



basic education

Department: Basic Education REPUBLIC OF SOUTH AFRICA

What is the official Retirement age?

- **Normal retirement age** in the public service is **60 years of age** when you may retire and receive full benefits.
- Compulsory retirement age is 65 years of age. Retirement must occur on the date of your 65th birthday.
- Voluntary retirement age is 50 years of age for educators and 55 years of age for public service officials. Pension benefits will be scaled down proportionally in relation to the number of years to your 60th birthday.

What are the consequences of early Retirement?

- If you retire before your normal retirement age and have less than ten years of pensionable service, you will receive a gratuity equal to your actuarial interest in the pension fund.
- If you retire before your normal retirement age and have ten years or more of pensionable service, your annuities and gratuities are calculated according to the same formula as is used for normal retirement. However, you will be penalised with a reduction of a third of one percent for each month between the dates of early retirement and normal retirement.

Where can one obtain the required documentation and forms for Retirement?

All the relevant forms can be downloaded from the Government Employees Pension Fund (GEPF) website on www.gepf.gov.za or obtained from your nearest District or Provincial office.

STEPS in applying for a Pension upon Retirement.

Step 1: Complete the relevant forms

At least six months prior to reaching the age of retirement or date of required retirement, you must complete the following forms:.

- National Treasury Pensions Administration Form: Personal Particulars Form (Z864);
- Banking Particulars (Z894);
- Relevant Choice Form for payment of Benefits or the Particulars for a Transfer to an Approved Retirement Fund (Z1525);
- Choice Form for State Subsidised Medical Contribution;
- National Treasury Pensions Administration: Withdrawal from Fund Form (Z102); and
- Termination of Service Form.

Step 2: Declaration of relevant forms

 You are required to sign the declaration and initial each page of the completed Z864 form in the presence of a Commissioner of Oaths who will certify the form. You are required to sign the declaration of the completed Z894 form and ensure that your financial institution stamps and signs the Z894 form.

Step 3: Attach supporting documentation

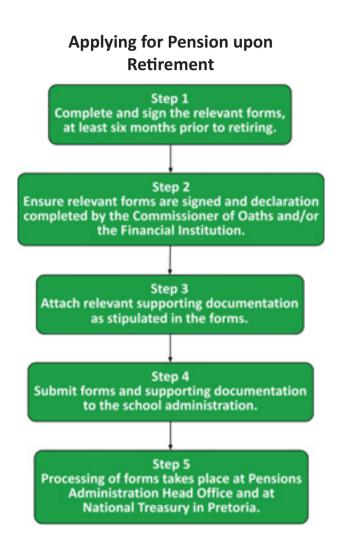
 Attach the relevant supporting documentation as stipulated in each of the required forms to that specific form.

Step 4: Submit your application to your school administrator or district office

 Submit the completed forms and supporting documentation to your school administrator who will forward them to the district office.

Step 5: Processing of forms

 Submit the completed Housing Allowance application form together with the relevant supporting documentation to your school administrator or forward to the district office.



Contact Details

Department of Basic Education 222 Struben Street Pretoria Tel: (012) 357 3000

Eastern Cape Steve Mukile Twete Complex Zone 6 Zwelitsha Central Bisho 5605 Tel: (040) 608 4202/3

Free State Provincial Government Building 55 Elizabeth Street 16th Floor, Room 1606 Bloemfontein 9300 Tel: (051) 404 8411

Kwazulu-Natal 228 Pieter Maritz Street, 3rd Floor Pietermaritzburg 3200 Tel: (033) 355 2414

Limpopo Province Voorwaarts (CESA1) C/o 133 Biccard and 24 Excelcior Street Room CESA1 Polokwane 0700 Tel: (015) 297 0013 Mpumalanga Extension 5 Riverside Park Government Boulevard Nelspruit 1200 Tel: (013) 766 5555

Northern Cape Perseverance Building 156 Barclay Road Homestead Kimberley 8300 Tel: (053) 830 7160

Gauteng African Life Building/ Arcade Room 1001 111 Commissioner Str. Johannesburg 2000 Tel: (011) 355 0909

North West 2nd Floor, East Wing, Garana Building, James Moroka Drive, Mmabatho 2735 Tel: (018) 387 3700/48

Western Cape 23rd Floor Golden Acre Adderley Street Cape Town 8000 Tel: (021) 467 2523/6