

Contract Cleaning National Provident Fund  
Participating Employer Registration Form



Employer/Company Name (In full)	
Company Registration Number / CK Number	
Do the Employees belong to an Existing Retirement Fund?	
If Yes, please state the name of the Fund and the name of the Administrator.	
Administrator of the Existing Fund's Full contact details, i.e. e-mail address, Telephone and fax number	
Date of Commencement of Participation in the Fund	
Current cleaning contract in place	Yes / No
Number of Current Cleaning Staff (in existing contract)	
Current Cleaning Association Membership	BEECA / NCCA / NONE

	Name	Telephone Number	Fax Number	E-mail Address
Contact Person				
Contact Person				
Contact Person				

Head Office Postal Address	Head Office Physical Address
	Province:

Approved by: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

<b>Company Stamp</b>
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Please forward completed document to [CleaningC@nbc.co.za](mailto:CleaningC@nbc.co.za) or Fax No 086 687 0912. Tel: (010) 206 0000 alternatively phone Nompumelelo Magoloza (010) 206 0131 at NBC Holdings (Pty) Ltd (Head Office). Max Maisela Park | 22 Ridge Road, Parktown 2193 | P O Box 32528, Braamfontein, 2017 | [www.ccnpf.co.za](http://www.ccnpf.co.za) | [www.nbc.co.za](http://www.nbc.co.za)



## CONTRIBUTION & BENEFITS STRUCTURE

### 1. CONTRIBUTIONS

<p><b>Member</b> Each member shall make a monthly contribution of 5.25% of the Fund Salary throughout their service.</p>
<p><b>Employer</b> The Employer shall make a monthly contribution in respect of each member in its Service at the rate of 5.25% of the member's Fund Salary.</p>

### 2. BENEFITS

<p><b>Withdrawal</b> Total Fund credit that is made up of Employer and Member contributions, less costs, plus investment growth.</p>
<p><b>Retirement</b> Total Fund Credit at the date of his retirement. Early Retirement Age is from 55 years and Normal Retirement Age is 65 years.</p>
<p><b>Death Benefits</b> Member's total Fund Credit at the time of his death; plus 1 x annual average salary.</p>
<p><b>Disability Benefits</b> A member is entitled to an insured benefit specified in the Rules of the Fund. (Member's total Fund Credit at the time of disability; plus 1 x annual average salary).</p>

### 3. RISK BENEFITS INSURED WITH AN INSURER

<p><b>Death Benefits</b></p> <table border="1" style="width: 100%;"> <tr> <td><b>Multiple of Salary</b></td> </tr> <tr> <td>1 x annual average salary</td> </tr> </table>	<b>Multiple of Salary</b>	1 x annual average salary	<p><b>Disability Benefits</b></p> <table border="1" style="width: 100%;"> <tr> <td><b>Multiple of Salary</b></td> </tr> <tr> <td>1 x annual average salary</td> </tr> </table>	<b>Multiple of Salary</b>	1 x annual average salary
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1 x annual average salary					
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1 x annual average salary					

### 4. FUNERAL BENEFITS

Previous structure:		&	With effect 1 January 2020:	
Main Member	R 24 000.00		Main Member	R 24 000.00
Spouse	R 24 000.00		Spouse	R 24 000.00
Child 14-21 years	R 15 000.00		Child 14-21 years	R 15 000.00
Child 06-13 years	R 7 500.00		Child 06-13 years	R 7 500.00
Child 00-05 years (incl. stillborn)	R 3 750.00		Child 01-05 years (incl. stillborn)	R 3 750.00
			Still born to 1 year old	R 3 750.00

**NB: The cover includes a Memorial benefit of up to R10 000 for the main member and an Inkomo benefit of up to R10 000 only upon death of the main member.**

A Funeral Benefit is an insured benefit payable upon the death of a Member or an immediate family member.

**Funeral Benefit  
Communication  
The Contract  
Cleaning National  
Provident Fund**

The Funeral benefits are administered by Momentum Metropolitan Life Limited with effect from 01 January 2020.

## Benefits

Relation to Member	
Relation to Member	Benefit
Member	R 24 000.00
Spouse	R 24 000.00
Child 14 - 21*	R 15 000.00
Child 6 - 13	R 7 500.00
Child 1 - 5	R 3 750.00
Still born to 1 year old	R 3 750.00

### Other Benefits available for the main Member

- Trauma benefit counselling (telephonic)
- Repatriation of mortal remains (over 100km)
- Legal assistance
- Telephonic counselling
- Emergency medical services

**Call centre: 0861 666 111**

- Child 22 years to 26 years: benefit will be payable on condition that the child is studying full time at a registered educational institution.
- There is no age limit on children with physical and/or mental disability.
- The Memorial benefit claim must be lodged within 12 months from the date of death. The memorial benefit provides financial support to commemorate the deceased. It is an additional pay-out up to 12 months after the funeral benefit has been paid. This benefit is an amount of R10 000.00 which is paid to the nominated beneficiary, only upon the death of the main member.
- There is also an Inkomo benefit which provides a monetary amount to help with the cost of livestock or any other ceremonial requirements. Momentum will pay this additional benefit regardless of the member's requirements and traditions. The benefit amount is R10 000.00 and is paid at the same time as the funeral benefit, only upon the death of the main member.

## Important to note

- Claim notification period is 6 months and the claim submission period is 12 months. Momentum must be notified of all claims within 6 months and the completed claim documents must be submitted within 12 months.
- Maximum entry age is 70 years.

## Lodging a claim

**Step ONE**

Claimant to **report** the claim **immediately** to the Employer and provide supporting documents.

**Step TWO**

The **Employer to notify NBC Holdings of the death within 6 months** and submit the claim with all supporting documents to NBC Holdings within 12 months from date of death.

**Step THREE**

NBC Holdings **will pay approved claims** as follows:

Funeral- payment will be made to Member or Dependant and the Memorial benefit will be paid to the relevant beneficiary.



### Contact details of NBC Holdings

Funeral • funeralclaims@nbc.co.za fax: 086 683 8799 • Postal address- NBC Head office: 22 Ridge Road, Parktown, 2193  
Telephone number: 010 206 0000



Leader in People Benefits in Africa

### Specimen Signature Form

Fund Name: Contract Cleaning National Provident Fund

Client Name: \_\_\_\_\_

No	FIRST NAME	SURNAME	DESIGNATION	SIGNATURE	COMPANY/ PAYPOINT STAMP
1					
2					
3					
4					

Approved by: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Company Stamp</b>
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Max Maisela Park | 22 Ridge Rd, Parktown 2193 | P O Box 32528, Braamfontein, 2017  
tel: +27 (0)10 206 0000 | fax: +27 (0)86 688 5566 | www.nbc.co.za

NBC Holdings Proprietary Limited Registration No: 1997/012056/07 | NBC Holdings Proprietary Limited is an authorised financial services provider. License No: 991

Executive Directors: WB Maisela (CEO), PV Chetty (COO), AB Mercer



## THE CONTRACT CLEANING NATIONAL PROVIDENT FUND

### Personal liability of employers for payment of retirement fund contributions

Please fill in this form in the fields provided.

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#### Section 1: Employers Details

Name of Employer:

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#### Section 2: Responsible person

Employers must pay the employer and member contributions as set out in the fund's rules to the fund. The contributions must be paid into the bank account of the fund or transmitted directly to the fund by no later than 7 days after the end of the month for which that contribution is payable.

From 28 February 2014, the Pension Funds Act imposes personal liability on certain parties within the employer's organization to ensure the timeous deduction and payment of the contributions.

Who can be held liable?

- For companies: every director who is regularly involved in the management of the company's overall financial affairs.
- For close corporations: every member who controls or is regularly involved in the close corporation's financial affairs.
- For other employers: every person according to whose directions or instructions the governing body or structure of the employer acts, or who controls or is regularly involved in the management of the employer's overall financial affairs.

The fund must ask the employer for the details of the persons who could be held personally liable. If the employer does not give this information to the fund, all the directors of the company, all the members of the close corporation regularly involved in the management of the close corporation or all the persons on the governing body of the employer will be held personally liable.

This means that any persons falling into any of the above categories is legally responsible and accountable for ensuring that both the employer and member contributions are paid to the fund within the 7 day period.

Since this is a legal duty, non-compliance may have serious repercussions for the person/s charged with ensuring compliance.





## Section 2: Responsible Person (continued)

Title: 3.  Initial/s

First Name:

Surname:

RSA ID: Yes  No  ID/Passport Number

Passport Country of Origin:

Designation:

E-mail Address:

Telephone Number:

Cellphone Number:

## Section 3: Declaration

I,  (Full Names),

hereby declare that all particulars furnished in this form are true and correct.

Signed at:

Signature of Authorised Representative of the Employer:  Date:

## Signing the Form:

Print out the form, sign, scan it and send it back via email to [Cleaningc@nbc.co.za](mailto:Cleaningc@nbc.co.za).

The following supporting documents should be attached:

1. Certified ID copies of all the directors of the company
2. Company Registration Documents
3. Director's proof of address