

## DISCONTINUATION OF SERVICE FORM

### A. PERSONAL DETAILS

UT Number ..... Last working day .....

Department .....

Reason for leaving employment (e.g. resignation/retrenchment/dismissal)

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Name..... Surname..... Title .....

Date of birth ..... ID/passport number .....

Telephone number (h) ..... Cell phone number .....

Telephone number (w) ..... Email address .....

Income tax number\*

\*Incomplete tax information may result in a delay in the pay-out of your pension benefits.

### B. HANDLING OF RETIREMENT BENEFIT

More information on the various options pertaining to your retirement benefit is available on the [Human Resources Division's homepage](#).

You may choose to deal with your retirement benefit in any one of the following ways:

1. Ask for the full fund credit to be deposited into your bank account.
2. Take a portion of the fund credit in cash and transfer the remainder to a new fund.
3. Transfer the full fund credit to a new fund.

Please contact the Remuneration and Benefits Office on 021 808 3740 or 021 808 9271 to make an appointment for you to discuss the various options above as well as to complete the claim form upon leaving employment. The retirement benefit can only be paid out if you have completed the claim form in full and it has been signed off by the Remuneration and Benefits Office.

**C. OTHER BENEFITS**

If any of your other benefits such as your medical scheme cover or gap cover was facilitated through Stellenbosch University, please remember to make arrangements with regards to continuing with the products should you wish to continue with the products.

**D. RETURNING UNIVERSITY PROPERTY**

Any of the following items in my possession will be returned to the relevant divisional/departmental head before my retirement:

- Keys
- Clothing, such as uniforms
- Identification card/access permit
- Any other university property


Arrangements have been/are being made for the above items to be returned before my last day of employment.

**E. INFORMATION TECHNOLOGY**

Access to all Stellenbosch University systems will be revoked, including access to your @sun.ac.za e-mail. Arrangement must be made to remove all private content before the last day of work. Once access is revoked, information cannot be retrieved

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DATE

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SIGNATURE

**F. DIVISIONAL HEAD / DEPARTMENTAL CHAIRPERSON**

Comments

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DATE

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SIGNATURE