



Retirement

AF Access Retirement Fund

Member guide

Full Access

What happens when you no longer receive an income?



At the moment millions of South Africans retire on a third or less of their salary

You don't have to be one of them

Income **before** retirement

Income **after** retirement



If you earn 
R10 000

a month before you retire, you might receive a retirement income of about

R3 000 a month.

Could you live on this?



**You are a member of the Alexander Forbes
Access Fund in the full access offering.**

How the fund works

**Every month, money is put into
your fund. This is called a contribution.**

After subtracting the costs of running the fund and any insurance benefits, the remaining money is invested towards your retirement.

Your retirement savings are made up of:

any previous savings
you transferred from
another retirement fund



your contributions and
any contributions from
your employer



investment
performance



Making a monthly contribution to retirement may feel like you're losing a chunk of your salary, but think of it as your future salary replacement – the one you can earn without doing any extra work! And you get tax relief for the contributions made!

How we grow your money

A board of trustees chooses strategies to invest your money for retirement.

They are trusted professionals who are chosen to manage and govern the fund. They use the services of professional asset consultants to develop investment strategies. They also ensure these strategies comply with the law of retirement investing, which is in place to protect your investment.

Unless you have chosen your own investment strategy, your money is invested in the investment strategy your employer chose. This may be one of the **lifestage strategies**.

Saving is important, but is it enough?

When you save, you put money away in a safe place so that you can use that same amount in the future – it's a good way to manage your money to pay for things while you're working, but it doesn't grow the way you need it to for retirement.

Saving

VS

Investing

When you invest, you put your money in expert hands so that they can grow it through things like shares, funds, cash and property – giving you the best chance of retiring with enough money, without having to work any harder to increase your wealth.



You can't start saving for your future too early, so why risk being too late?



Relationships and gardens need nurturing and time to blossom ... and so do your retirement savings.

Keep your retirement savings invested, and add to them when you can, so that they can keep on growing over many years.





Choosing a higher contribution rate

Increasing your contribution rate won't affect your pay, after tax, as much as you think.



Contribute as much as you can afford towards your retirement.

Money put into a retirement fund can reduce the amount of money you pay in taxes. You can contribute:

up to
27.5%

of your taxable earnings **or**
R350 000 every year

Consider increasing your retirement contribution amount at increase time so that you feel the impact less.



About the lifestage strategy

The average person works for **40 years**

That's why it's a good idea to start investing as early as possible.



Sometimes investing can be challenging

You want your retirement savings to grow over time. Your savings are invested, which means they can go up and down over shorter time periods because of investment markets.

The value of your investments could even fall quickly over short periods – days, weeks and months – and it's painful to experience this if you're keeping track of your savings.

The lifestage strategy is a phased approach

Your money is invested in a growth portfolio until five years before retirement. At this stage a portion of your money is automatically switched every three months from the growth portfolio to an income target portfolio. By the time you are two years before retirement age, all your money will have moved to an income target portfolio.

This way of growing your money aims to give you investment returns of around inflation plus 4.5% or more each year if you stay invested for more than seven years. You will see it going up and down over short periods – that's why keeping your money invested for as long as you can is the most important thing you can do.

You decide how much money you save in the fund. How well your investments perform depends on how well the economy is doing.



When making important decisions, consult your HR department, your employer appointed financial adviser or your own financial adviser

Your decision is your responsibility, but you are not alone in making it.

HOW?



Call our call centre on 0860 60 61 62
alexforbes.com

Nomination of beneficiary form

Who needs financial support when I die?

Fill in
your
form

alexforbes
insight • advice • impact

ALEXANDER FORBES FINANCIAL SERVICES (PFT) LTD
Registration number: 160111001107 / FAS licence number: 1079
Operations and Administration Division
Telephone: 0800 100 333 | Email: info@alexforbes.co.uk

Nomination of beneficiary form
Who needs financial support when I die?

Why do I need to complete this form?
If you die while you work for your employer, the person you choose to support financially in this form will get a share of your retirement savings from the retirement fund.
To ensure that your loved ones are taken care of when you're not there to look after them any more, we need information about you and them in this form.

Before you fill in the rest of the form
Who is a beneficiary?
It could be your mother, your spouse, your partner, or anyone else in your life who depends on you financially, even a charity. These people are called your beneficiaries.
How will my retirement savings be shared out when I die?
The law says the trustees who run the retirement fund have to decide how your retirement savings will be shared out among your beneficiaries. They have to have all your family members and dependants and decide who to share your retirement savings with and how much to give each person.
Will the trustees carry out my wishes in this form?
By law this form is an expression of your wishes to guide the trustees. However, it's not a legally binding will. The trustees will consider this form, and the management committee of the fund will help them with this information, but the trustees have the final say. You may include any additional information in the **Notes** box on page 2 that you believe may be useful to the board of trustees in making a fair decision.
What if I don't want a family member to receive a share of my retirement savings?
Allocate 0% and explain why in the **Notes** box.

Who would like to receive a share of your retirement savings as financial support when you are no longer here?

It could be your children, your spouse, your mother, or anyone else in your life who would benefit from your wise financial choices in life. These people are called your 'beneficiaries'.

If you die while you work for your employer, the trustees will use your nomination of beneficiary form as a guide on who to share your retirement savings and life cover (if applicable) with.

Retirement savings



Do you have any retirement savings from your previous employer's provident or pension fund?

Check if you have any retirement savings with your previous employer or other funds and consider moving them to one place. Your money will grow alongside the contributions you will be making in the future.

If you want to do this, get a withdrawal claim form from your previous employer's HR department, fill that in, and send it back to them. We'll take care of the rest.


The fund does not charge any fees to do this transfer

You can move your retirement savings from your previous employer to the AF Access Retirement Fund and have your investments all in one place.



You also have the option to move your previous retirement savings to the Alexander Forbes Retirement Income Solution preservation or retirement annuity funds. You can do this if you'd like to keep your previous retirement savings invested but don't want to move them to your current employer's retirement fund.

Good to know



While you may be tempted to dip into your retirement savings when leaving your employer, your future self will thank you for keeping your savings invested and growing.

**Stay
invested**

You don't want to start all over again and lose ALL progress.

The experts are looking after your retirement savings.



Next?

**You live your life
while we do the
hard work.**

Once you've consulted with your employer's HR department or a professional financial advisor and have decided how much to contribute to this retirement fund every month, they hand it over to us to invest. You may be able to increase through your contributions, but that's voluntary.

You can check in on your savings by using the digital tools available and the fund's performance, but we won't need to ask you for anything else.

Protecting personal information

The fund understands the importance of keeping your personal information safe. We will only process information that's required to fulfil our specific purpose as your retirement fund provider. Our privacy statement sets out how the AF Access (Pension Section and Provident Section) uses and protects your personal information to comply with the requirements of the Protection of Personal Information Act 4 of 2013 or POPIA.

You can find the **privacy statement** here. You may request that the fund delete your personal information. To do this, you must complete the form which is included in the privacy statement. Send your request to our information officer, Nathalie Burrows at: affundio@alexforbes.com.



Connect to your retirement investments

Stay on track to reach your retirement goals. Make it personal.

Alexforbes has **three new ways** for you to connect with your retirement investments, making it easy for you to stay informed and in control.

AF Connect



Enjoy the online platform, which gives you access to:

- > Personal details
- > Benefit statements
- > Investment portfolios and balances
- > Investment product details
- > Personalised product and portfolio management
- > Claims summary and status
- > Fund fact sheets

AF Mobile App



Enjoy the 'on the move' experience, which gives you access to:

- > Investment balances
- > Benefit statements
- > Fund fact sheets
- > Personal details
- > Investment portfolios
- > Nomination of beneficiaries form

- > Visit AF Connect [here](#) and follow the menu prompts
- > Once you've registered, you'll receive confirmation that your registration is complete

WhatsApp



Use WhatsApp self-service, which gives you access to:

- > Connect with an Alexforbes financial adviser
- > Benefit statements
- > Latest tax certificate
- > Claims summary and status
- > Register on AF Connect or reset password
- > Learn more on specific topics
- > WhatsApp uses end-to-end encryption to keep your messages secure



Scan me

2 Make informed financial decisions

My Money Matters toolkit

You get free access to professional financial consultants through the My Money Matters toolkit.

Making decisions that affect your future self is easier if you know what matters most to you and what your goals are.

My Money Matters toolkit is there to help you manage your finances and guide you through starting a new job, resigning or retiring.

Access My Money Matters toolkit



0860 000 381



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Visit the site: <https://mymoneymatters.alexforbes.com/>



Alexforbes Rewards

gives you valuable discounts on day-to-day goods

We have partnered with Randgo, a digital shopping mall, to offer members valuable savings and discounts on everyday products and services. The benefit partners and discounts are updated monthly for a truly dynamic and exciting online shopping experience. One platform, leading brand names, multiple benefits. It makes perfect sense!



Here's what you get:

Supermarket coupons



The supermarket coupon solution features discounts on these products from some of the leading supermarket chain stores.

Shoprite, Checkers, Checkers Hyper and Pick n Pay

Wellness coupons



The wellness coupons offer the perfect balance of products and services to create a truly customised wellbeing solution.

Travel deals



For superior rates on all your holiday travel requirements.

Airtime deals



Stay connected with convenient access to airtime at discounted rates.



Who is it for?

- > Alexforbes Rewards is for South African members only and we need to have your ID or passport number.
- > Accessing your benefits: the Digital Mall is directly available on the **website**. You can access the discount partners on USSD *120*9006# through a call me back option. Supermarket, wellness, airtime and travel deals are available on both the Digital Mall and USSD. Just remember that there's a much wider range of benefits available on the online platform!
- > You stand a chance of winning prizes for downloading vouchers!



Contact details

If you have any questions about your fund benefits, please contact your human resources department.

Call our call centre 0860 60 61 62



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