

TFG FUNERAL CLAIM FORM

Full Time Employee whose HUSBAND, WIFE or CHILD passed away
(Variable employee may claim after 3 months continuous employment)

Employee's Information:		
Name & Surname of Employee		
Employee no.		
Branch / Division		
Date joined Employer		
Telephone no. of Branch / Division / Office		
Postal / Residential address of employee		
Cell number of employee		
Home telephone number of employee		
Email address		
Position and telephone no of Line Manager	Position:	Tel no.
Name and signature of Line Manager	Name:	Signature:

Bank details of Employee:			
Name of Bank			
Bank account number			
Name of account holder			
Type of account	cheque		savings
Branch Name and Branch code			

Deceased's Details:	
Full first names of deceased	
Surname of deceased	
Date of death	Age at date of death:
Date of birth / identity number	
Relation of deceased to employee:	

DOCUMENTATION REQUIRED		
<u>Certified</u> copy of the death certificate	<u>Certified</u> copy of the ID document of deceased	<u>Certified</u> copy of the marriage certificate (if applicable)
<u>Certified</u> copy of the birth certificate (if deceased was a child of the employee)	<u>Certified</u> copy of ID document of employee	Bank statement or proof of bank account
This form was completed by:		Should any part of this form not be completed in full and documents not be attached, the payment will be delayed.
Telephone number:		
Date:		

You may email your claims to: fuse@tfg.co.za
Or Contact Fuse on (021) 937 4742 with any queries.

Protection of Personal Information Act (POPIA) notice

The information requested in this document constitutes personal information in terms of POPIA and may include financial information and information pertaining to minors. The Fund must collect, use and keep this personal information to enable it to process your funeral claim.

The Fund may share your personal information contained herein with other relevant service providers of the Fund, such as the insurer of your funeral benefit, but only to the extent necessary to fulfil its obligations in terms of the Pension Funds Act. If the information is not readily provided, the Fund or insurer may have difficulties to pay your funeral benefit to you. The information will be kept confidential and processed in accordance with POPIA and will be held for a period as set out in the Fund's Retention of Records Guide.

Funeral Claim Form (continued)

Full Time Employee whose husband, wife or child passed away

Supporting documents in respect of:

- Child over 21 and not yet 26 and a full time student – confirmation from a recognised educational institution to confirm full time study at the time death occurred. Part-time and correspondence students are not covered.
- Child over 21 and mentally retarded or totally and permanently disabled, any of the following documents must be submitted:
 - Confirmation of Disability Grant
 - Medical Aid application of Principal Member
 - Medical Report
- An illegitimate / adopted child, attach proof
- Surname of deceased (spouse or child) is different to that of the Principal Member; provide explanation of difference in surname and supporting documents
- In respect of the surname difference of a spouse, any one of the following:
 - Copy of Marriage Certificate
 - Confirmation of Customary Union issued by a Magistrate
 - Letter from Tribal Chief
- In respect of the difference of surname of a child – any one of the following:
 - Registration / Birth Certificate reflecting parent details
 - Baptismal Certificate reflecting parent details
 - Adoption papers
 - Marriage & Birth Registration in respect of Stepchildren

Benefits payable:

Whilst you are in the Company's employ and a member of the TFG Retirement Fund, the following amounts are payable towards the cost of a funeral:

Qualifying spouse	Child Age 14 - 21	Child Age 6 - 13	Child Under 6
R30 000,00	R15 000,00	R6 000,00	R3 000,00

If you have taken out Additional Voluntary Funeral cover (through Guardrisk), the following additional amounts will also be payable towards the cost of a funeral:

Qualifying spouse	Child Age 14 - 21	Child Age 6 - 13	Child Under 6
R25 000,00	R15 000,00	R7 500,00	R3 000,00

Please note, Funeral Benefits lapse if not claimed within 6 months from date of death.

TFG RETIREMENT FUND AS WELL AS ^{Guardrisk} RESERVES THE RIGHT TO REQUEST FURTHER DOCUMENTATION OR INFORMATION AS IT MAY DEEM NECESSARY TO ACCURATELY ASSESS THE CLAIM

Summary of Foschini Voluntary Funeral Scheme:

- Guardrisk Insurance Company Limited offers additional voluntary funeral benefits over and above the benefits currently available to members of the TFG Retirement Fund.
- You must be a member of the TFG Retirement Fund to take up this offer.
- You have to apply within 3 months from becoming a permanent employee of TFG or wait until January of the following year.
- Principal Member and Dependents have a 3 month waiting period from date of entering the scheme before they may claim, except in the case of an accidental death claim, which will be paid immediately, provided that the first premium is received by Guardrisk.
- These benefits are only available to active members and are not available to TFG pensioners, Deferred Retirees and Deferred pensioners.
- Maximum entry age is 64 and cessation age is 65 years.
- The maximum entry age for a spouse (husband/wife) is 70 years.
- A one-month grace period is allowed to pay any premium once the policy is in force (i.e. first premium has been received). If the premium is not paid within that month, the cover will cease without further notice.
- Where any premium payment is missed and thereafter paid, the applicable waiting period not served at the point when the premium was not paid, will apply from the date payment of the premium is resumed.
- All children may be covered multiple times under the Plan, provided that the benefit for children younger than 6 years cannot exceed the maximum benefit limit of R10 000 across all Guardrisk plans, and the benefit for children younger than 14 and older than 6 years cannot exceed the maximum benefit limit of R30 000 across all Guardrisk plans.
- Eligible Child: An unmarried child, age 21 years and younger. This includes a stepchild, an illegitimate child, a legally adopted child or a still born child (from the 26th week of pregnancy). Only 2 stillbirth claims will be accepted per family during the term of the policy.
 - The age of 21 years is extended to 25 years if still a full-time student, at a recognized institution or until the Principal Member ceases to qualify, whichever event occurs first.
 - The age of 21 years is extended to death if the child is mentally retarded or totally and permanently disabled before age 21 years, or until the Principal Member ceases to qualify, whichever event occurs first.
- Common Law Spouse: A person recognized by Guardrisk
- at its sole discretion as a Spouse, including Customary Marriages or a relationship between two people of the same gender, or a relationship between two people after a continuous cohabitation period of 6 (six) months.
- No claim, where documentation is submitted after 6 months of the date of death, will be paid.
- You will only be allowed to cancel membership of the Scheme with effect from 1 January of any year.
- Benefits cease when the premiums are not received for more than 2 consecutive months as well as when the principal member withdraw from employment at resignation as well as at retirement or death.
- This benefit will not be paid if death is directly or indirectly caused by or attributable to: Suicide will not be covered during the first 2 (two) years of membership; Divorced spouses at inception of the policy are not covered, and cover for spouses who divorce during the term of the policy will cease immediately on divorce.

ENSURE THAT THE CLAIM FORM IS COMPLETED IN FULL BEFORE SUBMITTING.

**It is the members' responsibility to ensure that all required original or certified documentation is forwarded.
Please be advised that false statements and details are regarded as a criminal offence.**