

NOTICE OF RETIREMENT

Kindly note that the following documents should be enclosed with the completed form:

- Copy of identity document or passport

More information on the various options pertaining to your retirement benefit is available on the Human Resources Division’s homepage at:
<http://www0.sun.ac.za/hr/documents/policies-and-procedures/#retirement-fund-USRF>.

A. TYPE OF RETIREMENT (please tick the appropriate box)

Normal retirement

Early retirement

B. PERSONAL DETAILS

UT Number Last working day

Department Title.....

Name..... Surname.....

Date of birth ID/passport number

Telephone number (h) Cell phone number

Telephone number (w) Email address

Income tax number*

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

C. 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.

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DATE

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SIGNATURE

D. DIVISIONAL HEAD / DEPARTMENTAL CHAIRPERSON

Comments

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DATE

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SIGNATURE