



## Submission of amendments

### What changes are considered as amendments?

Any change that relates to an employer's participation in the Sanlam Umbrella Fund is treated as an amendment.

Amendments can range from changes to contribution rates, members' benefits and investment strategy to participating employer or intermediary contact details. Some amendments do not require a new quotation and others do. All possible types of amendments are listed on the Sanlam Umbrella Fund amendment request document, with an indication of possible cost implication or not.

If an amendment required a new quotation, both the signed quotation and signed Confirmation of Acceptance must be submitted to Sanlam.

### How to submitting an amendment

The Administration team needs sufficient notice in order to implement an amendment. For this reason consultants are requested to submit any amendments by no later than two months prior to the effective date. Amendments must be submitted to [Acceptances4UmbrellaFunds@sanlam.co.za](mailto:Acceptances4UmbrellaFunds@sanlam.co.za).

It is important to note that certain amendments will require changes to the Participating Employer's Special rules and thus will have to be registered with the FSB. These amendments will take longer to be implemented.

### Important aspects to keep in mind

- Amendments can only be implemented from a future date, after receipt of the signed documents. I.e. amendments cannot be backdated.
- Amendments that reduce member benefits (or have the potential to reduce member benefits) can only be implemented from the 1<sup>st</sup> of the month following registration and approval by the FSB.
- Amendments can only be updated on the administration platform after the previous month's contributions have been received and processed.

Should you need any assistance on this matter, please contact your Client Relations Manager (CRM).