



My future

ISSUE 2 | 2022

THE CONTRACT CLEANING NATIONAL PROVIDENT FUND

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YOUR BOARD OF TRUSTEES

Section 7C (2) of the Pensions Fund Act 24 of 1956 outlines the general duties of the boards of retirement funds. Your Fund is managed by a Board of Trustees that consist of employer appointed Trustees, member elected Trustees and an independent Trustee.

The Board members include:

Mmabatho Skosana (Chairperson) - **Member Trustee**
Samson Ndou (**Principal Officer**)

Member Trustees:

Amos Mogano
Dimakatso Lefera
Mampho Mofokeng
Simon Leaoa
Wiseman Dinwa
Zamekile Mose
Nelson Lamityi
Jack Mazibuko

Employer Trustees:

Caroline Sibiya
Nombeko Mduduma
David Reynolds
Lennox Batchelor
Thamsanqa Makeleni
Trevor Ackerman
Yakshini Padayachee
Yvette Symms

Independent Trustee:

Dawn Malope

THE ROLE OF THE EMPLOYER

Contributions:

- The Employer shall make a monthly Contribution in respect of each Member in its Service at the rate of the Member's Fund Salary, to be allocated in terms of the Rules. Deducting the member contribution from the employee's wages/salary;
- The Employer shall Making an employer contribution on behalf of employees to the Fund;
- Ensuring that the aforementioned monthly contributions are paid to the Fund timeously, i.e.: by the 7th of the month following the month of deduction.

Schedules:

- Submitting a schedule is imperative as it assists in allocating the correct money to the members.
- You might be wondering, "What exactly is a contribution schedule and why is it important enough to discuss?" Put simply, the contribution schedule is a document that reconciles contribution data between the employer's payroll system(s) and the Administrators system.
- The employer must submit the contribution schedules to the fund together with the contributions not later than 15 days after the end of the month. The contribution to a fund shall be transmitted directly into the fund's account with a bank, not later than seven days after the end of the month.

Member Data:

- The Employer shall provide the Fund with specific information for each employee who is a member of the Fund, or who joins the Fund. The information in provided through the monthly schedule.
- We appeal to all members to ensure that employer provides NBC with your latest cell phone number on the monthly schedules in order for us to reach you.

Claims:

- The purpose of this form is for you to instruct the Fund and its administrator to process your withdrawal benefit because your employment is being terminated as a result of your resignation, your dismissal or your retrenchment.
- Please note 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.

Please note the Fund will never ask you to pay any money to claim for your benefits. If anyone asks you to pay them to help you with claiming your benefits, it's a scam and they will disappear with your money.

EMPLOYER ONLINE PLATFORM

ONLINE CLAIM FORMS Employer representatives will have access to online submission of benefit claims. This means your withdrawal claim can be processed much faster with limited human intervention. All employers are encouraged to utilize this facility.

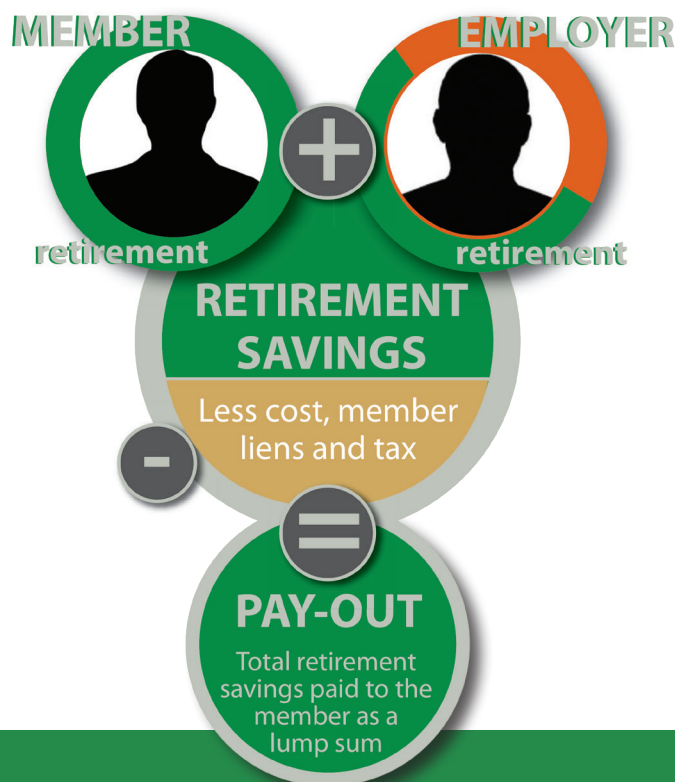
The employer can contact NBC to register for the online platform.

DID YOU KNOW? LOANS

The Fund does not lend money to any member. The rules of the Fund do not make provision for any loans.

BENEFITS & COST STRUCTRE

Contributions



In the Contract Cleaning Industry, your employer must automatically enrol you into the Fund upon registration of the company and make contributions to your Provident Fund. Section 13A of the Pension Funds Act (PFA) provides that an employer must pay to a fund any contribution for which it is liable in terms of the rules of the fund.

On the Contract Cleaning National Fund, the employer contributes 5.25% and the member contributes 5.25%.

The entire member contribution of 5.25% (plus investment returns if applicable) go towards the member's retirement savings. The employer's contributions are used to pay for Fund expenses (e.g. Administration fees, Group risk Benefits, Fund expense like paying the Fund auditors etc.) Thereafter the balance from the employer's 5.25% goes towards the members retirement savings. That is why the employer portion would appear less on the benefit statement?

YOUR FUNERAL BENEFIT

Benefit Structure

Benefit payable on death of:

Member:	R 24,000
Plus	
Memorial (main member only)	R 10,000
iNkomo	R 10,000
Spouse	R 24,000
Children aged 14 years and over	R 15,000
Children aged 6 – 13 years	R 7,500
Children aged 1 – 5 years	R 3,750
Still-born to 11 months	R 3,750
Option to continue cover in the event of a disability claim	No
Cover termination age	70 years

Family assistance:

The services available to members include:

- Counselling services for traumatic experiences and everyday stresses.
- Legal services for legal advice, contracts and documents, and legal emergencies.
- Financial wellbeing services for financial counselling, education, tools and calculators.
- Debt assistance for guidance on the debt consolidation, counselling and restructuring processes.
- Credit health and credit check for access to credit scores and tips on how to improve.
- Emotional wellbeing services for access to experts on lifestyle coaching and stress management.

Children and Spouse:

- For each Member, a maximum of three Spouse's Benefit claims are payable.
- For each Member, there is no limit on the number of claims payable for Children. Child 22 years to 26 years, the benefit will be payable on condition that the child is studying full time at a registered educational institution.

Funeral Nomination form

The Funeral Benefit that will become payable when you die is an **unapproved Benefit**, with an unapproved fund, your nomination form is seen as your last and final wish. If a completed nomination of beneficiary form is not on record, the Funeral Benefit will be paid to your estate.

It is important that you complete the funeral nomination form and give your completed form to your employer for safekeeping. The Funeral nomination form will be provided to you when the Fund benefit statements are released, a copy will also be provided to your employer. Please ensure that the form is updated when necessary.

Group Life Assurance

Group Life Assurance (GLA) is the life cover from your provident fund, the GLA would be paid out to your dependants or beneficiaries on your death through section 37C of the Pension Fund Act. S37C places a duty on the trustees of the fund to allocate and pay the benefit in a manner that it deems fair and equitable and only in exceptional circumstances, may the benefit be paid to the estate.

Your GLA helps you and your beneficiaries by reducing the financial impact of unexpected life-changing events that could leave them without an income because of death. Eligible members are insured for one times his/her average annualised earnings.

Lump Sum Disability

Pays out a fixed cover amount if you are permanently unable to work due to an illness or injury. This is intended to replace a portion or all future earnings that you may lose in the unfortunate event that you are unable to perform your occupational duties. Eligible members are insured for one times his/her average annualised earnings.

What is a pension nomination form?

A nomination form allows the member to tell the Board of trustees who they would like to benefit on death. The nomination helps to guide the trustees with their decision making. Section 37C of the Pension Funds Act 24 of 1956 ("the Act") regulates the distribution and payment of lump sum benefits payable on the death of a member of a provident fund. When you pass away the Trustees have a legal duty to investigate, identify, trace and contact all your qualifying dependents and nominated beneficiaries.

This section places a duty on the fund trustees to ensure that the member's death benefits are distributed fairly and equitably amongst their financial dependants and/or nominees, meaning that a member's nominated beneficiaries may not necessarily receive a portion of the death benefit. This is because a member's death benefits must be used to provide for the member's surviving spouse, children, and other financial dependants in the event of their death.

It is important to keep your **NOMINATION OF BENEFICIARY FORM** updated by changing it whenever your personal circumstances change, for example: marriage, divorce or birth of a child.

CAN I CLAIM MY PROVIDENT FUND WHILE STILL WORKING?

You **cannot** claim your provident fund while you are still employed by your employer, the law does not allow you to withdraw your provident fund. The only time you may withdraw your provident fund is if you leave your employer, you become disabled or at death.

GENERAL MEETINGS

Please visit the Fund website regularly to get an update on all fund events.

www.ccnpf.co.za

How to get hold of NBC

NBC Head office: 22 Ridge Road, Parktown, 2193

Telephone number: 010 206 0000