February 2022

Dear Members

Life insurance cover is important because it will protect your loved ones and ensure their financial stability if you pass away.

As a member of the Old Mutual Employee Group in SuperFund (OMEGS), you automatically qualify for **Core Cover**, and may apply for additional life cover, referred to as **Full Cover**.

To apply for Full Cover, you will need to go for a short medical and blood tests. As soon as the underwriter accepts your application, you will be covered by the Full Cover structure. Please **click here** for more information about the process.

The life cover provided is expressed as a multiple of your annual pensionable earnings / TGP based on your age as at 1 January each year. Your life cover multiple decreases as you get older. If you have Full Cover, you will be eligible to select the **Voluntary Top-up** benefit - this enables you to retain the cover you lose as you age.

Please remember to provide beneficiary nominations for each of the cover structures:

- For Core Cover or Full Cover, you need to complete the beneficiary nomination process via Secure Services, because this is a benefit provided via OMEGS. This nomination informs the Trustees of your wishes, which they will take into consideration after you pass when they determine how your benefit will be distributed.
- Log onto Secure Services today and follow the easy steps.
- Click here if you have forgotten your username or password.
- Contact the Secure Service Helpdesk on 0860 60 65 000 for any assistance.

For the Voluntary Top-up, you need to nominate your beneficiaries on **Workday**. This needs to be completed as a separate process, as this cover is not provided via OMEGS. **Please note that if you don't nominate beneficiaries on WorkDay, the death claim will be paid to your Estate.** This may lead to lengthy delays, additional costs in winding up your Estate and potential conflicts amongst your beneficiaries, particularly if your Will has not been updated. Going forward, you will be able to change your beneficiary details as and when you need to.

Please note that this is applicable to permanent employees in South Africa and Namibia only, excluding CGIC and OMI.

So what do you need to do?

If	Then
If you would like to find out more about the Full Cover or Voluntary Top-up	• Click here to find out more, or • Contact the Human Capital Service Centre Support Team on HCSCPayroll@oldmutual.com
If you currently have a Voluntary Top-up arrangement in place, but you are **NOT** changing age bands	• Please log onto **Workday** and add your beneficiary details. **The attached job aid** provides a step-by-step guide.
If you currently have a Voluntary Top-up arrangement in place, and you are changing age bands	• You will have received a notification on Workday to elect (request) to top-up your cover by the multiple you are dropping in January 2022. • You can elect Voluntary Top-up until **7 February 2022** for cover effective 1 February 2022. • You will be able to add your beneficiary details at the same time.

If you have an accumulated Voluntary Top-up benefit from previous elections, these benefits will reflect separately on WorkDay. These benefits will be combined and paid in accordance with your latest nomination. Please consider the total benefit when allocating and nominating your beneficiaries.

You also have an opportunity to review your Voluntary Top-up benefit in the same window period. Voluntary Top-up cover may be reduced or cancelled in Workday. Should you require assistance, please email GroupEmployeeBenefits@oldmutual.com

Claims will be paid in accordance with the policy terms and conditions at the date of death.

If you are have any queries and are based in South Africa, please click here to access the FAQ document, or contact the Human Capital Service Centre Support Team on HCSCPayroll@oldmutual.com

Regards
Group Employee Benefits

DO GREAT THINGS EVERY DAY

Old Mutual Life Assurance Company (SA) Limited is a licensed FSP and Life Insurer.