

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*

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*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 at:
<http://www0.sun.ac.za/hr/documents/policies-and-procedures/#retirement-fund-USRF>.

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. 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