



**the dpsa**

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## CIRCULAR NO. 47 OF 2022

TO ALL HEADS OF NATIONAL AND PROVINCIAL DEPARTMENTS AS WELL AS  
PROVINCIAL ADMINISTRATIONS

GOVERNMENT EMPLOYEES PENSION FUND (GEPF) EXIT PROCEDURE IN THE  
PUBLIC SERVICE

### PURPOSE

This GEPF Exit Procedure seeks to give guidance to HR Practitioners regarding exits in the Public Service. The GEPF Exit Procedure is also intended to supplement the work done by Government Pension Administration Agency (GPAA) Client Liaison Officers on how to complete the required exit documents.

### INTRODUCTION

It has come to the attention of the Department of Public Service and Administration (DPSA) that when departments submit exit documents to GPAA, they submit them with errors, late or sometimes do not submit them at all. This delays the termination process and creates backlog at the GPAA, whilst the affected pensioners suffer financially and emotionally.

### LEGISLATIVE FRAMEWORK

This GEPF Exit Procedure should be read in conjunction with Paragraph 13 of PSCBC Resolution 1 of 2012.

### EMPLOYER DUTIES IN THE EVENT OF A RETIREMENT

1. Employer obligations for the speedy payment of pension benefits
  - 1.1 Identify all employees who will reach retirement age 60 and 65 within the next 12 months by printing a Persal report;
  - 1.2 Conduct of a pre- retirement workshop by the department's HR practitioners. In the departmental workshop, the HR Practitioner needs to emphasis that those who have

monies in the GEHS -: ILSF should first inform GEHS of their exit in order to not delay the termination process

- 1.3 Verify the employee's periods of pensionable service;
- 1.4 Verify the employee's contact details and alternative contacts details;
- 1.5 Explain what additional documents must be submitted, for example, certified unabridged birth certificate, certified copy of any relevant divorce order, etc;
- 1.6 Explain to the employee the nature of any debt owed by the employee to the employer and that the employer may request that the debt be recovered from the pension benefits if still owing on the date of exit;
- 1.7 Explain and assist with the completion of relevant forms;
- 1.8 Inform employees to attend pre-retirement workshops conducted by the GEPF. Dates and details are available in the GEPF website.

## 2 Exit Forms

- 2.1 Ensure that the following forms are always available in the workplace and are the most recent versions:

- 2.1.1 Z102 Exit form Fund form
- 2.1.2 Choice form for reduced annuity in favour of spouse
- 2.1.3 Z894 Updating of Bank Particulars form
- 2.1.4 Z864 Updating Personal Particulars of Member form
- 2.1.5 Department liability debts form; and
- 2.1.6 WP1002 Nomination form.
- 2.1.7 Z583 Continuation of medical assistance

- 3 For further information on exits, please go to [www.gepf.co.za](http://www.gepf.co.za).



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Ms Yoliswa Makhasi  
Director-General: DPSA  
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