



KwaZulu-Natal Joint Municipal Pension/Provident Funds

"Your Fund, Your Savings, Your Future"



CIRCULAR TO ALL MEMBERS OF: **THE KWAZULU-NATAL JOINT MUNICIPAL PROVIDENT FUND**

I have on the 11th of March 2019 called an election to appoint Trustees to the Board of the KwaZulu-Natal Joint Municipal Provident Fund. I hereby invite you to nominate member representative's for election to the Board of Trustees.

Please find attached a Nomination Process Explanatory Notice. You are kindly requested to carefully read the notice and to understand the nomination process and thereafter complete the nomination form/s.

It is important to note that the cut-off date for receipt by this office of nomination forms is the 15th of April 2019. Your nomination form/s may be sent to the KwaZulu-Natal Joint Municipal Provident Fund before the closing date in one of the following ways:

- Faxed to: 0866839210;
- Emailed to: nominate@njmpf.co.za;
- Hand delivered to the NJMPF offices located at 5 Derby Place, Derby Downs Office Park, University Road, Westville.
- Posted to: P.O. Box 33, Westwood, 3633.

Once the nomination process has been completed, a ballot paper will be posted to you as a member to enable you to vote for the candidates who have been nominated.

Yours sincerely

Sam Camilleri

CEO/Principal Officer



KwaZulu-Natal Joint Municipal Pension/Provident Funds

"Your Fund, Your Savings, Your Future"



I-CIRCULAR YAWOWONKE AMALUNGA ESIKHWAMA:

I-THE KWAZULU-NATAL JOINT MUNICIPAL PROVIDENT FUND

Ngomhlaka-11 Mashi 2019 ngihlele ukuthi kube nokhetho lokuqoka amaTrustee azoba seBhodini lezikhwama i-KwaZulu-Natal Joint Municipal Pension Fund (Superannuation), KwaZulu-Natal Joint Municipal Pension Fund (Retirement) kanye ne-KwaZulu-Natal Joint Municipal Provident Fund (Funds). Ngiyakumema ukuthi uzophakamisa iKhansela elizokhethelwa eBhodini lamaTrustee.

Ngicela uzitholele incwajana efakiwe echaza uhlelo lokuqoka.. Uyacelwa ukuthi ufundisise kahle lencwajana uphinde uyizwisise kahle inqubo yokuqoka emvakwalokho bese ugcalisa ifomu lokuqoka.

Kubalulekile ukuthi uqikekele usuku olungumnqamlajuqu wokumukelwa kwamafomu olungumhlaka-15 Apreli 2019. Ifomu lakho lokuqoka lingathunyelwa ngenye yalezizindlela ezilandelayo:

- Ungalifeksa (fax) kulenombolo: 0866839210;
- Ungali imeyila ku: nominate@njmpf.co.za;
- Ungaliletha ngesandla emahhosisini aseNJMPF akulelikheli lomgwaqo 5 Derby Place, Derby Downs Office Park, University Road, Westville.
- Ungaliposa kulelikheli: P.O. Box 33, Westwood, 3633.

Uma uhlelo lokuqoka seluqedliwe, uyoposelwa amaphepha okhetho njengeKhansela ukuze ukwazi ukuvotela ikhansela eliphakanyiselwe ukukhethwa.

Ozithobayo

Sam Camilleri

Umphathi Omkhulu i-CEO/Principal Officer



KwaZulu-Natal Joint Municipal Pension/Provident Funds

"Your Fund, Your Savings, Your Future"



NOMINATION PROCESS EXPLANATORY NOTICE

A. NOTICE TO MEMBERS

The amended Regulations require that:

- Six (6) member representatives be elected to the Board of Trustees.
- There will not be more than two (2) member Trustees elected per municipality for the KwaZulu-Natal Joint Municipal Provident Fund.
- The term of office of a Board of Trustee member is five (5) years.
- For each candidate elected, an equal number of alternates must be appointed.
- The alternates will be selected from the list of eligible candidates from the most recent election.
- This notice needs to be interpreted in conjunction with the Regulations of the Funds.
- The CEO will write to each duly elected Trustee to confirm their election after validation by the auditors.

B. EXPLANATION OF PROCESS

1. WHAT DOES NOMINATION MEAN?

- Before you can vote for member Trustees, nominations must be put forward.
- The process of collecting names of people who are proposed, qualify and who are willing to stand for election is called NOMINATION.
- You as a member, may nominate any number of members and forward the nomination/s to the KwaZulu-Natal Joint Municipal Provident Fund.

2. RIGHT TO NOMINATE

Every member has the right to nominate another member/s of this Fund to stand for election. You may not nominate yourself.

3. HOW YOU NOMINATE

- a) Acceptance of nomination must be in writing, by way of the nominee signing the Nomination Form at "NOMINEE'S SIGNATURE" and by attaching a **CV of not more than two pages** or should you require a template for a CV, one is attached.



KwaZulu-Natal Joint Municipal Pension/Provident Funds

"Your Fund, Your Savings, Your Future"



INCAZELO YOHLELO LOKUQOKA

A. ISAZISO SAMALUNGA

Umthetho wenqubomgomo ochibiyelwe ubalula ukuthi::

- Akubekhona abasithupha (6) abamele omasipala eBhodini lamaTrustee.
- Amakhansela awangabi ngaphezulu kwelilodwa (1) kuMasipala ngamunye elizoqokelwa eBhodini lamaTrustee esikhwama i-KwaZulu-Natal Joint Municipal Provident Fund.
- Ilunga leBhodi lamaTrustee lizosebenza kuleliBhodi isikhathi esiyiminyaka emihlanu (5).
- Nanoma ubani okhethiwe, uzoba noyedwa ozokhethwa ozommela uma engekho.
- Labo abazomela abakhethiwe bazokhethwa ohlwini lwabafanele abaphakanyiswe okhethweni lwakamumva.
- Lesisaziso kudingeka sicwaningwe ngokuhambisanayo nomthetho wenqubomgomo olawula izikhwama.
- Umphathi omkhulu i-CEO uzobhalela iTrustee ngalinye ngalinye ukuze aqinisekise ukukhethwa kwalo emva kokuqinisekiswa kokhetho abacwaningi mabhuku.

B. INCAZELO YENQUBO YOKUQOKA

1. KUSHO UKUTHINI UKUQOKA?

- Ngaphambi kokuthi kuvotelwe amakhansela azoba amaTrustee, kufanele kwenziwe uhlelo lokuqoka.
- Ukuqoqwa kwamagama alabo abasuke bephakanyisiwe, abakufanele nabazimisele ukungenela ukhetho kubizwa ngokuthi UKUQOKA (iNomination).
- Wena njengelunga, ungaqoka nanoma iliphi inani lozobaqoka bese ifomu lakho lokuqoka uliyisa esikhwameni iKwaZulu-Natal Joint Municipal Provident Fund.

2. ABANELUNGELO LOKUQOKA

Onke amalunga anelungelo lokuqoka amanye amalunga azongenela ukhetho. Koda ngeke uziqoke wena.

3. UQOKA KANJANI

- a) Ukwamukela lokhu kuqoka kufanele kube okubhalwe phansi, ngokuthi lowo oqokiwe asayine ifomu lokuqokwa kwakhe "KUSAYINE OQOKIWE" afake **i-CV yakhe enamakhasi angeqile kwamabili** noma uma efuna ukulungisa i-CV yakhe, lukhona uhlaka lwe-CV olufakiwe.



KwaZulu-Natal Joint Municipal Pension/Provident Funds

"Your Fund, Your Savings, Your Future"



- b) You must complete the enclosed nomination form in full for each nominee. Should you be nominating more than one member, kindly photocopy the blank nomination form according to the number of nominations you will be making or alternatively contact the NJMPF offices for additional nomination forms.
- c) **If any details are omitted, your nomination will be regarded as spoilt and will not be further processed.**

C. INSTRUCTIONS WHEN FILLING IN THE NOMINATION FORM

1. THE PROPOSER

The proposer is you, the member of the KwaZulu-Natal Joint Municipal Provident Fund. You as the proposer, must sign the nomination form.

2. THE NOMINEE/S

The person/s you are nominating for election as a member Trustee is known as the nominee. Please ensure that all requested information for the nominee is provided. The nominee must sign the nomination form in order to accept the nomination.

D. BEFORE NOMINATING ANY MEMBER

It is important to all members of the KwaZulu-Natal Joint Municipal Provident Fund to note that any nominee must be qualified to fulfil the extensive and onerous duties of a Trustee. In considering the duties it is evident that such a person should be a person with integrity and ability to grasp the unique complexities of a pension/provident fund.



KwaZulu-Natal Joint Municipal Pension/Provident Funds

"Your Fund, Your Savings, Your Future"



- b) Kufanele ugcwalise ifomu lokuqoka ngokugcwele lalowo nalowo omqokayo. Uma uqoka amalunga angaphezulu kwelilodwa, uyacelwa ukuthi wenze amakhophi amafomu alingana nenani lalabo ozobaqoka noma uxhumane namahhovisi esikhwama iNJMPF uma udinga amanye amafomu.
- c) **Uma eminye imininingwane ingafakiwe, ukuqoka kwakho kuyothathwa njengokuqoka okonakele ngeke kuqhubezelwe phambili.**

C. IMIYALELO UMA UGCWALISA AMAFOMU

1. OQOKAYO

Oqokayo uwena, ilunga lesikhwama i-KwaZulu-Natal Joint Municipal Provident Fund. Wena njengelunga, kufanele ugcwalise ifomu lokuqoka.

2. OQOKWAYO

Umuntu omqokela ukhetho lwamaTrustee ubizwa ngoMqokwa. Sicela uqinisekise ukuthi lonke ulwazi oludingekayo oluceliwe lufakiwe. Lowo oqokiwe kufanele asayine ifomu lokuqokwa kwakhe ukuze ukuqokwa kwakhe kube akwamukelile.

D. NGAPHAMBI KOKUQOKA NANOMA ILIPHI ILUNGA

Kubalulekile kuwowonke amalunga esikhwama i-KwaZulu-Natal Joint Municipal Provident Fund ukuthi labo abazoqokwa akube abakufanele ukuqokelwa ukwenza imisebenzi eyenziwa amaTrustee. Umuntu ozobe eqokelwe ukwenza umsebenzi wamaTrustee lowo muntu kufanele kube othembekile nozokwazi ukubhekana nobunzima bezikhwama i-Pension Fund ne-Provident Fund.

KWAZULU-NATAL JOINT MUNICIPAL PROVIDENT FUND
NOMINATION FORM: MEMBER

THIS FORM IS TO BE COMPLETED IN BLOCK PRINT (CAPITAL LETTERS)
Please read the Nomination Process Explanatory Notice before completing this form



Proposer

Membership No:	<input type="text"/>	Title:	<input type="text"/>
First Name:	<input type="text"/>	Surname:	<input type="text"/>
Identity No:	<input type="text"/>	Cell Phone No:	<input type="text"/>
Email Address:	<input type="text"/>	Landline No:	<input type="text"/>

PROPOSER'S SIGNATURE

DATE

Nominee

Membership No:	<input type="text"/>	Title:	<input type="text"/>
First Name:	<input type="text"/>	Surname:	<input type="text"/>
Identity No:	<input type="text"/>	Cell Phone No:	<input type="text"/>
Email Address:	<input type="text"/>	Landline No:	<input type="text"/>

I hereby verify that my CV attached including my qualifications therein is true and correct and hereby authorise the NJMPF to investigate my eligibility to serve in a position of Trustee as a Board Member.

I further hereby consent to the NJMPF verifying:

- My qualifications; and
- Conducting a search of criminal and credit records.

Kindly note the following:

- Your submitted CV will be circulated to all members with the ballot form.
- Your personal information will not be disclosed unnecessarily and will be used solely for the purpose of the elections.
- The requirements contained in the booklet must be complied with.

NOMINEE'S SIGNATURE

DATE

Send completed form to fax number: 086 683 9210 or email: Nominate@njmpf.co.za or hand deliver to:
5 Derby Place, Derby Downs Office Park, University Road, Westville or posted to P.O. Box 33, Westwood, 3633.

KWAZULU-NATAL JOINT MUNICIPAL PROVIDENT FUND
IFOMU LABAPHAKANYISWAYO: ILUNGA

LELI FOMU KUMELE LIGCWALISWE NGOSONHLAMVUKAZI (CAPITAL LETTERS)
NGAPHAMBI KOKUGCWALISA LELI FOMU FUNDA INCWADI
YESIPHAKAMISO (NOMINATION BOOKLET)



Umphakamisi (Proposer)

Inombolo yobulunga :	<input type="text"/>	Mnu./Nksz./Nks:	<input type="text"/>
Igama lokuqala:	<input type="text"/>	Isibongo:	<input type="text"/>
Inombolo kamazisi:	<input type="text"/>	Umakhalekhukhwini:	<input type="text"/>
Ikheli le imeyili:	<input type="text"/>	Ucingo lwasendlini:	<input type="text"/>

Umphakamisi (sayina)

Usuku (Date)

Umphakanviswa (Nomonee)

Inombolo yobulunga:	<input type="text"/>	Mnum./Nksz./Nks:	<input type="text"/>
Igama lokuqala:	<input type="text"/>	Isibongo:	<input type="text"/>
Inombolo kamazisi:	<input type="text"/>	Umakhalekhukhwini:	<input type="text"/>
Ikheli le imeyili:	<input type="text"/>	Ucingo lwasendlini:	<input type="text"/>

Ngियाqinisekisa ukuthi iCV yami engiyifakile kuhlenganisa neziqo zami kuyiqiniso ngigunyaza nokuthi iNJMPF yenze uphenyo lokuthi ngifanelekile yini ukubamba isikhundla selunga leBhodi lamaTrustee.

Ngiyavuma ukuthi iNJMPF iqinisekise:

- Iziqu zami; kanye
- Nokusesha izenzo zobugebengu nezezikweletu.

Qaphela lokhu okulandelayo:

- ICV yakho eyamukeliwe izodluliselwa kuwo wonke amalunga akwifomu yokuvota.
- Ulwazi mayelana nawe ngeke luvezwe ngokungafanelekile koda luzosetshenziselwa ukhetho.
- Konke okubalulwe ebhukwini lwesiphakamiso kumele kulandelwe.

Thumela ifomu eligwalisiwe kwinombolo yeFax ethi: 086 683 9210 noma u-Imeyile: Nominate@njmpf.co.za noma ulilethe ngesandla ku:
5 Derby Place, Downs Office Park, University Road, Westville noma ulipose ku: P.O. Box 33, Westwood, 3633.

