

05 April 2018

CIRCULAR TO THE INDUSTRY

RE: PRO-RATA APPLICATION PROCESS FOR DECEASED EMPLOYEES

Please Take Note of the Following Important Changes

As of 01 March 2016, kindly be advised that no documentation relating to an Employee's Estate Claim, as stipulated in Clause 43.6 (c) of the Main Collective Agreement, will be accepted at any Council office through walk in clients, faxes or emails.

All claims from the deceased member's family must be submitted to the employer, the employer must then send complete documentation to the following e-mail address at Council offices: estateclaims@nbcrl.co.za

DOCUMENTATION REQUIRED TO PROCESS A DEATH CLAIM

1. Completed and signed Pro Rata application form (Annexure A.5) with a valid company stamp.
2. Certified copy of the death certificate. The certified copy should not be older than 3 months.
3. Certified copy of the deceased's member's identity document or a certified copy of the deceased's member's valid Passport if he/she is a foreign national. The certified copy should not be older than 3 months.
4. Certified copy of the Letter of Authority from the Magistrate's Court. The certified copy should not be older than 3 months.
5. Certified copy of the identity document of the person appointed by the Magistrate's Court as administrator. The certified copy should not be older than 3 months.
6. Certified copy of a marriage certificate if the appointed administrator was the spouse of the deceased member, if the administrator is not the spouse of the deceased member an affidavit is required from the person appointed confirming his/her relationship to the deceased. The certified marriage certificate copy or affidavit should not be older than 3 months.
7. If an appointed administrator was married to the deceased member in a traditional ceremony, an affidavit together with a certified copy of an identity document is

required from the deceased's family member to confirm the relationship of the executor to the deceased estate. The affidavit should not be older than 3 months.

8. Recent six (6) months **South African** bank statement with a bank stamp of the administrator appointed by the Magistrate. The bank statements should be no older than 3 months.
9. **Signed Beneficiary Nomination Indemnity for verification (attached).**

Should an executor be appointed to administer an estate, the following documents are required:

1. A certified copy of the Letter of Executorship and identity documents of the executor.
2. Bullet points 1 to 3 above are applicable;
3. Letter from law firm on its letterhead (clearly indicating both physical and postal addresses) confirming attorney's appointment; and
4. Member account statement of the deceased estate.

Please be advised authentication of documentation executed outside of the Republic of South Africa for the use within the Republic of South Africa is governed by rule 63 of the Hight Court Rules and the provisions of The Hague Convention of 5 October 1961.

All documentation received for Foreign nationals where documents have been issued outside the Republic of South Africa must be authenticated / verified by A Notary Public at that foreign country.

Should you require any further clarity on this process please send an email to: estateclaims@nbcfrfi.co.za for assistance.

Your compliance with the above procedure is appreciated as it will ensure the smooth processing of applications and payments.

Yours Faithfully

National Secretary

(This document has been sent electronically and is therefore not signed)