a guaranteed income for your lifetime, or may be a living annuity where you can choose the underlying investment portfolio and a drawdown from the capital of between 2.5% and 17.5% per annum. The annuity is purchased from a long-term insurer of your choice, and is not provided by the Fund.
- The Fund has a default living annuity option, administered by PPS Investments, for members who are not comfortable with selecting the underlying investment portfolios and drawdown levels. The drawdown rate will be based on the age and gender of the member. You can opt out of this default annuity option should you later wish to do so, and replace it with another annuity option.
- Retirement benefit counselling is provided to all members when they retire, however it is still important to seek the advice of your financial advisor on the various options available.

Early retirement

- You may retire from the Fund before the age of 55 years, if you have medical evidence to prove that you have become permanently incapable due to illness, through infirmity of mind or body, of practicing your own occupation, and the Trustees of the Fund approve such early retirement.
- In the case of early retirement, the same requirements relating to normal retirement, as explained above, will apply.

Death

- In the event of your death before retirement from the Fund, the allocation of the benefit will be made by the Trustees according to strict conditions laid out in the Pension Funds Act, who will pay the benefit in such proportions that they deem fair and equitable based on the information provided to them,
- The claim can be processed more quickly if all the required information is readily available, and accessible by family members in the event of death. Some claims may take longer, especially if there are no dependants.
- The beneficiaries must select whether they wish to receive the benefit as a cash lump sum or as an annuity of their choice. The cash lump sum may be subject to tax. The first R500 000 is tax free, and thereafter a sliding scale is applied. The tax free amounts cumulative, and lump sums from all retirement funds are taken into account. The tax tables for lump sum death benefits may be found at www.sars.gov.za.

Withdrawal

- You may not withdraw any benefit before your retirement from the Fund. There are two exceptions:
 - You may withdraw the full amount if the investment value is below R7 000.
 - You may withdraw the full investment value if you have emigrated, as formally recognised by the South African Reserve Bank, or your working or visiting visa has expired.
- Withdrawals that are allowed, may be subject to tax. The first R25 000 is tax free, and thereafter a sliding scale is applied. The withdrawal lump sum tax tables may be found at www.sars.gov.za.

Transfer to or from another retirement fund

- You may transfer your benefit from your employer pension fund or provident fund to this Fund, if your employment has terminated. If you have retired from employment, and the employer fund rules allow this, you may transfer your retirement benefit to this Fund without having to take a retirement benefit from the employer fund.
- You may transfer your benefit in this Fund to another retirement annuity fund, should you so wish. The transfer will be tax free, although the Fund is still required to apply to SARS for a tax directive. You may not transfer the benefit in this Fund to your employer pension or provident fund, nor to a preservation fund.

D. Important information about the Fund

Fund registration

Registered fund name:	PPS Personal Pension Retirement Annuity Fund
Financial Sector Conduct Authority number:	12/8/37739
South African Revenue Service number:	18/20/4/041988
Valuation exemption number:	504339
Registered office:	PPS House, Boundary Terraces, 1 Mariendahl Lane, Newlands, 7700

Fund administration

The Fund has outsourced its administration in terms of section 13B of the Pension Funds Act to Intembeko Investment Administrators Proprietary Limited.

Board of trustees

The trustees are:

Ms Prem Govender	(Independent trustee and chairperson)
Mr Hugh du Toit	(Independent trustee and deputy chairperson)
Mr James Downie	(Independent trustee)
Mr Anton Bosch	(Independent trustee)
Mr Shaylen Trikamjee	(Independent trustee)

The Principal Officer is Ms Megan Young and the Deputy Principal Officer is Mr Wesley Davids.

The Fund has been exempted from the requirement that at least 50% of the trustees must be elected by members. For more information on the trustees, please visit www.pps.co.za. The Fund is further exempted from having to appoint a valuator and undergo statutory valuations.

A copy of the Fund's Investment Policy Statement may be viewed at www.pps.co.za. The Trustees adhere to a Code of Conduct, and review all policies required for good governance on a regular basis.

Fund rules and amendments

The Fund's rules are registered with the FSCA and govern your membership of the Fund, as well as the Fund's management and operation. A copy may be requested from the PPS Investments Client Service Centre.

No amendments were made to the Fund rules during 2019.

E. Complaints procedure

If you are not satisfied with this investment or the services from the Fund, a written complaint can be submitted to the Principal Officer using the contact details below. The Fund must respond to your complaint within 30 days.

PPS Personal Pension Retirement Annuity Fund
PO Box 44507
Claremont
7735

Tel: 0860 468 777 (0860 INV PPS)
Fax: 021 680 3680
Website: www.pps.co.za/invest
Email: clientservices@ppsinvestments.co.za

If you are not satisfied with the response from the Fund, or if you have received no response within 30 days, you have the right to lodge a written complaint with the Pension Funds Adjudicator.

The Pension Funds Adjudicator
PO Box 580
Menlyn
0063

Tel: 012 346 1738
Fax: 086 693 7472
Website: www.pfa.org.za
Email: enquiries@pfa.org.za

If you have a complaint about the advice given by your financial adviser, you have the right to address your complaint in writing to the Ombud for Financial Services Providers.

The Ombud for Financial Services Providers
PO Box 74571
Lynnwood Ridge
0040

Tel: 012 762 5000
Fax: 086 764 1422
Website: www.faisombud.co.za
Email: info@faisombud.co.za