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| HR214 | **ANNUAL UCTRF CONTRIBUTION RATE CHANGE FORM** |  |

**NOTES**

* You must complete this form if you are a member of the UCTRF and want to change your contribution rate.
* You may change your UCTRF contribution annually on 1 March.
* The completed form must be returned to the UCTRF Office, Room 134, Bremner Building, Rondebosch, or emailed toyumna.gamildien@uct.ac.za .
* To understand the impact that changing your contribution rate will have on your retirement saving please use the Retirement Calculator: <https://uctrf.co.za/uctrf/retirement-provision-calculator-2021>.
* To understand the impact of your contribution rate on your take home pay, please use the CoE Calculator [http://www.hruct.co.za](http://www.hruct.co.za/).

## YOUR PERSONAL DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  | First Name/s |  |
| Staff Number |  | Date of Birth |  |
| Identity Number |  |

## CONTRIBUTION RATE

|  |
| --- |
| You may elect any percentage from **12%** of CoE to **40%** of CoE (in whole numbers) as your UCTRF contribution. |
| I wish to change my contribution rate to the following percentage of CoE: | % |
|  |
| **Protection of Personal Information Act (POPIA) Notice** * *The information requested in this document may constitute personal information in terms of POPIA.*
* *The Employer may share the member’s personal information with other service providers, such as the insurer of the death benefits, but only to the extent necessary to fulfil its obligations in terms of the Long-term Insurance Act.*
* *The information will be kept confidential and processed in accordance with POPIA and will be held for a period as set out in the UCTRF’s Retention of Records Guide.*
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| I have completed the CoE Calculator [http://www.hruct.co.za](http://www.hruct.co.za/) and I understand the impact that my choice will have on my take-home pay. I also understand that I cannot change this election until either 1 March next year or when my salary next changes. |
| Signature |  | Date |  |

# COMPLETING THE ANNUAL CONTRIBUTION RATE CHANGE FORM

# HR214

## When do I complete this form?

This form must be completed by employees who wish to change their UCTRF contribution rate at the annual option date. If you do not complete the form, your UCTRF contribution rate will remain unchanged.

## Where do I send this form?

## The form should be sent to the UCTRF Office, Room 134, Bremner Building, Rondebosch or emailed to yumna.gamildien@uct.ac.za.

#### When do I submit this form?

If you wish to change your UCTRF contribution rate at the annual option date. The form must be submitted to UCTRF Office by the date advised in the covering letter.