Amendment Process for Sanlam Umbrella Solutions

01

- Check whether the amendment requires a quotation or not.
- Amendment forms can be obtained from the Toolkit:
 https://sob-news.sanlam.co.za/consultant-toolkit/
- 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.
- For amendments that do not require a quotation, proceed to Step 4.



Submit the amendment request to quotes4umbrellafunds@ sanlam.co.za for a quotation.



- 03
- On receipt of the quote, check against the latest rate review letter and for accuracy, and forward to the CBC explaining what is required. Example:
- who needs to sign and where
- what additional documentation is required
- information regarding the effective date of implementation



 Confirm receipt of the documents to the client / CBC, explaining the process before implementation can be finalised.



 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.

For Sanlam Umbrella

Fund, forward the

sanlam.co.za.For Sanlam Unity

Umbrella Fund.

amendment request with

all supporting documents

to: Clientamendments@

forward the completed

amendment request,

including supporting

Unitv@Futurasa.co.za.

documentation to

 Example: an amendment to change the employer contribution rates. The following is required: the signed quotation, member communication, completed amendment form that clearly indicates the scope of the changes to be implemented.



 Monitor progress of the amendment until finalised.



 Monitor progress of the registered amended special rules, if applicable, until received and uploaded onto the portal.



• When confirmation of the implemented amendment is received (handover email from implementations), check the amendment and notify the client / CBC.



Important notes:

- If there is a change to the default investment strategy, the Client Relations Manager must also forward the amendment request to SCInvestments@sanlam.co.za and ipa_helpdesk@sanlam.co.za.
- 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 after the rules have been registered and approval by the FSCA.
- Amendments that require no rule change must be logged one month prior to the effective date. Amendments that have a rule change or a change to the investment strategy must be logged two months prior to the effective date.