



GEPF Applications via ECF office

Please note that this office attempt to assist the spouse/children of SAPS retirees with the submission of and enquiries on GEPF applications. The ECF's role is only that of an intermediary and does not have any influence or authority regarding the processing process of GEPF applications.

The GEPF office does not provide the ECF concessions and the ECF social worker has to queue to be served. We may follow up on a maximum of 3 files at a time and have to queue thrice to follow up on the maximum of the 9 files per week.

To speed up the process and prevent unnecessary delays, please ensure that the GEPF forms (see attached) are fully completed. Failure to submit fully completed forms will result in delays as the forms will be returned to you.

PLEASE INFORM US IMMEDIATELY WHEN YOU RECEIVE YOUR PENSION/FUNERAL BENEFIT PAYOUT. This office is not informed by GEPF if benefits are paid out and your feedback will open the opportunity for dealing with another person's enquiry who are on the follow-up list.

The following forms and documents are applicable:

1. GEPF consent form:

The ECF can only hand in or enquiry at GEPF on behalf of the applicant if the GEPF CONSENT FORM is completed (see attached). The main member details, the details of the person who applied to receive the money, the signature of the applicant as well as details of two witnesses need to be filled in.

2. Funeral benefit application:

The Z-300 and Z-894 forms need to be completed. For your convenience attached are completed examples of the Z-300 and Z-894 forms to serve as guidelines.

3. Spouse pension application:

The Z-143 and Z-894 forms need to be completed. For your convenience attached are completed examples of the Z-143 and Z-894 forms to serve as guidelines.

Please note: The Funeral Benefit claim and Spouse pension claim are not processed in the same section at GEPF and is considered as two separate applications.

Documents that need to be included with each application:

The following certified copies need to be included separately with each application:

- ID document of the deceased and applicant.
- Marriage certificate – if applicable
- Death certificate
- Proof of bank account
- Affidavit of relationship to deceased: only applicable to Funeral benefit if a child applies

Important points to remember

- Please ensure that all copies of the original documents are certified.
- If copies are made of ID cards, it should be the original size, back and front displayed below one another on one page.
- Please note that GEPF no longer accepts hand-written marriage certificates. Home affairs will be able to assist with a printed document.
- Ensure that the signature of the applicant looks the same on all the documents that are submitted. If any difference is noted the GEPF office will not proceed with processing the information and or send it to the forensic section.
- Do not use tip-ex/ scratch out or change any written information. Complete a new form. Be careful not to smudge ink as GEPF will not process the application.
- A follow-up may only be made once a month on a specific file. Continuous enquiries may result in the file being transferred to the forensic section.
- The assistant at the service desk does not have access to progress made at the forensic -section. Once a file is in the said section, feedback will remain “with forensics” until their investigation is concluded. (At present some spouse claims are delayed as forensics at GEPF has to investigate the validity thereof).

Summary of documents that needs to be attached to each of the applications

SPOUSE PENSION APPLICATION	FUNERAL BENEFIT APPLICATION
Z143- form Contains information about the spouse and deceased/main member	Z300- form Contains information of spouse and/or applicant
Z894- form. This form needs to be completed by the bank	Z894-form. This form needs to be completed by the bank
Death certificate	Death certificate
ID document of deceased	ID document of deceased
ID document/ID card of applicant (copied correctly).	ID document/ID card of applicant (copied correctly)
Printed Marriage Certificate. In the case of a 2 nd marriage include a death certificate/divorce agreement for the	Printed marriage certificate. If 2 nd marriage includes death certificate/divorce agreement for former wife

former wife.	
Tax Clearance Certificate	Tax Clearance Certificate
Confirmation of bank account of applicant	Confirmation of bank account of applicant
Application by an executor (If applicable): <ul style="list-style-type: none"> • Executor (Appointment confirmation on business letter-head). • ID of appointed executor. • Banking details of trust-account 	When a biological child/ sibling applies: <ul style="list-style-type: none"> • An affidavit to confirm the relationship with the deceased. • If the applicant's-surname differs from the deceased, attach a certified marriage certificate as proof.

Kindly be informed that the ECF- office does not have any access to the GEPF-data base, nor influence on the processing of claims. Feedback is received from the GEPF service desk and communicated to the applicant. ECF do not receive any financial compensation for this service, therefore we are not able to assist executors/attorneys to follow up on their submission of claims.

COURIER:

Please send us a WhatsApp or Email of the waybill to ensure that we are aware of and able to collect or trace sent documents.

WhatsApp: 064 608 4284

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