



# WOOLWORTHS GROUP RETIREMENT FUND

MAKING THE DIFFERENCE TO YOUR RETIREMENT

## ABOUT YOUR RETIREMENT FUND AND THE BENEFITS



ONCE YOU RETIRE, YOUR QUALITY OF LIFE WILL DEPEND ON HOW MUCH MONEY YOU HAVE SAVED.

Retirement may be a long way off, or maybe it's just around the corner. **Have you thought about how much money you will have when you retire?**

Will this be enough to maintain your standard of living and allow you to enjoy the things you have been looking forward to doing when you stop working?

**Your financial well-being is essential to having a balanced lifestyle once you retire.**

Fortunately, by making regular contributions to the Woolworths Group Retirement Fund, you have already laid the foundation for your retirement planning.

This is an appropriate vehicle for building wealth during your working life to provide you and your family with an income once you retire.

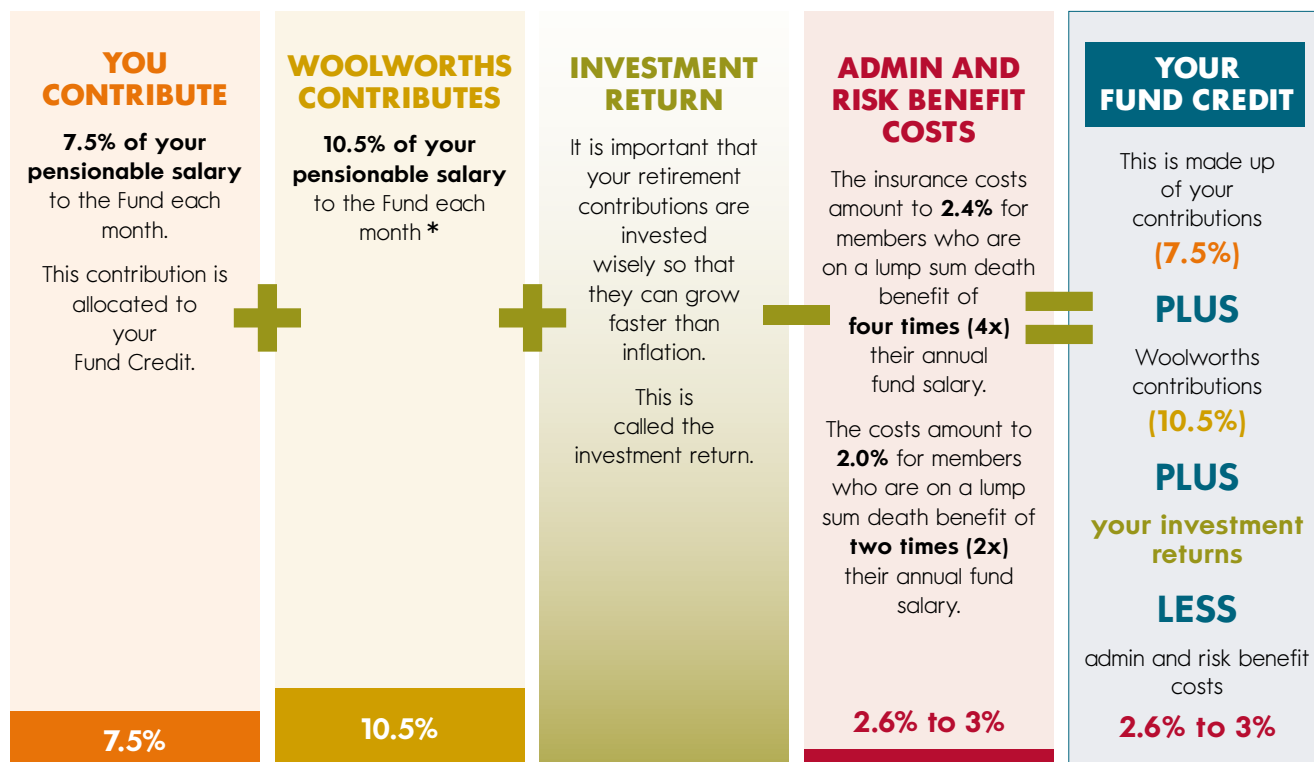
**Look after the future you.**

THINK BIG. START SMALL. ACT NOW!

# CONTENTS

<b>What happens to your contributions?</b>	<b>3</b>
<b>Choose how to invest your retirement savings</b>	<b>3</b>
<b>Make Additional Voluntary Contributions (AVCs)</b>	<b>3</b>
<b>Automatic Life Stage investment option</b>	<b>4</b>
<b>Own Investment Choice option</b>	<b>6</b>
<b>Shari'ah Portfolio investment option</b>	<b>7</b>
<b>The two-pot system</b>	<b>8</b>
<b>Your options if you resign</b>	<b>10</b>
<b>What happens when you retire?</b>	<b>12</b>
<b>The In-fund Living Annuity</b>	<b>13</b>
<b>Your Retirement Benefit</b>	<b>14</b>
<b>Disability Benefit</b>	<b>14</b>
<b>Your Death Benefits</b>	<b>15</b>
<b>Funeral Benefit</b>	<b>16</b>
<b>Woolworths Memorial Education Fund</b>	<b>17</b>
<b>Housing Benefit</b>	<b>17</b>
<b>General information</b>	<b>18</b>

# WHAT HAPPENS TO YOUR CONTRIBUTIONS?



\* Your employer contribution rate options are 10.5%, 13.0%, 15.5%, 18.0% or 20.0%. **If you do not elect any of the contribution rates, then the employer contribution of 10.5% of your pensionable salary shall apply.**

## CHOOSE HOW TO INVEST YOUR RETIREMENT SAVINGS

The Fund offers members flexibility when it comes to investing your retirement savings.

You can choose where to invest your retirement fund savings by selecting one of the following investment options:

- **Automatic Life Stage Investment Option**
- **Own Investment Choice Option**
- **Shari'ah Portfolio**

**New members** are restricted to:

- **Automatic Life Stage Investment Option**
- **Shari'ah Portfolio**

The Own Investment Choice Option is only available to existing members.

## MAKE ADDITIONAL VOLUNTARY CONTRIBUTIONS

You can make **additional voluntary contributions (AVCs)** to the Fund every month to boost your Fund Credit. Choose to make your contributions as a percentage of your salary or as a specific rand amount. **You can also contribute a lump sum amount whenever you have money available.**

There are no fees charged for making additional contributions, so the full amount is invested.

You can claim a tax deduction of up to 27.5% a year on your total retirement contributions (up to R350 000).

Should you wish to make additional voluntary contributions, complete the [AVC form](#).

# AUTOMATIC LIFE STAGE

## INVESTMENT OPTION

OUR DEFAULT INVESTMENT STRATEGY IS THE AUTOMATIC LIFE STAGE INVESTMENT OPTION. IT INVESTS YOUR RETIREMENT SAVINGS ACCORDING TO YOUR AGE.

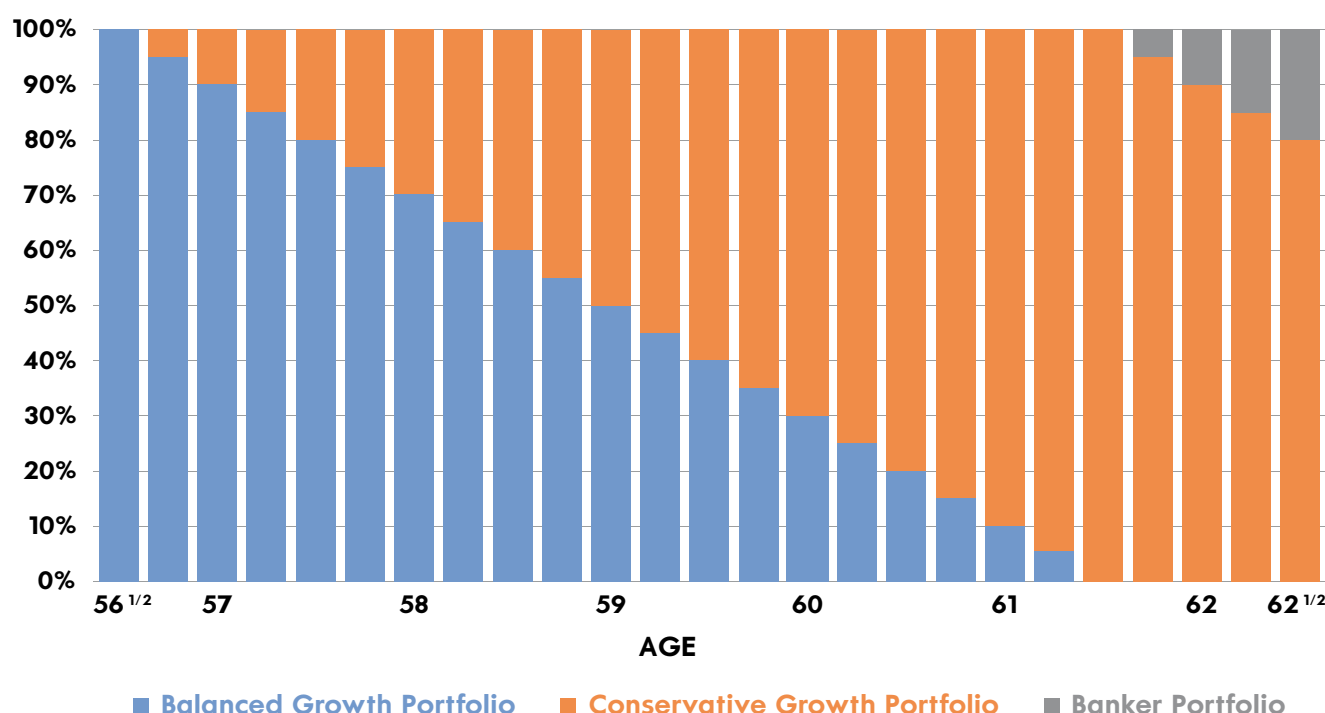
**AS YOU GET OLDER AND CLOSER TO RETIREMENT, YOUR INVESTMENTS ARE GRADUALLY DE-RISKED.**

### WHO SHOULD CONSIDER AUTOMATIC LIFE STAGE?

This investment option is suitable for all members of the Fund who are planning to retire at age 63, who have a moderate risk profile, and who do not wish to be actively involved in making their own investment decisions.

### HOW DOES THE AUTOMATIC LIFE STAGE OPTION WORK?

- Your Fund Credit is allocated to a portfolio based on your number of years to the normal retirement age of 63.
- The Fund's administrators gradually and automatically switch you from the more volatile Balanced Growth Portfolio to the less volatile Conservative Growth Portfolio from age 57.
- The returns that you earn are added to your Fund Credit on a daily basis.
- **You do not have to make any investment decisions** unless your circumstances change and you wish to move to another investment option.
- Automatic Life Stage is a 'balanced' investment approach managed by carefully selected expert investment managers who invest in a wide range of different assets both in South Africa and abroad.



# AUTOMATIC LIFE STAGE INVESTMENT OPTION

## UNTIL AGE 57

You are invested in the **BALANCED GROWTH PORTFOLIO** until age 57.

We use an investment strategy that takes your age into consideration. When you are younger, your retirement savings are invested with the aim of higher returns, which carry higher risk. **As you get closer to retirement, we aim for more conservative returns with a lower risk.** This makes sense, because as you get older, your Fund Credit needs to be preserved with less risk.

Our default investment approach is that members up to age 57 are invested in our Balanced Growth Portfolio and then gradually moved to the Conservative Growth Portfolio starting three months before age 57.

## AFTER AGE 57

Once you are 57 years of age, a more conservative approach is taken with your investments and your fund credit is automatically moved into a lower-risk portfolio.

The aim is to grow your retirement savings as much as possible with the least risk. **Because this is the Automatic Life Stage investment option, you do not have to make any investment decisions.** It is all done for you by the Fund.

At age 62 you are invested in a combination of the Conservative Growth and Banker Portfolios.

Up to age 57	From age 57 to 62	Age 62 to 63
<p><b>BALANCED GROWTH PORTFOLIO</b></p> <ul style="list-style-type: none"> <li>If you are more than seven years from normal retirement age, your retirement savings will be fully invested in the <b>Balanced Growth Portfolio</b>.</li> <li>The largest proportion of money in the Fund is invested in the Balanced Portfolio.</li> </ul> <p><b>The Balanced Portfolio invests in:</b></p> <ul style="list-style-type: none"> <li>Various shares</li> <li>Listed property</li> <li>Bonds</li> <li>Cash in the domestic and global markets</li> </ul> <p><b>+5.5%</b></p> <p>TARGETS INFLATION <b>+5.5% per year over 7 years</b></p>	<p><b>CONSERVATIVE GROWTH PORTFOLIO</b></p> <ul style="list-style-type: none"> <li>From age 57, a portion of your retirement savings is invested in the <b>Conservative Growth Portfolio</b>.</li> <li>The Conservative Portfolio is used to transition members' investments as they approach retirement. It aims to deliver more stable, lower-risk returns during this period.</li> </ul> <p><b>+3%</b></p> <p>TARGETS INFLATION <b>+3% per year over 7 years</b></p>	<p><b>BANKER PORTFOLIO</b></p> <ul style="list-style-type: none"> <li>Members are invested partly in the <b>Banker Portfolio</b> for only the last year before their retirement.</li> <li>The final transition allocates 80% of your retirement savings to the Conservative Growth Portfolio and 20% invested in the Banker Portfolio.</li> <li>The primary aim of the Banker Portfolio is to prevent risk and the loss of money.</li> </ul> <p><b>+2.5%</b></p> <p>TARGETS INFLATION <b>+2.5% per year</b></p>

# OWN INVESTMENT CHOICE OPTION

BALANCED  
GROWTH  
PORTFOLIO

CONSERVATIVE  
GROWTH  
PORTFOLIO

BANKER  
PORTFOLIO

SHARI'AH

## THIS OPTION ALLOWS YOU TO DECIDE IN WHICH PORTFOLIOS YOU WANT TO INVEST.

WITH THIS OPTION, THERE IS NO AUTOMATIC MOVEMENT BETWEEN INVESTMENT PORTFOLIOS. HERE YOU ARE ENTIRELY RESPONSIBLE FOR ANY SWITCHES AND MOVEMENTS.

**If you don't want to follow the Automatic Life Stage investment strategy, you can use the Own Investment Choice option.**

This investment option offers you the same range of portfolios as those offered under the Automatic Life Stage investment option and also includes the Shari'ah Portfolio that is described in more detail on the next page.

Under this option, members must decide in which portfolios they want to invest and can switch portfolios as and when they deem appropriate.

**There is no automatic movement between investment portfolios within this option.**

## WHO SHOULD CONSIDER THE OWN INVESTMENT CHOICE OPTION?

- Members who wish to retire early and want to protect their Fund Credit against volatility or higher risk.
- Members who are planning to resign and want to ensure that their Fund Credit is not at risk.
- Members who, after age 57, want their investments to remain longer in a higher-risk environment.
- Members who have other investments and want to keep their Fund Credit as a more aggressive investment.
- Members who are confident about making their own investment decisions.

## HOW DOES THE OWN INVESTMENT CHOICE OPTION WORK?

- You select the correct split between the above four portfolios based on your retirement savings plan.
- The actual returns earned on the portfolio in which you are invested will be added to your Fund Credit on a daily basis.
- You can switch portfolios within the **Own Investment Choice** at any time, free of charge. You will need to complete the Switching Form below.

## SWITCHING BETWEEN INVESTMENT OPTIONS

Members invested in Automatic Life Stage and Own Investment Choice can move between the two options at any time, free of charge.

The [Switching Form](#) can be found on our website and on Imbizo.



# SHARI'AH PORTFOLIO

## INVESTMENT OPTION

THIS IS A SHARI'AH COMPLIANT PORTFOLIO DESIGNED TO GROW YOUR SAVINGS OVER THE LONG TERM.

**Here it is important that all income adheres to the strict dictates of Shari'ah law and our investment solution complies with Shari'ah guidelines.**

This portfolio is invested in both local and global types of investments that are Shari'ah compliant, such as shares, sukuk (Islamic financial certificates, similar to bonds) and listed property.

As well as setting out rules concerning income, the Shari'ah guidelines prohibit financial involvement with companies such as conventional banks, casinos and alcohol producers.



Due to the exclusions required by Islamic law, there are fewer types of assets available to invest in, which may result in increased volatility over the short term.

## TAKE CONTROL OF YOUR FINANCIAL FUTURE WITH AF CONNECT

**Find out whether you're on track to reach your retirement saving goals.**

**With AF Connect, you have real-time access to:**

- investment values
- retirement fund values
- Alexforbes product benefit values
- tools to help you secure your financial well-being

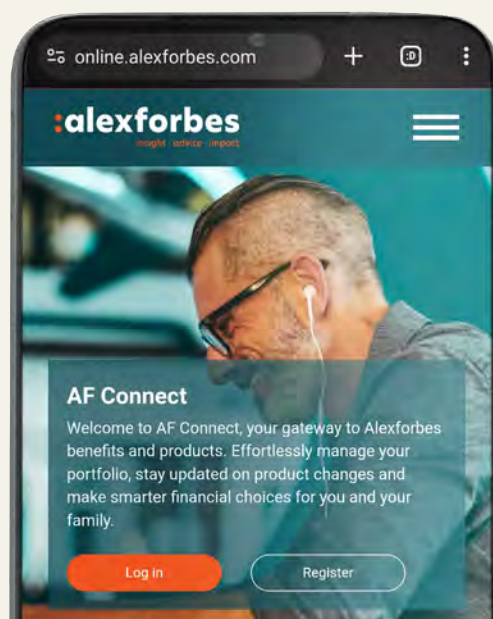
### MONITOR YOUR RETIREMENT PLANNING

You can check investment values and performance and use valuable financial planning tools to track and improve your financial plan.

Visit [online.alexforbes.com](https://online.alexforbes.com)

and select 'Register' to register an account.

If you already have an account, simply log in.



# THE TWO-POT SYSTEM

THE TWO-POT SYSTEM IS PROPOSED TO TAKE EFFECT FROM 1 SEPTEMBER 2024.

**You cannot withdraw any money before this date.**

There are some important new changes coming to retirement funds in South Africa. The two-pot system is being introduced to assist members financially before they retire as well as help them save for retirement.

## WHY DO WE NEED THE TWO-POT SYSTEM?

These changes are needed because many members struggle financially before they retire and are also not saving enough for retirement. Currently, members often withdraw their retirement savings in cash when they change jobs. Because of withdrawing from their retirement savings, they don't have enough to live on once they retire. The two-pot system will help members keep their savings invested for their retirement.

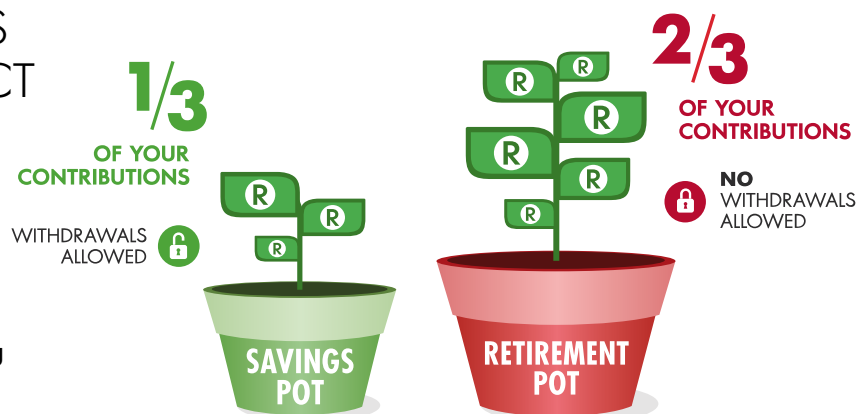
**The two-pot system means that members can now withdraw some cash from their retirement savings without leaving their job or retiring. They can withdraw from their savings pot once per tax year if they have at least R2 000 saved.**

## HOW WILL MY CONTRIBUTIONS BE SPLIT?

It is proposed that from 1 September 2024 any new retirement contributions that you save into your retirement fund will be split into two pots:

- **SAVINGS POT** – One-third of your contributions will be allocated to this pot.
- **RETIREMENT POT** – Two-thirds of your contributions will be allocated to this pot.

You may transfer from your savings pot into your retirement pot, **but may not transfer out of your retirement pot.**



## WHAT HAPPENS TO MY EXISTING RETIREMENT SAVINGS?

**BEFORE 1 SEPTEMBER 2024** – your retirement savings will not be affected by the new two-pot system. You can only withdraw cash from these savings if you leave your employer or retire.

**AFTER 1 SEPTEMBER 2024** – a small amount of your existing retirement savings will be moved to your new savings pot. This amount is expected to be 10% of your existing retirement savings, or R30 000, whichever is lower. This initial amount in your savings pot cannot be more than R30 000.

## MAKING WITHDRAWALS

- **If you have a financial emergency or challenges before you retire, you will be able to withdraw up to one-third of your retirement savings from your savings pot without leaving your job or retiring.** You can withdraw these savings once per tax year if you have at least R2 000 in your savings pot.
- **The other two-thirds will be preserved for retirement in your retirement pot. You are not allowed to withdraw from your retirement pot, even when you change jobs.** When you retire, you must use the total amount in your retirement pot to purchase an annuity. An annuity is commonly used to provide a steady income stream during your retirement. The more you have saved in your retirement pot, the higher your annuity will be once you retire.



## SOME DISADVANTAGES OF WITHDRAWING CASH BEFORE YOU RETIRE

- You may not have enough cash to meet your needs when you retire. Most members need available cash when they retire to pay off debts, pay medical bills, etc.
- Withdrawing from your savings pot reduces the amount of money you and your family will have to live off once you retire.
- Although the two-pot system will allow you to withdraw some cash from your savings pot before you retire, **it is better to keep all your retirement savings invested for your retirement.** This will give you and your family the best chance of having enough money to live on when you stop working.
- If you really need to withdraw from your savings pot, speak to an accredited financial adviser who can then help you make the best decisions. Contact the **Alexforbes Advice Centre on 0860 100 983** or email [iac@alexforbes.com](mailto:iac@alexforbes.com).

## SAVE SEPARATELY FOR EMERGENCIES

**You should have separate savings for emergencies.** The general rule is to save the equivalent of three months salary. Having emergency savings in a separate account can help you with financial challenges and will preserve your retirement savings for your future.

## WHAT ABOUT TAX?

- If you make a withdrawal from your savings pot before retirement, the cash will be included in your gross income for the tax year. The withdrawal amount could push you into a higher tax bracket.
- **You will pay tax at the highest tax rate** (SARS calls this your marginal tax rate) on any amounts you withdraw from your savings pot before you retire.
- If you wait until you retire to withdraw cash from your savings pot, **you may withdraw up to R550 000 tax free.** You will pay tax on any withdrawals from your savings pot before you retire.



## WHENEVER POSSIBLE, YOU SHOULD AVOID MAKING A WITHDRAWAL FROM YOUR SAVINGS POT

- **Keep your retirement savings invested for the longest time possible.** This will significantly impact the amount of money you will have for an income once you retire.
- Withdrawing also breaks the compounding interest process where your interest earns interest.

## REGISTER ON AF CONNECT

Go to [online.alexforbes.com](https://online.alexforbes.com) to login or register on AF Connect. This will allow you to:

- Track your claims.
- Access your benefit statement.
- Apply to withdraw money from your savings pot after 1 September 2024.

Visit [online.alexforbes.com](https://online.alexforbes.com) and select 'Register' to register an account. If you already have an account, simply log in.

**For the latest information on the two-pot system,** including answers to frequently asked questions, please visit [www.wgrf.co.za/two-pot-system](https://www.wgrf.co.za/two-pot-system)

# YOUR OPTIONS IF YOU RESIGN

## TRANSFER YOUR MONEY TO YOUR NEW EMPLOYER'S FUND

- You don't pay tax on transfer.
- You can take a portion of your Fund Credit in cash, which is taxable, and transfer the balance tax free.

## TRANSFER YOUR MONEY TO A PRESERVATION FUND

- You don't pay tax on the money you transfer.
- You can take a portion of your Fund Credit in cash, which is taxable, and transfer the balance tax free.
- You can make a one-off withdrawal from the preservation fund. This single withdrawal allows you to take all or a portion of your money.
- You can transfer from a preservation fund to a future employer's fund.
- You cannot make any additional contributions.
- The [AFRIS Preservation Fund](#) is available to you. This fund combines the benefits of a living annuity with a guaranteed life annuity, allowing you to leave a legacy for your beneficiaries, while providing you with a guaranteed income once you retire.

### OPTION

# 1

## LEAVE YOUR MONEY IN THE CURRENT FUND

- This is a cost-effective option because of lower pricing.
- You cannot make any additional contributions.

### OPTION

# 2

- You can withdraw your full Fund Credit before you retire. If you withdraw only part of your Fund Credit, the balance must be transferred to another fund.

### OPTION

# 3

## TRANSFER YOUR MONEY TO A RETIREMENT ANNUITY

- Your Fund Credit is preserved for your retirement.
- You don't pay tax on transfer.
- You can make additional contributions.

### OPTION

# 4

- You cannot withdraw any money until you retire, unless you emigrate.
- You can take up to one-third of your benefit as cash when you retire.
- The [In-fund Living Annuity](#) has the lowest fees. It also allows you to remain a member of the Fund and stay part of the Woolworths family when you retire. You may also elect to invest in one of the four default investment portfolios chosen by the trustees who will continue to manage your investments.

## WHAT HAPPENS TO YOUR RETIREMENT SAVINGS IF YOU RESIGN?

**If you resign, you will need to decide what you want to do with your retirement fund savings.**

The aim of the retirement fund is to provide you and your family with financial security when you retire and no longer work. You are therefore encouraged to consider an option that will help you save for your future.

## WHY IS IT A GOOD IDEA TO LEAVE YOUR MONEY IN THE FUND?

- **Preserving your money is in your best interest and will increase your retirement savings.**

You will also grow your savings using the power of compound interest.

- It is easier and more convenient.
- The fees are lower, so you save money.
- You can remain in the same investment strategy that you are already familiar with.
- No minimum amounts are required when leaving your money in the Fund.

## WHAT HAPPENS IF YOU HAVE A HOUSING LOAN?

If you have a housing loan which is secured by your benefit in the Fund, the housing loan will have to be settled when you leave your employer. This means that even if you choose to leave your money in the Fund, your housing loan will have to be settled. The balance of your money will be preserved in the Fund.

## WHAT HAPPENS TO YOUR OTHER BENEFITS?

**You may also convert your current fund death benefit, your disability benefit and your group life assurance (GLA) to individual policies.**

The attraction of doing this is that you won't need to have a medical examination, but you will need to provide your latest HIV test results. The procedure is as if you were buying cover in your personal capacity.

## GET EXPERT FINANCIAL ADVICE

When it comes to your retirement savings, good advice is invaluable. Call the **Alexforbes Advice Centre on 0860 100 983** or speak to a certified financial adviser of your choice before leaving your employer. **Get professional advice on the various options available.**

More details are available in the [Your Options on Leaving](#) Brochure on the Fund's website.



# WHAT HAPPENS WHEN YOU RETIRE?

## WHEN IS MY NORMAL RETIREMENT AGE?

Your Normal Retirement Age (NRA) is the last day of the month in which you turn 63, or such later date as set out in your contract of employment.

## AM I ALLOWED TO RETIRE EARLY?

You may elect to retire at any age after 53. Remember, the size of your retirement benefit (Fund Credit) in the Fund depends on how long you have been contributing.

## WHEN I RETIRE, CAN I RECEIVE A PORTION OF MY FUND CREDIT AS A CASH LUMP SUM?

When you retire, you can draw up to the maximum of one-third of your Fund Credit as a cash lump sum, which would be subject to tax based on the retirement scale.

## IS THE CASH LUMP SUM TAXABLE?

**Yes, the cash lump sum is taxable. However, the first R550 000 is tax-free and you will be exempt from paying tax on this,** provided that you have not already withdrawn from a retirement fund prior to your retirement.

## WHAT CAN I DO WITH THE BALANCE OF MY FUND CREDIT?

When you retire, in order to have a monthly pension for the rest of your life, you will need to invest your Fund Credit.

- **You can stay with Woolworths and invest your retirement benefits in our [In-fund Living Annuity](#).**
- You can choose one of the other investment options. First seek advice from a certified financial planner.

## WHAT IS THE OPENING CAPITAL VALUE?

This is the value of your retirement benefit in the Fund less any cash which you choose to take at retirement. The more cash you choose to take at retirement, the less you have left to fund a pension for the rest of your life.

## YOUR PENSION PAYMENTS (DRAW-DOWN)

**When you choose a living annuity, you must decide:**

- How much pension you wish to take per year.
- How often you wish for this to be paid: monthly / quarterly / bi-annually / annually?

**The amount of pension you take per year is called your draw-down** and is expressed as a percentage of your Fund Credit. The higher your draw-down rate, the sooner you will run out of money.

**Example:** If you have a Fund Credit of **R200 000** and want a pension of **R10 000** per year, then your draw-down percentage will be **5%**.

The SARS requirements are that the draw-down rate should be between 2.5% and 17.5%.

If your Fund Credit is poorly invested or your income drawn is too high, **you could run low on money and would receive very little pension.** The risk of depleting your Fund Credit also increases the longer you live because it is possible to outlive one's investments.

The pension payment date is the 25th of each month and your monthly pension is subject to normal tax rates.

## FEE DEDUCTIONS

Every month, all administration, investment and advice fees will be deducted from your monthly pension or living annuity investment.

# THE IN-FUND LIVING ANNUITY

## LOWEST FEES

With the In-fund Living Annuity, the administration fees and the investment portfolio fees are generally much lower than if you buy a pension with an external provider. Our trustees negotiate the fees on everyone's behalf. Because so many members are investing in the same product, you pay lower fees because the cost is split among many people.

## IT'S EASIER

With the In-fund Living Annuity, your retirement savings remain invested in the Woolworths Group Retirement Fund when you retire.

## TAX EFFICIENT

The In-fund Living Annuity is as tax efficient as possible and there are advantages to investing in this option. Speak to a [certified financial planner](#) for advice.

## EASE OF ADMINISTRATION

The Fund arranges for your pension to be paid to you each month. The trustees are responsible for monitoring the Fund and ensuring that it remains sustainable and complies with legislation. They also report regularly to you on the Fund's performance.

## PART OF THE WOOLWORTHS FAMILY

When you retire, you remain a retiree in the Fund and stay part of the Woolworths family. The trustees will continue to oversee the Fund and your retirement savings.

## SUPPORT

As a retiree in the Fund, you will be adequately supported and informed when having to make any important decisions.

## INVESTMENT CHOICES

If you choose the In-fund Living Annuity option, when you retire, you can invest in one of the four default investment portfolios chosen by the trustees.

## SWITCHING YOUR INVESTMENT CHOICES

You may change your investment strategy by submitting a [Switching Form](#). If you decide to invest your Fund Credit with a provider outside the Fund, then you cannot convert it back to the In-fund Living Annuity.

## LESS RISK

The trustees of the Fund are responsible for the investment strategy. Their approach is a long-term one and they use financial advisers to get the best results. This reduces the risk to you significantly.

## FLEXIBILITY

You decide the level of pension you wish to draw once you retire. You can also decide how aggressively or conservatively your retirement savings should be invested, based on your need to preserve your capital or to continue with wealth accumulation.

Speak to a [certified financial planner](#) when making this decision as it is important that your Fund Credit does not get depleted.

## RECOURSE

If you ever run into financial difficulty and creditors want to seize your assets, they may not take any money from your In-fund Living Annuity.

## TRANSFERABILITY

If you are at any stage unhappy with the In-fund Living Annuity, you can transfer to another pension or provider at any time. You are never locked in.

## CONTINUITY

Your investments will continue to be managed by trustees of the Fund. A default investment strategy will apply but you will also continue to be able to make your own investment choices. You will receive annual communication updating you on your Fund Credit and the appropriateness of your investment strategy.

# YOUR RETIREMENT BENEFIT

WHEN YOU RETIRE, YOU ARE REQUIRED TO BUY A PENSION WITH AT LEAST TWO-THIRDS OF YOUR FUND CREDIT.

Normal retirement age is 63 years. Your retirement date is the last day of the month in which you have your 63rd birthday. Early retirement can be taken from age 53 onwards, provided that you have obtained the consent of your employer to retire early.

## IF YOU DO NOT REQUIRE AN INCOME IMMEDIATELY

**You can defer taking your retirement benefit and leave your money invested in the Fund.**

- You will continue earning investment returns.
- You will no longer contribute to the Fund.
- You will not qualify for any of the insured benefits such as death, disability and funeral benefits.
- You will still pay investment fees and costs.

## HOW WILL MY BENEFIT BE PAID TO ME?

- **You can take up to a third of your Fund Credit as a cash lump sum.** You must use the balance (after the cash lump sum) to purchase an annuity from an insurer of your choice.
- Any cash lump sum will be taxable, although the first R550 000 will be tax free if you have not withdrawn retirement fund benefits previously. The balance of your Fund Credit will be transferred to the insurer of your own choice tax free to fund your future pension income payments, which will be taxed.
- We recommend that you obtain expert advice. Alexforbes Financial Planning Consultants will give you **two free** individual advice sessions, within five years prior to your actual date of retirement.

Contact the **Alexforbes Advice Centre on 0860 100 983** or email [iac@aforbes.com](mailto:iac@aforbes.com) to arrange your two free individual financial advice sessions. Alternatively, contact a certified financial planner of your own choice.

# DISABILITY BENEFIT

## YOUR DISABILITY INCOME REPLACEMENT BENEFIT

**If you are unable to continue doing your job as a result of serious illness or an accident,** our disability income replacement benefit ensures that you are able to provide for yourself and your family. This group life policy is underwritten by Guardrisk Life.

If you are unable to do your job, after extensive medical tests and in the opinion of Guardrisk Life, **you will be paid a monthly disability income based on 75% of your annual salary** until your death, your recovery or

your normal retirement, whichever comes first. Both you and the company will continue to contribute to the Fund until your death, your recovery or your normal retirement.

## IF YOUR DISABILITY IS DEEMED TOTAL AND PERMANENT

**The employer-provided life insurance benefit of twice (2x) your annual pensionable salary will be paid to you** if your disability is deemed total and permanent. Your life insurance cover under this policy stops if your disability is deemed total and permanent.



# YOUR DEATH BENEFITS

IN THE EVENT OF YOUR DEATH WHILE EMPLOYED, THESE TWO BENEFITS ARE PAYABLE TO YOUR BENEFICIARIES:

## 1. THE RETIREMENT FUND GROUP LIFE ASSURANCE BENEFIT (GLA)

- **A lump sum death benefit of four times (4x) your annual pensionable salary together with your Fund Credit** is payable to your spouse, your dependants and/or your nominated beneficiaries.
- **If you are over age 53 and have selected the option of reduced cover, the lump sum benefit will be twice (2x) your annual pensionable salary plus your Fund Credit.** This is payable to your spouse, your dependants and/or your nominated beneficiaries.
- **Your death benefit is subject to tax.** The death benefit is provided by an insurer, Guardrisk Life Limited.

**Your Nomination of Beneficiary form is an expression of your wishes and a useful guide for the trustees, but they are not obligated to follow it. They do a thorough investigation over a 12-month period to establish your financial dependants and their degree of dependency.**

In terms of section 37C of the Pension Funds Act, the trustees have a duty to distribute this money to your financial dependants. The trustees have set up a death benefit subcommittee which meets quarterly to review claims for the past 12 months.

On receipt of your death certificate, the death benefit subcommittee contacts your family to form a picture of your dependants and their degree of dependency. They will often ask for proof of dependency. A proposal is prepared and the trustees have the final say.

In most cases, if there is a spouse, the funds are paid to the spouse to care for the family. In some cases, the spouse shows that he or she is not competent to handle the money or is not fulfilling his or her family responsibilities. In such cases, the money is placed in a beneficiary fund for the children.

## 2. EMPLOYER-PROVIDED LIFE INSURANCE BENEFIT

- **In addition to the Retirement Fund Group Life Assurance Benefit, there is also a separate Employer-provided Life Insurance Benefit.** You will have contributed part of your salary each month towards this while employed by Woolworths.
- **This insurance policy pays out a lump sum equal to twice (2x) your annual pensionable salary** in the event of your death to your nominated beneficiaries/dependants.
- **This payment is tax free.**

**For this benefit, your Nomination of Beneficiary form is binding on the insurer and the benefits must be distributed according to your wishes.**

## WHO RECEIVES MY BENEFITS IF I HAVE NO DEPENDANTS?

**If you are single and have no financial dependants, the trustees will take your Nomination of Beneficiary form into account when allocating your death benefits.**

The GLA benefit of four times (4x) or twice (2x) your annual pensionable salary and your Fund Credit, together with the additional Employer-provided Life Insurance Benefit of two times (2x) your annual pensionable salary, will be paid to your nominated beneficiaries.

### KEEP YOUR NOMINATION OF BENEFICIARY FORM UP TO DATE

It is vital that you update your [Nomination of Beneficiary Form](#) periodically.

**It is also important to update this form after any of the following events:**

- You get married or divorced
- Birth of your child
- Death of a beneficiary

# FUNERAL BENEFIT

WOOLWORTHS PROVIDES A R20 000 FUNERAL BENEFIT IN THE EVENT OF YOUR DEATH WHILE EMPLOYED BY WOOLWORTHS

- **This is to assist your surviving family members with some of your funeral costs.**
- **This is only for your funeral.**
- One of two people you nominate needs to submit your death certificate to the Risk Benefits Department in Cape Town.
- The R20 000 benefit will be paid out to the nominated person and must be used towards your funeral.

**As the benefit is paid out in cash, it is vital that the people you choose are people you can trust.**

## ADDITIONAL FAMILY FUNERAL COVER

**You may also opt for additional family funeral cover by going onto [Imbizo](#) and searching for the Momentum funeral scheme.**



You can then apply to have your family covered by a funeral policy. You will have to be included in the cover as well, but as funerals are expensive, the additional cover will not go amiss.

### COMPLETE THE FUNERAL BENEFIT NOMINATION FORM

In order for your family to receive this benefit, you must nominate two people on the [Funeral Benefit Nomination form](#) and send this to your HRA.

# WOOLWORTHS MEMORIAL EDUCATION FUND

IF YOU DIE, THE WOOLWORTHS MEMORIAL EDUCATION FUND WILL PAY FOR THE EDUCATION OF YOUR CHILDREN.

We all know that the education of your children is not only important but can be expensive. If you die, the Woolworths Memorial Education Fund will make direct payments to your children's school and pay their school fees, starting from Grade R, up to and including tertiary education. They will also pay for your children's education while studying for a degree or a diploma.

An infant has no immediate cover, but as long as they are registered on the Woolworths Memorial Education Fund, the benefits will start when your child reaches Grade R.



**Please note that it is vitally important that your children, even if they are toddlers, are registered within six months of your death.** If this does not happen, the benefit will not be activated and your children will not be covered.

---

## PENSION-BACKED HOME LOAN

YOU CAN BORROW UP TO 80% OF YOUR AFTER-TAX WITHDRAWAL BENEFIT.

**A pension-backed home loan is when your loan is secured by your retirement fund savings rather than by a mortgage bond.**

- The maximum amount you may borrow is 80% of your after-tax withdrawal benefit.
- The minimum loan is R5 000.
- The loan depends on how much you have saved in your retirement fund and how much you can afford.
- You must be the property owner.



**A pension-backed loan can be used:**

- to buy vacant land
- to build a house or improve your current home
- to pay a deposit or pay towards bond registration costs and fees
- to pay off an existing home loan.

# GENERAL INFORMATION

ALL MEMBERS HAVE FREE ACCESS TO THE ALEXFORBES INDIVIDUAL ADVICE CENTRE (IAC) AND THE WEALTH MANAGEMENT ADVISORY SERVICE.

## GET FINANCIAL ADVICE

The value of getting financial advice from a qualified financial adviser should not be underestimated and is highly recommended. Speak to a financial adviser to help you consider your options.

Contact the **Alexforbes Advice Centre on 0860 100 983** or email [iac@aforbes.com](mailto:iac@aforbes.com) to arrange your free individual financial advice session. Alternatively, contact a reputable financial planning adviser of your own choice.

## OUR TRUSTEES

The Woolworths Group Retirement Fund is managed by a board of trustees, half of whom are elected by the members. The other half are appointed by the employer.

The duties and responsibilities of the trustees are strictly controlled by the Pension Funds Act. Details of the Fund's trustees can be found on Imbizo and on our website [www.wgrf.co.za/trustees](http://www.wgrf.co.za/trustees).

## QUARTERLY NEWSLETTERS

Every three months you will receive a Fund newsletter. The trustees and principal officer choose topics that are current, relevant and interesting. If there is something you think we should include, please let us know.

## OUR WEBSITE

The [Woolworths Group Retirement Fund website](http://www.woolworths.co.za/retirement) hosts useful information regarding your Fund. Here you will also find our forms, informative newsletters and helpful information on saving for your retirement.



## WOOLWORTHS GROUP RETIREMENT FUND

MAKING THE DIFFERENCE TO YOUR RETIREMENT

**HOW MUCH DO YOU HAVE SAVED IN THE FUND?** To find out what your Fund Credit is, go to [online.alexforbes.com](http://online.alexforbes.com). You will require your pin and password. Alternatively, please visit PeopleSoft.

**THE VALUE OF EXPERT ADVICE:** We recommend getting financial advice from a qualified financial adviser. Contact Alexforbes Individual Advice Centre (IAC): Call **0860 100 444** or email [iac@aforbes.com](mailto:iac@aforbes.com)

**FUND QUERIES:** For information about the Fund, call **021 401 9300** or email [wgrfmbqueries@aforbes.co.za](mailto:wgrfmbqueries@aforbes.co.za)  
**You can write to us:** Woolworths Group Retirement Fund, PO Box 680, Cape Town 8000

[WWW.WGRF.CO.ZA](http://WWW.WGRF.CO.ZA)

**DISCLAIMER:** Although every effort has been made to ensure that the information in this brochure is correct, the Board of Trustees, Woolworths and the administrators take no responsibility for any loss or damage suffered by any person as a result of their reliance on the information in this brochure. Any information provided is of a general nature and you must take into account your own personal retirement objectives and financial circumstances. In the event of a dispute, the rules of the Woolworths Group Retirement Fund will prevail.