



ISASA

Independent Schools Association of Southern Africa

Pension Scheme and Provident Fund

MARCH 2017

STEPS TO TAKE AS A NEW MEMBER

WELCOME

Welcome to the ISASA Pension Scheme and Provident Fund. These Funds were created for your benefit and to ensure that your retirement is as secure and comfortable as possible. The decisions that you make about your length of membership and the portfolio you select to invest in will all impact on your ability to retire happily.

As a new member you will soon receive a Membership Certificate from the administrator that describes the benefits of your Fund.

It is important that you take responsibility for your own retirement savings by making use of the information provided by the Funds to enhance your knowledge on retirement issues.

Your retirement savings are a valuable asset and it is important that you:

- Make sure your retirement savings are tailored to your needs;
- Take note of changes in your employment situation and how they impact on your membership of the Fund;
- Take note of any changes in your personal life – as they relate to death and disability benefits;
- Take note of the investment growth provided by your chosen investment portfolio/s.

WHAT I NEED TO DO?

As a new member to the Fund there are some decisions to make and forms to complete. Please follow the check list carefully to make sure you have all the information you require to make informed decisions about your retirement fund.

Please download the Mobile Fund App

Download the App from the Funds' website home page.



*“Stepping wisely
towards retirement”*

ENGLISH

www.isasapensionfund.co.za
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Steps to take	Why this is important	Task Completed?	
		Y	N
Consider what to do with the money from your previous employer's fund (if applicable)	Making sure that the money from your previous employer's retirement fund is properly invested or transferred to this Fund will ensure a more secure retirement.		
Obtain your New Entrant Certificate (File it in a safe place)	The New Entrant certificate will confirm that you are a member of the Fund and will contain your membership number. This number is an important number as you will have to use it every time you make an enquiry about the Fund.		
Visit the Fund's website	Make sure you visit the Fund's website at www.isasapensionfund.co.za or www.isasaprovidentfund.co.za		
Watch the Fund's Induction videos	Watch the Fund's Induction videos on the website to get an overview of all the benefits of the Fund.		
Read the Summary of Benefits Posters	After you have watched the videos you should read the Summary of Benefits Poster that you will find on the notice board at your School. Please ask your Bursar for a copy if needed.		
Complete a Beneficiary Nomination Form	By completing the Beneficiary Nomination Form you will identify your dependants and nominees (people who you would like to receive your death benefits). The Board of Trustees of the Fund will take these forms into consideration when they decide about the allocation of your death benefits. Please ask your Bursar for a copy of this form.		
Read the Fund's Investment Booklet AND Complete an Investment Choice Form	It is important that you are always comfortable with the investment portfolio you are invested in – the Trustees can never be held responsible for your choice. The choice of investment portfolio will have a direct influence on the growth of your money. Make sure that the Fund's Life Stage investment strategy – where your money will automatically be invested according to your age and term to retirement – suits your risk profile. If not you should read the Fund's Investment Booklet and choose a portfolio that suits your risk profile and term to retirement.		
Speak to an accredited financial adviser	You should also consider speaking to an accredited financial advisor, especially when you are making financial decisions. <i>Questions to ask your adviser:</i> 1. Are you registered with the Financial Services Board as a Financial Services Provider (FSP) and with the Financial Planning Institute as a registered Financial Planner? 2. Do you have indemnity insurance? 3. Which company's products are you licensed to sell? 4. What products are you licensed to sell? 5. What are your qualifications? 6. Will you do a financial analysis for me? 7. Will you provide me with my risk profile? 8. How will you be paid and how much? What other incentives do you receive? 9. How often will I see you?		
Speak to the Bursar at your School if you feel unsure about what your options are	Make sure that you know who to speak to if you have any concerns or questions about your Fund. The sooner you understand how your Fund works, the sooner you can start to plan for your retirement.		