

## Covering letter on Company letterhead

Dear Members

### **Election of Member Representatives to serve on the retirement fund Joint Forum**

You are hereby invited to nominate persons to serve on a Joint Forum.

We participate in the Sanlam Umbrella Fund and the participating employer is required to establish a Joint Forum to facilitate the process of consultation and decision-making between itself and its members in accordance within the spirit of the Labour Relations Act. The focus of the Joint Forum will be on members' group retirement benefits.

The most important function of the Joint Forum is to ensure that the Employer's participation in the Umbrella Fund is effective and well managed. The members will meet once a year (or as often as may be determined) to consider the administration, investment, cash flow and other reports and to monitor service providers against their Service Level Agreements.

The Joint Forum is not responsible for the operation and management of the Umbrella Fund. That is the duty of the Board of Trustees of the Sanlam Umbrella Funds. The Joint Forum is also not responsible for the day to day management and participation in the Fund. These duties are performed by the appointed HR & Payroll officers and others.

The Employer has the right to consider and approve or disapprove any decision that will have an effect on its finances or its labour relations. The employer remains the contracting party in its dealings with the Fund and other relevant providers with the Fund.

#### **What is a joint Forum?**

It is a representative body consisting of employer and employee representatives, established to monitor the company's participation in the Sanlam Umbrella retirement fund

## The nomination

The Joint Forum will consist of at least two (2) member and two (2) Employer Representatives with an alternate for each group provided that small funds (funds with less than 20 members) can have one employer and one member representative with alternates. *We request that persons nominated are from the # region where meetings will be held in future. This will avoid unnecessary travel and accommodation costs.*

Please nominate a person that has an interest in the operation of our pension fund with the experience and time available to make a positive contribution. Nominations are limited to employees who are members of the Fund.

- If more than three (3) persons are nominated, an election will be held. Ballot papers will be distributed as an attachment to next month's salary slips.
- If three (3) persons are nominated, they will fill the positions determined by consensus or failing consensus, by the drawing of straws.
- If fewer than three (3) persons have been nominated, the employer will nominate the remaining member Representatives and alternates. In doing so, the employer will favour persons with established leadership and member representation credentials and persons who do not serve on the executive management structure of the employer.

## The election

The election (if appropriate) will be held on #. Ballot papers will be distributed as an attachment to next month's salary slips and votes will be cast on voting day # at the HR office *(or other convenient place)*.

Email votes will also be allowed for those persons who have their own office PC with a unique PC Identity.

Your pension benefit has to be well managed to ensure that it will grow and provide you with a comfortable retirement. We are happy that we have selected the best Umbrella Fund available to us and that we are supported by a firm of actuaries and consultants who will provide us with the best advice and guidance. By making a nomination and by voting for a Member Representative, you as a member can have representation on the Joint Forum and can assist the company in monitoring and managing this important asset in the best possible way.

Regards

# Employer

**MEMBER NOMINATION & ACCEPTANCE FORM**

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**Part A: Election**

I, ..... (Member's name)

of

..... (Name of Participating Employer),

hereby nominate

..... (Full Name of Nominee)

to be considered for possible appointment of Member Representative.

*(Nominate only **one** nominee per form)*

Signed this ..... day of ..... 20.....

**Part B: Acceptance**

.....  
**Signature (Member)**

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I ..... (Name of Nominee)

hereby accept the nomination and make myself available for election as Member Representative of the Fund for a period of three (3) years or such term as may be determined by the Joint Forum).

Signed this ..... day of ..... 20.....

.....  
**Signature (Nominee)**

# BALLOT PAPER

## For the election of Member Representatives on the Joint Forum

### The background

Each participating employer of the Sanlam Umbrella Fund is required to establish a Joint Forum to ensure that members can have access to the decision-making process at participating employer level. The persons elected as member Representatives will represent the interests of the membership at the Joint Forum Meetings. They will also be entitled to elect the independent member representative trustees on the board of the Umbrella Fund.

A Joint Forum is often referred to as the “local board of trustees” of an employer who participates in an Umbrella Fund. The objective of a Joint Forum is to facilitate consultation and decision-making between the participating employer and its employees in respect of group retirement benefits within the spirit of the Labour Relations Act. The most important function of the Joint Forum is to ensure that the employer’s participation in the Umbrella Fund is effective and well managed. The members will meet once a year (or as often as may be determined) to consider the administration, investment, cash flow and other reports and to monitor service providers against their Service Level Agreements.

The Joint Forum is not responsible for the operation and management of the Sanlam Umbrella Fund. This is the duty of the trustees of the Umbrella Fund. The Joint Forum is also not responsible for the day to day management and participation in the Fund. These duties are performed by the appointed HR & Payroll officers and others.

The Employer has the right to consider, approve or disapprove any decision made by the Joint Forum that could affect the company’s finances or its labour relations. The employer remains the contracting party in its communication with the Fund and other service providers to the Fund.

### Voting procedure:

- 1) Please mark clearly with an X, the candidate of your choice in the shaded box provided.
- 2) You may only select one candidate to represent you.
- 3) Ballots that are unclearly marked or have more than one (1) nomination, will be regarded as “spoilt” and will not count in the voting process.

Candidate A	
Candidate B	
Candidate C	

Thank you for your participation