



An Authorised Financial Services and Credit Provider
FSP No. 1901

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TO ALL SCHEME OWNERS/ CLIENTS

3 February 2010

Please take note of the following important information that will apply as from 1 MARCH 2010:

1. **Membership and Pay-over lists** MUST be sent to Prosperity Life on **MONTHLY** basis for the attention of Burnadet de Meyer. Use the following fax number and e-mail address:
 - a. Fax number: 086 5378 236
 - b. E-mail address: burnadeti@prosperitylife.co.za
2. When **submitting a claim for payment**, please ensure that:
 - 2.1 A certified copy of the beneficiary's ID is attached to the claim documentation in the case of an individual being the beneficiary.
 - 2.2 The following apply to the completion of the information regarding the appointment, or change of a beneficiary:
 - 2.2.1 If the main member is still alive, the main member will be paid. Should the money be paid to someone else, or scheme/institution, the mandate must be signed by the main member.
 - 2.2.2 Should the main member be the deceased, the money will be paid to the spouse, UNLESS someone else had been appointed as a beneficiary prior to the death of the main member and the appointment of the beneficiary, had been authorised by the main member.
 - 2.2.3 Should someone else than the spouse be paid and NO PRIOR BENEFICIARY had been appointed by the main member, the mandate must then be signed by the spouse.
 - 2.2.4 Where the main member is the deceased and no spouse or appointed beneficiary was nominated, then the claimant/ informant must clearly indicate his/ her relationship to the deceased as requested in Section I of the "Death Claim Notification Form" (see attached Death Claim Notification Form).
 - 2.2.5 Section "I" on the Death Claim Notification Form, must be signed by the "NEW" beneficiary.

The following 2 forms are also attached:

1. Mandate to CHANGE a beneficiary (should be completed at time of death if mandate on Death Claim Notification Form has not been completed fully or correctly), and
2. Mandate to APPOINT a beneficiary (should be completed by the main member when still alive).

We believe that the above will assist us in processing claims faster and with less requirements and will ensure that the right beneficiary is being paid.

Kind regards

A handwritten signature in black ink, appearing to read 'M. van der Merwe'.