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**From:** ISASA <ISASA@oldmutual.com>  
**Sent:** Friday, 05 May 2017 3:22 PM  
**To:** Awaldien Dawood  
**Subject:** Bursars Bulletin 6/2017 - Administration Guide  
**Attachments:** 10147 ISASA Admin Manual 2017.pdf

**Importance:** High



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Dear Bursar

Attached find the Administration guide designed to assist Bursars with the completion of Employer tasks associated with the administration of the Fund, i.e. resignation, dismissal, retrenchment, retirement, death, funeral and disability claims for the members of the funds.

This guide, as well as the individual business forms referenced in this guide, can be accessed on the ISASA website at <http://www.isasapensionfund.co.za/bursar-application-forms>

**E-claims**

Please note there is a size limit of 2 MB on e-claim uploads. When scanning documentation please ensure the 2MB is not exceeded by zipping the document before uploading or when scanning, the document should be scanned as a compact PDF.

Regards,

**ISASA Team**