

BURSAR/BUSINESS MANAGER CHECKLIST FOR NEW MEMBERS

The tasks and activities in this checklist should be completed by the Bursar in conjunction with the new member. There are documents that must be completed and returned to Old Mutual. The balance of the documents must be placed in the member's personnel file.

MEMBER'S NAME: _____

BURSAR'S NAME: _____

SCHOOL: _____

SECTION ONE – New Members from other Schools participating in the ISASA Pension Scheme & Provident Fund

		Check
1.	Have the conditions of participating in the Fund (such as contribution rates and the normal retirement age specific to your School) been discussed and understood?	
2.	<p>Has the member received the following documentation to complete?:</p> <ol style="list-style-type: none"> 1. New Member Form – Investment Election Form and the Member Investment Booklet 2. Nomination of Beneficiary Form <p>Where financial advice is required, the member can contact the Old Mutual Member Support Services on 0860 388 873 for assistance.</p>	
3.	<p>Has the member received the following documentation for their information and future reference?:</p> <ol style="list-style-type: none"> 1. New Entrant Event Flyer – That confirms and consolidates this discussion 2. Member Guide – That provides a description of the benefits offered by the Fund. <p>These documents are available in translated versions (Setswana, Xhosa or Zulu).</p>	

SECTION TWO – New Members to the ISASA Pension Scheme or Provident Funds (i.e. new to ISASA Funds)

		Check
1.	Have the conditions of participating in the Fund (such as contribution rates and the normal retirement age specific to your School) been discussed and understood?	
2.	Has the role of the Bursar/Business Manager , as the liaison between the member and the Fund been explained? Does the member understand that the Bursar/Business Manager is the 'go-to' person to discuss any changes to be made to their Fund circumstances e.g. Making Additional Voluntary Contributions, Updating contact details, exiting the Fund?	
3.	Has the member been shown or directed to the Fund Induction video clips and information available there on the Fund's website ?	
4.	<p>Has the member received the following documentation to complete?:</p> <ol style="list-style-type: none"> 1. New Member Form - Investment Election Form and the Member Investment Booklet 2. Nomination of Beneficiary Form 	

BURSAR/BUSINESS MANAGER CHECKLIST FOR NEW MEMBERS

	Where financial advice is required, the member can contact the Old Mutual Member Support Services on 0860 388 873 for assistance.	
5.	Has the member received the following documentation for their information and future reference?: <ol style="list-style-type: none"> 1. New Entrant Event Flyer – That confirms and consolidates your discussion with the member 2. Member Guide – That provides a description of the benefits offered by the Fund. <p>These documents are available in translated versions (Setswana, Xhosa or Zulu).</p>	
6.	Has the member been advised of the importance of providing a valid email address for the purposes of receiving Fund information such as the quarterly member newsletters and the annual Member Benefit Statements?	
7.	Has the member been advised to expect a New Entrant Certificate at the end of the following month ? Upon receipt of the certificate, the member must check and confirm that their personal details are correct .	
8.	The member to know that his member number and client ID number will be confirmed in the New Entrant Certificate .	

SECTION C – to be completed and submitted to Old Mutual within 10 working days of joining the Fund

	Check
Completed New Member Form – Investment Election Form to be returned to Old Mutual at this email address isasa@oldmutual.com with a copy to Mrs. Filomena Badenhorst on FBadenhorst@oldmutual.com and Ms. Eugenia Mohlomi on EMohlomi@oldmutual.com .	
Completed Nomination of Beneficiary Forms to be kept in the member's personnel file.	

SECTION D – Contact Details

Should the member have any queries relating to the Fund, please ask them to contact:

1. Mrs Fil Badenhorst on (011) 217 1117 or FBadenhorst@oldmutual.com
2. Ms Eugenia Mohlomi on (011) 217 1591 or EMohlomi@oldmutual.com

SIGNED AT _____ **ON** _____

BURSAR'S SIGNATURE

MEMBER'S SIGNATURE