EXTERNAL GUIDE

GUIDE TO COMPLETE AND SUBMIT A RECOGNITION OF TRANSFER FORM
TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 PURPOSE</td>
<td>4</td>
</tr>
<tr>
<td>2 GENERAL INFORMATION</td>
<td>4</td>
</tr>
<tr>
<td>2.1 WHO MUST COMPLETE AND SUBMIT A ROT</td>
<td>6</td>
</tr>
<tr>
<td>2.2 HOW TO SUBMIT A ROT FORM</td>
<td>7</td>
</tr>
<tr>
<td>3 COMPLETING THE ROT FORM (ROT01)</td>
<td>8</td>
</tr>
<tr>
<td>3.1 PART A - ON BEHALF OF THE TRANSFERRING FUND</td>
<td>8</td>
</tr>
<tr>
<td>3.1.1 Particulars of the Transferring Fund</td>
<td>8</td>
</tr>
<tr>
<td>3.1.2 Particulars of contact person of the Transferring fund</td>
<td>9</td>
</tr>
<tr>
<td>3.1.3 Particulars of member or divorced non-member spouse (mandatory for the electronic submission)</td>
<td>10</td>
</tr>
<tr>
<td>3.1.4 Particulars of member or divorced non-member spouse (continued)</td>
<td>11</td>
</tr>
<tr>
<td>3.1.5 Particulars of benefit to be transferred</td>
<td>11</td>
</tr>
<tr>
<td>3.1.6 Statement on behalf of the Transferring Fund</td>
<td>13</td>
</tr>
<tr>
<td>3.1.7 Declaration</td>
<td>13</td>
</tr>
<tr>
<td>3.2 PART B - ON BEHALF OF THE RECEIVING FUND</td>
<td>13</td>
</tr>
<tr>
<td>3.2.1 Particulars of the Receiving Fund (mandatory for the electronic submission)</td>
<td>15</td>
</tr>
<tr>
<td>3.2.2 Particulars of contact person of the Receiving Fund (mandatory for the electronic submission)</td>
<td>16</td>
</tr>
<tr>
<td>3.2.3 Particulars of Bank Account for the Receiving Fund</td>
<td>16</td>
</tr>
<tr>
<td>3.2.4 Statement on behalf of the Receiving Fund</td>
<td>16</td>
</tr>
<tr>
<td>3.2.5 Declaration (mandatory for the electronic submission)</td>
<td>17</td>
</tr>
<tr>
<td>4 COMPLETING THE RECOGNITION OF PURCHASE OF AN ANNUITY FORM (ROT02)</td>
<td>17</td>
</tr>
<tr>
<td>4.1 PART A – ON BEHALF OF PURCHASING FUND / INSURER</td>
<td>18</td>
</tr>
<tr>
<td>4.1.1 Particulars of Purchasing Fund / Insurer</td>
<td>18</td>
</tr>
<tr>
<td>4.1.2 Particulars of contact person of the Purchasing Fund / Insurer</td>
<td>19</td>
</tr>
<tr>
<td>4.1.3 Particulars of person in whose name the pension / annuity is purchased (If reason is “Death” insert the Member / Former Member particulars) (mandatory for the electronic submission)</td>
<td>19</td>
</tr>
<tr>
<td>4.1.4 Particulars of person in whose name the pension / annuity is purchased (If reason is “Death” insert the Member / Former Member particulars) (continued)</td>
<td>20</td>
</tr>
<tr>
<td>4.1.5 Particulars of purchased pension / annuity</td>
<td>20</td>
</tr>
<tr>
<td>4.1.6 Statement on behalf of Purchasing Fund</td>
<td>21</td>
</tr>
<tr>
<td>4.1.7 Declaration</td>
<td>21</td>
</tr>
<tr>
<td>4.2 PART B – ON BEHALF OF THE RECEIVING INSURER</td>
<td>22</td>
</tr>
<tr>
<td>4.2.1 Particulars of Receiving Insurer (mandatory for the electronic submission)</td>
<td>23</td>
</tr>
<tr>
<td>4.2.2 Particulars of contact person of the Receiving Insurer (mandatory for the electronic submission)</td>
<td>23</td>
</tr>
<tr>
<td>4.2.3 Particulars of Bank Account of Receiving Insurer</td>
<td>24</td>
</tr>
</tbody>
</table>
4.2.4 Particulars of person / beneficiary in whose name the pension / annuity is purchased (In case of “Death of the Member / Former Member”) (mandatory for the electronic submission) 24

4.2.5 Statement on behalf of the Receiving Insurer 24

4.2.6 Declaration (mandatory for the electronic submission) 25

5  CROSS REFERENCES 25

6  DEFINITIONS AND ACRONYMS 25
1 PURPOSE

- This guide in its design, development, implementation and review phases is guided and underpinned by the SARS values, code of conduct and the applicable legislation. Should any aspect of this guide be in conflict with the applicable legislation the legislation will take precedence.

- The purpose of this guide is to provide guidance on the use and submission of:
  - The recognition of transfer form (ROT01) for transfers between funds; and
  - The recognition of the purchase of an annuity form (ROT02) when annuities are purchased on retirement or the beneficiary purchase an annuity upon the death of the member or annuitant.

2 GENERAL INFORMATION

- The purpose of a Recognition of Transfer form (ROT) is for the Receiving Fund / Insurer to confirm that the amount reflected on the tax directive, submitted by the Transferring fund for either the transfer or the purchase of the annuity, was received.
  - A ROT must be submitted, per member, for all transfers, including the transfer of unclaimed benefits to unclaimed benefits preservation funds as well as for section 14 transfers in circumstances where the fund did not have sufficient information for inactive members. The reason ‘Transfer – Inactive Member with Insufficient Information’ is used for these section 14 transfers.
  - It is therefore crucial that the Transferring fund must provide the Receiving Fund with the personal information that was used to obtain the tax directive. This will ensure the Receiving fund can submit the ROT01 successfully.

- Therefore, the ROT form is used by the Transferring Funds firstly to obtain the Receiving fund / Insurers information to enable the Transferring Fund to correctly complete the tax directive application. Secondly, it is also used to provide the Receiving Fund with relevant information regarding the personal detail of the member used on the tax directive application and the lump sum benefit being transferred. The information will be vital to the Receiving Fund when the member exits that Fund due to resignation, retirement, death, etc. For example, a provident fund will indicate the contributions made by the member before and after 1 March 2016 or a public sector fund will indicate the period of service before and after 1 March 1998, etc.

- Before the electronic submission of the ROTs were introduced, the Transferring Fund would obtain the signature and confirmation from the Receiving Fund or Insurer who has received the lump sum benefit amount and then submit the manual ROT form (hardcopy) to SARS. From July 2017 the Receiving Fund / Insurer must submit the ROT01 or ROT02 to confirm that the amount was received.

- The submission of the manual ROT’s (hardcopy) has caused many administrative problems for SARS, the Fund Administrators and Insurers.

- SARS has enhanced the tax directive system to receive certain portions of the manual ROT’s electronically. Where a tax directive application is finalised (IRP3 issued) SARS sets an indicator on the tax directive to show that the ROT is required.

- The ROT indicator on the tax directive is set in all instances where:
• The full lump sum benefit or a portion of the lump sum benefit is transferred to another fund before retirement, including section 14(1) transfer of business;
• On retirement where -
  o the full retirement benefit is transferred to a retirement annuity fund; or
  o the two-thirds or the full benefit is used to purchase an annuity or annuities; or
• On death of the member or the pensioner, the beneficiary / beneficiaries choose to purchase an annuity with the portion of the benefit not taken in cash.
• Unclaimed benefits that are transferred to an unclaimed preservation fund.
• A tax directive that was submitted for the transfer of an annuity from one insurer to another insurer. A ROT02 must be submitted electronically where a tax directive was submitted in order to avoid hardship to the taxpayer even though there is no legal basis for requiring the application of the tax directive).

The ROT indicator is set to ‘No’ (not received) on all tax directive applications submitted on or after 1 July 2017 even if the date of accrual is prior to 1 July 2017.

NOTE: Where a fund administrator cancelled a tax directive that was submitted before 1 July 2017 and resubmits the tax directive application with a processing date after 1 July 2017, the Transferring Fund must inform the Receiving Fund / Insurer that the ROT is now required and this must be submitted electronically. This is because the original tax directive was cancelled. The same is applicable where the Transferring fund did not submit a tax directive but the amount was paid into the Receiving fund bank account before 1 July 2017 and the tax directive request was only submitted after 1 July 2017. The Receiving Fund / Insurer must be informed that an ROT is required.

• Once the Receiving Fund or Insurer confirms electronically that the amount transferred or used to purchase an annuity is received as indicated on the tax directive, the indicator on the tax directive will change to ‘Yes’ (ROT received).
  - From middle December 2018 SARS will send reminders by email to Fund administrators / Insurers where an ROT is still outstanding. Reminders will also be sent where a tax directive application was submitted and a ROT is required and the ROT was not submitted within 20 working days.
  - SARS will also send a sms to the taxpayer. The sms will inform the taxpayer that the Receiving Fund administrator / Insurer did not submit a ROT to confirm the amount transferred or used to purchase an annuity.

• When a taxpayer submits the annual return and the above-mentioned ROT indicator is ‘No’ (not received), the taxpayer’s return will be rejected, with a reject message that the ROT is outstanding.

• SARS will inform the taxpayer, on submission of his / her return that:
  - The Receiving Fund or Insurer did not submit the ROT to confirm that the amount indicated on the tax directive was received or used to purchase an annuity.
  - If the Receiving Fund or Insurer does not submit the ROT within 10 working days SARS will regard the amount on the tax directive as normal income and the amount will be taxable in full. This will cause hardship to the taxpayer.

• Before 20 April 2018, where the lump sum amount paid to the Receiving Fund or Insurer is less than the amount indicated on the tax directive, the ROT submission was declined with an error message stating that the amount differs. The Fund transferring the lump sum amount had to cancel the tax directive. Thereafter resubmit the tax directive application form to reflect the same amount as the amount transferred or used to purchase an annuity to ensure the successful submission of the ROT.
From 20 April 2018, the ROT’s make provision for these types of discrepancies. Where there is a difference between the amount on the tax directive and the amount actually paid into the Receiving Fund / Insurer’s bank account, the reason for the discrepancy is mandatory. Subsequently the Transferring Fund must ensure that a reason is indicated on the ROT to enable the Receiving Fund / Insurer to provide the reason when the Receiving Fund / Insurer submit the ROT electronically.

Therefore the Transferring Fund must provide the Receiving Fund / Insurer with the following:
- The amount that was indicated on the tax directive;
- The reasons as to why the amount paid into the bank account is more or less than the amount on the tax directive;
- The tax directive number; and
- All other relevant information regarding the benefit and the member’s details.

2.1 WHO MUST COMPLETE AND SUBMIT A ROT

- From 1 July 2017, the Receiving Fund or the Insurer must submit the final ROT where a member elected that a portion of the full benefit must be transferred to another fund or where the two-thirds or more of the benefit must be used to purchase an annuity or annuities on retirement or death.
  - The Transferring Fund cannot and must not submit the ROT on behalf of the Receiving Fund or Insurer.
  - The Receiving Fund or the Insurer who has received the transferred benefit or an amount to purchase the annuity must confirm the receipt of the amount indicated on the tax directive submitted by the Transferring fund as well as the actual amount received.
- The submission of the ROT’s (ROT01 and ROT02) must be done electronically for all tax directive applications submitted on or after 1 July 2017 regardless of the date of accrual.
  - A manual ROT01 or ROT02 form must be signed and submitted by the Receiving Fund or the Insurer if a tax directive application was submitted and finalised before 1 July 2017 regardless of the date of accrual.
- BEFORE the Fund or Insurer can submit a tax directive application the transferring fund / Insurer must first obtain the following information to complete the tax directive application form, to ensure that the tax directive is correctly completed and to ensure that the submission of the ROT will be successful:
  - The registered name of the Fund or Insurer who will receive the lump sum benefit amount;
  - The type of fund (where benefit is transferred before retirement);
  - Indicate if the Receiving Fund is an approved or public sector fund;
  - The FSCA registration number (12/8/0000000/000000) if transferring to an approved fund; or
  - The fund approval number if the Public Sector Fund does not have a FSCA registration number; or
  - The FSCA registered insurer number (10/10/1/0000) if an annuity is purchased;

Note: Only one of the above numbers must be provided.
- The contact details of the Receiving Fund or Insurer;
  - Contact person’s name and telephone or cell phone number; and
- The email address of the Receiving Fund or Insurer.
- Participating employer name if the employer participates in a registered Type-A umbrella fund.

- If the transferring fund captured the above information incorrectly on the tax directive application form, the Receiving Fund / Insurer will not be able to submit the ROT successfully and it will cause hardship to the member.

**NOTE:** It is very important that the Transferring Fund or Insurer (who will transfer a benefit) obtains the correct information from the Receiving Fund or Insurer before the tax directive application form is submitted to avoid the rejection of any ROT due to incorrect Receiving Fund or Insurer details used on the tax directive application where the transferor has captured the tax directive.

- The tax directive application form has most of the information and therefore SARS only needs Part B, the confirmation that the Receiving Fund / Insurer received the lump sum benefit amount as indicated on the tax directive issued. The Receiving Fund / Insurer who has received the lump sum benefit amount **must** submit the ROT, and **not** the Transferring fund. Therefore, the Transferring fund must ensure the correct information (tax directive amount) is provided to the Receiving fund / Insurer to enable the submission of the ROT.

- If the member has elected on retirement to use the full retirement benefit to purchase an annuity or annuities from an Insurer and the fund did not submit a tax directive application, the Insurer receiving the lump sum benefit must submit the ROT02 manually(hardcopy) to SARS. Both parts on the manual ROT02 must be completed in full and both parts must be signed to be a valid document.

### 2.2 HOW TO SUBMIT A ROT FORM

- **Electronic Submission:** The ROT's (ROT01 and ROT02) must be submitted electronically via an Interface agent (ISV platform) or SARS eFiling where a tax directive application was submitted after 1 July 2017.

- **Manual Submission:** The ROT02, for purchase of annuities if the full benefit was used to purchase an annuity and a tax directive application was not submitted or ROT’s (ROT01 and ROT02) for a tax directive application submitted and finalised before 1 July 2017, must be submitted through any of the following channels:
  - **SARS Branch:** The Fund / Insurer can visit any Branch and submit the manually completed (hard copy) and signed ROT02 form.
    - The SARS Branch will scan and forward the ROT02 to the assessment centre to process and finalise the ROT.
  - **Post:** Complete and sign the ROT and post it to SARS; or
  - **Email:** The Fund / Insurer can email the hardcopy ROT forms to the following email on SARS website under ‘Contact Us’:
    - Contact.central@sars.gov.za
    - Contact.north@sars.gov.za
    - Contact.east@sars.gov.za
    - Contact.south@sars.gov.za.

- If the Receiving Fund / Insurer submits a hardcopy ROT, SARS will not issue confirmation of receipt for the ROT as in the case of the electronically submitted ROT’s. The Receiving Fund / Insurer can provide the member with a copy to submit it as a supporting document when the return is selected for verification.
The Receiving Fund / Insurer must ensure that the updated ROT form that is available on the SARS website is used or where the Receiving Fund / Insurer is using their own generated ROT’s ensure that all the relevant information that is on the SARS website ROT forms are provided for.

3 COMPLETING THE ROT FORM (ROT01)

- The ROT01 – ‘Recognition of Transfer between Approved / Public Sector Funds’ form must be completed where the Fund transfers any lump sum benefit from one fund to another fund before the member retires.

- The ROT01 form consist of two parts, namely:
  - Part A to be completed by the Transferring Fund and
  - Part B to be completed by the Receiving Fund to enable the Transferring Fund to complete the tax directive application form with the correct information and to ensure that the lump sum benefit is paid into the correct bank account.

- This guide is based on the manual ROT01 form but will indicate the mandatory fields for the electronic submission of the ROT01.
  - Most of the ROT01 information is on the tax directive application form. Therefore, for the electronic version of the ROT, the Receiving Fund must only capture the tax directive number; the taxpayers detail (3. Particulars of member or divorced non-member spouse under Part A on the ROT01) and the Receiving Fund registered particulars (Part B of the ROT01), the ‘Amount Received’, ‘Amount reflected on the tax directive application’ and the reason for the difference, if any, this information will enable SARS to verify that the lump sum benefit was received by the Fund as indicated on the final tax directive (IRP3).

3.1 PART A - On behalf of the Transferring Fund

- Part A must be completed by the Transferring Fund and will provide the Receiving Fund with essential information when the member exits the Receiving Fund for example the pre and post 1 March 2016 provident fund contribution or whether the benefit originally received from a public sector fund, etc.

3.1.1 Particulars of the Transferring Fund

- The Transferring Fund must ensure the information is correctly completed, as illustrated / explained below:
  - Registered Name:
    - Enter fund name as registered with the Financial Sector Conduct Authority (FSCA). Previously known as the Financial Services Board (FSB).
- If the registered fund name did not include the abbreviated name during the registration then the abbreviations should not be captured in the name field.
  - **FSCA Registration no.**:
    - Approved funds can only use the FSCA Registration number.
    - This is the registration number, as allocated by the FSCA (and must be provided in the correct format 12/8/0000000/99999, where 0000000 is the registered umbrella fund number and 999999 represents the participating employer number). In cases where the number is less than 7 digits, populate the rest of the field with '0' before the number, e.g. where the FSCA registration number is 12/8/123 capture the registration number as 12/8/0000123/.
    - If the Fund is a freestanding fund (i.e. not a type-A umbrella fund) or a retirement annuity fund, the last 6 digits of the FSCA registration number must be zeroes and the participating employer name must be blank. The number must be entered with the '/'.
    - The last 6 digits of a retirement annuity fund will always be 6 zeroes e.g.12/8/0000222/000000.
  - **Fund Approval No.**:
    - This number must be blank if the Fund is an approved fund (this also applies to the Public Sector Fund registered with the FSCA).
    - Only public sector funds that are not registered with the FSCA must use the fund approval number.
    - If the Public Sector Fund (is not registered with the FSCA) completes the fund approval number, the FSCA registration number field must be blank.
    - The fund approval number format is 18204 (followed by 6 digits) e.g. 18204001597.
  - **Type of fund**:
    - Mark the relevant block with an "X"
    - The fund type must be provided to ensure that the member's benefit is correctly taxed when the member exits from the Receiving Fund.
  - **Indicate if the Fund is an approved or public sector fund**:
    - Mark the relevant block with an "X"
    - This information is necessary to determine where a member has pre-1998 service in a Public Sector Fund.

### 3.1.2 Particulars of contact person of the Transferring fund

<table>
<thead>
<tr>
<th>2. Particulars of contact person of the Transferring Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Surname</strong></td>
</tr>
<tr>
<td>Name(1)</td>
</tr>
<tr>
<td>Contact 1</td>
</tr>
<tr>
<td>Postal Address 1</td>
</tr>
<tr>
<td>Postal Code 1</td>
</tr>
</tbody>
</table>

- Provide the particulars of the contact person who will assist the Receiving Fund when additional information regarding the tax directive application form is required in order to complete the ROT to be submitted to SARS.

**NOTE:** Please do not provide the contact details of a call centre. This is because timely and accurate information may be required by the Receiving Fund for completing the ROT to avoid hardship to the taxpayer.

- Please provide the following information:
  - Surname;
  - Name(s);
  - Telephone number;
3.1.3 Particulars of member or divorced non-member spouse (mandatory for the electronic submission)

- The information above is essential for the Receiving Fund to submit the ROT01 electronically. Therefore the Transferring Fund must ensure this part is completed in full before sending the final ROT01 to the Receiving Fund:
  - **Tax Directive number of transfer application:**
    - Ensure that the tax directive number on the IRP3 notice is provided once SARS has issued the tax directive for the transfer.
    - Without the tax directive number, the Receiving Fund cannot submit the ROT01. SARS uses the tax directive number to validate that the ROT information submitted corresponds with the tax directive issued by SARS.
  - **Taxpayer reference no.:**
    - Ensure that the correct taxpayer reference number is provided.
    - The ROT will be rejected if this number does not correspond with the tax reference number on the SARS tax directive system. If the tax directive was submitted without a taxpayer's tax reference number, because the member is not registered for income tax purposes, the field must be left blank.
  - **Provide the following information as entered on the tax directive application form:**
    - Surname;
    - Names;
    - Initials (the initials must match the names);
    - Date of birth;
    - Identity number; or
    - Passport / Permit number.
  - **The following member information is not part of the tax directive application form but one of the two fields must be provided on the ROT is submitted:**
    - Email address; or
    - Cell number.
  - **Date of withdrawal / transfer from transferring fund as per tax directive (date of accrual).**
    - If this does not correspond with the date of accrual reflected on the tax directive (IRP3) the ROT will be rejected.

**NOTE:** The above information is essential for the submission of the ROT01 and the Transferring Fund must ensure that the information is hundred percent (100%) correct in order to assist the Receiving Fund to submit the ROT01 successfully.
3.1.4 Particulars of member or divorced non-member spouse (continued)

- The information is required by the Receiving Fund to identify if the member was a member of a public sector fund before 1 March 1998. This information will ensure that the formula in paragraph 2A of the Second Schedule to the Act is correctly applied in order to correctly tax the member exiting the Receiving Fund.
- Please note than any transfer from a public sector fund to an approved fund before 1 March 2006 does not qualify for the deduction in paragraph 5 and 6 of the Second Schedule.

3.1.5 Particulars of benefit to be transferred

- The information above will provide the Receiving Fund with the required information to enable the correct completion of a tax directive application form when the member exits from the Receiving Fund and to ensure that the correct deductions in terms of the Second Schedule to the Act are applied to the member's benefit. The following information will also assist the Receiving Fund to correctly complete the ROT01 form:
  - Provide the ‘Amount of member’s gross benefit’ to be transferred.
  - Answer the question - ‘Is this a Retirement Benefit Transfer?’
    - Select “Yes” or “No”.
  - Provide the ‘Amount to be transferred as reflected on the tax directive application’.
    - The amount that was entered on the tax directive application as ‘Amount transferred to the Transferee fund’.
    - If the transfer was from a pension fund to a provident fund the ‘Amount transferred to the Transferee fund’ less the tax on the tax directive must be entered.
  - Provide the ‘Amount of benefit actually transferred (if the amount differs from the tax directive amount)’.
    - Where the amount is less than the amount transferred, enter the amount to be transferred and provide a reason why the amount transferred is less. This reason is mandatory in submitting the ROT01.
If transfer from a pension fund to a provident fund the ‘Amount transferred to the Transferee fund’ less the tax on the tax directive must be entered.

- If this amount is less than the allowable 0.2 percentage (0.2%) tolerance the original tax directive must be cancelled and a tax directive with the actual amount transferred must be submitted.
- If the transfer is from a pension fund to a provident fund, the 0.2% tolerance is calculated on the ‘Amount transferred to the Transferee fund’ less the tax on the tax directive.

Any additional amount following the tax directive issue date?
- This is when the Fund has disinvested the benefit and there was growth before the actual amount was transferred; or
- Where the amount to be transferred is more than the amount on the tax directive enter the difference in this field.
- The ROT will be rejected if this amount is not inserted on the ROT to be submitted.
- If the amount is more than the 0.2% tolerance the Transferring fund must submit a second tax directive application for the full additional amount if not paid as interest.

**NOTE:** If the value of the benefit was not correctly calculated and an additional amount is calculated, a separate tax directive application form must be submitted. Please note that the additional amount cannot be reflected in this field (i.e. the recalculation of the lump sum benefit refer to Guide to complete the tax directive application form). Inform the Receiving Fund that two ROT’s must be submitted.

- The reason field ‘Please provide reason for the difference between the tax directive and actual amount transferred’ is mandatory:
  - If an additional or lesser amount (reduced amount) is paid into the Receiving Fund’s bank account that does not correspond with the amount on the tax directive please enter the reason.
  - The Receiving Fund, when submitting the ROT, must enter this reason to avoid the rejection of the ROT.

If the transferring fund is a provident fund or provident preservation fund provide the following if applicable:
- ‘Total contributions by the member to the Fund up to 1 March 2016 (excluding profit and interest)’.
- ‘Total contributions to the Fund after 1 March 2016 (excluding profit and interest).’

Details of any portion of gross benefit not being transferred are as follows:
- Ensure that this field is completed if the member takes a portion of the benefit in cash.

Any conditions / instructions (add reference to the fund rule if applicable).

**Answer the question** – ‘If transferring from a pension / provident preservation fund, indicate if a previous partial withdrawal was taken from a preservation fund?’
- This information will assist the Receiving Fund to correctly complete the tax directive application form when the member exits from the current Receiving Fund.
- If the response is ‘Yes’ the following four fields are mandatory:
  - If yes, provide date of partial withdrawal (CCYYMMDD).
  - Amount of partial withdrawal.
  - Indicate whether a tax directive has been applied for at SARS?
  - If yes, provide the tax directive number.
3.1.6 Statement on behalf of the Transferring Fund

- The Transferring Fund confirms that:
  - The value to be transferred as set out in section 4 will be paid by means of a transfer of the underlying assets by way of an electronic bank transfer, as soon as this recognition of transfer form is returned, fully completed, to the contact person referred in section 2;
  - The necessary authority to effect such transfer has been received from SARS; and
  - Confirmation of payment of the amount to be transferred will be provided as soon as this has been done.

3.1.7 Declaration

- The declaration by the Transferring Fund confirms to SARS that the information specified on PART A of the ROT form is true and correct whether submitted electronically or manually (hardcopy).
  - 5.1 The ROT form must be completed when a member transfers to another fund before retirement.
  - 5.2 The administrator of the transferring fund may only transfer the amount to the Receiving Fund upon receipt of all the required information to complete the tax directive application form in full.
  - 5.3 The transferring fund is responsible for ensuring that the benefit is transferred to an approved fund and that the information on Part A is provided to the Receiving Fund to enable the Receiving Fund to submit the completed ROT form to SARS. The Receiving Fund must submit the completed ROT form electronically to SARS within 30 calendar days of the transfer.
  - 5.4 If this confirmation of the transfer is not submitted to SARS, the transfer will be deemed to be a cash withdrawal benefit and will be taxed accordingly.

3.2 PART B - On behalf of the Receiving Fund

- The Transferring Fund will first send the ROT01 form to the Receiving Fund to obtain the necessary information and to obtain the correct bank account details into which the transferring lump sum benefit must be paid.
- Once the lump sum benefit amount is paid into the Receiving Fund's bank account, the Transferring Fund will send the fully completed ROT01 to the Receiving Fund. This will enable the Receiving Fund to submit the ROT01 to SARS in order to confirm that the benefit was transferred as indicated on the tax directive.

**Amount Received**

- This is the amount that the Receiving Fund has actually received.
- This amount can be less or more than the amount reflected on the tax directive.
  - If the amount is less than the amount reflected on the tax directive the reason for the difference must be provided.
    - The ROT will be declined if the difference between the actual amount received and the tax directive amount is greater than the allowable 0.2 percentage (0.2%) tolerance. Inform the Transferring fund to cancel and resubmit a tax directive application with the correct amount actually transferred.
    - Where the transfer is from a pension fund / pension preservation fund to a provident / provident preservation fund the amount must be the ‘Amount transferred to the Transferee fund’ less the tax on the tax directive.
    - The tolerance will be calculated using the ‘Amount transferred to the Transferee fund’ less the tax on the tax directive.
  - If the amount is more than the amount on the tax directive the difference must be entered in the ‘Any additional amount following the tax directive issue date’ field.
    - If the amount is more 0.2% tolerance the Transferring fund has to submit a second tax directive for the amount greater than the tax directive amount. A ROT will then be required for this additional amount (tax directive).
- The ROT will be declined if a reason is not provided. The Transferring Fund must ensure the correct amount is provided to the Receiving Fund to submit the ROTO1 successfully.

**Amount reflected on the tax directive application**

- The amount reflected in Part A, point 4 ‘Amount to be transferred as reflected on the tax directive application’ must be entered here.
- This amount must correspond with the tax directive amount.
  - Where the transfer is from a pension fund / pension preservation fund to a provident / provident preservation fund the amount must be the ‘Amount transferred to the Transferee fund’.
  - The Transferring fund must ensure the correct amount is provided to the Receiving Fund to submit the ROTO1 successfully.

**Any additional amount following tax directive issue date**

- This amount is the difference between the actual amount received and the amount reflected on the tax directive.
- If the amount is not entered on the field, the ROT will be rejected.

**Please provide a reason for the difference between the amount reflected on the tax directive and the actual amount transferred.**
The reason for the difference between the amounts reflected on the tax directive and actual amount transferred must be provided in order to avoid the rejection of the ROT.

The error message ‘Orig directive amt & transfer / purchase amt exceeds tolerance’ will be displayed where:
- The ‘Amount reflected on the tax directive application’ was captured incorrectly on the ROT01; or
- The ‘Amount Received’ was captured incorrectly.
  - This can be because the ‘Amount Received’ is captured as the ‘Amount reflected on the tax directive application’ or vice versa.
  - Ensure the amounts are captured correctly.
- If the amounts were captured correctly but the tolerance exceeds the 0.2% threshold.
  - The Transferring Fund must cancel the tax directive where the amount paid into the bank account was less than tax directive amount and exceeds the 0.2% tolerance; or
  - If the amount paid into the bank account was more than the amount on the tax directive and it is not interest payable to the member, the Transferring Fund must submit a second tax directive application for the additional amount.

3.2.1 Particulars of the Receiving Fund (mandatory for the electronic submission)

- Complete the Particulars of the Receiving Fund correctly in order to assist the Transferring Fund in correctly completing the tax directive application form. This information is mandatory to submit the ROT01 successfully:

  - Registered Name:
    - Enter fund name as registered with the Financial Sector Conduct Authority (FSCA).
    - If not registered with abbreviations do not use abbreviations in the name field. Enter the name as displayed on the FSCA website.
  - FSCA Registration No:
    - Approved funds can only use the FSCA Registration number.
    - This is the registration number, as allocated by the FSCA (and must be provided in the correct format 12/8/0000000/999999, where 0000000 is the registered umbrella fund number and 999999 represents the participating employer number). In cases where the number is less than 7 digits, populate the rest of the field with ‘0’ before the number, e.g. where the FSCA registration number is 12/8/123 capture the registration number as 12/8/0000123/.
    - If the Fund is a freestanding fund (i.e. not a Type-A umbrella fund) or a retirement annuity fund the last 6 digits must be zeroes and the participating employer name must be blank. The number must be entered with the ‘/’.
    - The last 6 digits of a retirement annuity fund will always be 6 zeroes e.g.12/8/0000222/000000.
  - Fund Approval No:
    - This number must be blank if the Fund is an approved fund.
    - Only public sector funds that are not registered with the FSCA must use the fund approval number.
o If the Public Sector Fund completes the approval number, the FSCA registration number field must be blank.
o The approval number format is 18204 (followed by 6 digits) e.g. 18204001597.
  - If the Public Sector Fund is registered with the FSCA, the FSCA registration number must be used.
  - Type of fund:
    o Mark the relevant block with an “X”.
o The fund type must be provided to ensure that the members benefit is correctly taxed when the member exits from the Receiving Fund.
  - Indicate if the Fund is an approved or public sector fund:
    o This information is necessary where a member has pre-1998 service in a public sector fund.

3.2.2 Particulars of contact person of the Receiving Fund (mandatory for the electronic submission)

<table>
<thead>
<tr>
<th>2. Particulars of contact person of the Receiving Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Surname:</strong></td>
</tr>
<tr>
<td><strong>Name(s):</strong></td>
</tr>
<tr>
<td><strong>Telephone number:</strong></td>
</tr>
<tr>
<td><strong>Cell number:</strong></td>
</tr>
<tr>
<td><strong>Email address:</strong></td>
</tr>
<tr>
<td><strong>Postal address:</strong></td>
</tr>
</tbody>
</table>

- Particulars of the contact person of the Receiving Fund must be provided to avoid the ROT being rejected. Please provide the following information in order to assist SARS if additional information is required regarding the transfer of the benefit:
  - Surname;
  - Name(s);
  - Telephone number;
  - Cell number;
  - Email address; and
  - The postal address.

3.2.3 Particulars of Bank Account for the Receiving Fund

- All the above information must be completed to ensure that the Transferring Fund is paying the lump sum benefit amount into the correct bank account.

3.2.4 Statement on behalf of the Receiving Fund

- The Receiving Fund confirms that:
  - The transfer benefit as set out in section A(4) will be applied for the benefit of the person specified in section A(3), in the fund as specified in section B(1);
If any request is received to deal with the benefit as set out in section A(4) in any manner other than that set out in section A(4), including any request to cancel the transfer to the Receiving Fund, such request shall not be implemented by the Receiving Fund without the prior written consent of the Transferring Fund; and-

- The information contained herein is correct and in particular, the banking details provided have been confirmed as correct.

3.2.5 Declaration (mandatory for the electronic submission)

- Declaration
  - The declaration by the Receiving Fund confirms to SARS that the information specified on PART B of the ROT form is true and correct whether submitted electronically or manually (hardcopy).

4 COMPLETING THE RECOGNITION OF PURCHASE OF AN ANNUITY FORM (ROT02)

- The Recognition of purchase of an annuity (ROT02) – ‘Recognition of GN18 Purchase of a member / beneficiary owned pension / annuity’ form must be completed where the Fund (pension, provident, pension preservation fund, provident preservation fund or retirement annuity fund) purchases an annuity from an Insurer or an insurer purchases an annuity from another Insurer (transfer between Insurers).

- The ROT02 form consist of two parts, namely:
  - Part A that must be completed by the Purchasing Fund / Insurer; and
  - Part B that must be completed by the Receiving Insurer.

- The information of the Receiving Insurer will enable the Purchasing Fund to complete the tax directive application with the correct information and to ensure that the amount used to purchase an annuity is paid into the correct bank account.

- This guide is based on the manual ROT02 form but will indicate the mandatory fields for the electronic submission of the ROT02.

  - Most of the ROT information is on the tax directive if a tax directive application form was submitted. Therefore, a Receiving Insurer must only capture the tax directive number, the taxpayer details, and the Receiving Fund’s registered particulars. This information will enable SARS to verify that the amount used to purchase an annuity has been received by the Fund / Insurer, as indicated on the finalised tax directive.
    - Where a beneficiary indicates that the Fund must purchase an annuity ‘Particulars of person / beneficiary in whose name the pension / annuity is purchased (In case of “Death of the Member / Former Member”)’ of part B must be provided when the Receiving Insurer submits the ROT02 electronically.
Where a member or a beneficiary / beneficiaries of a deceased member or pensioner chooses to use the full benefit to purchase an annuity / annuities the manual (hardcopy) form of the ROT02 must be submitted by the Receiving Insurer if the Purchasing Fund / Insurer did not complete or submit a tax directive application form. The Purchasing Fund / Insurer must clearly indicate if a tax directive application was not submitted.

4.1 PART A – On behalf of Purchasing Fund / Insurer

4.1.1 Particulars of Purchasing Fund / Insurer

- The Purchasing Fund / Insurer must ensure the following information is correctly completed:
  - Registered Name of Fund:
    - Enter fund or insurer name as registered with the Financial Sector Conduct Authority (FSCA).
    - If not registered with abbreviations do not use abbreviations in the name field. **The name must be entered as displayed on the FSCA website.**
  - FSCA Registered no.
    - Approved funds can only use the FSCA Registration number.
    - This is the registration number, as allocated by the FSCA (and must be provided in the correct format 12/8/0000000/999999, where 0000000 is the registered umbrella fund number and 999999 represents the participating employer number). In cases where the number is less than 7 digits, populate the rest of the field with ‘0’ before the number, e.g. where the FSCA registration number is 12/8/123 capture the registration number as 12/8/0000123/.
    - If the Fund is a freestanding fund (i.e. not a Type-A umbrella fund) or a retirement annuity fund, the last 6 digits of the FSCA registration number must be zeroes and the participating employer name must be blank. The number must be entered with the ‘/’.
    - The last 6 digits of a retirement annuity fund will always be 6 zeroes e.g.12/8/0000222/000000.
  - Fund Approval no:
    - This number must be blank if the Fund is an approved fund.
    - Only public sector funds that are not registered with the FSCA must use the fund approval number.
    - If the Public Sector Fund completes the approval number, the FSCA registration number field must be blank.
    - The approval number format is 18204 (followed by 6 digits) e.g. 18204001597.
    - If the Public Sector Fund is registered with the FSCA, the FSCA registration number must be used.
  - FSCA Registered Insurer no. (Life License number)
    - Only insurers must complete this field and enter the FSCA registered insurer number. All the other number fields must be left blank.
    - The number must correspond with the name and number as displayed on the FSCA website.
  - Type of fund:
4.1.2 Particulars of contact person of the Purchasing Fund / Insurer

- Indicate whether the Purchasing Fund / Insurer is an approved fund, public sector fund or an insurer.

<table>
<thead>
<tr>
<th>2. Particulars of contact person of the Purchasing Fund/Insurer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname</td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

- Provide the particulars of the contact person who will be able to provide accurate information should additional information regarding the tax directive application form be required in order to complete the ROT to be submitted to SARS. For this reason, please do not provide contact details of a call centre. The information above is used by the Receiving Insurer to obtain additional information when required or if the Receiving Insurer requires assistance to complete the ROT. Provide the following information:
  - Surname;
  - Name(s);
  - Telephone number;
  - Cell number;
  - Email address; and
  - The Postal Address.

4.1.3 Particulars of person in whose name the pension / annuity is purchased (If reason is “Death” insert the Member / Former Member particulars) (mandatory for the electronic submission)

- The information above is essential for the Receiving Insurer to submit the ROT02 electronically. Therefore the Transferring Fund / Insurer must ensure this part is completed in full before sending the final ROT02 to the Receiving Insurer:
  - Tax Directive number of transfer application:
    - Ensure that the tax directive number on the IRP3 notice is provided once SARS has issued the tax directive for the transfer.
    - Without the tax directive number, the Receiving Insurer cannot submit the ROT02. SARS uses the tax directive number to validate that the information submitted on the ROT corresponds with the tax directive issued by SARS.
  - Taxpayer reference no:
Ensure that the correct tax reference number is provided.
- The ROT will be rejected if this number does not correspond with the number on SARS tax directive system. If the tax directive was submitted without a taxpayer’s reference number, as the member is not registered for income tax purposes, the field must be blank.

- **Tax year.**
  - Must correspond with the year on the tax directive.

- **Provide the following information as entered on the tax directive application form**
  - Surname;
  - Names;
  - The initials must match the names;
  - Date of birth;
  - ID number; or
  - Passport / Permit number.

- The following member information is not part of the tax directive application form but one of the two fields must be provided when the ROT is submitted:
  - Email address; or
  - Cell number.

- **Date of retirement / death / transfer as per tax directive (date of accrual).**
  - If this date does not correspond with the date of accrual on the tax directive, the ROT02 will be rejected.

**NOTE:** The information above is essential for the submission of the ROT02 and the Purchasing Fund / Insurer must ensure the information is hundred percent correct in order to assist the Receiving Insurer to submit the ROT02 successfully.

### 4.1.4 Particulars of person in whose name the pension / annuity is purchased (If reason is “Death” insert the Member / Former Member particulars)(continued)

- The information above is not mandatory.

### 4.1.5 Particulars of purchased pension / annuity

- The information above will assist the Receiving Insurer to correctly complete the ROT02 form:
  - Amount of member’s gross benefit.
  - Amount of benefit applied to purchase pension / annuity as reflected on the tax directive application.
  - Any additional amount following the tax directive issue date?
Where the amount to purchase pension / annuity is more than the amount on the tax directive enter the difference in this field.

The ROT will be rejected if this amount is not inserted on the ROT to be submitted.

- Actual amount of benefit applied to purchase pension / annuity (if the amount differs from the tax directive amount).
  - If this amount is less than the allowable 0.2 percentage (0.2%) tolerance the original tax directive must be cancelled and a tax directive application with the actual amount transferred must be submitted.

Please provide reason for the difference between the tax directive amount and actual amount used to purchase an annuity, if any.

- Total contributions by member to the Fund up to 1 March 2016 (excluding profit and interest).
- Total contributions to the Fund after 1 March 2016 (excluding profit and interest).
- Details of any portion of the gross benefit not being used to purchase this pension / annuity.
- Provide the special conditions, if any, for the pension / annuity purchased.
- Has a tax directive been applied for at SARS?
- If yes, provide the tax directive number.

### 4.1.6 Statement on behalf of Purchasing Fund

#### 5. Statement on behalf of Purchasing Fund

- The amount to be utilised for the purchase of a pension / annuity as set out in section 4 will be paid by means of electronic bank transfer as soon as this recognition of purchase form is returned, fully completed, to the contact person referred to in section 2.

#### 4.1.7 Declaration

- The declaration by the Purchasing Fund confirms to SARS that the information specified on PART A of the ROT02 form is true and correct whether submitted electronically or manually (hardcopy).

#### NOTES:

- 5.1 The recognition of purchase form must be completed when a retirement fund / insurer purchases a compulsory pension / annuity in the name of a member on retirement or in the name of a beneficiary / nominee in the case of ‘death’.
- 5.2 The administrator of the transferring fund may only transfer the amount to the receiving Fund / insurer upon receipt of all the required information necessary to complete the tax directive application form in full
if the full benefit is not utilised to purchase pension / annuity.

- 5.3 Insurer receiving the amount to purchase a compulsory pension / annuity is responsible for the submission of the completed recognition of purchase of the compulsory pension / annuity form electronically to SARS within 30 calendar days of the purchase.

- 5.4 If this confirmation of the purchase is not submitted to SARS, the purchase will be deemed to be a cash withdrawal benefit and will be taxed accordingly.

4.2 PART B – On behalf of the Receiving Insurer

- Amount Received
  - This is the amount that the Insurer has actually received from the purchase of the annuity.
  - This amount can be less than the tax directive amount.
    - If the amount is less than the tax directive amount the reason for the difference must be provided.
    - The ROT will be declined if the reason is not provided therefore, the Purchasing Fund / Insurer must ensure that the information is completed in full in Part A, ‘Particulars of purchased pension / annuity’.
      - The ROT will be declined if the difference between the actual received and the tax directive amount is greater than the allowable 0.2 percentage (0.2%) tolerance. Inform the Purchasing Fund / Insurer to cancel and resubmit the tax directive with the correct amount actually transferred.
    - If the amount is more than (greater) the amount on the tax directive the difference must be entered in the ‘Any additional amount following the tax directive issue date’ field.

- Amount of benefit applied to purchase pension / annuity on the tax directive application (if the amount differs from the actual amount received):
  - This is the amount that the Purchasing Fund / Insurer has entered on the tax directive application form.
  - This amount must correspond with the tax directive amount.
  - The amount in Part A, ‘Amount of benefit applied to purchase pension / annuity as reflected on the tax directive application’ must be entered here.

- Any additional amount following the tax directive issue date.
  - This amount is the difference between the actual amount received and the amount reflected on the tax directive.
  - If this amount is not entered the ROT will be rejected.

- Please provide reason for the difference between the tax directive and the actual amount transferred.
  - Reason for the difference between the tax directive and the actual amount
transferred must be provided to avoid the rejection of the ROT.

### 4.2.1 Particulars of Receiving Insurer (mandatory for the electronic submission)

#### 1. Particulars of Receiving Insurer

- Ensure that the Particulars of the Receiving Insurer is correctly completed to assist the Purchasing Fund / Insurer to correctly complete the tax directive application form and this information is mandatory to submit the ROT02 successfully:

  - **Registered Name:**
    - Enter the Insurer name as registered with the Financial Sector Conduct Authority (FSCA).
    - If not registered with abbreviations do not use abbreviations in the name field. The name must be entered as displayed on the FSCA website.
  - **FSCA Registered Insurer no (Life Licence no.):**
    - This is the registration number, as allocated by the FSCA (and must be provided in the correct format 10/10/1 followed by 4 digits). In cases where the number is less than 4 digits, populate the rest of the field with ‘0’ before the number, e.g. where the FSCA registration insurer number is 10/10/1/9 capture the registration number as 10/10/1/0009.
    - The number must correspond with the name and number as displayed on the FSCA website.
  - **Policy number or other reference:**
    - Provide the policy number that will be allocated once the annuity is purchased.
    - This is a mandatory field when submitting the tax directive application by the Purchasing Fund / Insurer and when submitting the ROT02.
  - **Commencement date of the person’s policy (CCYYMMDD):**
    - This is a mandatory field when submitting the ROT02.

#### 2. Particulars of contact person of the Receiving Insurer (mandatory for the electronic submission)

- Particulars of contact person of the Receiving Insurer must be provided to avoid the ROT being rejected. Please provide the following information to assist SARS where additional information is required regarding the purchase of annuity:

  - **Surname;**
  - **Name(s);**
  - **Telephone number**
  - **Cell number;**
  - **Email address; and**
  - **The postal address.**
4.2.3 Particulars of Bank Account of Receiving Insurer

- All the information above must be completed to ensure that the Transferring Fund is paying the lump sum amount into the correct bank account.

4.2.4 Particulars of person / beneficiary in whose name the pension / annuity is purchased (In case of ‘Death of the Member / Former Member’) (mandatory for the electronic submission)

- The information above is essential for the Receiving Insurer to submit the ROT02 electronically. The above information must be provided if the reason on the tax directive is ‘Death before retirement’.
  - Taxpayer reference no:
    - Ensure that the correct tax reference number is provided of the person who will receive the annuity.
    - The ROT will be rejected if this number does not correspond with the number on SARS tax directive system. If the tax directive was submitted without a taxpayer’s reference number, as the member is not registered for income tax purposes, the field must be blank.
  - Provide the following information as entered on the tax directive application form
    - Surname;
    - Names;
    - The initials must match the names;
    - Date of birth;
    - ID number; or
    - Passport / Permit number.
  - The following member information is not part of the tax directive application form information but one of the two fields must be provided when the ROT is submitted:
    - Email address; or
    - Cell number.

NOTE: The information above is essential for the submission of the ROT02 and the Purchasing Fund / Insurer must ensure the information is accurate in order to assist the Receiving Insurer to submit the ROT02 successfully.

4.2.5 Statement on behalf of the Receiving Insurer
• The Receiving Insurer confirms that:
  
  ▪ The pension/annuity as set out in paragraph A(4) will be applied for the benefit of the person specified in paragraph A(3)/B(4) (in the case of death of Member/Former Member)], by way of an electronic bank transfer as soon as this recognition of purchase form is returned, fully completed, to the contact person referred to in section B(2).
  
  ▪ The pension/annuity shall be a life-long pension/annuity in the name of the person specified in paragraph A(3)/B(4) in the case of death of Member/Former Member]. However, in the event of a child’s pension/annuity the duration of the pension/annuity shall be in accordance with the conditions provided by the Purchasing Fund.
  
  ▪ If any request is received to deal with the benefit as set out in paragraph A(4) in any manner other than that set out in paragraph A(4), including any request to cancel the purchase to the Insurer, such request shall not be implemented by the Insurer without the prior written consent of the Purchasing Fund.

4.2.6 Declaration (mandatory for the electronic submission)

• Declaration

  ▪ The declaration by the Receiving Insurer confirms to SARS that the information specified on PART B of the ROT02 form is true and correct whether submitted electronically or manually (hardcopy).

5 CROSS REFERENCES

<table>
<thead>
<tr>
<th>DOCUMENT TITLE</th>
<th>APPLICABILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guide to Complete the Tax Directive Application Forms - External</td>
<td>All</td>
</tr>
</tbody>
</table>

6 DEFINITIONS AND ACRONYMS

<table>
<thead>
<tr>
<th>Administrator of a trust and/or fund</th>
<th>A member of a board that manage the affairs of the fund. Reference to trustees and/or fund administrators include liquidators of retirement funds.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annuity</td>
<td>Benefits that are paid in monthly, quarterly, yearly instalments.</td>
</tr>
<tr>
<td>Approved Fund</td>
<td>The rules of the fund are approved by the Commissioner for SARS in compliance with the requirements of the definition of provident fund and paragraph (c) of the definition of pension fund, also known as private sector funds. From 1 April 2012 in terms of section 3(5) of the Income Tax Act SARS has delegated the function to approve a fund contemplated in the definition of “pension fund”, pension preservation fund”, “provident fund”, “provident preserve fund” or “retirement annuity fund” for purposes of the Act to the Executive Officer of the FSCA to create a “one stop shop” for approval.</td>
</tr>
<tr>
<td>Exit event</td>
<td>Termination of employment e.g. death, resignation, withdrawal,</td>
</tr>
<tr>
<td>Acronym</td>
<td>Description</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>FSCA</td>
<td>Financial Sector Conduct Authority</td>
</tr>
<tr>
<td>GEPF</td>
<td>Government Employees Pension Fund</td>
</tr>
<tr>
<td>Public Sector Fund</td>
<td>Paragraph (a) and (b) of the definition of pension fund in section 1 of the Act</td>
</tr>
<tr>
<td>ROT</td>
<td>Recognition of Transfer or Recognition of Purchase</td>
</tr>
<tr>
<td>ROT01</td>
<td>Recognition of Transfer. To be submitted where a benefit was transferred from one approved fund or public sector fund to another approved or public sector fund. The Receiving Fund must sign the manual document to be a valid document or confirm electronically the receipt of the lump sum benefit.</td>
</tr>
<tr>
<td>ROT02</td>
<td>Recognition of GN18 purchase of a member / beneficiary owned pension / annuity from an insurer. To be submitted where a member / beneficiary chooses to purchase an annuity from an insurer instead of the fund providing the annuity. The Insurer must sign the manual document to be a valid document or confirm electronically the receipt of the benefit.</td>
</tr>
<tr>
<td>SA</td>
<td>South Africa</td>
</tr>
<tr>
<td>The Act</td>
<td>The Income Tax Act No. 58 of 1962</td>
</tr>
</tbody>
</table>

**DISCLAIMER**

The information contained in this guide is intended as guidance only and is not considered to be a legal reference, nor is it a binding ruling. The information does not take the place of legislation and readers who are in doubt regarding any aspect of the information displayed in the guide should refer to the relevant legislation, or seek a formal opinion from a suitably qualified individual.

For more information about the contents of this publication, you may:

- Visit the SARS website at [www.sars.gov.za](http://www.sars.gov.za)
- Visit your nearest SARS branch
- Contact your own registered tax practitioner
- If calling from within South Africa, contact the SARS Contact Centre on 0800 00 7277
- If calling from outside South Africa, contact the SARS Contact Centre on +27 11 602 2093 (only between 8am and 4pm South African time).