



## FORM TO CHANGE YOUR RETIREMENT FUND CONTRIBUTION TO BE USED BY FIELD/SALES STAFF

(FOR NON-TGP EMPLOYEES WHOSE EARNINGS INCLUDE A COMMISSION COMPONENT – E.G. PFA, RETAIL MASS, PWM, OMF)

This form must be used by those employees who do not have access to update their Retirement Funding contribution rate on Oracle. **All fields are mandatory.** If you do not update your contribution percentage, your current contribution percentage will remain unchanged.

Employee Name & Surname	
Employee Staff (Oracle) Code	
Employee Signature	
Employee Telephone Number	
Date	
<b>COMPLETE THE SECTION BELOW ONLY IF YOU ARE SUBMITTING THE FORM ON BEHALF OF EMPLOYEE</b>	
Line Manager Name & Surname	
Line Manager Staff (Oracle) Code	
Line Manager Signature	

Your OMEGS retirement fund contribution rate is based on your pensionable earnings before any pre-tax allocations or other deductions are made. The Employer's contribution to risk and retirement of 12% of your pensionable earnings is added to your contribution. The minimum Employee contribution is 6.5%. You can change your Employee contribution rate in July and November each year. Speak to a financial adviser if you need assistance understanding the tax implications or impact on your take-home pay. Read more at [www.omegs.co.za/benefit-overview/contributions/](http://www.omegs.co.za/benefit-overview/contributions/)

**Please circle the appropriate percentage contribution you would like to make to your retirement fund savings:**

6.5%	7.0%	7.5%	8.0%	8.5%	9.0%	9.5%	10.0%	10.5%	11.0%
11.5%	12.0%	12.5%	13.0%	13.5%	14.0%	14.5%	15.0%	15.5%	

**Please submit the completed form to:**

Location: HR Service Centre, 4th Floor, G-Block, Mutualpark, Pinelands  
 Email: [HRSCBenefitsandExitsTeam@oldmutual.com](mailto:HRSCBenefitsandExitsTeam@oldmutual.com)