



**A) PERSONAL PARTICULARS OF MEMBER/ PENSIONER (Compulsory)**

1. Member No.  or, CP Number: CP  2. Title

3. Surname

4. Firstname

5. Middle names

6. Maiden name

7. ID No.  (or) 8. Passport No.

9. Date of birth  10. Marital status: Single  Married  Divorced  Widow/er  Life Partner

11. Income Tax No.  Member / Pensioner

12. Employer name (Only for members)

**B) PARTICULARS OF APPLICANT (To be completed if the Applicant is not the Member/Pensioner, as per Section A)**

1. Surname  2. Date of birth

3. Firstname  4. Other initials

5. Middle names

6. Income Tax No.

7. ID No.  (or) 8. Passport No.

9. Relationship to member: Spouse  Major Child  Guardian of child  Parent  Brother/Sister  Executor of Estate

10. Member No.  ( Only needed if Applicant is also a member/pensioner)

**C) CONTACT PARTICULARS OF APPLICANT (Both postal and residential addresses must be supplied)(Compulsory)**

1. Nearest major Post Office with on-line access (needed for Post Office payments only)

2. Postal address

3. Residential address

4. Tel No.  5. Preferred contact method: Postal  Fax  E-mail

6. Fax No.  7. Cell No.

8. E-mail address

**D) PARTICULARS OF DECEASED (Compulsory)**

1. Death Cert. number  2. Date of death

3. Was the deceased the Contributing Member or Pensioner? Yes  No  If no, complete particulars below:

4. Surname  5. Date of birth

6. Firstname  7. Other initials

8. Relationship to Member: Spouse  Child under 18  Student under 22  Disabled child over 18

9. ID No.  (or) 10. Passport No.

**E) CERTIFICATION BY APPLICANT (Compulsory)**

I hereby certify that the particulars on this form, which have been verified against the relevant documents and records, are true and correct.

**Date signed**

**Signature of Applicant** (or thumb print if he/she cannot read/write)

## Overleaf for the Funeral Benefit Claim Form (Z300) of the Government Employees Pension Fund (GEPF)

**Dependent on the date of death, the following benefits are payable:**

### From 1 December 2002:

An amount (taxable lump sum Rand-value) of R7 500.00 is payable upon death of the member/pensioner as well as upon death of a spouse of the member/pensioner.

An amount (taxable lump sum Rand-value) of R3 000.00 is payable upon death of an eligible child of the member/pensioner.

### From 1 October 2017:

An amount (taxable lump sum Rand-value) of R15 000.00 is payable upon death of the member/pensioner as well as upon death of a spouse of the member/pensioner.

An amount (taxable lump sum Rand-value) of R6 000.00 is payable upon death of an eligible child of the member/pensioner.

### From 1 April 2024 onwards:

An amount (taxable lump sum Rand-value) of R20 000.00 is payable upon death of the member/pensioner as well as upon death of a spouse of the member/pensioner.

An amount (taxable lump sum Rand-value) of R8 000.00 is payable upon death of an eligible child of the member/pensioner.

## A. Documentation Required

The following compulsory documentation must accompany the Funeral Benefit Claim Form and **submitted with the form to the GEPF:**

1. Original certified copy of the **Death Certificate** (issued by the Department of Home Affairs);
2. Original certified copy of the bar-coded **ID, ID Card (both sides), Passport or Birth Certificate** (in case of a minor child) of the **deceased and applicant**. *(In instances where the applicant is a minor child, the certified copy of the ID, ID Card or Passport of the Guardian is also required)*
3. Original duly completed ACB Banking Particulars Form (Z894) where payments are to be made to a bank account rather than via the Post Office.
4. If banking details are faxed or e-mailed to the GPAA, please attach a certified copy of the bank statement (at least one month old) of the account reflected on the ACB Banking Particulars form (Z894).

**Certification must not be older than 6 months when received at the GEPF.**

The following **additional documentation** must accompany the Funeral Benefit Claim Form, where **applicable:**

5. If a spouse is the deceased or is the applicant, an original certified copy of the **Marriage Certificate** is required or alternatively a lobolla letter or 2 affidavits from each side of the family;
6. If an **adopted child** is deceased or is the applicant in the case of a major child, a legal adoption order is required upon which the names of the adopted parents appear;
7. If a child is deceased and a **full time student** over 18 years but under 22 years, proof of registration is required from a recognized tertiary institution.
8. If the child is **deceased and disabled** and over 18, medical proof of the disability is required and proof of financial dependency on the member / pensioner;
9. If the **surname** of the person applying for the benefit is **different** to that of the covered person or person entitled to payment (as depicted on the ID, Passport or Death Certificate documents), an affidavit is required to prove the relationship.
10. If the benefit is payable to the **estate**, a copy of the letter of executorship is required and the ID copy of the executor.

Note: If there are any **disputes when determining who is entitled to the benefit**, documentary proof of responsibility for funeral cost will be required from the applicant through means such as a quote or invoice from the funeral undertaker.

The GEPF respects privacy and personal information of its members and pensioners and therefore subscribes to the provisions of the Protection of Personal Information Act 4 of 2013. Visit [www.gepf.co.za](http://www.gepf.co.za) to view GEPF Privacy Policy and Privacy statement.

## **B. Instructions for completing the application form (Z300)**

1. One character must appear in each of the blocks that make up the field value. Use **CAPITAL LETTERS and black ink**. The text must stay within the boundaries of the block for each character.
2. In order to expedite the payment, the Funeral Benefit applications may be faxed or e-mailed to the GEPF. Alternatively it can be posted or delivered to a GEPF Regional Office. GEPF contact particulars for Funeral Benefits:

Call Centre (Telephone enquiries):		0800 117 669	
Fax: <b>Funeral Benefits Claims Only:</b>		012 319 3655	
E-mail: <b>Funeral Benefit Claims Only:</b>		<a href="mailto:funeralclaims@gepf.co.za">funeralclaims@gepf.co.za</a> <a href="mailto:funeralclaims@gpaa.gov.za">funeralclaims@gpaa.gov.za</a>	
Physical Address:	Pensions Building 34 Hamilton Street Arcadia Pretoria	Postal Address	GEPF Funeral Benefits Private Bag X62 Pretoria 0001

3. Breakdown (in preferred sequence of payment) of **covered persons, who may receive the money and who may facilitate the application of the benefit:**

Entity Involved	Covered Person	Entitled to Payment	Can be Applicants
1. Member	✓	✓	✓
2. Pensioner (whose pensions commenced after 30 November 2002)	✓	✓	✓
3. Spouse(s) of the member/pensioner	✓	✓	✓
4. Child under 18 of the member/pensioner	✓	X	✓
5. Student (Child) under 22 of the member/pensioner	✓	✓	✓
6. Disabled child over 18 of the member/pensioner	✓	✓	✓
7. Guardian of a minor child of the member/pensioner	X	✓	✓
8. Parent (or parent in law) of the member/pensioner	X	✓	✓
9. Brother/sister (or brother/sister in law) of the member/pensioner	X	✓	✓
10. Executor of the estate of the deceased	X	✓	✓

4. In the absence of a Bank Particulars form (Z894), the payments will be directed to the **Post Office**. Applicants must ensure that the information for the nearest Online Post Office is indicated under Section C on the application form.  
Post Office payments are facilitated quicker than electronic bank transfers, but must be collected within 30 days from the Post office in question.  
**The original documents that were faxed or e-mailed to the GEPF, must be retained and handed-in at the Post Office when collecting the money.**  
**The original ID/Passport documents of the applicant must be presented at the Post Office in order to claim the funeral benefit.**

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