

Amendment Process for Sanlam Umbrella Fund and Sanlam Unity Umbrella Fund

Documents to be submitted no later than two months prior to the effective date

1	<p>Check whether the amendment requires a quotation or not.</p> <p><i>Amendments that require a quotation do not need to be signed until the quotation is accepted. For amendments that require a quotation, proceed to Step 2.</i></p> <p>For amendments that do not require a quotation, proceed to Step 4.</p>
2	<p>Submit the amendment request to Quotes4umbrellafunds@sanlam.co.za for a quotation.</p>
3	<p>On receipt of the quote, check against the latest rate review letter and for accuracy, and forward to the CBC explaining what is required.</p> <p><u>Example:</u></p> <ul style="list-style-type: none"> - who needs to sign and where - what additional documentation is required - information regarding the effective date of implementation
4	<p>On receipt of the signed amendment document (and quotation, if applicable), check for accuracy and ensure that all additional required documents, as set out on the form for the relevant amendment, have been included.</p> <p><u>Example:</u> an amendment to change the employer name requires a change of name certificate.</p>
5	<p>Confirm receipt of the documents to the client / CBC, explaining the process before implementation can be finalised (see mail template 1).</p>
6	<p>Submit the amendment documents to Acceptances4umbrellafunds@sanlam.co.za.</p>
7	<p>Monitor progress of the completed amendment until finalised.</p>
8	<p>When confirmation of the implemented amendment is received, notify the client / CBC (see mail template 2).</p>
9	<p>Monitor progress of the registered amended special rules, if applicable, until received.</p>

Important notes:

Amendments can only be implemented from a future date, after receipt of the signed documents.

Amendments that reduce member benefits (or have the potential to reduce benefits) can only be implemented from the 1st of the month following registration and approval by the FSB.

Amendments can only be updated after the previous month's contributions have been received.