

# OPN CORPORATE PERSONAL PENSION EMPLOYER REGISTRATION FORM



PROFESSIONAL PROVIDENT SOCIETY INVESTMENTS PROPRIETARY LIMITED ("PPS INVESTMENTS")  
CLIENT SERVICE CENTRE CONTACT DETAILS  
TEL: 0860 468 777 (0860 INV PPS)  
EMAIL: admin@ppsinvestments.co.za

WEBSITE: [www.pps.co.za/invest](http://www.pps.co.za/invest)

Please complete the form in BLOCK LETTERS  
Please indicate all options selected with an [X]  
Please initial any amendments made to this application form  
Please note, "Investment Option(s)" refer to the underlying unit trusts within your portfolio  
Please note, "the Fund" refers to the PPS Personal Pension Retirement Annuity Fund  
The cut-off for the receipt of instructions is 14:00  
General Terms, Conditions and Declarations are available on the [PPS Investments Website](http://www.pps.co.za/invest)

## A EMPLOYER DETAILS

Employer's Registered Name ("the Employer")

Employer's Company Registration Number

**Type of entity**                      Natural Person                      Partnership                      SA Company                      Foreign Company                      Closed Corporation

Other (Specify)

Registered Address of Employer (Head Office)

Code

Postal Address of Employer

Code

## B NATURAL PERSON / CONTACT PERSON OF EMPLOYER

Title                                      Surname

First name(s)

Telephone number                                      Fax number

Email address

## C PAYMENT DATE

Commencement month                                      Payment date

(This may be an estimate)

Investments will only be processed once the Fund received the proof of payment and the contribution amount reflects in the appropriate Fund's bank account and the amount corresponds with the amount reflected in the relevant Transaction File.

**Signature of Authorised Person**

## D TERMS AND CONDITIONS

### 1. Definitions

- 1.1 'Fund(s)' refer to the PPS Personal Pension and/or the OPN Personal Pension Retirement Annuity Fund(s).
- 1.2 'Member' refers to the member of the Fund(s) having beneficial interest in investments administered by the Administrator on behalf of the Fund(s).
- 1.3 'Transaction' refers to an instruction from the Employer to PPS Investments on behalf of the Fund(s) to execute a change to member information and/or regular contributions.
- 1.4 'Transaction File' refers to the monthly report received by PPS Investments on behalf of the Fund(s) from the Employer detailing each employees contribution amount.

### 2. Information

- 2.1 The Employer will submit a Transaction File to PPS Investments detailing the contributions made by each employee each month.
- 2.2 The information contained in this Transaction File received from the Employer on a monthly basis will override the information detailed in previous Transaction Files received by PPS Investments.
- 2.3 The member's Fund(s) benefit is based on payments made by the Employer into the Fund(s) bank accounts and / or payments made directly by the member. Neither the Fund(s) nor PPS Investments will be held liable for any loss or damages resulting from incorrect payments made by the Employer.
- 2.4 The Employer acknowledges that the benefits provided to the members are dependent on the correctness of the information provided to the PPS Investments.
- 2.5 The Employer warrants that all the information provided in this form is true and correct.
- 2.6 It is the responsibility of the Employer to inform PPS Investments should an employee no longer be employed by the Employer. The Employer is to ensure that the employee receives an Exit Form and should forward a copy of this Exit Form to PPS Investments prior to sending the monthly Transaction File(s).

**3. Electronic Communications and Instructions**

- 3.1 All transactions will be subject to the same turnaround times and processes that apply to transactions processed as set out in the PPS Personal Pension or OPN Personal Pension application forms: namely, subject to the compliance with the Fund(s) requirements, investments into the underlying Investment Option(s) will take a maximum of five (5) business days to be processed, provided PPS Investments is in receipt of a valid instruction and the investment amount into the bank account of the Fund(s).
- 3.2 A transaction will not be revoked or amended once it has been authorised by the PPS Investments. PPS Investments and / or the Fund(s) will not be held liable should there be a delay in the processing of any Transaction except where such delay is solely attributable to gross negligence on the part of PPS Investments and / or the Fund(s). The Employer accordingly indemnifies and holds PPS Investments and / or the Fund(s) harmless against any loss or damage arising there from.
- 3.3 The Employer warrants that it has the necessary permission to make payments on behalf of its employees to the Fund(s).

**4. Minimum Requirements for Participation**

- 4.1 The current minimum contribution amount per month is R500.00 per member.
- 4.2 Contribution limits may change from time to time.

**5. Time Frames**

- 5.1 The Transaction File(s) must be received by PPS Investments on behalf of the Fund(s).
- 5.2 Transactions will be processed within the normal time frames as set out in the PPS / OPN Personal Pension application form and once payment has been received in the product's bank account and reconciled with the proof of payment.

**6. Exclusion of Liability and Indemnity**

- 6.1 The Employer indemnifies PPS Investments and / or the Fund(s) against any loss or damage arising as a result of incorrect information being sent to PPS Investments on behalf of the Fund(s) contained in the Transaction File(s).
- 6.2 Should incorrect information in the Transaction File(s) be received by PPS Investments on behalf of the Fund(s) which resulted in an overpayment made by the Employer into the Funds bank account and a subsequent purchase of units by the Administrator, the Employer will be liable for any possible loss that may be incurred in correcting this error.
- 6.3 In the event of any court or other competent authority holding that a liability cannot be excluded, PPS Investments and/or the Fund(s) liability to the member shall be limited to direct damages only. In no event shall PPS Investments and / or the Fund(s) be liable for any losses, regardless of whether such liability is based on breach of contract, delict, strict liability, breach of implied warranties, terms and conditions or otherwise.
- 6.4 Any provision of law which prohibits the consensual exclusion of any of the aforesaid liabilities shall not operate to nullify or in any way affect the validity of the remaining liabilities not so prohibited and hereby excluded. These terms and conditions will be regarded as severable from any other unenforceable exclusion of liability.
- 6.5 The Employer hereby unconditionally and irrevocably indemnifies PPS Investments and/or the Fund(s) against all losses suffered by the member, or instructed against PPS Investments and/or the Fund(s) by any third party as a direct or indirect result of the Employer's failure to comply with any of the terms of this Agreement.
- 6.6 The Employer hereby unconditionally and irrevocably indemnifies PPS Group, PPS Investments and/or the Fund(s) against any and/or all claims, demands, penalties, losses, damages, expenses and or charge of whatsoever nature incurred, or instructed against PPS Group, PPS Investments and/or the Fund(s) by the Member or any third party as a direct or indirect result of the Employer's failure to obtain any and/or all relevant consent from the Member to process their personal information.

**7. Complaints and Disputes**

- 7.1 Any complaints and queries which the Employer may have shall be dealt with in accordance with the Fund's Complaints Process.

**8. Amendments to Terms**

- 8.1 The Employer hereby consents to the Fund(s) amending these Terms and Conditions in order to cater for changes in the business needs and applicable legislation.

**PPS Personal Pension Retirement Annuity Fund details:**

SARS Registration Number: PPS Personal Pension Retirement Annuity Fund (OPN Personal Pension) 18/20/4/041988  
 FSCA Registration Number: PPS Personal Pension Retirement Annuity Fund (OPN Personal Pension)12/8/37739

**Signature of Authorised Person**

**Date**

*(Who warrants that s/he is duly authorised to act on behalf of the Employer)*

Name of Authorised Person

Capacity of Authorised Person



PPS Investments (Pty) Ltd, PPS Multi-Managers (Pty) Ltd, PPS Investment Administrators (Pty) Ltd and PPS Insurance Company Ltd are licensed financial services providers.  
 PPS Management Company (RF) (Pty) Ltd is a licensed collective investment scheme manager.

PPS House, Boundary Terraces, 1 Mariendahl Lane, Newlands, 7700  
 Website: [www.pps.co.za/invest](http://www.pps.co.za/invest) Email: [clientservices@ppsinvestments.co.za](mailto:clientservices@ppsinvestments.co.za)